

LYNN UNIVERSITY
ACADEMIC CATALOG

2002-2003

**Lynn University is accredited by the Commission on Colleges
of the Southern Association of Colleges and Schools
(1866 Southern Lane, Decatur, Georgia 30033-4097
Telephone number: (404) 679-4501)
to award associate, baccalaureate, master's and doctoral degrees.**

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ACADEMIC CALENDAR

2002 - ACADEMIC CALENDAR - 2003

Day Division

Fall 2002

September

- 2 Monday** Labor Day
- 3 Tuesday**
PACE Undergraduate Fall term I 9/3- 10/26 Classes Begin
Graduate Graduate Fall term I 9/3- 10/26 Classes Begin
- 4 Wed- 6 Fri.**
Undergraduate Faculty Orientation
- 7 Saturday**
Undergraduate New ACA students arrive and check in beginning at 1:00 pm
- 8 Sunday**
Undergraduate New International and Conservatory of Music Students arrive. ACA Orientation
- 9 Monday**
Undergraduate New Students arrive (8:30 am- 12:00 noon). Check in at de Hoernle Sports and Cultural Center. New Student Orientation begins. Residence Halls open for new students at 9:00 a.m.
- 11 Wednesday**
Undergraduate Returning Students arrive (9:00 a.m. – 4:00 p.m.). Check-in at de Hoernle Center (where they get I.D.). Advisement & Registration for all categories of non-preregistered students 9:00-3:00 p.m. Preregistered students pick up schedules in de Hoernle Center. Schedule changes allowed. Residence Halls open for returning students at 9:00 a.m..
- 12 Thursday**
Undergraduate Fall classes begin for all Day Undergraduate students. Students must present I.D. to enter class.
- 16 Monday**
Undergraduate FALL HOLIDAY (no classes)
- 19 Thursday**
Undergraduate LAST DAY TO CHANGE COURSE SCHEDULE (Add/Drop)
- 20 Friday**
Undergraduate Last day to submit a Florida Resident Access Grant application to the Office of Student Financial Services.
- 27 Friday**
Undergraduate Last day to remove an "I" (Incomplete) grade from the Spring or Summer Saturday.
- 28 Saturday**
PACE Promissory note due, Summer II
Graduate Promissory note due, Summer II
- October**
- 4 Friday** Last day to register for December graduation.
- 14 Monday**
PACE Withdraw deadline Fall term I
Graduate Withdraw deadline Fall term I
- 18 Friday**
Undergraduate Progress Reports due from faculty in the Registrar's Office

25 Fri-27 Sun

Undergraduate LYNN UNIVERSITY - FAMILIES WEEKEND/HOMECOMING

26 Saturday

PACE Last day of classes for Fall term 1

Graduate Last day of classes for Fall term 1

28 Monday

PACE Undergraduate Fall term 2 10/28 – 12/21 classes begin

Graduate Graduate Fall term 2 10/28 – 12/21 classes begin

29 Tuesday

PACE Final grades for Fall 1 term 1 due by 5:00pm

Graduate Final grades for Fall 1 term 1 due by 5:00pm

November**11 Mon.– 15 Fri.**

Undergraduate Advising week.

18 Monday

Undergraduate Early registration for Spring Semester.

22 Friday

Undergraduate Last day to withdraw from any class for Fall Semester and receive a grade of "W."

27 Wednesday

Thanksgiving break begins at 12 noon

30 Saturday

PACE Promissory note due, Fall I

Graduate Promissory note due, Fall I

December**2 Monday**

Undergraduate Classes Resume.

6 Friday

Last day to register for May, June and August graduation.

9 Monday

PACE Withdraw deadline Fall term II

Graduate Withdraw deadline Fall term II

17 Tuesday

Undergraduate Last day of classes

18 Wed – 21 Sat.

Undergraduate FINAL EXAMS. Residence Halls close at 5:00 p.m. on Saturday

21 Saturday

PACE Last day of classes for Fall term 2

Graduate Last day of classes for Fall term 2

23 Monday

PACE Final grades for Fall term 2 due by 3p.m.

Graduate Final grades for Fall term 2 due by 3p.m.

25 Wednesday

PACE Promissory note due, Fall II

Graduate Promissory note due, Fall II

26 Thursday

Undergraduate Final grades for Fall Semester due from faculty no later than 12 noon

SPRING 2002

January

4 Saturday

Undergraduate Residence halls open for Academic Adventure

5 Sunday

Undergraduate Academic Adventure Registration

6 Monday

Undergraduate Departure for Academic Adventure

11 Saturday

Undergraduate Academic Adventure ends.

13 Monday

Undergraduate All students arrive/Residence Halls open 9:00 a.m. Check-in at the Green Center. Registration for all categories of non-preregistered undergraduate students 9:00 a.m. - 3:00 p.m. Graduate Student Registration 4:00-6:30 p.m. Registrar's Office in the Green Center.

PACE Undergraduate Spring Term 1 1/6 - 3/1 classes begin

Graduate Graduate Spring term 1 1/6 – 3/1 classes begin

14 Tuesday

Undergraduate Spring Semester classes begin. All students must present I.D. to enter class

17 Friday

Undergraduate Last day to submit a Florida Resident Access Grant application to the Office of Student Financial Services.

20 Monday

MARTIN LUTHER KING'S BIRTHDAY – HOLIDAY.

21 Tuesday

Undergraduate LAST DAY TO CHANGE COURSE SCHEDULE (Drop/Add).

31 Friday

Undergraduate Last day to remove an "I" (Incomplete) grade from the Fall Undergraduate Day Semester.

February

17 Monday

PRESIDENT'S DAY – HOLIDAY

PACE Withdraw deadline Spring term I

Graduate Withdraw deadline Spring term I

28 Friday

Undergraduate Progress Reports

March

1 Saturday

PACE Last day of classes for Spring term I

Graduate Last day of classes for Spring term I

3 Monday

PACE Undergraduate Spring Term 2 3/3 – 4/26 classes begin Graduate

Graduate Spring Term 2 3/3 – 4/26 classes begin

4 Tuesday

PACE Final grades for Spring term I due by 5:00 pm Graduate Final grades for Spring term I due by 5:00 pm

7 Friday

Undergraduate Spring break begins, Residence halls close at 5:00 pm

16 Sunday

Undergraduate Residence Halls open at 9:00 a.m.

17 Mon. – 21 Fri

Undergraduate Advising week.

19 Wed. - 20 Thurs.

SENIOR SALUTE (For Graduating Students)

Undergraduate Last day to withdraw from any class for Spring Day Undergraduate classes and receive a grade of "W".

April**4 Friday**

Undergraduate Last day to withdraw from any class for Spring Day Undergraduate classes and receive a grade of "W".

PACE Promissory note due, Spring I

Graduate Promissory note due, Spring I

14 Monday

PACE Withdraw deadline Spring term II

Graduate Withdraw deadline Spring term II

18 Friday

Undergraduate SPRING HOLIDAY (No classes).

26 Saturday

PACE Last day of classes for Undergraduate Spring term 2

Graduate Last day of classes for Graduate Spring term 2

May**6 Tuesday**

Undergraduate Last day of classes

7 Wed. – 12 Mon.

Undergraduate Final Exams.

5 Monday

PACE Undergraduate Summer Term 1 5/5 – 6/28 classes begin

Graduate Graduate Summer Term 1 5/5 – 6/28 classes begin

6 Tuesday

Undergraduate Final grades for Graduating Seniors due from faculty no later than 12:00 p.m.

PACE Final grades for Spring Term 2 due from faculty no later than 12:00 p.m.

Graduate Final grades for Spring Term 2 due from faculty no later than 12:00 p.m.

10 Saturday

COMMENCEMENT Residence Halls close for graduating students at 5:00 p.m.

12 Monday

Undergraduate REGISTRATION for Summer Session

13 Tuesday

Undergraduate Summer Session classes begin.

14 Wednesday

Undergraduate LAST DAY TO CHANGE COURSE SCHEDULE for Summer. (Drop/Add). Final grades for Spring Semester due from faculty no later than 4:00 p.m.

21 Wednesday

Undergraduate Last day to withdraw from any class for Summer and receive a grade of "W".

26 Monday

Memorial Day – Holiday no classes

30 Friday

Undergraduate Summer Session ends. Residence Halls close for all students at 4:00 p.m.

PACE Promissory note due, Spring II

Graduate Promissory note due, Spring II

June

9 Monday

Undergraduate Summer Internship Session begins.

16 Monday

PACE Withdraw deadline Summer term I

Graduate Withdraw deadline Summer term I

28 Saturday

PACE Last day of classes for Undergraduate Summer term I

Graduate Last day of classes for Graduate Summer term I

30 Monday

PACE Undergraduate Summer Term 2 6/30 – 8/23 classes begin

Graduate Graduate Summer Term 2 6/30 – 8/23 classes begin

July

1 Tuesday

PACE Final grades for Summer Term 1 due from faculty no later than 12:00 p.m.

Graduate Final grades for Summer Term 1 due from faculty no later than 12:00 p.m.

4 Friday

Independence day

24 Friday

Undergraduate Last day to withdraw from any Internship for summer and receive a grade of "W".

August

2 Saturday

PACE Promissory note due, Summer I

Graduate Promissory note due, Summer I

22 Friday

Undergraduate Last day of Summer Internship Session- All materials must be submitted to the director of Internships by this date.



MESSAGE FROM PRESIDENT ROSS

Lynn University is at an exciting time in its history. As we celebrate forty years as an educational institution, we have built a solid reputation for academic quality and educational innovation, providing academic programs that reflect societal needs and encourage collaborative approaches to the challenges the world faces in the 21st century.

At Lynn University, we have always believed the most useful education comes from a core liberal arts background combined with practical skills and hands-on experiences. Our professors invest a great deal of time helping our students identify an interest or strength which will serve as a professional focus.

College years not only lay the vital groundwork for long-term professional direction, but for lifelong personal growth as well. Lynn's administration, faculty and staff are committed to building within each student a strong foundation for meaningful life decisions, marked by a steadfast belief in one's own abilities and inner self. Our primary purpose is to provide our students with the knowledge, skills and personal values they need to achieve their own particular vision of success.

Graduate study at Lynn University is a matter of active learning in a dynamic and intellectually-charged environment, and we are uniquely suited to support graduate work at the master's and doctoral level. Lynn's dedicated faculty combined with excellent facilities offers graduate students the best possible training to reach the next level of their academic or professional career paths.

We value the commitment our graduate students make to the advancement of their own education and the contribution they make to University life. It is my steadfast aim and personal pledge to see that Lynn offers the kind of academic training and support that graduate scholars both expect and require.

Choosing a graduate or undergraduate program is an important step in a lifelong educational journey. I invite you to travel this exciting road with us. It is my personal goal to ensure that all students at Lynn have an experience here that will serve them well the rest of their lives.

Sincerely,

Donald E. Ross
President

MEMBERSHIP

American Association of Collegiate Registrars and Admissions Officers
American Association for Counseling and Development
American Baseball Coaches Association
American Board of Funeral Service Education, Inc.
American College Personnel Association
American Conference of Academic Deans
American Counseling Association
American Council of Education
American Fraternity Association
American Hotel and Motel Association
American Library Association
American Physical Therapy Association
Association of American Health, Physical Education & Recreation
Association of Athletic Directors of Development
Association for College Union International
Association of College and University Housing Officers-International
Association of College Student Personnel Administrators
Association of Collegiate Schools and Programs
Association for Gerontology in Higher Education
Association for University and College Counseling Directors
Association of Higher Education
College Placement Counsel
College Sports Information Directors of America
Commission on Accreditation for Physical Therapy Education
Council for the Advancement and Support of Education
Council for Adult and Experiential Learning
Council on Aviation Accreditation
Council on Hotel, Restaurant and Institutional Education
European Council of International Schools
Florida Association of College Registrars and Admissions Officers
Florida Association for Counseling and Development
Florida Association of Private College and University Admissions Officers
Florida Association of Student Financial Aid Administrators
Florida College Health Nurses Association
Florida Cooperative Education and Placement Association
Florida Counseling Association
Florida Funeral Directors
Florida Hotel and Motel Association
Florida Personnel and Guidance Association
Florida Physical Therapy Association
Florida Restaurant Association
Greater Miami Airport Association
Independent Colleges and Universities of Florida
Independent Funeral Directors
International Assembly for Collegiate Business Education (IACBE)
National Association of Campus Activities
National Association of College Admissions Counselors

National Association of College Student Personnel Administrators
 National Association of Colleges and Employers
 National Association of Colleges and Universities Business Officers
 National Association of Collegiate Directors of Athletics
 National Association of Schools of Music
 National Association of Social Workers
 National Association of Student Financial Aid Administrators
 National Association of Student Personnel Administrators
 National Association of Foreign Student Advisors
 National Business Aviation Association
 National Career Development Association
 National Collegiate Athletic Association
 National Collegiate Baseball Writers Association
 National Employment Counseling Association
 National Funeral Directors Association
 National Intercollegiate Flying Association
 National Intramural Recreation Association
 National Restaurant Association
 Palm Beach Hotel and Motel Association
 Regional Airline Association
 Southeast Florida Career Consortium of Private Universities
 Southeast Florida Library Information Network
 Southeast Library Network
 Southeast Regional Association: Teachers of English to Speakers of Other Languages
 Southern Association of College Admissions Counselors
 Southern Association of Colleges and Employers
 Southern Association of Student Financial Aid Administrators
 Southern Business Administration Association
 Southern College Art Conference
 Southern Regional Education Board: Council on Collegiate Education for Nursing
 State Board of Independent Colleges and Universities
 Sunshine State Conference
 The College Board
 University Aviation Association
 U.S. Basketball Writers Association

Lynn University admits students of any race, color, gender, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Lynn University does not discriminate on the basis of race, color, gender, religion, national and ethnic origin, disability, or age in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

SECTION I
UNDERGRADUATE CATALOG
AND GENERAL INSTITUTIONAL ACADEMIC POLICIES SECTION
2002-2003

CHAPTER I.

OVERVIEW AND INTRODUCTION TO LYNN UNIVERSITY

General Information

Lynn University is a private, four-year coeducational college, accredited as a Level V institution by the Southern Association of Colleges and Schools, and licensed by the Florida State Board of Independent Colleges and Universities.

Founded in 1962 as Marymount College, a two-year junior college for women, the College became co-ed in 1971 and changed its name to the College of Boca Raton in 1974. In 1982, the College expanded its offerings to include Bachelor's degrees and in 1985 the first Master's degree was in place. Based upon the institution's goal of expanding its focus nationally and internationally, the Board made the decision to attain university status and in September 1991, was renamed Lynn University. The first Ph.D. program was offered in 1998.

Lynn University is located in Boca Raton on South Florida's "Gold Coast." Geographically, the city and its environs are an epicenter for international trade, linking corporations that serve the world marketplace. The University's location in this hub provides a dynamic medium for educational exchange and learning. Boca Raton, a city of almost 150,000, is halfway between Palm Beach and Fort Lauderdale, only three miles from the Atlantic Ocean. Easily accessible from major roadways, Boca Raton is within easy travel distance of three major airports.

Vision

Lynn University's vision is to be a global University for the Twenty-First Century whose graduates apply ethical values in a diverse, complex, and interconnected society. The governing Board of Trustees is committed to developing academic programs that reflect the importance of global transformation, multicultural awareness, and international exchange. This triad forms both the premise and direction to further develop and extend its academic programs, support services, administrative operations, and resources internationally. The University seeks to create and constantly improve educational experiences in a living-learning environment with state-of-the-art information and communication technologies providing access to worldwide networks.

Mission

Founded in 1962 and located in Boca Raton, Florida, Lynn University is a private coeducational institution whose primary purposes are education, the preservation, discovery, dissemination and creative application of knowledge, and the preparation of its graduates with the academic foundation for life long learning. Service, scholarly activity including research, and ongoing professional development allow the faculty, in conjunction with the entire University community, to fulfill its purposes: facilitating student-centered learning and fostering the intellectual life of the University. The University offers Associate, Baccalaureate, Master, and Doctoral degrees as well as non-credit continuing education programs. Breadth, depth, and application of learning are the bases for competencies in all programs. Graduate curricula promote advanced or expert knowledge and scholarship. Programs are delivered through a variety of venues, including a traditional residential campus setting, distance education, off-campus sites, and international locations.

The University admits applicants with varying backgrounds and levels of academic proficiency who demonstrate potential for academic success. The student body includes traditional aged and adult learners from the United States and many other nations. Academic programs are coordinated with a range of support services, extra-curricular activities, international and cultural exchange programs, and career opportunities to promote students' ongoing intellectual, professional and personal development. Education, service and leadership are emphasized throughout the University experience.

The Board of Trustees, administration, faculty, staff, students, and alumni play an integral role in on-going assessment, planning, evaluation, and governance to enable the University to improve and to demonstrate institutional effectiveness in the following areas: educational programs, delivery systems, public service functions, support services, and administrative operations. Lynn University will have fulfilled its purpose if its graduates leave with knowledge, confidence, competencies, and ethical consciousness to assume positions of responsibility and leadership as productive, global citizens prepared for life long learning.
(Approved by the Board of Trustees 3/26/99)

Commitment of the University to Diversity

The University is committed to providing equal access to education and employment opportunities to all, regardless of race, color, gender, religion, national and ethnic origin, or age. The University is committed to compliance with federal and state laws, regulations, and policies governing equal access and equal opportunity.



CHAPTER II. CAMPUS LIFE

Every phase of University life provides a learning situation wherein the student is guided toward wise decision-making. While Lynn University primarily emphasizes formal learning through instruction and study, it clearly recognizes a student's needs, both personal and social. To serve these needs, the University offers a program of student services.

The student has ready access to educational and career guidance. Student organizations covering a wide range of interests offer the opportunity to develop many talents and skills. By participating in these activities, the student is exposed to situations that challenge initiative and leadership.

The Office of Student Services includes the Senior Vice President for Administration and Student Services, Dean of Students, Dean of Administration, Director of Student Services, Dean of Freshmen, Intercollegiate Athletics, Campus Recreation and Intramurals, Counseling Center, Center for Career Development, Office of Residence Life, Health Center, Housekeeping, Buildings and Grounds, Mailroom, Food Service and Student Activities. The Office of the Dean of Students provides assistance in securing advice on University-related concerns. The Dean is also responsible for maintaining an open line of communication between staff, students, and parents.

Student Activities

A program of activities complements the academic program. Students choose those activities that will contribute to their personal development and enjoyment - student government, service clubs, athletics, and numerous special interest organizations. In addition, the University offers a formal leadership program for all students. Social activities include game shows, dances, comedians, live music, international festivals, films, pool parties, sports days, intramural sports, award dinners, and novelty entertainment. Individual interests ranging from the fine arts to professional football to gourmet dining can be found in South Florida.

Athletics

Lynn University holds membership in the National Collegiate Athletic Association, Division II, (NCAA) and the Sunshine State Athletic Conference.

Intercollegiate athletic programs are open to all students in accordance with NCAA, Sunshine State Conference, and institutional eligibility standards. Intercollegiate teams now active are men's soccer, basketball, baseball, golf, tennis, crew and women's golf, soccer, basketball, tennis, volleyball, softball, and crew. In addition to intercollegiate sports, students are encouraged to participate in a wide range of intramural programs, including basketball, flag football, softball, tennis and volleyball.

The Higher Education Amendments of 1992 necessitated the development of the Equity in Athletics Disclosure Act of 1994. This disclosure of data on participation rates and financing of men's and women's sports in intercollegiate athletic programs at Lynn University is available in the Office of Student Financial Services.

The Student Right-to-Know Act of 1990 requires disclosure of graduation or completion rates and transfer-out rates for: (1) the general population of full-time, degree undergraduate students, and (2) students who receive athletically-related student aid, broken down by race and gender within sports. This information is available in the Registrar's office.

Residence Life

Residence Halls

The five residence halls (Lynn, Trinity, de Hoernle, Freiburger and the new E.M. Lynn Residence Center), provide living accommodations for more than half of the students. All room accessories (rugs, bedspreads, lamps, etc.) are provided by the student. Private telephone service, computer internet access and cable television are provided. Public telephones are available in all residence halls. New students are assigned to

rooms and roommates by the Office of Residence Life. Returning students must choose their rooms and roommates prior to leaving for the spring semester. Through the cooperative efforts of all, a living environment rich with the joys of friendship and sharing add a new dimension to the learning experience.

The residence halls are staffed by both full-time professionals and paraprofessionals. A full-time Resident Director is responsible for the overall function and operation of each residence hall. A Resident Assistant is a paraprofessional staff member and a student, whose primary responsibility is to build a community atmosphere among the students in each hall. They also have the authority to refer to Student Services any student who is found in violation of campus rules.

Room and Board Schedules

Day Division Full-Time Undergraduate Resident Students are served nineteen meals each week except during Winter and Spring Breaks. All residence halls and dining facilities are closed during Winter Break and students are expected to vacate their rooms.

Students may request from the Office of Residence Life permission for intersession housing and meals during Spring Break for an additional housing fee. Students with less than 60 academic credits or under 21 years of age are required to live on campus unless they are living at home with their parents, within commuting distance, married, or have children. Students with more than 60 credits may live off campus.

Student Health

Counseling

Counseling at Lynn University aims to further the total development of each student. This accent on the individual implies a very definite interest in all phases of the life of the student whose academic, personal and social welfare are of primary concern. Counseling is provided on an individual basis and records are maintained in strict confidence by the Director of Counseling. In addition, alcohol and substance abuse literature and referral services are continually available through the Counseling Center.

Health Center

A qualified registered nurse is available to students for consultation and counseling on medical concerns during scheduled hours. The Health Center is located in the E.M. Lynn Residence Center. During scheduled hours, the Health Center staff is on duty to provide limited medical services and distribute medication, if necessary. If a serious health problem arises, the nurse may refer a student to the services of qualified medical personnel outside of the University community.

Every full-time undergraduate student is required to submit a certificate of medical examination, a complete immunization record, and a medical history form before being allowed to enroll.

The University assumes no financial responsibility for medical services performed other than the University nurse's official services, nor does it pay any hospitalization costs, including deductibles.

Students, who refuse treatment or hospital admission, do so at their own risk. If a student is ill, it is the student's responsibility to report the illness to the Health Center, residence hall staff, and/or Student Services. If a student requires medication on a regular basis, he/she is advised to bring a sufficient quantity to last throughout the semester.

First aid supplies are available in the Health Center. However, it is recommended that each student keep a supply of basic first aid essentials, adhesive bandages, antibiotic ointment, etc., in case these items are needed outside of Health Center hours. We also suggest that students keep a supply of cold preparations, cough syrup, decongestant, etc., for personal use. Crutches and other aids may be obtained in the Health Center for the personal use of a student with the understanding, that the aids will be returned or the student will be charged for the replacement cost. Parents or guardians will be contacted by the University in cases involving students who are transported to the hospital by emergency services or hospitalized.

Insurance

All undergraduate students enrolled in the Fall or Spring semesters are covered by a supplemental accident insurance policy covering medical expenses up to \$4,000 per incident. The supplemental policy covers medical expenses incurred only as a result of accidental injury while the student is participating in University sponsored activities. Students are required to file a written report of the accident within 48 hours to the University Health Center and file a report for insurance claim processing. Claims, however, must then be submitted to the student's private insurance carrier. After the student's private insurance claim is processed, those costs not covered by a private policy will be covered by the University's supplemental policy up to the policy limits for reasonable and customary medical charges as established by the insurance company. Athletes participating in intercollegiate sports are covered by a special policy that pays for accidental injury while participating in University intercollegiate sports. Athletes are expected to pay the deductible amount in this policy.

All students are required to carry medical insurance or be covered by their parents' policy. Students are required to provide proof of insurance prior to enrollment at the University or sign up for the University plan. Information about the student medical insurance is available from the Health Center.

Medical/Mental Health Emergency Policy

The purpose of this policy is to ensure that all Lynn University students with incipient emotional, mental health, or physical needs receive timely assessment and access to service. In the event that a student suffers a mental health/psychological emergency, this policy defines the course of action for the student. A serious medical or psychological problem may include but not be exclusive to a suicidal threat with or without a plan, homicidal threat with or without a plan, substance abuse, eating disorders, or any medical or psychological issue which poses serious threat to the well-being of a student.

When a student experiences serious medical or psychological problems while enrolled as a student in Lynn University, he or she may request to take a voluntary medical leave of absence. The medical/psychological leave of absence must be presented and approved by the Dean of Students or his/her designee. When approved, the student will leave campus, be granted a grade of "W" in all enrolled courses even if the deadline for withdrawal without academic penalty has passed. If the student desires to return to campus after resolution, the student must adhere to the requirements specified under Medical/Mental Health Readmission Requirements outlined below.

Similarly, the University reserves the right to require a student to take a medical/psychological leave of absence if, in the judgement of the Dean of Students or his/her designee, the student a) poses a threat to the lives or safety of himself or herself or other members of the Lynn University campus, or b) has a medical or psychological problem which cannot be properly treated in the University setting, or c) has evidenced a medical condition or behavior that seriously interferes with the educational pursuits of other members of the Lynn University community. The student MUST gain prior permission from the Dean of Students or his/her designee in order for the student to return to campus as outlined under Medical/Mental Health Readmission Requirements below.

In making a decision to require a student to take a medical/psychological leave of absence, the University acts out of concern for the student and his or her rights, a concern for the other students, and the concern for the University as a whole.

Medical/Mental Health Readmission Requirements

Inherent in the policies outlined here regarding the care and concern of students suffering with medical and/or psychological issues is the encouragement of receiving proper treatment and professional services. For students who are required to withdraw from Lynn University for medical and/or psychological reasons, whether voluntarily or involuntarily, it is the predominant concern of the University that the student receives appropriate professional treatment. Lynn University wishes to provide sufficient time away from academic concerns to adequately address the issues that necessitated a leave, 6 months to a year or longer. Failure to seek ongoing appropriate treatment will seriously infringe upon the readiness to resume student status, and the University will withhold readmission until appropriate treatment has been received and documented.

For any student on medical/psychological leave, one month prior to the anticipated return date, the student must provide documentation from the attending medical/psychological professional to the Dean of Students or his/her designee. The documentation MUST include the following: reasons for treatment, frequency and duration of treatment, full assessment of medical and/or psychological status including history, diagnostic impression, and recommendations/treatment plan for continued recovery. The University also requires that the attending professional assess whether the student is able to handle academic demands, intellectually, physically, and psychologically, as well as return to the university community. If the preceding information is not included, the University reserves the right to delay readmission until proper treatment/documentation has been received.

The information will then be reviewed by the appropriate healthcare professionals at Lynn University and by the Dean of Students, or his/her designee. If the student is permitted to return, the University may require special conditions or requirements at that time, such as meeting with the Dean of Students or other medical/professional university personnel periodically to monitor the student's progress. In addition, the student may be required to establish a professional ongoing relationship with the Counseling Center or Health Center staff. The decision to readmit a student from a medical leave of absence may be reversed if the student fails to be a responsible member of the Lynn University campus.

Substance Abuse

Lynn University maintains a drug-free environment and has a strict policy relating to the possession or use of any drug as defined by local, state and/or federal law, including marijuana. Any student found in possession or involved with any type of drug will be suspended immediately. A representative of the University will communicate with the parents if the student's residential or academic status has been terminated.

Students of legal age are permitted to have alcohol in the privacy of their rooms. Students who choose to drink must do so in a responsible manner. However, students are not permitted to have alcohol in public areas, i.e. hallways, lounges, pool, etc. Violation of this policy will result in disciplinary action.

Substance Abuse Prevention Program

The University recognizes the problems that exist in today's society with regard to alcohol and substance abuse. As such, the University has a responsibility to its students, faculty and staff to offer an ongoing information program on these problems. Each semester, seminars dealing with substance abuse are offered through the auspices of Student Services.

These seminars deal with the role of alcohol and other potentially abusive substances in contemporary American society, including a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, legal issues related to substance abuse, and resources available for the prevention and treatment of abuse problems.

In addition, alcohol and substance abuse literature, counseling and referral services are available through the Counseling Center. Lynn University is in compliance with the Drug-Free Workplace Act.

Student-Athlete Substance Abuse Prevention Policy

Lynn University seeks to promote the development of each student-athlete's intellectual, emotional and social capabilities. Student-athletes are required to participate in a substance abuse education program and will have counseling available to assist them when needed. The substance abuse program includes mandatory professional seminars, video presentations, literature, and drug testing and screening. Drug testing will be conducted only if a student-athlete is suspected of drug abuse. (The Director of Athletics and/or the Director of Counseling may require testing.)

All student-athletes representing Lynn University are required to sign a form of consent regarding this policy. Our goal is to better educate our student-athletes on the hazards of substance abuse and the value of prevention programs.

General Student Life Regulations and Policies

The University regards its students as responsible young adults and allows them considerable personal freedom. Specific rules and regulations are found in the Student Handbook, which is available in the Dean of Student's office or on the University web site.

Policies are created to help promote a community atmosphere that is conducive to the pursuit of an academic program. Our rules and regulations are firm, and violation of these rules may result in expulsion. The University reserves the right to impose probation on any student whose conduct is unsatisfactory. The University further reserves the right, subject to University procedures, to require a student to withdraw at any time. Admission of a student that is premised upon false statements or documents is null and void upon discovery of the fraud, and credit previously earned by the student is voided.

Upon dismissal or suspension from the University, there will be no refund of tuition and fees. Further, in the event that there has been only a partial payment of fees and tuition, the University will consider the balance due. There will be no refund of tuition, fees, charges, or any other payments made to the University in the event the operation of the University is suspended at any time as a result of any act of God, strike, riot, disruption, or for any other reason beyond the control of the University. Admission of a student to Lynn University for any academic year does not imply that such student will be re-enrolled in any succeeding academic year.

All students are subject to the regulations and guidelines in this catalog and in the Student Handbook.

Automobiles

Automobiles are allowed on campus, but must be registered with the Security Department. Speeding, driving and/or parking on the grass, and similar violations will result in fines and/or loss of the privilege of having a car on campus.

Check Cashing Services

The University Bookstore handles student check cashing for a \$1 per check fee. Hours are 11:00 a.m. - 2:00 p.m. The maximum amount permitted is \$50 per check per day per student. A fee of \$20 is charged for a check returned for any reason. The privilege of having checks cashed will be revoked after one check is returned. Students must present their ID card when cashing a check. No third party checks will be honored.

Dismissal

The University reserves the right to dismiss any student who fails to meet the required standard of scholarship and to dismiss or suspend any student for violation of the rules of the University or for any other reasonable cause. In view of the foregoing and since the University must make its financial commitments for the entire academic year, no reduction or refund of fees will be made in cases of dismissal or suspension of a student.

Laundry

Coin operated laundry machines are available on campus. Students provide their own towels and linens.

Orientation

Prior to the beginning of the fall semester, new students are required to participate in a campus-wide orientation program. This program is designed to aid students in their transition to campus life as well as provide many social activities.

Property Damage Responsibility

Lynn University assumes no responsibility for loss or damage to the personal property and effects of students. Insurance protection for personal effects should be obtained in conjunction with parents' insurance or student's insurance from an independent source. Resident students are responsible for their residence hall rooms on campus. Damage to rooms and public areas of the residence halls and campus are assessed based on individual, joint, or group responsibility. The University attempts to identify those individuals responsible for

damage or vandalism. When this is not possible in a residence hall, all students who reside in the particular area must bear an equal portion of the cost and responsibility.

Public Access to the University Campus

As a private institution, individuals wishing to enter the campus for the purpose of meeting with students or staff must be admitted through the Receptionist and receive a Visitor's Pass. This includes the news media, as well as anyone who might have business with students or staff members. The names of guests should be submitted to the Receptionist along with the expected time of arrival and where the student or staff member can be located when the individual arrives. This policy is intended to safeguard the privacy of the University Community, as well as to help insure a safe and secure campus environment.

After 1:00 a.m. Monday through Friday and 3:00 a.m. Saturday and Sunday only resident students will be allowed to enter or remain on campus. Resident students and staff members are required to show proper identification at the entrance to the campus.



CHAPTER III. LYNN UNIVERSITY CAMPUS

The picturesque 123-acre campus is beautifully landscaped with a variety of tropical and semi-tropical plants and trees. Seven lakes reflect the natural beauty of the setting and the harmonious design of the architecture. All buildings have been constructed since 1962 and are completely air-conditioned.

Campus Resources

The **Schmidt College Center**, named for Charles E. and Dorothy F. Schmidt, defines the entrance to the University. It includes the offices of the President, Institutional Advancement, Undergraduate Admissions, and In-House Counsel.

The **Ronald and Kathleen Assaf Academic Center**, located at the north end of the campus, provides classrooms, science labs, art studios and the offices of the College of Professional, Adult and Continuing Education. The two-story structure provides an academic atmosphere with all rooms opening onto a scenic courtyard.

The **Lynn Student Center** includes The Christine Room, student commons, chapel, auditorium, Faculty Club, snack bar, outdoor terrace for dining, Student Activities offices, and student meeting room.

The **Landgren Chapel** is dedicated to the memory of Harold and Agnes Landgren. Liturgy is celebrated here regularly and the Chaplain's Office is adjacent. The Chaplain's Office assists students of all faiths.

The **Eugene M. and Christine E. Lynn Library**, built in 1996, houses a collection of over 90,000 library material units, including books, microforms, videos and other audio/visual formats. The collection is supplemented by a network of electronic databases. Through membership in SEFLIN, the Southeast Florida Library Information Network, the on-line catalogs of other universities in the area are accessible to the Lynn Library users as is the Internet. Reciprocal borrowing privileges are extended to all members of SEFLIN academic libraries. The library also houses the Lynn College of International Communications, including two studios, control rooms, computer lab and editing rooms.

Louis and Anne Green Center for Expressive Arts is located in the former Library directly west of the Schmidt College Center. This facility includes offices for Academic Affairs, the Office of Student Financial Services, the Registrar's Office, and a performing arts and teleconferencing area, and a flexible conference setting appropriate for art exhibits, cultural events and workshops.

Ritter Hall, located west of the de Hoernle International Center, is a classroom complex housing faculty offices for the College of Business and Management as well as classrooms specifically dedicated to each major program within this division.

The Coleman Electronic Lab, located at the northwest section of the Lynn Library, contains Dell computers, and an area designated for study, both individually and in groups.

Lynn Residence Center is an upperclassmen residence center with a state-of-the-art fitness center which includes weight, exercise, and aerobics areas. A full-time residence director and resident assistants coordinate community development programs for the residents. Basic cable television service and computer drops are in each student room. All rooms have private baths and students reside three to a room.

Trinity Hall is a three-story residence hall accommodating 120 women. A full-time residence director and resident assistants coordinate community development programs for the residents. Basic cable television

service and computer drops are in each student room. The Center for Career Development and other offices are located in this facility.

de Hoernle Residence Hall houses 240 students in four residential wings. This residence hall has its own lounges and a computer lab. A full-time residence director and resident assistants coordinate community development programs for the residents. Basic cable television service and computer drops are in each student room. The office of Student Services is in the de Hoernle Residence Hall.

Freiburger Residence Hall provides housing for 200 students. A full-time residence director and resident assistants coordinate community development programs for the residents. Basic cable television service and computer drops are in each student room. Faculty Offices for the College of Arts and Social Sciences are also located in the Freiburger Residence Hall.

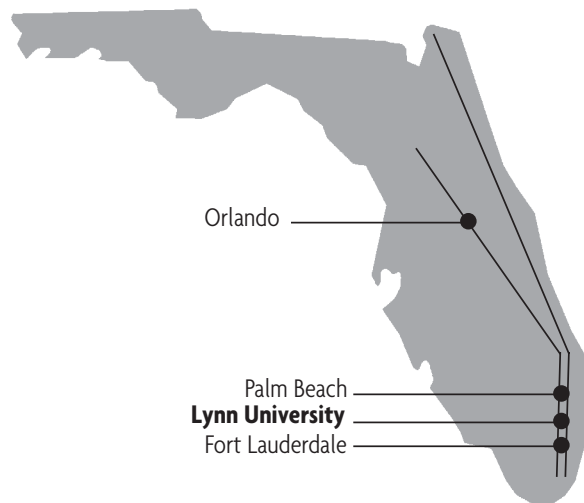
The **McCusker Sports Complex** includes two outdoor pools for year-round use, tennis courts, basketball courts, soccer and baseball fields, space for volleyball, and similar sports. Golf, polo, horseback riding, and bowling are available nearby.

The **Count and Countess de Hoernle Sports and Cultural Center** is a 35,000 square feet, multi-purpose facility. The building houses a gymnasium, locker rooms, meeting rooms, a conference room, and Athletic Department offices.

The **Lynn University International Center**, a 35,000 square feet state-of-the-art building, combines classrooms, administrative and activities facilities for the rapidly growing international student population, a large multi-purpose meeting room, reception area, The Amarnick - Goldstein Concert Hall and the Cohen International House. The Donald and Helen Ross College of Education is located on the third floor.

The **Lynn University Bookstore** is a mini-shopping center. Textbooks, supplies, clothing, snacks, and gifts can be purchased. The bookstore also provides check cashing and postal services.

The **Burton D. Morgan School of Aeronautics**, a 2700 square feet facility, located at the Boca Raton Airport, houses the state-of-the-art Frasca flight simulator and is home to the University's fleet of Cessna 172 aircraft.



CHAPTER IV.

ADMISSIONS

General Information

Lynn University welcomes and evaluates applications on a rolling basis. The following is an overview of general admission policies. Further questions concerning enrollment procedures should be directed to the Office of Admission, (800) 888-LYNN or admission@lynn.edu.

In addition to the requirements needed for admission to Lynn University, applicants to the Conservatory of Music need an audition and must submit an additional Conservatory of Music application. Please refer to the Conservatory's Profile for audition and application requirements.

Visitors are Welcome

All prospective students and their parents, guardians, families, and friends are encouraged to visit Lynn University. The recommended time for high school students to see the University is during the spring of their junior year or during the fall of their senior year. Although campus interviews are not required, they are strongly encouraged. It is recommended that visits be scheduled while the University is in session and students are on campus. This will give the prospective candidates and their families an opportunity to meet students and faculty, to observe classes, to eat in our dining hall, and to view the campus. It is best to avoid Lynn's vacation and final examination periods, since Lynn University students are either away from campus or are less readily available. If time or other obligations do not comply with the academic calendar, visitors are still welcome throughout the year. Students are requested to write, e-mail, or call the Office of Admissions at least one week in advance of their visit. The Office is open from 8:30 a.m. to 8:00 p.m. Monday through Saturday.

Day Division - First Year Students

Applicants will be considered for general acceptance if they meet the following requirements:

- Earned a high school diploma or G.E.D.
- Minimum GPA of 2.5
- Minimum SAT 850 or ACT 18
- Official high school transcript
- At least one letter of recommendation from a guidance counselor or teacher
- A personal statement or essay

Students who are applying to The Academic Center for Achievement (formerly TAP) are required to submit current psycho-educational testing (WISC/WAIS) to the Office of Admission. When all required documents are evaluated, the Director of The Academic Center for Achievement will notify the candidate.

Application Procedures

Lynn University encourages high school students to apply during the fall of their senior year.

1. Complete Lynn University's Application Form and mail it to the Office of Undergraduate Admission with the \$35 non-refundable application fee or apply online at www.lynn.edu.
2. All candidates for admission must submit an official transcript indicating all secondary school course work and graduation date.
3. SAT I (Scholastic Assessment Test) or ACT (American College Test) scores are required and may be included on the official transcript or sent separately. Lynn University's school code for the SAT is 5437; the school code for the ACT is 0706.
4. A letter of recommendation from the candidate's guidance counselor or a teacher is also required. The letter of recommendation is most useful as the University recognizes the effect of determination and motivation on a student's academic performance.
5. Applicants also are required to submit a personal statement or essay.

6. Applicants and their families are strongly encouraged to visit Lynn University; please call, write, fax or e-mail to arrange for an interview and a campus tour.
7. When school records, test scores, letters of recommendation and personal statement or essay are received, the University will notify applicants of their admission status.
8. Upon acceptance, a deposit is required to reserve a place in the class. This deposit is credited to the student's account, and is non-refundable after May 1 for new freshman applicants for the fall semester
9. Final acceptance is contingent upon successful graduation from high school, and is confirmed through receipt of the applicant's final transcript.

Day Division - Transfer Students

Applicants will be considered for general acceptance if they meet the following requirements:

- Transfer students must have at least a 2.0 cumulative GPA from the last college attended.
- A demonstrated readiness to pursue studies

Application Procedures

Transfer students are welcome at Lynn University and every effort is made to make the transfer of credits and completion of the degree requirements as easy as possible.

1. Complete the Application Form and mail it to the Office of Admission with the \$35 non-refundable application fee.
2. Official transcripts from the candidate's current college and from all previous colleges/universities attended must be sent directly to the Office of Admission. A letter of recommendation from a professor or employer is also encouraged. In lieu of a letter of recommendation, the "Dean of Students Recommendation Form" may be submitted. SAT or ACT scores are not necessary if 12 or more college credits have been successfully completed with a "C" average or better. Applicants also are required to submit a personal statement or essay.
3. Applicants and their families are strongly encouraged to visit Lynn University; please call, write, fax or e-mail to arrange for an interview and campus tour.
4. When the college transcripts and a letter of recommendation or the "Dean of Students Recommendation Form" are received, Lynn University will notify the student of his/her admission status.
5. Upon acceptance, a deposit is required to reserve a place in the class. This deposit is non-refundable and is credited to the student's account.
6. In general, transfer credits will be granted for all work completed in comparable courses with a grade of "C" or better at other accredited colleges, and insofar as these courses fit the curriculum requirements for a student's intended major. Credit will not be given for developmental courses which are intended to prepare a student for college level work.
7. Upon acceptance to Lynn University, Students will receive a preliminary evaluation of transfer credits. Students will meet with their advisor during the first week of classes; the advisor will finalize the transfer of credits towards the students' chosen major. At this time any changes or revisions to transfer credits will be made, and the final evaluation will be sent to the registrar's office to finalize the process. Last minute applicants will be handled on an individual basis as part of the admissions process

International Students

International students are important and vital members of the Lynn community who comprise a significant portion of the student body and represent over 75 countries.

International applicants are classified into the following two categories:

- a. A citizen of a country other than the United States who holds a passport from that country.
- b. Any U.S. or non-U.S. citizen whose permanent home address is outside of the United States.

International Application Requirements

An international application for admission is considered complete and ready for review when the following documents and records have been received:

1. A completed application form signed, dated, and accompanied by a non-refundable application fee of \$35. This fee must be drawn from a U.S. bank account, be an international money order, or paid by credit card.
2. Educational documents, including official transcripts and mark sheets from each secondary school, college, or university attended, and official report of scores from all national schoolleaving examinations, if applicable. All educational documents must be accompanied by original English translations, and documents submitted must carry the seal or stamp of the issuing educational institution. Uncertified photocopies are not acceptable. NOTE: Transfer applicants with more than one year of university level study are not required to submit secondary school records, but upon acceptance must submit official English translated course descriptions for course evaluation.
3. A letter of recommendation from a counselor, class tutor, career advisor, or head of school for freshman applicants or a letter of recommendation from a professor at the university most recently attended.
4. A personal statement or essay.
5. Official test results of the TOEFL (Test of English as a Foreign Language), if English is not the applicant's first language. Applicants with TOEFL scores of 470-499 will be placed in the English for Academic Purposes Program. Applications with TOEFL scores of 500+ will be considered for regular admission. For a registration form, contact:
TOEFL Services
P.O. Box 6151
Princeton, NJ 08541-6151
(609) 771-7760
e-mail: toefl@ets.org.
www.toefl.org
6. Official test results of the SAT I or ACT are required and used for the purpose of academic advising. For a registration form, contact:

College Board SAT Programs	ACT Universal Testing
P.O. Box 6200	P. O. Box 4028
Princeton, NJ 08541-6200	Iowa City, IA 52243-4028
(609) 771-7600	(319) 337-1321
www.collegeboard.org	

Lynn University code for SAT and TOEFL is 5437.
Lynn University code for ACT is 0706.
The SAT I and ACT are not required of transfer applicants who have completed 12 or more university credits with a grade of "C" or better.
7. Completed Certification of Finances Form properly endorsed by the appropriate bank with the official bank seal or stamp.
NOTE: This requirement does not apply to U.S. resident aliens who are required to submit a notarized copy of their **Resident Alien Card (Green Card)**.
8. Transfer Eligibility Form for International Students. All international students who are currently studying in the United States on an F-1 student visa and who are transferring from other U.S. institutions are required to submit this form.

The I-20 Form

Upon admission to Lynn University, applicants are sent a letter of acceptance and requested to submit an admission deposit to reserve their place. When the student's certification of finances is submitted to the

Office of Admission, the I-20 Form (Certificate of Eligibility) is issued. The I-20 form, a valid passport, and financial certification must be presented at the nearest U.S. Embassy or Consulate in the student's country of citizenship or permanent residence to obtain the F-1 student visa necessary for study in the United States. Students admitted to the United States on an F-1 student visa must attend the University on a full-time basis and may not engage in unauthorized employment without permission from the U.S. Immigration authorities.

Evaluation of the Applicant

When the application forms and other required records of the applicant are complete, the application will be submitted to the Admission Committee for evaluation. Final acceptance of each applicant will be determined by the Director of Admission. The acceptance of admission by the transfer student is also an agreement of the evaluation of credits accepted by Lynn University.

Application Procedures

It is the student's responsibility to request official transcripts from every school attended. Transcripts should be sent to the student's academic advisor. Transcripts that are not received directly from the sending institutions are unofficial and will not be officially evaluated. When all transcripts are received, the official transfer evaluator will review the student's file. An evaluation will be completed and a copy of this will be forwarded to the student. Credits will be accepted in transfer from other institutions under the following conditions:

1. Transfer credits will be granted for all work completed in comparable courses with a grade of "C" or better at other accredited colleges, and insofar as these courses fit the curriculum requirements for a student's intended major.
2. Credit will not be given for vocational courses or for courses listed below the acceptable college level degree.
3. Credits evaluated as "Experiential Credit" are not transferable from another institution into Lynn University degree programs.
4. Lynn University reserves the right to accept or reject courses completed at any other institution of higher education; however, as a rule, credits from regionally accredited institutions are transferable.

Readmission

Students who voluntarily or involuntarily withdraw from Lynn University for one or more full semesters lose degree-seeking status. Students wishing to return to the University must submit an application for readmission to update information. Students who have attended another institution during their absence from Lynn University must have all academic credentials sent to the Office of Admission.

Students who have been dismissed for academic deficiencies or suspended for disciplinary reasons for one or more semesters must submit an application for readmission of dismissed or suspended student and include a letter of appeal with their application for readmission. The application for readmission must be approved by the Dean of Students and by the Director of Academic Advising. Students who are re-admitted to the University return at the same Academic Standing status they had prior to leaving the University.

Americans with Disabilities Act (ADA)

Students with documented learning differences must disclose their desire for corresponding accommodations by checking the appropriate box on the Application Form. Their applications will be reviewed for consideration into the appropriate program at Lynn University.

Students with non-documented learning differences who wish to avail themselves of special accommodations under the American Disabilities Act must disclose their special needs. Efforts will be made to make reasonable accommodations.

Additional Admission Procedures and Contact Information

The Office of Undergraduate Admission confirms the receipt of admission deposits in writing. Medical forms from the University Health Services Department are sent to Day Division students, as well as information on

health insurance. Lynn University strongly advises that all students have adequate U.S. medical insurance during the duration of their enrollment. International students are required to maintain accident/sickness insurance coverage. Prior to the applicant's term of enrollment, information about living accommodations, student services, and campus activities is mailed. Students are encouraged to contact the appropriate offices at any time, should questions arise prior to their arrival on campus.

Lynn University	(561) 237-7000
Office of Student Financial Services	(561) 237-7184
Office of Academic Affairs	(561) 237-7793
Disabilities Services	(561) 237-7794
Office of International Student Affairs	(561) 237-7075
Office of Residence Life	(561) 237-7236
Office of Student Services	(561) 237-7230
Office of Intercollegiate Athletics	(561) 237-7281
Office of the Dean of Freshman	(561) 237-7289

Placement and Testing

Advanced Placement

Lynn University invites applications from students who have taken College Board Advanced Placement Examinations or have participated in secondary school advanced placement program. Students with a score of 3 or higher on a CEEB placement exam will be awarded credit. Actual course application will be assigned by the appropriate college dean. Other AP programs will be assigned on an individual basis.

CLEP

University credit may also be earned by taking the College Level Examination Program (CLEP) tests. Students may earn up to 30 credits from the General Examination and meet all the requirements of the freshman year. Information may be obtained by writing to CLEP, Box 6600, Princeton, NJ 08541-6600, or by contacting the Academic Advising Center (561) 237-7308.

English and Math Placement

In order to ensure proper preparation for college level English and math, freshmen day division students are administered English and math placement tests during their first semester. Results will determine whether students are placed in 099 level English and/or math or at the beginning college level English and math. For further information regarding placement in 099 level courses, contact the Dean of Freshmen.

International Baccalaureate

Lynn University reviews, evaluates and accepts International Baccalaureate (IB) higher level credentials for possible transfer credit on an individual basis in the context of a student's proposed area of study. The amount of credit and level of placement are subject to approval by the appropriate college. Course credit is generally granted for each higher level examination passed with a score of 5, 6 or 7 in courses comparable to Lynn University courses and appropriate to the degree program. A score of 4 may qualify a student for advanced placement without credit, subject to departmental review. Credit is awarded only for courses at the Higher Level; no credit is awarded for IB Subsidiary examinations, regardless of the scores earned.

Specialized Programs

Early Admission

Students who wish to enter Lynn University directly after the eleventh grade may apply for early admission, if their guidance counselor recommends such action. They should arrange with their high school to receive a high school diploma when they complete one semester (or one year) of university work. Students wishing to pursue this option should apply early in the eleventh grade.

Freshman Frontiers Program

This program is designed to offer a smooth transition to the university environment. The Admission Committee will consider students who score below an 850 on the SAT, or below an 18 on the ACT, and/or have

a high school GPA below a 2.5. These students may be admitted to the Freshman Frontiers Program. Frontiers students meet biweekly with their assigned advisors to review their academic progress and plan individual study strategies. These students are also encouraged to participate in group study sessions.

Freshman Honors

The Freshman Honors experience provides highly motivated first-year students with an opportunity to take courses in which they can experience the challenge and exhilaration of the regular Honors Program while fulfilling core requirements. These students will also be able to attend the Honors Program Enrichment Series and to interact with upper-division Honors Program students.

Honors Program

Students who are highly motivated and who seek an enriching academic experience may apply for the Honors Program. Accepted candidates experience an innovative curriculum encompassing the full breadth of the liberal arts and sciences. The curriculum permits in-depth exploration as well as broad intellectual synthesis. Rigorous honors courses are coupled with integrative, interdisciplinary seminars and individualized projects.

The Academic Center for Achievement (ACA)

The Academic Center for Achievement offers students with learning difficulties an extraordinary opportunity to excel at the college level. It provides a select number of motivated students with the additional support they need to achieve and maintain academic success and earn a university degree.

The Academic Center for Achievement provides these students with academic mentoring; a separate testing room and extended time for examinations; verbal exams; specialized core courses with a low pupil-to-teacher ratio called –z courses; and individualized tutorials in most courses.

All students accepted into the Academic Center for Achievement are required to take EDU 100 Language and Learning Development, a 3-credit college level course. This course is diagnostic in nature and focuses on the theories of behavioral psychologists and the relationship between intelligence and learning. It is designed to help students understand and identify their own individual learning styles, their cognitive strengths and weaknesses, and the sensory modalities that will help them succeed.

Additionally, freshmen in the Academic Center for Achievement are to attend one-on-one tutoring sessions twice a week to further their academic success. All tutors hold Professional, Masters or Doctoral Degrees. The Tutoring Center keeps parents informed by sending updates home twice a semester on students' tutorial use.

Reservation Agreements

Students enrolling at Lynn University do so with the understanding that they are in agreement with, and subject to, the following reservations by the university:

- Lynn University reserves the right of final decision in accepting candidates for admission. The student is subject to dismissal for the submission of false or misleading information.
- The University reserves the right of final decision regarding course requirements for any degree program offered by the University and the content of individual courses.
- Enrolled students will abide by all Lynn University regulations and comply with all local, state and federal laws. The University reserves the right to suspend or dismiss students for violations of regulations. In such cases, tuition and fees paid to the University will not be refunded.
- Attendance at Lynn is a privilege granted solely by the University. The University reserves the right to withdraw, dismiss, or suspend at any time a student whose conduct is adjudged as inconsistent with the standards, policies, rules and regulations of the University.

NOTICE: The University makes every effort to assure completeness and accuracy in the Catalog. However, due to the inevitable changing nature of listings and policies from year to year, possible errors, misprints, or omissions may occur, for which the University shall not be held liable.

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the University. The University reserves the right to change any provision or requirement, including fees, contained in this catalog at any time with or without notice.

Credits and degrees earned from colleges within the State of Florida which are licensed by the State Board of Independent Colleges and Universities do not automatically qualify the individual for a Florida Teaching Certificate or to participate in professional examinations in Florida. The established procedure requires the Florida Department of Education to review and recognize the credentials of the individual and the accreditation of the College granting the degrees, prior to approving teacher certification; and for the appropriate state professional board under the Department of Professional and Occupational Regulation to make similar evaluations prior to scheduling examinations. Any student interested in obtaining a Florida Teaching Certificate should contact the Office of Teacher Certification, Department of Education, Tallahassee, Florida 32301. Any student interested in practicing a regulated profession in Florida should contact the Department of Professional and Occupational Regulation, 2009 Apalachee Parkway, Tallahassee, Florida 32301.

Additional information regarding the University may be obtained by contacting the State Board of Independent Colleges and Universities, Department of Education, Tallahassee, Florida 32399; (850) 488-8695.



CHAPTER V. FINANCIAL INFORMATION

All student charges must be paid in full before the student is allowed to register or attend classes. ALL STATEMENTS OF ACCOUNT ARE DUE AND PAYABLE IN FULL ON OR BEFORE THE DATE SHOWN ON THE STATEMENT. Since the University incurs many expenses of a continuing nature, such as salaries and maintenance, it is essential that the annual income from tuition and fees be assured in order to plan and maintain these services over the entire year. For this reason, it is understood that students are enrolled for the entire academic year or such portion as remains after the date of entrance. Furthermore, the University will not grant a degree, issue transcripts, or release semester grades until all financial obligations have been satisfied.

2002-2003 FEE SCHEDULE

	YEAR	SEMESTER
Resident Student		
Tuition	\$21,000	\$10,500
Room & Board (Double Occupancy)	7,650	3,825
Double w/bathroom	8,650	4,325
Triple	6,650	3,325
Triple w/bathroom	7,650	3,825
Private	9,650	4,825
Private w/bathroom	10,650	5,325
Student Services Fee	500	250
Technology Fee	250	125
Commuter Student		
Tuition	\$21,000	\$10,500
Student Services Fee	500	250
Technology Fee	100	50
TOTAL	\$21,600	\$10,800
Mandatory International Student Insurance	\$696	
ACA A (1 year required, or enrolled in 3 "Z" courses)	\$9,700	\$4,850
ACA B (returning or enrolled in 2 "Z" courses)	\$7,000	\$3,500
1 summer "z" course		\$500
Part time or Overload	\$630 per credit hour	
Funeral Service	\$315 per credit hour	
PACE	\$230 per credit hour	
Graduate	\$440 per credit hour	
Ph.D. Tuition	\$605 per credit hour	

Special Fees for All Programs

Application	
Day Undergraduate	\$35
Continuing Education, Graduate	\$50
Registration	
Education, Ph.D., Graduate	\$30
Late Registration	\$40
Transcript	\$5
Portfolio/CLEP	\$75
Laboratory	\$30-60
Graduation	\$130
Lost ID	\$15 for first, \$25 for each additional
Late Payment	\$25
Parking Fines	\$15
Return Check	\$20
Lost Key	\$50
Adirondack Experience	\$300
Lock Change	\$50-100
Spring Break Housing	\$200-250
Damage	\$50
Audit Fee	\$625

Deposits 2002-2003

Deposits are applied against tuition and/or room and board. Deposits are **NON-REFUNDABLE**. However, a new student may request a refund prior to May 1 before the beginning of the academic year by submitting a written request to the Office of Student Financial Services prior to May 1st.

Off Campus Deposit for new students	\$200 per semester
Resident Student Deposit	\$500 per semester
Academic Center for Achievement Deposit	\$150 per semester (in addition to one of the above amounts)

Day Division Undergraduate Early Payment Discount

An early payment discount of \$50-\$650 is available. Tuition prepayment discounts to be allowed:

Single payment of tuition for ENTIRE 2002-2003 academic year, if paid by:

April 1, 2002	\$650
May 1, 2002	\$550
June 1, 2002	\$450
July 1, 2002	\$350
August 1, 2002	\$250

Single payment of tuition for Fall 2002 semester only, if paid by:

April 1, 2002	\$375
May 1, 2002	\$275
June 1, 2002	\$225
July 1, 2002	\$175

Single payment of tuition for Spring 2003 semester only, if paid by:

October 1, 2002	\$100
November 1, 2002	\$50

Note: Tuition discounts earned will be credited to the student's account in the succeeding month.

Room and board should be paid as early as possible to ensure a room assignment. All private rooms and double rooms with a bathroom must be paid in full for the full year as soon as possible to guarantee the room. Rooms are assigned on a first come basis. A waiting list will be generated for these special rooms. All tuition, room and board charges, and fees for the Fall 2002 semester as well as all other fees are due no later than August 2, 2002, and for the Spring 2003 semester by December 3, 2002.

Financial aid from third parties will not arrive before the expiration of prepayment deadlines. Therefore, individuals who want to receive the tuition discount must pay the full tuition and wait for a refund of the overpayment that will subsequently be generated by the receipt of financial aid within timeframe specified.

Institutional aid awarded by Lynn University will not be considered prepayment of tuition when computing the tuition discount. Individuals who want to receive the tuition discount must pay the full tuition within timeframe specified and wait for a refund of the overpayment that will subsequently be generated when tuition charges are posted and the financial aid award is credited to the student's account at the start of each semester.

Lynn University Payment Arrangements

Discount Plans:

Family Discount- Applies to immediate family members who are enrolled in credit bearing classes during the same term. Two family members-10% discount for each. Three family members-15% discount for each.

Referral Bonus- Applies to the evening division only. Once a referred student applies for admission and pays for the term, the person who referred the new student is eligible for a discount equal to 15% of the referred student's first term tuition.

Early Payment Discount- Applies to evening students who have paid in full 30 days before the term commences. Registered for one class-\$50 discount. Registered for two classes-\$100 discount.

Payment Plans: (evening program only)

Achiever Loan- Underwritten by Key Bank. Apply once and obtain approval for 4 years. Lynn University agrees to keep the tuition flat for four years.

Key Bank Payment Plan- Student would prepay for his or her first 8-week term and could then continue to pay monthly. Can begin in any term. Key Bank requires a minimum of 50 accounts for this program.

Lynn University Payment Plan- Effective Spring Term 1 2002 LU will accept 1/3 tuition at the beginning of the term, 1/3 tuition in the middle of the term and 1/3 tuition at the end of the term. Processing fee is \$50 and is due at the beginning of each term in which the payment plan is utilized. The student will give post-dated checks at the beginning of the term for all tuition due for the term.

Corporate Reimbursement

All existing corporate reimbursement participants will be allowed to continue on the program, as long as their account is kept current. All new students to the corporate reimbursement program will be required to pay 50% of the tuition at the beginning of the term and the remainder will be due 3 weeks after the end of the term. The student will give a post-dated check at the beginning of the term for the balance due. The student must provide proof that they are eligible for corporate reimbursement from his or her employer before s/he can be enrolled in this program.

Submitting Payments

Payments are accepted in cash, check, money order, credit card or electronic wire transfers in U.S. dollars only. Credit cards that are accepted: VISA, MASTERCARD, AMERICAN EXPRESS and DISCOVER. Please include the student's Lynn University identification number with all payments.

Payments may be submitted by mail to:

Cashier
Lynn University
3601 N. Military Trail
Boca Raton, FL 33431

By phone: (561) 237-7187

By internet: www.lynn.edu/payments

By wire: Bank of America, Boca Raton, Florida

Routing transit #063100277
Lynn University
Checking account #003446423293

To help ensure that the appropriate student's account is credited timely, please include the student's name and Lynn University student identification number on your wiring instructions, also fax confirmation to the Office of Student Administrative Services at (561) 237-7189.

Student Course Load (Full-time vs. Part-time)

The Day Division full-time undergraduate program students enroll each semester in a minimum of three (3) courses for nine (9) credit hours to a maximum of five (5) courses for sixteen (16) credit hours.

Approval is required from the student's Academic Advisor for a student to enroll in more than sixteen (16) credit hours per semester and there is a charge for the additional credit hours (overload) at a tuition rate of \$600 per credit hour.

Students requesting a special exception to enroll in the Day Division for less than nine (9) credit hours must receive written authorization each semester from the Academic Dean and Vice President of Finance. The full time tuition rate is \$10,500 per semester.

Technology Fee (mandatory)

Resident Student \$125 per semester

Day Student (Commuter) \$50 per semester

This fee is for the cable/university TV access, telephone service, voice mail, e-mail address and internet access. The telephone service is through STC Services in Allentown, Pennsylvania. Students may choose to pay their bills via credit card or have them mailed home to their parents. E-mail addresses can be picked up from the Information Technology Department located in the Green Center.

Student Services Fee (mandatory)

Resident or Commuter Student \$250 per semester

This fee is assessed to all students. It covers the use of the library, Fitness Center, and the pool. It also pays for intramurals, student activities, student government and provides funds for the Student Finance Committee.

Summer Session

The tuition rate is \$600 per credit hour. Students may take up to 6 credit hours. The Summer Internship rate is also \$600 per credit hour.

Room and Board Fee

The room and board fee covers the room, residence, electricity, water, maintenance of furniture, and 19 meals throughout the week. The student will be able to have three meals a day during each of the designated times throughout the week and twice on each weekend day. All resident students are charged a meal plan regardless if they chose to eat or not.

Commuter students wishing to purchase meal tickets for the cafeteria may contact the cafeteria for further information.

Residence Hall Fees

If a student requests a lock to be changed, or if the student vacates the residence halls without turning in their key or if a student duplicates their room key off campus a lock change fee from \$50 - \$100 will be placed on the student's account.

A student locked out of their room more than three times per semester will have a lock out fee of \$10 placed on their account.

If a student is unable to leave the residence halls for Spring Break a Spring Break charge of \$200-\$250 will be placed on their account.

Any change of any room at any time without the written approval of the Office of Residence Life will be subject to a fee of \$50.

Students will be charged replacement costs for items missing, or damaged from their room.

Students will be charged for damages in common areas that occur during the period they are assigned to a room. If a damage occurs and the individual responsible will not identify themselves or cannot be determined, all residents of the affected living unit will share equally in the cost of repairing the damage.

International Students

International students are required to obtain injury/sickness insurance, which is provided by Cultural Insurance Services International, the estimated cost is \$528 per year.

Academic Center for Achievement

The Academic Center for Achievement requires the following special accommodations fees for each program component in addition to the Day Division Full Time Undergraduate Program tuition and fees.

Entering Freshman Students in the Academic Center for Achievement are required to be enrolled for the full year in ACHIEVEMENT A which includes both their first and second semester.

	Year	Semester
Achievement A	\$9,700	\$4,800
Achievement B	\$7,000	\$3,500
Achievement C (Undergraduate/Evening/Weekend, 8 weeks)	\$815	

Funeral Service Program Special Rate For Eligible Students

These students must have completed a high school diploma or GED and must have at least four years of full-time work experience or must have completed an Associates degree and then worked full-time for one year to be eligible for this special rate of \$300 per credit hour for the A.S. Funeral Service Program. All other funeral service students follow the day division undergraduate rates for tuition and fees.

Miscellaneous Fees

Course Audit Fee

Audit Fee per course is \$625.

Late Registration Fee

Approval must be obtained in writing from the Vice President for Academic Affairs in all cases of late registration. A fee will be assessed for late arrival of the designated check in date for the term.

Laboratory Fees

Laboratory fees are charged for the use of computer labs and certain other lab courses and texts as listed in the course descriptions and semester/term class schedules. Fees per Lab range from \$30 - \$100.

Credit by Examination Fee

Credit earned through CLEP scores, work experience, studies in military service, etc. per credit hour is \$75.

Transcript Fee

Charge for each transcript is \$5. All student accounts must be current before a transcript can be issued.

Portfolio Administration Fee

Charge for each portfolio credit is \$75.

Graduation Fee

A graduation fee of \$130 applies to ALL graduates and represents each graduate's share of expenditures related both to the individual graduate and to the graduating class. The fee is payable whether or not the graduate participates in Commencement. Included are costs pertaining to record verification, transcripts, diploma, commencement ceremony, and activities. Students are responsible for filing for graduation by the appropriate dates. These dates are available from the Registrar's Office, the respective colleges, and the academic calendar.

Lost Identification Card

An ID is required for all students. It is required to be presented at any office for assistance; at the library, for entrance into the classroom, eating in the dining hall, and to security upon entering the campus after hours. It is critical that students carry them at all times. A lost or damaged card can be replaced with a \$15 fee for the first time and \$25 for each card thereafter. Students must go to the Cashier to make their payment. If the lost card is found, please return it to the Office of Student Financial Services, as it will no longer be valid on campus.

Late Payment Fee

Failure to meet any financial obligations to the University could subject the student to a \$25 per month late payment fee. This could subject the student for eviction from University housing; suspension from classes; suspension of future services; referral of the student's delinquent account to a collection agency; and the payment of additional late payment charges, grade release fees, attorney's fee, and other costs and charges necessary for the collection of any amount not paid when due.

Finance Charges

A finance charge will be computed at the rate of 10% per annum on the unpaid balance of each student's account as of the end of the immediately preceding month less any credits applied and payments received during the preceding month.

Financial Policy

If a student's account shows a past due balance of any nature, the University will not issue grades or a diploma to that student. The University will not allow the student to enroll for subsequent terms, will not transfer college credits, and will not release transcripts of college credits or semester grades until the student's account is paid in full.

No diploma, certificate, transcripts, or recommendations will be granted, nor will registration for subsequent semesters be allowed, until satisfactory arrangements are made with the Office of Student Financial Services to resolve the indebtedness. Indebtedness is defined as any money or property owed to the University for any reason (i.e. lab fees, library fines, parking fines, unreturned health supplies, athletic equipment, etc.). Students are responsible for checking with the Office of Student Financial Services on questions of indebtedness.

Books

Textbooks may be purchased in the University Bookstore with cash, check or credit card. A large selection of school and personal supplies is also available.

Art & Design Supplies

Art and Design supplies cost an average of \$200 per semester.

Flight Training Expenses

Students who elect the Flight Option will receive their ground school instruction on campus as part of the regular curriculum (i.e., Primary, Instrument, and Commercial Flight Theory). Flight Training is conducted at nearby Boca Raton Airport under Part 141 of the FARs. New students in September who elect the Flight Option will begin flight training approximately two to three weeks into the Fall semester. Expenses are paid directly to Lynn University.

Flight training expenses can differ considerably from student to student due to their varying levels of proficiency. Therefore, the estimate of flight training costs are based upon what is considered to be a reasonable average of instructional hours for the majority of flight students. These costs reflect current flight instruction and aircraft rental rates and are subject to change without notice.

Flying Rates are based on \$99/hour for the aircraft, \$40/hour for instructor, and \$40/hour in the flight training device.

Private Pilot:			
	Hours	Per Hour	Total
Dual Instruction:	50	\$139	\$6,950
Solo Flight	10	\$99	\$990
Supplies			\$600
Total for Private Certificate:			\$8,540
Instrument Rating:			
	Hours	Per Hour	Total
Dual Instruction	30	\$139	\$4,170
Flight Training Device	15	\$80	\$1,200
Supplies			\$600
Total for Instrument Certificate:			\$5,970
Commercial Rating:			
	Hours	Per Hour	Total
Dual Instruction	40	\$139	\$5,560
Solo Flight	65	\$99	\$6,435
Complex Aircraft	15	\$160	\$2,400
Supplies			\$325
Total for Commercial Certificate:			\$14,720
Total for all ratings:			\$29,230

A Federal Aviation Administration Designated Flight Examiner Fee of \$250 will be added to the flight time charge for each flight examination. This fee will cover the services of the FAA Designated Flight Examiner for all ground evaluation and certificate paperwork.

Please check our web site or call for the current fees.

Flight Training Deposit

Students electing to obtain their flight certificates with the Burton D. Morgan School of Aeronautics must place a \$1000 deposit on their account specifically for flight training prior to beginning flight training in each certificate. The student may use this deposit to cover flight training costs. The student does not need to keep the full deposit amount on account. Any portion of the flight training deposit not used for flight training is fully refundable.

The curriculum lists the flight theory and related flight training course work in the first two years.

Students are not bound by this schedule and may complete their ratings at any time prior to graduation. However, students should schedule their flight training courses to coincide with the related ground school courses and should note that not all ground school and flight training courses are available every semester.

A new student enrolling in the Flight Option who already has a pilot's certificate and rating(s) can apply for and receive credit for equivalent courses in the curriculum. However, prior to the award of any credit, the Chief Flight Instructor will administer the standard Part 141 diagnostic evaluation to determine whether any review (ground school or flight) is necessary. The Flight School Director has final authority over all flight-related credit awards.

Students enrolling in Lynn University but who elect to pursue their pilot certificates and ratings outside the University's flight program will not receive credit for any equivalent flight courses in the curriculum.

Students are required to obtain personal liability coverage to protect them from liability costs which might occur as a result of operating an aircraft. No student will be allowed to fly until proof of liability coverage is placed in the student's record at Lynn University.

Frasca Flight Training Device (FTD Simulator)

Students in the Flight Option who are enrolled in any of the three flight training courses may utilize the FTD as required by the instructor. As in the case with all science and technology-based courses, a lab fee will apply in accordance with the following scale:

Course Lab Fees

AVM 121 Primary Flight Training	\$ 50
AVM 221 Instrument Flight Training	\$100
AVM 231 Commercial Flight Training	\$100

Payment of the appropriate lab fee will entitle the flight student to use the Frasca FTD as required or recommended by the instructor, at no additional charge, either for FTD use or instructor time. However, when an instructor is used who is not a Lynn University instructor, a \$30 per hour fee will apply.

Any Lynn University student who is not currently enrolled in one of the above listed courses may use the FTD to increase flight proficiency. Such use will be at the rate of \$25 per hour. There will be no instructor charge if a Lynn University instructor is used, but use of an outside instructor carries with it a \$30 per hour fee.

Day Division Refund Policy

In cases of withdrawal from the University, a properly filed Request for Withdrawal form establishes the date to which the University refund schedule applies. It is also the responsibility of the student to make a written refund request to the Office of Student Financial Services before refunds will be made.

REFUNDS ARE CALCULATED ON THE BASIS OF TOTAL SEMESTER CHARGES PAYABLE, AFTER DEDUCTIONS FOR NON-REFUNDABLE DEPOSITS AND OTHER NON-REFUNDABLE FEES SUCH AS LAB FEES, SERVICE & TECHNOLOGY FEES.

When a withdrawing student has been awarded financial aid and the student withdraws prior to the completion of 60 percent of the term and if Title IV financial aid has been used to pay all or any portion of the charges, the financial aid program funds will be reimbursed to the appropriate agency in accordance with a formula required by federal regulations. Unearned Title IV funds will be returned to the Title IV Programs based on the number of days not attended. The order of refunds will be: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, Federal SEOG and other Title IV aid programs.

If a student withdraws anytime during a semester, all Lynn University grants and scholarship funds will be restored 100% to the University accounts. This policy may result in a financial obligation to the University which is payable at the time of a student's withdrawal.

Calculation of Refundable Amounts

The table below is based on accounts paid in FULL.

		FALL 2002	SPRING 2003
TUITION & ACADEMIC CENTER FOR ACHIEVEMENT			
Prior to the first day of classes	100 %	9/11/02	1/13/03
Within 7 days from the first day of classes	75 %	9/18/02	1/21/03
Within 14 days from the first day of classes	50 %	9/25/02	1/27/03
Within 25 days from the first day of classes	25 %	10/09/02	2/07/03
After 25 days from the first day of classes	NO REFUND		
ROOM CHARGES			
Prior to 9/11/02 for FALL 2001	100%		
Prior to 1/31/08 for SPRING 2002	100 %		
After the above dates	NO REFUND		
BOARD CHARGES			
Prior to the date publicized as the arrival date for new students	100 %	9/06/02	1/10/03
From the arrival date of new students to the date publicized as the first day of classes	80 %	9/11/02	1/13/02
Within 7 days from the first day of classes	75 %	9/18/02	1/21/03
Within 21 days from the first day of classes	50 %	10/02/02	2/03/03
Within 30 days from the first day of classes	25 %	10/11/02	2/12/03
Within 45 days from the first day of classes	10 %	10/28/02	2/27/03
After 45 days from the first day of classes	NO REFUND		

There are no refunds for withdrawals after 10/28/02 for Fall 2002 and 2/27/03 for Spring 2003. The refund amount will be reduced by any financial aid that is cancelled due to the withdrawal. Refund checks will be mailed to the billing address on file within 4-6 weeks of the withdrawal date. Any balance remaining due after the refund adjustment continues to be the obligation of the parent/student.

Calculation of Refundable Amounts for Summer

TUITION

Prior to the first day of classes	100 %	05/12/03
During the first day of classes	75 %	05/13/03
During the second day of classes	50 %	05/14/03
During the third day of classes	25 %	05/15/03
After the fourth day of classes	NO REFUND	

ROOM CHARGES

Prior to the date publicized as the first day of classes	100 %	05/12/03
After that date	NO REFUND	

BOARD CHARGES

Prior to the date publicized as the first day of classes	100 %	05/12/03
During the first day of classes	75 %	05/13/03
During the second or third day of classes	50 %	05/15/03
During the fourth day of classes	25 %	05/16/03
During the fifth or sixth day of classes	10 %	05/20/03
After the sixth day of classes	NO REFUND	

SUMMER INTERNSHIP TUITION

Prior to the date publicized as the first day of internship	100 %	06/06/03
During the first week of internship	75 %	06/13/03
After the first week of internship	NO REFUND	

Financial Aid

Lynn University participates in most Title IV financial aid programs. The purpose of these programs is to supplement the resources of the applicants and their families. All financial aid awards are made on the basis of need and all applicants must file a financial statement showing the family's resources. Since financial aid is limited, applicants are encouraged to apply as early as possible (preferably by February 15 for entrance the following academic year). Tentative awards are made when the student has filed all the required forms and the analysis of need has been received from the Federal Processing Center. Aid is generally awarded in a combination of loan, employment, and/or grant. Students are also encouraged to apply for any state grants or loans open to them and to investigate educational loans from local banks.

Standards of Satisfactory Academic Progress for Financial Aid - Day and Evening Divisions

Financial aid is awarded contingent upon the recipient maintaining satisfactory academic standing and progress towards a degree. Students on financial aid will have their cumulative grade point average evaluated at the end of the Spring semester for Day Division students and in June for Evening Division students each academic year. At that point, students must have a cumulative grade point average of 2.0. If students fall below a 2.0, they will be placed on financial aid probation for the following academic year. Students will be allowed Title IV financial assistance during the probationary period. Students will be removed from probationary status when their cumulative grade point average is 2.0 or better. If students have completed a second academic year of attendance at this University, they must have a 2.0 cumulative grade point average at the end of the Spring semester for Day Division students and June for Evening Division students to retain Title IV funding for the following academic year. There will not be a probationary semester.

Students receiving Title IV funding must complete their degrees within a specific time frame as follows:

	Associate's	Bachelor's
Full-time:	6 semesters (3 years)	12 semesters (6 years)
Part-time:	12 semesters (6 years)	24 semesters (12 years)

Each Title IV recipient must meet a specific measurement of academic progress within the specified time frame as follows:

	Associate's	Bachelor's
Full-time:	20 credits (annually)	20 credits (annually)
Part-time:	10 credits (annually)	10 credits (annually)

Course withdrawal(s) or incomplete(s) will be evaluated as non-completed courses, and will not be counted towards the time frame requirement.

Repeat courses will be evaluated as any other normal course. The student may appeal these standards if there has been undue hardship (i.e., medical, death, divorce). Appeals must be directed to the Office of Student Financial Services for review by the Financial Aid Committee. Students will be notified by the Office of Student Financial Services within thirty (30) days of the Financial Aid Committee's decision.

In addition, certain financial aid programs require special academic achievements for renewals as follows:

Presidential Scholarship and National Merit Finalist Scholarship:

3.5 cumulative grade point average at the end of the Spring Semester;

Florida Resident Academic Incentive Scholarship, Dean's Scholarship, Academic Scholarship, Transfer Scholarship:

3.0 cumulative grade point average at the end of the Spring Semester;

Transfer Grant, Lynn University Grant, Top Ten Scholars Award:

2.75 cumulative grade point average at the end of the Spring Semester;

Athletic Scholarship: 2.0 cumulative grade point average each semester.

Music Scholarship: 2.75 cumulative grade point average, earns a 'B' or better in their Applied Music Instrument lessons and meets the requirements as set forth in the Conservatory Student Handbook.

Florida Programs – renewal students must have a 2.0 cumulative grade point average and have completed twenty-four (24) credit hours during two (2) semesters (Fall and Spring). Students would be eligible for one (1) probationary year if they fall below a 2.0 cumulative grade point average after the end of the Spring semester.

The Standards of Academic Progress apply to the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Perkins Loan
- Federal Stafford Loans (Subsidized and Unsubsidized)
- Federal Parental Loan for Undergraduate Students (PLUS)
- Federal Work Study Program

If a student is unable to meet the above requirements, he/she must contact the Office of Student Financial Services to investigate if other arrangements are possible.

Applying for Financial Aid

1. All applicants for admission are requested to complete a Free Application for Federal Student Aid (FAFSA).
2. The FAFSA must be returned to the appropriate processing agency. The agency will process this form and send the University a report on what the family can be expected to contribute to the educational costs.
3. To expedite an award decision students may mail a photocopy of the completed Financial Aid Application to the University's Office of Student Financial Services. A tentative award will be made pending receipt of an official report from the processor.
4. Students should make sure that their transcripts and recommendations are on file at the University because no financial aid decisions are made until students have been accepted.
5. All mid-year transfer students must request a financial aid transcript to be sent to the University from all prior schools attended even if no financial aid was applied for or received.
6. When students have been accepted and the financial analysis has been received from the processing agency, the University will determine the financial aid award and notify the students. If students wish to accept the award, they must submit a non-refundable deposit to the Admissions Office within 15 days. This deposit is credited to their account.
7. Before federal financial aid funds can be credited to a student's account, information submitted on the FAFSA is sometimes verified. The University is responsible for coordinating this federal verification process. The Office of Student Financial Services may request a copy of the parents' and student's tax returns along with other information in order to clarify the family's financial situation. All financial aid is awarded on the condition that the above information is provided when requested.

Upon receipt of the information, it is reviewed and compared with the information noted on the need analysis. If this new information changes, data previously submitted, a revised financial aid award may be sent. Timely response to requests will avoid delays in an accurate assessment of need.

Types of Financial Aid

Applicants do not apply for the various types of awards individually. The University will determine the types and amounts of awards from the amount of aid available in the various programs and the family's expected contribution.

Federal Programs

Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (SEOG)

The Pell Grant is a federal aid program for those with substantial need. The grant may be worth up to \$3,750 a year, depending on the family's resources and the federal funds actually available. The FAFSA, which the University requires for its aid program, is also used to determine eligibility for the FSEOG Grant. Students do not have to file a separate application for this award. The Federal Supplemental Grant provides additional assistance to those with severe need who cannot meet college costs with the other forms of aid. The average award is \$1,200 per year. Priority awarding is given to undergraduate day division students.

Federal Perkins Loan

The Federal Perkins Loan program provides low interest loans to students who demonstrate need. Repayment of the loan begins nine (9) months after the student ceases to be at least a half-time student. The University will allocate these loans to those who are most eligible. An average award is \$1,200 per year.

Federal Stafford Loans

The Federal Stafford Loan is available to students who demonstrate financial need. The maximum allowed for the first year of undergraduate study is \$2,625; for the second year of undergraduate study it is \$3,500; and after two years, it is \$5,500 per year. A fifth year student will have the loan pro-rated according to federal regulations. Eligibility is based on other sources of financial aid received and a parental contribution factor. The University may help by providing information on participating lenders. Priority awarding is given to undergraduate day division students.

Federal Unsubsidized Stafford Loan

This loan is not based on financial need. However, the limit is the same as the Federal Stafford Loan. The Stafford and Unsubsidized Stafford loans combined cannot exceed these limits. For independent students, the limits are as follows: a first year student limit is \$6,625, a second year student limit is \$7,500, and a third or fourth year student limit is \$10,500. Fifth year students will have their loan pro-rated according to federal regulations.

The unsubsidized loan has a variable interest rate but is not to exceed 8.25 percent. The variable rate changes every July 1. The interest may be added to the principal at the end of studies. Repayment of the principal begins six (6) months after the student ceases to be at least a half-time student. Applications may be obtained at participating lending institutions or at the Office of Student Financial Services.

Parental Loan for Undergraduate Students (PLUS)

This loan is not based on financial need but must be within the cost of attendance determined by the University. The maximum interest rate is not to exceed (9) nine percent. It is a variable rate that changes every July 1. The amount a parent may borrow is the difference between the cost of attendance less any financial aid. Repayment usually begins within sixty (60) days of the second disbursement. Loans are disbursed in two (2) payments and made co-payable to the parent and the University. The parent may not have any adverse credit to qualify for the loan. Applications may be obtained at participating lending institutions or at the Office of Student Financial Services. Parents must be eligible citizens to apply. If a parent is denied, a student will be eligible to apply for a Student-Plus Loan for a maximum of \$4,000 as a first or second year student or up to \$5,000 as a third or fourth year student. A parent may seek pre-approval via the web site at : www.lynn.edu/loanPLUS.

Federal College Work Study

Under this program, a student is assigned a job on campus depending on financial need and the availability of funds. Students usually work 8-12 hours per week. Pay rates start at \$5.25 per hour. After four years of service, the pay rate may reach \$6 per hour. Priority awarding is given to undergraduate day division students.

Florida Programs

Florida Resident Access Grant

Dependent students whose parents are residents of Florida or independent students who are residents of Florida for at least twelve (12) months for other than educational purposes may be eligible to receive up to \$2,600 per year from the State of Florida.

Florida Student Assistance Grant

The Florida Student Assistance Grant is based on financial need and the same residential and academic requirements as the Florida Resident Access Grant with grants up to \$1,300 per year. The student must file the FAFSA prior to May 15 to be considered for aid for the next academic year.

State Grants and Loans

Most states have grant and loan programs for state residents which may be used to attend out-of-state colleges. Students should investigate these through their high school guidance office or contact the Department of Education in their state capital.

Education Loan Programs

Parents who prefer to meet educational costs out of monthly income may do so through the programs of several educational loan companies, such as:

Key Corp Banks 1-800-KEY-LEND

Institutional Programs

Available for undergraduate day division programs only.

Florida Resident Academic Incentive Scholarship Program

Scholarships are awarded to Florida high school graduates. The award is \$8,400. Students must meet two of the following three requirements:

- (1) 3.0 GPA,
- (2) 1000 SAT, and
- (3) be in the top 30% of their graduating class. A 3.0 cumulative grade point average is required

for renewal each year.

National Merit Finalist Scholarship

Scholarships are awarded to high school seniors who are finalists of the National Merit Award. Award amount is \$19,500 (tuition). The grant is renewable if the student maintains a 3.50 cumulative grade point average at the end of the Spring Semester each year.

Presidential Scholarships

Scholarships are awarded to high school seniors. Award amount is \$19,500 (tuition). Students must meet two of the following three requirements: (1) SAT 1200, (2) 3.75 GPA, and (3) be in the top 10% of their senior class. The scholarship is renewable if the student maintains a 3.50 cumulative grade point average at the end of the Spring Semester each year. Seventy percent will be allocated to tuition costs and thirty percent will be allocated to dormitory costs.

Lynn University Grant

Grants are awarded to upperclassmen who are worthy of scholarship consideration and in need of financial assistance. Average award is \$1,000 per year. The grant is renewable if the student maintains a 2.75 cumulative grade point average each year.

Athletic Scholarships

Scholarships are available in men's soccer, baseball, tennis, basketball and golf; women's soccer, tennis, basketball, volleyball, golf and softball. Awards range from \$1,000 to \$25,700 per year. A 2.0 grade point average is required to maintain an athletic scholarship.

Dean's Scholarship

Scholarships are awarded to high school seniors. Award amount is \$10,000. Students must meet two of the following three requirements: (1) 3.25 GPA, (2) SAT 1100, and (3) be in the top 20% of their high school class. The scholarship is renewable if the student maintains a 3.0 cumulative grade point average. Seventy percent will be allocated to tuition costs and thirty percent will be allocated to dormitory costs. All freshman who receive a Dean's Scholarship automatically participate in the Freshman Honors Experience.

Academic Scholarship

Scholarships are awarded to high school seniors. Award amount is between \$6,000 - \$8,000. Students must meet two of the following three requirements: (1) 3.0 GPA, (2) SAT 1000, and (3) be in the top 30% of their high school class. The scholarship is renewable if the student maintains a 3.0 cumulative grade point average. Seventy percent will be allocated to tuition costs and thirty percent will be allocated to dormitory costs.

Honors Scholarship

Honors students may be eligible to receive a \$500 stipend at the completion of each semester.

Music Scholarship

Scholarships are awarded to students primarily on the basis of musical ability and artistic talent as demonstrated in their audition. Financial aid may also be considered in making such determinations. Students must fill out the Free Application for Federal Student Aid, FAFSA, (or International Student Financial Review Form for international applicants) in order to be considered. Applicants are encouraged to apply by the priority deadline of March 1 for entrance the following academic year. The scholarship is renewable if the student maintains a 2.75 minimum cumulative grade point average each semester; earns a 'B' or better in their Applied Major Instrument lessons; and attend classes, lessons, rehearsals, master classes, performance forum, outreach performances, juries, mock auditions and other Conservatory performances and activities as required. An evaluation of each student will take place at the end of each academic year by the dean of the Conservatory of Music with the recommendation of the major instrument instructor.

Lynn University Institutional Loan

This loan program is awarded on the basis of financial need as determined by the Office of Student Financial Services. The funds for this program are limited. The loan represents money borrowed by the student and must be repaid with interest after leaving school. The current rate is 5%. The student must sign a promissory note for this loan which must be returned to the Office of Student Financial Services prior to registration. Perkins recipients are ineligible for this loan unless prior Perkins Loans are paid off.

Transfer Scholarship

Scholarships are awarded to transfer students with a grade point average of 3.0 or higher who have successfully completed a minimum of 15 college credits. The scholarship is renewable if the student maintains a 3.0 cumulative grade point average. The award may range from \$3,000 - \$6,000.

Transfer Student Grant

Scholarships are awarded to transfer students who qualify. A student must have an A.A. or A.S. degree to be eligible to apply for \$2,000. With a 3.0 GPA, a student may be eligible for an additional \$500 award.

University Financial Aid

Grants are awarded to students who demonstrate financial need on the Free Application for Student Federal Assistance application. Awards range from \$1,000 to \$8,000.

Private Scholarships

Scholarships are available from private organizations or individuals for students with academic promise. Selection of recipients and award amounts are determined by the University or the donor, or both.

Business

William Randolph Hearst Scholarship

Available to undergraduate students with a Business or Communications major

James Oussani Scholarship

Available to undergraduate students with a Business major

Leigh Palmer Scholarship

Available to undergraduate students with a Business major

Communications

The Gordon and Mary Henke Endowed Scholarship

Available to undergraduate students who have a major in International Communications

William Randolph Hearst Scholarship

Available to undergraduate students with a Business or Communications major

Hospitality

Chauncey Cottrell Scholarship

Available to undergraduate students with a Hotel/Restaurant Management major in good academic standing with a financial need

Culinary Arts

Available to undergraduate students with a Hotel/Restaurant Management major

Music

M. Elizabeth Maddy Cumpton Endowed Memorial Scholarship

Available to undergraduate String Studio students in the Conservatory of Music

Ellman Family Scholarship

Available to undergraduate students in the Conservatory of Music

Daniel and Shirlee Cohen Freed Scholarship

Available to undergraduate students in the Conservatory of Music

Herbert Gleckman Scholarship

Available to undergraduate students in the Conservatory of Music

Morton E. Perlman Memorial Scholarship

Available to undergraduate String Studio students in the Conservatory of Music

Julie Remin Memorial Scholarship

Available to undergraduate Piano Studio students in the Conservatory of Music

Morris and Elfede Stonzek Endowed Scholarship

Available to undergraduate Cello or String students in the Conservatory of Music

Miscellaneous

College of Professional, Adult and Continuing Education Current Student Scholarship

Available to current, full-time students of Lynn University of PACE with good academic standing

College of Professional, Adult and Continuing Education New Student Scholarship

Available to new, full-time students of PACE

Burton D. Morgan Endowed Scholarship Fund

Available to undergraduate students with Aviation majors

Excalibur Society Endowed Scholarship Fund

- Available to an incoming freshman with good academic standing and financial need
- Excalibur Non-Traditional Scholarship
 - Available to students in the College of Professional, Adult and Continuing Education with good academic standing and financial need
- Lynne Fuente Endowed Scholarship
 - Available to female undergraduate students with a major in Graphic or Visual Design
- R.A. Ritter Foundation Scholarship
 - Available to undergraduate students
- Royale Women's Club Scholarship
 - Available to undergraduate students with a health-related major
- Van Gorden Scholarship
 - Available to undergraduate students who are upperclassmen in good academic standing
- Keith and Elaine Wold Endowed Scholarship
 - Available to undergraduate students who live off-campus and are residents of Palm Beach County

Veterans Benefits (available for all credit programs)

Lynn University is approved to administer Veterans benefits. Students who fail to achieve the desired level of academic performance will be terminated for Veterans Administration purposes. Questions regarding veterans' educational benefits may be directed to the Office of Student Financial Services or the Regional Veterans Administration Office at 1-888-442-4551.

Credit For Previous Training

Students eligible to receive educational benefits from the U.S. Department of Veterans Affairs with previous post-secondary training/experience must request that official transcript(s) be sent to Lynn University. All transcripts must be received by the end of the first term or the student's educational benefits will be terminated until all transcript(s) are received. Should credits be accepted, the student's training time and total tuition costs will be reduced proportionately. The VA and the student will receive a written notice of credits allowed. This reduction refers to total costs involved in obtaining the degree. Costs are reduced since credits at another institution are applied toward this degree. This does not imply a credit reduction allowance for veterans or eligible dependents.

Tax Law

Under current Internal Revenue Service regulations, any scholarships or grants that exceed tuition, fees, books and supplies must be reported as taxable income on the student's tax return. Any international student from a non-treaty country receiving a scholarship will have withholding tax assessed and will be responsible for complying with Internal Revenue Regulations and deadlines.

International Student Loans

There is a private loan program available for international students. The amount that can be borrowed is up to the cost of attendance at our university. Students will need to obtain an American resident as a co-signer. Students may contact the Office of Student Financial Services for an application or contact the lender directly at 1-800-255-TERI. For further information contact the Office of Student Financial Services.

International Students Scholarship Policy

International students who receive scholarships for their education at a U.S. University may be liable for paying taxes to the U.S. Government if they meet certain criteria:

- If the student is from a treaty country, they will usually be exempt for a period not exceeding 5 years.
- The amount of the award that is not exempt has a withholding of 14%.

Currently, the countries that do have a reciprocal scholarship tax treaty with the United States are: Belgium, China, Commonwealth of Independent States, Cyprus, Czech Republic, Egypt, France, Germany, Iceland, Indonesia, Israel, Japan, Kazakhstan, Korea, Morocco, Netherlands, Norway, Philippines, Poland, Portugal, Romania, Russia, Slovak Republic, Spain, Thailand, Trinidad and Tobago, and Tunisia.

Students from any other country will have 14% taxes withheld and billed to their school account.

If the student is from a non-treaty country, any scholarships in excess of amounts used for tuition, fees, books and supplies will be taxed at the 14% rate. Every international student must apply for a social security number. The Lynn University International House can help the students apply for this number. Applications are available in the International House. A student must complete a W-4 form, sign an IRS statement in the Office of Student Financial Services and pay the required tax to the Office of Student Financial Services. All international students will be required to file a 1040NR with the IRS by April 15, 2002. These tax forms are available in the International House or the Payroll Office. Any student who does not comply with the filing of the tax returns will not have their scholarships renewed. The student may contact the International Student Advisor for more information.

Remedial Courses

Students who must take remedial classes may have their financial aid reduced if their credit course load towards their degree is less than 12 hours for the semester.

Renewal of Financial Aid

To have financial aid renewed, a new FAFSA must be submitted each year, preferably by February 15. Students must be in good standing at the University, both academically and socially.



CHAPTER VI. GENERAL ACADEMIC POLICIES AND REGULATIONS

Courses, programs, and requirements described in this Catalog may be suspended, deleted, restricted, supplemented, or changed in any manner at any time at the sole discretion of the University.

General Academic Information

Attendance Regulations

Regular and punctual attendance is essential to successful academic achievement. Each student is responsible for all work from the first day of class and must make satisfactory arrangements with the instructor regarding any absences. The instructor's absence policy is explained on the course syllabus at the first class meeting. Exceeding the allowable number of class absences MAY SUBJECT THE STUDENT TO A FAILING GRADE.

Directory Information

Directory information may be released without the student's written authorization and this includes the following data:

- Student's full name
- College or School of enrollment
- Class
- Full/part-time status
- Date of graduation
- Degrees and/or honors awarded

In order to withhold the release of the information above, the student must present a letter to the Registrar's Office within two weeks of the registration period. The information will be withheld until it is released by the student.

Observance of Religious Holidays

Lynn University respects the rights of all individuals to observe customarily recognized religious holidays throughout the academic year. If a student intends to be absent from University activities or class as a result of any such observance, other than those noted on the academic calendar, the Dean of Students, as well as the teachers of the student, should be notified by the student in writing prior to the specific holiday.

Student Responsibility

Each student is responsible for a knowledge of and adherence to the regulations covering registration, withdrawal, degree plan, curriculum and graduation requirements.

Lynn University does not grant certification or licensure for the practice of any profession. Regulations governing certification and/or licensure are under the sole control of the appropriate boards in each state authorized to oversee these processes.

It is the student responsibility to:

- contact the appropriate Professional Boards in the state(s) in which they intend to practice,
- determine all requirements related to certification and/or licensure, and
- determine whether or not the degree program in which they are enrolled at Lynn University meets all program requirements for certification and/or licensure for the state(s) in which they intend to practice.

Academic Advisement and Registration

Academic Accommodations

Lynn University strives to meet the needs of students with disabilities in compliance with the requirements of Section 504 of the Rehabilitation Act and The Americans with Disabilities Act. An ADA Policy Board has been established to:

1. help determine academic accommodations for students with disabilities,
2. develop programs for increasing faculty understanding of disabilities,
3. assist in resolving disagreements that might arise concerning accommodations.

The ADA Policy Board consists of the following members: the Vice President for Academic Affairs; the Senior Vice President for Administration and Student Services; the Dean of Administration; the Academic Dean; and the Director of Academic Advising. This Board is to be guided by legal counsel familiar with the ADA.

The ADA Compliance Officer is responsible for resolving “modification” of accommodation matters on an informal basis. However, if such effort is unsuccessful, an instructor or student services employee may be referred to the board to review the matter and advise the Dean of the final decision. Accommodations must be addressed on an individual basis. NOTE: Issues regarding employment are handled through Human Resources.

Academic Advising

Day Division Academic counseling for the students at Lynn University begins even before prospective students enroll. High school grades, class rank, scores on entrance examination board tests, and other information included in the application for admission are reviewed for placement purposes in freshmen courses in English and mathematics. Students with deficient backgrounds in mathematics or English may be placed in fundamentals courses not listed in the core curriculum. In some cases, a review of students' records might result in their being advised to consider a more appropriate program of study.

Each first year student of the Day Division is assigned to a section of FYE 101 Freshman Seminar. The instructor serves as the mentor/advisor for that group of students during their first year. Following the completion of the first year, students who have selected a major will work in conjunction with an advisor from that academic program area. Students who have not declared a major by the end of the first year will be assigned to an Academic Advisor in the Academic Advising Center.

Evening Division; PACE students must be counseled by a designated counselor in the College of Professional, Adult, and Continuing Education or the appropriate college. After an initial interview and registration, it is possible for students to register by telephone or online for the following term. After a registration form has been completed and signed by the student's advisor, no changes may be made to course selections without the approval and signature of the advisor.

English and Math Requirements

Degree seeking students who have not met the English 101 or 102 requirements will be evaluated to assure that they have the minimum prerequisite skills. If the evaluation indicates that the student needs more skills, ENG 099 may need to be successfully completed before enrolling in ENG 101. In addition, degree seeking students will need to fulfill the College Algebra requirement, and will be tested to evaluate prerequisite elementary algebra skills. If it is determined that additional skills are needed the student will need to successfully complete MAT 099.

Any student under probationary status will be referred to the Advising Center as well as to their academic advisor.

Admission to Classes

Registered students are permitted to enter class only after obtaining financial clearance from the Office of Student Financial Services and completing the formal registration process. Students who are enrolled whose accounts are in arrears may be dismissed from classes.

Audit

Students who wish to audit a class must receive permission from their faculty advisor and the instructor of the course and, if in excess of a fifteen (15) credit-hour load, permission from the appropriate College Dean. A student who officially audits a course, although not required to take examinations, is expected to attend class regularly and to participate in a manner which is agreeable to the instructor. An "AU" will be recorded on the permanent record of courses officially audited. A full-time student will not be charged for auditing a course. Students not enrolled on a full-time basis will be charged an Audit Fee (see Tuition and fees section for current fee).

Cancellation of Courses

The University reserves the right to cancel any course for which an insufficient number of students has enrolled or for other reasons deemed necessary for course cancellation. No charge is made to a student for a registration change necessitated by such course cancellation.

Change of Registration

Changes in registration are permitted only with the consent of the student's faculty advisor/mentor. Course addition or section changes must be made during the official add/drop period as noted on the Academic Calendar. A student who drops from a course during this period will not receive a grade and the course will not appear on the permanent University record. To drop, add, or change a course section, the student must obtain the appropriate change form from the Office of the Registrar or advisor. The form must be signed by the faculty advisor/mentor. To change a load to less than three (3) courses requires the approval of the College Dean and the Academic Dean.

Classification of Students

Matriculated students who have met all admission requirements and have declared their intention to obtain a degree.

In some cases, students may be undecided concerning their degree program. In order for both the student and the faculty advisor to plan appropriate course distribution for each degree area, it is recommended that students declare their degree program upon completion of fifteen (15) credit hours for Associate's degree programs and thirty (30) credit hours for Bachelor's degree programs at the time of registration. Transfer students who have already completed at least thirty (30) credit hours should declare a major in a degree program at the time of registration.

Matriculated students are classified according to the number of semester hours of credit completed:

Classification	Credit Hours
Freshman	0-30
Sophomore	31-60
Junior	61-90
Senior	At least 91

Non-Matriculated. Students are full- or part-time and have not declared their intention or are not eligible to obtain a degree. Non-matriculated students also refers to those who enroll in courses for self-enrichment and are not following any specific degree program requirements.

Students seeking to matriculate into a degree program must declare their intent with the Office of Admissions upon completion of the number of credits specified in the Matriculated category. Failure to do so could result in the loss of all credits taken beyond the applicable credit limits specified.

Course Load

Day Division: The normal semester academic load for full-time students is nine (9) to sixteen (16) credit hours per semester with a three (3) to five (5) course load. Students at their discretion and after consultation with their academic advisor may register for up to eighteen (18) credit hours per semester. The student will be billed additionally for credit hours in excess of sixteen (16) in each semester at the prevailing tuition rate per credit hour.

In order to register for nineteen (19), twenty (20) or twenty-one (21) credit hours, students must have a cumulative grade point average of 3.0 or better and permission from their College Dean and Academic Dean. If permission is granted, the student will be billed for the additional credit hours in excess of sixteen (16) in each semester at the prevailing tuition rate per credit hour.

Students may not reduce their semester course load to less than three (3) courses without written permission from the Academic Dean.

A student enrolled in summer session(s) may not exceed a total of six (6) credit hours for the entire summer term. A summer internship may be taken after the summer session with a maximum of six (6) credit hours.

Part-time status is granted only under exceptional circumstances and must be approved by the Academic Dean.

Evening Division: There are no mandatory course loads for evening division students. The normal term is eight weeks long. Three credit classes meet for thirty-two (32) hours; four credit lecture classes meet for forty (40) hours.

Course Withdrawal

After the add/drop period, students may withdraw from a course by obtaining the Withdrawal Form from the Registrar's Office or advisor, obtaining instructor and advisor/mentor approval, and paying a \$5 fee to the Office of Student Financial Services. Students who withdraw from a course will receive a "W" on their permanent University records. Refer to the Academic Calendar for deadline to withdraw.

Computation of Grade Point Average

At the end of each semester a scholarship index (GPA-Grade Point Average) is computed for each student.

A	=	4.00 points for each credit
A-	=	3.67 points for each credit
B+	=	3.33 points for each credit
B	=	3.00 points for each credit
B-	=	2.67 points for each credit
C+	=	2.33 points for each credit
C	=	2.00 points for each credit
C-	=	1.67 points for each credit
D+	=	1.33 points for each credit
D	=	1.00 point for each credit
F	=	0.00 points
WF	=	0.00 points

Thus, a grade of "A" in a three (3) credit course would be assigned twelve (12) points.

The GPA is determined by dividing the total number of earned quality points by the number of attempted credits. Grades of "AU," "I," "NR," "P," and "W" are excluded from the calculations.

Grading System

Faculty members have the responsibility of providing the University with an individual evaluation of each student in their classes. Final course grades are entered on the student's permanent University record at the close of each semester or session. The undergraduate grading system at Lynn University is as follows:

A	Excellent
B	Good
C	Average
D	Less than average; lowest passing grade
F	Failure
WF	Withdraw failing

Other symbols in use (not included in computation of average):

W	Officially withdrawn from the course
AU	Audit
I	Incomplete
P	Pass (used only for selected practicum, internship and 099 courses)
NR	Grade not reported

A grade of "P" designates passing and is given in selected courses to students whose work record and other course requirements reflect non-failing quality. The credit hours are recorded but not used in the calculation of the grade point average.

A temporary grade of "NR" is recorded if an instructor fails to list the grade prior to the time the grade reports are prepared and mailed. The actual course grade is recorded as soon as possible, pending receipt of grades.

A student who has not met the course requirements by the end of the semester and/or term may receive an "I". The grade of "I" reflects neither passing nor failing work, and it will not be included in the calculation of the grade point average. The student is responsible for completing the course requirements during the first three (3) weeks of the following semester and/or term. Failure to complete the course requirements within this time results in the student receiving an "F" for the course.

Grade Review Process

A request for a final course grade to be reviewed may be submitted during the first three weeks of the following term only on the basis of error or prejudice. The process is as follows: (1) The student requesting a final course grade review must meet with the instructor who determined the grade, and must present evidence of prejudice or error. The instructor may change the grade, if deemed appropriate, or reaffirm the original grade. (2) If the student wishes to pursue an additional review, a written request with all supporting evidence may be submitted to the instructor's immediate supervisor (normally the College Dean). The supervisor will review the evidence and may support the instructor's decision or return the evidence to the instructor for a change of the grade. If agreement cannot be reached, the supervisor and the instructor may consult with the Academic Dean before rendering a decision. (3) If the student's request is denied, the student may submit the written request and supporting evidence through the Academic Dean to the Academic Appeals Committee for review. The Committee will convene within two weeks of receipt of the request and render a decision. The decision will be documented and returned to the student within one week of the completion of deliberations. The decision of the Academic Appeals Committee will be final.

For a disputed test or paper grade, the student must first meet with his/her instructor. Then the student may meet with the instructor's immediate supervisor (normally the College Dean) by submitting a written statement. This process must take place within seven (7) days from the date of the student's notification of the grade.

Independent Study and Directed Study

Independent Study involves scholastic or research endeavors apart from regular courses offered at Lynn University. Students should pursue study with direction from their supervising professor with the approval of the appropriate College Dean and the Academic Dean.

Directed Study (regular courses taken by special arrangement) involves the student and instructor in virtually a one-on-one relationship (i.e., frequent conferences regarding the study are needed in order to complete a regularly offered course). Appropriate request forms for Independent and Directed Study are available in the Registrar's Office. Signatures denoting approval by the academic advisor, supervising faculty member, and appropriate College Dean must be obtained before a student can register for such a course of study.

The time limit for completion of an Independent or Directed Study is one (1) semester or term. If additional time is required for completion, the student must formally request an extension from the faculty member involved. Any extensions must be approved in writing and filed with the Registrar. Independent studies may be proposed for one (1) or more credit hours, although they generally will be valued at three (3) credit hours.

Letters for Verification of Enrollment

Letters for verification of enrollment at the University must be requested by the student and requires the student's signature. Forms are available in the Registrar's office, and take approximately three (3) working days to process.

Permission to Study at Other Institutions

Students who desire to attend another collegiate institution while enrolled at the University and want to ensure that those credits will apply to their Lynn University degree program must receive prior written permission from their College Dean, Transfer Coordinator, and Registrar. Only credit hours transfer, not grades. The last 30 credits must be taken at Lynn University.

Repeat Courses

Where a course has been repeated because of failure, both the original and the subsequent grades are recorded on the official University transcript. However, only the passing grade is included in the calculation of the grade point average. The student's GPA will be affected only if the course is repeated at Lynn University.

Required courses must be repeated if failed.

If a student repeats a course with a "D" grade and fails the course, the "D" grade will be included in the cumulative grade point average. The "F" grade will appear on the transcript but will not be included in the cumulative grade point average.

Student Records

The Family Educational Rights and Privacy Act of 1974 (commonly called the Buckley Amendment) is designed to protect the privacy of education records, to establish the rights of students to inspect and review their records, and to provide a means of correcting inaccurate and misleading data. Lynn University makes every effort to comply with this legislation. Certain information is considered public and is released at the University's discretion. Unless a student files written notification to withhold disclosure, the University will release announcements of graduation, honors, and awards, and will verify dates of attendance and conferring of degrees. Names, addresses, and other directory information will be released for use within the University community. Only transcripts of academic records and statement of academic status pertaining to Lynn University coursework are released to third parties, and then only with the written authorization of the student. Parents of a dependent student have the right of access to an education record.

A student or parent has the right to challenge any content of the student's education record which is considered to be inaccurate, misleading, or in violation of the student's privacy or other rights. Such challenge may be directed to the Office of the Registrar.

A student's permanent record consists of the transcript, application for admittance, and semester grade reports. These are maintained in the Office of the Registrar. All documentation used in the admission and placement processes, while considered non-permanent, is also maintained in the Office of the Registrar during the student's period of enrollment.

Transcripts

Transcripts must be requested in writing by the student or alumnus. There is a \$5.00 fee per copy for Official Transcripts, which bear the signature of the Registrar and the Official University Seal. Transcripts are normally processed within 5 working days after receipt of the request. During busy times in the office, requests may take up to two weeks to be processed. This usually occurs at the beginning and ending of a semester. Request forms are available in the Registrar's office or you may submit a letter with the following information:

- Name under which you attend(ed)
- Current name if different
- Social Security Number
- Approximate dates of attendance
- Any degrees you may have received
- Address where the transcript(s) must be sent
- Current address and phone number
- All requests must have the signature of the student or alumnus
- Include a check or money order

Transfer Credits

Lynn University will accept credits in transfer from other institutions under the following conditions:

1. Transfer credit will be awarded only for courses in which the final grade was "C" or better with the understanding that if a particular course does not meet specific curriculum or elective requirements in the planned program of study, the student may need to take more than the minimum number of courses stipulated in the chosen program of study in order to graduate.
2. For course titles not specifically listed in the Catalog and Curriculum, equivalence must be determined by the appropriate College Dean before transfer credit will be awarded.
3. Credits from schools not accredited by one of the regional associations will be evaluated only after a student has submitted a school catalog and a course syllabus for each course to be evaluated. In certain cases competency testing may be required.
4. Students should keep in mind that only course credits transfer, not course grades. Grades of courses taken elsewhere are not considered in determining the student's grade point average at Lynn University.

Withdrawal from the University

Students who withdraw from Lynn University are required to obtain proper clearance. Clearance Forms, available in the Dean of Students office in the de Hoernle Residence Hall, must be signed by the appropriate representative(s) of the following offices:

1. Vice President for Academic Affairs
2. Dean of Freshmen (for freshmen)
3. Director of Counseling
4. Dean of Students
5. Director of Residence Life
6. Office of Student Financial Services
7. Librarian
8. Registrar

A student who officially withdraws from the University prior to the deadline for withdrawal without academic penalty will receive a grade of “W” on his or her transcript for each of the courses enrolled. A student who officially withdraws from the University after the deadline will receive a grade of “WF” on his or her transcript for each of the courses enrolled. Extenuating circumstances (medical/family emergencies) will be reviewed by the Academic Dean. If those documented circumstances warrant, the grades will be changed to “W’s” for that term. A student who has withdrawn from the University and wishes to return as an enrolled student must undergo the process for re-admission with the appropriate Office of Admissions.

Academic Standards

Scholastic Average and Student Standing

The Registrar’s Office maintains a cumulative record of the quality point standing of each student. Students are required to meet the minimum standards each semester.

The minimum standard for satisfactory progress of a first semester freshman is 1.70. Students who do not achieve a GPA of 1.70 in their first semester will be placed on academic probation. After the first semester, the minimum GPA requirement for satisfactory progress for all students is 2.00. Students who do not reach the minimum requirement for satisfactory progress (aggregate GPA of 2.00) will continue on academic probation.

Minimum Academic Requirements for Conservatory of Music Students

A minimum semester GPA (grade point average) of 2.75 is necessary in order for a student to remain “in good standing”. Caveat: a student who earns below a ‘B’ for two (2) consecutive semesters in Applied Music-Major Instrument may be subject to dismissal pending review by the Dean of the Conservatory of Music and the major teacher.

Academic Probation and Dismissal

Students who fail to meet the minimum cumulative scholastic average are placed on academic probation and their enrollment may be terminated if satisfactory progress is not made. A student on academic probation is required to interact with the Director of Academic Advising and the Dean of Students. Specifically, the student will be required to participate in support programs offered by the Academic Advising Center.

Students on academic probation are prohibited from participating in any intercollegiate competition and from seeking or holding student government and/or class offices. However, students on academic probation may participate regularly in extra-curricular activities insofar as this participation does not impair their studies.

Students who have been placed on academic probation for two (2) consecutive semesters must attain an aggregate GPA that meets the minimum requirement for satisfactory progress (2.00) by the end of the second probationary semester. Students who have not achieved the satisfactory level at that time would receive notification of Academic Dismissal from the University. Notification of Academic Dismissal would be made in writing by the Vice President for Academic Affairs. The student would have the right to appeal the decision of Academic Dismissal. A written appeal must be made to the Vice President for Academic Affairs. The Vice President for Academic Affairs and the Appeals Committee would decide whether or not the appeal would be considered. If the decision is to hear the appeal, the Committee would review the circumstances and the facts of the appeal and make a recommendation to the Vice President for Academic Affairs, who would notify the student in writing of the result of the appeal. Extraordinary circumstances beyond the control of the student or significant academic progress would be the only reasons for considering an appeal. Should a student’s appeal be granted, the student would be required to meet with the Director of Academic Advising. The student will be required to meet standards and conditions set forth by the Dean. Failure to reach the minimum requirement for satisfactory progress (AGPA 2.00) by the end of the subsequent semester would result in the student being notified of “Academic Dismissal”.

Students who are dismissed for academic reasons and elect not to return conditionally, may apply for re-admission through the Office of Admissions after completing the equivalent of one (1) full semester at another accredited institution and attaining a minimum 2.0 AGPA. Students in this category should contact the Office of Admissions for further information for re-application. Such applications will be reviewed by the Admissions Committee, but the University cannot guarantee acceptance.

Students who fail to achieve the desired level of academic performance (after two consecutive semesters or terms of academic probation) will be terminated for Veterans Administration pay purposes.

Day Division Midterm Reports

At the midterm point each semester, all undergraduate students will receive a Midterm Report informing them of their current performance. The Registrar mails the results to both the local and permanent addresses of the students.

Academic Dishonesty

To protect the integrity of the grading system and to affirm the importance of honesty and accountability in the academic community, the University imposes strict penalties for academic dishonesty.

Academic dishonesty includes but is not limited to:

1. Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
2. Fabrication: intentional and unauthorized invention or falsification of any information or citation in an academic exercise.
3. Facilitating academic dishonesty: intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
4. Plagiarism: intentionally or unintentionally representing the words or ideas of another as one's own in any academic exercise.
5. Infringing on academic rights of others, such as defacement or theft of library material.

Academic Dishonesty Penalties

A student found responsible for any act of academic dishonesty may be subject to the following maximum penalties:

1. First offense - a grade of "F" may be given for the course in which the irregularity occurred.
2. Second offense - dismissal from the University. After a second offense, this information may become a part of the student's permanent academic record.

Falsification of Academic Records

A student who has falsified academic records will be subject to dismissal from the University.

Appeal of a Decision Relating to the Application of Degree Requirements for Admission to, Progression through, or Dismissal from a Degree Program

The academic requirements and regulations set forth in this catalog are the minimal requirements established by the University. Students are also obligated to meet all additional requirements established for degree programs ("Degree Requirements"). These may include specific admission requirements, standards for satisfactory progress (progression requirements), and graduation requirements. It is the responsibility of students to be knowledgeable of the academic standards in their degree program.

Prior to initiation of the following review and appeal process, students are encouraged to discuss the decision or academic requirement with the degree Program Coordinator (Program Director). This may be by appointment or by telephone conversation.

Any student enrolled in Lynn University requesting relief from the Degree Requirements as it relates to that student, or claiming to be aggrieved by any decision relating to his or her own admission to, progression through, or dismissal from a degree program, shall have the right to request review of such decision in accordance with the following procedures:

1. All appeals shall be in writing and shall be delivered to the appropriate Program Coordinator. The student shall deliver a written request for review of the decision with the Program Coordinator of the appropriate degree program within thirty (30) days after the date the decision became effective. The written request for review shall include: (i) a written justification as to why the student believes the decision is erroneous or he or she should be granted relief from a Degree Requirement, (ii) the relief requested by the student, (iii) and all other relevant information. Any student who fails to request review of the decision within thirty (30) days after the date the decision became effective, shall be deemed to have waived the right to request review of the decision.
- 1.1 Upon receipt of a written request for review and justification, the Program Coordinator shall place the request in the student's counseling records in the respective degree program and shall forward a copy to the Dean of the appropriate College.
- 1.2 In considering the student's request, the Program Coordinator shall consult with the Dean of the respective College, may consult with faculty members of the respective degree program and may consider any other evidence the Program Coordinator determines to be relevant. Also, at his or her sole discretion, the Program Coordinator may hold a meeting with the student, or with appropriate faculty members, or both, in person or by telephone conference, to obtain any other information or evidence the Program Coordinator determines to be necessary.
- 1.3 If the Program Coordinator determines that sufficient grounds exist such that relief would be appropriate, the Program Coordinator may grant the relief requested, or may grant any other relief the Program Coordinator finds to be appropriate under the circumstances. Sufficient grounds for relief include any extraordinary or extenuating circumstances, but shall not include a student's lack of knowledge of the academic program standards.
- 1.4 The Program Coordinator shall send a written decision on the request to the student, including the reasons supporting the decision, within five (5) days (excluding Saturdays, Sundays, and holidays) of the date the student filed the written request with the Program Coordinator.
2. Any student who is not satisfied with the decision of the Program Coordinator on his or her request for review may deliver a written appeal with the Dean of the appropriate College. Such appeal shall be delivered within five (5) days (excluding Saturdays, Sundays, and holidays) of receipt of the written decision of the Program Coordinator. The written appeal shall include a copy of the student's written request for review to the Program Coordinator and accompanying documentation, as well as a copy of the written decision of the Program Coordinator.
- 2.1 The Dean shall consider all of the information and evidence considered by the Program Coordinator. In addition, the Dean may consult independently with the Program Coordinator and other faculty members of the College and may consider any other evidence the Dean determines to be relevant to the appeal. Also, at his or her sole discretion, the Dean may hold a meeting with the student, with the Program Coordinator, with appropriate faculty members, or any or all of them, in person or by telephone conference, to obtain any other information or evidence the Dean determines to be necessary to the proper disposition of the appeal.
- 2.2 The Dean may uphold or modify, in whole or in part, the decision of the Program Coordinator.
- 2.3 The Dean shall send a written decision on the appeal to the student within five (5) days (excluding Saturdays, Sundays, and holidays) of the date the student filed the written appeal with the Dean.
3. Any student who is not satisfied with the decision of the Dean on his or her appeal may deliver a written appeal with the Academic Dean, Office of Academic Affairs. Such appeal shall be delivered within five (5) days of receipt of the written decision of the Dean. The written appeal shall include: (i) a copy of the student's request for review to the Program Coordinator and accompanying documentation, (ii) a copy of the written decision of the Program Coordinator, (iii) a copy of the written appeal to the Dean and accompanying documentation, and (iv) a copy of the written decision of the Dean.

- 3.1 The Academic Dean shall consider all of the information and evidence considered by the Program Coordinator and the Dean. In addition, the Academic Dean shall consult with the Vice President for Academic Affairs, and may consult independently with the Program Coordinator, the Dean of the College, and other faculty members of the College. The Academic Dean may consider any other evidence the Academic Dean determines to be relevant to the appeal. Also, at his or her sole discretion, the Academic Dean may hold a meeting with the student, with the Program Coordinator, the Dean of the College, with appropriate faculty members, or any or all of them, in person or by telephone conference, to obtain any other information or evidence the Academic Dean determines to be necessary to the disposition of the appeal.
- 3.2 The Academic Dean may uphold or modify, in whole or in part, the decision of the Dean.
- 3.3 The Academic Dean shall send a written decision on the appeal to the student within five (5) days (excluding Saturdays, Sundays, and holidays) of the date the student filed the written appeal with the Academic Dean. The decision of the Academic Dean is final.
4. In cases where the Degree Program Coordinator and the Dean are the same person, step 2 is skipped and the appeal shall proceed from the Program Coordinator directly to the Academic Dean.
5. No aspect of the above proceedings may be audio or video recorded without the expressed, written permission of each person involved.

Note: Dismissal from a degree program constitutes dismissal from the University.
(See Dismissal Policy of the University).

Academic Recognition

The administration and the faculty recognize superior academic achievement at Lynn University through the following known designations.

Day Division Academic Honors and Honor Society

The name of each eligible student who has completed at least twenty-four (24) credits with no incompletes, withdrawals, or grades below "C" who has achieved a grade point average of 3.5 or higher, is placed on the Academic Honors List. This list is publicized within the University and distributed to news agencies in the local and regional area. Honor students receive a certificate of recognition at the Honors Convocation held on each spring semester. Students who have achieved Honor status for two consecutive years and whose aggregate grade point average is at least 3.50 are eligible for membership in the University Honor Society.

President's Honor Society

Students who have achieved Honor Society distinction and whose aggregate grade point average is at least 3.75 are eligible for the President's Honor Society. Continuing membership in these honor organizations is dependent on a student's aggregate grade point average.

Evening Division Honors

Evening division honors are awarded in the Spring of each year. The following criteria will be used:

1. Students shall have completed 18 credits in the previous calendar year with a minimum GPA of 3.25.
2. An eligible student may not have grades below "C".
3. Students who have achieved honor status twice and whose aggregate grade point average is at least 3.50 are eligible for Honor Society membership in the University Honor Society. Students who have achieved Honor Society distinction and whose aggregate grade point average is at least 3.75 are eligible for the President's Honor Society. Continuing membership in these organizations is dependent on a student's aggregate grade point average.

Evening Division National Honor Society

Alpha Sigma Lambda

Students meeting the following criteria will be inducted into Alpha Sigma Lambda, a National Continuing Education Honor Society, prior to Commencement each year. To be considered, a student must:

1. Complete a minimum of 30 semester hours through courses taken at Lynn University.
2. Fifteen (15) of the thirty (30) semester hours must be outside the student's major field. At least fifteen (15) semester hours of a student's total hours should consist of credits in liberal arts.
3. Students must have been in attendance at Lynn University for a minimum of four terms.
4. Maintain a minimum GPA of 3.75.

Graduation

Student Right-to-Know graduation rates are available in the Registrar's Office.

Requirements for Degrees*

Overall Requirements for the Baccalaureate Degree

A candidate for a baccalaureate degree must:

1. Complete a minimum of 120 semester hours.
2. Attain a minimum cumulative grade average of C (2.0 AGPA) for all courses taken.
3. Earn at least a minimum of the last 30 credits at the University through course enrollment.
4. Satisfy all University undergraduate curriculum requirements for the baccalaureate degree including core curriculum requirements.
5. Complete a minimum of 45 credits that are upper division (300+Level).
6. Satisfy the requirements for a major which includes at least 30 credits. In consultation with the degree program coordinator or other designated advisor, the student shall enroll in courses for the major according to a suggested curriculum plan.
7. Complete graduation audit by the advisor/Dean/Registrar's Office one semester (or two terms) prior to graduation.

Overall Requirements for the Associate Degree

A candidate for an associate degree must:

1. Complete a minimum of 60 semester hours.
2. Attain a minimum cumulative grade average of C (2.0 AGPA) for all courses taken.
3. Earn at least a minimum of the last 30 credits at the University through course enrollment.
4. Satisfy all University undergraduate curriculum requirements for the associate degree including core curriculum requirements.
5. Satisfy the requirements for a major which includes at least 30 credits in the major. Each undergraduate student shall select a major at the appropriate time in his or her curriculum. In consultation with the degree program coordinator or other designated advisor, the student shall enroll in courses for the major according to a suggested curriculum plan.
6. Complete graduation audit by the Advisor/Dean/Registrar's Office one semester (or two terms) prior to graduation.

* Requirements for graduate admission are found in the graduate section of this catalog.

Completion of Undergraduate Requirements

Students may choose to graduate under the Catalog in effect at the time of their first enrollment or any subsequent Catalog provided that the students graduate within 8 years from the date of the first enrollment. If students do not graduate within this 8-year period, they may be subject to fulfilling any new program requirements in effect.

Departmental/Program Requirements

The requirements and regulations set forth above are the minimal requirements established by the University. Students are also obligated to meet all additional requirements established by the appropriate degree program.

Residence and Degree Requirements

In addition to specific courses and scholastic average requirements, each Associate's and Bachelor's degree candidate must spend the last year (two (2) semesters or the equivalent) earning not less than thirty (30) credit hours in academic residence at the University, uninterrupted by any work at another institution, in order to be eligible for a degree from Lynn University.

Graduation Audit

Students must satisfactorily complete all program requirements for graduation and have a graduation audit completed by the Advisor/Dean/Registrar's Office one semester prior to graduation. No student may be considered as a candidate for a degree who does not have a 2.0 AGPA.

Commencement Honors

At Commencement, baccalaureate degree students attaining the standards designated below will be graduated with honors:

Cum Laude	3.50 - 3.64
Magna Cum Laude	3.65 - 3.79
Summa Cum Laude	3.80 - 4.00

Commencement Honors are awarded on the basis of at least sixty (60) credit hours in academic residence at Lynn University. Students who have fewer than sixty (60) credit hours may apply for Commencement Honors by documenting that the overall GPA earned at previous institutions and at Lynn University meets designated standards, and the AGPA earned at previous institutions meets the minimum standards for Honors. If the student has fewer than sixty (60) credit hours at Lynn and does not apply for Commencement Honors, the student will not be considered eligible for Honors.

Commencement Awards

The Trustees' Medal: awarded at graduation to the student who has exhibited outstanding scholarship, leadership, loyalty, and service to the University.

The Count and Countess de Hoernle Humanitarian Award: given at graduation to the student who has exhibited outstanding loyalty to the University.

The President's Award: given in special cases to the student exhibiting extraordinary service and commitment to the University.

The Scholastic Award: given at graduation to the students who have attained the highest cumulative average in their respective academic divisions.

The James J. Oussani Award: given to the student who has been judged to be most innovative and motivated in completing a degree program.

The Medina McMenimen Bickel Fashion Marketing Award: given to the graduating senior who exhibits outstanding leadership and the potential for a successful career in Fashion Marketing.

The Robert M. Sandelman Excellence in Marketing Award is presented to the graduating senior who has exhibited the potential for a successful career in Marketing.

The Gordon & Mary Henke Excellence in Communications Award recognizes the student who has excelled in the communications program and has the potential for an outstanding career in the field of communications.

College of Professional, Adult and Continuing Education Award is presented to the candidate who has maintained the highest grade point average in the PACE program and demonstrated community service and dedication to life long learning.

The Student Service Award is presented to the student who has exhibited outstanding service to fellow students, Lynn University and the community at large.



CHAPTER VII. ACADEMIC SUPPORT SERVICES AND SPECIAL PROGRAMS

Academic Center for Achievement

The Academic Center for Achievement offers students with learning differences an extraordinary opportunity to excel at the college level. It provides a select number of motivated students with the additional support they need to achieve and maintain academic success and earn a university degree.

The Academic Center for Achievement provides these students with academic mentoring; a separate testing room and extended time for examinations; verbal exams; specialized core courses with a low pupil-to-teacher ratio called –z courses; and individualized tutorials in most courses.

All students accepted into the Academic Center for Achievement are required to take EDU 100 Language and Learning Development, a 3-credit college level course. This course is diagnostic in nature and focuses on the theories of behavioral psychologists and the relationship between intelligence and learning. It is designed to help students understand and identify their own individual learning styles, their cognitive strengths and weaknesses, and the sensory modalities that will help them succeed as students and beyond.

Additionally, freshmen in the Academic Center for Achievement are to attend one-on-one tutoring sessions twice a week to further their academic success. All tutors hold Professional, Masters or Doctoral Degrees. The Tutoring Center keeps parents informed by sending updates home twice a semester on students' tutorial use.

The Testing Center is located on the third floor of the Count and Countess de Hoernle International Center in room 301. Flexible testing hours are 8:00 a.m. – 7:00 p.m. Monday through Friday.

The Testing Center at Lynn University is a division of the Academic Center for Achievement, a specialized support service program for students with learning style differences. The Testing Center ensures that all students at Lynn University who are eligible for individualized accommodations are served as outlined by the American With Disabilities Act (ADA).

The ADA Coordinator reviews each student's documentation to determine if they are eligible to receive services under the ADA. If the student meets the requirements for disability services than the ADA coordinator determines the reasonable accommodations that will be provided at the college level. The accommodations within the Testing Center may include: extended time on tests in an environment that is stress and distraction free, reader, scribe, computer access for documenting answers and alternative formats for tests. * It is important to note that no tests are altered in any format by the Testing Center staff and the readers are only permitted to read the questions exactly as they are written. All exams are proctored by the Academic Center for Achievement Testing Coordinator and the Testing Center supports and enforces The Lynn University Honor Code.

Individual professors provide instructions to the Testing Center on how to administer their particular exam. While taking the exams, the students must follow established rules and procedures outlined by the Testing Center. They are as follows:

1. Students must disclose to their professor through the Accommodation sheet signed by the ADA coordinator that they eligible for testing services.
2. Students must notify their professor prior to the test/examination that they will take their test in the Testing Center.
3. Students must notify and set an appointment with the testing proctor at the Testing Center prior to an exam.
4. The exam must be taken during the regularly scheduled time of a students' class.

5. Students must arrive on time for their appointment/test.
6. They must sign in with the test proctor before they may begin an exam.
7. No books or notes are at the desk unless the professor has allowed for this in the individual instructions to the Testing Center.
8. If the student is caught cheating, his/her test will end immediately and the Testing Center will notify the professor.
9. Upon completion of the exam, the student is required to sign out of the center.

The exam is then sealed in an envelope for security and returned to the appropriate professors as per their instructions.

Writing Laboratory

Lynn University Writing Lab is located on the second floor of the E.M. Lynn Residence Center. The Lynn University Writing Lab's primary mission is one-to-one instruction in writing for all Lynn students. The meetings between the lab staff and students are face-to-face work to enable students to learn productive habits in pre-writing activities, drafting, revising and editing. The lab uses both directive and nondirective instructional techniques as the student composes their work and seeks consultation. The Writing Lab supports writing across the curriculum, serving both day and evening students from all courses and at all stages in their college program.

This will also include the proper use of the parts of speech, sentence structure and punctuation. Along with the writing process, modeled, shared, interactive, guided and independent writing will be investigated and then implemented. Writing strategies and skills will be identified concentrating on spelling, handwriting, and dictionary usage. Holistic, primary trait, analytic and error analysis will be explained and then compared/contrasted for proper product measures.

Lynn's Writing Lab offers:

- Professional Staff
- 1/2 hour tutorials
- Drop in help (first come, first serve)
- Handouts on a variety of writing related topics
- Computer and student use
- A quiet writing/study room
- Grammar Hotline

Academic Advising Center

The mission of the Academic Advising Center is to provide students assistance in planning and evaluating their academic programs, setting and meeting their educational goals, and evaluating their individual progress. Special assistance is also given to students who are in the Freshman Frontiers Program and the students on academic probation. The Academic Advising Center is located on the second floor of the library.

CLEP and MAT exams

CLEP and MAT examinations are administered through the Admission Office. Students may stop by the Academic Advising Center to set up appointments to discuss program requirements and course selection.

Center for Career Development

The Center for Career Development is centralized, serving all students and alumni of Lynn University. The Center is located on the first floor of Trinity Hall. Its overall purpose is: to provide students and alumni access to state-of-the-art technologies to ensure a competitive edge in job markets; to help students and alumni make the most of their educational experience by assisting them in developing, evaluating, initiating and implementing their career plans; to offer programs and services for students and alumni to gain greater understanding of their beliefs and values, skills and aptitudes, interest personality characteristics, and

knowledge of the world of work; and to promote a greater awareness within the University community of the needs for, and nature of career development and life planning as a life long, self-directed process.

The Director of the Center for Career Development assists students with their career selection and works with students in career and job placement. It is recommended that students who are “undeclared” majors contact the Center for Career Development to begin examining career alternatives, thus enabling them to make appropriate course selections.

The Center for Career Development provides a variety of services to assist the student in evaluating, choosing and planning a career. Professional staff and career counselors are available to help students and alumni set their career goals, investigate employment opportunities in the field they wish to enter, and interview with companies for which they would like to work.

The Center for Career Development is also a valuable career information and resource center. A library in the center provides information about a broad cross-section of employers, careers, internship opportunities, salary surveys, corporate training programs, career and online job opportunities.

Center for International Programs and Services

The Center for International Programs and Services assists, promotes, and coordinates international programs and services at Lynn University. It is located on the second floor of the de Hoernle International Building. The purpose of the Center is to provide external programs and international resources for Lynn University undergraduates and faculty seeking educational/cultural exchange and to advise students about study abroad programs. In addition, the Center assists international students with immigration procedures, provides intensive English studies classes, and offers a supportive environment for non-native English-speakers.

The Center for International Programs and Services is comprised of several programs and services including Intensive English Program (IEP), English for Academic Purpose, the Study Abroad office, the Asian Studies Program, the Exchange Visitor Program (J Program), and the International Student Services office (ISS). Detailed information regarding all of the Center's programs and services can be obtained by contacting the office directly.

Reciprocity is an integral component of the exchange program. Lynn University students and faculty will have an exciting opportunity to study and or teach at participating universities overseas. Upon completion of the program, students and faculty will return to their home country to exercise the skills and knowledge acquired during their exchange experience.

The designation as sponsor for student and short-term scholar exchange will further Lynn University's progress towards internationalization and assist students in attaining their educational objectives.

Intensive English Program

Lynn's Intensive English Studies Program (IEP) was established in 1986 to provide a variety of opportunities for students interested in improving their English skills. After a self-evaluation process, the year 2002 has resulted in a number of new additions to our program, which we believe will allow us to better meet our students needs. Our IEP program now offers 4 tracks, General English, English for Academic Purposes, Business English and American Culture, as well as short-term Business English courses for professionals and English as a Second Language courses online.

The Program

Six Levels of Instruction:

- Level 1 – Beginner
- Level 2 – Low Intermediate
- Level 3 – Intermediate

- Level 4 – High Intermediate
- Level 5 – Low Advanced
- Level 6 – Advanced

Duration of Sessions:

- 4 weeks
- 8 weeks
- 15/14 weeks

Tracks

Students in Levels 1 through 3 will be enrolled in General English. Students at the high intermediate to advanced levels will be able to choose from one of the three remaining tracks, Academic, Business or Culture.

Track 1- General English

Courses will develop communicative competence for social or work related environments with interactive activities simulating real life situations outside of the classroom.

Track 2 – English for Academic Purposes

Track 3 – Business English Program

Track 4 – American Culture

Electives

Depending on their level, students can currently choose from TOEFL preparation, American Idioms, American Culture, Literature and Conversation, Journalism, Public Forum, Current Events and Drama and Poetry.

Program Features and Highlights

- Five levels of English Language proficiency
- Highly qualified instructors and staff
- Small classes and individualized attention
- Student orientation and college advisement
- Multimedia language lab and videotaping facilities
- Certificate of program completion
- Conversational Partners Program with Americans
- University Preparatory Program

Students receive 25 hours of instruction per week including listening and speaking, reading and vocabulary, grammar, composition, electives and TOEFL preparation classes. At the end of each term, students can take the TOEFL exam. Students also receive a written evaluation and a certificate of attendance.

Special Summer Program

Two four-week short-term programs are offered in the summer and are designed to offer a quality English language learning experience combined with afternoon social, cultural and recreational activities. This program is designed for students who prefer an academic and recreational program. Afternoon and weekend activities include sightseeing throughout South Florida.

English for Academic Purposes

Courses seek to improve the academic language skills required for undergraduate and graduate coursework. This track also serves students who wish to enter Lynn University as undergraduates or graduates, but have not yet met the TOEFL requirement. Students who have achieved a score of 470-499 (for undergraduates) or 500-549 (for graduates) will be eligible to take a maximum of two-credit bearing courses per semester, while they work towards completing eligibility requirements for full admission into the university.

International Student Services

The International Student Services Office is an important source of information and provides assistance to international students while they are in the United States.

International Student Services (ISS) is an integral part of the Center for International Programs and Services. The purpose of ISS is to develop and deliver international student support services and programs outside the classroom and contribute to student leadership. ISS is also a source of comprehensive and up to date information relating to immigration and tax matters. Moreover, ISS promotes programs that develop appreciation and respect for other cultures while providing experience to further develop national and global understanding.

Study Abroad Program

The purpose of the Study Abroad program is to augment the Lynn University curriculum through international educational experience. The Study Abroad Office is part of the Center for International Programs and Services. Studying abroad offers students the opportunity to extend their cultural, linguistic, and geographic horizons while earning Lynn University credit. Credit may be earned toward a Lynn degree through programs approved by the student's advisor, the Center for International Programs and Services, and the Office of Academic Affairs. Study Abroad opportunities are available in several locations, three of which are highlighted below:

American College Dublin, Ireland

American College Dublin lends another dimension to the international perspective offered to Lynn's students. Located on prestigious Merrion Square in the heart of Dublin city, the school is headquartered in the childhood home of Oscar Wilde.

American College Dublin offers a Bachelor of Arts degree in several disciplines and concentrations. The College is designated by the National Council for Educational Awards (NCEA), the state body responsible for third level education in Ireland. The following degrees are fully accredited by the NCEA:

- Bachelor of Arts in Behavioral Science
 - Concentrations in Psychology and Applied Social Studies
- Bachelor of Arts in International Business
 - Concentrations in International Management or International Marketing
- Bachelor of Arts in International Tourism
- Bachelor of Arts in Liberal Arts
 - Concentrations in English, History and International Relations (Political Science)
- National Certificate in Humanities
- Graduate Diploma in Computing (Internet and Multimedia Technology).

In addition to the degrees listed above, the College also offers a Diploma in Hospitality Management which is accredited by the Educational Institute of the American Hotel and Motel Association.

Lynn Students who have earned more than 24 credits have the opportunity to participate in a Semester Study Abroad Program in Dublin, Ireland. All students will carry fifteen (15) credits. An option is provided to take all credits on campus or to select one or two three (3) credit courses that will utilize the travel experience and subsequent comparisons found in Ireland and other European locations.

Asian Studies at Kansai Gaidai University

The Asian Studies Program at Kansai Gaidai University offers students the opportunity to study in Japan and obtain a practical knowledge of the culture and language of Japan for one semester or one full academic year. The combination of a Japanese language program in addition to courses in the humanities, social sciences and business, makes it possible for students to pursue a wide variety of study areas during their stay in Japan. Aside from Japanese classes, all classes in the Asian Studies Programs are conducted in English.

Previous language training is not required.

Kansai Gaidai University is located in the city of Hirakata, which is midway between Osaka, Japan's second largest industrial metropolis, and Kyoto, the ancient capital of Japan.

American College Japan

The Asian Studies Program at Fuji Phoenix College in Gotemba, Japan, offers summer and regular term opportunities for Lynn students for a short term or a semester and earn credit for this experience. As part of the experience, students may live with Japanese families during their stay or in college housing. They share in the daily life of a Japanese household and come to understand more fully many aspects of Japanese culture and society, while learning the language by practical application. Study tours and regular courses are part of this experience.

TOEFL Preparation

The Intensive English Studies Program offers a TOEFL preparation course. This 40-hour course provides students with instruction in skills and strategies for taking the TOEFL test. Students do exercises directly from the TOEFL subsections while practicing and reviewing complete tests.

Computer Laboratories

Computer laboratories are available in the Ritter Business Complex, International Center, and the Assaf Academic Center. Hospitality-oriented software is available in Assaf. The Library also has a bibliographic research system designed for literature searches. Computer stations are available with the latest versions of Windows, Harvard Graphics, StatMost and MicroSoft Office Works. Internet is available on campus. If not scheduled for a class, computer laboratories are available in the Ritter Business Complex, the de Hornele International Center and the Coleman Electronic Classroom (Library). Schedules and a list of current software programs can be found at <http://www.lynn.edu/labs/>. An additional 20+ computers are available within the Lynn Library during regular library hours for access to research databases, the Internet and selected Windows 2000 applications. Four library carrels with network drops are provided in the library's periodical area (main floor) for internet access using the university's high speed ethernet connection.

Counseling Center

The Counseling Center, located in de Hoernle Hall, offers a variety of services, including: Individual and group counseling for academic, personal, and social problems, such as substance abuse, eating disorders, relationships, self-esteem, and stress management. Interest, aptitude, and psychological testing are available by appointment. Referrals to community resources are available by request. All information is strictly confidential. Individual counseling is available to Lynn students without cost. Evening appointments may be scheduled.

Freshman Frontiers

Designed to offer a smooth transition to university life and teach learning strategies, the Freshman Frontiers Program admits students who score below 850 on the SAT, or below 18 on the ACT, and/or have a high school GPA below 2.0. These students are probationally admitted to the University. Frontiers students are provided with specialized assistance and are placed in FYE 101 sections that emphasize learning strategies and individual study planning.

Freshman Frontiers students are enrolled in fourteen (14) credit hours the first semester. This combination assures that each student understands the course and curriculum requirements, while increasing confidence and excitement about learning.

Honors Programs

University Honors Program

The goal of the Honors Program is to create a dynamic academic environment that may serve to awaken intellectual curiosity, promote free and active inquiry, and stimulate creative discovery. The innovative curriculum encompasses the full breadth of the liberal arts and sciences while promoting both an in-depth exploration and a wide intellectual synthesis of the ideas and concepts that have created the dilemmas and choices of our past, present, and future.

This particular emphasis is seen as the groundwork for developing the intellectual skills necessary to confront the global transformation currently taking place. By design, the Honors Program provides a process through which selected student-scholars engage in and experience the entire learning cycle of concrete experience, reflective observation, abstract conceptualization, and active experimentation which then can be applied to any particular area of interest.

The outcome of the process is the development of a broadened liberal arts and sciences perspective along with a greater appreciation and grasp of the complex variables, phenomena and issues that will continue to dominate the dynamics of global change. It is intended that all qualified students, regardless of major or area of concentration, have the opportunity to participate in the Honors Program and thereby gain these enormous advantages.

Eligibility for the Honors Program

All freshmen on a Dean's Academic Scholarship automatically participate in the Freshman Honors experience. We also invite other freshmen, who meet at least two of the following criteria:

- a cumulative high school G.P.A. of 3.25 or higher
- a minimum S.A.T. Score of 1100 (or A.C.T. equivalent)
- and/or graduated in the top 20 percentile of their class

Transfer Students

Transfer students who wish to enter the Honors Program must have a minimum G.P.A. of 3.25. They may apply to the Honors Program by mail. They will be notified of their application's status prior to fall registration. In addition, all transfer students are required to interview with the honors committee, and will be considered on a case-by-case basis.

Currently Enrolled Lynn Students

Currently enrolled Lynn students who perform particularly well during their first semester and have a minimum G.P.A. of 3.25 on all college work completed will be invited to join the Honors Program. They must also provide recommendations from two Lynn University faculty members in support of his or her candidacy. Applicants must also provide a written statement in which they describe their interest in the program.

Non-Honors Program Students

Undergraduate degree students may participate in the Honors Program. Non-Honors Program students may take honors course, so long as they have a minimum G.P.A. of 3.25 and if there are openings in the course they wish to take. They must receive permission from both the instructor in charge of the course and a designated honors committee member and take up to nine credits (three courses).

Honors Curriculum

Honors students pursue a rigorous and exciting course of study. Honors classes focus upon specific themes, which are investigated from different perspectives. Guided by distinguished faculty members, students are encouraged to design their own programs of study. Honors students receive an individualized education and are expected to demonstrate leadership abilities.

Honors Courses by Contract

A student may elect to fulfill up to four of the required Honors Program credits by contract. An honors course by contract is one that is offered in the regular curriculum, in which an enrolled Lynn honors student enters into a formal agreement with the instructor to complete requirements well beyond those expected from other students. The student and the instructor jointly formulate a written contract specifying exactly what the student will do to receive honors credit in a course. Contracts must be approved by the Honors Program director or the Honors Council, and endorsed in writing by the above parties.

Graduating with Honors

Honors students who earn a 3.25 G.P.A. or above in at least 52 credit hours of honors coursework, including participation in three honors seminars, are entitled to graduate with the coveted Majors Honors Degrees (Artium Baccalaureus Honoris, Scientiae Baccalaureus Honoris or Honoris Generalis), whichever is appropriate to their major. Students who successfully complete no less than 35 honors credits, including the honors elective requirement (HNR 295, 395, 495 and SCI 230) but cannot complete the full 52 credits shall be entitled to receive a Minor Honors Degree.

Application Procedure

Students apply for admission to the program during the Spring semester, preceding the Fall semester of enrollment. The deadline for application is April 15th. Transfer students have an extended application period with a deadline of June 15th. An application consists of the following:

- A completed Application Form, available from the office of the Dean of Arts and Sciences.
- Two letters from faculty, supporting the applicant's admission to the Honors Program.
- A written statement of the applicant's particular interest in the Honors Program and self-assessment of creativity and imagination.
- An interview with the Honors Committee

Freshman Honors Experience

The Freshman Honors Experience provides highly motivated first-year students an opportunity to fulfill core requirements with courses in which they can experience the challenge and exhilaration of the regular Honors Program. These students will also be able to attend the Honors Program Enrichment Series and to interact with upper-division Honors Program students.

During their first semester at Lynn University, participants in the Freshman Honors Experience enroll in:

ENG 101H	Honors Freshman Composition
FYE 101H	The Freshman Honors Experience

During the second semester of their freshman year, Freshman Honors Experience students enroll in:

ENG 102H	Honors Freshman Composition II/Studies in Literature
SCI 230H	Honors Environmental Studies

The Freshman Honors Experience prepares qualified students for entrance into the University Honors Program at the beginning of the sophomore year.

Graduation for Honors Program Students

Graduates of the Lynn University Honors Program having earned a GPA of 3.25 for the required 16 Honors Credits and in addition to having attained an AGPA of at least 3.25 shall receive the following degrees:

- In baccalaureate programs unqualified by field of study, Artium Baccalaureus Honoris or Scientiae Baccalaureus Honoris; or
- In baccalaureate programs qualified by field of study, (degree name), Honoris Generalis (e.g., Bachelor of Arts in Design, Honoris Generalis), whichever is appropriate.

Information Technology

The Information Technology (IT) Department aims to fulfill the University's mission "to create and constantly improve educational experiences in a living-learning environment with state-of-the-art information and communication technologies providing access to worldwide networks." IT coordinates faculty development sessions and thus facilitates the technological sophistication of the University community by ensuring that electronic education and information technology education are integrated into the teaching and learning experience at Lynn University. This team approach to technological excellence equips our students and faculty for the emerging application of technology in the classroom and affords an opportunity to develop distance learning modalities parallel to traditional instruction. IT provides resources for satisfying the computing needs of students and faculty. In so doing, our professionals assist in the use of hardware and software available to faculty, students, and staff, while improving administrative effectiveness and efficiency through the innovative use of sophisticated approaches to institutional management.

Institute for Distance Learning

The Institute for Distance Learning (IDL) facilitates the delivery of Distance and Distributed Learning at Lynn University. IDL provides regularly scheduled training workshops in course design, course content, and Blackboard software. The primary mode of course delivery is Internet based, asynchronous, interactive, and collaborative. In addition, IDL provides student tutorials and instruction for first-time participants in Internet based learning and 24/7 support.

In conjunction with the respective Colleges, IDL supports the deployment of targeted programs that are selected to be delivered online. By working closely with faculty in their course development, the Institute ensures high quality programs that meet the needs of learners who seek alternate course delivery.

Internship Program

The Internship Office supports the overall educational purpose of Lynn University to produce graduates who possess the knowledge, confidence, competencies, and ethical consciousness to assume positions of responsibility and leadership as productive, global citizens prepared for life long learning. The way in which the Internship Office helps students achieve these goals is by enabling them to gain real world work experience where they take on temporary roles as workers in an organization and reflect on these experiences in an academic setting.

Student reflections appear in written assignments. Written employer's evaluations enable students to identify professional competencies and personal characteristics, and measure their development in these areas throughout the internship experience.

Depending on the academic concentration, internship assistance is available through department faculty or through the Internship Office. The Internship Office assists students studying the arts and sciences, business, fashion, hospitality, international relations, and political science. Students wishing to pursue an internship in the areas of communications, education, human services or funeral service should consult their department faculty for internship assistance.

Internship requirements vary by College or major within the University. In general, however, students who wish to register for an internship must:

- be a full-time undergraduate student at Lynn University;
- have successfully completed at least 12 credit hours at Lynn University;
- have a minimum AGPA of 2.0;
- receive the approval of their faculty advisor;
- meet with the Internship Director or other faculty member before the internship begins;
- if an international student, have been studying for at least nine months in the U.S. on an F-1 visa.
- international internships may be developed through the Center for International Programs.

CHAPTER VIII. EDUCATIONAL PROGRAMS OF STUDY

Definitions of Majors, Minors, and Specializations

Definition of a major

A major consists of a minimum of 30 credits within a well-defined discipline or group of disciplines. The major allows students to develop a significant degree of expertise in an area of study. The exact courses, credit requirements, prerequisites and electives for each major will vary. An outline of these requirements is included in the departmental program areas in the University catalog. In some majors, the opportunity for a concentration in the discipline is accommodated via a Specialization. (see below)

Definition of a dual major

In addition to satisfying all admission, progression, and graduation requirements of the program offering the first major in a baccalaureate degree program, students may enroll in a second major. In order to do so the student must:

1. Earn a minimum of 30 credit hours at Lynn University beyond those required for the first baccalaureate degree or a minimum of at least 150 credit hours; and
2. Satisfy the admission, progression, and graduation requirements of the program or College offering the second major.

Students may be enrolled in both major programs simultaneously.

Definition of related requirements:

With the core requirements, these related courses support the major. Related courses are in a discipline or group of disciplines other than the field of study or may be a specialized area within the discipline. The number of related courses varies with each major but should not outweigh the number of courses in the major.

Definition of a minor:

A minor consists of a minimum of 15 credit hours outside of the major. The minor enables a student to develop a secondary degree of expertise in an area of study in addition to his or her major academic program of study. While a minor program is intended to enable students to develop some degree of expertise in one area of study, it may be interdisciplinary. The completion of a minor is optional. The minor may be chosen to support the major, to offer greater job opportunities to the student on graduation, or to provide recognition of study in a second academic area.

To receive a minor, a student must also complete the requirements of a major of a baccalaureate degree concurrently from the University. Course work should be at the upper divisional level (300+) and be specified by the appropriate College or department in which the minor courses will be acquired. The student's transcript shall indicate the minor.

Definition of a specialization:

Some majors may include an area of specialization. A specialization would consist of a sequence of no less than 15 credit hours of course work within the major. Where appropriate, the transcript shall indicate the major and the specialization (ie. Major: Business Administration and specialization in Accounting).

The following degrees are offered by Lynn University upon completion of degree requirements:

Associate Degrees

Associate of Science Funeral Service (A.S.F.S.)

Bachelor Degrees

Bachelor of Arts (B.A.)

Bachelor of Science (B.S.)

Bachelor of Music (B.M.)

Bachelor of Science in Business Administration (B.S.B.A.)

Bachelor of Science in Design (B.S.D.)

Bachelor of Science in Education (B.S.E.)

Bachelor of Science in Hospitality Administration (B.S.H.A.)

Bachelor of Science in Nursing (B.S.N.)

Graduate Degrees

Master of Business Administration (M.B.A.)

Master of Education (M.Ed.)

Master of Science (M.S.)

Doctor of Philosophy (Ph.D.)

Academic Organization

Below are the academic units administered through the Office of Academic Affairs. These units (disciplines) are responsible for the associated course and program offerings.

College of Arts and Sciences

Undergraduate

Degree	Major	Specialization/Minor Options
B.A.	International Relations	Asian Affairs European Affairs Latin American Affairs International Communications (minor) International Business (minor)
B.S.D.	Liberal Arts Psychology Graphic Design Visual Design	Illustration Computer Graphics (minor)
B.S.	Biology	

College of Business and Management

Undergraduate

Degree	Major	Specialization Options
B.S.B.A.	Business Administration	Aviation Management (flight option) Aviation Management (non-flight option) Computer Management Systems Fashion Management Human Resource Management International Business Marketing

Graduate

Degree	Major	Specialization Options
M.B.A.	Business Administration	International Business Health Care Administration Hospitality Administration Sports and Athletics Administration Management Information System Aviation Management
M.S.	Administration	Sports and Athletics Management

Donald and Helen Ross College of Education, Health and Human Services

Undergraduate

Degree	Major	Specialization Options
B.A.	Human Services	
B.S.E.	Elementary Education	Grades 1-6 Plus Pre-K/Primary (Age 3-Grade 3) Grades 1-6 English Grades 6-12 Social Sciences Grades 6-12 English/Humanities
	Secondary Education	Social Sciences
B.S.	Criminal Justice	

Combined Degree (5-year M.Ed.)

B.S.E./M.Ed.	Elementary Education 1-6 (undergraduate) plus Varying Exceptionalities with ESOL Endorsement (graduate)
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Health Programs

A.S.F.S.	Funeral Service
A.S.F.S./B.S.B.A.	Funeral Service and Business Administration (in collaboration with the College of Business and Management)
B.S.	Health Care Administration Health Care Administration/Long Term Care

Degree Completion Programs

B.S.N.	Nursing	RN to BSN Completion program for Licensed Registered Nurses
B.S.B.A.	Business Administration	Completion program for Licensed Funeral Directors (in collaboration with the College of Business and Management)

Graduate

Degree	Major	Specialization Options
M.Ed.	Varying Exceptionalities	ESOL Endorsement Leadership
Ph.D.	Global Leadership	Educational Leadership Corporate Leadership

Graduate Degree

M.S. Administration

Specialization Options

Biomechanical Trauma
Health Care Administration (with or without Nursing Home Licensure)
Criminal Justice Administration
Technical Intelligence Operations
Emergency Planning and Administration
Health Care Administration

M.B.A. Business Administration

Certificate

Aging Studies (Graduate)
Geriatric Care Management (Graduate)
Health Care Administration/Long Term Care (Undergraduate and Graduate)

College of Hospitality, Tourism and Recreation Management

Undergraduate

Degree Major
B.S.H.A. Hospitality Administration

Specialization Options

Hotel, Resort, & Food Service Management
International Golf Management
International Hotel & Tourism Management
Sports and Recreation Management

Graduate

Degree Major
M.B.A. Business Administration

Specialization Options

Hospitality Administration

College of International Communications

Undergraduate

Degree Major
B.A. Communications

Specialization Options

Broadcasting
Film Studies
International Communications
Journalism

College of Professional, Adult and Continuing Education

Degrees offered to evening students and distance learners;

Undergraduate

Degree Major
B.A. Behavioral Science
Psychology
B.S. Education 1 - 6
Criminal justice
Nursing RN to B.S.N.
Business Administration

Specialization Options

Management (Computer Management Systems)
Management (Human Resource Management)
Marketing

The Conservatory of Music

Undergraduate

Degree	Major	Specialization Options
B.M.	Music-Performance	Piano, Violin, Viola, Cello, Double Bass, Flute, Oboe, Clarinet, Bassoon, Trumpet, French Horn, Trombone, Bass Trombone, Tuba, Percussion
B.A.	Music	

Certificate

Professional Studies Diploma	Piano, Violin, Viola, Cello, Double Bass, Flute, Oboe, Clarinet, Bassoon, Trumpet, French Horn, Trombone, Bass Trombone, Tuba, Percussion
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GRADUATE DEGREES (see Graduate Section of this catalog)

UNDERGRADUATE CURRICULUM

General Education and Study in the Major

Perspectives and Academic Skills

The University believes that a liberal arts education is an essential foundation for, and complement to, its many career-oriented programs. General education and study in the major contribute to achievement of the University's overall educational purpose: to produce graduates who possess knowledge, confidence, competencies, and ethical consciousness to assume positions of responsibility and leadership as productive, global citizens prepared for life long learning.

General education knowledge and academic skills are developed within a diverse learning community of students and faculty to foster diversity of thought and the opportunity to integrate varied perspectives, experiences, and breadth of learning. The major provides in-depth learning within a discipline or group of disciplines and further develops perspectives and academic skills. General education and education in the major contribute to students' attainment of the following baccalaureate degree competencies:

Perspectives

Acquisition of an outlook that shows reflective respect for individual differences, diversity of opinion and thought, multicultural and global awareness, and breadth and depth of learning.

Cultivate the development of values and ethical consciousness for responsible participation in a complex, changing society.

- Awareness of and appreciation for people, cultures, and contemporary issues to prepare for participation in global transformations.
- Breadth of learning in a variety of disciplines that informs judgements and encourages inquiry.
- Depth and application of learning in a discipline or group of disciplines (mastery of specialized knowledge) to effectively serve and lead in one's chosen profession.
- Preparation of graduates for positions of responsibility and leadership as productive global citizens who value life long learning.

Academic Skills

- Communication: Reading, writing, speaking, and interpersonal/relationship skills.
- Mathematical Computation: Computing, interpreting, and drawing conclusions from quantitative data.
- Computer Technology: Using computing hardware and software applications as tools in personal and professional environments.
- Information Literacy: Identifying, locating, evaluating and using relevant information.
- Intellectual Strategies: Problem solving, critical and creative thinking, and inquiry.

Core Curriculum (Four-year Program)

		Cr.
English Composition I	ENG 101	3
English Composition II/World Literature	ENG 102	3
Human Cultures in Perspective	HUM 270	3
Expressions of Humanity		3
Art Appreciation	HUM 101 OR	
Music Appreciation	HUM 102 OR	
Theatre Appreciation	HUM 103 OR	
Dance Appreciation	HUM 104 OR	
Film Appreciation	COM 130	
Fundamentals of Public Speaking	COA 110	3
Entrepreneurship	BUS 210	3
Contemporary Geopolitical Affairs	IRPS 250	3
Foundations of Behavioral Science		3
Introduction to Psychology	PSY 150 OR	
Introduction to Sociology	SOC 110	
College Algebra	MAT 110	3
Computer Applications	CMS 200	3
Nature and the Scientific Enterprise	SCI 222	4
Freshman Seminar	FYE 101	2
International Experience	IRPS 100	1
	IRPS 200	1
	IRPS 300	1
	IRPS 400	1
(Four 1-week experiences)		
	Total Credits	40

Students must also complete a 24,000 word writing requirement to be satisfied through the completion of ENG 101 (6000 words), ENG 102 (6000 words) and four additional 3000 word courses as identified in the catalog as writing courses.

Core Curriculum (Two-year Program)

			Cr.
English Composition I	ENG 101		3
English Composition II/World Literature	ENG 102		3
Human Cultures in Perspective	HUM 270	OR	3
Expressions of Humanity			
Art Appreciation	HUM 101	OR	
Music Appreciation	HUM 102	OR	
Theatre Appreciation	HUM 103	OR	
Dance Appreciation	HUM 104	OR	
Film Appreciation	COM 130		
Fundamentals of Public Speaking	COA 110		3
Contemporary Geopolitical Affairs	IRPS 250	OR	3
Foundations of Behavioral Science			
Introduction to Psychology	PSY 150	OR	
Introduction to Sociology	SOC 110		
College Algebra	MAT 110	OR	3 or 4
Nature and the Scientific Enterprise	SCI 222		
Computer Applications	CMS 200		3
Freshman Seminar	FYE 101		2
International Experience	IRPS 100		1
	IRPS 200		1
(Two 1-week experiences)			
	Total Credits		25-26

Students must also complete a 24,000 word writing requirement to be satisfied through the completion of ENG 101 (6000 words), ENG 102 (6000 words) and four additional 3000 word courses as identified in the catalog as writing courses.

Day Division First Year Requirements

For students who have matriculated as new freshmen, the following courses must be completed within the first 30 credit hours earned:

- First Year Seminar (1 or 2 cr)
- and either
- ENG 099 English Skills (3 cr) and ENG 101* English Comp. I (3 cr) or
- ENG 101* English Comp. I (3 cr) and ENG 102* English Comp. II (3 cr)
- * ENG 101 and ENG 102 must be passed with a "C-" or better.
- * ENG 101 and 102 must be taken sequentially

Beginning with the first semester of the freshman year, a student must enroll in one of the above English sequences, repeatedly and in consecutive semesters, until the aforesaid requirement is fulfilled.

COLLEGE OF ARTS AND SCIENCES

Mission

The College of Arts and Social Sciences provides a meaningful interpretive context for all programs within the University in the best tradition of liberal education. Through the programmatic initiatives and curricula described below, the College seeks to support the University's international and multicultural perspectives, thereby preparing students for responsible living in the 21st century. In addition to supporting the general education curriculum in English, Communication Arts, History, Behavioral Science, Mathematics, Humanities, Fine Arts and Language, the following degree programs are offered:

Bachelor of Arts with a major in Liberal Arts; Bachelor of Arts with a major in Psychology; Bachelor of Arts with a major in Behavioral Science (specialization in Criminal Justice); Bachelor of Arts with a major in International Relations (specializations in Asian Affairs, European Affairs, and Latin American Affairs, or minors in International Communications and International Business); Bachelor of Science in Design with a major in Graphic Design; Bachelor of Science in Design with a major in Visual Design with a specialization in Illustration or a minor in Computer Graphics; Bachelor of Professional Studies with majors in Behavioral Science or Criminal Justice.

BIOLOGY PROGRAM BACHELOR OF SCIENCE (B.S.) MAJOR: BIOLOGY

The Bachelor of Science in Biology is a program designed for students whose career goals generally involve further professional education beyond the bachelor's degree. These careers include but are not limited to allopathic, osteopathic, dental, veterinary, and podiatric medicine; pharmacy, physical therapy, occupational therapy, optometry, chiropractor, physician's assistant, environmental science/health, and positions in research, education, and industry. The Bachelor of Science in Biology is offered on a 15-week semester schedule, as a day division undergraduate program.

Learning Outcomes Upon Graduation with the B.S. in Biology

Lynn University's undergraduate baccalaureate degree competencies form the basis for developing the learning outcomes expected upon graduation with a B.S. in Biology. These include:

1. Accountability and responsibility as a learner, pre-professional member, and global citizen.
2. Cultivate the development of values and ethical consciousness for responsible participation in a complex, changing society.
3. Awareness of and appreciation for people, cultures, and contemporary issues to prepare for participation in global transformations.
4. Breadth of learning in a variety of disciplines that informs judgments and encourages inquiry.
5. Effective skills in written and oral communication, mathematical computation, information literacy, intellectual strategies, and use of computers.
6. Depth and application of learning in the biological sciences (mastery of specialized knowledge) that serves as a foundation for professional education beyond the bachelor's degree to effectively serve and lead in one's chosen profession.
7. Knowledge and skills in scientific inquiry, an understanding of the research process and the role it plays in the decision making process.
8. An understanding of careers in health-related, biological or other scientific fields.

Admission, Progression, and Graduation Requirements

I. Requirements for Admission to the B.S. in Biology

- A. Satisfy admission requirements to Lynn University.
- B. If possible, schedule a personal interview and advising session with the Biology Program Coordinator.

II. Requirements for Progression for the B.S. in Biology

- A. Maintain a cumulative grade point average of 2.0 (on a 4.0 scale).
- B. Complete all courses with a grade of "C" or higher
- C. A maximum of two science courses may be repeated in the Biology Major.

III. Requirements for Graduation for the B.S. in Biology

- A. A cumulative grade point average of 2.0 (on a 4.0 scale) and completion of all required course work for the biology major with a grade of "C" or higher.
- B. A student failing to complete requirements within 7 years of the date of enrollment in this program at Lynn University, may be held to any new requirements in effect and/or may be requested to validate prior learning.

B.S. MAJOR: BIOLOGY DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS				40 CREDITS
__ENG	101	ENGLISH COMPOSITION I		3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/		3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)		3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING		3
__BUS	210	ENTREPRENEURSHIP		3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS		3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR		3
__SOC	110	INTRODUCTION TO SOCIOLOGY		3
__MAT	110	COLLEGE ALGEBRA		3
__CMS	200	COMPUTER APPLICATIONS		3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE		4
__FYE	101	FRESHMAN SEMINAR		2
__TRS	101	TRANSFER STUDENT SEMINAR		0
__IRPS	100	INTERNATIONAL EXPERIENCE		1
__IRPS	200	INTERNATIONAL EXPERIENCE		1
__IRPS	300	INTERNATIONAL EXPERIENCE		1
__IRPS	400	INTERNATIONAL EXPERIENCE		1
MAJOR REQUIREMENTS: BIOLOGY				31 CREDITS
__SCI	110	THE BIOLOGICAL WORLD AND LAB		4
__SCI	111	BIOLOGICAL PATTERN AND PROCESS AND LAB		4
__SCI	260	human anatomy physiology i and lab		4
__SCI	261	HUMAN ANATOMY AND PHYSIOLOGY II AND LAB		4
__SCI	230	ENVIRONMENTAL STUDIES AND LAB OR	**4	
__SCI	360	ECOLOGY AND LAB		
__SCI	325	MICROBIOLOGY AND LAB		4
__SCI	450	GENETICS AND LAB		4
__SCI	490	BIOLOGY SENIOR SEMINAR		3

RELATED REQUIREMENTS:			20 CREDITS
__MAT	320	METHODS OF CALCULUS	4
__SCI	350	PHYSICS I AND LAB	4
__SCI	351	PHYSICS II AND LAB	4
__SCI	390	ORGANIC CHEMISTRY I AND LAB	4
__SCI	391	ORGANIC CHEMISTRY II AND LAB	4
ELECTIVES (APPROVED BY MAJOR ADVISOR): (30-31 CREDITS)**			
11 credits (7-11 credits must be 300+ or higher)			
__		ELECTIVE (300+)	3
__		ELECTIVE (300+)	4
__		ELECTIVE (100+ or 300+)	**4
19-20 credits (100+)			
__		ELECTIVE	*3-4
__		ELECTIVE	4
__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3
			TOTAL CREDITS 120

- * Transfer Students may need an additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, enrolling in a 1 credit HUM 399 course, or taking a 4 credit elective instead of a 3 credit elective.
- ** 45 Upper division credits (300+ level) are required.

DESIGN PROGRAM BACHELOR OF SCIENCE (B.S.D.) MAJOR: GRAPHIC OR VISUAL DESIGN

The College of Arts and Social Sciences offers courses leading to the Bachelor of Science degree in Design. There are two majors in the Design program: Graphic Design and Visual Design. They provide a broad-based study of various media and techniques within which students can explore and select across concentrations. The Bachelor of Science degree in Design provides flexibility between the interpretive and the technical.

Graphic Design

Graphic design is the study of two-dimensional (flat) design, with typography, that is created for mass distribution such as newspapers, magazines, television, computers, etc.

Visual Design

The Visual Design major offers a specialization in Illustration or a minor in Computer Graphics.

Students graduating with a BSD in Graphic Design or Visual Design will be able to:
demonstrate knowledge of various media and techniques producing commercial art;
demonstrate knowledge of interpretive skills, rules, and principles of design;
understand history and development of design.

B.S.D.
MAJOR: GRAPHIC DESIGN
DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
MAJOR REQUIREMENTS: GRAPHIC DESIGN			72 CREDITS
__ADS	105	DRAWING I	3
__ADS	106	DRAWING II	3
__ADS	120	DESIGN I	3
__ADS	121	DESIGN II	3
__ADS	225	QUARKXPRESS	3
__ADS	230	PHOTOGRAPHY	3
__ADS	246	GRAPHICS I	3
__ADS	261	COLOR THEORY I	3
__ADS	267	PORTFOLIO AND EXHIBITION I	3
__ADS	270	PROFESSIONAL PRACTICES I	3
__ADS	326	DIGITAL ILLUSTRATION (ILLUSTRATOR)	3
__ADS	327	DIGITAL IMAGING (PHOTOSHOP)	3
__ADS	347	GRAPHICS II	3
__ADS	351	ADVERTISING DESIGN AND PRODUCTION	3
__ADS	365	ILLUSTRATION I	3
__ADS	372	TYPOGRAPHY	3
__ADS	430	DESIGN TECHNOLOGY AND PRODUCTION	3
__ADS	470	ADVANCED GRAPHIC DESIGN	3
__ADS	485	INTERNSHIP	3
__ADS	490	PORTFOLIO AND EXHIBITION II	3
__ADS	493	PROFESSIONAL PRACTICES II	3
__HUM	200+	ART HISTORY ELECTIVE	3
__HUM	200+	ART HISTORY ELECTIVE	3
FREE ELECTIVES			9-10 CREDITS
__		FREE ELECTIVE	*3-4
__		FREE ELECTIVE (300+)	3
__		FREE ELECTIVE (300+)	3
TOTAL CREDITS: 120			

*Transfer Students need one additional elective credit to satisfy the 120 credit requirement.

45 Upper division credits (300+ level) are required to satisfy the major requirement.

**B.S.D.
MAJOR: VISUAL DESIGN
SPECIALIZATION: ILLUSTRATION OR
MINOR: COMPUTER GRAPHICS
DEGREE REQUIREMENTS**

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1

MAJOR REQUIREMENTS: VISUAL DESIGN			39 CREDITS
__ADS	105	DRAWING I	3
__ADS	106	DRAWING II	3
__ADS	120	DESIGN I	3
__ADS	121	DESIGN II	3
__ADS	326	DIGITAL ILLUSTRATION (ILLUSTRATOR)	3
__ADS	230	PHOTOGRAPHY I	3
__ADS	246	GRAPHICS I	3
__ADS	261	COLOR THEORY I	3
__ADS	267	PORTFOLIO AND EXHIBITION	3
__ADS	270	PROFESSIONAL PRACTICES I	3
__HUM	200+	ART HISTORY ELECTIVE	3
__ADS	490	PORTFOLIO AND EXHIBITION II	3
__ADS	493	PROFESSIONAL PRACTICES II	3

SELECT A SPECIALIZATION OR A MINOR ILLUSTRATION SPECIALIZATION REQUIREMENTS			21 CREDITS
__ADS	205	BASIC RENDERING	3
__ADS	210	BASIC LIFE DRAWING	3
__ADS	211	LIFE DRAWING FUNDAMENTALS	3
__ADS	346	RENDERING FUNDAMENTALS	3
__ADS	365	ILLUSTRATION I	3
__ADS	380	INTERPRETIVE FIGURE MATERIALS	3
__HUM	200+	ART HISTORY ELECTIVE	3

OR

COMPUTER GRAPHICS MINOR REQUIREMENTS			21 CREDITS
__ADS	327	DIGITAL IMAGING (PHOTOSHOP)	3
__ADS	430	DESIGN TECHNOLOGY AND PRODUCTION	3
__ADS	429	COMMERCIAL LAYOUT AND DESIGN (QUARK)	3
__CMS	340	WEB SITE DESIGN	3

__CMS	360	COMPUTER ETHICS AND LAW	3
__COM	325	WRITING FOR ELECTRONIC MEDIA	3
__COM	340	ADVERTISING WRITING AND DESIGN	3

APPROVED ELECTIVES			12 CREDITS
—		ELECTIVE 300+	3
—		ELECTIVE 300+	3
—		ELECTIVE 300+	3
—		ELECTIVE 300+	3

FREE ELECTIVES			9-10 CREDITS
—		ELECTIVE 300+	*3-4
—		ELECTIVE 300+	3
—		ELECTIVE	3

TOTAL CREDITS: 120

*Transfer Students need one additional elective credit to satisfy the 120 credit requirement.

45 Upper division credits (300+ level) are required to satisfy the major requirement.

BACHELOR OF ARTS PROGRAM BACHELOR OF ARTS (B.A.) MAJOR: INTERNATIONAL RELATIONS

The International Relations program educates students to become leaders in the emerging global community. While firmly rooted in the liberal arts, the program offers an interdisciplinary degree that combines the study of global political and economic relations with foreign language training, a geographic specialization, and study abroad. A major in International Relations provides a solid basis upon which to analyze how nations and civilizations developed and how new paradigms continually shape the future.

Students completing courses in this major will:

- demonstrate depth and breadth of knowledge of historical and contemporary global issues and their relationship to major social, political, and economic events
- demonstrate knowledge of the economic and political processes of major geographic regions
- demonstrate analytical, problem-solving, and decision-making capability suitable to international leadership
- demonstrate basic competency in skills required of international affairs professionals including: diplomacy, policy-making, intercultural awareness, and oral and written communication in a second language

**B.A.
MAJOR: INTERNATIONAL RELATIONS
SPECIALIZATIONS: ASIAN AFFAIRS, EUROPEAN AFFAIRS OR
LATIN AMERICAN AFFAIRS OR
MINOR: INTERNATIONAL COMMUNICATIONS OR INTERNATIONAL BUSINESS**

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
MAJOR REQUIREMENTS			39 CREDITS
__IRPS	150	CONTEMPORARY POLITICAL SCIENCE	3
__IRPS	225	UNITED STATES GOVERNMENT	3
__IRPS	250	GEOGRAPHY & WORLD AFFAIRS	3
__IRPS	320	LATIN AMERICAN HISTORY	3
__IRPS	325	INTERNATIONAL DIPLOMACY	3
__IRPS	330	THE POLITICS OF DEVELOPMENT	3
__IRPS	340	GOVERNMENT & POLITICS OF RUSSIA	3
__IRPS	350	COMPARATIVE POLITICAL SYSTEMS	3
__IRPS	370	MODEL ORGANIZATION OF AMERICAN STATES	3
__IRPS	470	UNITED STATES FOREIGN POLICY	3
__IRPS	475	CONTEMPORARY INTERNATIONAL RELATIONS	3
__IRPS	495	INTERNSHIPS/SPECIAL PROJECT OR	
__IRPS	499	WASHINGTON INTERNSHIP	6
RELATED REQUIREMENTS			27 CREDITS
__BUS	171	MACROECONOMICS	3
__HUM	230	WORLD RELIGIONS	3
__INB	390	INTERNATIONAL BUSINESS	3
__ENG	470	WRITING THE MAJOR THESIS	3
__COA	451	INTERCULTURAL COMMUNICATIONS	3
__LAN		FOREIGN LANGUAGE	12
SELECT ONE SPECIALIZATION OR ONE MINOR			15 CREDITS

**SPECIALIZATION: ASIAN AFFAIRS			15 CREDITS
__IRPS	395	GOVERNMENT & POLITICS OF JAPAN	3
__		IRPS ELECTIVE (300+ LEVEL)	3
__		IRPS ELECTIVE (300+ LEVEL)	3
__		IRPS ELECTIVE	3
__		IRPS ELECTIVE	3
**SPECIALIZATION: EUROPEAN AFFAIRS			15 CREDITS
__IRPS	420	ORIGIN AND DEVELOPMENT OF THE EUROPEAN UNION	3
__		IRPS ELECTIVE (300+ LEVEL)	3
__		IRPS ELECTIVE (300+ LEVEL)	3
__		IRPS ELECTIVE	3
__		IRPS ELECTIVE	3
**SPECIALIZATION: LATIN AMERICAN AFFAIRS			15 CREDITS
__		IRPS ELECTIVE (300+ LEVEL)	3
__		IRPS ELECTIVE (300+ LEVEL)	3
__		IRPS ELECTIVE (300+ LEVEL)	3
__		IRPS ELECTIVE	3
__		IRPS ELECTIVE	3
MINOR REQUIREMENTS: INTERNATIONAL BUSINESS			15 CREDITS
__BUS	170	MICROECONOMICS	3
__BUS	270	MANAGING ORGANIZATIONS	3
__MKT	392	INTERNATIONAL MARKETING AND TRADE RELATIONS	3
__INB	491	CONTEMPORARY INTERNATIONAL BUSINESS	3
__INB	492	INTERNATIONAL BUSINESS LAW AND ORGANIZATION	3
MINOR REQUIREMENTS: INT'L. COMMUNICATIONS			15 CREDITS
__COM	105	INTRODUCTION TO INTERNATIONAL MASS MEDIA	3
__COM	320	INTERNATIONAL MASS COMMUNICATION	3
__COM	325	WRITING FOR VISUAL ELECTRONIC MEDIA	3
__COM	350	COMMUNICATIONS LAW AND ETHICS	3
__COM	430	INTERNATIONAL FILM HISTORY	3
TOTAL CREDITS			120

*Transfer students may need an additional elective credit to satisfy the 120 credit graduation requirement.

**Specialization Requirements: Students may choose to specialize in one of the following areas: Asian Affairs, European Affairs, or Latin American Affairs. The specialization shall consist of 15 credits, including a minimum of 9 upper division (300+ level) credits. All elective courses must be related to the geographic area of specialization and must be approved by the program coordinator. All or some portion of the specialization courses should be completed through study abroad.

**LIBERAL ARTS PROGRAM
BACHELOR OF ARTS (B.A.)
MAJOR: LIBERAL ARTS**

The Liberal Arts major is designed to provide students with a broad background in a variety of disciplines; namely, literature, the arts, history, philosophy, contemporary social issues and concerns, historical, social, and political epochs. The major in Liberal Arts facilitates competency in critical thinking skills, analytical skills, communication skills of speaking, writing, and aesthetic appreciation. Further, the liberal arts major fosters an appreciation for lifelong learning and prepares students to use criteria and rules from the specializations to judge the quality and impact of information. The liberal arts major is appropriate for those students who intend to pursue a law degree, to pursue graduate studies, or to seek careers in broad-range areas including information-based agencies and human and cultural communication.

Students who graduate with a Bachelor of Arts in Liberal Arts will be able to:

- identify and recognize the rules of human communication as they are practiced personally, interpersonally, or publicly
- recognize, interpret, and evaluate the quality of the influence of communication rules, patterns, and dynamics on a social, cultural, or political event
- apply rules of cross-cultural perceptions, perspectives, and attitudes to their own behavior in a variety of social and business contexts
- read and write critically
- be competent in expository writing
- recognize major thematic development in literary works
- demonstrate analysis, interpretation, and judgment of works of literature
- recognize major literacy genres
- recognize modern traditional works
- appreciate global perspectives
- demonstrate an understanding of themselves and their world
- demonstrate the development of political thought and legislative governance
- produce information on major political trends in western civilization
- recognize, differentiate, and analyze a range of the functions of historical documents
- recognize trends, patterns, and stylistic differences in political governance and legislative procedures in nonwestern societies
- identify patterns of cultural, intellectual and aesthetic development in American and other world cultures
- appreciate the value of cultural groups and historical periods
- evaluate/interpret the needs, functions, and role of individuals in social interactions.

**B.A.
MAJOR: LIBERAL ARTS
DEGREE REQUIREMENTS**

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
MAJOR REQUIREMENTS: LIBERAL ARTS			60 CREDITS
__COA	101	FUNDAMENTALS OF COMMUNICATION	3
__COA	380	COMMUNICATION ANALYSIS AND CRITICISM	3
__COA	451	INTERCULTURAL COMMUNICATION	3
__ENG	330	AMERICAN LITERATURE I OR	3
__ENG	331	AMERICAN LITERATURE II	
__ENG	340	BRITISH LITERATURE I OR	3
__ENG	341	BRITISH LITERATURE II	
__ENG	345	MULTICULTURAL LITERATURE	3
__ENG	470	WRITING FOR THE MAJOR THESIS	3
__HIS	221	AMERICAN HISTORY I OR	3
__HIS	222	AMERICAN HISTORY II	
__HIS	360	AMERICAN EXPERIENCE THROUGH FILM	3
__HIS	481	SEMINAR IN HISTORICAL STUDIES: THE HOLOCAUST OR CIVIL RIGHTS HISTORY	3
__HUM	221	INTRODUCTION TO PHILOSOPHY	3
__HUM	230	WORLD RELIGIONS	3
__HUM	301	CREATIVE THINKING	3
__HUM	399	COMMUNITY AWARENESS	3
__HUM	495	INTERNATIONAL STUDIES IN ART AND HUMANITIES	3
__LAN		LANGUAGE ELECTIVE	3
__LAN		LANGUAGE ELECTIVE	3
__PSY	150	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY**	
__SOC	220	FAMILY AND SOCIETY**	3
__SOC	330	THE SOCIAL WELFARE SYSTEM** OR	3
__SOC	335	CONTEMPORARY SOCIAL PROBLEMS**	

ELECTIVES 12 CREDITS AT 300+ LEVEL		21-22 CREDITS
—	FREE ELECTIVE 300+	*3-4
—	FREE ELECTIVE 300+	3
—	FREE ELECTIVE 300+	3
—	FREE ELECTIVE 300+	3
—	FREE ELECTIVE	3
—	FREE ELECTIVE	3
—	FREE ELECTIVE	3
TOTAL CREDITS 120		

*Transfer Students need one additional elective credit to satisfy the 120 credit requirement.

45 upper division credits (300+ level) are required to satisfy the major requirement.

Liberal Arts Majors may select any minor approved by the Dean.

**SOC 110 is a prerequisite for SOC 220, SOC 330, and SOC 335.

PSYCHOLOGY PROGRAM **BACHELOR OF SCIENCE (B.S.)** **MAJOR: PSYCHOLOGY**

The College of Arts and Social Sciences offers the Bachelor of Science degree in Psychology. This program is designed to expose students to the biopsychological, developmental, cognitive, and sociocultural domains of psychology, as well as research methodology. The student will also understand the relevance of psychology in contemporary society. This major will prepare a student for employment in human services or for graduate school in counseling or psychology.

Students will acquire depth and breadth of learning following guidelines and goals of the Psychology major. At the completion of this program students will be able to:

- Demonstrate techniques and methods of research used in experimental psychology.
- Display a basic understanding of the biological bases of behavior.
- Show a basic understanding of sensation, perception and knowledge of motivation and emotion.
- Produce information on the principles of learning, thinking and language, and states of consciousness.
- Demonstrate a basic understanding of individual differences and personality theory.
- Demonstrate knowledge of various psychological disorders and the treatment of those disorders.
- Show a basic understanding of the social and cultural dimensions of behavior.

BACHELOR OF SCIENCE MAJOR: PSYCHOLOGY

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
MAJOR REQUIREMENTS: PSYCHOLOGY COURSES			52 CREDITS
__PSY	150	INTRODUCTION TO PSYCHOLOGY	3
__PSY	200	ORIENTATION TO THE STUDY OF PSYCHOLOGY	3
__PSY	225	HUMAN SEXUALITY	3
__PSY	250	DEVELOPMENTAL PSYCHOLOGY	3
__PSY	260	PERSONALITY THEORY	3
__PSY	300	EXPRESSIVE STUDIES: MUSIC, ART AND MOVEMENT OR	3
__PSY	305	EXPRESSIVE STUDIES: DRAMA AS EXPRESSION OR	3
__PSY	310	EXPRESSIVE STUDIES: POETRY AND NARRATIVE	
__PSY	315	PSYCHOLOGICAL TESTS & MEASUREMENTS	3
__PSY	349	INTRODUCTION TO APPLIED COUNSELING	3
__PSY	350	FACILITATOR TRAINING	3
__PSY	355	PRINCIPLES OF LEARNING	3
__PSY	360	SOCIAL PSYCHOLOGY	3
__PSY	370	ABNORMAL PSYCHOLOGY	3
__PSY	400	PROCESS: PERSONAL GROWTH PSYCHOLOGY	3
__PSY	410	EXPERIMENTAL PSYCHOLOGY	4
__PSY	420	PHYSIOLOGICAL PSYCHOLOGY	
__PSY	490	SEMINAR IN PSYCHOLOGY	3
__PSY	499	RESEARCH AND STATISTICS IN PSYCHOLOGY	3
RELATED REQUIREMENTS			(15 CREDITS)
__HUM	301	CREATIVE THINKING	3
__HUM	302	ETHICS	3
__SOC	220	FAMILY & SOCIETY	3
__SOC	335	CONTEMPORARY SOCIAL PROBLEMS	3
__SOC	261	CURRENT PERSPECTIVES IN SUBSTANCE ABUSE	3
FREE ELECTIVES			(15 CREDITS)
__		FREE ELECTIVE (300 +)	3
__		FREE ELECTIVE	3
__		FREE ELECTIVE	3
__		FREE ELECTIVE	3
__		FREE ELECTIVE OR INTERNSHIP	3
			TOTAL CREDITS 121

COLLEGE OF BUSINESS AND MANAGEMENT

Vision

The College of Business and Management (CBM) seeks to support Lynn University's overall mission by preparing students for success in 21st century business and society.

Mission

The College of Business and Management (CBM) and its associated Burton D. Morgan School of Aeronautics, is charged with providing students up-to-date practical and theoretical knowledge in the following subject areas: economics, marketing, finance, accounting, business law, and qualitative and quantitative management. All full-time and adjunct business faculty are student-centered teachers and offer Lynn students real-life, global business perspectives. Students may earn a Bachelor of Science in Business Administration Degree (BSBA) with a major in business administration. Specializations within the business administration major are: Accounting, International Business, Aviation Management with or without a flight training option, Computer Management Systems, Fashion Management, and Human Resource Management*) and Marketing.

At the graduate level, the college offers an MBA program** with specializations in International Business, Management Information System, Aviation Management, Health Care Administration, Hospitality Administration, and Sports and Athletics Administration as well as a M.S. in Administration with a specialization in Sports and Athletics Management. The CBM supports the general education of the students by offering the core CMS 200 course and offers a series of CMS applications courses such as spreadsheets, web page design, and database management to students within all disciplines.

The College of Business and Management provides Lynn University students opportunities to major or minor in Business. The Business minor is designed for students majoring in other disciplines and is not available to College of Business and Management majors.

* Presently offered in the Evening Division Only.

** Please see the Graduate Catalog for a further description of the MBA program.

Majors, Degree Requirements, and Suggested Curriculum Plans

The degree requirements and suggested curriculum plans are provided for each major degree program offered in the College of Business and Management. All candidates should use these academic plans as guidelines as well as work closely with their individual program advisors in completion of their degree requirements.

BUSINESS ADMINISTRATION PROGRAMS

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (B.S.B.A.)

MAJOR: BUSINESS ADMINISTRATION

In keeping with the Mission of the College of Business and Management and of the University, the overall purpose of the business administration major is preparation for 21st century business and society.

Each Business Administration major completes all degree requirements including core curriculum requirements, requirements for the business administration major, and an area of specialization selected in: accounting, management, international business, or marketing. Related requirements generally support the major and/or the specialization. Business administration major requirements aim to provide breadth of knowledge in the discipline of business and its context as well as learning activities that promote the integration of business knowledge. The specializations provide in-depth study in an area of business. Variations in degree requirements for these specializations vary slightly with regard to the core and business administration major requirements.

**B.S.B.A.
MAJOR: BUSINESS ADMINISTRATION
NO SPECIALIZATION**

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	PUBLIC FORUM	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION			62 CREDITS
__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	228	BUSINESS COMMUNICATION	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	311	CORPORATE FINANCE	3
__BUS	312	BUSINESS LAW I	3
__BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
__BUS	350	HUMAN RESOURCE MANAGEMENT	3
__BUS	352	MONEY, BANKING, AND MONETARY POLICY	3
__BUS	422	QUANTITATIVE BUSINESS ANALYSIS	3
__BUS	446	HISTORY OF U.S. ENTERPRISE AND ENTREPRENEURSHIP	3
__BUS	460	BUSINESS POLICY	3
__BUS	498	BUSINESS INTERNSHIPS *	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS	3
__CMS	350	SPREADSHEET DESIGN AND APPLICATION	3
__HIS	225	UNITED STATES GOVERNMENT * OR	3
__HIS	360	THE AMERICAN EXPERIENCE THROUGH FILM *	3
__HUM	399	COMMUNITY AWARENESS	1
__INB	390	INTERNATIONAL BUSINESS	3
__INB	496	INTERNATIONAL STUDIES IN BUSINESS *	3
__MAT	320	METHODS OF CALCULUS	4
__MKT	250	PRINCIPLES OF MARKETING	3
TOTAL CREDITS			62

* Electives (300+) may be taken in place of these required courses with permission of Advisor or Dean.
Elective Hours (18 credits)

B.S.B.A.
MAJOR: BUSINESS ADMINISTRATION
SPECIALIZATION: INTERNATIONAL BUSINESS

This specialization is offered in the day and evening divisions.

The International Business Program of the College of Business and Management seeks to expose students to a learning process that will prepare them to become technically, culturally, and ethically competent leaders in international business organizations.

B.S.B.A.
MAJOR: BUSINESS ADMINISTRATION
SPECIALIZATION: INTERNATIONAL BUSINESS
DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION			62 CREDITS
__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	228	BUSINESS COMMUNICATION	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	311	CORPORATE FINANCE	3
__BUS	312	BUSINESS LAW I	3
__BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
__BUS	350	HUMAN RESOURCE MANAGEMENT *	3
__BUS	352	MONEY, BANKING, AND MONETARY POLICY	3
__BUS	422	QUANTITATIVE BUSINESS ANALYSIS	3
__BUS	446	HISTORY OF U.S. ENTERPRISE AND ENTREPRENEURSHIP	3
__BUS	460	BUSINESS POLICY	3
__BUS	498	BUSINESS INTERNSHIPS *	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS	3
__CMS	350	SPREADSHEET DESIGN AND APPLICATION	3
__HIS	225	UNITED STATES GOVERNMENT * OR	3

__HIS	360	THE AMERICAN EXPERIENCE THROUGH FILM *	1
__HUM	399	COMMUNITY AWARENESS	3
__INB	390	INTERNATIONAL BUSINESS	3
__INB	496	INTERNATIONAL STUDIES IN BUSINESS *	3
__MAT	320	METHODS OF CALCULUS	4
__MKT	250	PRINCIPLES OF MARKETING	3

* ELECTIVES (300+) MAY BE TAKEN IN PLACE OF THESE REQUIRED COURSES WITH PERMISSION OF ADVISOR OR DEAN.

SPECIALIZATION REQUIREMENTS			18 CREDITS
__INB	391	COMPARATIVE ECONOMIC SYSTEMS	3
__INB	393	MULTINATIONAL FINANCE	3
__INB	491	CONTEMPORARY INTL. BUS. ISSUES	3
__INB	492	INTERNATIONAL BUSINESS LAW	3
__MKT	392	INTERNATIONAL MARKETING	3
		ELECTIVE	

B.S.B.A.

MAJOR: BUSINESS ADMINISTRATION

SPECIALIZATION: MANAGEMENT (AVIATION MANAGEMENT): FLIGHT AND NON-FLIGHT OPTIONS

This specialization is only offered in the day division.

Aviation Management

The Burton D. Morgan School of Aeronautics

The Burton D. Morgan School of Aeronautics within the College of Business and Management offers a major in business administration with a specialization in aviation management. The concentration of course work leads to a Bachelor of Science in Business Administration (B.S.B.A.) degree. A major advantage of the aviation program is that it is firmly embedded in our traditional business curriculum. The curriculum was specifically designed with a management focus to maximize career potential enabling a student to be more marketable in the global workplace.

The B.S.B.A. with a specialization in Aviation Management provides an optional flight training program that gives the student the opportunity to earn all the certificates and ratings necessary to become a professional pilot. For this option, flight training is provided at the Lynn University Burton D. Morgan Flight Center located at the Boca Raton Municipal Airport.

The flight program provides the necessary credit hours in the ground school courses needed to qualify for the private, instrument, and commercial ratings. The student can also pursue the multi-engine, flight instructor and airline transport ratings through elective courses.

Through the pilot training program, students are trained to become professional pilots. This provides the student with the opportunity to progress from any experience level and continue through all of the levels necessary to reach a new-hire status with an airline.

Lynn University's Burton D. Morgan School of Aeronautics is FAA approved under the requirements of Part 141. This means that our programs have met the highest standards set forth by the FAA on course curricula, instructors, and training facilities. In addition, our FAA Part 142 certification qualifies the School as an official FAA approved training center. Our curricula covers ground training and high-level simulator and flight training

for airline, charter, and corporate aircraft type ratings, as well as flight attendant and aircraft dispatcher training.

Internships are available in various aviation-related activities such as airport management, the National Transportation Safety Board and the FAA.

Lynn University also maintains a Crosstown Agreement with USAF ROTC Detachment 155 at the University of Miami to provide ROTC training. Students interested in pursuing this option should see the Dean of the School of Aeronautics.

**B.S.B.A.
MAJOR: BUSINESS ADMINISTRATION
SPECIALIZATION: MANAGEMENT
(AVIATION MANAGEMENT NON-FLIGHT OPTION)**

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION (48 CREDITS)			
__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	170	MICROECONOMICS	3
__BUS	171	MACROECONOMICS	3
__BUS	228	BUSINESS COMMUNICATION	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	311	CORPORATE FINANCE	3
__BUS	312	BUSINESS LAW I	3
__BUS	313	BUSINESS LAW II	3
__BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
__BUS	422	QUANTITATIVE BUSINESS ANALYSIS	3
__BUS	446	HISTORY OF U.S. ENTERPRISE AND ENTREPRENEURSHIP	3
__BUS	455	INTEGRATIVE MANAGEMENT	3
__BUS	460	BUSINESS POLICY	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS OR	3

__CMS	300	DATABASE SYSTEMS AND MANAGEMENT	
__MKT	250	PRINCIPLES OF MARKETING	3

RELATED REQUIREMENTS/BUSINESS ELECTIVES

(SELECT 9 CREDITS OR 3 COURSES FROM THE FOLLOWING)

9 CREDITS

__BUS	310	INTRODUCTION TO SMALL BUSINESS MANAGEMENT	3
__BUS	321	INVESTMENTS	3
__BUS	350	HUMAN RESOURCE MANAGEMENT	3
__INB	393	MULTINATIONAL FINANCE	3
__BUS	420	REAL ESTATE LAW	3
__INB	390	INTERNATIONAL BUSINESS	3
__BUS	430	LABOR RELATIONS	3
__CMS	350	SPREADSHEET DESIGN AND APPLICATION	3
__MKT	350	ADVERTISING	3

SPECIALIZATION REQUIREMENTS: AVIATION

21 CREDITS

__AVM	102	AVIATION HISTORY	3
__AVM	330	AIR TRANSPORTATION INDUSTRY	3
__AVM	331	AVIATION REGULATION AND LAW	3
__AVM	341	AVIATION OPERATIONS I	3
__AVM	346	AVIATION OPERATIONS II	3
__AVM	441	AVIATION OPERATIONS III	3
__AVM	481	AVIATION SEMINAR	3

ELECTIVES

2-3 CREDITS

__HUM	399	COMMUNITY AWARENESS OR ELECTIVE	*2-3
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TOTAL CREDITS 120

*Transfer Students need one additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, or enrolling in a 3-credit HUM 399 or elective.

B.S.B.A.
MAJOR: BUSINESS ADMINISTRATION
SPECIALIZATION: MANAGEMENT
(AVIATION MANAGEMENT FLIGHT OPTION)
DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION			48 CREDITS
__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	170	MICROECONOMICS	3
__BUS	171	MACROECONOMICS	3
__BUS	228	BUSINESS COMMUNICATION	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	311	CORPORATE FINANCE	3
__BUS	312	BUSINESS LAW I	3
__BUS	313	BUSINESS LAW II	3
__BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
__BUS	422	QUANTITATIVE BUSINESS ANALYSIS	3
__BUS	446	HISTORY OF U.S. ENTERPRISE AND ENTREPRENEURSHIP	3
__BUS	455	INTEGRATIVE MANAGEMENT	3
__BUS	460	BUSINESS POLICY	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS OR	
__CMS	300	DATABASE SYSTEMS AND MANAGEMENT	3
__MKT	250	PRINCIPLES OF MARKETING	3
SPECIALIZATION REQUIREMENTS: MANAGEMENT (AVIATION MANAGEMENT)			21 CREDITS
__AVM	102	AVIATION HISTORY	3
__AVM	330	AIR TRANSPORTATION INDUSTRY	3
__AVM	331	AVIATION REGULATIONS AND LAW	3
__AVM	341	AVIATION OPERATIONS I	3
__AVM	346	AVIATION OPERATIONS II	3
__AVM	441	AVIATION OPERATIONS III	3
__AVM	481	AVIATION SEMINAR	*3

SPECIALIZATION REQUIREMENTS: AVIATION FLIGHT OPTION			16 CREDITS
__AVM	120	PRIMARY FLIGHT THEORY AND TRAINING I	4
__AVM	121	TRAINING I	2
__AVM	220	INSTRUMENT FLIGHT THEORY	4
__AVM	221	TRAINING II	2
__AVM	230	COMMERCIAL FLIGHT THEORY	3
__AVM	231	TRAINING III	1
__AVM	471	AIRLINE EMERGENCY CABIN TRAINING**	3
__AVM	472	B-727 PILOT FAMILIARIZATION COURSE**	3
__AVM	473	B-727 PILOT SIMULATOR FAMILIARIZATION COURSE**	3
__AVM	474	B-737 PILOT FAMILIARIZATION COURSE**	3
__AVM	475	B-737 PILOT SIMULATOR FAMILIARIZATION COURSE**	3
__AVM	476	B-747 PILOT FAMILIARIZATION COURSE**	3
__AVM	477	AIRLINE TRANSPORT PILOT (ATP) CERTIFICATE**	3
TOTAL CREDITS			124-125

*IF A FLIGHT STUDENT ELECTS TO OBTAIN THE FLIGHT INSTRUCTOR RATING, AVM 310 FLIGHT INSTRUCTIONAL METHODS (CFI) SUBSTITUTES FOR AVM 481.

**Simulator courses will be taught in the same semester as the familiarization ground school as a lab and will culminate with a check-ride to ensure basic handling objectives are met. These courses will have a corresponding lab fee. Students may obtain a total of 6.0 hours of academic credit from only ONE aircraft type training (i.e. 727 ground and sim fam only or 737 ground and sim fam only). If the student takes AVM 477, he/she may not receive credit for any other familiarization or simulator course. AVM 471, Airline Emergency Cabin Training, is separate from this, and may result in an additional 3 semester hours of credit.

B.S.B.A.
MAJOR: BUSINESS ADMINISTRATION
SPECIALIZATION: MANAGEMENT
(BUSINESS MANAGEMENT/GENERAL)

This specialization is offered in the day and evening divisions.

The College of Business and Management offers a general program for students who have not chosen or do not want to commit to a specific area of management. This program provides a solid foundation of business courses that allows a student to compete in a mid-level management position or within a graduate or professional school program.

Note: A Funeral Service Business Management Completion Program for Licensed Funeral Directors with an A.S. in Funeral Service is presented under the College of Science and Health section of this catalog.

B.S.B.A.
MAJOR: BUSINESS ADMINISTRATION
SPECIALIZATION: MANAGEMENT
(BUSINESS MANAGEMENT/GENERAL)

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION			48 CREDITS
__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	170	MICROECONOMICS	3
__BUS	171	MACROECONOMICS	3
__BUS	228	BUSINESS COMMUNICATIONS	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	311	CORPORATE FINANCE	3
__BUS	312	BUSINESS LAW I	3
__BUS	313	BUSINESS LAW II	3
__BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
__BUS	422	QUANTITATIVE BUSINESS ANALYSIS	3
__BUS	446	HISTORY OF U.S. ENTERPRISE AND ENTREPRENEURSHIP	3
__BUS	455	INTEGRATIVE MANAGEMENT	3
__BUS	460	BUSINESS POLICY	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS	3
__MKT	250	PRINCIPLES OF MARKETING	3
RELATED REQUIREMENTS/BUSINESS ELECTIVES			12 CREDITS
__BUS	352	MONEY & BANKING (OR 300+ BUSINESS ELECTIVE)	3
__		BUSINESS ELECTIVE (300+)	3
__		BUSINESS ELECTIVE (300+)	3
__		BUSINESS ELECTIVE (300+)	3

SPECIALIZATION REQUIREMENTS: MANAGEMENT (BUSINESS MGMT/GENERAL)			15 CREDITS
__BUS	310	SMALL BUSINESS MANAGEMENT	3
__CMS	350	SPREADSHEET DESIGN AND APPLICATION	3
__BUS	350	HUMAN RESOURCE MANAGEMENT	3
__ACC	321	FEDERAL TAXATION I	3
__INB	390	INTERNATIONAL BUSINESS	3
ELECTIVES (5-6 CREDITS)			
__		ELECTIVE (200+)	*2-3
__		ELECTIVE (300+)	3
TOTAL CREDITS			120

*Transfer and evening students need one additional elective credit to satisfy the 120 credit requirement. This may be satisfied by transfer of an additional elective, or taking a 3 credit elective instead of a 2 credit elective. HUM 399 COMMUNITY AWARENESS OR BUS 498 and/or BUS 499 BUSINESS INTERNSHIP MAY BE SUBSTITUTED FOR ANY BUSINESS OR GENERAL ELECTIVE.

**B.S.B.A.
MAJOR: BUSINESS ADMINISTRATION:
SPECIALIZATION: MANAGEMENT
(COMPUTER MANAGEMENT SYSTEMS)**

This specialization is offered in the day and evening divisions.
The Computer Management Systems (CMS) specialization combines a solid business foundation with computer technology courses to prepare the student for a management career in an information technology department. Common business application programs (programming, desktop publishing, spreadsheets, databases, etc) are combined with broader courses (management information systems, computer ethics and law, data communication and networks) to enable the graduate to effectively integrate information management and planning functions with technical operations. The ultimate goal is to make the decision-making process as effective and efficient as possible in reaching organizational goals.

**B.S.B.A.
MAJOR: BUSINESS ADMINISTRATION:
SPECIALIZATION: MANAGEMENT
(COMPUTER MANAGEMENT SYSTEMS)**

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2

__ TRS	101	TRANSFER STUDENT SEMINAR	0
__ IRPS	100	INTERNATIONAL EXPERIENCE	1
__ IRPS	200	INTERNATIONAL EXPERIENCE	1
__ IRPS	300	INTERNATIONAL EXPERIENCE	1
__ IRPS	400	INTERNATIONAL EXPERIENCE	1

MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION

53 CREDITS

__ ACC	201	FINANCIAL ACCOUNTING	3
__ ACC	202	MANAGERIAL ACCOUNTING	3
__ BUS	228	BUSINESS COMMUNICATION	3
__ BUS	270	MANAGING ORGANIZATIONS	3
__ BUS	311	CORPORATE FINANCE	3
__ BUS	312	BUSINESS LAW I	3
__ BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
__ BUS	352	MONEY, BANKING, AND MONETARY POLICY	3
__ BUS	422	QUANTITATIVE BUSINESS ANALYSIS	3
__ BUS	446	HISTORY OF U.S. ENTERPRISE AND ENTREPRENEURSHIP	3
__ BUS	460	BUSINESS POLICY	3
__ BUS	498	BUSINESS INTERNSHIPS *	3
__ CMS	315	MANAGEMENT INFORMATION SYSTEMS3	3
__ CMS	350	SPREADSHEET DESIGN AND APPLICATION	3
__ HUM	399	COMMUNITY AWARENESS	1
__ INB	390	INTERNATIONAL BUSINESS	3
__ MAT	320	METHODS OF CALCULUS	4
__ MKT	250	PRINCIPLES OF MARKETING	3

* ELECTIVES (300+) MAY BE TAKEN IN PLACE OF THESE REQUIRED COURSES WITH PERMISSION OF ADVISOR OR DEAN.

SPECIALIZATION REQUIREMENTS

27 CREDITS

__ CMS	210	PROGRAMMING LANGUAGE I (QBASIC)	3
__ CMS	212	PROGRAMMING LANGUAGE II (QBASIC)	3
__ CMS	300	DATABASE SYSTEMS & MANAGEMENT	3
__ CMS	340	WEBSITE DESIGN	3
__ CMS	360	COMPUTER ETHICS AND LAW	3
__ CMS	445	DATA COMMUNICATIONS AND NETWORKS	3
__ CMS	481	SENIOR SEMINAR	3
__ CMS	495	SENIOR PROJECT	3
__		ELECTIVE	3

TOTAL CREDITS 120

B.S.B.A.
MAJOR: BUSINESS ADMINISTRATION
SPECIALIZATION: MANAGEMENT (FASHION MANAGEMENT)

This specialization is only offered in the day division. The purpose of the Fashion Management specialization of the B.S.B.A. is to prepare a student to successfully compete, once employed by a firm, in an executive training program or entry level management position in the field with a firm that specializes in textiles and/or apparel. This specialization offers business administration majors the opportunity to specialize in the unique field of fashion products. Courses provide an interactive, active, learner-centered environment to accommodate multiple learning styles and diverse backgrounds. Students are encouraged to develop sound critical and analytical skills, effectively communicate, and to work productively in teams. Product knowledge and fashion business operations, practices and promotional techniques are examined. Assignments typically relate to current domestic and global industry situations. Internship experiences are required to complement classroom learning.

B.S.B.A.
MAJOR: BUSINESS ADMINISTRATION
SPECIALIZATION: MANAGEMENT (FASHION MANAGEMENT)

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION			53 CREDITS
__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	228	BUSINESS COMMUNICATION	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	311	CORPORATE FINANCE	3
__BUS	312	BUSINESS LAW I	3
__BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
__BUS	350	HUMAN RESOURCE MANAGEMENT *	3
__BUS	352	MONEY, BANKING, AND MONETARY POLICY	3
__BUS	446	HISTORY OF U.S. ENTERPRISE AND ENTREPRENEURSHIP	3

__BUS 460	BUSINESS POLICY	3
__BUS 498	BUSINESS INTERNSHIPS *	3
__CMS 315	MANAGEMENT INFORMATION SYSTEMS	3
__CMS 350	SPREADSHEET DESIGN AND APPLICATION	3
__HUM 399	COMMUNITY AWARENESS	1
__INB 390	INTERNATIONAL BUSINESS	3
__MAT 320	METHODS OF CALCULUS	4
__MKT 250	PRINCIPLES OF MARKETING	3

* ELECTIVES (300+) MAY BE TAKEN IN PLACE OF THESE REQUIRED COURSES WITH PERMISSION OF ADVISOR OR DEAN.

SPECIALIZATION REQUIREMENTS		27 CREDITS
__BUS 101	APPAREL INDUSTRY	3
__BUS 240	RETAIL BUYING	3
__BUS 260	FUNDAMENTALS OF APPAREL	3
__BUS 316	RETAIL MANAGEMENT	3
__BUS 320	TEXTILES	3
__BUS 480	APPAREL SEMINAR	3
__MKT 305	CONSUMER BEHAVIOR	3
__MKT 350	ADVERTISING	3
__MKT 430	MARKETING RESEARCH	3

TOTAL CREDITS 120

B.S.B.A.
MAJOR: BUSINESS ADMINISTRATION
SPECIALIZATION: MANAGEMENT
(HUMAN RESOURCE MANAGEMENT)

This specialization is only offered in the evening division.

This specialization targets learners with a special interest in the study of Human Resource Management (HRM). The program provides an overview of the theoretical perspectives of the nature and methodologies employed in the study of human resource management. Components of all aspects of the changing environment of Human Resources as a strategic partner in the organization are surveyed and analyzed. Emphasis is placed on managing HRM in an international business environment with contemporary management practices.

B.S.B.A.
MAJOR: BUSINESS ADMINISTRATION
SPECIALIZATION: HUMAN RESOURCE MANAGEMENT

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1

MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION			62 CREDITS
__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	228	BUSINESS COMMUNICATION	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	311	CORPORATE FINANCE	3
__BUS	312	BUSINESS LAW I	3
__BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
__BUS	350	HUMAN RESOURCE MANAGEMENT	3
__BUS	352	MONEY, BANKING, AND MONETARY POLICY	3
__BUS	422	QUANTITATIVE BUSINESS ANALYSIS	3
__BUS	446	HISTORY OF U.S. ENTERPRISE AND ENTREPRENEURSHIP	3
__BUS	460	BUSINESS POLICY	3
__BUS	498	BUSINESS INTERNSHIPS *	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS	3
__CMS	350	SPREADSHEET DESIGN AND APPLICATION	3
__HIS	225	UNITED STATES GOVERNMENT * OR	3
__HIS	360	THE AMERICAN EXPERIENCE THROUGH FILM *	3
__HUM	399	COMMUNITY AWARENESS	1
__INB	390	INTERNATIONAL BUSINESS	3
__INB	496	INTERNATIONAL STUDIES IN BUSINESS *	3
__MAT	320	METHODS OF CALCULUS	4
__MKT	250	PRINCIPLES OF MARKETING	3

* ELECTIVES (300+) MAY BE TAKEN IN PLACE OF THESE REQUIRED COURSES WITH PERMISSION OF ADVISOR OR DEAN.

SPECIALIZATION REQUIREMENTS

18 CREDITS

__ACC	321	FEDERAL TAXATION I	3
__BUS	372	LEGAL & REGULATORY ISSUES	3
__BUS	380	DEVELOPMENT & ADMIN. OF COMP.PROGRAMS	3
__BUS	470	TRAINING AND DEVELOPMENT	3
__CMS	300	DATA BASE SYSTEMS AND MANAGEMENT	3
__		ELECTIVE	3

B.S.B.A.

MAJOR: BUSINESS ADMINISTRATION

SPECIALIZATION: MARKETING

This specialization is offered in the day and evening divisions.

The College of Business and Management offers a marketing program that encompasses all areas of marketing products and services to consumers and to organizations. The instruction is based on a core curriculum of basic contemporary marketing theory. It is augmented by the use of technological tools, and the inclusion of accomplished practitioners as guest lecturers, and experiential learning derived from site visits and research projects. The program actively seeks a multicultural undergraduate constituency and emphasizes marketing in a global environment.

B.S.B.A.

MAJOR: BUSINESS ADMINISTRATION

SPECIALIZATION: MARKETING

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS

40 CREDITS

__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1

MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION			62 CREDITS
— ACC	201	FINANCIAL ACCOUNTING	3
— ACC	202	MANAGERIAL ACCOUNTING	3
— BUS	228	BUSINESS COMMUNICATION	3
— BUS	270	MANAGING ORGANIZATIONS	3
— BUS	311	CORPORATE FINANCE	3
— BUS	312	BUSINESS LAW I	3
— BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS	3
— BUS	350	HUMAN RESOURCE MANAGEMENT *	3
— BUS	352	MONEY, BANKING, AND MONETARY POLICY	3
— BUS	422	QUANTITATIVE BUSINESS ANALYSIS	3
— BUS	446	HISTORY OF U.S. ENTERPRISE AND ENTREPRENEURSHIP	3
— BUS	460	BUSINESS POLICY	3
— BUS	498	BUSINESS INTERNSHIPS *	3
— CMS	315	MANAGEMENT INFORMATION SYSTEMS	3
— CMS	350	SPREADSHEET DESIGN AND APPLICATION	3
— HIS	225	UNITED STATES GOVERNMENT * OR	3
— HIS	360	THE AMERICAN EXPERIENCE THROUGH FILM *	
— HUM	399	COMMUNITY AWARENESS	1
— INB	390	INTERNATIONAL BUSINESS	3
— INB	496	INTERNATIONAL STUDIES IN BUSINESS *	3
— MAT	320	METHODS OF CALCULUS	4
— MKT	250	PRINCIPLES OF MARKETING	3

* ELECTIVES (300+) MAY BE TAKEN IN PLACE OF THESE REQUIRED COURSES WITH PERMISSION OF ADVISOR OR DEAN.

SPECIALIZATION REQUIREMENTS			18 CREDITS
— MKT	305	CONSUMER BEHAVIOR	3
— MKT	321	PROF. SELLING AND SALES MANAGEMENT	3
— MKT	350	ADVERTISING	3
— MKT	370	MARKETING TOPICS	3
— MKT	392	INTERNATIONAL MARKETING	3
— MKT	430	MARKETING RESEARCH	3

BUSINESS MINOR (NOT AVAILABLE TO BUSINESS ADMINISTRATION MAJORS)

Students may design a minor in business in general or any business specialization according to their particular academic interests or needs. The minor will consist of fifteen to eighteen credit hours. Nine hours or more of the credit hours should be at the 300 or 400 levels. Students interested in a business minor should consult first with their college advisor and then the Dean of the College of Business and Management.

THE DONALD & HELEN ROSS COLLEGE OF EDUCATION, HEALTH AND HUMAN SERVICES

The Ross College of Education has Florida State Program approval, which leads to teacher certification. The Ross College of Education offers:

- Bachelor of Science in Education Major: Elementary Education Grades 1-6
- Bachelor of Science in Education Major: Grades 1-6 Specialization: Pre-K/Primary (age 3 – grade 3)
- Bachelor of Science in Education Major: Secondary Education: Specialization: English (grades 6-12)
- Bachelor of Science in Education Major: Secondary Education Specialization: Social Science (grades 6-12)
- 5-Year combined Master's Program Bachelor of Science in Education Master's of Science in Education Major: Elementary Education Varying Exceptionalities Specialization: Elementary Education (grades 1-6) Varying Exceptionalities (K-12) with the ESOL Endorsement
- Bachelor of Arts in Human Services

The Donald & Helen Ross College of Education fulfills the mission of Lynn University since its inception in 1962, by providing its students with knowledge, competencies, and skills needed for educational leadership in the 21st century. Our synergistic learning environment stimulates and challenges students to:

- understand and analyze the dynamic nature of our contemporary transformation into a global society.
- experience creativity that fosters academic achievement and social awareness
- create new alternatives to address diversity, and the importance of a global perspectives.
- integrate theory and practice through experiential learning.

More specifically, education students are expected to develop competencies in critical thinking and analysis, as related to educational theory and practice. This will enable them to understand and utilize a variety of knowledge bases developed to deal with contemporary and future issues, problems, and dilemmas.

Committed to individualized student attention and mentoring, our faculty foster and help learners realize the development of their innate leadership talents and intellectual abilities. Each individual will acquire the associated skills to communicate, inspire, and educate those for whom they have professional responsibility. Clearly these skills are couched within a moral and ethical context, which governs their choices and decisions as professionals, individuals, and members of the greater community.

Admission and Graduation Requirements for the Ross College of Education

Admission to Lynn University does not admit the student to the Ross College of Education.

All Education students are required to take the CLAST Preparation at the beginning of the sophomore year. (non-credit)

In accordance with Florida School Law 240.529 Public Accountability and State Approval of Teacher Education Programs, all Ross College of Education students must meet one of the following pre-requirements for admission to the Ross College of Education Undergraduate Teacher Education program [240.529(b)]:

1. Receive a passing score at the 40th percentile or above, as established by state board rule on nationally standardized college entrance examination (SAT test scores of 960, or Composite ACT of 20).

2. A cumulative grade point average of at least 2.5 on a 4.0 scale for the General Education component of undergraduate studies.

In addition, the students must demonstrate that they have:

1. Completed at least 45 credit hours;
2. Passed the CLAST;
3. Submitted a completed application form before deadline date;
4. Obtained a minimum of 2.5 in all teacher education courses with no grade lower than a "C".

OR

If a student has demonstrated difficulty in achieving the requisite levels on the SAT and/or ACT in at least two attempts, the student may substitute a cumulative grade point average of at least 3.00 overall and at least 3.5 in Education courses taken at Lynn University.

Through a portfolio assessment that demonstrates the effective teaching principles the Ross College of Education Faculty will review the candidate's file and make a decision as to the status of admission to the Teacher Education Program.

GRADUATION REQUIREMENTS FOR ALL TEACHER EDUCATION PROGRAMS

Students in all Education Programs must pass both parts of the Florida Professional Teacher Education Examination.

ELEMENTARY EDUCATION PROGRAM BACHELOR OF SCIENCE IN EDUCATION (B.S.E.) MAJOR: ELEMENTARY EDUCATION SPECIALIZATION: GRADES 1-6

The Elementary Education major is designed to prepare students to teach in grades one through six. Elementary Education students will have experiences which combine learning theory with practical applications, promote the integration of technology and ESOL performance standards and encompass a variety of field experiences. Students enrolled in the Elementary Education program will be encouraged to recognize and appreciate the diversity of today's children and to be able to meet their varied educational needs in our multicultural society. The courses in this state-approved program are designed to meet the requirements for certification in Florida.

B.S.E. MAJOR: ELEMENTARY EDUCATION SPECIALIZATION : GRADES 1-6 PLUS PRE-K/PRIMARY(AGE 3-GRADE3) DEGREE REQUIREMENTS

This program is offered in both the day and evening program divisions

CORE CURRICULUM REQUIREMENTS				40 CREDITS
__ENG	101	ENGLISH COMPOSITION I		3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/		3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)		3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING		3
__BUS	210	ENTREPRENEURSHIP		3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS		3

__ PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__ SOC	110	INTRODUCTION TO SOCIOLOGY	3
__ MAT	110	COLLEGE ALGEBRA	3
__ CMS	200	COMPUTER APPLICATIONS	3
__ SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__ FYE	101	FRESHMAN SEMINAR	2
__ TRS	101	TRANSFER STUDENT SEMINAR	0
__ IRPS	100	INTERNATIONAL EXPERIENCE	1
__ IRPS	200	INTERNATIONAL EXPERIENCE	1
__ IRPS	300	INTERNATIONAL EXPERIENCE	1
__ IRPS	400	INTERNATIONAL EXPERIENCE	1

CERTIFICATION REQUIREMENTS			20 CREDITS
__ MAT	221	PROBABILITY AND STATISTICS	3
__ MAT	301	FINITE MATH/GEOMETRY	3
__ SCI	130 OR 350	PHYSICAL SCIENCE	4
__ SCI	280	HUMAN BIOLOGY	4
__ HIS	221	AMERICAN HISTORY I	3
__ PSY	260	PERSONALITY THEORY	3

PROGRAM REQUIREMENTS			75 CREDITS
__ EDU	101	INTRODUCTION TO EDUCATION FOUNDATIONS	3
__ EDU	105	EARLY CHILDHOOD EDUCATION	3
__ EDU	111	PRE-PRIMARY CURRICULUM MATERIALS AND ACTIVITIES	3
__ EDU	205	CHILD & ADOLESCENT DEVELOPMENT	3
__ EDU	210	METHODS, CURRICULUM & INSTRUCTIONAL EFFECTIVENESS	3
__ EDU	211	LANGUAGE ARTS IN THE ELEMENTARY SCHOOL	3
__ EDU	214	ART/MUSIC IN THE ELEMENTARY SCHOOL	3
__ EDU	219	SOCIAL STUDIES IN THE ELEMENTARY SCHOOL	3
__ EDU	250	PRE-PRIMARY MATH & SCIENCE	3
__ EDU	270	PRE-PRIMARY LANGUAGE ARTS & CREATIVE ACTIVITIES	3
__ EDU	257	PE/HEALTH AND SAFETY IN SCHOOLS	3
__ EDU	261	FAMILY & COMMUNITY INVOLVEMENT	3
__ EDU	314	CHILDREN'S LITERATURE/ED MEDIA/LIBRARY	3
__ EDU	315	READING IN THE ELEMENTARY SCHOOLS	3
__ EDU	316	DIAGNOSIS AND EVALUATION OF READING PROBLEMS	3
__ EDU	317	SCIENCE IN THE ELEMENTARY SCHOOLS	3
__ EDU	318	MATHEMATICS IN THE ELEMENTARY SCHOOLS	3
__ EDU	355	CLASSROOM BEHAVIOR MANAGEMENT	3
__ EDU	356	PRINCIPLES OF LEARNING	3
__ EDU	460	CHILDREN AT RISK	3
__ EDU	461	EXCEPTIONAL STUDENTS IN THE REGULAR CLASSROOM	3
__ EDU	480	PRACTICUM	3
__ EDU	481	STUDENT TEACHING	9

ESOL COURSES:			12 CREDITS
__ EDU	300	APPLIED LINGUISTICS	3
__ EDU	310	METHODS OF ESOL	3
__ EDU	400	CURRICULUM AND MATERIALS DEVELOPMENT FOR ESOL	3
__ EDU	410	TESTING AND EVALUATION IN ESOL	3
			Total

Hours 147

*COURSE SUBSTITUTIONS WITH ADVISORS CONSENT
ALL EDUCATION MAJORS ARE REQUIRED TO HAVE FIVE ESOL COURSES IN ORDER TO MEET ESOL
CERTIFICATION REQUIREMENTS IN THE STATE OF FLORIDA.

SECONDARY EDUCATION PROGRAMS
B.S.E.
MAJOR: SECONDARY EDUCATION
SPECIALIZATION: ENGLISH GRADES 6-12

The Secondary English Degree Program combines theoretical components of teaching middle and high school, along with practical applications appropriate to teach each developmental level and subject area. Students in this degree program will have extensive field experience in the community and in local private and public schools. Emphasis is placed on the use of developmentally appropriate materials designed to incorporate all newly required competencies, thus leading to certification in the State of Florida. This sequence of courses has been accepted by the Florida Department of Education for program approval.

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
CERTIFICATION REQUIREMENTS			20 CREDITS
__MAT	221	PROBABILITY AND STATISTICS	3
__MAT	301	FINITE MATH/GEOMETRY	3
__SCI	130 OR 350	PHYSICAL SCIENCE	4
__SCI	280	HUMAN BIOLOGY	4
__HIS	221	AMERICAN HISTORY I	3
__PSY	260	PERSONALITY THEORY	3
PROGRAM REQUIREMENTS			51 CREDITS
__EDU	101	INTRODUCTION TO EDUCATION FOUNDATIONS	3
__EDU	205	ADOLESCENT DEVELOPMENT	3
__EDU	231	EFFECTIVE TEACHING & SEC. SCHOOL CURR.	3
__EDU	316	DIAGNOSIS & EVAL OF READING PROBLEMS	3
__EDU	332	READING IN SECONDARY SCHOOL	3
__EDU	334	CLASSROOM BEHAVIOR MANAGEMENT	3
__EDU	350	EDUCATIONAL MEDIA & THE LIBRARY	3
__EDU	356	PRINCIPLES OF LEARNING	3
__EDU	364	SECONDARY LANGUAGE & WRITING	3
__EDU	365	METHODS OF TEACHING LITERATURE --SECONDARY	3
__EDU	366	ADOLESCENT LITERATURE	3
__EDU	356	PRINCIPLES OF LEARNING	3

MASTER'S DEGREE PROGRAM CERTIFICATION REQUIREMENTS			45 CREDITS
__EDU 500	FOUNDATIONS OF EXCEPTIONAL STUDENT EDUCATION		3
__EDU 510	LANGUAGE DEVELOPMENT AND LEARNING		3
__EDU 511	CHARACTERISTICS & NEEDS OF STUDENTS WITH MILD DISABILITIES		3
__EDU 512	INSTRUCTIONAL STRATEGIES FOR STUDENTS WITH EMOTIONAL DISABILITIES		3
__EDU 513	INSTRUCTIONAL STRATEGIES FOR STUDENTS WITH MENTAL DISABILITIES		3
__EDU 514	INSTRUCTIONAL STRATEGIES FOR STUDENTS WITH SPECIFIC LEARNING DISABILITIES		3
__EDU 523	CROSS CULTURAL COMMUNICATION AND UNDERSTANDING		3
__EDU 534	CLASSROOM BEHAVIOR MANAGEMENT		3
__EDU 561	ASSESSMENT OF EXCEPTIONAL STUDENTS		3
__EDU 570	CAREER MANAGEMENT AND TRANSITION PLANNING FOR EXCEPTIONAL STUDENTS		3
__EDU 520	APPLIED LINGUISTICS		3
__EDU 521	METHODS OF TEACHING E.S.O.L		3
__EDU 525	TESTING AND EVALUATION IN E.S.O.L.		3
__EDU 522	CIRR. AND MATERIALS DEVELOP. IN E.S.O.L3		

STUDENT TEACHING REQUIREMENTS			18 CREDITS
__EDU 581	STUDENT TEACHING IN TH E ELEMENTARY SCHOOL/INCLUSION WITH EXCEPTIONALITIES		9
__EDU 582	STUDENT TEACHING MIDDLE/HIGH SCHOOL VARYING EXCEPTIONALITIES		

TOTAL HOURS 165

B.S.E.

MAJOR: SECONDARY EDUCATION

SPECIALIZATION : SOCIAL SCIENCE GRADES 6-12

The Secondary Social Science Degree Program combines theoretical components of teaching middle and high school, along with practical applications appropriate to teach each developmental level and subject area. Students in this degree program will have extensive field experience in the community and in local private and public schools. Emphasis is placed on the use of developmentally appropriate materials designed to incorporate all newly required competencies, thus leading to certification in the State of Florida. This sequence of courses has been accepted by the Florida Department of Education for program approval.

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG 101	ENGLISH COMPOSITION I		3
__ENG 102	ENGLISH COMPOSITION II / WORLD LITERATURE/		3
__HUM	HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)		3
__COA 110	FUNDAMENTALS OF PUBLIC SPEAKING		3
__BUS 210	ENTREPRENEURSHIP		3
__IRPS 250	CONTEMPORARY GEOPOLITICAL AFFAIRS		3
__PSY 150 or	INTRODUCTION TO PSYCHOLOGY OR		3
__SOC 110	INTRODUCTION TO SOCIOLOGY		3
__MAT 110	COLLEGE ALGEBRA		3
__CMS 200	COMPUTER APPLICATIONS		3
__SCI 222	NATURE AND SCIENTIFIC ENTERPRISE		4
__FYE 101	FRESHMAN SEMINAR		2
__TRS 101	TRANSFER STUDENT SEMINAR		0
__IRPS 100	INTERNATIONAL EXPERIENCE		1
__IRPS 200	INTERNATIONAL EXPERIENCE		1
__IRPS 300	INTERNATIONAL EXPERIENCE		1
__IRPS 400	INTERNATIONAL EXPERIENCE		1

CERTIFICATION REQUIREMENTS		20 CREDITS
__ MAT 221	PROBABILITY AND STATISTICS	3
__ MAT 301	FINITE MATH/GEOMETRY	3
__ SCI 130 OR 350	PHYSICAL SCIENCE	4
__ SCI 280	HUMAN BIOLOGY	4
__ HIS 221	AMERICAN HISTORY I	3
__ PSY 260	PERSONALITY THEORY	3

PROGRAM REQUIREMENTS		51 CREDITS
__ EDU 101	INTRODUCTION TO EDUCATION FOUNDATIONS	3
__ EDU 205	ADOLESCENT DEVELOPMENT	3
__ EDU 231	EFFECTIVE TEACHING & SEC. SCHOOL CURR.	3
__ EDU 316	DIAGNOSIS & EVAL OF READING PROBLEMS	3
__ EDU 332	READING IN SECONDARY SCHOOL	3
__ EDU 334	CLASSROOM BEHAVIOR MANAGEMENT	3
__ EDU 350	EDUCATIONAL MEDIA & THE LIBRARY	3
__ EDU 356	PRINCIPLES OF LEARNING	3
__ EDU 364	SECONDARY LANGUAGE & WRITING	3
__ EDU 333	METHODS OF SOCIAL STUDIES – SECONDARY	3
__ EDU 366	ADOLESCENT LITERATURE	3
__ EDU 461	EXCEPTIONAL STUDENTS IN THE REGULAR CLASSROOM	3
__ EDU 480	PRACTICUM	3
__ EDU 481	STUDENT TEACHING	9

CONTENT AREA REQUIREMENTS		21 CREDITS
__ IRPS 150	CONTEMPORARY POLITICAL SCIENCE	3
__ HIS 111	WESTERN CIVILIZATION I	3
__ HIS 255	U.S. GOVERNMENT	3
__ HIS 320	LATIN AMERICA	3
__ HIS 482	SEMINAR IN HISTORICAL STUDIES: THE HOLOCAUST	3
__ HIS 222	AMERICAN HISTORY II	3
__ BUS 171	MACROECONOMICS	3

ESOL COURSES:		3 CREDITS
__ EDU 410	TESTING AND EVALUATION IN ESOL	3

(CROSS CULTURAL COMMUNICATIONS IN CORE-EDU 330)

TOTAL HOURS 135

*COURSE SUBSTITUTIONS WITH ADVISORS CONSENT

ALL EDUCATION MAJORS ARE REQUIRED TO HAVE FIVE ESOL COURSES IN ORDER TO MEET ESOL CERTIFICATION REQUIREMENTS IN THE STATE OF FLORIDA.

NOTE: Lynn University offers five-year combined B.S.E./M.Ed. programs in Elementary Education (grades 1-6) and Varying Exceptionalities (grades k-12) with ESOL endorsement. For more information see the M.Ed. section of this catalog.

FUNERAL SERVICE EDUCATION PROGRAMS

ASSOCIATE AND BACHELOR OF SCIENCE IN FUNERAL SERVICE (ASFS; BSBA)

Purpose of the Funeral Service Education Programs

In 1982, Lynn University was the first private, four year institution in the country to offer a two-year Associate of Science Degree in Funeral Service (ASFS). The associate degree program is designed to provide the foundations for entry level positions in Funeral Service. In addition to the AS in Funeral Service, students may now choose a combined 4-year degree program. Upon completion of the four year program, the student will receive an Associate of Science in Funeral Service and a Bachelor of Science in Business Administration, with a specialization in Business Management (ASFS/BSBA). Finally, licensed funeral directors/embalmers who completed an associate degree in Funeral Service may enroll in the "BSBA Completion Program for Funeral Directors/Embalmers".

The central aim of funeral service education is the "recognition of the importance of funeral service personnel as (1) members of a human service profession, (2) members of the community in which they serve, and (3) participants in the relationship between bereaved families and those engaged in the funeral service profession, (4) professionals knowledgeable of and compliant with federal, state, and local regulatory guidelines, as well as (5) professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains" (from ABFSE, April 1997, p.8-3).

Since the licensure requirements for each State vary, students must contact their individual State for its specific requirements. Updated information may be obtained in the library.

Program Objectives of the Funeral Education Program (A.S.F.S.)

Upon graduation from Lynn University's A.S. Program, the graduate will be able to:

1. Demonstrate responsibility and accountability in the funeral service role as a member of a human service profession according to: legal, regulatory, ethical, professional, educational, and affiliating funeral home standards.
2. Integrate changing societal influences, funeral service developments, and the needs of the local, national, and global community in the role as an important member of communities served and as a global citizen.
3. Use knowledge from the sciences and the arts as a foundation to and complement of funeral service knowledge and every phase of funeral service (public health role of the licensed embalmer and funeral director).
4. Demonstrate sensitivity, responsibilities, knowledge, and technical skills of public health, safety, and welfare in caring for human remains necessary in the profession.
5. Demonstrate appropriate affective behaviors and effective interpersonal communication, interprofessional and intraprofessional relationships, and counseling skills necessary as participants in the intimate relationship between bereaved families and those engaged in the funeral service profession.
6. Demonstrate competencies in skills necessary for the profession, including effective written and oral communication, computer, information literacy, mathematical computation, critical thinking, resourcefulness, and business management skills, in funeral service, education, and community environments.
7. Implement research role to improve practice and the field of funeral service (read research, use research findings in practice, and identify researchable problems).

Please see the Funeral Service Student Handbook for further information.

Associate of Science in Funeral Service (A.S.F.S.)

This program is offered on the 15-week semester schedule. Eligible adult students may qualify for a special funeral service student tuition and fee rate. Tuition and fees for all other students follow the Day Division Full-Time Undergraduate Program. No new students will be accepted into the program for Fall 2003.

Admission, Progression, and Graduation Requirements (A.S.F.S.)

Lynn University offers the Associate of Science in Funeral Service. Completion of this degree does not guarantee licensure. Students must take the National Board examination and it is their responsibility to ascertain State requirements for licensing.

I. Requirements for Admission to the A.S. in Funeral Service

- A. Contact the Director of the Funeral Service Program for an application. The Director will assist in determining eligibility as a FSE adult student or full-time undergraduate and provide the appropriate application. The application is returned to the Director of the Funeral Service program, with a non-refundable application fee.
- B. Submit the following to the Director of the Funeral Service Education Program:
 1. Official transcript indicating completion of high school or G.E.D.
 2. Official transcripts of course work taken at other accredited colleges or universities (other than Lynn University).
 3. Official transcripts from CLEP, if CLEP credits are to be used for college credit.
 4. Graduates of foreign schools may be requested to submit an International Transcript Evaluation, a course equivalency report and a TOEFL score with a minimum of 500.
- C. Submit completed Lynn University Health Forms
- D. If possible, schedule a personal interview and advising session with the Director of the Funeral Service Program. The applicant should be prepared to discuss readiness to pursue studies, and educational and career goals.
- E. Satisfy Admission requirements to the University and to the A.S.F.S. Program.

II. Requirements for Progression for the A.S. in Funeral Service

- A. Maintain a cumulative grade point average of 2.0 (on a 4.0 scale).
- B. Complete all FSE courses with a grade of "C" or higher.
- C. A maximum of two FSE courses may be repeated in the program.

III. Requirements for Graduation for the A.S. in Funeral Service

- A. A cumulative grade point average of 2.0 (on a 4.0 scale) and completion of all required FSE courses with a grade of "C" or higher.
- B. Complete all program requirements for the A.S. in Funeral Service.
- C. A student failing to complete requirements within 7 years of the date of enrollment in this program at Lynn University may be held to any new requirements in effect.

A.S.F.S.
MAJOR: FUNERAL SERVICE
DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
MAJOR REQUIREMENTS			33 CREDITS
__FSE	101	HISTORY OF FUNERAL SERVICE	2
__FSE	131	PRINCIPLES OF FUNERAL SERVICE	2
__FSE	150	FUNERAL SERVICE CHEMISTRY/SANITATION	3
__FSE	210	THANATOLOGY, GRIEF, AND BEREAVEMENT COUNSELING	3
__FSE	215	COMPUTER APPLICATIONS FOR FUNERAL SERVICE	1
__FSE	220	FUNERAL SERVICE LAW	1
__FSE	240	FUNERAL HOME MANAGEMENT	3
__FSE	252	MICROBIOLOGY/PATHOLOGY	3
__FSE	263	EMBALMING	6
__FSE	270	RESTORATIVE ART	4
__FSE	281	FUNERAL SERVICE SEMINAR	2
__FSE	291	FUNERAL SERVICE PRACTICUM	3
RELATED REQUIREMENTS			19 CREDITS
__BUS	312	BUSINESS LAW I	3
__		INTRODUCTION TO PSYCHOLOGY PSY 150 OR	
__		INTRODUCTION TO SOCIOLOGY 110	*3
__		MATH ELECTIVE	**3
__ACC	201	FINANCIAL ACCOUNTING	3
__BUS	310	INTRODUCTION TO SMALL BUSINESS MANAGEMENT	3
__SCI	271	HUMAN ANATOMY AND PHYSIOLOGY II AND LAB FOR FUNERAL SERVICE	***4

TOTAL CREDITS* 76-78

#Course substitutes with advisor approval (Including: SCI 270 - Anat/Phy. I for SCI 222; HUM 302 - Ethics for HUM 270; IRPS elective IRPS 100-200 for adult students)

*Both SOC 110 and PSY 150 are required for FSE majors

**A Math course is required for FSE majors

***Students who wish to transfer SCI 270 and 271 from another institution must successfully complete a challenge exam.

B.S.B.A.
BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
COMPLETION PROGRAM: FUNERAL SERVICE TO B.S.B.A.

For Licensed Funeral Directors/Embalmers with an Associate Degree in Funeral Service

MAJOR: BUSINESS ADMINISTRATION
SPECIALIZATION: MANAGEMENT

Licensed Funeral Directors/Embalmers with an Associate Degree in Funeral Service may complete requirements for a Bachelor of Science in Business Administration in the B.S.B.A. Completion Program. The curriculum for the BSBA degree is under the auspices of the College of Business. The FSE Director coordinates co-advisement with the College of Business and is responsible for verifying Funeral Service credits and licensure. Students may attend the day division schedule or the evening division schedule (if eligible).

- Day Division B.S.B.A. Completion Program: This is offered on the 15 week semester schedule. Tuition and fees follow the Day Division Full-Time Undergraduate Program.
- Evening Division B.S.B.A. Completion Program: This is offered on the evening division schedule to eligible adult students during accelerated terms. The Evening Division tuition and fees apply.

Please review the College of Business section of this catalog for information about the B.S.B.A.

Admission, Progression, and Graduation Requirements

I. Requirements for Admission to B.S.B.A. Completion Program:

- A. Contact the Director of the Funeral Service Program for an application. The Director will assist in determining eligibility as a FSE adult student or full-time undergraduate student and provide the appropriate application. The application is returned to the Director of the Funeral Service program, with a non-refundable application fee.
- B. Submit the following to the Director of the Funeral Service Education Program:
 1. An official transcript from an accredited associate degree program in Funeral Service (or equivalent).
 2. Official transcripts of course work taken at other accredited colleges or universities (other than Lynn University).
 3. Official transcripts from CLEP, if CLEP credits are to be used for college credit.
 4. Graduates of foreign schools may be requested to submit an International Transcript Evaluation, a course equivalency report and a TOEFL score with a minimum of 500.
 5. Evidence of active licensure as a Funeral Director and/or Licensed Embalmer.
- C. Pre-Requisites or Equivalents:

Funeral Service Education Courses: FSE 101, 131, 150, 210, 215, 220, 240, 252, 263, 270, 281, 291;
Core Curriculum Requirements and Electives: ENG 101-102, SOC 110, PSY 150, CMS 200, COA 110, SCI 270-271, and HUM 302;
Business Courses: BUS 312, BUS 310, ACC 201.
- D. Demonstrate a minimum cumulative grade point average of 2.0 (on a 4.0 scale).
- E. Schedule a personal interview and advising session with the Director of the Funeral Service Program. The applicant should be prepared to discuss readiness to pursue studies, and educational and career goals.
- F. Satisfy Admission requirements to the University.

Students who meet the above stated requirements are admitted into the B.S.B.A. Completion Program for Licensed Funeral Directors/Embalmers.

Conditional Admission: While awaiting transcripts, catalog descriptions on selected courses, special communications from colleges, or evidence of licensure, students may be admitted on a conditional basis. Conditionally admitted students may take up to 12 credits of the B.S.B.A. Completion Program for Licensed Funeral Directors/Embalmers.

- II. Requirements for Progression Beyond the First 12 Credits for the B.S.B.A. Completion Program:
 - A. Meet all stated admission requirements.
 - B. Maintain a cumulative grade point average of 2.0 (on a 4.0 scale).
- III. Requirements for Graduation for the B.S.B.A. Completion Program:
 - A. A cumulative grade point average of 2.0 (on a 4.0 scale).
 - B. Complete all program requirements for the FSE to B.S.B.A. Completion Program, including 45 upper division credits.
 - C. A student failing to complete requirements within 7 years of the date of enrollment in this program at Lynn University may be held to any new requirements in effect.

**B.S.B.A. COMPLETION PROGRAM
FOR LICENSED FUNERAL DIRECTORS/EMBALMERS WITH AN
ASSOCIATE DEGREE IN FUNERAL SERVICE
MAJOR: BUSINESS ADMINISTRATION
SPECIALIZATION: MANAGEMENT**

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
MAJOR REQUIREMENTS: BUSINESS ADMINISTRATION			33 CREDITS
__BUS	171	MACROECONOMICS	3
__BUS	228	BUSINESS COMMUNICATION	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	311	CORPORATE FINANCE	3
__BUS	312	BUSINESS LAW I	3
__BUS	446	HISTORY OF U.S. ENTERPRISE & ENTREPRENEURSHIP	3
__BUS	460	BUSINESS POLICY	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS	3
__MKT	250	PRINCIPLES OF MARKETING	3
__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3

SPECIALIZATION REQUIREMENTS: BUSINESS MANAGEMENT				15 CREDITS
__BUS	322	STATISTICS FOR BUSINESS AND ECONOMICS		3
__BUS	350	HUMAN RESOURCE MANAGEMENT		3
__ACC	321	FEDERAL TAXATION I		3
__CMS	350	SPREADSHEET DESIGN AND APPLICATION		3
__MKT	350	ADVERTISING		3

APPROVED ELECTIVES				34 CREDITS
__FSE		LOWER DIVISION (100-200) Funeral Service –		**27
__SCI	271	HUMAN ANATOMY &PHYSIOLOGY II & LAB FOR FUNERAL SERVICE		4
__PSY	150	INTRODUCTION TO PSYCHOLOGY OR		
__SOC	110	INTRODUCTION TO SOCIOLOGY		*3

TOTAL CREDITS 120

#Course substitutes with advisor approval (Including: SCI 270 - Anat/Phy. I for SCI 222; HUM 302 - Ethics - for HUM 270; HUM/COM 300+ for HUM 101-104, COM 130; BUS 310 for BUS 210; IRPS 300+ for IPRS 250; IRPS Electives for IRPS 100-400)

*Both SOC 110 and PSY 150 are required

**Must be Approved by Funeral Service Program Director and Students must have an associate degree and license as a Funeral Director/Embalmer

45 Upper division credits (300+ level) are required.

HEALTH CARE ADMINISTRATION PROGRAMS BACHELOR OF SCIENCE (B.S.; CERTIFICATES)

Purpose

The Health Care Administration programs prepare individuals for leadership roles in the profession of health care. The degree programs focus on preparing the student to effectively integrate proven business methods with a genuine respect for dynamic and innovative approaches to the issues facing the health care executive in the 21st century.

The Bachelor of Science (BS) in Health Care Administration program at Lynn University is a four-year program. The programs are designed for the working adult with classes taught in the evenings and/or Saturdays. Daytime hours are required for the Internship Course. The Internship can take place in a variety of health care settings. There are two options: (1) the BS in Health Care Administration and (2) the BS in Health Care Administration/Long-Term Care. The Bachelor of Science (BS) in Health Care Administration in Long-Term Care includes preparation to become a licensed Nursing Home Administrator. Passing a state licensing examination by the Florida Board of Nursing Home Administrators is a requirement for professional practice as a nursing home administrator in the state of Florida.

An elective core of Therapeutic Recreation courses are also offered in the Health Care Administration program. There are 9 credits of courses that focus on therapeutic and supportive programs for the elderly, clinical aspects of therapeutic recreation, and administrative principles in therapeutic recreation. The BS and BPS in Health Care Administration have elective credits to accommodate the special interest of students in this emerging field.

Lynn University offers a Certificate in Health Care Administration (Long-Term Care) at the undergraduate level. The 27 credit Certificate requires 24 credits of course work and a 3-credit Field Practicum. This Certificate is intended for professionals who work in the health care industry. The credits may be used as partial course credit toward a Bachelor of Science in Health Care Administration (Long-Term Care).

In addition to undergraduate programs, the MS in Administration provides a specialization in health care administration with and without nursing home administrator licensure (NHAL). The Biomechanical Trauma specialization of the MS in Administration is also offered. Health Care Administration is also offered as a specialization of the MBA degree. Please see the Graduate Catalog.

Employment opportunities in the field of health care administration are excellent in a wide variety of settings such as: retirement communities, state and federal agencies, home health agencies, health maintenance organizations, day care centers and hospices, as well as assisted living facilities, skilled nursing facilities and hospitals.

General Program Objectives for all Health Care Administration Majors

1. Develop verbal and written mastery of the concepts, principles and practices involved in the management of health care organizations.
2. Develop verbal and written mastery of the clinical issues involved in the management of health care organizations.
3. Demonstrate mastery of specialized knowledge and competence necessary to provide quality health care leadership as managers and administrators.

Bachelor of Science in Health Care Administration

The Bachelor of Science in Health Care Administration prepares students with the knowledge, confidence and competence necessary to provide quality health care leadership as managers and administrators. They are prepared to practice the profession of health care in an ethical, competent, equality focused, cost-effective manner as they meet today's health care challenges.

Health Care Administration Program Objectives

1. Demonstrate an understanding of the role of managers and administrators in health settings including hospitals, home health agencies, assisted living facilities, retirement communities, hospices and outpatient clinics.
2. Demonstrate mastery of specialized knowledge and competence necessary to provide quality health care leadership as administrators in outpatient clinics, rehabilitation hospitals, acute care hospitals, health agencies, hospice, and adult day care programs.
3. Demonstrate accountability and responsibility according to safe, effective, legal, ethical, professional, and educational standards in the delivery of health care.

Health Care Administration with Nursing Home Administrator Licensure (Additional Program Objectives)

1. Demonstrate an understanding of the role of Nursing Home Administrator.
2. Demonstrate mastery of specialized knowledge and competence necessary to provide quality health care leadership as administrators in nursing home facilities.
3. Demonstrate accountability and responsibility according to safe, effective, legal, ethical, professional, and educational standards in the delivery of health care.
4. Demonstrate the competencies necessary to successfully complete the state licensing examination for Nursing Home Administrators.

BACHELOR OF SCIENCE (B.S.) HEALTH CARE ADMINISTRATION PROGRAMS

Admission, Progression, and Graduation Requirements

- I. Admission Requirements: BS in HCA and BS in HCA/LTC
 - A. Evening Division. Enrollment is limited to adult students. Contact the Director of the HCA Program for an application. The Director will assist in determining eligibility as an adult student. The application is returned to the Office of Admission with a non-refundable application fee.
 - B. All students applying are required to have a minimum grade point average of 2.0 for all college work attempted.
 - C. Applicants must comply with all items listed below:
 1. Submit to the Director of the Health Care Administration Programs official transcripts indicating completion of high school or G.E.D. and all college courses taken at accredited colleges or universities. Graduates of foreign schools may be requested to submit an International Transcript Evaluation, a course equivalency report and a TOEFL score with a minimum of 500.
 2. Schedule a personal interview and advising session with the Director of Health Care Administration Programs. Applicants should be prepared to discuss their interest in HCA, readiness to pursue studies, and educational and career goals.
 - D. Satisfy admission requirements to the University and to the BS/HCA program.
- II. Requirements for Sophomore Level Progression Status: BS in HCA and BS in HCA/LTC
 - A. A cumulative grade point average of 2.0 (on a 4.0 scale).
 - B. Completion of 30 credits of the Health Care Administration Curriculum with a grade of "C" or higher.
 - C. PSY 150; SOC 110; ENG-101 and ENG 102 are prerequisites for 200 level HCA courses. HCA 120 is a prerequisite for HCA 220.
- III. Requirements for Junior Level Progression Status: BS in HCA and BS in HCA/LTC
 - A. A cumulative grade point average of 2.0 (on a 4.0 scale).
 - B. Completion of 60 credits of the BS Health Care Administration Curriculum with a grade of "C" or higher.
 - C. During the program, only one upper health care administration course may be repeated.
 - D. MAT 221; HCA 100, 120, 210, 220, and 240 are prerequisites for HCA 300; ACC 202 is a prerequisite for HCA 450; SCI 260 is a prerequisite for SCI 261.
- IV. Requirements for Senior Level Progression Status: BS in HCA and BS in HCA/LTC:
 - A. A cumulative grade point average of 2.0 (on a 4.0 scale).
 - B. Completion of 90 credits of the Health Care Administration curriculum with a grade of "C" or higher.
 - C. During the program, only one upper level health care administration course may be repeated.
 - D. CMS 200 is a prerequisite for CMS 315; HCA 470 is a prerequisite for HCA 495 and HCA 498.
- V. Requirements for Graduation: BS in HCA and BS in HCA/LTC
 - A. Students must complete all requirements for the Bachelor of Science Degree in Health Care Administration or Bachelor of Science Degree in Health Care Administration/Long-Term Care.
 - B. Students must complete 120 semester hour requirements with a GPA of 2.0 or higher.
 - C. Students must complete a minimum of 30 resident credits in Health Care Administration.

BACHELOR OF SCIENCE (B.S.)
MAJOR: HEALTH CARE ADMINISTRATION
DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
MAJOR REQUIREMENTS: HEALTH CARE ADMINISTRATION			39 CREDITS
__HCA	100	HEALTH CARE & SOCIAL SERVICES DELIVERY SYSTEMS	3
__HCA	120	HEALTH CARE ADMINISTRATION I	3
__HCA	210	CHANGE & LOSS ACROSS LIFESPAN	3
__HCA	220	HEALTH CARE ADMINISTRATION II	3
__HCA	240	MEDICAL-LEGAL ASPECTS OF HEALTH CARE ADMIN	3
__HCA	300	RESEARCH METHODS IN HCA	3
__HCA	320	PUBLIC POLICY IN HEALTH CARE	3
__HCA	350	MENTAL HEALTH AND AGING	3
__HCA	390	FIELD PRACTICUM IN HCA	3
__HCA	450	FINANCIAL REPORTING & REIMBURSEMENT SYSTEMS	3
__HCA	460	HEALTH IN THE LATER YEARS	3
__HCA	470	HEALTH CARE DEL. IN LONG-TERM CARE	3
__HCA	495	UNDERGRAD ADMIN RESIDENCY	3
RELATED REQUIREMENTS: HEALTH CARE ADMINISTRATION			34 CREDITS
__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	228	BUSINESS COMMUNICATION	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	340	ORGANIZATIONAL BEHAVIOR	3
__BUS	350	HUMAN RESOURCE MANAGEMENT	3
__HUM	221	INTRODUCTION TO PHILOSOPHY	3
__CMS	315	MANAGEMENT INFORMATION SYSTEMS	3
__MKT	250	PRINCIPLES OF MARKETING	3
__SCI	261	HUMAN ANATOMY & PHYSIOLOGY II AND LAB	4
__PSY	150	INTRODUCTION TO PSYCHOLOGY OR	
__SOC	110	INTRODUCTION TO SOCIOLOGY	*3
ELECTIVES			9 CREDITS
110		ELECTIVE (300+)	3
110		ELECTIVE (300+)	3
110		ELECTIVE (300+)	3
TOTAL CREDITS			120

#Course substitutes with advisor approval (Including: MAT 221 for MAT 110; IRPS 300+ for IRPS 250, BUS 300+ for BUS 210; SCI 260 for SCI 222; Electives for IRPS 100-400).
45 Upper division credits (300+ level) are required.

B.S.
**MAJOR: HEALTH CARE ADMINISTRATION/
LONG-TERM CARE (LTC)**

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
MAJOR REQUIREMENTS: HEALTH CARE ADMINISTRATION/LTC			45 CREDITS
__HCA	100	HEALTH CARE & SOCIAL SERVICES DELIVERY SYSTEMS	3
__HCA	120	HEALTH CARE ADMINISTRATION I	3
__HCA	210	CHANGE & LOSS ACROSS LIFESPAN	3
__HCA	220	HEALTH CARE ADMINISTRATION II	3
__HCA	230	SOCIAL GERONTOLOGY	3
__HCA	240	MEDICAL-LEGAL ASPECTS OF HEALTH CARE ADMIN	3
__HCA	300	RESEARCH METHODS IN HCA	3
__HCA	320	PUBLIC POLICY IN HEALTH CARE	3
__HCA	350	MENTAL HEALTH AND AGING	3
__HCA	390	FIELD PRACTICUM IN HCA	3
__HCA	420	THERAPEUTIC & SUPPORTIVE PROGRAMS FOR THE ELDERLY	3
__HCA	450	FINANCIAL REPORTING & REIMBURSEMENT SYSTEMS	3
__HCA	460	HEALTH IN THE LATER YEARS	3
__HCA	470	HEALTH CARE DEL. IN LONG-TERM CARE	3
__HCA	498	UNDERGRAD ADMIN RESIDENCY IN LONG TERM CARE	3
RELATED REQUIREMENTS: HEALTH CARE ADMINISTRATION/LTC			34 CREDITS
__ACC	201	FINANCIAL ACCOUNTING	3
__ACC	202	MANAGERIAL ACCOUNTING	3
__BUS	228	BUSINESS COMMUNICATION	3
__BUS	270	MANAGING ORGANIZATIONS	3
__BUS	340	ORGANIZATIONAL BEHAVIOR	3
__BUS	350	HUMAN RESOURCE MANAGEMENT	3

__HUM	221	INTRODUCTION TO PHILOSOPHY	3
__HUM	399	COMMUNITY AWARENESS	1
__CMS	315	MANAGEMENT INFORMATION SYSTEMS	3
__MKT	250	PRINCIPLES OF MARKETING	3
__PSY	150	INTRODUCTION TO PSYCHOLOGY	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
ELECTIVES			3 CREDITS
__	ELECTIVE (300+)		3
			TOTAL CREDITS 120

#Course substitutes with advisor approval (Including: MAT 221 for MAT 110; IRPS 300+ for IRPS 250, BUS 300+ for BUS 210; SCI 260 for SCI 222; Electives for IRPS 100-400).

45 Upper division credits (300+ level) are required.

CERTIFICATE IN HEALTH CARE ADMINISTRATION (LONG-TERM CARE)

Lynn University offers a Certificate in Health Care Administration (Long-Term Care) at the undergraduate level. The 27 credit Certificate requires 24 credits of course work and a 3-credit Field Practicum and is distributed over an 18 month period. This Certificate is intended for professionals who work in the health care industry. Students must have ENG 101-102, PSY 150, and SOC 110 as prerequisites for 200+ level or higher HCA courses. The credits may be used as partial course credit toward a Bachelor of Science in Health Care Administration (Long-Term Care).

Evening Division Program: The Health Care Administration Certificate Program is offered on the evening division schedule to eligible adult students during accelerated terms. The Evening Division tuition and fees apply for enrollment in academic credit.

Admission, Progression, and Completion Requirements

I. Admission Requirements for Health Care Administration Certificate Program

- A. Evening Division. Enrollment is limited to adult students. Contact the Center for Professional and continuing Education for an application. The Director will assist in determining eligibility as an adult student. The application is returned to the Director of the HCA Program with a non-refundable application fee.
- B. All students applying are required to have a minimum grade point average of 2.0 for all college work attempted.
- C. Applicants must comply with all items listed below:
 1. Submit to the Director of the Health Care Administration Programs official transcripts indicating completion of high school or G.E.D. and all college courses taken at accredited colleges or universities. Graduates of foreign schools may be requested to submit an International Transcript Evaluation.
 2. Schedule a personal interview and advising session with the Director of Health Care Administration Programs. Applicants should be prepared to discuss their interest in HCA, readiness to pursue studies, and educational and career goals.
- D. Satisfy admission requirements to the University and to the HCA Certificate Program.

II. Progression Requirements for the Health Care Administration Certificate Program

- A. Students must have ENG 101-102, PSY 150, and SOC 110 as prerequisites for 200+ level or higher HCA courses.
- B. Students must attain a "C" or higher in each HCA course.
- C. A cumulative grade point average of 2.0 (on a 4.0 scale).

III. Requirements for Completion of the HCA Certificate Program

- A. Students must complete all requirements for the Certificate Program with a grade of "C" or higher.
- B. Students must complete 27 credits with a GPA of 2.0 or higher.
- C. Students must complete a minimum of 21 resident credits in their Certificate Program.
- D. Students failing to complete requirements within 7 years of the date of enrollment in their first health care course may be held to any new requirements in effect and/or may be required to validate prior learning.

CERTIFICATE IN HEALTH CARE ADMINISTRATION (LONG-TERM CARE)

HEALTH CARE ADMINISTRATION CERTIFICATE PROGRAM (27 CREDITS)*

__HCA	100	HEALTH CARE & SOCIAL SERVICES DELIVERY SYSTEMS	3
__HCA	210	CHANGE & LOSS ACROSS LIFESPAN	3
__HCA	230	SOCIAL GERONTOLOGY	3
__HCA	320	PUBLIC POLICY IN HEALTH CARE	3
__HCA	350	MENTAL HEALTH AND AGING	3
__HCA	390	FIELD PRACTICUM IN HCA	3
__HCA	420	THERAPEUTIC & SUPPORTIVE PROGRAMS FOR THE ELDERLY	3
__HCA	460	HEALTH IN THE LATER YEARS	3
__HCA	470	HEALTH CARE DELIVERY IN LONG-TERM CARE	3

TOTAL CREDITS 27

*Students must have ENG 101-102, PSY 150, and SOC 110 as prerequisites for 200+ level or higher HCA courses.

NURSING PROGRAM BACHELOR OF SCIENCE IN NURSING (B.S.N.) RN TO BSN COMPLETION PROGRAM

For Licensed Registered Nurses with a Diploma or Associate Degree in Nursing

The Christine E. Lynn School of Nursing (SON), established in 1994, offers an "RN to BSN" Program, exclusively designed for Licensed Registered Nurses seeking a baccalaureate degree. The RN to BSN Program provides the upper division professional major for graduates of hospital diploma or collegiate associate degree nursing programs. Nursing roles of provider, designer, manager, coordinator and professional member are expanded to meet the health needs of diverse people in the local community and global society. Educational experiences in the RN to BSN Program are integrated to promote personal and professional development in students. Because registered nurses are adult students that primarily work full-time, the program places a high priority on promoting a smooth and successful transition into the University, flexible scheduling and course delivery, and preparation for practice in the changing health care environment. As a means of assuring continuous improvement, the SON adheres to the standards of recognized professional certifying agencies, endeavors to efficiently and effectively develop and utilize resources, and engages in an ongoing agenda of planning and evaluation.

Learning Outcomes and Competencies

The RN to BSN curriculum is organized to achieve role development in the following areas:

1. Personal, professional, and social responsibility and accountability (life long learner, professional member and global citizen);
2. Global nursing role;
3. Knowledge user and decision maker in the delivery of high quality outcomes-based care that is clinically beneficial, cost-effective and to consumers in changing health situations;
4. Communication, computation, information literacy, intellectual strategies, assessment and use of computer and health technologies;
5. Leader, manager, designer, and collaborator roles in a variety of health care environments;
6. Research consumer and colleague to improve the efficacy of nursing interventions, nursing practice outcomes and health care delivery to diverse people;
7. Health educator and counselor with individuals and groups;
8. Problem solver to achieve health promotion, protection, illness prevention, restoration, rehabilitation, and palliative care goals; and
9. Therapeutic provider of care (culturally sensitive and technically competent interventions at primary, secondary, and tertiary levels of prevention).

Please see the Nursing Student Handbook for a full description of the purposes of the Christine E. Lynn School of Nursing and RN to BSN Program, BSN Program objectives and other information.

Evening Division Program: The RN to BSN Completion Program is offered on the evening division schedule to eligible adult students during accelerated terms. The Evening Division tuition and fees apply.

Admission, Progression, and Graduation Requirements

I. Requirements for Admission Status to the RN-BSN Program:

- A. Evening Division. Enrollment is limited to adult students. Contact the Director of the RN to BSN program for an application. The Director will assist in determining eligibility as an adult student. The application is returned to the Director with a non-refundable application fee.
- B. Submit the following to the Director of the BSN Program
 1. An official transcript from a state approved program in nursing (diploma or associate degree). Graduates of U.S. diploma programs must have the school provide a letter indicating the school was NLN accredited at the time of student attendance.
 2. Official transcripts indicating completion of high school or G.E.D. and any college courses taken at accredited colleges or universities.
 3. Graduates of foreign schools may be requested to submit an International Transcript Evaluation.
 4. Official standardized test results including ACT/PEP, CLEP, NLN, and/or Mosby examinations and/or equivalent examinations taken at other institutions, if they are to be used for college credit or validation.
 5. Evidence of active licensure as a registered nurse in the State of Florida.
- C. Demonstrate a minimum cumulative grade point average of 2.0 (on a 4.0 scale).
- D. Schedule an interview and advising session with the Director of the BSN program. The student should be prepared to discuss readiness to pursue studies, and educational and career goals.

NOTE: Registered Nurse students admitted to Lynn University may enroll in NUR 301 prior to admission to the Nursing Program by consent of the Director of the BSN Program.

Additional costs to be incurred by students include books, materials, required health examinations including diagnostic tests, immunizations, CPR, liability insurance, transportation costs to and from clinical agencies, clinical laboratory fees as established by the University, standardized testing, and other miscellaneous items as required.

II. Requirements for Junior Level Progression Status for the RN to BSN Program:

- A. A cumulative grade point average of 2.0 (on a 4.0 scale).
- B. Completion of 60 credits of the Nursing Curriculum with a grade of "C" or higher.
- C. Clinical Validation.
- D. Health examination and proof of required immunizations. Evidence of current: professional liability insurance (1 million/incident and 3 million/aggregate year); licensure as a registered nurse in the State of Florida; certification for CPR-Course C.
- E. A grade of "C" or higher is required to progress to sequential nursing courses.
- F. During the program, only one upper division nursing (300+) course may be repeated.

On a case by case basis, students may be progressed into NUR 302 and NUR 303 while awaiting transcripts, catalog descriptions on selected courses or special communications from schools. However, all junior level progression requirements must be satisfied to progress to NUR 306.

III. Requirements for Senior Level Progression Status for the RN to BSN Program:

- A. A cumulative grade point average of 2.0 (on a 4.0 scale).
- B. Completion of the following courses (or equivalents) with a grade of "C" or higher: ENG 101, ENG 102; Science (including credit or validation of prior learning in anatomy, chemistry, microbiology, and physiology); psychology elective; sociology elective; HUM, Fine Arts, LAN, ENG, COA, elective; CMS 200; cultural study elective; HUM 302, 25 lower division nursing credits; NUR 301, 302, 303, 306; 9 general education elective credits.
- C. MAT 221 is a prerequisite or corequisite to NUR 404; IRPS elective is a prerequisite or corequisite to NUR 402;; and COA 110 is a pre-requisite or corequisite to NUR 403.
- D. A grade of "C" or higher is required to progress to sequential nursing courses.
- E. During the program, only one upper division (300+) nursing course may be repeated.
- F. Health examination. Evidence of current: professional liability insurance, licensure as a registered nurse in the State of Florida, certification for CPR-Course C.

IV. Requirements for Graduation for the RN to BSN Program:

- A. A cumulative grade point average of 2.0 (on a 4.0 scale) and completion of all required course work with a grade of "C" or higher.
- B. Complete all program requirements for the Bachelor of Science in Nursing Degree, including 45 upper division credits, and at least 57 general education credits.
- C. A student failing to complete requirements within 7 years of the date of enrollment in their first nursing course at Lynn University, may be held to any new requirements in effect and/or may be required to validate prior learning.

B.S.N.
MAJOR: NURSING
RN to BSN Completion Program #

For Licensed Registered Nurses with a Diploma or Associate Degree in Nursing

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
MAJOR REQUIREMENTS: NURSING (RN TO BSN)			(57 CREDITS)
__NUR	010	NURSING ELECTIVES (LOWER DIVISION CREDITS BY TRANSFER) MAXIMUM	25
__NUR	301	TRANSITIONS IN PROFESSIONAL NURSING	3
__NUR	302	HEALTH ASSESSMENT, COMMUNICATION & COLLABORATION	3
__NUR	303	HEALTH PROMOTION, PROTECTION, & ILLNESS PREVENTION	3
__NUR	306	RESTORATION, REHABILITATION & PALLIATIVE CARE	6
__NUR	401	CARE OF FAMILIES	3
__NUR	402	COMMUNITY & POPULATION FOCUSED CARE	4
__NUR	403	LEADERSHIP, MANAGEMENT, & CHANGE	4
__NUR	404	RESEARCH IN NURSING	3
__NUR	405	ISSUES, TRENDS & CHALLENGES	3
RELATED REQUIREMENTS: RN TO BSN MAJOR			(7 CREDITS)
__		PSYCHOLOGY OR SOCIOLOGY ELECTIVE	**3
__SCI		SCIENCE ELECTIVE	*4
ELECTIVES (AT LEAST 12 CREDITS MUST BE IN GENERAL EDUCATION, NON-NURSING)			*** (18 CREDITS)
__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3
TOTAL CREDITS			120

#Course substitutes with advisor approval (Including: MAT 221 for MAT 110; Cultural Course for HUM 270; HUM 302 – Ethics (required) for HUM/COM, IRPS 300+ for IRPS 250, BUS 300+ for BUS 210; SCI elective for SCI 222; Electives for IRPS 100-400)

*College credit or validation of prior learning required in the areas of anatomy, physiology, chemistry, & microbiology *RN to BSN students who had anatomy, physiology, chemistry, and/or microbiology integrated in their nursing courses rather than through specific science course enrollment will have opportunity to:

- a. Earn credits through NLN, CLEP, or equivalent examinations
- b. Validate prior learning through non-credit NLN, CLEP, or equivalent examinations
- c. Earn credit through course enrollment

** One SOC and one PSY course are required, one which must be SOC 110 or PSY 150 equivalent

***45 Upper division credits (300+ level) are required.

CRIMINAL JUSTICE AND HUMAN SERVICES PROGRAMS

BACHELOR OF SCIENCE (B.S.)

MAJOR: CRIMINAL JUSTICE

Program purpose

The Criminal Justice degree is an interdisciplinary degree that introduces students to the study of agencies, personnel, philosophies, procedures and methods that comprise the criminal justice system in the United States. The Criminal Justice program is designed to expose students to various aspects of existing law enforcement systems, judicial systems and correctional systems within an ethical and constitutional context. Students will acquire depth and breadth of learning following the guidelines and goals of the Criminal Justice major.

Mission statement

The College of Education, Health and Human Services fulfills the mission of Lynn University by providing students with knowledge, competencies and skills needed for educational leadership in the 21st century. Our synergistic learning environment stimulates and challenges students to:

- Understand and analyze the dynamic nature of our contemporary transformation into a global society
- experience creativity that fosters academic achievement and social awareness
- create new alternatives to address diversity, and the importance of a global perspective
- integrate theory and practice through experiential learning

The Criminal Justice degree is an interdisciplinary degree that introduces students to the study of agencies, personnel, philosophies, procedures and methods that comprise the criminal justice system in the United States. The Criminal Justice program is designed to expose students to various aspects of existing law enforcement systems, judicial systems and correctional systems within an ethical and constitutional context. Students will acquire depth and breadth of learning following the guidelines and goals of the Criminal Justice major.

The goals of the Criminal Justice program are to provide a curriculum that:

- Focuses on the interpretation of norms, mores, laws, and rules that govern behavior in a civil society.
- Develops a general understanding of a systems process within criminal justice.
- Introduces students to a body of diverse theory regarding crime and causation.
- Emphasizes the critical examination and evaluation of the ethical implications of various societal issues.
- Enhances effective skills in written and oral communication, mathematical computation, information literacy, intellectual strategies, and use of computers.

Key beliefs that guide the program/degree

The development of the Criminal Justice program is consistent with the Vision and Mission of Lynn University:

- Graduates who apply ethical values in a diverse, complex, and interconnected society
- Developing academic programs that reflect the importance of global transformation, multicultural awareness, and international exchange
- Breadth, depth and academic learning are the basis for competencies in all programs
- Graduates leave with knowledge, confidence, competencies, and ethical consciousness to assume positions of responsibility and leadership

Expected outcomes

The B.S student in Criminal Justice will be able to:

- Describe the agencies and processes involved in the administration of criminal justice.
- Explain the Bill of Rights and the impact on defendant's in the criminal justice system
- Describe the nature, extent, etiology, and control of law breaking behavior.
- Compare and contrast different theories used to explain criminal behavior.
- Compare and contrast the law enforcement systems of different countries throughout the world.
- Describe the structure and process of the American judicial system from a Local, State, and Federal perspective
- Explain how gender effects women's involvement in the criminal justice system as offenders, victims and professionals.
- Analyze the diverse ethical issues encountered in the criminal justice profession, such as discretion, affirmative action, use of deadly force, misconduct, civil disobedience, undercover operations and privacy
- Develop an independent research study in the field of criminal justice.

B.S.
MAJOR: CRIMINAL JUSTICE

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
MAJOR REQUIREMENTS: CRIMINAL JUSTICE			54 CREDITS
__MAT	221	PROBABILITY AND STATISTICS	3
__PSY/SOC		BEHAVIORAL SCIENCE ELECTIVE	3
__SOC	335	CONTEMPORARY SOCIAL PROBLEMS	3
__PSY	261	CURRENT PERSPECTIVES IN SUBSTANCE ABUSE	3
__PSY	370	ABNORMAL PSYCHOLOGY	3
__CRJ	101	INTRODUCTION TO CRIMINAL JUSTICE	3
__CRJ	203	CRIMINAL LAW AND PROCEDURE	3
__CRJ	301	CRIME AND DELINQUENCY	3
__CRJ	302	ISSUES IN CORRECTIONS	3
__CRJ	320	CRIMINOLOGY	3
__CRJ	321	COMPARATIVE POLICE SYSTEMS	3
__CRJ	330	THE AMERICAN JUDICIARY	3
__CRJ	400	GENDER, CRIME AND CRIMINAL JUSTICE	3
__CRJ	420	ETHICS IN CRIMINAL JUSTICE	3
__CRJ	450	RESEARCH IN CRIMINAL JUSTICE	3
__CRJ	300+	CJ ELECTIVE	
__CRJ	300+	CJ ELECTIVE	
__CRJ		INTERNSHIP OR 300+ CJ ELECTIVE	3
ELECTIVES			27 CREDITS
__	300+	ELECTIVE	3
__	300+	ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3
__		ELECTIVE	3
TOTAL			121 CREDITS

B.A. HUMAN SERVICES

The purpose of the Human Services degrees is to provide students with the opportunities to learn skills appropriate for entrance level position in the human or social service area. The Human Service program offers career enhancement through a connection between our community and its agencies. In addition the program's internships are designed to offer experiential opportunities in related human and social service fields. Students interested in the human services tend to be interested in a practical, hands-on experience in the helping profession.

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
MAJOR REQUIREMENTS (36 CREDITS)			
__HS	100	INTRODUCTION TO HUMAN SERVICES	3
__HS	150	INTRODUCTION TO LEADERSHIP	3
__HS	301	HUMAN SERVICES PROFESSIONALS	3
__HS	350	INTERNSHIP	3
__HS	375	INTERNSHIP	3
__HS	400	LEADERSHIP BEHAVIOR	3
__HS	450	HUMAN SERVICES INTERNSHIP PLACEMENT I	6
__HS	475	HUMAN SERVICES INTERNSHIP PLACEMENT II	6
__HS	482	HUMAN SERVICES SENIOR SEMINAR	3
MAJOR ELECTIVES: Select 3 credits from:			
__HS	320	COMPARATIVE EDUCATION AND HUMAN SERVICES	3
__HS	330	THE POLITICS OF AMERICAN EDUCATION AND HUMAN SERVICES	3
__HS	355	THE ADMINISTRATION OF CHANGE	3
RELATED REQUIREMENTS (30 CREDITS)			
__ENG	260	WORLD LITERATURE	3
__ENG		ENGLISH ELECTIVE	3
__BUS	171	MACROECONOMICS OR	

__MKT	250	PRINCIPLES OF MARKETING	3
__BUS	270	MANAGING ORGANIZATIONS	3
__HIS	221	AMERICAN HISTORY I	3
__IRPS	250	GEOGRAPHY AND WORLD AFFAIRS	3
__SOC	311	INTERPERSONAL PROCESSES OR	
__COA	305	INTERPERSONAL COMMUNICATION	3
__		BEHAVIORAL SCIENCE ELECTIVE	3
__		BEHAVIORAL SCIENCE ELECTIVE (300+)	3
__		BEHAVIORAL SCIENCE ELECTIVE (300+)	3

ELECTIVE REQUIREMENTS (12 CREDITS)**

__	ELECTIVE	
__	ELECTIVE (300+)	
__	ELECTIVE (300+)	
__	ELECTIVE (300+)	

TOTAL CREDITS: 120

*Transfer students must complete 1 credit of HUM 399 during this program to satisfy the 120 credit degree requirements.

**ELECTIVE REQUIREMENTS SHOULD BE IN:
Business, Education, or Behavioral Sciences

COLLEGE OF HOSPITALITY, TOURISM AND RECREATION MANAGEMENT

Vision

To be a leading university in Hospitality, Tourism and Recreation Management, enhancing the practices of each discipline and preparing leaders to meet the challenges and needs of an evolving, multicultural, global society.

Mission

The College of HTRM, founded in 1991, offers baccalaureate and graduate degree programs. Programs are offered in the day, evening and graduate divisions through a variety of venues. We share a common commitment to academic excellence. We facilitate learning, practice, engage in scholarship, and provide University and community service (to organizations, professions, communities and evolving societies). We blend academic and career preparation to prepare our graduates to be equipped to manage change and exercise leadership and service to meet the dynamic needs of the emerging global society for the 21st century.

Our graduates:

- Leave with the knowledge, confidence, and competencies necessary to provide quality hospitality tourism and recreation management services.
- Are prepared to meet the needs of the community.
- Practice hospitality, tourism and recreation management services in an ethical, competent, equality focused, cost-effective way.
- Leave the University with the commitment to continue personal and professional growth through life long learning.

BACHELOR OF SCIENCE IN HOSPITALITY ADMINISTRATION (B.S.H.A.) MAJOR: HOSPITALITY ADMINISTRATION

The College of HTRM was established in the Fall of 1991. Academic programs include a major in hospitality administration (B.S.H.A.) with specializations in Hotel, Food Service, and Resort Management; in International Hotel, and Tourism management; in International Golf Management; and in Sports Recreation Management. The B.S.H.A. is offered in the day division program only. Graduate degree programs include the MBA specialization in Hospitality Administration and MBA in Sports Athletics Administration.

B.S.H.A. MAJOR: HOSPITALITY ADMINISTRATION SPECIALIZATION: HOTEL, RESORT & FOOD SERVICE MANAGEMENT

This program is offered in the day division program.

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
MAJOR REQUIREMENTS			57 CREDITS
__HA	100	INTRODUCTION TO HOSPITALITY & TOURISM	3
__HA	140	FRONT OFFICE OPERATIONS	3
__HA	163	HOSPITALITY EMPLOYEE DEVELOPMENT	3
__HA	201	HOSPITALITY FINANCIAL ACCOUNTING	3
__HA	215	HOSPITALITY COMPUTER SYSTEMS	3
__HA	310	HOSPITALITY LAW	3
__HA	311	MANAGERIAL ACCOUNTING FOR HOSP.	3
__HA	332	INTERNATIONAL STUDY TOURS	3
__HA	350	MIS FOR THE HOSPITALITY INDUSTRY	3
__HA	358	HOSPITALITY LABOR RELATIONS	3
__HA	355	CUSTOMER SERVICE	3
__HA	360	FOOD SERVICE OPERATIONS I	1
__HA	361	FOOD SERVICE OPERATIONS II	4
__HA	363	FOOD SERVICE OPERATIONS III	4

__HA	365	HOSPITALITY HUMAN RESOURCE MANAGEMENT	3
__HA	375	HOSPITALITY STRATEGIC MARKETING	3
__HA	390	HOSPITALITY INTERNSHIP	3
__HA	481	HOSPITALITY SEMINAR	3
__HA	490	HOSPITALITY INTERNSHIP	3
SPECIALIZATION REQUIREMENTS			24 CREDITS
__HA	301	RESORT SPECIAL /TOPICS	3
__HA	322	SECURITY MANAGEMENT	3
__HA	343	HOSPITALITY PURCHASING	3
__HA	347	FOOD SERVICE SANITATION	3
__HA	353	HOSPITALITY SYSTEMS AND OPERATIONS	3
__HA	370	GROUP & CONVENTION MANAGEMENT	3
__	300+	HOSPITALITY ELECTIVE	3
__	300+	HOSPITALITY ELECTIVE	3
TOTAL: 120 CREDITS			

* Transfer Students may need one additional elective to satisfy the 120 credit requirement.



B.S.H.A.
MAJOR: HOSPITALITY ADMINISTRATION
SPECIALIZATION: INTERNATIONAL HOTEL & TOURISM MANAGEMENT

This program is offered in the day division program.

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
MAJOR REQUIREMENTS			57 CREDITS
__HA	100	INTRODUCTION TO HOSPITALITY & TOURISM	3
__HA	140	FRONT OFFICE OPERATIONS	3
__HA	163	HOSPITALITY EMPLOYEE DEVELOPMENT	3
__HA	201	HOSPITALITY FINANCIAL ACCOUNTING	3
__HA	215	HOSPITALITY COMPUTER SYSTEMS	3
__HA	310	HOSPITALITY LAW	3
__HA	311	MANAGERIAL ACCOUNTING FOR HOSP.	3
__HA	332	INTERNATIONAL STUDY TOURS	3
__HA	350	MIS FOR THE HOSPITALITY INDUSTRY	3
__HA	358	HOSPITALITY LABOR RELATIONS	3
__HA	355	CUSTOMER SERVICE	3
__HA	361	FOOD SERVICE OPERATIONS I	1
__HA	362	FOOD SERVICE OPERATIONS II	4
__HA	363	FOOD SERVICE OPERATIONS III	4
__HA	365	HOSPITALITY HUMAN RESOURCE MANAGEMENT	3
__HA	375	HOSPITALITY STRATEGIC MARKETING	3
__HA	390	HOSPITALITY INTERNSHIP	3
__HA	481	HOSPITALITY SEMINAR	3
__HA	490	HOSPITALITY INTERNSHIP	3
SPECIALIZATION REQUIREMENTS			24 CREDITS
__HA	300	HOTEL SPECIAL TOPICS	3
__HA	332	INTERNATIONAL STUDY TOUR	3
__HA	370	GROUP CONVENTION	3
__HA	380	WORLD TOURISTIC ATTRACTIONS	3
__HA	385	TOURISM PLANNING & DEVELOPMENT	3
__		INTERNATIONAL ELECTIVE	3
__	300+	HOSPITALITY ELECTIVE	3
__	300+	HOSPITALITY ELECTIVE	3
TOTAL: 120 CREDITS			

* Transfer Students may need one additional elective to satisfy the 120 credit requirement.

B.S.H.A.
MAJOR: HOSPITALITY ADMINISTRATION
SPECIALIZATION: INTERNATIONAL GOLF MANAGEMENT
DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1

MAJOR REQUIREMENTS			57 CREDITS
__HA	100	INTRODUCTION TO HOSPITALITY & TOURISM	3
__HA	140	FRONT OFFICE OPERATIONS	3
__HA	163	HOSPITALITY EMPLOYEE DEVELOPMENT	3
__HA	201	HOSPITALITY FINANCIAL ACCOUNTING	3
__HA	215	HOSPITALITY COMPUTER SYSTEMS	3
__HA	310	HOSPITALITY LAW	3
__HA	311	MANAGEMENT ACCOUNTING FOR HOSP.	3
__HA	332	INTERNATIONAL STUDY TOURS	3
__HA	350	MIS FOR THE HOSPITALITY INDUSTRY	3
__HA	358	HOSPITALITY LABOR RELATIONS	3
__HA	355	CUSTOMER SERVICE	3
__HA	361	FOOD SERVICE OPERATIONS I	1
__HA	362	FOOD SERVICE OPERATIONS II	4
__HA	363	FOOD SERVICE OPERATIONS III	4
__HA	365	HOSPITALITY HUMAN RESOURCE MANAGEMENT	3
__HA	375	HOSPITALITY STRATEGIC MARKETING	3
__HA	390	HOSPITALITY INTERNSHIP	3
__HA	481	HOSPITALITY SEMINAR	3
__HA	490	HOSPITALITY INTERNSHIP	3

SPECIALIZATION REQUIREMENTS			24 CREDITS
__HA	160	ADVANCED GOLF SKILLS I	3
__HA	250	GOLF SEMINAR I	3
__HA	371	CLUB MANAGEMENT	3
__HA	340	ADVANCED GOLF SKILLS II	3
__HA	360	METHODS/MATERIALS TEACHING GOLF	3
__HA	446	SPORTS & RECREATION SEMINAR	3
__HA	455	CLUB FACILITIES MANAGEMENT	3
__HA	485	TURF & LANDSCAPE MANAGEMENT	3

TOTAL CREDITS 120

* Transfer Students may need one additional elective to satisfy the 120 credit requirement.

B.S.H.A.
MAJOR: HOSPITALITY ADMINISTRATION
SPECIALIZATION: SPORTS & RECREATION MANAGEMENT

This program is offered in the day division program.

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
MAJOR REQUIREMENTS			57 CREDITS
__HA	100	INTRODUCTION TO HOSPITALITY & TOURISM	3
__HA	140	FRONT OFFICE OPERATIONS	3
__HA	163	HOSPITALITY EMPLOYEE DEVELOPMENT	3
__HA	201	HOSPITALITY FINANCIAL ACCOUNTING	3
__HA	215	HOSPITALITY COMPUTER SYSTEMS	3
__HA	310	HOSPITALITY LAW	3
__HA	311	MANAGERIAL ACCOUNTING FOR HOSP.	3
__HA	332	INTERNATIONAL STUDY TOURS	3
__HA	350	MIS FOR THE HOSPITALITY INDUSTRY	3
__HA	358	HOSPITALITY LABOR RELATIONS	3
__HA	355	CUSTOMER SERVICE	3
__HA	361	FOOD SERVICE OPERATIONS I	1
__HA	362	FOOD SERVICE OPERATIONS II	4
__HA	363	FOOD SERVICE OPERATIONS III	4
__HA	365	HOSPITALITY HUMAN RESOURCE MANAGEMENT	3
__HA	375	HOSPITALITY STRATEGIC MARKETING	3
__HA	390	HOSPITALITY INTERNSHIP	3
__HA	481	HOSPITALITY SEMINAR	3
__HA	490	HOSPITALITY INTERNSHIP	3
SPECIALIZATION REQUIREMENTS			24 CREDITS
__HA	125	SPORTS & RECREATION MANAGEMENT	3
__HA	218	BEGINNING SPORTS SKILLS - GOLF	3
__HA	216	BEGINNING SPORTS SKILLS - TENNIS	3
__HA	318	ADVANCED SPORTS SKILLS - GOLF	3
__HA	316	ADVANCED SPORTS SKILLS - TENNIS	3
__HA	326	METHODS OF TEACHING SPORTS SKILLS	3
__HA	416	SPORTS & RECREATION FACILITIES	3
__HA	446	SPORTS & RECREATION SEMINAR	3
TOTAL CREDITS : 120			

* Transfer Students may need one additional elective to satisfy the 120 credit requirement.

COLLEGE OF INTERNATIONAL COMMUNICATIONS

Vision

The College of Communications seeks to provide students with the knowledge, skills, and experience necessary to build a communications career in a global market. Communications theory courses, both domestic and international in scope, enable students to develop and enhance critical thinking skills and a comprehensive command of written and verbal expression. The College also provides students with an invaluable, hands-on approach to the latest communications technology, with a special emphasis in journalism, radio, and television production. The combination of theory, practice and internship in the industry gives our students a solid foundation to be successful in the competitive field on international communications.

Mission (abbreviated)

The College of International Communications (CIC) Bachelor of Arts in Communication program focuses on the balance of providing academic and career experience in the fields of broadcasting, film, international communications, or journalism.

The state-of-the-art digital facility houses radio and television production, postproduction centers concentrating on studio production, field production, news production, 2-D and 3-D graphic animation, and linear and non-linear editing. The faculty provides educational experiences in producing, directing, writing, camera work, lighting, set design, editing, and on-air talent. The multimedia centers look to the future with web design and maintenance, business presentations, and interactive video. Lynn University prides itself in the marriage of strong Liberal Arts concentration and hands-on experience, best preparing students for the marketplace.

Undergraduate Day Division Program

- Bachelor of Communication, specializing in Broadcasting
- Bachelor of Communication, specializing in Film Studies
- Bachelor of Communication, specializing in International Communications
- Bachelor of Communication, specializing in Journalism

INTERNATIONAL COMMUNICATIONS PROGRAM BACHELOR OF ARTS (B.A.) MAJOR: COMMUNICATION

Purpose of the Communication Programs

This program is targeted towards students who seek education towards professional competence in print journalism, radio-TV-film, and global communication. The program also provides academic preparation towards graduate study in communication, media studies, and related disciplines. The College facilitates the placement of students in internship positions.

Under the direction of Dean Irving R. Levine, formerly NBC's Chief Economics Correspondent, the school looks toward preparing students for successful and satisfying careers in an ever-widening global community. One of the worlds' a most renowned and respected broadcast journalist; Mr. Levine now shares his experiences and global outlook with students.

Policy regarding internship. Three to six credit hours of internship are available to students that have (1) completed 90 credit hours, and (2) have a minimum GPA of 2.5 in the major. Students not meeting the GPA requirement may take additional upper level courses in their major.

Policy regarding transfer of credits. All transferred course work must be completed with a grade of C or higher. Credits earned towards an Associate degree or at a two-year college may only transfer as 100 and 200 level courses. Students transferring an Associate degree in Communication or a related field must complete 45 credit hours of upper level course work in the College of International Communications.

**B.A.
MAJOR: COMMUNICATION
SPECIALIZATION: BROADCASTING**

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1

Students must also complete a 24,000 word writing requirement to be satisfied through the completion of ENG 101 (6000 words) ENG 102 (6000 words) and four additional 3000 word courses as identified in the catalog as writing courses.

COMMUNICATION CORE REQUIREMENTS: BROADCASTING			28 CREDITS
__COM	105	INTRODUCTION TO MASS MEDIA	3
__COM	110	INTRODUCTION TO JOURNALISM	3
__COM	130	FILM APPRECIATION	3
__COM	140	AUDIO PRODUCTION OR	4
__COM	145	TV PRODUCTION I OR	4
__COM	150	FILM PRODUCTION	4
__COM	305	MEDIA AND SOCIETY	3
__COM	350	COMMUNICATION LAW AND ETHICS	3
__COM	360	COMMUNICATION THEORIES	3
__COM	495	COMMUNICATION RESEARCH	3
__MAT	221	PROBABILITY & STATISTICS	3

SPECIALIZATION REQUIREMENTS: BROADCASTING			30 - 32 CREDITS
__COM	140	AUDIO PRODUCTION	4
__COM	145	TV PRODUCTION I	4
__COM	150	FILM PRODUCTION	4
__COM	255	FILM & TV EDITING	3

COM	260	TV PRODUCTION II	4
COM	299	TOPICS IN COMMUNICATION	3
COM	300	AUDIO PRACTICUM	3
COM	315	NARRATIVE WRITING for FILM & TV	3
COM	325	WRITING for RADIO-TV-FILM	3
COM	345	TV PRACTICUM	3
COM	75	MEDIA PROGRAMMING	3
COM	380	DOCUMENTARY PRODUCTION	3
COM	99	ISSUES IN COMMUNICATION	3
COM	435	MEDIA MANAGEMENT	3
COM	450	ADVANCED RADIO/TV/FILM PRODUCTION	3
COM	490	COMMUNICATION SEMINAR	3

Courses taken in either CORE may not apply towards specialization requirements.
Remaining credits may be used towards a minor for appropriate electives.

Electives should be selected after consultation with advisor.



B.A.
MAJOR: COMMUNICATION
SPECIALIZATION: FILM STUDIES

This program is offered in the day division program only.

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
COMMUNICATION CORE REQUIREMENTS: FILM STUDIES			28 CREDITS
__COM	105	INTRODUCTION TO MASS MEDIA I	3
__COM	110	INTRODUCTION TO JOURNALISM	3
__COM	130	FILM APPRECIATION	3
__COM	140	AUDIO PRODUCTION OR	4
__COM	145	TV PRODUCTION I OR	
__COM	150	FILM PRODUCTION	4
__COM	305	MEDIA AND SOCIETY	3
__COM	350	COMMUNICATION LAW AND ETHICS	3
__COM	360	COMMUNICATION THEORIES	3
__COM	495	COMMUNICATION RESEARCH	3
__MAT	221	PROBABILITY & STATISTICS	3
SPECIALIZATION REQUIREMENTS: FILM STUDIES			30 - 32 CREDITS
__COM	140	AUDIO PRODUCTION	4
__COM	145	TV PRODUCTION I	4
__COM	150	FILM PRODUCTION	4
__COM	235	FILM HISTORY	3
__COM	255	FILM & TV EDITING	3
__COM	260	TV PRODUCTION II	4
__COM	299	TOPICS IN COMMUNICATION	3
__COM	300	AUDIO PRACTICUM	3
__COM	315	NARRATIVE WRITING FOR FILM & TV	3
__COM	325	WRITING FOR RADIO-TV-FILM	3
__COM	335	CONTEMPORARY AMERICAN CINEMA	3
__COM	380	DOCUMENTARY PRODUCTION	3
__COM	399	ISSUES IN COMMUNICATION	3
__COM	430	INTERNATIONAL FILM HISTORY	3
__COM	450	ADVANCED RADIO/TV/FILM PRODUCTION	3
__COM	490	COMMUNICATION SEMINAR	3

Remaining credits may be used towards a minor for appropriate electives.
Electives should be selected after consultation with advisor.

B.A.
MAJOR: COMMUNICATION
SPECIALIZATION: INTERNATIONAL COMMUNICATIONS
DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1

COMMUNICATION CORE: INTERNATIONAL COMMUNICATION			28 CREDITS
__COM	105	INTRODUCTION TO MASS MEDIA	3
__COM	110	INTRODUCTION TO JOURNALISM	3
__COM	130	FILM APPRECIATION	3
__COM	140	AUDIO PRODUCTION OR	4
__COM	145	TV PRODUCTION I OR	
__COM	150	FILM PRODUCTION	4
__COM	305	MEDIA AND SOCIETY	3
__COM	350	COMMUNICATION LAW AND ETHICS	3
__COM	360	COMMUNICATION THEORIES	3
__COM	495	COMMUNICATION RESEARCH	3
__MAT	221	Probability & Statistics	3

SPECIALIZATION REQUIREMENTS: INTERNATIONAL COMMUNICATION			30-32 CREDITS)
Must include 6 credits of a foreign language.			
__LAN		FOREIGN LANGUAGE I	3
__LAN		FOREIGN LANGUAGE II	3
__COM	235	FILM HISTORY	3
__COM	299	TOPICS IN COMMUNICATION	3
__COM	320	WORLD MEDIA SYSTEMS	3
__COM	325	WRITING FOR RADIO-TV-FILM	3
__COM	330	ORGANIZATIONAL COMMUNICATION	3
__COM	370	MEDIA PROGRAMMING	3
__COM	375	ADVERTISING AND SOCIETY	3
__COM	380	DOCUMENTARY PRODUCTION	3
__COM	399	ISSUES IN COMMUNICATION	3
__COM	430	INTERNATIONAL FILM HISTORY	3
__COM	435	MEDIA MANAGEMENT	3
__COM	440	PUBLIC RELATIONS	3
__COM	490	COMMUNICATION SEMINAR	3
TOTAL CREDITS 45			

Remaining credits may be used towards a minor for appropriate electives.
Electives should be selected after consultation with advisor.

**B.A.
MAJOR: COMMUNICATION
SPECIALIZATION: JOURNALISM**

This program is offered in the day division program only.

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
COMMUNICATION CORE REQUIREMENTS: JOURNALISM			28 CREDITS
__COM	105	INTRODUCTION TO MASS MEDIA	3
__COM	110	INTRODUCTION TO JOURNALISM	3
__COM	130	FILM APPRECIATION	3
__COM	140	AUDIO PRODUCTION OR	4
__COM	145	TV PRODUCTION I OR	
__COM	150	FILM PRODUCTION	4
__COM	305	MEDIA AND SOCIETY	3
__COM	350	COMMUNICATION LAW AND ETHICS	3
__COM	360	COMMUNICATION THEORIES	3
__COM	495	COMMUNICATION RESEARCH	3
__MAT	221	PROBABILITY& STATISTICS	3
SPECIALIZATION REQUIREMENTS: JOURNALISM			30-32 CREDITS
__COM	210	NEWS WRITING AND REPORTING	3
__COM	220	PHOTOJOURNALISM	3
__COM	299	TOPICS IN COMMUNICATION	3
__COM	310	NEWSPAPER PRODUCTION	3
__COM	320	WORLD MEDIA SYSTEMS	3
__COM	325	WRITING FOR RADIO – TV – FILM	4
__COM	340	ADVERTISING WRITING & DESIGN	3
__COM	365	FEATURE WRITING	3
__COM	375	ADVERTISING & SOCIETY	3
__COM	380	DOCUMENTARY PRODUCTION	3
__COM	399	ISSUES IN COMMUNICATION	3
__COM	435	MEDIA MANAGEMENT	3
__COM	440	PUBLIC RELATIONS	3
__COM	490	COMMUNICATION SEMINAR	3

Remaining credits may be used towards a minor for appropriate electives.

CONSERVATORY OF MUSIC

MISSION

The mission of the Conservatory of Music at Lynn is to provide high quality professional performance education for gifted young musicians and set a superior standard for music performance education worldwide. Primary among the goals of the Conservatory is the nurture and education of the student body with a thorough attention to musicianship, artistry, and skills needed to be competitive in the field of music performance. The aim is to train instrumental music students of high achievement through programs of study of an intensive nature in preparation for careers in performance. Solo, ensemble, orchestra and contemporary music performance opportunities abound. The Conservatory faculty forms a community of exceptionally accomplished and dedicated individuals striving towards similar goals. The artist faculty maintain active performance careers and bring their experience and expertise to the aspiring student body.

The Conservatory offers baccalaureate and post-baccalaureate level programs of study to music students who have previously had extensive preparation in musical performance. The program focuses on rigorous, professional performance instruction, and offers a full and progressive curriculum leading to the Bachelor of Music - Performance Degree, or Professional Studies Diploma. Students are selected for enrollment from across the United States and globally through a stringent audition process. Artistic talent and ability are the primary criteria for admission.

It is the goal of The Conservatory at Lynn University to set a superior standard for music performance education worldwide, and to play an active role in the cultural life of South Florida.

CONSERVATORY OF MUSIC PROGRAMS

BACHELOR OF MUSIC (B.M.)

MAJOR: MUSIC PERFORMANCE

A four-year program of study with specialization in piano, violin, viola, cello, double bass, flute, oboe, clarinet, bassoon, trumpet, french horn, trombone, bass trombone, tuba, or percussion, including music and academic courses.

Upon completion of this program, BM students will:

- work independently to prepare performances of the highest possible level;
- be intimately familiar with the solo and ensemble literature for their instrument;
- have presented at least two major solo recitals;
- be able to communicate musical ideas, concepts and requirements to professionals and non-professionals through a variety of media;
- have an advanced level of musicianship and knowledge of musical elements, structures, repertoire and historical contexts;
- have definite career goals and have the skills to accomplish these goals.

For further information, guidelines and audition requirements, please refer to the Conservatory Profile or The Conservatory of Music web site at www.lynn.edu/music.

B.M.
MAJOR: MUSIC PERFORMANCE
DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS			40 CREDITS
__ENG	101	ENGLISH COMPOSITION I	3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/	3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)	3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING	3
__BUS	210	ENTREPRENEURSHIP	3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS	3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR	3
__SOC	110	INTRODUCTION TO SOCIOLOGY	3
__MAT	110	COLLEGE ALGEBRA	3
__CMS	200	COMPUTER APPLICATIONS	3
__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
MAJOR REQUIREMENTS (PIANO 75 CREDITS)			78 CREDITS
__MUS	301	APPLIED MAJOR INSTRUMENT I - VIII	32
__MUG	301	BASIC CONDUCTING	3
__MUH	361	HISTORY OF WESTERN MUSIC III: 20TH-CENTURY MUSIC (*)	3
__MUR	300	RECITAL (JUNIOR)	0
__MUR	400	RECITAL (SENIOR)	0
__MUT	200	FUND. OF MUSIC I: COUNTERPOINT/ELEM. HARMONY (*) (***)	3
__MUT	201	FUND. OF MUSIC II: ADVANCED HARMONY (*)	3
__MUT	300	FUND. OF MUSIC III: TONAL ANALYSIS (*)	3
__MUT	301	FUND. OF MUSIC IV: 20TH CENTURY THEORY (*)	3
__MUT		EAR TRAINING I - IV (*)	4
__MUT		SOLFEGE I - IV (*)	4
FOR STRINGS, WINDS, BRASS, AND PERCUSSION			
__MUS		SECONDARY PIANO I - IV FOR NON-PIANISTS (*)	4
__MUS	311	SMALL ENSEMBLE/CHAMBER MUSIC	8
__MUS	321	LARGE ENSEMBLE/ORCHESTRA	8
FOR PIANISTS			
__MUP		KEYBOARD SKILLS FOR PIANISTS I - IV (*)	4
__MUS	311	SMALL ENSEMBLE/CHAMBER MUSIC	2
__MUP	100+	ENSEMBLE ARTS FOR PIANISTS	2
__MUS/MUP	200+	SMALL ENSEMBLE/CHAMBER MUSIC/ENSEMBLE ARTS	4
__MUP	325	PIANO LITERATURE	3
__MUP	329	PIANO PEDAGOGY	2
ELECTIVES			6 CREDITS
__MUT	300+	MUSIC THEORY ELECTIVE	3
__MUH	300+	MUSIC HISTORY ELECTIVE	3

STRINGS, WINDS, BRASS, AND PERCUSSION TOTAL CREDITS: 125
PIANO TOTAL CREDITS: 122

- * CREDIT MAY BE AWARDED THROUGH PLACEMENT EXAMINATION. MUH COURSES PERTAIN TO TRANSFER STUDENTS ONLY.
- ** MUH 261 AND 360 TAKE THE PLACE OF THE 6 CREDIT HUM REQUIREMENTS. MUG 280 TAKES THE PLACE OF BUS 2XX.
- *** A STUDENT MAY ALSO BE REQUIRED TO REGISTER FOR MUT-099 (RUDIMENTS OF THEORY) BASED ON HIS/HER MUSIC THEORY PLACEMENT EXAM RESULTS. MUT-099 IS TAKEN IN ADDITION TO FRESHMAN-LEVEL THEORY.



CHAPTER IX. PROFESSIONAL AND CONTINUING EDUCATION

THE COLLEGE OF PROFESSIONAL, ADULT AND CONTINUING EDUCATION

General Information

PACE, The College of Professional, Adult and Continuing Education at Lynn University, in collaboration with other colleges within the University, is responsible for coordinating and scheduling programs for adults who seek higher education for training or degree completion. They operate an accelerated schedule of six eight-week terms, taught in the evening and on weekends. Degree programs are available at the Bachelor's, Master's and Doctoral level.

The College offers Bachelor's Degrees with an Experiential Learning component to those who have five year's work experience, or an Associate Degree with one year's work experience. These degrees are designed to allow working adults the opportunity to use their professional work experience to earn college credits. It is possible to earn up to thirty (30) credits for this experience. PACE also offers certificate programs for professional competency and personal enrichment that range from wine tasting classes to certifications for financial planning. Many classes for these degrees and certificates may be taken online, in the workplace, or at designated off-campus locations as well as on-campus.

In view of the College's mission of serving adult learners with significant professional experience, the academic recognition of prior learning is a fundamental component in the educational plan of many of its students seeking the Bachelor's Degree. The concept is based on accepted principles of adult learning, which emphasize a participatory, self-directed orientation to learning. It is designed to assist professional adult learners to attain their academic and career goals by validating the professional competencies they have acquired outside the classroom. An Academic Advisor is assigned to each student to provide necessary services and to ensure program progression and success.

To accommodate working professionals, classes are offered Monday through Thursday in the evenings from 6:00pm to 10:00pm or on Saturdays either half or full days. The PACE office is open from 8am to 8pm, Monday through Thursday and 8am to 5pm on Friday. Saturday hours are from 8am to 1:00pm.

Credit hours are earned through traditional classroom or distance learning instruction and transfer credits. At the Bachelor's level, certain military service course credits (DANTES), CLEP (College Level Examination Program), ACE (American Council on Education), FDLE (Florida Department of Law Enforcement), Series 7 License, and other professional certifications may qualify for academic credit.

First Year Student - Evening/Weekend Classes

Application Procedures

Students may apply for admission into the programs through the Office of Admission at any time throughout the year.

1. Students entering the Bachelor of Science, Bachelor of Arts, Bachelor of Science in Business Administration and Bachelor of Science in Education degree programs must have completed an Associate Degree and then worked full time for one year after completing the Associate Degree or students must have four years of full time work experience prior to admission. Degrees offered through the College of Science and Health may have additional admission requirements.
2. Students entering the Bachelor of Professional Studies degree program must have five years of full-time work experience prior to admission.
3. Students must have earned a high school diploma or G.E.D.

4. Students must submit an application with a non-refundable \$50 fee.
5. Students must meet with an academic advisor or PACE representative to plan out a program progression.
6. Official transcripts from previous institutions attended must be submitted to the academic advisor.
7. Students, prior to registration, must submit an Immunization Form signed by a licensed health care provider, to comply with Florida Administrative Code 6C-6.001(4). This code requires that all students born after 1956 must submit documented proof of immunity/vaccination to Measles (Rubeola) and Rubella (German Measles).
8. Graduates of foreign schools must submit an International Transcript Evaluation, a course equivalency report and a TOEFL score with a minimum of 500.

Transfer Students

Applicants will be considered for general acceptance if they meet the following requirements:

- Transfer students must have at least a 2.0 cumulative GPA from the last college attended.
- A demonstrated readiness to pursue studies.

Evening Division Refund Policy

Withdrawals from Evening Division classes must be accomplished through an advisor at the College of Professional, Adult And Continuing Education or College Advisor. Withdrawals are only permitted through the fourth (4th) week of a term. It is the responsibility of the student to properly file a Request for Withdrawal form with the Registrar. This will establish the day to which the University refund schedule applies. It is also the responsibility of the student to make a written refund request to the Office of Student Financial Services before refunds will be made.

REFUNDS ARE CALCULATED ON THE BASIS OF TOTAL TERM CHARGES PAYABLE, AFTER DEDUCTIONS FOR NON-REFUNDABLE DEPOSITS AND OTHER NON-REFUNDABLE FEES SUCH AS LAB FEES.

When a withdrawing student has been awarded financial aid, and the student withdraws prior to the completion of 60 percent of the term and if Title IV financial aid has been used to pay all or any portion of the charges, the financial aid program funds will be reimbursed to the appropriate agency in accordance with a formula required by federal regulations. Unearned Title IV funds will be returned to the Title IV Programs based on the number of days not attended. The order of refunds will be: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, Federal SEOG and other Title IV aid programs.

If a student withdraws anytime during a semester, all Lynn University grants and scholarship funds will be restored 100% to the University accounts. This policy may result in a financial obligation to the University which is payable at the time of a student's withdrawal.

Calculation of Refundable Amounts

Summer Term II		5/6/02 – 6/29/02		
			Amount	Date
Prior to the first day of classes			100%	May 3, 2002
Through first week of the term			75%	May 13, 2002
Fall Term I		9/3/02 – 10/26/02		
Prior to the first day of classes			100%	August 30, 2002
Through the first week of the term			75%	September 10, 2002
Fall Term II		10/28/02 – 12/21/03		
Prior to the first day of classes			100%	October 25, 2002
Through the first week of the term			75%	November 4, 2002
Spring Term I		1/6/03 – 3/1/03		
Prior to the first day of classes			100%	January 3, 2003
Through the first week of the term			75%	January 13, 2003
Spring Term II		3/3/03 – 4/26/03		
Prior to the first day of classes			100%	February 28, 2003
Through first week of the term			75%	March 10, 2003
Summer Term I		5/5/03 – 6/28/03		
Prior to the first day of classes			100%	May 2, 2003
Through the first week of the term			75%	May 12, 2003
Summer Term II		6/30/03 – 8/23/03		
Prior to the first day of classes			100%	June 27, 2003
Through the first week of the term			75%	July 7, 2003

Evening Division Enrollment Requirements for Financial Aid

A minimum of six credit hours is required in a given term for the loan programs. A student must stay enrolled in at least three credits each consecutive term thereafter to maintain in-school status for the loan programs. Maintaining in-school status refers to not going into repayment. It does not indicate that a student can be enrolled in 3 credits and be eligible for a loan.

For the Florida Programs the credit hour requirement is as follows:

Spring I	(January-March)	eight weeks	6 credits
Spring II	(March - April)	eight weeks	6 credits
Summer I	(May-June)	eight weeks	6 credits
Summer II	(June - August)	eight weeks	6 credits
Fall I	(September - October)	eight weeks	6 credits
Fall II	(October - September)	eight weeks	6 credits

There are two types of financial aid available through The College of Professional, Adult and Continuing Education (PACE). They are GIFT-AID and LOAN-AID. GIFT-AID comprises scholarship and grants from a variety of sources and is money that does not have to be repaid. Scholarships are awarded on the basis of academic promise while grants are awarded on need. LOAN-AID comes from a bank, credit union or other lending institution. Unlike scholarships and grants, loans must be repaid. Repayment of the student loans usually begins after the student leaves school.

SECTION II
GRADUATE CATALOG
2002-2003

CHAPTER I. GRADUATE ADMISSIONS

Admissions Philosophy

Lynn University seeks to admit students who can benefit from and are qualified for admission to the graduate programs offered by the institution. The graduate programs are divided into several colleges or programs, each of which is headed by a Dean or Program Director and implements its own admissions standards in cooperation with the College of Professional and Continuing Education (PACE). PACE is responsible for coordinating the implementation of the graduate program schedules and programs in the evening and weekend time frames, as well as off-campus and through online offerings. Thus, the various institutional units cooperatively seek students whose maturity, academic ability, motivation, and discipline qualify them for admission into the graduate programs of Lynn University.

The graduate programs of Lynn University are essentially programs that focus on career and professional development, application of knowledge bases, clarification and development of professional and personal values, and the enhancement of intellectual and professional skills. As such, the graduate programs reflect increasing levels of complexity; require students to analyze, examine, question, synthesize, and conduct research; think creatively and problem solve; evidence appropriate communication and information technology skills; and engage in active, collaborative, and individual learning activities.

Conditions of Acceptance of Admission and Enrollment

Students accepted for graduate study are expected to attend, participate in and be prepared for the graduate classes for which they are enrolled. The specific policies governing each course are set forth in the syllabus distributed by the instructor and they will govern the conduct of the course as long as they are not in conflict with institutional policy. Graduate students are expected to evidence maturity, responsibility, and discipline, and as such must assume responsibility for communicating individual problems or issues to the instructor and pursue them to resolution, as well as be responsible for complying with the policies and procedures of the program and the institution.

Master's Program Admission Requirements

All applicants should possess and have evidence of (1) a Bachelor's degree from an accredited college or university; (2) a minimum B average (3.0) in upper division (junior and senior) course work; (3) and completed the entrance examination, the Graduate Management Aptitude Test (GMAT) or Miller Analogies Test (MAT) which in combination reflect an applicant's ability to do graduate level work. Consideration may also be given to those who do not have the required G.P.A. or entrance examination scores, but do show promise and ability to do graduate level work as demonstrated through their supporting application materials.

Basis of Selection for Admission

Lynn University admits students of any race, color, gender, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Lynn University does not discriminate on the basis of race, color, gender, religion, national and ethnic origin, disability, or age in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Master's Application Documentation Requirements

Applicants for the **M.B.A.**, **M.Ed.** or **M.S.** degrees must provide:

1. A completed application form along with a non-refundable application fee of \$50.
2. Two Letters of Recommendation
3. Official transcripts from all colleges and universities attended
4. A Resume of work experience and a Statement of Professional Goals
5. A score of at least 40 on the M.A.T, 1000 on the GRE or 450 on the GMAT or a GPA of at least 3.0

Application Processing

Application inquiries may be directed to:

Admission Office
Lynn University
3601 North Military Trail
Boca Raton, Florida 33431-5598

Telephone: (561) 237-7900 or 1-800-888-5966
Email: gradadmin@lynn.edu

Fax: (561) 237-7100
Website: www.lynn.edu

Preparation Prerequisites for Master's Study. If applicants have not completed the necessary undergraduate work in their field of proposed graduate study, they may be required to take a range of 3-12 credits in undergraduate preparatory courses prior to taking their specialization courses. The specific prerequisites are presented along with each degree in the Catalog. Contact the Graduate Program Coordinator of the appropriate degree program for additional information and clarification.

For those applicants who do not have an undergraduate degree in Education, the State of Florida requires four bridge courses and student teaching in order to grant certification. An interview is suggested, but not required, as part of the application process.

Applicants Completing Undergraduate Degrees. Applicants who have not completed their undergraduate degrees at the point of application, should send official transcripts of their progress to date. Upon completion of the degree, they are required to submit an official final transcript, which includes the date of degree conferral. In appropriate cases, students may be admitted to combine graduate-undergraduate enrollment programs. An undergraduate student who is within six (6) credit hours of his or her undergraduate degree, and who has maintained at least a 3.0 undergraduate grade point average, may take no more than six (6) graduate credits as a non-degree seeking student.

Master's Entrance Testing Information

The M.Ed. and the M.S. in Administration require the **Miller Analogies Test (MAT)** or the **Graduate Record Examination (GRE)** The **Miller Analogies Test** is scheduled regularly at Lynn University. Contact the Graduate Admissions Coordinator for the testing schedule at (561) 237-7849.

The M.B.A. requires the Graduate Management Admissions Test (GMAT). The testing number for Lynn University is 5437.

Graduate Admission Committee

The **Graduate Admission Committee** evaluates graduate applicants on a case-by-case basis when his/her file is complete. This Committee consists of institutional representatives, including the Graduate Admission Coordinator and the Coordinator of the graduate program to which the applicant is seeking admission. Based on a review of the materials, the Committee may request additional information or require an interview.

Applicants whose credentials do not meet the standards set for admission by the respective colleges are reviewed by the College Program Coordinators for a final decision. Applicants who do not meet the minimal requirements for admission may be considered for probationary admission. Admission on probation is completely at the discretion of the college offering the program. Students admitted on probation must maintain a minimum G.P.A. of 3.0 to eliminate the probationary status.

Master's Program Admission Classifications

1. Regular or Full Admission

Applicants have submitted all application materials, met or exceeded the required standards and have been accepted by and admitted to graduate study at Lynn University.

2. Conditional Acceptance

Applicants who have not submitted all admission information may be conditionally accepted. This acceptance is limited to enrolling for six credits as a Special Student. The applicant must achieve a G.P.A. of 3.0 in his/her course(s) to be considered for **Full or Regular Admission**.

No credits are applied toward the degree until the M.A.T, GRE or GMAT results have been submitted. At this time the Graduate Admission Coordinator reviews the results, as well as any of the six transcribed credits taken at Lynn. The Coordinator determines (a) whether the applicant has met all the admission requirements; and (b) the applicability of the courses (if any were taken at Lynn) to the degree program. The Coordinator sends a letter with the final acceptance decision to the applicant with a copy placed in the applicant's file. Any other grounds for a Conditional Acceptance are time-limited with the conditions clearly defined in the acceptance letter.

3. Probationary Admission

Applicants who have not satisfied all admission criteria, but are considered to possess potential for successful graduate study may be probationally accepted. This acceptance is limited to six credits. The applicant must achieve a **G.P.A. of 3.0** in his/her course(s) to be considered for **Full or Regular Admission**.

Ph.D. Program Application Requirements

Applications and associated documentation are reviewed to evaluate the entrance examination scores, either the Graduate Record Examination (GRE) or Miller Analogies Test (MAT) and/or the G.P.A., which in combination reflect an applicant's ability to do graduate level work. Consideration may also be given to those who do not have the required G.P.A. or entrance examination scores, but do show promise and ability to do graduate level work as demonstrated through their supporting application materials. In these cases an interview with the graduate Admissions Committee is required. In addition to these minimum qualifications, applicants for the Ph.D. must have the following:

1. A minimum of 5 years professional experience as a practitioner, administrator, educator or researcher in an educational system, whether academic or non-academic (This requirement may be waived in certain circumstances).
2. A completed Master's degree in an appropriate area of specialization or field of intended study is required
3. Official transcripts from undergraduate and graduate study with degree completion dates.
4. A graduate G.P.A. of 3.25 or higher
5. A minimum score of 1000 on the Graduate Record Examination (GRE). Note: For information regarding the GRE, call (800) GRE-CALL.
6. Two letters of recommendation specifically addressing the applicant's professional practice and/or ability to do advanced independent study and research.
7. A Professional Overview (typed 3-page minimum) that reflects the applicant's philosophy and commitment to educational system innovation through a description and analysis of related professional experience.
8. A non-refundable application fee of \$50.

International Applicants for Graduate Degrees

International students who need a Certification of Eligibility (**Form I-20**) for their student visa must also submit with their application:

1. Official transcripts with a certified English Translation and an evaluation of the transcript by a foreign credential evaluation agency. Must include a course by course and GPA evaluation. Applicants who have not completed their undergraduate or in the case of a doctoral applicant, a graduate degree at the point of application, should send official translated transcripts of their progress to-date. Upon completion of the degree, they are required to submit an official final transcript, which includes the date of degree conferral.
2. Certification of finances from a bank showing sufficient funds to cover at least one year's tuition, room and board, travel and miscellaneous expenses at Lynn University **OR** a letter guaranteeing sufficient financial support from an employer, government or other sponsoring agent, with certification of finances from their bank.
3. Applicants from academic institutions where English is not the language of instruction must demonstrate their proficiency in the English language by submitting the results of the Test of English as a Foreign Language (**TOEFL**) as part of their application. If taking the **MAT** as the entrance test for the program, the Test of Written English (**TWE**) should be taken along with the **TOEFL**. Minimum scores of 550 (or 213 on the computer-based test) on the **TOEFL** and 5.0 on the **TWE** are required for graduate study. The **TOEFL** is the only acceptable test for English proficiency. The test is offered four times a year in the United States and many foreign countries. Further information may be obtained at the American Consulate or by writing directly to:
Test of English as a Foreign Language (**TOEFL**)
P.O. Box 6155
Princeton, New Jersey 08541-6155, U.S.A.
Tel. (609) 951-1100
4. When an admission decision is reached, those applicants who are accepted receive with their notification letter a request for a \$200 deposit as a confirmation of their plans to attend the University. An I-20 is issued upon receipt of the deposit.

American Disabilities Act (ADA)

Every effort will be made to make reasonable accommodations for students requesting services to meet their special needs. Students must make their disclosures at the time of application to the University.

Documentation will be required. Students should also disclose to their instructors during the first week of classes if they are requesting services to meet their special needs. The ADA Coordinator for Lynn is the Dean of the College of Education.

CHAPTER II. FINANCIAL INFORMATION

Tuition and Payment Policies

Graduate tuition and fees

Fees are determined on an annual basis. The University reserves the right to change, with or without notice, any of the fees printed in this catalog. Increases should be expected in subsequent years.

All application fees, tuition deposits, residence hall deposits and deferred payment charges are non-refundable.

Fee Payment. All student charges must be paid in full before a student is allowed to register or attend classes. All statements of account are due and payable in full on or before the date shown on the statement. Statements are sent to the address on record for each student.

Housing: Limited space is available in student housing for graduate students. For information on costs of room and board, contact the Office of Student Services.

Request for Withdrawal from Graduate Programs. Withdrawals from graduate programs must be processed through the academic advisor. The student is responsible for properly filing a Request for Withdrawal form with the Registrar. Withdrawals are permitted through the end of the fifth week of a term. This will establish the day to which the University refund schedule applies. It is also the responsibility of the student to make a written refund request to the Office of Student Financial Services before refunds will be made. At the time of application for withdrawal, student ID's must be returned. There is a \$5 fee to withdraw from each class.

Withdrawal from the University. Withdrawal from the University is a formal procedure that requires submission of a Request for Withdrawal form available in the Registrar's Office. At that time the Student ID card must be returned to the Office of Student Financial Services. The student is responsible for initiating a written request for a refund to the Office of Student Financial Services. Refunds are then calculated on the basis of total term charges payable after other deductions for non-refundable deposits and fees. Students not enrolled for two consecutive terms will be withdrawn from the University and must re-apply for readmission.

Financial Aid Withdrawal. When a withdrawing student has been awarded financial aid and has withdrawn prior to the completion of 60 percent of the term and if Title IV financial aid has been used to pay all or any portion of the charges, the financial aid program funds will be reimbursed to the appropriate agency in accordance with a formula required by federal regulations. Unearned Title IV funds will be returned to the Title IV Programs based on the number of calendar days not attended. The order of refunds will be: Federal Unsubsidized Stafford Loan and Federal Subsidized Stafford Loan. All students who withdraw must report to the Office of Student Financial Services for an exit interview.

Refund Policy for Withdrawals. Prior to the start of the term: 100%. Through the first week of the term: 75%. No refunds are granted after the first full week of classes. Refer to the Graduate Academic Calendar for exact dates.

Refund Calculation. Refunds are calculated on the basis of the total term charges payable after deductions for non-refundable deposits and fees. This policy may result in a financial obligation to the University that is payable at the time of a student's withdrawal.

2002-2003 Fee Schedule

Graduate Studies	\$440 per credit hour
Ph.D. Tuition	\$555 per credit hour

Other fees specified in the fees sections of catalog on pages 36 and 37

Submitting Payments

Payments are accepted in cash, check, money order, credit card or electronic wire transfers in U.S. dollars only. Credit cards that are accepted: VISA, MASTERCARD, AMERICAN EXPRESS and DISCOVER. Please include the student's Lynn University identification number with all payments.

Payments may be submitted by mail to:

Cashier	by Phone: (561)237-7187
Lynn University	by Internet: www.lynn.edu/payments
3601 N. Military Trail	by Wire: Bank of America, Boca Raton, Florida
Boca Raton, FL 33431	Routing transit #063000047
	Lynn University
	Checking account #003446423293

To help ensure that the appropriate student's account is credited timely, please include the student's name and Lynn University student identification number on your wiring instructions. Also fax confirmation to the Office of Student Financial Services at (561) 237-7189.

Financial Aid

For all financial aid programs, the Free Application for Federal Student Aid (FAFSA) must be completed and mailed to the Federal Processing Center. In approximately three weeks a report will be mailed to the student and to Lynn University. Lynn University will then determine the student's eligibility for the loan programs. An award letter must be signed by the student. Financial aid transcripts must be received from all prior schools, even if no financial aid was received, and all verification items (financial and eligibility status) must be completed before loan applications are submitted to the bank. International Students are not eligible for federal financial aid. Publications regarding grants and scholarships are available in the Office of Student Financial Services. Graduates should review the financial aid section of this catalog for specific financial aid loans, policies, and university regulations.

Graduate Assistantships

A limited number of Graduate Assistantships are available each year. Applications for a Graduate Assistantship must be submitted before June 15th for the next academic year, which begins in September. To be eligible, applicants must have completed the application process with all appropriate documentation; be fully admitted to the University for enrollment in one of the graduate programs, demonstrate financial need, have a 3.0 grade point average or higher, and meet specific qualifications. Students with a Probationary Admission are not eligible to apply.

Assistantships cover the cost of full-time tuition (3 credits for each term). Applications can be obtained in the Office of Student Financial Services. Applicants should consult the Office of Student Financial Services for policies governing graduate student assistantship. Graduate Assistantships require a 3.0 grade point average to be achieved at the end of each Graduate semester.

Scholarships

Private Scholarships. A limited number of private scholarships are available. Applicants must have a 3.0 grade point average, demonstrate financial need, and submit letters of recommendation. Applications may be obtained in the Office of Student Financial Services and must be submitted at least two weeks prior to the beginning of the term to be considered.

Conservatory of Music. Students accepted to the Conservatory of Music may apply for tuition/room and board scholarships funds.

Education Scholarships. Master's or Doctoral students who are active, full-time employees of an educational institution may qualify for an Educational Scholarship tuition reduction of \$135 and \$145 respectively per credit hour. For qualified M.Ed. students, the tuition is \$305 per credit hour; for qualified Doctoral students, the tuition is \$410 per credit hour. In addition, Doctoral students who are employed full-time as corporate training and development specialists may also be eligible. Students must submit both a current employment verification letter each year and the class registration form each term to the Office of Student Financial Services for scholarship approval.

Criminal Justice Administration Scholarships. Graduate students in the M.S. in Administration with specialization in Criminal Justice may qualify for a scholarship reduction of \$125 per credit hour from the usual tuition of \$440 per credit hour. The scholarship rate of \$315 per credit hour is available if they meet one of the following criteria: (a) Sworn as a law enforcement officer for a municipal, state or federal agency or (b) employed in the administration of police or security work at the municipal, state or federal level or through a private agency engaged in the protection of life or property. Students must submit both a current employment verification letter each year and the Class Registration Form each term to the Office of Student Financial Services for scholarship approval.

Veterans' Benefits

Lynn University is approved for veterans training. Students are required to achieve a specified level of academic performance. Failure to do so will result in termination of benefits.

Standards of Satisfactory Academic Progress

Financial Aid is awarded contingent upon the recipient's maintaining satisfactory academic standing and progress towards a degree. Every student on financial aid will have his/her cumulative grade point average evaluated at the end of the Term 3 semester each academic year. At that point, the student must have a cumulative grade point average of 2.0. If the student falls below a 2.0, he/she will be placed on financial aid probation for the following academic year. The student will be allowed Title IV financial assistance during the probationary period. A student will be removed from probationary status if he/she brings his/her cumulative grade point average to a 2.0 or better.

NOTE: A GPA below 3.0 places a Master's student on academic probation (below 3.5 for Doctoral students). These GPAs are also the GPAs that must be maintained in order to matriculate and graduate from Lynn University.

If the student has completed a second academic year of attendance at this university, he/she must have a 2.0 cumulative grade point average at the end of the Spring semester to retain Title IV funding for the following academic year. There will not be a probationary semester.

A student receiving Title IV funding must complete his/her degree within a specific time frame as follows:

- | | |
|--|---|
| a. Ph.D. Full-time: 15 terms (5 years) | b. Master's Full-time: 9 terms (3 years)
Part-time: 18 terms (6 years) |
|--|---|

Each Title IV recipient must meet a specific measurement of academic progress within the specified time frame as follows:

- | | |
|---|--|
| a. Ph.D. Full-time: 12 credits (annually)
Part-time: 5 credits (annually) | b. Masters Full-time: 24 credits (annually)
Part time: less then 24 credits (annually) |
|---|--|

A course withdrawal(s) or incomplete(s) will be evaluated as a non-completed course, and will not be counted towards the time frame requirement. A repeated course will be counted as a regular course.

If there has been undue hardship (i.e. medical, death, divorce), a student may appeal these standards. Appeals must be directed to the Office of Student Financial Services for review by the Financial Aid Committee. The Office of Student Financial Services will notify the student within 30 days of the Financial Aid Committee's decision.

The Standards of Academic Progress applies to: Federal Stafford Loans (Subsidized and Unsubsidized)

Withdrawal and Refund of Aid to Financial Aid Accounts

If a graduate student withdraws from Lynn University prior to the first week of the term, and if financial aid has been used to pay all or any portion of the charges, the federal financial aid programs from which the funds were disbursed will be refunded to the appropriate agency in accordance with a formula required by federal regulations. The mandated order of the refund shall be: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, other federal sources, other state, private or institutional aid, and then to the student. If a student withdraws any time during a semester ALL LYNN UNIVERSITY grants and scholarship funds must be restored one hundred percent (100%) to the University accounts. This policy may result in a financial obligation to the University which is payable at the time of withdrawal.

Tax Law

Under current Internal Revenue Service regulations, any scholarships or grants that exceed tuition, fees, books and supplies must be reported as taxable income on the student's tax return. For a student who resides in a country that does not have a tax treaty with the United States, the University must withhold 14% of the award in excess of the amounts used for tuition, fees, books, and supplies. The University remits this 14% to the IRS as federal income tax withheld. Each year all international students will be required to file a 1040NR with the Federal Internal Revenue Service by April 15th. Failure to file this form will jeopardize future scholarship awards to a student.

CHAPTER III. ACADEMIC AND RECORDS INFORMATION

The mission of the graduate programs of Lynn University

Lynn University provides an intellectually stimulating environment where students gain knowledge and competencies necessary to become global leaders and life-long learners. Lynn attracts students from a variety of backgrounds, whose aim is to become leaders in their fields. Lynn seeks to enhance the career advancement of working professionals.

The overall mission of Lynn University is enhanced by providing its graduates with the knowledge, competencies, and skills needed for leadership in the 21st century. In order to achieve these purposes, the curricula of our graduate degree and certificate programs are reviewed on a regular basis to assure the academic quality and relevance of course offerings.

Committed to individualized student attention and mentoring, our faculty members foster and help learners realize the development of their innate leadership talents and intellectual abilities.

Our synergistic learning environment stimulates and challenges students to:

- Discover and maximize administrative talents and leadership abilities,
- Develop and expand critical thinking skills to facilitate application of theory to practice,
- Acquire a technologically-oriented frame of reference to identify, access and use knowledge and data bases efficiently and appropriately, and
- Cultivate a comprehensive understanding of the dynamics of global change to be able to distinguish its causes, effects, magnitude and cultural significance.

In this integrative learning process, students will gain an understanding of the dynamic nature of our contemporary transformation into a global society, demonstrate effective leadership in addressing the ensuing opportunities and dilemmas, and make choices that foster innovative alternatives to address changing human needs. More specifically, graduate students are expected to develop advanced competencies in critical thinking and analysis that will enable them to use and contribute to a variety of knowledge bases developed to deal with contemporary and future challenges.

Degrees, Programs and Certificates

Degrees:

The Graduate Programs at Lynn University offer four types of degrees: the Master's of Business Administration., Master's of Education., Master's of Science in Administration., and the Doctor of Philosophy.

The 36-credit M.B.A. is available with specializations in Aviation Management, Management Information Systems, International Business, Health Care Administration, Hospitality Administration (Hotel, Restaurant, Tourism), and Sports and Athletics Administration.

The two M.Ed. programs include a 42-credit practitioner-oriented degree in Varying Exceptionalities with a teaching endorsement in E.S.O.L. and a 36-credit Educational Leadership degree, which focuses on leadership related theory, knowledge, and clinical experiences in the field, as well as practical application of that theory and knowledge.

The 36-credit M.S. in Administration is available with specializations in Biomechanical Trauma, Criminal Justice Administration, Criminal Justice Administration with a concentration in Technical Intelligence Operations, Emergency Management and Administration, Health Care Administration, and Sports Management.

The 42-credit M.S. in Administration with specialization in Health Care Administration (with an available Nursing Home Administrator Licensure Option) is also offered.

The 60-credit Ph.D. is offered in Educational Leadership with a Global Perspective with two specializations: Educational Leadership or Corporate Leadership.

In addition to the degree programs, three 21-credit certificate programs are offered in Aging Studies, Health Care Administration, and Geriatric Care Management. A post-baccalaureate diploma course of study, called the Professional Studies Diploma Program, is available through The Conservatory of Music at Lynn University. This two-year program's primary focus is advanced music performance education.

Introduction to the Lynn Graduate Educational Model

Lynn University has developed a conceptual model for differentiating the goals, expectations and outcomes for baccalaureate, graduate and doctoral level learning. This model represents the way in which our faculty members set standards and expectations for learners' performances, construct their course syllabi, choose the learning experiences for their students, design projects to maximize learning and set the criteria for evaluating student performance and mastery of the doctoral requirements. Similarly, learners can use these dimensions to evaluate their knowledge and skill levels, as well as their learning experience and progress.

The model employs seven dimensions that define the learning experience and its expected outcomes:

1. **Course Requirements:** Those expectations for the level of mastery to be achieved through completion of the course.
2. **Teaching Methodology:** Those roles and relationships that shape the learning domain along with the nature of the exchange and flow of ideas, thought, information, knowledge, and data during a course.
3. **Learner Goal:** The primary and overriding goal of the learning process.
4. **Course Text(s) or Literature in the Field:** The level and modalities used to access ideas, concepts, theories, information and knowledge exchange.
5. **Technology Infusion:** The expectations for use of technology in courses and independent scholarly work.
6. **Expected Course Outcomes:** The specific knowledge and skills to be developed during the course.
7. **Evaluative Measures:** Those ways and means in which knowledge and skills acquisition are cultivated.

Undergirding each level is the minimum knowledge to be achieved for the specified degree program. This model provides a basis for assuring that students and faculty understand and share the expectations for the appropriate level of education and its outcomes.

Table1. Lynn University's conceptual distinction between and among Undergraduate and Graduate / Doctoral level expectations.

Dimensions	Undergraduate Level	Master's Level	Doctoral Level
Course Requirements	Grasp of Discipline Knowledge, its Purposes & Basic Competencies	Mastery of Knowledge, Evaluation of its Application and Results	Scholarship/Research Contributing to the Knowledge Base
Teaching Methodology	Teacher as Expert: Lecture, Discussion, Frequent Testing & Feedback, Learner-Centered, Group Learning	Shared Mastery: Seminars, Active Learning, Mentoring, Individualized	Shared Expertise: Mentoring Learner-Centered, Conceptual Block-Busting, Practica, Nurturing Scholarly & Intellectual Development
Learner Goal	To Access & Use Field Resources/Knowledge to Understand & Analyze a Problem or Issue	To Use Knowledge & Research in Practice to Solve Problems or Pose Alternatives	To Develop Conceptual Models for Effective Practice & Research that Informs the Knowledge Base
Course Text(s) or Literature in the Field	Introductory-Intermediate Texts, Anthologies, Videotapes, <i>Internet</i> , Web Page Construction	Advanced Texts, Professional Journals, Bibliographies, Videotapes, <i>Internet</i>	<i>Internet</i> , Experts in the Field, Professional & Electronic Journals, Writing Annotated Bibliographies
Infusing Technology	To access & use computer as a course resource for learning, designing & using Web pages	Internet as data source for information to address professional & practice trends/issues	Internet as source for collegial discourse, statistics, databases, information gathering & dissemination
Course Outcomes	Ability to Summarize, Describe/Integrate Core Curriculum Knowledge & Skills with Major-Develop Critical Thinking Skills	Ability to Analyze Research, Examine, Questions & Synthesize Course Knowledge, Use Critical Thinking Effectively	Ability to Conceptualize & Critique Theory & Practice, Critical Thinkers, Knowledge Builders, Innovators
Evaluative Measures	Substantive Knowledge Development: Objective Tests, Presentations, Research Papers & the Major Thesis	Applied Theory to Practice: Oral & Written, Individual & Group Presentations, Graduate Projects	Applied Research to Practice: Individual Projects Practica, Comprehensive Examination, Dissertation Proposal & the Dissertation
Knowledge Level to be Achieved	INTRODUCTORY-INTERMEDIATE	ADVANCED	EXPERT

Graduate Policies Relating to Academic Integrity

Student Responsibility

Lynn University encourages its students to take the major responsibility for their own academic activities and to accept the resulting consequences. No student should behave or act in a manner that would harm the educational environment or diminish the learning experience of any other member of the academic community.

Each student is responsible for a knowledge of and adherence to regulations regarding registration, withdrawal, degree plan, deadlines, graduation requirements and the payment of tuition and fees.

Grade Review Process

A final course grade may be reviewed the following term only on the basis of prejudice or miscalculation. This review process is as follows:

- (1) A student would meet with the instructor.
- (2) If unsuccessful, the student may then meet with the instructor's immediate supervisor (Dean of the appropriate college) by submitting a written statement with evidence supporting his/her case.
- (3) If this request is denied, the student must convince one member of the Academic Grade Review Committee of the merit of his/her case.
- (4) If one member of the Committee is convinced that there was prejudice or miscalculation involved, the Academic Grade Review Committee will convene within two (2) weeks of the final request by the student to determine the results.

For a disputed test or paper grade, the student must first review the issue with the instructor. Then the student may review the issue with the instructor's immediate supervisor (Dean of the appropriate college) by submitting a written statement. This process must take place within seven (7) days from the date of the student's notification of the grade.

Appeal of a Decision Relating to the Application of Degree Requirements for Admission to, Progression through, or Dismissal from a Degree Program

The academic requirements and regulations set forth in this catalog are the minimal requirements established by the University. Students are also obligated to meet all additional requirements established for degree programs ("Degree Requirements"). These may include specific admission requirements, standards for satisfactory progress (progression requirements), and graduation requirements. It is the responsibility of students to be knowledgeable of the academic standards in their degree program.

Prior to initiation of the following review and appeal process, students are encouraged to discuss the decision or academic requirement with the degree Program Coordinator. This may be by appointment or by telephone conversation.

Any student enrolled in Lynn University requesting relief from Degree Requirements as they relate to that student, or claiming to be aggrieved by any decision relating to his or her own admission to, progression through, or dismissal from a degree program, shall have the right to request review of such decision in accordance with the following procedures:

1. All appeals shall be in writing and shall be delivered to the appropriate Program Coordinator. The student shall deliver a written request for review of the decision with the Program Coordinator of the appropriate degree program within thirty (30) days after the date the decision became effective. The written request for review shall include: (i) a written justification as to why the student believes the decision is erroneous or he or she should be granted relief from a Degree

Requirement, (ii) the relief requested by the student, (iii) and all other relevant information. Any student who fails to request review of the decision within thirty (30) days after the date the decision became effective, shall be deemed to have waived the right to request review of the decision.

- 1.1 Upon receipt of a written request for review and justification, the Program Coordinator shall place the request in the student's counseling records in the respective degree program and shall forward a copy to the Dean of the appropriate college.
- 1.2 In considering the student's request, the Program Coordinator shall consult with the Dean of the College of Graduate Studies, may consult with faculty members of the respective degree program and may consider any other evidence the Program Coordinator determines to be relevant. Also, at his or her sole discretion, the Program Coordinator may hold a meeting with the student, or with appropriate faculty members, or both, in person or by telephone conference, to obtain any other information or evidence the Program Coordinator determines to be necessary.
- 1.3 If the Program Coordinator determines that sufficient grounds exist such that relief would be appropriate, the Program Coordinator may grant the relief requested, or may grant any other relief the Program Coordinator finds to be appropriate under the circumstances. Sufficient grounds for relief include any extraordinary or extenuating circumstances, but shall not include a student's lack of knowledge of the academic program standards.
- 1.4 The Program Coordinator shall send a written decision on the request to the student, including the reasons supporting the decision, within five (5) days (excluding Saturdays, Sundays, and holidays) of the date the student filed the written request with the Program Coordinator.
2. Any student who is not satisfied with the decision of the Program Coordinator on his or her request for review may deliver a written appeal with the Dean of the appropriate college. Such appeal shall be delivered within five (5) days (excluding Saturdays, Sundays, and holidays) of receipt of the written decision of the Program Coordinator. The written appeal shall include a copy of the student's written request for review to the Program Coordinator and accompanying documentation, as well as a copy of the written decision of the Program Coordinator.
- 2.1 The Dean shall consider all of the information and evidence considered by the Program Coordinator. In addition, the Dean may consult independently with the Program Coordinator and other faculty members of the College and may consider any other evidence the Dean determines to be relevant to the appeal. Also, at his or her sole discretion, the Dean may hold a meeting with the student, with the Program Coordinator, with appropriate faculty members, or any or all of them, in person or by telephone conference, to obtain any other information or evidence the Dean determines to be necessary to the proper disposition of the appeal.
- 2.2 The Dean may uphold or modify, in whole or in part, the decision of the Program Coordinator.
- 2.3 The Dean shall send a written decision on the appeal to the student within five (5) days (excluding Saturdays, Sundays, and holidays) of the date the student filed the written appeal with the Dean.
3. Any student who is not satisfied with the decision of the Dean on his or her appeal may deliver a written appeal with the Academic Dean, Office of Academic Affairs. Such appeal shall be delivered within five (5) days of receipt of the written decision of the Dean. The written appeal shall include: (i) a copy of the student's request for review to the Program Coordinator and accompanying documentation, (ii) a copy of the written decision of the Program Coordinator, (iii) a copy of the written appeal to the Dean and accompanying documentation, and (iv) a copy of the written decision of the Dean.
- 3.1 The Academic Dean shall consider all of the information and evidence considered by the Program Coordinator and the Dean. In addition, the Academic Dean shall consult with the Vice President for Academic Affairs, and may consult independently with the Program Coordinator, the Dean of the appropriate college, and other faculty members of the College. The Academic Dean may consider any other evidence the Academic Dean determines to be relevant to the appeal. Also, at his or her sole discretion, the Academic Dean may hold a meeting with the student, with the Program Coordinator, the Dean of the appropriate college, with appropriate faculty

members, or any or all of them, in person or by telephone conference, to obtain any other information or evidence the Academic Dean determines to be necessary to the disposition of the appeal.

- 3.2 The Academic Dean may uphold or modify, in whole or in part, the decision of the Dean.
- 3.3 The Academic Dean shall send a written decision on the appeal to the student within five (5) days (excluding Saturdays, Sundays, and holidays) of the date the student filed the written appeal with the Academic Dean. The decision of the Academic Dean is final.
4. In cases where the Degree Program Coordinator and the Dean are the same person, step 2 is skipped and the appeal shall proceed from the Program Coordinator directly to the Academic Dean.
5. No aspect of the above proceedings may be audio or video recorded without the expressed, written permission of each person involved.

Note: Dismissal from a degree program does imply dismissal from the University. (See Dismissal Policy of the University).

Academic Integrity

All members of the University community, faculty, administrators, staff, **AND** students are obliged to adhere strictly to the highest standards of academic integrity in study, research, instruction and evaluation.

To protect the integrity of the grading system and to affirm the importance of honesty and accountability in the academic community, the University imposes strict penalties for academic dishonesty.

Academic Probation

Master students are expected to maintain a GPA of 3.0 each term, as well as throughout their graduate academic career. Doctoral students are required to maintain a GPA of 3.5. Graduate students unable to maintain the required GPA will be placed on academic probation.

A student who falls below the minimum standard may remain in the program with a plan for remediation established with the advisor to be set forth the next term. A student must demonstrate graduate level work in the subsequent term. Failure to meet remediation goals will result in recommendation of dismissal to the Dean of the College in which the student is enrolled. A student must maintain the appropriate GPA to graduate from the University.

Dismissal from the University

A graduate student may also be subject to academic dismissal due to a lack of academic progress, specifically when the graduate student has a second consecutive semester on academic probation. The academic records of these students are reviewed by their advisor and the Dean of the appropriate college. Based on their recommendations, a final decision will be made by the Academic Dean.

If there are sufficient and extenuating circumstances, the student may request a review of the academic dismissal in writing to the Academic Dean. The Dean will review the petition with the Dean of the College of Graduate Studies and make a recommendation to the Academic Vice President.

Dismissed students, with the exception of anyone dismissed for academic dishonesty, may apply to the University for readmission after one year from the term of dismissal. Readmission decisions will be based on documentation of graduate-level academic achievement at another university.

Veteran students will have their benefits terminated if they fail to attain a 3.0 GPA (Master's) or 3.50 GPA (Doctoral) after two consecutive terms on probation.

The Institutional Review Board

Lynn University's Institutional Review Board for the Protection of Human Subjects in Research (IRB)

All human subject research and research-related activities involving human subjects conducted within or under the auspices of Lynn University by any faculty, employees or students, is subject to the Institutional Review Board for the Protection of Human Subjects in Research (IRB) review, recommendations if warranted, and final approval.

The purpose of the IRB is to safeguard the safety, privacy, health, and welfare of the human subjects involved in research and research-related activities. IRB reviews three categories of research: new projects, periodic review on a continuing project, or a procedural revision to a previously approved project. IRB members are selected for their experience, expertise, diversity and breadth in backgrounds and represent individuals with primary concerns in both scientific and non-scientific areas.

Under no conditions can proposed research begin prior to IRB review and written approval.

Investigators have many obligations, including designing the study so that the incidence of risk and stress are minimized to the greatest degree possible and that these risks are accurately described in the protocol. Moreover, the Investigator bears responsibility for terminating the study when hazards or risks to the subject become apparent or may be incompatible with the benefits of the study; further, investigators must report any adverse reactions associated with the study to the IRB.

Information regarding the IRB Policies is available in the appropriate College. These procedures are briefly summarized as follows:

1. A Research Proposal must be approved by an advisor in the case of student research or by the supervisory Vice-President in the case of a University employee prior to submission to the IRB.
2. Submit completed **Application for IRB Review** which includes the Research Protocol must be submitted to the IRB. Reviews may be by convened full board review (11 copies) expedited review (5 copies) or request for exempt status (3 copies).
3. A schedule of IRB meeting dates, and deadlines for submission of the Application for IRB Review corresponding to these dates is available. Generally, deadlines are two weeks prior to each monthly IRB meeting. If the IRB has any special concerns or questions, the researcher may be asked to attend the meeting.
4. The investigator and the institution are notified in writing of its decision to approve or disapprove the proposed research activity, or of modifications required to secure IRB approval of the research activity. If the IRB decides to disapprove a research activity, it shall include in its written notification a statement of the reasons for its decision and provide the investigator an opportunity to respond in person or in writing. Institutional notification for employees is to the investigator's supervisory Vice-President and to the research advisor in the case of students. For students, once approved, a copy of the approval letter is sent to the Registrar for the student's permanent file.
5. Currently approved protocols must be reviewed annually.
6. A copy of the IRB approval letter must appear in the Appendix of the final document (professional publications or report, project, thesis, or dissertation). IRB procedures and approval process must be described in the dissertation/thesis/ or other professional publication or report. This is typically the "Methods" section of the report.

Lynn University Code of Computing Practice

All Lynn University students and staff are expected to practice responsible and ethical behavior in their computing activities. While most computer users act responsibly, those who do not either through ignorance or intent, have the potential for disrupting others or even for stealing or damaging their work.

The University is responsible for securing its computing systems to a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate

uses. This responsibility includes informing users of the expected standards of conduct and the punitive measures for not adhering to them. For specific information on information technology policies see www.lynn.edu/student.

Academic Programmatic Policies

General Information

The University reserves the right to impose probation on any student whose conduct is unsatisfactory. The University further reserves the right, subject to University procedures, to require a student to withdraw at any time. Admission of a student that is premised upon false statements or documents is null and void upon discovery of the fraud, and credit previously earned by the student is voided.

There will be no refund of tuition, fees, charges, or any other payments made to the University in the event the operation of the University is suspended at any time as a result of any act of God, strike, riot, disruption, or for any other reason beyond the control of the University.

Upon dismissal or suspension from the University, there will be no refund of tuition and fees. Further, in the event that there has been only a partial payment of fees and tuition, the University will consider the balance due.

Admission of a student to Lynn University for any academic year does not imply that the student will be re-enrolled in any succeeding academic year.

The University makes every effort to assure completeness and accuracy in the catalog. However, due to the inevitable changing nature of listings and policies from year to year, possible errors, misprints, or omissions may occur, for which the University shall not be held liable.

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the University. The University reserves the right to change any provision or requirement, including fees, contained in this catalog at any time with or without notice.

Enrollment in Class

Students are permitted to enter class only after obtaining financial clearance from the Office of Student Financial Services and completing the formal registration procedure at the Office of the Registrar located in the Green Center.

Campus Housing

A limited number of campus accommodations are available to graduate students on a space available basis. For applications and information about costs for room and board, contact the Office of Student Services.

Cancellation of Courses

The University reserves the right to cancel any course for which an insufficient number of students have enrolled or for other reasons deemed necessary. No charge is made to a student for a registration change necessitated by such course cancellation.

Change of Name, Address or Marital Status

To insure that the University maintains accurate records, students who change their personal status (name, marital status, home address, etc.) should notify their advisor and the Registrar's Office as soon as possible.

Classification of Graduate Students

A master's or doctoral student is classified as full-time if registered for six or more credits a term for five of the six terms during an academic year. A minimum of 3 credits each term is the requirement for two terms sequentially to qualify for federal financial aid. A student registered for less than six credits per term is considered part-time.

Course Schedule Changes

Graduate students may change their course schedule only within the one-week Add/Drop period following registration at the beginning of each term. The deadline is posted on the appropriate College Academic Calendar (www.lynn.edu).

Policy and Procedures for Failing Grades.

Those who receive a grade of F are in serious academic jeopardy. When this happens, their advisor(s) conducts a thorough review of the student's academic progress, in order to determine whether or not and under what circumstances the student(s) will be allowed to remain in the program. In turn, the advisor shares the review results with the Dean of the appropriate College, where a final determination is made. The student is informed of the decision in writing either to: (a) remain in the program with a plan for remediation; or (b) be dismissed from their program and the University. For those who remain in the program, the failed course must be repeated the next term the course is offered.

For doctoral students, a grade of F is unacceptable for any reason. Receipt of this grade requires an immediate review of the student's progress by the advisor who reports these results to the Dean of the appropriate college for a final determination and action.

Incomplete (I)

An I is given for a course only under the following conditions: A student who is passing a course, but who has not met the course requirements by the end of the term receives an I. I's are used only in extenuating circumstances. This grade reflects neither passing nor failing work. An I is not included in the calculation of the grade point average.

The student is responsible for completing the course requirements during the first two weeks of the following term. Failure to complete the course requirements within this time results in a grade of F for the course.

Internship Grading

A grade of P (designating Passing) is used for all internships. The P indicates that the student has fulfilled all academic requirements, professional obligations, and work associated with the internship, including the completion of the required hours in the field. The credit hours are recorded, and the P is not used in the calculation of the grade point average.

A grade of F is used when the requirements, professional obligations, and work associated with the internship have not been completed successfully. Neither the credit hours nor any quality points are entered in a student's record.

A designation of IP is used to denote that an internship requirement has not been completed in one term and is continuing for an additional term.

Graduate Grade Point Average (GPA)

At the end of each term a GPA is computed and based on the following Grade Quality Points for Each Credit:

A	4	A-	3.67		
B+	3.33	B	3.00	B-	2.67
C+	2.33	C	2.00	C-	1.67
D+	1.33	D	1.00		
F	0	WF	0		

A cumulative record of the quality point standing of each student is maintained. Students who fail to meet minimum standards are placed on academic probation and their enrollment may be terminated if satisfactory progress is not made.

Other symbols in use and not included in computation of average include the following:

W	Officially withdrawn from the course
AU	Audit
R	Repeated
I	Incomplete
IP	In Progress (for internships extending over one term)
P	Passing
NR	Grade not reported

A temporary grade of **NR** is recorded if an instructor fails to list the grade prior to the time the grade reports are prepared and mailed. The actual course grade will be recorded upon its receipt.

Graduation

Students who complete their course work by Term 5 (summer 1) will be eligible to participate in the May Commencement. Those satisfactorily completing their course work after Term 3 will be eligible to participate in the following Commencement. All students anticipating graduation must apply for graduation at the office of student administrative services and have an academic program audit completed. Students should comply with the application deadline issued by the Registrars Office.

A graduation fee of \$130 applies to all graduates and represents each student's share of expenditures related to both the individual graduate and the graduating class. The fee is payable whether or not a graduate participates in Commencement. Included are costs pertaining to record verification, transcripts, diploma, commencement ceremony, and activities.

Applications for graduation are available in the office of student administrative services. Deadlines for applications are posted on The College of Graduate Studies Academic Calendar.

Registration

Registration begins several weeks prior to the beginning of each of the six terms. Schedules of class offerings show up on the web as soon as they are finalized,

www.lynn.edu/advising

Click on the guest button or use your sign-on and pin # if you have already been assigned a pin number. Students who have been assigned a pin number and are not on probation may register via the Web anytime prior to the beginning of the term. New students must meet with an advisor prior to being assigned a pin #.

Add/Drop Period

The Add/Drop Period takes place during the first week of the term. At this time a student may change or drop a course. However, when the Add/Drop Period ends, it is not possible to change one's schedule.

Late Registration

Late registration requires written approval from the Dean of the appropriate College. An additional Late Registration Fee of \$40 is also charged and is effective the first day of the term.

Registration Procedures.

Each student must first meet with her/his advisor for approval of course selections. The student may then proceed to the Office of Student Financial Services to pay the tuition and registration fee and then to the Registrar's Office to complete the registration process.

Residency Requirement

The residency requirement in graduate programs is intended to ensure that students become integrally

involved in the academic life of their program and of the university. By being in residence students are more likely to become fully immersed in graduate study for a substantial period of time and for them to develop a relationship of scholarly and professional collegiality with faculty and fellow students. During their residency period students are expected not only to take courses, but to participate in other aspects of the intellectual life of their discipline and of the university community.

Master's students must fulfill residency requirements by completing a total of 6 credit hours in any two consecutive terms (which may include summer). This residency period must be subsequent to admission to the program. Graduate project credit hours may not be used to fulfill residency requirements.

For Ph.D. students, two consecutive terms must be spent in residence. This residency period must be subsequent to admission to the program. A minimum of 6 credit hours of program course work must be completed in each of the terms (generally six credits each term). Dissertation credit hours may not be used to fulfill residency requirements.

Special Student Status

Graduate students who wish to take courses for the purposes of continuing education, teacher certification, transfer of credits to another institution or to complete the requirements to sit for the Florida Nursing Home Administrator Licensure examinations may register as **Special Students**. **Special Students** are classified as non-degree seeking students and must show evidence of graduation from an accredited college or university in order to be eligible for this classification and take graduate courses at Lynn University. **Special Students** must complete a Special Student Form available in the Admission Office and may be limited to 6 credit hours, except under the following circumstances:

1. Educators seeking **E.S.O.L.** certification or taking courses for certification or recertification purposes are limited to 15 credit hours (five 3-credit courses).
2. Graduates from either an undergraduate or graduate program in Health Care Administration who may require additional courses from our State-approved program for **Nursing Home Administrator Licensure** in order to sit for the State of Florida examination are limited to 15 credit hours (five 3-credit courses).

Those interested in enrolling as non-degree seeking students should contact the Admission Office for a Special Student Form and Registration materials. Term Schedules of Classes are available in the Office of Admission, the Registrar's Office, the appropriate College and on the Web.

Financial Aid is not available to Special Students. Because of Immigration Regulations, a foreign student with either an **F-1 or J-1 Visa** may not register as a Special Student and must be degree-seeking.

Those wishing to change their status to degree-seeking must complete a graduate application, provide all necessary documentation, including entrance testing and meet all admission requirements. Enrollment as a Special Student in no way implies a right for future admission to the University or a graduate program.

Credit earned as a Special Student does not automatically count as fulfilling graduate degree requirements unless approved by the Program Coordinator or Dean of the appropriate Dean. All such proposed courses must have a grade of "B" or better and meet specific course requirements for the degree. This determination is made after the applicant has been accepted to the University or by the end of his or her first term as a matriculating student.

Second Master's Degree

Currently matriculated graduate students who wish to pursue a second Master's degree can do so. The primary requirement is that the second degree must have a minimum of 24 unique credits. An **Application for**

Readmission and submission of the Lynn University graduate transcript needs to be completed and sent to the Graduate Admission Coordinator, who will send formal notification of the acceptance into the second Master's program.

Security Telephone

The Security Office is available 24 hours a day. A Security Station is located at the southeast corner of the Freiburger parking lot and adjacent to the baseball complex. Security can be reached at (561) 237-7226.

Student Participation in Sports

Many of our graduate students are interested in athletics as participants. With the changes outlined in the **1998-99 NCAA Manual**, graduate students may now compete using the one-time transfer rule of eligibility, which follows:

Graduate Student/Post-baccalaureate Participation.

A student-athlete who is enrolled in a graduate or professional school of the institution he or she previously attended as an undergraduate (regardless of whether the individual has received a United States baccalaureate degree or its equivalent), a student-athlete who is enrolled and seeking a second baccalaureate or equivalent degree at the same institution, or a student-athlete who has graduated and is continuing as a full-time student at the same institution while taking course work that would lead to the equivalent of another major or degree as defined and documented by the institution, may participate in intercollegiate athletics, provided the student has eligibility remaining and such participation occurs within the applicable five-year or 10-semester period set forth in 14.2.

One-Time Transfer Exception.

A graduate student who is enrolled in a graduate program or professional school of an institution other than the institution he or she previously attended as an undergraduate may participate in intercollegiate athletics if the student fulfills the conditions of the one-time transfer exception set forth in 14.5.5.3.11 and has eligibility remaining per 14.2 (Adopted: 1/9/96 effective 8/1/96 for those student-athletes who transfer to the certifying institution on or after 8/1/96).

The Higher Education Amendments of 1992 necessitated the development of the Equity in Athletics Disclosure Act of 1994. This disclosure of data on participation rates and financing of men's and women's sports in intercollegiate athletic programs at Lynn University is available in the Athletics Office.

The Student Right-To-Know Act of 1990 requires disclosure of graduation or completion rates and transfer-out rates for: (1) the general population of full-time, degree-seeking undergraduate students, and (2) students who receive athletically-related student aid, broken down by race and gender within sports. This information is available at the Office of the Registrar.

Transcripts

Requests for transcripts should be directed to the Office of Student Administrative Services. Each transcript is \$5. Cash or checks made payable to Lynn University must accompany each request. Each transcript requires a minimum of 24 hours for processing. If special instructions or services are required, a special processing fee may be required.

Transfers to Another Specialization Within a Degree Program

Should a graduate student wish to transfer to another specialization within the **M.B.A. or M.S.** Degree program, a **Request for Change of Specialization** form must be completed and approved by both his or her current advisor and the Dean of the College which sponsors the Academic Specialization.

A copy of the approved form is filed with the Registrar, the new advisor and the student also receives a copy of the approved form.

Transfer of Graduate Credits from Other Colleges and Universities

Up to six hours of graduate credits from a fully accredited graduate school may be transferred into the **M.B.A., M.Ed., M.S.** programs if they meet the following criteria:

1. Masters degrees: The course(s) must be at the graduate level from either a Master's degree program initiated at another school, but not completed **OR** a completed Master's degree.
3. The course(s) must have a grade of B or better **AND** be taken no more than four years prior to admission to Lynn University.
4. Transfer credit will be awarded only for those courses that are comparable in title and content to those in the **Lynn University Academic Catalog AND** part of the proposed course of study.
5. For course titles not specifically listed in the catalog and curriculum, the Program Coordinator or the dean of the appropriate college will determine whether any transfer credit will be awarded.
6. Credits taken at schools not accredited by one of the regional associations will be evaluated **ONLY AFTER** a student has submitted a school catalog and a course syllabus for each. In certain cases competency testing may be required.

Ph.D. Criteria

Transfer Credits

Credit hours may be transferred into the Ph.D. degree program if they meet the following criteria:

1. A maximum of six graduate credit hours may be transferred from coursework applied to a completed Master's degree.
2. A maximum of 12 graduate credit hours from a fully accredited graduate school may be transferred into the Ph.D. degree program (only six of which were applied to a completed master's degree).
3. The criteria for the transfer of credit from the University Catalog also apply to the transfer of graduate credit hours into the Ph.D. Program.

Transfer Procedure - Requests for Transfer of Credits should be directed in writing to the faculty advisor or degree program coordinator during the first term of master's or doctoral study. Appropriate documentation should accompany the request, consisting of an official transcript and one or more of the following: a course description, a catalog, a syllabus for the course, or completed written assignments for the course.

Prospective and enrolled graduate students are reminded that the general academic, financial, and student behavioral policies and rules of the institution as stated in the catalog remain in force and effect unless specifically modified by graduate rules and policies included in the graduate section of the catalog.

CHAPTER IV. GRADUATE DEGREE PROGRAMS

Master's Degree Completion Requirements

M.B.A.

1. Complete any necessary prerequisites.
2. Complete the degree in four calendar years from the date on a student's initial registration or may be held to any new degree requirements.
3. Maintain a cumulative 3.00 G.P.A.
4. Complete twelve 3-credit courses, consisting of seven to nine foundation courses (21 to 27 credits) and three to five specialization courses (9 to 15 credits).
5. Develop and successfully demonstrate a range of critical thinking skills to complete an oral and written presentation, reflecting the integration and application of theory to practice in MBA 590 **Business Policy Seminar**.
6. Complete **GSR 501** Graduate Orientation Seminar.

M.Ed.

1. Complete the degree in four calendar years from the date on a student's initial registration or may be held to any new degree requirements.
2. Maintain a cumulative 3.0 G.P.A.
3. The third requirement varies, depending upon the M.Ed. degree program.
 - a. **For the M.Ed. without an E.S.O.L. Endorsement,**
Complete 36 graduate credits, consisting of 27 credits in Varying Exceptionalities and 9 credits in research, and successfully complete a Graduate Project.
 - b. **For the M.Ed. with an E.S.O.L. Endorsement,**
Complete 42 graduate credits, consisting of 27 credits in Varying Exceptionalities and 15 credits in E.S.O.L., and successfully pass a Comprehensive Examination.
4. Complete **GSR 501** Graduate Orientation Seminar.
5. All students must pass the **CLAST** and the Florida Teacher Certification Examination in Varying Exceptionalities.

M.S.

The graduate faculty have established three requirements for the successful completion of the **M.S.** degree.

1. Complete the degree in four calendar years from the date of a student's initial registration or may be held to any new degree requirements.
2. Maintain a cumulative 3.0 G.P.A.
3. The third requirement varies with the **M.S.** specialization which follows:
 - a. **Biomechanical Trauma:** Complete 36 graduate credits, consisting of 15 credits of foundation courses for the administration major (6 credits in management and administration, 6 credits in health care administration, and 3 credits in applied research methods). The balance of the degree is 21 credits of required specialization courses in Biomechanical Trauma, including a 6-credit **Graduate Project**, a research study of publishable quality.
 - b. **Criminal Justice Administration:** Complete 36 graduate credits, consisting of 15 credits of foundation courses for the administration major, 18 credits of specialization courses, and a 3-credit graduate project.
 - c. **Criminal Justice Administration/Technical Intelligence Operations:** Complete 36 graduate credits, consisting of 18 credits of foundation courses for the administration major, 18 credits of specialization courses.

- d. **Emergency Planning and Administration:** Complete 36 graduate credits, consisting of 15 credits of foundation courses for the administration major, 18 credits of specialization courses and a 3-credit graduate project.
- e. **Health Care Administration:** Complete 42 graduate credits, consisting of 15 credits of required foundation courses for the administration major (12 credits in management and administration, as well as three credits in applied research methods), required specialization courses in health care administration (24 credits), and a supervised internship to provide hands-on experience (3credits).
- f. **Health Care Administration with the Nursing Home Administrator Licensure Option:** Complete 42 graduate credits, consisting of 15 credits of foundation courses for the administration major, and 27 credits of required specialization courses including a 3-credit 650-hour administrative internship in long term care. During the internship, a student must also demonstrate competency in long term care administration by successfully completing an **Internship Project** and passing an Internship Examination.
- g. **Sports and Athletics Management:** Complete 36 graduate credits, consisting of 15 credits of foundation courses for the administration major, and 21 credits of required specialization courses including a 6 credit hour internship and a 3 credit hour Graduate project.
- 4. Complete **GSR 501** Graduate Orientation Seminar.

Ph.D. Degree Completion Requirements

The doctoral faculty has established seven requirements for the successful completion of the Ph.D. Degree.

- 1. Complete the degree within six calendar years from the date of the student's acceptance into the program.
- 2. Maintain a cumulative 3.5 G.P.A.
- 3. Complete 60 doctoral credits, consisting of 12 credits in research, 12 credits in Breadth Requirements, 12 credits in Depth Requirements, 6 credits in a specialization (Educational or Corporate Leadership), and 18 credits in Application Requirements (6 credits in two Practica, and 12 credits for the dissertation). Dissertation topic choices and practica must reflect the application of the core curriculum to the area of specialization.
- 4. Pass the written Comprehensive Examination.
- 5. Attain Committee approval of the Dissertation Proposal.
- 6. Complete a written Dissertation approved by all Committee Members.
- 7. Successfully defend the Dissertation before the Committee.
- 8. Complete **GSR 501** Graduate Orientation Seminar

1. MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

Purpose

Today the modern business enterprise is in constant transformation as it responds to technological innovations linking local communities to the global marketplace. The Lynn University **M.B.A.** is an advanced degree designed to prepare and equip managers with the knowledge and competencies necessary to administer controllable forces within their organizations in order to adapt successfully to variables and changes in the uncontrollable environment. Practitioners develop skills for deciphering and forecasting external forces and in the process become effective leader-managers in the increasingly multicultural, multinational environment of the 21st century.

Lynn University, located at the crossroads of world trade, offers an unparalleled laboratory for learning. Our expert faculty challenge our graduate students, many with international backgrounds, to examine a broad spectrum of issues confronting modern business managers.

The 36-credit **M.B.A.** program consists of twelve 3-credit courses, of which seven to nine are foundation courses (21 - 27 credits) for the business administration major, and three to five are specialization courses (9 - 15 credits). Specializations are available in **International Management, Health Care Administration, Hospitality Administration, and Sports and Athletics Administration**. Students may also choose to participate in an optional internship.

The Lynn University MBA Program is designed to prepare qualified students for middle and upper-level management leadership responsibilities in business, not-for-profit and governmental organizations. Using a general management focus and strategic approach, students demonstrate (1) broad and integrated knowledge of business functions, (2) knowledge of ethical and legal considerations and the social responsiveness to resolve corporate and public issues, (3) analytical, problem solving and critical thinking skills and use of technology related to business decision making, (4) communication and interpersonal skills to lead groups and business organizations, (5) foundations and tools to make and implement strategy, and (6) the depth and critical importance of the dynamic and global environment as they influence organizations, decisions, and operations.

Prerequisites for Those Without an Undergraduate Business Degree

All **M.B.A.** undergraduate transcripts are reviewed to determine whether the applicant has taken any of the four prerequisite courses or their equivalents. The following prerequisite courses are required:

ACC 201	Financial Accounting
BUS 171	Macroeconomics
MAT 221	Probability and Statistics
CMS 200	Introduction to Computer Applications

Curriculum Overview

Foundation Courses

Credits

MBA 500 Management and Administration	3
MBA 510 Legal Aspects of Administration and Management	3
MBA 515 Contemporary Topics in Global Organizations	3 or
MBA 516 International Business Studies Abroad	3
MBA 520 Marketing Management in a Global Economy	3
MBA 525 Management Information Systems	3
MBA 530 Quantitative Methods for Decision Making	3
MBA 540 Managerial Accounting	3
MBA 545 Managerial Finance	3

Capstone Course

MBA 590 Business Policy Seminar	3
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Specialization Courses

Credits

a. Aviation Management

MBA 571 Aviation Organization Operations	3
MBA 575 Airport Operations	3
MBA 578 Special Topics in Aviation Management	3

b. Management Information Systems

MBA 551 Managerial Electronic Commerce	3
MBA 555 Electronic Commerce Technology	3
MBA 558 Data Mining, Warehousing, and Knowledge Management	3

c. International Business

MBA 561 International Business	3
MBA 565 International Finance	3
MBA 568 Comparative Economic Systems	3

d. Health Care Administration

HCA 530 Financing and Reimbursement Systems for Health Care Services	3
HCA 585 Health Care Policy and Analysis	3
HCA 595 Ethical and Legal Aspects of Health Care Administration	3

NOTE: Health Care Administration students may substitute HCA 565 Health Care Management and Administration for MBA 500 and HCA 665 Graduate Project for MBA 515. Program Coordinator approval needed for these substitutions.

d. Hospitality Administration

HA 525 Food Service Administration	3
HA 530 Resort Development and Management	3
HA 575 Service Management	3

e. Sports and Athletics Administration

SAM 530 Sports Administration	3
SAM 535 Issues in Intercollegiate Athletics and Professional Sports	3
SAM 680 Beginning Internship in Sports and Athletics Administration OR	
SAM 681 Advanced Internship in Sports and Athletics Administration	3

NOTE: Sports Administration students may substitute SAM 530 Sports Administration for MBA 500 and SAM 630 Legal Aspects of Athletics for MBA 510. Program Coordinator approval needed for these substitutions.

2. MASTER OF EDUCATION (M.Ed.)**a. MASTER OF EDUCATION IN VARYING EXCEPTIONALITIES
WITH ESOL ENDORSEMENT****Purpose**

Because of the increase in linguistically diverse students in Florida schools, the State has mandated that all classroom teachers serving E.S.O.L. students have additional training. Teachers with no prior experience teaching E.S.O.L. will need to take 15 credit hours to obtain an E.S.O.L. endorsement. Varying Exceptionalities represents a distinct category of certification provided by the State of Florida Department of Education. Certification requires completing 27 credit hours of course work in varying exceptionalities. Included in this category are students who may be emotionally handicapped, mentally handicapped or learning disabled.

The intent is to produce graduates who are able to not only address the needs of this increasingly diverse student population as classroom teachers, but also provide leadership for innovative programs to coordinate professional activities to better serve these students. By developing these advanced competencies, graduates

will be able to use their critical thinking skills to understand and employ a variety of knowledge bases to deal with contemporary issues, problems and dilemmas in their diverse learning environments.

Pre-requisites for Those Without an Undergraduate Degree in Education

For those applicants who do not have an undergraduate degree in Education, the College of Education, Health and Human Services requires that the following courses be taken as co-requisites for the Master's Degree:

- * EDU 211 Language Arts in the Elementary School
- * EDU 315 Reading in the Elementary School
- * EDU 316 Diagnosis and Evaluation of Reading Problems
- * EDU 318 Math in the Elementary School

In addition, the student must take EDU 581 Student Teaching in Varying Exceptionalities.

The State of Florida may require additional courses in the field for certification, prior to issuing the 5-year certificate.

Program requirements may change in order to comply with any changes made by the State of Florida Department of Education. No Grandfather provision will apply should such program changes be necessary.

NOTE: Credits and degrees earned from colleges within the State of Florida that are licensed by the State Board of Independent Colleges and Universities do not automatically qualify the individual for a Florida Teaching Certificate or to participate in professional examinations in Florida. The established procedure requires the Florida Department of Education to review and recognize the credentials of the individual and the accreditation of the College granting the degrees, prior to approving teacher certification; and for the appropriate state professional board under the Department of Professional and Occupational Regulation to make similar evaluations prior to scheduling examinations.

Any student interested in obtaining a Florida Teaching Certificate should contact the **Office of Teacher Certification, Department of Education, Tallahassee, Florida 32301**. Any student interested in practicing a regulated profession in Florida should contact the **Department of Professional and Occupational Regulation, 2009 Apalachee Parkway, Tallahassee, Florida 32301**.

M.Ed. Curriculum Overview and Degree Options

b. The 42-credit practitioner-oriented M.Ed.

Credits

EDU 500 Foundations of Exceptional Student Education	3
EDU 510 Language Development and Learning	3
EDU 511 Characteristics and Needs of Mildly Handicapped Students	3
EDU 512 Instructional Strategies for Emotionally Handicapped Students	3
EDU 513 Instructional Strategies for Mentally Handicapped Students	3
EDU 514 Instructional Strategies for Specific Learning Disabilities	3
EDU 520 Applied Linguistics	3
EDU 521 Methods of Teaching E.S.O.L.	3
EDU 522 Curriculum and Materials Development for E.S.O.L.	3
EDU 523 Cross-cultural Communication and Understanding	3
EDU 525 Testing and Evaluation in E.S.O.L.	3
EDU 534 Classroom Behavior Management	3
EDU 561 Assessment of Exceptional Students	3
EDU 570 Career Management and Transition Planning for Exceptional Students	3

c. All students must pass the CLAST and the Florida Teacher Certification Examination in Varying Exceptionalities.

Comprehensive Examination for the M.Ed. in Varying Exceptionalities with an E.S.O.L. Endorsement

A **Comprehensive Examination** in the **M.Ed.** program is required for those students who are enrolled in the **Varying Exceptionalities** program with an ESOL Endorsement. The **Comprehensive Examination** is scheduled twice a year: usually the first Saturday in December and the first Saturday in April. Dates are posted in the Graduate Academic Calendar each year. Application deadline is two weeks prior to the examination. All applications are available in the **College of Education Health and Human Services** and must be approved by a student's advisor. Students are eligible to take the Comprehensive during their last term.

In the event that a student does not pass the first time, s/he may repeat the **Comprehensive Examination** twice after an initial failure.

Graduate Project

A **Graduate Project** provides graduate students with an opportunity and the means to demonstrate the acquisition, mastery, and integration of the knowledge and skills required by their degree program. The Project itself focuses on an area of student interest that meets the acceptable standards for graduate level research.

Project Proposal Development

1. During **EDU 505** Applied Research Methods, the student identifies a specific research question or professional problem to be pursued for the Graduate Project. This topic requires approval by both the course instructor and the student's advisor.
2. The student develops a plan (the methodology) for the way in which the question or problem is to be addressed, the type(s) of data needed and the form in which the final project is to be presented.
3. At the conclusion of **EDU 505**, the student will have a draft of the Project Proposal. The Graduate Project Proposal is submitted to the student's advisor for review, recommendations and final approval. After approval and if warranted by the nature of the research and its use of human subjects, the student submits the proposal to the Institutional Review Board to review the proposal for final approval before the research can commence.
4. Once approved, the student must follow the project plan. Any changes or deviations from the plan must be approved by the advisor. A copy of the proposal is placed in the student's permanent record in the Office of the Registrar.

The Graduate Project Components. A completed Project must have the following sections:

1. An **Abstract**, summarizing the research and its results.
2. An **Introduction**, consisting of the problem or question to be addressed in the Project, its professional importance and relevance.
3. A **Literature Review**, including the latest theories, research and contemporary thinking about the problem or question in terms of its cause(s), effect(s), and methods of investigation.
4. The **Methodology** section involves a description of the research design including a subjects, instruments and procedures section. The subjects section delineates how the subjects were selected and a detailed description of the subject sample with means and standard deviations of numerical parameters. The instruments section identifies each variable in the study, how it is to be measured and a detailed description of the instruments to be used and/or references. The validity and reliability of the instruments also must be addressed. The procedure section includes a detailed description of how the research was conducted and how the data was collected. Protection of human subjects must also be addressed if the proposal has been approved by the Institutional Review Board.

5. The **Results** section reports the analysis of the data from the study. This may include descriptive statistics such as means and standard deviations as well as the statistical analysis used to test the hypotheses and its statistical significance. Tables and graphs are used to present the findings.
6. A **List of References** concludes the Graduate Project and precedes the **Appendixes**, which should also include the approval letter of the Institutional Review Board (See 4 above). The final project also may include such additional products as a videotape or computer program. However, complementing this type of project will be a written Abstract summarizing the six elements listed above.

Oral Defense of the Graduate Project.

As a completion requirement for the M.Ed. research-oriented degree, students make an oral presentation of their Graduate Project findings to the faculty of the College of Education. The purpose of the presentation is to demonstrate the student's ability to draw from the Foundation and Specialization courses and integrate research findings with professional practice. The expected outcome is that students will be able to synthesize theory with practice and contribute to the knowledge base of the field of Varying Exceptionalities.

Graduate projects require a second reader. Students are responsible for finding a professor or expert in the field outside the University to read their projects.

The student is responsible for providing the University with two bound copies of the approved Graduate Project: one for the University Library and the other for the College of Education. Projects must be completed within two years of the date of the accepted proposal.

Grading for the Graduate Project

The Project is graded on the basis of a pass or fail. A pass is equivalent to a **B** or better, a fail to less than a **B**. In the event that a completed Graduate Project does not meet the University standards and receives a grade of fail, the student will meet with the advisor to review the problems that need to be addressed and resubmit the revised Project within 90 days of the meeting. No additional extensions are granted.

b. MASTER OF EDUCATION IN EDUCATIONAL LEADERSHIP

Purpose

The Master of Education in Educational Leadership degree program has 36 credit hours of coursework with a focus on educational leadership related theory, knowledge, and clinical experiences in the field, as well as practical application of that theory and knowledge. There are two Specializations in this degree program: School Administration and Higher Education Administration. Students successfully completing the required course work in the M.Ed. program in Educational Leadership with a specialization in School Administration will be eligible for Florida Certification in Educational Leadership: Administrative Class. No certification is required for higher education administration. Lynn University also offers a Ph.D. in Global Leadership with a specialization in Educational Leadership.

The goals of the Educational Leadership program are to provide a curriculum that:

- Introduces students to a body of diverse theory regarding educational leadership
- Focuses on the interpretation of laws and rules that govern the educational institution
- Enhances effective skills in written and oral communication, mathematical computation, information literacy, intellectual strategies, and use of computers.
- Emphasizes the critical examination and evaluation of ethical issues and implications in today's educational establishment

By the completion of the M.ED. In Educational Leadership, students will be able to:

- Develop knowledge base of basic leadership theories and concepts and apply them to leadership behaviors

- Enhance the relationship between communication and interpersonal relationships
- Compare and contrast the strategies for evaluating curricular and instructional innovations
- Develop the ability to plan, develop, implement and evaluate the financial status of an educational institution
- Analyze the federal, state constitutional, statutory, and regulatory provisions governing educational systems
- Develop knowledge of management policies and procedures for appropriate use of technology

The Educational Leadership Master's Degree School Administration specialization program of study will ensure that students seeking administrative certification will have the competencies needed to become strong, competent administrative and instructional leaders who will be successful at improving public schools. The knowledge and skills acquired through the course work will also improve the likelihood of the School Administration students of passing the FELE certification examination given by the State of Florida.

Required Core Courses

(All courses are 3 credits)

EDU 621 Organizational Management and Development
 EDU 645 Human Resource Management and Development
 EDU 630 Transformational Leadership and Innovation
 EDU 752 Communication Skills
 EDU 635 Technology and Administration
 EDU 753 Educational Finance
 EDU 523 Cross-cultural Communication and Understanding
 EDU 699 Internship for Administrators

Specialization Courses

School Administration Specialization courses:

EDU 750 Public School Curriculum and Instruction
 EDU 698 The Practical Principal
 EDU 623 Educational Law for the School Administrator
 EDU 670 Special Education for the Administrator

Higher Education Administration Courses:

EDU 650 - Higher Education Law
 EDU 651 - American Higher Education Curricular Issues
 EDU 652 – Administration and Governance of Higher Education Institutions
 EDU 653 - Teaching and Learning at the Higher Education Level

Total Number of Credits – 36

B.S.E 5-YEAR COMBINED DEGREE PROGRAM (B.S.E./M.ED)
B.S.E. MAJOR: ELEMENTARY EDUCATION (GRADES 1-6) PLUS
M.ED. MAJOR: VARYING EXCEPTIONALITIES
(GRADES K-12) WITH ESOL ENDORSEMENT

Overview

The combination of an Elementary Education Degree and a Master's Degree in Varying Exceptionalities is designed to prepare students to teach classes in elementary education grades one through six and teach special needs children in Varying Exceptionalities in grades kindergarten through twelve. Students will have experiences which combine learning theory with practical applications, promote the integration of technology and encompass a variety of field experiences. At the Master's level, students will develop advanced competencies to use critical thinking skills to employ a variety of knowledge bases in order to deal with contemporary issues, problems and dilemmas in the field of Special Education/Varying Exceptionalities. The intent is to produce graduates who are able not only to address the needs of this increasingly diverse student population as classroom teachers, but also to provide leadership to coordinate innovative programs and professional activities to better serve this population of children.

The Ross College of Education learning environment challenges students to:

- Understand and analyze the dynamic nature of our contemporary transformation into a global society.
- Experience creativity that fosters academic achievement and social awareness.
- Create new alternatives to address diversity and the importance of a global perspective.
- Integrate theory and practice through experiential learning.
- Develop advanced competencies in treating children with special needs.
- Provide leadership for innovative programs.
- Use critical thinking skills to understand and employ a variety of knowledge bases.
- Consider and analyze contemporary issues, problems and dilemmas in diverse learning environments.

B.S.E./M.ED.
B.S.E. IN ELEMENTARY EDUCATION (GRADES 1-6)
M.ED. IN VARYING EXCEPTIONALITIES
(GRADES K-12) AND ESOL ENDORSEMENT

DEGREE REQUIREMENTS

CORE CURRICULUM REQUIREMENTS				40 CREDITS
__ENG	101	ENGLISH COMPOSITION I		3
__ENG	102	ENGLISH COMPOSITION II / WORLD LITERATURE/		3
__HUM		HUMANITIES/ (ART, MUSIC, THEATER, DANCE, OR FILM APPRECIATION)		3
__COA	110	FUNDAMENTALS OF PUBLIC SPEAKING		3
__BUS	210	ENTREPRENEURSHIP		3
__IRPS	250	CONTEMPORARY GEOPOLITICAL AFFAIRS		3
__PSY	150 or	INTRODUCTION TO PSYCHOLOGY OR		3
__SOC	110	INTRODUCTION TO SOCIOLOGY		3
__MAT	110	COLLEGE ALGEBRA		3
__CMS	200	COMPUTER APPLICATIONS		3

__SCI	222	NATURE AND SCIENTIFIC ENTERPRISE	4
__FYE	101	FRESHMAN SEMINAR	2
__TRS	101	TRANSFER STUDENT SEMINAR	0
__IRPS	100	INTERNATIONAL EXPERIENCE	1
__IRPS	200	INTERNATIONAL EXPERIENCE	1
__IRPS	300	INTERNATIONAL EXPERIENCE	1
__IRPS	400	INTERNATIONAL EXPERIENCE	1
CERTIFICATION REQUIREMENTS			20 CREDITS
__MAT	221	PROBABILITY AND STATISTICS	3
__MAT	301	FINITE MATH/GEOMETRY	3
__SCI	130 OR 350	PHYSICAL SCIENCE	4
__SCI	280	HUMAN BIOLOGY	4
__HIS	221	AMERICAN HISTORY I	3
__PSY	260	PERSONALITY THEORY	3
PROGRAM REQUIREMENTS			45 CREDITS
__EDU	101	INTRODUCTION TO EDUCATION FOUNDATIONS	3
__EDU	205	CHILD & ADOLESCENT DEVELOPMENT	3
__EDU	210	METHODS, CURRICULUM & INSTRUCTIONAL EFFECTIVENESS	3
__EDU	211	LANGUAGE ARTS IN THE ELEMENTARY SCHOOL	3
__EDU	214	ART/MUSIC IN THE ELEMENTARY SCHOOL	3
__EDU	219	SOCIAL STUDIES IN THE ELEMENTARY SCHOOL	3
__EDU	257	PE/HEALTH AND SAFETY IN SCHOOLS	3
__EDU	314	CHILDREN'S LITERATURE/ED MEDIA/LIBRARY	3
__EDU	315	READING IN THE ELEMENTARY SCHOOLS	3
__EDU	316	DIAGNOSIS AND EVALUATION OF READING PROBLEMS	3
__EDU	317	SCIENCE IN THE ELEMENTARY SCHOOLS	3
__EDU	318	MATHEMATICS IN THE ELEMENTARY SCHOOLS	3
__EDU	355	CLASSROOM BEHAVIOR MANAGEMENT	3
__EDU	356	PRINCIPLES OF LEARNING	3
MASTER'S DEGREE PROGRAM CERTIFICATION REQUIREMENTS			45 CREDITS
__EDU	500	FOUNDATIONS OF EXCEPTIONAL STUDENT EDUCATION	3
__EDU	510	LANGUAGE DEVELOPMENT AND LEARNING	3
__EDU	511	CHARACTERISTICS & NEEDS OF STUDENTS WITH MILD DISABILITIES	3
__EDU	512	INSTRUCTIONAL STRATEGIES FOR STUDENTS WITH EMOTIONAL DISABILITIES	3
__EDU	513	INSTRUCTIONAL STRATEGIES FOR STUDENTS WITH MENTAL DISABILITIES	3
__EDU	514	INSTRUCTIONAL STRATEGIES FOR STUDENTS WITH SPECIFIC LEARNING DISABILITIES	3
__EDU	523	CROSS CULTURAL COMMUNICATION AND UNDERSTANDING	3
__EDU	534	CLASSROOM BEHAVIOR MANAGEMENT	3
__EDU	561	ASSESSMENT OF EXCEPTIONAL STUDENTS	3
__EDU	570	CAREER MANAGEMENT AND TRANSITION PLANNING FOR EXCEPTIONAL STUDENTS	3
__EDU	520		3
__EDU	521		3
__EDU	523		3
__EDU	525		3
__EDU	522		3
STUDENT TEACHING REQUIREMENTS			18 CREDITS
__EDU	581	STUDENT TEACHING IN THE ELEMENTARY SCHOOL/ INCLUSION WITH EXCEPTIONALITIES	3
__EDU	582	STUDENT TEACHING MIDDLE/HIGH SCHOOL VARYING EXCEPTIONALITIES	3
TOTAL HOURS			168

Neither admission to Lynn University nor registering as an education major constitutes admission as a Teacher

Education major. In addition to the regular University admission, students are required to officially gain admittance to the Teacher Education Program. Students must make application September 15 or March 15 for admission to the Teacher Education Program for the following semester. Students should note any course prerequisites and be aware that many education courses require field experiences. Students transferring into the bachelor's degree program in Education must complete a practicum at Lynn University. Student teaching is the culminating phase of an education degree program. It is considered a full-time schedule which lasts for 14 weeks. Students should consult the Student Teaching Handbook for more details regarding student teaching.

3. MASTER OF SCIENCE (M.S.) with a Major in Administration

Purpose

The **M.S.** with a Major in Administration is designed to develop leaders and managers, who serve in the private or public sector and understand the impact of the global transformations that affect our daily lives. Dedicated to professional leadership development, the goal of this program is to empower our graduate students to cultivate their unique potential and talents as well as to promote mastery of the knowledge, skills, and aptitudes necessary for effective leadership.

We at Lynn University believe this balance enables our graduates to make a difference by creating new opportunities and providing workable solutions to the problems that face us now and await us in the 21st century.

Curriculum

The **M.S.** with a Major in Administration has a unifying curriculum foundation shared among the specializations and with the **M.B.A.** One additional **M.S.** course in Applied Research Methodology is required by all **M.S.** specializations. However, some variations exist within specializations in terms of which **M.B.A.** or other courses are required as part of the Foundation. The particular variations reflect the acknowledged specific requirements for knowledge and skills needed for effective administration and management in that particular discipline.

Included in the **M.S.** in Administration Foundation courses, are a total of nine courses, of which five or 15-credits are designated as required by each discipline.

Overview of the M.S. in Administration Foundation

	Credits
MBA 500 Management and Administration	3
MS 505 Applied Research Methods	3
MBA 510 Legal Aspects of Administration and Management	3
MBA 520 Marketing Management in a Global Economy	3
MBA 525 Management Information Systems	3
MBA 530 Quantitative Methods for Decision Making	3
HCA 585 Health Care Policy and Analysis (Foundation for BMT students)	3
HCA 595 Ethical and Legal Aspects of Health Care Administration (Foundation for BMT and HCA students)	3
MS 560 Financial Management (Foundation for CJA students)	3

Foundation requirements for the M.S. in Administration have been designed to assure that students have the requisite theoretical and applied knowledge to pursue their individual interests in their specializations.

Building on the breadth and depth of the foundation, specialization courses enable students to continue to expand and deepen their mastery through practical applications, simulations, case studies, applied research in areas of individual interest through the Graduate Projects, and in some specializations, internships.

Major requirements for the M.S. in Administration and specialization courses complement each other and address the increasingly complex contemporary and future societal challenges and opportunities faced by 21st

century managers-administrators. Through the development of critical thinking skills and a commitment to lifelong learning, graduates will be able to understand changing trends and maintain focus on both institutional and human needs.

Graduate Project/Publishable Paper

A Graduate Project provides graduate students with an opportunity and the means to demonstrate the acquisition, mastery, and integration of the knowledge and skills required by their specialization. The Project itself focuses on an area of student interest that meets the acceptable standards for graduate level research.

Project Proposal Development

1. During **MS 505** Applied Research Methods, the student identifies a specific research question or professional problem to be pursued for the Graduate Project. This topic requires approval by both the course instructor and the student's advisor.
2. The student develops a plan (the methodology) for the way in which the question or problem is to be addressed, the type(s) of data needed and the form in which the final project is to be presented.
3. At the conclusion of **MS 505**, the student will have a draft of the Project Proposal. The Graduate Project Proposal is submitted to the student's advisor for review, recommendations and final approval. After approval and if warranted by the nature of the research and its use of human subjects, the student submits the proposal to the Institutional Review Board to review the proposal for final approval before the research can commence.
4. Once approved, the student must follow the project plan. Any changes or deviations from the plan must be approved by the advisor. A copy of the proposal is placed in the student's permanent record in the Office of the Registrar.

The Graduate Project Components.

A completed Project must have the following sections:

1. An Abstract, summarizing the research and its results.
2. An Introduction, consisting of the problem or question to be addressed in the Project, its professional importance and relevance.
3. A Literature Review, including the latest theories, research and contemporary thinking about the problem or question in terms of its cause(s), effect(s), and methods of investigation.
4. The Methodology section involves a description of the research design including a subjects, instruments and procedures section. The subjects section includes how the subjects were selected and a detailed description of the subject sample with means and standard deviations of numerical parameters. The instruments section identifies each variable in the study, how it is to be measured and a detailed description of the instruments to be used and/or references. The validity and reliability of the instruments also must be addressed. The procedure section includes a detailed description of how the research was conducted and how the data was collected. Protection of human subjects must also be addressed if the proposal has been approved by the Institutional Review Board.
5. The Results section reports the analysis of the data from the study. This may include descriptive statistics such as means and standard deviations as well as the statistical analysis used to test the hypotheses and its statistical significance. Tables and graphs are used to present the findings.
6. A list of References concludes the Graduate Project and precedes the Appendixes, which should also include the approval letter of the Institutional Review Board (see 4 above). The final project also may include such additional products as a videotape or computer program. However, complementing this type of project will be a written Abstract summarizing the six elements listed above.

Oral Defense of the Graduate Project.

As a completion requirement for the M.S. in Administration, students make an oral presentation of their Graduate Project findings to a panel of graduate faculty. The purpose of the presentations is to demonstrate the student's ability to draw from the major requirements and specialization courses and integrate research findings with professional practice. The expected outcome is that students will be able to synthesize theory with practice and contribute to the knowledge base of the specialized field in administration.

Graduate projects require a second reader. Students are responsible for finding a professor or expert in the field outside the University to read their projects.

Completion of the Graduate Project.

The advisor approves the final rendition of the Graduate Project. The student is responsible for providing the University with two approved bound copies of the Graduate Project, one for the University Library and the other for the M.S. in Administration specialization. Projects must be completed within one year of the date of the accepted proposal.

Grading for the Graduate Project.

The Project is graded on the basis of a pass or fail. A pass is equivalent to a B or better; a fail to less than a B. In the event that a completed Graduate Project does not meet the University standards and receives a grade of fail, the student will meet with the advisor to review the problems that need to be addressed and resubmit the revised Project within 90 days of the meeting. No additional extensions are granted.

Specialization Options

Within this context, students cultivate their particular areas of professional interest, while developing the talents, abilities and competencies essential for skilled, effective practitioner-leaders.

Specializations are available in the following:

- a. Biomechanical Trauma (BMT)
- b. Criminal Justice Administration (CJA)
- c. Criminal Justice Administration/Technical Intelligence Operations (CJA)
- d. Emergency Planning and Administration (EPA)
- e. Health Care Administration (HCA)
- f. Health Care Administration (HCA) with the Nursing Home Administrator Licensure Option (NHAL)
- g. Sports and Athletics Management (SAM)

The M.S. degree in Administration requires the completion of 36 credits, except for the Health Care Administration Specializations, which require 42 credits.

M.S. IN ADMINISTRATION SPECIALIZATIONS:**M.S. IN ADMINISTRATION WITH A SPECIALIZATION IN BIOMECHANICAL TRAUMA****Purpose**

The primary goal of this specialization is to understand the complex nature of biomechanical trauma and its modern treatment with a special focus on issues pertinent to health care administrators and managers. The opportunity for interdisciplinary dialogue with health care specialties is an integral part of the exploration of this complex phenomenon and its consequences.

Graduates will be prepared with state-of-the-art knowledge of the treatment of biomechanical trauma and this expertise will allow them to serve as consultants or expert witnesses as well as to enhance understanding of administrator roles in BMT care environments. Graduates will also be prepared with the knowledge of the varieties of ways that trauma affects the body and the interconnectedness of each system, one with the other.

This comprehensive understanding allows for a systematic approach to diagnosis and treatment, both short and long-term treatment to maximize bodily function and mobility. Financial, organizational, ethical, legal and health policy factors that affect administrator decisions across the BMT continuum of care are analyzed. This new expertise will be demonstrated in the student's research for his/her Graduate Project, a publishable paper based on professional practice, and in its presentation to faculty.

This 36-credit degree requires a different mix of foundation and specialization courses because of its interdisciplinary nature. Specifically, the curriculum is composed of three of the M.S. in Administration foundation courses (9 credits), two health care administration courses (6 - credits), six additional hours in research, and the balance of credits (15 credit hours) in biomechanical trauma specialization.

The program is structured in an intensive seminar format, enabling students to complete the degree in 21 months. This format is in quadrants, rather than terms, i.e. a quadrant is a 12-week period during which students meet for five days (Wednesday through Sunday). During seven extended weekends, students come to the Lynn campus to participate in seminars, visit clinical sites, meet with experts in the field and receive classroom instruction.

M.S. in Administration with a Specialization in BMT Curriculum Overview

Quadrant 1	Credits
MS 505 Applied Research Methods	3
BMT 540 Introduction to Biomechanics	1.5
Quadrant 2	
MBA 500 Management and Administration	3
BMT 541 Ergonomics	1.5
BMT 570 Directed Research	
Quadrant 3	
HCA 595 Ethical and Legal Aspects of Health Care Administration	3
BMT 542 Biomechanics of Hard and Soft Tissue Injuries	1.5
BMT 571 Directed Research	1
Quadrant 4	
MBA 520 Marketing Management in a Global Economy	3
BMT 543 Biomechanics of Motor Vehicle Accidents	1.5
BMT 572 Directed Research	1
Quadrant 5	
BMT 550 Neurology I	1.5
BMT 560 Orthopaedics and Rehabilitation of the Spine and Upper Extremities	1.5
BMT 544 Biomechanics of the Spine and Upper Extremities	1.5
BMT 573 Directed Research	1
Quadrant 6	
BMT 551 Neurology II	1.5
BMT 561 Orthopaedics and Rehabilitation of the Lower Extremities and Sports Injuries	1.5
BMT 545 Biomechanics of the Lower Extremities and Sports Injuries	1.5
BMT 574 Directed Research	1
Quadrant 7	
HCA 585 Health Care Policy and Analysis	3
BMT 575 Biomechanical Research Seminar	1

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M.S. IN ADMINISTRATION WITH A SPECIALIZATION IN CRIMINAL JUSTICE ADMINISTRATION

Purpose

The Master of Science in Administration with a specialization in Criminal Justice Administration prepares individuals for leadership roles in a variety of fields within the profession of criminal justice. Despite the broad spectrum of careers within the profession, success and leadership is predicated on an individual's verbal and written mastery of the concepts, principles and functions involved in the management of criminal justice organizations. This specialization will focus on preparing the student to effectively integrate proven business methods with a genuine respect for dynamic and innovative approaches to the issues facing the criminal justice executive in the 21st century.

Our South Florida location typifies the experiences of modern criminal justice agencies in diverse, densely populated urban centers. Using this laboratory for learning, expert faculty challenge our graduate students to examine a broad spectrum of issues confronting the modern criminal justice administrator. By applying sound business and administration principles and practices, alternate solutions are debated and evaluated.

The required culminating Graduate Project enables our graduate students to demonstrate mastery of these complexities in a specific area of scholarly interest.

Undergraduate Prerequisites for CJA Students: CMS 200 Introduction to Computers and **MAT 221** Probability and Statistics

M.S. in Administration with a Specialization in CJA Curriculum Overview

I. M.S. in Administration Foundation Courses: 15 credit hours		Credits
MBA 500	Management and Administration	3
MS 505	Applied Research Methods	3
MBA 510	Legal Aspects of Administration and Management	3
EITHER	MBA 525 Management Information Systems	
OR	MBA 530 Quantitative Methods for Decision Making	3
MS 560	Financial Management	3
II. Specialization Courses: 18 credit hours		Credits
CJA 608	Ethics in the Administration of Criminal Justice	3
CJA 636	Civil Rights and Civil Liberties	3
CJA 656	Conflict Resolution in Criminal Justice	3
CJA 657	Criminal Justice and the Community	3
CJA 659	Global Perspectives in Criminal Justice	3
CJA 661	Youth and Delinquency Control	3
III. Graduate Project: 3 credit hours		Credits
CJA 665	Graduate Project in Criminal Justice Administration	3

THE M.S. IN ADMINISTRATION WITH A SPECIALIZATION IN IN CRIMINAL JUSTICE ADMINISTRATION/TECHNICAL INTELLIGENCE OPERATIONS

Partnership with the National Intelligence Academy

Today, society is in constant transformation as it responds to technological innovations linking local communities to the global marketplace. Within this dynamic, criminal organizations continue to adapt these innovations to further their illicit activities. Law enforcement and intelligence personnel are therefore compelled to constantly strive for the technological advantage to counter this growing threat and successfully protect society.

The partnership between Lynn University and NIA affords our graduate students an unrivaled opportunity to learn and apply critical management and technical skills in a host of law enforcement environments. The thorough blend of theoretical, technical and practical skills development equips our graduates to effectively meet the complex challenges of contemporary law enforcement.

Criminal justice organizations require knowledgeable and skilled administrators who can effectively deal with the demands of a growing multicultural environment and efficiently employ a wide variety of technologies in support of their law enforcement efforts. Our master's degree program is designed to create skilled administrators and practitioners able to meet the complex demands of the 21st century.

FOUNDATION COURSES

- MS 500 Public Management and Administration
- MS 505 Applied Research Methods
- MS 510 Administrative and Regulatory law
- MS 530 Public Institutions, Public Policy and Democracy
- MS 560 Financial Management
- CJA 608 Ethics in the Administration of Criminal Justice

NIA - SPECIALIZATION COURSES

- CJA 600 NIA - Video Surveillance Applications and Operations
- CJA 610 NIA- Audio Surveillance Applications and Operations
- CJA 620 NIA - Telecommunications and Electronic Data Intercept Applications and Operations
- CJA 630 NIA- Law Enforcement Investigative Entry Operations
- CJA 640 NIA- Management of Technical Intelligence Operations
- CJA 650 NIA -Countering Emerging Domestic Threats

Undergraduate Prerequisites for CJA Students: CMS 200 Introduction to Computers and MAT 221 Probability and Statistics

THE M.S. IN ADMINISTRATION WITH A SPECIALIZATION IN EMERGENCY PLANNING AND ADMINISTRATION

Purpose

The field of Emergency Management is changing at an unprecedented rate. Complex changes in technology, demographics, and public policy have significantly influenced the management of emergencies and disasters. Responding to the needs of diverse populations, experiencing increased complexity, suggests the need for insightful examination of relevant issues in Emergency Planning and Administration.

Today, society is in constant transformation as it responds to technological innovations linking local communities to the global marketplace. Public agencies and private companies require knowledgeable and skilled administrators who can effectively deal with the demands of growing challenges in the management of emergencies and disasters. Our master's degree program is designed to create administrators able to meet the complex demands of the 21st century.

M.S. in Administration with a Specialization in EPA Curriculum Overview

I. M.S. in Administration Foundation Courses: 15 credit hours		Credits
MS 500	Management and Administration	3
MS 505	Applied Research Methods	3
MS 510	Administrative and Regulatory Law	3
MS 530	Public Institutions, Public Policy and Democracy	
MS 560	Financial Management	3
II. Specialization Courses: 18 credit hours		Credits
EPA 630	Technology in Emergency Planning and Administration	3
EPA 640	Planning Processes for Emergency Administration	3
EPA 651	The Social Dimensions of Disaster	3
EPA 652	Political and Public Policy Basis of Emergency Planning and Administration	3
EPA 654	Living in a Hazardous Environment	3
EPA 655	Vulnerability Analysis and Hazard Mitigation	3
EPA 620	Internship in Emergency planning and Administration (optional)	3
III. Graduate Project: 3 credit hours		Credits
EPA 665	Graduate Project in Emergency Planning and Administration	3

M.S. IN ADMINISTRATION WITH A SPECIALIZATION IN HEALTH CARE ADMINISTRATION

Purpose

As health care finds its place on the legislative agenda, the industry is undergoing the most intense scrutiny and profound challenges in defining and providing quality medical care for all Americans. With the growing number of Americans without adequate preventive and primary care, new forms of private and public health insurance and service delivery systems will continue to evolve.

Health Care Administration spans a variety of health-medical care institutions, such as retirement communities, social service agencies, health maintenance organizations, day care centers and hospices, as well as assisted living facilities, skilled nursing facilities and hospitals. Administration of these and other facilities focuses on an understanding of the health care industry, its problems and challenges.

The administrative complexity of the industry along with its escalating costs requires knowledgeable administrators who can provide leadership in redefining the industry, its services, and its standards within a cost-effective, patient-centered, coordinated service delivery system.

This 42-credit M.S. in Administration with a specialization in Health Care Administration degree program is intended for health care professionals or those interested in pursuing a career as a practitioner-administrator in the field and/or career advancement. By design, the mixture of required and elective courses along with an internship affords maximum flexibility in designing a course of study to fit individual needs.

Undergraduate Prerequisites for HCA Students: ACC 201 Financial Accounting and CMS 200 Introduction to Computers or MAT 221 Probability and Statistics (depending on which Foundation Course option is selected, either MBA 525 or MBA 530)

M.S. in Administration with a Specialization in HCA Curriculum Overview

I. M.S. in Administration Foundation Courses: 18 credit hours		Credits
MS 500	Management and Administration	3
MS 505	Applied Research Methods	3
MS 510	Administrative and Regulatory Law	3
MS 560	Financial Management	3
OR HCA 555 Accounting and Financial Management of Health Care Organizations		3
MBA 520	Marketing Management in a Global Economy	3
Either	MBA 525 Management Information Systems	
Or	MBA 530 Quantitative Methods for Decision Making	3
II. Required Specialization Courses: 21 credit hours		Credits
HCA 530	Financing and Reimbursement Systems for Health Care Services	3
HCA 541	Residential and Community Health Care Systems	3
HCA 550	Clinical Aspects of Medical Care	3
HCA 560	Clinical Aspects of Mental Health Care	3
HCA 570	Human Resource Management and Labor Relations	3
HCA 585	Health Care Policy and Analysis	3
HCA 595	Ethical and Legal Aspects of Health Care Administration	3

III. Internship Or Graduate Project: 3 credit hours		Credits
Either	HCA 600 Health Care Administration Internship	3
Or	HCA 601 Advanced Health Care Administration Internship	
Or	HCA 665 Graduate Project in Health Care	

M.S. IN ADMINISTRATION WITH A SPECIALIZATION IN HEALTH CARE ADMINISTRATION WITH A NURSING HOME ADMINISTRATOR LICENSURE OPTION (NHAL)

Purpose

With the dramatic increase in life expectancy and the growing number of agencies serving adults, the M.S. in Administration, Health Care Administration Specialization with a Nursing Home Administrator Licensure (NHAL) Option offers academic preparation for careers in administering programs, services and facilities for the elderly. Its purpose is to prepare administrators who have an understanding of the regulatory requirements of long-term care and the knowledge and skills to be effective leaders.

The demographics of aging reflect the need for well-trained professionals to design and create supportive environments that foster independence, dignity, and quality of life. Our graduates are employed in a variety of long-term care settings: retirement communities, adult day care and senior centers, adult congregate living facilities, and skilled nursing centers.

Nursing Home Administrator Licensure (NHAL) Option

The NHAL Option of the Health Care Administration Specialization requires the completion of 42 credit hours. In addition to the core courses, the NHAL Option involves 24 credits of required courses and a 500 hour or 650 nursing home administration internship depending on experience, necessary for licensure eligibility as a Nursing Home Administrator in the State of Florida.

Program requirements may change in order to comply with any changes made by the **State of Florida Department of Business and Professional Regulations**, and no Grandfather provision will apply should such program changes be necessary.

Undergraduate Prerequisite Courses for HCA (NHAL) Students: **ACC**
201 Financial Accounting and **CMS 200** Introduction to Computers.

M.S. in Administration with a Specialization in HCA with NHAL Option Curriculum Overview

I. M.S. in Administration Foundation Courses: 15 credit hours		Credits
MS 500	Management and Administration	3
MS 505	Applied Research Methods	3
MBA 520	Marketing Management in a Global Economy	3
MBA 525	Management Information Systems	3
MS 560	Financial Management	3
II. Required Specialization Courses: 24 credit hours		Credits
HCA 530	Financing and Reimbursement Systems for Health Care Services	3
HCA 541	Residential and Community Health Care Systems	3
HCA 542	Health Care Institutional Systems	3
HCA 550	Clinical Aspects of Medical Care	3
HCA 560	Clinical Aspects of Mental Health Care	3

HCA 565	Health Care Administration Management	3
HCA 570	Human Resource Management and Labor Relations	3
HCA 595	Ethical and Legal Aspects of Health Care Administration	3

III. Internship: 3 credit hours		Credits
Either	HCA 603 Nursing Home Administration Internship	
Or	HCA 604 Advanced Nursing Home Administration Internship	3

M.S. IN ADMINISTRATION WITH A SPECIALIZATION IN SPORTS AND ATHLETICS MANAGEMENT

Purpose

Sports Administration is designed for professional managers and athletics administrators pursuing careers in sports management. Opportunities for collegiate and professional entry-level positions abound in this field, especially with renewed interest in intercollegiate athletics as a business and the growth of professional sports.

Currently, sports administrators come from a variety of backgrounds, often with experience. However, the complexities of effective administration increase the desirability for an advanced degree. Those with an undergraduate preparation in physical education, sports, science, business, recreation, or other related fields can substantially increase their marketability by pursuing this graduate degree.

Undergraduate Prerequisites for SAM Students: CMS 200 Introduction to Computers

M.S. in Administration with a Specialization in SAM Curriculum Overview

I. M.S. in Administration Foundation Courses: 15 credit hours		Credits
MS 500	Management and Administration	3
MS 505	Applied Research Methods	3
MS 510	Administrative and Regulatory Law	3
MS 530	Public Institutions, Public Policy and Democracy	3
MS 560	Financial Management	3
II. Specialization Courses: 6 credit hours		Credits
SAM 530	Sports Administration	3
SAM 535	Issues in Intercollegiate and Professional Sports Administration	3
III. Elective Courses: 6 credit hours		Credits
SAM 597	Independent Study in Sport and Athletics Administration	1-3
SAM 610	Public Relations and Development	3
SAM 620	Sports Psychology	3
SAM 621	Sports Medicine: Techniques in the Care and Prevention of Athletic Injuries	3
SAM 630	Legal Aspects of Athletics	3
SAM 631	Sports and Athletics Governance	3
SAM 670	Special Topics in Sports and Athletics Administration	3
IV. Internships: 6 credit hours		Credits
SAM 680	Beginning Internship in Sports Administration	3
SAM 681	Advanced Internship in Administration	3
V. Graduate Project: 3 credit hours		Credits
CJA 665	Graduate Project in Sports Administration	3

4. Ph.D. IN GLOBAL LEADERSHIP

Purpose

The Doctor of Philosophy (Ph.D.) degree in Global Leadership prepares graduates to create responsive academic and non-academic educational systems in our ever-changing global society. The doctorate offers a comprehensive, multi-faceted, multi-level curriculum designed to provide scholar-practitioners with the complex knowledge, skills, and competencies to create opportunities and locales for ongoing learning in a variety of settings.

Professional Development needs of students

Students entering into a course of study in this Ph.D. degree program will do so to meet several professional development needs. These needs may be different dependent upon their specialization. This Ph.D. degree program will have two specializations: Corporate Leadership and Educational Leadership.

Students in the Corporate Leadership specialization will have the following professional development needs.

1. Those students who need advanced training in research, leadership and business related coursework, culminating in the terminal degree appropriate to their fields. This will enable them to serve as professors in business related programs offered by colleges and universities, primarily at the two year and four year levels.
2. Those students who have served for most of their professional career and desire a change in career, to either teaching or consulting. Often these students have an undergraduate and/or graduate degree in their content area and many years of professional experience. These students seek a terminal degree in order to gain a key credential for advancing this career goal.
3. Those professionals who are seeking a higher level executive position in a professional organization that has many employees with terminal degrees, for example, a hospital administrator who deals with medical doctors or an administrator in the research and development unit of a company with Ph.D. professionals.

Students in the Educational Leadership specialization will have the following professional development needs.

1. Administrators currently holding positions in K-12 public or private schools seeking executive positions such as superintendent, assistant superintendent, or director/headmaster. A terminal degree in educational leadership is now a necessity in order to be competitive for these positions.
2. Those students who need advanced training in research and educational leadership related coursework, culminating in the doctoral degree, which will enable them to serve as professors in educational leadership related programs offered by colleges and universities, primarily at the Master's and Doctoral levels.
3. Those students who approaching the end of their first professional career and desire a change in career, to either teaching or consulting or are seeking to serve as an adjunct faculty member while they remain with their primary employer. Usually these professionals have an undergraduate and graduate degree in their content area and many years of professional experience. These students seek the doctoral degree in order to attain these professional goals.

Public Sector Professionals

Besides being attractive to professionals in the corporate or educational sectors, this doctoral degree program will attract professionals operating in the public sector, such as administrators in health care, criminal justice, or public service related organizations. These students have many of the same professional development needs as those listed above. Since most, if not all, of the concepts and skills of research and leadership

delivered by this doctoral program also pertain to the public sector, this degree is appropriate to meet this professional development need. Dependent upon the nature of their profession, either the corporate or educational leadership specialization may be appropriate.

Interdisciplinary

The Ph.D. program is designed to be inter-disciplinary in nature. The coursework in the program will be taught by faculty members of the College of Business and Management, The Ross College of Education, Health and Human Services, and selected practitioner adjunct faculty who meet all of the Lynn University requirements. The courses in the degree program will be offered using a variety of formats including on-campus, off-site locations regionally, nationally and internationally, and on-line.

Program Components

Ph.D. Degree Completion Requirements

There are eight requirements for the successful completion of the Ph.D. In Global Leadership Degree Program as follow.

1. Attend and complete GSR 501 Graduate Orientation Seminar.
2. Meet the Statistics Competency Prerequisite.
3. Complete a minimum of 60 doctoral credit hours of coursework, consisting of 9 credit hours of required Research Core coursework research, 24 credit hours of required Leadership Core coursework, 21 credit hours of Specialization coursework, and a minimum of six credits of Dissertation coursework. Dissertation topic choices and must reflect the application of the core curriculum and the area of specialization.
4. Maintain a cumulative 3.25 G.P.A. for all coursework in the degree program
5. Prepare an acceptable Qualifying Paper.
6. Prepare and defend the Dissertation Proposal.
7. Successfully defend and complete the Dissertation and obtain the signatures of approval from all members of the Dissertation Committee.
8. Comply with all pertinent regulations of the University as specified in the University Catalog. Among these regulations are the following:
 - a. Complete the degree within six calendar years from the date of the student's initial registration in the Ph.D. degree program. Students are also eligible for up to one year Leave of Absence from study in the degree program, and may request a one-year extension of this time requirement.
 - b. Meet all financial obligations before graduation.

Residency Requirement

The residency requirement in graduate programs is intended to ensure that students become integrally involved in the academic life of their program and of the University. By being in residence, students are more likely to become fully immersed in graduate study for a substantial period of time and for them to develop a relationship of scholarly and professional collegiality with faculty and fellow students. During their residency period, students are expected to take courses and to participate in other aspects of the intellectual life of their discipline and of the University community. For Ph.D. students, full-time study consists of a minimum of 6 credit hours over two terms.

Curriculum

The Ph.D. in Global Leadership will require a minimum of 60 credits of graduate coursework consisting of four program components as follows:

I. Research Core (9 credit hours)

- RES 600 - Writing for Research (renumber from current DOC 603)
- RES 700 - Research Design (renumber from current EDU 600)
- RES 701 - Quantitative/Qualitative Methods of Research (pre-requisite LDR 700)

II. Global Leadership Core (24 credit hours)

- LDR 710 –Leadership Theory and Research
- LDR 711 – Leading in a Culture of Change
- LDR 712 – Managing Across Cultures
- LDR 713 – Leading Organizations in Crisis
- LDR 720 – Project Management
- LDR 721 – Managing Innovation and Technology
- LDR 722 – Governance of Organizational Performance & Board Relations
- LDR 790 - Leadership and the Execution of Strategic Plans

III. Specialization Course Requirements (21 credit hours)

Corporate Leadership Specialization:

- BUS 730 - Designing the Global Corporation
- BUS 731 - Corporate Governance
- BUS 732 - Sustainable Business Practices
- BUS 733 - Corporate Entrepreneurship
- BUS 734 - Corporate Reputation Management
- BUS 740 - Managing for Financial Accountability
- BUS 745 - Managing for Financial Performance

Educational Leadership Specialization:

- EDU 610 Leadership of Instructional Programs
- EDU 620 International Educational Systems
- EDU 621 Human Resources Management in Educational Organizations
- EDU 635 Technology And Communications in Educational Organizations
- EDU 723 Fiduciary Management Of Educational Organizations
- EDU 724 Law And Governance In Educational Organizations
- EDU 699 Internship OR EDU 801 Practicum

IV. Dissertation (minimum 6 credits)

- RES 900 – Doctoral Research Seminar* (3 credits)
- RES 901 – Dissertation Continuation (1 credit taken as often as needed)
- RES 902 – Defense and Completion of The Dissertation (3 credits)

*Requires successful completion of all required core and specialization coursework.

Additional Degree program Requirements

In addition to the course requirements listed above, all Ph.D. students must also:

1. Attend GSR 501 The Graduate Orientation Seminar
2. Complete the Qualifying Paper, and
3. Meet the statistics prerequisite requirement.

GSR 501 - Graduate Orientation Seminar

This required course is a one-day program designed to orient students to the policies, regulations, programs and services available at Lynn University. Students are also required to take a Writing Assessment Examination and a Technology Assessment Examination during this orientation. The orientation also includes training in the

use of the Blackboard software package used for the delivery of the On-Line courses. Students may also take the Statistics Qualifying Examination during this orientation. This course is required for all graduate students at Lynn University. Students must register for GSR 501, but there is no fee and is non-credit bearing (0 credit hours).

Qualifying Paper

Completion and approval of the Qualifying Paper is a requirement of the Ph.D. Degree Program. There is an explanation of the parameters for the Qualifying Paper provided in RES 600. The Qualifying Paper will be completed in the same term as the student is enrolled in LDR 790. The Qualifying Paper is a substantial research paper of approximately 50 pages to be written on a topic non-related to the student's dissertation. The Qualifying Paper must be approved by the Qualifying Paper Committee consisting of the student's advisor and one other Lynn University faculty member. This research paper must be completed and approved prior to writing the dissertation proposal. The purpose of the Qualifying Paper is to prepare students for the writing and research components necessary to develop an acceptable dissertation research proposal.

Statistics Prerequisite

Students must demonstrate competence in statistics by showing a transcribed statistics course, or by successfully completing the Ph.D. Statistics Qualifying Examination (to be developed and given during the Graduate Orientation Seminar). Any credit hours of statistics used to meet this requirement may not be included in the 60 credit hours required by the Ph.D. degree program.

EDUCATIONAL ADMINISTRATIVE CERTIFICATION

The program of study in the Ph.D. in Global Leadership contains all of the coursework required to obtain Educational Administrative Certification from the State of Florida, except for an internship. The credit hours for the Internship, EDU 699, will NOT count towards the 60 credit hour requirement of the Ph.D. Program. Students must also pass the Florida Educational Leaders Examination (FELE) Examination.

Students seeking Administrative Certification must demonstrate coursework in the following areas:

- Public School Curriculum and Instruction
- Organizational Management and Development
- Human Resource Management and Development
- Leadership Skills
- Communication Skills
- Technology
- Educational Law
- Educational Finance, and
- Internship/Practicum II

DISSERTATION

The dissertation is the culmination of the doctoral program. As such, it must attest to a high degree of scholarly competence. The dissertation must report, in accepted scholarly style, an original investigation of a problem of significance in the student's area of concentration. It must demonstrate that the candidate is capable of conducting and reporting research and analysis in an area relating to educational administration and policy studies.

The student, through broad reading, coursework, and consultation with faculty, identifies a tentative dissertation topic and prepares a statement of general ideas on a proposed dissertation problem. This statement should be at a level of specificity that allows department faculty to judge its merit as a document from which a proposal might be developed. RES900 provides the student the opportunity to develop the major components of the dissertation proposal (see course description).

The student selects a dissertation committee chair. The chair must be a full-time faculty member of the Graduate Faculty of the University. In consultation with the chair, the student selects two or more additional members of the dissertation committee. At least one of the additional committee members must be a regular or adjunct faculty member of the PHD Program. Exceptions to these requirements must be approved by the Program Faculty and conform to any other Graduate Programs and University requirements. A completed form, Appointment of Dissertation Committee, must be filed with the Graduate Programs.

The student works with his/her committee to develop a dissertation proposal. The committee will assist the student in defining the problem and in designing the study with attention to underlying concepts, theoretical constructs and analytic frameworks, and appropriate research methods.

Upon agreement of the Dissertation Committee Chair and all members of the committee, the student will be permitted to schedule the Hearing for the Defense of the Dissertation Proposal.

The procedures and arrangements needed for your dissertation proposal defense are as follow.

1. Have all members of your committee read the proposal and give their reactions to the Chair. Make any changes that are recommended by your chair for the final version of your proposal; make four copies of the final proposal & distribute to all members of your committee and send one copy to the PHD Program Coordinator so that arrangements can be made for an outside fourth reader,
2. You and your dissertation committee chair jointly make arrangements for the date, time & place for the proposal defense once your committee has agreed that you are ready for your defense,
3. The PHD Program Coordinator will appoint a reader, who will attend the defense at the date, time & place specified,
4. If a member of the committee cannot attend the hearing: all three members of the committee do not have to be present; however, at a minimum the chair, one member of the committee and the outside reader should be present at the defense; otherwise the defense date should be changed. If a member of the committee cannot attend the hearing, send the dissertation proposal transmittal form to that member for signature.
5. Hold the defense hearing (note it is a closed hearing so only the members of the committee and the outside reader should be present.) Once the outcome of the defense is positive & the proposal is approved, all members of the committee sign the proposal transmittal form; the candidate and the chair should keep a copy and a copy should be sent to the PHD Program Coordinator for the student's file.
6. There are four possible outcomes of the hearing: a. the student's proposal is approved without change & the student is allowed to commence the dissertation research study; b. the proposal is approved with modification & the student proceeds as long as the modifications are enacted; c. the proposal needs major work and needs to be rewritten with another defense; and d. the proposal is not approved and a new one needs to be written and defended.
7. Once the proposal is approved, the student may proceed with the conduct of their dissertation research. The chair keeps a copy of the proposal & forwards the proposal transmittal form with the three committee member signatures to the PHD Program Coordinator. Note: the outside reader is advisory only and does not have a vote on whether or not the proposal is approved; they do have a say about suggested recommendations for modifications; they do not sign the dissertation transmittal form.

All proposals must also be approved by the University's Institutional Review Board (IRB) for research concerning human subjects before the dissertation proposal may obtain final approval.

When the study is completed, the dissertation committee will conduct a final public oral examination and dissertation defense. The student shall post notice of the final oral examination at least one week prior to the examination (DISSERTATION DEFENSE form). Approval of the dissertation is defined as unanimity (100%) of the dissertation committee. A formal discussion and vote of the committee will obtain this approval. Upon approval by the dissertation committee, the student will file the DISSERTATION TRANSMITTAL FORM and the RECOMMENDATION FOR CONFERRAL OF DOCTORAL DEGREE form with the PH.D. Program Coordinator.

Final copies of the dissertations, acceptable both in scholarship and literary quality along with standard transmittal forms, must be submitted to the Graduate Programs in the format and number prescribed by the Graduate Programs. (Detailed instructions are available from that office). All forms required for the comprehensive examination, candidacy and the dissertation are available at the Office of the Graduate Programs.

5. GRADUATE CERTIFICATE PROGRAMS

The College of Graduate Studies offers three graduate certificate programs, each requiring 21 credits, including both course work and a 500-hour supervised internship. The certificate programs are in Health Care Administration, Aging Studies, and Geriatric Care Management. Prerequisites may be required for those who do not have the necessary undergraduate courses as preparation for the advanced graduate courses. Of specific note is **HCA 530** Financing and Reimbursement Systems for Health Care Services, which requires verification of an undergraduate course in accounting.

CERTIFICATE IN AGING STUDIES

The Certificate consists of 21 credits, which include 18 credits in course work and a 3-credit, 500- hour supervised internship in the field.

The graduate Certificate in Aging Studies (CAS) is intended for professionals who wish to increase their knowledge about the physiological processes, characteristics, and psychosocial aspects of aging. The Certificate is useful for those working with the elderly, either as clinicians or administrators.

a. Required Courses: 18 Credits		Credits
Either	HCA 541 Residential and Community Health Care	
Or	HCA 542 Health Care Institutional Systems	3
HCA 530	Financing and Reimbursement Systems for Health Care Services	3
HCA 550	Clinical Aspects of Medical Care	3
HCA 560	Clinical Aspects of Mental Health Care	3
HCA 585	Health Care Policy and Analysis	3
HCA 595	Ethical and Legal Aspects of Health Care Administration	3
b. Internship/Graduate Project: 3 Credits		
Either	HCA 605 Elder care Community Internship	
Or	HCA 665 Graduate Project in Health Care	3

CERTIFICATE IN GERIATRIC CARE MANAGEMENT

The 21-credit Graduate Certificate requires 18 credits of course work and a 3-credit, 500-hour supervised internship in the field.

This certificate is intended for professionals who work in the social work or health care industry in a variety of settings. The Certificate provides an opportunity to update knowledge of models of effective administrative practice in geriatric care management, as well as trends and prospects in the industry. The emphasis is on the improvement and coordination of patient care services to maximize quality care within budgetary constraints.

a. Required Courses: 18 Credits		Credits
Either	HCA 541 Residential and Community Health Care	
Or	HCA 542 Health Care Institutional Systems	3
HCA 530	Financing and Reimbursement Systems for Health Care Services	3
HCA 550	Clinical Aspects of Medical Care	3
HCA 560	Clinical Aspects of Mental Health Care	3
HCA 590	Care Management: Theory and Practice	3
HCA 595	Ethical and Legal Aspects of Health Care Administration	3
b. Internship/Graduate Project: 3 Credits		Credits
Either	HCA 606 Internship in Care Management	
Or	HCA 665 Graduate Project in Health Care	3

CERTIFICATE IN HEALTH CARE ADMINISTRATION

The 21-credit Graduate Certificate requires 18 credits of course work and a 3-credit, 500-hour supervised internship in the field.

This certificate is intended for professionals who work in the health care industry in a variety of settings. The Certificate provides an opportunity to up-date knowledge of models of effective administrative practice in health care, as well as trends and prospects in the industry. The emphasis is on the improvement and coordination of patient care services to maximize quality care within budgetary constraints.

a. Required Courses: 18 Credits		Credits
Either	HCA 541 Residential and Community Health Care	
Or	HCA 542 Health Care Institutional Systems	3
Either	HCA 555 Accounting and Financial Management	
Or	HCA 570 Human Resource Management and Labor Relations	3
HCA 530	Financing and Reimbursement Systems for Health Care Services	3
HCA 565	Health Care Management and Administration	3
HCA 585	Health Care Policy and Analysis	3
HCA 595	Ethics and Legal Aspects of Health Care	3
b. Internship/Graduate Project: 3 Credits		Credits
Either	HCA 607 Internship in Health Care Administration	
Or	HCA 665 Graduate Project in Health Care	3

6. CERTIFICATES FOR MATRICULATED GRADUATE STUDENTS

For students who are matriculated in the M.B.A., M.S. or M.Ed. degree program and wish to earn a certificate in an additional area, the certificate has the same 21-credit requirements. Up to nine credits may be waived if the degree courses included the same certificate courses. In these cases, a minimum of 12 additional credits is required in a combination of courses and an internship or Graduate Project.

In cases where the courses cannot otherwise be scheduled in a timely manner or the student's career interests warrant it, the certificate may include both a Graduate Project and internship plus two courses to complete the 12-credit requirement. Any exceptions to this policy must be requested in writing and submitted to the Graduate Council for consideration, review, and final decision.

Alternatives:

- a. Courses: 9 credits from courses designated as certificate courses or those required or elective for the certificate specialization
- b. Choice of EITHER a Graduate Project: 3 credits OR an Internship: 3 credits (500 hours) in the certificate specialization

7. PROFESSIONAL STUDIES DIPLOMA PROGRAM (PSDP)

A two-year program of study is offered through The Conservatory of Music at Lynn University. This is a post-baccalaureate level program for students of piano, violin, viola, cello, double bass, flute, oboe, clarinet, bassoon, trumpet, french horn, trombone, bass trombone, tuba or percussion, with primary focus on advanced music performance education.

The requirements for this program include intensive applied study with specific performance requirements encompassing recitals, concerti, orchestral excerpts, and chamber music. After meeting the basic performance requirements, students enrolled in the Professional Studies Diploma Program fulfill their remaining performance requirements in a preferred area of specialization (i.e. solo, chamber music, orchestral, or a combination of these).

Entrance to the Professional Studies Diploma Program is limited to those who have completed a Bachelor of Music Degree in Performance or an approved equivalent course of study, and who pass a rigorous entrance audition on their major instrument. Auditions for the PSDP should be presentations of repertoire equivalent to the level 600 recital described in the course description and should meet the guidelines listed in the specific instrumental area. Please contact The Conservatory at Lynn University directly for audition dates, requirements and repertoire guidelines at 561-237-9000

Required coursework includes music studies and a course in Career Development. A student may elect to take additional coursework at his/her discretion, with approval from his/her Advisor.

Performance opportunity is a major part of the curriculum and education experience. Solo, ensemble, orchestral and contemporary music performance opportunities abound. Studio classes, weekly convocation recitals and a host of public performance settings provide the forum for this portion of the program.

Any student enrolled in the Professional Studies Diploma Program must be enrolled a minimum of two years in order to be considered for graduation/program completion.

All Professional Studies Diploma Program students must enroll in Applied Major Instrument during each term regardless of the number of credits already earned. All students majoring in an orchestral instrument must enroll in Large Ensemble and Small Ensemble during each term of enrollment regardless of the number of credits already earned.

UNDERGRADUATE AND GRADUATE COURSE DESCRIPTIONS

A course description indicates that the University is currently offering the course; however, if a degree program is discontinued, the courses offered for that program shall be restricted to those students previously enrolled in the program.

Undergraduate Course Designation Guide

ACA	The Academic Center for Achievement
ACC	Accounting
ADE	Adult Education
ADS	Art and Design
AVM	Aviation Management
BUS	Business
CAP	Communication Arts Performance
CED	Continuing Education
CMS	Computer Management Systems
COA	Communications
COM	International Communications
CRJ	Criminal Justice
EDU	Education
ENG	English
ESL	English as a Second Language
FYE	Freshman Seminars
FSE	Funeral Service
HA	Hospitality Administration
HCA	Health Care Administration
HIS	History
HNR	Honors Seminars
HS	Human Services
HUM	Humanities
INB	International Business
IRPS	International Relations/Political Science
LAN	Language
MAT	Mathematics
MKT	Marketing
MUG	Music General
MUH	Music History
MUP	Music for Pianists
MUR	Music Recitals/Performances
MUS	Applied Music/Ensembles
MUT	Music Theory
NUR	Nursing
PE	Physical Education
PSY	Psychology
SCI	Science
SOC	Sociology
TSR	Transfer Seminar

Graduate Course Designation Guide

BMT	Biomechanical Trauma
CJA	Criminal Justice Administration
DOC	Corporate Leadership
EDL	Educational Leadership
EDU	Education
EPA	Emergency Planning and Administration
GSR	Graduate Seminar
HA	Hospitality Administration
HCA	Health Care Administration
LDR	Leadership
MBA	Management, Business Administration
MHS	Music History
MS	Master in Science
MUG	Music General
MUH	Music History
MUR	Music Recitals/Performances
MUS	Applied Music/Ensembles
MUT	Music Theory
RES	Research
SAM	Sports and Athletics Administration

Course Number Guide

The first (left-hand) digit of the course number has the following significance:

Freshman Courses	100 Level (lower division courses)
Sophomore Courses	200 Level (lower division courses)
Junior Courses	300 Level (upper division courses)
Senior Courses	400 Level (upper division courses)
Master Level Courses	500 Level
Master and Doctoral Courses	600-700 Levels
Doctoral Courses	800-900 Levels

Please note: Course numbers 297, 397 and 497 denote independent research projects or other approved phases of research or independent study. They are available in all disciplines and the prerequisite is the permission of the appropriate College Dean. 1-3 credit hours.

Course Descriptions

Undergraduate

ACC 201 FINANCIAL ACCOUNTING 3 credits

A study of the fundamental principles and procedures of accounting as applied to the sole proprietorship, partnerships, and corporations. Emphasis is on the accounting cycle, asset valuation, income determination, and preparation of financial statements. Advisory note: Students receiving a grade less than "C" may experience academic difficulty in ACC 202. Offered: Fall, Spring.

ACC 202 MANAGERIAL ACCOUNTING 3 credits

The study of managerial or cost accounting concepts and techniques with applications to planning and control. Emphasis is on cost-profit-volume analysis, branch accounting, variable and absorption costing, cash flows, budgets and statement analysis. Prerequisite: ACC 201. Offered: Fall, Spring.

ACC 311 INTERMEDIATE ACCOUNTING I 4 credits

A course which broadens the accounting student's knowledge of accounting theory and practice. Topics include foundations of accounting theory, the accounting process, financial statements, and a comprehensive examination of current and long-term assets. Prerequisite: ACC 202. Offered: Fall.

ACC 312 INTERMEDIATE ACCOUNTING II 4 credits

A continuation of Intermediate Accounting I, extending the coverage to include long-term liabilities, corporate accounting, income tax allocation, cash flow statements, changing accounting methods, financial statement analysis, pensions, leases, and non-current investments. Prerequisite: ACC 311. Offered: Spring.

ACC 321 FEDERAL TAXATION I 3 credits

A course covering the determination of the taxable income of individuals and business entities for federal income tax purposes. Emphasis is on the preparation of an individual's tax return in accordance with Internal Revenue Service regulations. Prerequisite: ACC 202. Offered: Fall.

ACC 322 FEDERAL TAXATION II 3 credits

A study of the income taxation of partnerships, corporations, trusts, and estates and their beneficiaries. Special emphasis on new tax regulations, tax planning, and the formation of business entities. Prerequisite: ACC 321.

ACC 331 COST ACCOUNTING**3 credits**

A course emphasizing cost accounting concepts, analysis, and procedures applied as a managerial tool for planning and controlling operations of a business. Topics include the accountant's role in the organization, basic cost principles, standard costs, budgeting, direct costs, overhead, job order and process costing, and inventory valuation. Prerequisite: ACC 202. Offered: Spring.

ACC 332 ADVANCED COST ACCOUNTING**3 credits**

A continuation of the study of planning, cost control, cost standards, cost profit volume, break-even analysis, direct and variable costing. The emphasis will be on applying these concepts to management decision making using modern quantitative techniques. Prerequisite: ACC 331.

ACC 451 ACCOUNTING FOR NONPROFIT ORGANIZATIONS**3 credits**

The accounting theory and practice of nonprofit organizations including hospitals, schools, and state and local governments. Prerequisite: ACC 312.

ACC 461 ADVANCED ACCOUNTING**3 credits**

An advanced accounting course dealing with business combinations and consolidated entities, partnership and branch accounting, and foreign currency translation. Prerequisite: ACC 312. Offered: Spring.

ACC 465 ACCOUNTING THEORY**3 credits**

A study of the recent trends in the accounting profession with an emphasis on researching and reviewing the accounting literature. Prerequisites: ACC 461 and Senior standing.

ACC 471 ACCOUNTING SYSTEMS**3 credits**

A course providing a basic knowledge of information systems and their role in the performance of the accounting function in business organizations. This basic knowledge includes an understanding of the flow of accounting data, familiarity with the application of internal control, and an understanding of the use of computers in accounting information systems. Prerequisites: ACC 312, CMS 315. Offered: Fall.

ACC 480 AUDITING**3 credits**

A course representing the audit standards and techniques used in audit engagements, the nature of audit evidence, professional ethics, audit reports, statistical testing, and auditing. Prerequisite: ACC 471. Offered: Spring only.

ACC 485 ADVANCED AUDITING**3 credits**

A continuation of the study of auditing standards, concepts and assumptions with an emphasis on EDP applications. Use of case studies will be introduced. Prerequisite: ACC 480.

ACC 490 CPA PROBLEMS**3 credits**

The theory and practice portions of the CPA exam are thoroughly discussed and analyzed. Emphasis will be on actual test taking and problem evaluation. Prerequisites: ACC 461 and Senior standing.

Undergraduate**ADE 301 FULFILLING CAREER OBJECTIVES - ADULT EDUCATION****3 credits**

Structured for adults in transition, designed to assist adult learners in finding more personal satisfaction and reward in the job market. This course focuses on the relationship between self-understanding and potential careers. Emphasis will be placed on dislocated workers, dual-career couples, career change and the various stages of career development. It introduces the learner to the concepts of career support systems from the employer's perspective.

ADE 310 CAREER MANAGEMENT AND THE ORGANIZATION - ADULT EDUCATION 3 credits

An overview of principles, practices, and procedures to apply personal and professional career objectives. Specific attention will be given to the practical steps in designing an effective campaign to launch a career and enable students to take charge of their future. Focus will be on issues relating to career choice, employability skills, implementing a job search campaign, successful interviewing strategies, networking, career management and principles of professional conduct.

Undergraduate

ADS 105 DRAWING I 3 credits

A course designed to help students visualize their thoughts in drawings, beginning with the basics of drawing, to free-hand drawing of three dimensional objects.

ADS 106 DRAWING II 3 credits

Training in the fundamental elements of commercial and fine art drawing. Prerequisite: ADS 105.

ADS 120 DESIGN I 3 credits

An introduction to the study of line, form, color, and texture with emphasis on the organization of these elements into composition.

ADS 121 DESIGN II 3 credits

Lay-out, paste-up, and composition; typestyle and story boards. Prerequisite: ADS 120.

ADS 205 BASIC RENDERING 3 credits

The materials and methods used in advertising and graphic design. Figure indication and the preparation of roughs and comprehensives. Prerequisite: ADS 106.

ADS 210 BASIC LIFE DRAWING 3 credits

Through the use of the live model and lectures in basic anatomy, the course examines life drawing as a preparatory process to the creation of a finished work.

ADS 211 LIFE DRAWING FUNDAMENTALS 3 credits

Through the use of the live model and lectures in basic anatomy, the course uses drawing as a finished work. Figure drawing stressing the use of light and proportion.

ADS 223 FASHION ILLUSTRATION 3 credits

Developing awareness of design needs in the fashion world through color, fabrics, and figure proportions. Developing designer's sketches with emphasis on drawing and design rendering.

ADS 225 COMMERCIAL LAYOUT AND DESIGN (QUARKXPRESS) 3 credits

As the only industrial type and layout program accepted by the international graphic design community, QuarkXpress is a mandatory program for every graphic designer. In addition to gaining a technical fluency in the program, the student will be required to do four projects with substantial focus given to design as well as technical skill. Students will be expected to produce several portfolio quality pieces. Lab hours will be required. Lab fee: \$30.

ADS 230 PHOTOGRAPHY 3 credits

Fundamentals of photography, including picture-taking, camera technique, film developing, and print-making. Lab fee: \$30.

ADS 235 PRINTMAKING I 3 credits

This course deals with Lino-Cut, Wood-Block and Collographs as ways of making multiple images.

ADS 245 ENVIRONMENTAL DESIGN 3 credits

Basic theory and techniques of environmental design in a two-dimensional form. Areas of interest include interior design, landscape, architecture, and urban planning.

ADS 246 GRAPHICS I 3 credits

The basics of design are used to develop two-dimensional designs that serve specific commercial needs.

Prerequisite: ADS 121 or Instructor's permission.

ADS 250 SCULPTURE I 3 credits

Introduction to basic sculptural processes, such as additive, subtractive, and fabrication.

ADS 261 COLOR THEORY I 3 credits

Through the use of acrylics and various tools and techniques, basic technical skills and color relationships are learned.

ADS 267 PORTFOLIO AND EXHIBITION I 3 credits

During this course, the student's Foundation Portfolio is assessed. Academic and career directions are planned.

ADS 270 PROFESSIONAL PRACTICES I 3 credits

All those things that spell the difference between amateur and professional, including ethical issues, legal proposals, contracts, work orders, patents, copyrights and trademarks.

ADS 271 FIGURE DRAWING MATERIALS 3 credits

An investigation into the materials available and how they relate to the expressive needs of the individual student.

ADS 326 DIGITAL ILLUSTRATION (ILLUSTRATOR) 3 credits

In this course the student will be using a vector based program in the creation of digital line art. In addition to technical proficiency, design and craft will play a strong role in the course objectives. Projects ranging from basic form to commercial graphics will be explored. As an Art and Design course, students will be expected to leave the course with several portfolio quality pieces. Prerequisite: CMS 200. Lab fee: \$30.

ADS 327 DIGITAL IMAGING (PHOTOSHOP) 3 credits

This course will focus entirely on the Adobe Photoshop application. As a standard in the graphic design, photographic and visual art industries, Photoshop has become a powerful contributor to the digital art world. The student will learn to manipulate various media in a variety of ways. A companion lesson book and several projects will be executed during this course. Prerequisite: ADS 230, ADS 326, or permission of instructor. Lab hours will be required.

ADS 330 COLOR PHOTOGRAPHY 3 credits

Advanced study in the use of color in photography; includes processing of color negatives and slides. Coordinated work with certain other art and fashion classes is required. Prerequisites: ADS 230. Lab fee: \$30.

ADS 333 ADVANCED PHOTOGRAPHY 3 credits

Further study of photography as an art form; includes use of color in photography, experimentation in composition, and techniques of processing. Prerequisite: ADS 230. Lab fee: \$30.

ADS 342 THREE DIMENSION DESIGN 3 credits

Development of basic skills for building three-dimensional, conceptual and presentation models of products, furniture, and buildings.

ADS 346 RENDERING FUNDAMENTALS **3 credits**

The methods of rendering presentations for a variety of projects, depending on the major of the student: interior, graphic, product, or environmental. Prerequisite: ADS 205.

ADS 347 GRAPHICS II **3 credits**

A further investigation into the materials and methods of graphic design. Prerequisite: ADS 246, 225.

ADS 351 ADVERTISING DESIGN AND PRODUCTION **3 credits**

This course will concentrate on "real world" applications of design, principles and thought. Effective interaction with classmates will be developed and employed as a resource in the conceptual and technical processes. Professionalism and attention to detail will be emphasized and refined. Students will also learn how to manage projects for commercial printing applications. Time will be given to the improvement of ads from a verbal direction as well as the design and productions components. Lab fee: \$30.

ADS 352 PRINTMAKING II **3 credits**

Expands on the intaglio process, including line etching, engraving, aquatints and lift grounds. Includes lectures in printmaking history. Prerequisite: ADS 140.

ADS 353 PRINTMAKING MATERIALS **3 credits**

Advanced intaglio process. Advanced techniques in color printing and photo-etching. Prerequisite: Permission of instructor.

ADS 360 CORPORATE ID **3 credits**

Corporate Identity is a major component of the graphic design community. This course will allow students to research and develop design elements that identify and advertise a corporation or business. Logo/trademarks, corporate collateral, uniforms and vehicle identification will be explored and researched. All projects will be carried through to final portfolio quality. Prerequisites: ADS 225 or permission of instructor.

ADS 361 SCULPTURE II **3 credits**

An exploration of the casting process. Students participate in all areas of sound, basic foundry processes including ceramic shell, direct and experimental casting. Metals include bronze and aluminum. Prerequisite: ADS 250.

ADS 362 SCULPTURE MATERIALS **3 credits**

Development of individual vision through an exploration of various materials. Options include clay, wood, stone, plaster and metal. Prerequisite: Permission from instructor.

ADS 363 PAINTING MATERIALS **3 credits**

Emphasis on an individual aesthetic related to materials. This is developed through a series of self-directed problems. Prerequisite: ADS 106. 3 credit hours.

ADS 365 ILLUSTRATION I **3 credits**

An advanced drawing class stressing personal and creative use of tools and techniques to illustrate products, packaging, books, and magazines.

ADS 371 FIGURE DRAWING METHODS **3 credits**

Explores the various methods used for finding individual styles of expression. Includes discussions of the historical and contemporary use of the figure in art. Prerequisite: Permission of instructor.

ADS 372 TYPOGRAPHY **3 credits**

Typographical forms studies as both visual and verbal means of communication. Prerequisite: Permission of instructor.

ADS 380 INTERPRETIVE FIGURE MATERIALS 3 credits

The course will focus on the dialogue between figuration and abstraction. The materials used will be those chosen by the student as a result of his/her participation in ADS 271, or from consultation with instructor. Prerequisite: Permission of instructor.

ADS 430 DESIGN TECHNOLOGY AND PRODUCTION 3 credits

This "capstone" course will enhance the knowledge gained in earlier technology and design courses. Issues such as pre-press and printing will also be seriously addressed. Students will attend a field trip to a local printer and service bureau. In addition to a required packaging solution, students will have an opportunity to propose their own projects. Prerequisite: Permission of instructor. Lab hours will be required. Lab fee: \$30.

ADS 441 APPLIED PHOTOGRAPHY 3 credits

Studio and on-site photography, working with requirements particular to the industry. Prerequisite: ADS 230.

ADS 460 SIGNAGE DESIGN 3 credits

Designing signs from billboards to bulletin boards, from doorways to roadways. Designing for the appropriate materials and technology.

ADS 470 ADVANCED GRAPHIC DESIGN 3 credits

Design as it relates to visual communications. Typography, symbol, image, and visual organization are considered in the context of contemporary practice. Prerequisite: ADS 372.

ADS 472 ADVANCED TYPOGRAPHY 3 credits

A further study of typography will be explored in this course. Students will develop a stronger understanding of the visual language and rhythm of typographic structure and form. Focus will be placed on current typographic design trends in both the fine art and commercial design fields. This course will be dependent upon the students' previous coursework in Typography I, Commercial Layout and Design (QuarkXpress) and Electronic Design (Illustrator). Prereq.: ADS 225, ADS 326 and ADS 327 or permission of instructor.

ADS 481 ILLUSTRATION II 3 credits

Advanced drawing working with a variety of media and techniques. Prerequisite: ADS 365. 3 credit hours.

ADS 485 INTERNSHIP 3 credits

Under the direction of the Art/Design faculty, the student has the opportunity to pursue experience with practicing professionals in the Boca Raton area.

ADS 490 PORTFOLIO AND EXHIBITION II 3 credits

A "capstone" course which assesses and enhances each student's portfolio. The students, as a group, demonstrate their ability to collaborate by designing and mounting an exhibition of their best work. For graduating seniors in the ADS program. Prerequisite: ADS 276.

ADS 491 ART AND DESIGN SEMINAR 4 credits

A "capstone" course, the main objective of which is to assess the degree to which the student has assimilated the knowledge and information of preceding courses. This is done through discussion, papers, essay exams and group critiques of work-to-date. For graduating seniors in the ADS program.

ADS 492 GRAPHICS PRACTICUM 3 credits

Individual project where the instructor acts as client and critic. Student follows through from proposal and contract to final presentation. 3 credit hours.

ADS 493 PROFESSIONAL PRACTICES II **3 credits**

A capstone course that increases the students' ability to seek employment and to succeed in the design professions. Students design, prepare and deliver individual and team presentations, including portfolio and resume to a small audience. Prerequisite: ADS 270 Senior standing and permission of instructor.

ADS 494 THESES DRAWING I **4 credits**

This course will be designed by the individual student based on initial group discussions. The priorities of a useful Theses drawing class will be established. Questions that will be asked are: What does each Theses need in the way of support drawings? Which source materials are best suited for each Theses (the figure, abstraction, nature, the city)? How will drawing aid in the development of personal imagery? Group and individual critiques. Prerequisite: Permission of instructor. 4 credit hours.

ADS 495 THESES DRAWING II **4 credits**

This course is a continuation of Theses Drawing I with an emphasis on preparations for a variety of presentation techniques including framing, portfolios, and slides. Group and individual critiques.

ADS 499 (MAJOR) THESIS **4 credits**

A "capstone" course involving the production of a body of work in which personal imagery, concept and technique are successfully integrated. Includes a written description of the student's personal aesthetic. For graduating seniors in the ADS program. 4 credit hours.

Undergraduate

AVM 102 AVIATION HISTORY **3 credits**

A survey of the entire spectrum of aviation, its evolution from balloons to supersonic transports and space travel, its contemporary situation and problems, and its potential.

AVM 120 PRIMARY FLIGHT THEORY **4 credits**

Provides the student with the theoretical knowledge necessary to meet all FAA requirements (written examination and oral test) for a private pilot's certificate for a single-engine, land class airplane. Lab fee: \$50.

AVM 121 PRIMARY FLIGHT TRAINING **2 credits**

Provides the student with the skills and aeronautical experience necessary to meet the requirements for solo flight in a single-engine, land category airplane and prepares the student for the flight test required for a private certificate.

AVM 220 INSTRUMENT FLIGHT THEORY **4 credits**

Advanced flight theory which prepares the student for the FAA written and oral tests leading to the instrument rating. Prerequisite: AVM 120, AVM 121 or private certification. Lab fee: \$100.

AVM 221 INSTRUMENT FLIGHT TRAINING **2 credits**

Advanced training which provides the student with the necessary piloting skills and knowledge required for the FAA flight test leading to the instrument rating. Prerequisite: AVM 120, or private certification.

AVM 226 AVIATION WEATHER **3 credits**

A study of atmospheric phenomena, weather principles, forecasting techniques, and weather information dissemination as they relate to and impact flight operations.

AVM 230 COMMERCIAL FLIGHT THEORY **3 credits**

Provides the required flight theory and prepares the student for the FAA written and oral tests for the commercial pilot certificate. Prerequisite: AVM 220 AVM 221, or instrument rating. Lab fee: \$100.

AVM 231 COMMERCIAL FLIGHT TRAINING**1 credit**

Completes the required flight knowledge and skills, and prepares the student for the FAA flight test leading to the commercial pilot certificate. Prerequisite: AVM 221 or instrument rating .

AVM 250 AVIATION SAFETY AND HUMAN FACTORS**3 credits**

A study of the physiological, psychological, and physical factors that directly affect air operations and flight safety. Included are reviews and discussions of safety parameters and aircraft accidents and incidents that reflect human factor involvement.

AVM 310 FLIGHT INSTRUCTION METHODS AND PROCEDURES**4 credits**

Methodology and requirements of flight instruction which prepare the student for the FAA flight instructor's examination. (Not required in flight option; available as an elective.) Flight training and successful completion of all requirements for the commercial flight instructor's ratings are involved. Lab fee: \$30.

AVM 330 AIR TRANSPORTATION INDUSTRY**3 credits**

An overview of the contemporary air transportation industry, both domestic and foreign, including the industry's evolution, structure, regulation, administration, aircraft, and its future.

AVM 331 AVIATION REGULATION AND LAW**3 credits**

A study of the evolution of aviation regulation and law, which together govern air transportation and the aviation industry. Included are certain sections of current Federal Air Regulations (FARs), landmark court cases that have significantly affected air travel, and various conventions and agreements by which domestic and international air transportation are governed.

AVM 341 AVIATION OPERATIONS I**3 credits**

A detailed study of operating and managing an airport, principally viewed from the public sector standpoint. Included are the manager's functions and responsibilities, applicable local, state, and national regulatory requirements, together with preparation of an airport's master plan.

AVM 346 AVIATION OPERATIONS II**3 credits**

An analysis of all aspects of fixed base operations, including flight training, charters and rentals, contract services, transient flight operations, and community relations.

AVM 441 AVIATION OPERATIONS III**3 credits**

An analysis of contemporary management techniques applied to the airline industry, present industry problems, and flight operations. Included are aspects of scheduling, passenger service, maintenance, aircraft selection, labor relations, strategic planning, all included in a major student project. Prerequisite: Permission of Advisor/Dean.

AVM 471 AIRLINE EMERGENCY CABIN TRAINING**3 credits**

At the completion of this course, students will have a basic understanding of airline emergency situation procedures and demonstrate the ability to make appropriate responses. Includes 30 hours of classroom instruction and 15 hours of practical demonstration and practice on aircraft mockups and use of emergency equipment. Prerequisites: Enrollment in the aviation program or approval of the department head.

AVM 472 B-727 PILOT FAMILIARIZATION**3 credits**

At the completion of this course, students will have a basic understanding of major B-727 aircraft systems, including Powerplant, Pneumatic, Electrical, Hydraulic, Flight Control, Fuel, Avionics and Instruments. They will also be familiar with preflight planning requirements, to include aircraft limitations & performance, weight & balance computations and use of the National Airspace System. Students are instructed in the location, function and operation of major aircraft systems, including cockpit controls and indications. Includes

45 hours of classroom and part task mockup (PTM) instruction. Prerequisite: FAA commercial pilot certificate with an instrument rating.

AVM 473 B-727 PILOT SIMULATOR FAMILIARIZATION 3 credits

At the completion of this course students will have basic knowledge and skills for the operation of primary and secondary cockpit controls of the B-727. They will be able to perform normal takeoffs and landings, climbs and descents and turns to headings. They will be able to control the aircraft in both visual and instrument flight conditions. In addition, they will practice and demonstrate basic understanding of steep turns, approach to stalls, emergency descents, instrument approaches and other advanced maneuvers. They will also experience abnormal and emergency flight situations and demonstrate a basic understanding of appropriate pilot responses. Includes 45 hours of instruction. Includes 20 hours in a full flight simulator (motion and visual). Ten hours will be pilot-in-command (PIC) instruction while occupying the captain position and ten hours will be support duties from the first officer position, or as an observer. In addition, each four-hour simulator session will include a one-hour briefing and a one-hour debriefing. Prerequisite: AVM 472.

AVM 474 B-737 PILOT FAMILIARIZATION 3 credits

At the completion of this course, students will have a basic understanding of major B-737 aircraft systems, including Powerplant, Pneumatic, Electrical, Hydraulic, Flight Control, Fuel, Avionics and Instruments. They will also be familiar with preflight planning requirements, to include aircraft limitations & performance, weight & balance computations and use of the National Airspace System. Includes 45 hours of classroom and part task mockup (PTM) instruction. Students are instructed in the location, function and operation of major aircraft systems, including cockpit controls and indications. Prerequisite: FAA commercial pilot certificate with an instrument rating.

AVM 475 B-737 PILOT SIMULATOR FAMILIARIZATION 3 credits

At the completion of this course, students will have basic knowledge and skills for the operation of primary and secondary cockpit controls of the B-737. They will be able to perform normal takeoffs and landings, climbs and descents and turns to headings. They will be able to control the aircraft in both visual and instrument flight conditions. In addition, they will practice and demonstrate basic understanding of steep turns, approach to stalls, emergency descents, instrument approaches and other advanced maneuvers. They will also experience abnormal and emergency flight situations and demonstrate a basic understanding of appropriate pilot responses. Includes 45 hours of instruction. Includes 20 hours in a full flight simulator (motion and visual). Ten hours will be pilot-in-command (PIC) instruction while occupying the captain position and ten hours will be support duties from the first officer position, or as an observer. In addition, each four-hour simulator session will include a one-hour briefing and a one-hour debriefing. Prerequisite: AVM 474.

AVM 476 B-747 PILOT FAMILIARIZATION 3 credits

At the completion of this course, students will have a basic understanding of major B-747 aircraft systems, including Powerplant, Pneumatic, Electrical, Hydraulic, Flight Control, Fuel, Avionics and Instruments. They will also be familiar with preflight planning requirements, to include aircraft limitations & performance, weight & balance computations and use of the National Airspace System. Includes 45 hours of classroom and part task mockup (PTM) instruction. Students are instructed in the location, function and operation of major aircraft systems, including cockpit controls and indications. Prerequisite: FAA commercial pilot certificate with an instrument rating.

AVM 477 AIRLINE TRANSPORT PILOT (ATP) CERTIFICATE 3 credits

This course will result in attaining the Airline Transport Pilot (ATP) certificate. Lynn University is authorized under our FAR Part 142 certificate to provide ATP training. The syllabus is FAA approved. Lynn students will receive academic credit for this work. A student may take the ATP credit or the 737 familiarization credit, but not both. Prerequisite: FAA Commercial License and 1500 flying hours. A lab fee is required.

AVM 481 AVIATION SEMINAR 3 credits

A series of discussions and analysis of contemporary management problems in aviation. Individual student research and reports are required. Prerequisite: Permission of Advisor/Dean.

Graduate

BMT 540 INTRODUCTION TO BIOMECHANICS 1.5 credits

Overview of basic terminology and physics of materials, solid mechanics, statistics and dynamics with an emphasis on clinical trauma applications.

BMT 541 ERGONOMICS 1.5 credits

Conceptual overview of basic motion analysis, biological signals, force and energy measurements and uses for estimating body mechanics. Applications to a variety of activities, such as daily living and work tasks. Evaluation of injuries, task and device design to minimize mechanical demands to injured subjects.

BMT 542 BIOMECHANICS OF HARD AND SOFT TISSUE INJURIES 1.5 credits

Analysis of the mechanical behavior of hard and soft tissues with relation to mechanisms of injury, evaluation of injury patterns, mechanical stability of injured limb parts and the biomechanics of orthopaedic management of injuries.

BMT 543 BIOMECHANICS OF MOTOR VEHICLE ACCIDENTS 1.5 credits

Basic physics of impact mechanics on vehicles and occupants. Analysis of the relationship between impact mechanics on occupants and their injury patterns. Biomechanical and legal reconstruction of motor vehicle accidents and injuries in relation to motor vehicle design, function of safety features and strategies for trauma management.

BMT 544 BIOMECHANICS OF THE SPINE AND UPPER EXTREMITIES 1.5 credits

Application of biomechanical principles to the evaluation of spinal cord and upper extremity injuries of the hard and soft tissues along with the biomechanics of their treatment. Biomechanics of orthopaedic devices and constructs utilizing orthopaedic devices related to principles of management.

BMT 545 BIOMECHANICS OF THE LOWER EXTREMITIES AND SPORTS INJURIES 1.5 credits

Application of biomechanical principles to the evaluation of sports and lower extremity injuries of hard and soft tissues, as well as their biomechanics of their treatment. Biomechanics of orthopaedic devices and constructs utilizing orthopaedic devices related to principles of management.

BMT 550 NEUROLOGY I 1.5 credits

An overview of the neurophysiological basis of biomechanical trauma, including: associated neuropathology, diagnosis, instrumentation, and practical considerations for diagnostic protocols.

BMT 551 NEUROLOGY II 1.5 credits

An examination of the clinical management of biomechanical trauma from a neurophysiological perspective, including: pharmacological, rehabilitative and other treatment strategies for specific diagnoses.

BMT 560 ORTHOPAEDICS AND REHABILITATION OF THE SPINE AND UPPER EXTREMITIES **1.5 credits**

Classification and analysis of injuries, incidence of injuries, as well as management strategies for acute and definitive care, rehabilitation and outcomes.

BMT 561 ORTHOPAEDICS AND REHABILITATION OF THE LOWER EXTREMITIES AND SPORTS INJURIES **1.5 credits**

Classification and analysis of injuries, incidence of injuries, as well as management strategies for acute and definitive care, rehabilitation and outcomes. 1.5 credit hours

BMT 570-574 DIRECTED RESEARCH **3credit**

Continuation of the research initiated in MS 505. Completion of methodology section including subject selection, instrumentation and procedure as well as statistical design of the research. Prerequisite MS 505

BMT 575 GRADUATE PROJECT IN BIOMECHANICAL TRAUMA II **3 credit**

Continuation of BMT 570. The Graduate project will reach its final stage with completion of the results section, discussion and conclusion. The student will demonstrate expertise in the subject matter through an online PowerPoint presentation. Prerequisite BMT 570

Undergraduate

BUS 101 APPAREL INDUSTRY **3 credits**

An examination of the scope of fashion industry opportunities. The production and distribution of fashion products are explored leading to an awareness of interaction of various aspects of the industry. Offered: Fall.

BUS 170 MICROECONOMICS **3 credits**

Introduces the student to the basic principles of microeconomics which are concerned with the interrelationship of individual business firms, industries, consumers, workers, and other factors of production that comprise a modern economy.

BUS 171 MACROECONOMICS **3 credits**

Introduces the student to the basic principles of macroeconomic concepts and their importance in our economy. Concepts include national income, total consumption, total investment, and the influence of the nation's economy upon contemporary social problems.

BUS 200 INTRODUCTION TO BUSINESS **3 credits**

For the non-business student, an introduction to various key facets of the business spectrum, including economics and business systems, forms of organizations, the management and marketing processes, accounting and financial matters, legal and regulatory aspects, and ethics and social responsibilities of business. (This course is open only to students outside the College of Business and Management.)

BUS 210 ENTREPRENEURSHIP **3 credits**

This course explores the spirit of entrepreneurship and its importance in achieving personal success. The examination of entrepreneurship is done in the context of students' acquiring a fundamental knowledge of economic principles. Topics covered in the course include the law of supply and demand, business cycle, monetary and fiscal policies, and creativity and innovation. Offered: Fall, Spring.

BUS 228 BUSINESS COMMUNICATION**3 credits**

A study of the principles and practices underlying administrative communications. Beginning with an exploration of the needs of a communication system within organizations, the course focuses on the nature and effects of organization design, interpersonal and role-based communication behaviors, problem - solving, and motivation. Techniques in written and oral communication are included. Prerequisite: ENG 102.

BUS 240 RETAIL BUYING**3 credits**

The student focuses on the role of the buyer in the retail organization and on buying techniques in the planning, obtaining and controlling of merchandise assortments. Consumer buying motivations are analyzed in terms of implications for retail buying. Prerequisite: BUS 101, BUS 210, MAT 110.

BUS 255 FUNDAMENTALS OF E-BUSINESS**3 credits**

This course provides an overview of electronic business, the Internet, and the World Wide Web and enabling technologies. The course explores how today's advanced technologies impact business systems and processes. It also discusses connectivity and the relationship between the organization and its constituencies, which may include customers and suppliers, among others. It will also address corporate, national and global information infrastructures. Additionally, this course will cover important peripheral matters such as auditing procedures, risks, ethics, privacy, legal and security issues. Prerequisite: CMS 200. Offered: Fall.

BUS 260 FUNDAMENTALS OF APPAREL**3 credits**

A study of design details of apparel, including an analysis of historical influences and contemporary fashion creators. Student projects and presentations required with a focus on management decisions. Prerequisite: BUS 101.

BUS 270 MANAGING ORGANIZATIONS**3 credits**

Introduction to the basic concepts of organizational management. Emphasis is on analysis of managerial functions and organizational behavior factors that influence effective management. Offered: FALL, Spring.

BUS 290 FASHION INTERNSHIP I**3 credits**

Opportunity for fashion students to gain on-the-job experience through an internship placement. Advisor/Dean permission required. Prerequisite: BUS 260, BUS270, and MKT 250.

BUS 300 FASHION EVENTS MANAGEMENT**3 credits**

Fashion events and their role in retail sales are examined. Course requirements include research, analysis, and forecasting of fashion trends and presentation of fashion events. Individual projects are required, included detailed plans for a fashion event. Group projects are also incorporated in the course, including community contacts with local apparel firms. Prerequisites: BUS 228, BUS 260, MKT 325, and computer word processing ability.

BUS 310 INTRODUCTION TO SMALL BUSINESS MANAGEMENT**3 credits**

A study of how small businesses and entrepreneurial ventures are started. The course concentrates on formulating a basic understanding of small businesses and new business ventures. Particular emphasis is given to recognizing and evaluating new opportunities and how to begin gathering resources for those that prove viable. Prerequisites: BUS 250 and MKT 250. Offered FALL and Spring.

BUS 311 CORPORATE FINANCE**3 credits**

The theories, practices, procedures, and problems involved in modern corporate financial management; financial analysis common to investment and business financial management decisions with special attention to the analysis of corporate equity and debt securities. Prerequisites:ACC 202. Offered: FALL, Spring.

BUS 312 BUSINESS LAW I 3 credits

An introduction to business law with primary focus on contract, agency, negotiable instruments, and sales. Offered: FALL, Spring.

BUS 313 BUSINESS LAW II 3 credits

A continuation of business law topics with emphasis on business organization, personal and real property, estates, and bankruptcy. Prerequisite: BUS 312. Offered: FALL, Spring.

BUS 316 RETAILING MANAGEMENT 3 credits

Study of organization and operation of retail establishments from a management perspective. Topics include customer service, information systems, staffing, and managing responsibilities. Prerequisite: BUS 250, and BUS 260.

BUS 320 TEXTILE KNOWLEDGE FOR MANAGERS 3 credits

Comprehensive survey of the materials and production methods involved in making fabrics with focus on fiber, yarn, and construction. Federal regulations pertaining to textiles are also covered with an emphasis on typical managerial decisions. Offered: Spring.

BUS 321 INVESTMENTS 3 credits

Role of investment banking in the financial organization, investment banking houses, relations of investment banking to other financial institutions, regulation of investment banking and the security markets, and current problems and developments in investment banking. Prerequisites: ACC 202 and BUS 311.

BUS 322 STATISTICS FOR BUSINESS AND ECONOMICS 3 credits

A conceptual introduction to the field of statistics and its many applications, particularly in the fields of business and economics. Topics include descriptive statistics, probability distributions, sampling, hypothesis testing, regression analysis and statistics methods for quality control. Prerequisite: MAT 110. (Note: This course may satisfy a core math requirement.) Math credit will not be awarded for both BUS 322 and MAT 221. Offered: FALL, Spring.

BUS 350 HUMAN RESOURCE MANAGEMENT 3 credits

A comprehensive study of the practice of modern manpower management. Areas of concentration include employee recruitment, placement, and development, performance appraisal techniques, comprehensive systems, employee benefits design, and training program design and evolution. Prerequisite: BUS 290. Offered: FALL, Spring.

BUS 352 MONEY, BANKING, AND MONETARY POLICY 3 credits

Nature, functions, and sources of money, domestic and international features of monetary systems, monetary and banking history, financial institutions and markets, commercial and central banking, monetary theory and policy, and their relationship to fiscal policy. Prerequisites: BUS 170 and BUS 171. Offered: FALL and Spring.

BUS 370 BUSINESS – SPECIAL TOPICS 3 credits

A course that will explore different areas of business. Topics may include specific industries, organizational behavior, legal aspects, finance, management strategies and e-commerce. Prerequisites: BUS 270 and BUS 311. Can be repeated for credit as topics change.

BUS 371 FASHION INDUSTRY TOUR 3 credits

This seminar, held in a fashion center, consists of an orientation to the city and seminars in a variety of areas by professionals in the field of sale, apparel design, fashion retail, advertising, apparel manufacturing and journalism providing an overview of the fashion industry at work. Discussion and required written projects

focus on current topics of concern to the primary market, secondary market and retailers. Enrollment is limited. Prerequisite: BUS 260 and Permission of the instructor.

BUS 372 LEGAL AND REGULATORY ASPECTS OF MANAGEMENT 3 credits

This course addresses the legal and ethical assumptions of laws and administrative rules and procedures that affect the management process. Prerequisite: BUS 270.

BUS 380 DEVELOPMENT AND ADMINISTRATION OF COMPENSATION PROGRAMS 3 credits

This course is designed to examine and evaluate factors affecting an employee's salary and compensation package. Special attention is given to Equal Opportunity and Office of Safety and Health Administration legislation through a series of case studies and simulations. Prerequisite: BUS 350.

BUS 400 FINANCING SMALL BUSINESS AND ENTREPRENEURIAL VENTURES 3 credits

An introduction to the study of financing small businesses and entrepreneurial ventures. Emphasis will be on introducing government sources, commercial banking sources, investment banking, and other potential venture capital sources. The student will develop a financial business plan to present to a financial institution. Prerequisites: ACC 202, BUS 310.

BUS 411 MANAGING APPAREL PRODUCT DEVELOPMENT 3 credits

Topics include analysis of design and construction methods, CAD techniques, global sourcing, apparel manufacturing processes, quality control and management of apparel production. Student projects required. Prerequisites: BUS 101, BUS 260, BUS 240, BUS 316, BUS 320, MKT 305, and MKT 250.

BUS 420 REAL ESTATE LAW 3 credits

A study of the law as it applies to ownership and transfer of real property, contracts for sale, leases, options, mortgages and liens, conveyancing processes and title insurance, zoning, condemnation, and other elements relative to commercial and personal interests in real estate, including analysis of forms and practical applications.

BUS 422 QUANTITATIVE BUSINESS ANALYSIS 3 credits

Application of quantitative analysis to business problems. Topics include: probability concepts, forecasting, decision, making use of probabilities under certainty and uncertainty, cost volume-profit analysis and inventory. EOQ models, linear programming, simplex method, networking, integer programming, simulation, queuing theory, and Markoff analysis. Prerequisite: BUS 322. Offered: Fall, Spring.

BUS 430 LABOR RELATIONS 3 credits

A study of the collective bargaining process and its impact on the economy. Included are case studies and arbitration cases in the private and public sectors. Prerequisite: BUS 350.

BUS 431 MANAGING GROWING BUSINESSES 3 credits

An emphasis on the necessary changes in management strategies as a business grows from its inception through maturity. Prerequisite: BUS 310. 3 credit hours.

BUS 432 MANAGING FAMILY BUSINESSES 3 credits

Emphasis on particular problems associated with family businesses such as taxes, estate planning, financing, and contractual agreements. Prerequisite: BUS 310.

BUS 446 HISTORY OF U.S. ENTERPRISE AND ENTREPRENEURSHIP 3 credits

Course content explores historical and external forces that impact entrepreneurial efforts in business enterprises. Emphasis will be on the role of government as it influences business goals, structures, and operations of U.S. enterprises. Legal and regulatory constraints as well as political, social and technological

factors that influence managerial/nonmanagerial behavior in the firm and the firm's impact on society will be discussed. Prerequisites: ACC 202, BUS 311, INB 390, MKT 250, and Senior standing and business major. 3 credit hours. Offered: Fall, Spring.

BUS 451 REAL ESTATE INVESTMENTS 3 credits

Fundamental problems and principles involved in the organization, management, and control of real estate operations. Analysis of real estate financing, including sources and procedures for financing different types of real estate. Prerequisite: ACC 202, and BUS 311.

BUS 455 INTEGRATIVE MANAGEMENT 3 credits

Focuses on the activities and interactions among functional units of a firm. Emphasis is on organizational learning, culture and change. Prerequisites: Business major and Senior standing.

BUS 460 BUSINESS POLICY 3 credits

Theory and practice of determining and implementing policy. Actual case studies of business organizations, including the determination of top-level company policy in such functional areas as finance, marketing, and production are studied. Prerequisites: Permission of Advisor or Dean. Offered: FALL, Spring.

BUS 470 TRAINING AND DEVELOPMENT 3 credits

Course focuses on the training and development of employees at all levels in the organization relative to the following topics: training and development practices; identifying employer development needs; isolating training from nontraining needs; designing the training program and assessing results; facilitating organizational change; creating and evaluating training packages; exploring training and instructional styles for adult learners in a corporate/business setting. Prerequisites: BUS 350.

BUS 480 APPAREL INDUSTRY SEMINAR 3 credits

A capstone course for fashion students to integrate merchandising, management, design production, and marketing topics in preparation for employment in the industry. Guest speakers are incorporated. Student presentations required. Prerequisite: BUS 411, and MKT 321.

BUS 490 FASHION INTERNSHIP II 3 credits

Opportunity for fashion management students to gain on-the-job experience through an internship placement. Prerequisite: BUS 411, MKT 321, MKT 430 and Advisor/Dean permission.

BUS 495 INTERNATIONAL STUDY ABROAD PROGRAM 6 credits

A four to five month internship in the student's area of study will be conducted through a partner university or college. The partnership schools, (for example, Lynn University's sister campus in Dublin, American College Dublin; Kato School and Fuji Phoenix College in Gotemba, Japan; and École Condé in Lyon, France) cooperate with Lynn University in the administrative and academic support of each other's students in their respective countries. The Study Abroad Program would offer language and other appropriate area study courses, plus living accommodations, and where possible, work assignments in local community businesses. The Study Abroad Program would be mentored by a School of Business faculty member. This experience provides the opportunity for the student to live and develop in another country both socially and academically. Participation in the Study Abroad Program requires that a sufficient number of concentration courses plus other language requirements be met to the satisfaction of the School of Business. Prerequisite: Permission of Advisor or Dean.

BUS 498/499 BUSINESS INTERNSHIPS 3-6 credits

Opportunity for business students to gain on-the-job experience through an internship placement. Advisor/Dean permission required. Offered: Fall, Spring.

Graduate

BUS 730 DESIGNING THE GLOBAL CORPORATION

3 credits

A discussion of the methods used to build businesses worldwide. These methods are explained in the context of the many issues that confront the modern international organization. The issues are defined by emerging geopolitical realities, the transformation and convergence of industries, and the strategic selection of new localities.

BUS 731 CORPORATE GOVERNANCE

3 credits

Development of a blueprint that corporate boards and managers can follow to improve their corporate governance and inspire investor confidence. Issues discussed include: identifying “red flags”, ensuring independent boards, monitoring the integrity of the financials, determining the level of transparency, and reviewing executive compensation. These issues will be examined in the context of practices found in countries around the world.

BUS 732 SUSTAINABLE BUSINESS PRACTICES

3 credits

An examination of the conditions essential for the maintenance of a healthy relationship between human society and the rest of nature. Case studies of various international companies will be used to develop strategies for implementing sustainable business practices and corporate responsibility that are global in nature.

BUS 733 CORPORATE ENTREPRENEURSHIP

3 credits

A framework for learning and understanding the critical elements of corporate entrepreneurship. Topics discussed include: identifying the environmental conditions that establish an entrepreneurial orientation in companies, understanding the obstacles to corporate entrepreneurship, and structuring the company for entrepreneurship.

BUS 734 CORPORATE REPUTATION MANAGEMENT

3 credits

An examination of identity, image, reputation and corporate branding. These concepts will be studied across borders to determine similarities and differences from country to country. The course is designed to demonstrate the importance of reputation as a strategic tool for organizations.

BUS 740 MANAGING FOR FINANCIAL ACCOUNTABILITY

3 credits

Accounting as a managerial tool for business strategy and implementation. Key topics include: customer satisfaction, total value-chain analysis, continuous improvement, and planning and control techniques linked to key success factors.

BUS 745 MANAGING FOR FINANCIAL PERFORMANCE

3 credits

An analysis and comparison of the various techniques that aid in the financial decision making process. Major themes stressed include: creation/destruction of value, cash flow management, the international aspects of financial management, and the standards of ethical behavior adopted by managers.

Undergraduate

CAP 106 ACTING I

3 credits

An introduction to the history, appreciation and criticism of theater combined with fundamental acting exercises designed to lead the student toward credibility on the stage.

CAP 206 ACTING II

3 credits

Fundamental acting exercises designed to lead the student toward credibility on the stage.

CAP 306 ACTING III**3 credits**

Continuation of CAP 206. Prerequisite: CAP 206 or permission of instructor.

CED 198 PORTFOLIO SEMINAR**1 credits**

Seminar designed to guide students through the process of developing a Portfolio of their experiential learning.

Graduate**CJA 600 NIA-VIDEO SURVEILLANCE APPLICATIONS AND OPERATIONS****3 credits**

This course is designed to prepare students with the necessary, basic theoretical and practical analytical and performance skills, knowledge, and "best practices" in the field of law enforcement/military video surveillance operations. Students will review, examine and utilize past and current video surveillance technology, equipment, and employment techniques in a variety of covert and overt enforcement scenarios. Emerging technology will be explored and conceptualized in the context of current criminal activity, developing trends in criminal activity, and the advent of video surveillance detection equipment. This course will also address international issues in criminal justice. Criminal Justice systems of selected countries will be compared and contrasted. The purpose and goals of different systems will be explored. The students will identify various solutions and approaches to international crime trends.

CJA 610 NIA - AUDIO SURVEILLANCE APPLICATIONS AND OPERATIONS**3 credits**

This course is designed to prepare students with the necessary, basic theoretical and practical analytical and performance skills, knowledge, and "best practices" in the field of law enforcement/military audio surveillance operations. Students will review, examine and utilize past and current audio surveillance technology, equipment, and employment techniques in a variety of covert and overt enforcement scenarios. Emerging technology will be explored and conceptualized in the context of current criminal activity, developing trends in criminal activity, and the advent of audio surveillance detection equipment. The course will also examine global issues in the administration of criminal justice. Transnational crime issues as well as international collaborations and partnership to address these issues will be examined. Governmental control and oversight will be explored.

CJA 620 NIA -TELECOMMUNICATIONS AND ELECTRONIC DATA INTERCEPTS, APPLICATIONS AND OPERATIONS**3 credits**

This course is designed to develop the knowledge and skills of investigators to design, plan, resource and conduct a wide range of communications intercept operations that are legal, safe, and produce evidence of prosecutorial value. The complexity of the technology, systems, networks and operations involved is overcome through the development and examination of proven techniques and applications. This course is taught in the context of existing telecommunications infrastructures and intercept equipment. The impact of emerging technology, infrastructure development, and CALEA legislation is explored in the context of current investigative demands and requirements. An in-depth study of federal and state constitutional issues, federal and state statutes and administrative regulations as they relate to surveillance will be conducted.

CJA 630 NIA - LAW ENFORCEMENT INVESTIGATIVE ENTRY OPERATIONS**3 credits**

This course is designed to give students an advanced understanding of the theoretical and practical applications of the innovative techniques, tools and equipment used when conducting covert entry operations. Students receive a broad introduction to a variety of locks, locking devices, and security systems. Special consideration is given to the legality and safety of conducting such operations. The complexity of

these operations is explored in the context of planning and conducting multi-device surveillance operations in support of investigative requirements. An in-depth study of federal and state constitutional issues, federal and state statutes and administrative regulations as they relate to privacy, search and seizure and surveillance will also be conducted.

CJA 640 NIA - MANAGEMENT OF TECHNICAL INTELLIGENCE OPERATIONS 3 credits

This course explores the unique considerations and issues involved in managing technical intelligence operations and supervising a Technical Support Unit. Students are introduced to the impact and value of technology in the investigative process and how to effectively employ this technology to detect, deter, and deny criminal activity. Students will explore the growing sophistication of criminal enterprises and how that impacts current and future law enforcement investigations. In this course students study the broad areas of concern that impact TSU operations to include operations and information security, media relations, funding and resources, and personnel training. Students will also examine current concepts and practices involved in human resources management with particular emphasis on the acquisition, training, evaluation, compensation and retention of an effective work force.

CJA 650 NIA - COUNTERING EMERGING DOMESTIC THREATS 3 credits

In this course, students take a comprehensive look at the current and emerging threats facing society and how law enforcement can effectively utilize a Technical Support Unit to counter these threats. Students are introduced to the impact and value of technology in the investigative process and how to effectively employ this technology to detect, deter, and deny criminal activity. Students will explore the growing sophistication of criminal enterprises and how that impacts current and future law enforcement investigations. In this course students study the broad areas of concern that impact TSU operations to include operations and information security, media relations, funding and resources, and personnel training. Students will also examine current concepts and practices involved in human resources management with particular emphasis on the acquisition, training, evaluation, compensation and retention of an effective work force.

Undergraduate

CMS 200 COMPUTER APPLICATIONS 3 credits

An introduction to computers and to how they can be used as a tool in business and society. The course prepares the student to understand the many facets associated with the application of computers and provides an opportunity to develop the skills necessary to utilize computers as a tool in both their professional and personal environments. Lab fee: \$30. Offered: Fall, Spring.

CMS 210 PROGRAMMING LANGUAGES I (QBASIC) 3 credits

QBASIC will be used as a vehicle to explore the fundamentals of structured programming, data types, control structures, functions, subroutines and algorithms. Lab fee: \$30 Prerequisite: CMS 200. Offered: Fall.

CMS 212 PROGRAMMING LANGUAGES II (VBASIC) 3 credits

VBASIC is a continuation of CMS 210 in a visual object oriented environment. Lab fee: \$30. Prerequisite: CMS 210. Offered: Spring.

CMS 215 ARTIFICIAL INTELLIGENCE 3 credits

A survey of the concepts and trends in artificial intelligence. Topics include neural networks, knowledge representation, machine learning, deduction, image processing, voice recognition and expert systems. Lab fee: \$30. Prerequisite: CMS 200.

CMS 260 COMPUTER ARCHITECTURE 3 credits

A study of the internal design features, organization, components and arrangements that make a modern microcomputer. Hardware, logic, firmware and software will be discussed. Lab fee: \$30. Prerequisite: CMS 200.

CMS 300 DATABASE SYSTEMS AND MANAGEMENT**3 credits**

Study of database concepts, systems, and management techniques for microcomputer systems. Examination of query languages, data definition and manipulation techniques, including relational, hierarchical and network approaches to database management systems. A survey of available software and public and commercial database services and practice in the application of microcomputer packages is included. Prerequisite: CMS 200. Lab fee: \$30. Offered: Fall.

CMS 310 JAVA PROGRAMMING**3 credits**

Concepts, structure, and applications of the Java programming language. Prerequisite: CMS 212. Lab fee: \$30.

CMS 315 MANAGEMENT INFORMATION SYSTEMS**3 credits**

An introduction to the concept of information systems and their interaction related to business problems. The course introduces the student to the form of structured information systems and provides a basis for students to specify and develop programs and systems using directed structured analysis and programming methods. Prerequisites: CMS 200 and BUS 270. Lab fee: \$30. Offered: Fall, Spring.

CMS 320 DESKTOP PUBLISHING**3 credits**

An introduction to methods, techniques, conventions, and limitations of desktop publishing. Hands-on instruction will make use of a professional desktop publishing program. Projects will include composition and production of brochures, flyers, newsletters and short magazines. Course includes layout, composition, freehand art, clip art, scanning, and photo retouching. Prerequisite: CMS 200. Lab fee: \$30. Offered: Fall, Spring.

CMS 330 LOGIC DESIGN**3 credits**

Fundamentals of logic design including Boolean Algebra, simplification of expressions, Grey Code, combination logic, state machines, PLD's and hardware description language. Prerequisite: CMS 260. Lab fee: \$30.

CMS 340 WEB SITE DESIGN**3 credits**

This is an undergraduate elective course designed to expose students to the techniques and principles of good web site design. This course will focus on creating and incorporating a series of linked web pages into a cohesive web site suitable for publishing on the INTERNET. A popular graphic program will be used in the preliminary design of the site. Enhancements and more advanced features will be added to the web pages utilizing HTML code. Java scripts will be used and manipulated. Simple animation and multimedia elements will be created and added to the pages as appropriate. Prerequisites: CMS 200 and BUS 228, or permission of instructor. Lab fee: \$30. 3 credit hours. Offered: Fall, Spring.

CMS 345 ASSEMBLY LANGUAGE PROGRAMMING**3 credits**

Development of low level computer programs and firmware. Mnemonic operators, symbolic addresses, indexing, indirect addressing, macros and stack operations will be discussed. Prerequisite: CMS 330 and CMS 210. Lab fee: \$30.

CMS 350 SPREADSHEET DESIGN AND APPLICATION**3 credits**

Concepts and principles of spreadsheet programs and their use in the manipulation and management of numerical data are explored. The course is directed toward students in all disciplines. Available commercial software packages are reviewed. Activities in the course include constructing advanced financial spreadsheet models, printing graphs from spreadsheets, searching and sorting spreadsheet databases, and automating spreadsheet options with macro programs. Prerequisite: CMS 200. Lab fee: \$30. Offered: Fall, Spring.

CMS 360 COMPUTER ETHICS AND LAW**3 credits**

Study of legal issues related to computer users and institutions. Topics include theft of services, rights to privacy, trademarks, patents, copyrights, contracts and royalties. Offered: Spring.

CMS 365 DATA STRUCTURES 3 credits

Study of classic data structures and objects. Topics include stacks, queues, binary trees, linked lists, polymorphism, inheritance, searching and sorting techniques. Prerequisite: CMS 260. Lab fee: \$30.

CMS 370 OPERATING SYSTEM DESIGN PRINCIPLES 3 credits

A study of software based management techniques for the control of computer hardware including microprocessors, memory, storage devices, peripherals, interrupt handling, stack operations and file management. Prerequisite: CMS 260 and CMS 365. Lab fee: \$30.

CMS 380 SYSTEMS ANALYSIS 3 credits

Structured systems analysis including data flow, data representation, decision trees and tables, fault tolerant computing, performance analysis, deterministic and stochastic models. Prerequisite: CMS 390. Lab fee: \$30. 3 credit hours.

CMS 420 ENCRYPTION AND DATA SECURITY 3 credits

Fundamental concepts and survey of encryption methods and algorithms. Data security over computer networks and verification methods will be emphasized. Prerequisite: CMS 315. Lab fee: \$30.

CMS 445 DATA COMMUNICATIONS AND NETWORKS 3 credits

This course covers topics such as telecommunications, modems and client/server technology, networking, multiplexing, switching, protocols and architecture. Prerequisite: CMS 365 and BUS 322. Lab fee: \$30.

CMS 455 PROCEDURAL ORIENTED PROGRAM DESIGN 3 credits

Program design and development using objects to enhance reliability, portability and security. A current programming language will be used to illustrate these concepts. Prerequisite: CMS 212. Lab fee: \$30.

CMS 456 OBJECT ORIENTED SOFTWARE DESIGN 3 credits

Software design and development principles including modularity system, decomposition and data representation using objects as structures. A current programming language will be used as a representative language. Prerequisite: CMS 455. Lab fee: \$30.

CMS 481 SENIOR SEMINAR 3 credits

This course provides an opportunity for students as a group to explore emerging technologies or special interest areas. Site visits and guest lecturers will be used as part of the course strategy. Prerequisite: Permission or Advisor of Dean.

CMS 495 SENIOR PROJECT 3 credits

This course is designed for senior level students as a way of providing them an opportunity to explore through research or practical experience areas of Computer Science or Information Systems. Prerequisite: Permission of Advisor or Dean. Lab fee: \$30.

CMS 497 TOPICS IN COMPUTER SCIENCE 3 credits

Study of selected topics current to the technology industry. Prerequisite: Permission or Advisor of Dean.

Undergraduate

COA 101 FUNDAMENTALS OF COMMUNICATIONS 3 credits

Introduction to mass media and its historical and contemporary function in society. Topics include mass media industries' organization and operations, economics, responsibilities and ethics, and career considerations in the field.

COA 110 FUNDAMENTALS OF PUBLIC SPEAKING**3 credits**

A practical study in effective communication. Emphasis on the use of the medium of spoken language in the creation of meaning and on interpersonal communication, especially in the context of large groups.

Prerequisite: ENG 102.

COA 305 INTERPERSONAL COMMUNICATION**3 credits**

This course examines the nature of the communication process as it occurs in the “one-on-one” (dyad) context. Emphasized are such concepts as the impact of socialization on the acquisition of language, beliefs and values, self-concept formation, etc. The design of the course embraces emergent structure and spontaneous experiential methods as well as traditional lecture/discussion. Prerequisite: COA 110, PSY 150.

COA 320 GENDER AND COMMUNICATIONS**3 credits**

This course examines a variety of relationships between communication and gender. It emphasizes how communication creates and maintains gender and power roles and how communication behaviors reflect, maintain and influence social and political conceptions of gender. Prerequisite: COA 110.

COA 340 PERSUASION AND PROPAGANDA**3 credits**

An analysis of the forces which shape public opinion and spread ideas, including a discussion of the positive and negative aspects of propaganda. Prerequisite: COA 110.

COA 380 COMMUNICATION ANALYSIS AND CRITICISM**3 credits**

This is an upper level course that studies the skills of communication criticism in social, cultural, and political domains of communication. The course draws from the principles of rhetoric to understand and interpret the meaning of communication events and social transactions and measures and assesses their significance by applying the practice of rhetorical criticism. Prerequisite: COA 110.

COA 451 INTERCULTURAL COMMUNICATION**3 credits**

This course is the study of the influence of culture on communication. It studies worldwide, perception, and symbols as the basic units of culture; and contact, interaction, and behavior as the basic units of communication. This course also offers a professional practicum in research, counseling management, and education for the management of productive intercultural relationships and functional intercultural systems. Prerequisite: COA 110, ENG 12 and Junior Standing.

Undergraduate**COM 105 INTRODUCTION TO MASS MEDIA****3 credits**

An introductory course on mass media that deals with the nature and function of mass media in the United States and offers insight into the history and structure of the book industry, newspapers, magazines, motion pictures, radio, music industry, television and advertising. The course also analyzes the mass media audience, media uses and effects. Prerequisite: ENG 101. Offered: Fall, Spring, Summer.

COM 110 INTRODUCTION TO JOURNALISM**3 credits**

The nature, language, mechanics and ethics of reporting. An overview of journalistic styles and techniques, and practical experience by writing for the student newspaper, The Pulse. Prerequisite: ENG 102, COM 105. Offered: Fall, Spring, Summer.

COM 130 FILM APPRECIATION**3 credits**

Study of cinema as an art form, a craft, and a major commercial industry. Students learn about the language and grammar of cinema, narrative structure, stylistic techniques and the basics of film criticism. Prerequisite: ENG 101. Offered: Fall, Spring.

COM 140 AUDIO PRODUCTION**4 credits**

Introduction to the place of sound (voice, music, sound effects) in radio, television and motion pictures. An overview of technology and its use in audio recording and editing; using analog and digital equipment.

Prerequisite: ENG 101, COM 105. This course may be taken concurrently with COM 105. Lab fee: \$40.

Offered: Fall, Spring.

COM 145 TELEVISION PRODUCTION I**4 credits**

A course exploring the methods and equipment for studio production, including lighting, audio, camera, video switching, control room operation, set design and on-air performance. Projects include producing commercials and newscasts.

Prerequisite: ENG 10, COM 105. This course may be taken concurrently with COM 105. Lab fee: \$40. Offered: Fall, Spring.

COM 150 FILM PRODUCTION**4 credits**

This course is an introduction to the basic principles and techniques of fictional narrative motion picture production. Students in partnerships will produce two short productions, emphasizing dramatic development and creative visual storytelling through image composition, camera movement, editing and sound.

Prerequisite: ENG 101. COM 105. This course may be taken concurrently with COM 105. Lab fee: \$40. Offered: Fall, Spring.

COM 210 NEWS WRITING AND REPORTING**3 credits**

An intermediate level course to sharpen the skills and techniques for news writing and reporting for print and electronic media. Exercises include information gathering and story presentation for newspapers, radio and television. Students also learn about the balance between the rights of an individual and the ethical and moral responsibility in journalism. Prerequisite: COM 110. Offered: Spring.

COM 220 PHOTOJOURNALISM**3 credits**

Photojournalism as practiced in contemporary print media. Students plan and produce assignments mixing photography and text, with emphasis on the interrelationships of words and pictures. Prerequisite: COM 105. Offered: Fall, Spring.

COM 235 FILM HISTORY (1895-1950)**3 credits**

An introduction to the historical evolution of motion pictures from a novelty entertainment to an art and industry. Topics include: the modest beginning in New York, the move to Hollywood, the rise of the star system, the emergence of the studios, introduction of sound, and the beginning of the demise of the studio system in 1948. Prerequisite: ENG 102. Offered: Fall, Spring, Summer.

COM 245 TV FIELD PRODUCTION**4 credits**

Introduction to principles and techniques of producing on-location programs. Students plan, script, storyboard, record and edit news packages, interviews and narrative pieces. Prerequisite: COM 255. Lab fee: \$40. Offered: Fall, Spring, Summer.

COM 255 FILM AND TV EDITING**4 credits**

Introduction to the techniques and aesthetics of film and TV editing using on-line and off-line editing equipment. The course covers theories of editing and their application in narrative, instructional, and informational programs. Prerequisite: COM 245 or COM 250. Lab fee: \$40. Offered: Fall, Spring.

COM 299 TOPICS IN COMMUNICATION**3 credits**

Specialized courses on national cinema, various trends in TV and movies, director studies or any other topic not covered in the existing courses but relevant to the study of contemporary mass media. Prerequisite: COM 105.

COM 300 AUDIO PRACTICUM**3 credits**

An independent study of sound recording and its application in radio, television or film. Prerequisite: COM 240. Offered: Spring.

COM 305 MEDIA AND SOCIETY**3 credits**

Investigation of social, psychological, political and economic implications of the mass media for a society and its subcultures. Prerequisite: COM 105. Offered: Spring.

COM 310 NEWSPAPER PRODUCTION**3 credits**

This course will serve as a practical workshop for planning, production, and distribution of the student newspaper, The Pulse. Skills in integration of visual and text elements, copy editing, headline writing, photo cropping and sizing, page layout and commercial aspects of advertising and production. Prerequisite: COM 110 & COM 220. Offered: Fall, Spring.

COM 315 NARRATIVE WRITING FOR FILM AND TV**3 credits**

Art and craft of screenwriting for the conventional narrative film and for TV. Students develop a treatment, and master scenes of a full-length project in an appropriate format. Prerequisite: COM 325. Offered: Spring.

COM 320 WORLD MEDIA SYSTEMS**3 credits**

A comparative analysis of the media systems across the world. An in-depth study of different forms of control, access, ownership, distribution, and uses of mass media; the role of international media in communication among and between nations and people. Prerequisite: COM 105. Offered: Fall.

COM 325 WRITING FOR ELECTRONIC MEDIA**3 credits**

Principles and practices of writing for radio and television. Exercises include news writing, feature stories, commentaries and developing intros, links, and closings for radio and TV programs. Prerequisites: ENG 102 and COM 110. Offered: Fall, Spring, Summer.

COM 330 ORGANIZATIONAL COMMUNICATION**3 credits**

A study of communication within an organization as well as communicating with clients, competitors and regulatory agencies. Principles of communication in groups, effective leadership and empowerment as they apply to mass media organizations. Prerequisite: COM 105. Offered: Fall, Spring.

COM 335 CONTEMPORARY AMERICA THROUGH FILM (1950-present)**3 credits**

Study of the motion picture industry after the decline of the studio system, the rise of independent film production, and the interaction with television. Prerequisite: COM 235. Offered: Spring.

COM 340 ADVERTISING WRITING AND DESIGN**3 credits**

Writing advertising copy and designing effective layouts. This course includes creating ads, motivating readers, planning and developing campaigns. Prerequisite: COM 110. Offered: Fall, Spring.

COM 345 TV PRACTICUM**3 credits**

Students will develop, write, produce, and edit special projects for specific clients. Projects may vary in nature and scope. Prerequisite: Junior standing, COM 245. Lab fee: \$40.

COM 350 COMMUNICATION LAW AND ETHICS**3 credits**

Legal and ethical aspects of mass communications practices, including libel law, advertising law, invasion of privacy, copyright and trademark law, first amendment aspects, and Freedom of Information Act. Prerequisite: COM 105. Offered: Fall, Spring.

COM 355 FILM PRACTICUM**3 credits**

Students will develop, write, produce, and edit either a 16-mm film or a single-camera film-style program for a specific client. Prerequisite: Junior standing, COM 245 or COM 250.

COM 360 COMMUNICATION THEORIES**3 credits**

Discussion of the process of communication theory construction, including a survey of social science paradigms and major theories of communication. Prerequisite: COM 105. Offered: Fall, Spring.

COM 365 FEATURE WRITING**3 credits**

Writing and analyzing feature articles for newspapers, magazines, and other news media. Layout, design and production of a magazine. Prerequisite: COM 110. Offered: Spring.

COM 370 MEDIA PROGRAMMING**3 credits**

Categories and sources for selecting materials used in radio, television and cable programs to attract, build and sustain the audience. Prerequisite: COM 105. Offered: Spring.

COM 375 ADVERTISING AND SOCIETY**3 credits**

History, organization and the role of advertising in American society. Advertising media such as newspapers, magazines, radio, television and the internet are explored. Prerequisite: COM 105. Offered: Fall.

COM 380 DOCUMENTARY PRODUCTION**4 credits**

An examination of American and world nonfiction film. The study and practice of documentary production from script to screen. Lectures and laboratory. Prerequisite: COM 245 or COM 250. Lab fee: \$40. Offered: Fall.

COM 399 ISSUES IN COMMUNICATION**3 credits**

A variable topic seminar dealing with research and issues in mass communication. Prerequisite: Junior standing.

COM 430 INTERNATIONAL FILM HISTORY**3 credits**

A sociopolitical overview of the development of cinema in Europe, Russia, and Asia. Special attention is paid to forms in narrative, structure, genre and aesthetic. Prerequisite: COM 235. Offered: Spring.

COM 435 MEDIA MANAGEMENT**3 credits**

This course introduces the student to the business aspect of the communication industries. Topics include human resource management, marketing, operations management, finance, accounting and ethical concerns in running a commercial enterprise. Prerequisite: Senior standing. Offered: Fall, Spring.

COM 440 PUBLIC RELATIONS**3 credits**

This course defines and conceptualizes the history, ethics, and techniques for molding and cultivating favorable public opinion through print and non-print mass media. Includes relationships among publicity, public relations, and mass media. Prerequisite: Senior standing. Offered: Fall, Spring.

COM 450 ADVANCED RADIO/TV/FILM PRODUCTION**4 credits**

An advanced planning, pre-production, production and postproduction workshop in which students complete a 25-minute radio, TV or film project from start to finish. Formats may vary from narrative to newscasts, from documentaries to debates, from game shows to newsmagazines. Prerequisite: COM 245 or COM 250. Lab fee: \$40. Offered: Spring.

COM 475 SENIOR COMMUNICATION PROJECT**3 credits**

A capstone course that enables a student to apply theoretical and practical knowledge to develop either a research paper or a video project. Either outcome is expected to serve as a portfolio item. Prerequisite: Senior standing. Offered: Fall, Spring, Summer.

COM 480 DOMESTIC INTERNSHIP**3-6 credits**

Practical work experience in a mass communications business such as radio or television station, production facility, advertising or public relations agency, serving in program development, production, advertising or marketing. Instructor and sponsor oversee and evaluate student work. Prerequisites: Senior standing, 2.5 GPA in major. Offered: Fall, Spring, Summer.

COM 485 INTERNATIONAL MEDIA INTERNSHIP**3-6 credits**

Practical work experience in an international mass communications business, serving in program development, production, advertising or marketing. Instructor and sponsor oversee and evaluate student work. Prerequisites: Senior standing, Minimum GPA 2.5. Offered: Fall, Spring, Summer.

COM 490 COMMUNICATION SEMINAR**3 credits**

A practical course designed to develop professional reporting skills for television and radio for those interested in a career in broadcast journalism. Emphasis is on demonstrating the relationship between text, images, and sound. Exercises include identifying news stories, gathering facts, organizing materials; working within time limitations, deadlines, and program formats. Prerequisite: Senior standing. Offered: Fall, Spring.

COM 495 COMMUNICATION RESEARCH**3 credits**

The theoretical and practical concerns underlying procedures commonly used in communication research including content analysis, survey research, historical research, legal research and secondary analysis. Prerequisite: Senior standing. Offered: Fall.

Undergraduate**CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE****3 credits**

A survey of the agencies and processes involved in the administration of criminal justice. This includes review of the functions of legislature, the police, the prosecutor, the courts, and an analysis of the problems of law enforcement in a democratic society.

CRJ 203 CRIMINAL LAW AND PROCEDURE**3 credits**

A survey of substantive American criminal law, and an analysis of the accused's procedural rights.

CRJ 301 CRIME AND DELINQUENCY**3 credits**

A general orientation to the field of criminology which considers the following topics: development of delinquent and criminal behavior, initial handling and proper referral, preventive police techniques. Specific police problems are also studied, including addicts, the mentally ill, compulsive and habitual offenders. Special attention is given to police handling of juveniles and youths. Prerequisite: CRJ 101 or CRJ 203.

CRJ 302 ISSUES IN CORRECTIONS**3 credits**

This course examines contemporary issues surrounding the legal and social construction of confinement, against a background of controversy, idealism, and unfulfilled social promise. The nature of punishment and its purpose is examined. Alternative correctional models are reviewed, and future trends are considered.

CRJ 320 CRIMINOLOGY**3 credits**

This course presents an examination of the systematic study of the nature, extent, etiology, and control of law-breaking behavior. It seeks to establish empirical knowledge about crime and its control, based upon qualitative and quantitative research that forms a basis for understanding, explanation, prediction, prevention, and criminal justice policy.

CRJ 321 COMPARATIVE POLICE SYSTEMS**3 credits**

This course compares and contrasts the law enforcement systems of different countries throughout the world, highlighting important features and differences of each. Students learn how law enforcement systems may vary across cultures and why. Each student will be responsible for the in-depth examination of a particular system against a comparative systems background.

CRJ 322 PROBATION AND PAROLE**3 credits**

This course examines imposition of conditions and the supervision of offenders in the community as an alternative to imprisonment. Both probation and parole are examined in a historical and contemporary context. Consideration is given to the effects that probation and parole have upon the rest of the criminal justice system.

CRJ 323 COMMUNITY CORRECTIONS**3 credits**

This course considers the community treatment of offenders. While examining the concept of Community Corrections, it notes the historical development and problems that offenders face when they enter community programs. Community resource provision and prerelease preparation are emphasized.

CRJ 330 THE AMERICAN JUDICIARY**3 credits**

This course examines the structure and process of the American judicial system from a local, state, and federal perspective, with emphasis upon civil, criminal, administrative, and regulatory issues. Consideration is given to legal and political influences upon the judicial system and the court's role in influencing public policy in the criminal justice system.

CRJ 400 GENDER, CRIME AND CRIMINAL JUSTICE**3 credits**

An overview of how gender affects women's involvement in the criminal justice system as offenders, victims and professionals. Considerable attention is given to women as victims of crime, the social system and the criminal justice process. Prerequisites: CRJ 101 and CRJ 203 or 301.

CRJ 410 VIOLENCE AND SOCIAL CHANGE**3 credits**

This course examines the theory, nature, and content of violence as an act of human behavior, an entity, a social structure, a system, or a process. Attention is given to ethno-violence. Relationships to victimization theory are explored, as well as cultural models of violence.

CRJ 412 CRIME AND PUNISHMENT**3 credits**

This course is an interdisciplinary study of the concepts of crime and punishment as social values, and how these values are reflected upon by different academic disciplines in the context of events important to people in society.

CRJ 420 ETHICS IN CRIMINAL JUSTICE 3 credits

An identification and in-depth analysis of the diverse ethical issues encountered in the criminal justice profession. Using a case study approach, traditional ethical theories will be examined and applied to such topics as discretion, affirmative action, use of deadly force, misconduct, civil disobedience, undercover operations, and privacy. Prerequisites: CRJ 101 and CRJ 203 or 301.

CRJ 450 RESEARCH IN CRIMINAL JUSTICE 3 credits

This course consists of a study of research design, as well as qualitative and quantitative methods of data collection and analysis. A properly formatted, well-developed, research-based paper is a requirement for the course. Students develop an independent project and oral presentation of their findings. Prerequisite: MAT 221. 3 credit hours.

CRJ 480 SEMINAR IN CRIMINAL JUSTICE 3 credits

An intensive study of a selected topic relative to the concept of criminal justice. Emphasis is placed on meaningful research in the area selected. Prerequisites: CRJ 101, 203, and 301.

Graduate

DOC 645 THE NEW CULTURALLY DIVERSE WORKFORCE 3 credits

An exploration of the trends related to the changes in the make-up of the new force and associated issues and opportunities afforded by the changes to increase equity and access to educational opportunities and foster personal growth and development.

DOC 745 MODELS OF EFFECTIVE PROGRAM INNOVATIONS IN CORPORATE SYSTEMS 3 credits

This course emphasizes the leader as a change agent and developer of the total enterprise. Managing change, fostering creativity, encouraging entrepreneurial spirit while developing a "learning" organization is explored. Strategy testing and tactical implementation, building corporate culture, and models of decision making will also be discussed. Instruction methods will include case study analysis and business simulations.

DOC 760 SPECIAL TOPICS IN CORPORATE LEADERSHIP 3 credits

Current issues and problems in non-academic educational systems.

Graduate

EDL 645 MODELS OF EFFECTIVE PROGRAM INNOVATIONS IN EDUCATION FOR DIVERSE POPULATIONS 3 credits

Planning, implementing and assessing effective learning programs and opportunities for culturally diverse populations. Needs assessments to evaluate the kind and level(s) of need, identifying the target group(s), setting priorities, establishing program parameters, the type(s) of learning opportunities to satisfy those needs, the related policies to guide to program/service, and defining expected outcomes. Evaluation strategies to monitor changes and outcomes to assure institutional program effectiveness and continued relevance.

EDL 750 SPECIAL TOPICS IN EDUCATIONAL LEADERSHIP 3 credits

Current issues and problems in academic educational systems.

EDL 753 GOVERNANCE AND FINANCE OF EDUCATIONAL SYSTEMS 3 credits

Administrative structure and linkage of educational systems to varying local, state and national constituencies that have legislative and financial impact on institutional renewal and change.

Undergraduate

EDU 099 CLAST Preparation

non-credit 3 hours

This course reviews skills, competencies, and strategies necessary for successfully completing the CLAST. Math review includes arithmetic, algebra, geometry/measurement, probability/statistics, and logical reasoning. Verbal preparation includes reading comprehension, English language skills, and essay writing.

EDU 100 LANGUAGE AND LEARNING DEVELOPMENT

3 credits

This course has been designed to help students understand the notion of multiple intelligences and the relationship of intelligence to learning. Linguistic intelligence as it relates to learning differences will be discussed at length. Additionally, the course will enable students, through lectures and working with the support of learning disabilities personnel, to identify their learning styles, cognitive strengths and weaknesses and the sensory modalities that will assist students in their pursuit of college education.

EDU 101 INTRODUCTION TO EDUCATION

3 credits

An introduction to the historical, philosophical, and sociological foundations of education as well as the legal, social, sociocultural, financial, and political environment of schools.

EDU 105 EARLY CHILDHOOD EDUCATION *

3 credits

Investigation of the historical, philosophical and sociological perspectives in early childhood education as they relate to the programs currently available for young children, including the principles and practices utilized for the development of scientific, creative, social, linguistic, and cultural concepts.

EDU 111 PRE-PRIMARY CURRICULUM MATERIALS AND ACTIVITIES

3 credits

An introduction to the pre-primary/primary curriculum, age 3 through grade 3, and the development of activities and materials for each of the seven curricula areas.

EDU 160 CHILD DEVELOPMENT *

3 credits

This course will focus on the theories and concepts of human growth and development from conception to age 8. Emphasis will be placed on characteristic stages, language, cognition and intelligence, physical and perceptual development, and social relationships as they relate to the influence of family structure on the child's personality and behavior.

EDU 205 ADOLESCENT DEVELOPMENT

3 credits

A survey of the major concepts and theories of child development during adolescence.

EDU 210 EFFECTIVE TEACHING ACROSS THE ELEMENTARY SCHOOL CURRICULUM

3 credits

An overview of the developments in curriculum design, innovative program models, current and effective instructional methods and strategies for planning and delivering instruction to all students in a variety of classroom settings and for a variety of purposes. It is designed to prepare elementary teachers to select, plan, adapt, implement and evaluate instructional materials, content, and other resources appropriate to and reflective of both instructional goals and needs of all students with special emphasis on linguistically and culturally diverse learners in elementary classrooms.

EDU 211 LANGUAGE ARTS IN THE ELEMENTARY SCHOOL

3 credits

Development of methods and materials for teaching, listening, reading, thinking, speaking and writing skills for all children in the elementary school. Field observation and participation required.

EDU 212 ART IN THE ELEMENTARY SCHOOL 3 credits

Development of instructional skills, techniques, and strategies for teaching art to all children in the elementary school.

EDU 213 MUSIC IN THE ELEMENTARY SCHOOL 3 credits

Designed to provide the student with competencies necessary for the development and implementation of music instruction appropriate for all children in the elementary curriculum.

EDU 214 Art and Music in the Elementary School 3 credits

Development of instructional skills, techniques, and strategies as it relates to art, and music for the elementary school teacher working in a multicultural classroom.

EDU 215 Emerging Literacy, Communication and Culture 3 credits

This course is an introduction to the acquisition and development of language and literacy theories, processes, instructional strategies and assessments for implementing effective teaching practices for all children with special consideration for the specific academic and sociocultural needs of English Language Learners in multicultural classrooms.

EDU 219 SOCIAL STUDIES IN THE ELEMENTARY SCHOOL 3 credits

Development of instructional skills, techniques, strategies and related technologies for teaching social studies appropriate for all children as a mode of inquiry in elementary school.

EDU 230 CREATIVE ACTIVITIES * 3 credits

Integration of art, music and movement in the pre-primary and primary environment (age 3 through grade 3) with developmental emphases on the use of art supplies and techniques, acquisition of basic movement skills and familiarization with types of music and musical instruments for use in multicultural classrooms.

EDU 231 SECONDARY SCHOOL CURRICULUM AND EFFECTIVE TEACHING 3 credits

An overview of the developments in curriculum design, innovative program models, current and effective instructional methods and strategies for planning and delivering instruction to all students in a variety of classroom settings and for a variety of purposes. It is designed to prepare secondary teachers to select, plan, adapt, implement and evaluate instructional materials, content, and other resources appropriate to and reflective of both instructional goals and needs of all students with special emphasis on linguistically and culturally diverse learners in middle and/or high school.

EDU 240 PRE-PRIMARY LANGUAGE ARTS 3 credits

Emphasis upon developing and using meaningful strategies for involving all children in language arts experiences at the pre-primary/primary level, age 3 through grade 3.

EDU 250 PRE-PRIMARY MATH AND SCIENCE 3 credits

An introduction to the math and science concepts appropriate to the developmental level of the pre-primary/primary child, age 3 through grade 3. Activities will be examined and creative ideas explored as the student develops math and science lesson plans appropriate for diverse learners.

EDU 257 PHYSICAL EDUCATION, HEALTH, SAFETY IN THE SCHOOLS (PE/HEALTH-ELEMENTARY) 3 credits

The objective of this course is to develop an understanding of the important aspects of physical education, as well as health and safety, as it relates to the age 3 through grade 3 and elementary school teacher.

EDU 260 EDUCATIONAL COMPUTER APPLICATIONS 3 credits

The use of microcomputers and related technologies in elementary and secondary classrooms is discussed. Software evaluation, instructional materials generation, record keeping, and the use of technology to benefit culturally and linguistically diverse students, as well as exceptional students, are covered.

EDU 261 FAMILY AND COMMUNITY INVOLVEMENT 3 credits

A study of family systems and their impact on the education, growth and development of all children. Understanding the importance of involving families and communities, including culturally diverse families and their communities working cooperatively, in all phases of school programs.

EDU 265 WRITING PROCESS IN THE ELEMENTARY SCHOOL 3 credits

Materials, methods, and strategies to teach all children the writing process as an integral part of reading, language, and literacy development. Prerequisites: ENG 101, ENG 102, and EDU 211.

EDU 270 PRE-PRIMARY LANGUAGE ARTS & CREATIVE ACTIVITIES 3 credits

Students will acquire a basic understanding of pre-reading and reading skills while integrating art, music and movement activities to enable them to develop and implement appropriate lessons for all pre-primary/primary age children.

EDU 300 APPLIED LINGUISTICS 3 credits

Examines current linguistic theories and principles related to second language acquisition research and teaching. Application of theory to teaching basic content area and for the development of English as a second language and literacy for linguistically and culturally diverse students. Observation and field experience required.

EDU 305 A SURVEY OF ESOL STRATEGIES FOR SECONDARY EDUCATION 3 credits

An overview of current approaches, methods, and strategies for adapting content, delivering instruction, and designing assessment to ensure that ESOL secondary students comprehend academic content, develop academic language, and engage in classroom activities that are culturally appropriate.

EDU 310 METHODS OF TEACHING ESOL 3 credits

An overview of current and effective instructional methods and strategies for planning and delivering instruction to English Language Learners in a variety of classroom settings and for a variety of purposes. Application of theory, principles, and research to methods and strategies in multicultural classrooms. Field experience required. Prerequisite: EDU 300.

EDU 314 CHILDREN'S LITERATURE/ EDUCATIONAL MEDIA & LIBRARY 3 credits

Selection and use of children's books, storytelling, and creative writing for use with all children in elementary school, and the development of competencies for effective selection and utilization of instructional media. Use of school library or media center to enhance classroom instruction for a variety of learners. Consideration of sources, selection evaluation and methods of implementing library and media. Includes off -site locations.

EDU 315 READING IN THE ELEMENTARY SCHOOL 3 credits

Approaches, methods, and materials appropriate to teaching all young students to read are covered. Emphasis will be on emergent literacy, sequential development of skills, perceptual development, word attack skills, vocabulary, and comprehension as all are part of a whole language philosophy. Field observation and practice will be required.

EDU 316 DIAGNOSIS AND EVALUATION OF READING PROBLEMS 3 credits

Focuses on the evaluative processes. Proficiency in recognizing and diagnosing reading problems and prescribing and using a variety of appropriate methods and materials to increase and facilitate reading performance for all children. Prerequisite: EDU 315 for Elementary and Pre-K/Primary majors.

EDU 317 SCIENCE IN THE ELEMENTARY SCHOOL 3 credits

Contemporary elementary science methods and materials, courses of study, and science texts are examined, including development and use of science teaching units.

EDU 318 MATHEMATICS IN THE ELEMENTARY SCHOOL 3 credits

Development and use of functional mathematical skills for elementary school teachers. Investigation of methods and materials for use with diverse students in elementary school mathematics.

EDU 330 CROSS-CULTURAL COMMUNICATION AND UNDERSTANDING 3 credits

Identification of cultural issues related to communication, classroom interaction, academic content, as well as parental and community involvement. Activities are designed to foster the importance and appreciation of greater understanding and empathy among ethnolinguistic groups. Emphasis is on the development of effective teaching strategies for multicultural classroom. Field experience in a multicultural setting required.

EDU 332 READING IN THE SECONDARY SCHOOL 3 credits

Materials and approaches to develop and reinforce reading skills for all students necessary for success in content areas. Emphasis on academic vocabulary development and comprehension skills.

EDU 333 SOCIAL STUDIES METHODS IN THE SECONDARY SCHOOL 3 credits

Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short-range goals consistent with a variety of student needs. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and learner needs. Prerequisite: EDU 334.

EDU 334 CLASSROOM BEHAVIOR MANAGEMENT 3 credits

Strategies used to formulate a standard of student behavior in the classroom. Methods that promote instructional momentum. Emphasis on instructional planning effective for all learners.

EDU 335 SCIENCE METHODS IN THE SECONDARY SCHOOL 3 credits

Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short-range goals consistent with a variety of student needs in science. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and learner needs. Prerequisite: EDU 334.

EDU 336 MATH METHODS IN THE SECONDARY SCHOOL 3 credits

Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short-range goals consistent with a variety of student needs in math. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and learner needs. Prerequisite: EDU 334.

EDU 350 EDUCATIONAL MEDIA AND LIBRARY 3 credits

Development of competencies for effective selection and utilization of instructional media. Use of school library or media center to enhance classroom instruction for a variety of learners. Consideration of sources, selection evaluation and methods of implementing library and media. Includes off-site locations.

EDU 355 CHILD GUIDANCE AND CLASSROOM MANAGEMENT 3 credits

The study and comparison of child guidance methods in relationship to classroom management skills as an integral part of effective teaching for all children.

EDU 356 LEARNING PRINCIPLES FOR EDUCATORS 3 credits

A study of behavioristic, cognitive, and information processing accounts of the acquisition, organization, and utilization of information by all learners. Topics examined include: classical conditioning, instrumental condition, observational learning, and memory.

EDU 364 LANGUAGE AND WRITING METHODS IN SECONDARY SCHOOL 3 credits

Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short-term goals consistent with students' varying levels of literacy development. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and a variety of student learning needs. Prerequisite: EDU 334.

EDU 365 LITERATURE METHODS IN THE SECONDARY SCHOOL 3 credits

Strategies and materials to formulate subject area goals consistent with state and district goals. Methods to prepare long/short-term goals consistent with student needs. Emphasis on the selection, adoption and development of instructional materials for a given set of instructional goals and a variety of student learning needs. Prerequisite: EDU 334.

EDU 366 ADOLESCENT LITERATURE 3 credits

A survey of the teaching techniques that utilize the major works of adventure, biography, autobiography, folk literature, historical fiction, mystery, mythology, science fiction, and poetry for working with all adolescents. Some recreational and motivational works are also reviewed.

EDU 400 ESOL CURRICULUM AND MATERIALS DEVELOPMENT 3 credits

Introduction of practices in planning, selecting, adapting, implementing, and evaluation instructional programs, materials, content, and resources appropriate to both instructional goals and needs of linguistically and culturally diverse students. Special emphasis on the application of language sensitive content teaching, adapting as well as, developing content and materials for English Language Learners. Observation and field experience required. Prerequisite: EDU 310.

EDU 420 EDUCATIONAL MEASUREMENT AND EVALUATION 3 credits

Development of instructional objectives and classroom evaluation measures for all students. An overview of alternative assessment strategies; interpretation of standardized assessment techniques; interpretation of standardized tests using measurement results for evaluating student progress. Field experience in a multicultural classroom is required.

EDU 460 CHILDREN AT RISK 3 credits

A study of research based information of the identification, resources, and effective instructional practices for all children with special needs who are at risk of school failure from age 3 through grade 3. Procedures and intervention approaches for appropriate and effective family support are discussed.

EDU 461 EXCEPTIONAL STUDENTS IN REGULAR CLASSROOMS 3 credits

Review of research based information on the identification and remediation of exceptional students in the regular classroom. Development of practical teaching strategies and use of technology that regular educators need to respond effectively to exceptional students, including linguistically and culturally diverse students in regular classroom settings. Field observation and practice in a multicultural classroom required.

EDU 462 CHILDREN AT RISK AND EXCEPTIONAL STUDENT EDUCATION 3 credits

A study of research based information on the identification, redemption and resources for children who are at risk of school failure (age 3 through grade 3), and those already designated as exceptional students. Development of practical teaching strategies, procedures and intervention approaches to effectively respond to the needs of these students, and their families, including linguistically and culturally diverse students and families. Field observations and practice in a multicultural setting required.

EDU 480 PRACTICUM 3 credits

Guided practice under supervision of an ESOL endorsed elementary classroom teacher in at least two multicultural classrooms at different grade levels. Requires the utilization of knowledge, attitudes, and skills in elementary school instructional situations. Lab fee: \$30.

EDU 481 STUDENT TEACHING 9 credits

Independent practice teaching in a multicultural classroom. Requires the utilization of knowledge, attitudes, and skills in elementary school instructional situations. Lab fee: \$30.

Graduate**EDU 500 FOUNDATIONS OF EXCEPTIONAL STUDENT EDUCATION 3 credits**

An exploration and analysis of exceptional student education with a focus on government policy, particularly P.L. 94-142 and the A.D.A.; areas contributing to the history of special education; legal and ethical issues in exceptional student education; and major theories associated with mildly handicapped situations. Field experience and observation required.

EDU 505 APPLIED RESEARCH METHODS 3 credits

A review of the various methods of research and basic statistical methods appropriate to educational research. Students select a topic of interest in varying exceptionalities, design a research project and draft a proposal. Completion of the first two chapters of the Graduate Project: 1-Introduction and 2-Review of the Literature.

EDU 510 LANGUAGE DEVELOPMENT AND LEARNING 3 credits

Theories of language acquisition, various models and patterns of language adaptation, types of listening and variables that affect listening, formal language tests, informal assessment measures of language problems, and specific teaching strategies in the areas of expressive and receptive language.

EDU 511 CHARACTERISTICS AND NEEDS OF MILDLY HANDICAPPED STUDENTS 3 credits

An in-depth study of the characteristics and needs of the mildly handicapped student (mentally handicapped, specific learning disabilities, emotionally handicapped) along with the use of various teaching strategies and individual instruction. Suggested materials and methods utilizing microcomputers, self-correcting materials, instructional games, and personalized education activities **Field experience and observation required.**

EDU 512 INSTRUCTIONAL STRATEGIES FOR EMOTIONALLY HANDICAPPED STUDENTS 3 credits

Specialized strategies for teaching emotionally handicapped (EH) students. Overview of instructional techniques, motivational strategies. Highlighted are the development, implementation and evaluation of individualized educational plans along with database management. Field experience and observation required. **Prerequisite: EDU 500 or EDU 511.**

EDU 513 INSTRUCTIONAL STRATEGIES FOR MENTALLY HANDICAPPED STUDENTS 3 credits

An exploration of unique teaching strategies for mentally handicapped (MH) students. Highlighted are the development, implementation, and evaluation of individualized educational plans. Special approaches to teaching

functional skills, developmental programming, and data base management. **Field experience and observation required. Prerequisite: EDU 500 or EDU 511.**

EDU 514 INSTRUCTIONAL STRATEGIES FOR SPECIFIC LEARNING DISABILITIES 3 credits

Individualized instructional strategies for teaching students with specific learning disabilities (SLD), including specialized approaches to teaching basic skills and adaptation of curriculum. **Field experience and observation required. Prerequisite: EDU 500 or EDU 511.**

EDU 520 APPLIED LINGUISTICS 3 credits

Current linguistic theories and principles related to second language acquisition research and teaching. Application of theory to teaching basic content area and for the development of English as a second language and literacy for linguistically and culturally diverse students. **Field experience and observation required.**

EDU 521 METHODS OF TEACHING E.S.O.L. 3 credits

An overview of current and effective instructional methods and strategies for planning and delivering instruction to English language learners in a variety of classroom settings and for a variety of purposes. In-depth application of theory, principles, and research to methods and strategies. **Field experience required. Prerequisite: EDU 520**

EDU 522 CURRICULUM AND MATERIALS DEVELOPMENT FOR E.S.O.L. 3 credits

Advanced practices in planning, selecting, adapting, implementing and evaluating instructional programs, materials, content and resources appropriate to both instructional goals and needs of linguistically and culturally diverse students. Special emphasis on the application of language sensitive content teaching, adapting, as well as developing content and materials for English language learners. **Field experience and observation required. Prerequisite: EDU 521**

EDU 523 CROSS-CULTURAL COMMUNICATION AND UNDERSTANDING 3 credits

Identification of cultural issues related to communication, classroom interaction, academic content, as well as parental and community involvement. Activities designed to foster the importance and appreciation of greater understanding and empathy among ethnolinguistic groups. Emphasis on development of teaching strategies for multicultural classrooms. **Field experience required.**

EDU 525 TESTING AND EVALUATION IN E.S.O.L. 3 credits

Advanced study and research on current issues in the field of E.S.O.L. testing and evaluation. Development of skills necessary for selecting, designing and administering appropriate assessment instruments for the purposes of evaluating second language proficiency and monitoring academic progress. **Field experience required.**

EDU 534 CLASSROOM BEHAVIOR MANAGEMENT 3 credits

Developing strategies to formulate a standard of behavior in special needs classrooms. Methods to promote instructional momentum for special needs classrooms and special educators working within regular classrooms.

EDU 561 ASSESSMENT OF EXCEPTIONAL STUDENTS 3 credits

In-depth knowledge and competencies necessary to administer formal tests and utilize types of informal measures. Provides teachers with the skills necessary in identifying various handicapping conditions. **Field experience and observation required.**

**EDU 570 CAREER MANAGEMENT AND TRANSITION PLANNING FOR
EXEPTIONAL STUDENTS 3 credits**

Comprehensive guide to collegiate, counseling, residential, social and vocational programs, serving adolescents and young adults with learning disabilities and other mild handicaps. **Field experience and observation required. Prerequisite: EDU 500 or EDU 511**

EDU 581 STUDENT TEACHING IN VARYING EXCEPTIONALITIES 6 credit

Culminating field experience in a program for students with exceptionalities, demonstrating competencies learned throughout the program. **Required of all students who do not have an undergraduate degree in Education.**

Prerequisites: Completion of all program requirements. Lab fee: \$30.00.

EDU 600 RESEARCH METHODS I 3 credits

An overview of quantitative and qualitative methodologies and processes used in applied research: definition of the problem, selection of key variables, determination of appropriate methodology, selection of subjects, protection of subjects' rights, plan for research implementation and data collection, and development of the research proposal and timeline. Research site approval.

EDU 601 RESEARCH METHODS II 3 credits

A continuation and expansion of the Research Methods I course.

EDU 602 STATISTICAL METHODS 3 credits

Measurement and statistical analysis of parametric and non-parametric data. Techniques, applications and analysis, using spreadsheets and statistical packages for computerized data analysis.

EDU 603 ADVANCED QUANTITATIVE RESEARCH 3 credits

Application of statistics for hypothesis testing on quantitative data. Selection of appropriate statistical tests for research designs, the use of statistical tests for analyzing quantitative data, understanding of computer statistical programs and interpretation of statistical results. Prerequisite: EDU 602 Statistical Methods.

EDU 604 ADVANCED QUALITATIVE RESEARCH 3 credits

Understanding and developing a qualitative research design. To focus, identify potential problems and solutions, and develop useful and relevant theory in qualitative research.

EDU 610 LEADERSHIP OF INSTRUCTIONAL PROGRAMS 3 credits

This course has a focus on the leadership roles in curriculum and instruction. Topics include: leadership of curriculum development and administration, student achievement, program assessment, accountability, supervision of instruction, learning for understanding, and school improvement models.

EDU 620 INTERNATIONAL EDUCATION SYSTEMS 3 credits

A comprehensive examination and comparison of international educational systems. Topics include: the philosophical, political, social and economic influences on the development of international educational systems, comparative analysis of the administration processes of educational systems, comparative analysis of curriculum and outcomes of international educational systems.

EDU 621 HUMAN RESOURCE MANAGEMENT IN EDUCATIONAL ORGANIZATIONS 3 credits

This course will examine the professional functions, processes and tools of human resource management, including collective bargaining and arbitration, from the perspectives of the line manager, human resources professional, and organization member. Definition and determination of staff needs. Management and coordination problems. Policies for recruitment, selection, assignment, salary planning, scheduling, promotion, separation, grievances, reassignment. Records, development programs, in-service training, evaluation, benefits, and services.

EDU 622 CULTURAL DIVERSITY IN EDUCATIONAL SYSTEMS 3 credits

Analysis of the changing demographics of the world population and its implications for basic human needs on all levels: educational, psycho-bio-social, environmental. Trends and countervailing forces affecting social disorganization and the need for institutional renewal in educational systems.

EDU 623 LEGAL ASPECTS OF EDUCATIONAL SYSTEMS 3 credits

Exploration of the historical and contemporary legal challenges in educational systems and management of the litigious environment that emerges. Constitutional, statutory and common law relating to education are discussed.

EDU 630 TRANSFORMATIONAL LEADERSHIP AND INNOVATION 3 credits

Theories of leadership: roles, styles and management of the change process in educational systems. Planning, implementation and assessment process of the leader's vision for program innovation.

EDU 635 TECHNOLOGY AND COMMUNICATION FOR EDUCATIONAL SYSTEMS 3 credits

The role of technology and its impact on traditional and non-traditional educational systems. Historical perspectives on traditional and non-traditional ways of educating, coupled with theories of how we communicate and learn. Range and mix of technology available as instructional tools to enhance learning across culturally diverse groups and environments. Future directions of technological innovations in educational systems.

EDU 640 STRATEGIC PLANNING AND ASSESSMENT FOR EDUCATIONAL SYSTEMS 3 credits

Elements of strategic planning for innovation in educational systems: Environmental scanning, SWOT analysis, renewing the organizational mission, goals and objectives to address new needs. Defining roles and levels of strategy for each institutional unit/subunit in implementing and assuring the strategic control of the plan over time.

EDU 650 HIGHER EDUCATION LAW 3 credits

Impact of laws, regulations, and judicial opinions on institutions of higher education. Legal issues involved in various controversies co- extensive with inquiry regarding the educational and policy implications of the legal cases considered.

EDU 651 - AMERICAN HIGHER EDUCATION CURRICULAR ISSUES 3 credits

Conceptual analysis of curriculum and other educational program elements and rational relationships among them, including educational goals, instructional plans, program evaluation, managerial planning, content sources, and criteria for selection and organization.

EDU 652 ADMINISTRATION AND GOVERNANCE OF HIGHER EDUCATION INSTITUTIONS 3 credits

Analysis of controls in higher education: internal organizational patterns, roles of trustees, administrative personnel, and faculties. The impact of teaching, research, criticism, and sanctions on the differentiation of institutional goals.

EDU 653 TEACHING AND LEARNING AT THE HIGHER EDUCATION LEVEL 3 credits

This course is an introduction to general theories of human learning and their application to learning in academic disciplines. The course raises pedagogical and curricular issues related to the creation of instruction and learning environments in subject matter domains, as well as the evolution and status of instructional programs and practices in American higher education.

EDU 664 GRADUATE PROJECT IN VARYING EXCEPTIONALITIES I 3 credits

Continuation of the research initiated in **EDU 505**. Refinement of research methodology, data gathering and presentation of results, concluding with the development and completion of the Graduate Project Chapters 3 Methodology and 4 Results. **Prerequisite:** **EDU 505**.

EDU 665 GRADUATE PROJECT IN VARYING EXCEPTIONALITIES II 3 credits

Continuation of **EDU 664**. The Graduate Project will reach its final stage with the completion of Chapter 5 Discussion and Conclusions. The student will demonstrate expertise in the subject matter through a written Graduate Project and its oral defense to the faculty. **Prerequisite:** **EDU 664**.

EDU 670 SPECIAL EDUCATION FOR ADMINISTRATORS 3 credits

Designed for the administrator to understand and implement policies at the Federal, State and Local levels for Children with Special Needs. Major theories in the field of Special Education will be the focus, along with strategies to evaluate Special Education Programs, such as inclusion, and transition. Program planning, child placement, least restrictive environment, and assessment will be addressed.

EDU 698 THE PRACTICAL PRINCIPAL 3 credits

An examination of the practical side of the principalship. Areas to be discussed include research, i.e. action research; issues of moral judgment; planning and conducting faculty meetings; supervising; writing reports & grant proposals for federal, state and local agencies; building school morale; allocation of time.

EDU 699 INTERNSHIP 3 credits

Culminating field experience for administrators. Supervised placement in an educational setting demonstrating competencies learned throughout the program. Prerequisites: Completion of all program requirements.

EDU 723 FIDUCIARY MANAGEMENT OF EDUCATIONAL ORGANIZATIONS 3 credits

The course examines the knowledge and skills needed for the fiduciary management of educational organizations with a focus on budgeting, including budgeting theories and budgeting processes. The course examines the sources of revenue, allocation of expenditures, budget implementation and administration, and issues of accountability and equity.

EDU 724 LAW AND GOVERNANCE IN EDUCATIONAL ORGANIZATIONS 3 credits

Study of federal and state constitutions, legislation, regulatory guidelines, and court decisions as related to operation of educational institutions and organizations. Development of awareness and knowledge of legal parameters related to education. Students will be required to synthesize legal mandates and organizational responsibilities, apply knowledge of common law and contractual requirements, analyze constitutional provisions such as the separation of church and state, analyze special education litigation, and demonstrate an understanding of legal provisions for student participation, student and parent rights, torts, and liabilities.

EDU 750 ADMINISTRATION OF CURRICULUM AND INSTRUCTION 3 credits

The Development, Administration and Evaluation of curriculum and Instruction

EDU 751 CROSS-CULTURAL EXPERIENCES 3 credits

Students may travel to other countries to conduct research.

EDU 750 SEMINAR IN SPECIAL TOPICS I 3 credits

Current issues and problems in academic educational systems.

EDU 751 CROSS-CULTURAL EXPERIENCES 3 credits

Students may travel to other countries to conduct research.

EDU 752 CROSS-CULTURAL COMMUNICATION AND UNDERSTANDING 3 credits

Emphasis on examining the ways in which we communicate across socioeconomic and cultural dimensions to become effective leaders and innovators.

EDU 753 GOVERNANCE AND FINANCING OF EDUCATIONAL SYSTEMS 3 credits

Administrative structure and linkage of educational systems to varying local, state and national constituencies that have legislative and financial impact on institutional renewal and change.

EDU 800 PRACTICUM I 3 credits

A beginning level field experience in which the scholar-practitioner demonstrates (a) familiarity with a topical and important educational leadership issue, (b) the ability to design and implement a proposal successfully, and (c) critical thinking skills in analyzing the outcome, drawing conclusions and making recommendations to the appropriate audiences.

EDU 801 PRACTICUM II 3 credits

An advanced level field experience in which the scholar-practitioner demonstrates (a) familiarity with a topical and important educational leadership issue, (b) the ability to design and implement a proposal successfully, and (c) critical thinking skills in analyzing the outcome, drawing conclusions and making recommendations to the appropriate audiences.

EDU 901 DOCTORAL RESEARCH SEMINAR 3 credits

Finalizing the dissertation question(s) and appropriate methodology in educational leadership from a global perspective, resulting in a completed Dissertation Proposal. This proposal is reviewed by the student's Dissertation Committee for final approval. A grade is given once the Proposal has been approved by the Committee. Prerequisite: Completion of Comprehensive Examination.

EDU 902 DISSERTATION CONTINUATION 3 credits

Used to maintain residency during completion of Dissertation. Fee paid for Residency requirement.

EDU 903 DISSERTATION COMPLETION 3 credits

For the last term of doctoral study only. Enrollment is required in the term in which graduation requirements are completed. Includes final Dissertation approval.

EDU 904 DEFENSE OF THE DISSERTATION 3 credits

For the last term of doctoral study only. Enrollment is required in the term in which graduation requirements are completed. Includes successful defense of the Dissertation. Taken with EDU 903.

Undergraduate

ENG 099 ENGLISH SKILLS non-credit

A three (3) credit course in basic writing, grammar, and sentence structure as prerequisite to ENG 101 when required. Includes writing lab requirements. This course is graded Pass/Fail and course credit does not apply toward graduation requirements.

ENG 101 ENGLISH COMPOSITION I 3 credits

A course in clear, effective expression designed to develop ability in composition. Students study the essay and are trained in the use of library materials for preparing research papers. Includes writing lab requirement. This course fulfills the Gordon Rule. Students will write a minimum of 6000 words. Students must earn a C- or higher to move on to ENG 102. Offered every semester. Prerequisite: Pass grade in ENG 099 or appropriate score on the placement test.

ENG 102 ENGLISH COMPOSITION II/WORLD LITERATURE 3 credits

A course in effective writing, emphasizing analysis of works of literature. Students study the various literary genres, reading and writing critically on a global canon. This course fulfills the Gordon Rule. Students will write a minimum of 6000 words. Students must earn a C- or higher to enroll in upper division English courses. Prerequisite: C- or higher in ENG 101. Offered every semester.

ENG 201 STUDIES IN POETRY 3 credits

A survey of the genre, using a global canon to study the formal elements and various forms of poetry. Prerequisite: C- or higher in ENG 102. Offered even years in the spring.

ENG 202 STUDIES IN SHORT FICTION 3 credits

A survey of the genre, using a global canon to study the formal elements of the short story. Prerequisite: C- or higher in ENG 102. Offered odd years in the spring.

ENG 203 STUDIES IN DRAMA 3 credits

A survey of the genre, using a global canon to study the formal elements of dramatic literature. Prerequisite: C- or higher in ENG 102. Offered odd years in the fall.

ENG 204 STUDIES IN THE NOVEL 3 credits

A survey of the genre, using a global canon to study the formal elements of the novel. Prerequisite: C- or higher in ENG 102. Offered even years in the fall.

ENG 311 CREATIVE WRITING 3 credits

A practical course in writing poetry and fiction in even years in the fall and writing plays in odd years in the fall. Prerequisite: C- or higher in ENG 102.

ENG 325 SHAKESPEARE 3 credits

An intensive study of the plays and sonnets of William Shakespeare. Offered even years in the spring. Prerequisite: C- or higher in ENG 102.

ENG 330 AMERICAN LITERATURE I 3 credits

A survey of American authors from the Colonial Period, the Age of Reason, and the Romantic Era. Offered odd years in the fall. Prerequisite: C- or higher in ENG 102.

ENG 331 AMERICAN LITERATURE II 3 credits

A survey of American authors from the Age of Realism through the 20th Century. Offered even years in the spring. Prerequisite: C- or higher in ENG 102.

ENG 340 BRITISH LITERATURE I 3 credits

A survey of major British authors up to and including the Renaissance. Offered even years in the fall. Prerequisite: C- or higher in ENG 102.

ENG 341 BRITISH LITERATURE II 3 credits

A survey of major British authors after the Renaissance and through the 20th Century. Offered odd years in the spring. Prerequisite: C- or higher in ENG 102.

**ENG 350 INTRODUCTION TO GENDER AND MULTICULTURALISM
IN LITERATURE 3 credits**

This course will examine the development of gender formation and sexual identity as a social, political, and historical construct and will analyze how this perception has manifested itself in multicultural literature. Offered odd years in the spring. Prerequisite: C- or higher in ENG 102. 3 credit hours.

ENG 405 SEMINAR IN GENDER AND LITERATURE 3 credits

This course will enable students to comprehend the genesis of stereotypical gender roles and how this perception is formed by social, political, and historical influences. This course will also present how this constricting perception of behavior has evolved into a more humanistic attitude toward equality in society and how these conceptions are represented in literature and various other cultural expression. Offered odd years in the fall. Prerequisite: C- or higher in ENG 102.

ENG 420 TOPICS IN LITERATURE 3 credits

An advanced study of selected themes, genres, and authors. Offered every semester except odd years in the fall. Prerequisite: C- or higher in ENG 102.

ENG 470 WRITING THE MAJOR THESIS 3 credits

This is an upperdivision writing workshop in which students receive instruction and feedback in writing as well as reinforcement of writing skills. Taught by an English professor, the course allows students to develop writing projects for assignments in their major program and to receive guidance on these projects from the planning stages through completion. Input from faculty members in the student's major program is encouraged. Offered every semester. Prerequisite: C- or higher in ENG 102.

Undergraduate

ESL 100 ENGLISH SKILLS FOR INTERNATIONAL STUDENTS 3 credits

This course emphasizes reading/writing for international students to prepare for college level composition skills through vocabulary development and interpretation of reading passages. Students utilize vocabulary and develop good expository essays in response to the readings. Individualized work is required.

Graduate

EPA 620 INTERNSHIP IN EMERGENCY PLANNING AND ADMINISTRATION 3 credits

The Internship in Emergency Planning and Administration is a practical experiential field placement in a public or private emergency administration setting. The internship is practicum-based learning combined with applied research.

EPA-630 TECHNOLOGY IN EMERGENCY PLANNING AND ADMINISTRATION 3 credits

This course examines the nature and extent of current and emerging technologies in the field of Emergency Planning and Administration. It analyzes technology applications and their role in emergency planning, response, recovery and mitigation. Problems and issues associated with the introduction and use of technology applications for emergency management are considered. Various information systems that support decision-making in emergency administration are examined.

EPA-640 PLANNING PROCESSES FOR EMERGENCY ADMINISTRATION 3 credits

This course will examine various planning process models and methods used within the context of Emergency Planning and Administration. Students will analyze how the planning process enables critical thinking by professionals, and alternatives available in the event of an emergency. This course also considers the dynamics of coordination and cooperation among and between agencies that is required for effective emergency planning to occur.

EPA-651 THE SOCIAL DIMENSIONS OF DISASTER 3 credits

This course involves an analysis of sociological research regarding individual, group, organizational, and community responses to, and recovery from, disasters. It examines how social science research can be used as a basis for modifying public policy related to Emergency Planning and Administration. The course considers some theoretical principles that govern the design and implementation of effective disaster warning systems, myths concerning disaster response and how people will behave, and theoretical principles most relevant to the implementation of an effective local emergency management program.

EPA-652 POLITICAL AND PUBLIC POLICY BASIS OF EMERGENCY PLANNING AND ADMINISTRATION 3 credits

This course is an examination of the political and public policy environment in which Emergency Planning and Administration is practiced. It examines the political dynamics of emergency management and analyzes government decision-making before, during, and after disasters. Students study how political factors play a role in all phases of emergency and disaster management. Students also analyze various disaster policy studies for lessons learned.

EPA-654 LIVING IN A HAZARDOUS ENVIRONMENT 3 credits

An examination of selected natural hazards and their distribution; technical hazards and their origin, as well as, the frequency and impact of hazardous events. Analyzes hazard perception and public response to natural hazards and technological failures. Examines the consequences of hazards on society over time and assesses various mitigation strategies. Considers trends in hazards research and explores a variety of national and international issues through case studies.

EPA-655 VULNERABILITY ANALYSIS AND HAZARD MITIGATION 3 credits

This course will examine hazard, risk, and vulnerability analysis within the context of Emergency Planning and Administration. The concept of hazard mitigation will be framed and analyzed as a tool to reduce vulnerability to humans and the built environment, thereby reducing potential damages from future disasters. The student will review federal, state, and local mitigation programs, and intergovernmental relationships will be explored. The role of the private sector and non-governmental organizations (NGO's) will be examined, and the economic effectiveness of vulnerability analysis will be assessed.

EPA-665 GRADUATE PROJECT IN EMERGENCY PLANNING AND ADMINISTRATION 3 credits

The culminating Graduate Project represents a topic of professional interest selected by the student and approved by their advisor for relevance and importance in the field of Emergency Planning and Administration. In the project, the student must reflect the integration of theory and practice, as well as, demonstrate mastery in the subject matter. Final projects are presented in a seminar. 3 credit hours

Undergraduate

FYE 101 FRESHMAN SEMINAR: THE FIRST YEAR EXPERIENCE I 1 credits

Designed to increase students' success by assisting in obtaining knowledge and skills necessary to reach their educational objectives using a holistic approach. Topics in this course include the nature of education, time management, test taking, communication skills, study techniques, university policies and procedures, resources

and services, health/wellness issues, and personal issues that face many college students. A pre-orientation to the international experience program will be offered. Students earn a letter grade for this course. This course meets two hours per week and is required of all first semester freshmen.

FYE 102 FRESHMAN SEMINAR: THE FIRST YEAR EXPERIENCE II 1 credits

A continuation of FYE 101, this course will focus on an analysis and reflection of the international experience program, multi-cultural and diversity awareness, personal finance, educational planning, leadership and career development. Students will earn a letter grade for this course. This course meets two hours per week and is required of all second semester freshmen. Prerequisite: FYE 101.

Undergraduate

FSE 101 HISTORY OF FUNERAL SERVICE 2 credits

A survey of the funeral practices and beliefs of all major western cultures from pre-Egyptian times to the present. American practices are discussed in light of their roots in Judeo-Christian tradition. Emphasis is placed on modern (1800 to present) developments in funeral service education, regulation and associations at both the state and national levels. This course meets 2 lecture hours per week. Prerequisite: Consent of Director.

FSE 131 PRINCIPLES OF FUNERAL SERVICE 2 credits

A detailed study of the basic principles related to planning, computer utilization, implementation and directing funeral services of different religions in accordance with the psychological, pre-need counseling techniques, and the theological needs of the family. This course meets 2 lecture hours per week. Prerequisite: Consent of Director.

FSE 150 FUNERAL SERVICE CHEMISTRY/ SANITATION AND LAB 3 credits

This course is the study of basic chemistry principles as they relate to the funeral service profession. Emphasis placed on understanding and implementing principles involved in sanitation, disinfection, public health, and embalming practices. Included are the legal OSHA requirements, concepts of biochemistry regarding organic compounds, essential changes of the human body that occur after death, harmful chemicals and general precautions when using various embalming chemicals. This course meets 2.5 lecture hours per week and 1.5 lab hours. Prerequisite: Consent of Director. Lab fee \$30. 2.5 lecture credits and .5 lab credit.

FSE 210 THANATOLOGY, GRIEF AND BEREAVEMENT COUNSELING 3 credits

Death in America is studied as it affects both the individual and society. Central to the course are sociological and religious phenomena related to American attitudes toward death, children and death, terminal illness, the medical profession, euthanasia and suicide. Bereavement counseling principles and techniques are introduced and applied. This course meets 3 lecture hours per week. Prerequisites: ENG 102, PSY 150, SOC 110. Prerequisites or Corequisites: FSE 101, FSE 131.

FSE 215 COMPUTER APPLICATIONS FOR FUNERAL SERVICE 1 credits

Computer applications interrelate computer concepts, systems and software with funeral service management. A "practical application" paper is required at the end of this course. This course meets 15 hours during the semester in block periods, the equivalent of 1 combined lecture/lab hour per week. Prerequisites: CMS 200, FSE 101, FSE 131, FSE 210, and ACC 201. Prerequisite or Corequisite: FSE 240. Lab fee \$30.

FSE 220 FUNERAL SERVICE LAW**1 credits**

A study of the legal aspects of funeralization with emphasis on individual state mortuary statutes, rules, and regulations pertaining to mortuaries and cemeteries. This course meets the equivalent of 1 lecture hour per week or 15 hours during the semester in block periods. Prerequisites or Corequisites: BUS 312, FSE 101, and FSE 131.

FSE 240 FUNERAL HOME MANAGEMENT**3 credits**

A survey of all aspects of the operation and management of the funeral home, based on the Federal Trade Commission/Rules and Regulatory business practices. Included are location selection and financing, construction and remodeling, recruitment and training of personnel, interior design, computer application, and applied merchandising. This course meets 3 lecture hours per week. Prerequisites: FSE 101, FSE 131, FSE 210, and ACC 201. Prerequisite or Corequisite: BUS 312.

FSE 252 MICROBIOLOGY/PATHOLOGY AND LAB**3 credits**

A study of disease conditions that require special handling of human bodies and mortuary equipment (i.e., physiological, clinical, and microbiological abnormalities). Also included are pathological processes that affect embalming procedures and the supportive role of the embalmer/funeral director to the medical examiner relative to medicolegal investigations. This course includes: 2.5 lecture hours and 1.5 lab hours per week. Prerequisites: FSE 150, Consent of Director. Lab fee \$30.

FSE 263 EMBALMING AND LAB**6 credits**

An overview of embalming practices designed to provide the student with an understanding of the basic skills, aptitudes, and qualifications necessary for licensure. An integrative, cognitive, skilled and practical approach to embalming. This course includes 4 lecture hours and 6 lab hours per week. Prerequisites: SCI 271, FSE 101, FSE 131, FSE 150. Prerequisites or Corequisites: FSE 210, FSE 220, FSE 252. Lab fee \$100.

FSE 270 RESTORATIVE ART AND LAB**4 credits**

Restorative art focuses on the recreating of the natural form and appearance of the dead human body. The learner studies the bones of the head, shapes, facial proportions and prognathism, profiles, features and color. In the laboratory, the student gains practical experience in modeling, hair replacement, coloring and reconstruction features. Lab work will also emphasize the use of specialized techniques and materials. This course includes 2.5 lecture hours and 4.5 lab hours per week. Prerequisites: FSE 252, FSE 263. Lab fee: \$75.

FSE 281 FUNERAL SERVICE SEMINAR**2 credits**

A continuous survey of the numerous changes and articulations within the domain of funeral service. Real life experiences through field trips, progressive demonstrations in preparation room skills and techniques, guest speakers, and simulated religious and fraternal services. All students participate in a series of seminars throughout the program and they are expected to maintain a documented journal (see Funeral Service Student Handbook). In FSE 281, students evaluate their role development and the journal is submitted and graded. This course meets 3 seminar hours per week. Prerequisites BUS 312, FSE 210, FSE 220, FSE 252, FSE 263. Corequisites: FSE 240, FSE 270, FSE 291, HUM 302.

FSE 291 PRACTICUM**3 credits**

On-site professional experience in a funeral home under the direct supervision of a licensed funeral director. This course includes: 1.5 seminar hours per week and 8 practicum hours per week (a total of 120 practicum hours per semester). Prerequisites: FSE 210, FSE 220, FSE 252, FSE 263. Prerequisites or Corequisites: FSE 215, FSE 240, FSE 270. Corequisite: FSE 281.

Note: For all Funeral Service courses:

1 lecture credit=1 hour/week (or approximately 15 class hours/semester)

1 seminar credit=1.5 hours/week (or approximately 22.5 hours/semester)

1 lab credit=3 hours/week (or approximately 45 hours/semester)

1 practicum credit=4 hours/week (or approximately 60 hours/semester)

Graduate

GSR 501 GRADUATE ORIENTATION SEMINAR 0 credits

This course is a one-day program designed to orient students to the specific policies, procedures, programs and services available at Lynn University.

Undergraduate

HA 100 INTRODUCTION TO HOSPITALITY AND TOURISM 3 credits

The growth and progress of the hospitality industry. How hospitality and tourism businesses are organized, financed and operated. The industry's opportunities and future trends are stressed.

HA 125 INTRODUCTION TO SPORTS AND RECREATION MANAGEMENT 3 credits

A survey of the history, organizational structure and future direction of the sports and recreation industry.

HA 140 FRONT OFFICE OPERATIONS 3 credits

A study of front office procedures and operations, including identification and duties of the front office staff, guest relations, front office salesmanship, room procedures and handling of cash/credit transactions.

HA 150 INTRODUCTION TO CAMP ADMINISTRATION 3 credits

This course offers an overview and introduction into what camp administration entails. Subjects covered will be the camp director's job, marketing and evaluation procedures, business and finance in camping, staff recruitment, training and supervision, programming and scheduling, operation and implementation of activities and programs, and risk management and safety issues.

HA 160 ADVANCED GOLF SKILLS I 3 credits

Emphasis on knowledge of the game as it applies to grip, aim, stance and swing. Students must demonstrate playing proficiency in these four areas.

HA 163 HOSPITALITY EMPLOYEE DEVELOPMENT 3 credits

Presents a framework for training and coaching, training for positive results, task and job development, how to hire trainable employees, individual and group training methods, how to develop training programs, attitude and motivation, coaching and counseling. Prerequisite: HA 100.

HA 190 INTERNSHIP 3 credits

250 hours of field work in the hospitality industry. The field experience will be accompanied by reading, reports, journals, and faculty conferences. Prerequisite: consent of the instructor.

HA 201 HOSPITALITY INDUSTRY FINANCIAL ACCOUNTING 3 credits

A simplified overview of accounting, basic accounting concepts, financial statements, chart of accounts, asset, liability and equity accounts, effects of business transactions, debits and credits, accounting records, journalizing and posting, the month-end accounting process, the year-end accounting process. Lab fee: \$30.

HA 215 HOSPITALITY INDUSTRY COMPUTER SYSTEMS 3 credits

Introduction to automation in lodging and food service operations. Includes an introduction to computer systems, hardware, software, software application, programming and systems selection for various hospitality operations. Lab fee: \$30.

HA 216 SPORTS SKILLS I: TENNIS**3 credits**

This course focuses on the development of methods, techniques and form as supervised by a professional instructor. It is intended to develop students' playing abilities and sharpen their skills and talent. Course may be repeated with a different sport. Lab fee: \$30.

HA 218 SPORTS SKILLS I: GOLF**3 credits**

This course focuses on the development of methods, techniques and form as supervised by a professional instructor. It is intended to develop students' playing abilities and sharpen their skills and talent. Course may be repeated with a different sport. Lab fee: \$30.

HA 231 HOSPITALITY MANAGEMENT AND ORGANIZATION**3 credits**

Examines the skills specific to managing operations. Includes management responsibilities, operational responsibilities and the personal and professional demands of management. Prerequisite: HA 163.

HA 250 GOLF SEMINAR I**3 credits**

Relevant topics related to the management and operation of different types of golf facilities will be discussed. Trends and advances in the sport will be emphasized.

HA 271 HOSPITALITY INDUSTRY HUMAN RELATIONS**3 credits**

The transition of employee to supervisor, including how to handle difficult employees, implement motivational techniques and conduct performance evaluations. Also describes the general process of management and how to achieve organization goals by planning, organizing, coordinating, staffing, directing, controlling and evaluating functions. Prerequisite: HA 163.

HA 290 HOSPITALITY INTERNSHIP**3 credits**

250 hours of work in the Hospitality Industry. The field experience will be accompanied by reports, journals and faculty conferences. Prerequisite: consent of instructor.

HA 300 HOTEL - SPECIAL TOPICS**3 credits**

The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the hotel industry.

HA 301 RESORT - SPECIAL TOPICS**3 credits**

The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the resort industry.

HA 302 TOURISM - SPECIAL TOPICS**3 credits**

The purpose of this course is to select special topics that are not covered in existing courses and expose students to recent developments and future research.

HA 303 HOSPITALITY - SPECIAL TOPICS**3 credits**

The hotel field is constantly changing due to new technology and avenues for their expansion and management. The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the hospitality industry.

HA 304 FOOD SERVICE - SPECIAL TOPICS**3 credits**

The purpose of this courses is to select special topics that are not covered in existing courses and expose students to recent developments and future research in the food service industry.

HA 306 SPORTS - SPECIAL TOPICS**3 credits**

The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the sports industry.

HA 308 RECREATION - SPECIAL TOPICS**3 credits**

The purpose of this course is to select special topics that are not covered in existing courses and expose the students to recent developments and future research in the recreation industry.

HA 310 HOSPITALITY INDUSTRY LAW**3 credits**

An analysis of the legal aspects of operating all types of hospitality facilities. The course explains precedents of common law and statutes relating to responsibility for guests, employees and property, limitation of liability, negligence and other legal relationships for hotels, motels, restaurants and clubs.

HA 311 MANAGERIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY 3 credits

Presents managerial accounting concepts and explains how they apply to specific operations within the hospitality industry. Includes understanding financial statements, budgeting, operational costs, internal control, planning cash flow; incorporates the latest revision to the uniform system of accounts. Emphasis is placed on the need for and use of timely and relevant information as a vital tool in the management process. Prerequisite: HA 201 or ACC 201. Lab fee: \$30.

HA 316 SPORTS SKILLS II: TENNIS**3 credits**

Continuation of HA 216. Prerequisite: HA 216. Lab fee \$30.

HA 318 SPORTS SKILLS II: GOLF**3 credits**

Continuation of HA 218. Prerequisite: HA 218. Lab fee: \$30.

HA 322 SECURITY MANAGEMENT**3 credits**

Problems related to the security of persons, physical belongings, and the physical premises involving interior and exterior design of the property, legal liability, insurance protection, electronic, mechanical, personnel and financial control are studied with a view toward resolving operational losses.

HA 326 METHODS OF TEACHING SPORTS**3 credits**

A professional sports management intensive course covering the techniques and methods of teaching sports such as golf, swimming, tennis and taekwondo.

HA 331 HOSPITALITY STUDY TOURS**3-9 credits**

On-site experience at hospitality businesses for an evaluation of a domestic property. Management procedures, concepts and styles of operation will be scrutinized.

HA 332 INTERNATIONAL STUDY TOURS**3-9 credits**

On-site experience at international hospitality businesses for a comparative evaluation of a domestic international property. Management procedures, concepts and styles of operation will be scrutinized. 3 to 9 credit hours.

HA 336 RECREATIONAL TURF AND LANDSCAPE MANAGEMENT**3 credits**

Basic care and maintenance of fine turf grass, trees, shrubs and ornamental plants used on golf courses and recreational areas.

HA 340 ADVANCED GOLF SKILLS**3 credits**

A continuation of HA 160.

HA 343 FOOD SERVICE PURCHASING**3 credits**

Describes the development and implementation of an effective hospitality purchasing program, focusing on the role of the purchasing department and the buyer, generation of specifications and the use of forms and control techniques.

HA 345 FOOD PRODUCTION**3 credits**

This course will serve as an introduction to food production techniques and will include: processing of meats, stocks and sauces, continental cuisine and regional cuisines of America.

HA 347 FOOD SERVICE SANITATION**3 credits**

Details the fundamentals of sanitation for food service employees and covers practical guidance in safe food handling without neglecting the scientific principles underlying good sanitation practices.

HA 348 FOOD AND BEVERAGE COST CONTROLS**3 credits**

This course will include a thorough analysis of food, beverage and labor cost control techniques from a management perspective. Prerequisite: HA 201.

HA 349 FOOD AND BEVERAGE MANAGEMENT**3 credits**

Food and beverage management will be explained through the following areas: dining room management, beverage management, storeroom management, nutritional analysis, and menu planning.

**HA 350 MANAGEMENT INFORMATION SYSTEMS FOR
THE HOSPITALITY INDUSTRY****3 credits**

Advanced topics will be covered, computer system feasibility studies, designing a computer system and an in-depth study of Lodging and Resort Property Management Systems (PMS). PMS front office, PMS back office and PMS interfaces will be stressed. Prerequisite: HA 215. Lab fee: \$30.

HA 353 HOSPITALITY SYSTEMS AND OPERATIONS**3 credits**

Systems and operations is designed to provide the advanced-standing student the opportunity to face problems similar to those which confront a hospitality manager through intense, systematic, and detailed analysis of case studies. Prerequisites: HA 311,350.

HA 355 CUSTOMER SERVICE**3 credits**

An emphasis on the development of company policies and strategies pertaining to the execution of good customer service. It also provides the techniques and methods to train personnel in the implementation of standards relating to customer service. Evaluation methods focusing on consumers, their needs and the skills needed to anticipate these needs as well as developing solutions to customer problems and complaints.

HA 358 HOSPITALITY LABOR RELATIONS**3 credits**

Topics include history of organized labor, union organizing campaigns, labor law, employment law, collective bargaining, and union management relations. Case studies and role playing are integral parts of the course.

HA 360 METHODS/MATERIALS OF TEACHING GOLF**3 credits**

A professional golf management intensive course covering the techniques of teaching golf.

HA 361 FOOD SERVICE OPERATIONS I**1 credits**

The application of management techniques to the areas of food production and dining room service. Students will be placed in The University Club to gain practical application of these techniques.

HA 362 FOOD SERVICE OPERATIONS II**4 credits**

This course is designed to teach the student the principles of menu planning and design in various types of food service operations. The University Club will provide a laboratory for the marketing and testing of these menus.

HA 363 FOOD SERVICE OPERATIONS III 4 credits

Beverage management systems will be covered in this advanced course. The areas of selection, procurement, receiving, storage, controlling, preparation and service will be taught for different types of food service operations. The University Club will provide the real world setting for this course.

HA 365 HOSPITALITY HUMAN RESOURCES MANAGEMENT 3 credits

Focus is on application of human resources principles to the hospitality industry, including selection, employment law, and health and safety. Prerequisite: HA 163.

HA 370 GROUP AND CONVENTION MANAGEMENT 3 credits

Defines the scope and various segments of the convention market. Explains what is required to meet the individual needs of patrons and explores methods and techniques that lead to the development and implementation of more competitive service.

HA 375 HOSPITALITY STRATEGIC MARKETING 3 credits

Examines marketing, the concept and the process, how to conduct research for strategic planning, target marketing, positioning strategy, advertising and evaluation of case studies.

HA 380 WORLD TOURIST ATTRACTIONS 3 credits

A geographical, social, cultural, political and economic analysis of the major tourist areas in the world and investigation into historical foundations and developments that have contributed to or have had an impact upon an area's offerings to the tourist market and their reasons for choosing such destinations.

HA 385 TOURISM PLANNING AND DEVELOPMENT 3 credits

A detailed analysis of the immense proportions of world tourism, spanning the processes of long-range planning and management strategies that insure tourism's proper development within the economic, political and social sectors. Topics range from a market analysis and conceptual planning to site development, transportation, accommodations and support industries.

HA 390 INTERNSHIP 3 credits

250 hours of field work in the hospitality industry. The field experience will be accompanied by readings, reports, journals and faculty conferences. Prerequisite: consent of the instructor.

HA 410 HOSPITALITY LEADERSHIP AND SUPERVISION 3 credits

An incident approach is used to provide a cross-section of supervisory situations that have faced hospitality management. Emphasis is given to particular situations involving leadership development, ethical behavior and social responsibility.

HA 416 SPORTS AND RECREATION FACILITIES 3 credits

This course provides an understanding of recreational facilities and the layout of space allocation both indoors and outdoors. Emphasis is placed on equipment, construction and maintenance of facilities.

HA 426 HEALTH FACILITIES 3 credits

The study of administrative theory, responsibilities, personnel supervision and operational functions of a health facility manager. Programs and equipment utilized in the facility will be studied in depth.

HA 445 ADVANCED FOOD PRODUCTION 3 credits

This course will provide advanced food production analysis in the following areas: quantity food production, health conscious cuisine and Garde Manger.

HA 446 SPORTS AND RECREATION SEMINAR 3 credits

Advanced topics related to the management and operation of different types of club and recreational facilities will be discussed. Contemporary topics and trends, as well as current research, will be covered.

HA 447 INTERNATIONAL BAKING AND PASTRY 3 credits

A global survey of the art and science of baking and pastry production. Topics include: breads and rolls, French pastries, cakes, tortes and other international pastries.

HA 449 INTERNATIONAL CUISINE 3 credits

This course will provide the advanced student an analysis of Classic French, European, Asian and various other cuisines.

HA 455 CLUB FACILITIES MANAGEMENT 3 credits

This course provides an understanding of golf operation facilities and the layout of space both indoors and outdoors. Emphasis is placed on equipment, construction and maintenance of these facilities.

HA 460 GOLF SEMINAR II 3 credits

A continuation of HA 250.

HA 481 HOSPITALITY INDUSTRY SEMINAR 3 credits

This capstone course will include current issues in personal and professional development for the hospitality manager. Topics include ethics, principle centered living, and situational leadership. Prerequisite: Senior standing or consent of instructor.

HA 485 TURF AND LANDSCAPE MANAGEMENT 3 credits

Basic care and maintenance of fine turf grass, trees, shrubs, and ornamental plants used on golf courses.

HA 487 TOURISM SEMINAR 3 credits

Current topics and developments within the tourism/hospitality industry with emphasis on career development in tourism and travel. Prerequisite: senior standing.

HA 490 INTERNSHIP 3 credits

500 hours of field work in the hospitality industry. The field experience will be accompanied by readings, reports, journals and faculty conferences. Prerequisite: Consent of instructor.

HA 495 RESEARCH IN HOSPITALITY 3 credits

Independent research projects or other approved phases of research or independent study. Prerequisite: Permission of the Dean.

HA 499 INDEPENDENT STUDY IN HOSPITALITY II 3 credits

Independent research projects or other approved phases of research or independent study. Prerequisite: permission of the Dean.

Graduate

HA 525 FOOD SERVICE ADMINISTRATION 3 credits

Food service systems and operations. Controls and financial management of efficient food service operations.

HA 530 RESORT DEVELOPMENT AND MANAGEMENT 3 credits

Principles of resort management with particular reference to the social, economic, and environmental issues involved in resort development and management.

HA 550 HOSPITALITY ADMINISTRATION EDUCATION 3 credits

An overview of educational research, curriculum development, and the role of the faculty member in Hospitality Administration education.

HA 555 FINANCIAL MANAGEMENT 3 credits

An overview of financial management in the service industry in the short-term and long-term, including: pricing, cost analysis, forecasting, financial statement analysis.

HA 570 HUMAN RESOURCE MANAGEMENT AND LABOR RELATIONS 3 credits

Comprehensive overview of personnel practices and labor relations including human resource planning, ADA, staffing, performance appraisal, leadership studies, labor-management relations and collective bargaining. Leadership studies are highlighted.

HA 575 SERVICE MANAGEMENT 3 credits

An integrated approach to the marketing, operational and human aspects of managing a service business. Case studies of service businesses provide the major focus for service management analysis.

HA 597 INDEPENDENT STUDY IN HOSPITALITY ADMINISTRATION Credits 1-3

Opportunities to explore both career directions and areas of individual interest.

HA 665 GRADUATE PROJECT IN HOSPITALITY ADMINISTRATION 3 credits

The Project is developed in an area of professional interest and importance in the Hospitality field. The project must reflect the integration of theory and practice, as well as demonstrate expertise in the subject matter.

HA 670 SPECIAL TOPICS IN HOSPITALITY 3 credits

Analysis of special topics of current interest that reflect the latest developments or current trends in the industry.

Undergraduate

HCA 100 HEALTH CARE AND SOCIAL SERVICES DELIVERY SYSTEMS* 3 credits

A survey of the programs, services, and facilities in the continuum of health care. Emphasis is placed on the interrelationships between institutions and agencies and their role in the prevention, diagnosis, and treatment of health care problems.

HCA 120 INTRODUCTION TO HEALTH CARE ADMINISTRATION I 3 credits

Fundamental theories, principles, and concepts of management are surveyed to prepare the student for a middle management position in health care. Administration theory and management principles are examined in their application to the organizational analysis of hospitals and health care facilities.

HCA 210 CHANGE AND LOSS ACROSS LIFE SPAN 3 credits

A study of nature and loss, especially through death as experienced by children, adults, family, and friends. The meaning of personhood is critically examined in relation to clinical brain death, along with its implications for euthanasia and living wills. Emotional differences experienced in chronic illness versus sudden abrupt change are compared. Prerequisites: PSY 150, SOC 110, ENG 101-102.

HCA 220 INTRODUCTION TO HEALTH CARE ADMINISTRATION II 3 credits

A continuation of Introduction to Health Care Administration I. Prerequisites: PSY 150, SOC 110; ENG 101-102; HCA 120.

HCA 230 SOCIAL GERONTOLOGY**3 credits**

Examines the individual, group, and societal needs of the older population. Emphasis is placed on concepts and theoretical perspectives, factual information, research, social policy issues, and professional practice in the field of gerontology. Also included are historical aspects of aging, social support, income, employment, housing, institutionalization, retirement, death and dying, and health and social services for the elderly. Prerequisites: PSY 150; SOC 110; ENG 101-102.

HCA 240 MEDICAL-LEGAL ASPECTS OF HEALTH CARE ADMINISTRATION **3 credits**

An examination of basic principles of medical ethics and social responsibilities of the health and human services professional. Students discuss various ethical decisions in health care from legal and societal perspectives. Prerequisites: SOC 110; ENG 102.

HCA 300 RESEARCH METHODS IN HEALTH AND HUMAN SERVICES **3 credits**

An examination of the methods of inquiry used in applied research in health and human services. Includes case studies, survey research, needs assessments, evaluation research, epidemiological research, experimental design, and qualitative research. Other topics include resources for research, choosing a research problem, sampling, measurement issues, data analysis, and report presentation. Students design a research project and draft a research proposal. Prerequisites: MAT 221; HCA 100, 120, 210, 220, 240; PSY 150; SOC 110.

HCA 320 PUBLIC HEALTH POLICY IN HEALTH CARE**3 credits**

An examination of health care policy in long term care including the politics of aging and the aging network as well as financial and retirement programs. Major health care and medical programs are also reviewed. Prerequisite: HCA 300 or consent of HCA Director.

HCA 350 MENTAL HEALTH AND AGING

An examination of mental health problems in the United States today. Students examine the major psychological theories of aging as they relate to mental health. Basic characteristics of various functional disorders are identified, along with prevalence, prevention and treatment interventions. Alcoholism, substance abuse and suicide are discussed. Prerequisite: HCA 300 or consent of HCA Director.

HCA 390 PRACTICUM IN HEALTH AND HUMAN SERVICES**3 credits**

The student identifies an area of interest in health and human services and develops the topic into a written project proposal. Upon approval, the project is implemented and evaluated. The course concludes with a seminar presentation and final paper. Letter grade is assigned. Prerequisite: HCA 320.

HCA 420 THERAPEUTIC AND SUPPORTIVE PROGRAMS FOR THE ELDERLY **3 credits**

An examination of rehabilitative and restorative care and services for the elderly, including therapeutic activity programming. Students apply techniques of assessment, activity analysis, documentation, and evaluation to activity programs as well as construct and implement a therapeutic recreation program for a specific setting and population group. Prerequisites: HCA 450 and 460.

HCA 425 CLINICAL ASPECTS OF THERAPEUTIC RECREATION**3 credits**

An examination of the history of activity programs and therapeutic recreation programs. An extensive review of current clinical issues related to therapeutic recreation including patient assessment, documentation, regulatory compliance and standards of practice. Prerequisites: HCA 300 and HCA 320.

HCA 430 ADMINISTRATIVE PRINCIPLES IN THERAPEUTIC RECREATION 3 credits

The course applies management and leadership principles to the delivery of recreation services. It systematically builds a foundation of administrative and supervisory skills. Prerequisite: HCA 420. Prerequisite or Corequisite: HCA 425.

HCA 450 FINANCIAL REPORTING AND REIMBURSEMENT SYSTEMS IN HEALTH CARE 3 credits

The principal sources and uses of health care funds will be addressed. Financial reporting methods of health care organizations will be examined. Prospective payment system requirements of Medicare, Medicaid and private third party payers are analyzed. Managed care is addressed. Prerequisites: ACC 202; HCA 350 and 390 or consent of HCA Director.

HCA 460 HEALTH IN THE LATER YEARS 3 credits

A study of the biological theories and processes of aging. Major age related diseases are discussed including prevalence, prevention and treatment interventions along with their implications for health and wellness. Prerequisites: SCI 261, HCA 350 and 390.

HCA 470 HEALTH CARE DELIVERY IN LONG-TERM CARE 3 credits

An examination of nursing homes, health care facilities and adult congregate living facilities. Attention is given to regulatory requirements, reimbursement policy, licensing, role and duties of administrators, staffing positions, therapeutic and support care and services, standards of health and safety as well as architectural needs. State codes and statutes are reviewed. Prerequisite: HCA 450 or consent of HCA Director.

HCA 475 CURRENT ISSUES IN HEALTH CARE 3 credits

Various topics of current interest not covered in other courses and particularly related to Health Care Administration. Prerequisite: Senior level status.

HCA 495 UNDERGRADUATE ADMINISTRATIVE RESIDENCY 3 credits

Emphasis is placed on agency or facility administration in this residency. Upon assignment to an organization the student rotates through the various departments, reviewing functions as well as the policies and procedures governing them. Requires a written log, reports, evaluations and major project as outlined in the guidelines for the course. 650 hours. Pass (P) or Unsatisfactory (NP). Prerequisite: HCA 470.

HCA 498 UNDERGRADUATE ADMINISTRATIVE RESIDENCY IN LONG TERM CARE 3 credits

The student demonstrates professional competence in the administration of a nursing home facility approved for the internship placement. The internship shall cover the following six domains of practice as specified in Chapter 468, Part II, Florida Statutes and Rule 64B10, Florida Administrative Code for Nursing Home Administrators: Personnel, finance, marketing, physical resources management, laws, regulatory codes, governing boards and resident care. Placement duties consist of a supervised departmental rotation, written log, evaluation and major project as outlined by the guidelines for the course. 650 hours. Pass (P) or Unsatisfactory (NP). Prerequisites: HCA 230, 420, 470.

Graduate

HCA 530 FINANCING AND REIMBURSEMENT SYSTEMS FOR HEALTH CARE SERVICES

3 credits

Examination of various financing and reimbursement systems for health care services. Review of private insurance and government sponsored health plans and entitlement programs including Medicare and Medicaid. Analysis of marketplace forces that drive the costs of health care. Emphasis will be on the impact of managed care programs as they affect the acute, subacute and long-term care industries.

HCA 541 RESIDENTIAL AND COMMUNITY HEALTH CARE SYSTEMS

3 credits

Analysis of the health and mental health systems and utilization patterns. Examination of the structure, services, and regulatory requirements of assisted living facilities, home health agencies, adult day care centers and hospices. Specific services analyzed in terms of regulatory requirements, access, and outcomes.

HCA 542 HEALTH CARE INSTITUTIONAL SYSTEMS

3 credits

Examination of the structure, services, and regulatory requirements of nursing homes. Licensing, structural requirements, roles/duties of administrators, staffing patterns, and resident assessment are reviewed. Physical environment, life safety, universal precautions, and ADA requirements are examined in depth. Federal regulations and state codes/statutes.

HCA 550 CLINICAL ASPECTS OF MEDICAL CARE

3 credits

Overview of anatomy and physiology of illness and disease processes. Acute and chronic illness processes and their manifestations along with health behaviors and nutritional needs. Pharmacological and medical treatment reviewed along with professional and medical ethics.

HCA 555 ACCOUNTING AND FINANCIAL MANAGEMENT OF HEALTH CARE ORGANIZATIONS

3 credits

An overview of financial management in the short and long term health services industry. Emphasis placed on pricing, cost analysis, forecasting, budgeting, and financial statement analysis. Prerequisite: ACC 201

HCA 560 CLINICAL ASPECTS OF MENTAL HEALTH CARE

3 credits

Examination of the psychological theories of aging over the life span. Identification of the behavioral aspects: needs, stressors, psychodynamics, personality, emotions, and reactions. Review of major clinical diagnoses and associated treatment regimens. Individual care planning, rehabilitative and restorative care, models of effective treatment services.

HCA 565 HEALTH CARE MANAGEMENT AND ADMINISTRATION

3 credits

Examination of management policies and practices in health care administration including forecasting, planning, marketing, organizing, staffing and directing complex, multi-cultural health care facilities. Successful managerial strategies will be stressed. Emphasis will be on corporate compliance programs as they relate to the health care industry including governmental antitrust policies as they affect change in the health care delivery system.

NOTE: Health Care Administration students may substitute HCA 565 Health Care Management and Administration for MBA 500 and HCA 555 Accounting and Financial Management of Health Care Organizations for MBA 550. Program Director approval needed for these substitutions.

HCA 570 HUMAN RESOURCE MANAGEMENT AND LABOR RELATIONS

3 credits

Comprehensive overview of personnel practices and labor relations, including human resource planning, ADA, staffing, performance appraisal, labor-management relations and collective bargaining. Leadership studies highlighted.

HCA 585 HEALTH CARE POLICY AND ANALYSIS 3 credits

Analysis of the federal, state, and local level trends and initiatives affecting health care policy and its formulation. Focus on the social, economic, and political forces shaping health care policy and service delivery.

HCA 590 CARE MANAGEMENT: THEORY AND PRACTICE 3 credits

The theory and practice of care management and its implications. Skills development in interviewing, assessment instruments, and report writing with a comprehensive overview of crisis management, family dynamics, advocacy and confidentiality.

HCA 595 ETHICAL AND LEGAL ASPECTS OF HEALTH CARE ADMINISTRATION 3 credits

Examination of the ethical, moral and legal issues affecting the health care administrator and policy maker. The establishment and function of an ethics committee will be addressed. Key issues concerning patient rights will be analyzed through the use of case studies.

HCA 597 INDEPENDENT STUDY IN HEALTH CARE ADMINISTRATION 1-3 credits

Opportunities to explore both career directions and areas of individual interest.

HCA 600 HEALTH CARE ADMINISTRATION INTERNSHIP 3 credits

A supervised 650-hour internship in a health care setting, designed for those who do not have experience in the field. Requires a written log, reports and evaluations. An Internship Project on a topic of interest to the student is required in order to demonstrate integration of theory with practice in health care administration. Regularly scheduled meetings with both the Field Supervisor and the Faculty Advisor.

HCA 601 ADVANCED HEALTH CARE ADMINISTRATION INTERNSHIP 3 credits

A supervised 500-hour internship in a health care setting for those with documented experience in the field. Requires a written log, reports and evaluations. An Internship Project on a topic of interest to the student is required in order to demonstrate integration of theory with practice in health care administration.

HCA 603 NURSING HOME ADMINISTRATION INTERNSHIP 3 credits

A supervised 650-hour internship designed for those who do not have experience in the field. Development of professional competence in administering a nursing home facility approved for a 650-hour internship placement. Internship covers the 6 domains of practice stipulated in Chapter 468 Part II of the Florida Statutes & Rules Chapter 64B-10: resident care management, personnel management, financial management, environmental management, regulatory management and organized management. Internship requires supervised departmental rotation, written log and evaluation as detailed in the AIT and University Training Manual for Nursing Home Interns. Completion of an Internship Project and passing an Internship Examination are requirements.

HCA 604 ADVANCED NURSING HOME ADMINISTRATION INTERNSHIP 3 credits

A supervised 500-hour internship designed for those with documented experience in the field. Development of professional competence in administering a nursing home facility approved for a 500-hour internship placement. Internship covers the 6 domains of practice stipulated in Chapter 468 Part II of the Florida Statutes & Rules Chapter 64B-10: resident care management, personnel management, financial management, environmental management, regulatory management and organized management. Internship requires supervised departmental rotation, written log and evaluation as detailed in the AIT and University Training Manual for Nursing Home Interns. Completion of an Internship Project and passing an Internship Examination are requirements.

HCA 605 ELDER CARE COMMUNITY INTERNSHIP 3 credits

A supervised 500-hour internship in a health care setting serving the elderly, such as a social service agency, an adult daycare center, adult congregate living facility, or a retirement community. Requires a written log, report, and evaluations, as well as regularly scheduled meetings with both the field supervisor and faculty advisor.

HCA 606 INTERNSHIP IN CARE MANAGEMENT**3 credits**

A supervised 500-hour internship in a geriatric care management organization or setting. Requires a written log, report, and evaluations, as well as regularly scheduled meetings with both the Field Supervisor and the Faculty Advisor.

HCA 607 HEALTH CARE ADMINISTRATION INTERNSHIP**3 credits**

A supervised 500-hour internship in a health care setting in either an inpatient or outpatient setting. Requires a written log, report, and evaluations, as well as regularly scheduled meetings with both the Field Supervisor and the Faculty Advisor.

HCA 665 GRADUATE PROJECT IN HEALTH CARE**3 credits**

The culminating graduate project option represents topics of professional interest selected by the student and approved by his/her advisor for its relevance and importance in the Health Care field for the 21st century. Project preparation begins in MS 505 Applied Research Methods, where a student selects an advisor-approved topic and develops a preliminary practice-oriented proposal. Prerequisite: MS 505.

Undergraduate**HIS 111 WESTERN CIVILIZATION I****3 credits**

An examination of the significant trends and influences of the Greek, Roman, Early Christian, Byzantine, Islamic, Medieval, and Non-Western civilizations; also including the Renaissance and Reformation.

HIS 112 WESTERN CIVILIZATION II**3 credits**

An examination of the social, political, economic, international, and cultural events from the European Renaissance to the First World War.

HIS 113 20TH CENTURY WORLD**3 credits**

An examination of significant trends and events from 1930 to the present using comparative perspectives.

HIS 221 AMERICAN HISTORY I***3 credits**

A general examination of the social, political, cultural, and economic history of the United States from the "New World" to the Civil War.

HIS 222 AMERICAN HISTORY II**3 credits**

A general examination of the social, political, cultural, economic, and international events influencing the United States from the Civil War to World War II.

HIS 225 UNITED STATES GOVERNMENT**3 credits**

An examination of the Constitution, foundations of political power, national parties, the executive, legislative and judicial functions, and the impact of government policies on national and international issues. Cross-listed with IRPS 225.

Undergraduate**HIS 230 SOCIAL AND POLITICAL HISTORY OF THE UNITED STATES****3 credits**

A topical approach to key political and social events that have an impact on American culture.

HIS 240 AMERICAN SOCIETY SINCE 1945**3 credits**

The aim of this course is to explore social, political, economic, and cultural change in the United States since 1945. Topics include family life, popular music, the suburban experience, women's and civil rights movements, and life in a consumer society.

HIS 320 LATIN AMERICAN HISTORY 3 credits

An examination of international, social, economic, and political life of Latin America from the perspective of selected countries as well as regions. Emphasis given to the role of international organizations, regionalism, and the trend toward economic integration. Cross-listed with IRPS 320. Prerequisite: IRPS 150 or 250.

HIS 360 THE AMERICAN EXPERIENCE THROUGH FILM 3 credits

Historical and contemporary America as viewed by the American Film Industry using various perspectives across disciplines such as: social and behavioral sciences, science and technologies, film, and humanities.

HIS 481 SEMINAR IN HISTORICAL STUDIES: THE HOLOCAUST 3 credits

This course will examine Hitler's antisemitic policies and practices, their causative factors and their implications as an example of the effect of prejudice. Prerequisite: Junior and Senior standing.

HIS 482 HISTORY SEMINAR 3 credits

A series of analyses and discussions of contemporary problems in political science. Individual student research and reports are required. Prerequisite: Senior standing.

Undergraduate

HNR 295 HONORS SEMINAR I 1 credit

Open to sophomores and above who meet certain academic average standards, by recommendation and invitation of a faculty honors committee. Special topics to be covered will be selected by the students involved and team-taught by faculty. Enrollment limited to 15 students.

HNR 395 HONORS SEMINAR II 1 credit

Open to seniors who have completed HNR 295 and continue to meet the requisite academic average standards. Other openings are filled through recommendation and invitation of a faculty honors committee. Special topics to be determined by the students and team-taught by faculty. Enrollment limited to 15 students.

HNR 495 HONORS SEMINAR III 1 credit

Open to seniors who have completed HNR 395 and continue to meet the requisite academic average standards. Other openings are filled through recommendation and invitation of a faculty honors committee. Special topics to be determined by the students and team-taught by faculty. Enrollment limited to 15 students.

Undergraduate

HS 100 INTRODUCTION TO HUMAN SERVICES I 3 credits

This course surveys and discusses the theoretical concepts and principles upon which the human service field operates. Students visit agencies and human service organizations to observe community settings. They will gain a basic knowledge of the human service field.

HS 101 INTRODUCTION TO HUMAN SERVICES II 3 credits

Students learn to analyze the theoretical concepts and principles upon which the human service field operates. Students are introduced to agencies and human service organizations to gain knowledge and understanding of child care; early childhood education; recreation; hospitality; and eldercare settings.

HS 150 INTRODUCTION TO LEADERSHIP 3 credits

The course introduces students to the basic principles of contemporary management and leadership styles, differentiates between the study of management and leadership, and cites the function of leadership in education, in cultural management and other human services industries.

HS 200 INTERPERSONAL PROCESS IN HUMAN SERVICES 3 credits

The student gains a general knowledge of human communications, interpersonal relationships, and small group dynamics. Topics discussed include verbal and nonverbal behavior, development of relationships, groups, assertiveness, and leadership. Practical application of the theory of interpersonal process is conducted during the Human Services Practicum (HS 250) during the summer semester. Pre-requisite: PSY 150.

HS 230 GROUP DYNAMICS IN HUMAN SERVICES 3 credits

The dynamics of small group systems in relation to other human service systems. Emphasis on participation in and facilitation of task-oriented or decision-making groups and leadership theory. Prerequisite: HS 100.

HS 240 HELPING IN HUMAN SERVICES 3 credits

Introduction to the helping role. A philosophical exploration of various concepts of the helping relationship and the ethical issues inherent in that process. Students develop their own philosophy of helping. Prerequisite: HS 100.

HS 250 HUMAN SERVICES PRACTICUM 3 credits

Students become involved and have direct contact with clients and/or customers and field supervisors in the following fields: child care, education, eldercare, recreation, hospitality. They complete seventy (70) hours of service in an unpaid practicum. During this practicum experience the students apply the practical knowledge gained in SOC 110 and the practice necessary to understand HS 200. They also participate in field trips and weekly seminars. Prerequisite: HS 150.

HS 251 INTERNSHIP I 3 credits

Students complete 100-120 hours of paid internship in their choice of area of concentration. Through this process the students begin to understand themselves as human service workers; identify philosophy, goals, structure and organization of the human service sector; and develop observation skills and the ability to evaluate them. Prerequisite: HS 250.

HS 252 INTERNSHIP II 3 credits

Students complete 120 hours of paid internship in their choice of area of concentration. Through this process the students begin to understand themselves as human service workers; identify philosophy, goals, structure and organization of the human service sector; and develop observation skills and the ability to evaluate them. Prerequisite: HS 251.

HS 301 HUMAN SERVICE PROFESSIONALS 3 credits

Students will learn about work options in public and private agencies. This course will correlate opportunities to the interpersonal dynamics and communication skills required by the human service professional. A mentorship situation will be created to establish role model situations for students.

HS 251 INTERNSHIP I 3 credits

Students complete 100-120 hours of paid internship in their choice of area of concentration. Through this process the students begin to understand themselves as human service workers; identify philosophy, goals, structure and organization of the human service sector; and develop observation skills and the ability to evaluate them. Prerequisite: HS 250.

HS 252 INTERNSHIP II 3 credits

Students complete 120 hours of paid internship in their choice of area of concentration. Through this process the students begin to understand themselves as human service workers; identify philosophy, goals, structure and organization of the human service sector; and develop observation skills and the ability to evaluate them. Prerequisite: HS 251. 3 credit hours.

HS 255 HUMAN SERVICE ORGANIZATIONAL SYSTEMS 3 credits

The dynamics of human service organizations in relation to other human service systems. Emphasis on knowledge of factors that influence organizational behavior, the skills useful in influencing organizational outcomes and the characteristics of effective human service professionals in human services organizations. Prerequisite: HS 100.

HS 320 COMPARATIVE EDUCATION AND HUMAN SERVICES 3 credits

The educational and human service systems of selected developed and developing countries studied in cross-cultural perspective.

HS 330 THE POLITICS OF AMERICAN EDUCATION AND HUMAN SERVICES 3 credits

An analysis of the political processes that shape and influence educational politics and human service agencies and services in the United States at the local, state, and national levels. 3 credit hours.

HS 340 PERSONAL DEVELOPMENT FOR HUMAN SERVICE PROFESSIONALS 3 credits

The student will be able to develop self awareness and a personal philosophy. Students will examine how their own personal and professional values affect their practice. Also, students will learn how to become sensitive to different value systems. Prerequisite: HS 255.

HS 350 INTERNSHIP 3 credits

In this first of four internship experiences, students will complete field work in hotels, clubs, restaurants or human service agencies. Weekly seminars will present issues for discussion including management and leadership. Field hours TBA.

HS 355 THE ADMINISTRATION OF CHANGE 3 credits

Course content includes forces of change, models and strategies for intentional change diffusion, planning and managing change, and self-renewal in educational organizations and human services.

HS 360 ASSESSMENT IN HUMAN SERVICES 3 credits

This course is an introduction to applied research as it relates to individual, group, or community assets and needs assessments. Prerequisite: HS 255.

HS 370 PROGRAM PLANNING AND EVALUATION IN HUMAN SERVICE 3 credits

Organizations The knowledge and skills involved in planning, management, and evaluation of programs in the human services. The problem-solving process and decision-making is emphasized. Prerequisite: HS 255.

HS 375 INTERNSHIP 3 credits

Students will complete field work experience in a hotel, restaurant, recreational club, or human service agency. Weekly seminars will offer discussion topics including planning and management strategies, goals of businesses and organizations, marketing, and organizational behavior. Field hours TBA.

HS 380 HUMAN SERVICES INTERNSHIP I 6 credits

Students will spend 20 hours per week in an internship situation within a Human Service organization. This internship will be offered concurrently with weekly seminar sessions. Seminar sessions will deal with practical application of current theories and research regarding the settings in which students will be placed for their internship hours. Students must provide their own transportation to the off-campus internship location. Prerequisite: HS 370.

HS 400 LEADERSHIP BEHAVIOR**3 credits**

This course is designed to provide students the opportunity to simulate the position of a human service administrator and assume the leadership of a typical agency. The content is developed around the use of simulated materials and focuses on the individual student and his/her approach to realistic problems and situations faced by a human service administrator. These responses are the basis for the student's self-examination of his/her administrative behavior and enables him/her to capitalize upon strengths and ameliorate weaknesses. Prerequisite: Consent of instructor.

HS 410 INTERVENTION STRATEGIES FOR HUMAN SERVICE PROFESSIONALS 3 credits

This course is designed to provide practical, applied intervention strategies in work with individual clients. The course will cover ethics and client rights, basic communication and listening skills, cognitive and affective helping strategies, problem-solving techniques. Students will learn to assess client situations and behaviors for referral to other professionals. Crisis intervention strategies will also be covered. Multidisciplinary team intervention will be discussed. Prerequisite: HS 255.

HS 420 ETHICAL AND LEGAL ISSUES IN HUMAN SERVICES**3 credits**

A survey of ethical, legal and professional issues facing the human services worker. Designed to teach a process of ethical decision-making and to increase awareness of the complexities in the Human Service field. Students will learn how to address and work with laws relating to confidentiality, client records and legal documents kept on clients, ethical and professional standards, subpoenas, legal actions, search warrants and preparation for court testimony. Prerequisite: HS 255.

HS 475 HUMAN SERVICE SENIOR INTERNSHIP**6 credits**

Students will spend a minimum of 20 hours per week in an internship within a Human Service organization or setting that is consistent with the student's minor. Students are required to attend weekly seminars and to complete a senior paper that will include a description and in-depth study of the student's internship setting. Students must provide their own transportation to the off-campus internship location. Prerequisite: HS 380.

HS 482 HUMAN SERVICE SENIOR SEMINAR**3 credits**

This course will offer a study of selected issues and specialized topics in the field of human services and/or hospitality. Designed for seniors, the seminar will help prepare students for entrance level employment positions. Interviewing techniques will be explored and a written resume and work portfolio will be designed by each student. Prerequisite: Senior standing.

Undergraduate**HUM 101 ART APPRECIATION****3 credits**

This course will concentrate on specific works of art which are expressions of the cultural values held by people from nations around the world. While the focus of the course is on artistic monuments and works, they cannot be thoroughly comprehended without including material about the historical events, philosophy, intellectual ideas, which inspired these works. The goal of this course is to enable students to increase their awareness through the study of art of the rich and vast numbers of cultures that have and currently make up our global world. It will also show how these cultures have interacted and contributed to the development of human civilization. Prerequisite: None.

HUM 102 MUSIC APPRECIATION**3 credits**

A consideration of the principal musical forms against the background of other arts: symphony, musical drama, jazz, folk music, and experimental forms.

HUM 103 THEATER APPRECIATION**3 credits**

This course will provide a student a broad understanding of the history of the theater and the elements of theatrical production. The course will begin with an analysis of the structure of a play and the nature of the theater itself. Another unit of the course will examine the key historical eras within the development of theater as an art form around the world. Specifically we will cover in brief the theater of ancient Greece, Shakespearean theater, Court Theater in England and France, Kabuki and the theater of Asia while working our way to the various "isms" of the modern theater such as naturalism and expressionism. Another segment of the course will focus on the individual roles of the practitioners of the theater: the actor, director, playwright, designers and the critic. In addition to examinations of the units in the course, Theatre Appreciation will culminate in a final project in which the student will provide a written analysis of a play of his or her own choice, which will be submitted along with director's notes and drawings on how the student as director/designer feels the play should be performed. The text for this course will be the fourth edition of Robert Cohen's Theatre. Prerequisites: None.

HUM 104 DANCE APPRECIATION**3 credits**

This is a performance course which also introduces students to the study of dance techniques, criticism, and appreciation. Students explore classical and contemporary dance vocabulary. Prerequisites: None.

HUM 201 LOGIC**3 credits**

An elementary course in the principles and problems of critical thinking. The relation between language and reasoning, different uses of language, and problems of meaning are emphasized. Formal principles of deductive and inductive reasoning are studied and applied.

HUM 203 EARLY ART HISTORY**3 credits**

From prehistoric art to the art of the early Renaissance. Prerequisites: HUM 100 or 101.

HUM 204 MODERN ART HISTORY**3 credits**

From High Renaissance (1450) to the Age of Impressionism (1850). Prerequisite: HUM 100 or 101.

HUM 205 HISTORY OF PHOTOGRAPHY AND FILM PRINCIPLES**3 credits**

History and development of photography and film from its beginning to the present, focusing on the creative and technical aspects.

HUM 206 HISTORY OF PHOTOGRAPHY AND FILM CONCEPTS**3 credits**

The student will gain an understanding of the basic concepts used in both photography and film, and their impact on the artist.

HUM 221 INTRODUCTION TO PHILOSOPHY**3 credits**

A study of the basic schools of philosophy and their close relationship with contemporary times and the problems which confront humankind, both collectively and individually.

HUM 230 WORLD RELIGIONS**3 credits**

A comparative study of the world's great religions and their impact separately and collectively on the world today.

HUM 270 HUMAN CULTURES IN PERSPECTIVES**3 credits**

This course identifies language, worldview, history, ideology, and culture in an effort to define the major cultural perspectives of value to the regions of Africa, Asia, Europe, the Caribbean, and the Americas. The course studies and traces the influence and relationship of language and worldview, and the meaning of interpretation of ideology to current global attitudes and perspectives about these communities. Prerequisite: Sophomore standing.

HUM 300 GREAT ISSUES**3 credits**

An interdisciplinary approach to such topics as “Man and the Universe,” “Science, Technology and Society,” “Man and the Imagination,” and “Faith and Morals.” Prerequisite: Junior and Senior standing.

HUM 301 CREATIVE THINKING**3 credits**

An examination of different methods used in various disciplines to arrive at new insights. It considers how reasoning proceeds in particular fields such as law, science, technology, management and the arts. Focus is on procedures for obtaining greater intellectual flexibility. Prerequisite: Junior and Senior standing.

HUM 302 ETHICS**3 credits**

A systematic study of the different ethical systems as found in the writings of Aristotle, Aquinas, Kant, and Dewey. The principles derived will be applied to the problems of the present in individual as well as social situations.

HUM 315 ART HISTORY: IMPRESSIONISM TO 1945**3 credits**

Slide lectures beginning in 1860 with Manet, Renoir and Monet through to 1945, ending with the work of Hans Hoffman. Prerequisite: HUM 100 or 101.

HUM 350 AMERICAN PHILOSOPHY**3 credits**

A study of the major insights of Edwards, Pierce, James, Royce, and other American philosophers. The course explores the ways philosophical ideas shaped American law, politics, morals, aesthetics, and educational structures. Prerequisite: Junior and Senior standing.

HUM 399 COMMUNITY AWARENESS**1-3 credits**

An integral part of a liberal arts education is to engender a sense of responsibility. It is the purpose of this course to create such an opportunity through a pre-approved community service project. Prerequisite: Junior or senior standing.

HUM 410 GREAT BOOKS**3 credits**

A study of some of the seminal works of literature both fiction and nonfiction from writers around the world. The course explores their significance, depth and the degree to which they provide the challenge to reflect upon human experience. Prerequisite: HUM 100 or Junior or Senior standing.

HUM 411 ART HISTORY: 1945 TO THE PRESENT**3 credits**

Slide lectures beginning with the development of Abstract Expressionism through to the artists of today. Prerequisite: Art History III or permission of instructor.

HUM 490 LIBERAL ARTS SEMINAR**3 credits**

A capstone senior course.

HUM 495, 496, 497 INTERNATIONAL STUDIES IN ART AND HUMANITIES 3-9 credits

International studies abroad in languages, arts, and cultures of foreign nations and societies, stressing the unique experience of study in a foreign country and direct experience of another culture. Studies abroad in arts and humanities may accumulate up to nine (9) credits depending upon the nature and scope of the study or project, with fifteen (15) contact hours of instruction necessary for each hour of credit earned. Credits earned may be applied to 300+ level elective requirements in all Liberal Arts degrees, or toward 300+ level major (humanities) elective requirements in the Liberal Arts concentration. Students considering enrollment in International Studies in Arts and Humanities should plan with their advisor how such credits earned are to be applied before registration. Prerequisite: Permission of advisor/Dean.

Undergraduate

INB 390 INTERNATIONAL BUSINESS

3 credits

This course surveys the unique opportunities and challenges faced by firms engaged in cross-border and/or foreign business activities. Through text, lecture, case analysis, selected readings, and in-class activities, students will be exposed to the diversity and complexity of the international business environment and how it affects them as workers, consumers, citizens, and future managers. Prerequisite: BUS 270.

INB 391 COMPARATIVE ECONOMIC SYSTEMS

3 credits

This course provides an overview of the opportunities and challenges relevant to the conduct of business in dissimilar economic systems. Students will compare international business as it is characteristically affected by differing national economic and political philosophies, patterns or government-business relationships, and strategies for economic development. Prerequisites: BUS 170, BUS 171, and INB 390.

INB 393 MULTINATIONAL FINANCE

3 credits

This course is designed to expose the student to the workings of the international financial management environment, foreign exchange risk management, multinational working capital management and financing of foreign operations. Prerequisites: INB 390 and BUS 311 or permission of instructor. Offered: Fall.

INB 491 CONTEMPORARY INTERNATIONAL BUSINESS ISSUES

3 credits

Students will analyze the effects of currently emerging issues on developing or defending competitive international business performance. Through the integrative exercise of theory, concepts and tools acquired in their prior courses, students will demonstrate their ability to apply that broad foundation of knowledge to the formulation of strategies and tactics specific to the changing scenarios characteristic of the constantly fluid international business environment. Prerequisites: INB 390 and 391 or permission of instructor. Offered: Spring.

INB 492 INTERNATIONAL BUSINESS LAW AND ORGANIZATION

3 credits

A survey of international laws, regulations and codes, plus those international institutions whose duty it is to regulate intercourse among nations. Historical foundations will be presented along with contemporary issues and dilemmas that face the "Global Village". Prerequisite: BUS 312, BUS 313, INB 390. Offered: Spring.

INB 495 INTERNATIONAL STUDY ABROAD PROGRAM

6 credits

A four to five month internship in the student's area of study will be conducted through a partner university or college. The Study Abroad Program would offer language and other appropriate area study courses, plus living accommodations, and where possible, work assignments in local community businesses. The Study Abroad Program would be mentored by a School of Business faculty member. This experience provides the opportunity for the student to live and develop in another country both socially and academically. Participation in the Study Abroad Program requires that a sufficient number of concentration courses plus other language requirements be met to the satisfaction of the School of Business.

INB 496 INTERNATIONAL STUDIES IN BUSINESS

3-9 credits

International studies abroad in business stresses the unique experience of study in foreign countries and direct contact with other cultures. Students will acquire knowledge in various facets of international business in the context of environmental forces, such as social, political, and economic. Studies abroad in business may accumulate up to nine (9) credits depending on the nature and scope of the project, with fifteen (15) contact hours of instruction necessary for each hour of credit earned. Students considering enrollment in International Studies in Business should plan with their advisor how such credits earned are to be applied before registration. Prerequisite: Permission of Advisor/Dean.

Undergraduate

IRPS 100 INTERNATIONAL EXPERIENCE

3 credits

This course is an international or cross-cultural experience aimed at stimulating and expanding students' perspectives in global education. It is a requirement that must be satisfied during each year of a student degree program (beginning with the Freshman Class, Fall Semester, 2002). Using interdisciplinary resources, the course will focus on a different theme each year. It will encourage students to experience, first hand, new international or cross cultural learning adventures in a variety of settings. Academic credit for the courses will be based on participation and a final examination project.

IRPS 150 CONTEMPORARY POLITICAL SCIENCE

This course explores the complex, multifaceted world of politics and government at the end of the 20th century and the beginning of the 21st century. Topics examined include the nature of law and government, the development of the nation-state and the evolution of ideology. These developments are placed within a contemporary as well as a comparative context in order to investigate current and future political challenges including social and economic developments, problems in political democracy and issues of globalization and conflict.

IRPS 225 UNITED STATES GOVERNMENT

3 credits

An examination of the Constitution, foundations of political power, national parties, the executive, legislative and judicial functions, and the impact of government policies on national and international issues. Cross-listed with HIS 255.

IRPS 250 CONTEMPORARY GEOPOLITICAL AFFAIRS

3 credits

Introduction to the interplay of geography on political and cultural events. Emphasis on current events.

IRPS 320 LATIN AMERICAN HISTORY

3 credits

An examination of international, social, economic, and political life of Latin America from the perspective of selected countries as well as regions. Emphasis given to the role of international organizations, regionalism and the trend toward economic integration. Prerequisite: IRPS 150 or 250. Cross-listed with HIS 320.

IRPS 325 INTERNATIONAL DIPLOMACY

3 credits

The evolution of modern diplomacy over the last two centuries will be examined. Changes in strategies and techniques, as well as distinctions in diplomatic goals will be analyzed, particularly in terms of cultural, historical and national contexts. Prerequisites: IRPS 150 and 250.

IRPS 330 POLITICS OF DEVELOPMENT

3 credits

This course examines divergent explanations for development and underdevelopment. Emphasis is placed upon the concepts and theories which highlight the political process and political actors involved in the politics of development. Attention is given to the role of international political and economic organizations in the development process. Where appropriate, country studies are examined to illustrate theoretical dimensions. Prerequisites: IRPS 150 and 250.

IRPS 340 GOVERNMENT AND POLITICS OF RUSSIA

3 credits

Russia has been a key international player for most the 20th century, driving the foreign policy of Western nations through the theater of confrontation known as the Cold War. The rise and fall of the Soviet Union will be a focus, as will contemporary concerns about the stability and development of the fledgling Russian Republic. Prerequisite: IRPS 150 or 250.

IRPS 350 COMPARATIVE POLITICS**3 credits**

This course assists students in acquiring a theoretical and analytical structure in which to approach the study of comparative governments by taking a regional approach which highlights cultural, historical, economic and political features common to all or most of the states within a given geographic area. In doing so, it provides the basis for comparison not only between and among states, but also across regional boundaries. Prerequisite: IRPS 150 or 250.

IRPS 370 MODEL ORGANIZATION OF AMERICAN STATES**3 credits**

This course introduces students to the history, structure and purpose of the Organization of American States (OAS) by preparing them to participate in a national model OAS conference. In addition to examining contemporary political relations in the Americas, students will also gain specialized knowledge of a particular country's economic, political and social framework. Prerequisite: IRPS 150 or IRPS 250. Lab fee \$750.00

IRPS 395 GOVERNMENT AND POLITICS OF JAPAN**3 credits**

This course provides an overview of Japan's political system with emphasis on traditions from the past which have impact on the current political context. Particular focus will be placed upon how public and private actors, both within and without Japan, affect the contemporary policy process. Prerequisite: IRPS 150 or 250.

IRPS 403 GOVERNMENT AND POLITICS OF CHINA**3 credits**

The 21st century has been designated as the "Chinese Century". Yet, even with expanded knowledge of as well as interaction with China, the functioning of the political system remains an enigma. This course aims to uncover the basic historical trends and cultural predispositions which will reveal how China functions both internally and externally, as well as provide a prognosis for its future development.

IRPS 420 ORIGINS AND DEVELOPMENT OF THE EUROPEAN UNION**3 credits**

This course undertakes an examination of the circumstances leading to the creation of the European Economic Community and its eventual metamorphosis into the European Union. It considers the consequences of the Cold War and the United States' decision to promote European integration. Of special interest will be British, French and German attitudes and the policies of the Benelux countries. This course will also feature an examination of Ireland's entry into the EEC in 1973 and its role since then. Prerequisite: IRPS 150 or 250.

IRPS 470 UNITED STATES FOREIGN POLICY**3 credits**

The purpose of this course is to illustrate how the United States makes its foreign policies in the post-cold war world. The endings of the bipolar superpower confrontations between the United States and the Soviet Union, growing global interdependence, the rise of ethnic politics and other factors have produced important changes in the way U.S. foreign policy is made. This course will uncover the changing actors and issues which comprise the new context of U.S. foreign policy. Prerequisites: IRPS 225 and 250.

IRPS 471 THE AMERICAN PRESIDENCY**3 credits**

Discussion of presidential power and functions, relationship with Congress, political party involvement, public personality, and leadership. Selected presidents are used as examples. Prerequisite: IRPS 225.

IRPS 475 CONTEMPORARY INTERNATIONAL RELATIONS**3 credits**

This course explores the relationships between nations and their behavior towards one another. Analysis and conceptualization of the forces and conditions which influence the relations among nations is accomplished. In addition to examination of the basic theoretical and conceptual approaches to the analysis and prescription of world affairs, this course investigates the history of the modern nation-state system and the ways in which it is challenged today. Prerequisites: IRPS 150 and 250.

IRPS 483 POLITICAL SCIENCE SEMINAR (SPECIAL PROJECTS)**3 credits**

Research on topical areas of political policy issues as well as, where appropriate, actual country research into the policy record of specific countries. Prerequisites: Completion of 12 credit hours in International Relations courses and approval of the IR Program Coordinator.

IRPS 495 SPECIAL PROJECTS/INTERNSHIPS**3-9 credits**

Offers opportunities for students to study abroad or to pursue internships at other institutions in the public or private sectors. Special Project/Internship is monitored by an International Relations faculty member or the Internship Director. Prerequisites: Completion of 12 credit hours in International Relations or Political Science courses and approval of the IR Program Coordinator. Depending upon the workload and duration of a Special Project/Internship, credits earned would vary.

IRPS 499 WASHINGTON INTERNSHIP**12 credits**

Prerequisites: Completion of 12 credit hours in International Relations or Political Science courses and approval of the IR Program Coordinator.

Undergraduate**LAN 100 FRENCH I****3 credits**

Fundamental course in listening, speaking, reading, and simple writing. Basic grammar and vocabulary training supplemented by audio-visual materials.

LAN 101 FRENCH II**3 credits**

Continuation of Elementary French I. Stress on building vocabulary and grammatical structure with practice for fluency. Prerequisite: LAN 100.

LAN 110 SPANISH I**3 credits**

Fundamental course in listening, speaking, reading, and simple writing. Basic grammar and vocabulary training supplemented by audio-visual materials.

LAN 111 SPANISH II**3 credits**

Continuation of Elementary Spanish I. Stress on building vocabulary and grammatical structure with practice for fluency. Prerequisite: LAN 110.

LAN 120 GERMAN I**3 credits**

Fundamental course in listening, speaking, reading, and simple writing. Basic grammar and vocabulary training supplemented by audio-visual materials.

LAN 121 GERMAN II**3 credits**

Continuation of Elementary German I. Stress on building vocabulary and grammatical structure with practice for fluency. Prerequisite: LAN 120.

LAN 130 JAPANESE I**3 credits**

Fundamental course in listening, speaking, reading, and simple writing. Basic grammar and vocabulary training supplemented by audio-visual materials.

LAN 131 JAPANESE II**3 credits**

Continuation of Elementary Japanese I. Stress on building vocabulary and grammatical structure with practice for fluency. Prerequisite: LAN 130.

LAN 200 FRENCH III**3 credits**

Continuation of French II. Emphasis on vocabulary, reading, composition and conversation. Prerequisite: LAN 101.

LAN 201 FRENCH IV**3 credits**

Continuation of French III. Emphasis on conversation and composition while studying history, geography and culture of French speaking countries; business language is an integral part of this course. Prerequisite: LAN 200.

LAN 210 SPANISH III**3 credits**

Continuation of Spanish II. Emphasis on vocabulary, reading, composition and conversation. Prerequisite: LAN 111. 3 credit hours.

LAN 211 SPANISH IV**3 credits**

Continuation of Spanish III. Emphasis on conversation and composition while studying history, geography and culture of Spanish speaking countries; business language is an integral part of this course. Prerequisite: LAN 210.

LAN 230 JAPANESE III**3 credits**

Continuation of Japanese II. Emphasis on vocabulary, reading, composition and conversation. Prerequisite: LAN 131.

LAN 231 JAPANESE IV**3 credits**

Continuation of Japanese III. Emphasis on conversation and composition while studying history, geography and culture of Japanese speaking countries; business language is an integral part of this course. Prerequisite: LAN 230.

LAN 320 CONTEMPORARY SHORT STORIES (CUENTOS CONTEMPORARIOS) 3 credits

This is a 300 level Spanish course. It is a literature class which focuses on reading and analysis of Spanish and Latin American contemporary short stories. Appreciation of critical thinking skills such as analysis, judgment and knowledge of the sociocultural aspect of Spain and Latin America. Prerequisite: LAN 210, LAN 211, or permission of instructor.

Graduate**LDR 710 LEADERSHIP THEORY AND RESEARCH****3 credits**

A presentation of various theories of leadership that provides integrative perspectives on leadership research. The theories are put into context through case studies that examine several leaders in different fields. Ethics and morality in leadership decision making will be examined.

LDR 711 LEADING IN A CULTURE OF CHANGE**3 credits**

An examination of the skills that must be developed in order to lead effectively in a chaotic environment with its rapid-paced developments in technology, sudden shifts in the marketplace, and crisis and contention in the public arena.

LDR 712 MANAGING ACROSS CULTURES**3 credits**

An examination of how culture can impact management practices. Case studies are used to design strategies for managing cultural differences from three perspectives: the individual manager, the multicultural team, and the global organization.

LDR 713 LEADING ORGANIZATIONS IN CRISIS**3 credits**

A detailed examination of the field of crisis management. This course will provide insight into how managers dealt with serious incidents. Topics covered include: the leader's learning curve in crisis management, the leader's management of communications in crisis management and strategies for avoiding major threats to the organization's viability.

LDR 720 PROJECT MANAGEMENT**3 credits**

An overview of the tools and techniques necessary to successfully manage any project. Topics covered include: project cost management, project management leadership, project planning and control, and project risk management.

LDR 721 MANAGING INNOVATION AND TECHNOLOGY**3 credits**

The importance of three contemporary environmental trends – globalization, time compression, and technology – is examined. These three challenges define the framework for developing a process of technology change, a technology strategy, and deployment of technology in the value chain.

LDR 722 GOVERNANCE OF ORGANIZATIONAL PERFORMANCE & BOARD RELATIONS**3 credits**

An examination of the due diligence necessary to provide guidance for board members dedicated to establishing and maintaining an efficient and effective organization. Topics discussed include: developing clearly articulated missions, designing standards that are ethical and prudent, and providing the leadership that supports the fulfillment of long-term goals.

LDR 790 LEADERSHIP AND THE EXECUTION OF STRATEGIC PLANS**3 credits**

This is the capstone course for the Ph.D. degree program. The various concepts and issues presented in the course work and acquired in individual research are synthesized to develop a strategic blueprint for organizational success. The Qualifying Paper must be completed in the same term in which this course is taken.

Undergraduate**MAT 099 ELEMENTARY MATH****3 credits**

This is a course designed for those students who lack the necessary background to immediately address College Algebra. Topics include real number systems, radicals, graphics, and solving equations. This course is graded Pass/Fail and credit does not apply toward graduation requirements. Offered: Fall, Spring.

MAT 105 APPLIED MATHEMATICS I***3 credits**

Broad based, college level mathematics emphasizing both computational and mathematical skills. Topics include problem solving, sets, logic, numeration systems, order of operations, operations with signed numbers, polynomial expressions, linear equations and inequalities in one variable. This course may serve as a prerequisite for College Algebra. Offered: Fall, Spring.

MAT 106 APPLIED MATHEMATICS II***3 credits**

A continuation of Applied Mathematics I designed to meet the needs of those students who will NOT take College Algebra or Probability and Statistics. Topics include the real number system, consumer mathematics, geometry, factoring, exponents, functions and graphs, systems of equations and inequalities, quadratic equations and inequalities in one variable, theoretical and empirical probability, counting problems, frequency distribution and measures of central tendency.

MAT 110 COLLEGE ALGEBRA*3 credits**

Topics include linear and quadratic functions, polynomial functions, systems of equations and inequalities, matrices, and determinants. Prerequisite: MAT 099 or appropriate score on the placement test. Offered: Fall, Spring.

MAT 117 PRE-CALCULUS**3 credits**

The course covers advanced Algebra topics such as extensive analyses of different kinds of functions, equations and systems of equations. Attention is paid to problem solving techniques and proper graphing of functions. Prerequisite: MAT 110.

MAT 202 MATH APPLICATIONS**3 credits**

This course will combine the concepts of MAT 105 and MAT 106 with primary emphasis placed on those skills required in the CLAST exam. Topics will include arithmetic skills, geometry and measurement skills, algebra skills, probability and statistics skills, and logical reasoning. Math credit will NOT be awarded for both MAT 202 and either MAT 105 or MAT 106. Offered: Spring of odd numbered years.

MAT 210 CALCULUS I*3 credits**

A first course in calculus covering differentiation of algebraic and trigonometric functions, logarithmic and exponential functions and applications to geometry, simple physics phenomena and business economics. Prerequisite: MAT 117.

MAT 211 CALCULUS II*3 credits**

A second course in calculus covering integration techniques, series, vectors, vector valued functions and partial derivatives. Prerequisite: MAT 210.

MAT 215 TRIGONOMETRY WITH ANALYTICAL GEOMETRY**4 credits**

Topics include functions and graphs, trigonometric functions, the unit circle, graphs of trigonometric functions, analytic trigonometry, oblique triangles with popular coordinates, analytic geometry, complex numbers and vectors. Prerequisite: MAT 110. Offered: Spring of odd numbered years.

MAT 221 PROBABILITY AND STATISTICS**3 credits**

A course designed to introduce the methods of probability and statistics. Topics include laws of large numbers, discrete and continuous distributions, and sums of random variables. Math credit will not be awarded for both MAT 221 and BUS 322. Offered: Fall, Spring.

MAT 301 FINITE MATHEMATICS*3 credits**

A course which covers a variety of contemporary areas in mathematics specifically designed for education majors. Topics include problem solving strategies, word problems, ratio and proportion, permutations and combinations and their use in probability and statistics, systems of measurement and conversion, topics in plane geometry, and topics in number theory. Emphasis will be placed on methods of integrating these topics into curricula at various levels in the education system. Prerequisite: MAT 110.

MAT 310 LINEAR ALGEBRA*3 credits**

The study of vector spaces, linear transformations, matrices, applications in analysis of systems of linear equations, Eigenvalues and Eigenvectors. Prerequisite: MAT110.

MAT 320 METHODS OF CALCULUS**4 credits**

An introduction to the methods and applications of differentiation and integration. Primarily for business and social science majors. Prerequisite: MAT 110. Offered: Fall, Spring.

MAT321 STATISTICAL APPLICATIONS*3 credits**

A course designed to emphasize the applications of statistics, including discrete and continuous distributions, sums of random variables, and an introduction to basic theorems of probability and statistics. Prerequisite: MAT 221.

*** = Class will be offered on a needed basis.**

Graduate

MBA 500 MANAGEMENT AND ADMINISTRATION 3 credits

An examination of management functions, concepts, and principles. Exploration of managerial roles and administrative implications of systems theories. Management theories applied to case studies. Preparation of schematic models to solve problems.

MBA 510 LEGAL ASPECTS OF ADMINISTRATION AND MANAGEMENT 3 credits

An advanced analysis of legal issues affecting organizations. Examination of common law and statutes relating to the development and operation of organizations. Study of corporate structure and legal liabilities affecting organizations. An in-depth analysis of legal case studies involving common law, federal, state, and local statutes.

MBA 515 CONTEMPORARY TOPICS IN GLOBAL ORGANIZATIONS 3 credits

Students explore and analyze specific global topics in a dynamic and competitive business environment. Theory, concepts, and application to practice are demonstrated through individual and group projects, case studies, and professional experiences. Term topics may include: international electronic (e-) business, entrepreneurship, operations management, ethics, business strategies, strategic alliances, or study abroad field trip. Students may repeat for credit as topics change, but this course can only be taken once to fulfill the MBA degree course requirement.

MBA 516 INTERNATIONAL BUSINESS STUDIES ABROAD 3 credits

International studies abroad in business stresses the unique experience of study in foreign countries and direct contact with other cultures. Students will acquire knowledge in various facets of international business in the context of environmental forces, such as social, political, and economic. Studies abroad may be substituted in the required MBA Program curriculum for MBA 515. Students considering enrollment in the international studies abroad course should plan with their advisor how such credits earned are to be applied before registration.

MBA 520 MARKETING MANAGEMENT IN A GLOBAL ECONOMY 3 credits

Focus on the major decisions that marketing managers and top management face in their efforts to mesh the objectives, core competencies, and resources of an organization with the opportunities and threats in an increasingly global marketplace. Applications of marketing thinking to products and services for any organization whether profit or not-for-profit. 3 credit hours

MBA 525 MANAGEMENT INFORMATION SYSTEMS 3 credits

requirements for the environment in which the organization operates; creating an information architecture to support organizational goals; designing systems that managers can control and understand in a socially and ethically responsible manner. Prerequisite: CMS 200

MBA 530 QUANTITATIVE METHODS FOR DECISION MAKING 3 credits

The decision making process and the role of management science in that process. Management science techniques include: statistical methods, mathematical programming, simulation, network models, decision analysis, waiting line models and inventory methods. Prerequisites: MAT 221 and MBA 525

MBA 540 MANAGERIAL ACCOUNTING 3 credits

Accounting as a managerial tool for business strategy and implementation. Key topics include: customer satisfaction, total value-chain analysis, continuous improvement, and planning and control techniques linked to key success factors. Prerequisite: ACC 201

MBA 545 MANAGERIAL FINANCE**3 credits**

An analysis and comparison of the various techniques that aid in the decision making process. Major themes stressed include: shareholder wealth maximization, cash flow management, the international aspects of financial management and the standards of ethical behavior adopted by managers. Prerequisite: MBA 540

MBA 550 OPERATIONS MANAGEMENT**3 credits**

A comprehensive analysis and comparison of the various techniques that can produce increased productivity for manufacturing and service operations. Provides an opportunity to assess the methods used in striving for long-term strength and growth in economic enterprises. Prerequisite: MBA 530

MBA 560 INTERNATIONAL BUSINESS**3 credits**

International business differs from domestic business in that a firm operating across borders must deal with the forces of three kinds of environments: domestic, foreign, and international. Learning to think in international terms by evaluating and mastering the relationship of the agents, conditions, and dynamic interaction of these environments. Prerequisite: MBA 500

MBA 565 INTERNATIONAL FINANCE**3 credits**

Overview of the tools (e.g. hedging, swaps, counter trade) and methods that financial managers use to solve financial problems, emanating from fluctuating currency exchange rates, currency exchange controls, tariffs, taxes, inflation, and accounting practices. Prerequisite: MBA 545

MBA 570 COMPARATIVE ECONOMIC SYSTEMS**3 credits**

Analysis and comparison of the highly divergent foreign economic systems. The major premise is that policies designed for economic conditions in one market may be totally unsuitable for the economic conditions in another. Highlighted are the most significant variables contributing to the uncontrollable forces in the environment that interface with economic systems. Prerequisites: BUS 171 and MBA 560

MBA 590 BUSINESS POLICY SEMINAR**3 credits**

Capstone seminar for the M.B.A. program in which students are required to demonstrate their ability to integrate and apply theory to practice in case studies and experiential exercises that require the mastery of strategic thinking. NOTE: Must be completed in the last term, or with Advisor's approval may be completed in the next to last term of study.

MBA 597 INDEPENDENT STUDY**1-3 credits**

Opportunities to explore both career directions and areas of individual interest.

MBA 598 BUSINESS ADMINISTRATION INTERNSHIP**3 credits**

A supervised 150-hour internship in a for-profit or not-for-profit business. Designed for those who do not have business experience. Requires a written log, reports and evaluations to the field supervisor. An internship project on a related topic is required in order to demonstrate integration of theory with the application in business administration that is submitted to the faculty advisor. Students are required to regularly meet with both the field supervisor and the faculty advisor.

Undergraduate**MKT 250 PRINCIPLES OF MARKETING****3 credits**

Introduces the student to a broad functional understanding of marketing. Topics include buyer behavior, product planning, channels of distribution, price policies, and promotional activities. Offered: Fall, Spring.

MKT 260 RETAILING**3 credits**

Examination of the organization and operation of retail establishments. Emphasis is placed on markup, pricing, stock turn, sales and stock planning, and the selling of services as well as goods. Prerequisite: MKT 250.

MKT 305 CONSUMER BEHAVIOR**3 credits**

A study of the consumer decision process. The course focuses on consumer branding, the product adoption process, the impact of current issues (leisure time, working women, and the elderly) and the development of marketing strategies to encourage a positive consumer response. Prerequisite: MKT 250. Offered: Fall.

MKT 321 PROFESSIONAL SELLING AND SALES MANAGEMENT**3 credits**

An integrative course that introduces the professional sales process with an emphasis on selling skills and technique, and then focuses on the management of the sales team. Topics such as forecasting, relationship management, territory design and professional presentation development and delivery are components of this course. Prerequisite: MKT 250. Offered: Spring.

MKT 325 FASHION ADVERTISING AND PROMOTION**3 credits**

Advertising, visual display and marketing methodology are utilized in establishing a sales promotion plan. Shows and special events, used to promote fashion products, are incorporated in student projects. Prerequisites: BUS 240 and MKT 250.

MKT 350 ADVERTISING**3 credits**

An overview of the promotional aspect of the marketing mix, including sales promotion and public relations. Emphasized are the interactions of these areas in advertising strategy planning. Also examined is the influence of advertising and its responsibilities to society. Course project required involving research, analysis, and presentation. Prerequisite: MKT 250. Offered: Fall.

MKT 370 MARKETING - SPECIAL TOPICS**3 credits**

A course that will explore different areas of marketing. Topics may include specific industries, telemarketing, relationship marketing, direct marketing and marketing on the Internet. Can be repeated for credit as topics change. Prerequisites: MKT 250.

MKT 392 INTERNATIONAL MARKETING AND TRADE RELATIONS**3 credits**

A study of marketing management activities from the perspective of firms doing business across national boundaries. Emphasis is upon aspects of marketing which are unique to international business and problem solving within an international context. Also, a theoretical analysis of the causes of international trade including comparative advantage, Heckcher-Ohlin theory and more recent theories. Other topics include international trade policy, economic integration, trade problems of developing countries and the role of multinational corporations in world trade. Prerequisites: MKT 250 and INB 390. Offered: Spring.

MKT 430 MARKETING RESEARCH**3 credits**

Introduction to the techniques and tools of market research as an aid to decision making. Topics include problem definition, research methods, research project design, results interpretation. Prerequisites: MKT 250, BUS 322. Offered: Spring.

Graduate**MS 505 APPLIED RESEARCH METHODS****3 credits**

An examination of the methods of inquiry within the framework of management theory. Includes a critique of assessment issues in experimental and qualitative research, descriptive and exploratory studies in the management literature. Students design a research project and draft a research proposal.

MS 560 FINANCIAL MANAGEMENT**3 credits**

An examination of financial management principles utilized by public agencies. Considers the fundamental principles of fiscal administration, budgeting, revenue, debt administration, and fund management. Uses case studies to analyze how public agencies are impacted by both revenue enhancement and shortfalls. Students also learn the fundamentals of working through the budgetary process.

Undergraduate

MUG 280 MUSIC ENTREPRENEURSHIP**3 credits**

This course helps the Conservatory student define individual career objectives and develop the skills required to achieve these goals. Guest speakers from the faculty and the musical community visit the seminar through the semester. Offered fall 2002 and every other fall. Prerequisite: Two semesters of MUS 301.

MUG 300 RHYTHMIC AND 20TH CENTURY PERFORMANCE PRACTICE**2 credits**

The largest part of the work in this class pertains to rhythm. This will involve a theoretical as well as practical approach to that subject. Among the other subjects studied are changing meter, understanding and rewriting complex rhythms, cross rhythms, metric modulation, extended instrumental techniques, alternative notational systems, and new symbols. An important part of this class will consist of continuing exercises for mastering the irregular groupings such as fives and sevens, cross rhythms such as three against four and four against seven, changing meter, and metric modulation. It is expected that students will practice the various rhythmic exercises as tests will occur every few weeks. Prerequisite: Four semesters of MUS 301. Offered every fall.

MUG 310 DIRECTED STUDY**3 credits**

An advanced course of individually directed study with a focus on either Music Theory or Music History topics. Does not fulfill the Music History or Music Theory elective requirement. Prerequisite: Permission of the instructor and approval of the dean of the Conservatory.

MUG 329 GENERAL PEDAGOGY**2 credits**

This course provides an introduction to teaching instrumental music from the first lesson through advanced levels. Students will gain practical experience in verbalizing the technical and musical aspects of playing their instrument, learn how to communicate clearly to students of various age levels, improve their problem-solving skills, and have exposure to a variety of teaching styles and philosophies. Prerequisite: Permission of instructor.

MUG 480 CAREER DEVELOPMENT SEMINAR**2 credits**

This course helps the Conservatory student define individual career objectives and develop the skills required to achieve these goals. Guest speakers from the faculty and the musical community visit the seminar through the semester. Offered every other Fall. Prerequisite: MUS 501.

Undergraduate

MUH 261 MUSIC HISTORY I: THE MEDIEVAL, RENAISSANCE AND BAROQUE PERIODS**3 credits**

This course traces the stylistic history of Western art music from antiquity through the Baroque era. The course presents an overview of the early history of Western art music, provides the foundation for further student of music history and literature and encourages the incorporation of historical perspective in interpretation and performance. Offered every fall. Prerequisite: Conservatory students or permission of instructor.

MUH 360 MUSIC HISTORY II: THE CLASSICAL AND ROMANTIC PERIODS 3 credits

This course serves as a continuation of the historical study of Western art music. Commencing with the pre-Classical age, the course will traverse the eighteenth and nineteenth centuries, concluding with the contributions of Claude Debussy. Focusing upon the needs and supporting aspirations of the performing musicians, the course continually emphasizes the study of music literature through extensive analytical listening, score study and in-class performances. Offered every spring. Prerequisite: MUH 261.

MUH 361 MUSIC HISTORY III: TWENTIETH CENTURY MUSIC 3 credits

The objective of this course is to familiarize students with the styles that have emerged in the music of the twentieth century. The course will largely concentrate on the main composers of the century and their works. Lecture material will also include some discussion of socio-political/economic factors and developments in other art forms to provide a background for the intellectual climate of the period. Weekly listening and reading assignments will be made throughout the course. Offered every fall. Prerequisite: MUH 360.

MUH 362 HISTORY OF CHAMBER MUSIC 3 credits

This course traces the evolution of the forms of chamber music and seeks to discover how and why this evolution came about. Through a large dose of listening, discussion and comparison of standard works, students will examine the complete history of chamber music. Regular listening and reading assignments will be made throughout the course. A term paper and in-class report are required. This course fulfills the Music History elective. Offered spring 2005 and every 3rd spring thereafter. Prerequisite: Permission of instructor.

MUH 363 HISTORY AND LITERATURE OF THE SYMPHONY 3 credits

Students will listen to and discuss the development of the symphony orchestra as a medium and as an art form. Masterpieces of the major symphonists will be studied in detail, with special emphasis on their significance in the evolution of musical style. Regular listening and reading assignments will be made throughout the course. A term paper and in-class report are required. This course fulfills the Music History elective. Prerequisite: MUH 261. Offered spring 2003 and every 3rd spring thereafter. Prerequisite: Permission of instructor.

MUH 365 ART MUSIC OF THE AMERICAS 3 credits

This course is designed to introduce the student to art music from Latin America, the United States, Canada and the Caribbean. Certain vernacular musical traditions will be included because of their significant role in the development of art music on the American continents. This course will encourage the investigation of music literature that may be unfamiliar or uncommon and focus upon the musical achievements in the Americas. Composers included in the course are Villa-Lobos, Ginastera, Chavez, Champagne, R. Murray Schafer, Sousa, Griffes, Ives, Copland, Cage, Cowell, Armstrong and Ellington, among others. Fulfills the Music History elective requirement. Offered Fall 2002 and every 3rd fall thereafter. Prerequisite: Permission of instructor.

MUH 366 CHORAL REPERTOIRE AND ART SONG 3 credits

This course serves as an introduction to choral repertoire and art song from the Renaissance to the present. One objective of the course is to enrich the musicianship of each student by examining the vocal arts through the repertoire. Works by the following composers will be studied: Britten, Stravinsky, Brahms, Verdi, Beethoven, Machaut, Bach, Handel, Josquin, Schubert, Schumann, Wolf, Duparc, Debussy, Schoenberg and others. Fulfills the Music History elective requirement. Prerequisite: MHS 261 or permission of the instructor. Offered Fall 2003 and every 3rd fall thereafter. Prerequisite: Permission of instructor.

MUH 367 SURVEY OF WORLD MUSIC**3 credits**

This course serves as an introduction to the folk traditions of various societies throughout the world. Some of the music and musical traditions to be discussed include those of Africa, India, Indonesia, China, Japan, South America, Native Americans, African Americans, the folk music of Eastern Europe, as well as jazz and the influence of ethnic music on 20th-century classical music. Lectures will concentrate on placing these various music in their proper social context with an emphasis on understanding the different ways that music can function. Musical examples will also be analyzed in purely musical terms. Regular listening and reading assignments will be made throughout the course. A term paper and in-class report are required. Fulfills the Music History elective requirement. Offered spring 2004 and every 3rd spring thereafter. Prerequisite: Permission of instructor.

MUH 368 AN OVERTURE TO OPERA**3 credits**

This course will introduce the student to the world of opera via study of its history and literature (surveyed chronologically), performance excerpts, and operas on video. Additionally, arias, and other short excerpts from a variety of styles will be transcribed for the respective instruments of students in the class. These arias will then be performed by the students and their interpretive insights and solutions will serve as models for comparison with a singer's solutions as revealed in historical and contemporary recordings. Fulfills the Music History elective requirement. Open to University students with permission of instructor. Offered Fall 2004 and every 3rd fall thereafter. Prerequisite: Permission of instructor.

Undergraduate

MUP 311 ENSEMBLE ARTS FOR PIANISTS**1 credit**

Pianists are exposed to a variety of instrumental ensemble and vocal situations, with the focus on rehearsal/performance preparation of works for piano with one other instrument. The experience gained from these collaborations will provide the basic skills required for ensemble playing. Prerequisite: An audition may be required.

MUP 313 KEYBOARD SKILLS FOR PIANISTS I**1 credit**

Several essential skills are introduced to pianist through the four levels of this course. Each skill is continually developed during the four semester curriculum. Skills include sight-reading, score-reading, improvisation, harmonic progressions, realization of figured bass, and transposition. Placement examinations will determine student level. Offered fall 2002 and every 4th fall thereafter or when needed. Prerequisite: Placement Exam.

MUP 314 KEYBOARD SKILLS FOR PIANISTS II**1 credit**

Continuation of MUP 313. Offered spring 2003 and every 4th spring thereafter or when needed. Prerequisite: MUP 313 or placement exam.

MUP 325 PIANO LITERATURE**3 credits**

This course provides an overview of significant piano repertoire and an overview of piano chamber music literature through sight-reading chamber music repertoire: concerti, art song, two-piano and four-hand duet music, piano/string and piano/wind music. It is designed to foster in each student a desire to continually investigate all aspects of the vast piano literature. Listening to recorded performances supplements the students' direct contact through sight-reading of the repertoire. Assignments include readings, listening lists, sight-reading, oral reports, in-class performances and exams. Offered fall 2005 and every 4th fall thereafter or when needed. Prerequisite: Permission of instructor.

MUP 329 PIANO PEDAGOGY**2 credits**

This course serves as an introduction to the world of piano teaching. It addresses the musical, technical, theoretical and practical concerns of the piano pedagogue. Students will develop teaching skills in the basic elements of music at the piano as well as a broad array of keyboard techniques. Assignments include readings, sight-reading, teaching repertoire, short papers, practice teaching and examinations. Offered fall 2003 and every 4th fall thereafter or when needed. Prerequisite: Conservatory students only.

MUP 413 KEYBOARD SKILLS FOR PIANISTS III**1 credit**

Continuation of MUP 314. Offered fall 2003 and every 4th fall thereafter or when needed. Prerequisite: MUP 314 or placement exam.

MUP 414 KEYBOARD SKILLS FOR PIANISTS IV**1 credit**

Continuation of MUP 413. Offered spring 2004 and every 4th spring thereafter or when needed. Prerequisite MUP 413 or placement exam.

Undergraduate**MUR 300 JUNIOR RECITAL****3 credits**

The Recital 300 should consist of 45 to 50 minutes of music and be played without intermission. The student must present one complete work, and one selection must be memorized. The instructor may require that additional works be presented from memory. Program information must be submitted to the Dean's Assistant no later than two (2) weeks prior to the performance date. Prerequisite: Junior standing and permission of the instructor. 0 credit hour.

MUR 400 SENIOR RECITAL**0 credits**

The Recital 400 should consist of 70 to 90 minutes of music and should include an intermission. Repertoire should include a 20th-century work, and only complete works should be presented. At least one selection must be memorized. The instructor may require additional works be presented from memory. The student is to write the program and present it to the Dean's Assistant no later than two (2) weeks prior to the performance date. Prerequisite: Senior standing and permission of the instructor.

Graduate**MUR 511 PSDP PERFORMANCE REQUIREMENT: CONCERTO****1 credit**

Prerequisite: Permission of instructor.

MUR 512 PSDP PERFORMANCE REQUIREMENT: MOCK AUDITION**1 credit**

Prerequisite: Permission of instructor.

MUR 513 PSDP PERFORMANCE REQUIREMENT: CHAMBER WORK**1 credit**

Prerequisite: Permission of instructor.

MUR 600 PSDP PERFORMANCE REQUIREMENT: FULL RECITAL**1 credit**

The Recital 600 should consist of 70 to 90 minutes of music and should include an intermission. Repertoire should include a 20th-century work, and only complete works should be presented. At least one selection must be memorized. The instructor may require additional works be presented from memory. The student is to write the program and present it to the Dean's Assistant no later than two (2) weeks prior to the performance date. Prerequisite: Permission of the instructor.

Undergraduate

MUS 100 ELECTIVE IN INSTRUMENTAL LESSONS

1 credit

This course is designed to allow any student to study a string, brass, wind, percussion or piano instrument privately with an instructor. Prerequisite: Audition.

MUS 131 SECONDARY PIANO I

1 credit

This is a course for music students with minimal or no previous experience playing the piano. Work in this course focuses on learning major and minor five-finger patterns, major scales and arpeggios, four types of triads, dominant seventh chords and their inversions, one basic chord progression, repertoire, sight-reading and harmonization. Offered every fall. Prerequisite: Placement exam.

MUS 132 SECONDARY PIANO II

1 credit

After reviewing the skills learned in MUS 131, work in this course focuses on learning minor scales and arpeggios, modal scales, five types of seventh chords, another chord progressions, repertoire, sight-reading and harmonization. Offered every spring. Prerequisite: MUS 131 or placement exam.

MUS 230 CHORUS

3 credits

A performance-oriented course made up of students singing in a mixed choral ensemble of the standard grouping SATB (soprano, alto, tenor and bass voices). Course requirement will include a two-hour rehearsal once each week and at least one public performance during the semester. Repertoire for the group will include both sacred and secular works chosen from the Renaissance through the twentieth century. Prerequisite: None.

MUS 231 SECONDARY PIANO III

1 credit

After reviewing the skills learned in MUS 132, work in this course focuses on learning dominant seventh arpeggios, secondary dominants, more chord progressions, repertoire, sight-reading and harmonization. Offered every fall. Prerequisite: MUS 132 or placement exam.

MUS 232 SECONDARY PIANO IV

1 credit

After reviewing the skills learned in MUS 231, work in this final upper level course focuses on learning diminished seventh arpeggios, Neopolitan and augmented sixth chords, modulatory chord progressions, repertoire, sight-reading and harmonization. Offered every spring. Prerequisite: MUS 231 or placement exam.

MUS 301 APPLIED MAJOR INSTRUMENT

4 credits

In this course, students strive to develop their individual musical performance ability to its fullest potential, both musically and technically. Students receive training through scales, arpeggios, etudes, exercises, and a broad variety of repertoire. Students develop independent thinking with the understanding of musical color, shape, form, style, direction and control as necessities of musical art. In addition to individual teaching, weekly studio class sessions present a performance workshop dealing with various topics such as technique, performance and pedagogy. Prerequisite: Conservatory BM students only.

MUS 311 SMALL ENSEMBLE

1 credit

The chamber music program focuses on the process of coming together to achieve the most rewarding musical experience while recognizing the substantial individual and collective responsibility required of each ensemble member. Regular coachings and rehearsals form the basis for developing the skill of musical interaction. Chamber groups perform as they become ready, both on campus and throughout the community. Prerequisite: An audition may be required.

MUS 321 LARGE ENSEMBLE**3 credits**

This course provides the students with an opportunity to learn and perform orchestral repertoire from a wide range of periods and styles. It is a class in ensemble performance; rehearsals and concerts provide a guided practical experience in all factors of music making (including phrasing, pacing, articulation, intonation, balance rhythm, ensemble, and sound quality.) Prerequisite: An audition may be required.

MUS 501 APPLIED MUSIC-MAJOR INSTRUMENT**4 credits**

In this course, students strive to develop their individual musical performance ability to its fullest potential, both musically and technically. Students receive training through scales, arpeggios, etudes, exercises, and a broad variety of repertoire. Students develop independent thinking with the understanding of musical color, shape, form, style, direction and control as necessities of musical art. In addition to individual teaching, weekly studio class sessions present a performance workshop dealing with various topics such as technique, performance and pedagogy. Prerequisite: Conservatory PSDP students only.

MUS 511 SMALL ENSEMBLE**1 credit**

The chamber music program focuses on the process of coming together to achieve the most rewarding musical experience while recognizing the substantial individual and collective responsibility required of each ensemble member. Regular coachings and rehearsals form the basis for developing the skill of musical interaction. Chamber groups perform as they become ready, both on campus and throughout the community. Prerequisite: An audition may be required.

MUS 521 LARGE ENSEMBLE**1 credit**

This course provides the students with an opportunity to learn and perform orchestral repertoire from a wide range of periods and styles. It is a class in ensemble performance; rehearsals and concerts provide a guided practical experience in all factors of music making (including phrasing, pacing, articulation, intonation, balance rhythm, ensemble, and sound quality.) Prerequisite: An audition may be required. 1 credit hour.

MUS 301 & 302 APPLIED MUSIC-MAJOR INSTRUMENT**4 credits**

In this course, students strive to develop their individual musical performance ability to its fullest potential, both musically and technically. Students receive training through scales, arpeggios, etudes, exercises, and a broad variety of repertoire. Students develop independent thinking with the understanding of musical color, shape, form, style, direction and control as necessities of musical art. In addition to individual teaching, weekly studio class sessions present a performance workshop dealing with various topics such as technique, performance and pedagogy. Prerequisite: Conservatory PSDP students only.

Undergraduate**MUT 099 RUDIMENTS OF THEORY****1 credit**

This is a review course designed by the teacher to meet the individual needs of each student for whom the course is required. This course is designed to provide a brief review of basic elements of music and musical notation necessary to begin work in music theory and ear training classes. Credit does not count toward degree. Offered when needed. Prerequisite: Placement exam. 1 credit hour.

MUT 150 EAR TRAINING I**1 credit**

The main goal of this course will be to establish a firm foundation for continued work in ear training. In-class activity will consist of rhythmic drills and dictation exercises and will be coordinated with materials from MUT 200. Subjects covered will include: intervals (melodic and harmonic) short rhythmic patterns, short melodic patterns, triads and short two-voice exercises. Offered every fall. Prerequisite: Placement exam. 1 credit hour.

MUT 151 EAR TRAINING II**1 credit**

This course will build upon MUT 150. In-class activity will consist of rhythmic drills and dictation exercises. Subjects covered will include compound intervals (melodic and harmonic), short rhythmic patterns introducing syncopation, short melodic patterns introducing chromatic notes; triads and seventh chords (including inversions); short chord progressions; two-voice exercises; and four-measure and eight-measure melodies. Subject matter will also include elementary concepts of melodic improvisation. Offered every spring. Prerequisite: MUT 150 or placement exam.

MUT 154 SOLFEGE I**1 credit**

Solfège develops a high level of sight-reading ability which fosters overall musical literacy and fluency. Musical exercises are used to develop sight-reading, intonation, rhythm and knowledge of clefs. Offered every fall. Prerequisite: Placement exam.

MUT 155 SOLFEGE II**1 credit**

A continuation of Solfège I. Offered every spring. Prerequisite: MUT 154 or placement exam.

MUT 200 FUNDAMENTALS OF MUSIC I: COUNTERPOINT/ELEMENTARY HARMONY**3 credits**

This course is divided into two parts: as a preparation for the study of tonal harmony, the first half of the course will be a study of strict species counterpoint in two-voices (through all five species). The second half of the course will begin the study of the basic harmonic materials of "functional" tonal music of the Common-Practice period. Topics covered will include: the structure of triads and Roman numeral analysis; concepts of voice-leading; inversions of chords; harmonic progressions in four parts based on the Bach Chorales; the importance and creation of bass lines, the harmonization of bass lines and figured bass. Written work will consist of one or two short assignments per week. Offered every fall. Prerequisite: MUT 099 or placement exam.

MUT 201 FUNDAMENTALS OF MUSIC II: ADVANCED HARMONY**3 credits**

This course is a continuation of the study begun in Fundamentals I of the basic materials of tonal music, using the four-part chorale style of J.S. Bach as the basis for study. Topics covered will include cadences, non-harmonic tones, triads in second inversion, the structure and treatment of seventh chords, the harmonization of melodies, secondary function chords, modulation and chromaticism. Written work will consist of one or two short assignments each week. Offered every spring. Prerequisite: MUT 200 or placement exam.

MUT 250 EAR TRAINING III**1 credit**

In-class activity will consist of rhythmic drills and dictation exercises. Subjects covered will include: chromatic harmony; 4-part chorales; syncopation and irregular subdivisions of the beat and modulations. Subject matter will include a continuation of improvisation studies. Offered every fall. Prerequisite: MUT 151 or placement exam.

MUT 251 EAR TRAINING IV**1 credit**

In-class activity will consist of rhythmic drills and dictation exercises. Subjects covered will include melodies involving increased chromaticism; progressions involving chromatic chords and foreign modulations; nontertian chord structures; melodies using the church modes, twelve-tone and "free" atonality; and advanced rhythmic exercises. Subject matter will include a continuation of improvisation studies. Offered every spring. Prerequisite: MUT 250 or placement exam.

MUT 254 SOLFEGE III**1 credit**

A continuation of Solfege II. Offered every fall. Prerequisite: MUT 155 or placement exam.

MUT 255 SOLFEGE IV**3 credits**

A continuation of Solfege III. Offered every spring. Prerequisite: MUT 254 or placement exam.

MUT 300 FUNDAMENTALS OF MUSIC III: TONAL ANALYSIS**3 credits**

This course is concerned with the analysis of selected movements and complete compositions from the Common-Practice Period of functional tonal music and the development of the necessary analytical skills to achieve this goal. This will be done in a number of ways: (1) the continued development and refinement of the student's ability to perform harmonic analysis, as begun in Fundamentals I and II; (2) the expansion of analytical techniques to include analysis of rhythm, meter, phrase structure, articulation, etc; and (3) study of the principal forms from the Common-Practice Period, with some consideration of their historical development. Weekly analysis assignments will be required. Offered every fall. Prerequisite: MUT 201 or placement exam.

MUT 301 FUNDAMENTALS OF MUSIC IV: 20TH-CENTURY THEORY**3 credits**

This course is concerned with the theoretical concepts of 20th-century music and the compositional techniques used in this music. At the beginning of the course, there will also be an introduction to the analysis of Medieval and Renaissance music. This course will be a survey of a variety of different compositional and analytical techniques and will not be historical in nature. Weekly analysis assignments will be required. Offered every spring. Prerequisite: MUT 300 or placement exam.

MUT 374 ADVANCED COUNTERPOINT AND FUGUE**3 credits**

The main goals of this course will be: (1) through the writing of strict "species" counterpoint exercises in 18th-century style to prepare the student to go onto (2) more advanced stylistic composition exercises employing true 18th-century forms, such as "dance" suite movements, two and three-part inventions, chorale preludes and fugues; and (3) to develop the student's ability to analyze, both in terms of harmony and form, contrapuntal compositions from the 18th century. The course will begin with strict species counterpoint and then move onto the specific style and techniques of 18th-century counterpoint. Listening assignments of selected works by J.S. Bach and others will be required. Fulfills the Music Theory elective requirement. Offered spring 2005 and every 3rd spring thereafter. Prerequisite: MUT 300.

MUT 375 TONAL COMPOSITION**3 credits**

This course involves imitation of basic forms of tonal music, and focuses on the techniques of motivic transformation, melody, harmony and rhythm. The weekly assignment is a short composition in a traditional form as a final project. Fulfills the Music Theory elective requirement. Offered spring 2003 and every 3rd spring thereafter. Prerequisite: MUT 300.

MUT 377 ANALYSIS FOR MUSICAL PERFORMANCE**3 credits**

This course deals with the detailed analysis of musical compositions with particular emphasis on the implications for musical performance. Some of the topics that will be discussed include articulation and phrasing; accent, rhythm and meter; the analysis of structural pitches; and the 'correct' stylistic interpretation. Students will be required to present in-class reports. They should also expect to prepare pieces for performance and to work together as an ensemble. Fulfills the Music Theory elective requirement. Offered spring 2004 and every 3rd spring thereafter. Prerequisite: MUT 251 and 301 and/or permission of the instructor.

MUT 378 FINALE 2001/MUSIC NOTATION

This course is designed to introduce students to the art of music notation using Finale 2001 software. Topics to be covered in this course will include: professional notation; scores; piano music; lead sheets; and real-time MIDI entry. Fulfills the Music Theory elective requirement. Prerequisite: Permission of instructor. 2 credit hours.

Undergraduate

NUR 301 TRANSITIONS IN PROFESSIONAL NURSING 3 credits

Introduction to the purpose, philosophy and organizing framework of the program. The development of nursing and the global environment of health care delivery, professional socialization, professional values, professional role development, and legal, ethical, and professional practice standards are examined. Fundamentals of critical and creative thinking and use in decision making processes, information literacy, and communication are emphasized. Self-awareness and philosophy development provide the basis for role transition. Prerequisite: Computer Literacy and admission status or consent by the Nursing Program Director.

NUR 302 HEALTH ASSESSMENT, COMMUNICATION COLLABORATION 3 credits

Techniques and methods of health assessment as a basis for professional nursing practice with the individual, family, and community across the life span. Dimensions of human functioning form the structure for assessment and diagnosis of health and illness responses in the problem solving process. Communication and collaboration in nurse-client and nurse-health team relationships and use of health technologies are emphasized. Practice setting: Lab. Prerequisite: Junior level progression status. Prerequisite or Corequisite: NUR 301.

NUR 303 HEALTH PROMOTION, PROTECTION AND ILLNESS PREVENTION: PRIMARY PREVENTION 3 credits

Professional nursing practice design focusing on health promotion, protection and illness prevention goals and interventions at the primary prevention level for healthy individuals across the life span (focusing on older adults). The client is viewed in the context of family. Promoting continuity of care, health educator and counselor, and research consumer roles, and Healthy People 2010 are emphasized in meeting aggregate health needs in the community. Prerequisite: Junior level progression status. Prerequisites or Corequisites: NUR 301, NUR 302, computer literacy.

NUR 306 HEALTH RESTORATION, REHABILITATION AND PALLIATIVE CARE: SECONDARY AND TERTIARY PREVENTION 6 credits

Professional nursing practice design focusing on restorative, rehabilitation and palliative goals and secondary and tertiary prevention interventions for children and adults (focusing on older adults) experiencing acute and critical physical and psychosocial illness, and chronic, disabling, and terminal illness. The individual as client is viewed in the context of family. Role development emphasizes: research consumer, discharge planner, educator and counselor, nursing care manager, case management, facilitator and coordinator of care, and health team collaborator in acute care, psychiatric hospitals, long-term care, subacute care (rehabilitation), palliative care (hospice), the home and the community. Prerequisites: NUR 302 and NUR 303.

NUR 351 LEGAL PROCESSES FOR NURSE CONSULTANT I. 3 credits

This course focuses on explanation and application of rules and regulations of civil procedure, criminal procedure and evidence relevant to the legal nurse consultant's field of study, the changing health care and legal system, knowledge and skills of courtroom rules, legal and professional research and the role of the nurse both in and out of the courtroom. Prerequisites: Licensed Registered Nurse or Consent by Nursing Director.

NUR 352 LEGAL PROCESSES FOR NURSE CONSULTANT II.**3 credits**

This course focuses on explanation and application of legal procedures in the legal nurse consultant's field of study, knowledge and skills of health care litigation both inside and outside the courtroom with an emphasis on communication, networking, consultation, and issues, trends, and global challenges in the evolving role of the legal nurse. Prerequisite: C grade or higher in NUR 351.

NUR 401 CARE OF FAMILIES**3 credits**

Professional nursing practice design focusing on care of healthy developing families and those experiencing illness. Childbearing, childrearing, and contracting families are viewed in the context of community and contemporary family problems. All health goals and interventions at all levels of prevention are applied. Health planning in a community project is initiated. Role development emphasizes: research consumer, family educator and counselor, family case manager, home health nursing, facilitator and coordinator of care, and health team collaborator in home and community settings. Prerequisite: Senior level progression status.

NUR 402 COMMUNITY & POPULATION FOCUSED CARE**4 credits**

Professional nursing practice design focusing on care of individuals, families, and other aggregate groups in the community who may be healthy or experiencing illness with continued home health experience. The community is viewed in the context of a global society, with population-focused care and public, international and world health examined. All health goals and interventions at all levels of prevention are applied. Role development emphasizes: research consumer (epidemiology and population based data), community educator and counselor, case management, health project management, facilitator and coordinator of care, collaborator with leaders and consumers in the community (mental health, public health, home health, primary care, ambulatory care, support associations, crisis centers, employee health, day care and schools). Prerequisites: NUR 401 and NUR 404. Prerequisite or Corequisite: IRPS elective.

NUR 403 LEADERSHIP, MANAGEMENT AND CHANGE**4 credits**

Professional nursing practice design focusing on effective leadership and management of the care of multiple clients. Change management, negotiation, supervision, delegation and coordination in the context of the health care organization are emphasized. Nursing management and leadership practices, organizational policies, nursing practices, and effectiveness of outcomes-based practice are critically analyzed. Staff development through roles of health team educator and professional communicator are implemented. Setting: Any health care agency. Prerequisite: NUR 402. Prerequisite or Corequisite: COA 110.

NUR 404 RESEARCH IN NURSING**3 credits**

Acquiring positive attitudes, knowledge and skills to critique research processes and outcomes relevant to nursing. Developing the nursing research consumer and colleague roles and strategies for utilization of research results that improve the efficacy of nursing interventions, nursing practice outcomes and health care delivery to diverse people are emphasized. Prerequisite: Senior level progression status. Prerequisite or Corequisite: MAT 221.

NUR 405 ISSUES, TRENDS & CHALLENGES**3 credits**

In-depth historical and contemporary analysis of issues, trends, and global challenges in professional nursing and health care delivery. Problem solving and decision making strategies are applied to ethical and legal issues, economic/financial and health policy trends, and professional and political challenges. Professional role development, life long learner, global citizen and opportunities for organizational participation and leadership as a professional member are evaluated. Prerequisite or Co-requisite: NUR 402, NUR 403.

Note: For all nursing courses, the ratio of class (lecture) to lab or clinical hours is 1:3.

1	Lecture credit =	13.3 hours
.5	clinical or lab credit =	20 hours
1	clinical or lab credit =	40 hours

Undergraduate**PE 100 PHYSICAL EDUCATION****1 credits**

Designed to provide the student an opportunity to improve overall physical fitness. The student gains knowledge in health related areas and acquires, improves and utilizes life long recreational sports and activities.

PE 150 PHYSICAL EDUCATION**1 credits**

This course is designed to reinforce the student's ability to improve physical fitness and knowledge of physical health issues, as well as to continue the pursuit of lifelong recreational activities.

Undergraduate**PSY 150 INTRODUCTION TO PSYCHOLOGY****3 credits**

A study of the scope and methods of psychology with a view to understanding the human organism, the basic phases of human behavior and the relevance of psychology in contemporary society.

PSY 200 ORIENTATION TO THE STUDY OF PSYCHOLOGY**3 credits**

This course introduces students to the professional language of psychology, the protocol of research, and ethical conduct related to the field. Emphasis is placed on career choices and the importance of understanding research methods in psychology. Prerequisite: PSY 150 or approval from the instructor.

PSY 201 THE AGING PROCESS***3 credits**

A study of the processes of aging and their behavioral effects on the individual. To better understand the capacities and potential of the mature, older person, topics studied include: age changes and biological functions; sensations; perception; intelligence; learning; memory; and creativity. Prerequisite: PSY 150. .

PSY 210 DEATH AND DYING***3 credits**

This course focuses on death as an event in history. The topics of discussion include: concerns and fears of illness and death; grief and bereavement; society's values and conflicts regarding life and death. Credit may not be given for both PSY 210 and HCA 210. Prerequisite: PSY 150.

PSY 225 HUMAN SEXUALITY**3 credits**

Anatomy and physiology of the human reproductive system, human sexual response, the range of sexual behaviors and sources of attitudes and beliefs about sexuality will be explored in this course. Prerequisite: PSY 150 or SOC 110.

PSY 250 DEVELOPMENTAL PSYCHOLOGY**3 credits**

Human development from birth to old age will be explored by the study of developmental processes and theories. Emphasis is on development as a life long process and how these processes affect human behavior. Course includes an examination of all forms of development: physical, cognitive, social, psychological, moral, and linguistic. Prerequisite: PSY 150.

PSY 260 PERSONALITY THEORY**3 credits**

A study of the major theories of the composition and determinants of human personality. The theories examined include: psychoanalytic theories, self-theory, self-actualization theory, trait theories, and social learning theory. Prerequisite: PSY 150.

PSY 261 CURRENT PERSPECTIVES IN SUBSTANCE ABUSE**3 credits**

This course explores the role of alcohol and other drugs in American society today. It includes a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, legal issues related to substance abuse, and the resources available for the treatment of abuse problems. Prerequisite: SOC 110.

PSY 270 HUMAN MOTIVATION**3 credits**

A study of the major theories (clinical as well as experimental) of human behavior. The theories examined include: psychoanalytical theory, cognitive-consistency theories, achievement motivation theory, and attribution theory. Prerequisite: PSY 150.

PSY 300 EXPRESSIVE STUDIES: MOVEMENT, ART AND MUSIC**3 credits**

Students will be exposed to the fundamental theory and application of each art form. Through didactic presentation, discussion, experiential work and art making, students will develop an understanding of the arts and their therapeutic dimensions. Prerequisites: PSY 150.

PSY 305 EXPRESSIVE STUDIES: DRAMA EXPRESSION**3 credits**

Students will be introduced to the theory and technique of expressive performance with an emphasis on psychotherapeutic and aesthetic dimensions. Students will study a dramatic piece, explore the theory behind psychodrama and create an original dialogue expressing a psychological theme. Prerequisite: PSY 150, PSY 250 or PSY 370.

PSY 310 EXPRESSIVE STUDIES: POETRY AND NARRATIVE**3 credits**

Students will study the theories and techniques of literary process and explore the ways in which poetry and narrative literature reflect the authors' processes of expression and healing. In addition, the course will include a creative writing component in which students produce their own poetry, stories and journals and examine the dynamics of expressive articulation. Prerequisite: PSY 150, PSY 250 or PSY 370.

PSY 315 PSYCHOLOGICAL TESTS AND MEASUREMENTS**3 credits**

Theory and use of psychological tests of ability and personality. Includes laboratory sessions. Prerequisite: PSY 150, PSY 250 or PSY 370.

PSY 349 INTRODUCTION TO APPLIED COUNSELING**3 credits**

Focus is on developing counseling competencies and specialized skills and techniques used in the counseling process for individuals and groups. Prerequisite: PSY 150, PSY 250 or PSY 370.

PSY 350 FACILITATOR TRAINING COURSE**3 credits**

This course is designed to develop: (1) improved listening skills and an appreciation of the emotional factors underlying communication and motivation and, therefore, to increase the participant's effectiveness in responding; and (2) counseling skills which are effective in dealing with emotional problems. Prerequisite: PSY 150, PSY 250 or PSY 370.

PSY 352 COMMUNITY PSYCHOLOGY**3 credits**

Prevention, recognition and mobilization of individual and community resources for helping solve psychological problems. Discussion with psychologically trained change agents in human service roles. Prerequisite: PSY 150, PSY 250 or PSY 370.

PSY 354 INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY**3 credits**

Application of psychology in business and industry, as well as its relevance to organizational effectiveness in general. The course examines issues in the following areas: supervisory, leadership, morale, personnel selection, training, human factors engineering, and consumer psychology. Prerequisite: PSY 150, PSY 250 or PSY 370.

PSY 355 PRINCIPLES OF LEARNING**3 credits**

A study of behavioristic, cognitive, and information processing accounts of the acquisition, organization, and utilization of information. Topics examined include: classical conditioning, instrumental conditioning, observational learning, and memory. Prerequisite: PSY 150, PSY 250 or PSY 370.

PSY 360 SOCIAL PSYCHOLOGY**3 credits**

A study of the processes underlying and resulting from group interactions. Topics examined include: persuasion, conformity, aggression, prejudice, interpersonal evaluation, and interpersonal attraction. Prerequisite: PSY 150, PSY 250 or PSY 370.

PSY 370 ABNORMAL PSYCHOLOGY**3 credits**

A study of maladaptive behavior patterns and the therapeutic procedures used to treat such patterns. Maladaptive behavior patterns which are examined include: the neuroses, psychosociological disorders, personality disorders, affective disorders, schizophrenia, and paranoia. Prerequisites: PSY 150.

PSY 400 PROCESS: PERSONAL GROWTH PSYCHOLOGY**3 credits**

A study of personal growth and ways of dealing with choices and changes of life. References to several psychological disciplines are used as a holistic approach to understanding our individuality. A scholarly study of ways of transcending toward higher levels of personality integration. Prerequisite: PSY 150, PSY 250 or PSY 370.

PSY 410 EXPERIMENTAL PSYCHOLOGY**4 credits**

Research designs commonly used in psychology: observational, experimental, and quasi-experimental. Steps in conducting research including APA format for writing reports. Includes laboratory/discussion sessions. Prerequisite: MAT 221, PSY 250 or PSY 370, and PSY 499.

PSY 420 PHYSIOLOGICAL PSYCHOLOGY**3 credits**

A study of the physiological events that take place within the human body whenever behavior occurs. Topics to be examined include the neurochemical basis of behavior, sensory coding and processing, the neural basis of emotions, psychological disorders, sleep, sex, learning and memory. The student will explore mind/body medicine, the effects of stress on health and behavior, and how the body and mind heals. This course is cross-listed as SCI 320. Prerequisites: SCI 261 or 280, PSY 150, PSY 250 or PSY 370.

PSY 481 INTERNSHIP IN PSYCHOLOGY**3-6 credits**

The experience involves applying the knowledge acquired in prerequisite psychology courses in the community through placement in a mental health clinic/community service agency. Supervision on-site and by practicum supervisor. Written report and evaluation of goals and objectives required. Prerequisites: Junior or Senior standing and at least 12 hours in psychology.

PSY 490 SEMINAR IN PSYCHOLOGY**3 credits**

Special topics course for Psychology, Behavioral Science, or Criminal Justice majors. May serve as capstone course for Psychology majors. Prerequisite: PSY 250 or PSY 370.

PSY 499 RESEARCH IN PSYCHOLOGY**3 credits**

A study of research design and qualitative and quantitative methods of data collection and analysis. The student selects and carries out independent library and/or empirical research, including a well developed research paper and oral presentation of research project. Faculty supervision is provided on an individual basis. Prerequisites: MAT 221 and PSY 150 PSY 250 or PSY 370.

Graduate**RES 600 WRITING FOR RESEARCH****3 credits**

This course is designed to prepare the student for the conduct of scholarly inquiry and technical writing. Topics to be covered include: refining one's writing style, plagiarism, APA style, conduct of a review of literature and critiquing the work of others. The course provides an explanation to the preparation of the Qualifying Paper.

RES 700 RESEARCH METHODS AND DESIGN**3 credits**

An introduction to research, including the purpose of research, principles of observation, development of paradigms, laws, theories and hypotheses, definition and classification of variables, cause and effect, analysis of nomothetic and ideographic research, development of research designs, and principles of measurement.

RES 701 QUANTITATIVE & QUALITATIVE RESEARCH METHODOLOGY**3 credits**

An overview of quantitative and qualitative methodologies and processes used in applied research: definition of the problem, selection of key variables, determination of appropriate methodology, selection of subjects, protection of subjects' rights, plan for research implementation and data collection, and development of the research proposal and timeline.

RES 900 DOCTORAL RESEARCH SEMINAR**3 credits**

Under the guidance of the course instructor and the Dissertation Committee, students complete the preparation of the Dissertation Proposal. Students will receive a grade for the course upon the successful defense of the Proposal before the Faculty of the University, and approval of the Proposal from the University Institutional Review Board for Human Subjects Research.

Prerequisite: Completion of all required and specialization coursework, including the Qualifying Paper.

RES 901 DISSERTATION CONTINUATION**3 credits**

Used during continuation of work on the dissertation, this course is necessary to comply with the continuous registration requirement of the degree program. Students must register for this course for every term until the student's dissertation chair anticipates completion of the dissertation the following term. 1 credit hour per additional term

RES 902 DEFENSE AND COMPLETION OF THE DISSERTATION**3 credits**

Enrollment in this course is required for the term of completion of all degree requirements, including the successful defense of the dissertation.

Graduate

SAM 530 SPORTS ADMINISTRATION 3 credits

Application of management theory and practice to sports administration. Emphasis on organizing, structuring, and maintaining a successful department. Day-to-day operations reviewed along with facility management, fiscal and budgetary aspects, personnel selection and supervision, public relations, and office management.

SAM 535 ISSUES IN INTERCOLLEGIATE AND PROFESSIONAL SPORTS ADMINISTRATION 3 credits

An overview of critical issues of national interest in both collegiate and professional sports, Title IX, Gender Equity, scholarships and payment of athletes, recruiting policies, professional agents, and other current matters of prime importance in the field.

SAM 597 INDEPENDENT STUDY IN SPORTS AND ATHLETICS ADMINISTRATION 1-3 credits

Opportunities to explore both career directions and areas of individual interest.

SAM 610 SPORTS MANAGEMENT, MARKETING AND PUBLIC RELATIONS 3 credits

The purpose of the course is to expose students to various aspects of the sports marketplace, including but not limited to athlete representation, legal issues including but not limited to the internet, individual and corporate marketing, and public relations strategies. The course will examine trends in the industry, analyzing their present and future effects on both the particular sport and sports in general

SAM 620 SPORTS PSYCHOLOGY 3 credits

Study of selected and specialized current topics in the field of sports psychology. Included are the processes underlying and resulting from group interactions with particular reference to the study of personal growth in the areas of sports.

SAM 621 SPORTS MEDICINE: TECHNIQUES IN THE CARE AND PREVENTION OF ATHLETIC INJURIES 3 credits

Techniques and procedures designed to prevent injuries: preventative taping, injury recognition and immediate care of athletic injuries. Designed for athletic personnel and those interested in the field of athletic training. 3 credit hours

SAM 630 LEGAL ASPECTS OF ATHLETICS 3 credits

General overview of the fundamentals of sports law. Emphasis on those areas of sports law that impinge on the daily business routines of lawyers and sports professionals. Topics include: school, coach, and medical liability, as well as liability, injuries, warnings, waivers, contracts, and discrimination.

SAM 631 SPORTS AND ATHLETICS GOVERNANCE 3 credits

Introduction to the structure and principles of governance in Intercollegiate Athletics for institutions who are members of the National Collegiate Athletic Association and the National Association of Intercollegiate Athletics. Focus on the structure and responsibilities of the NCAA/NAIA, the constitution and bylaws, application of rules and regulations, the structure and responsibilities of the university/college compliance office, and ethics. Upon completion, members should be capable of passing the NCAA annual recruiting examination.

**SAM 665 GRADUATE PROJECT IN SPORTS AND
ATHLETICS ADMINISTRATION**

3 credits

The Project is developed around an area of professional interest and importance. The project must reflect an integration of theory and practice, as well as demonstrate expertise in the subject matter.

SAM 670 SPECIAL TOPICS IN SPORTS AND ATHLETICS ADMINISTRATION

3 credits

Various topics of current interest not covered in other courses and particularly related to coaching administrative skills, which meet state certification requirements in education or other areas.

**SAM 680 BEGINNING INTERNSHIP IN SPORTS AND
ATHLETICS ADMINISTRATION**

3 credits

The internship provides an opportunity to apply beginning knowledge and theory to professional practice.

**SAM 681 ADVANCED INTERNSHIP IN SPORTS AND
ATHLETICS ADMINISTRATION**

3 credits

The internship provides an opportunity to apply advanced knowledge and theory to professional practice.

Undergraduate

SCI 100 PRINCIPLES OF SCIENCE FOR HEALTH PROFESSIONALS

3 credits

An integrated science course that introduces basic scientific principles involved in the health professions. Selected topics from biology, microbiology, chemistry and physics are included. This course may not be used to fulfill the core curriculum laboratory science requirement.

SCI 110 THE BIOLOGICAL WORLD AND LAB

4 credits

Introduction to the life-supported systems of nature, emphasizing the diversity and adaptations of organisms in the evolutionary perspective. This course meets 3 lecture hours and 2 lab hours per week. Lab fee: \$30.00.

SCI 111 BIOLOGICAL PATTERN AND PROCESS AND LAB

4 credits

Introduction to the operation of life-supported systems at various levels of organization, from biochemical to ecological. This course meets 3 lecture hours and 2 lab hours per week. Lab fee: \$30.

SCI 130 GENERAL CHEMISTRY I AND LAB

4 credits

This course provides a background in the basic concepts of chemistry. Topics include discussion of units of measurements, structure of atoms, stoichiometry, types of chemical reactions, concepts of bonding, ideal gases, atomic structure and periodicity, and thermochemistry. This course meets 3 lecture hours and 2 lab hours per week. Prerequisite or Corequisite: MAT 110. Lab fee: \$30.

SCI 131 GENERAL CHEMISTRY II AND LAB

4 credits

This course continues from SCI 130 and presents an introduction to the properties of solutions, chemical kinetics, chemical equilibrium, acid-base chemistry, spontaneous processes and entropy, and the chemistry of representative elements from the periodic table. This course meets 3 lecture hours and 2 lab hours per week. Prerequisite: SCI 130. Lab fee: \$30.00.

SCI 170 ASTRONOMY OF THE STARS AND GALAXIES AND LAB

3 credits

The study of the lives of the stars and galaxies by using tools of scientific inquiry and observation. It covers the basic principles and tools of the trade in order to study the Universe beyond the Solar System. This course meets 3 lecture hours and 2 lab hours per week. Lab fee: \$30.

SCI 206 THE BIOLOGY OF PLANTS AND ALGAE AND LAB 4 credits

An introduction to the form, function, diversity, evolution, natural history and cultural significance of green plants and other photosynthetic organisms. This course meets 3 lecture hours and 3 lab hours per week.

Prerequisites: SCI 110 and 111. Lab fee: \$30.

SCI 215 MARINE BIOLOGY AND LAB 4 credits

An introduction to marine organisms: their diversity, adaptations and ecological interrelationships. Laboratory and mandatory field trips. This course meets 3 lecture hours and 2 lab hours per week.

Prerequisite: SCI 110.

SCI 222 NATURE AND THE SCIENTIFIC ENTERPRISE 4 credits

An introduction to science as a human enterprise, and the explanations it offers toward understanding the fundamental features of the natural Universe. Included are the nature and philosophy of science, differences between science and other modes of inquiry/interpretation, the scientific method, the language of science, the limitations of science, science and human affairs, and a survey of the theories of science that have most shaped the modern world view. Prerequisite: Sophomore standing, and MAT 110 (or above) or at least one college-level science course; or permission of instructor(s).

SCI 230 INTRODUCTION TO ENVIRONMENTAL STUDIES AND LAB 4 credits

An introduction to the ecosystems of humanity and nature emphasizing basic principles of pattern and process, and analysis of current biological, technological, social, political, economic, resource and energy issues in relation to the environment. This course meets 3 lecture hours and 3 lab hours per week. Lab fee: \$30.

SCI 260 HUMAN ANATOMY AND PHYSIOLOGY I AND LAB 4 credits

Exploration of basic human anatomy and physiology as an integrated whole covering cells and tissues, skeletal, muscular, circulatory, and digestive systems. This course meets 3 lecture hours and 2 lab hours per week. Lab fee: \$30.

SCI 261 HUMAN ANATOMY AND PHYSIOLOGY II AND LAB 4 credits

Exploration of basic human anatomy and physiology covering the nervous, respiratory, excretory, endocrine, and reproductive systems. A survey of major human diseases, development, heredity, and aging. This course meets 3 lecture hours and 2 lab hours per week. Prerequisite: SCI 260 or permission of Biology Program Coordinator. Lab fee: \$30.

SCI 270 HUMAN ANATOMY AND PHYSIOLOGY I AND LAB FOR FUNERAL SERVICE 4 credits

A didactic and lab practice approach is used to understand anatomical and physiological terminology, and the location, structure, and function of the integumentary, skeletal, muscular, digestive, urinary, reproductive, endocrine, circulatory, nervous and respiratory systems. An introduction to the circulatory system and relationship of systems studied to the circulatory system is the focus. An emphasis is on those systems providing the foundation for embalming, pathology, public health, and restorative arts. This course meets 3 lecture hours and 3 lab hours per week. Prerequisite: Consent of Director. Lab fee: \$30.

SCI 271 HUMAN ANATOMY AND PHYSIOLOGY II AND LAB FOR FUNERAL SERVICE 4 credits

This course is a continuation of Anatomy and Physiology I. A didactic and lab practice approach is used to understand anatomical and physiological terminology, the location, structure, and function of the lymphatic, endocrine, and nervous systems, and relationships to the circulatory system. A special focus is to demonstrate a mastery of knowledge of the location, structure, and function of the circulatory system. An emphasis is on those systems providing the foundation for embalming, pathology, public health, and restorative arts. This course meets 3 lecture hours and 3 lab hours per week. Prerequisites: SCI 270 and Consent of Funeral Service Director. Lab Fee \$30.

SCI 280 HUMAN BIOLOGY AND LAB 4 credits

The purpose of this course is to acquire an understanding of the human being as a whole. The student will study the relationship of the body and mind through the integration of such subjects as anatomy and physiology, health, and human behavior. This course meets 3 lecture hours and 3 lab hours per week. Prerequisite: PSY 150. Lab fee: \$30.

SCI 300 ACOUSTICS AND LAB 4 credits

This course explores the physics of sound and its relationship to music. Topics covered include the physics of vibrating systems, waves, intensity, timbre, frequency, tuning and temperament, the physics of musical instruments and the psychology of sound. This course meets 3 lecture hours and 2 lab hours per week. Prerequisite: An ability to read music notation. Lab fee: \$30.

SCI 320 PHYSIOLOGICAL PSYCHOLOGY 3 credits

A study of the physiological events that take place within the human body whenever behavior occurs. Topics to be examined include the neurochemical basis of behavior, sensory coding and processing, the neural basis of emotions, psychological disorders, sleep, sex, learning and memory. The student will explore mind/body medicine, the effects of stress on health and behavior, and how the body and mind heals. This course is cross-listed as PSY 320. Prerequisites: SCI 261 and PSY 150.

SCI 325 MICROBIOLOGY AND LAB 4 credits

An introduction to the morphology, physiology, life history and ecology of microbes (chiefly bacterial) and viruses. This course meets 3 lecture hours and 3 lab hours per week. Prerequisites: SCI 110, 111, 130, and 131. Lab fee: \$30.

SCI 350 PHYSICS I AND LAB 4 credits

Exposition of the fundamental laws and phenomena of mechanics, fluids, heat, wave motion and sound. Emphasis is on the understanding of physical concepts. This course meets 3 lecture hours and 3 lab hours per week. Prerequisite: MAT 110. MAT 320 as a Pre or Corequisite is recommended. Lab fee: \$30.

SCI 351 PHYSICS II AND LAB 4 credits

Exposition of the fundamental laws and phenomena of electricity, magnetism, optics, special relativity, atomic, and nuclear physics. Emphasis is on the understanding of physical concepts. This course meets 3 lecture hours and 3 lab hours per week. Prerequisite: SCI 350. Lab fee: \$30.

SCI 360 ECOLOGY AND LAB 4 credits

An in-depth study of ecosystems at various levels of pattern and process, broadly emphasizing material/energy interrelationships in concept, time and space. This course meets 3 lecture hours and 3 lab hours per week. Laboratory and mandatory field trips. Prerequisites SCI 110, MAT 110; SCI 230 or permission of Biology Program Coordinator. Lab fee: \$30.

SCI 390 ORGANIC CHEMISTRY I AND LAB**4 credits**

This course covers the fundamental topics of organic chemistry which include structure and bonding, bonding and molecular properties, the nature and stereochemistry of alkanes and cycloalkanes, structure and reactivity of alkenes, stereochemistry, mechanisms of the common type of organic reactions, and the nomenclature of organic reactions. This course meets 3 lecture hours and 3 lab hours per week. Prerequisites: SCI 131 or equivalent. Lab fee: \$30.

SCI 391 ORGANIC CHEMISTRY II AND LAB**3 credits**

This course provides a detailed survey of the synthetic reactions of various organic functional groups. The main thrust of the course is the thorough mechanistic understanding of the organic reactions. This course meets 3 lecture hours and 3 lab hours per week. Prerequisite: SCI 390. Lab fee: \$30.

SCI 450 GENETICS AND LAB**4 credits**

A study of the nature, inheritance and expression of genes. Laboratory work emphasizes genetic experimentation and statistical analysis of genetic data. This course meets 3 lecture hours and 3 lab hours per week. Prerequisites: SCI 110 and 111 (or SCI 260 and 261) and MAT 221. Lab fee: \$30.

SCI 490 BIOLOGY SENIOR SEMINAR**3 credits**

Special topics/capstone course for biology majors. Senior standing and permission of Biology Program Coordinator.

NOTE: Lab Credits: For each 1 credit of lab: All upper division (300+) lab science courses and some lower division (100+) lab science courses meet for 3 hours of lab per week. Other lab science courses meet for a 2 hour lab.

Undergraduate**SOC 110 INTRODUCTION TO SOCIOLOGY*****3 credits**

A survey course designed to introduce the student to the science of sociology. Introduction to fundamental concepts of social relationships and group life. Culture, social institutions, and deviance are discussed.

SOC 210 INTRODUCTION TO ANTHROPOLOGY**3 credits**

A two-part course introducing the fields of physical and cultural anthropology through the investigation of human biology and behavior. Emphasis is placed on a cross-cultural examination of family and kinship, religion, economics and politics.

SOC 220 FAMILY AND SOCIETY**3 credits**

Study of the institutional character of the family, its history and relationship to other institutions. Problems encompassing premarital concerns, internal dynamics of family life, children, and divorce are discussed. Prerequisite: SOC 110.

SOC 230 INTRODUCTION TO SOCIAL WORK**3 credits**

An examination of modern welfare services, followed by the study of some of the methods by which social workers help to solve a host of problems which range from adoption and care for the aged to marital counseling, parole supervision, and the community organization. Prerequisite: SOC 110.

SOC 261 CURRENT PERSPECTIVES IN SUBSTANCE ABUSE**3 credits**

This course explores the role of alcohol and other drugs in American society today. It includes a historical overview of psychoactive drug use and abuse, the classification of drugs currently in use, legal issues related to substance abuse, and the resources available for the treatment of abuse problems. Prerequisite: SOC 110.

SOC 311 INTERPERSONAL PROCESSES**3 credits**

The course involves the study of human communications, interpersonal relationships, and small group dynamics. Topics include verbal and nonverbal behavior, development of relationships, groups, assertiveness, and leadership. Instructional emphasis is placed on providing an understanding of the behavioral, emotional, and cognitive components of interpersonal communication in contemporary society. Prerequisite: PSY 150 or SOC 110.

SOC 330 THE SOCIAL WELFARE SYSTEM**3 credits**

Programs, policies and services on local, state and national level are examined. Goals and approaches of various social work agencies are explored. Particular problems of various social, racial, ethnic groups are studied. Prerequisite: SOC 110.

SOC 335 CONTEMPORARY SOCIAL PROBLEMS**3 credits**

A presentation of methods of identifying social problems. Analysis of such problems as crime, drug abuse, discrimination and disadvantage, family disorganization, ecology and armed conflict are discussed. Prerequisite: SOC 110.

SOC 491 SEMINAR IN SOCIOLOGY**3 credits**

A study of selected and specialized topics in the field of sociology. Prerequisites: Two upper level SOC courses.

Undergraduate**ACA 010 LANGUAGE AND LEARNING DEVELOPMENT—OLD FORGE CENTER 0 credits**

A course designed to help students understand the notion of multiple intelligence and the relationship of intelligence to learning. Linguistic intelligence, as it relates to learning differences will be discussed at length. Additionally, the course will enable students, through lectures and working with the support of learning disabilities and career development personnel, to identify their learning styles, cognitive strengths and weaknesses, and the sensory modalities that will assist students in their pursuit of a college education. Non-credit prerequisite:

ACA 011 RESEARCH AND WRITING**0 credits**

A diagnostic course which offers students an opportunity to explore their strengths, learning style, college skills, and computer abilities. Instruction is provided through a combination of lectures, group discussions, class projects, and computer activities which will reinforce the student's understanding of the research process. Non-credit prerequisite:

TSR 101 TRANSFER STUDENT SEMINAR:THE UNIVERSITY EXPERIENCE 0 credits

This course is designed to orient students to the specific policies, procedures, programs, and services available at Lynn University.

NOTE: *Students attending Lynn University-Old Forge Center, NY, receive 2 credits for these courses as mandated by the New York State Board of Regents. Students who matriculate into a degree program at Lynn University-Boca Raton campus will have the equivalency of a 3-credit course for all 2-credit courses except FYE 103 taken at Old Forge Center.

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