

# EDWARD WATERS UNIVERSITY CATALOG

**EWU**  
  
**2021-2024**

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## **CATALOG AGREEMENT AND INSTITUTIONAL POLICIES**

### **CATALOG AGREEMENT**

Through the governance and administrative processes of Edward Waters University, after the publication of this catalog, changes may have to occur in the academic calendar, admission and/or graduation requirements, academic programs, course offerings, scholarship funding, policies and regulations, and tuition and fee charges. In some instances, the requirements for graduation may be amended due to external governing agencies whose requirements supersede the catalog requirements for the degree year a student entered the University (e.g., the Florida Department of Education may require more classes for graduating seniors to be a certified teacher in Florida). While reasonable effort will be made to publicize such changes, students are encouraged to seek current information from appropriate offices; ultimately, the responsibility for complying with all applicable requirements rests with the student. Provided that the student maintains continuous enrollment, the student has the right to graduate based on the catalog edition published for the academic year of first enrollment. Two or more consecutive semesters of non-enrollment obligates a student to meet the requirements of the Catalog in effect upon her/his return to the University. All requirements of a single Catalog must be met, and requirements may not be arbitrarily selected from various Catalogs.

### **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE STATEMENT**

In compliance with ADA Section 504 of the Rehabilitation Act, EWU does not discriminate based on disability in the administration or operation of its educational policies, activities, and programs. To receive accommodations for any specific disability, a student must self-disclose her/his disabling condition by submitting documentation of the diagnosis (es) with the appropriate forms to the Division of Student Affairs and Enrollment Management, Counseling Center.

### **FAMILY EDUCATIONAL AND PRIVACY ACT STATEMENT**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Therefore, the University cannot disclose academic or personally identifiable information contained in the student's educational records without the student's consent. Students may grant any third party (e.g., parent, spouse, or sponsor) permission to access their records by completing the Family Educational Rights and Privacy Act (FERPA) Waiver Form and designating all parties for which records can be disclosed.

### **INFORMATION RELEASE**

Information concerning individual students shall not be released to anyone other than authorized staff for professional work-related purposes only upon receipt of a written request, including the student's or previous student's signature.

### **Privileged Information**

Records are not open to either students or the public and are designed solely to enable University operations or to assist individual students. Included are financial records, student/family

relationship information, confidential statements or recommendations before January 1, 1975, without a student's rights waiver, financial aid records, medical records, campus employment, faculty files, and alumni information.

### **Sole-Access Records**

Records of faculty, supervisory, and administrative personnel, is the sole possession of the maker and are not accessible or revealed to any other person.

### **Information Review and Correction**

Students have the right to inspect their educational records and to have corrected such records as necessary. EWU staff work to ensure that inaccurate, misleading, or otherwise inappropriate information is not retained in student records. Students are informed when such corrections are made in response to student requests. Should these corrections remain unsatisfactory, written challenge to the particular record should be addressed to the Provost\Senior Vice President of Academic Affairs who will provide a hearing conducted by regulations issued by the Secretary of the U.S. Department of Education. Students may also file a written explanation of any material contained in their records; such statements automatically become a permanent part of the challenged record. EWU reserves the right to deny such requests for review and correction if made for frivolous or malicious purposes. The decision of the Provost\Senior Vice President of Academic Affairs regarding a challenge raised shall be made in writing within 45 days from the conclusion of the hearing. Students may appeal decisions of the Provost\Senior Vice President of Academic Affairs to the Family Educational Rights and Privacy Act Office in the U.S. Department of Health and Human Services in Washington, D.C.

## **POLICY FOR STUDENT IDENTITY VERIFICATION IN DISTANCE LEARNING**

### **Purpose and Scope**

This policy applies to all credit-bearing distance education courses or programs offered by the Edward Waters University, beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from study. The purpose of this policy is to ensure that Edward Waters University operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education.

The HEOA requires that institutions offering distance education or correspondence courses or programs have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit. The Act requires that institutions use one of the following three methods:

- A secure login and pass code;
- Proctored examinations; and
- New or other technologies and practices that are effective in verifying student identification.

## **Compliance**

The TigerCard system is a University authentication and security measure to ensure that accounts are managed more securely across the University. All students at Edward Waters University are provided a TigerCard for secure access to the University systems, including for distance learning. New students claim their TigerCard through the University's Identity Manage branch of the department of Information Technology after providing their unique 'Student ID' number as proof that they have completed the registration process and their date of birth.

Students are responsible for providing their complete and true identity information in any identification verification process. It is against university policy for a user to give someone his or her password or to allow others to use his or her account.

Edward Waters University uses Moodle as its learning management system. The Moodle system integrates with the University authentication services to ensure appropriate and secure student access to courses and other Student Information Systems such as Power Campus. All users of the University's learning management system are responsible for maintaining the security of their TigerID and passwords, or any other access credentials as required. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited.

In addition, the Moodle learning management system provides student photos associated with their account and this is visible in areas of the course including the discussion. Live audio and video of students interacting in the course using Zoom or other third-party videoconference software is also a feature of the learning management system. As technology and personal accountability are not absolute in determining a student's identity, faculty members are encouraged to use these technologies and to design courses that use assignments and evaluations that support academic integrity.

## **Review:**

The Dean of Distance Education is responsible for developing and ensuring compliance with this policy and inform the University chairs and administrative officers when changes to the policy are made.

## **COMPUTER USAGE POLICY**

Everyone within the Edward Waters University community who uses University computing and communications facilities, including the University's Internet, servers, and computer networks ('IT Systems') has the responsibility to use them in an ethical, professional, and legal manner. This means that users agree to abide by the following conditions:

1. The integrity of the systems must be respected. Students will not take any action or omit to take any action that would jeopardize the integrity of the University's IT Systems.
2. Students will not use or cause to be used University's IT Systems to violate the privacy rights of others.
3. Users of University IT Systems will not access any data that the University intends to be or that one would reasonably expect would be confidential. This includes, but is not

limited to educational files, academic files, employment files, grading systems, and email accounts not belonging to the user or for which the user does not have permission to access.

4. Users of University IT Systems will not access or cause to be accessed the accounts, systems, or files of others without authorization of the account, system, or file owner or licensee. University IT Systems are intended to be used only for research, instruction and administrative, educational, and other purposes that further the University's purpose, mission, and vision or otherwise enhance the educational experience of EWU's staff and students.
5. Users of University IT Systems shall become familiar with and abide by the guidelines for appropriate usage for the systems and networks that they access.

Access to University IT Systems may be revoked by the University in its sole and absolute discretion. Access to University IT Systems will be revoked for reasons including, but not limited to, attacking the security of the system, modifying or divulging private information such as file or mail content of other users without their consent, modifying or destroying University data, or using the national networks in a manner contrary to the established guidelines. Students may appeal revocation of access to University IT Systems to a committee appointed by the Dean of Students. Students violating policies and procedures governing the use of University IT Systems will be subject to discipline including, but not limited to suspension and expulsion.

## **DISPOSAL OF RECORDS**

Official academic records are permanent and are kept indefinitely in the Office of the Registrar with duplicate copies maintained in a safe off-site facility. These records include supporting documents used for admission to EWU, academic transcripts, and indications of honors, awards, and disciplinary actions, if any. All other records in other offices may be discarded after the student withdraws or graduates.

## **REGISTRARS NOTICE REGARDING 2021 – 2022 CATALOG**

Edward Waters University is the first HBCU in Florida to move entirely to the Florida Department of Education's Statewide Course Numbering System (SCNS). All SCNS courses must go through a peer-reviewed process with the Florida Department of Education. This process involves content area specialists who review the content of the course, its objectives, outcomes, and deem it an acceptable course. This process brings greater validity to our curriculum and instruction of courses approved through this process.

## **ABOUT THE UNIVERSITY**

### **VISION STATEMENT**

Edward Waters University will become a national model for a dynamic, globally diverse learning centered community that champions academic excellence through innovative teaching and learning strategies under-girded by a spirit of servant leadership.

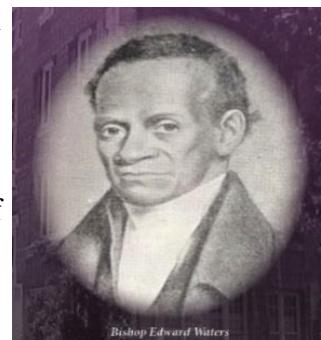
### **MISSION STATEMENT**

Edward Waters University is a small private, Christian, Historically Black, urban liberal arts institution that offers quality academic programs. The University strives to prepare students holistically to advance in a global society through the provision of intellectually stimulating programs, and an environment that emphasizes high moral and spiritual values in keeping with the African Methodist Episcopal Church. Edward Waters University seeks to develop excellence in scholarship, research, and service for the betterment of humanity.

### **GOVERNANCE**

Edward Waters University is a liberal art, coeducational four-year institution affiliated with the African Methodist Episcopal Church. It is the oldest historically Black institution of higher education in the state of Florida. The University is governed by a Board of Trustees. The Presiding Bishop of the Eleventh Episcopal District of the African Methodist Episcopal Church is the Chairman of the Board of Trustees. The current composition of the Board of Trustees includes one student, one faculty representative, and six laypersons. The remainder of the Board is comprised of representatives from the Eleventh Episcopal

District of the African Methodist Episcopal Church from the state of Florida and the southeastern United States. The Board of Trustees appoints the President to guide Edward Waters University and carry out its mission. The President employs the Vice-Presidents to assist with the planning and implementation of the University.



*Bishop Edward Waters*

## CORE VALUES STATEMENT

Edward Waters University values sustaining the principles of academic excellence, scholarship, research, and community service by exemplifying integrity and accountability in our scholarly and human service pursuits. We dedicate ourselves to sustaining values that uplift and ethical principles that edify, as demonstrated by the following core values:

1. Christian Principles – Ethics and doctrines predicated on the African Methodist Episcopal (AME) Church theology ‘GOD our Father, CHRIST our Redeemer, MAN our Brother.’
2. Excellence – Superiority, eminence, distinction, and quality in scholarship, leadership, and citizenship.
3. Social Responsibility – Embracing a burden of obligation to collective society, both the immediate as well as the global.
4. Civic Engagement – Dedication to addressing issues of public concern.
5. Cooperation – Fostering the concept of teamwork as a means to success.
6. Customer Service – Employing the Biblical tenant Matthew 7:12; ‘Therefore all things whatsoever ye would that men should do to you, do ye even so to them: for this is the law and the prophets.’
7. Professionalism – Practicing proficiency, skill, and expertise in all that we undertake.
8. Student Engagement – Cultivating within our students a thirst for education, a desire for higher-level thought processes, and a willingness to persevere despite challenges.
9. Scholarship – Creating a culture of erudition through a nurturing spirit.
10. Diversity – Endeavoring to celebrate the uniqueness of all cultures with appreciation and understanding.

*\*Approved by the Edward Waters University Board of Trustees October 18, 2008*

## **INSTITUTIONAL STRATEGIC GOALS**

- Goal I: Enhance the academic profile of Edward Waters University by comprehensively inaugurating a competitive 21st Century academic program of superlative excellence.
- Goal II: Create financial viability through the development and implementation of a sustainable and progressive institutional business model.
- Goal III: Foster a genuine student-centered culture essentially rooted in student leadership and development, student success and service, and student engagement and achievement.
- Goal IV: Engender a culture of institutional philanthropic support and establish the Edward Waters brand as a Best-In-Class Institution of Distinction and Emerging Eminence.

## ACCREDITATIONS



([www.sacscoc.org](http://www.sacscoc.org)). Edward Waters University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and master's degrees. Questions about the accreditation of Edward Waters University may be directed in writing to the SACSCOC at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website



Edward Waters University also holds specialized accreditation from the highly esteemed International Accreditation Council for Business Education (IACBE), a nationally and internationally based accreditation agency focusing on business programs and degrees.

## NATIONAL AND STATE AFFILIATIONS

- American Association of College and University Professors (AAUP)
- American Council on Education (ACE)
- Florida Association for Colleges and Universities (FACU)
- Florida Department of Law Enforcement (FDLE)
- Independent Colleges and Universities of Florida (ICUF)
- National Academic Advising Association (NACADA)
- National Association for Equal Opportunity in Higher Education (NAFEO)
- National Association of Independent Colleges and Universities (NAICU)
- Southern Intercollegiate Athletic Conference (SAIC)
- Southeastern Writing Center Association (SWCA)
- United Negro University Fund (UNCF)



## HISTORY OF THE UNIVERSITY

Founded in 1866, Edward Waters University is the oldest historically black University and private institution in Florida. In 1865, following the Civil War, the Reverend Charles H. Pearce, a presiding elder of the African Methodist Episcopal (AME) Church, was sent to Florida by Bishop Daniel Alexander Payne. Observing the fast-paced social and political changes of the Reconstruction era, Rev. Pearce immediately recognized the need for an education ministry, as no provision had yet been made for the public education of Florida's newly emancipated blacks.

Assisted by the Reverend William G. Steward, the first AME pastor in the state, Pearce began to raise funds to build a school. This school, established in 1866, was to eventually evolve into Edward Waters University. From the beginning, EWU was faced with both abject poverty and widespread illiteracy among its constituents resulting from pre-war conditions of servitude and historical, legally enforced non-schooling of African Americans. However, the school met the needs of its community by offering courses at the elementary, high school, University, and seminary levels. Construction of the first building began in October 1872 on ten acres of land in Live Oak. Pastor Steward named the school Brown's Theological Institute.

In 1892, the school's name was changed to Edward Waters University in honor of the third Bishop of the AME Church. The school moved to Jacksonville, Florida, in 1893, where the campus was destroyed by the Great fire of 1901. In 1904, the Board of Trustees purchased the present site of the school on Kings Road with the imperative from Bishop M.B. Salter that Edward Waters University must be rebuilt. Under the continued visionary leadership and direction of great Bishops of the AME Church and twenty-nine focused presidents, Edward Waters University was indeed 'rebuilt.'

In May 2018, the Edward Waters College Board of Trustees appointed Dr. A. Zachary Faison, Jr. as President. As the 30th President and CEO, Dr. Faison continues the work of his predecessors as a visionary and prolific higher education leader setting an audacious vision for EWU as a

destination institution of Emerging Eminence. Under his leadership the college achieve the transition to University status in June 2021.

With a history beginning in the dark yet hopeful days of Reconstruction, today's Edward Waters University is living, thriving proof of the power of education and the resilience of deeply rooted educational institutions. The University continues to experience the triumphs and challenges characteristic of its rich history and the bold, dynamic future to which it aims. The University continues to emerge as the state of Florida's premier destination institution of higher education through the growth of its academic programs and strengthening of its fiscal viability that will sustain the institution for another 155 years and beyond.



## **LOCATION OF THE UNIVERSITY**

Located on the Kings Road corridor, U. S. Highway 23, Edward Waters University is located five minutes from downtown Jacksonville, Florida, along what is called the country's historic First Coast in memory of its 16th-century Spanish settlers. The Saint Johns River is the focal point, and the Atlantic Ocean is only 12 miles east of the city. One can enjoy 50 miles of white-sand beaches collectively at Jacksonville, Neptune, and Atlantic Beaches. Boating, swimming, fishing, and golf are among the year-round amenities enjoyed locally by many citizens, and a portion of the famed Okefenokee Swamp lies only a short distance to the west. Jacksonville is the largest city in land area in the contiguous United States, covering 841 square miles. With a metropolitan area population exceeding 1,000,000, the city is one of Florida's major cultural, financial, industrial, transportation, medical, and commercial centers. The famous Jacksonville Landing, a favorite tourist and business center on the downtown riverfront, is often filled with open-air concerts and diverse foods.

Edward Waters University students have opportunity to participate in a wide variety of cultural events such as the Jacksonville Symphony Orchestra, the Arts Center, the Kumba African Arts

Festival, the Jacksonville Jazz Festival, community theater groups, and the annual Edward Waters University Spring Concert, which features nationally renowned recording artists. Students may also enhance their quality of life by attending The Ritz Theatre & LA Villa Museum, Jacksonville Museum of Contemporary Art, the Museum of Science and History, and the Museum of Southern History. Other attractions include Barnett's Art and Frame Gallery, the Jacksonville Zoological Park, the Alexander Brest Planetarium, Black Heritage Trail, Karpele's Manuscript Library, Irene Parfums, and Cosmetiques Laboratory/Fine Arts Gallery, and the Cummer Museum of Art and Gardens. The city's cultural environment is further enhanced by the Arts Series sponsored by Florida State University at Jacksonville, Jacksonville University, the University of North Florida, the Riverside Fine Arts, and the Beaches Fine Arts Centers. Spectators, as well as participants, can enjoy sports and recreation year-round. Jacksonville is the home of the Jacksonville Suns AA Baseball Club, the NFL Jacksonville Jaguars, PGA Golf Tour World Headquarters, and the Greyhound Dog Racing Track.

## CAMPUS VISITS

Prospective students and other interested persons are invited to visit the EWU campus to experience firsthand a nurturing, student-centered environment of which alumni, students, and staff are proud. For a campus visit and tour, contact the Admissions Office in advance to arrange for suitable introductions and a guided tour.

**From North of Jacksonville** travel south on U.S. 95, exiting before the St. Johns River on the right at Kings Road/Edward Waters University exit.

**From South of Jacksonville** travel north on U.S. 95, crossing the St. Johns River to exit on the right at Kings Road/Edward Waters University exit.

**From West of Jacksonville** travel east on U.S.10, turning north on U.S. 95 before reaching the St. Johns River, heading north on U.S.95, cross the St. Johns River and exit right at Kings Road/Edward Waters University exit. On Kings Road, travel northwest past the main U.S. Post Office for approximately 1.5 miles, and arrive at EWU between Tyler and Whitner Streets.

Parking is available in convenient lots in and around the campus. The campus is a 20-minute drive south from the Jacksonville International Airport and a 30-minute drive west from the Jacksonville Beach and Mayport Naval Station areas on the Atlantic coast.

## CAMPUS BUILDINGS

### ADAMS-JENKINS COMMUNITY SPORTS & MUSIC COMPLEX

The Adams-Jenkins Community Sports and Music Complex was built in 2005 and renovated in 2010, and houses the Department of Music and Fine Arts and the Athletic Programs. The Complex measures approximately 46,000 square feet. The ground floor includes a 1,800 seat gymnasium primarily designed for basketball and volleyball use. It has concession stands and men's/women's locker rooms. The ground floor also has classrooms and music rooms. The second floor of the

building was completed in 2010 and features a skybox, offices for faculty, conference rooms, classrooms, and a state-of-the-art music technology lab.

### **ADMISSIONS BUILDING**

This building was built in 1955 and renovated in 2003 to house the Office of Admissions. The building is a two-story, masonry block building.

### **ONE STOP SHOP**

This building was constructed as a residence in 1929 and renovated in 1994. It is a brick and wooden two-story house adjacent to the Lee-Cousins Administrative Building and the Tookes Building. This building serves as a ‘One Stop Shop’ to all EWU students. This building provides services to students with financial aid services, advising, and the Tiger Center for Academic Persistence and Success (TCAPS).

### **CENTER FOR CRIMINAL JUSTICE AND FORENSIC SCIENCE**

This building, constructed in 2013, houses the Jacksonville Sheriff’s Office Zone 5 Substation, two classrooms, and a forensic lab for EWU students.

### **CENTER FOR PREVENTION OF HEALTH DISPARITIES**

Built-in 2012, this 2,500-sq. ft. facility serves as a central location for health care and health based organizations and academic institutions for collecting and disseminating data that are relevant to improving the health of the community.

### **CENTENNIAL BUILDING**

The Centennial Building was built in 1916 and renovated in 1979. It was listed on the National Register of Historic Places in 1976. The Centennial Building houses the University’s Library, which serves as the University’s information portal while providing access to the networked world of knowledge resources. As educators, librarians facilitate the acquisition of the information literacy skills needed to operate effectively in the modern complex technological environment. The library’s collections include reference and extensive book collections, periodical collection, juvenile book collection, and the non-print (CD and DVD) media collection.

### **GEORGE N. COLLINS STUDENT UNION BUILDING**

Completed in 1972 and renovated in 1998, this modern two-story masonry block structure houses offices of Student Affairs, Counseling, Student Government, the Bookstore, and the cafeteria. In its central campus location, it provides large and private dining rooms, a student lounge, a game room, conference rooms, a separate banquet facility, and the post office (which is available weekdays) and mailboxes (open daily) with hours posted, and UPS service. The cafeteria provides breakfast, lunch, dinner, and weekend brunch for residents and others.

### **HATCHER-STEWART BUILDING**

This 2-story brick building was completed in 1968 and renovated in 1998. It houses academic departments, classrooms, faculty offices, and labs serving the natural sciences. It was named in honor of the presiding Board Chairman and President at the time of its completion.

## **HENRY Y. TOOKE'S BUILDING**

This building, completed in 1945, is a one-story brick structure adjacent to the Lee-Cousins building. The facility, which initially served as the University library, was completely renovated in 2001. It currently houses classrooms and offices for the Department of Communications, Campus Security, and Information Technology.

## **HONORS RESIDENTIAL HOUSING COMPLEX**

This modular structure was built in 2000 and is used for student housing and office space.

## **JAMES WELDON JOHNSON BUILDING**

On June 29, 2017, EWU finalized the purchase of James Weldon Johnson -ACT Center No. 54 for \$10.00. The facility is comprised of five (5) buildings totaling 101,168 square feet located on four (4) acres. It houses the Writing Center and the General Studies Department, as well as the football program and the EWU Triple Threat Marching Band.

## **LEE-COUSINS BUILDING**

Constructed in 1925 and renovated in 1993, it is a distinguished National Register Site on our campus. The four-story brick structure contains the Milne Chapel-Auditorium recently renovated in 2003, and named after its most generous benefactor, Mr. Doug Milne. The building also includes the offices of the President, Academic Affairs, Financial Aid, Student Accounts, Business and Finance, the Registrar, and the Department of Continuing Education and Credentials for Leadership in Management and Business (C.L.I.M.B).

## **MARTIN LUTHER KING, JR. BUILDING**

This building, constructed in 1954, is a small one-story facility adjacent to the Student Union and Centennial Buildings. It was completely renovated in 2000 and is currently vacant due to the weight room being moved to the Adams-Jenkins Sports and Music Complex.

## **M.B. SALTER HALL**

This building, completed in 1950, is a two-story brick dormitory for women. The building was completely renovated in 1998 and 2013. It provides a reception lounge on the first floor suitable for gatherings and lounging for residents and their guests.

## **MORRIS-CONE RESIDENTIAL COMPLEX**

This building, completed in 1982, is an all-masonry, two-unit, 192-bed residential facility. Morris-Cone A houses males and Morris-Cone B houses females. Named after the presiding University president and AME Bishop, the buildings offer a total of approximately 38,000 square feet. Each floor includes a lounge area for student activities, and the rooms are double occupancy.

## **POLLY BROOKS BUILDING**

This building was constructed in 1919 and renovated in 2011. It is a brick and wooden two-story house across from the Morris-Cone Dormitory Complex. This building now houses Academic Advising, the Center for Excellence in Teaching and Learning (CETL), and Focused Academics Motivating Excellence (FAME). Students benefit greatly from the close partnership of the faculty and academic support services.

## **PRINT SHOP**

This building was completed in 1950 and renovated in 2011. The building currently houses the University's Print Shop. The building is an all-masonry block structure adjacent to the Polly Brooks Building and across the street from the Morris-Cone Dormitory Complex.

## **SCHELL-SWEET COMMUNITY RESOURCE CENTER**

This building, constructed in 1995, serves as a community resource center and contains office space as well as the Pareto Medical Clinic. Also located in the CRC is the Senior Wellness Center, which offers a variety of services for seniors, including computer classes.

## **SHEEHEE MAINTENANCE BUILDING**

This building, constructed in 1960, is a one-story block masonry building located directly north of the Martin Luther King Jr. building, the tennis courts, and the Centennial Library.

## **SOCIAL AND BEHAVIORAL SCIENCES BUILDING**

This block structure is located on Grunthal Street, which is behind the Schell-Sweet Community Center. This building houses the faculty for the Division of Social and Behavioral Sciences.

## **SUSIE E. TOLBERT HOUSE**

This two-story wood structure was built in 1912, is a locally designated historical site, and serves as a museum. This building houses the Division of Institutional Advancement.

## **STUDENT SUCCESS AND ENGAGEMENT BUILDING**

Built in 1974 and renovated in 2009, this is a one-story brick structure that houses Student Affairs and Enrollment Management as well as Career Services.

## **EDWARD L 'TED' BAKER HONORS VILLAGE COMPLEX**

This apartment complex was built in 1959 and was completely renovated in 2015 as a two-story, ten building masonry block complex and opened as the new Honors Village. The complex also contains a 780 square foot clubhouse.

## **ADAM J. AND CONNIE RICHARDSON, JR. RESIDENTIAL COMPLEX**

This apartment complex, built-in 1968, currently houses male students. The building was completely renovated in 2020. It consists of four, two-story masonry block buildings.

## **OFFICE OF INSTITUTIONAL ADVANCEMENT**

The Office of Institutional Advancement (IA) provides strategic initiatives, vision, and establishment of fundraising, grants, and gift opportunities as defined by key Edward Waters University institutional goals to design and restructure its programs, personnel, and functions. IA creates engagement and financial support for University administration, students, faculty, and alumni. The Office manages expansive marketing and public relations responsive to the internal and external constituencies. Institutional Advancement carries out its mission through the oversight of the following areas of the University:

- University operations for funding and advancement opportunities
- Development of private, public and grant resources
- Alumni affairs and legacy development
- Government relations (local, state and federal)

- Marketing and Communications

The Office of Institutional Advancement encompasses areas of Edward Waters University that share in the commitment to strengthening and enhancing the experience of the students, past, present, and future. By working creatively and resourcefully, these areas have formed a productive partnership that benefits the institution and its stakeholders. Ambitious fundraising goals are achieved with an active alumni and donor philanthropic effort to deepen engagement and participation in the success of the University.

### **EWU ALUMNI ASSOCIATION**

The purpose of the Edward Water University Alumni Association is to promote the financial development and academic growth of Edward Waters University, to promote effective public relations, and to recruit students to enroll in EWU. Former students of the University who have accumulated 45 credit hours and graduates of the University are entitled to membership in the association. Alumni and friends of EWU are invited to contact the Institutional Advancement Office to arrange support for the University.

### **OFFICE OF TITLE III AND SPONSORED PROGRAMS**

The mission of the Edward Waters University Office of Sponsored Programs is to provide its administrators, faculty, staff, and students with guidance and technical assistance during the pre-award process in order to secure external sponsored funding that furthers the University's overall mission. This Office also serves to provide post-award administration to ensure that all activities and expenditures and reporting are in compliance with the terms of the award. In general, a Sponsored Program is any externally funded grant, contract, or cooperative agreement in which the sponsor requires financial reporting, invoicing, or auditing. All government awards are considered Sponsored Programs, as well as many corporate and foundation awards. Sponsored Programs are situations where the University agrees to specific conditions and/or to perform a definite scope of work as defined by the sponsor.

- An investigator-initiated project that specifies proposals for research, training, and/or service activities to an outside entity
- The proposed project binds the University to a specific scope of work.
- A formal agreement for a specified term is established and signed by an officer of Edward Waters University and the sponsoring agency
- The project involves the disposition of property, whether tangible or intangible, that may result from the project (e.g., equipment, records, inventions, copyrights, or rights in data).
- The sponsor requires invoices for cost reimbursement and/or a financial report is required.

## **ADMISSIONS**

### **ADMISSION PHILOSOPHY**

Edward Waters University is devoted to serving and assisting students who are qualified for admission and will benefit from the University's academic and social experiences. The University is exceptionally well- equipped to support students who see value in our academic opportunities.

### **BASIS OF SELECTION**

New students are eligible for admission at the beginning of Fall, Spring, and Summer Semester sessions. Applications are reviewed on a rolling admissions basis. EWU does not discriminate against any student based on age, race, creed, religion, handicap, gender, nationality, ethnic origin, or any other unrelated factors.

### **APPLYING FOR ADMISSIONS**

To apply online, please go to the following link:

<https://selfservice.EWU.edu/SelfService/Admissions/ApplicationSelectEnabledForm.aspx>

If you have a high school or collegiate coursework in progress, all offers of admission are tentative. Final admission is dependent on receipt and review of your official transcripts. Admission offers are subject to cancellation if your final coursework does not meet admission requirements.

### **HIGH SCHOOL APPLICANTS**

#### **Application Requirements**

- Completed admissions application
- Official High School Transcripts
- Official ACT and or SAT scores (Use EWU ACT Code: 0724 or SAT Code: 5182)

#### **High School Transcript**

- Admission consideration is given to applicants with standard high school diplomas from an accredited high school.
- If you are a senior applying for admission, submit an **official** copy of your high school transcript showing coursework and grades through the completion of your junior year.
- Your enrollment for the application term and year is based upon a review of your final high school transcript with graduation date listed.

## **High School Curriculum**

Priority admission consideration is given to applicants who have earned a standard high school diploma and completed a minimum of the following:

English	4 years or units
Mathematics	3 years or units, including Algebra, Geometry and Algebra II or higher
Social Science	3 years or units
Natural Science	3 years or units
Foreign Language	2 years or units Optional

(If a student has not taken two years of a sequential language, they are still admissible to the EWU, but they will be required to take 6 credit hours in a foreign language.)

EWU reserves the right to grant special consideration to applicants who present unique circumstances. Additional documentation may be required.

## **Minimum Admission Requirements**

**GPA:** High school applicants who have earned at least a 2.5 cumulative grade point average and have taken the ACT or SAT are considered for unconditional admission to the EWU. High school applicants who have earned at least a 2.0 – 2.49 cumulative grade point average and have taken the ACT or SAT are considered for conditional admission to EWU.

**ACT and SAT Scores::** To be considered for admission, applicants should have least a super score of 14 on the American University Test (ACT) or a super score of 800 (780 to 820 range) on the Scholastic Aptitude Test (SAT). Official score reports from either The University Board (SAT) or ACT are required to complete the admission file. ACT or SAT scores listed on the final official high school transcript can be used as official scores.

***Note: Due to COVID-19, the ACT/SAT requirement has been waived for the entering classes temporarily and are subject to reinstatement as determined by the President and Executive Cabinet..***

## **GED APPLICANTS**

### **Application Requirements**

- Completed admissions application
- Official GED transcripts
- High School Transcript with attempted and/or completed courses



### **Minimum Requirements**

The student must have a passing score on all sections of the GED exam.

## **HOME-SCHOOLED APPLICANTS**

Edward Waters University welcomes home-schooled students! Home-schooled applicants will be evaluated in the same manner as other applicants.

### **Application Requirements**

- Completed admissions application
- Official High School Transcripts
- Official ACT and or SAT scores (Use **EWU ACT Code: 0724** or **SAT Code: 5182**)

### **Home-Schooled Transcript**

If the home-school family is using a transcript service, request that the service provide an official student transcript to the Admissions Office. The Home-Schooled transcript must include the following elements:

- A list of courses with descriptive titles
- The letter grades earned in each course
- Organize the courses by the academic year in which they were completed
- Record the student's graduation date

After grades are earned in the designated courses, the transcript should be signed by the home school educator before a notary public. If the home school is offering courses where the title does not make it clear as to subject content, please include a description of these courses.

## **INTERNATIONAL APPLICANTS**

### **Application Requirements for International Freshman**

- Completed admissions application
- Official transcripts from all colleges and universities attended or currently attending
- Must be translated and certified by a transcript translation service if the institution is not on the American system.
- If fewer than 24 credit hours, the secondary school official transcripts must be submitted along official ACT and/or SAT scores.
- Financial Certification in two forms is required in English: An affidavit of support from the sponsor and a bank statement from the sponsor's bank account with USD amounts stated
- International students on F-1 Visas are not eligible for admission as non-degree students
- Test of English as a Foreign Language (TOEFL) may be required for non-English speaking students

TOEFL scores will be waived for applicants who are:

- 1) Graduates of high schools within the United States
- 2) Students whose native language or language of instruction is English
- 3) Students transferring to EWU after at least one year at another English language University or university.

Information on the TOEFL exam may be obtained by writing to:

Education Testing Service  
Box 899  
Princeton, NJ 08540

### **High School and/or Secondary School**

- Applicants must be graduates of a secondary school and submit a first or second division General Certification of Education (or its equivalent for those applying from the British Commonwealth).
- Basic courses in Algebra, English, Geometry, History, Natural Sciences, and other academic subjects should have been taken in secondary school. The applicant should have achieved a thorough knowledge of the English language.
- All school records must be certified by school officials and sent with your application.

### **POST-BACCALAUREATE STUDENTS**

A Post-Baccalaureate student is an individual who, at the time of application to EWU, has earned a bachelor's degree and/or graduate degree from a regionally accredited University or university.

### **Application Requirements**

- Completed admissions application
- Official University Transcripts (Only from an institution which conferred the degree)

### **Exemption from EWU General Education Requirements**

Students seeking a second degree *are not* required to complete General Education courses. Students *are* required to take major courses and EWU Mission courses (African American History and Introduction to Biblical Studies).

### **NON-DEGREE SEEKING STUDENTS**

#### **Who is a Non-Degree Seeking Student?**

Students who want to take courses for personal growth and development and/or individual learning goals, but do not wish to enroll in a degree program.

- Non-degree students may enroll in a maximum of 12 credit hours.
- Non-degree students may enroll in courses in any academic division.
- Credits earned may be counted toward degree requirements should you decide to pursue a degree.
- Financial aid is available on a limited basis.

## Application Requirements

- Completed admissions application
- Official High School or University transcript

## Current Admission Policies

According to the College catalog and website, new students are eligible for admission at the beginning of fall, spring, and summer sessions. Applications are reviewed on a rolling basis. EWC does not discriminate against any student based on age, race, creed, religion, handicap, gender, nationality, ethnic origin, or any other unrelated factors. **This will remain consistent for graduate admissions as well.**

The current admissions policies clearly address the conditions for admission of high school students, transfer students, re-admit applicants, non-degree seeking students, international students, GED recipients, post-baccalaureate students, transient students, and dual-enrollment students. However, graduate students will not be required to meet admission requirements as mandated for high school students, GED recipients, post- baccalaureate (as all graduate students are post-baccalaureate exclusive of those obtaining a secondary bachelors), and dual enrollment. All other classifications (newly admitted students, transfer, re-admit, and international students) will have modified admissions requirements that are specific to graduate admission and studies. Non-degree seeking students and transient students will have the same admissions requirements as undergraduate students. The specific requirements for each of these classifications are addressed below as related to graduate admissions outside of the specified criteria related to graduate admission for the online MBA program.

Therefore, in working with the Division of Enrollment Management and Strategic Matriculant Services, the Office of Admissions, in conjunction with the Dean will be in charge of reviewing applications, checking documents, and making decisions on student admission. The online MBA program will use the following criteria for all student admission:

- A bachelor's degree from an accredited institution of higher education or an equivalent degree from a recognized international institution of higher education

- A cumulative grade point average (GPA) of 2.75, in the bachelor's degree program, or comparable GPA for an international applicant
- Application Fee (If required)
- Official Transcripts for all Undergraduate degrees completed
- Two Letters of Recommendation
- Current Resume
- Official TOFEL Scores (for international students only)
- An Essay about their goals and career aspirations
- A copy of two legal documents verifying identity, one with a picture of the student and their signature affixed (i.e. state issued driver license, other state or government issued identification). For international students, a passport will suffice.

\*Official GMAT/GRE Scores

For students without an undergraduate degree in Business, a GMAT/GRE score must be submitted – scores cannot be more than five years old. The exception for such students is the completion of 9 credit hours of undergraduate study in Introduction to Business, Financial Accounting, and Principles of Macroeconomics or a course of study as prescribed by the Dean. Students in this category are provisionally admitted.

**In particular, the following specifics regarding admission are as follows:**

#### ***Transfer Student Admission***

Transfer students must meet the aforementioned criteria for admission; include official transcripts from any undergraduate and graduate institutions. The Dean of Graduate Studies and/or Chairperson of the Department of Business Administration may accept transfer credits upon review and approval.

Therefore, similar to the current transfer student admission policies for undergraduate studies, graduate transfer students are considered for regular admission differentiated that they have a minimum 2.75 cumulative GPA on all course work attempted. No minimum credit hours or units are required, and transfer consideration is given for all academic terms. In addition, the transfer student must meet the following criteria:

1. Must have good academic standing and/or eligibility to return to previous institution for fulltime study
2. Submit official college/university transcripts of **all** previous collegiate institutions attended (undergraduate and graduate coursework).
3. Submit GMAT/GRE score report and all other required aforementioned admissions standards for first-time graduate student applicants.

### ***Readmit Applicants***

Current language regarding undergraduate students recognizes a Readmit Student as an applicant who has previously attended Edward Waters College but withdrew or transferred to another institution and now desires to re-enroll in classes at EWU. The same applies for graduate students in that a readmit student is an applicant who has previously attended Edward Waters University. Application Requirements include:

- Completed admissions application
- \$25 application fee
- Official College transcripts (if the student has attended another institution since leaving EWU)

### ***International Student Admissions Policies***

To be considered for regular admission to EWU international students who apply to graduate studies must be graduates of a post-secondary school and submit a General Certification of Education, Completion, or its equivalent for those applying from the British Commonwealth.

All international applicants whose native language is not English are required to submit a Test of English as a Foreign Language (TOEFL) with a score of 153 or above (53 or above for the Internet based score). TOEFL scores will be waived for applicants who graduate from high schools within the United States, whose native language or language of instruction is English, or students transferring to EWC after at least one year at another English language college or university.

### **Provisional Admission – First time applicants, new students only**

The institution reserves the right to grant admission to post-baccalaureate applicants who have earned at least a 2.0 – 2.749 cumulative grade point average and/or do not hold a degree in Business from a regionally/nationally accredited institution, or do not meet GMAT/GRE requirements on a provisional basis. Students are considered probationary, and thus, must meet minimum GPA requirements of 3.0 the first semester to remain in the program and subsequently be removed from provisional/probationary status. Provisional students who do not meet the minimum will be dismissed from the program. As such, graduate student admission policy and procedures will be consistent with peer and aspirant institutions regarding minimum requirements, while respecting the population of students being served through the programmatic thrust.

## **AUDITING A COURSE**

Auditing a course is the process of attending a course to learn without the fear of receiving a low grade or missed participation points. The student may enroll in a course to audit by obtaining the approval of the faculty member, the Department Chair, and the Associate Provost. The student is required to pay for the course, which will give them access to all course materials. The student may not need to complete homework or exams, but may be encouraged to participate in the course. Students auditing a course will not receive a letter grade and the course will be noted on the transcript with the designator ‘AU.’ Students are required to meet any prerequisites prior to taking the course.

## **TRANSIENT STUDENTS**

### **Who is a Transient Student?**

- A student enrolled at a regionally accredited University or university other than EWU.
- A student in good standing at his/her home institution.
  - A student who does not intend to transfer to EWU.
- A student who desires the academic record of coursework completed at EWU forwarded to his/her home institution.

### **Application**

#### **Application Requirements**

Completed Transient Admissions Application

#### **Required Documentation**

An official copy of the Transient Form from her/his home institution.

#### **Request Your Edward Waters University Transcript**

- Official copies of your academic transcript can be forwarded to any school and/or agency upon your official request to the Office of the Registrar.
- Transcripts are only released when all financial obligations to the University are satisfied.

## **TRANSFER APPLICANTS**

### **Who is Eligible to Transfer?**

Transfer student is a classification assigned to any student who has matriculated at a university or university other than Edward Waters University with a transcript of record. Students seeking transfer admission are required to disclose attendance at all prior institutions.

#### **Application Requirements**

- Completed admissions application
- An official transcript from each University or university attended for all coursework and a list of courses in progress.

- If the applicant has earned fewer than 24 credit hours, the applicant must submit an official, complete transcript of the high school record and official scores from ACT and/or SAT.

## **Official Transcripts**

Transcripts are considered official when received directly from the issuing institution in a sealed envelope with the school's seal and/or official signature.

### **Unconditional Transfer Admission**

Unconditional admission will be granted to transfer applicants who have earned at least a 2.0 cumulative grade point average and is in good academic standing at the last University or university attended.

### **Conditional Transfer Admission**

Conditional transfer admission may be granted to transfer applicants who do not meet unconditional transfer admission requirements

### **Evaluation of Transfer Credits**

An official transcript is required for formal credit evaluation. At the discretion of University personnel, unofficial transcripts may be used for advising or counseling. The University makes every effort to match your transferable courses to our General Education and academic discipline coursework. In most cases, coursework from regionally accredited institutions for which you have earned a 'C' or better is transferable, if comparable coursework is offered at Edward Waters University.

- Professional certificates are not transferable.
- Advanced International Certificate of Education (AICE), Advanced Placement,
- International Baccalaureate, Dual Enrollment, and University Level Examination Placement credits are acceptable based on departmental requirements.
- Students may transfer a maximum of 72 combined credit hours from all regionally accredited colleges and/or universities attended.

### **Transferring with an Associate of Arts Degree from Florida State or Community Colleges**

Edward Waters University is one of the private colleges and universities in the State of Florida with a transferable Associate of Arts degree and without formal matriculation into another college or university, are guaranteed admission to upper-division status as juniors or seniors subject to departmental and degree requirements.

- Any student who has completed an AA degree but has not met the Edward Waters University's 38-credit core General Education requirements are required to do so.
- Students are required to take EWU Mission courses (African American History and Introduction to Biblical Studies) if those courses were not already taken.
- Students may transfer a maximum of 72 combined credit hours from all regionally accredited colleges and/or universities attended.

## **Accelerated Degree Program (ADP)**

### **Who is Eligible?**

- Students ages 23 and older.
- Students who have completed at least 45 semester hours of University credit.
- Students who have a cumulative grade point average of at least a 2.0.

## **Applying for Admissions**

To apply online or to print out an application, go to the following link:  
<https://www.EWU.edu/admissions/>

Students can also contact the ADP Department to request an application package to be mailed.

(904) 470-8076

(888) 898-3191

## **READMIT APPLICANTS**

### **Who is a Readmit Student?**

A Readmit Student is an applicant who has previously attended Edward Waters University but withdrew or transferred to another institution and now desires to reenroll in classes at EWU.

## **Application Requirements**

- Completed admissions application
- Official University transcripts (if the student has attended another institution since leaving EWU)

## **Review of Applications**

- Readmission applications are reviewed and evaluated by several university units before decisions are rendered
- Official transcripts are required from any colleges or universities attended since last enrolled at Edward Waters.
- Applicant files are reviewed for issues related to, but not limited to satisfactory academic progress.

## **FINAL OFFICIAL TRANSCRIPTS**

All final official transcripts and test scores must be received by the Office of Admissions by the first day of class. Applicants wishing to receive credit for Advanced Placement (AP), International Baccalaureate (IB), Cambridge (AICE), or Dual-Enrollment (DE) must submit all test scores or transcripts for review prior to the first day of class.

## **ACADEMIC STANDING**

### *Classification*

Class designation is based upon the number of total credit hours earned in university and reflected on transcripts. All earned credits listed on a student's transcript may not count towards matriculation (graduation). Consult the degree requirements for your major with your academic advisor for more information. Class standing is based on the satisfactory completion of a designated number of credit hours (usually 30).

### **Standing Semester Credit Hours Completed**

Freshman 0 – 29

Sophomore 30 – 59

Junior 60 – 89

Senior 90 or more

## **EWU STATUTE OF LIMITATION POLICY**

A full-time student who is pursuing a baccalaureate degree must complete all degree requirements for graduation within ten (10) academic calendar years from the date they were admitted to the University. Students would not receive credit hours toward graduation for courses taken more than seven years before graduation unless those courses were approved and accepted by EWU as transfer credits upon the student's admission to the University. Courses older than seven years may be repeated by the student if required by the major.

Students who are not enrolled at the University for Ten (10) years or more will be required to meet all degree requirements of the departmental curriculum in effect at the time of their readmission. Further, such students will be subject to the terms, conditions, and requirements of the University Catalog edition in force at the point of readmission.

Part-time students must complete all degree requirements for graduation within ten (10) academic calendar years from the date they were admitted to the University. The same hour/course conditions stipulated above for full-time students apply similarly for part-time students.

The EWU Statute of Limitation Policy is reviewed on a case-by-case basis. The student has the right to petition that their situation be evaluated to take into consideration any circumstances that are unique to the student.

## **LONG-TERM ABSENCE FROM EWU**

If a student's study at EWU is interrupted for two semesters or more, the student is required to fulfill the terms of the current catalog at the time of readmission. If the student's study at EWU is interrupted for five years or longer, all earned credits are subject to review by the Division of Academic Affairs.

## **REGISTRATION**

### **REGISTRATION INFORMATION**

Edward Waters University expects all new students (first time and transfer students) to report to campus before the start of classes on the date indicated in the Academic Calendar to complete needed orientation and academic advising in preparation for class registration. All students are expected to have a schedule and report to their classes beginning on the first day identified in the Academic Calendar.

#### **Early Registration**

Currently, enrolled students may register in advance within the preceding semester. Early Registration occurs in the Fall Semester for the Spring Semester and the Spring Semester for the Summer and Fall semester.

#### **Registration**

Separate days are defined and noted in the Academic Calendar specifically for registration. Listed below are the steps for registration:

1. Complete the financial aid process by filing or renewing the FAFSA each year. Contact the financial aid office to obtain your award letter.
2. Get financially cleared through student accounts by paying your semester bill or setting up a payment plan.
3. Contact your academic advisor to select courses to register for. First and second year students should contact staff in Tiger Center for Academic Persistence and Success (TCAPS). Third- and fourth-year students should contact their academic department chair/advisor.
4. Students should then self-register in Tiger Net.

#### **Veterans Students Registration**

Students that are seeking to use VA benefits to assist with tuition and fees, must self-identify through the Registrar's Office by submitting their Certificate of Eligibility letter to VA Coordinator. The Certificate of Eligibility must be on file in the Registrar's Office before a student can schedule an appointment with the Student Accounts Department personnel and be assessed for Financial Clearance.

1. Complete the financial aid process by filing or renewing the FAFSA each year. Contact the financial aid office to obtain your award letter. (optional)
2. Student must self-identify by submit Certificate of Eligibility Letter to VA Coordinator located in the Registrar's Office.
3. Get financially cleared through student accounts by paying your semester bill or setting up a payment plan.
4. Contact your academic advisor to select courses to register for. First and second year students should contact staff in Tiger Center for Academic Persistence and Success (TCAPS). Third- and fourth-year students should contact their academic department chair/advisor.
5. Students should then self-register in Tiger Net.

### **Veterans Pending Payment Compliance**

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

### **Edward Waters University Pending Payment Compliance Policy**

All students that have submitted their certificate of eligibility and have been certified by the University, will not be restricted in any way for the first 90 days of a semester if the reason for the delay in making payments for the certified semester is due to a delay in receipt of benefits from the VA. This will include assessing late fees, charging restrictions or registration holds. After the 90 days, the University will treat each catalog on a case-by-case basis.

Please note that the VA Pending Payment Compliance Policy is Effective as of August 1, 2019.

However, to qualify for this provision, such students are required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class.
- Provide a written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

### **Add/Drop/Course Load Adjustment**

The add/drop period begins the first day that classes begin and ends on the date advertised in the academic calendar. Students adding classes are responsible for making up required course work subject to the approval of the instructor. Instructors begin taking class attendance on the first day of class. Students who have not attended or not logged into online classes via [online.ewc.edu](http://online.ewc.edu) during the first week will be dropped from the classes. A drop-in course load will affect a student's credit hours. Students should note that this reduction in credit hours might cause a change in financial aid. Therefore, attending classes is vital to university success.

### **Late Registration**

Late Registration occurs the second week of classes during the Fall and Spring terms only. Students must pick up the Late Registration Form in the Office of the Registrar and complete the form with all required signatures for approval. If approved, students must make up all missed assignments.

## **Terms and Credit Hours**

Edward Waters University's academic schedule consists of Fall and Spring semesters and the Summer term, which has two five-week sessions and a ten-week session. The value of each course of instruction is stated in terms of credit hours. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

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

## **Academic Course Load**

A typical load for a full-time undergraduate is 15 credit hours a semester. However, students enrolling for 12 credit hours are considered full-time students. Students enrolling for fewer than 12 credit hours are considered part-time. Part-time students do not normally have access to campus housing; however, exceptions are possible through appeal to the Vice-President for Student Success and Engagement.

## **Course Withdrawal Procedures**

The student must obtain an official Course Withdrawal Form from the Office of the Registrar during the advertised withdrawal period. Once the form has been acquired, it must be filled out in its entirety and signed by the student and by each of the University officials designated on the form. The student must then return the signed form to the Office of the Registrar, where the form will be stamped. *The Course Withdrawal Form is not valid until the Registrar's stamp has been placed on it.*

## **University Withdrawal Procedures**

All students terminating their enrollment before the end of a semester must complete a University Withdrawal Form, which must be validated Office of the Registrar. The student must obtain an official University Withdrawal Form from the Office of the Registrar, complete the form in its entirety (including student's signature), and obtain the signatures of each of the persons listed on the form. **It is the student's responsibility to provide accurate personal information, particularly with current address and telephone numbers.** o All students who withdraw during the advertised withdrawal period of any semester will receive a W grade.

- o When a student withdraws from the University after the regular withdrawal period, she/he will receive a letter grade of 'WF.'
- o Credit hours from which a student withdraws in any given semester or term will be considered as hours attempted but not earned and will possibly affect his/her financial aid eligibility.
- o Students who fail to officially withdraw from the University will receive the letter grade assigned by their instructors in all courses.
- o A student can forfeit his/her right to reentrance into the University or his/her transfer to another accredited institution if he/she fails to withdraw from the University properly.

- A written statement must be accompanied via fax with the following information listed there within (i.e., name, date of birth, student number, last four digits of the student's social security number) and the purpose of withdrawal from the University.
- The student will receive from the Office of the Registrar an official notification to certify that the withdrawal process is completed.

***NOTE: A student is not officially withdrawn from the University until all signatures are received, and the Office of the Registrar is properly notified. Financial Aid recipients who withdraw from classes before 60% of the semester will be required to repay the unearned portion of their Title IV grants and loans for the semester.***

### **Overload Policy**

Students must carry at least 12 credit hours to be classified as full time. Barring any administrative restrictions, a full-time student can enroll in up to 18 credit hours in a semester. Registering for credit overload (more than 18 credit hours in Fall/Spring Semesters or 9 credit hours in either Summer-I and Summer-II or 10 credit hours in the Summer Term) requires permission. The student must obtain approval from the faculty/academic advisor, department chair, and the Associate Provost for Academic Affairs and may only be granted to students whose overall GPA is 3.0 or better.

Requests for overload are made in writing on a designated form available in the Office of the Registrar. Overload credit hours range in cost and may result in a student exceeding available financial resources. Special regulations regarding overload apply to students receiving financial aid. Those individuals must confer with Financial Aid before registering for the credit overload. The maximum number of credit hours a student may attempt in a given semester shall not exceed 21 credits.

### **Course Cancellation**

The EWU administration reserves the right to cancel course sections for which there is insufficient enrollment or when necessary to meet changing situations. Students are encouraged to participate in advisement and pre-registration each semester to enable timely information and planning for class schedules, course offerings, and program and curriculum adjustments.

### **Transcripts**

Edward Waters University has partnered with Parchment Services to provide an online option for placing transcript request orders and online delivery of transcripts for all students with the term of attendance beginning 2004. Students with prior term attendance before 2004 must complete transcript request form through Edward Waters University Transcript Portal available online through [www.EWU.edu](http://www.EWU.edu).

#### **Transcript Fees:**

- Students that attended EWU prior to 2004 (\$25.00)
- Students that attended EWU after 2004 (\$14.50)

The Offices of Financial Aid and Student Accounts must approve transcript release requests for all academic transcripts. Students that have an outstanding balance owed to Edwards Waters University or that are in student loan default, must satisfy terms & conditions related to their balance or student loan default status before official or unofficial transcript can be released.

## **Process for students in Loan default:**

Florida Statute 240.645(5) requires that no individual borrower who has been determined to be in default in making guaranteed loan repayments shall be furnished with his or her academic transcripts or other academic records. Loan status may be obtained from the United States Department of Education at 1-800-999-8219.

## **REGISTRATION FOR NON-EWU CREDITS**

### **Transient Student Request**

Currently enrolled students at Edward Waters University, that would like to enroll in courses at another regionally accredited college or university, must have a satisfactory GPA 2.0 or above to qualify for transient approval.

Students must complete Request for Transient Form and receive approval from designated University officials (Academic Affairs, Academic Advisor, and University Registrar) before enrolling in courses at another University or university with the intent of transferring course(s) back to home institution (EWU). Transient request form can be obtained from the Registrar's Office webpage or program chair.

Any student that enrolls in courses without approved Request for Transient Form on file with Registrar's Office, could result in transfer credit not being accepted and does not guarantee courses taken outside of home institution (EWU) will coincide with major course work required toward degree completion.

### **Please Note:**

(Grades and GPA are not transferred, only credits for equivalent courses will be reflect on student's academic transcript).

All approved Transient Students must request a final official University transcript to be submitted to Edwards Waters University 'Office of the Registrar' in order to receive course credit.

## GRADING SYSTEM

Academic progress and graduation honors are determined by grades submitted by instructors after each semester. The combined quantity and quality of a student's work will be used to determine the final grade. Grade distributions are as follows:

Grade	Interpretation	Quality Points
A	Excellent (90-100) Denotes work of an exceptional character as demonstrated by achievement and initiative on the part of the student	4
B	Good (80-89) Indicates a superior quality of work resulting from diligent and consistent application	3
C	Average (70-79) Represents a satisfactory level of work	2
D	Below Average (60-69) Designates work, which barely meets the minimum requirements of a course. If this is a required course in the student's major, it must be repeated until a passing grade of 'C' or better is obtained.	1
F	Failure (59 and below)	0
FN	Failure for Non-Attendance - Non-Academic Passing	0
P	Passing Successful; not included in GPA	0
NP	Non-Passing Unsuccessful; not included in GPA	0
W	Withdrawal Student-initiated withdrawal according to the date in the academic calendar.	0
WF	Withdrawal Failing Student-initiated course withdrawal after the regular withdrawal period has ended. A WF counts in the student's GPA	0
AW	Administrative Withdrawal Issued by the administration for extenuating circumstance or disciplinary reasons	0
I	Incomplete This grade is awarded to students who have completed 75% of the work in the course but who are unable to complete the term	0
AU	Audit No academic credit attempted or earned	0
R	Repeated Course A course repeated later with higher grade counted in determining GPA	0
CR	Transferred Course Recorded on the transcript for credits transferred from other institutions and/or formal education programs in the military service. It is not used in computing EWU's GPA.	0

## **GRADE REPORTING**

Following midterm examinations, academic deficiency reports are sent to students, the Counseling Center, and the academic advisors in the Center for Excellence in Teaching and Learning, warning of unsatisfactory work. These reports are not part of the student's permanent record but do warn all parties of unsatisfactory progress. Staff members in the centers above intervene to provide academic support services to enable at-risk students to improve their performance.

Final course grades are determined by faculty and must be recorded electronically by faculty in the Self-Service system by the published deadline for faculty. The Registrar is responsible for ensuring that all grades are submitted on time by reporting to the Provost\Senior Vice President of Academic Affairs or designee.

After each semester, students receive semester grade reports in Self-Service, indicating grades earned for all courses in which they were enrolled. Grade reports indicate the credit hours attempted, grades, credit hours earned, the quality point equivalent, and the cumulative grade point average.

### **Flexible Grade Option:**

Due to the impact of COVID-19 in our academic operations, all students who transitioned to online course delivery for spring and summer semesters of 2020-2021, will have an option of selecting between a Flexible Grading Option (FGO) or remaining under the traditional grading scale (A, B, C, D, F). The student is not restricted to the number of courses eligible for selection under FGO.

<b>Grade</b>	<b>Interpretation</b>
<b>P</b>	Pass (A-C) 100-70 Replaces the traditional grades of A-C on the grading scale. The P grade will not be calculated in the student's semester or cumulative GPA; however, students will receive the designated credit hours for the course. Receiving a P grade means the student's performance meets or exceeds the requirements in a course.
<b>PS</b>	Satisfactory (D) (60-69)  Equates to a traditional grade of D on the grading scale. The PS grade will not be calculated in the student's semester or cumulative GPA; however, students will receive the designated credit hours for the course. If the course selected for the FGO of PS is required for the major, it must be repeated until the passing grade of C or better is achieved.

<b>F</b>	Fail (F) (59 and Below) in courses under the Flexible Grading Option will not be calculated in the students' semester or cumulative GPA for Spring and Summer 2020 only, and students will not receive credit for the course. Courses selected for F must be repeated; those required for the major must be repeated until the passing grade of C or better is achieved.
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**\*NOTE:** Selecting the Flexible Grading Option may impact the student's ability to meet entrance requirements for graduate school or other professional school programs. Please consult with your academic advisor for more information in this regard. For additional questions, please contact the Office of the Registrar at (904) 470-8100 or Academic Affairs at (904) 470-8114.

### **COMPUTING THE GPA**

The grade point average is computed by multiplying the quality points earned by the credit hours of each course and dividing the total quality points earned by the total credit hours attempted, as indicated by the following example:

Grade	Quality Points		Credit Hours	Quality Points
A.	4 x	6	=	24
B.	3 x	3	=	9
C.	2 x	2	=	4
D.	1 x	1	=	1
F	0 x	3	=	0
<b>Total</b>			15	= 38

**38 Quality Points**

**15 GPA Credits = 2.53 GPA**

### **GRADE CHANGES**

Course grades reported by faculty members and entered into students 'records become part of the permanent official records of EWU. Grades can be changed only under specific documented circumstances, outlined below:

1. The Instructor of Record made an error in the original calculation, recording, and/or reporting of a final grade. The faculty member completes, signs, and returns Grade Change Form with signatures of Department Chairperson, and the Associate Provost for Academic Affairs to the Office of the Registrar. The faculty member must append to the Form written justification for the change of grade as well as copies of grade book pages to verify computation and assignment of the new grade.

2. The Instructor of Record originally reported/recorderd a provisional Incomplete ('I') grade for the student. Student completes work to remove the 'I' grade and the faculty member completes, signs and returns Grade Change Form with signatures of Department Chairperson, and the Associate Provost for Academic Affairs to the Office of the Registrar.
3. A student appeals the decision of a faculty member, and the results of a formal review reveal that the original grade assigned was arbitrary, capricious or biased. The faculty member completes, signs, and returns Grade Change Form with signatures of Department Chairperson, and the Associate Provost for Academic Affairs to the Office of the Registrar, or the University may change the grade administratively.

## **GRADING POLICY**

- EWU faculty members are solely responsible for evaluating the work and/or performance of students and for assigning appropriate grades;
- Students have a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious;
- Instructors have the right to assign a grade based on methods that are professionally acceptable, submitted in writing to all students, and applied equally;
- Students have a right to know the criteria by which their academic performance will be evaluated and to know the bases for calculating scores and grades. The faculty members must communicate modifications to such clearly and in a timely manner.

## **INCOMPLETE (I) GRADES**

An 'I' is the provisional grade given pending fulfillment of an outstanding course requirement. The 'I' indicates that the student previously demonstrated satisfactory academic performance in the class, but for an exceptional reason(s) beyond his/her control, was unable to complete a specific requirement such as an assignment, a report, an examination, or experiment. The 'I' is issued only for specific purposes:

1. Illness prevented the student from taking the final examination for the course.
2. Illness throughout the semester prevented the student from completing more than one the requirement for the course.
3. The student can provide documented evidence to substantiate other valid extenuating circumstances beyond the student's control that prevented his/her completion of required work.

A student must prove that failure to complete all course requirements was due to extenuating circumstances beyond his/her control and not due to his/her negligence. A faculty member may only assign an 'I' grade if the student were passing the course at the time the 'I' is given. The faculty member who assigns an 'I' grade to a student must submit to the Registrar with the grade book a completed 'I' Assignment/Removal of Incomplete Request Form that indicates the outstanding requirement *and* the default grade and is signed by the student and the faculty member. An Incomplete 'I' grade must be removed in the succeeding regular semester by the date designated in the Academic

Calendar, or the ‘I’ becomes an F.

## **INDEPENDENT STUDY**

EWU recognizes a student’s option for obtaining academic credit through Independent Study. The student must be a Senior, have a minimum Grade Point Average of 2.5, and must work independently under the direction of a full-time EWU faculty member on a mutually agreed-upon Independent Study project. Students are limited to two Independent Study classes during their tenure at EWU. Activity courses and courses that require a lab are not available through Independent Study. The Independent Study must be for a course listed in the University catalog.

Undertaking an Independent Study course requires the agreement of the student, the faculty advisor, the faculty member, the relevant department chairperson, and the Vice President for Academic Affairs. The approval process begins with the faculty advisor. Once the advisor reviews the student’s degree plan or course of study and assesses appropriateness, the student must then gain approval from the instructor. The instructor will outline with the student the requirements for completion of the Independent Study and indicate approval. Upon approval from the Chair of the Department and the Vice President for Academic Affairs, the student may enroll for Independent Study. Under no circumstance will Independent Study be approved after two weeks of the start of a semester or after the first week of a summer session without approval from the Associate Provost for Academic Affairs. Students may be approved to complete an Independent Study during the summer term **only** when they do not meet the standard conditions for granting an Independent Study.

## **COURSE REPEAT POLICY**

To graduate, a student must receive a passing grade of ‘C’ or better in all core and required supportive courses of the major. If a student fails to earn the required grade for a course in their first attempt, the student can repeat the course in a subsequent semester. Excluding the student’s last 30 credit hours before matriculation, a course may be repeated at EWU or another accredited University or university (see Residency Policy for details). When repeated at EWU, only the final passing course grade is computed in the student’s institutional grade point average. When repeated elsewhere, the course requirement will be satisfied; however, the institutional grade point average will remain unaffected. The original grade will remain on the transcript in all cases.

In most cases, courses completed with a grade of ‘C’ or better cannot be repeated. Keep in mind, a repeated course can delay a student’s matriculation, and a course is not discounted or reduced in cost when repeated. Repeated courses are also governed by University policies on maximum transfer credits accepted and residency requirements.

## **ACADEMIC BANKRUPTCY**

Students may petition for the forgiveness of one academic semester of work because of extenuating personal or financial problems. Petitions are not automatically approved. However, if approved, they transcript will note ‘Academic Bankruptcy’ and the courses taken in that semester will be treated as though the student had received an ‘AW’ in every course. The original grades will not count toward graduation. If required for graduation, a student must repeat and earn a grade of ‘C’ or better for all courses taken during the semester for which a student petitioned and was granted Academic Bankruptcy. Petitions are available only to current students and will never be approved for the current or immediately preceding terms. All petitions must be approved before graduation,

and no more than one petition will be granted for any student at EWU. Once a bankruptcy has been processed, it will not be restored. Petition forms are available through the Office of the Registrar; however, the petition can only be approved by the Associate Provost for Academic Affairs or designee.

## **ACADEMIC STANDING**

### **Classification**

Class designation is based upon the number of total credit hours earned in university and reflected on transcripts. All earned credits listed on a student's transcript may not count towards matriculation (graduation). Consult the degree requirements for your major and your academic advisor for more information. Class standing is based on the satisfactory completion of a designated number of credit hours (usually 30).

<b>ACADEMIC</b>	<b>SEMESTER CREDIT</b>
<b>STANDING</b>	<b>HOURS COMPLETED</b>
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90 or more

## **ACADEMIC PROGRESS**

Good Standing status is assigned to the record of any undergraduate student with a term and cumulative GPA above the standard of 2.00 at the close of the term and when 75% of the total semester credit hours in which the student was enrolled are completed with a grade other than 'F', 'NP', 'NC', 'I', 'AW', 'W', 'WP', 'WF', or 'FN'. If a student enrolled in five courses at the start of the semester for a total of fifteen credit hours and dropped or withdrew from three of the five courses during the term and earned 'A' grades in the remaining two courses, the student's term GPA would be 4.0, but they would have only completed 60% of the attempted courses and therefore would not be making satisfactory academic progress. A student in 'good standing' must have a cumulative term GPA of 2.0 or higher and must have earned 75% of attempted credit hours. A student in good standing is making satisfactory academic progress, is advancing towards their degree at an acceptable pace, and is not in danger of academic suspension, financial aid suspension, or dismissal.

Semester Hours	Classification
0-29	Freshman
30 - 59	Sophomore
60 - 89	Junior
90+	Senior

**Note:** Post baccalaureate/teacher certification students must earn a 2.50 GPA, or they are automatically dismissed.

#### **Satisfactory Progress Requirements for Veterans**

Effective August 1, 2001, a student eligible and receiving Veteran Educational Benefits must adhere to the standards of satisfactory academic progress according to the following criteria: Complete 75% of the total semester credit hours in which he/she is enrolled with a grade other than 'F', 'FN', 'NP', 'NC', 'I', 'AW', 'W', 'WP', or 'WF', and maintain the grade point average indicated by the following table. The table identifies academic progress according to:

- 1) Number of semester hours attempted;
- 2) Classification of students;
- 3) Minimum acceptable grade point average;
- 4) Probation; and
- 5) Automatic dismissal from the University.

Semester Hours	Classification	Minimum Acceptable CGPA	Probation
0-29	Freshman	2.00	Below 2.00
30 - 59	Sophomore	2.00	Below 2.00
60 - 89	Junior	2.00	Below 2.00
90+	Senior	2.00	Below 2.00

**Note:** A student's VA educational benefits will be terminated if his GPA remains less than the required standard of academic progress for more than two consecutive semesters. However, benefits may be reinstated upon achieving an acceptable cumulative grade point average.

## **ACADEMIC PROBATION, SUSPENSION, DISMISSAL POLICY**

### **Purpose of the Policy**

The academic probation, suspension, dismissal policy of EWU is not intended to be punitive. The purpose of probation and suspension is to warn students that they are not doing satisfactory work, to stimulate them to improve their performance. The dismissal policy is to serve notice that the institution does not choose to allow students to continue because there is little or no likelihood of their finishing successfully. We recognize that students may experience academic difficulty for a wide variety of reasons, including but not limited to, personal issues, poor time management, inappropriate course selection, or unsuitable choice of major. The probation policy is intended to be an early-warning system to alert the student that certain adjustments need to be made to avoid continuing academic difficulty. The suspension policy is intended to give a student the time to address the issues that resulted in academic difficulty when adjustments made during probation are not sufficient. The suspension policy is an effort to prevent further damage to the student's academic record while the student works to resolve their issues.

### **Academic Warning**

When a student fails to achieve a required minimum semester grade point average of at least a 2.0, he/she will receive a letter of academic warning through the Office of the Registrar on behalf of the Vice President for Academic Affairs. Upon notification, the student must schedule an appointment with his/her academic or faculty advisor. The purpose of these meetings is to determine the specific problem(s) related to the student's poor or marginal academic performance and to develop the appropriate intervention strategy to remedy the problem(s).

### **Academic Probation**

A student who fails to attain the cumulative grade point average of at least 2.0 as required to meet the standards of satisfactory academic progress (SAP) is placed on probation the second semester after falling below a 2.0 G.P.A. The probation status triggers intervention by academic counselors and advisors and further student support resources focused on assisting the 'at-risk' student. A student who is placed on academic and financial aid probation will be notified by the Office of the Registrar and the Financial Aid Office. A student on academic and financial aid must receive counseling by his/her advisor and the counseling center. A student on academic and financial aid probation may not enroll for more than 12 semester hours must earn at least a grade of 'C' in each course taken while on probation and may not participate in extra-curricular activities.

### **Academic Suspension**

A student who fails to meet the standards of satisfactory academic progress (SAP) after being on probation for one semester will be placed on academic suspension for one semester. A student who has been suspended and wishes to return to the University, after one semester, must apply for readmission. Readmission is not automatic and requires the approval of the Academic Appeals Committee or the Provost/Senior Vice President of Academic Affairs or designee. Readmission is not automatic and requires the approval at least 1 month before registration for the anticipated semester of return. Students permitted to return following suspension are required to meet the

standards of academic progress (SAP) at the end of the first semester of return. If the student is readmitted, he/she, if otherwise eligible, may receive financial aid; however, financial aid may not be granted retroactively to cover a period of suspension. A student readmitted after academic and financial aid suspension may not participate in extra-curricular activities during the first semester of his/her return to school.

**Students on academic probation or suspension are ineligible to hold elective office, join or participate in Greek letter organizations, student organizations, or to represent the University in athletics, choir, band, or any other official capacity.**

### **Academic Dismissal**

The Academic Appeals/Scholarship Committee reviews the academic performance of students on academic probation and makes a determination regarding suspension and/or dismissal. The student may appeal suspension decisions. A dismissed student is ineligible to obtain a degree from EWU or to continue enrollment in courses offered by the University.

### **Reinstatement**

If you have been suspended, you must apply for reinstatement. Reinstatement is not guaranteed but is generally granted when there is a clear reason to expect that the student's performance is likely to show substantial improvement. The best evidence in support of a reinstatement request is a transcript from an accredited institution of higher education showing strong academic performance during the period of separation from EWU. An improved attitude or change of heart is not sufficient justification for reinstatement. The Academic Appeals/Scholarship Committee will review reinstatement requests and decide if readmission is warranted on a case-by-case basis. If a student is reinstated after being suspended, they are required to have a term GPA of 2.0 or above for each semester they are enrolled. Failure to obtain the minimum GPA threshold and to advance towards good standing in any semester following reinstatement may result in dismissal from the University.

### **Academic Appeals**

No personal appeals will be heard in the Office of the Registrar. A student must petition the Academic Appeals Committee if he/she had circumstances beyond his/her control, which prevented him/her from attaining or maintaining satisfactory academic progress (SAP). Such circumstances include death in the immediate family, lengthy illness (more than 8 days out of class), accidents, and hospitalizations.

### **Academic Grievance Policy**

When a student at EWU believes a faculty member has infringed upon his/her academic rights as outlined in this policy or has a complaint/grievance related to other academic affairs matters at the University, the student must follow the procedures detailed below to seek resolution. It is the responsibility of the **student** to initiate the academic grievance process by submitting a **written** complaint to the faculty member involved and providing documentation to support the complaint. Should the student not receive satisfactory resolution from the faculty member, the student must appeal the decision, **in writing**, first with the Department Chairperson. Absent resolution at the Chairperson's level, the student may then proceed to appeal to the Associate Provost for an Academic Appeals Hearing. The decision of the Academic Appeals Committee is final. The

Chair of the Committee will send written notifications of the committee's decision to the student and the Dean of Students. In case of a grade change, the committee chair or his/her designee will be responsible for the grade change. If the student fails to pursue the matter in the manner provided by this policy, the original academic decision will be final.

In cases where the student is challenging an assignment of a grade received in connection with a course, classroom management style, or the instructor's conduct of the course, the student will follow the outlined grade appeal procedure. It is expected that all parties involved at each step of the academic appeals/grievance process will make a good faith effort to resolve the issue.

### **Student Academic Appeals and Academic Grievance Procedures**

The following procedures outline the steps in the academic appeal/academic grievance process and should be used to appeal or resolve disputes concerning academic grades and other academic decisions considered by a student to be arbitrary or contrary to university policy. These procedures should also be used to grieve perceived violations of any of the student's academic rights detailed above. For these procedures, a student is an individual who holds an 'active' registration status at the time of the alleged violation.

**Consultation with Faculty** - Any student who believes that a faculty member has acted improperly or in a manner inconsistent with academic expectations specified in this policy, may initiate action to obtain a remedy. It is the responsibility of the student to initiate the academic grievance process with the faculty member by submitting a completed Student Conference Request Form to the faculty member involved. Together with this form, the student must submit documentation to support his/her complaint. The action must be initiated within fourteen (14) business days after the student becomes aware of the alleged offense. The student should make every reasonable effort to discuss the matter with the faculty member whose action is addressed in the student's written grievance. The student shall attempt resolution by seeking a meeting with the instructor in question. The instructor will review the complaint, render a decision, and provide the decision in writing to the student within seven (7) business days of receipt of the student's completed Student Conference Request Form.

If to the student, this process does not seem feasible, or if a personal conversation with the instructor has been attempted/initiated, but a resolution satisfactory to the student's grievance is not obtained, the student may seek resolution through a written appeal to the instructor's Department Chair. The Department Chair will then attempt to resolve the matter between the student and the instructor. If the grievance is against the Department Chair, the student should proceed to step three (3) below.

**Department Chair** - In the event that a student perceives that he/she has not received satisfactory resolution to the issue from a discussion with the faculty member involved, or if a student prefers not to discuss his/her concerns directly with the involved faculty member, the student may schedule

a conference to discuss the matter with the department chair or equivalent. The student must initiate such discussion within seven (7) business days after the final discussion with the faculty member. During the conference, the student must provide the chairperson with a copy of his/her written appeal and/or grievance. The department chair will review the complaint, render a decision and provide the decision in writing to the student and the involved faculty member, within seven (7) business days of receipt of the student's report of an unresolved issue. If the department chair is the involved faculty member, this step should be skipped.

**Dean of Art and Sciences** - Only in instances when all established University procedures have been exhausted will it be appropriate for the Dean of Arts and Sciences to consider a final appeal from a student. Generally, the Dean of Arts and Sciences and the Associate Provost will consider only those appeals that either demonstrate violations of due process or evidence that prior proceedings resulted in a decision contrary to university policies and procedures.

Either party to a grievance appeal – whether instructor or student – may appeal the decision of the Chairperson to the Dean of Arts and Sciences, in writing, within ten (10) business days following notice of the Chairperson's decision. A written reply to the other party must be filed within ten (15) business days after receipt of the appeal. The Chairperson's decision shall be 'stayed' pending appeal. The Dean of Arts and Sciences has the discretion to determine the information and procedure that he/she will utilize in deciding each appeal. Should the Dean of Arts and Sciences not find reasonable grounds for the student's appeal, the Dean of Arts and Sciences will issue a formal decision regarding the appeal within fifteen (15) business days of receipt of the appeal. However, if the Dean of Arts and Sciences deems it necessary to hear additional evidence, he/she will convene the Academic Appeals Committee within thirty (30) days of receipt of the appeal.

The Dean of Arts and Sciences will convene hearings as necessary to allow the involved parties the opportunity to present their cases to the committee in a fair and expeditious manner. Appropriate precautions should be taken to ensure the confidentiality of the grievance proceedings – including information regarding the outcome. The Committee shall submit a letter of findings and reason(s) for the imposed actions or determination to the Associate Provost for Academic Affairs within ten (10) business days after the final meeting of the committee.

This decision will be submitted in writing to the student, faculty member, and the department chair within ten (10) business days after receiving the Academic Appeals Committee's written recommendation. The written decision rendered by the Dean of Arts and Sciences and the Academic Appeals Committee shall be the final step in the academic grievance process and may not be further appealed. In the case of a grade change, the Dean of Arts and Sciences or his/her designee will be responsible for making the change. Files shall be maintained in the office of the Dean of Arts and Sciences.

## **GRADE APPEALS**

Students who believe they have received an unfair final grade have the right to appeal the final grade within four (4) weeks of the subsequent regular term that the University is in session (Fall or

Spring Semester). Students should begin by trying to resolve the problem with his or her instructor. In the event a student is not satisfied with the grade received for a course, the student should follow the process outlined below within 45 days of the end of the semester in which the grade was posted.

The policy recognizes that:

- Every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious;
- Instructors have the right to assign a grade based on methods that are professionally acceptable, submitted in writing to all students, and applied equally; and
- Students have a right to know how their academic performance will be evaluated to include the bases for calculating scores and grades. Modifications must be communicated clearly and in a timely manner.

The following reasons are recognized grounds for a grade appeal:

- Arbitrary or Capricious: The grade awarded was not based on written information provided to the student on the syllabus and represented such a substantial departure from accepted academic norms as to demonstrate that the instructor did not exercise professional judgment
- Prejudice: The grade awarded was based on personal bias and is not indicative of the student's academic performance.
- Error: The instructor made a mistake in calculation and/or recording.

The student and faculty member should make every effort to resolve this issue without seeking a formal grade appeal. The Grade Appeal process should be the last resort. The student must contact the professor involved within the first two weeks of the start of the next semester.

#### **Procedure for appealing a course grade:**

**Step One:** The student must meet with the instructor within four (4) weeks of the subsequent regular semester in which the University is in session (Fall or Spring). As it is the responsibility of the student to demonstrate that the appeal has merit, the student should bring to this meeting any work from the course the student has in his/her possession for the professor to review. During the meeting, the instructor will:

1. Review any work that the student brings to discuss.
2. Show the student any of the student's work that remains in the professor's possession (e.g., papers, final examinations, and projects).
3. Explain how the student's grade was determined based on the standards set forth at the beginning of the class and stated in the course syllabus.

4. Recalculate the numerical computation of the grade, if any, to determine if there has been a clerical error. If student satisfaction is obtained, the process will stop here.

**Step Two:** If, however, the student is not satisfied, he or she may proceed with the formal grade appeal process as outlined below.

1. File a Grade Appeal Form with the instructor's Department Chairperson by the end of the fourth week of the semester\*.
2. The student will submit to the Department Chairperson the Grade Appeal Form and copies of the course syllabus, tests, assignments, and papers in the student's possession.
3. The Department Chairperson will notify the instructor involved, and the instructor will provide a written response to the allegations identified in the Grade Appeal Form within one week of notice. Copies of the syllabus, assignments, and any of the student's work that remains in the instructor's possession should be attached to the response.
4. The Department Chairperson, following consultation with the student and instructor, will render a decision in writing regarding the grade appeal by the end of the sixth week of the semester.

Note\* If the Department Chairperson is the instructor involved, the written appeal will go to the Associate Provost for Academic Affairs.

**Step Three:** If the student wishes to appeal the Chair's decision, the student must submit the Conference Request Form within one week following receipt of the decision from the Department Chair. The Conference Request Form is to be submitted to the Associate Provost for Academic Affairs (APAA). The Associate Provost of Academic Affairs may choose to review the case personally or convene an academic appeals committee. Should the APAA choose to review the case, the steps above, as outlined for the Department Chair, will apply. Should the APAA choose to convene a grade appeals committee, the following outlines the composition and procedure:

- Director of Financial Aid
- Director of Counseling Services
- Office of the Registrar
- Associate Vice President of Academic Affairs
- Two Department Chairs

## **GRADE APPEAL HEARING PROCEDURE**

The grade appeal hearing is an in-house procedure; as such, attorneys and other legal counsel or any other persons outside the University community are not permitted in the hearing. The final decision shall be made in a closed session of the committee members. The decision of the committee is final, and the Chair of the Grade Appeal Committee will send a written notification

of the committee's decision to the instructor and the student. In the case of a grade change, the Vice -President of Academic Affairs or her/his designee, will be responsible for the change.

## **GRADUATION REQUIREMENTS**

### **Application**

Seniors (90 earned credit hours or above) who wish to graduate at the end of a given semester must submit an Application for Graduation form to Department Chairs and pay the graduation fee before the deadline of application for that semester (the fee covers the printing of the diploma and purchase of the cap and gown). Deadlines for application are presented in the Academic Calendar; please check the website for the most updated information.

Please be advised that all students are required to satisfy the minimum completion of at least 120 semester credit hours with a minimum cumulative grade point average (GPA) of 2.0. **All Students must complete all graduation requirements (credit hours and requirements) to participate in the commencement ceremony and activities. No exceptions.** EWU holds one formal graduation ceremony after the Spring Semester. However, degrees are conferred in each term once the student has completed all requirements and paid fees.

### **Requirements**

1. Satisfactory completion of at least 120 semester credit hours with a minimum cumulative GPA of 2.0.
2. Completion of the last 30 semester credit hours at EWU.
3. Satisfactory completion (a minimum course grade of C in each core and major required course) of all degree requirements for the chosen major to include core and major required courses by the major program and additional requirements established by the major program.
  - a. Students aspiring to graduate with two degrees listed on the diploma must satisfactorily complete all requirements for both degrees, including pre-requisites and core course requirements.
4. Satisfactory completion of the required General Education courses of a minimum of 38 credit hours.
5. Pass final course exams, competency tests, and take the respective degree program Major Field Exams as required by departments.
6. Earn a minimum of 20 community service/service-learning hours for each semester enrolled (except for the first semester of the freshman year and the last semester of the senior year).

### **Additional Graduation Requirements**

- Satisfy all financial obligations to the University, including payment of the graduation fee.
- Submit a resume to the Office of Career Planning and Placement.

- Return borrowed Library books and clear outstanding Library fines or fees.
- Complete the financial aid exit interview.
- Submit the Graduating Seniors ‘Clearance Form by the deadline stipulated on the Form.

## **Community Service/Service-Learning Requirement**

Each first-year student enrolled at Edward Waters University will be required to complete 20 hours of community service/service learning per semester before the last semester of the senior year. The incoming freshman is not required to begin community service/service-learning hours until the second semester of the freshman year. Transfer students are required to complete a minimum of 20 community service/service-learning hours for each registered semester. This is a graduation requirement as community service is important to the growth and development of the student.

## **ACADEMIC HONORS**

Excellence in academic achievement is recognized by inducting students into the National Alpha Chi Honor Society and by presenting accolades to achievers on the President’s List, Vice President’s List, and Honor Roll. These presentations are made public in a ceremony on Academic Honors Day.

### ***Alpha Chi National Honor Society***

Alpha Chi National Honor Society (Juniors/Seniors with 3.5 or higher GPA), founded on February 22, 1922, at Southwestern University in Georgetown, Texas, is a national University honor society. Its ceremonial colors, sapphire blue and emerald green, signify ‘truth’ and ‘victory,’ respectively. The name ‘Alpha Chi’ means, in Greek, “truth and character.” The society’s motto is “Ye shall know the truth, and the truth shall make you free.” (John 2:22) The symbolic colors and the motto reflect the ‘spiritual success’ goals outlined in the EWU Statement of Purpose. Juniors and seniors with a 3.5 GPA and ‘exemplary character’ are inducted at Academic Honors Day ceremonies each semester.

### ***Alpha Lambda Delta***

Alpha Lambda Delta (First year or term students with 3.5 or higher GPA), founded in 1924 at the University of Illinois is a national honor society. The mission of this organization is to encourage superior academic achievement among students in their first year in institutions of higher education. ALD focuses on academic scholarship, leadership, and community service. The official colors of this organization is maroon and yellow. The motto: ‘We shall pass our torches on, one to another.’

### ***Alpha Kappa Mu***

Alpha Kappa Mu (Juniors/Seniors, and graduate students with 3.3 or higher GPA), founded at Tennessee State University on November 26, 1937. AKM recognizes the academic excellence in all areas of study. The official colors of AKM are royal blue and white. This general scholarship

honor society promotes high scholarship to encourage sincere and zealous endeavor in all fields of knowledge and service, to cultivate a high order of personal living, and to develop an appreciation for scholarship and scholarly endeavor in others. Their motto is, ‘Knowledge is Power.’

#### ***President's List***

Following each semester, the Registrar prepares a list of students with a 4.0 GPA for the University President. Students on this list receive a congratulatory letter from the President and public recognition at the Academic Honors Day ceremony.

#### ***Provost's List***

**At the end of each academic year**/semester, the Registrar prepares a list of students with a 3.5 - 3.9 GPA for the Provost\Senior Vice President of Academic Affairs. Students on this list also receive public recognition at the Academic Honors Day ceremony.

#### **Honor Roll**

Following each semester, the Registrar prepares a list of students with a 3.0-3.4 GPA and without a 'D,' 'F,' or 'I' during the semester, for the Provost\Senior Vice President of Academic Affairs. Students on this list are invited to attend the Academic Honors Day ceremony.

### **GRADUATION HONORS**

To be considered for honors at graduation, a baccalaureate candidate must have completed at least 90 credit hours of graded coursework at EWU and have a grade point average of 3.0 or higher for all graded course-work earned at EWU. Students transferring from other institutions must be required to submit all their grades. Transfer students and EWU students who have postsecondary work elsewhere must have an overall GPA of 3.00 or higher counting all EWU courses as well as transferable work attempted at other institutions. The academic distinction is conferred at graduation upon deserving students who have achieved the following cumulative GPA's:

<b>Honor Categories Meaning</b>	<b>Criteria</b>
Summa Cum Laude With Highest Distinction	3.8 (no grade lower than 'B')
Magna Cum Laude With Great Distinction	3.5 (no grade lower than 'C')
Cum Laude With Distinction	3.2 (no grade lower than 'C')
Honors Worthy of Esteem and	3.0 (no grade lower than 'C')

- **Valedictorian –The Highest-ranking student in graduation class based on cumulative**

## **GPA**

- **Salutatorian –Second Highest ranking student in graduating class based on cumulative GPA.**

*\*\*\*All course work taken at prior University(s) are considered in honor evaluation process. No Letter grade(s) lower than (C) are permitted. Grades of (D or F) received at any timeframe during a student's academic history at (EWU) and during any term of attendance at all prior University(s) attended, automatically disqualifies a student from being considered for any honors designation.*

**NOTE: The GPA is not rounded up when determining honors at graduation (e.g., 3.499 is not the same as 3.500).**

## **DECLARING A MAJOR/DOUBLE MAJOR/DUALMAJORM/MINOR**

### **Double Major/Minor**

All students must declare a major upon completion of 30 college credit hours. Students that declare a major and also want to apply for and meet the requirements of two or more majors or a minor, must meet with an academic advisor to obtain approval from the Department Chair for both programs and the Dean of Arts and Sciences. Once a degree has been awarded, subsequent courses cannot be added to satisfy a second degree, major or minor, nor will any changes be made to courses or grades. The timeline for students to declare a Dual Major or Minor, can be requested before or after completion of 30 credit hours of course work up to 50 credit hours not to exceed 90 credit hours. Students will not be approved for any major or minor changes after completing of 90+ credits hours.

### **Process for Declaring a Dual Major or Minor**

To declare a Major, Dual Major or Minor, student must complete the Major/Minor Update form, which must be reviewed and approved by program chairperson and Provost and Senior Vice President of Academic Affairs or designee. Students will not be allowed to enroll in courses within another academic program prior to receiving official notification of Minor/Major form has been approved.

Students will not be officially approved for the Major, Dual Major, or Minor until the form has been approved by the appropriate authority in Academic Affairs. After major/minor form has been approved, students can expect to see change reflected on their academic record within 5-10 business days receiving approval.

### **Changing a Program Study or Major**

Students who have changed their major and/or are pursuing a second degree are more likely to reach their maximum timeframes for financial aid eligibility. The University may consider a change of major or pursuing a second degree as extenuating circumstances. This appeal and any supporting documentation must be submitted in writing to the Office of Financial Aid and the Dean of Arts and Sciences.

## **Deadline for declaring Dual Major**

The timeline for students to declare a Dual Major or Minor, can be requested before the student or after completion of 30 credit hours of course work up to 50 credit hours not to exceed 90 credit hours. Students will not be approved for any major or minor changes after completing of 90+ credits hours.

## **Impact of selecting Dual Degree**

When seeking a dual degree, students must be advised that this process entails completing two degree programs at the same time. Selecting a dual degree may prolong the completion time of the degree program to exceed four years and could have an impact on Financial Aid eligibility.

Students who are seeking a minor are encouraged to make their selection based on availability of active academic programs outlined in Edward Waters University Academic Catalog.

# **FINANCIAL AID**

## **FINANCIAL AID INFORMATION**

Financial Aid is awarded according to individual financial need, in the form of loans, grants, scholarships, or work-study to be used solely for school-related expenses. The institution expects students and parents to assume the primary responsibility for financing University costs. All students and families are encouraged to apply for aid from Federal and State-supported programs administered by the Financial Aid Office.

## **HOW AND WHEN TO APPLY FOR FINANCIAL AID**

Students seeking financial aid must complete the Free Application for Federal Aid (FAFSA) [located online at https://studentaid.gov](https://studentaid.gov) each award year. Eligibility for aid is determined by the U.S. Department of Education Federal Methodology need calculation and documents submitted to the Financial Aid Office. Online Applications are available in October for the following award year. Students and/or parents are encouraged to apply early for financial aid. The priority consideration date for EWU is March 1. Some financial aid programs are awarded on a first-come, first-serve basis until funds are exhausted.

## **GENERAL FINANCIAL AID ELIGIBILITY**

In most instances, student financial aid eligibility is based on a Federal Methodology calculation as determined by completion of the FAFSA. The federal methodology calculation may also be used to determine eligibility for state, institutional and private awards. To be awarded financial aid, an applicant must:

1. Have a high school diploma or GED.
2. Be accepted or enrolled in an eligible program.
3. Be a U.S. citizen or eligible non-citizen.
4. Be capable of maintaining a satisfactory academic standing and consistent progress towards a degree.

5. Be registered with the Selective Service (if required).
6. Have not defaulted on a TITLE IV or State student loan.
7. Not owe a repayment under any state or federal grant.

## **NEW, TRANSFER, AND GRADUATE STUDENTS**

Students must complete admissions requirements and receive their formal letter of acceptance before financial aid commitments are made. Financial aid applications are available beginning October before each academic year for which financial aid is sought. Financial aid funding in many programs is limited. Students are encouraged to apply by March 1 to receive priority consideration of funds in those limited programs.

## **SOURCES AND TYPES OF FINANCIAL AID**

Student aid funds come from three sources: government (federal, state, and city), University (gifts and endowments from alumni and other friends of the University), and private gifts (foundations, corporations, associations, or individuals). There are three types of student aid:

- ***Grants and scholarships*** are awards that students do not have to repay;
- ***Loans*** are funds that are borrowed by students from the Federal government and must be repaid-with interest; they should be used with caution as students ‘credit can be severely damaged if not repaid promptly. The longer loans are held, the more expensive they become.
- ***Work-study*** awards are wages paid to students to perform a job in a degree-related environment to apply what they have learned in the workplace.

## **FINANCIAL AID COUNSELING**

Students are encouraged to visit with a Financial Aid Counselor to determine what other forms of financial aid are available. Students should pursue the many private scholarships and other forms of financial aid available before considering a student loan.

## **HOW FINANCIAL AID IS DETERMINED**

The Financial Aid Office will determine a student’s allowable educational expenses (student budget). The expected family contribution (EFC) is determined by a federal methodology established by the United States Department of Education. The difference between the two is the student’s financial need. EWU will attempt to provide financial aid for all or a portion of a student’s demonstrated financial need in the form of an award package consisting of grants, scholarships, loans, and/or work-study. Selection of students, as well as the types of aid awarded, depends on one or a combination of the following: the demonstrated financial need, the student’s class level, available funds, and the date a student’s forms are received by the awarding agencies and the Financial Aid Office.

## **FULL AND PART-TIME STUDENTS**

Financial aid is available to full-time (12 or more credit hours), three-quarter time, (9-11 credit hours) and half-time (6 credit hours) undergraduate students at Edward Waters University. Full-time enrollment for graduate students is nine (9) or more credit hours. Some financial aid programs are

predicated on full-time enrollment status. If a student is awarded from a fund based on full-time enrollment and the student's enrollment drops to part-time, a proration or cancellation of awards may occur. Therefore, students receiving financial aid should review course plans with a Financial Aid Counselor to determine the amount of aid that may be adjusted or canceled.

### **FEDERAL PELL GRANT**

The U.S. Department of Education provides federal grants to undergraduate students who are eligible U.S. citizens or eligible non-citizens that have financial need as determined by completion of the FAFSA. Unlike loans, Federal Pell Grants do not have to be repaid. Eligibility for a Federal Pell Grant is based on financial need as determined by completion of the FAFSA. Upon completion, a Student Aid Report is sent to the student notifying them of their eligibility. Students are encouraged to contact the Financial Aid Office to complete the application process.

### **FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT**

The U.S. Department of Education provides Federal Supplemental Educational Opportunity Grants (FSEOG) to undergraduate students who are eligible for the Federal Pell Grant. FSEOG is a grant and does not have to be repaid. Unlike Federal Pell Grant funds, FSEOG funds are limited and are awarded to students who demonstrate exceptional financial need that apply by the priority consideration date. Funds are first-come, first-serve until funds are exhausted.

### **FEDERAL DIRECT STUDENT LOANS**

EWU participates in the William D. Ford Federal Direct Student Loan Program. The Direct Loan Program offers several low-interest loans to students. The lender is the U.S. Department of Education rather than a bank or other financial institution (which you may have if you previously borrowed under the Federal Family Educational Loan Program). Loan eligibility and amounts are based on completion of the Free Application for Federal Student Aid and may be completed online at <https://studentaid.gov>. First-time students at EWU must complete the master promissory note and the entrance counseling at <https://studentaid.gov/> to have funds disbursed from the loan program. Students must be enrolled in a minimum of 6 hours per term to qualify for the Federal Direct Loan Programs.

#### **THE DIRECT LOAN PROGRAM OFFERS:**

##### **DIRECT SUBSIDIZED LOANS**

Direct subsidized loans are awarded to undergraduate students on the basis of need, as determined by the FAFSA. The amount you may borrow per year is based on your level of enrollment, financial need, and cost of attendance. Please see the <https://studentloans.gov> website for amounts that may be borrowed per enrollment level and aggregate limits. 'Subsidized' means the government pays the interest on your loan while you are in school and during your six-month grace period after you leave school.

##### **DIRECT UNSUBSIDIZED LOANS**

Direct Unsubsidized Loans are awarded to graduate and undergraduate students to bridge the gap between other aid sources and total cost of attendance. Independent undergraduate students may borrow between \$6,000-\$7,000 based on their level of enrollment and cost of attendance per academic year. Graduate students may borrow up to \$20,500 per academic year. Dependent students may borrow up to \$2,000 per academic year. 'Unsubsidized' means you are responsible

for paying the interest while in school and during your six-month grace period after you leave school on at least a half-time basis.

### **DIRECT PLUS LOANS**

Parent Loan for Undergraduate Students (PLUS) is available to parents of dependent students that wish to borrow up to their child's cost of education or for additional education expenses not covered by other forms of financial aid. A credit check is required as part of the loan approval. For more information on Direct Loan interest rates, fees, and student rights and responsibilities, please visit their website at <https://studentloans.gov>.

Direct Graduate PLUS Loan is available to student who have been admitted in a degree-seeking graduate program and is used to supplement other financial aid. Students requesting Graduate PLUS are required to file the FAFSA for the current year. A credit check is part of the application process.

**Student Loan Defaults Are on The Rise!** EWU encourages students to pursue all other forms of financial assistance before deciding to obtain a loan and determining the amount to borrow. Please visit the Office of Financial Aid regarding other aid options available and for assistance on how much student loan you may need.

**Remember: The loan must be repaid to the Federal government. Failure to do so may result in your wages being garnished, your credit tarnished, and any tax refund intercepted by the government and other sanctions. PLEASE BORROW WISELY!**

### **FEDERAL UNIVERSITY WORK-STUDY**

On-campus and off-campus jobs pay at least the Federal minimum wage to students demonstrating a need for income while in school and who possess usable skills for on-campus and off-campus positions. Federal University Work-Study is awarded to students who indicated interested in work programs on the FAFSA. If you did not receive Federal Work-Study on your award notice, you can complete your application in the Office of Financial Aid. There is limited funding available for this program.

### **STATE GRANTS AND SCHOLARSHIPS**

#### ***Effective Access to Student Education (EASE)***

EASE is a program that provides tuition assistance to Florida undergraduate students attending an eligible private, non-profit Florida University or university. Eligible students must meet Florida's residency requirements for receipt of state student financial aid by maintaining Florida residency for purposes other than education for a minimum of 12 consecutive months before the first day of class of the academic term for which funds are requested. All recipients must be enrolled full time (12 or more credit hours per term) and earn 12 credit hours each semester and maintain a 2.0 GPA. In order to renew, the student must have earned an institutional cumulative grade point aver of 2.0 on a 4.0 scale, and earned the equivalent of 12 credit hours for each term an award was received during the academic year.

#### ***The Florida Student Assistance Grant (FSAG) Program***

This grant is a need-based program available to degree-seeking, Florida-resident, undergraduate students who demonstrate substantial financial need and are enrolled in participating postsecondary institutions. All recipients must enroll full time each term and earn 12 credit hours

each semester and maintain a 2.0 GPA. Students must also complete Free Application for Federal Student Aid. Limited funding is available.

### ***The Mary McLeod Bethune Scholarship***

A Scholarship that provides financial assistance to Florida undergraduate students who meet scholastic requirements and demonstrate financial need. This scholarship is awarded to the students with the highest need first. The funds are limited at each participating Institution. Students must also complete the Free Application for Federal Student Aid.

### ***The Florida Bright Futures Scholarship Program***

This scholarship program establishes three lottery-funded scholarships to reward Florida high school graduates for high academic achievement. For initial eligibility, the student will submit a fully completed (error-free) Initial Student Florida Financial Aid Application during his/her last year in high school (after December 1 and before graduation) by accessing [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org) Select >State Grants, Scholarships & Applications >Apply Here). Students must also complete Free Application for Federal Student Aid. The application gives the Florida Department of Education (FLDOE) permission to evaluate the student's high school transcript and standardized test scores for eligibility for a Bright Futures Scholarship and other state scholarships and grants. The student must apply during his/her last year in high school, before graduation, or forfeit all future eligibility for a Bright Futures Scholarship.

## **Scholarships**

The Office of Financial Aid is pleased to announce the availability of both merit and need-based scholarships to students who qualify. The Edward Waters University Scholarship/Grant-in-Aid programs are designed to assist students with offsetting the direct costs of education (Tuition, Fees, and On-campus room and board). The Following awards will be made after all other financial aid has been determined. The EWU scholarship and Grant-in-Aid programs are not designed or intended for students to make a financial profit or generate a student refund rather only to pay for direct University expenses not met by other forms of assistance. The award may be reduced should additional aid be received after disbursement (other than work-study and loans) for direct costs. The following scholarships are offered to potential students once all admissions documents have been received by the Admissions office.

### **Scholarship Descriptions**

Annual scholarship awards provided to EWU students are as follows:

#### **United Negro University Fund**

Gifts to EWU students administered by the UNCF staff are based upon students 'needs, academic performance, and major. Amounts vary from \$500 to \$5,000 per semester. Please visit the UNCF website at [www.uncf.org](http://www.uncf.org) to apply for the various scholarships available.

#### **Presidential Scholarship**

Awarded to incoming high school seniors with a 3.80 cumulative grade point average (GPA) and SAT scores of 1100 or ACT scores of 24. Students must apply for financial aid to be eligible for this scholarship. Students must register for at least 12 credit hours and earn at least 12 credits hours per semester. This scholarship is up to the full cost of tuition and fees and cannot generate any refund to the student. Renewable up to eight semesters by maintaining a minimum 3.25 GPA.

### **Honors Scholarship**

Awarded to incoming high school seniors with a 3.25 cumulative grade point average (GPA) and SAT scores of 1000 or an ACT score of 21. Students must apply for financial aid to be eligible for this scholarship. Students must register for at least 12 credit hours and earn at least 12 credit hours per semester. This scholarship is up to \$7,000 and cannot generate any refund to the student. Renewable up to eight semesters by maintaining a 3.00 GPA.

### **Freshman Grant**

Non-renewable and only good for one academic year. This scholarship is for high school seniors with a minimum 2.50 cumulative grade point average (GPA). This scholarship is up to \$2,000 and cannot generate a refund to the student.

### **Transfer Grant**

Non-renewable and is only good for one academic year. This scholarship is for students transferring from another University or institution with a minimum of 24 transferable credit hours and a 3.00 grade point average (GPA). This scholarship is up to \$3,000 and cannot generate a refund to the student.

### **Merit Scholarship**

Awarded to incoming high school seniors with a 3.00 cumulative grade point average (GPA) and SAT scores of 860 or ACT scores of 18. Students must apply for financial aid to be eligible for this scholarship. Students must register for at least 12 credit hours and earn at least 12 credit hours per semester. This scholarship is up to \$5,000 and cannot generate any refund to the student. Renewable up to eight semesters by maintaining a 2.75 GPA.

### **Talent-Based Scholarship**

Based on the individual talent in the choir or band (amounts vary). Renewable for up to eight semesters. For more information, contact the Music Department at (904) 470-8391 or 470-8381.

### **Athletic Scholarship**

Based on the athletic ability of the student. To be considered for academic scholarships, a student must have a grade point average of at least 3.0 and minimum composite scores of 18 on the ACT or a score of 860 (Verbal\Mathematics) on the SAT. Scores reported on the applicant's high school transcript can be used to evaluate applicant admissibility (amounts vary). Renewable for up to eight semesters. For more information, contact the Athletic Department at (904) 470-8278.

## **SCHOLARSHIPS AND FINANCIAL AID**

All institutional scholarship/grant recipients must complete the Free Application for Federal Student Aid (FAFSA). International students are not eligible. Some scholarship awards can reduce the amount of financial aid you receive. Should you receive other scholarship awards, the University will adjust the institutional award first. External scholarship awards may be received up to the cost of attendance.

## **EDWARD WATERS UNIVERSITY SCHOLARSHIPS/GRANTS INSTITUTIONAL AID**

Grant-in-Aid is available to students with exceptional skills in the areas of athletics, band, and choir. Contact the appropriate office for information. In some cases, offices will contact you. The students must meet the requirements of each of the programs to be qualified. These programs are combined with other federal, state, and institutional grants and scholarships to determine the value of the award. The maximum award amount for students living on campus cannot exceed the

charges for EWU tuition, fees, on-campus room and board less the federal, state and institutional grants and scholarships. For students living off-campus, the maximum award cannot exceed the charges for EWU tuition and fees less than the federal, state, and institutional grants and scholarships. These programs cannot generate a refund to the student. Interested students can contact the appropriate offices for [more information](#).

## **FINANCIAL AID DISBURSEMENTS**

All financial aid funds must be disbursed in two disbursements. In most cases, this means one disbursement in the fall term and the second disbursement in the spring term. However, should a student be enrolled in only one term, then the funds will be disbursed in two disbursements with the second disbursement occurring after one-half of the term is over. All requirements must be met for the funds to be authorized for payment. Once the funds are authorized, the awards will be placed on your student account. Tuition, fees, housing expenses, meal plans, book charges, and other minor institutional charges owed to EWU must be deducted from the first available aid. If funds are remaining after all appropriate institutional charges have been deducted, student accounts will issue the refund within 14 days of the date that the funds were applied on your account. Please check TigerNet to see when funds have been applied. You will also receive an email to your EWU email address notifying you that a refund check is ready for pick up.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

Title IV of the 1992 Higher Education Amendments requires that institutions establish a minimum standard of ‘Satisfactory Progress’ for students. A minimum standard for ‘Satisfactory Academic Progress’ (SAP) is defined as follows:

‘SAP is a measure of whether a student is progressing adequately toward completion of his or her course of study. It is determined in terms of grade point average and course completions. For a student to be eligible for Title IV aid after the student’s second academic year of attendance at an institution, the student must have a cumulative “C” average or its equivalent or have academic standing at that point in the program that is consistent with the institution’s requirements for graduation.’ More information can be found at:  
<https://studentaid.ed.gov/sa/eligibility/stayingeligible> .

## **FREQUENCY OF MONITORING EVALUATION**

EWU will review a student’s progress at the end of each academic year. For this purpose, the EWU academic year is defined as the following: Two semesters of 15 to 16 weeks of coursework occurring between August 1 and May 31. At the end of the spring semester, the Financial Aid Office determines whether or not a student is making ‘Satisfactory Academic Progress’ toward a degree and is thus qualified to receive financial aid during the next academic year. A student’s progress is measured both qualitatively and quantitatively. Courses are taken during summer school (and accepted by EWU if taken at another school) may be included in determining satisfactory progress for the next term, but the student must make sure that the Financial Aid Office receives a copy of the record of courses taken and the grades received. If the removals of an incomplete grade (‘I’) makes the student eligible, the student must make sure that the Financial Aid Office is informed of the removal of the incomplete grade.

## **QUALITATIVE PROGRESS**

Qualitative progress is measured in terms of grade points earned during the preceding semester, which are computed on a 4.00 grading system. Following are the standards for maintaining qualitative progress at Edward Waters University:

## **STANDARDS FOR QUALITATIVE PROGRESS**

<i>Number of Attempted Point Average</i>	<i>Required Cumulative Credit Hours Grade</i>
1 – 29	1.75
30 – above	2.00

Graduate Students must achieve a minimum overall cumulative GPA of 3.00.

## **STANDARDS FOR QUANTITATIVE PROGRESS**

All students (full time or part-time) must complete a minimum number of semester credit hours attempted. Students receiving Title IV aid must complete 67% or higher of their attempted cumulative hours to be in good standing. Students below 67% are placed on financial aid suspension and must appeal to continue to receive financial aid.

## **REPEATS, INCOMPLETES, TRANSFER CREDITS, AND WITHDRAWALS**

Transfer students must meet the same satisfactory academic progress requirements and maximum enrollment limits as other students. Only the transfer credit hours needed to complete the declared degree will be accepted. Repeated courses, non-credit courses, incomplete courses, and courses from which you have withdrawn after the drop and add periods are also included as semester credit hours attempted. Failing grades (F) are included in the GPA calculation. Withdrawals (W) are not used in GPA calculations. Incomplete grades (I) are not factored into the GPA until a letter grade is recorded. Grade changes will be recognized when they occur. Retroactive reinstatement of aid will not be considered unless the grade change is officially posted by the last day of classes, and funds are still available. Withdrawal from the institution is not considered making satisfactory progress.

## **MAXIMUM TIME FRAME**

The maximum timeframe a student is eligible for financial aid is 150% of the published length of educational programs. Most baccalaureate degrees require a minimum of 120 semester credit hours. Therefore, a student working toward a bachelor's degree is eligible for financial aid up to 180 semester credit hours attempted.

## **FINANCIAL AID SUSPENSION**

Failure to make Satisfactory Academic Progress upon the end of the academic year will result in Financial Aid Suspension. The student will be denied all types of federal and state aid (grants, work-study, and loans) until the deficiency has been removed or an appeal has been approved.

Financial aid, once lost, cannot be reinstated retroactively for previous semesters. Expenses incurred while a student's aid is suspended must be paid by the student. This policy applies to all students at EWU receiving Financial Aid.

## **APPEAL PROCEDURES**

Students who fail to make satisfactory academic progress due to extenuating circumstances (divorce of a parent or spouse, death of an immediate family member, or severe medical or financial problems, for example) may appeal. Appeals and any supporting documentation must be submitted in writing to the Office of Financial Aid. Students will be notified in writing of the decision. If the appeal is granted, the undergraduate student is placed in a probation status and monitored each term to ensure that the student is meeting the 2.0 term GPA and completing 67% of the credit hours attempted. A graduate student must maintain a 3.0 term GPA and complete 67% of the credit hours attempted during the probation period. If students do not meet the probation requirement, the student is suspended.

## **CHANGING A PROGRAM OF STUDY OR MAJOR**

Students who have changed their major and/or are pursuing a second degree are more likely to reach their maximum timeframes for financial aid eligibility. The institution may consider a change of major or pursuing a second degree as extenuating circumstances. This appeal and any supporting documentation must be submitted in writing to the Office of Financial Aid.

## **RETURN OF TITLE IV REFUNDS**

When you receive a Federal Pell Grant, Federal Direct Loans, a Federal PLUS Loan, or a Federal Supplemental Educational Opportunity Grant to attend Edward Waters University, you agree to complete all of the courses covered by your Federal financial aid. If you accept financial aid but do not complete the term, you may have to repay part of your grant and/or loan. If you officially or unofficially withdraw from all of your classes, you may owe a repayment to the Federal government. This is a Federal law called the 'Return of Title IV Refund' (R2T4) for Federal Financial Aid. It is important to complete and attend all of your classes to avoid having to pay back your financial aid.

## **COMMONLY ASKED OF TITLE IV FUNDS QUESTIONS:**

### **How do I avoid paying back funds?**

The first and most obvious way to avoid owing the government any money is: **Start attending and then keep attending all of your classes.**

- If you receive a Federal Pell Grant or Federal Direct Loans and then withdraw from ALL your classes or stop attending ALL your classes, you may have to repay all or a portion of that aid received.
- Once you have completed more than 60% of the semester, you have earned all of your assistance. If you withdraw from EWU before completing 60% of the semester or stop attending classes before the 60%, you will have to repay any unearned financial aid funds that were already disbursed to you.

### ***What if I stop Attending or withdraw from all of my classes***

The institution will calculate how much you must repay based on how many days you attended. You will be notified by the Financial Aid Office of how much you must repay. EWU must report any student that does not repay the federal government at the end of 45 days. You will be ineligible to receive financial aid at ANY school until the funds are repaid in full.

### ***How can I repay the funds I owe?***

Students are responsible for the repayment. Payment must be made to the Student Accounts Office within 45 days. Once the debt has been reported to the federal government, the amount owed must be repaid to the Federal government and not to EWU.

### ***What if I never attended?***

Students who never attended are considered ‘No Shows.’ These students are considered ineligible for financial aid, and 100% of the financial aid received must be repaid. In addition, if a student does not withdraw before the published drop date, they may owe 100% of their tuition and fee charges. Official withdrawals must be processed through the Office of the Registrar. Students who fail to formally withdraw from classes before the published drop date (census date) will be held responsible for any tuition/fee charges and repayment of all financial aid for the term even if they did not attend.

### ***Where does the repayment go?***

For a Return of Title IV Refund, repayment returns to the Federal Financial Aid program(s) where you received the aid. Federal regulations require that the University return Federal funds in the following order:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Federal PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

### ***How do you calculate the return of the Title IV funds?***

Title IV funds include the Federal Direct Loans, Federal PLUS Loans, Federal Pell Grant, and Federal SEOG Grant. This is a formula process established by the federal government. Students need to talk with the financial aid counselor concerning the calculation. For additional information on the Edward Waters University Return of Title IV Refund Policy, please visit the Office of Financial Aid.

# **FINANCIAL SERVICES**

## **GENERAL INFORMATION**

Edward Waters University, an independent, private, nonprofit institution, does not receive direct tax support from any governmental agency; principally, the student tuition and fees support EWU. Other sources of support to the University include the contribution from the African Methodist Episcopal Church (AME), the United Negro University Fund (UNCF), grants (Federal, State, Local, and Private), and private gifts.

Consistent with the University's mission statement, EWU provides an opportunity for students to receive a post-secondary degree regardless of their social, educational, or economic background. To accommodate the student body, EWU's policy is to keep charges as low as possible without affecting the quality of instruction, services, and accommodations. While the importance of stabilized educational expense is clearly understood, EWU reserves the right to adjust tuition and fees at the end of any semester, should conditions warrant.

## **STUDENT ACCOUNTS**

The staff of the Student Accounts Office is responsible for monitoring and reconciling all student account activities. The staff ensures that students receive their Statement of Accounts every month. Concerns about student account activities should be directed to personnel in this office.

## **PAYMENT OF TUITION AND FEES**

Students are ultimately responsible for payment of their tuition and fees even though they may be eligible for Financial Aid. Tuition and fee charges are due at the time of Registration. Special payment arrangements may be made at the discretion of the Vice President for Business and Finance. All student account balances must be paid in full no later than one (1) week before the beginning of Final Exams. Students not paying bills promptly are subject to a 5% penalty on the total outstanding balance. At the end of each semester, any outstanding balance will be charged with appropriate interest. Cash, cashier's check, money order, or credit cards (Master Card and Visa) can be used to make all payments. Personal checks may be accepted after appropriate verification. Students will not be allowed to register for classes if they have a prior semester balance. Students may apply for an exception. Application for an exception does not guarantee approval.

If financial aid (federal and/or state) is used to supplement the cost of tuition and fees, students and/or parents will be required to have a financial aid award letter listing the type of aid received. If the student does not have an award letter, the student's registration may be delayed. (Registration is completed when total tuition, fees, room and board charges are paid to the Cashier's Office and/or appropriate arrangements is made with the Student Accounts Office, and the student receives a current I.D. card). Students should maintain a record of all financial documents received from the University for future reference.

## CALCULATING TUITION AND FEES

Registration at EWU is considered a binding contract between the student and the University for the academic semester of enrollment. Therefore, upon completing the registration process, a student has accepted full responsibility, as stated in this publication. Please contact Financial Services for obtaining current tuition and respective fees.



2021-2022

TUITION AND  
GUIDE FEE

### Application Fees

**U.S. students:** \$25.00

**International students:** \$75.00

**Internship/Practicum/Student teaching:** \$70.00

**Reinstatement (CLIMB):** \$125.00

**Traditional Full Time Enrollment (12-18 credit hours) Tuition:** \$7,329.00

(semester), \$14,658.00 (year)

**Room:** \$1,894.00 (semester), \$3,788.00 (year)

**Board:** \$2,111.00 (semester), \$4222.00 (year)

**Student Activity Fee:** \$110.00 (semester), \$220.00 (year)

**Total:** \$11,444.00 (semester), \$22,888.00 (year)

\*Overload of 18+ credit hours are charged \$610.75 per credit hour

**Part Time Enrollment (Less than 12 credit hours) 3 credit hours:**

\$1,832.25 **6 credit**

**hours:** \$3,664.50

**9 credit hours:** \$5,496.75

### Summer Traditional Enrollment

**Section I and Section II:** \$220.00 per credit hour

**Books:** \$220.00 per section

**Room:** \$399.17

**Board:** \$611.58

**Non-Traditional Students –CLIMB (12-18 credit hours) Tuition:**

\$7,329.00 (Fall), \$7,329 (Spring)

**Cost per credit hour:** \$610.75

**Student Activity Fee:** \$110.00 (semester), \$220.00 (year)

**Late Registration:** \$50.00

**Additional/Miscellaneous Fees**

**Housing Deposit for room reservation**

\$100.00/academic year

(Returning students)—Nonrefundable

**New Students Enrollment Fee:**

\$250.00 On Campus

\$150.00 Off Campus

**Late Registration:** \$50.00

**Graduation Fee (Required):**  
\$150.00

**Add/Drop Courses:** \$5.00 **Audit:** \$50.00

**Transcript:** \$25.00

(Acceptable payment via Cash, Cashier's Check, Money Order, or Credit Card)

**Degree Reorder:** \$40.00

**ID Replacement:** \$10.00 **Reinstatement Fee:**  
\$125.00 **Returned Check:** \$30.00

## **LATE REGISTRATION FEE**

Students are encouraged to observe the dates designated for registration. If registration is not completed before the first day of classes, a late registration fee of \$150 will be assessed, and the fee must be paid in cash before completing the registration process.

## **OVERLOAD FEE**

Full-time traditional students may take up to 18 credit hours during Fall, Spring, and Summer Semesters (8 per session). Additional credits are considered overload and require the permission of the Provost\Senior Vice President of Academic Affairs to enroll. The overload cost will be \$610.75 per credit hour. Students are expected to have a cumulative 3.00 GPA for permission to be granted.

## **CREDIT BALANCE**

A credit balance may develop in a student's account as a result of adjustments to charges and fees. A credit balance indicates an overpayment by the student to EWU or a debt owed to the student by EWU. Credit balances that result from any Federal Fund will automatically be refunded to the student within 14 days unless the student requests in writing to leave the balance in his/her account. All EWU scholarships and Grant-In-Aid (GIA) Awards are non-refundable.

## **COLLECTIONS**

The staff of the Student Accounts Office is responsible for recovering outstanding delinquent account balances owed to the University. A collection fee up to 28% may be levied on all delinquent accounts, and any related attorney fees may be imposed. These accounts will be assigned to a collection agency, credit bureau, and/or the tax commission for refund garnishment. Grades and transcripts will be withheld until the indebtedness is fully satisfied.

## **REFUND OF TUITION AND FEES**

Refunds for students withdrawing from the University or dropping courses to part-time status, for any reason, will be made by the scale determined by the University.

Application fees, housing deposit fees, and graduation fees are non-refundable. For further information on the EWU Institutional Refund Policy, please contact the Office of Business and Finance. The Federal Return of Title IV Refund Policy is listed below.

## **REFUND OF ROOM AND BOARD**

Room and Board charges begin the first day the residence halls open. If a student withdraws from school or moves out of the residence halls, the room and board charges will be prorated from the day the residential halls opened until the day the student officially moved out of the residential hall. After the third week of classes, no refund will be given for any reason.

## **STUDENT SUCCESS AND ENGAGEMENT**

Edward Waters University provides a comprehensive array of student services. Students are given

many opportunities for campus involvement and community service. Partnerships with companies and agencies allow students to have meaningful internships and shadowing experiences.

Students at the University are encouraged to participate in all of their extracurricular activities. The Division for Student Affairs and Enrollment Management has a competent and caring staff that provides personal attention to each student. Workshops and seminars sponsored by the Division give students valuable information about current trends in the job market, resume writing, and interviewing tips. Students are provided with free counseling and tutorial services.

The Division of Student Affairs and Enrollment Management are making a difference, one student at a time. Individualized attention to students is the rule and not the exception! The Division of Student Affairs and Enrollment Management are comprised of the following offices: Office of Admissions, Black Male University Explorers Program, Office of Campus Ministry, Office of Career Planning and Placement, Office of Counseling, Office of the Dean of Student Services, Office of Financial Aid, Office of Residential Life and the Office of Student Life. The Office of the Dean of Students is located in the George N. Collins Student Union Building.

### **CAFETERIA**

**Three meals are provided for residential students, Monday through Friday,** upstairs in the George N. Collins Student Union Building. The hours of operation are:

Breakfast	7:00 a.m. – 9:00 a.m.
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Continental Breakfast	9:00a.m. – 10:00 a.m.
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Lunch	11:00a.m.– 2:00 p.m.
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Wednesday Lunch	Noon – 2:30 p.m.
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Dinner	5:00 p.m. – 7: 30 p.m.
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#### **On Saturday, Sunday, and holidays, meals are served:**

Brunch	11:00 a.m. – 2:00 p.m.
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Dinner	5:00 p.m. – 7:00 p.m.
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The schedule of operations for the Cafeteria correlates with the dates in the academic calendar. When the University is closed, no services are provided. Residential students must present their ID card with a current meal plan sticker. Staff, faculty, and visitors must pay the cashier upon entering the dining area. The meal plan offers unlimited serving on all food and beverages except premium entrees. More information can be found online at <https://www.EWU-thscampusdining.com/>

## ***POST OFFICE***

The Post Office is located on James Weldon Johnson 1840 W 9th St Jacksonville, Florida 32209 on the corner of 9th Street & Fairfax, Room 36.

## ***BOOKSTORE***

The Follett Bookstore is located in the George N. Collins Student Union Building and is operational:

Monday - Friday. You may also see the online bookstore here: <http://www.bkstr.com/edwardwatersstore/home> for hours of operation and to buy items from the bookstore.

## ***LOST AND FOUND***

Found items should be turned over to Campus Security. The University is not responsible for lost or stolen items. Students who lose an item should report it to Campus Security, who will contact them once the item is found.

## ***COUNSELING & DISABILITY SERVICES***

The mission of the Counseling Center is to assist students in achieving their personal, educational, and career goals. The Counseling Department is an integral part of the University's total learning environment. The Counseling Center provides students with a nurturing environment where personal concerns can be openly explored and discussed with a Professional Counselor. The Counseling Services are voluntary, confidential, and free of charge to all currently enrolled students. The Counseling staff provides individual and group counseling, crisis intervention, HIV/AIDS pre, and post-test counseling, and referrals. The staff presents workshops to aid students. Counseling and Disability Services is located in the CHOICES Center at 1710 Pearce Street. For more information, call (904) 470-8231 or (904) 470-8990. For emergency counseling requests, please call (904) 514-6769 or 911. More information about the Counseling Center can be found online at <https://www.EWU.edu/counseling-services/>.

## ***HEALTH SERVICES***

At EWU, we take special pride in helping students stay healthy, active in their coursework, and focused on graduation. Health Services are provided at the Schell-Sweet Community Center located at 1697 Kings Road, or by calling (904) 470-8142. More information can be found online at <https://www.EWU.edu/health-services/>.

## ***CAMPUS MINISTRY & CHURCH RELATIONS***

The Chaplain/Director of Campus Ministry's primary role is to serve as the spiritual covering for the campus and to provide various campus programs such as weekly Chapel Services, Bible Study, Sunday Worship Services, Religious Emphasis Week activities, Pastoral Counseling (Psychological Spiritual), Corporate and Individual Prayers. This goal is in keeping with EWU'S mission to help students to develop a commitment to a life of excellence and ethics. The Chaplain's role also encompasses promoting Edward Waters University as an African Methodist Episcopal Church related higher education institution. For more information, please call (904) 470-8890.

Campus Ministry is located in the CHOICES Center at 1710 Pearce Street. More information can be found online at <https://www.EWU.edu/student-life/religious-life/>.

### ***CAREER DEVELOPMENT & PLACEMENT SERVICES***

Our mission is to adequately prepare students for the workplace and positive career experience. The Career Services Center offers a variety of services ranging from career exploration to internships and employment. The services and programs are tailored to meet the needs of our students as well as to advance their knowledge base. Students are encouraged to register in person at the Career Center or online to make use of career services. Collaboratively, assistance is given to each student based on an assessment of interests, skills, and abilities. Further, students can take advantage of all rendered services, which can be used as a springboard for development and enhancement purposes. The Office of Career Services is located at 1710 Pearce Street. For more information, please call (904)470-8007. More information can be found online at [https://www.EWU.edu/career- services/](https://www.EWU.edu/career-services/).

### ***RESIDENCE LIFE & HOUSING***

The mission of Residence Life and Campus Housing is to create a living and learning environment that challenges and supports the personal, spiritual, social and academic development of our residents and their communities in an environment that is safe, functional, non-threatening, and consistent with the institution's mission and goals. Edward Waters University assumes no responsibility for off-campus housing agreements.

The EWU Housing Services is conveniently located on campus and is managed and operated by a professional Residential Life staff. Residential Life is available in the following dormitories: Salter Hall (freshman female facility), Richardson Hall (male and female facility), Morris Cone A (freshman male facility), Morris Cone B (upper-class female facility), and the Ted Baker Honors Village. Co-ed living is not permitted in any residence hall. The University reserves the right to change housing assignments depending upon availability. Although the Residence Halls are supervised, students are responsible for their conduct and any property damage resulting from inappropriate use or play. Rooms are inspected weekly for the health, safety, and welfare of the occupants. The Dean of Students and Residence Life is located on the 1st floor of the George N. Collins Student Union Building. For more information, please call (904) 470-8212. More information can be found online at <https://www.EWU.edu/sse/reslife/>

### ***STUDENT ACTIVITIES & LEADERSHIP***

Edward Waters University strives to provide a student-centered University experience. The best University education must take place both inside and outside of the classroom. A variety of programs are offered to enhance the educational, social-cultural experiences, and enrichment of students. The Office of Student Activities is located on the 1st floor of the George N. Collins Student Union Building. For more information, please call (904) 470-8223.

### ***STUDENT GOVERNMENT ASSOCIATION***

The Student Government Association of Edward Waters University is the student governing body in any matter of the interest of the students. At the time of the

election, candidates for office shall meet the criteria outlined in the scholastic regulations. A candidate must be a full-time student in good standing with the University. Students elected to offices shall not graduate before the expiration of their elected term. Elected representatives of the respective classes manage affairs of the Student Government Association. The SGA President is a member of the Board of Trustees and participates in developing general policy for the University. The Vice President for

Student Affairs and Enrollment Management and the Director of Student Activities supervise all SGA activities. More information can be found online at  
<https://www.EWU.edu/studentlife/student-government-association/>.

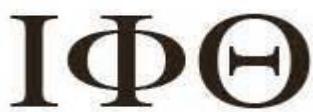
### **EWU ORGANIZATIONS/CLUBS**

- Band (Marching and Jazz)
- Chamber and Concert Choirs
- Charles Mingus Society of Composers
- Chess Club
- Christians in Action Campus
- University Debate Club
- Drama Club
- Golf Club
- International Students Association
- Ministry Yearbook Club
- Sankofa Club
- Sigma Beta Delta Honor Society
- Student Activities Advisory Council Student Government Association

### **FRATERNITIES AND SORORITIES**

Edward Waters University recognizes a variety of Greek-letter organizations. The organizations are designed for the enrichment of students and help prepare students for global living through the various activities provided. The following organizations are registered with the Office of Students Activities and are recognized by the University:





IOTA PHI THETA



Kappa Alpha Psi



OMEGA PSI PHI



PHI BETA SIGMA



SIGMA GAMMA RHO



ZETA PHI BETA

### **ROTC AT EDWARD WATERS UNIVERSITY**

Edward Waters University, in partnership with the University of North Florida, is proud to offer the Army Reserve Officers Training Corps (ROTC). ROTC is a rigorous program that prepares students to become commissioned officers in the United States Army. Widely considered one of the best leadership training programs in the world, ROTC prepares cadets to lead both in the military and civilian world. ROTC offers many benefits, including tuition assistance (in the form of ROTC scholarships), leadership skills, and career training. Students who enroll in the program should be prepared to do physical training at least three times a week. In addition to their regular University courses, they also take leadership courses. Cadets who complete the program are commissioned as Second Lieutenants in the United States Army upon graduation. Students interested in joining ROTC or obtaining more information should contact (904) 620-3930.

### **ACADEMIC ENRICHMENT ASSOCIATIONS AND CLUBS**

Business Student Association Communication

Majors 'Club

Criminal Justice Majors 'Club

Education Majors 'Club

Math, Science, Engineering Majors 'Club

Math Majors 'Club

Psychology Majors 'Club

Political Science Association

Social and Behavioral Science Club

### **NATIONAL ORGANIZATIONS**

National Associations for the Advancement of Colored People (NAACP)

National Association of Business Journal (NABJ)

National Council of Negro Women (NCNW)  
National Pan-Hellenic Council

## **NATIONAL HONOR SOCIETIES**

Alpha Chi Honor Society  
Alpha Lambda Delta Honor Society  
Alpha Kappa Mu  
Sigma Beta Delta (International Honor Society for Business Administration)

## **NATIONAL SERVICE ORGANIZATIONS**

Anointed Student in Unity Fellowship-Sorority and Fraternity  
Tau Beta Sigma Service Sorority  
Gamma Beta Chi Service Fraternity  
Sigma Beta Delta (Business Student International Honor Society)

**Information regarding University policies for all student organizations can be found in the Student Handbook. These policies will cover membership, hazing, and other matters of importance. Students may also contact the Dean of Students or the Director of Student Activities at Edward Waters University.**

## **ATHLETICS**

The University offers an athletic program that encompasses intramural and intercollegiate athletic activities that are competitive.

### **Intramural Athletics**

Intramural recreation sports are an important part of University life. Competitive, recreational sports assist in developing positive social and physical skills. At EWU, the intramural sports include basketball, flag football, ping-pong, and volleyball. These sports are operated according to the National Intramural Recreational Sports Association (NIRSA) guidelines under the supervision of the Director of Student Activities or his/her designee. Enrolled students are encouraged to participate in intramural athletics; thus, acquiring practical experience in team management and supervision **Intercollegiate**

### **Athletics**

Competitive, scheduled sports with teams from other University's with membership in the NAIA, Division II, and the Sun Conference are vital for developing advanced motor, physical, and social skills, emotional control, sportsmanship, school spirit, and self-reliance. EWU abides by the rules and regulations of the NAIA for all sports – football, basketball, baseball, softball, and track & field for both women and men, and golf.

1. The student must be identified and enrolled in a minimum of 12 institutional credit hours at the time of participation, or if the participation takes place between terms, the student must have been identified with the institution the term immediately before the date of participation.
2. The student must maintain institutional identification during any term of participation.
3. The student must have accumulated a minimum of nine institutional credit hours before identification for the second term of attendance. Only those institutional credit hours earned after identification (at any institution) may be applied toward meeting the (9) institutional credit rule for a second term freshman.
4. After completion of the second term of attendance, from then on, a student must have accumulated a minimum of 24 institutional credit hours in the two immediately previous terms of attendance.
5. The student must be making normal progress toward a recognized baccalaureate degree and maintain the minimum grade point average as defined by the institution and the NAIA.
6. All students must maintain a cumulative grade point average (GPA) of at least 2.0 on a 4.0 scale.
7. To participate in a second season in a sport, all students must have accumulated at least 24 semester institutional credit hours. To participate the third season in a sport, all students must have accumulated at least 48 semester institutional credit hours.
8. The student must be eligible according to the institution's standards for intercollegiate competition.
9. The student must be eligible according to affiliated conference standards when such standards are more stringent than NAIA rules and standards.
10. Repeat courses previously passed with a grade of 'D' or better in any term, during summer or a non-term cannot be counted toward satisfying the 24- credit rule. Maximums of one repeat course per term previously passed with a grade of 'D' may be counted toward satisfying the 12- hour enrollment rule.

11. A student who has not been identified at an institution during the preceding term does not become eligible at the institution until identification takes place the following term.
12. A student who is eligible the last day of a term may retain eligibility until midnight of the 14th calendar day following the close of a term to allow an institution time to recertify eligibility.
13. A student enrolling in the university after the date set by the institution for enrollment of regular full-time students will not be eligible to compete in intercollegiate athletics until two full calendar weeks of residency have been completed.

### **TRADITIONAL EWU EVENTS**

#### **African American History Celebration**

While commemorative ceremonies are programmed throughout the year, special activities are scheduled in February and open to the public. A variety of activities are planned by the EWU ‘Black History Month Committee’ annually.

#### **Baccalaureate Service**

Baccalaureate Service is a traditional spiritual event to celebrate and honor the graduating senior class. The ceremony provides an opportunity for the University to impart final words of wisdom and inspiration and for the graduates to reflect on their years at EWU and look ahead to their future life.

#### **Chapel**

During school terms, a campus-wide assembly is held every Wednesday at 11 a.m. The chapel is mandatory for first-year students and all residence hall students. Classes are not scheduled, and certain administrative offices may be closed during this period. The religious-oriented assemblies provide opportunities for participation by guest artists and speakers, prominent figures, community members, faculty, and staff. Campus Assembly is open to the public. Senior Chapel is required for all graduating seniors.

#### **Convocatum Est.**

Convocatum Est. is the opening convocation and a ceremony of matriculation officially welcoming new students to the Edward Waters University community. Faculty dress in academic regalia for the Convocatum Est. Ceremony and students are dressed in black and white professional attire. Students witness their signature in the school’s Registry and have the

opportunity to shake the hand of the President, while being in the presence of faculty, staff, students, and friends of the University. The ceremony takes place each Fall to represent the official opening of the academic year. Participants include all students who are new to the University.

### **Coronation**

This annual formal event showcases the crowning of Mister and Miss Edward Waters University.

### **Commencement**

The formal graduation activity is held at the end of the Spring Semester for graduating seniors, with a GPA of 2.0 or above, who have accumulated at least 120 semester hours and meet all requirements of a formal major program of study.

### **Founders Day Convocation**

This formal ceremony is a tradition acknowledges the founders and celebrates the establishment of the university. It begins with a worship service of praise and reflection and includes student/faculty oration, choir selections, and a keynote speaker.

### **Honors Convocation**

This formal ceremony acknowledges scholastic achievement s of students who are on the President's List, Dean's List, or have achieved Honors.

### **Homecoming**

Homecoming is an annual event that offers a week of celebration for students and alumni. The culminating activities are the announcement of the Homecoming Court and the Coronation of the Kings, Queens, and Princes of our great institution who are showcased at the Homecoming Football Game.

### **New Student Orientation**

The purpose of the new student orientation at Edward Waters University is to ensure that new students have a successful transition and integration into university life. The program promotes discussion among parents, new students, continuing students, and faculty and staff on the expectations and perceptions of the campus community. The culminating event is the Freshman Oath and the 'Rites of Passage' to assist students in acclimating to the University environment.

## **STUDENT INTEGRITY & CONDUCT**

### **Code of Conduct**

Students are expected to exhibit appropriate behavior on campus and in the community. By enrolling at EWU, students abide by the University's standards of behavior and conduct themselves with dignity, pride, and respect. They also agree to abide by policies, rules, and procedures established by the University. (Please refer to the Student Handbook for more detailed information).

### **Enforcement of the Code**

By the authority of the Board of Trustees, the President (or designee) is responsible for ensuring that University policies, rules, and procedures are followed. The Dean of Students is responsible for enforcing regulations as they apply to students. EWU community members are responsible for bringing cases of misconduct to the attention of the Dean of Students. Should disciplinary action arise from student conduct issues, the Dean of Students will, with the recommendation of appropriate committees, take decisive action. Formal Grievance procedure and due process are available to students, and detailed information is available from the Office of the Vice President for Student Affairs and Enrollment Management.

### **Primary Behavior Standards**

- Use University facilities and property for authorized purposes that support the University mission.
- Be honest and fair while taking a test or preparing a written assignment and give credit to an author or a classmate for an original idea or work.
- Abstain from using, selling, or distributing unauthorized narcotics, drugs, or alcohol on the University campus or while participating in University-related events.
- Refrain from carrying, using, or displaying lethal weapons, firearms, or explosives in the University.
- Maintain and display orderly behavior in the classroom (onsite/online) and display dignity and respect to instructors and classmates.
- Comply with directives and requests of university officers.
- Act orderly, decently, and maturely in the University or at university-sponsored functions.
- Use fire extinguishers for their intended purpose.
- Refrain from the use of threats and/or acts of physical violence.
- Follow national guidelines for initiating new members into student organizations; hazing is illegal.
- Refrain from sexual activity on campus and at university-related events.
- Zero tolerance for bullying and cyberbullying

## **Secondary Behavior Standards**

The following positive behaviors enhance the University experience (**violations may result in warning, probation, censure, or suspension**).

1. Be courteous to others.
2. Follow campus traffic regulations (including parking).
3. Follow campus dress codes and recommendations.
4. Promote the rights of others.
5. Support the orderly operation of university affairs.

## **ACADEMIC DISHONESTY**

Academic dishonesty and plagiarism are very serious offenses. Each student is expected to do his/her thinking on all quizzes, tests, classwork, written reports, research papers, and homework assignments. Any student who is found to be copying from another student, from books, text messages, or internet sites, or cheating, she/he must have a conference with the instructor and a grade of F will be awarded for the assignment. The matter may be reported to the Department Chair and the Office of Academic Affairs if deemed necessary. Similar and more stringent consequences will apply if a student is found guilty of plagiarism.

## **CLASS ATTENDANCE**

Attendance is mandatory and will be recorded daily. If you have more than six absences from class, this will result in a non-negotiable failure for non-attendance. Students are expected to attend every class session to satisfy all academic objectives outlined by the instructor. Multiple absences will negatively affect a student's performance in class and final grade. Students participating in extracurricular activities on behalf of EWU are required to notify the instructor in advance of the scheduled event so that attendance can be recorded correctly. Excessive absences that are for official University business may warrant the need to drop or withdraw from the course to protect your grade point average. **Note carefully:** This attendance policy will stand regardless of the quality of the student's work. Punctual class attendance is **required** at EWU, as described in the individual course syllabus. When absences result from EWU activities, advisors or event sponsors are responsible for notifying instructors (with copies to the Offices for Academic and Student Affairs) to ensure that absence is excused for Official University Business.

### **Class Attendance Policy**

Students must be present for **80%** of the scheduled course time to receive credit for a course. Please note that students who miss more than **six (6)** class periods will not receive credit for the course and will be given a **Failure for Non-Attendance** or **FN** grade. We will no longer provide excused absences to ensure compliance with this policy. Students with extenuating circumstances may appeal to the Office of Academic Affairs and may be granted an Administrative Withdrawal (AW) from their respective course(s) and/or

receive a W, WP, or WF depending on their grade and time period in the semester at which they fail to meet the 80% attendance rule. Students representing the University with sufficient documentation from the Athletic Department, Choir, Band, and other auxiliary organizations will receive an excuse for ‘Official University Business.’

**Note:** Students conducting ‘Official University Business’ are required to attend all classes unless the Office of Academic Affairs and the Instructor of Record have been given prior notice by the activity director that the student will be absent. Under no circumstances will students be excused from class for practice. Activity Students will be held responsible for all course work (i.e., assignments, readings, examinations, presentations, etc.) covered during their absence, and the Instructor of Record must allow the student-athlete to make up all work missed.

### **Late Arrival Policy**

It is important that students arrive to class on time.

- Because we cannot always plan for unforeseen circumstances, *students will be allowed a grace period of 5 minutes only.*
- Beyond 5 minutes up to 15 minutes late, students will be marked tardy. The accumulation of 3 tardies will be the equivalent of 1 absence.
- Students who are late beyond 15 minutes, for any reason, will be marked absent for the day.
- Remember: Students must attend at least 80% of class sessions to receive any credit for the course.

### **Class Expectations**

Edward Waters University seeks to provide an environment where discussions and expressions of all views relevant to the subject of the course are recognized and necessary for the educational process. Students do not have the right to interfere with the professor’s right to teach or the other student’s right to learn. A student demonstrating inappropriate behavior during class time will be asked to leave the class, and a meeting will be set with the Department Chair to discuss dropping the student from the course and/or the University. Also, the student’s behavior will be discussed with the Associate Vice President of Academic Affairs to determine if expulsion from Edward Waters University is warranted. **Children of faculty, staff, or students are not allowed in the classrooms.**

### **Electronic Equipment**

All electronic equipment, such as Cell Phones, IPADS, IPODS, and MP3 Players, must be turned off before class and kept out of sight during class. The use of these devices is strictly prohibited in class unless the instructor specifically allows you to utilize them for a classroom activity. DO NOT have these items on your desk or attached to your body. **Recording Classes using audio\video:** It is against Florida law to record individuals

without their permission. Thus, students who wish to record a course lecture must seek permission from the instructor. Without instructor permission, a **student is prohibited from recording the instructor during class.**

### **EWU Dress Code**

Edward Waters University is committed to Sustaining the Principles of Excellence and Ethics with a unity of purpose, integrity, and effectiveness practices. These standards include a commitment to Christian principles and values, moral and ethical behavior. In accordance with its affiliation with the African Methodist Episcopal Church, the University expects faculty, staff, and students to model and uphold high standards of conduct and behavior both on and off-campus, conducting themselves with pride and respect. Edward Waters University adheres to a business casual dress code. Every student registered at Edward Waters University must comply and adhere to the dress code.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Academic Rights**

**At EWU, students work to achieve personal goals through wholesome academic pursuits and may assume certain established rights. (Described more fully in the Student Handbook)**

1. ‘Academic Freedom,’ including the freedom to teach and to learn, is a tradition shared between students and faculty within their recognized spheres of expertise in an academic context.
2. ‘Civil Rights,’ including the rights of expression and due process, are legal rights protected by the U.S. Constitution, which will not be used to disrupt the academic rights of others.
3. Opportunity to seek truth and develop critical judgment is critical to a mature learning experience in a community of scholars.
4. Expressing contrasting points of view and reserving skeptical judgment about opinions expressed are encouraged but do not abrogate responsibility for learning content and interpretations presented as part of formal courses.
5. Evaluation of student performance should be expected, as should the fact that it be based upon clearly articulated goals and tasks, carefully predetermined criteria, and professional judgment without prejudice or capricious intent.
6. Review of grade policy system and evaluation of faculty and staff are sometimes appropriate and useful to promote enhanced student-faculty understanding.
7. Personal information about a student acquired by the University or a staff member in the course of university work is confidential, and the Family Educational Rights and Privacy Act of 1974 govern its release to third parties. Generally, releasing such information requires either specific student permission or court order.

8. Access to join or belong to any EWU organization for which one qualifies is assumed.
9. Broad involvement in determining individual programs of study within university guidelines and personal responsibility for meeting requirements, in a timely manner, is a normal part of EWU.
10. The right to examine and responsibly discuss questions of interest and to express opinions publicly and privately in like manner is strongly encouraged at EWU.

### **Non-Academic Grievance Process**

Students are expected to conduct themselves in accordance with EWU policy and regulations and will be disciplined should infractions occur. (Details relating to violations, penalties, and procedures are presented in the Student Handbook.) However, ‘due process’ rights also protect students as follows:

1. Timely notice of charges or allegations
2. Opportunity to plead admission or denial of alleged violations
3. Opportunity to request or waive a formal hearing and accept or reject University determination
4. Hearing before tribunal other than those bringing the charge or making the allegation
5. Opportunity for a personal appearance in a formal hearing before judgment is rendered
6. Responsible advisor or a counselor of choice available
7. Opportunity to call and confront witnesses and accusers and to present evidence in one’s own behalf
8. Advanced notice or information listing witnesses appearing against own interests
9. Copy of the record of a hearing if alleged offense may result in suspension or expulsion
10. Appeal opportunities to the Vice President for Academic Affairs
11. Final appeal opportunity to the EWU President.

### ***DISCRIMINATION/SEXUAL HARASSMENT/HARASSMENT POLICY***

EWU does not discriminate against otherwise qualified persons based on race, color, religion, national origin, gender, age, physical or mental handicap, disability, or veteran status in its recruitment, admissions, employment, facility and program accessibility, or services. It is a violation of EWU policy for any employee or student, male or female, to harass another employee or student. There is a ‘Zero’ tolerance policy on making sexual advances, requests for sexual favors, and/or other physical or expressive behavior that may constitute a hostile environment. Harassment of any form is not tolerated on this campus.

Students who think that they have been discriminated against, harassed, or otherwise had their civil rights violated, shall make a formal, written complaint to the Vice President for Student Success within five calendar days of the alleged incident. The complaint should contain but is not limited to, date and place of the alleged incident as well as names, addresses, and telephone numbers of any witnesses. The specific facts and context of the complaint should be documented. The Vice President for Student Success and Engagement shall convene a formal hearing within 20 calendar days to adjudicate the complaint. Details of the procedure are elaborated in the Student Handbook. Students have the right to appeal to the Vice President's decision to the President of the University.

### **TIGER CENTER FOR ACADEMIC PERSISTENCE AND SUCCESS (TCAPS)**

The Tiger Center for Academic Persistence and Success (T-CAPS) is the enrollment and academic support model at Edward Waters College. T-CAPS is a series of fully integrated programs and support services that are designed to provide opportunities for first and second-year students. These students will receive high-quality assistance across a number of dimensions. Employing a time-tested University College Model, the focus of T-CAPS is to immerse our students in a variety of engagement opportunities through the use of a three-pronged approach:

- Academic Advising to Pre-major Students
- Aggressive Academic Support
- Specialized First and Second Year Programming

### **THE REVEREND CHARLES H. PEARCE INSTITUTE**

Named for one of the College's seminal clergy who worked to establish Edward Waters College, The Rev. Charles H. Pearce Institute is a five-week summer residential program designed to provide incoming freshman students with a 'jump-start' on their college journey. Participants who complete the program (by earning passing grades of C or higher in each of the associated freshman level courses) will receive full non-conditional admission to Edward Waters College.

# **ACADEMIC AFFAIRS**

## **VISION**

The Division for Academic Affairs will become an urban higher education model that is recognized nationally for excellent academic programs and effective, innovative teaching and learning strategies for diverse, urban student populations. Embracing Christian principles and a spirit of servant leadership, the Division of Academic Affairs will be a leader in promoting excellence and ethics, student engagement, community service and service- learning, relevant and contemporary teaching methodologies, and community oriented research.

## **THE QUALITY ENHANCEMENT PLAN (QEP)**

### **'MIGHTY WRITE'**

The focus of the Quality Enhancement Plan (QEP) is to improve the writing of first- year students. The need to enhance the instruction and academic support services provided in freshman composition sequence emanated from broad-based involvement of institutional stakeholders, including alumni, Board of Trustees, community members, faculty, staff, and students. Through the use of surveys, focus groups, and a review of national and local data, a critical need began to emerge: the improvement of writing among our student population. The QEP Steering Committee reviewed the literature regarding freshman composition coursework, its history, and development, as well as the best practices in writing instruction. The data and literature review are what facilitated the development of the QEP and the plan for implementation. QEP strategies include professional development for faculty, revision of the freshman-writing curriculum to be in alignment with the Council for Writing Program Administrators (WPA) *Outcomes Statement for Freshman Composition*. Other enhancements to the curriculum included common syllabi, aligned rubrics, peer tutor training, and a Writing Center.

Learning Outcomes associated with the QEP are as follows:

1. Students will be able to write informative/explanatory composition essays that are supported by a thesis statement and supporting topic sentences.
2. Students will be able to construct arguments to support claims in an analysis of substantive topics or texts using valid reasoning and relevant evidence.
3. Students will be able to write narrative and descriptive compositions using effective techniques, well-chosen details, and well-structured event sequences.
4. Students will demonstrate measurable, observable improvements to writing proficiency after completing the freshmen composition sequence.

Edward Waters College is committed to the improvement of students' educational goals and mastery of academic writing. As such, the QEP assessment plan plays a critical role in this process, and care was taken to ensure alignment among the assessment plan, course syllabi, and assessment rubrics. Implementation of the plan will serve to facilitate an enhanced writing curriculum and instructional strategies, which will result in improved writing skills among our students.

For more information about the Quality Enhancement Plan (QEP), its implementation, or assessment, please contact Ms. Meagan Crowley-Watson, the Director of the QEP at [m.crowleywatson@ewc.edu](mailto:m.crowleywatson@ewc.edu) at the Writing Center located in the James Weldon Johnson Building, Room 16.

### Writing Center

The Writing Center is designed to support the instruction of writing across the curriculum. It is used to provide one-on-one tutoring to students as well as small group workshops to allow time for students to develop the skills needed to be effective writers who are learning the skills needed to demonstrate the qualities of an academic writer. The Writing Center is not a professional proofreading service. Its function is to build the skills needed for better writing ability on the part of the student.

### THE EWU LIBRARY

The EWU Library serves as the University's information portal while providing access to the networked world of knowledge resources. As educators, librarians facilitate the acquisition of the information literacy skills needed to operate effectively in the modern complex technological environment. The Library further strives to provide students, faculty, and staff with relevant, contemporary, and widely circulated books, periodicals, and multimedia collections. The Library serves as learning common to bring together the various constituencies of the campus and community as it endeavors to stimulate and encourage the development of a lifelong habit of learning. The Edward Waters University Library provides year-round service and is closed on holidays observed by the University. The EWU Library webpage can be found here:

<https://www.EWU.edu/EWU-library/>

During regular Semesters, the library serves the campus and community according to the following schedule:

Monday – Thursday	8:00 a.m. to 9 p.m.
Friday	8:00 a.m. to 5 p.m.
Saturday	2:00 p.m. to 6 p.m.
Sunday	2:00 p.m. to 6 p.m.

*Semester breaks and summer hours vary. The scheduled hours will be posted regarding any changes from normal operations.*

### Reference Service

Assistance in the use of the Library's online catalog, websites, and databases  
Assistance in the use of reference books and materials

Assistance in the techniques of research

Assistance in locating books and information in other libraries

## **Circulation Services**

Books and materials checkout

Maintenance of class reserves as requested by instructors Retrieval of class reserves and ready reference books Interlibrary loans ‘Hold Shelf’ for books

Directional information

Assistance in finding books and periodicals on the shelves

## **Educational Services**

Freshman Orientation Class Library manual issued on request

Information Literacy and Multimedia Services

Instruction and workshops to enhance research skills

Available use of instructional equipment for the classroom Information Literacy and Multimedia Lab

## **Other Services**

Study carrels

Conference areas

Photocopies

Comfortable lounge area

The Library’s collections include the reference and general book collections, periodical collection, young adult book collections, and the non-print (VHS, CD, and DVD) media collections.

## **COMPUTER CENTERS**

An on-campus computer center is available in the Hatcher-Stewart Building, Room 105. In keeping with national trends, computers are regularly upgraded to enable keeping pace with changing technology, including hardware, software, databases, networks, and communications. The Writing Center has a computer lab with tutors available to provide writing assistance.

\* Semester breaks and summer hours vary and are posted on the front door.

## **DUAL ENROLLMENT PROGRAM**

Edward Waters College has offered the Dual Enrollment program in partnership with Duval County Public Schools (DCPS) since 2015. The dual enrollment program as defined by Florida Statutes 1007.271, is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student.

Students that are eligible for the program can take their courses during regular class periods at their assigned high school during the fall and spring terms. The college may even approve for eligible dual enrollment students to take one course at their high school site during the summer term if approved by the school district.

The courses selected for the dual enrollment program satisfy both high school credit and college credit. Edward Waters College has become compliant with the Florida Statewide College numbering

system to assist with the transfer of college credits throughout the higher education system. Parents and students are advised that the college credits earned to the credit required for their high school diploma, and to the ramifications and responsibilities of initiating a permanent college transcript.

To promote student success, all dual enrollment students are required to take SLS 1103 Introduction to College in the first two semesters of their participation in the program. The Florida Department of Education's articulation committee maintains a list of dual enrollment courses identified to meet high school graduation requirements. This list contains certain semester-length postsecondary courses deemed of sufficient rigor to earn a full high school credit. The current list can be found on the Florida Department of Education website at: <https://www.fl DOE.org/schools/higher-ed/f1-college-system/academic-student-affairs/>.

High school credits will be awarded per the status list at the time of student enrollment.

### **Dual Enrollment Course Offerings:**

The following courses are currently among the Dual Enrollment Course offerings:

1. SLS1103 or equivalent college orientation course
2. ENC1101 – English Composition I
  - a. Prerequisite: English II
3. ENC1102 – English Composition II
  - a. Prerequisite: completion of ENC1101 – English Composition I course with a ‘C’ or higher
4. AMH2010 – US History I
5. AMH2020 – US History II
6. POS2041 – American Political Structure
7. MAC1105 – College Algebra
  - a. Prerequisite Algebra II8. MGF2106  
–Finite Math
  - a. Prerequisite: completion of MAC1105 – College Algebra course with a ‘C’ or higher
9. STA2023 – Elementary Statistics
  - a. Prerequisite: completion of MAC1105 – College Algebra course with a ‘C’ or higher
10. MAC1114 – Trigonometry
  - a. Prerequisite: completion of MAC1105 – College Algebra course with a ‘C’ or higher

### **Eligibility and Continuation for Dual Enrollment**

1. High School Grade Point Average and Prerequisites:
  - a. 2.5 unweighted GPA or higher and a B average in subject area courses
  - b. 2.0 unweighted GPA to enroll in SLS1103 or equivalent college orientation course
  - c. 2.0 unweighted GPA or higher with the completion of SLS1103 with final grade ‘C’ or higher and a B average in subject area courses
  - d. Students must take SLS1103 within the first two semesters of participation in dual enrollment with preference being that the course is taken during the first semester.
2. Status as a junior or senior.
  - a. Sophomores in their second semester with a 2.5 unweighted GPA may enroll in

SLS1103 only.

3. Students must meet all prerequisite requirements for any academic dual enrollment course prior to registration. Students using courses from another accredited post- secondary institution or test scores (such as AICE, AP, IB, or CLEP scores) must submit official documentation to the college at least three (3) weeks prior to the term.
4. Maximum course enrollments will be as follows:
  - a. Maximum of three (3) total dual enrollment courses per semester for all postsecondary institutions, including at the College.
5. Students must maintain a minimum 2.0 college grade point average.
6. If a student posts any grade of W, D, or F in a single term, regardless of cumulative high school or college GPA, the student will not be permitted to take dual enrollment classes in the following term.
7. Students must adhere to College Expectations for Student Conduct and their High School Student Code of Conduct ('the Code'). Students who disrupt the educational process shall be referred to the appropriate program manager for discipline in accordance with the Code. Discipline may include ineligibility for further dual enrollment participation.
8. Senior-level students may not register under dual enrollment for courses with the College that conclude after their high school graduation.
9. Exceptions to eligibility requirements will be considered on a case-by-case basis using a standard waiver process and will require prior approval from both participating high school and the College. Exceptions will include both academic and behavioral considerations. All requests for exceptions must be submitted at least three (3) weeks prior to the beginning of the term and a determination for such exception will be made prior to the first day of class.

The college has also developed partnerships with other Charter and Private schools in the Duval County area. For further information regarding Dual Enrollment, please contact Ms. Johnson, Dual Enrollment Coordinator, at [jjohnson@ewc.edu](mailto:jjohnson@ewc.edu) or (904) 470-8079.



## TRiO PROGRAMS AT EDWARD WATERS COLLEGE

The history of TRiO is progressive, but the aim of all the TRiO Programs is to provide access to higher education for students who, because of situation or condition, may not have these opportunities. The TRiO Program began with Upward Bound, which emerged out of the Economic Opportunity Act of 1964 in response to the Administration's War on Poverty. In 1965, Educational Talent Search, the second outreach program, was created as part of the Higher Education Act. In 1968, Student Support Services, which was originally known as Special Services for Disadvantaged Students, was authorized by the Higher Education Amendments and became the third in a series of educational opportunity programs. By the late 1960s, the term 'TRiO' was coined to describe these federal programs.

## **UPWARD BOUND PROGRAM**

The Edward Waters College Upward Bound Program provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in pre-college performance and ultimately in their higher education pursuits. Edward Waters College Upward Bound serves high school students from low-income families and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education, enroll in, and graduate from institutions of post-secondary education.

The Upward Bound Program provides academic support in reading, writing, study skills, and other subjects necessary for a student to be successful in their educational goals beyond high school. Academic and financial counseling is taught through workshops, and students are exposed to academic programs and cultural events through speakers and field trips. A tutorial program provides services to assist students in developing their study skills by instructing them on how to study effectively and test-taking skills.

Upward Bound provides information on post-secondary education opportunities and assistance in completing college entrance applications, financial aid applications, and preparing students for college entrance examinations. The goal of Upward Bound at Edward Waters College is to introduce students to college and what college life is all about through intensive on-campus summer experience programs that are designed to make better college students.

## **STUDENT SUPPORT SERVICES (COLLEGE SUPPORT SERVICES)**

The Edward Waters College Student Support Services (SSS) Program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education. The goal of SSS is to increase student retention and graduation rates and facilitate the process of transition from one level of higher education to the next.

### **Academic Enrichment**

TRiO participants receive support in the areas of mathematics, reading comprehension, writing, study skills, and time management.

### **Counseling Services**

The counseling program provides the following services to participants:

- Individual and Small Group Counseling Sessions

- Financial Aid/Money Management Workshops
- Career Exploration
- Assistance for Graduate and Professional Programs
- Academic Advisement

### **Tutorial Services**

Student participants have access to regular seminars and tutorial assistance in the areas of mathematics, reading, and writing facilitated by experienced, well-trained academic specialists. In addition, peer tutors with a minimum 3.0 GPA in these subject areas are available to provide tutorial services to students requesting assistance on a one-on-one basis.

Other SSS programs include:

- Cultural Enrichment Activities
- Motivational Seminars
- Graduate School Visits
- Diversity Workshops
- Historic Site Tours
- Etiquette Seminars

### **OFFICE OF INSTITUTIONAL PLANNING, RESEARCH, & EFFECTIVENESS**

Edward Waters College is committed to accountability for our students, faculty, staff, and external stakeholders. Accordingly, the College actively participates in the ongoing process of assessment, as informed by the College's Strategic Plan. Every fiscal year, each unit develops an operational plan identifying two or three important goals to achieve during that year. At the end of the fiscal year, each unit submits a report indicating if performance targets were or not met. In addition, each unit describes how the assessment results will be used to improve the quality of services provided to students attending Edward Waters College.

At the beginning of the academic year, each academic unit submits an assessment plan. The College uses the plan to determine if students are meeting stated program learning outcomes as designated by each academic program. Program learning outcomes are aligned with student learning outcomes in individual classes. In short, the assessment process asks, ‘Are our students learning what we say they are learning?’ Edward Waters College uses a number of measures to help answer that question, including the analysis of pre-test and post-test scores; the evaluation of student work products from courses and performance on nationally standardized instruments like the Major Field Test (MFT) and the Association of American Colleges and Universities (AAU) VALUE Rubrics; and the Area Concentration Achievement Test.

Additionally, the College assesses students ‘experiences in the classroom using CAMPUS LABS ‘online platform, which allows the College to compare the teaching effectiveness of EWC faculty to faculty at selected colleges and universities across the nation. Edward Waters College uses the results

of CAMPUS LABS course evaluations to help improve the instructional delivery systems and overall learning environment.

The College also measures students ‘overall experiences on our campus through nationally standardized instruments like The Beginning College Student Survey of Student Engagement, The National Survey of Student Engagement, and the Faculty Survey of Student Engagement. Several student satisfaction surveys are administered by the various activity directors to determine the extent to which the College is delivering effective student support services.

## **BACHELOR'S DEGREES**

Bachelor's degrees usually take four years of full-time study to complete; 120 credit hours or more in certain disciplines. Undergraduate degrees are further divided into arts and sciences.

### **Degree Requirements**

Each department specifies requirements in terms of ‘credits’ and type, of course. Credits roughly equate to the number of in-class hours the course requires; a bachelor's degree requires 120 semester credit hours.

Undergraduate degrees generally have three components:

- General Education requirements
- Core Requirements
- Major Requirements
- Elective Courses
- Minor Courses (if a Minor is declared)

### **Graduation Competencies**

EWC students must demonstrate before graduation, a minimum competency in oral communication, English composition, mathematics, natural science, social or behavioral science, computer technology, information literacy, and financial literacy.

### **Core Requirements**

Faculty members in each degree program have identified a core set of 32 to 36 hours of course work required for a particular degree. The work is selected to develop the foundation of the ideas and skills of the major.

### **Major Course Requirements**

Faculty members in each degree program have identified an additional set of 20-30 credit hours, of course- work required for a particular degree. The work is selected to enhance and further develop ideas and skills of the major in a broader context.

### **Electives**

In many programs, provisions have been made for students to broaden their understanding of areas of study outside their major field, develop a recreational or vocational interest, or pursue a minor field of study. Students are, however, encouraged to develop a personal strategy for selecting electives, rather than selecting them randomly. In this endeavor, students should look across the

curriculum to identify courses that will further their personal and professional goals. It should also be noted that some degree programs will have suggested electives for their majors.

## GENERAL STUDIES DEPARTMENT

General Studies is the core of the undergraduate curriculum for all students, regardless of their major. It attributes to the distinctiveness of a college-educated person and guarantees that all college graduates have a broad, balanced education. The General Studies Department is designed to promote a learning environment that will support students for the first two years of the college experience while providing a foundation of knowledge that will supplement what students attain from majors and minors. The General Studies Department at EWC provides a program of study that assures students the capabilities to obtain a liberal arts education, as well as develop and cultivate the necessary skills for effective social, intellectual, cultural, and civic engagement.

EWC provides an opportunity for students to discover their academic strengths, interests, and capabilities while acquiring knowledge and understanding of educational principles and practices in the traditional liberal arts: humanities, fine arts, social and behavioral sciences, mathematics, and natural sciences. A liberal arts foundation is required of all students matriculating at EWC, which includes developing in each student:

1. A breadth of knowledge about human cultures and the physical and natural world.
2. Intellectual and practical skills including inquiry and analysis, critical and creative thinking, written and oral communication, quantitative reasoning, information literacy, teamwork, and problem-solving;
3. A commitment to personal and social responsibility through civic engagement, ethical reasoning and lifelong learning and,
4. The ability to integrate learning across general and specialized studies.

## GENERAL EDUCATION REQUIREMENTS

### College Preparation (3 Hour)

Orientation to Collegiate Studies (3 Hours)	Credit Hours	Pre-Req.
Required for students with fewer than 30 transfer credits only.		
Introduction to College	SLS 1103	3

### Writing & Communicating Effectively (10 Hours)

**Required (10) hours.** (EWC 200 may not be taken until ENG 101 & 102 are completed.)

Writing Effectively (7hours)		Credit Hours	Pre-Req.

Introduction to Academic Writing	ENC 1101	3	
Applied Academic Writing	EWC 200	1	
Academic Writing and Research	ENC 1102	3	

Oral Communication (3hours)		Credit Hours	Pre-Req.
Public Speaking	SPC 2608	3	
Introduction to Communication	COM 2000	3	
Fundamentals of Speech	SPC 2017	3	

### **Thinking Critically (12 hours)**

<b>Humanities (6 Hours)</b>  <b>Choose one course from the following:</b>		Credit Hours	Pre-Req.
Introduction to Fine Arts	HUM 2020	3	
Survey of World History I	WOH 2012	3	
Survey of World History II	WOH 2022	3	
United States History I	AMH 2010	3	
United States History II	AMH 2020	3	
Introduction to Philosophy	PHI 2010	3	
Introduction to Ethics	PHI 1600	3	
Introduction to Literature	LIT 2000	3	
World Literature II (HUM 203)	LIT 2100	3	

### **The following course must also be taken:**

Introduction to Biblical Studies	REL 2200	3	
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<b>Social Sciences (6 Hours)</b> <b>Choose one course from the following:</b>		Credit Hours	Pre-Req.
General Psychology	PSY 2010	3	
Introduction to Sociology	SYG 2000	3	
State and Local Government	POS 3122	3	
Introduction to Political Science	POS 2001	3	
American Political Structure	POS 2041	3	

**The following course must also be taken:**

African American History	AMH 2091	3	
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**Quantitative Reasoning and/or Understanding the Scientific Method (13-15 hours)**

<b>Mathematics (6-7Hours)</b> Choose two courses from the following: One selection must include College Algebra unless the student qualifies for the		Credit Hours	Pre-Req.
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College Algebra exemption. See statement below.			
College Algebra	MAC 1105	3	
Finite Math	MGF 2106	3	
Pre-Calculus	MAC 1140	3	
Calculus I/w Analytic Geometry I	MAC 2311	4	
Trigonometry	MAC 1114	3	
Elementary Statistics	STA 2023	3	

**Natural Sciences (7-8 Hours) (Biology, Math Majors must take BIO 251)** Choose two courses from the following. One Selection must include a Lab. Life Sciences

		Credit Hours	Pre-Req.
Life Sciences with Lab	BSC 1005C	4	
General Biology I with Lab	BSC 2010/2010L	4	
General Biology II with Lab	BSC 2011/2011L	4	
Personal and Community Health	HLP 1002C	3	
African American Health	HSC 2620	3	

## **Physical Sciences**

		Credit Hours	Pre-Req.
Earth Science	ESC 1000	3	
Physical Science with Lab	PSC 1121C	4	

**Total Gen. Ed. Hours:**

**36-38 hours Total Gen.**

**Ed. Hours (Students who must take Foreign Language: 42-44 hours**

**Note: Students must take SPN 1120-Spanish I and SPN 1121 Spanish II as Foreign Language if not taken in high school)**

## **Transfer Students and General Studies Requirements**

Transcripts of applicants who have earned college credits but have not earned an A.A. degree will be reviewed individually to determine the level to which academic credits have been completed in the above General Education requirements. Students who have earned college credits before admission to EWC must satisfy the same General Education requirements as a first-time-in-college student. The State of Florida, Foreign Language requirement, must be met before graduation for all students.

## **EWC College Algebra Exemption Statement**

An exemption from College Algebra is given to students who have demonstrated a minimum proficiency in mathematics through ACT/SAT and/or AP Exam scores, or through transfer credit of a Calculus-level course. Any student who meets the College Algebra Exemption has satisfied the Edward Waters College General Education requirement for College Algebra.

No credit is provided to a student who receives a College Algebra exemption, but the exemption allows a student (non-math major) to take any other Math class that has College Algebra as a prerequisite. Math majors must seek approval from the Math Department to qualify for the exemption. A high school course does not count towards college credit *unless* it was taken as part of a dual enrollment program through a regionally accredited college or university. If you took a college-level or dual enrollment course while in high school, you must provide appropriate documentation to the Edward Waters College Admissions Department. Students are exempt from the EWC College Algebra requirements if they have satisfied one of the following:

- ACT Math Score: 28 or higher ○ SAT Math Score: 640 or higher
- Passed AP Calculus with a C or better, and earned a score of 3 or higher on the AP Calculus exam
- Transfer credit for College Algebra having earned a grade of C or above

## **DEPARTMENT OF BUSINESS ADMINISTRATION**

The Department's vision is to instill academic excellence, ethics, creativity, commitment, collaboration, flexibility, self-esteem, and positive reaction to changes and challenges with the utmost confidence in our business program. We strive for excellence, effective growth, student retention, and graduation.

The International Accreditation Council accredits the Business Degree Program at EWC for the Bachelor of Business Administration (B.B.A.) for Business Education (IACBE). The IACBE (IACBE-World Headquarters, 11374 Strang Line Road Lenexa, Kansas 66215, USA, Tel: +1 913 631 3009, ([www.iacbe.org](http://www.iacbe.org)) is a national and international business education accrediting agency that is highly student-centered and learning outcome assessment oriented.

The Department offers Bachelor of Business Administration (B.B.A.) degrees in six areas of concentrations: Accounting, Business Management, Computer Information Systems, International Finance, and Global Trade, Organizational Management, and Healthcare Management.

### **Admission Requirements to get into the Business Program**

To pursue a program leading to a major in Business Administration, a student must meet the following criteria:

- 1) Must have at least 2.00 GPA
- 2) Must have C or higher grade on the following General Education courses:
  - a. SPC 2608 – Public Speaking *or* COM 2000 Introduction to Communications
  - b. MAC 1105 – College Algebra
  - c. FIN 2100 – Personal Finance; or GEB 1001 – Introduction Business
  - d. CGS 2060 – Introduction to Computers

Transfer students are instructed to contact the Chairman of the Department before completing the required application to receive appropriate evaluations and credits from other institutions. Usually, credit is granted if the course contents are similar, and a grade of 'C' or better was received.

Students must earn a 'C' or better in certain General Education courses to satisfy the major in the Bachelor of Business Administration (BBA) degree program. These courses include:

- ENC 1101 – English Composition I
- ENC 1102 – English Composition II
- SPC 2608 – Public Speaking or COM 2000 Introduction to Communications
- MAC 1105 – College Algebra
- MGF 2106 – Finite Math
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**Note: In addition to the 38 credit hours required for the General Education, if you did not complete your foreign language requirement in High School, you must take additional six credit hours of a foreign language as part of your program requirement.**

## **Department of Business Administration Associations Business Student Association (BSA)**

The Business Student Association is a strong business student activity group focused on serving the business students 'needs throughout their pursuit of academic excellence. The organization helps business students achieve efficiency and success, at both academic and professional levels.

### **Purpose:**

- Organize Business Administration students in a recognizable forum
- Develop career awareness of various business occupations
- Expose the business students to practical workshops and interactions with various corporations
- Provide the students with knowledge of subject content and leadership skills necessary for successful mastery of Business-related courses
- Establish tutorial sessions for the business students through cooperative learning
- Enhance relationships with other student organizations
- Enhance identification with business-oriented students.

### **Mission Statement**

The Edward Waters College Business Student Association strives to establish a link to student learning by providing a forum focused on leadership, networking, education, community awareness and professionalism.

### **Membership**



The Edward Waters University Business Student Association, as a registered student organization, adheres to the college's Nondiscrimination Policy. Edward Waters College is an Affirmative Action/Equal Opportunity institution. The Edward Waters University Business Student Association

provides equal treatment and opportunity to all persons without regard to race, color, religion, height, weight, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, The Edward Waters College Business Student Association prohibits discrimination on the basis of sexual orientation, gender identity or gender expression. Anti-Hazing Clause, This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

#### **BENEFITS:**

- Community Service Hours
- Career Readiness Skills
- Workshops
- T-Shirt
- Professional Connections
- Scholarship Opportunities

#### **TO JOIN:**

- All Classifications
- Are Welcome You
- Must Have a GPA of 2.5 or Higher
- You Must Be A Full-Time Student

#### **FOR**

#### **MORE**

**INFORMATION:**  
Business Student Association  
Advisor: Dr. Francis Ikeokwu  
(904) 470-8134

## Academic Tutoring

### Sigma Beta Delta (International Honor Society)

The mission of Sigma Beta Delta is to encourage and recognize scholarship and accomplishment among students of business, management and administration, and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. Sigma Beta Delta was established to honor students who have attained superior records in business programs in schools and colleges with regional accreditation.



#### Lifetime Membership

Membership in Sigma Beta Delta is the highest national recognition a business student can receive at a college or university with a Sigma Beta Delta chapter. To be eligible for membership, a business student must rank in the top 20percent of the junior, senior or graduate class and be invited to membership by the faculty officers.

BENEFITS	TO JOIN YOU MUST BE	FOR MORE INFORMATION
Lifetime Membership	Business Administration Major	Ms. Zena Foster
Advisor	Junior or Senior Classification	<a href="mailto:zena.foster@ewc.edu">zena.foster@ewc.edu</a>
International Network of Business Professionals	3.0 GPA or Higher	904-470-8149
Professional Travel		
Scholarship Opportunities		
Induction Ceremony		
Post-Graduation Career Opportunities		
International Honor Society		
Membership Certificate & Pin		

## ACCOUNTING – CONCENTRATION

<b>CORE REQUIREMENTS</b>		<b>Credit</b>	<b>Prerequisite</b>
ACG 2021	Financial Accounting 1	3	
ACG 2071	Managerial Accounting	3	ACG 2021
BUL 3130	Business Law 1	3	
CGS 2060	Introduction to Computers	3	
ECO 2013	Principles of Economics I (Macro)	3	
FIN 2100	Personal Finance	3	
FIN 3400	Financial Management	3	ACG 2021
GEB 1001	Introduction to Business	3	
ISM 3031	Introduction to Computer Information Systems	3	CGS 2060
MAN 4723	Business Policy/Strategy (Capstone)	3	Senior Status
MAR 3023	Principles of Marketing	3	
QMB 2100	Statistics for Business	3	MAC 1105
<b>TOTAL CORE REQUIREMENTS</b>		<b>36</b>	
<b>MAJOR REQUIREMENTS</b>		<b>Credit</b>	<b>Prerequisite</b>
ACG 2022	Financial Accounting 2	4	ACG 2021
ACG 3103	Intermediate Financial Accounting 1	3	ACG 2022

ACG 3113	Intermediate Financial Accounting 2	3	ACG 3103
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ACG 3341	Cost Accounting 1	3	ACG 3103
TAX 4001	Federal Tax Accounting	3	ACG 2022
ACG 4444	Financial Statement Analysis	3	ACG 2022
ACG 4651	Auditing Procedures	3	ACG 2022
MAN 4940	Business Practicum (Internship)	6	Senior Status
<b>TOTAL REQUIREMENTS MAJOR</b>		<b>28</b>	
<b>ELECTIVES</b>		<b>18</b>	
<b>GEN ED</b>		<b>38</b>	
<b>TOTAL HOURS TO GRADUATE</b>		<b>120</b>	
<b>NON-BBA MAJORS</b>			
<b>ACCOUNTING MINOR</b>			
<b>MINOR</b>		<b>Credit</b>	<b>Prerequisite</b>
<b>ACCOUNTING (NON-BBA MAJORS)</b>			
ACG 2021	Financial Accounting 1 (Foundation)	3	NONE
ECO 2013	Principles of Economics I (Macro)	3	NONE
ACG 2022	Financial Accounting II	4	ACG 2021
ACG 3103	Intermediate Financial Accounting 1	3	ACG 2022
ACG 3341	Cost Accounting I	3	ACG 3103
MAR 3023	Principles of Marketing	3	

TAX	4001	Federal Tax Accounting	3	ACG 2022
<b>Electives</b>				
ACG	3113	Intermediate Financial Accounting II	3	ACG 3103
ACG	4651	Auditing Procedures	3	ACG 2022
ACG	4461	Financial Statement Analysis	3	ACG 2022
<b>TOTAL REQUIREMENTS</b>			<b>25</b>	

### **ACCOUNTING MINOR BBA MAJORS**

MINOR IN ACCOUNTING (BBA MAJORS ONLY)			Credit	Prerequisite
ACG	2022	Financial Accounting II	4	ACG 2021
ACG	3103	Intermediate Financial Accounting I	3	ACG 2022
ACG	3113	Intermediate Financial Accounting II	3	ACG 3103
ACG	3341	Cost Accounting I	3	ACG 3103
TAX	4001	Federal Tax Accounting	3	ACG 2022
		<b>Elective (Select one)</b>	3	
Any business course not required in your major area, or:				
ACG	4651	Auditing Procedures	3	ACG 2022
ACG	4180	Financial Statement Analysis	3	ACG 2022
<b>TOTAL MAJOR REQUIREMENTS</b>			<b>19</b>	

## BUSINESS MANAGEMENT CONCENTRATION

<b>CORE REQUIREMENTS</b>			<b>Credit</b>	<b>Prerequisite</b>
ACG	2021	Financial Accounting 1	3	
ACG	2071	Managerial Accounting	3	ACG 2021
BUL	3130	Business Law 1	3	
CGS	2060	Introduction to Computers	3	
ECO	2013	Principles of Economics I (Macro)	3	
FIN	2100	Personal Finance	3	
FIN	3400	Financial Management	3	ACG 2021
GEB	1001	Introduction to Business	3	
ISM	3031	Intro to Computer Information Systems	3	CGS 2060
MAN	4723	Business Policy/Strategy ( <b>Capstone</b> )	3	Senior
MAR	3023	Principles of Marketing	3	
QMB	2100	Statistics for Business	3	MAC 1105
<b>TOTAL CORE REQUIREMENTS</b>			<b>36</b>	
<b>MAJOR REQUIREMENTS</b>			<b>Credit</b>	
ECO	2023	Principles of Microeconomics	3	ECO 2013
ACG	2022	Financial Accounting 2	4	ACG 2021
MAN	3025	Fundamentals of Management	3	
MAN	3240	Organizational Behavior	3	
MAN	4301	Human Resource Management	3	
MAN	4504	Operations Management	3	Senior
MAN	4063	Business Ethics	3	Senior
MAN	4940	Business Practicum (Internship)	6	Junior/Senior

<b>TOTAL MAJOR REQUIREMENTS</b>	28	
<b>TOTAL GENERAL ELECTIVE REQUIREMENTS</b>	18	
<b>TOTAL GENERAL EDUCATION REQUIREMENT</b>	38	
<b>TOTAL HOURS</b>	120	

### **BUSINESS MANAGEMENT Minor (NON-BBA MAJORS)**

<b>MINOR BUSINESS MANAGEMENT REQUIREMENTS (NONBBA MAJORS)</b>			<b>Credit</b>	<b>Prerequisite</b>
ACG	2021	Financial Accounting 1 ( <b>Foundation</b> )	3	NONE
ECO	2013	Principles of Economics (MacroI) <b>(Foundation)</b>	3	NONE
MAR	3023	Principles of Marketing	3	
MAN	3240	Organizational Behavior	3	
MAN	4301	Human Resource Management	3	
MAN	4504	Operations Management	3	Senior
MAN	4063	Business Ethics	3	Senior
		Elective (Select one)	3	
ECO	2023	Principles of Economics 2 (Micro)		ECO 2013
GEB	1001	Introduction to Business		
ACG	2022	Financial Accounting 2		ACG 2021
MAN	3025	Fundamentals of Management		
	<b>TOTAL REQUIREMENTS</b>		<b>24</b>	

## **MINOR IN BUSINESS MANAGEMENT (BBA MAJORS) REQUIREMENTS**

<b>MINOR IN BUSINESS MANAGEMENT (BBA MAJORS)</b>			<b>Credit</b>	<b>Prerequisite</b>
ECO	2023	Principles of Economics 2 (Micro)	3	ECO 2013
MAN	3240	Organizational Behavior	3	
MAN	4301	Human Resource Management	3	
MAN	4504	Operations Management	3	Senior
MAN	4063	Business Ethics	3	Senior
<b>Suggested Elective (Select one)</b> Any business course not required in your major area			3	
GEB	<b>2214</b>	Business Communication		
ACG	<b>2022</b>	Financial Accounting 2		ACG 2021
MAN	<b>3025</b>	Fundamentals of Management		
<b>TOTAL MAJOR REQUIREMENTS</b>			<b>18</b>	

## **COMPUTER INFORMATION SYSTEMS CONCENTRATION**

<b>CORE REQUIREMENTS</b>			<b>Credit</b>	<b>Prerequisite</b>
ACG	2021	Financial Accounting 1	3	
ACG	2071	Managerial Accounting	3	ACG 2021
BUL	3130	Business Law 1	3	
CGS	2060	Introduction to Computers	3	
ECO	2013	Principles of Economics I (Macro)	3	
FIN	2100	Personal Finance	3	
FIN	3400	Financial Management	3	ACG 2021
GEB	1001	Introduction to Business	3	
ISM	3031	Intro to Computer Information Systems	3	CGS 2060

MAN	4723	Business Policy/Strategy ( <b>Capstone</b> )	3	Senior Status
MAR	3023	Principles of Marketing	3	
QMB	2100	Statistics for Business	3	MAC 1105
<b>TOTAL CORE REQUIREMENTS</b>		<b>36</b>		
<b>MAJOR REQUIREMENTS</b>		<b>Credit</b>	<b>PREREQUISITES</b>	
ISM	3113	System analysis and Design	3	CGS 2060
ISM	3230	Business Application Development	3	CGS 2100
ISM	4054	Web Publishing 1	3	CGS 2060
ISM	4221	Communication & Network	3	CGS 2060
ISM	4210	Database Management	3	CGS 2060
ISM	3314	Project Management & Practice	3	CGS 2060
ISM	4323	Introduction to Information Security	3	CGS 2060
ISM	4053	Introduction to Mobile Programming	3	ISM 3232
MAN	4940	Business Practicum (Internship)	6	Senior
<b>TOTAL MAJOR REQUIREMENTS</b>		<b>30</b>		
<b>ELECTIVES</b>		<b>18</b>		
<b>TOTAL GENERAL EDUCATION REQUIREMENT</b>		<b>38</b>		
<b>TOTAL CREDITS TO GRADUATE</b>		<b>122</b>		

### COMPUTER INFORMATION SYSTEMS

#### **MINOR REQUIREMENTS (NON-BBA MAJORS)**

**Credit Prerequisite**

ACG	2021	Financial Accounting I (Foundation)	3	NONE
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ECO	2013	Principles of Economics I (Macro)	3	NONE
CGS	2060	Introduction to Computers	3	
ISM	3031	Intro to Computer Information Systems	3	CGS 2100
ISM	3113	System Analysis & Design	3	ISM 3013
ISM	4054	Web Publishing 1	3	ISM 3013
ISM	4210	Database Management	3	ISM 3013
<b>Elective (Select one)</b>			<b>3</b>	
ISM	3230	Business Application Development		ISM 3013
ISM	4221	Communication & Network		ISM 3013
ISM	4323	Introduction to Information Security		ISM 3013
ISM	4053	Introduction to Mobile Programming		ISM 3013
<b>TOTAL REQUIREMENTS</b>			<b>18</b>	
<b>COMPUTER INFORMATION SYSTEMS MINOR</b>				
ISM	3230	Business Application Development	3	ISM 3013
ISM	3113	System Analysis and Design	3	ISM 3013
ISM	3011	Introduction to Management Information Systems	3	ISM 3013
ISM	4054	Web Publishing 1	3	ISM 3013
ISM	4323	Introduction to Information Security	3	ISM 3013

<b>Elective (Select one)</b>	<b>3</b>	
Any business course not required in your major area		
ISM	4221	Communication & Network
ISM	4480	E-Commerce
	<b>TOTAL MAJOR REQUIREMENTS</b>	<b>18</b>

**INTERNATIONAL FINANCE &  
GLOBAL TRADE CONCENTRATION**

<b>CORE REQUIREMENTS</b>			<b>Credit</b>	<b>Prerequisite</b>
ACG	2021	Financial Accounting 1	3	
ACG	2071	Managerial Accounting	3	ACG 2021
BUL	3130	Business Law 1	3	
CGS	2060	Introduction to Computers	3	
ECO	2013	Principles of Economics I (Macro)	3	
FIN	2100	Personal Finance	3	
FIN	3400	Financial Management	3	ACG 2021
GEB	1001	Introduction to Business	3	
ISM	3031	Introduction to Computer Information Systems	3	CGS 2060
MAN	4723	Business Policy/Strategy (Capstone)	3	Senior
MAR	3023	Principles of Marketing	3	
QMB	2100	Statistics for Business	3	MAC 1105
<b>TOTAL CORE REQUIREMENTS</b>			<b>36</b>	
<b>MAJOR REQUIREMENTS</b>			<b>Credit</b>	<b>Prerequisite</b>

ACG	2022	Financial Accounting 2	4	ACG 2021
MAN	3034	International Business	3	
ECO	3703	Global Economics	3	ECO 2013
FIN	4660	Multinational Business Finance	3	FIN 3400
MAR	4156	Global Marketing	3	MAR3023
INR	4403	International Law/Legal Environment	3	BUL 3130
MAN	4653	Global Management and Issues	3	Senior
MAN	4940	Business Practicum (Internship)	6	Senior
<b>TOTAL MAJOR REQUIREMENTS</b>			<b>28</b>	
<b>ELECTIVES</b>			<b>18</b>	
<b>TOTAL CREDITS TO GRADUATE</b>			<b>120</b>	

**INTERNATIONAL FINANCE & GLOBAL TRADE MINOR  
Credit Prerequisite REQUIREMENTS (NON-BBA MAJORS)**

ACG	2021	Financial Accounting 1 ( <b>Foundation</b> )	3	
ECO	2013	Principles of Economics I (Macro)	3	
ECO	3703	Global Economics	3	ECO 2013
ACG	2022	Financial Accounting 2	4	ACG 2021
FIN	4660	Multinational Business Finance	3	FIN 3400
MAR	3023	Principles of Marketing	3	
MAR	4156	Global Marketing	3	
<b>Elective (Select one)</b>			3	
INR	4403	International Law/Legal Environment		BUL 3130
MAN	3034	International Business		

MAN	4653	Global Management and Issues		Senior Status
<b>TOTAL REQUIREMENTS</b>			<b>25</b>	

**INTERNATIONAL FINANCE & GLOBAL TRADE MINOR**  
**Credit Prerequisite REQUIREMENTS**

MAN	3034	International Business	3	
ECO	3703	Global Economics	3	ECO 2013
ACG	2022	Financial Accounting II	4	ACG 2021
FIN	4660	Multinational Business Finance	3	FIN 3400
MAR	4156	Global Marketing	3	MAR 3023
<b>Suggested Elective (Select one)</b>			<b>3</b>	
Any business course not required in your major area, or				
INR	4403	International Law/Legal Environment		BUL 3130
MAN	4653	Global Management and Issues		Senior Status
<b>TOTAL MAJOR REQUIREMENTS</b>			<b>19</b>	

**HEALTH CARE MANAGEMENT CONCENTRATION**

In addition to the 38 credit hours required for the General Education, if you did not complete your foreign language requirement in High School, you must take additional six (6) credit hours of foreign language as part of your program requirement.

Course Prefix	Course Number	Course Description	Hours
Term I		<b>CORE REQUIREMENTS</b>	

BUL	3130	Business Law 1	3
CGS	2060	Introduction to Computers	3
ECO	2013	Principles of Economics I (Macro)	3
FIN	2100	Personal Finance	3
ACG	2021	Financial Accounting 1	3
GEB	1001	Introduction to Business	3
		<b>TOTAL</b>	<b>18</b>
<b>Term II</b>		<b>CORE REQUIREMENTS</b>	

ACG	2071	Managerial Accounting	3
ISM	3031	Introduction to Computer Information Systems	3
FIN	3400	Financial Management	3
MAR	3023	Principles of Marketing	3
QMB	2100	Statistics for Business	3
MAN	4723	Business Policy / Strategy (Capstone)	3
		<b>TOTAL</b>	<b>18</b>
<b>Term III</b>		<b>MAJOR REQUIREMENTS</b>	
HSA	1100	Healthcare Delivery System	3
MAN	3240	Organizational Behavior	3
HSA	3340	Human Resource Management in Healthcare	3
HSC	4202	Community and Public Health	3
		<b>TOTAL</b>	<b>12</b>
<b>Term IV</b>		<b>MAJOR REQUIREMENTS</b>	

ORI	300	Orientation	1
HSA	4120	Group and Team Dynamics	3
HSA	4140	Healthcare Business Strategy	3
HSA	4191	Healthcare Information Management	3
HSA	4421	Legal Aspect: Privacy, Security, and Trust	3
HSA	4910	Business Application Project	3
		<b>TOTAL</b>	<b>16</b>
<b>SUMMARY OF REQUIRE MENTS</b>		<b>Total General Education .....</b> <b>Total Core Requirements.....</b> <b>Total Major Requirements.....</b> <b>Total Elective Requirements.....</b> <b>{Maximum Portfolio Credits Accepted(15)}</b>  <b>Total Credit Hours Required.....</b>	<b>38</b> <b>36</b> <b>28</b> <b>18</b>  <b>120</b>

### ORGANIZATIONAL MANAGEMENT CONCENTRATION

In addition to the 38 credit hours required for the General Education, if you did not complete your foreign language requirement in High School, you must take additional 6 credit hours of foreign language as part of your program requirement.

Course Prefix	Course Number	Course Description	Hours
<b>Term I</b>		<b>CORE REQUIREMENTS</b>	
BUL	3130	Business Law 1	3
CGS	2060	Introduction to Computers	3

ECO	2013	Principles of Economics I (Macro)	3
FIN	2100	Personal Finance	3
ACG	2021	Financial Accounting 1	<b>3</b>
GEB	1001	Introduction to Business	<b>3</b>
		<b>TOTAL</b>	<b>18</b>
<b>Term II</b>		<b>CORE REQUIREMENTS</b>	
ACG	2071	Managerial Accounting	3
ISM	3031	Introduction to Computer Information Systems	3
FIN	3400	Financial Management	3

MAR	3023	Principles of Marketing	3
QMB	2100	Statistics for Business	3
MAN	4723	Business Policy / Strategy <b>(Capstone)</b>	3
		<b>TOTAL</b>	<b>18</b>
<b>Term III</b>		<b>MAJOR REQUIREMENTS</b>	
GEB	2214	Business Communication	3
MAN	2252	Management Principles	3
MAN	3301	Human Capital Management	3
MAN	3034	International Business	3
		<b>TOTAL</b>	<b>12</b>
<b>Term IV</b>		<b>MAJOR REQUIREMENTS</b>	

ORI	300	Orientation	1
MAN	3240	Organizational Behavior	3
MA N	4063	Business Ethics	3
MA N	4120	Group and Team Dynamics	3
MA N	4504	<b>Operations Management</b>	3
ISM	4910	Business Application Project	3
		<b>TOTAL</b>	<b>16</b>
<b>SUMMARY OF REQUIREMENTS</b>		<b>Total General Education</b> <b>Total Core Requirements</b> <b>Total Major Requirement</b> <b>Total Elective Requirement</b> <b>{Maximum Portfolio Credits Accepted (15)}</b> <b>Total Credit Hours Required</b>	<b>38</b> <b>36</b> <b>28</b> <b>18</b> <b>120</b>

### **SPORTS MANAGEMENT CONCENTRATION**

Course		Course Title	Hours	Prerequisite
MAR	3023	Principles of Marketing	3	
BUL	3130	Business Law 1	3	
ISM	3031	Introduction to Computer Information Systems)	3	<i>CGS 2060</i>
FIN	3400	Financial Management)	3	<i>ACG 2021</i>
ACG	2071	Managerial Accounting)	3	<i>ACG 2021</i>

SPM	2000	Introduction to Sports Management	3	
SPM	3403	Sports Communication	3	
APK	4402	Applied Sports Psychology	3	
MAN	3240	Organizational Behavior	3	
ISM	3204	Sports Ethics	3	
SPM	4026	Issues in International Sports	3	
PET	4410	Area and Facilities Management	3	
SPM	4604	Governing Agencies in Sports	3	
MAN	4723	Business Policy/Strategy (Capstone)	3	<i>Senior Status</i>
ISM	4941	Sports Management Internship	3-12	<u>Junior or Senior Status</u>
<b>TOTAL</b>			<b>45-54</b>	

## BIOLOGY DEGREE

### Major in Biology

The Biology Program seeks to prepare students for careers in the Biological Sciences. The curriculum in Biology is designed in general, to prepare students for employment, graduate studies, and productive lives, which require an understanding

of the scientific method of investigation. The Department offers a rigorous program leading to the Bachelor of Science in Biology.

### Biology Major Admissions Requirements

To be admitted into our program, a student must meet the following criteria:

1. The student must complete and submit the 'Formal' application for admission into the program. The application must contain the student's full name, classification, GPA, address, and phone number.
2. The student must have a GPA of at least 2.0.
3. The student must complete a minimum of 30 credits in General Education Courses to include:
  - o ENC 1101, Introduction to Academic Writing
  - o ENX 1102, Academic Writing and Research
  - o SPC 2608 Public Speaking *or* COM 2000Introduction to Communication
  - o MAC 1105 College Algebra
4. The student must have passed General Biology I, with at least a C grade.

Total Gen Ed Hours 38-40 hours

Total Gen Ed Hours (Students who must take Foreign Language)

44-48 hours

Natural Sciences (7 - 8 hours) (Biology and Math Majors must take BSC 2010 and BSC 2011 and the corresponding laboratories. Transcripts of applicants who have earned college credits but have not earned an A.A. degree will be reviewed individually to determine the degree to which academic credits have been completed in the above General Education requirements o EWC transfer students must satisfy the same General Education requirements as a first-time-in-college student.

The State of Florida, Foreign Language requirement, must be met before graduation for all students.

### BIOLOGY DEGREE REQUIREMENTS

<i>Course Code New - State</i>	<i>Course Name</i>	<i>Credit Hours</i>	<i>Pre- Requisite**</i>	<i>Co- Requisite</i>

**MAJOR COURSES: 35 HOURS**

ZOO 2010	General Zoology	3	BSC 2011/L	ZOO 2010L
ZOO 2010L	General Zoology Lab	1		ZOO 2010
BOT 2010	Botany	3	BSC 2011/L	BOT 2010L
BOT 2010L	Botany Lab	1		BOT 2010
PCB 3063	Genetics	3	BSC 2011/L	PCB 3063L
PCB 3063L	Genetics Lab	1		PCB 3063
BSC 2093C	Human Anatomy & Physiology I w/Lab	4	BSC 2011/L	BSC 2093L
BSC 2094C	Human Anatomy & Physiology II w/Lab	4	BSC 2093/L	BSC 2093L
MCB 3020	Microbiology	3	BSC 2011L and CHM 2210L	MCB 3020L
MCB 3020L	Microbiology Lab	1		MCB 3020
PCB 3043	Ecology	3	BSC 2011L and CHM	PCB 3043L

			2046/L	
PCB 3043L	Ecology Lab	1		PCB 3043

PCB 3023	Molecular Cell Biology	3	BSC 2011L and CHM 2046L	PCB 3023L
PCB 3023L	Molecular Cell Biology Lab	1		PCB 3023
BSC 4905	Biology Seminar/Exit Exam	3	Senior Standing	
<b>Core Courses: 31-37 Hours (Student may choose MAC 1114 and MAC 1140 or MAC 1147 if not taken under General Education requirements)</b>				
CHM 2045	General Chemistry I	3	MAC 1105 Or Higher Math	CHM 2045L
CHM 2045L	General Chemistry I Lab	1		CHM 2045
CHM 2046	General Chemistry II	3	CHM 2045L	CHM 2046L
CHM 2046L	General Chemistry II Lab	1		CHM 2046
CHM 2210	Organic Chemistry I	3	CHM 2046L	CHM 2210L
CHM 2210L	Organic Chemistry I Lab	1		CHM 2210
CHM 2211	Organic Chemistry II	3	CHM 2210L	CHM 2211L
CHM 2211L	Organic Chemistry II Lab	1		CHM 2211
PHY 2053	General Physics I	3	MAC 1140 and MAC 1114 or MAC 1147	PHY 2053L
PHY 2053L	General Physics I Lab	1		PHY 2053
PHY 2054	General Physics II	3	PHY 2053L	PHY 2054L
PHY 2054 L	General Physics II Lab	1		PHY 2054

MAC 1114	Trigonometry	3	MAC 1105 or satisfactory score on SAT or ACT	
MAC 1140	Pre-Calculus	3	None	
MAC 1147	Pre-Calculus w/Trigonometry	4	MAC 1105 or satisfactory score on SAT or ACT	
STA 2023	Introductory Statistics	3	MAC 1105 or satisfactory score on SAT or ACT	
MAC 2311	Calculus w/Analytical Geometry I	4	MAC 1140 and MAC 1114 or MAC 1147	

**CONCENTRATIONS:** The field of Biology has become increasingly more diversified. Each aspect becomes more specialized. Understanding the facts mentioned, the students may wish to orient their major towards a particular sub-discipline within Biology in order to get themselves a more thorough undergraduate background anticipating continued study in a post-graduate program.

Students majoring in Biology may opt to concentrate their courses around an environmental/ecological theme, incorporating the relevant elective courses offered by the department. Similarly, students majoring in Biology may opt to concentrate their courses around a cellular/biotechnology theme, incorporating the relevant elective courses offered by the department. Also, students majoring in Biology may opt to concentrate their courses around an allied health/ biomedical theme, incorporating the relevant elective courses offered by the department. Students majoring in Biology may now also opt to concentrate their courses around forensic theme, incorporating the relevant elective courses offered by the department.

**CONCENTRATION ELECTIVES** (Choose one of the following concentrations):

**ALLIED HEALTH/BIOMEDICAL SCIENCE**

**TRACK/CONCENTRATION:**

(The courses listed below with asterisk (\*) are suggested – Total Required:

**18 credit hours)**

BSC 4434	Introduction to Bioinformatics	3	BSC 2010/L	
	Bacteriology	3		
MCB 4503	Virology	3	MCB 3020/L	
ZOO 4752C	Histology with Lab	4	BSC 2011L and BSC 2085L	

PCB 4109	Biology of Cancer	3	PCB 3063/L and PCB 3023/L	
BSC 4910	Biology Research*	3	Consent of Instructor is required. Junior class standing	
BSC 2931	Special Topics in Biology	1- 6	Permission from Instructor	
PCB 4233	Immunology*	3	CHM 2210/L and PCB 3063/L	PCB4233L
PCB 4233 L	Immunology Lab*	1		PCB4233
STA 4173	Biostatistics	3		
BCH 3023	Biochemistry*	3	BSC 2010/L and CHM 2210/L	BCH3053L
BCH 3023L	Biochemistry Lab*	1		BCH 3053
CHS 3549	Introduction to DNA Forensics	3	Approval of Instructor	
HSC 2620	African American Health	3	None	
BSC 3244	Biology of Aging	3	BSC 2010/L	

PCB 4523C	Developmental Biology w/Lab	4	BSC 2011L and BSC 2085L	
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**BIOTECHNOLOGY/CELLULAR BIOLOGY TRACK/CONCENTRATION:**  
**(The courses listed below with asterisk (\*) are suggested – Total Required: 16 credit hours)**

BSC 4434	Introduction to Bioinformatics*	3	BSC 2010	
BSC 3402	Research Method in Biology*	3	BSC 2010 and STA 2023	
MCB 4503	Virology	3	MCB3020/L	
BSC 4910	Biology Research*	3	Consent of Instructor is required. Junior class standing	
BSC 2931	Special Topics in Biology	1-6	Permission of Instructor	
PCB 4233	Immunology	3	CHM 2210/L and PCB 3063/L	PCB 4233L
PCB 4233L	Immunology Lab	1		PCB 4233

STA 4173	Biostatistics	3		
BCH 3023	Biochemistry*	3	BSC 2010/L and CHM 2210/L	BCH 3053L
BCH 3023L	Biochemistry Lab*	1		BCH 3053
CHS 3549	Introduction to DNA Forensics	3	Approval of Instructor	
BSC 2421	Introduction to Biotechnology*	3	Approval of Instructor	

#### **ENVIRONMENTAL BIOLOGY/ECOLOGY TRACK/CONCENTRATION:**

**(The courses listed below with asterisk (\*) are suggested – Total Required: 16 credit hours)**

BSC 3402	Research method in Biology	3	BSC 2010 and STA 2023	
ZOO 4752C	Histology with Lab	3		
BSC 4054	Environmental Toxicology*	3	BSC 2011L and CHM 2046L	
BSC 2931	Special Topics in Biology	1-6		
	Field Methods in Urban Ecology*	4		

BIO 410	Marine Biology*	4		
STA 4173	Biostatistics	3		
BSC 4910	Biology Research*	3	Consent of Instructor is required.	
BCH 3032	Biochemistry	3	BSC 2010/L and	BCH 3053L
			CHM 2210/L	
BCH 3023	Biochemistry Lab	1		BCH 3053
PCB 4523C	Developmental Biology	4		

#### **FORENSIC BIOLOGY TRACK/CONCENTRATION:**

**(The courses listed below with asterisk (\*) are suggested – Total Required: 14 credit hours)**

CJE 2601	Introduction to Forensic Sciences*	3		
BCH 3023	Biochemistry*	3	BSC 2010/L and CHM 2210/L	BCH 3053L
BCH 3023L	Biochemistry Lab*	1		BCH 3053

CHS 3549	Introduction to DNA Forensics*	3	Approval of Instructor	
BSC 4401	Forensic Biology w/Lab*	4		
CHS 3511C	Forensic Criminalistics Lab	4		
CJE 3619C	Forensic Photography	4		

**Algebra Exemption:**

An exemption from College Algebra is given to students who have demonstrated a minimum proficiency in mathematics through ACT/SAT and or AP Exams scores, or through transfer credit of a Calculus-level course. Any student who meets the College Algebra Exemption has satisfied the Edward Waters College General Education requirement for College Algebra. No credit is provided to a student who receives a College Algebra exemption, but the exemption allows a student (nonMath major) to take any other Math class that has College Algebra as a prerequisite. Math majors must seek approval from the Math Department to qualify for the exemption. A high school course does not count towards college credit unless it was taken as part of a dual credit program through an accredited college or university. If you took a college- level or dual credit course while in high school, you must provide appropriate documentation to the Edward Waters College Admissions Department. Students are exempt from the EWC College Algebra requirements if they have satisfied one of the following:

- ACT Math Score: 28 or higher
- SAT Math Score: 640 or higher
- Passed AP Calculus with a C or better, and earned a score of 3 or higher on the AP Calculus exam
- Transfer credit for College Algebra having earned a grade of C or above

**Total to graduate (including 38 - 40 hours of General Education) 122 – 130 Hours**  
**(Without Experiential Learning)**

**Total to graduate (including 44 - 46 hours of General Education) 128 – 136 Hours**  
**(Including Experiential Learning)**

**\*\* Check whether the pre-requisite/Co-requisite is met before allowing a student to register for a course wherever pre-requisite/Co-requisite is required.**

### **MINOR IN BIOLOGY**

The purpose of this minor is to prepare undergraduate students in the discipline of biology while the student is pursuing a major in another field of study. This minor would apply to students majoring in the following disciplines but is not limited to these fields only: Mathematics, Criminal Justice, Elementary Education, Psychology and Business Administration.

For a minor in biology, students must complete successfully at least twenty (20) semester hours including the laboratory activities. The following table provides the required and other suggested additional courses for minor in biology. Students who want to get a minor in biology must meet the pre-requisite requirement prior to taking the courses listed below. Please see the catalog description for each course listed below to get information regarding pre-requisite(s).

#### **Suggested Courses for the Minor in Biology**

<b>Required Courses:</b>	
**BSC 2010 and BSC 2010L General Biology-I Cell Process w/Lab	4
BSC 2011 and BSC 2011L General Biology-II Diversity of Life w/Lab	4
<b>Additional Courses (Choose minimum of twelve (12) hours)</b>	
ZOO 2010 and ZOO 2010L General Zoology w/Lab	4
BOT 2010 and BOT 2010L Botany w/Lab	4
PCB 3063 and PCB 3063L Genetics w/Lab	4
BSC 2093C Human Anatomy & Physiology I w/Lab	4
BSC 2094C Human Anatomy and Physiology II w/Lab	4
(Note: Pre-requisite (BSC 2093C) for this course must be met before taking this course)	

MCB 3020 and MCB 3020L Microbiology w/Lab	4
PCB 3043 and PCB 3043L Ecology w/Lab	4
PCB 3023 and PCB 3023L Molecular Cell Biology w/Lab	4
<b>Total Minimum Requirements for the Minor in Biology</b>	<b>20</b>

**\*\*IF BSC 2010 IS PART OF ANOTHER REQUIREMENT IN THE DEGREE PLAN AND THOSE FOUR CREDITS DO NOT COUNT TOWARD THE BIOLOGY MINOR, THEN THE STUDENT MAY CHOOSE ANY BIO COURSE OF 4 CREDITS FROM THE SUGGESTED LIST.**

#### **FORENSIC BIOLOGY CONCENTRATION ELECTIVES (MINIMUM TOTAL REQUIRED – 12 HOURS)**

	CJE 2601	Introduction to Forensic Sciences*	3		
CHE 311	BCH 3053	Biochemistry*	3	BSC 2010 and CHM 2210/L	BCH 3053L
	BCH 3053L	Biochemistry Lab*	1		BCH 3053
BIO 204	CHS 3549	Introduction to DNA Forensics*	3	Approval of Instructor	
	BSC 4401	Forensic Biology w/Lab*	4		
	CHS 3511C	Forensic Criminalistics Lab	4		
	CJE 3619C	Forensic Photography	4		

**The courses listed above with asterisk (\*) are mandatory – total of 16 credit hours The courses listed above with asterisk (\*) are mandatory – total of 14 credit hours Algebra Exemption:**

## **DEPARTMENT OF COMMUNICATIONS**

The Communications Department offers a Bachelor of Science (B.S.) degree in four areas of concentration: Digital Media Production (Radio/TV/Film), Journalism, Advertising & Public Relations, and Communication Studies.

### **Communications Program Admission Requirements**

To be admitted into the Communications Program, a student must meet the following criteria:

- 1) Have a GPA of at least 2.0.
- 2) Have completed at least 30 credit hours of General Education courses
- 3) Earn a C or higher in the following General Education courses
  - a) ENC 1101 English Composition I: Introduction to Academic Writing
  - b) ENC 1102 English Composition II: Academic Writing and Research
  - c) COM 2000 Introduction to Communications
- 4) Be in good standing with the College (i.e., not on ac5) academic or conduct probation, etc.).

### **COMMUNICATIONS COURSES**

<b>Course ‘</b>	<b>Communication Core Courses (34 Credit Hours)</b>	<b>Credit Hours</b>	<b>Pre-Req.</b>
MMC 2100	Media Writing I	3	
MMC 2000	Intro to Mass Media	3	
ADV 2003	Advertising & Public Relations I	3	
COM 2133	Organizational & Professional Communication	3	
COM 2930	First Year Topics Seminar	3	

COM 3301	Communication Research Methods	3	
COM 3405	Communication Theories	3	
MMC 4211	Media Law & Ethics	3	
COM 4945	Communication Internship	6	

COM 4935	Senior Seminar (Portfolio Development)	4	
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**Concentration Requirements- 15 Credits must be completed in ONE of the four following Communication Concentration (Choose 1 concentration)**

<b>Course ‘</b>	<b>Digital Media Production (Radio/TV/Film)</b>	<b>Credit Hours</b>	<b>PreReq.</b>
RTV 3260	Media Construction	3	
RTV 3556	Audio Production	3	
RTV 3533	Video Production	3	
FIL 4006	Film Studies	3	
FIL 4102	Script & Screenwriting	3	

<b>Course ‘</b>	<b>Journalism</b>	<b>Credit Hours</b>	<b>Pre-Req.</b>
MMC 3105	Media Writing II	3	
RTV 3590	Digital Storytelling	3	
JOU 3603	Photojournalism	3	
RTV 4301	Broadcast Journalism	3	
RTV 4340	Journalism Capstone	3	

<b>Course ‘</b>	<b>Advertising &amp; Public Relations</b>	<b>Credit Hours</b>	<b>Pre-Req.</b>
ADV 3004	Advertising & Public Relations II	3	
MMC 3632	Social Media Communication	3	
ADV 3401	Interactive Marketing Communication	3	
MMC 4411	Communication Campaigns	3	
ADV 4802	Advertising & PR Capstone	3	

<b>Course’</b>	<b>Communication Studies</b>	<b>Credit Hours</b>	<b>Pre-Req.</b>
SPC 2608	Public Speaking	3	
COM 3422	Communication & Culture	3	
COM 3465	Conflict Resolution	3	
COM 4701 or COM 4344	Philosophy of Language and Communication <b>or</b> Rhetoric of Social Movements	3	
COM 4541	Persuasion & Argumentation	3	

<b>Course ‘</b>	<b>Major Requirements (12-credit hrs.)</b>	<b>Credit Hours</b>	<b>Pre-Req.</b>
COM 4711	Technical Writing	3	
STA 2023 or PSY 2201	Elementary Statistics or Statistics for the Behavioral Science	3	

SOP 3782 or SOP 3003 or SYA 4300 or SYD 3410 or SYG 3011 or ISM 3031 or CCJ 4662 or CCJ 3011 or CJL 3510 or HIS 2062 or SPM 3403 or STA 4321 or STA 4502 or STA 4504	Black Psychology Social Psychology Social Research Methods Urban Sociology Current Social Problems Intro to Computer Information Systems Race, Class, and Justice: Color of Law Criminology Intro to Courts/Law Public History Sports Communication Probability Nonparametric Statistics Categorical Data Analysis	3	PSY2010
MAR 4156 or MAN 3034 or POS 2001	Global Marketing or International Business or Intro to Political Science	3	

Course ‘	Total Electives (21 hours)	Credit Hours	Pre-Req.
	<b>Communication Electives (9 hours)</b> Students must select three classes from another Communication concentration other than the concentration selected for the major	3	
		3	
		3	
		3	
	<b>Electives (12 hours)</b>		

	Suggestions: <ul style="list-style-type: none"> <li>• COM 4931: Special Topics</li> <li>• SLS 1321: Career Explorations</li> <li>• EWC 490: Experiential Learning (1-12 hours—seminars, conferences, and other academic opportunities outside the degree plan. Must be approved by Department Chair.)</li> </ul>		
		3	
		3	
		3	
		3	

#### **TOTAL CREDITS REQUIRED FOR GRADUATION**

**120/126 Credits**

#### **COMMUNICATIONS MINOR REQUIREMENTS**

COM 2000: Intro to Communication <b>(Required)</b>
<b>Students may choose from the following courses for the remaining 15 credits of the minor</b>
COM 3301: Research Methods in Communication
COM 3405: Communication Theories
COM 2930: First Year Topics Seminar
MMC 4211: Media Law & Ethics
MMC 2100: Media Writing I
MMC 2000: Intro to Mass Media
ADV 2003: Advertising & Public Relations I
COM 2133: Organizational & Professional Communication
SPC 2608: Public Speaking
FIL 4006: Film Studies
COM 4931: Special Topics

## **DEPARTMENT OF CRIMINAL JUSTICE**

### **CRIMINAL JUSTICE CLUBS/ORGANIZATIONS:**

- Lambda Alpha Epsilon-American Criminal Justice Association
- Criminal Justice Leadership Club · Criminal Justice Pre-Law Club
- Sheriff's Advisory Council (SHADCO)

The Department of Criminal Justice offers 4-degree Concentrations: 1. Criminal Justice, 2. Emergency Management, 3. Forensic Investigation, and 4. Police Academy. Each degree Concentration seeks to prepare students with knowledge on how the criminal justice system works at the Local, State and Federal Government levels.

- The Criminal Justice concentration aims at preparing students for entry-level positions in law enforcement, law, public policy, the court system, and criminal investigations.
- The Emergency Management concentration aims at preparing students for entry-level positions in public and private sectors in the organization and management of resources and responsibilities for dealing with all aspects of emergencies, particularly preparedness, response, and rehabilitation.
- The Forensic Science concentration aims at preparing students for entry-level positions in Crime Scene Investigations.
- The Police Academy concentration aims at preparing Criminal Justice majors for a career in law enforcement. Students completing this concentration will be eligible for certification in law enforcement, which qualifies the student to be hired by any Florida Law Enforcement Agency.

### **CRIMINAL JUSTICE ADMISSION REQUIREMENTS**

Students who wish to major in the Bachelor of Arts Degree program for each of the four (4) Concentrations must meet the following criteria:

1. Students must have a 2.0 overall G.P.A. with the following exceptions:
  - 2.5 GPA required for 3+1 Police Academy
2. Students must have completed a minimum of 25 credit hours of the General

- Education requirements, to include English ENC 1101, 1102, Introduction to Communication COM 2000, and Math MAC 1105, MGF 1106
3. Students must have completed CCJ 2220- Introduction to Criminal Justice.
  4. Students must sign an Acknowledgement and Waiver regarding their Criminal History.
  5. Students must not have been convicted of any felony; First-degree misdemeanor students must not have a history of domestic violence.
  6. Admissions applications are to be submitted to the Department Chair and reviewed for admission consideration.
  7. All students will be required to submit to an interview with the Department Chair for admission consideration.

**NOTE:** Students with prior felony or misdemeanor arrests must submit a Letter of Determination to the Department Chair for consideration with the appropriate supporting documentation to include a Judgment and Sentence and circumstances of the offense.

#### *Expectations*

Students are expected to make at least one (1) field trip to either a state or federal correctional institute before graduation. Students in the Criminal Justice Concentration are expected to make a class visit to the court and observe a court proceeding before graduation.

Students are required to complete the Major Fields Test before graduation.

## CRIMINAL JUSTICE DEGREE

<b>CORE REQUIREMENTS - 33</b>		
CCJ 2220	Introduction to Criminal Justice	3
CCJ 3011	Criminology	3
CJL 3510	Introduction to Judiciary	3
CJL 4063	Constitutional Law	3
CJC 4015	Correctional Policies & Practices	3
CJC 4163	Probation & Parole	3
CJJ 3015	Juvenile Delinquency	3
CJL 4310	Criminal Law & Procedures	3
CJU 495	Senior Capstone Course	3
CCJ 4940	Criminal Justice Practicum	6
<b>MAJOR COURSES - 36</b>		
CJJ 3010	Juvenile Justice Reform	3
CJL 3035	Ethics, Crime, and Justice	3
CCJ 4663	Women and the Criminal Justice System	3
CCJ 4615	Criminal Minds	3
CJL 4050	Juvenile Law	3
CCJ 4662	The Color of Law	3
CCJ 3666	Victimology	3
CJE 3014	Police/Law Enforcement	3
CCJ 4701	Research Methods for Criminal Justice	3
CJD 4257	Report Writing for Criminal Justice Professionals	3
CCJ 4935	Senior Seminar/Current Topics	3
CGS 2060	Introduction to Computers	3

<b>ELECTIVES - 18</b>		
XXX	Elective	3
<b>Total Credits Needed to Graduate</b>		124
<b>(If foreign language required)</b>		132

### **EMERGENCY MANAGEMENT CONCENTRATION**

<b>CORE REQUIREMENTS - 33</b>		
CCJ 2220	Introduction to Criminal Justice	3
CCJ 3011	Criminology	3
CJL 3510	Introduction to Judiciary	3
CJL 4063	Criminal Justice and the Constitution	3
CJC 4015	Correctional Policies and Practices	3
CJC 4163	Probation & Parole	3
CJJ 3015	Juvenile Delinquency	3
CJL 4310	Criminal Law Procedures	3
CJU 495	Senior Capstone Course	3
EMS 4940	Emergency Management Practicum\Exit Examination	6
<b>CONCENTRATION COURSES - 36</b>		

DSC 2006	Introduction to Emergency Management	3
DSC 2060	National Incident Management System	3
DSC 2242	Boarder and Coastal Security	3
DSC 3013	Terrorism and Homeland Security	3
DSC 4214	All-Hazards Emergency Planning	3
PAD 4332	Mitigation & Preparedness	3
PAD 3055	Emergency Operations Center	3
DSC 4395	Response and Recovery	3
PAD 4783	Politics of Emergency Management	3
PAD 2010	Psychology of Disaster	3
PAD 4882	Public Administration	3
CGS 2060	Introduction to Computers	3

**ELECTIVES - 18**

XXX	Elective	3
<b>Total Credits Needed to Graduate</b>		<b>124</b>
<b>(If Foreign Language required)</b>		<b>132</b>

## FORENSIC INVESTIGATION CONCENTRATION

<b>CORE COURSES - 33</b>		
CCJ 2220	Introduction to Criminal Justice	3
CCJ 3011	Criminology	3
CJL 3510	Introduction to Judiciary	3
CJL 4063	Constitutional Law	3
CJC 4015	Correctional Policies and Practices	3
CJC 4163	Probation and Parole	3
CJJ 3015	Juvenile Delinquency	3
CJL 4310	Criminal Law and Procedures	3
CJU 495	Senior Capstone Course	3
FSC 4940L	Internship in Forensic Science/Exit Exam	6
<b>CONCENTRATION COURSES - 24</b>		
CJE 3610	Criminal Investigation	3
CJE 3619C	Forensic Photography w/Lab	4
CJE 4467C	Latent Prints and Impressions w/Lab	4
CJE 4689	Digital Forensic Analysis	3
CJB 4715C	Crime Scene Processing and Investigation w/Lab	4
CHS 3549	DNA Forensics	3
PLA 3263	Law and Evidence	3
<b>REQUIRED PREREQUISITE COURSES</b>		
<b>CHE 2045</b>	<b>General Chemistry I</b>	3
CHE 2045L	General Chemistry I Lab	1

CHE 2046	General Chemistry II	3
CHE 2046L	General Chemistry II Lab	1
<b>ELECTIVES</b>		
XXX	ELECTIVE	3
Total Credits Needed to Graduate		123
(If foreign language required)		131

### POLICE ACADEMY CONCENTRATION

<b>CORE COURSES - 33</b>		
CCJ 2220	Introduction to Criminal Justice	3
CCJ 3011	Criminology	3
CJL 3510	Introduction to Judiciary	3
CJL 4063	Constitutional Law	3
CJC 4015	Correctional Policies and Practices	3
CJC 4163	Probation and Parole	3
CJJ 3015	Juvenile Delinquency	3
CJL 4310	Criminal Law and Procedures	3
CJU 495	Senior Capstone Course	3
FSC 4940L	Internship in Forensic Science/Exit Exam	6

<b>CONCENTRATION COURSES - 24</b>		
CCJ 3666	Victimology	3
CJE 2601	Intro to Forensics	3
CJD 4257	Report Writing for Criminal Justice Professionals	3
CJE 3610	Terrorism and Homeland Security	3
CJE 3014	Police and Law Enforcement	3
CCJ 4701	Research Methods for Criminal Justice	3
AMH 2010	United States History	3
STA 2023	Elementary Statistics	3
<b>POLICE ACADEMY – 30 HOURS</b>		
Total Credits Needed to Graduate		124
(If foreign language required)		132

## DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES

The Department of Social and Behavioral Sciences prepares its students with broad training and experiential learning opportunities, which supports the development of analytical and critical thinkers, researchers, and equips students with the knowledge and skills for graduate work, entry level jobs and to be citizens of the 21<sup>st</sup> century.

### **Admission to the Psychology Program**

To pursue a program leading to a major in Psychology, a student must meet the following criteria:

- 1) Must have at least 2.00 GPA
- 2) Must have C or higher grade on the following General Education courses:
  - a) COM 2000 – Introduction to Communications or SPC 2608 Public Speaking
  - b) MAC 1105 – College Algebra
  - c) PSY 2010 – General Psychology
  - d) ENC 1102 – English Composition II: Academic Writing and Research

Social and Behavioral Sciences offers the following options:

- BA in Psychology- General Track
- Minor in Psychology
- BA in Psychology- Addictions Track

### **PSYCHOLOGY DEGREE REQUIREMENTS**

#### **CORE REQUIREMENTS**

Course Numbers	Course Title	Credit Hours
PSY 2012	General Psychology	3
SOP 3782	Black Psychology	3
PSY 3213	Writing for Psychology	3
EXP 3404	Theories of Learning	3
EAB 3703	Behavior Modification	3
PSY 3003	Social Psychology	3
PSY 3302	Tests and Measurements in Psychology	3
PPE 4003	Theories of Personality	3
CLP 3141	Abnormal Psychology	3
PSY 4017	Experimental Psychology	3
PSY 4604	History and Systems	3
PSY 4945	Practicum in Psychology	6
PSY 4049	Psychology Exit Seminar	3
DEP 3305 o DEP 2004 r	Adolescent Psychology or Human Growth and Development	3

### **MAJOR COURSES**

CGS 2060	Introduction to Computers	3
PHI 2010	Introduction to Philosophy	3
POS 2041	American Political Structures	3
SYG 2000	Introduction to Sociology	3
SYA 4300	Social Research Methods	3
STAT 3024	Intermediate Statistics	3
WOH 1012 or WOH 2022 or AMH 2020	World History I or World History II or US History II	3

### **ELECTIVES (18 Credit Hours)**

XXXX	Free Elective	3
<b>Total Credits Needed to Graduate</b>		<b>122/123</b>

**Waive courses if completed, with a grade of C or better, in Florida High Schools.**

**Must take 6 credits to complete degree requirements.**

**In addition to the requirements for the Psychology degree, students will take the following courses, which serve as the 18 hours of electives plus three additional 3 credit hour courses.**

SOY 3120	Sociology of Family	3
PSB 2242	Addictions I	3
PSB 3243	Addictions II	3
PCO 4220	Addictions Counseling	3
PSB 4242	Assessment & Evaluation in Addictions	3
HUS 2050	Case Management	3
PSB 4246	Treatment Planning	3
SYP 3552	Culture and Addictions	3

**128-129 (or 122-123 if already taken foreign language) Credit Hours required for the 20202021 Psychology - Addictions Track**

### REQUIREMENTS FOR PSYCHOLOGY MINOR

The minor in Psychology requires 18 credit hours of Psychology coursework (6 courses). At least six-course hours must be exclusive to the minor, meaning that at least two courses for the minor cannot be part of the core curriculum for the College or part of the degree plan for the student's major.

PSY 2012	General Psychology*	3
PSY 2201 <b>OR</b> STA 2023	Statistics for Behavioral Sciences <b>OR</b> Elementary Statistics*	3
SOP 3782	Black Psychology	3
DEP 33	Adolescent Psychology	3
DEP 2004	Human Growth and Development	3
SOP 3003	Social Psychology	3
EXP 3404	Theories of Personality	3
CLP 3143	Abnormal Psychology	3
PSY 4017	Experimental Psychology	3

PSY 4930	Special Topics in Psychology	3
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\*Required

## GRADUATE STUDIES

The online Master's Degree program at EWC seeks to make a high-quality graduate education option available to a large pool of qualified applicants locally, nationally, and internationally. This level of accessibility is consistent with the institutional mission and that of Historically Black Colleges and Universities to provide opportunities and access to higher education in particular for communities with limited accessibility to such programs.

### MASTERS OF BUSINESS OF ADMINISTRATION

#### ADMISSIONS REQUIREMENTS

The Edward Waters University 100% online MBA degree program takes an interdisciplinary approach to deepening your understanding of a broad range of business skills. The program aims to amplify knowledge of the global, technological and ethical issues in today's business world. The program's focus is on providing students timely knowledge that will lead to career success and advancement. Students will learn to think more strategically, to make better decisions and become a stronger leader.

#### Admission Requirements

- A bachelor's degree from an accredited institution of higher education or an equivalent degree from a recognized international institution of higher education
- A cumulative grade point average (GPA) of 2.75, in the bachelor's degree program, or comparable GPA for an international applicant
- \$25 Application Fee (If required)
- Official Transcripts for all Undergraduate degrees completed
- Two Letters of Recommendation
- Current Resume
- Official TOFEL Scores (for international students only) ○ An Essay about their goals and career aspirations

- A copy of two legal documents verifying identity, one with a picture of the student and their signature affixed (i.e. state issued driver license, other state or government issued identification). For international students, a passport will suffice.

\*Official GMAT/GRE Scores

For students without an undergraduate degree in Business, a GMAT/GRE score must be submitted – scores cannot be more than five years old. The exception for such students is the completion of 9 credit hours of undergraduate study in Introduction to Business, Financial Accounting, and Principles of Macroeconomics or a course of study as prescribed by the Dean. Students in this category are provisionally admitted.

In particular, the following specifics regarding admission are as follows:

### **Transfer Student Admission**

Transfer students must meet the aforementioned criteria for admission; include official transcripts from any undergraduate and graduate institutions. The Dean of Graduate Studies and/or Chairperson of the Department of Business Administration may accept transfer credits upon review and approval.

Therefore, similar to the current transfer student admission policies for undergraduate studies, graduate transfer students are considered for regular admission **provided** that they have a minimum 2.75 cumulative GPA on all course work attempted. No minimum credit hours or units are required, and transfer consideration is given for all academic terms. In addition, the transfer student must meet the following criteria:

1. Must have good academic standing and/or eligibility to return to previous institution for full-time study
2. Submit official college/university transcripts of all previous collegiate institutions attended (undergraduate and graduate coursework).
3. Submit GMAT/GRE score report and all other required aforementioned admissions standards for first-time graduate student applicants.

### **Readmit Applicants**

Current language regarding undergraduate students recognizes a Readmit Student as an applicant who has previously attended Edward Waters University but withdrew or transferred to another institution and now desires to re-enroll in classes at EWU. The same applies for graduate students in that a readmit student is an applicant who has previously attended Edward Waters University Application Requirements include:

- Completed admissions application

- \$25 application fee
- Official University transcripts (if the student has attended another institution since leaving EWU)

## **International Student Admissions Policies**

To be considered for regular admission to EWU international students who apply to graduate studies must be graduates of a post-secondary school and submit a General Certification of Education, Completion, or its equivalent for those applying from the British Commonwealth.

All international applicants whose native language is not English are required to submit a Test of English as a Foreign Language (TOEFL) with a score of 153 or above (53 or above for the Internet based score). TOEFL scores will be waived for applicants who graduate from high schools within the United States, whose native language or language of instruction is English, or students transferring to EWU after at least one year at another English language University or university.

### **Provisional Admission – First time applicants, new students only**

The institution reserves the right to grant admission to post-baccalaureate applicants who have earned at least a 2.0 – 2.749 cumulative grade point average and/or do not hold a degree in Business from a regionally/nationally accredited institution, or do not meet GMAT/GRE requirements on a provisional basis. Students are considered probationary, and thus, must meet minimum GPA requirements of 3.0 the first semester to remain in the program and subsequently be removed from provisional/probationary status. Provisional students who do not meet the minimum will be dismissed from the program.

As such, graduate student admission policy and procedures will be consistent with peer and aspirant institutions regarding minimum requirements, while respecting the population of students being served through the programmatic thrust.

**MBA Program**  
**Recommended Course and Degree Completion Pathway**

Total Credits Earned: 36  
 30 Core Credits; 6 Elective Credits

Course Prefix	Course Number	Course Title	Credit Hours	Subterm
<i><b>Year One - Fall Term</b></i>				
GEB	5200	Professional Business Writing	3	Fall Term 1
MAN	5240	Organizational Behavior	3	Fall Term 1
FIN	5400	Financial Management and Decision	3	Fall Term 2
MAN	5500	Operations and Project Management	3	Fall Term 2
12 Credits				
<i><b>Year One - Spring</b></i>				
MAN	5630	Managers in Organization and Society	3	Spring Term 1
MAN	5720	Strategy and Business Policy	3	Spring Term 1
ACG	5750	Financial Statement Analysis and Reporting	3	Spring Term 2
Elective			3	Spring Term 2
12 Credits				
<i><b>Year One - Summer</b></i>				
ACG	5850	Financial Reporting and Control	3	Summer Term 1
ECP	6700	Advanced Managerial Economics	3	Summer Term 1
GEB	6700	Capstone	3	Summer Term 2
Elective			3	Summer Term 2
12 Credits				

**MBA Program Course Requirements**

<b>Core Curriculum</b>			
Course Prefix	Course Number	Course Title	Credit Hours
GEB	5200	Professional Business Writing	3
MAN	5240	Organizational Behavior	3
FIN	5400	Financial Management and Decision	3
MAN	5500	Operations and Project Management	3
MAN	5630	Managers in Organization and Society	3
MAN	5720	Strategy and Business Policy	3
ACG	5750	Financial Statement Analysis and Reporting	3
ACG	5850	Financial Reporting and Control	3

ECP	6700	Advanced Managerial Economics	3
GEB	6700	Capstone	3
Core Credit Hours			30
<b>Electives</b>			
Elective	CreditHours	5000 level or higher	6
<b>Total Credit Hours for Online MBA</b>			<b>36</b>

## **2021 -2024 UNDERGRADUATE COURSE DESCRIPTIONS**

**ACG 2002**

**COMPUTER ACCOUNTING APPLICATIONS**

**3 Credits**

This course provides an introduction to electronic data processing in accounting with an emphasis on accounting controls and reports for corporate accounts, proprietorship, and partnerships.

**ACG 2021**

**FINANCIAL ACCOUNTING I**

**3 Credits**

This course provides an understanding of the fundamentals of accounting, including adjusting entries, inventories, and financial statements. It is an introduction to accounting principles, emphasizing on the operation of a business as a sole proprietorship or corporation. The course covers the complete accounting cycle for merchandising and service activities. Students learn the importance of the Generally Accepted Accounting Principles (GAAP), as well as preparing journal entries, ledger, and trial balance.

**ACG 2022**

**FINANCIAL ACCOUNTING II**

**3 Credits**

This course is a continuation of principles of Accounting I, with emphasis on partnerships, corporations, financial analysis, and managerial accounting. The contents to be covered include plant assets, natural resources, and intangibles; current liabilities and payrolls, corporate organization and operations, partnership accounting, earnings per share and dividends, long-term obligations and investments, statement of cash flows, analysis of financial statements, budgeting, and managerial decision-making.

**ACG 2071**

**MANAGERIAL ACCOUNTING**

**3 Credits**

This course offers an integrative study of the uses of accounting data (Cost data) by managers in making policy decisions regarding such matters as financial, resource allocation, organization, staffing, and performance evaluation.

**ACG 3103**

**INTERMEDIATE FINANCIAL ACCOUNTING I**

**3 Credits**

This course provides an understanding of the environment and theoretical structure of financial accounting, review of the accounting process, the balance sheet and financial disclosures, the income statement, comprehensive income and the statement of cash flows, revenue recognition and profitability analysis, the time value of money concepts, cash and receivables, inventory measurement, property, plant and equipment and intangible assets, acquisition and disposition.

**ACG 3105**

**FINANCIAL ACCOUNTING AND REPORTING**

**3 Credits**

This course provides an in-depth study of financial-reporting concepts and generally accepted practice, including an overview of the accounting –cycle assets and non-current assets. Emphasis

is placed on analyzing financial events and the consequences of financial-reporting alternatives. This course covers the knowledge and understanding of the financial reporting framework used by businesses, not-for-profit, and government entities. The financial reporting frameworks covered in this course include those issued by the Financial Accounting Standards Board (FASB), The International Accounting Standards Board (IASB), The Securities and Exchange Commission (SEC), and the Governmental Accounting Standards Board (GASB). It is a continuation of an introductory study of accounting theory-governing preparation of financial statements. The course covers the conceptual framework, development of accounting standards, and the recording and reporting process, using the various financial statements.

ACG 3113

**INTERMEDIATE FINANCIAL ACCOUNTING II**

3 Credits

This course provides an understanding of the fundamentals of accounting, including balance sheet, income statement, statement of retained earnings, and other reports. It is an introduction to accounting principles emphasizing the operation of a business as a sole proprietorship and covers the complete accounting cycle for merchandising and service entities, beginning with the accounting's equations to computing the financial statements.

ACG 3341

**COST ACCOUNTING I**

3 Credits

This course provides a study of cost-volume-price relationships, job order costing, process costing, standard costing, joint, and by-product costing, direct and indirect costing, variable costing, absorption costing.

ACG 4180

**FINANCIAL STATEMENT ANALYSIS**

3 Credits

This course will provide students with both concepts and tools to analyze and exploit information as contained in the different types of financial statements. The course explores in greater depth financial reporting topics introduced in the core course in financial accounting and examines additional topics not covered in basic introductory accounting courses. The course will enable students to develop a sufficient understanding of the concepts and recording procedures of financial statements, which will include the income statement, balance sheet, statement of cashflows, and statement of owner's equity. In general, students who complete this course develop a more efficient and effective approach to researching, interpreting, and analyzing financial statements.

ACG 4651

**AUDIT**

PROCEDURES 3 Credits

This course provides a comprehensive examination of the auditor's function and responsibility, including professional standards of ethics, procedures, programs, and reporting.

ACG 4682

**FRAUD EXAMINATION**

3 Credits

This course provides a fraud examination, also called 'Forensic Accounting' which deals with the basic understanding of methodologies used to resolve fraud allegations from inception to deposition, which include- nature of fraud, fraud prevention, fraud detection, fraud investigation, fraud

management, resolution of fraud, understanding the basics of fraud examination. It provides a step by step overview of the fraud examination process, as it helps to explain the core concepts of fraud examination, and as a perfect introduction for someone new to or unfamiliar with the anti-fraud profession or a comprehensive review of experts in the field.

ADV 2003

ADVERTISING AND PUBLIC RELATIONS I

3 Credits

This course addresses the basic principles of advertising and public relations, as well as their role in media and society. Some of the advertising topics covered will be agency and client relationships, consumer behavior, ethics, and the role of research, creative appeals, and media selection in advertising effectiveness. Also covered in the course will be the basic techniques of establishing and maintaining public relations. Students will explore how public relations activities span a variety of media to influence public opinion and impact an organization's reputation. Special emphasis will be given to team problem-solving.

ADV 3004

ADVERTISING AND PUBLIC RELATIONS II

3 Credits

This course will address advanced principles of advertising and public relations, as well as their role in media and society. Students will gain a broad understanding of and ability to apply promotional and public relations techniques in a digitally mediated world. Emphasis is on the experiential application of specific techniques across multiple media and channels.

ADV 3401

INTERACTIVE MARKETING COMMUNICATIONS

3 Credits

This course is an introduction to the theory and practice of interactive marketing, including mail order, direct response advertising, measurability and accountability; lists and database marking, and the cultivation of customers through interactive marketing. Emphasis will be placed on marketing strategies emerging from new technologies, as well as an overview of its historical roots.

ADV 4802

ADVERTISING AND PUBLIC RELATIONS CAPSTONE

3 Credits

This course will serve as a culminating academic experience that brings together all the key learning outcomes for students participating in the advertising and public relations track. The student should expect to produce individual projects that showcase your skills in a format that can be presented to future employers.

AFA 3006

THE AFRICAN DIASPORA

3 Credits

This course surveys the pre-modern era of the African Diaspora from the early Bantu migration to the modern era of the slave trade. This course will explore traditional east, west, and central African culture in addition to the African age of exploration. Particular focus will be granted to the African presence and contributions to Asia, the Americas, and Europe.

AMH 2010

UNITED STATES HISTORY I

3 Credits

This course provides the history of the United States of America beginning with 1492 before the

Mayflower, the New World founding, Colonial America, American Revolution, finding a Northwest passage, Settling America, Manifest Destiny, Westward expansion, up to World War I.

AMH 2020                    UNITED STATES HISTORY II  
3 Credits

This course provides an in-depth study of United States history from the Civil War to the present, including political, cultural, social, and economic developments, as well as contemporary developments.

AMH 2091                    AFRICAN AMERICAN HISTORY  
3 Credits

This course offers students an overview of African American history from prehistory to the present. In this course, students will learn, discuss, interpret, and analyze the major themes of African American history. Some of the key themes will include: European colonization of the Americas and Its impact on Africans, Reconstruction, the Civil Rights Era, and the History of Slavery.

AML 3604                    BLACK AMERICAN LITERATURE  
3 Credits

This course is designed to introduce students to reading in Black Literature and for students to understand how the literature was the Zeitgeist of the time. Students will compare the messages of Black Literature to those of modern-day writers. The message of the course is to show how power works and how literature is the voice of the minority when all else fails.

AML 3613                    NARRATIVES OF SLAVERY  
3 Credits

This course is focused on slave narratives and the evaluation of the narrative form through exercises in close reading and literary analysis. Attention is paid to the form and function of the slave narrative, and the aim of the course is to provide a context to the state of the union today. Critical reading and writing assignments are expected.

APK 4402                    APPLIED SPORTS PSYCHOLOGY  
3 Credits

This course is an overview of basic concepts and principles essential to understanding the psychology and behavioral aspects of sports and exercise. Emphasis will be given to the conceptual frameworks and the applied aspects of sports performance enhancement and mental skills, exercise behavior, and health and well-being.

ARE 4314                    ART IN THE ELEMENTARY SCHOOL  
3 Credits

This course provides art experiences, techniques, methods, and materials to facilitate the teaching of the art of Elementary School.

BCH 3023

**BIOCHEMISTRY**

3 Credits

This course provides an introduction to the study of biochemistry. Topics include proteins, carbohydrates, lipids, enzymes, metabolism, and biological information transfer by nucleic acids. The laboratory component is also very important. The experiments introduce the students to the basic techniques used in modern laboratories.

BCH 3023L

**BIOCHEMISTRY LAB**

1 Credit

This course focuses on the application of biochemistry.

BIO 405

**FIELD METHODS IN URBAN ECOLOGY**

4 Credits

This course offers experiential learning components to understand global ecological issues. Emphasis will be on disruptive effects on the environment and methods being used locally to limit these effects. Pollution, endangered species, invasive species, and human population pressures such as energy use, recreation impacts, and development will be examined.

BIO 410

**MARINE BIOLOGY**

4 Credits

This course analyses marine organisms of the littoral seas, coral reef, and open ocean; it also examines interrelationships and problems of adaptation and survival.

BOT 2010

**BOTANY**

3.Credits

This course is designed to study Botany through phylogenetic relationships, classification, morphology, life histories, and General Biology of Plants; includes plant organ systems, comparative structure, function and organization of roots, stems, leaves, mineral nutrition, storage, hormones, and non-photosynthetic strategies are discussed as well as evolutionary relationships, life histories, structural and functional relationships of structures, and ecological adaptations of plants, fungi, selected protista, and prokaryotes.

BOT 3015L

**BOTANY LAB**

1 Credit

This course provides the lab course associated with the course Botany-BOT 3015.

BSC 1005C

**LIFE SCIENCE WITH LAB**

3 Credits

This course offers a study of scientific methods; life processes at the cellular, organism and ecological levels; the history of theories of evolution; and present ecology of man.

**BSC 2010**  
**3 Credits**

**BIOLOGY I- CELL PROCESSES**

This course provides a study of life processes at the cellular level. Emphasis on biochemistry, cell energetics, and ATP production. This course includes the organization of cell components, membrane function, cell communication, cell division, Mendelian inheritance. The course is taken concurrently with BSC 2010L. This course is a prerequisite course for all advanced courses in biology.

**BSC 2010L**  
**1 Credit**

**BIOLOGY I-CELL PROCESSES LABORATORY**

This course provides the lab component of BSC 2010 that allows students to pursue a study of life processes at the cellular level. Emphasis on biochemistry, cell energetics, and ATP Production, includes the organization of cell components, membrane function, cell communication, cell division, Mendelian inheritance. This course is taken concurrently with BSC 2010. This laboratory course is a prerequisite course for all advanced courses in biology.

**BSC 2011**  
**3 Credits**

**BIOLOGY II-DIVERSITY OF LIFE**

This course provides a survey of the diversity of organisms. The course includes classification, phylogenetic, relationships, and the general biology of protists, plants, fungi, and animals. Also, includes theories on the origin of life and patterns of evolution. Courses are taken concurrently.

**BSC 2011L**  
**LABORATORY 1 Credits**

**BIOLOGY II-DIVERSITY OF LIFE**

This course provides the laboratory course, which is a continuation of Biology I-Cell processes and the support to Biology II-Diversity of Life. This continuation delves into the study of the structure and function of living organisms above the cell level to include plants, tissues, organs, and organ systems of animal organisms, populations, communities, and ecosystems. There will be discussions on the accepted and less accepted theories of the origin of life.

**BSC 2093C**  
**4 Credits**

**HUMAN ANATOMY AND PHYSIOLOGY**

This course provides a review of basic cell biochemistry, cell structure, tissue organization, and function. This course includes anatomy and physiology of the integumentary, skeletal, muscular, circulatory, lymphatic, immune, respiratory, digestive, and excretory systems.

**BSC 2094C**  
**4 Credits**

**ANATOMY AND PHYSIOLOGY**

This course provides the anatomy and physiology of the human nervous, endocrine, and reproductive systems.

**BSC 2401            INTRODUCTION TO BIOTECHNOLOGY 3 Credits**

This course introduces the basic techniques in biotechnology. Biological concepts and current molecular techniques would be developed and explored in this course.

**BSC 2931            SPECIAL TOPICS IN BIOLOGY**

1-6 Credits

This course is intended to expose students to various topics in biology and is appropriate for students in their sophomore year who want to learn more about a specific topic in biology.

**BCH 3023            BIOCHEMISTRY**

3 Credits

Introduction to the study of biochemistry. Topics include proteins, carbohydrates, lipids, enzymes, metabolism, and biological information transfer by nucleic acids. The laboratory component is also very important. The experiments introduce the students to the basic techniques used in modern laboratories.

**BSC 3023L            BIOCHEMISTRY LAB**

1 Credit

This course provides the laboratory associated with Biochemistry-BCH 3023.

**BSC 3402            RESEARCH METHODS IN BIOLOGY**

3 Credits

This course examines the basic methods of biology, including hypothesis formation, a survey of methodologies, and the use of statistical models. Students are required to develop a research proposal.

**BSC 4434            INTRODUCTION TO BIOINFORMATICS**

3 Credits

Molecular bioscience data systems and their organization, management, and analysis are presented. Exercises using data analysis, drawing conclusions from data, and applications of information to solve a problem or make a prediction are completed.

**BSC 4905            BIOLOGY SEMINAR**

3 Credits

This course provides guided student research from hypothesis formulation to writing for publication. Discussions on the logic of science, experimental design, statistics, modeling, and theoretical biology. Assessment of learning in the major course of study. All students must complete an exit examination as a part of the coursework.

**BSC 4910**

**BIOLOGY RESEARCH**

**3 Credits**

This course provides an advanced laboratory investigation designed to allow the student to become actively involved in biology research either by participating in faculty designed projects or by pursuing individual interests approved by the instructor. This course may be repeated for six credit hours.

**BUL 3130**

**BUSINESS LAW**

**3 Credits**

This course covers the various aspects of the law that regulate the business formation and the legal impact of business ownership. The following items will be discussed: understanding the basic legal concepts of business law, business entity formation, elements of business contracts, contract drafting, and rules governing the employer- employee relationship.

**BUL 3247**

**BUSINESS LAW II**

**3 Credits**

This course is a continuation of business law I and covers the various aspects of the law that regulate business formation and the legal impact of business ownership. The following items will be discussed: understanding the basic legal concepts of business law, business entity formation, elements of business contracts, contract drafting, and rules governing the employer-employee relationship.

**CCJ 2220**

**INTRODUCTION TO CRIMINAL JUSTICE**

**3 Credits**

This course provides an overview of the criminal court system, the arena in which the law of criminal procedure is implemented. The course also focuses on the law of arrest, search and seizure, confessions, and pretrial processes.

**CCJ 3011**

**CRIMINOLOGY**

**3 Credits**

This course gives an overview of the theories, patterns, and typologies in the commission of a crime. This course offers students the ability to debate the many theories regarding the nature and extent of crime and the causes and prevention of crime in society.

**CCJ 3666**

**VICTIMOLOGY**

**3 Credits**

This course provides an overview of the history and theory of victimology in which patterns of victimization are analyzed with emphasis on types of victims. The course discusses the interaction between victims of crimes and the system of criminal justice.

It also provides an understanding of victimology from a legal, psychological, and social perspective.

CCJ 4615 CRIMINAL MINDS

3 Credits

This course is designed to explore the psychological dimensions of criminal thinking and behavior. The course will cover the psychological origins and types of crime, the multidimensional influences on criminal behavior, developmental criminal pathways, diagnoses, assessment and treatment approaches, and a description of the continuum of psychopathic behavior.

RACE, CLASS, AND JUSTICE: COLOR OF LAW

3 Credits

This course is designed specifically for students majoring in criminal justice and criminology and will examine the history of criminal justice and law enforcement (or the lack thereof) from the perspective of African Americans ranging from the end of the civil war through the late 20th century. Some of the major themes will include racial violence, especially race riots and lynching; significant trials and major court decisions where the denial of due process based on race was challenged; the misuse of law enforcement and the criminal justice system to enforce segregation and white supremacy.

CCJ 4663 WOMEN AND THE CRIMINAL JUSTICE SYSTEM

3 Credits

This course presents an analysis of women as victims of crime, as offenders, and as professionals in the justice system. The course features an empowerment approach unified by underlying themes of the intersection of gender, race, and class; and evidence-based research. Personal narratives highlight the information provided to help students connect the text material with real-life situations. An

emphasis on critical thinking teaches students to look beyond media hype concerning female offenders to study the real stories behind women affected by and working in the justice system.

CCJ 4701 CRIMINAL JUSTICE RESEARCH METHODS

3 Credits

This course has been designed to provide students with the skills needed to conduct research, both quantitative and qualitative, on a wide range of criminology/criminal justice topics. Specific subject areas include: (1) foundations of criminal justice research, (2) ethics and criminal justice research, (3) qualitative interviewing, (4) evaluation research and problem analysis, and (5) ethical issues and interpreting data.

CCJ 4935 CURRENT TOPICS IN CRIMINAL JUSTICE

3 Credits

This course is intended to introduce students to current topics in the field of criminal justice. The criminal justice field is broad by nature, complex, and changes to reflect

our changing societies. It will be a disservice to the students if current issues and trends in the field are not constantly reviewed. It covers what experts in the field believe to be critical issues. These ranges from decisions handed down by the Supreme Court, to social issues, both domestic and global, political, economic, religion, spiritual, educational, terrorism, and correctional issues, including prisoners ‘rights. Contents of this course vary as instructors present different developments, problems, and controversies relating to the administration of the criminal justice system. May be repeated for a total of 12 credits under different topics.

CCJ 4940 CRIMINAL JUSTICE PRACTICUM

3 Credits

This course provides the student with supervised experience in a criminal justice agency. The course is designed to provide the student with the opportunity to put practical use of their academic coursework in the field. Students are encouraged to select agencies among established partners in the area of their career goals.

CGS 2060 INTRODUCTION TO COMPUTERS

3 Credits

This course introduces the fundamentals of personal computing as well as the social, ethical, philosophical, and economic implications of computer technology. Topics include the windows operating system, word processing, spreadsheets, databases, presentation aids, internet, e-mail, and related areas.

CCS 2104 COMPUTER ACCOUNTING APPLICATIONS

3 Credits

This course offers an introduction to electronic data processing in accounting with an emphasis on accounting controls and reports for corporate accounts, proprietorships, and partnerships.

CGS 2518 BUSINESS SPREADSHEETS

3 Credits

This course is focused on the use of excel and other spreadsheets as it relates to accounting and business documentation. Students will be able to understand and utilize spreadsheets to aid them in their abilities as an accountant.

CHM 2045 GENERAL CHEMISTRY I

CHM 113

This course is a study of the basic principles of chemistry with emphasis on the atomic structure, bonding, periodic table, solutions, acids, and bases, oxidation and reduction, chemical equilibrium, and introduction to organic chemistry.

CHM 2045I GENERAL CHEMISTRY I

1 Credits

This is the laboratory that goes with CHM 2045 General Chemistry I.

CHM 2046

GENERAL CHEMISTRY II

3 Credits

A continuation of general chemistry 1, with emphasis on descriptive chemistry, chemical kinetics, acids and bases, chemical equilibrium, and the foundations of electrochemistry. This course is three hours lecture.

CHM 2046L

GENERAL CHEMISTRY II LAB

1 Credit

This course provides a lab course associated with the course - general chemistry II (CHM 2046)

CHM 2210

ORGANIC CHEMISTRY I

3 Credits

This course provides a study of the chemistry of carbon compounds, including preparation, properties, reactions, and the relationships between bonding and the geometric structure of organic molecules. Three hours lecture.

CHM 2210L

ORGANIC CHEMISTRY I LAB

1 Credit

This course is a lab course associated with the course - Organic Chemistry I (CHM 2210).

CHM 2211

ORGANIC CHEMISTRY II

3 Credits

This course is the continuation of Organic Chemistry I, and it utilizes the concepts learned earlier and applied to further study of organic molecules. Topics include aromatic chemistry, preparation, and properties of various functional groups such as ethers aldehydes, ketones, carboxylic acids and derivatives, and amines. Spectroscopy, IR, and NMR will be taught and applied to solve problems and laboratory practices. Reactivity and orientation will be investigated; synthesis of compounds will be devised, and better understanding of functional groups will be developed.

CHM 2211L

ORGANIC CHEMISTRY II LAB

1 Credits

This is a lab course associated with the course - Organic Chemistry II (CHM 2211).

CHS 3549

INTRODUCTION TO DNA FORENSICS

3 Credits

This course is an overview of DNA-based forensics, including its interpretation, statistical analyses, regulations, laboratory environments.

CHS 4940L FORENSIC SCIENCE PRACTICUM

## 6 Credits

This course exposes students to professional attitudes, challenges, and ethical behavior demanded by the forensic science agencies practicing criminal investigations of criminal activity through hands-on experience with the various agencies.

CJB 4715 CRIME SCENE PROCESSING AND INVESTIGATION WITH LAB

4 Credits

Crime scene investigation is a crucial part of any forensic investigation involved on the local, state, or federal law enforcement level. Proper scientific protocols are needed to prevent possible contamination and destruction of physical evidence at the various types of crime scenes encountered. The students will learn several methods and techniques in the proper recognition, documentation, collection, and packaging of the different types of physical evidence deposited at a crime scene. The learning objectives will be supported by lecture and laboratory experiments.

CJC 4015 CORRECTIONAL POLICIES AND PRACTICES

3 Credits

This course provides various factors throughout the historical development of corrections that influenced the basic operating foundations. The course also provides the linkage of theory and practice and the challenges of operating in a cost-efficient manner.

CJC 4163 PROBATION AND PAROLE

3 Credits

This course provides students with a comprehensive knowledge of the current evidence-based practices and research for probation, parole, and other community- based programs and services. This course provides an overview of various programs in their historical, philosophical, social, and legal context on the local, state, and federal levels.

CJD 4257 CRIMINAL JUSTICE REPORT WRITING

3 Credits

Students will understand report writing remains a critical aspect of the criminal justice system. A good or bad report affects the outcome of certain cases, it says a lot about the officer and agency. Students will learn to fully prepare written reports with emphasis on composition, clarity, and concise communication as applicable in the criminal justice system.

CJE 2601 INTRODUCTION TO FORENSICS SCIENCE

3 Credits

This course involves the processing of the crime scene procedure, collection, preservation, laboratory techniques, and presentation of evidence. Students will gain knowledge in the functions and duties of the forensic scientist.

CJE 3014

POLICE AND LAW ENFORCEMENT

3 Credits

This course is designed to help criminal justice majors develop their perspectives and understandings of the police and the role of law enforcement. The course emphasizes some of the challenges faced by the police in their roles as law enforcement officers. To be effective law enforcement personnel, criminal justice students must study and understand the roles of police departments and individual officers in a democratic society, public relations in the law enforcement field, police discretions, socialization of police officers, and related issues.

CJE 3610

CRIMINAL INVESTIGATION

3.Credits

Violent crimes like homicides, sexual assaults, robberies, and acts of terrorism can be very complex and time-consuming to investigate. A criminal investigation, like any good scientific inquiry, needs to be systematic and methodical. Students in this course will learn some of the fundamental investigative principles and techniques to conduct a thorough investigation. Some principles and techniques covered in class are an overview of legal issues involved in criminal investigations like interviewing / interrogation of witnesses and suspects, proper preparation of scene notes and investigative reports and courtroom testimony.

CJE 3619C

FORENSIC PHOTOGRAPHY WITH LAB

3.Credits

This course introduces students to the system of photographic methods, equipment used to record material evidence during investigative, and operative- search actions and for expert examination of such evidence.

CJE 4467C

LATENT PRINTS AND IMPRESSIONS WITH LAB

4 Credits

The importance of latent print is its ability to identify an individual. Students will be introduced to identify fingerprints, palm prints, which are impressions of friction ridge skin present on the palm side of the hand and the soles of the feet.

CJE 4689

DIGITAL FORENSIC ANALYSIS

3 Credits

Students will be introduced to this branch of forensic science that encompasses the recovery and investigation of materials found in digital devices, in relation to computer crime.

CJJ 3010

JUVENILE JUSTICE REFORM

3 Credits

This course is designed to generate discussions and develop strategies (framework) aimed at reforming the current juvenile justice system. This course will examine juvenile justice reform. Topics will include the history of the juvenile justice system as well as current practices, adolescent development, a framework for reform, preventing re-offending, accountability, and fairness, reducing racial/ethnic disparities.

CJJ 3014

JUVENILE JUSTICE REFORM

3 Credits

This course is designed to generate discussions and develop strategies (framework) aimed at reforming the current juvenile justice system. This course will examine juvenile justice reform. Topics will include the history of the juvenile justice system as well as current practices, adolescent development, a framework for reform, preventing reoffending, accountability, and fairness, reducing racial/ethnic disparities. We will study the history of the juvenile justice system and how it has evolved throughout the years from the first juvenile court in 1899 to current practices. The course will look at current practices, its deficiencies and focus on reform process proceedings and implementation.

CJJ 3015

JUVENILE DELINQUENCY

3 Credits

This course discusses the theories of delinquency, characteristics of juvenile criminality, and sociocultural analysis of juvenile crime. It further provides an overview of the prevention and control of delinquency, detention, and treatment of the juvenile offender.

CJL 3035

ETHICS, CRIME, AND THE CRIMINAL JUSTICE SYSTEM

3 Credit

This course examines ethical theories and their application to current issues, controversies, and professional scenarios in law, crime, and justice. It introduces students to the foundations of the study of ethics and morality; examines prominent moral and ethical themes, conflicts, and struggles in criminology and criminal justice; and explores the conceptual and practical value of key ethical concepts, principles, and arguments. The course demonstrates the practical application of normative frameworks to ethical dilemmas and introduces the game theory, evolutionary psychology, and related concepts.

CJL 3510

INTRODUCTION TO THE COURTS AND THE LAW

3 Credits

This course provides the student with an understanding of the executive branch of the criminal justice system on the local, state, and federal levels. Students are provided an understanding of the court processes and the roles of the judge, state attorney, defense attorney, bailiff, clerk, and others in the trial process. The course concludes a mock trial from cases taken from the headlines.

CJL 4050

JUVENILE LAW

3 Credits

This course surveys the concept of juvenile law and introduces avenues for reform within the judicial branch. Constitutional and statutory rights and responsibilities are used to organize both examinations of the juvenile adult distinction within courts and exploration of the scope of juveniles due process protections and civil rights.

CJL 4063

CONSTITUTIONAL LAW AND CRIMINAL JUSTICE

3 Credits

This course provides the examination of the constitution law principles and limitations on the criminal justice system, including a study of leading constitutional cases. This course emphasizes the first three articles of the U.S. Constitution that established the legislative, executive, and judicial branches of government.

CJL 4310

**CRIMINAL LAW AND PROCEDURES**

3 Credits

This course provides the student with the practical guidelines for law enforcement officers concerning the legal aspects of their duties. It discusses court opinions on the powers, duties, limitations, and liabilities associated with the performance of the duties as a law enforcement officer.

CJL 4511

**INTRODUCTION TO THE COURTS AND THE LAW**

3 Credits

This course provides the student with an understanding of the executive branch of the criminal justice system on the local, state, and federal levels. Students are provided an understanding of the court processes and the roles of the judge, state attorney, defense attorney, bailiff, clerk, and others in the trial process. The course concludes with a mock trial from cases taken from the headlines.

CJT 2231

**INTRODUCTION TO THE COURTS AND THE LAW**

3 Credits

This course introduces students to the techniques and instrumentation used for the chemical separation and analysis of drugs in both solid dosage and toxicological samples.

CLP 3143

**ABNORMAL PSYCHOLOGY**

3 Credits This course is designed to study the individuals and groups who demonstrate atypical behavior, including historical definitions of abnormality, psychological disorders, neurosis and psychosis, standard psychiatric nosology, and etiology. Prevention and treatment of clients with maladaptive behavior will be reviewed. Credits

CLP 4390

**FORENSIC PSYCHOLOGY**

3 Credits

The course introduces the practice of forensic psychology by showing how psychologists aid the legal system by serving as expert witnesses, criminal profilers, and trial consultants for jury selection and child custody hearings. It presents the roles and responsibilities of forensic psychologists and addresses both the opportunities and temptations inherent in those roles. It also explores the ethical issues facing practicing forensic psychologists, such as promising clients too much, the possibility of becoming advocates rather than objective scientists, and the pitfalls associated with substituting one's values for data. It offers a glimpse into the many areas of forensic psychology, as well as the range of careers in the field.

COM 2000

**INTRODUCTION TO COMMUNICATION**

3 Credits

The evolution of communication theory is examined, and foundational principles, such as the communication process, perception, verbal and nonverbal communication, and listening, are introduced. These principles are then applied to communication in interpersonal, small group, public, intercultural and organizational contexts.

COM 2133

**ORGANIZATIONAL AND PROFESSIONAL COMMUNICATION**

3 Credits

Knowing how important communication skills are to employers demonstrates the significance of communication as to how things get done in an organization. Students in this course will have the opportunity to study how to communicate in a variety of work-related contexts; for example: interviewing, leadership, public relations, group communication, and computer-mediated

communication.

COM 2930

FIRST-YEAR TOPICS SEMINAR

3 Credits

Students benefit from having a shared class experience that encourages in-depth class discussions and exposure to new experiences. Seminar topics are subject to change from semester to semester, allowing for the exploration of current topics, issues, and controversies in communication. This course will also help students understand and explore the various fields of communication.

COM 3301

COMMUNICATION RESEARCH METHODS

3 Credits

Communication research methods is a course dedicated to helping students gain an understanding of research methods. This class will help you to describe and compare the major quantitative and qualitative research methods in communication research. The course is a practical, hands-on introduction to designing studies, conducting research, analyzing data, and presenting results. Survey design, focus groups, experiments, and data analysis are some of the topics that will be covered in the course.

COM 3422

COMMUNICATION AND CULTURE

3 Credits

This course will explore how the concept of culture is constituted and disseminated through practices, processes, and mechanisms of communication. Students will be exposed to theories of myriad forms of mediation: interpersonal, off- and online, popular, and mass-mediated -- shaping our relationships with ourselves and the world around us.

COM 3465

CONFLICT RESOLUTION

3 Credits

No matter the type or size, conflict takes place daily within every organization. Despite that frequency, conflict is still misunderstood and mismanaged. Based on research, there are two types of conflict general accepted; one has the ability to increase productivity, effectiveness, and satisfaction -and the other that can create the exact opposite effect.

COM 4344

RHETORIC OF SOCIAL MOVEMENT

3 Credits

Theories help us to make sense of the world around us. All theories shape how we make judgments about reality, relationships, circumstances, and decisions in our lives. This course exposes you to theories of communication with the intention of better equipping you to make sense of the communicative aspects of the world.

COM 4541

PERSUASION & ARGUMENTATION

3 Credits

This course is designed to increase your understanding of persuasive communication or messages intended to influence people's attitudes and behaviors. The course will also address the fundamental principles of critical reasoning and public argument and debate. Theories of both persuasion and argumentation will be explored.

COM 4701	PHILOSOPHY OF LANGUAGE AND COMMUNICATION
3 Credits	
	Students will explore the relationship between language and human communication behavior. How language structures individual world views; the process of meaning formation; therapeutic communication; and the experience of creativity.
COM 4711	TECHNICAL WRITING
3 Credits	
	Technical writing and communication involve communicating complex information to specific audiences with clarity and accuracy. Technical communicators write, organize, edit, and design information for a variety of workplace settings in business, health, technology, science, environment, and law. This course is designed to introduce students to the broad, interdisciplinary field of technical communication. This course will also include an exploration of the role technology plays in enhancing and influencing writing and communicating and an examination of issues related to the practical writing expectations of professional communicators.
COM 4931	SPECIAL TOPICS IN COMMUNICATION
3 Credits	
	It provides an opportunity for communication majors to study selected issues/subjects in the various fields of communication. Topics could include but are not limited to, digital media production, journalism, advertising & public relations, and communication studies.
COM 4935	SENIOR SEMINAR
3 Credits	
	A capstone course for communication majors. Students will participate in activities that prepare them for the workforce and further their experience in communications research. Students will also produce a portfolio displaying their work and projects produced throughout the communications program.
COM 4945	COMMUNICATION INTERNSHIP
Credits Varies	
	This course is for juniors and seniors who wish to gain practical, curriculum-related experience in their specified track area of communications. The internship coordinator/department chair must approve internship sites. Students must intern under the direction of an internship supervisor on site. This internship carries 1-6 hours of credit, which translates into the total number of hours that a student must intern for the semester in which they are registered.
DEP 2004	HUMAN GROWTH AND DEVELOPMENT
3 Credits	
	A study of the patterns of human growth and development and the relationships between physical growth and psychological functioning.
DEP 3103	CHILD PSYCHOLOGY
3 Credits	
	This course examines child development and behavior with emphasis on growth and maturation of body structure, acquisition of habits and emotions, development of

capacity, the formation of interests, mental hygiene, and physiological facets of behavior, which have particular implications for parents, teachers, and counselors.

DEP 3305 ADOLESCENT PSYCHOLOGY

3 Credits

A study of the development and behavior of youth from puberty to young adulthood and the study of maturational and environmental factors that shape the physical, cognitive, and social development of the youth. Special emphasis is focused on the transient stage of development.

DEP 4404 PSYCHOLOGY OF AGING

3 Credits

This course is designed to introduce students to the field of terrorism and homeland security. The course provides various issues, campaigns, theories, and opinions of law enforcement, intelligence, and military communities that face the threat of terrorism.

DSC 2006 INTRODUCTION TO EMERGENCY MANAGEMENT

3 Credits

Introduction to emergency management - this course presents the theories, principles, and approaches to emergency management. The philosophy of comprehensive emergency management (CEM) will be discussed with the four attendant steps, which include mitigation, preparedness, response, and recovery. An analysis of past disasters will be presented along with their impacts on policy formation, leading up to the current FEMA all-hazards approach. The role, duties, and importance of the emergency manager will be discussed throughout the semester. Finally, a brief review of basic legal issues involving emergency management will be presented.

DSC 2242 BORDER AND COASTAL SECURITY

3 Credits

This course is a study of the federal, state, and local organizations involved in border and coastal security, associated homeland security issues, the various policy and operational strategies used for the border and coastal access and security, and contemporary border and coastal security concerns. Topics also include immigration and non-U.S. approaches to border and coastal security.

DSC 3013 TERRORISM AND HOMELAND SECURITY

3 Credits

This course is designed to introduce students to the field of terrorism and homeland security. The course provides various issues, campaigns, theories, and opinions of law enforcement, intelligence, and military communities that face the threat of terrorism.

DSC 2060 NATIONAL INCIDENT MANAGEMENT

BBC 200

This course introduces the incident command system (ICS) and provides the foundation for higher level ICS training. This course describes the history, features, and principles and organizational structure of the incident command system. It also explains the relationship between ICS and the national incident management system (NIMS). (Course will meet ICS 100/200 requirements).

DSC 4214

ALL HAZARDS EMERGENCY PLANNING

3 Credits

This course is designed to introduce students to developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. Emphasis will be placed on hazard/risk analysis and planning team development. Other topics, such as continuity of operations (coop), emergency support functions, national response plan, Washington state comprehensive emergency management plan, and contingency planning for areas such as special needs (vulnerable populations) or animal shelter, are included.

DSC 4332

MITIGATION AND PREPAREDNESS

3 Credits

This course is designed to introduce students to developing an effective emergency planning system. This course offers training in the fundamentals of the emergency planning process, including the rationale behind planning. Emphasis will be placed on hazard/risk analysis and planning team development. Other topics, such as continuity of operations (coop), emergency support functions, national response plan, Washington state comprehensive emergency management plan, and contingency planning for areas such as special needs (vulnerable populations) or animal shelter, are included. Prerequisites: CCJ 2220, EMS 2006, & (All Hazards Emergency).

DSC 4395

RESPONSE AND RECOVERY

3 Credits

The purpose of this course is to enable students to understand and think critically about response and recovery operations in the profession of emergency management. Students will utilize problem based learning by analyzing actual disaster events and applying the theories, principles, and practice of response and recovery. In addition, students will learn about the issues faced by special populations and how to address these special needs in natural disaster response and recovery.

EAB 3703

PRINCIPLES OF BEHAVIOR MODIFICATION

3 Credits

This course provides an introduction to learning principles that guide and shape human behaviors. Course topics explore the relevant theoretical underpinnings and principles of applied behavioral analysis. Students will apply learning principles of operant conditioning and contingency management techniques and procedures

commonly used to change negative behaviors and promote positive, more appropriate ones.

**EAB 3751                           THEORIES & APPLICATION OF BEHAVIOR CHANGE  
3 Credits**

This 45-hour undergraduate course provides the student with fundamental elements and procedures in behavior change. The specific focus is on CBM and PBIS. This course is designed to prepare students to sit for the board-certified assistant behavior analyst certification exam. More information on this exam can be found on the behavior analyst certification board website ([www.bacb.com](http://www.bacb.com)).

**EAB 4492                           APPLIED BEHAVIOR ANALYSIS PRACTICUM-I  
3 Credits**

The BCABA University-approved intensive Practicum I experience indicates that students must complete with a passing grade, 500 hours of intensive practicum relevant to behavior analysis within the undergraduate university practicum program).

**EAB 4704                           BEHAVIOR ASSESSMENT AND DATA COLLECTION  
3 Credits**

This 45-hour undergraduate course focuses on the identification of behavioral problems, assessment, and ethical considerations. This course is designed to prepare students to sit for the board-certified assistant behavior analyst certification exam. More information on this exam can be found on the behavior analyst certification board website ([www.bacb.com](http://www.bacb.com)).

**EAB 4940                           APPLIED BEHAVIOR ANALYSIS PRACTICUM: II  
3 Credits**

The BCABA University-approved intensive practicum ii experience indicates that students must complete with a passing grade, 500 hours of intensive practicum relevant to behavior analysis within the undergraduate university practicum program.

**EAB 4941                           SPECIAL TOPICS IN APPLIED BEHAVIORAL ANALYSIS  
3 Credits**

This 45-hour undergraduate course provides the student with information on a specific topic or subspecialties in applied behavioral analysis principles.

**ECO 2013                           PRINCIPLES OF MACROECONOMICS  
3 Credits**

An introduction to microeconomics which deals with the theory of markets, price mechanism, production, distribution, and resource allocation; application of marginal analysis and equilibrium theory to the price and output decisions of the individual firm in pure competition, monopolistic competition, monopoly and oligopoly; agriculture, labor, rent, interest, and profit theory; international trade, and the economics of change.

ECO 2023

**PRINCIPLES OF MICROECONOMICS**

3 Credits

An introduction to microeconomics which deals with the theory of markets, price mechanism, production, distribution, and resource allocation; application of marginal analysis and equilibrium theory to the price and output decisions of the individual firm in pure competition, monopolistic competition, monopoly and oligopoly; agriculture, labor, rent, interest, and profit theory; international trade, and the economics of change.

ECO 3703

**GLOBAL ECONOMICS**

3 Credits

An overview of basic economic concepts and institutions. An introduction to macroeconomics which deals with the theories of employment, inflation, money, banking, economic growth and development, the public sector, and how these are influenced by government fiscal and monetary policies.

ECO 3704

**INTERNATIONAL TRADE & POLICY**

3 Credits

This course focuses on the challenges and opportunities of doing business internationally, particularly given the importance of government and public policy at both the national and multilateral levels. The course takes into account the complexities of corporate operations in different cultures, based on the concept that international business has always been affected by a diverse and dynamic set of governmental and public policies, which influences the guidelines these companies operate, both in domestic and global settings. The course will delve into the increasing role of government and public policy in international business, in areas ranging from finance, and trade policies, and the environment.

ECP 6700

**ADVANCED MANAGERIAL**

ECONOMICS      3 Credits

Concepts of competition as they relate to business management policies and practices; profit goals and measurement problems; multiple product policy; demand analysis; cost concepts; pricing problems; case studies. Contains a portfolio project.

EMS 4940

**EMERGENCY MANAGEMENT PRACTICUM**

3 Credits

This course will examine public policies, procedures, and programs for the management of hazards, emergencies, and disasters through the use of case studies. It focuses on providing students hands-on experience in emergency management planning and response through the use of field experiences with agencies in the discipline.

**ENC 1101** **ENGLISH COMPOSITION I**  
**3 Credits**  
The focus of this course is to introduce students to the skills and concepts needed to write effective compositions through their ability to understand and apply knowledge of genre exposition, narration, description, analysis, definition, and argumentation. This course introduces students to the writing process and standards of academic writing. Students learn and demonstrate writing skills essential for collegiate studies.

**ENC 1102** **ENGLISH COMPOSITION II**  
**3 Credits**  
This course is designed to introduce students to the skills and concepts needed to write effective compositions through their ability to understand and apply knowledge of the research process, critical analysis, and argumentation. This course aids students in their application of research and continued development within the standards of academic writing. Students learn and demonstrate writing skills essential for collegiate studies and upper-level division research papers.

**ESC 1000** **EARTH SCIENCE**  
**3 Credits**  
The major topics included in this course are: the solid earth's minerals and building blocks of rocks, materials of the lithosphere, weathering, running water and groundwater, glaciers, deserts, and wind earthquakes and earth's interior, plate tectonics, igneous activity, mountain building, geologic time, earth's history the ocean environment, atmosphere: composition, structure and temperature, moisture, clouds and precipitation, air pressure and wind, weather patterns and severe storms, climate, astronomy: earth's place in the universe, touring our solar system, light, astronomical observations, and the sun, beyond our solar system.

**EWC 200** **APPLIED ACADEMIC WRITING**  
**1 Credit**  
This course is designed to be taught in tandem with ENC1101. This course is designed to support student success in writing across the curriculum by providing additional instruction and access to learning resources. The course will include writing workshops, digital writing instruction, portfolio development, and access to support services and resources on an ongoing basis.

**EXP 3404** **THEORIES OF LEARNING**  
**3 Credits**  
This course is designed to provide an examination of the essential features of the major theories of learning. An exploration, critical analysis, and practical application of learning theories. It is designed to introduce the learner and the learning process as negotiated within a classroom. The roles of educators and students in the learning process and the impact of an interactive classroom environment on learning is

examined. Major theories concerning the learning process and their implications for the instructional process are investigated.

FIL 4006 FILM STUDIES

3 credits

This course introduces students to film analysis, cinematic formal elements, genre, and narrative structure and helps students develop the skills to recognize, analyze, describe, and enjoy the film as an art and entertainment form.

3 Credits

This course is an introduction to writing for the screen (film, television, radio, and/or computer). The course will address topics such as structure, character, dialogue, format, voice, scope, pace, and context. Through the development of scripts, students will learn script and screenwriting techniques.

EIN 2100 PERSONAL FINANCE

3 Credits

This course is an introduction to personal financial management, including basic financial planning, savings, and investment practices. Students will learn how to create a budget and develop plans for the future, incorporating decisions related to consumer buying, personal credit, individual and family savings, investment, homeownership, insurance, and retirement needs.

FIN 2231 MONEY CREDIT AND BANKING

3 Credits

Principles of money and banking with special emphasis on functions, attendant economic problems, credit, the banking process and the federal reserve system, foreign and domestic exchange business cycles, with historical and international aspects.

EIN 3400 FINANCIAL MANAGEMENT

### 3 Credits

This course will study the roles and functions of the financial manager within the corporate form of business organization, providing an introduction to the critical financial management functions of the business firm, including basic financial frameworks, concepts, principles, tools, and techniques. The major topics to be covered include the objectives and functions of financial management, the financial environment affecting the firm, time value of money, capital budgeting, an introduction to domestic and international financial markets, financial analysis and planning, cash flow, and traditional sources of debt and equity financing. This course requires the use of spreadsheets and financial calculators.

**FIN 4660**

**MULTINATIONAL BUSINESS FINANCE**

**3 Credits**

This course covers the increasing openness and interdependence between countries and focusing on the many causes and implications of global trade, such as cultural, technological, political, and environmental, etc.). It is widely accepted that finance is the dimension in which global trade is dependent. Therefore, this course focuses on understanding the theory of international finance and on its real-world applications from a business point of view, as well as understanding the foreign exchange and world capital markets (banking, debt and equity, which is necessary to carry out a sound and effective management of the firm from a financial point of view.

**GEB 1001**

**INTRODUCTION TO BUSINESS**

**3 Credits**

This comprehensive introductory business class provides complete insight into business concepts and functions of business organizations and delves into the different forms of businesses, as well as how they are managed. Students are exposed to the concepts of productivity and quality improvement, employee hiring, employee training, and performance evaluations. Furthermore, the course offers basic knowledge in some other major business areas to prepare students for other courses, such as finance, marketing, operations, and management. Students will gain valuable information and skills for the workplace, as well as preparation for success.

**GEB 2112**

**INTRODUCTION TO ENTREPRENEURSHIP**

**3 credits**

This course provides an introduction to entrepreneurship and innovation for undergraduate students and designed to cover the characteristics and types of entrepreneurs, identifying problems and opportunities, creative problem solving, developing a viable business model, and entrepreneurial ethics. It is an examination of how entrepreneurs identify potential opportunities for new ventures.

**GEB 2214**

**BUSINESS COMMUNICATION**

**3 Credits**

This course investigates communications and relationships in creating a productive work environment. Effectiveness in personal and social relationships and exercises are also covered through readings and exercises concerning non-verbal communications, constructive feedback, dealing with business communication, and writing skills.

**HIS 2062**

**PUBLIC HISTORY**

**3 Credits**

This course is an introduction to the three main features of public history: people's history, cultural resource management, and applied history. Emphasis will be placed upon making history usable, accessible, and service-oriented to a broad general public.

HLP 1002C	<b>PERSONAL AND COMMUNITY HEALTH</b>
3 Credits	Analysis of current personal and community health problems and how solutions canbe achieved in and through starting health agencies and school health programs.
HLP 3720C	<b>TEACHING HEALTH AND PHYSICAL EDUCATION IN THE SCHOOL</b>
3 Credits	Instructional activities, methods, and materials designed to develop basic locomotor, non-loco motor, and manipulative skill patterns in young children, including rhythms, game of low organization, and self-testing methods.
HSA 1100	<b>HEALTH CARE DELIVERY SYSTEM</b>
3 Credits	This course examines the foundations and historical origins of the U.S. health care system and compares it with the health care system of other nations. Past and present health issues will be discussed. Comparative analysis of legal, ethical, regulatory, andmarket forces will be explored. The course serves as an introduction for the learners entering the health care management field, and career opportunities that may emerge as the health care industry evolves from its current form.
HSA 3340	<b>HR MANAGEMENT IN HEALTH CARE SETTINGS</b>
3 Credits	A specific introduction to capital management within the health care setting. The health care human resource manager faces specific issues, including job design, recruitment, safety, and training. The course will review the current legal standards and practices and examine relevant case studies. (a 'CLIMB' component)
HSA 4140	<b>HEALTHCARE BUSINESS STRATEGY</b>
3 Credits	The course examines health care organizations that have embraced the strategic perspective first developed in the business sector. The student will examine the strategic thinking, planning, and managing strategic momentum, which is essential for coping with the dynamics of the health care industry.
HSA 4191	<b>HEALTHCARE INFORMATION MANAGEMENT</b>
3 Credits	Computer operations and designs are examined, together with an operational understanding of subsystems for pathology, dietary, nursing, clinical laboratory, radiology, physiology, and preventive medicine. The course covers setting up an automated information system for a medical database, clinical benefits, informatics trends, and health care networking principles are examined.
HSA 4421	<b>LEGAL ASPECT: PRIVACY, SECURITY, AND TRUST</b>

**3 Credits**

This course addresses the philosophy of life, providing the base for such concerns as ethics in health care, accountability in government, respect for human rights, and responsible lifestyle in our contemporary world. Ethical theories and personal values are examined through reading, analysis of the workplace, and classroom discussion.

**HSA 4553**

**HEALTHCARE ETHICS AND SOCIETY**

**3 Credits** Examine health care ethics for addressing society's health care needs and the delivery process of health care in the government and private health care institutions. The student will examine the health care ethical issues emerging in institutions, communities, and area-wide levels for dealing with genetics, immunizing populations, etc.

**HSC 2214**

**ENVIRONMENTAL HEALTH & SAFETY EDUCATION**

**3 Credits**

Explore diverse environmental factors within the general framework of air, water, food, world population, etc., as they affect humanity.

**HSC 2400**

**FIRST AID**

**AND SAFETY p Credits**

Fundamentals of first aid and emergency response. Instruction in fundamentals of first aid and cardiopulmonary resuscitation (CPR) and general emergency responses.

**HSC 2620**

**AFRICAN AMERICAN HEALTH**

**3 Credits**

This course will examine the health problems and health care issues specific to African Americans. Diseases, such as sickle cell, diabetes, obesity, hypertension, and HIV/AIDS, will be examined as they relate to the African American population. Additionally, this course will examine the delivery of health care to the African American community as impacted by health-related historical events and the current economic influences.

**HSC 3120**

**CONSUMER HEALTH**

**3 Credits**

Study and analysis of major health problems that are encountered when selecting, purchasing, financing medical services in the marketplace.

**HSC 3131**

**MENTAL AND EMOTIONAL HEALTH**

**3 Credits**

Exploration of parameters of mental health to include an overview of stress and contemporary methods associated with stress management.

**HSC 3133**

**FAMILY LIFESTYLE AND SEXUALITY**

**3 Credits**

Strategies for teaching living and sexuality to different age groups, varying cultural differences, sexuality research problems/ trends.

HSC 3143

DRUG ABUSE EDUCATION AND PREVENTION

3Credits

Study of legal and illegal use, misuse, and abuse of chemical substances classified asdrugs. Governmental and community drug education, treatment, and preventive programs are investigated.

HSC 3201

COMMUNITY HEALTH

3 Credits

This course is an overview of community health promotion, organizations, issues inmedical care, and diseases.

HSC 3500

EPIDEMIOLOGY

3 Credits

Overview of the epidemiological methods used to identify and control the outbreak of human diseases. An introduction of methods for studying chronic disease, public health, vital statistics, sanitation, and communicable disease.

HSC 4202

COMMUNITY AND PUBLIC HEALTH

3 Credits

This course focuses on the system and structures of community and public health in the U.S. the learners will gain an understanding of cultural, societal, and economic factors that influence public health care prevention and education. The course will also provide an introduction to the analysis of health information data in conjunction with the planning of a community and/or public health project. (.A 'CLIMB' component).

HUM 2020

INTRODUCTION TO THE FINE ARTS

3 Credits

This course will examine the arts from a historical context as they relate to the beliefs, culture, ideology, and events of the time. Students will develop and hone their visual perception skills to perceive and communicate effectively.

HUN 2401

NUTRITION AND HEALTH

3 Credits

Examine the nutrition physiology function in a food source as it relates to human development and growth throughout the life cycle. Also, it includes information on the dangers of over and under nutrition-related diseases.

HUS 2050

CASE MANAGEMENT

3 Credits

The course is designed as an introductory course for case management. Emphasis is placed on the need for practical knowledge and application. Content underlines universal standards of case management methodology that can be applied in a variety of different scenarios. This course covers a portion of the content for the Florida Certification Board (FCB) for the certified addictions professional (cap) exam.

INR 4403

INTERNATIONAL LAW/LEGAL ENVIRONMENT

3 Credits

This course covers the various aspects of the law that regulate international business legal transactions. The following items will be discussed: forms of international business, conducting business in developing and newly industrialized countries, common risks of international business, international law and the world's legal system, international business law, national law-making powers and regulation of us, the world trade organization basic legal principles, the North American free-trade law, and the European Union.

ISM 3011

INTRODUCTION TO MANAGEMENT INFORMATION SYSTEM

3 Credits

Business strategies and technologies facilitating the delivery of products and services in a globally networked environment are introduced. Topics covered include an overview of electronic commerce and technical infrastructure; business strategies including revenue models, selling and marketing on the web, legal and ethical issues; and technological implications such as hardware and software, security and integration issues.

ISM 3031

INTRODUCTION TO COMPUTER INFORMATION SYSTEMS

3 Credits

This course is an introduction to information systems from a management perspective. Foundation concepts of information systems in business will be covered along with the newest information technologies, business applications, development processes, and management challenges.

ISM 3113

SYSTEM ANALYSIS AND DESIGN

3 Credits

This course introduces the concepts of database and database management systems (mainly relational). Students will learn how to write QBE and SQL queries. They will learn about normalizations and design relational databases for practical systems. They will get hands-on experience in creating forms and reports.

ISM 3230

BUSINESS APPLICATION DEVELOPMENT

3 Credits

This course is an introduction to basic concepts in computer programming with an emphasis on business applications. The student will develop an understanding of fundamental programming logic, as well as become familiar with basic programming

structures in solving business problems. Students are introduced to the object-oriented paradigm, program development cycle, and programming principles. The course covers basic concepts of object-oriented programming, principles of program design, programming structures, data types and structures, program testing, and debugging. The instructor will place emphasis on the implementation of programs with procedural structures, along with graphical user interfaces and event-driven code.

ISM 3314

**PROJECT MANAGEMENT AND PRACTICE**

3 Credits

Project management concepts and practice, including teamwork and decision-making, are studied. Advanced cis majors design and implement an information system employing project management techniques.

ISM 4053

**INTRODUCTION TO MOBILE PROGRAMMING**

3 Credits

This course is an introduction to mobile programming using MIT app inventor as a development tool. This introductory android programming course is designed to introduce and familiarize participants with programming in the android environment. It starts with an examination of the basic components and concepts that define the Android platform and then moves on to cover the specific structure that comprises an android application. An overview of the most common tools and techniques for writing android applications is included. The android approach to user interfaces is described along with a discussion of some of the more common user interface elements. The unique characteristics of programming in the mobile environment are introduced and explained. Hands-on experience in the form of exercises is included throughout the course to reinforce material that has been presented in lecture form.

ISM 4054

**WEB PUBLISHING 1**

3 Credits

This course covers the fundamentals of creating simple web pages. Students get experience in using XHTML and CSS for implementing web pages. Issues related to including multimedia elements will also be covered.

ISM 4210

**DATABASE MANAGEMENT**

3 Credits

This course introduces the concepts of database and database management systems (mainly relational). Students will learn how to write QBE and SQL queries. They will learn about normalizations and design relational databases for practical systems. They will get hands-on experience in creating forms and reports.

ISM 4221

**COMMUNICATION & NETWORK**

3 Credits

This course is designed to introduce the principles and application of networking and telecommunication fundamentals. Data communication and telecommunication protocols and models, standards, and standards organizations, hardware, and software implementations are studied. Installation, configuration, management, and administration skills are gained in the laboratory.

ISM 4234 OBJECT-ORIENTED PROGRAMMING: C++

### 3 Credits

Introduction to object-oriented programming using C++. Topics covered include control structures, functions, data types and abstractions, inheritance, polymorphism, and templates.

ISM 4323 INTRODUCTION TO INFORMATION SECURITY

3 Credits

This course gives an introduction to the various technical and administrative aspects of information security and assurance. It will provide the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features.

ISM 4331 APPLIED SOFTWARE DEVELOPMENT PROJECT

3 Credits

A senior project in which the students, working in teams, undertake the analysis, design, and implementation of an information system application providing the solution to a 'real world' requirement. Additionally, all students must complete an exit examination and interview with the department chairperson.

JSM 4480 E-COMMERCE

3 Credits

Business strategies and technologies facilitating the delivery of products and services in a globally networked environment are introduced. Topics covered include an overview of electronic commerce and technical infrastructure; business strategies including revenue models, selling and marketing on the web, legal and ethical issues; and technological implications such as hardware and software, security, and integration issues.

ISM 4910 BUSINESS APPLICATION PROJECT

3 Credits

This module will provide an overview of the research process and research methods for management and business learners in the climb component who are required to complete an independent research project in their workplaces to fulfill degree requirements. It will include how to identify and define a problem suitable for such research, how to find information and literature sources related to the defined problem, and how to evaluate and utilize identified sources. Learners will use Microsoft Excel spreadsheets. Problem analysis and evaluation techniques are

presented. Learners are shown methods for defining, researching, analyzing, and evaluating a problem they would solve in their work or a vocational environment. Specific statistical information covered in the module includes identifying and measuring objectives, collecting data, working with significance levels, analyzing variance, and constructing questionnaires. (a 'climb' component)

JOU 3603

### PHOTO JOURNALISM

3.Credits

This course provides a presentation of photographic techniques used by photojournalists in newspapers, television, advertising, magazines, trade publications, and digital media to include news, features, sports, editorial portraits, and photo essays. Includes a study of layout design and the freelance market. Emphasis on news photography and the relation of the spoken and written word to the visual image.

LIT 2000

### GREAT IDEAS IN WORLD LITERATURE

3 Credits

This course is designed to move students through a survey of literary concepts and universal themes as well as ideas in representative masterpieces of the world's literary traditions from ancient times into the 20th century. The selections in translations reflect man's search for meaning in attempting to define relationships to self, society, beings-in-the-world, and the universe as well as spirituality of man.

MAA 4200

### INTERMEDIATE ANALYSIS

3 Credits

This is an introductory course in mathematical analysis.

MAA 4211

### ADVANCED CALCULUS I

3 Credits

This course provides the content for advanced calculus I: sets, finite, countable, and uncountable sets. Real numbers, completeness property, suprema and infima, intervals, nested sets property, and the cantor set. Metric topology of Cartesian spaces; normed spaces, open and closed sets, nested sets and bolzano weierstrass theorem, compactness and heine-borel theorem, sequences, monotone sequences, convergence, and uniform convergence. Functions, continuity, and differentiability, Rolle's theorem, mean value theorem, riemann-stieltjes integral and their properties, improper and infinite integrals, comparison test, limit comparison test, and absolute convergence, infinite series

and various tests of convergences. Brief introduction of differentiation and integration in  $r^n$ . Complex analysis course contents: complex numbers: the argand plane, demoivre theorem. A derivative of complex functions: limits, continuity, differentiability, and harmonic functions. Transcendental functions: exponential, trig.

MAA 4402

**COMPLEX ANALYSIS**

3 Credits

This course is intended for undergraduate or graduate students in science, mathematics, and engineering. Its only prerequisite is a three-semester hour course in calculus. The usage of continuity and differentiability solidifies students 'knowledge of calculus and prepares them better for the study of real analysis and the advanced study of mathematics.in the words of a famous mathematician and author, 'complex variables is, simultaneously, a practical tool of great utility in the hands of a skilled practitioner and a mathematical structure of enormous beauty and elegance.'

MAC 1105

**COLLEGE ALGEBRA**

3 Credits

This course covers topics in arithmetic readiness, real numbers and algebraic expressions, linear equations and inequalities, lines and functions, systems of linear equations, exponents and polynomials, rational expressions, radicals, and quadratic equations and exponential and logarithmic functions. Lab assignments are a requirement for this course.

MAC 1114

**TRIGONOMETRY**

3 Credits

This is the first course to introduce systematically trigonometric functions (circular functions) and their inverses, graphs, and properties; right triangle trigonometry and applications; analytic trigonometry, trigonometric identities, and equations; polar coordinates, vectors, complex numbers, demoivres theorem; laws of sines and cosines; conic sections.

MAC 1140

**PRE-CALCULUS**

3.Credits

This course is to provide the student with an understanding of any kind of functions, includes algebraic, exponential, logarithmic, trigonometric and inverse trigonometric functions. Additionally, the successful student will gain proficiency in the algebraic skills required to succeed in calculus.

MAC 1147

**PRE-CALCULUS AND TRIGONOMETRY**

4.Credits

This class is to prepare students for calculus with trigonometry. Topics will include linear and quadratic functions and their applications; inequalities, polynomials, exponentials, logarithms, trigonometric functions, and their inverses and their graphs; trigonometric identities, and complex numbers.

MAC 2233

**CALCULUS FOR BUSINESS**

3.Credits

Systems of linear equations and inequalities; elementary topics in differential and integral calculus. Topics in differential and integral calculus. Topics specifically chosen to meet the needs of students of business: the definite integral, functions of several variables, partial derivatives, LaGrange multipliers, and matrices. (Formerly ADM 302)

MAC 2311

CALCULUS WITH ANALYTIC GEOMETRY I

4 Credits

This is the beginning course in a three-semester sequence of calculus. Topics to be covered include finding limits graphically and numerically, evaluating limits analytically, continuity and one-sided limits, infinite limits, tangent lines, the derivative, basic differentiation rules and rates of change, product and quotient rules, higher-order derivatives, the chain rule, implicit differentiation, related rates, extrema on an interval, Rolle's theorem and the mean value theorem, increasing and decreasing functions and the first derivative test, concavity and the second derivative test, limits at infinity, curve sketching, optimization, anti-derivatives and indefinite integration, Riemann sums and definite integrals, the fundamental theorem of calculus, and integration by substitution.

MAC 2312

CALCULUS II

4 Credits

This is the second course in a three-semester sequence of calculus. This course continues the study of definite integrals, indefinite integrals, and the fundamental theorem of calculus begun in MAC 2311. More integration techniques and applications of integration are discussed including integration of logarithmic functions, integration of trigonometric functions, areas between curves, disk method, shell method, arc length, surfaces of revolution, integration by parts, trigonometric substitution, partial fractions, l'Hospital's rule, improper integrals, convergence of sequences and series, power series, and Taylor series.

MAC 2313

CALCULUS WITH ANALYTIC GEOMETRY III

4 Credits

This is the final course in a three-semester sequence of calculus. Topics covered include vectors in two and three dimensions, dot product, cross product, lines and planes in space, surfaces in space, cylindrical and spherical coordinates, vector-valued functions, differentiation and integration of vector-valued functions, tangent and normal vectors, curvature, functions of several variables, limits, partial derivatives, directional derivatives, gradients, extrema of functions of two variables, multiple integrations, vector fields, curl, divergence, line integrals, Green's theorem, and integration by change of variables to polar coordinates.

MAD 3107

DISCRETE MATHEMATICS

3 Credits

The course is intended for students who plan to major in fields that require an in-depth knowledge of mathematics, particularly intended for those students who will acquire degrees in mathematics, mathematics with statistics, and /or mathematics and engineering. Topics include linear programming, matrices, combinatorics, graph theory, game theory, vote theory, logic, and probability.

This is a first-semester course in numerical analysis. Topics include error analysis, Taylor series, bracketing methods, and open methods for roots of equations, polynomial interpolation, numerical integration, and differentiation.

This is the second course in numerical analysis. It involves numerical methods for solving and approximating solutions of linear equations and differential equations.

MAE 2801 MATHEMATICS IN THE ELEMENTARY SCHOOL  
3 Credits

A course designed for teaching sequential development skills and concepts of mathematics. The class discussion and assignments will present tools for mathematics instruction, including the real number system and problem-solving techniques. Provisions are made to explore various materials and strategies for diagnostic teaching.

MAE 4930 EXPERIENTIAL LEARNING IN EDUCATION-  
SELECTED TOPICS IN MATHEMATICS

## 6 Credits

Experiential learning selected topic in mathematics 4949(2 courses). Experiential learning: selected topics in mathematics sequence is designed for prospective teaching and non-teaching majors in education. These courses can serve as an alternative to the required mathematics courses. 4949(a).

MAN 3025 FUNDAMENTALS OF MANAGEMENT  
3 Credits

An overview of the importance of creating dynamic environments through the development of leaders who challenge themselves to discover and test new strategies to be effective. This course examines a variety of methods to manage and lead people in complex organizations by designing workplace cultures that elicit high performance from individuals, teams, and organizations.

Recognizing that today's college graduates will live in a world that is economically, politically, and environmentally connected, this module seeks to challenge learners

to think beyond their immediate surroundings and see themselves as part of a large human community. The module focuses on the complex global, intercultural, and cross-cultural issues that graduates will face as citizens of a global and interdependent world. (a ‘climb’ component).

MAN 3240 ORGANIZATIONAL BEHAVIOR

3 Credits

Introduction to theoretical behavioral science concepts applied to formal organizational structures. Exposes the student to a variety of responses for dealing with issues of human relations and management. Topics include individual and group behavior in organizations, group dynamics, solving communication problems and conflict, implementing change, perceptions, attitudes, and motivation.

MAN 3301 HUMAN CAPITAL MANAGEMENT

### 3 Credits

Learners explore the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development, and compensation of employees. Special attention is given to equal employment opportunities and office of safety and health administration legislation through a series of case studies and simulations. (a ‘climb’ component.

MAN 3353 MANAGEMENT PRINCIPLES

3 Credits

Adult learners will examine the foundations and traditional approaches to management principles: planning, organizing, leading and controlling. This incorporates the elements of delivering strategic value, building a dynamic organization, mobilizing people, and learning and changing. Leadership and collaboration are integrated with direct applications to the individual and group functioning in today's business environment. (a 'climb' component)

MAN 4063

**BUSINESS ETHICS** 3 Credits

A presentation and discussion of selected contemporary topics and ethics in business. A general assessment of learning in the major course of study.

MAN 4120 GROUP AND TEAM DYNAMICS

3 Credits

This module is a study of group and team behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision making and resolving conflict in groups. Learners develop strategies for efficient and productive group management and determine which tasks groups or individuals handle. (a 'climb' component).

MAN 4301 HUMAN RESOURCE MANAGEMENT

### **3 Credits**

This course investigates communications and relationships in creating a productive work environment. Effectiveness in personal and social relationships and exercises are also covered through readings and exercises concerning non-verbal communications, constructive feedback, dealing with anger, and resolving conflicts.

**MAN 4504**

### **OPERATIONS MANAGEMENT**

### **3 Credits**

This course provides an overview of the field of operations management with an emphasis on the role of managerial tasks in the operation of a business for either a service or manufacturing business. This includes the formulation of an effective mix of different business processes and organizational objectives. Areas to be examined are the foundation of integration, interaction of various business departments, Edward Deming's total quality management philosophy, just in time (JIT) inventory management system, supply chain management, and the implications of globalization among businesses performing operations management functions.

**MAN 4600**

### **INTERNATIONAL MANAGEMENT AND LEADERSHIP**

### **3 Credits**

This course is an advanced examination of issues about other nations and cultures, including motivation, communication, ethics, social responsibility, and preferences of consumers. Leadership is about coping with change, as globalization has become more competitive and volatile. This course will also delve into differences in approaches to managerial decision making. Therefore, students will be exposed to the concepts of building leadership culture and managing global highperformance teams.**MAN 4653 GLOBAL MANAGEMENT AND ISSUES**

### **3 Credits**

This course critically examines the three dimensions of finance- investments, capital markets, and traditional business finance. It extends the principles of financial management to the international context, evaluates the effect of various global currency changes and their competitiveness, and overall explore the principles of international risk management principles relating to short-term and long term global risk management.

**MAN 4723**

### **BUSINESS POLICY/STRATEGY (CAPSTONE)**

### **3 Credits**

The objective of this course is to provide the student with a relevant perspective of strategic management and business policies through a variety of relevant business theories and conceptual frameworks. The main emphasis is to develop the students 'appreciation of strategic management for the 21st century.

**MAN 4940**

### **BUSINESS PRACTICUM (INTERNSHIP)**

### **6 Credits**

The objective of this course is to provide the student with a relevant perspective of strategic management and business policies through a variety of relevant business

theories and conceptual frameworks. The main emphasis is to develop the students ‘ appreciation of strategic management for the 21st century.

**MAN 4941 BUSINESS PRACTICUM (INTERNSHIP)**

3 Credits

This course is an internship program, which is designed to provide students with both field experience and practical classroom lectures. Students enrolled in this course will be required to complete a minimum of 240 contact hours working in an industry setting. These contact hours will be supplemented with group discussions on scheduled dates covering individual internship experience, organizational ethics, leadership skills, employee and organizational relationship, teamwork awareness, and project management, and resume writing/job interview skills.

**MAP 2302 DIFFERENTIAL EQUATIONS**

3 Credits

Linear equations with constant coefficients, first order, and second-order linear equations, numerical techniques, and boundary value problems are examined.

**MAP 4341 PARTIAL DIFFERENTIAL EQUATIONS**

3 Credits

This course includes the following topics-partial differential equations in physics and engineering, modeling of vibrating strings, the wave equations, and the heat equations, Dalmberts method and boundary value problems, Sturm Liouville theory, the hanging chain problem, and buckling of beams, the Fourier transform, Fourier integral representation, and gauss kernel, a Dirichlet problem, the Poisson integral formula, and the Laplace transform method.

**MAR 3023 PRINCIPLES OF MARKETING**

3 Credits

This course includes an introduction to marketing, designing customer-oriented marketing strategies, understanding buyers and markets, target market selection, product decisions, distribution decisions, promotional decisions, and pricing decisions.

**MAR 4156 GLOBAL MARKETING**

3 Credits

This course will develop student’s knowledge and understanding of the global marketing environment through key concepts, and tools, and theory. The course challenges you to think critically about global competition. Specifically, the course is designed to provide you with: (a) familiarity with the problems and perspectives of marketing across national boundaries and within foreign countries; (b) an understanding of consumer similarities and differences outside the home country; (c)

the analytical ability to make marketing decisions concerning all parts of the marketing mix (product development, branding, promotion, pricing, and distribution); (d) competence in researching trade laws and regulations in other markets; (e) knowledge of global analytical frameworks and tools; and (f) an understanding of the current strategies of major global firms.

**MCB 3020                    MICROBIOLOGY**

3 Credits

In this course, Eubacteria, archaea, and viruses are presented. Emphasis on cell structure, organization, function, and distinction among the various groups. Laboratory includes media preparation, bacterial culturing, staining, and identification.

**MCB 3020L                    MICROBIOLOGY LABORATORY 1 Credit**

In this course, molecular bioscience data systems and their organization, management, and analysis are presented. Exercises using data analysis, drawing conclusions from data, and applications of information to solve a problem or make a prediction are completed.

**MCB 4503                    VIROLOGY**

3 Credits

This course includes the structure and classification of viruses. In addition, viral diseases, host defense, prevention, and control of viral illnesses are discussed. New research and applications in biotechnology are also reviewed.

**MGF 2106                    FINITE MATH**

3 Credits

This course is designed for students who plan to major in fields that do not require an in-depth study of mathematics. The major topics introduced in this course are set theory, symbolic logic, combinatorics, probability, geometry, and finance. This course is designed to give students an introduction to different topics in mathematics and its relationship to real-world applications by understanding and symbolizing patterns.

**MMC 2000                    INTRODUCTION TO MASS**

**MEDIA 3 Credits**

This course covers a historical and social overview of the mass media and their relationship to the mass communication process in modern society.

**MMC 2100                    MEDIA WRITING I**

3 Credits

This course provides an introduction to writing for mass media in the various styles and forms required in journalism, advertising, broadcasting, public relations, and speech communication. Writing news stories, producing copy for broadcast news,

creating advertising packages, and developing public service announcements are some of the topics which will be covered in this course.

MMC 3105

MEDIA WRITING II

3 Credits

This course builds on Media Writing I and provides an advanced focus on writing for mass media in the various styles and forms required in journalism, advertising, broadcasting, public relations, and speech communication. Writing news stories, producing copy for broadcast news, creating advertising packages, and developing public service announcements are some of the topics which will be covered in this course. There will be a continuing emphasis on grammar, spelling, and journalistic style.

MMC 3632

SOCIAL MEDIA COMMUNICATION

3 Credits

This course exposes students to social media strategy and platforms, as well as its application in current media and business. Students will study the advances that led to the creation of social media and examine how the use of social media-fueled its growth. The extensive focus will be given to interactive sessions, and team problem-solving exercises as students will develop social media communication plans and practice digital communication using online tools such as facebook, twitter, LinkedIn, Kickstarter, Flickr, Digg, and Tumblr.

MMC 4211

MEDIA LAW & ETHICS

3 Credits

Survey of laws and ethical principles that (historically and currently) inform and regulate mediated communication, including freedom of press, expression, rights, responsibilities, and regulations of professional communicators; intellectual property, copyright laws, pornography, as well as the basic legal philosophy related to all media.

MMC 4411

COMMUNICATION CAMPAIGNS

3 Credits

This course offers the opportunity to understand the evaluation and execution of communication campaigns. Students will explore the successful design, development, and execution of targeted communication and marketing campaigns for news, information, and entertainment.

MTG 3208

MODERN GEOMETRY

3 Credits

In this course, Euclidean plane geometries are investigated with emphasis on finding the area and perimeter of polygons (2-d shapes), and the volume and surface area of polyhedrons (3-d shapes). Aspects of non-Euclidean geometries may be discussed if time permits.

PAD 2010

**PSYCHOLOGY OF DISASTER**

3 Credits

This course focuses on the psychological experiences of disaster victims, as well as factors influencing how non-victims perceive and respond to the disaster.

PAD 3055

**EMERGENCY OPERATIONS CENTER (EOC)**

3 Credits

This course provides the student with skills and knowledge to manage an Emergency Operations Center (EOC), acquire and control resources, and interface with on-scene responders within Incident Management Systems. Topics include EOC design, preparing, staffing, and operating, jurisdictional setting, and the critical link between Incident Management Systems and emergency management operations. **Prerequisites: Intro to Criminal Justice, Intro to Emergency Management, National Incident Management System (NIMS) Incident Command System.**

PAD 4783

**POLITICS AND EMERGENCY MANAGEMENT**

3 Credits

This course allows students to become familiar with key, basic legal issues in each phase of emergency management- preparedness, mitigation, response, and recovery at each level of government -local, state, federal, and international. Interaction between the government, private, and volunteer sectors. This will also be addressed from a legal perspective.

PAD 4882

**PUBLIC ADMINISTRATION FOR EMS**

3 Credits

This course provides an overview of the structure and issues of public service. Course participants will examine the context of public administration: the political system, the role of federalism, bureaucratic politics and power, and the various theories of administration that guide public managers today. Course components include public administration, personnel, budgeting, decisionmaking, organizational behavior, leadership, and policy implementation. Lessons will be drawn from the most current applications of public administration today, such as hurricane Katrina efforts and homeland security.

PCB 3023

**MOLECULAR CELL BIOLOGY**

3 Credits

This course is designed to provide a detailed course of study of the structure, physiology, and biochemistry of prokaryotic and eukaryotic cells. This course is further intended to provide advanced biology students with an understanding of the current concepts in molecular cell biology in preparation for further studies in biology. It also seeks to provide students with an understanding of the application of these concepts to genomics and the practice of modern biological science.

PCB 3023L

**MOLECULAR CELL BIOLOGY LAB**

1 Credit

This laboratory course is designed to provide a more detailed study of the structure, physiology, and biochemistry of prokaryotic and eukaryotic cells.

PCB 3043                    ECOLOGY

3 Credits

This course is an examination of the interrelationships among living things and the physical environment. It includes a survey of the characteristics of ecosystems, properties, and principles that impact population structure and fluctuations within them, the development and structure of communities, intra-specific and inter-specific relations, issues in conservation biology, and global sustainability. This course discusses the basic principles of ecology at the ecosystem, community, and population levels. The course includes a survey of nutrient cycling, energy flow, and ecological modeling of ecosystems.

PCB 3043L                    ECOLOGY LAB

1 Credit

This course is a lab course associated with the course ecology - pcb3043.

PCB 3063                    GENETICS

3 Credits

A study of heredity. The course will cover the fundamental principles of genetics to include the genetic code, the chromosomal basis of heredity, Mendelian, and population genetics.

PCB 3063L                    GENETICS LAB

1 Credit

A study of heredity. The course will cover the fundamental principles of genetics to include the genetic code, the chromosomal basis of heredity, Mendelian, and population genetics.

PCB 4109                    BIOLOGY OF CANCER

3 Credits

This course will explore the cellular and molecular mechanisms underlying cancer development. Scientific evidence for the mechanism of abnormal cell growth will be discussed with the aim of understanding how changes in the normal growth and division processes lead to the formation of tumors.

PCB 4233                    IMMUNOLOGY

3.Credits

The study of the innate and the adaptive immune responses. Immunological biomolecules, including antigens, antibodies, cytokines, and interleukins, will be discussed. Immune reactions and immune system disorders along with immunogenetics and transplantation will be included.

PCB 3244                    BIOLOGY      OF

AGING 4.Credits

The biology of aging is a course designed to provide biological theories to the complex process of aging involving biological, behavioral, and environmental factors. Evolutionary and molecular mechanisms this course will also describe the increased understanding of genetic factors that contribute to individual lifespan limiting or disabling diseases. This course will also describe the role of hermaphroditic cells, mitochondria, and tumor suppressor gene p53 in the aging process. The relationship between carbohydrate metabolism and growth hormone to aging process will also be included.

PCB 4523C                    DEVELOPMENTAL BIOLOGY

4 Credits

Gametogenesis, fertilization, and embryogenesis are observed and described at the whole and molecular levels. Plant, invertebrate and vertebrate systems are discussed.

PCO 4220                    ADDICTIONS COUNSELING

3 Credits

This course provides an overview of the counseling process. The focus will be on both individual counseling and group dynamics. Specific focus will provide students with an opportunity to apply the principles and techniques of group counseling and to develop skills as a group leader by leading role played groups in a didactic setting. Topics include principles of group counseling, client-group relationships, characteristic stages of groups, resolving difficulties and terminating the group. Several varieties of groups are explored, including groups for children, adults, and the elderly. Specialized instruction focuses on addiction groups. This course covers a portion of the content for the Florida Certification Board (FCB) for the certified addictions professional (cap) exam.

PCO 4222                    TREATMENT PLANNING

3 Credits

Students will develop treatment planning and learn documentation for people with addictions. The focus will include developing individualized treatment plans which account for a diverse set of issues (i.e., mental health, medical conditions, and social and legal concerns) and monitoring progress toward recovery. In addition, ethical and behavioral standards will be covered. The focus will include documentation procedures and reporting outcomes to external parties (i.e., MCC, legal systems, and employers). This course covers a portion of the content for the Florida Certification Board (FCB) for the Certified Addictions Professional (CAP) exam.

PCO 4332                    ASSESSMENT & EVALUATION IN ADDICTION

3 Credits

Students will learn and utilize various screening and assessment tools for addictions. The focus will include how to interpret and use resulting data. This course covers a

portion of the content for the Florida Certification Board (FCB) for the Certified Addictions Professional (CAP) exam.

**PHI 2010                   INTRO TO PHILOSOPHY**  
3 Credits

This course will introduce students to the history and development of western philosophy. The contribution of pre-Socratic, classical, and modern philosophers to western civilization will be given special emphasis. Class discussions will promote critical analysis and evaluation of different philosophical methods of inquiry such as rationalism, empiricism, and pragmatism.

**PHI 1600                   INTRO TO ETHICS**  
3. Credits

This course will emphasize the use of critical analysis to examine ethical issues. Students will be exposed to literature on ethical theories and ethical reflection. Ethical arguments in the works of will be analytically about their ethical positions.

**PHY 1020C                 INTRODUCTION TO PHYSICS**  
3.Credits

This course is a general education course designed for all majors. It is a survey of the physical environment as applied to mechanics, thermodynamics, electricity and magnetism, and modern physics with the laboratory an integral part of the learning process. This course deals with fundamental principles underlying our understanding of the physical world around us. It is a purely conceptual approach rather than using mathematics. However, basic mathematics will be used as a tool to understand the concepts and to solve problems. Four contact hours: three lecture hours and one laboratory hours.

**PHY 2048                   COLLEGE PHYSICS I**  
3 Credits

A study of the fundamental laws and theories of physics with emphasis on mechanics, heat, and sound. Three hours lecture.

**PHY 2048L                 COLLEGE PHYSICS I LAB**  
1 Credit

This is a lab course associated with the course - College Physics I (PHY 2048).

**PHY 2049                   COLLEGE PHYSICS II**  
3 Credits

Advanced study of the fundamental laws and theories of physics with emphasis on electricity, magnetism, light, and modern physics. Calculus will be used extensively in theory and problem solving. Three hours of lecture and two hours lab per week.

**PHY 2049L                 COLLEGE PHYSICS II LAB**

1 Credit

This is a lab course associated with the course - college Physics II(PHY 2049).

PHY 2053

GENERAL PHYSICS I

3 Credits

The major topics included in this course are units and problem-solving; kinematics; motion in two dimensions; force and motion; work and energy; momentum and collisions; circular motion and gravitation; rotational motion and equilibrium; solids and fluids; temperature; heat and thermodynamics; and vibrations and waves and sound. This course is an algebra-based physics course for the science majors in areas of biology, medicine, and pharmacy. General physics i is the first of a two-semester sequence in general physics.

PHY 2053L

GENERAL PHYSICS I LAB

1 Credit

This course is a lab course associated with the general Physics I (PHY 2053).

PHY 2054

GENERAL PHYSICS II

3 Credits

The major topics included in this course are an electric charge, forces, and fields, electric potential; electric current and resistance; basic electric circuits; basic electromagnetism; electromagnetic induction and magnetism; reflection, and refraction; mirrors and lenses and an introduction to modern physics.

PHY 2054L

GENERAL PHYSICS II LAB

1 Credit

This course is a lab course associated with the course general Physics II (PHY 2054)

PLA 3263

LAW AND EVIDENCE

3 Credits

A comprehensive analysis of the rules of evidence. Particular subjects include judicial notice, presumptions, the nature of real and circumstantial evidence, burden of proof, province of court and jury, documentary evidence, hearsay evidence, confessions, admissions, witnesses, and constitutionally protected evidence. Emphasis on evidence in criminal cases.'

POS 2001

INTRODUCTION TO POLITICAL SCIENCE

3 Credits

This course defines politics as the science and art of government with regard to issues, in different spheres of human activity. It explores such concepts as power and authority. The study of nations, states, individuals, and constitutions from the basis of this course. Such concepts as democracy, types of government, ideologies, political parties, legislative action, bureaucracies, as well as legal systems are examined. Topics related to public policies, foreign policy, and international relations are also introduced.

POS 2041

AMERICAN POLITICAL STRUCTURE

3 Credits

This course in the American government covers a broad spectrum in political theory and practices dated from ancient Greece to modern times. Finally, this course offers students a general overview of the political process as practiced in the United States. It provides information politically that will challenge the readers interests in the working of the American political system at the local, state, and national levels.

**POS 2251 MINORITIES IN POLITICS**

This course examines the political experience, movements and strategies of minorities in America. This is a survey of the political landscape and developments in the United States, exploring the development of various socio-political movements and how it fostered political change. This led to a transformation of social, cultural and economic norms as well as political institutions.

**POS 3122 STATE AND LOCAL GOVERNMENT**

3 Credits

This course examines the structure, functions, powers, and problems of state and local governments and their role in the federal system. Specific forms of state and municipal governance are examined, as well as a specific focus on unique attributes of Floridian governmental structure and processes.

**PPE 4003 THEORIES OF PERSONALITY**

3 Credits

A study of human interpersonal relations, including an in-depth study of the theories of personality and the development and application of these theories.

**PSB 2242 ADDICTIONS I**

3 Credits

This course will begin to address the devastating impact of one of the major health issues. Alcohol/other drugs appear to affect every culture, facet, and discipline in life. Developing theoretical knowledge regarding the nature, etiology, prevention, and treatment of alcohol/other drug issues provides students with a multidisciplinary approach for career opportunities. Students will begin to develop critical thinking and problem-solving skills based on knowledge of an array of treatment modalities specific to addiction treatment. This course covers a portion of the content for the Florida Certification Board (FCB) for the certified addictions professional (cap) exam.

**PSB 2242 ADDICTIONS I**

3 Credits

This course will begin to address the devastating impact of one of the nation's major health issues. Alcohol/other drugs appear to affect every culture, facet, and discipline in life. Developing theoretical knowledge regarding the nature, etiology, prevention, and treatment of alcohol/other drug issues provides students with a multidisciplinary approach for career opportunities. Students will begin to develop critical thinking and problem-solving skills based on knowledge of an array of treatment modalities specific to addiction treatment. This course covers a portion of the content for the Florida Certification Board (FCB) for the Certified Addictions Professional (CAP) exam.

**PSB 3002**

**BRAIN & BEHAVIOR**

**3 Credits**

This course introduces students to essential concepts of cognitive neuroscience in psychology. It surveys topics related to the disciplines of physiological, evolutionary, and cognitive psychology with 21st-century neuroscience. This course explores neural synaptic processes, anatomical structures, and current brain mapping technologies as they relate to memory, perception, states of consciousness, speech and language, social cognition, executive function, and decision-making, as well as responses to brain trauma, pathogens or pharmacological interventions.

**PSB 3243**

**ADDICTIONS II**

**3.Credits**

Addiction is studied at many levels, from how drugs affect neurons to how drugs affect society. Neural architecture and societal organization influence drug effects as well as bear the brunt of drug effects. This complexity is, in part, responsible for the conflicting views of the nature of addiction, with some arguing, we should consider addiction a disease, much like heart disease or diabetes, and others are arguing that drug use in addicts is a matter of choice. To understand addiction we also need to understand basic bio-psychological relations, such as how neurons work, heritability, and empirical laws of choice. Consequently, course readings include papers on these topics as well as papers on addiction. This course covers a portion of the content for the Florida Certification Board (FCB) for the Certified Addictions Professional (CAP) exam. This course covers a portion of the content for the Florida Certification Board (FCB) for the Certified Addictions Professional (CAP) exam.

**PSC 1121C**

**PHYSICAL SCIENCE**

**4.Credits**

The major topics included in this course are: measurement and units, motion, force and motion, work and energy, temperature and heat, waves, wave effects and optics, electricity and magnetism, atomic physics, nuclear physics, the chemical elements, chemical bonding, chemical reactions, organic chemistry, the solar system, place and time, the moon, the universe, the atmosphere, atmospheric effects, minerals and rocks, structural geology, surface processes, geologic time.

**PSY 2012**

**GENERAL PSYCHOLOGY**

**3 Credits**

The goal of this course is to provide students with an introduction to the scientific basis of human behaviors and the factors which influence human development. The course provides an overview of the history and major issues in psychology, including but not limited to: learning, cognition, motivation, personality, perception, and social psychology.

**PSY 2201**

**STATISTICS FOR THE BEHAVIORAL SCIENCE**

**3 Credits**

This course is designed to introduce students to quantitative methods in the social and behavioral sciences. Students will be introduced to data collection and analysis. Frequency distributions, counting techniques, probability, distribution functions, estimation, testing, hypothesis, measures of central tendency, regression, correlation.

**PSY 3213**

**WRITING FOR PSYCHOLOGY**

**3 Credits**

This course is designed to develop a comprehensive understanding of how research is conducted in social sciences. Students will leave the course with a comprehensive understanding of how to read peer-reviewed journal articles as well as how to research in the social sciences. This course will focus on all aspects of the research process from the development of a research question to the execution of a research project to the dissemination of scientific findings. In addition, the course will also cover the controversies and debates that are ongoing within the field of psychology. This course will teach students how to effectively present their findings in both spoken and written media.

**PSY 3302**

**TESTS AND MEASUREMENTS**

A study of the concepts and practice in the design, construction, administration, scoring, and interpretation of tests, including diagnostic, achievement, and aptitude tests, both standardized and otherwise.

**PSY 3901**

**INDEPENDENT READINGS AND RESEARCH**

**Varies**

Limited to qualified students who have obtained permission from a faculty member and who present a viable plan of study, including independent research topics to be pursued and the focus of study and guiding objectives. Students enrolled in this course are expected to maintain regularly scheduled meetings with their instructor, and to submit a written report of their study. May be taken either individually or as part of a team research project as deemed appropriate by the instructor.

**PSY 4017**

**EXPERIMENTAL PSYCHOLOGY**

**3 Credits**

This is an introduction to methodological principles and practices for conducting psychological research. Students will acquire skills needed to develop and test a viable hypothesis for empirical research and investigation using appropriate experimental design and theoretical framework. Within-group, between the group and factorial designs, will be studied.

**PSY 4049**

**PSYCHOLOGY EXIT SEMINAR**

**3 Credits**

An intensive research and seminar investigation of one or more current issues in psychology as an intellectual, academic discipline as well as the broader profession itself. This course also provides a general assessment of learning in the major course of study.

**PSY 4604**

**HISTORY AND SYSTEMS OF PSYCHOLOGY**

**3 Credits**

This course is designed to provide psychology students an opportunity to understand the history and evolution of psychological theories and ideas that have changed over time. The course will review areas that currently define psychology and explore older ideas that are no longer current. Students will also study those ideas that are still relevant and areas that are likely to be important in the future. Students will examine major philosophical approaches that informed the questions and methods of psychologists, including the classical systems and schools of psychology, and will review some of the major empirical findings and theories that have influenced the directions of research.

PSY 4930

SPECIAL TOPICS

3 Credits

These courses contain advanced undergraduate-level material and are designed primarily for undergraduate juniors and seniors. Topics vary based on need. This course is repeatable up to two times.

PSY 4932

SPECIAL TOPICS

3 Credits

This upper-division course explores contemporary and emerging topics in psychology. Topics will focus on faculty expertise, students' interests, or curriculum needs. Such courses may include psychology of faith and religion, the psychology of liberation, psychology of gender and human sexuality, community psychology, crisis intervention, and helping skills in psychology.

PSY 4945

## PSYCHOLOGY PRACTICUM

6 Credits

This course provides psychology students with an opportunity to work in a professional setting and begin to integrate their academic knowledge with experiences, expectations, values, and demands of the world outside the classroom.

OMB 2100

## STATISTICS FOR BUSINESS

3 Credits

This is an introductory course to statistics and the use of calculus in a business discipline. This course attempts to respond to the changing needs of business and management by using a practical approach to statistical analysis. While studying descriptive and inferential concepts, the students will apply these to business, management, and industry in general, government and related areas.

QMB 3600

## QUANTITATIVE ANALYSIS

### 3.Credits

Quantitative techniques and models are presented. Decisions under uncertainty, model building, and decision-making criteria will prepare the student for future managerial decisions. Linear programming, decision trees, probabilities, guessing, and such theories are studied.

REF. 2200

INTRO BIBLICAL STUDIES

3 Credits

This course will introduce students to the authorship, themes, and relevance of biblical literature to our modern society. Through selected readings from the bible and contemporary biblical scholarship, the historical and social forces that influenced the writing of the bible will be explored.

RTV 3260

MEDIA CONSTRUCTION

3 Credits

This course introduces the core components of media idea, image, sound, and sequence with the technical fundamentals involved in shooting and editing video. Projects will include audio and video exercises where students work with digital video cameras, Photoshop, and editing software.

RTV 4301

BROADCAST JOURNALISM

REV. 1988

Principles and skills in writing for broadcast media with an emphasis on broadcast news writing, news coverage, news editing, and responding effectively to news problems and potential, as well as the rules and regulations that apply to broadcast journalism.

RTV 4340

**JOURNALISM CAPSTONE**

This course will serve as a culminating academic experience that brings together all the key learning outcomes for students participating in the journalism track. Students should expect to produce individual projects that showcase your skills in a format that can be presented to future employers.

RTV 3533

**VIDEO PRODUCTION**

3 Credits

The primary goal of the course is to serve as a foundation for further exploration in digital video artwork and storytelling. The course addresses the theory and practice of film/video production. Students will be expected to understand camera operation, audio control, basic directing, lighting, and editing. The course will cover the fundamentals of shooting, sound, lighting, and editing, among other production issues.

RTV 3556

**AUDIO PRODUCTION**

3 Credits

This course provides an introduction to the basic principles of the art and science of sound production and design. Students will gain hands-on experiences in topics such as field sound recording, Foley, ADR, sound effects gathering, scoring, use of digital recorders and microphones, digital audio editing, and mixing.

RTV 3590

**DIGITAL STORYTELLING**

3 Credits

This course will introduce students to and provide repeated practice in using digital media for composing compelling digital stories. Students will explore the interactivity and narrative of digital media through the creation of audio and video projects. Students will also examine digital media as a tool for seeing, exploring, expressing, and social critique. By analyzing literature, films, video games, and interactive artworks, students will look at the various forms of dynamic storytelling in relationship to memory and time. Some of the topics that will be discussed include subjectivity, sequences and transitions, rhythm and repetition, interactivity, and the role of the observer.

SCE 3310

**SCIENCE IN THE ELEMENTARY SCHOOL**

3 Credits

This course will offer a study of science. Techniques, concepts, and principles for teaching science in the elementary school will be presented. The class discussion will focus on a variety of ways of helping children to make the greatest use of their environment.

SLS 1103

**INTRO TO COLLEGE**

3 Credits

This introductory college course is designed to acquaint first-year students with strategies to succeed in college and life. Integrated topics include getting started in college, academic success, and life beyond the classroom. These integrated topics address subcategories such as reading and writing skills, time management, discovering learning styles, effective study methods, information competency, academic planning, and financial management, use of technology, and health and wellness.

**SLS 1122                   CONTINUED ACADEMIC SUCCESS**  
3 Credits

This course is designed to continue to build the skills taught in SLS 1103 introduction to college and to continue to enhance the study habits of students who may be struggling in their academic performance after completing the introduction to college. The focus of the course is to provide needed interventions into the student's academic skill set and enhance their performance in the overall academic record.

**SLS 1321                   CAREER EXPLORATIONS**  
3 Credits

This section of the introductory college course is designed to prepare junior and senior students with strategies to succeed in the workforce. Integrated topics include time management, the interviewing process, resume writing, and communication for corporate success. These integrated topics address subcategories such as balancing school and work demands, preparing for an interview, use of appropriate language, using action words, listening effectively, dressing for success, and nonverbal communication. Lab assignments are a requirement for this course.

**SOP 3003                   SOCIAL PSYCHOLOGY**  
3 Credits

A study of the interrelationship of society, culture, and personality, including topics of motivation, perception, socialization, development of self-awareness, personality, crowd behavior, small-group dynamics, and the effect of propaganda.

**SOP 3782                   BLACK PSYCHOLOGY**  
3 Credits

The course will provide students with a framework of issues and theories relevant to the black experience. Students will view psychology and psychological research from a slightly different point of view than is normally provided in a mainstream class. This course will utilize a combination of lectures, readings from assigned texts, and articles pertaining to the black experience in the realm of psychology.

**SPC 2017                   FUNDAMENTALS OF SPEECH**  
3 Credits

Students will develop the ability to speak easily and fluently before groups; emphasize various parts of speech, including public speaking, oral interpretation, and group discussion. Special emphasis placed on pronunciation, articulation, and vocabulary development.

**SPC 2608                   PUBLIC SPEAKING**  
3 Credits

This course provides instruction and experience in the preparation and delivery of speeches within public settings and group discussions. Emphasis will be placed on theory, research, preparation, composition, delivery, and evaluation/criticism of informative, persuasive, and special occasion speeches. Students will learn to prepare and deliver well-organized speeches and participate in group discussions with appropriate audiovisual support. Students will also learn to demonstrate the speaking, listening, and interpersonal skills necessary to be effective communicators in academic settings, in the workplace, and in the community.

INTRODUCTION TO SPORTS MANAGEMENT

3 Credits

This course introduces the sports management profession and sports management principles. Students will be able to gain an understanding of the basic organizational structures found in the sports industry and learn applications of managerial concepts and processes.

SOCIOCULTURAL ASPECT OF SPORTS MANAGEMENT

3 Credits

This course approaches sport through a variety of global perspectives and cultural lenses. Students will be exposed to different national contexts, histories, leagues, and governing bodies, as well as the social, cultural, political, and economic imperatives organizing sport and its management, including global mega-events (e.g., Olympics, World Cup) and national structures (e.g., Barclays Premier League).

**SPM 3024 CURRENT ISSUES IN SPORTS MANAGEMENT** This course addresses current issues in the field of sport management. Topics include marketing and advertising in sport, labor relations and legal issues, facility construction, promotional events, industry leadership, changes in leadership, and economic and financial issues currently affecting the industry.

SPM 3204 SPORTS ETHICS

3 Credits

This course examines the ethical issues when confronting critical problems in sports management. The courses will cover topics that include sportsmanship, performance-enhancing drugs, and violence in sport, race, and gender equity in sport, ethics of coaching, betting, and gambling in sports.

SPM 3306 SPORTS MARKETING

3 Credits

This course is designed to prepare students for marketing in sports. Topics will include sales, marketing strategies for college, professional, and amateur sports. The course will also focus on promotions, advertising and licensing, sponsorship, and international marketing.

SPM 3403 SPORTS COMMUNICATION

3 Credits

This course is designed to examine the contacts that stand within media and sport. Specific topics include organizational communication and public relations, sport communication services, the

responsibility of newspapers, radio, television, and the internet. Other important topics include legal aspects of sport communication.

SPM 4503 SPORTS ECONOMICS

### 3 Credits

This course offers students the opportunity to study economic theory and literature related to the several economic issues in professional and amateur sports. Included are public funding of sports arenas, labor relations, and compensation of athletes, and antitrust issues in sports markets.

SPM 4505 SPORTS FINANCE

3 Credits

This course is designed to give students an understanding of the basic theory in finance and accounting applied to managerial control of sports organizations. The course focus on the forms of ownership, revenues and costs in sport organizations, financial analysis, feasibility studies, economic impact studies, and public finance of sport.

SPM 4515 MANAGING SPORTS ENTERPRISE

3 Credits

This course is designed to explain and delineate financial expense categories and sources of revenue for sports organizations. Determine and calculate facility revenues and non-facility revenues. Develop potential solutions for improving revenue sources and increasing revenue and decreasing costs while maintaining a viable product.

GOVERNING AGENCIES IN SPORTS

### 3 Credits

This course is designed to introduce the student to governance structures throughout the sports industry. Special topics include the development of local, national and international structures. The course will examine strategy alliances, divergence and power in sports administrations from little league, Olympic games, International Federations, and professional sports.

RESEARCH METHODS IN SPORTS MANAGEMENT

3 Credits

This course addresses methods and techniques used in research in sports administration and physical education, including library materials and writing techniques.

SPM 4723 SPORTS LAW

3 Credits

The student will study the basic legal system, sports law terminology, and principles that apply to professional and amateur sport. This course will also recognize and investigate different sport law issues, the effects of those issues, and the methods of controlling the liability of sports organizations.

SPM 4920 SPORTS MANAGEMENT PRACTICUM

4 Credits

This course is a pre-internship experience in the field of sport management. Programs may include Edward Waters College athletics or intramurals, or youth sports programs. Theories and practices

learned in this course will be utilized in a supervised setting. Students must complete at least 100 hours of practicum experience.

SPM 4941

SPORTS MANAGEMENT INTERNSHIP 12

Credits

This is a senior-level course of supervised work experience designed to provide the student with various opportunities in sports management. The student will be required to complete 450 hours of sports-related industries according to individual interests.

SPN 1120

ELEMENTARY SPANISH I

3 Credits

This is a beginning Spanish class designed for the student who has had no exposure to or training in the Spanish language. It provides a foundation in the language, introducing vocabulary, grammar, and culture. Skills involved in listening, speaking, reading, and writing will be developed.

SPN 1121

ELEMENTARY SPANISH II

3 Credits

This is a beginning Spanish class designed for the student who has had one semester of the Spanish language. It continues to build a foundation in the language, introducing vocabulary, grammar, and culture. Skills involved in listening, speaking, reading, and writing are further developed.

STA 2023

ELEMENTARY STATISTICS

3 Credits

An introduction to frequency distribution, counting techniques, probability, distribution functions, estimation, testing, statistics notations, and normal distribution problems related to the population and sample, including the standard error of the means.

STA 3024

INTERMEDIATE STATISTICS

3 Credits

This course is a continuation of elementary statistics. Topics include hypothesis testing, regression, correlation, statistical decision theory, analysis of variance, and nonparametric methods. This course focuses on two core topics: design of experiments and analysis of data. Emphasis will be placed on the use of statistical software, and the interpretation of the results of data analysis.

STA 4173

BIOSTATISTICS      3

Credits

This course provides an in-depth study of how to design, implement, analyze and evaluate data using descriptive statistics, probability, probability distributions, point, and interval estimation, hypothesis testing, chi-square, correlation, and regression with biomedical applications. The primary focus of this course is on developing a deep understanding of what statistical tests are appropriate for different types of data collected in health and sciences. An emphasis will be placed on statistical software programs such as R, SPSS, or SAS.

**STA 4222**

**SAMPLE SURVEY DESIGNS**

**3.Credits**

This course is an introduction to the techniques used to conduct sample surveys. Topics covered include simple random sampling, systematic sampling, stratified sampling, cluster sampling, and multistage sampling.

**STA 4321**

**PROBABILITY I**

**4.Credits**

This is a course in probability theory. Starting from the set-theoretic definition of discrete probability we will build the general theory, including discrete and continuous distributions, multivariable probability, and functions of a random variable. There will be a strong focus on problem-solving. You are assumed to have knowledge of and facility with the techniques of calculus. We will cover the first six chapters of the text. This course will prepare students to study mathematical statistics.

**STA 4322**

**PROBABILITY II**

**4 Credits**

This course is a second-semester course in probability as it applies towards statistics that extends the fundamentals of probability to cover topics in statistical inference.

**STA 4502**

**NONPARAMETRIC STATISTICS**

**3 Credits**

The course will integrate exploratory data analysis and nonparametric statistical inference. The emphasis will be on the analysis and interpretation of data. You should be familiar with summary statistics, graphs, hypothesis tests, confidence intervals, and the basics of statistical inference.

**STA 4504**

**CATEGORICAL DATA ANALYSIS**

**3 Credits**

Description and inference for binomial and multinomial observations using proportions and odds ratios; multi-way contingency tables; generalized linear models for discrete data; logistic regression for binary responses.

**SYA 4300**

**SOCIAL RESEARCH METHODS**

**3 Credits**

This course introduces students to the frameworks and methods of conducting social research. The focus is on designing and executing research, from identifying an interesting question and reviewing the relevant literature, to collecting and analyzing data, to drawing reliable inferences and presenting meaningful results.

**SYD 3410**

**URBAN SOCIOLOGY**

**3 Credits**

Sociological and ecological analysis of urban centers in terms of changing structure and processes, including a study of the social pressures, patterns, and institutions of urban life and their impact on social relations and personality.

**SYG 2000**

**INTRO TO SOCIOLOGY**

**3 Credits**

This course introduces the scientific study of human society, culture, and social interactions. Topics include basic theories of sociology, process of socialization, research methods, diversity and inequality, cooperation and conflict, social change, major social institutions, and organizations.

**SYG 3011                          CURRENT SOCIAL PROBLEMS**

**3 Credits**

A study of the tensions of contemporary American society as reflected in social problems and their relationship to individuals, the society, and the culture. Consideration of proposed solutions to social problems in relation to cultural values and the social structure.

**SYO 3120                          SOCIOLOGY OF FAMILY**

**3 Credits**

A comparative study of institutions of marriage and the family with special emphasis on the contemporary American family; consideration of the modern family as a unit of interacting personalities; of family organization, and contemporary problems facing the family. In addition, focus on the role and impact of addictions in the family will be examined. This course courses a portion of the content for the Florida Certification Board (FCB) Certified Addictions Professional (CAP) exam.

**TAX 4001                          FEDERAL TAX ACCOUNTING I**

**3 Credits**

A survey of federal income taxation with an emphasis on taxation of individuals and corporations, and the ethics of income tax accounting. Study of the basic theory, concepts, practice, and methods of determining the taxable income and tax liabilities of business entities and individuals. The course is designed as a comprehensive introduction to the federal income tax structure, primarily as it affects individual taxpayers and business activities. The course emphasizes the role of taxation in the business decision-making process. To further inform students' understanding of federal taxation, students are introduced to the economic, social, equity, and political considerations that justify various aspects of federal tax policy.

**TAX 4011                          FEDERAL TAX ACCOUNTING II**

**3 Credits**

An in-depth study of income taxation of corporations and partnerships, including tax planning. This course is an introduction to federal taxation of corporations and flow-through entities. Emphasis is placed on the concepts used to determine the taxation of corporations, shareholders, partnerships, and partners. A survey of federal income taxation with an emphasis on taxation of individuals and corporations, and the ethics of income tax accounting. Study of the basic theory, concepts, practice and methods of determining the taxable income and tax liabilities of business entities and individuals.

**TSL 4080                          LINGUISTICS FOR ESOL EDUCATION**

**3 Credits**

This course provides the instructional applications of teacher knowledge about language (phonology, morphology, syntax, pragmatics, discourse) and language acquisition in linguistically diverse classrooms.

TSL 4240 ESOL CURRICULUM DEVELOPMENT

3 Credits

The course examines the application of ESOL theories, principles, and current research in the development of curriculum and materials; required for the Florida add-on ESOL endorsement.

WOH 2012 SURVEY OF WORLD HISTORY I

3 Credits

This course offers students an overview of world history from prehistory to the renaissance. In this course, students will learn, discuss, interpret, and analyze the major themes of world history. Some of the key themes discussed are classical civilizations, such as Greece, Rome, China, India, Indo-European migration, the renaissance, and the medieval era.

WOH 2022 SURVEY OF WORLD HISTORY II

3 Credits

This survey course acquaints students with the developments and major historical events of modernity. It examines the scientific revolution, the rise of modern industry, the great political revolutions, major war, and cultural changes.

ZOO 2010 GENERAL ZOOLOGY

3 Credits

# A comparative study of morphology, life processes, and ecology of the major animal phyla and classes

ZOO 2010L GENERAL ZOOLOGY LAB

1 Credit

This is a lab course associated with general zoology - ZOO 2010

ZOO 2303 VERTEBRATE ZOOLOGY

3 Credits

Phylogenetic relationships, classification, morphology, life histories, and general biology of vertebrates are presented. Included is a comparative analysis of the structure, function, and organization of vertebrates. Reproduction, growth, and comparative embryology are also discussed.

ZOO 4752 HISTOLOGY

4 Credits

This course focuses on the structure and function of cells comprising healthy tissues and organs. Students will learn to identify all major cell types and their functions in the human body. Human tissue and organ systems are compared at the cellular level.

## **GRADUATE STUDIES**

The Division of Academic Affairs through the leadership of the Dean of Graduate Studies aspires to build a graduate education program that delivers superlative excellence as defined by data-driven outcomes in student success, faculty scholarship and community engagement, and is nationally acclaimed for its production of minority **global thought leaders, national advocates and community public servants** who are intellectually prepared to employ **culturally relevant strategies** to address contemporary issues in communities of color **around the world**.

Edward Waters University is deliberately pursing an agenda that advances it towards a leadership positon among historically Black colleges and universities, as well as, premier comprehensive universities of the American South. Central to that agenda is an ambitious plan for graduate education at EWU that calls for providing culturally relevant training for practitioners and scholars alike. Program expansion is in the works at EWU to provide world class, interdisciplinary graduate education through a number of exciting new degree programs. Initial focus is on programs in: business, the humanities, and the social sciences with eventual expansion into the natural sciences.

### **MASTER OF BUSINESS ADMINISTRATION**

The Master of Business Administration (MBA) program at EWU provides a high quality graduate education to a global pool of qualified applicants in a contemporary and convenient format. This student-first consideration and level of accessibility is consistent with the role, scope and mission of Edwards University, in particular, and historically Black colleges and universities, in general.

#### **ADMISSIONS REQUIREMENTS**

The Edward Waters University MBA degree program is 100% online and employs interdisciplinary approach to deepening your understanding of a broad range of business skills. The program aims to amplify knowledge of the global, technological and ethical issues in today's business world. The program's focus is on providing students timely knowledge that will lead to career success and advancement. Students will learn to think more strategically, to make better decisions and become a stronger leader.

##### *Admission Requirements*

- A bachelor's degree from an accredited institution of higher education or an equivalent degree from a recognized international institution of higher education
- A cumulative grade point average (GPA) of 2.75, in the bachelor's degree program, or comparable GPA for an international applicant
- \$25 Application Fee (If required)
- Official Transcripts for all Undergraduate degrees completed

- Two Letters of Recommendation
- Current Resume
- Official TOFEL Scores (for international students only) ○ An Essay about their goals and career aspirations
- A copy of two legal documents verifying identity, one with a picture of the student and their signature affixed (i.e. state issued driver license, other state or government issued identification). For international students, a passport will suffice.

**\*Official GMAT/GRE Scores**

For students without an undergraduate degree in Business, a GMAT/GRE score must be submitted – scores cannot be more than five years old. The exception for such students is the completion of 9 credit hours of undergraduate study in Introduction to Business, Financial Accounting, and Principles of Macroeconomics or a course of study as prescribed by the Dean. Students in this category are provisionally admitted.

***Transfer Student Admission***

Transfer students must meet the aforementioned criteria for admission, include official transcripts from any undergraduate and graduate institutions. Transfer credits may be accepted upon review and approval by the Dean of Graduate Studies and/or Chairperson of the Department of Business Administration.

Therefore, similar to the current transfer student admission policies for undergraduate studies, graduate transfer students are considered for regular admission provided that they have a minimum 2.75 cumulative GPA on all course work attempted. No minimum credit hours or units are required, and transfer consideration is given for all academic terms. In addition, the transfer student must meet the following criteria:

4. Must have good academic standing and/or eligibility to return to previous institution for full-time study
5. Submit official college/university transcripts of all previous collegiate institutions attended (undergraduate and graduate coursework).
6. Submit GMAT/GRE score report and all other required aforementioned admissions standards for first-time graduate student applicants.

***Readmit Applicants***

Current language regarding undergraduate students recognizes a Readmit Student as an applicant who has previously attended Edward Waters University but withdrew or transferred to another institution and now desires to re-enroll in classes at EWU. The same applies for graduate students in that a readmit student is an applicant who has previously attended Edward Waters University Application Requirements include:

- Completed admissions application
- \$25 application fee
- Official University transcripts (if student attended another institution since leaving EWU)

### **International Student Admissions Policies**

To be considered for regular admission to EWU international students who apply to graduate studies must be graduates of a post-secondary school and submit a General Certification of Education, Completion, or its equivalent for those applying from the British Commonwealth.

All international applicants whose native language is not English are required to submit a Test of English as a Foreign Language (TOEFL) with a score of 153 or above (53 or above for the Internetbased score). TOEFL scores will be waived for applicants who graduate from high schools within the United States, whose native language or language of instruction is English, or students transferring to EWU after at least one year at another English language University or university.

### **Provisional Admission – First time applicants, new students only**

The institution reserves the right to grant admission to post-baccalaureate applicants who have earned at least a 2.0 – 2.749 cumulative grade point average and/or do not hold a degree in Business from a regionally/nationally accredited institution, or do not meet GMAT/GRE requirements on a provisional basis. Students are considered probationary, and thus, must meet minimum GPA requirements of 3.0 the first semester to remain in the program and subsequently be removed from provisional/probationary status. Provisional students who do not meet the minimum will be dismissed from the program.

As such, graduate student admission policy and procedures will be consistent with peer and aspirant institutions regarding minimum requirements, while respecting the population of students being served through the programmatic thrust.

**MBA Program**  
**Recommended Course and Degree Completion Pathway**

Total Credits Earned: 36  
 30 Core Credits; 6 Elective Credits

Course Prefix	Course Number	Course Title	Credit Hours	Subterm
<b><i>Year One - Fall Term</i></b>				
GEB	5200	Professional Business Writing	3	Fall Term 1
MAN	5240	Organizational Behavior	3	Fall Term 1
FIN	5400	Financial Management and Decision	3	Fall Term 2
MAN	5500	Operations and Project Management	3	Fall Term 2
12 Credits				
<b><i>Year One - Spring</i></b>				
MAN	5630	Managers in Organization and Society	3	Spring Term 1
MAN	5720	Strategy and Business Policy	3	Spring Term 1
ACG	5750	Financial Statement Analysis and Reporting	3	Spring Term 2
Elective			3	Spring Term 2
12 Credits				
<b><i>Year One - Summer</i></b>				
ACG	5850	Financial Reporting and Control	3	Summer Term 1
ECP	6700	Advanced Managerial Economics	3	Summer Term 1
GEB	6700	Capstone	3	Summer Term 2
Elective			3	Summer Term 2
12 Credits				

## MBA Program Course Requirements

Core Curriculum			
Course Prefix	Course Number	Course Title	Credit Hours
GEB	5200	Professional Business Writing	3
MAN	5240	Organizational Behavior	3
FIN	5400	Financial Management and Decision	3
MAN	5500	Operations and Project Management	3
MAN	5630	Managers in Organization and Society	3
MAN	5720	Strategy and Business Policy	3
ACG	5750	Financial Statement Analysis and Reporting	3
ACG	5850	Financial Reporting and Control	3
ECP	6700	Advanced Managerial Economics	3
GEB	6700	Capstone	3
Core Credit Hours			30
Electives			
Elective Hours	Credit	5000 level or higher	6
<b>Total Credit Hours for Online MBA</b>			<b>36</b>

## **2021 -2024 COURSE DESCRIPTIONS – GRADUATE STUDIES**

**ACG 5750**

**FINANCIAL STATEMENT ANALYSIS & REPORTING**

**3 Credits**

This course covers the in-depth understanding of analyzing the four different types of financial states for important organizational decision making, which include the income statement, balance sheet, statement of owner's equity, and statement of cash flows. It will involve gaining an understanding of an organization's financial situation by reviewing its financial reports. The various methods of financial analysis will include the use of horizontal and vertical analysis, liquidity ratios, activity ratios, leverage ratios, profitability ratios. Upon completing the course, learners will be proficient in describing the roles of the statement of financial position; statement of comprehensive income; statement of changes in equity; statement of cash flows in evaluating a company's performance and financial position; and identify and describe information sources that analysts use in financial statement analysis.

**ACG 5850**

**FINANCIAL REPORTING AND CONTROL**

**3 credits**

Accounting principles applied to the preparation of financial statements and the analysis of them by external agents to the firm. The political and institutional structures of financial accounting will also be considered in the formulation of financial accounting practices. The class will give you with a comprehensive set of tools to analyze the information contained in financial statements and demonstrate how to use the information to evaluate financial performance.

**BUL 570**

**LEGAL & ETHICAL ENVIRONMENT OF**

**BUSINESS 3 Credits**

This course introduces students to ethics-related aspects of business decision-making while evaluating the legal risks associated with such activity. Students will address the theoretical underpinnings of ethics, stakeholders, decision making strategies, and utilization of such strategies in specific areas such as shareholder and employment relations, marketing, and globalization. Accordingly, business situations are explored from both legal and ethical frameworks. The student conceptualizes and compares alternative courses of action pertinent to ethical dilemmas regarding issue recognition, application of ethical principles, and the analysis of corporate decision-making using such principles. Some topics of consideration are: Conflicts of interest, privacy issues, safety, white-collar crime, 'creative' financing for buyouts, whistle blowing, marketing, and multi-national issues. Other topics include the legal system, alternative dispute resolution, enterprise liability, product liability, international law, business risks, intellectual property, legal forms of business and governance.

**BUL 5830**

**INTERNATIONAL BUSINESS LAWS**

**AND ETHICS 3 credits**

This course is designed to introduce the student to the legal issues affecting business in a global economy. The first segment of the course deals with international transactions in goods and covers allocation of risks in international trade, documentary sales, bills of exchange and letters of credit. The second segment addresses ‘jurisdiction to prescribe,’ the question of what country’s (substantive) law applies to conduct abroad that has an effect within its borders. The third segment, ‘jurisdiction to adjudicate,’ includes the competence of courts, international arbitration and enforcement of foreign money judgments. The fourth segment covers the treaties and laws that address the international trading systems, i.e., GATT, the U. S. Trade Act, free-trade agreements, the EEC, and the NF. The final segment, ‘Act of State and Foreign Sovereign Immunity,’ deals with the special risks of doing business abroad and with foreign governments, specifically addressing problems of nationalization and expropriation. The Ethics section covers Rethinking Human Rights, Conflict, Business and Ethical Decision-making, Advanced Computer Assisted Translation and Software Localization.

FIN 5200 MANAGERIAL FINANCE

3 credits

This course provides an in-depth study of the financial scope and functions of a business. In particular, financial theory and techniques for financial decisions are presented. Students are expected to use financial models and/or methods in solving problems. Students will receive exposure to advanced financial management materials within the business environment including, but not limited to valuation theory, risk concept, analysis of financial statements, long-term and short-term financing, capital budgeting under certainty and risk, working capital management, capital structure and budgeting, dividend policy, leasing, mergers and bankruptcy.

**FIN 5400 FINANCIAL MANAGEMENT AND DECISIONS 3 credits**

A study of how management uses accounting to facilitate financial decision-making and internal control of operations. Topics include cost control, budgetary control, and performance evaluation of personnel. This course emphasizes the analysis and evaluation of accounting information as part of the managerial processes of planning, decision-making, and control. The course also introduces the development and use of accounting information for internal decisions. Topics include financial statement analysis, reporting the statement of cash flows, capital budgeting and decisions, and relevant costs for internal decision-making. This course is recommended for students who will be using accounting information for managing manufacturing and service, and making strategic decisions, as well as those going into general consulting or thinking of starting their own businesses.

FIN 5600 MULTINATIONAL FINANCE & CAPITAL  
MARKET 3 credits

Examination of the functioning of the international economy. Topics include balance of payments, exchange rate determination, problems of world trade and capital flows, government foreign economic policies, regional integration, Eurocurrency markets, and international cartels. Also covers international financial decisions of multinational corporations (MNCs), foreign exchange markets and their role in international movements of funds, Eurocurrency, Eurobonds, international stock markets, interaction among and integration of national and international money and stock markets, and regulation of Eurocurrency markets and flow of funds. Definitions of exposure to foreign exchange risk of the MNC are examined. Available methods dealing with foreign exchange risk, reasons for foreign direct investment (FDI), evaluation of the climate for FDI, determining cash flows, and influence of inflation and currency fluctuations on these cash flows, capital budgeting, valuation, and optimal capital structure for international operations of the MNCs are studied.

GEB 5200

**PROFESSIONAL BUSINESS WRITING** 3 Credits

Written structure of business memoranda, executive summaries, mission statements, marketing and SWOT analyses, product and management structure descriptions, marketing and business plans, as well as a final project to professionally develop and prepare a company business plan, following constructive outlines such as, plan summary; vision; market analysis; competitive analysis; business strategy; product and services; marketing and sales analysis; and financial plan.

GEB 6200

**INTERNSHIP — TEACHING ASSISTANTSHIP** 3 Credits

This internship experience allows students the opportunity to practice in the higher education space by teaching entry-level courses in undergraduate business. This Teaching Assistantship is a credit bearing elective course that counts towards application and practice.

GEB 6700

**CAPSTONE**

3 Credits

The culminating experience of program, this course bridges academic study and professional practice, applying the skills gained from the student's understanding of theoretical principles to realworld business management and research. Focusing on the practical side of business, this capstone course requires students to identify and solve problems using academic research based analysis to demonstrate understanding of business principles and practices. The end result will be a paper of substantive content and substantial length that assesses the student's comprehensive theoretical knowledge and related application using quantitative analysis.

MAN 5500

**OPERATIONS AND PROJECT**

MANAGEMENT 3 Credits

This is a study of project management, operations management and information technology management - three key areas of modern business functional management. A guide to the project management body of knowledge is provided.

Topics include the do's and don'ts of managing a project, several world-class operations management techniques (such as Six Sigma), and industry best practices in operational efficiency and effectiveness. The mission, goals and importance of information systems management are assessed, using the student's own work organization as a model. Assignments include the development of an international information systems management plan.

**MAN 5630                    MANAGERS IN ORGANIZATIONS AND  
SOCIETY 3 Credits**

This is an exploration of the responsibilities and influence that 21st-century managers have within their organizations and the global society. Essential concepts and theories that provide a foundation for the study of business administration and management, including systems thinking, critical thinking, ethical decision making and leadership, legal concepts, corporate social responsibility, and organizational theory and design, are examined.

**MAN 5680                    INTERNATIONAL BUSINESS MANAGEMENT  
3 credits**

This course provides a set of managerial skills required for real global business success. Students acquire the ability to pull together knowledge and skills across the trade spectrum to develop an international business plan demonstrating their comprehension of the scope, breadth and integration of international business practices. They compare the managerial goals, structures, functions, processes and behavior in different national environments. They discuss the factors which ensure profitable entry into the import and export business, as well as ways to incorporate resources to capture qualified international business opportunities. Also covers the strategies, policies, and practices employed in the management of the international work force. International aspects of traditional human resource management, such as diversity of the MNCs work force, staffing, development, evaluation, compensation and labor relations will be examined. Finally, students discuss 'The Manager as Leader' and the importance of leadership skills in international trade. They assimilate, analyze, and formulate a sustainable business model that carries the organization through the challenges of the global marketplace.

**MAN 5720                    STRATEGY AND BUSINESS POLICY  
3 credits**

Creative and innovative solutions using examples from history to explore leadership styles used to address and/or change organizational situations will be explored. Students examine historical leaders to uncover personal attributes, qualities, and characteristics that prove to be successful when leading others. This course also analyzes the levels of leadership necessary to transform contemporary and futuristic organizations. Students examine the psychological implications of the differences between managing and leading. Discussions will address the development of effective leaders who are able to transform organizations now and in the future. As a

result of this course, students construct a personal leadership plan that includes accountability measures to reflect on their individual effectiveness. Students explore the impact of a diverse workforce on leadership practices and decision making while they examine new organizational structures that embrace diversity and a multi-cultural workforce.

**MAN 6050                    INTERNATIONAL BUSINESS ANALYSIS & STRATEGY**

3 credits

Analysis of the major characteristics of international business, of its economic, political, social, and cultural environments, of key international institutions, and of the problems, policies, and practices in this area. Studied are: evaluating foreign markets, operating in foreign environments, managing far-flung organizations, financing foreign trade and investment, handling foreign exchange and political risks. Analysis of strategy in international business in terms of resources to be transmitted abroad, adaptation to foreign cultures, acquisition of legitimacy in host countries, and the integration of the international firm's various parts.

**MAN 6500                    INTERNATIONAL ASPECTS OF HR MANAGEMENT 3**

Credit

Designed for master's students in business administration. Perspectives of a multinational firm. Course also covers the strategies, policies, and practices employed in the management of the international work force. International aspects of traditional human resource management, such as diversity of the MNC's work force, staffing, development, evaluation, compensation and labor relations will be examined. Finally, students discuss 'The Manager as Leader' and the importance of leadership skills in international trade. They assimilate, analyze, and formulate a sustainable business model that carries the organization through the challenges of the global marketplace.

**MAN 6520                    GLOBAL STRATEGIC MANAGEMENT RESEARCH**

3 credits

In this capstone course, the students are expected to demonstrate that they have achieved the learning outcomes specified in the MBA in International Business program. This course provides each student a unique opportunity to do challenging and exciting project that gives a professional experience that features a similar set of expectations to those in the global business world. Students are required to prepare a comprehensive business plan for a new entrepreneurial venture that takes an existing domestic business internationally, or to start a new business that will operate across national boundaries. Students should have enough knowledge from their study of previous modules to put together a comprehensive international business plan that incorporates these disciplines. Each student will research, analyze, edit and publish a final project report/dissertation paper that meets professional standards of validity, reliability and credibility.

**MAN 6880                    GLOBALIZATION AND TECHNOLOGY**

3 credits

This course is relevant to managers in all disciplines who will face technological decisions in a global business environment. This course will focus on Information and Communication Technology (ICT) environments around the world, national infrastructures and regulatory regimes, global IT applications, global IS development strategies, global supply chains, offshore outsourcing, global management support systems and global IS/IT strategies. The course will provide an in-depth understanding of managing information resources across national borders, time zones, cultures, political philosophies, regulatory regimes, and economic infrastructures. This is an interdisciplinary course covering multiple perspectives addressing technical, socio-economic, socio-cultural, policy, regulatory, legal and ethical issues. This course also analyses how information technology has created a fertile ground for the emergence of commerce on the Internet, what institutional parameters are required to form an efficient market for commerce on the Internet to flourish, how firms are using the new medium/market to reconstruct their value chain and create/sustain competitive advantage, how the new electronic medium will affect key international dimensions of trade, foreign direct investment, and alliance formation.

MAR 5625

MARKETING RESEARCH AND

INNOVATION 3 Credits

This is an exploration of the essentials of marketing management. Setting marketing goals for an organization with consideration of internal resources and marketing opportunities, planning and executing activities to meet these goals and measuring progress toward their achievement. Focus is on the concept of innovation in business, including the introduction of new market offerings and the use of new technologies, strategies, and tactics for achieving marketing objectives. An integrative approach combines discussions on theory of marketing management with industry analysis and practical applications. Assignments include the design and marketing of innovative products, analysis of the application of modern marketing strategies and tactics using examples from participant organizations and practicing a holistic approach to marketing management.

MAR 6150

INTERNATIONAL MARKETING MANAGEMENT

3 credits

Analysis of the development and integration of international marketing policies and strategies concerning product, price, promotion, channels, sales management and research in light of environmental and company constraints and opportunities. The rise of emerging markets is changing the world of international business and raises distinctive challenges and opportunities for companies. They address these changes from the perspective of foreign firms entering emerging markets, therefore examining the distinctive business environments of emerging markets and analyzing the strategic options for responding to these effectively. Also, this course considers firms originating in emerging markets, examining their nature, and their impact on the

international business environment and on international competition. Also covers: Internet Marketing, Business to Business Marketing, Global Strategic Marketing, International Strategic Partnerships, International Market Development: Strategy & Implementation, and International Consumer Behavior & Marketing.

QMB 6750 QUANTITATIVE ANALYSIS 3

## Credits

Develops basic competency in the application of quantitative methods to help create more effective solutions to business problems. Covers foundations of statistics, probability, hypothesis testing, regression analysis, modeling, linear programming, decisions theory, simulation, queuing theory and networks. Students will be expected to complete a research project applying quantitative methodology within a specified scope of study (i.e. case study, research paper).

TRA 5200 LOGISTICS SYSTEMS AND ANALYTICS

3 Credits

Students will learn to make improved business logistics analytic decisions through the practical application of multiple analytical techniques used by managers in the field. Topics include the law, ethics, accountability and contract management considerations in the procurement of technology products and services. Discussion also covers commercial sales transactions, government commercial item acquisition, private and government contracts for services, assignment and protection of proprietary rights in technology products, technology transfers and international contractual issues in the procurement of products and services.

TRA 5620 GLOBAL LOGISTICS MANAGEMENT 3

## credits

This course explores logistics and supply chain operations from a global perspective. Course material and experiences will focus on import and export processes, port and logistics facility operations, raw material and finished goods movement across borders, and equipment and technology for global logistics. Topics include the total cost approach to logistics, logistical planning and implementation, logistical concepts, systems relationships and integration, demand forecasting, interplant movement, inventory management and control, order management and processing, packaging, plant and warehouse selection, production scheduling, traffic and transportation management, warehouse and distribution management, recycling, and other logistical strategies, techniques and methodologies.

TRA 6150 INTEGRATIVE SUPPLY CHAIN MANAGEMENT 3

## Credits

A study of supply chain issues, techniques, methodologies and strategies designed to enhance organizational procurement efficiency. Integrated supply chain management, as a core competitive strategy that affects the organization's bottom line, is explored. Topics include the integration of information, supplies and materials flows across multiple supply chain channels and how these flows can be streamlined and optimized for more efficient procurement. Discussion also covers the role of information systems and technology in supply chain management, e-commerce strategies, managing the flow of materials across the supply chain, developing and maintaining supply chain partnerships and other relationships and future challenges in integrative supply chain management.

TRA 6700

**COMMERCIAL TRANSACTIONS IN A  
TECHNOLOGICAL LEGAL ENVIRONMENT**

3 Credits

A presentation of the legal issues and management methodologies related to commercial transactions in a technological environment. Topics include the law, ethics, accountability and contract management considerations in the procurement of technology products and services. Discussion also covers commercial sales transactions, government commercial item acquisition, private and government contracts for services, assignment and protection of proprietary rights in technology products, technology transfers and international contractual issues in the procurement of products and services.

TRA 6750

**CONTRACT PRICING AND NEGOTIATIONS 3**

Credits

A study of techniques for planning, conducting and managing negotiated procurement. Focus is on analytical techniques for conducting price and cost analysis in preparation for negotiations. Techniques for critically examining all categories of costs, including profit, are examined. The theory and practice of negotiations are studied, and opportunities to practice negotiation techniques to achieve a fair and reasonable contract price are given. Emphasis is on practice in preparing negotiation positions through analysis of cases containing detailed cost and pricing data. Ethical decision making throughout these processes is addressed.

TRA 6800

**PURCHASING AND MATERIALS MANAGEMENT**

3 Credits

An overview of the procurement and contracting cycle, along with other organizational functions. Discussion covers methods of purchasing and source selection, with a focus on receipt, inspection and quality assurance. Documentation and reporting specifics are examined, as are surplus, salvage and disposal issues. Inventory, physical distribution and logistics are considered.

TRA 6900

**SEMINAR/RESEARCH IN LOGISTIC MANAGEMENT 3**

Credits

A final project thesis will integrate knowledge gained in previous study for the solution of supply chain management problems encountered in industrial, commercial, institutional, and military organizations. Focus is on management guidelines, such as ISO 9000 that provide an organizational framework for developing a supply chain management system that can be integrated with other management requirements to help organizations support material management in balance with socioeconomic goals. Case studies are used to illustrate supply chain management systems to various types of organizations. The thesis/seminar project requires assessment of the efficiency and effectiveness of a logistic management system at an organization and the development of recommendations for improvement.

