

# University of Redlands

## Supplement to 2009-2011 Catalog - August 2011

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This Supplement to the 2009-2011 Catalog replaces the supplement dated August 2010 and serves as an extension of the catalog through the 2011-2012 academic year. Full chapters (except for Tuition and Fees) are not included. Some individual items that have changed are listed in this document. These changes affect students attending in the 2011-2012 academic year. Please see the appropriate chapters of the 2009-2011 Catalog for programs or policies not listed here.

The University generally reserves the right to modify, delete, or supplement the terms, provisions, or policies set forth or referred to in this Supplement.

### COLLEGE OF ARTS AND SCIENCES

#### Academic Calendar | 2011-2012

##### FALL 2011

Wednesday, August 31	New and Johnston students arrive
August 31-September 4	New Student Week, all new students register
Sunday, September 4	Continuing students arrive
Monday, September 5	Continuing student check-in deadline for Fall 2011
Tuesday, September 6	Classes begin
Friday, September 9	Check-in deadline
Tuesday, September 20	Final day to add classes. Final day to submit individualized study contracts
Tuesday, September 27	Final day to submit Johnston regular course contracts
October 10-11	Study Days
Friday, October 14	Final day to drop classes. Final day to change grading options or unit value
October 24-November 18	Advising and registration period for Spring and May Term 2012
Friday, October 28	Final day to record a grade for Spring or Summer 2011 incomplete
November 23-25	Thanksgiving recess
Thursday, December 1	Publication deadline for departmental honors awards to be completed for Fall 2011 graduates
Monday, December 12	Last day of classes
Tuesday, December 13	Study day
December 14-17	Final exams
Sunday, December 18	Winter recess begins
Wednesday, December 21	Deadline for Fall 2011 grade submission: 12 noon
Friday, February 3	Final day to submit Johnston evaluations for Fall 2011

##### SPRING 2012

Sunday, January 8	All students arrive on campus
Monday, January 9	New students register; new student orientation
Tuesday, January 10	Classes begin
Friday, January 13	Check-in deadline
Tuesday, January 24	Final day to add a class. Final day to submit Individualized Study contracts
Tuesday, January 31	Final day to submit Johnston regular course contracts

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### College of Arts and Sciences

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Friday, February 10	Final day to drop a class. Final day to change grading options or unit value
Tuesday, March 2	Continuing students' deadline for 2012-2013 financial aid application (FAFSA) to be sent to processor
February 27-March 2	Spring break
Monday, March 5	Classes resume
Friday, March 9	Final day to record a grade for Fall 2011 Incomplete
March 12-March 30	Advising and registration period for Fall 2012
Monday, April 16	Last day of classes
Tuesday, April 17	Study day
April 18-21	Final exams
Wednesday, April 25	Deadline for Spring 2012 grade submission: 12 noon
April 23-27	Term Break
Friday, June 1	Final day to submit Johnston evaluations for Spring 2012

### MAY TERM 2012

Sunday, April 29	All students arrive on campus
Monday, April 30	Classes begin
Tuesday, May 1	Final day to add a class. Final day to submit Individualized Study contracts for May Term. Publication deadline for departmental honors awards to be completed for Spring 2012 graduates
Wednesday, May 2	Final day to submit Johnston regular course contracts
Thursday, May 3	Final day to drop classes. Final day to change grading options or unit value
Wednesday, May 23	Last day of classes
Thursday, May 24	Final exams
Friday, May 25	Baccalaureate- 5:00 pm
Saturday, May 26	Commencement- 9:00 am
Tuesday, May 29	Deadline for May Term 2012 grade submission: 12 noon
Monday, June 25	Final day to submit Johnston evals for May Term 2012

## GRADUATION REQUIREMENTS

### Writing Across the Curriculum (WA, WB)

*Replace the wording on pages 58-59 of the catalog with the following:*

Writing is both a powerful learning tool and an important means for expressing thought. Students will advance their competence in written reasoning and communication by completing 1) lower-division writing-intensive courses(s) as per placement explained below (WA) and 2) an upper-division writing-intensive course in the junior or senior year that concentrates on forms of writing appropriate to the major (WB).

Students completing the WA will demonstrate:

- the ability to write critical essays that develop reasoned positions;
- the ability to respond to and incorporate the work of other writers into their essays, using proper source citation and avoiding plagiarism.

Students completing the WB will demonstrate:

- the ability to write thoughtfully in the genre appropriate to a specific discipline;
- an awareness of conventions for written reasoning and communication within a specific discipline;
- the ability to revise their critical writing so as to communicate effectively with a specific disciplinary audience.

**Lower-Division Writing Requirement:** For purposes of the lower-division (WA) writing requirement, entering **first-year students** will be placed in accordance with the following:

- 1) Students who have received the score of 4 or 5 on the test for Advanced Placement in English language/composition have satisfied the lower-division (WA) writing requirement.
- 2) Students who have received the score of 3 on the test for Advanced Placement in English language/composition and who have scored below 580 on either the SAT Verbal or SAT Writing tests, or below 26 on either the ACT English or ACT Writing tests, will be placed in English 101, a 1-credit tutorial in writing to complete their lower-division writing requirement.
- 3) Students who score 530 or above on both the SAT Verbal and SAT Writing tests, or who score 23 or above on both the ACT English and ACT Writing tests satisfy their lower-division writing requirement by taking any class labeled WA in the current schedule of classes.
- 4) Students who score below 530 on either the SAT Verbal or the SAT Writing tests, or below 23 on either the ACT English or the ACT Writing tests, and who don't fall into category #5, immediately below, must complete English 102, Critical Thinking and Writing. They must also complete an additional 3- or 4- unit class labeled WA in the current schedule of classes. Finally, they must pass the Writing Proficiency exam in order to complete their lower-division writing requirement.
- 5) Students who score below 470 on either the SAT Verbal or SAT Writing tests, or below 18 on either the ACT English or ACT Writing tests must complete English 100, Expository Writing, followed by English 102, Critical Thinking and Writing. Finally, they must pass the Writing Proficiency exam to complete their lower-division writing requirement.

**The Writing Proficiency Exam:** The Writing Proficiency Exam is given as a final exam in English 101, 102, and 301. Any student placed into any of these courses must pass the Writing Proficiency Exam before graduation. Students may also take this exam to challenge their placement in English 101, 102, or 301. If they take the Writing Proficiency Exam to challenge their placement, and they pass that exam, they are not required to complete English 101, 102, or 301. The exam does not affect any other course requirements.

For purposes of the lower-division (WA) writing requirement, **entering transfer students** will be placed in accordance with the following:

- 1) Students who have transfer credit in English composition and who score 530 or above on both the SAT Verbal and SAT Writing tests, or who score 23 or above on both the ACT English and ACT Writing tests, have satisfied the lower-division (WA) writing requirement.

- 2) Students who have transfer credit in English composition and whose SAT Verbal or Writing scores are below 530, or whose ACT English or Writing scores are below 23, must complete their lower-division writing requirement by taking English 101/301, a one-unit tutorial in writing.
- 3) Transfer students who do not have transfer credit in English composition will be placed as though they were entering first-year students, with a single exception: transfer students with sophomore standing or above, whose scores place them in category #4, above, fulfill their lower-division writing requirement by completing English 102, Critical Thinking and Writing, and by passing the Writing Proficiency exam.

The Writing Proficiency Exam: The Writing Proficiency Exam is given as a final exam in English 101, 102, and 301. Any student placed into any of these courses must pass the Writing Proficiency Exam before graduation. Students may also take this exam to challenge their placement in English 101, 102, or 301. If they take the Writing Proficiency Exam to challenge their placement, and they pass that exam, they are not required to complete English 101, 102, or 301. The exam does not affect any other course requirements.

**Upper-Division Writing Requirement:** All students complete the upper-division (WB) writing requirement by completing a course labeled WB in the current schedule of classes, concentrating on forms of writing appropriate to the major in which it is offered, after attaining junior standing.

## **Community Service**

*The following is required in addition to other requirements listed on pages 55 to 59:*

All students are required to successfully complete an approved community service learning activity. Activities typically consist of service outreach at a nonprofit agency, hospital, or school. Students gain a greater understanding of problems faced by individuals and communities through meaningful participation in, and reflection on, efforts to help address such challenges.

Students may undertake their required community service activity during any semester, May Term, or summer; may do so while in residence at Redlands or at approved locations outside Redlands (e.g., one's hometown); may fulfill the requirement through faculty-taught courses that emphasize active learning through service (generally, permission to enroll is required), through CSAC 360 special topics courses, or through courses cross-listed with Community Service Learning. Students should check-in the online Schedule of Classes for available opportunities.

Students completing the CSAC requirement during May Term should be alert to the program announcements published by the Office of Community Service Learning each Spring semester. May Term CSAC information sessions are offered several times during the Spring semester. All CSAC preparatory information is discussed at these sessions, along with information regarding faculty-taught service-learning courses. Students fulfilling CSAC during summer should be aware that preparatory work must be completed during Spring semester or May Term prior to a summer CSAC placement. Registration for those completing service over the summer takes place the following Fall. (Overload fees may apply in some instances.)

## FINANCIAL AID

### Federal Pell Grant

Ranges from \$555 to \$5,550

### Academic Competitiveness Grant (ACG) and National Smart Grant

Starting with Fall, 2011, Academic Competitiveness Grant and Smart Grant are no longer available.

### Cal Grant B Access Grant

Additional information:

It is the policy of the University of Redlands to directly apply financial aid and/or scholarship funds to current year tuition, fees, residence hall charges, and other institutional expenses before releasing funds to students. A student may request that their Cal Grant B Access Grant be disbursed directly to them. This request can be made at any time; however, if the grant has already been disbursed, the request would affect only future payments. The request may be made, in person, to the Student Accounts office.

### Institutional Loans

Starting with Fall 2010, University of Redlands No Interest Loan is no longer available.

### Redlands Loan

This 5 percent interest loan is available to graduates of California high schools and California community college transfer students, and is packaged according to the University's packaging policy. Funding is limited. Repayment begins six months after a student is no longer registered as an undergraduate student at the University of Redlands.

Note: The Federal Family Educational Loan Program (FFELP) has been replaced by Direct Lending as of July 1, 2010.

### Federal Direct Student Loan

Federal Direct Student Loans are either subsidized or unsubsidized based on financial need, which is evaluated using the data reported on the FAFSA. With a subsidized loan, the federal government pays the interest on the loan until the student begins repayment, usually six months after enrollment as well as during authorized periods of deferment. For unsubsidized loans, students are charged interest from the time the loan is disbursed until it is paid in full. Borrowers may choose to pay the interest while they are in school, or to defer the interest until they are in repayment. Any accrued interest will be capitalized and added to the principal amount of the loan at repayment, increasing the amount that must be repaid. If students choose to pay the interest as it accumulates, the long term cost of the loan will be less. Repayment on Federal Direct Student Loans begins six months after a student graduates, withdraws, leaves school, or drops below half-time. Interest rates on Federal Direct Loans are fixed. For undergraduate students, subsidized loans disbursed on or after July 1, 2011 will have an interest rate of 3.4 percent. Unsubsidized loans have a rate of 6.8 percent. Subsidized and unsubsidized Federal Direct Loans are subject to a 1 percent federal origination

fee, with 0.5 percent of the fee immediately refunded back to you in the form of an interest rebate. The net effect of this rebate is that you will receive the loan amount requested less 0.5 percent. To keep the interest rebate, you must make your first twelve required monthly payments on time when your loan enters repayment. If you do not make all twelve payments on time, the rebate amount will be added back to your loan principal. Visit [www.redlands.edu/direct.asp](http://www.redlands.edu/direct.asp) for more information.

### Loan Limits

The maximum loan amount for which a student may receive in the Federal Direct Student Loan Program (subsidized and/or unsubsidized) is determined by the student's grade level. The following maximums apply to all students.

Freshman \$5,500 (\$3,500 subsidized)

Sophomore \$6,500 (\$4,500 subsidized)

Junior \$7,500 (\$5,500 subsidized)

Senior \$7,500 (\$5,500 subsidized)

Graduate Students \$20,500 (\$8,500 subsidized)

Maximum aggregate loan amounts are \$31,000 for dependent undergraduate student and \$57,500 for an independent undergraduate student (or a dependent undergraduate student whose parents do not qualify for the Direct PLUS loan).

### Federal Direct Parent PLUS Loan for Undergraduate Students

This loan is available to creditworthy parents of undergraduate students, regardless of income. This loan program allows parents to borrow the difference between the cost of education and the financial assistance the student is scheduled to receive. The interest rate is fixed at 7.9 percent. When borrowing through this loan program, please remember that the federal government will deduct 2.5 percent in fees before funds are disbursed to the University. For example, if you need to receive a \$5,000 credit on your student account for the year, you should plan to borrow \$5,128 to cover loan fees. Further, we always recommend that the amount you request be for the entire year. A student and/or parent may request additional information from the Office of Financial Aid or online at [www.redlands.edu/plus.asp](http://www.redlands.edu/plus.asp)

### Need-Based Awards

University Grant is awarded to qualified undergraduates who meet all filing deadlines. Awards are based on financial need, academic standing, and availability of funds. They are made possible, in part, through gifts to the university. The Office of Advancement Services coordinates donor relations and you may be asked to write a letter of thanks to the donor and/or participate in donor recognition activities. University grants go toward tuition expenses only.

## TUITION AND FEES

This section of this Supplement is wholly entered, whether or not the information represents changes. Therefore, it replaces the corresponding 2009-11 Catalog section.

The following schedules list the principal expenses and regulations concerning the payment of fees for the 2011-2012 academic year (Fall and Spring semesters and May Term session). Fees and course offerings for summer programs are covered in separate publications. (For all matters not covered specifically in other publications, this Catalog will apply.) Expenses are subject to change. When such changes are made, notice will be given as far in advance as possible.

### Definitions

#### Undergraduate

**Full Year** is Fall/Spring/May Term or Fall/Spring and includes 24-38 academic credits.

**Half Year** is Fall only, Fall/May Term, Spring only, or Spring/May Term.

**Full-time** tuition is charged for 9 or more credits per semester.

**Part-time** tuition is charged for 1-8 credits per semester.

#### Graduate

Graduate program tuition is charged on a per-credit basis.

**Full Year** is Fall/Spring/May Term or Fall/Spring.

**Half year** is Fall only, Fall/May Term, Spring only, or Spring/May Term.

#### Graduate Assistantships

Graduate assistantships are available. Contact appropriate departments for application and award information.

### Tuition, Fees & Expenses

*Numbers in columns indicate dollar amounts.*

#### Undergraduate Tuition

Full Year . . . . . \$ 37,002

Half Year. . . . . 18,501

May Term only, per credit . . . . . 1,156

#### Special Status Undergraduate

Part-time tuition, per credit . . . . . \$1,156

Individualized Study, per credit . . . . . 1,156

#### Undergraduate Auditing, per credit

Degree candidates . . . . . \$1,156

Non-degree students . . . . . 225

High school students. . . . . 120

### Graduate Tuition

#### Music and Communicative Disorders

Per credit . . . . . \$804

#### Graduate Individualized Study

Per credit . . . . . \$804

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**Graduate Auditing, per credit**

Degree candidates . . . . .	\$804
Non-degree students . . . . .	225

**M.S. in Geographic Information Systems**

Per program . . . . .	\$40,281
Per credit . . . . .	888

**Residence Hall Fees**

<b>Room</b>	<b>Half Year</b>	<b>Full Year</b>
Double room . . . . .	\$ 3,084 . . . . .	\$6,168
Single room, double size . . . . .	4,777 . . . . .	9,554
Single room, single size . . . . .	3,905 . . . . .	7,810
Triple room . . . . .	2,540 . . . . .	5,080
Quad Room . . . . .	2,036 . . . . .	4,072
Brockton Apartments. . . . .	3,905 . . . . .	7,810

**Board**

<b>(Meal Plan)</b>	<b>Fall</b>	<b>Spring</b>	<b>Total</b>
Plan A . . . . .	\$ 2,476 . . . . .	\$ 2,476 . . . . .	\$ 4,952
Plan B . . . . .	2,519 . . . . .	2,519 . . . . .	5,038
Plan C . . . . .	2,593 . . . . .	2,593 . . . . .	5,186
Plan D * . . . . .	1,318 . . . . .	1,318 . . . . .	2,636
Plan E . . . . .	2,699 . . . . .	2,699 . . . . .	5,398
Plan F * . . . . .	1,318 . . . . .	1,318 . . . . .	2,636
No meal plan** (Dining Facility Fee). . . . .	506 . . . . .	506 . . . . .	1,012

\*Available only to residents of University-owned alternative housing (the Brockton Apartments, Honor Houses), or to students who live off campus.

\*\*Students who live on campus (residence halls) and obtain permission to cancel their subscriptions to a meal plan, regardless of the reason, are charged \$1,012 (\$506 per semester).

Students are required to stay on the same plan for the entire semester.

The board fee covers food costs for students during the entire period school is in session, excluding scheduled vacation periods (Thanksgiving, Winter recess, Spring recess, and semester breaks).

**Graduate MSGIS Central Apartment**

**Monthly Rent Rates**

Double-Large . . . . .	\$780
Double-Small . . . . .	727
Family-Large . . . . .	1,379
Family-Small . . . . .	1,284
Single-Large . . . . .	1,082
Single-Small. . . . .	1,028

**Housing Cancellation:** Continuing students may cancel acceptance of room and board contracts without penalty if written notification is received in the Office of Student Life by August 1. After that date, the penalty is charged to continuing students who do not honor a signed room and board contract.

Late cancellation fee- room and board contract . . . \$200



## Other Special Costs

**Accident and Sickness Insurance** . . . . . \$776  
(optional for Domestic Students), per year

**Admissions Deposit** . . . . . \$350

Each Arts and Sciences student admitted to the University must pay a \$350 admissions deposit. For students who enroll, the deposit is credited toward the student's entering semester tuition. For students who do not enroll, the admissions deposit is not refundable.

### Application Fee (not refundable)

Computerized . . . . . \$35  
Non-computerized . . . . . 45

### Associated Students Fees

*Collected by the University to support ASUR and its sponsorship of various activities.*

Undergraduate, per year . . . . . \$300  
Part-time undergraduate, per year. . . . . 100  
Special status, per year . . . . . 100  
Full-time graduate, per semester . . . . . 74  
Part-time graduate, per semester . . . . . 54  
MSGIS graduate, per semester . . . . . 54  
Visiting student for May Term . . . . . 56  
International Off-Campus Programs,  
per semester . . . . . 46  
Salzburg semester. . . . . 150

**Austria Visa Fee- Salzburg program** . . . . . 150

**Replacement Diploma Fee** . . . . . \$50

### Examination for Credit

In Lieu of class work, per credit . . . . . \$295  
Available only to full-time students who have not previously audited or attended the course.

**Excess Credits Fee, per credit.** . . . . . \$1,156

**Field Trips.** . . . . . actual cost per student

**Late Check-in Fee** . . . . . \$100  
For checking in after the approved deadline

**Late Change of Program (add/drop) Processing Fee**  
During the semester . . . . . \$ 40  
After close of semester . . . . . 90

*If granted permission by the Academic Review Board to change program after normal add or drop deadline.*

**Late Payment Fee, per occurrence** . . . . . \$250  
*For bills not paid by the payment due date of each semester.*

**Late Immunization Fee** . . . . . \$250  
*For immunization documents turned in after the approved deadline.*

**Matriculation Fee (not refundable)** . . . . . \$150  
*Encompasses costs incurred by the University for maintenance of students' permanent records.*

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#### Reader's Fee

Per course . . . . . \$385

*Assessed to students who make up "incomplete" work after the deadline and after leaving the institution.*

*Approval to complete such work must be secured from the Registrar's office.*

Replacement ID Fee . . . . . \$10

Thesis Fee—Graduate Program . . . . . \$50

#### Transcripts

Transcripts of Records, each copy . . . . . \$5

Johnston Center Transcript, each copy . . . . . 8

#### Music Fees

*Unless stated otherwise, these are charged in addition to tuition and apply to all students. Music fees are not refundable after the second week of classes.*

Group Lessons, per credit . . . . . \$155

Private Lessons\*, per credit . . . . . 225

Class Lessons, per class

Full-time students . . . . . no extra cost

Part-time and non-degree students . . . . . 155

\*Music majors are eligible for a waiver of this fee if they meet specific criteria. All students who register for a major conducted ensemble are eligible for a reduced fee. See "Waiver or Reduction of Private Lesson Fees" below. Appropriate conducted ensembles are: MUSI 111 University Choir, MUSI 112 Chapel Singers, MUSI 114 Madrigals, MUSI 138-02 Concert Band, MUSI 131 University of Redlands Symphony Orchestra, and MUSI 138 Wind Ensemble.

#### Waiver or Reduction of Private Lesson Fees

Students required by their program curriculum to register for private lessons will have private lesson fees waived for the minimum number of credits required in their respective majors, regardless of the distribution of these credits among various instruments or in voice. Credits for private instruction earned at other universities will be counted in determining this minimum number. Students will be charged the private lesson fee for any instruction beyond the minimum number of credits. Music majors in the bachelor of arts program may waive a maximum of 8 credits of private lesson fees.

To qualify for waiver of private lesson fees, students must meet all of the following requirements:

- a. Be registered full-time;
- b. Be registered for or have completed MUS 10, 101, 102, 103, 104, 105, 106, 107, 108 (MUS 103, 104, 107, and 108 are not required for bachelor of arts majors);
- c. Be declared and approved as a music major;
- d. Be advised by a member of the music faculty; and
- e. Be registered for a course of study that will permit graduation within nine semesters. Semesters of eligibility for transfer students will be pro-rated.

Full-time students who concurrently enroll for credit in, and successfully complete, MUSI 111, 112, 113, 114, 130, 131, 136, or 138 are eligible for a special private lesson fee of \$70 per credit; the minimum enrollment per semester is 1 credit.

## Methods of Payment

All charges must be paid in full or application must be made to the University's approved tuition installment plan (TuitionPay)\* prior to the tuition due date. All remittances should be made payable to the University of Redlands.

Students with a past due balance on their University account are subject to dismissal from the University. The University will not release transcripts or a diploma until the past due balance is paid in full.

Students will not be permitted to pre-register for the next term until the past due balance is paid in full.

If the University is required to use third-party collections (i.e., collection agency or attorney) to collect the student account balance due, any future registration may require payment in advance.

For information regarding student and parent loan programs, please refer to the appropriate category in the Financial Aid section of this Catalog.

\*For information regarding the tuition installment plan (TuitionPay), please contact the Student Accounts office.

## Policy on Refunds

Refund policies at the University of Redlands are established in compliance with the 2008 amendments to the Higher Education Act of 1965. The University has adopted the federal refund policy guidelines as its institutional policy. Refund policies are subject to change at any time, according to federal and state regulations. When such changes are made, notice will be given as far in advance as possible. To obtain a refund please contact the Student Accounts office.

Refunds are determined from the date of official withdrawal or approved leave of absence. Students who withdraw unofficially or at the request of the University are not entitled to refunds for the current semester.

Students receiving federal Title IV financial aid funding may be eligible for a refund according to the federal refund guidelines. Federal regulations stipulate the allocation of refunds representing federal aid and repayment requirements for students receiving cash disbursements of federal aid.

## Official Withdrawal

A withdrawal is considered official for all students when written notice has been provided to the College of Arts and Sciences Office of Student Life. Written withdrawal or leave of absence notification is required to state the intention of the student to discontinue the course(s) in which he or she is registered and their last date of attendance. The withdrawal will be considered effective as of the date the student gives official notification of intent to withdraw. If a student fails to withdraw officially, the applicable date will become the mid-point of the term, unless the University can document a later date. In certain circumstances, if a later date of last academic activity is substantiated, this date can be used in lieu of the midpoint of the term.

## Returning Students

Students re-enrolling after withdrawal from the University will be charged current rates and fees based on the start date of new registration.

### **Allocation of Federal Portion of Refunds after Withdrawal**

If a refund is available under federally mandated refund policy guidelines, students will not receive refunds until all funds representing financial aid awards have been returned to the respective financial aid programs as required by federal regulations. The federal portion of the refund will be allocated in the following order:

1. Federal Direct Student Loan
2. Federal Perkins Loan
3. Federal Direct PLUS Loan (includes Grad Direct PLUS)
4. Federal Pell Grant
5. Federal SEOG
6. Federal Teach Grant
7. Other Title IV Assistance

### **Repayment Policy**

Some students receive financial aid beyond the cost of tuition and fees. In those cases, a student may have requested and received a credit balance refund from their student account. If a student withdraws completely or is disqualified, the student will be expected to repay the calculated refund using the federally mandated refund policy guidelines. Failure to repay funds could cause suspension from future participation in any federal financial aid programs.

### **Other Fees**

Refunds of other fees will be made according to applicable University policies.

### **Temporary Absence**

No refunds will be made for students who remain away for part of a semester without officially completing the withdrawal or leave of absence process. No refunds will be made in cases of disciplinary suspension.

## PROGRAMS OF STUDY AND COURSE CHANGES OR CORRECTIONS

### Art

*For students matriculating Fall 2009 and 2010, following is a correction to the major requirements in the catalog:*

In addition to the Studio Art Major Foundation Courses listed on page 85 of the catalog, also required are two Art History courses that relate to the student's selected area of concentration, and ART 430.

*For students matriculating Fall 2011, the art major requirements are as following:*

#### **Studio Foundation:**

- Art 131 Drawing
- Art 132 2-D Design
- Art 145 Introduction to Sculpture
- Art 235 Intro to Photography
- Two Art History Courses: ARTH 102 Introduction to Art History and ARTH 103 Introduction to Modern Art

#### **Capstone:**

- Art 430 Advanced Studio Workshop
- Art 495 Senior Project

#### **Concentration – choose one of the following:**

##### **Ceramics/Sculpture:**

- Art 140 Intro to Ceramics
- Art 240 Intermediate Ceramics or Art 347 Intermediate Sculpture

##### **Drawing/Painting:**

- Art 283 Painting
- Art (new course) Intermediate Drawing
- Art 333 Intermediate Painting

##### **Graphic Design:**

- Art 252 Intro to Graphic Design
- Art 150 Book Art or Art 251 Typography
- Art 352 Intermediate Graphic Design

##### **Photography:**

- Art 338 Darkroom Photography
- Art 336 Intermediate Photography Capstone

#### *New Courses:*

#### **Art 155 Introduction to Printmaking (4)**

This course is an introduction to the basic strategies and techniques of lithographic, intaglio, serigraphic and relief processes. Emphasis is on development of imagery and introductory understanding and command of print processes. Completed editions will be discussed during group critiques. Prerequisite: Art 131 or 132 or 145 or 235.

#### **ART 235 Introduction to Photography (4)**

Using a digital camera, students produce original work in response to a series of lectures, assignments, and bi-weekly critiques. A range of tools including color correction, selections, layers and inkjet printing are addressed. Students will complete an integrative final project. Prerequisites: ART 131 or 132 or 145.

**Art 331 Intermediate Drawing (4)**

Continues to explore perception and form as it pertains to representation and abstraction with special attention to the human figure. Exercises and projects are initially dependent upon observed reality and will eventually lead to more concept driven assignments. This course will address form, space, light and surface concepts, compositional and structural problems, and the drawing medium as a vehicle for personal expression. Art 331 requires the development of strategies for problem solving, experimentation, and expanded notions of drawing. Prerequisites: Art 131, 132, 145, and 235. May be repeated for degree credit with permission.

**ART 338 Darkroom Photography (4)**

Photographic processes using a film camera and a wet lab. Original work is produced and discussed in biweekly critiques. A range of tools, including correction with filters, burning, dodging, film processing, editing and sequencing are addressed. Students will complete a culminating body of work. Prerequisites: Declaration of major and one photography course.

**ART 430 Advanced Studio Workshop (4)**

This course is the first part of the two part capstone course emphasizing advanced work in the major concentration. Students will refine their technique, work toward developing an individual body of work and create a portfolio of work. Prerequisites: Art Foundation and Intermediate course in respective concentration.

*Course revisions:*

**ART 235 Introduction to Photography (number change, from 135, title, and description)**

Using a digital camera, students produce original work in response to a series of lectures, assignments, and bi-weekly critiques. A range of tools including color correction, selections, layers and inkjet printing are addressed. Students will complete an integrative final project. Prerequisite: Art 131 or 132 or 145

**ART 240 Intermediate Ceramics (change in description and prerequisites)**

Expands on the techniques taught in Art 140. Areas of focus include kiln firing, wheel throwing and hand building, glaze experimentation and over views of pottery by contemporary artists and ancient societies. Prerequisites: Art 140 and Art 131 or 132 or permission of instructor.

**Art 249 Sculpture: Metal Casting (change in description and prerequisites)**

Various mold-making techniques taught and work will be cast in bronze. Intermediate level sculpture focusing on modeling with materials such as clay, plaster. Emphasis on formal and conceptual development of personal expression. Students will study work of contemporary sculptors. Prerequisites: Art 145 and Art 131 or 132 or permission of instructor.

**Art 250 Life Drawing (change in frequency of offering)**

Offered as needed

**Art 251 Typography (change of prerequisites)**

Prerequisites: ART 131 or 132 or 145 or 235.

**Art 252 Intro to Graphic Design (change of prerequisites)**

Prerequisites: Art 131 or 132 or 145 or 235

**ART 255 Printmaking: Number change, from 155.**

Frequency of offering, to: as needed. Prerequisites: : ART 131 or 132 or 145 or 235 and ART 155.

**ART 257 Printmaking: Lithography (number change, from 152; prerequisite and frequency of offering change)**

Prerequisites: ART 131 or 132 or 145 or 235 and ART 155. Offered as needed.

**ART 258 Printmaking: Relief (number change, from 153; prerequisite and frequency of offering change)**

Prerequisites: Art 131 or 132 or 145 or 235 and Art 155. Offered as needed.

**ART 259 Printmaking: Serigraphy (number change from 154; prerequisite and frequency of offering change)**

Prerequisites: Art 131 or 132 or 145 or 235 and Art 155; Offered as needed.

**Art 333 Intermediate Painting (change of prerequisites)**

Prerequisites: Art 131, 132, 145, 233, and 235

**Art 339 Intermediate Photography (number, changed from 336, description, and prerequisites )**

This class focuses on the production of work using digital or darkroom photography. Lectures, readings, discussions, and critiques. Designed specifically for students to produce high volumes of work. Focus on individual student's process, artist statements, portfolios and the completion of a fully realized concept. Prerequisite: Art 131, 132, 145, 235, and 338.

**Art 347 Intermediate Sculpture (change in description and prerequisites)**

Students work with combinations of materials, exploring their physical properties and cultural significance. Emphasis on personal expression through form and content. Prerequisite: Art 145 or permission of instructor.

**Art 352 Intermediate Graphic Design (change in prerequisites)**

Prerequisites: Art 131, 132, 145, 235, and 252

**Art 430 Advanced Studio Workshop(change in prerequisites)**

Prerequisites: Art 131, 132, 145, 235, and 331 or 333 or 339 or 352

*Deleted courses:*

ART 118, 158, 337, 433, 435, 447, 450, 455.

## **Art History**

Beginning Fall 2011, Art History is offered as a minor only. Students matriculating Fall 2009 and 2010 may continue to major in Art History, using the corrected major requirements below (replacing what is listed on page 91 of the catalog).

For the Art History minor, students matriculating Fall 2009 and 2010 will follow the minor requirements listed on page 91 of the catalog, with the correction below.

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#### *Art History major requirements, effective Fall 2009:*

The following are the correct requirements to replace what is on page 91:

44 credits:

- ARTH 101 Introduction to Visual Cultural Studies (4)
- Three Art History courses at the 200-level (9-12)
- Four Art History courses at the 300-level (12-16)
- ARTH 311 Theories of Visual Media (4)
- ARTH 497 Senior Research Project (4)
- Two courses in Studio Art (6-8)

#### *Art History minor requirements, effective Fall 2010:*

Art History 101 or 102 is required rather than Art History 100.

#### *Art History minor requirements, effective Fall 2011:*

- ARTH 102 (or 103 by permission)
- Two Art History courses at the 200 level
- Two Art History courses at the 300 level
- One studio art class

### **Cross-listed Courses**

Descriptions of these courses can be found in the catalog listings for the relevant department. Check these also for prerequisites, if any. These courses concentrate entirely or significantly on issues pertaining to art and visual culture. They may be counted automatically toward the minor.

REST 240 Chicana/o Art

THA 125 Stage Design Fundamentals (satisfies studio art requirement)

VMS 301 Theories of Media and Visual Culture

#### *Course revisions:*

**ARTH 101 becomes VMS 101** – See Visual & Media Studies section in this supplement

**ARTH 264 Special Topics in Art History, ARTH 324 Art and Identity (Topics):**  
Prerequisite removed.

**ARTH 311 becomes VMS 301** – See Visual & Media Studies section in this supplement

#### **ARTH 497 Senior Research Project-**

First sentence of description should read: Student pursue a substantial independent research project.

#### *New courses:*

#### **ARTH 102 Introduction to Art History (4)**

This course introduces basic skills for viewing, analyzing, and writing about art. It outlines the materials and techniques of art making, and sketches some of the ways in which social forces shape art. Students will learn how to conduct a formal analysis of an art object and research its context.



### **ARTH 103 Introduction to Modern Art (4)**

This course provides the student with a foundational knowledge of modernist art of the nineteenth and earlier twentieth centuries, including painting, sculpture, architecture, graphic design, and photography. It develops and extends material covered in ARTH 100, but also offers a self-contained introduction to formal and contextual analysis of art.

#### *Course deletions:*

ARTH 201, 326

## **Asian Studies**

#### *New courses:*

### **AST 213 Food in Chinese Culture (4)**

This course is an interdisciplinary study of food in Chinese culture. In this course we will explore the diverse roles food plays in history, material culture, medicine, art and social life in China. We will also study how issues associated with food have influenced the development of Chinese culture.

### **AST 240 Popular Culture of Japan (4)**

This course examines contemporary Japanese popular culture to better understand Japanese social practice, values, and conceptualization of human relationships and the meaning of life. The topics examined include mass media, food and sports using Anime, manga, contemporary films, magazines and advertisements.

### **AST 331 Urban Experience and Modern Japanese Literature (4)**

Examines the way in which the urban space itself participates in the story-telling process. An exercise in a sophisticated, alternative reading practice grounded in historical and theoretical analysis. Political implication of urban modernity is also examined. Helps students critically analyze their own modes of reading.

### **AST 341 Figures of Resistance in Japanese Film (4)**

Designed to help students acquire intellectual skills to rigorously analyze films. Through close examination of select Japanese films, particularly around the theme of "resistance," the course helps students identify oppositional power relations, which may not appear obvious at first. No prior knowledge of Japanese language required.

## **Biology**

#### *New courses:*

### **BIOL 30 Principles of Biology Preparation (1)**

Preparation for Biology 131 for students without strong honors or AP courses in high school. Course includes both a discussion section for general chemistry as well as a preview of the material in principles of biology. Corequisite: CHEM 131.

### **BIOL 350 Plant Ecology (3)**

Interactions of plants with their environment at population, community, and ecosystem levels. Exploring plant communities in a selected region, considering land use history, discussing regional conservation and restoration challenges, and learning methods of plant ecology fieldwork. Fieldwork-intensive, with observations complementing lecture and discussion. Two hours lecture, four hours fieldwork. Prerequisite: BIOL 133 or EVST 100.

## Business Administration

*Global Business major requirements change, effective Fall 2010:*

MATH 121 Calculus I is required under prerequisite courses.

## Chemistry

*Course revisions:*

**CHEM 102:** Title change: Introduction to Chemistry of the Environment. Credits changed to 4 credits.

CHEM 106 Topics in Science and Society, CHEM 108 The Science of Drugs, CHEM 332 Physical Chemistry II, CHEM 345 Advanced Biochemistry, CHEM 425, Advanced Biochemistry, CHEM 445 Advanced Inorganic Chemistry. Change: Credits change: credits changed from 3 to 4

## Communicative Disorders

*Master of Science requirements change/corrections:*

Credits required for the degree: 51 graduate credits.

**Required courses:**

CDIS 615	Neuropathologies of Speech, Language, and Cognition
CDIS 616	Neuropathologies of Swallowing
CDIS 620	Seminar in CDIS: Language Pathology -or-
CDIS 624	Educational Considerations
CDIS 623	Assessment of Language Disorders in Children
CDIS 627	Issues in Cultural and Linguistic Diversity
CDIS 629	Disorders of Fluency
CDIS 631	Disorders of Voice
CDIS 634	Theory & Practice in Clinical Eval.: Speech & Language Pathology
CDIS 647	Professional Methods
CDIS 652	Research and Experimental Design
CDIS 655	Advanced Aural Rehabilitation
CDIS 664	Seminar in CDIS: Medical SLP/Cleft Palate
CDIS 664	Seminar in CDIS: Autism Spectrum Disorders
CDIS 683	Hospital Externship
CDIS 685	Student Teaching (school externship)

**Specialty Clinics: Enrollment in 6 clinics (1 credit each) required:**

CDIS 640	Adult Neurogenic Disorders
CDIS 641	Child Speech Disorders
CDIS 642	Autism Spectrum Disorders
CDIS 643	School-Age Language Disorders
CDIS 644	Early Language Disorders
CDIS 645	Fluency Disorders
CDIS 648	Aural Rehabilitation
CDIS 646	Disorders of Voice (optional extra clinic)

*Course revisions:*

Change: Credit changed to 1: CDIS 640 Adult Neurogenic Clinic, CDIS 641 Childhood Speech Sound Disorders Clinic, CDIS 642 Autism Spectrum Disorders Clinic, CDIS 643 School-Aged Language Disorders Clinic, CDIS 644 Early Language Clinic, CDIS 645 Fluency Disorders Clinic, CDIS 646 Voice Disorders Clinic, CDIS 648 Aural Rehabilitation Clinic.

## Computer Science

Beginning Fall 2010, Computer Science offered as a minor only. Students currently enrolled in the Computer Science major will be able to complete their program. Please contact the department for further details.

## English: Writing and Literature

### Advanced Placement in English

*Replace the wording on page 148 of the catalog with the following:*

Students who score three, four, or five on the test for Advanced Placement in English Language/Composition will receive 4 credits for ENGL 102. (See Graduation Requirements, Writing Across the Curriculum, for information concerning the effect of these scores on writing placement.)

Students with AP scores of four or five are also exempt from the Writing Proficiency Exam. All students complete the Liberal Arts Foundation requirement in writing by taking any course labeled WB in the Schedule of Classes after they attain junior standing.

Students who score three, four, or five on the test for Advanced Placement in English Literature/Composition will receive 4 credits for ENGL 112 and thereby satisfy the Humanities Literature (HL) portion of the Liberal Arts Foundation requirements.

*Course revisions:*

### ENGL 102 Critical Thinking and Writing

Description change: Add the following to catalog description: Restricted grading option: students must earn a grade of 2.0 to receive credit.

**ENGL 202: Texts and Contexts- prerequisite changed to: ENGL 201.**

## Environmental Studies

*Major requirements correction:*

Under Core Requirements, Environmental Assessment and Problem Solving, EVST 231 should read: MATH 231.

## German

*Changes to the major:*

The major requires a minimum of 35 credits and now consists of:

- GERM 201, 201 (8 credits)
- GERM 301, 302 (8 credits)
- Three courses numbered GERM 400 or higher (excluding 490 and 495) on campus and/or courses from approved off-campus study centers. One of these courses must be an approved literature course taken during the study abroad semester in Germany or Austria, and one must be either GERM 401 or 402. (12 credits)
- One course in Art History, Economics, Government, History, or Philosophy chosen in consultation with the faculty of the German program. Coursework must reflect a German studies component. (4 credits)
- Successful completion (equivalent of 2.0 or higher) or GRMN 395, GRMN 490, and GRMN 495. (3 credits)
- One or two semesters at an approved program in Germany or Austria with two courses per semester applied toward the major.

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- Successful completion (equivalent of 2.0 or higher) of GERM 390 (0 credits)

#### *Changes to the minor:*

The minor requires a minimum of 28 credits and now consists of:

- GRMN 2012, 202 Second-year German. (8 credits)
- GRMN 301, 302 Third-year German. (8 credits)
- Three courses numbered GERM 400 or higher (excluding 490) on campus and/or courses from approved off-campus study centers. One of these courses must be either an approved literature course taken during the study abroad semester in Germany or Austria or GERM 401 or 402 (12 credits).
- One or two semesters at approved program in Germany or Austria with two courses per semester applied toward the minor.
- Successful completion (equivalent of 2.0 or higher) of GERM 490. (0 credit)

#### *Course revisions:*

#### **GERM 401 title change: Survey of Older German Literature to 1750**

Description change: Survey of German Literature with emphasis on literary movements and genres as related to historical events and cultural developments. Prerequisite: GERM 302

#### **GERM 490 title change: Senior Capstone, Part I**

Description change: Majors prepare for the Goethe Institute examinations and majors only give the oral *Referat* presentation of work done for GERM 395 that details the relationship between the practices, products, and perspectives of the culture studied. Required as detailed. Prerequisite: senior standing. CN only.

#### *New courses:*

#### **GERM 395 Capstone Preparation**

Taken during approved semester abroad. Investigates the relationship between the practices, products, and perspectives of the culture studied. Specific course content to be approved by advisor prior to beginning of course. Required for German major. Prerequisite: permission only. CN only.

#### **GERM 402 Survey of Newer German Literature from 1750**

Survey of German literature with emphasis on literary movements and genres as related to historical events and cultural developments ca. 1750 to present. Prerequisite: GERM 302.

#### **GERM 390 Senior Capstone Part I**

Minors prepare for the Goethe Institute examinations and majors only give the oral *Referat* presentation of work done for GERM 395 that details the relationship between the practices, products, and perspectives of the culture studied. Required as detailed. Prerequisite: senior standing. CN only.

#### **GERM 495 Senior Capstone Part II**

Based on the required reading list, successful completion of this written exam demonstrates knowledge and understanding of various periods of German cultural history emphasizing representative literary works and authors and their significance. Required for German majors, not open to non-majors. Prerequisite: GERM 490. CN only.

#### *Course deletion:*

#### **GERM 125S**

## Government

*Major requirements changes, effective Fall 2010:*

- One course from GOVT 200-202
- One course listed under American Politics except GOVT 306 and GOVT 307
- One course listed under Comparative Politics and International Relations
- One course listed under Constitutional Law and Political Theory
- Advanced Seminars: two courses from GOVT 460-464
- Electives: 20 credits in Government

*Advanced Placement in Government changes:*

Students who receive a score of three or higher on the AP American Government examination will be given credit for GOVT 111, if they earn 2.0 or better in a 200-level or higher course in American politics. Students who receive a score of three or higher on the AP Comparative Politics examination will be given credit for GOVT 123, if they earn a 2.0 or better in a 200-level or higher course in comparative politics or international relations.

*Course revisions:*

Course number changes:

Old Course Number	New Course Number	Title
301	208	California Politics
303	209	Public Policy
310	212	Classical Political Thought
314	214	Modern Political Thought
320	220	Governments and Politics of Europe
322	224	Political Change
328	228	Comparative Politics
330	230	Latin American Politics and Development
344	245	International Organization and Law
350	250	American Foreign Policy
400	460	Advanced Seminar in American Politics
402	463	Advanced Seminar in Public Law
410	461	Advanced Seminar in Political Theory
420	462	Advanced Seminar in Comparative Politics
440	464	Advanced Seminar in International Relations
457	257	Policy Making in Washington, D. C., May Term

### **GOVT 257 Policy Making in Washington, D.C.**

Description change: Students spend the term in Washington DC meeting with alumni active in national politics. Half the term is devoted to domestic policy and half to foreign policy.

Advanced Seminars (GOVT 460-464) may be repeated for degree credit, given different seminar topics.

*New courses:*

### **GOVT 332 Politics of Japan and Korea (4)**

An introduction to the political systems of Japan, South Korea, and North Korea. Topics include political institutions, party systems, electoral politics of Japan and South Korea, social policy, political economy, foreign policy, and the broader role of

all three countries in East Asian regionalism. Prerequisite: GOVT 123 or permission.

**GOVT 356 Education Policy (4)**

Examination of the history and evolution of federal and state education policy. Review of research conducted by leading scholars, think tanks, and non-partisan government organizations on the effectiveness of education policy.

**Mathematics**

*Course correction:*

MATH 231 is no longer cross-listed with EVST 231.

**Music**

*Program requirements changes:*

**Bachelor of Music:**

**Basic Music Courses (all majors):**

**Elective requirement:**

This requirement now reads:

15-16 additional credits selected from music courses numbered above 100. Courses required for the student's specific degree may not count as electives.

\*One course must be outside the Western classical tradition.

Composition majors need only complete 4 to 5 credits to satisfy this requirement.

**Other requirements changes:**

MUS 238 is no longer a requirement for the BM Music Composition.

MUS 400 is no longer a requirement for the BM Music Performance and the BM Music Composition.

MUS 601 is no longer a requirement for the MM Composition, Conducting, Education, and Performance programs.

BM Music Education: MUS 312 Instrumental Music at the Pre-College Level and MUS 323 Choral Music at the Pre-College Level are required for the major. MUS 357 and MUS 358 are removed from the list of requirements.

*Course revisions:*

**MUS 101, MUS 105:** MUS 99 is no longer a prerequisite.

**MUS 600 title change: Graduate Studies in Music Scholarship and Analysis**

Description change: Readings in methodologies of musicology, music theory, and ethnomusicology. Includes a review of bibliographic methods for research in music leading to a formal paper.

*New courses:*

**MUS 233 American Music (4)**

An introduction to American musical culture, including important composers, genres, and styles. Emphasis also on important conductors, performers, and institutions, and technologies. Issues of identity, class, race, and ethnicity will be addressed in readings, discussions, and guided listening. For music majors and interested non-majors. Prerequisite: Ability to read music preferred.

### **DNCE 125 Modern Dance (4)**

Introduction to the basic fundamentals of modern dance technique and style through the development of muscular strength, coordination, balance, body alignment, endurance flexibility and strength.

*Course deletions:*

MUS 24 MUS 41, MUS 99, MUS 216/616, MUS 238, MUS 400, MUS 450, MUS 601, MUS 655, DNCE 123, DNCE 124.

## **Philosophy**

*Course revision:*

### **PHIL 140 title change: Animal Ethics and Service**

Description change: Study of animal ethics combined with service at local animal shelters and two weeks volunteering at Best Friends Animal Sanctuary in Kanab, Utah. Class time examines philosophical perspectives on animals' moral standing and issues such as using animals for food. Service includes cleaning kennels, feeding and watering, socializing, and exercising animals.

*New course:*

### **PHIL 257 Humans and Other Animals (4)**

An examination of humans' varied, contradictory attitudes and relationships with animals. Includes both empirical and ethical inquiries: specific topics include the nature of animal minds, theories of animal ethics, animals as food, animal experimentation, hunting and fishing, zoos and aquariums, and climate change effects on animals. Offered in alternate years.

## **Physical Education**

*New course:*

### **PE 330 Enhancing Athletic Performance (3-4)**

This 3-credit course is designed to provide a comprehensive overview of strength/conditioning. Emphasis placed on the exercise sciences (including anatomy, exercise physiology, and biomechanics) and nutrition, exercise technique, program design, organization and administration, testing and evaluation. Prepares for nationally accredited CSCS and CPT certification examinations. A fourth credit may be obtained by completing an additional internship. Prerequisite: PE 320.

## **Psychology**

*Major requirements correction:*

Under Intermediate Courses, PSYC 262 should read PSYC 252.

*Course revision:*

**PSYC 250 Statistical Methods- Prerequisite change: PSYC 100.**

*New courses:*

### **PSYC 450 Health Psychology (4)**

Provides an overview of the field of health psychology. We will cover the history of health psychology, the major theories of the field, and the methods of applying healthy psychology knowledge to promoting health and preventing diseases. We will be focusing on individual, social, cultural, and economic factors in health. Prerequisites: PSYC 100, 250, 300.

### **PSYC 452 Evolutionary Psychology Research (4)**

This course is designed to provide experience in conducting empirical research. This includes all the steps taken by graduate students/researchers including: reviewing the literature, writing and presenting a research proposal, completing a successful IRB application, data collection and analysis, and a formal written and oral presentation of the results. Prerequisites: PSYC 100, 250, 300.

## **Race and Ethnic Studies**

*New course:*

### **REST 245 Race and Science (4)**

This course examines the last 200 years of the scientific study of race in Western Europe and the United States. A historical approach is taken, though studies of contemporary issues will be examined with the unique perspective that the historical analysis allows.

## **Religious Studies**

*Course revisions:*

**REL 130 title change: Church History.**

### **REL 242 title and credits change: Hellenistic Greek (2)**

Description change: This course will explore Hellenistic Greek grammar and composition with emphasis on Koine vocabulary and syntax. Ancient pedagogical strategies will be used to introduce students to a range of Hellenistic, Jewish, Rabbinical, and Early Christian sources. The course will meet once a week for two consecutive semesters.

### **REL 293 title change: Healing and Wholeness; Exploring Psychology and Religion**

Description change: Explores the integration of psychology and religion as it relates to healing and wholeness. Involves three modes of learning: 1) analytical examination of the literature on healing and wholeness from eastern and western spiritual psychologies; 2) interactive dialogue with practitioners; 3) first-person applied investigations of healing methods.

### **REL 323 title change: Quest of the Mystic: The Inner Path**

Description change: Examines the intense inner quest and culminating spiritual realizations by mystics and sages found in every religion. Topic is explored through three lenses: 1) biographical study of representative mystics; 2) comparative analysis of the teachings about Self-Realization, Enlightenment, Divine Union, states of consciousness, and spiritual evolution; 3) first-person investigation of contemplative methods recommended by the mystics under study.

**REL 490, Senior Seminar grade basis change:** to EV, CN.

**REL 495. Senior Seminar grade basis change:** to EV, CN.

*New courses:*

### **REL 210 Introduction to Meditation (2)**

This course, which is primarily experiential, introduces students to a range of meditation methods and contemplative practices.

### **REL 226 Religions in Europe (3)**

May term as a travel course will focus on Jewish, Christian, and Muslim development and interaction over the last three millennia.



*Course deletion:*

REL 434

## **Sociology and Anthropology**

*Course revisions:*

**SOAN 324- title change: Hunger and Homelessness in America**

Description change: This course explores the social, economic, and political causes of homelessness in the United States, mainly as a consequence of severe poverty. It combines classroom study with field experiences and community service work in outside agencies dedicated to addressing this social problem.

**SOAN 332- title and number change: SOAN 232 Saints, Sects, and Society.**

Description change: Religion plays a central role in all societies, and sociology helps us understand its role in the contemporary world. Why do certain types of people embrace religions, while others avoid them? Why has religion recently invaded politics? How is religion changing today? This course will explore these and other topics.

**SOAN 451 Reading Sociology and Anthropology**

Prerequisites changed to: SOAN 100 and 102 plus 2 SOAN courses at 300 or above.

*New Courses:*

**SOAN 262 Native American Ceramics (4)**

This class combines hands-on training in Native American pottery techniques with an introduction to archeological ceramic analysis. Students will learn traditional hand building pottery skills while at the same time gaining insights into the social significance of ceramics.

**SOAN 323 Mapping People, Mapping Places (4)**

The structure of places we inhabit affects how we experience the world in profound ways: how we move around, how we interact with other people, even the way we conceptualize the world. We'll use geographic information systems (GIS) to explore the "science of space." Prerequisite: SOAN 100, 102 or 104; plus two SOAN courses at the 200 level.

## **Study Abroad: Salzburg**

*Course revisions:*

**IDS 240 changed to: SALZ 240; title change: Culture and Nation in Contemporary Europe**

**IDS 250S- changed to: SALZ 250**

*New course:*

**SALZ 245 Place and Power in Europe (4)**

Introduces students to the fundamentals of historical and contemporary Austria and Central Europe. Students will understand processes of state formation and the legacies of those processes, how key historical moments shaped the European system of states, and how sub-national interests relate to national and supranational politics.

## Visual & Media Studies – New Program, Fall 2011

### THE DIRECTOR

Piers Britton

### THE ADVISORY COMMITTEE

Nancy Carrick, English  
Patricia Cornez, Computer Science  
Kathleen Feeley, History  
Kelly Hankin, Johnston Center  
Shana Higgins, Library  
Priya Jha, English  
Dustin Leavitt, Creative Writing  
Sheila Lloyd, English  
Hongwei Lu, Asian Studies  
Diana Sinton, Academic Affairs  
Kimberly Welch, Women's and Gender Studies

### The Major

Visual & Media Studies is an interdisciplinary program offering both courses carrying the VMS alpha and cross-listed courses from a range of departments.

The major consists of 44 units including the following required elements (for details see the list of Concentration Courses):

#### I. Foundation (4 units)

VMS 101 required as a core, interdisciplinary course.

#### II. Medium and Genre (12 units)

At least three medium- or genre-specific courses required, with diverse content.

These courses may be chosen from among the following: VMS 212, CRWR 410, CS 103, CS 223, ENGL 111, ENGL 114, ENGL 211, ENGL 311, HIST 229, HIST 273, WGST 245, and other courses approved by the director.

#### III. History of Media and Visualization (8 units)

At least two courses; one must address the period before 1800 and one the period after 1800.

History courses include: ARTH 103, ARTH 324, ARTH 328, HIST 320, HIST 328, and other course approved by the director.

#### IV. Global and Cultural Perspectives (8 units)

At least two courses, one primarily addressing social space and the other representations of national and global identities.

Relevant courses include: ARTH 203, AST 211, AST 311, REST 232, SOAN 206, SOAN 347, WGST 341, and other courses approved by the director.

#### V. Theory (4 units)

Students must take one theory course, selected from VMS 260, VMS 301, ENGL 250, or other courses approved by the director.

#### VI. Capstone (8 units)

All majors complete the Senior Seminar (VMS 495) in fall of their senior year and an Independent Senior Project (VMS 497) or Honors Research Project (VMS 499) in the

following spring.

NB: To ensure a properly interdisciplinary focus in the major, students must select courses taught in at least three departments or programs.

## The Minor

The minor consists of 24 credits including the following required elements (from the relevant lists below, under Concentration Courses):

- VMS 101
- One History course
- One Medium or Genre course
- One Global or Spatial Perspectives course
- One Theory course

Students may shape the minor to enhance their major program and can do so in consultation with the director or other members of the Faculty Committee. To ensure a properly interdisciplinary focus, students must select courses taught in at least two departments or programs.

## Registration information

Each semester during registration, then later at check-in, the Visual & Media Studies Program provides a current list of the VMS concentration courses for the coming term. Because new or special courses (including Johnston courses and topics courses in various departments) are likely to be added, this list will show the most current course offerings. The list is available from the director, is distributed to every faculty advisor, and also appears on the VMS bulletin board by HOL 207.

## Directed Study

Students can design a course of Directed Study, VMS 170, 270, and 370 with VMS faculty members in consultation with the director, whose signature is required on the Individualized Study form.

## Cross-listed Courses

Descriptions of these courses can be found in the catalog listings for the relevant department. Check these also for prerequisites, if any. These courses concentrate entirely or significantly on issues pertaining to media and visual culture. They may be counted automatically toward the major or minor.

ARTH 103 Introduction to Modern Art  
ARTH 203 Space and Place  
ARTH 324 Art & Identity  
ARTH 328 After the Modern  
AST 211 Contemporary Chinese Film  
AST 311 Chinese Space  
CRWR 410 Image/Image  
CS 103 Multimedia  
CS 223 Multimedia Programming  
ENGL 111 Film  
ENGL 114 War in Literature & Film  
ENGL 211 Film Genres and Auteurs  
ENGL 217 Images of Women  
ENGL 250 Theories of Popular Culture  
ENGL 311 Film and Literature

HIST 229	U.S. History on Film
HIST 241	Contemporary China: Literary and Cinematic Perspective
HIST 273	Cyberculture and the Networked Society in the Information Age
HIST 320	U.S. Cultural History
HIST 328	Gender, Media, U.S. Culture
REST 232	Representing Race & Ethnicity in Film
SOAN 206	Popular Culture
SOAN 347	Visual Ethnography
WGST 245	Mothers & Daughters in American Popular Culture
WGST 341	Gender & Nation

### **COURSE DESCRIPTIONS (VMS)**

#### **101 Introduction to Visual & Media Studies. Fall (4), Spring (4).**

Introduces students to the critical study of visual culture and the spectrum of media. Provides basic grounding in visual competency (i.e. the formal, semiotic and ideological analysis of visual expression and communication) and in the critical analysis of film, television, radio, interactive media and participatory media.

#### **212 Television Aesthetics. Fall (4), Spring (4).**

Explores the critical status of television entertainment, especially fiction, in relation to other media, focusing on stylistics but addressing issues such as media convergence, cult TV and fandom, and topics such as the critical recuperation of soap opera and melodrama, generic hybridity in the TV series, and "quality TV."

#### **260 Topics in the Politics of Representation. Fall (4), Spring (4).**

Theoretically intensive exploration of the ways in which representation constructs gender, sexual, ethnic, and other identities, and also constructs difference and marginalization. Topics include discourses of female beauty, the embodiment of nationhood, the representation of Holocaust and racial violence, etc.

#### **264 Special Topics in Visual & Media Studies. Fall (4), Spring (4).**

Focuses on special topics, themes or projects in the fields of visual and media studies, including courses that combine critical and creative or production elements.

#### **301 Theories of Media and Visual Culture. Fall (4), Spring (4).**

Addresses critical and theoretical concerns that define visual and media studies as fields, including issues of cultural articulation and hegemony, problems of epistemology and aesthetics, concepts of "high" versus "popular" culture, theories of persuasion and attention, and media literacies in an era of media convergence.

#### **495 Senior Seminar. Fall (4).**

The first part of a two-semester capstone experience, within which students build upon, integrate, and extend previous VMS work through the design and development of a research paper or project. Prerequisites: VMS 101 and senior standing, or permission.

#### **497 Capstone Project. Spring (4).**

Students pursue a substantial independent project, realizing plans initially developed in VMS 495. In consultation with the director, students produce a research paper or other artifact synthesizing VMS work, and present it to their peers and a faculty examination committee. Prerequisite: VMS 495, or permission.

#### **499 Honors Research Project. Spring (4).**

## **Women's and Gender Studies**

### *Course deletions:*

WGST 250, WGST 320, WGST 345.

## **Additional Course Offerings**

### *New courses:*

### **LIB 301 Advanced Library Research (1)**

Library reference assistants will participate in ongoing training in library resources and will provide peer/research assistance in the Library, as well as selected campus locations outside the Library. Training offers the opportunity to develop advanced information and interpersonal skills as well as an opportunity to shape and provide training in future LRA programs.

### **UACT 125 Principles of Journalism (2)**

This introduction to journalism provides an overview of the profession and its most essential skills: information-gathering, interviewing, writing, and rewriting. Topics include the evolving systems of news, the myth of neutrality, the meaning of "fair and balanced," and how journalism is distinct from other forms of new media.

## SCHOOL OF BUSINESS

### FINANCIAL AID

#### Federal College Work Study Program - not available

Note: The Federal Family Educational Loan Program (FFELP) has been replaced by Direct Lending as of July 1, 2010.

#### Federal Direct Subsidized Student Loan

No interest is charged nor is repayment required while the borrower is enrolled at least half-time. For loans disbursed after July 1, 2011 the interest rate is a fixed 3.4 percent for undergraduate students and 6.8 percent for graduate students. Students should consult their repayment schedules to determine the applicable interest rates for loans borrowed prior to July 1, 2010. Students will be eligible for this loan if they demonstrate a financial need using standards established by the U.S. Secretary of Education. For more information, visit [www.redlands.edu/direct.asp](http://www.redlands.edu/direct.asp).

**Eligibility.** Full-time and half-time students are eligible to apply. Eligibility is determined through needs analysis, documented via the FAFSA form. Eligibility is limited to U.S. citizens and qualified non-citizens. Also, the student must be officially admitted and registered in a degree-seeking program before the loan can be certified.

**Loan Limits.** Full-time and half-time undergraduate students may borrow up to \$5,500 per academic year. Graduate students may borrow up to \$8,500 per academic year. Maximum aggregate loan amounts are: for a dependent undergraduate student, \$23,000; for an independent undergraduate student, \$23,000; for a graduate or professional student, \$65,500. Repayment of principal and interest begins six months after leaving school or if enrollment is less than half-time, with up to 10 years using standard repayment. All loans are assessed a loan origination fee on the amount of the loan.

#### Federal Direct Unsubsidized Student Loan.

This long-term loan is available from banks, savings and loan associations and credit unions. The interest rate on this loan for disbursements made after July 1, 2006 is 6.8 percent. The Unsubsidized Loan is similar in terms and conditions to the Subsidized Loan, however, interest begins to accrue on the Unsubsidized Loan as soon as the funds are disbursed and during all eligible periods of deferment and the grace period. The student's options in handling the interest on the loan are:

1. Pay the interest and principal;
2. Pay the interest quarterly and defer the principal; or
3. Defer the interest and principal until the student goes into repayment. (Interest will accrue while the student is enrolled and in the grace period. Interest will be capitalized to the loan when the student begins repayment.)

#### Federal Direct PLUS Loan for Undergraduate Students

This loan is available to creditworthy parents of undergraduate students, regardless of income. This loan program allows parents to borrow the difference between the cost of education and the financial assistance the student is scheduled to receive. The interest rate is fixed at 7.9 percent. When borrowing through this loan program, please remember that the federal government will deduct 2.5 percent in fees before funds

are disbursed to the University. For example, if you need to receive a \$5,000 credit on your student account for the year, you should plan to borrow \$5,128 to cover loan fees. Further, we always recommend that the amount you request be for the entire year. Loans will be split automatically with half disbursed in August for the fall semester and the other half disbursed in January for the spring semester. A student and/or parent may request additional information from the Office of Financial Aid or online at [www.redlands.edu/plus.asp](http://www.redlands.edu/plus.asp).

### Direct Grad PLUS Loan

The Grad PLUS Loan (GPLUS) is available to credit-worthy students enrolled at least half-time in a graduate or professional program. The loan program is not dependent on income and assets and allows students to borrow the difference between the cost of education and the financial assistance they are scheduled to receive. The interest rate for this loan is fixed at 7.9 percent. It is recommended that students maximize their Stafford Loan eligibility before borrowing from this program. For more information, visit [www.redlands.edu/dgradplus.asp](http://www.redlands.edu/dgradplus.asp)

### Federal Pell Grants (Undergraduate only)

This federal grant ranges from \$555 to \$5,550 for a full-time undergraduate student. Grants do not have to be repaid. For students first enrolled after July 1, 2010, eligibility is limited to a total of 18 semesters during the pursuit of the first baccalaureate degree.

#### Federal Supplemental Educational Opportunity Grant (SEOG) (Undergraduate only)

This federal grant is intended to assist students who demonstrate an extreme financial need; it is administered by the Office of Financial Aid. Grants can be awarded up to \$300 per academic year. A student must qualify for the maximum Pell Grant to receive an SEOG.

## TUITION AND FEES

The following schedules list the principal expenses and regulations concerning the payment of fees for the 2011-2012 academic year. Expenses are subject to change. When such changes are made, notice will be given as far in advance as possible.

### Tuition, per credit

B.S. Business . . . . .	\$639
B.A. Management . . . . .	639
M.A. Management . . . . .	746
M.B.A. . . . .	746
M.S. Information Technology . . . . .	746
Certificate Programs . . . . .	746
Electives for Business, per credit. . . . .	639

### Other Fees and Special Costs

**Audit, per credit-** Audit courses are billed at the current per-credit rate for the degree program in which the course resides.

**Independent Study . . . . .** \$275

The independent study fee must be prepaid and is non-refundable. Independent study courses are billed at the current per-credit rate for the degree program in which the course resides.

## Supplement to 2009-2011 Catalog

### School of Business

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**Repeat Courses, per credit-** Repeated courses are billed at the student's per-credit program rate, provided he or she is currently enrolled in his or her core program. All other courses will be billed at the current per-credit rate for the degree program in which the course resides.

**Cross-registration with Arts & Sciences-** Full-time School of Business and School of Education students may cross-register for one Arts and Sciences course per term as part of their degree program with the approval of their academic advisor, provided the course does not duplicate a School of Business or School of Education offering. Classes must be at the intermediate or advanced level (courses numbered 300 through 499). Arts and Sciences registration cards must be signed by the student's academic advisor and the registrar. Part-time students are subject to the same regulations applicable to full-time students. Full-time and part-time students are billed at the current per credit rate for the degree program in which they are registered.

**Replacement Diploma Fee . . . . . \$50**

**Examination for Credit in Lieu of Coursework, per credit: \$295**

Available only to full-time students who have not previously audited or attended the course.

**Matriculation Fee (not refundable). . . . . \$150**

Encompasses costs incurred by the University for maintenance of students' permanent records.

**Degree Completion Extension Fee. . . . . \$350**

When an extension is granted to a student for degree completion, all options for gaining earned and certified credit will remain open to the student during the time of the extension. The extension for degree completion will begin on the date of the student's originally scheduled deadline.

**Re-enrollment Fee . . . . . \$40**

**Student Services Fee, per course . . . . . 30**

**Transcripts of Records, each copy . . . . . 5**

### Methods of Payment

Tuition and fees are billed course-by-course with payment due 45 days from the invoice date. All charges must be paid in full or application must be made to the University's approved tuition installment plan (TuitionPay)\* prior to the tuition due date. All remittances should be made payable to the University of Redlands.

Students with a past due balance on their University account are subject to dismissal from the University. The University will not release transcripts or a diploma until the past due balance is paid in full.

Students will not be permitted to pre-register for the next term until the past due balance is paid in full.

If the University is required to use third-party collections (i.e., collection agency or attorney) to collect the student account balance due, any future registration may require payment in advance.

For information regarding student and parent loan programs, please refer to the appropriate category in the Financial Aid section of this Catalog.

\*For information regarding the tuition installment plan (TuitionPay), please contact the Student Accounts Office.



## **Policy on Refunds**

Refund policies at the University of Redlands are established in compliance with the 1992 amendments to the Higher Education Act of 1965. The University has adopted the Federal refund policy guidelines as its institutional policy. Refund policies are subject to change at any time, according to Federal and State regulations. When such changes are made, notice will be given as far in advance as possible. To obtain a refund please contact the Student Accounts office. Refunds are based on the date of official withdrawal.

Students receiving federal Title IV financial aid funding may be eligible for a refund according to the federal refund guidelines. Federal regulations stipulate the allocation of refunds representing federal aid and the repayment requirements for students receiving cash disbursements of federal aid.

## **Official Withdrawal**

A withdrawal is considered official when written notice has been provided to the Office of the Registrar stating the intention of the student to discontinue the course(s) or program in which he/she is registered or the University administratively withdraws students from courses or programs for non-attendance, financial non-payment, or academic actions. Written withdrawal notification must include the last date of attendance. The withdrawal will be considered effective as of the last date of attendance.

If a student fails to attend the first two sessions of any course, the student may be administratively dropped from the course by the University. If a student is dropped from two courses in sequence or three courses within a twelve-month period, he/she may be administratively withdrawn from the program and will be charged in accordance with the University's Refund Policy.

## **Returning Students**

Students re-enrolling after withdrawal from the University will be charged current rates and fees based on the start date of new registration.

## **Noncompliance with Admission Deadlines**

Students who begin coursework and then are denied admission because of failure to complete their admissions files by the end of the first course will be charged in accordance with the University's Refund Policy.

## **Denial of Admission**

Students who are denied admission to a program after beginning their coursework may immediately withdraw or continue the current course. Students will be liable for 100% of the course costs for all courses completed. Course costs include per-credit tuition, matriculation fees, and related course fees. Academic credit will be received for all completed courses. A withdrawal is considered official when written notice is provided to the Office of the Registrar stating the student's intention to withdraw.

## **Allocation of Federal Portion of Refunds after Withdrawal**

If a student must have a portion of their Title IV Funds returned as a result of their withdrawal calculation, the funds must be returned in the order dictated by federal guidelines. Current return guidelines indicate that funds must be returned in the following

program order:

1. Federal Direct Student Loan
2. Federal Perkins Loan
3. Federal Direct PLUS Loan (includes Grad Direct PLUS)
4. Federal Pell Grant
5. Federal SEOG
6. Federal Teach Grant
7. Other Title IV Assistance

### **Repayment Policy**

Some students receive financial aid beyond the cost of tuition and fees. In those cases, a student may have requested and received a credit balance refund from their student account. If a student withdraws completely or is disqualified, the student will be expected to repay the calculated refund using the federally mandated refund policy guidelines. Failure to repay funds could cause suspension from future participation in any federal financial aid programs.

### **Academic Standards**

DSST/Dantes transfer credit policy: To align with ACE standards, the School of Business will now accept a minimum score of "C" or better on the Dantes to receive transfer credit.

## **PROGRAMS OF STUDY AND COURSE CHANGES OR CORRECTIONS**

### *Program revisions:*

#### **B.A. Management**

Effective July, 2011:

BUSB 230 Economics for Business, BUSB 145 Mathematical Foundations for Business, and BUSB 300 Ethical and Legal Environment of Business are required; BAMG 237, BAMG 455 and BAMG 491 are not required.

### *Course revisions:*

#### **BUSB 230 Economics of Business (4)**

Description change: Introductory study of macro and micro economics. Microeconomics studies decision-making by individual firms and consumers in regard to the allocation of scarce resources, supply and demand basics, and optimum output determination. Macroeconomics includes coverage of the national and global economy, the impact of economic aggregates and government action.

#### **BUSB 433 title change to: GIS for Business**

Description change: Overview of GIS and spatial analysis applied to organizations. Focus on geographic information, location-based decision-making, spatial data, investment in and value of GIS, ethical aspects, and GIS strategies. Students learn through case studies and lab practice with spatial data.

#### **BUSB 485 Capstone: Analysis and Integration in Business and Management (4)**

Prerequisite change: Prerequisites: BUSB 330, 340, 342, 361, and 481.

#### **INTB 670 International Area Studies (4)**

Credits offered for this course are changed to 3-4.

#### **MGMT 396 Special Studies: Management (1-6)**

Credits offered for this course are changed to 0-6.

### *New course:*

#### **MGMT 296 Special Studies: Military Science (1-6)**

Reading and research in a special area under faculty direction. Project to include statement of objectives, outline of activities planned, results expected, and how they are to be reported and evaluated.

### *Course deletions:*

BAMG 237, BAMG 455, BAMG 491

## SCHOOL OF EDUCATION

### FINANCIAL AID

#### Financial Aid Vocabulary

DL Direct Lending (replaces Federal Family Education Loans Program (FFELP))

#### Federal Perkins Loan

This federal loan carries an interest rate of 5 percent repayable starting nine months after graduation, upon termination of an academic program, or enrolling in fewer than 6 credits during a term. Repayment extends over a maximum of 10 years at a minimum monthly payment of \$40. Additional repayment options may be requested for low-income individuals based upon criteria developed by the U.S. Secretary of Education.

**Eligibility.** Students with extreme financial need, which is demonstrated by a maximum Pell Grant and Supplemental Educational Opportunity Grant, will be eligible for the Perkins Loan Program. School of Education Credential Students may receive up to \$200 in Perkins.

**Note:** The Federal Family Educational Loan Program (FFELP) has been replaced by Direct Lending as of July 1, 2010.

#### Federal Direct Subsidized Stafford Student Loan

No interest is charged nor is repayment required while the borrower is enrolled at least half-time. For loans disbursed after July 1, 2011 the interest rate is a fixed 3.4 percent for undergraduate students and 6.8 percent for graduate students. Students should consult their repayment schedules to determine the applicable interest rates for loans borrowed prior to July 1, 2010. For more information, visit [www.redlands.edu/direct.asp](http://www.redlands.edu/direct.asp).

**Eligibility.** Full-time and half-time students are eligible to apply. Students are eligible for this loan if they demonstrate a financial need using standards established by the U.S. Secretary of Education. Eligibility is determined through needs analysis, documented via the FAFSA form. Eligibility is limited to U.S. citizens and qualified non-citizens. Also, the student must be officially admitted and registered in a degree-seeking program before the loan can be certified.

**Loan Limits.** Full-time and half-time graduate students may borrow up to \$8,500 per academic year. Post-baccalaureate (teacher credential) students may borrow up to \$5,500 per academic year. The maximum aggregate loan amount for a graduate or professional student is \$65,500. The maximum aggregate loan amount for an undergraduate student is \$23,000. Repayment of principal and interest begins six months after leaving school or if enrollment is less than half time, with up to 10 years using standard repayment. All loans are assessed a loan origination fee on the amount of the loan.

#### Federal Direct PLUS Loan for Undergraduate Students

This loan is available to creditworthy parents of undergraduate students, regardless of income. This loan program allows parents to borrow the difference between the cost of education and the financial assistance the student is scheduled to receive. The interest rate is fixed at 7.9 percent. When borrowing through this loan program, please remember that the federal government will deduct 2.5 percent in fees before funds are disbursed to the University. For example, if you need to receive a \$5,000 credit on your student

account for the year, you should plan to borrow \$5,128 to cover loan fees. Further, we always recommend that the amount you request be for the entire year. A student and/or parent may request additional information from the Office of Financial Aid or online at [www.redlands.edu/plus.asp](http://www.redlands.edu/plus.asp).

### Direct Grad PLUS Loan

The Grad PLUS Loan (GPLUS) is available to creditworthy students enrolled at least half-time in a graduate or professional program (students enrolled in the School of Education credential program are ineligible). The loan program is not dependent on income and assets and allows students to borrow the difference between the cost of education and the financial assistance they are scheduled to receive. The interest rate for this loan is fixed at 7.9 percent. It is recommended that students maximize their Stafford Loan eligibility before borrowing from this program. Visit [www.redlands.edu/dgradplus.asp](http://www.redlands.edu/dgradplus.asp) for more information.

### Federal Pell Grants (Teaching credential only)

This federal grant ranges from \$555 to \$5,550 for a full-time undergraduate student. The award is determined by the amount of the calculated student contribution in relation to the cost of attending the University of Redlands. Grants do not have to be repaid. For students first enrolled after July 1, 2010, eligibility is limited to a total of 18 semesters during the pursuit of the first baccalaureate degree.

**Eligibility.** Full-time and half-time undergraduate students with financial need are eligible. Those eligible generally have a low income and limited assets. Eligibility is determined through needs analysis, documented via the FAFSA form, and is limited to U.S. citizens and qualified non-citizens.

## TUITION AND FEES

The following schedules list the principal expenses and regulations concerning the payment of fees for the 2011-2012 academic year. Expenses are subject to change. When such changes are made, notice will be given as far in advance as possible.

### Tuition, per credit

Preliminary Teaching Credential . . . . .	\$564
M.A., Education/Credential	
Administration . . . . .	681
Counseling . . . . .	681
Curriculum and Instruction. . . . .	681
Higher Education . . . . .	681
Service Credential Program	
Pupil Personnel Services . . . . .	681
Preliminary Administrative Services. . . . .	681
Professional Administrative Services. . . . .	681
Professional Development, Induction Programs	
Master's Level . . . . .	681
Non-Master's Level, per course. . . . .	544
Doctorate in Educational Leadership . . . . .	927

## Other Fees and Special Costs

**Audit, per credit-** Audit courses are billed at the current per-credit rate for the degree program in which the course resides.

**Independent Study** . . . . . \$275

The independent study fee must be prepaid and is non-refundable. Independent study courses are billed at the current per-credit rate for the degree program in which the course resides.

**Repeat Courses, per credit-** Repeated courses are billed at the student's per-credit program rate, provided he or she is currently enrolled in his or her core program. All other courses will be billed at the current per-credit rate for the degree program in which the course resides.

**Cross-registration with Arts & Sciences-** Full-time School of Business and School of Education students may cross-register for one Arts and Sciences course per term as part of their degree program with the approval of their academic advisor, provided the course does not duplicate a School of Business or School of Education offering. Classes must be at the intermediate or advanced level (courses numbered 300 through 499). Arts and Sciences registration cards must be signed by the student's academic advisor and the registrar. Part-time students are subject to the same regulations applicable to full-time students. Full-time and part-time students are billed at the current per credit rate for the degree program in which they are registered.

### Other Costs

**Replacement Diploma Fee** . . . . . \$50

**Examination for Credit in Lieu of Coursework, per credit:** \$295

Available only to full-time students who have not previously audited or attended the course.

**Matriculation Fee (not refundable).** . . . . . \$150

Encompasses costs incurred by the University for maintenance of students' permanent records.

**Degree Completion Extension Fee.** . . . . . \$350

When an extension is granted to a student for degree completion, all options for gaining earned and certified credit will remain open to the student during the time of the extension. The extension for degree completion will begin on the date of the student's originally scheduled deadline.

**Dissertation Extension Fee** . . . . . \$927

If a candidate is unable to complete the dissertation and a successful defense of the dissertation within the last trimester of the doctoral program, a fee equivalent to 1 credit of tuition will be charged for each trimester required to complete the dissertation and defense. The candidate will be required to enroll in EDUC 862, Dissertation Writing.

**Re-enrollment Fee** . . . . . \$40

**Thesis Fee** . . . . . \$50

**Transcripts of Records, each copy** . . . . . \$5

## Methods of Payment

Tuition and fees are billed course-by-course with payment due 45 days from the invoice date. All charges must be paid in full or application must be made to the University's approved tuition installment plan (TuitionPay)\* prior to the tuition due date. All remittances should be made payable to the University of Redlands.

Students with a past due balance on their University account are subject to dismissal from the University. The University will not release transcripts or a diploma until the past due balance is paid in full.

Students will not be permitted to pre-register for the next term until the past due balance is paid in full.

If the University is required to use third-party collections (i.e., collection agency or attorney) to collect the student account balance due, any future registration may require payment in advance.

For information regarding student and parent loan programs, please refer to the appropriate category in the Financial Aid section of this Catalog.

\*For information regarding the tuition installment plan (TuitionPay), please contact the Student Accounts office.

## Policy on Refunds

Refund policies at the University of Redlands are established in compliance with the 1992 amendments to the Higher Education Act of 1965. The University has adopted the Federal refund policy guidelines as its institutional policy. Refund policies are subject to change at any time, according to Federal and State regulations. When such changes are made, notice will be given as far in advance as possible. To obtain a refund please contact the Student Accounts office. Refunds are based on the date of official withdrawal.

Students receiving federal Title IV financial aid funding may be eligible for a refund according to the federal refund guidelines. Federal regulations stipulate the allocation of refunds representing federal aid and the repayment requirements for students receiving cash disbursements of federal aid.

## Official Withdrawal

A withdrawal is considered official when written notice has been provided to the Office of the Registrar stating the intention of the student to discontinue the course(s) or program in which he or she is registered or the University administratively withdraws students from courses or programs for non-attendance, financial non-payment, or academic actions. Written withdrawal notification must include the last date of attendance. The withdrawal will be considered effective as of the last date of attendance.

If a student fails to attend the first two sessions of any course, the student may be administratively dropped by the University from the course. If a student is dropped from two courses in sequence or three courses within a twelve-month period, he or she may be administratively withdrawn from the program and will be charged in accordance with the University's Refund Policy.

## Returning Students

Students re-enrolling after withdrawal from the University will be charged current rates and fees based on the start date of new registration.

## **Noncompliance with Admission Deadlines**

Students who begin coursework and then are denied admission because of failure to complete their admissions files by the end of the first course will be charged in accordance with the University's Refund Policy.

## **Denial of Admission**

Students who are denied admission to a program after beginning their coursework may immediately withdraw or continue the current course. Students will be liable for 100% of the course costs for all courses completed. Course costs include per-credit tuition, matriculation fees, and related course fees. Academic credit will be received for all completed courses. A withdrawal is considered official when written notice is provided to the Office of the Registrar stating the student's intention to withdraw.

## **Tuition Liability and Refund Schedule**

A Change of Status form, or a letter of withdrawal must be sent to the Office of the Registrar, to withdraw officially from the program.

The matriculation fee is non-refundable.

## **Allocation of Federal Portion of Refunds after Withdrawal**

Same as for College of Arts and Sciences.

## **Repayment Policy**

Some students receive financial aid beyond the cost of tuition and fees. In those cases, a student may have requested and received a credit balance refund from their student account. If a student withdraws completely or is disqualified, the student will be expected to repay the calculated refund using the federally mandated refund policy guidelines. Failure to repay funds could cause suspension from future participation in any federal financial aid programs.

## **ACADEMIC STANDARDS**

Make up an incomplete grade deadline change: The time to make up an incomplete grade is now eight weeks after the start of the next term following the incomplete grade.



## **PROGRAMS OF STUDY AND COURSE CHANGES OR CORRECTIONS**

*Program requirement corrections:*

### **Master of Arts: Education: Counseling, Curriculum and Instruction, Educational Administration, and Higher Education**

Core graduate courses now consist of:

EDUC 602	Pluralism in Education (3)
EDUC 603	Inquiry I: Introduction to Quantitative Research (3)
EDUC 604	Inquiry II: Introduction to Qualitative Research (3)
EDUC 637	Master's Seminar (3)

### **Doctor of Education**

In year three, EDUC 852 Research to Practice is required rather than EDUC 836.

*New programs:*

### **Master of Arts: Education: Curriculum and Instruction - Spatial Literacy**

36 credits:

Core graduate courses plus:

**Spatial literacy courses:**

EDUC 616	Foundations of Spatial Thinking (3)
EDUC 617	Mapping/GIS as Instructional Tools (3)
EDUC 618	Cultivating Spatial Literacy in Today's World (3)
EDUC 619	Assessment and Evaluation of Spatial Literacy Programs (3)

Elective courses: 12 additional credits selected in consultation with advisor.

### **Master of Arts: Education: Counseling- Higher Education**

48 credits:

Contact the School of Education for program requirements.

### **Master of Arts: Education: Counseling: K-12 and Higher Education combination**

48 credits:

Contact the School of Education for program requirements.

### **Graduate Certificates**

The following graduate certificates are available for students already holding a Master's degree. Contact the School of Education for other admission criteria.

#### **Spatial Literacy**

A graduate certificate in Spatial Literacy may be earned upon completion of the Master's emphasis courses (EDUC 616, EDUC 617, EDUC 618, EDUC 619).

#### **Clinical Mental Health Counseling**

A graduate certificate in Clinical Mental Health Counseling may be earned upon completion of EDUC 610, EDUC 613, EDUC 693, EDUC 694, EDUC 699, EDUC 699 A, EDUC 699B, AND EDUC 699C.

*Course revisions:*

**EDUC 601 title change: The Counseling Process**

Description change: Students will develop a conceptual understanding of the helping process and learn basic counseling and interviewing skills. Practice in applying skills will take place through role playing and videotape review.

**EDUC 603 title change: Inquiry I: Introduction to Quantitative Research**

**EDUC 624 title change: Introduction to College Student Development Theory**

Description change: This course introduces students to the main theories of college student development. Students will become familiar with and develop their own understanding of holistic, psychosocial, cognitive and social identity theories related to college student development. Students will consider what these theories mean for their work in institutions of higher education.

**EDUC 637 Master's Seminar**

Prerequisite change: EDUC 603 and EDUC 604

**EDUC 653 title change: Theories of Counseling and Psychotherapy**

Description change: Introduces a variety of counseling theories used to conceptualize cases in both community and educational counseling environments, including K-12, community college, and university settings with specific focus on utilizing individual and systemic, theory based techniques for diverse populations across the lifespan. Prerequisite: EDUC 601

**EDUC 654 title change: Career Development Theory and Practice**

Description change: Students will become familiar with career development theories, sources of occupational information, the career counseling process, assessment in career counseling, and curricular approaches to fostering career development. They also will become familiar with the impact of diversity and individual differences on career development and choices.

**EDUC 659 title change: Assessment Techniques in Counseling**

**EDUC 670 title change: Program Administration and Evaluation**

Description change: Emphasis on the theoretical and practical perspectives of management and evaluation of programs and program design. Introduction to organizational theory and management, team learning in a school environment, and curricular programming. Application of work required in a program proposal including design, implementation and evaluation strategies. Fieldwork required.

**EDUC 830 title change: Foundations of Social Justice Leadership**

**EDUC 835 title change: Critical Theory and Educational Leadership**

Description change: Explores pragmatics of educational leadership models grounded in social justice scholarship. Presents a range of school reform models oriented toward equity-based, professional development goals within diverse contexts. Examines research-supported school improvement relative to transformation-based leadership policies. Guides candidates to develop a comprehensive model of school leadership practices relative to specific professional settings. Prerequisite: Admission to the doctoral program.

*New courses:*

**EDUC 544X Pluralism in Education (3)**

Introduces contemporary and historical perspectives regarding cultural diversity. Candidates explore how cross-cultural contact and power are affected by social and

economic factors, develop understanding of cultural similarities, and appreciate differences in communication styles. Strategies are presented for fostering positive cross-cultural interactions among culturally diverse students. ELL factors are emphasized.

**EDUC 545X Introduction to Linguistics for Educators (3)**

Provides understanding of how phonology, morphology, syntax and semantics affect ELL's aural and written language. Introduces strategies for ELL's literacy, communicative competence, language development, and academic achievement. First to second-language transfer issues, linguistic & sociolinguistic challenges, and academic-English issues covered for ELL's.

**EDUC 546X Diversity and Inclusion (3)**

Emphasizes culturally inclusive instruction and the role that culture plays in school settings. Candidates acquire strategies for obtaining in-depth knowledge of English learners' cultural experiences, and examine their own cultural beliefs, and assumptions. Inclusive learning environments explored with regard to culturally responsive practices, learning styles and knowledge of ELL's backgrounds.

**EDUC 547X Perspectives on Second Language Acquisitions (3)**

Introduces contemporary and historical perspectives regarding cultural diversity. Candidates explore how cross cultural contact and power are affected by social and economic factors, develop understanding of cultural similarities, and appreciate differences in communication styles. Strategies are presented for fostering positive cross-cultural interactions among culturally diverse students. ELL factors emphasized.

**EDUC 549X Teaching English Learners (3)**

Analysis of the cognitive processes involved in language acquisition and the difference between first and second-language acquisition. Candidates analyze formative and summative and formal and informal assessments, interpreting results to help ELL's achieve success in standards-based language and content area instruction. Instructional planning and organization for ELL's emphasized.

**EDUC 571 Overview of Special Education (3)**

Content includes (1) an overview of the characteristics, identification, and educational needs of special populations, (2) social, biological, historical, cultural, economic, political and legal contexts in which special education occurs, (3) characteristics of effective programs, and (4) introduction to assessments and procedures used for determining special education eligibility. Fieldwork included.

**EDUC 572 Curriculum and Instruction for Students with Mild/Moderate Disabilities and Autism Spectrum Disorder (3)**

Students will study curriculum methods for students with mild/moderate disabilities, becoming familiar with evidence-based instructional practices and assessments effective for students with mild to moderate disabilities in order to inform placement decisions and implementation of IEP plans and goals.

**EDUC 573 Planning, Case Management, and Behavioral Strategies for Students with Disabilities (2)**

Candidates learn education specialists' roles, responsibilities and communication strategies within student study/student success teams, IEP/ITP teams and co-teaching models. Candidates are provided with an in-depth examination of basic behavioral theory and principles of learning as they apply to classroom management of exceptional students by developing a Behavior Support Plan (BSP).

**EDUC 574 Diagnostic Reading and Specialized Interventions (3)**

This course addresses the design and implementation of reading, literacy, and communication assessments and interventions to meet the needs of a full range of learners. Candidates will learn how to use these assessments and interventions in the context of Response-to-Intervention and other pre-referral intervention models.

**EDUC 576 Special Education Internship (13)**

The Internship Program is an eighteen-week supervised public school classroom experience in a Mild/Moderate delivery model and setting K-12 through age 22. Open for application to those who have earned a Bachelor's degree, have passed CBEST, CSET, or an approved waiver program and have met program pre-service requirements.

**EDUC 577A Special Education Student Teaching I (5)**

Supervised public school classroom experiences in Mild/Moderate delivery models and setting K-12 through age 22. Full-day student teaching required for seven weeks, constituting a full-time job. Student teaching placements are arranged prior to student teaching by the Director of Fieldwork Experiences.

**EDUC 577B Special Education Student Teaching II (5)**

Supervised public school classroom experiences in Mild/Moderate delivery models and settings K-12 through age 22. Full-day student teaching required for seven weeks, constituting a full-time job. Student teaching placements are arranged prior to student teaching by the Director of Fieldwork Experiences. Continuation of EDUC 577A.

**EDUC 604 Inquiry II: Introduction to Qualitative Research (3)**

This course introduces the essential elements of qualitative research for all education masters programs. Students will learn about the assumptions embedded in qualitative research, some of the different approaches to qualitative work, and engage in a small project to develop skills in data collection, analysis and the communication of findings.

**EDUC 610 Sociocultural Counseling (3)**

Exploration of similarities & differences that occur within and across cultures, and the conceptual intersection of cultural and social identities. Students explore their own cultural & personal attitudes-beliefs-and-biases which may influence cross-cultural interactions that impact the counseling relationship while developing their own theoretical approach as professional counselors.

**EDUC 613 Counseling Law and Ethics (3)**

This course is an in-depth exploration and examination of legal, ethical and professional issues facing today's counseling profession. Students will review the legal and ethical issues they will encounter in practice and identify their role and responsibility in addressing and managing these issues.

**EDUC 616 Foundations of Spatial Thinking (3)**

Through spatial thinking we understand and solve problems in our daily lives and in the world. This course covers all aspects of spatial thinking and its value in learning, including spatial cognition, spatial literacy, and geospatial learning. Maps and mapping within the realm of graphicacy will be covered.

**EDUC 617 Mapping/GIS as Instructional Tools (3)**

The application of mapping and other geospatial tools and resources enhance spatial thinking and learning in the K-12 classroom. This course will emphasize hands-on activities using tools that facilitate spatial literacy. Curriculum planning and resource evaluation are included in this

course. Prerequisite: EDUC 616

**EDUC 618 Cultivating Spatial Literacy in Today's World (3)**

Spatial and geospatial learning vary across the curricula and by developmental stage. Meanwhile, the use of location and geography to share information in today's world is expanding. Students will explore how mapping activities and spatial literacy learning outcomes can be aligned with diverse audiences and educational settings. Prerequisites: EDUC 616, EDUC 617

**EDUC 619 Assessment and Evaluation of Spatial Literacy Programs (3)**

Evaluation and assessment are based on aligning objectives with learning outcomes. Students will explore how these apply to spatial literacy as they consider existing and potential metrics, methods, and approaches within a spatial literacy evaluation tool kit. Individual exercises, class workshops, and whole programs will be discussed. Prerequisites: EDUC 616, EDUC 617, EDUC 618

**EDUC 657 C,D Practicum- Fieldwork in Counseling (1)**

See EDUC 657B. Fieldwork in counseling now offered as a series of three one unit courses.

**EDUC 667 Students in Higher Education (3)**

This course provides an examination of institutional culture in higher education in general and college students in particular. The history of higher education, institutional type, student development and demographics will be explored for their impact on student and organizational culture and on campus mental health care services.

**EDUC 668 Mental Health Counseling in Higher Education (3)**

Examines the theories and research in college counseling within the culture of student services. Explores current and future issues, problems and trends with a focus on college counseling. The interaction of the academic and student services areas, and legal and ethical issues will also be studied.

**EDUC 669 Diversity in Higher Education (3)**

This course introduces students to theory, research, and practice related to diversity in American higher education. Students learn about crucial topics such as those related to discrimination and privilege as well as developing a critical understanding of what these issues mean for institutions and their own professional practice.

**EDUC 678A Practicum: Fieldwork in Education: Induction (1)**

Designed to introduce students to the expectations of the Educational Administration Program and make a commitment to educational justice. Consists of a semester's work to develop a program completion plan, set up a portfolio, demonstrating the achievement of competencies based on CCTC standards.

**EDUC 678B Practicum: Fieldwork in Education: Fieldwork (2)**

Designed to fulfill major fieldwork requirements. Consists of a semester's work in educational settings to enable the student to apply administrative skills learned throughout the program. Degree and credential candidates develop a portfolio of evidences demonstrating the achievement of competencies based on CCTC standards.

**EDUC 692 Crisis Intervention Counseling (3)**

This course focuses on expanding the development of counseling skills, with emphasis on the knowledge, skills, and awareness needed to work effectively with clients who are in crisis. This course will also place a high priority on the student's ability to develop a greater sense of self-awareness and introspection.

**EDUC 693 Advanced Counseling: Psychopathology and Diagnostic Procedures (3)**

This course provides an in-depth review of theory, practices, and research associated with

commonly used clinical theories of counseling and psychotherapy. Students will develop competency in a prescribed theoretical orientation and learn the theoretical principles of a specific theory of counseling and psychotherapy identified by the instructor. Prerequisites: EDUC 601 and EDUC 653.

**EDUC 694 Psychopharmacology (3)**

This course is designed to acquaint counseling students with the fundamentals of psychotropic drugs. Basics of pharmacology, adverse effects, indications, and drug interactions will be discussed. The overall aim of the course is to provide information, allowing mental health providers to be informed members of the mental health care team.

**EDUC 695 Introduction to Substance Abuse Counseling (3)**

This course is an entry-level graduate course that provides counselors and other human service workers with an overview of the addictive process. This course acquaints students with concepts of chemical dependence and co-occurring disorders that impact the individual, family system and the community. The course will explore the developmental model of addiction, theories and etiology of addictions and addictive behaviors including strategies for prevention, intervention and treatment.

**EDUC 696 Advanced Addictions Counseling (3)**

This course provides an in-depth review of theory, practices, and research associated with commonly used clinical theories of counseling and psychotherapy. Students will develop competency in a prescribed theoretical orientation and learn the theoretical principles of a specific theory of counseling and psychotherapy identified by the instructor. Prerequisite: EDUC 695

**EDUC 699A Practicum: Clinical Mental Health Counseling (2)**

Provides preparation for internship through highly structured and supervised counseling practice. Students will demonstrate the basic competencies required of professional counselors. 100 hours of counseling practice is required which includes providing direct service in agencies, hospitals, or schools. Class meetings provide input and group supervision by faculty. Prerequisites: EDUC 601, EDUC 610, EDUC 613, EDUC 651, EDUC 653, EDUC 655, EDUC 680.

**EDUC 699B Internship I (2) 699C Internship II (2)**

The internship provides an opportunity for the student to perform, under clinical supervision, a variety of professional counseling activities that a regularly employed staff member in the setting would be expected to perform. Prerequisites: EDUC 601, EDUC 610, EDUC 613, EDUC 651, EDUC 653, EDUC 655, EDUC 680 EDUC 699A.

**EDUC 843 Evidence and Educational Practice (3)**

This course focuses on the use of evidence by educational leaders to improve student and organizational outcomes. Prerequisites: EDUC 840, EDUC 841, EDUC 842.

**EDUC 844 Social Justice Leadership for Changing Organizational Systems (3)**

Engagement in social justice discourse in analyzing organizations as paradigmatic political environments impacting one's work within them and the use of systemic leadership in change agency.

**EDUC 845A Quantitative Research Methods IIA (1)**

Extends understanding of categorical data statistical and graphical analysis for reporting educational research and evaluation results; includes techniques for studies of causation and association, and for both cross-sectional and longitudinal designs; and meets professional

and doctoral development needs (e.g., compliance standards as well as research enhancement). Prerequisites: EDUC 841.

*Course deletion:*

**EDUC 600 Reflective Educator (3)**

## SCHOOL OF CONTINUING STUDIES

The School of Continuing Studies offers courses that may be taken individually as a special status (non-degree) student, or as a group, leading toward an undergraduate certificate.

### Introduction

The School of Continuing Studies provides individuals with a variety of pathways to earn credits toward a degree, pursue a personal or professional interest, or participate in ongoing training.

Numerous courses and programs are offered throughout Southern California at regional centers in San Diego, Santa Ana, Torrance, Burbank, Temecula, Riverside, Rancho Cucamonga, and Redlands. Programs are offered in convenient evening and Intensive daytime formats to enable you to get the training and education you need at a time that works for you.

### Admission

Each program is open enrollment, meaning no formal admission or application is required.

### Registration

Registration must occur prior to the beginning of the course and payment is due at the time of registration.

*Cross-registration with the School of Business, School of Education, and College of Arts and Sciences:*

Full-time, upper-division Arts and Sciences students may cross-register for School of Continuing Studies courses with the permission of their academic advisors and the Registrar. School of Business students may cross-register for School of Continuing Studies courses with the permission of their Student Services Manager. School of Education students may cross-register for School of Continuing Studies courses with permission of their program chair.

### Auditing for No Credit

A student may audit a course with the approval of the School and the Instructor. Standard tuition fees apply. The instructor will not process or grade any exams or papers of an auditing student.

### Attendance

Students are expected to attend all schedule meetings of the courses for which they register. Failure to attend may result in a poor or failing grade or administrative withdrawal from the course(s).

### Withdrawal

Students who find it necessary to withdraw from a course or program must do so in writing. Written requests should be submitted to the School. There may be financial ramifications. In order to withdraw from a course prior to the first meeting, the School must be notified before the course begins. No record of the course appears on the student's transcript. In order to withdraw from a course after the course has begun but prior to the last meeting, refunds will be calculated based on the last course meeting date prior to submittal of the request. Refunds are calculated based on the University refund policy. The student will receive a grade of "W" on his/her transcript. Students not attending the first two sessions of a course may be administratively withdrawn.



### **Examinations**

Faculty members may administer quizzes and examinations during a course but are expected to notify students of quizzes and examinations in the course syllabus. Students will not usually be permitted to make up missed final examinations; however, if absence from any announced examination is required because of an emergency (personal or work related), the examination may be made up if the Instructor is provided with written verification of the emergency.

### **Transfer Credit for Certificate Programs**

Credits (grade of 2.0 or higher) may be transferred from regionally-accredited colleges and applied to a certificate program. No more than 50% of the certificate program may be fulfilled with transfer credit. All transfer requests must be approved by the School. Additional work may be required at the discretion of the School.

### **Tuition**

See website for current tuition rates.

### **Audit**

Audited courses are billed at the current per-credit rate for the certificate program in which the course resides.

### **Other Fees**

Textbooks

Students purchase textbooks through MBS Direct at market price at the time of purchase.

### **Methods of Payment**

Tuition and fees are due at the time of registration and may be paid by credit card.

### **Policy on Refunds**

Refund policies at the University of Redlands are established in compliance with the 2008 amendments to the Higher Education Act of 1965. The University has adopted the Federal refund policy guidelines as its institutional policy. Refund policies are subject to change at any time, according to Federal and State regulations. When such changes are made, notice will be given as far in advance as possible. To obtain a refund or a separate publication outlining examples of refund policy requirements and calculations, please contact the Student Accounts office. Refunds are based on the date of official withdrawal.

Students receiving federal Title IV financial aid funding may be eligible for a refund according to the federal refund guidelines. Federal regulations stipulate the allocation of refunds representing federal aid and the repayment requirements for students receiving cash disbursements of federal aid.

### **Administrative Dismissal for Financial Obligation**

Students who fail to meet their financial obligations will be dismissed and will be accountable for tuition and fees accrued through the dismissal date (see Refund Schedule). Students dismissed for any reason must stop attending class as they are no longer registered.

## PROGRAMS OF STUDY AND COURSES OFFERED

### ACCOUNTING CERTIFICATE (26 CREDITS)

#### ACCTCS-210 Financial Accounting/Reporting (4)

Explore financial accounting and reporting concepts and procedures used in daily business operations. Examine the use of economic resources, as well as the obligations and activities of financial entities. Learn the use of financial information.

#### ACCTCS-220 Principles of Managerial Accounting (4)

Basic analysis of financial and non financial information used in planning, directing, motivating and evaluating. Concepts, terms and techniques from financial accounting, economics and behavioral sciences are applied to various operating situations.

#### ACCTCS-310 Intermediate Accounting I (4)

Intensive study of the financial accounting environment and the authoritative accounting literature that provides a guide to the recording of economic resources and obligations, and the related economic activities of business enterprise. Prerequisite: ACCTCS 220

#### ACCTCS-320 Intermediate Accounting II (4)

Intensive study of the financial accounting environment and the authoritative accounting literature that provides a guide to the recording of economic resources and obligations, and the related economic activities of business enterprise. Prerequisite: ACCTCS 310

#### ACCTCS-410 Auditing (4)

Examination of the purposes, expectations and responsibilities of independent public auditors as the profession evolves in society. Emphasis on the auditor's decision process. Topics: legal liability, ethics, sampling theory, evidence and audit standards. Prerequisite: ACCTCS 310

#### ACCTCS-415 Tax Accounting (4)

Determination of federal and state income tax liability for individuals, corporations and partnerships. Filing returns, paying taxes and getting refunds. Legislative and judicial development of tax law. Prerequisite: ACCTCS 210

#### ACCTCS-421 Governmental and Not-For-Profit Accounting (2)

Learn accounting principles and practices related to state and local government agencies and not-for-profit entities including hospitals, colleges, religious groups and social service organizations. Topics: fund accounting and basic financial analysis. Prerequisite: ACCTCS 210

### HEALTHCARE ADMINISTRATION CERTIFICATE (15 CREDITS)

#### HADCS-301 The U.S. Healthcare System (1)

Review structure and function of the U.S. Healthcare system including issues and forces shaping its future. Topics include need and access to care, insurance programs, managed care, costs/expenditures, availability of resources, and assessment/improvement.

#### HADCS-302 Healthcare Leadership Principles & Practice (2)

Explore the principles of leadership, supervision and management within the healthcare system.

#### HADCS-303 Healthcare Quality & Performance Management (2)

Learn to improve organizational quality, effectiveness and performance in the areas of patient care, safety, risk management, health care operations, staff supervision, regulatory reporting and compliance, customer satisfaction and business results.

**HADCS-304 Healthcare Information Systems (2)**

A managerial perspective on the effective use of data and information technology to improve performance in health care organizations.

**HADCS-305 Healthcare HRM & Labor Relations (2)**

An overview of HR management practices in health care organizations.

**HADCS-306 Healthcare Finance (4)**

Fundamentals of health services financial management, with an emphasis on accounting, financial statements, finance and payment systems, cash flow analysis, risk management, budgeting and capital finance.

**HADCS-307 Healthcare Strategy & Marketing Development (2)**

Focuses on the role, function and application of strategic planning and market development in health care organizations. Emphasis is placed on strategic planning, product/service development and implementation.

**HUMAN RESOURCE MANAGEMENT CERTIFICATE (17 CREDITS)**

**HRCS-310 Human Resources Management (4)**

Study of the theory and practice of the human resource personnel function in organizations, including labor relations. Current issues in Human Resources Management will be addressed.

**HRCS-311 Legal Aspects of HRM (3)**

This course reviews state and federal regulations governing human resources management including labor law, discrimination, sexual harassment, occupational safety and health (OSHA), unions and labor relations.

**HRCS-312 Employee Recruitment & Selection (3)**

Exploration of recruitment and staffing processes including analyzing position requirements, preparing job descriptions, recruiting candidates, selecting finalists and orienting new employees.

**HRCS313 Compensation and Benefits (2)**

Exploration of design, development and administration of common employee compensation and benefit programs including pay strategies, administration of health care and retirement plans and reward systems.

**HRCS-314 Performance Management (2)**

Review of best practices in measuring, analyzing and monitoring job performance.

**HRCS-316 Ethics in HRM (1)**

A review of ethical issues and dilemmas human resources professionals face in the workplace. Explore organizational culture, the role of human resources manager, laws and legal constraints, and rights and responsibilities of employees/employers.

**HRCS-317 Risk Management & Workers Compensation Administration (1)**

Explore the identification and management of risk from a human resources perspective, including workers compensation liabilities, workplace health and safety concerns, adequate or appropriate insurance coverage and hostile work environments.

**HRCS-318 Training and Development (1)**

Examine current trends and issues in workplace training and development with special attention to the design, development and application of training programs to improve productivity, safety and quality.

## **MARKETING CERTIFICATE (17 CREDITS)**

### **BUSCS 340 Principles of Marketing (4)**

Introduction to the concept of marketing and marketing principles. Focuses on how marketing creates value for the customer. Surveys the marketing mix (product, price, promotion and place/distribution) and its application to product, service, profit and not-for-profit enterprises in a local, national and international environment.

### **BUSCS 341 Marketing Research (3)**

Learn how to make effective marketing decisions using marketing research. Explore market research sources, data collection, analysis, surveys, research theories and strategies. Evaluate quantitative and qualitative research with an emphasis on the value and limitations of various sources. Identify how to blend and manage marketing research sources.

### **BUSCS 342 Customer Experience Management (3)**

Develop an appreciation for the various ways customers experience products and services from brand awareness to product and service fulfillment to loyalty programs. Examine the customer and brand experience. Identify how to create a customer experience management system. Learn to deliver exceptional customer service.

### **BUSCS 343 Internet and Social Media Marketing (2)**

Explore Internet marketing, including its components, structure and technology as well as the application of marketing concepts to social media. Learn the strategies, tools and tactics related Internet marketing with special attention given to the development of messaging techniques designed for specific social media tools.

### **BUSCS 344 Integrated Marketing Communication (3)**

Survey the integration of advertising, sales promotion, public relations, direct marketing and the marketing mix to support marketing strategy. Learn the linkages of segmentation, targeting, positioning, buyer behavior and branding. Explore planning, budgeting, and the execution of a comprehensive, integrated marketing communication program from message development through media selection and evaluation.

### **BUSCS 345 Marketing Analytics (2)**

Learn how marketing measurement relates to business return on investment using analytics. Review top view campaign performance, tactical management and real-time campaign monitoring. Explore how to integrate results from multiple media and channels including retail, sales, direct marketing and online media. Covers use of analytics tools.

## **ORGANIZATIONAL LEADERSHIP CERTIFICATE (12 CREDITS)**

### **BUSCS-320 Managing Individual Performance (3)**

Explore the roles and responsibilities of supervisors and managers in developing, monitoring and managing performance standards. Topics include motivation, goal setting, supervisory excellence, communication skills, reward systems, vision and values.

### **BUSCS-321 Coaching and Mentoring (1)**

Survey the role coaching and mentoring play to improve performance, employee morale and customer service. Topics include identifying what makes a great coach or mentor, understanding the role and establishing ongoing mentoring and coaching relationships.

### **BUSCS-322 Leading and Managing Teams (2)**

Examine how effective teams are led and managed even when you may not have direct authority over team members. Understand hierarchies, team dynamics, managing expectations, aligning teams with organizational goals and communication.

**BUSCS-323 Managing & Resolving Conflict (2)**

Develop effective conflict management skills. Learn how and when conflicts arise, and identify approaches to manage conflicts with subordinates, peers and supervisors. Know how to engender good will and develop win-win conflict management tactics.

**BUSCS-324 Organizational Change Management (2)**

Identify when, how and why organizational change occurs. Create approaches to manage change by using intervention strategies, creating buy-in, communicating in a productive and positive manner, identifying the sequence of change and managing resistance.

**BUSCS-325 Organizational Leadership Principles & Practice (2)**

Explore organizational leadership roles: visionary, manager, director, change agent, supervisor, coach and mentor. Identify how leadership styles influence the direction of the organization. Develop an appreciation for how leaders affect daily operations.

**PROJECT MANAGEMENT CERTIFICATE (14 CREDITS)**

**PMCS-301 Project Management Principles & Practices (3)**

Overview of project management processes and principles used in planning and monitoring project activities from inception through closure.

**PMCS-302 Project Leadership & Teambuilding (3)**

Covers essential qualitative areas necessary for effective project management including leadership, personnel and team management, communication and strategic planning.

**PMCS-303 Project Cost & Quality Management (3)**

Review of the essential project management tools and techniques used to estimate costs and manage quality, including procurement of resources and planning and performing quality assurance throughout the project life cycle.

**PMCS-304 Project Plan, Scheduling, Risk Management (3)**

Surveys the project management planning and risk principles used in the definition of scope, time management and risk analysis.

**PMCS-305 Project Management Practicum (2)**

Capstone experience to the project management certificate. A practical and applied approach for review and reinforcement of previously learned project management skills, strategies and techniques.

**PURCHASING, LOGISTICS AND SUPPLY CHAIN MANAGEMENT (12 CREDITS)**

**BUSCS-310 Supply Chain Mgt Principles & Practices (3)**

Survey of supply chain management including defining the scope of service, procurement and purchasing and materiel management. Business concepts include return on investment, value chain principles, contracts and legal issues, and operations management.

**BUSCS-311 Supply Chain Management Logistics (3)**

Examine transportation and distribution concerns including production scheduling, third party logistics, calculating costs of services, warehousing, materiel management, analyzing value of services, staffing and supervision, and technology.

**BUSCS-312 Supply Chain Management Procurement (3)**

Explore procurement management and contract administration including procurement policies and procedures, supplier selection, cost analysis, contract negotiation, strategic

sourcing, bidding and requests for proposals, and overall project management.

#### **BUSCS-313 Supply Chain Management Practicum (3)**

Capstone experience focuses on the application of industry best practices. Topics include aligning supply chain management operations with overall business practices. Prerequisites: Two of the following courses: BUSCS 310, BUSCS 311 or BUSCS 312

### **ELECTIVE COURSES**

#### **BUSCS-125 Business and Public Speaking (3)**

Theory and practice relevant to a variety of business and public speaking situations. Develop informational, authoritative and persuasive presentations. Topics include listening, audience analysis, research, style and delivery of public presentations.

#### **BUSCS-145 Mathematical Foundations for Business (4)**

Introduction of mathematical foundations with applications for decision making in business, economics, finance, business statistics and operations management. Focus is on mathematical concepts including functions and their graphs and systems of equations.

#### **BUSCS-230 Economics for Business (4)**

Introductory study of macro- and micro-economics. Macro-economics includes coverage of the national and global economy. Micro-economics studies decision making by individual firms and consumers in regard to the allocation of scarce resources.

#### **BUSCS-232 Business Statistics (4)**

Basic statistical concepts including measuring of central tendency and dispersion, frequency distributions, probability distributions, sampling distributions and estimations. Also covered are statistical inference, one- and two-sample hypothesis testing.