LU

Academic Catalog 2015-2016

Bachelor of Arts ⬆

Bachelor of Science ➡

Post-Bachelor Certificate ⬆

Graduate Certificate ➡

Master of Arts ⬆

Master of Business Administration ➡

Master of Fine Arts ⬆

Master of Science ➡

Master of Science Administration ⬆

LINDENWOOD
UNIVERSITY

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ACADEMIC CALENDAR

Summer Quarter 2015

Enrollment for graduate students, seniors, and veterans	May 25-31
Open enrollment	June 1-26
Clusters begin for continuing undergraduate students and all graduate students, 6:00 p.m.	July 6-9
New student orientation, 8:15 a.m.	July 11
Clusters begin for new undergraduate students, 10:00 a.m., St. Charles	July 11
Individual, science lab, and 3-credit hour classes begin, 6:00 p.m.	July 13-17
Last day to withdraw with "W"	July 24
Last day to choose an audit	August 7
Midterm grades due, 5:00 p.m.	August 21
Last day to withdraw with "WP/WF"	August 28
Labor Day holiday—no classes held	September 7
Quarter ends	September 26
Deadline for making up Incomplete grades from previous term	September 27
Final grades due, 5:00 p.m.	September 28

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Enrollment for graduate students, seniors, and veterans	Aug 17-23
Open enrollment	Aug 24-Sept 25
Clusters begin for continuing undergraduate students and all graduate students, 6:00 p.m.	Sept 28-Oct 1
New student orientation, 8:15 a.m.	October 3
Clusters begin for new undergraduate students, 10:00 a.m., St. Charles	October 3
Individual, science lab, and 3-credit hour classes begin, 6:00 p.m.	October 5-9
Last day to withdraw with "W"	October 16
Last day to choose an audit	October 30
Midterm grades due, 5:00 p.m.	November 13
Last day to withdraw from a class with "WP/WF"	November 20
Faculty in-service day—classes meet as scheduled	November 25
Thanksgiving holiday—no classes held	November 26-27
Lindenwood residential quarter/graduate housing closes, 6:00 p.m.	December 19
Quarter ends	December 19
Deadline for making up Incomplete grades from previous term	December 19
Final grades due, 5:00 p.m.	December 21
Deadline to apply for March, May, June graduation	December 30

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Enrollment for graduate students, seniors, and veterans	Nov 16-29
Open enrollment	Nov 30-Dec 18
Clusters begin for continuing undergraduate students and graduate students, 6:00 p.m.	January 4-7
New student orientation, 8:15 a.m.	January 9
Clusters begin for new undergraduate students, 10:00 a.m., St. Charles	January 9
Individual, science lab, and 3-credit hour classes begin, 6:00 p.m.	January 11-15
Last day to drop with "W"	January 22
Last day to choose an audit	February 5
Midterm grades due, 5:00 p.m.	February 19
Last day to withdraw with "WP/WF"	February 26
Deadline for making up Incomplete grades from previous term	March 26

Quarter ends	March 26
Final grades due, 5:00 p.m.	March 28
Spring Break	March 28-April 3
Deadline to apply for September graduation	March 30

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Enrollment for graduate students, seniors, and veterans	Feb 22-28
Open enrollment	Feb 25-29
Good Friday—no classes held	March 25
Clusters begin for continuing undergraduate students and all graduate students, 6:00 p.m.	April 4-7
New student orientation, 8:15 a.m.	April 9
Clusters begin for new undergraduate students, 10:00 a.m. St. Charles	April 9
Individual, science lab, and 3-credit hour classes begin, 6:00 p.m.	April 11-15
Last day to drop with "W"	April 22
Last day to choose an audit	May 6
Midterm grades due, 5:00 p.m.	May 20
Graduate student commencement, 7:00 p.m.	May 20
Undergraduate commencement, 10:00 a.m.	May 21
Memorial Day—no classes held	May 30
Deadline to apply for December graduation	May 30
Last day to withdraw with "WP/WF"	May 27
Deadline for making up Incomplete grades from previous term	June 25
Quarter ends	June 25
Final grades due, 5:00 p.m.	June 27

INTRODUCTION

The Lindenwood College for Individualized Education (LCIE) was founded in 1975, making this our 40th anniversary. As we reflect on our rich history, we also focus on the future with the goal of enhancing the educational experience we provide for our students. Our new enhancements include curriculum improvements, new online courses, new degree programs, and a new graduate certificate program. We are also expanding student support services and updating our policies and processes. To better reflect where we are today and where we plan to go in the future, we are happy to announce our new name: the School of Accelerated Degree Programs. We are honored that you are joining us as we launch the next 40 years of serving adult students with excellent, relevant, and life-changing education.

This catalog contains descriptions of the undergraduate and graduate programs offered by the School of Accelerated Degree Programs. All statements in this publication concerning policies, program requirements, fees, and other matters are subject to change without notice. The statements in this catalog are for informational purposes only and should not be viewed as the basis of a contract between a student and the University.

Program Format

The School of Accelerated Degree Programs provides an accelerated program of study that enables students to make progress toward an undergraduate or graduate degree without relinquishing career, family and community obligations. Classes are held on a quarterly basis so students may take up to 36 credit hours per year. Many older adults who might not pursue higher education in a traditional setting finding that the School's educational philosophy and flexible program provide an ideal learning environment in which to earn a degree or to pursue studies appropriate to personal learning goals. Since it inception, the evening format has maintained a deep commitment to meeting the intellectual and professional needs of adult learners with employment experience. Our purpose continues to be to provide high-quality professional and personal competence.

Mission Statement

Lindenwood University offers values-centered programs leading to the development of the whole person—an educated, responsible citizen of a global community. Lindenwood is committed to

- Providing an integrative liberal arts curriculum.
- Offering professional and pre-professional degree programs.
- Focusing on the talents, interests, and future of the student.

- Supporting academic freedom and the unrestricted search for truth.
- Affording cultural enrichment to the surrounding community.
- Promoting ethical lifestyles,
- Developing adaptive thinking and problem-solving skills.
- Furthering lifelong learning.

Lindenwood is an independent, public-serving liberal arts university that has a historical relationship with the Presbyterian Church and is firmly rooted in Judeo-Christian values. These values include belief in an ordered, purposeful universe, the dignity of work, the worth and integrity of the individual, the obligations and privileges of citizenship, and the primacy of the truth.

Mission of the School of Accelerated Degree Programs

The mission of the School of Accelerated Degree Programs within Lindenwood University is in alignment with the mission of the University.

1. Using the Socratic method of learning.
2. Providing a sound core in the liberal arts.
3. Providing a structured, but wide-ranging approach in majors in business administration, communications, health management, human resource management, criminal justice, information technology, and creative writing.
4. Preparing students to be competitive in an increasingly global marketplace.
5. Developing students' analytical and communication skills, with emphasis on both written and oral communication.
6. Using a cluster format to serve the adult learner.
7. Providing mentoring for every student.
8. Developing an appreciation of the importance of continuing growth and education with an emphasis on values-centered thinking.

Historic Lindenwood

Amid beautiful linden trees, Lindenwood University was founded in 1827 by innovative pioneering educators Mary Easton Sibley and Major George Sibley. They sought to establish an institution that reached across all fields of knowledge, teaching a solid academic core along with the balanced sense of self-worth that accompanies dedication to the larger community and the world–an institution that

was always up-to-date and with the times in teaching both the breadth of the liberal arts and the attention to detail of the sciences, seeking to synthesize all knowledge in an effort to educate the whole person. Lindenwood University serves full- and part-time students of all ages with a wide variety of educational programs leading to baccalaureate and master's degrees. This academic year, Lindenwood University will serve approximately 16,000 full-time and part-time students. More than 4,000 of these students will live on the University's beautifully wooded campus in St. Charles.

Accreditation

Lindenwood University is a member of and/or accredited by the following organizations:

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1411
tel: (800) 621-7440/(312) 263-0456
fax: (312) 263-7462
info@hlcommission.org

The Accreditation Council for Business Schools and Programs
11520 West 119th Street
Overland Park, KS 66213
tel: (913) 339-9356
fax: (913) 339-6226
www.acbsp.org

The Council on Social Work Education
1701 Duke Street, Suite 200
Alexandria, VA 22314-3457
tel: (703) 683-8080
fax: (703) 683-8099
info@cswe.org

The Commission on Accreditation of Athletic Training Education
2201 Double Creek Drive
Suite 5006 Round Rock, TX 78664
tel: (512) 733-9700
fax: 512-733-9701
www.caate.net

The Missouri Department of Elementary and Secondary Education
PO Box 480
Jefferson City, MO 65102
tel: 573-751-4212
fax: 573-751-8613
http://dese.mo.gov

The University is fully endorsed by the following organization:

The Society for Human Resource Management
1800 Duke Street
Alexandria, Virginia 22314
tel: (800) 283-7476
www.shrm.org

Lindenwood is a member of the following organizations:

The Teacher Education Accreditation Council
One Dupont Circle NW, Suite 320
Washington, DC 20036
tel: (202) 466-7236
www.teac.org

The Council for Higher Education Accreditation
One Dupont Circle NW, Suite 510
Washington, DC 20036
tel: (202)-955-6126
fax: (202)-955-6129
chea@chea.org

Commitments

Assessment

The faculty, administration, and staff of Lindenwood University are dedicated to sustaining excellent educational programs and learning environments. Therefore, we are also committed to mission-based, comprehensive, and data-driven assessment for the purpose of continuous institutional improvement and effectiveness.

Given the above commitment, the Culture of Continuous Improvement statement below serves as a compass in guiding our assessment and continuous improvement efforts. The statement describes the type of institutional culture that is needed to live out that commitment.

A Culture of Continuous Improvement: Defining Characteristics

1. The institution publicly affirms its commitment to effectiveness and continuous improvement and, in so doing, recognizes the need for accountability to its stakeholders.

2. The institution values effectiveness and continuous improvement in all facets and levels of its operations (e.g., individual professional development, classroom teaching and learning, program review, measurement of graduate success, student and employee satisfaction, governance).

3. Comprehensive and integrative assessment is conducted for the purpose of continuous improvement.

4. The leadership of the institution understands, values, and provides strong support for efforts related to assessment and continuous improvement.

5. Assessment *for* learning and *of* learning is valued, supported, and recognized.

6. Efforts to improve teaching are valued, supported, and recognized.

7. All aspects of the assessment process are conducted with a spirit of collaboration among colleagues within all programs and departments. There is collective investment in the commitment to effective teaching and learning and overall institutional effectiveness.

8. Both faculty and staff value inquiry and the important role of evidence in the decision-making processes associated with continuous improvement. Multiple forms of direct and indirect evidence are used to make decisions annually.

9. Assessment processes and results are integrated within the institution's planning and budgeting processes – the institution commits the necessary resources to support its assessment program, and assessment results inform both planning and budgeting.

10. The institution understands the critical importance of sustainable and transparent assessment practices, including documenting and sharing intended outcomes and objectives, appropriate methods of assessment, the results of assessment, and initiatives to "close the loop" wherein the results are used for continuous improvement.

Equal Opportunity

Lindenwood University is an Equal Opportunity Employer. The University complies with the Civil Rights Act of 1964 and other legislation, as amended, including the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and other legislation that prohibits discrimination in employment and access to educational programs because of race, color, national origin, sex, age, or physical handicap.

Lindenwood University is committed to a policy of non-discrimination and dedicated to providing a positive discrimination-free educational and work environment. Any kind of discrimination, harassment, or intimidation is unacceptable. For the purpose of this policy, discrimination, harassment, and intimidation may be defined as any attempt on the part of individuals, groups, or recognized campus organizations to deny an individual or group those rights, freedoms, or opportunities available to all members of the University community. The University is committed to meeting the full intent and spirit of the anti-discrimination laws, not merely the minimum letter of the law. Inquiries concerning the application of Lindenwood University's policy on nondiscrimination should be directed to the University's Vice President for Human Resources.

Lindenwood University complies with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) as amended; the Drug-Free Workplace Act of 1988 (Public Law 101-690); the Student Right-to-Know and Campus Security Acts of 1990 (final regulations published 1995, as revised 1999); and the Campus Securities Disclosures Section 485 of the Higher Education Amendments of 1992 (final regulations published 1994, with technical corrections published 1995, as revised 1999); the Equity in Athletics Disclosure Act (the Higher Education Amendments of 1992, as revised in the Amendments of 1998); and the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), as amended, including Section 507 of the Patriot Act of 2001 and seeks to provide a healthy, safe, and secure environment for students and employees.

Diversity, Equality, and Inclusion

Lindenwood University is proud of its diverse population, which includes faculty and staff from all corners of the world and students from six continents and nearly 100 countries. We believe that our diversity and commitment to valuing diversity, both in and out of the classroom, places us on the cutting edge of scholastic and pedagogical innovations, preparing our students to be educated, responsible citizens of a global community. Intentionally, we design our policies in such a manner that all stakeholders (whether students, employees, or visitors) will be treated with respect, dignity, fairness, equality, and inclusiveness in the pursuit and achievement of the objectives of their relationship with the University.

Additionally, we strive to ensure the opportunities afforded by the University for learning, personal advancement, and employment are offered to all without discrimination; and that we always provide a safe, supportive, and welcoming environment for all students, employees, and visitors. Upholding a culture of *diversity, equality, and inclusion* means that we fully understand and accept the fact that people of different cultures, races, colors, genders, ages, qualifications, skills, experiences, religions, orientations, affiliations, sexual orientations, socio-economic backgrounds, abilities, disabilities, or countries of origin are simply fellow human beings who are different and have the right to be different without being mistreated or discriminated against on the basis of their differences. Therefore, all Lindenwood policies, facilities, resources, activities, and privileges, irrespective of individual differences, are made available and accessible to everyone in our community.

At Lindenwood University, we will strive to

- Offer collaborative and integrated academic and sporting programs that provide mutually beneficial experiences (locally and internationally) to our diverse body of students.

- Pursue and promote mutual understanding, respect, and cooperation among our teaching and non-teaching staff,

contractors, suppliers, and visitors to our community who represent the aforementioned differences.

- Respect the knowledge, skills, and experiences that every person in our community brings to the University.

- Design and operate flexible and easily accessible services, facilities, and activities whose procedures appropriately recognize the needs of both the able and disabled.

- Make every effort to ensure that no discrimination occurs among individuals or groups in the daily discharge of the University's work.

- Protect every member of our community against all forms of discrimination.

- Encourage and promote the empowerment and advancement of ethnic and gender minority groups within our community through academic and social activities, offering activities of special interest to them, and affording them equal-opportunity integration within our community.

- Make every effort to ensure that our current and future contractual agreements and obligations fully reflect and embrace our commitment to the philosophy and culture of *diversity, equality, and inclusion* as delineated in this statement.

- Encourage all faculty and staff members to promote diversity, equality, and inclusion in all locations within our community.

Lindenwood University System

Lindenwood University-St. Charles

The St. Charles, Missouri, campus, located at 209 South Kingshighway in the heart of St. Charles is a 500-acre site and is the original campus founded by George and Mary Sibley in 1827. Historic buildings grace the tree-lined walks and house classrooms, administrative offices, and student residences.

Lindenwood University-Belleville

The Belleville, Illinois, campus of the Lindenwood University System is a full-service campus offering a wide range of traditional undergraduate degrees, as well as evening undergraduate and graduate programs. Within 15 miles of downtown St. Louis, LU-Belleville offers on-campus housing, intercollegiate athletics, campus dining, student activities, as well as modern educational facilities. Complete information on all academic programs at LU-Belleville may be found at http://belleville.lindenwood.edu/.

Note: Students who are admitted at either LU-St. Charles or LU-Belleville may enroll in classes at the other campus. However, full-time undergraduate students in the day program

must always be enrolled in a minimum of 12 credit hours at their home campus.

Learning Centers

- The Historic Daniel Boone Home & Heritage Center are located on Highway F near Defiance, Missouri, approximately 40 minutes from Lindenwood's main campus. This historic landmark merged with Lindenwood University in 1998. The 1,000-acre Boone property, with its rich heritage and historic buildings and features, remains a popular St. Charles County tourist attraction. The historic site also serves as a "laboratory" where students can study a variety of hands-on programs, learning the values, culture, and history of the American frontier. Classes held at the site involve historic preservation, frontier crafts, interpretation, museology, archaeological digs, and recreation skills. The Boone Home also provides opportunities for students to conduct internships or practica at the Boone location and earn credit toward nearly any major, from accounting and marketing to theatre and education. Contact (636) 798-2005 for more information.

- The Center for Nursing and Allied Health Sciences is the home of the School of Nursing and Allied Health Sciences. This facility consists of a 70,000 square foot classroom and laboratory building on approximately 28 acres. It is located at #1 Academy Place, Dardenne Prairie Mo., 63368. For more information please call 636-627-2932.

- Located at the intersection of Elm Street and Kingshighway, the Elm Street location features three classrooms.

- Lindenwood University Cultural Center (LUCC): Located at 400 N. Kingshighway, a few blocks from the main campus, the LUCC is the center for the School of Accelerated Degree Programs. Classrooms, faculty offices, and a 600-seat auditorium, and the Student Counseling and Resource Center are among the building's amenities. Contact (636) 949-4500 for more information.

- North County Center: Students in the Florissant, Mo., area can take classes conveniently at Lindenwood's center located at 4500 Washington Street. Contact (636) 627-6640 for more information.

- O'Fallon South Center: Located just off Highway 40 at Highway K and Technology Drive in O'Fallon, Mo., this contemporary center is situated in the Laboure Center, a retail district. The O'Fallon South Center provides ample parking and a convenient option for undergraduate and graduate evening students in a growing corporate and residential community. Contact (636) 627-6600 for more information.

- Saint Louis City Center: Located at 1409 Washington Avenue, the center is strategically located to meet the

needs of downtown residents as well as workforce commuters. This thoroughly modern facility opened in January 2009 and serves both undergraduate and graduate students. Contact (636) 627-6650 for more information.

- South County Center: Located at 12224 Tesson Ferry Rd., St. Louis, Mo., the center meets the needs of working adults by offering undergraduate and graduate evening programs. Classrooms and administrative offices are housed in a modern facility with ample parking. Contact (636) 627-6610 for more information.

- Wentzville Center: Located at 1102 East Pitman, this extension center serves not only students in Wentzville but also those living in Lincoln, Warren, and western St. Charles counties. The site offers undergraduate and graduate programs designed to meet the needs of adult students. Contact (636) 627-6620 for more information.

- Westport Center: Located in the 12000 Building, 11960 Westline Industrial Drive, Suite 250, in west St. Louis County, this facility meets the needs of working adults enrolled in undergraduate and graduate programs of the School of Accelerated Degree Programs. Classrooms and administrative offices are housed in a modern facility with ample free parking. Contact (636) 627-6630 for more information.

- Wildwood Center: Located in the beautiful Wildwood Town Center at 16747 Main Street, this location offers a vibrant graduate and undergraduate learning experience in a comfortably appointed setting. Parking is plentiful, and the center is surrounded by numerous shops where students can get a cup of coffee or a bite to eat before or after classes. Call (636) 627-6670 for more information.

Student Resources

Butler Library

Built in 1929, the Margaret Leggat Butler Library provides a warm environment for scholarly pursuit. The library contains a collection of books, periodicals, online resources, and other instructional and media resources. The materials in the library exist to support the curricular offerings of the University. Students may also access the resources of Butler Library remotely using their Lionmail account login and password. More than 50 subscription databases are available to students and faculty at no cost. In addition, the library houses the Mary E. Ambler Archives, which include primary source material documenting the history of Lindenwood and the surrounding area. The Library is also a member of the MOBIUS consortium, which provides students access to over 14 million book titles throughout the state of Missouri. If an item is not available through MOBIUS, patrons may use Butler Library's Inter-Library Loan service.

Butler Library's dedicated staff is available to help patrons navigate the wealth of traditional print and electronic resources that it offers. The library staff has developed a series of workshops, class presentations, and study guides to assist users. In addition, the Lindenwood librarians are available during all library hours to assist patrons with whatever their research needs might be. Reference librarians may be contacted in person, by phone, or by email. In addition to the traditional offerings at Butler Library, students are encouraged to stop in for a cup of coffee and a snack at the library's coffee shop, Java 201.

The Writing Center

The Lindenwood University Writing Center, located in Butler Library, offers tutorial assistance to students working on written assignments. Students are highly encouraged to make appointments on the Writing Center website. Tutors are prepared to help students in all disciplines create and revise assigned work. Common issues tutors address include organization, sentence clarity, development, grammar, and usage.

Tutoring Services

Many academic areas have peer tutors who complete their Work and Learn hours by helping other students understand course material. Some schools list tutors on PC Common in the Tutor Lists folder. Others provide the option for making tutor appointments online at http://rich36.com/lindenwood/. Students are also encouraged to ask their classroom professors about possible tutoring assistance.

Lindenwood also offers online tutoring from Smarthinking, which is available to any Lindenwood student. Online tutors are available to work with students as many as 24 hours a day, depending upon the subject area. Tutors are available in many subjects including writing, math, accounting, statistics, finance, economics, biology, anatomy and physiology, physics, chemistry, and Spanish. Completed drafts of writing assignments may also be submitted to Smarthinking's Essay Center for detailed, personalized feedback typically within 24 hours. Students may access online tutoring through Blackboard and the student portal.

Student and Academic Support Services (SASS) and Student Ombudsman

Students who experience problems of any type are encouraged to visit The Office of Student and Academic Support Services (SASS). SASS assists students in the resolution of obstacles that impede academic progress. SASS staff can assist with inter-office facilitation, institutional guidance, academic mentoring, and dispute resolution. The Dean of Student and Academic Support Services also works as a liaison between students and other University offices and serves as the official University-student ombudsman. SASS is located in the Memorial Arts Building and can be contacted at sass@lindenwood.edu or at (636) 627-2543.

The Student Counseling and Resource Center

The Student Counseling and Resource Center offers free, confidential individual and group counseling services to all students. Additionally, the SCRC can help students determine future career choices. On a limited basis, the office also evaluates students for attention problems. Dr. Joseph Cusumano, a Licensed Professional Counselor, is the Director of the SCRC. He, along with his staff of graduate-level counseling interns, provide these services. To make an intake appointment with Dr. Cusumano, please contact the SCRC front desk, at (636) 949-4525 or (636) 627-2928. If you need more information about the SCRC and its services, and would like to talk to Dr. Cusumano directly, please call his office number: (636) 949-4528.

Student Health Center

The Sisters of St. Mary (SSM) Student Health Center serves on-campus resident students for a variety of medical conditions, from flu-like symptoms and minor injuries to physical examinations and immunizations. The clinic has an onsite nurse practitioner to assist students with their healthcare needs. Walk-ins are welcome, but students with appointments take first priority. The center is located in the Connection Center on the first floor of the Spellmann Center.

Campus Accessibility for Students with Disabilities

The guiding philosophy of Lindenwood University is to make programs and facilities as accessible as possible to students with disabilities. The coordinator for campus accessibility services acts to ensure the accessibility of programs and assists and supports students with disabilities. Students who need assistance or accommodations regarding certified disabilities should contact the Student Support and Accessibility Coordinator at (636) 949-4510.

Each student is encouraged to serve as her or his own advocate and to be responsible for obtaining special services offered by the University. If the coordinator is unable to satisfy a reasonable request, that request may then be directed to the office of the Dean of Student and Academic Support Services, located in the Memorial Arts Building.

Lionmail

Lionmail is the University's internal email system. Important messages including information about academic standing and financial aid are sent via Lionmail. Students will be held accountable for any information or due dates sent via the campus email system. Lionmail accounts are available for all students and may be accessed from the Lindenwood homepage.

On-Campus Printing

Students are entitled to print an allotted number of pages per term at no cost from any on-campus computer. Resident students may print up to 500 pages per term; commuter students may print up to 300 pages per term. Once the total number of allotted pages has been reached, students may opt to purchase additional printing capabilities through the student portal at a rate of $3.00 per hundred pages.

Extracurricular Life

Students enrolled in the School of Accelerated Degree Programs and commuter students are encouraged to participate in the LU community beyond the classroom. A well-rounded education includes participation in a variety of experiences that can broaden the student's self-knowledge and knowledge of the community. All students and their families can enjoy a variety of activities sponsored by the University. Students are eligible to receive two free tickets to many of the fine arts student productions, sporting events, and special speakers hosted by the University.

Athletics

Intercollegiate, intramural, and recreational sports are an important part of the Lindenwood extracurricular life. Intramural and recreational sports offer exercise and healthy competition to all students in the community, while intercollegiate athletics provide competitive opportunities within national organizations.

Lindenwood University became a full member of NCAA Division II in the fall of 2013.The University sponsors baseball, basketball, cross country, field hockey, football, golf women's gymnastics, women's ice hockey, indoor and outdoor track and field, lacrosse, soccer, softball, swimming and diving, tennis, volleyball, and men's wrestling in NCAA Division II.

Intercollegiate athletics programs not associated with the NCAA compete under the Student Life Sports (SLS) umbrella. These programs include bowling, cheerleading (competitive sideline & ice hockey), cycling (road Mountain, downhill, Cyclo-cross, and BMX), dance (Lionline, Lionettes, and ice hockey), men's ice hockey, roller hockey, rugby, shotgun sports (American & Olympic Trap and Skeet, and Sporting Clays), synchronized skating, synchronized swimming, table tennis, water polo, weight lifting (Olympic), women's wrestling, billiards, chess, and speech/debate.

Student Government Association

All undergraduate and graduate students are encouraged to participate in the Lindenwood Student Government Association (LSGA). The LSGA works to provide a structure for student expression and self-governance. Members of the LSGA play a strong role in the academic and administrative decision-making process of the University through representation in various planning committees. For more information about LSGA, visit the LSGA Office in the Student Organization Resource Center on the third floor of Evans Commons, or call (636) 627-2538. Students may also access the LSGA Website,

https://lindenwood.collegiatelink.net/organization/lsga, or email questions to LSGAPresident@Lindenwood.edu.

LUTV All-Digital Television Channel

Qualified students may conduct practicums in the context of St. Charles County's only higher education television venue. The purpose of the station is to offer learning opportunities for Lindenwood's broadcast students, who operate the station under the supervision of the School of Communications faculty. The channel offers original programming designed to provide educational experiences and cultural enrichment. LUTV is available on Charter Cable and online through the Lindenwood website.

Radio KCLC FM 89.1 (HD-1 and HD-2)

Students may also participate in the operation of the Lindenwood all-digital radio station, KCLC-FM (HD-1), through the School of Communications. A 50,000-watt stereo facility, KCLC is the principal local radio station in St Charles County and plays a major role in community affairs, providing entertainment programming, local news gathering, and sports broadcasting. KCLC-FM (HD- 2) is the secondary digital signal, which provides another format for the community and additional student opportunities. Both stations are available on the Internet.

Religious Life

Lindenwood has a historical relationship with the Presbyterian Church and is firmly rooted in Judeo-Christian values. The University provides an ecumenical environment that respects all religious traditions. The Lindenwood University Newman Center is located in Suite F in the Campus Service Center.

Conferences

The University offers a variety of services and accommodations to community groups, religious organizations, businesses, and trade and professional organizations on campus and at off-campus sites. Many conferences, workshops, meetings, and community events are held each year at Lindenwood facilities. Facilities on the St. Charles campus can be reserved at www.lindenwood.edu.

University Policies

Abuse of Student Portals

Any student who gains unauthorized entrance to another student's portal, makes changes to another student's schedule via the student portal, or otherwise tampers with or compromises private or privileged communications will be expelled from Lindenwood University. Additionally, such actions will be brought to the attention of law enforcement officials and may be prosecuted through the legal system.

Campus Tobacco Use

The use of both smoking and smokeless tobacco is prohibited in all buildings on campus including classrooms, laboratories, hallways, offices, restrooms, residence halls, and lounges. Smoking areas outside of buildings are marked. No smoking is allowed in front of entry doors to buildings unless otherwise indicated by signage.

Cancelations Due to Inclement Weather

Only the President (or, in the President's absence, the Provost or Associate Provost) has the authority to cancel classes in the event of severe weather. Should weather conditions create potentially hazardous conditions, Lindenwood University will evaluate the situation and take into consideration both the safety of faculty, staff, and students as well as the services that must be provided despite the inclement weather. After this careful evaluation and depending on the hazardous weather conditions (e.g., tornado, snow/ice, etc.), an alert will be sent to students, faculty, and staff via a Rave system text message and Lionmail message, as necessary. This alert will detail the appropriate action required of faculty, staff, and students and will also specify the essential services that must be provided despite the occurrence of inclement weather. Instructors are expected to schedule a makeup class meeting when evening classes are cancelled due to inclement weather.

In the unlikely event that LU alters the normal work and/or class schedule, an announcement will be posted on the University's homepage (lindenwood.edu and belleville.lindenwood.edu). An announcement will also be distributed via Lionmail, the Rave system, and local media stations or whatever is deemed most appropriate for the weather conditions. Separate announcements may be made regarding evening classes, (those classes starting at or after 4 p.m.).

The University strives to maintain its teaching, research, and service activities in accordance with established schedules and operational demands. To this end, suspension or cancelation of classes due to inclement weather will be avoided whenever possible. Because certain essential functions of the University must be provided at all times, campus operations will not be suspended in the event of severe weather even though classes may be canceled.

Filing a Grievance

Lindenwood University shares information from students' formal written complaints with the North Central Association of Colleges and Schools as part of its normal accrediting process. This information is shared in such a manner as to shield all individual identities of complainants. No letters or documents revealing the identities of individual complaints will be shared without the express written permission of the complainants.

The university has established a number of appeal and grievance procedures (such as the process for appealing the suspension of financial aid). Once the normal appeal and

grievance procedures have been exhausted, students may submit formal written complaints concerning academic matters to the Provost and complaints concerning student services to the Vice President for Student Development. All other formal written student complaints should be directed to the president's office.

Firearms Policy

No person is permitted to carry firearms or other weapons, either concealed or visible, on Lindenwood property or to any Lindenwood class. The exception to this policy applies only to duly sworn, on-duty law enforcement officers. Off-duty police officers may carry concealed weapons to their Lindenwood classes only if authorized to do so by their employer and the state of Missouri or Illinois.

Recording and Electronic Devices

During classroom instruction and testing, the use of cameras, video, audio taping devices, or any other kinds of electronic devices (including telephones, Google glasses, and Bluetooth devices) is allowed only after obtaining written permission from the instructor; otherwise, the use of such devices is prohibited.

Electronic devices used for prosthetic or accessibility purposes may be used only after the faculty member has received a signed accommodation letter from the Accessibility Officer. Any recordings made during class may not be redistributed to anyone not a member of the class without the express written permission of the instructor and all student subjects of the recording.

Recorded video sessions of a class may be used within that class as long as they are password-protected. Those recordings which involve students cannot be used in future classes. Video sessions of lectures recorded outside of the classroom by the instructor that do not involve students may be used by the instructor in future classes. Students may download electronic course materials for personal use only.

Student Code of Conduct

The School of Accelerated Degree Programs is designed for the working adult. As such, it is assumed that classroom and campus behavior will reflect the professional demeanor that adults demonstrate in a work environment. The following guidelines are designed to remind students of appropriate behaviors expected in the classroom.

1. Students are expected to give proper respect to faculty, staff members, and fellow students. Exchange of ideas is an integral component of learning, and participants must feel free to share ideas within the classroom setting.

2. Appropriate language is expected. Language chosen to belittle another person or group or that could be considered hate speech will not be tolerated.

3. In order to respect students' privacy, individual grades will only be discussed before class, during breaks, of after class, at the discretion of the professor.

4. All students are to be in the class on time and to stay for the entire class period.

5. Cell phones and pagers should be set to silent mode during class except for emergency services personnel on call. Text messaging distracts from learning and therefor is not permitted during class.

6. Smoking is prohibited in all campus buildings and is restricted to specific smoking areas outside of the buildings.

7. With the exception of computer lab courses, food in the classroom is allowed only with permission of the instructor. Students are expected to dispose of any trash that they generate during class.

8. A hostile environment is not conducive to learning, and students who violate this code of conduct will be referred to the Dean of the School of Accelerated Degree Programs and/or the Provost and may be removed from the cluster and possibly from the University.

The School of Accelerated Degree Programs Policies

Individualized Study

The School is committed to the idea that people learn more effectively when their experience and goals converge. To this end, the University actively fosters the participation of students in the planning of their educational programs. Students are also expected to individualize their cluster group work through directed independent research. Upon enrolling in the School, each student is assigned a faculty advisor who helps the student plan and coordinate a program of study from entry through degree completion.

In addition to assisting students in the design of their programs of study, the faculty advisor acts as a mentor, provides a source of continuity to students' ongoing academic experience, and evaluates the overall quality of their work. In regularly scheduled conferences, the faculty advisor monitors student progress by reviewing course work and by providing feedback on projects.

Full-Time Accelerated Pace

The School of Accelerated Degree Programs' academic year consists of four, 12-week terms with 13 cluster meetings per term. Students enroll in one cluster per term, earning nine credit hours in most degree programs. New students may be admitted at the beginning of each term, and they may pursue a full-time academic program by attending all four terms during the year.

In this manner, students make rapid progress toward degree completion while still fulfilling professional and

personal responsibilities. Students are not permitted to take more than one cluster per quarter. The accelerated format employing clusters is based on the assumption that highly motivated students are entirely focused on the content of their clusters during the quarter.

The one cluster limit maximizes the likelihood of a quality effort resulting in a quality learning experience. Limiting a student's course load is intended to protect the academic integrity of the program and its degree offerings. Students are permitted to take one three-credit-hour course in the same quarter in which they are enrolled in a cluster. Normally, a maximum of 12 credit hours per quarter is allowed. In rare situations, a student is permitted to take additional coursework in the day semester program. In this instance, a student is permitted to take a combined (day semester and evening quarter) total of twenty four hours. Students wishing to take hours in excess of 13 semester hours are required to complete a "Petition for Policy Exemption."

Cluster Attendance Policy

The School of Accelerated Degree Programs is an accelerated program designed for motivated learners who take responsibility for their education. It is assumed that a student will not miss any classes. However, recognizing that students are working adults, one absence can be compensated for (at the instructor's discretion) through additional assigned work. Two absences will result in a grade drop in one, two, or all three of the cluster courses, depending on the class format and the instructor's judgment. Three absences are unacceptable as that represents one-fourth of the class periods. A student who has missed or will miss three cluster meetings will receive failing grades in the cluster. The first class (Saturday for new undergraduate students and the first week of classes for all other students) and the thirteenth class (arranged by the instructor) are both considered part of the scheduled coursework and attendance will be counted accordingly.

In addition, the attendance policy is structured so that it incorporates tardiness and early departure from class as part of overall attendance reporting. Students are expected to arrive for the beginning of class periods and remain until the instructor terminates the class meeting. Instructors will monitor and record the names of students who arrive late for class meetings or who leave class early. Tardy or early departure absences are cumulative and counted according to the School's absence reporting policy. Students who accumulate four hours of tardy or early departure penalties will be assessed one evening's absence. This policy shall be strictly enforced and in no cases shall exceptions be allowed.

Cluster Textbook Policy

All students must have their textbooks by the first cluster meeting. Students also have the responsibility of making sure they purchase the correct textbooks for each cluster or class. This is especially true when students choose to purchase textbooks from sources other than the Book-X-Change, Lindenwood's affiliated bookstore. It is the responsibility of the student to purchase the correct textbooks for the cluster in which he or she is enrolled. Lindenwood University will not accept responsibility for any textbooks that were not purchased from the Book-X-Change.

Textbook Ordering

Textbooks for all clusters and courses are available through the Book-X-Change, Lindenwood's affiliated bookstore. To order texts, students should go to the Lindenwood University website and access the Book-X-Change through a direct link (LUTextbooks.com) to the company. Students will need to know the number of each course within the cluster and be prepared to use a credit card to order books. Students are strongly encouraged to order books at least two weeks before the beginning of the quarter and have them shipped directly to their home addresses if they do not live in close proximity to the St. Charles campus.

The Culminating Project

Some students may complete a culminating project. A culminating project is an integral part of the student's program and is equivalent to an extended paper or honors thesis. Under the supervision of the Faculty Advisor, the student will design a culminating project and complete it during the last quarter of study. Students will enroll in ICU 48900, Culminating Project, at the same time that they register for their last coursework or cluster. Students who do not finish their project within their last term must register for a culminating project extension (ECU 48900) for each term that the project is not completed. The culminating project is an opportunity for a student to synthesize his or her major areas of study and to demonstrate mastery of basic written and oral skills and concepts.

The project may be a thesis, a demonstration, or a creative work. It may involve a combination of media. If the project is a film, video, computer program, etc., it must still include written analytical documentation. The culminating project, designated on the student transcript as ICU 48900, carries one semester hour of academic credit.

A grade of "C" or above is necessary to pass the culminating project. The culminating project is NOT an option for students majoring in business administration, criminal justice, health management, human resource management, gerontology, or information technology.

The Capstone Course

The capstone course is required for students majoring in business administration, communications, criminal justice, health management, human resource management, gerontology, and information technology. Students who take the capstone course must have completed all of their required core clusters in their areas of emphasis or enroll in

the capstone course concurrently with the final core cluster. The course will emphasize the theories and concepts of the major from an academic viewpoint as well as their practical applications in the professional setting. The course requires a mastery of the concepts within the major and integrates academic studies with issues faced by practicing professionals in their area of employment. Consequently, students should expect midterm and final examinations, case analyses, and at least one major research paper during the term of enrollment. A grade of "C" or above is necessary to pass this course.

ADMISSION AND APPLICATION

Admission Standards

The standards of admission to Lindenwood University are selective yet flexible. We expect our applicants to possess sound academic preparation for college, and we carefully examine each applicant's record to determine whether the student has the potential to be successful at Lindenwood. Lindenwood University consciously seeks a diverse student body and welcomes applicants from all socioeconomic, religious, and ethnic backgrounds. We also value geographical diversity and welcome international students to the Lindenwood campus.

Non Degree Seeking Applicants

A student who is not seeking certification or any degree with Lindenwood University may be accepted under the designation "Non-Degree, Special Status." Students accepted with Special Status designation will not take more than twelve (12) credit hours of regular, graduate credit coursework without being admitted as a degree seeking student.

Undergraduate Application Procedures

Undergraduate U.S. Citizen Application

To be considered for admission to the University, an applicant's file must include each of the following documents. Please note, individual programs may have additional application procedures. Please review your program of interest in detail.

To be considered for admission to the University, an applicant's file must include the following documents:

1. Online or paper application sent with the non-refundable $30 application fee.

2. Resume indicating community service, leadership, clubs, organizations, and non-academic experiences.

3. A personal essay including why the applicant wishes to further his/her education, his/her long-term goals, or a specific experience in his/her life.

4. Official transcript indicating graduation from the last high school attended or home school program. A copy of the student's General Education Development (GED) certificate may be provided in lieu of the high school transcript.

5. Some programs may require additional application materials. Students should review the program descriptions for more information.

Transfer students who have successfully completed a two year program that is acceptable for full credit toward a bachelor's degree may not be required to submit their high school transcripts. Students wishing to transfer credit from a regionally accredited institution should request official university transcripts at the time they apply for admission to Lindenwood University.

The application and application materials should be mailed to the Office of Evening and Graduate Admissions Lindenwood University, 209 South Kingshighway, St. Charles, MO, 63301. The applicant may email eveningadmissions@lindenwood.edu or call (636) 949-4933 with any questions.

Undergraduate International Citizen Application

International citizens wishing to apply to the School of Accelerated Degree Programs should visit the University website and select International Admissions. Visit the Admissions Process, Required Documents, and Admissions links. (Note: Applicants should complete the International Application.)

To be considered for admission to the University, an international applicant's file must include the following documents:

1. International Student Application, submitted along with a non-refundable $100 application fee.

2. A current resume.

3. An affidavit of support, in the form of an official document or statement from a bank verifying the amount of personal/family funds, in U.S. dollars, available for tuition (personal cost) and educational expenses (books, insurance.) All documents must be in English.

4. Official transcripts, presented in their original language and accompanied by a certified English translation. These documents will not be returned to the student. They will become part of the student's official file at Lindenwood University. The cost for the evaluation of the transcript will be incurred by the applicant. However, once the applicant obtains a visa and arrives at Lindenwood University, the cost of the evaluation will be refunded, provided that the applicant brings the receipt for the evaluation service. Provisional admission to the University may be granted by the Director of International Admission on the basis of facsimile copies of high school transcripts or diploma equivalents, ACT/SAT scores, GED scores, and/ or other university transcripts.

5. An official TOEFL or IELTS score. The required minimum score for an undergraduate applicant must satisfy one of the following criteria: TOEFL score 550 (paper-based exam, 213 (computer-based exam), or 80 (internet-based exam); or an IELTS score of 6.0. For score reporting, the Lindenwood University code is 6367.

6. If transfer credit is requested from an international institution, students should submit their transcripts and translations to World Evaluation Services (WES) for evaluation. Applicants should contact WES at wes.org for more information about how to get transcripts evaluated. Students should list Lindenwood University as the recipient. WES will also provide a copy of the evaluation directly to the applicant. The applicant should keep this copy for his/her records. (For questions regarding the transfer of international credit to a specific graduate program, please refer to the section of this catalog that describes that program.)

7. If an international student applicant is transferring from another university within the United States, the student should forward the Lindenwood University transfer paperwork (found in the application) to their schools' officials for processing.

8. Housing application, submitted along with a $300 housing deposit, made payable to Lindenwood University. Campus housing will be assigned upon receipt of the housing application and deposit. Students should include an e-mail address on their housing form.

9. Personal statement, an essay concerning the student's education plans. For example, the essay may include why the student wishes to further his/her education, long term goals he/she possesses, or a special experience in his/her life.

10. A clear, readable copy of the identification page of the applicant's passport.

11. Proof of insurance. All students are required to be insured while studying in the United States. Lindenwood University does not provide insurance for students. Students may carry any health insurance policy they choose.

The International Student Application and all required application materials may be mailed to The International Student Office Lindenwood University, 209 South Kingshighway, Saint Charles, MO 63301 USA. Please email international@lindenwood.edu or call (636) 949-4982 with any questions. To fax any information, send to (636) 949-4108.

Graduate Application Procedures

Admission and Program Requirements

Admission to all graduate degree programs in the School of Accelerated Degree Programs is granted to students who have undergraduate grade point averages of 3.0 or better (on a 4.0 scale). Students who do not meet that grade point or other admissions standard will be given individual consideration and, possibly, be conditionally admitted. Conditional degree candidacy may be granted to students who have grade point averages between 2.5 and 2.99 or whose program overviews have not yet been approved. Once accepted for full degree candidacy,

graduate students must maintain a cumulative grade point average of at least 3.0. Students who do not maintain a 3.0 grade point average may face academic suspension.

Degree programs typically consist of five core clusters and either a directed thesis/culminating project or a capstone course. Students are assigned a faculty advisor to guide them through their specific degree program. Each degree program is designed to meet both student needs and accreditation requirements. Consequently, students may not deviate from any cluster requirements. Students may, however, take additional clusters or courses to meet individual needs once their core requirements have been met.

Graduate U.S. Citizen Application

To be considered for admission to the University, an applicant's file must include each of the following documents. Please note, individual programs may have additional application procedures. Please review your program of interest in detail.

To be considered for admission to the University, an applicant's file must include the following documents:

1. Electronic or paper application, along with a non-refundable $30 application fee.

2. Current resume.

3. Personal statement indicating why the applicant wishes to further his/her education or describing the applicant's long-term goals or a specific life experience.

4. An official undergraduate transcript as well as official transcript(s) from any graduate school(s) attended if transfer credit is desired.

5. Additional requirements, such as a portfolio, letters of recommendation, or an audition, as required by various programs.

Once the application is submitted, an admissions counselor will contact the applicant to answer any questions and assist in the admissions process.

The application and application materials should be mailed to Lindenwood University, Office of Evening and Graduate Admissions, 209 South Kingshighway, St. Charles, Mo 63301 USA. Applications may also be submitted by email to eveningadmissions@lindenwood.edu.

Please call (636) 949-4933 with any questions.

Note: Applicants to the online MFA in Writing who do not already possess a Lindenwood transcript must submit a color photo and either a notarized photo ID or an official GRE score. For score reporting, the Lindenwood University code is 6367. Applicants should also submit a color photo for a student ID.

Application

Prospective students wishing to apply to graduate degree programs in the School of Accelerated Degree Programs should visit the Office of Evening and Graduate Admissions at the Welcome Center on the Lindenwood-St. Charles campus, one of our regional extension locations, or online at www.lindenwood.edu/admissions (select Evening and Graduate Admissions). When the application and application fee are received, an admissions counselor will contact the applicant to answer any questions and assist in the admissions process. Once all documents are obtained, the counselor will submit them for review by the dean or department chair who will contact the student to schedule an interview.

Graduate International Citizen Application

International citizens wishing to apply to the graduate programs in the School of Accelerate Degree Programs should visit the university website and select International Admissions. Visit the Admissions Process, Required Documents, and Admissions links. (Note: Applicants should complete the International Application.)

To be considered for admission to the University, an international applicant's file must include the following documents:

1. International Student Application, submitted along with a non-refundable $100 application fee.

2. A current resume.

3. An affidavit of support, in the form of an official document or statement from a bank verifying the amount of personal/family funds, in U.S. dollars, available for tuition (personal cost) and educational expenses (books, insurance.) All documents must be in English.

4. Official transcripts, presented in their original language and accompanied by a certified English translation. These documents will not be returned to the student. They will become part of the student's official file at Lindenwood University. The cost for the evaluation of the transcript will be incurred by the applicant. However, once the applicant obtains a visa and arrives at Lindenwood University, the cost of the evaluation will be refunded, provided that the applicant brings the receipt for the evaluation service. Provisional admission to the University may be granted by the Director of International Admission on the basis of facsimile copies of high school transcripts or diploma equivalents, ACT/SAT scores, GED scores, and/ or other university transcripts.

5. An official TOEFL or IELTS score. Required minimum TOEFL scores: 577 (paper-based exam), 233 (computer based exam), 91 (Internet-based exam). Required minimum IELTS score: 6.5. For score reporting, the Lindenwood code is 6367.

6. If transfer credit is requested from an international institution, students should submit their transcripts and translations to World Evaluation Services (WES) for evaluation. Applicants should contact WES at wes.org for more information about how to get transcripts evaluated. Students should list Lindenwood University as the recipient. WES will also provide a copy of the evaluation directly to the applicant. The applicant should keep this copy for his/her records. (For questions regarding the transfer of international credit to a specific graduate program, please refer to the section of this catalog that describes that program.)

7. If an international student applicant is transferring from another university within the United States, the student should forward the Lindenwood University transfer paperwork (found in the application) to their schools' officials for processing.

8. Housing application, submitted along with a $300 housing deposit, made payable to Lindenwood University. Campus housing will be assigned upon receipt of the housing application and deposit. Students should include an e-mail address on their housing form.

9. Personal statement, an essay concerning the student's education plans. For example, the essay may include why the student wishes to further his/her education, long term goals he/she possesses, or a special experience in his/her life.

10. A clear, readable copy of the identification page of the applicant's passport.

11. Proof of insurance. All students are required to be insured while studying in the United States. Lindenwood University does not provide insurance for students. Students may carry any health insurance policy they choose.

The International Student Application and all required application materials may be mailed to the International Student Office, Lindenwood University, 209 South Kingshighway, St. Charles, Mo 63301 USA.

Please email international@lindenwood.edu or call (636) 949- 4982 with any questions. To fax any information, send to (636) 949-4108.

Additional Criteria for Admission

To be considered for admission to graduate programs in business, communications, gerontology, healthcare administration, human resource management, or information technology, applicants must complete the following steps:

1. Submit an official transcript showing the completion of a bachelor's degree with a GPA of 3.0 or higher in undergraduate studies.

2. Submit a personal statement describing the applicant's personal business or information technology experience

or philosophy or describing the applicant's decision to attend a graduate program and addressing his or her personal or business goals upon completion of the program.

3. Submit a current resume.

4. Provide three letters of recommendation.

5. Interview with the dean of the School of Accelerated Degree Programs or the appropriate program director.

Upon submission, all application materials are reviewed by the appropriate program director. Any application materials found to be misleading or false will result in denial of admission to the program.

Applicants to the graduate degree programs in business, communications, gerontology, healthcare administration, human resource management, writing, and information technology who do not meet the required 3.0 grade point for admission may be granted conditional acceptance. In this case, the submission of a GRE or GMAT score may be considered in support of an application for admission. Conditionally admitted students may remain in conditional status for no more than 18 credit hours. Before advancing to degree candidacy, conditionally accepted candidates' academic performances will be reviewed twice—once upon completion of the first nine credit hours and again upon completion of 18 credit hours. Failure to meet the required 3.0 cumulative grade point average upon the completion of 18 credit hours will result in dismissal from the degree program. In addition, any conditionally accepted student receiving one course grade of "F" or two course grades of "C" during the first nine credit hours will be academically suspended.

FEES & FINANCIAL ASSISTANCE

Fees and Payments

When students have accepted an offer of admission to Lindenwood, students and their parents and/or guardians likewise accept all conditions of payment as well as all terms and regulations of the University. By making the non-refundable $300 housing deposit (described below), the student and the parent or guardian acknowledge these terms and signify acceptance of these obligations. No promise or contract that differs from these terms shall bind the University unless it has been signed by the Chief Operating Officer of Lindenwood University. The University reserves the right to increase or reduce fees each year according to changes in fiscal conditions.

Student Expenses

Undergraduate Quarter Tuition

Full-time (9 credit hour cluster)	$3,375/quarter
Less than full-time	$375/credit hour
Overload fee	$375/credit hour

Graduate Quarter Tuition

Full-time (9 credit hour cluster)	$4,077/quarter
Less than full-time	$453/credit hour
Overload fee	$453/credit hour

Housing & Meals

Undergraduate Quarter	$3,142/quarter
Room fee during breaks	$246/week
Meal Charge (initial load)	$25

Note: An additional charge may be added for all single rooms in the dormitories and/or apartment/house living quarters (as available).

Other Fees

(Not all fees may apply)

Housing deposit (non-refundable)	$300
Resident student health and activity fee	$88/term
Communications fee (Residence halls)	$75/term
Student email fee	$15/term
Online surcharge	10%/course
Lab fee (in specified courses)	$30-$75
Studio course fee (general)	$30-$75
Studio course fee*	$85/course
Student teaching fee	$250
Applied music course fee**	$200/credit hour
Experiential learning portfolio fee	$300
Experiential learning credit	$90/credit hour
Promissory note origination fee	$25

Late payment fee (per month)	$50
Culminating project extension fee, undergraduate	$50
Culminating project extension fee, graduate	$150
Graduation processing/diploma fee, undergraduate	$100
Graduation processing/diploma fee, graduate	$125
Writing assessment fee	$5

Studio course fees are applied to courses such as ceramics, color theory, photography, and figure drawing.

** Applied music fees are applied to individual lessons in piano, voice, orchestral instruments, and organ.

Notes: (1) The undergraduate or graduate contract degree rate will be determined at the time of admission into the program.

(2) Provisions for "extended stay" housing and meals, degree programs, and tutoring and additional services are available upon request.

The communications fee covers telephone service, voicemail, and cable TV services. The University provides complimentary Internet service to resident students living in the dormitories and some living in other campus housing.

Students are expected to pay tuition charges prior to the beginning of each term. Students may use financial aid (grants and loans) as payment. Student Aid Reports and loan applications should be submitted to the Financial Aid Office prior to the beginning of each term.

Housing Deposit

An initial $300 housing deposit is required to reserve campus housing for residential students. By making the housing deposit, the student and the student's parent or guardian indicate acceptance of the terms and conditions of the University. No refund of this housing deposit will be granted to any student who withdraws from the University after making this deposit but prior to the start of an academic term.

The housing deposit becomes a refundable room-damage deposit once the student has attended classes, and the semester charges have been paid. This deposit remains on account at the University for as long as the student resides in University housing. The cost for any damages to the student's University housing will be deducted from the deposit.

Students are eligible for this refund upon departure from campus housing (coinciding with graduation or any move from University housing). In order to qualify for this refund, students must meet all financial obligations to the

University, satisfy all outstanding debts, and complete the Residential Check-Out process. Any student wishing to move off campus and receive a refund of the housing deposit must also personally notify the Office of Residential Life in writing of his or her plans to move out of University housing. Failure to do so by the date of the last class or exam of the semester or prior to vacating campus housing will result in forfeiture of the deposit.

Application materials for the refund of the room-damage deposit are available in the Business Office; materials for the residential check out process are available through the Office of Student and Academic Support Services (Memorial Arts Building).

Payment Options

All tuition charges and fees are due prior to the beginning of the term. Students should consult their student account representatives in the Business Office regarding due dates or to make other payment arrangements prior to the beginning of the term. Alternately, students may also utilize their student portals to remit payment. Payment options include the following items:

- Corporate Promissory Note: The Corporate Promissory Note is available to students who work for companies that have tuition reimbursement plans. Proof of employment and a copy of the company's reimbursement policy must be on file in the Business Office. The amount of the promissory note cannot exceed the amount the employer pays for tuition for each term. The due date for all promissory notes is 30 days following the conclusion of the term for which the note applies. A monthly late charge will be assessed after this date. By signing a promissory note, students give Lindenwood University permission to contact their employers if the note is not paid by the date due. Any payment or financial aid received prior to the promissory note due date will be applied to the balance appearing on the student's account.

- Direct Debit Payment Note (DDP): Lindenwood University offers a Direct Debit Payment Plan for the convenience of students. Payments can be made directly (electronically) from a checking or savings account; there are no fees associated with this method of payment.

Delinquent Accounts

Students must meet all financial obligations to the University in order to qualify for continued enrollment or graduation. Each semester or term, students must pay all money due to the University, including tuition, fees, parking fines, library fines, and any other financial obligation. A student with a delinquent account can expect the following consequences:

- Enrollment for the subsequent term will not be allowed.
- Grades for the current term will be withheld.
- A transcript will not be issued.

St. Charles City-County Library District Fines

The University, in cooperation with the St. Charles City-County Library District, will collect any fines or assessments due the library and bill them to the student's account. Any sums due will be treated as any other student fee.

Withdrawal and Refund Calculation

In the event that a student wishes to withdraw from a course or courses or from the University altogether, the following conditions apply with respect to the refund of tuition charges.

1. Any student who withdraws from the University prior to the beginning of a term is eligible for a refund of all payments for that term except the initial $300 housing deposit.

2. Any student who withdraws from all of his or her courses after a term has begun is eligible for a refund of the tuition charges (including course-overload charges) for the courses he or she attended upon the start of the term. Refunds are granted according to the schedule below:

Time of Withdrawal from University	Tuition Refund
Before first class meets	100%
Before second class meets	75%
Before third class meets	50%
Before fourth class meets	25%
After fourth class meets	No refund

3. Any part-time quarter student (enrolled in fewer than 9 credit hours) who withdraws from one or more courses once a term has begun is eligible for a refund of the tuition charges for those courses according to the schedule in the table above.

Any student wishing to withdraw from Lindenwood University should submit a completed withdrawal form (with the signatures of the instructors for each of the courses the student attended and the signature of the student's advisor) to the Academic Services Office, located in the lower level of Roemer Hall, between the hours of 8 a.m. - 6 p.m. Monday through Thursday, 8 a.m. - 5 p.m. Fridays, or 8 a.m. - 4 p.m. Saturdays.

Notes: (1) Calculations of the return of Title IV aid for withdrawals occurring during the first two weeks of a term will be based on the last date of attendance for the term in which the student withdraws. Students who initiate a withdrawal from the University after the first two weeks of the term will be eligible for a refund of Title IV aid based on the date that the withdrawal form was submitted to Academic Services.

(2) Any student who earns the grade of AF in all coursework within a term will be considered unofficially withdrawn for that and will be subject to a Title IV refund calculation. Based on this calculation a portion of Title IV aid may be unearned and required to be returned to the appropriate agency.

(3) No refund for housing charges will be made for a term after the student signs either a New Student Housing Application or a Returning Student Housing Application. Application, activity, lab, miscellaneous fees, and room reservation deposits are nonrefundable, except as indicated under the Housing Deposit (p. 19) section of this catalog.

(4) Board charges are pro-rated on a weekly basis from the date of withdrawal.

Appeals of Refund Calculation

Appeals of withdrawal and refund calculations or other institutional charges from students and parents who feel that individual circumstances warrant exceptions from published policy should be addressed to the Chief Business Officer (CBO), located in Roemer Hall. In order to appeal a decision, the student must submit a written request to the CBO including any evidence that would substantiate the appeal.

Refund Distribution of Financial Aid

After the amount of the refund has been calculated, the Financial Aid Office will determine the Title IV refund amounts according to the calculation schedule approved by the U.S. Department of Education. Refunds to specific Title IV programs will be made to the following programs in the order outlined:

1. Outstanding balances on FFEL Program Loans (Unsubsidized Stafford, Subsidized Stafford)

2. PLUS

3. Federal Pell Grant awards

4. Federal SEOG awards

5. Other Title IV student assistance

6. Other federal, state, private, or institutional aid

7. The student

No Title IV program may receive a portion of the federal refund amount if that program was not part of the student's original package.

Cash Disbursements

When a student officially or unofficially withdraws from school and has received a cash disbursement for educational expenses that exceeds non-institutional costs of education up to that time, the student owes the excess amount to the Title IV program(s) that helped meet the student's educational costs. Lindenwood University will follow the same procedures used in the refund policy to determine which Title IV program(s) will receive the student-owed repayment. The University will notify, bill, and collect the amount owed the Title IV program(s) from the student.

Financial Assistance

Financial aid is available to all qualified students. Financial need may be met through a combination of state, federal, and institutional aid. Federal grants are outlined elsewhere in this catalog. Institutional awards and grants are offered in the areas of academics, leadership, athletics, and the fine arts.

The financial aid program provides assistance to students with financial need who would otherwise be unable to receive an undergraduate education. Financial need is calculated as the difference between the cost of attendance and the expected family contribution from the student and his/her parent(s). The primary responsibility for paying the student's education expenses rests with the student and his/her family, and the University expects both the student and his/her parent(s) to make a realistic contribution to meet these costs; financial aid is a supplement for those students and families who cannot afford the entire cost of a university education.

Financial aid is provided in the form of an award, grant, or loan and/or work funds that will help meet this need. What the student is expected to pay is determined by a standard analysis of the financial statement the student and his/ her family must file. Lindenwood University uses the Free Application for Federal Student Aid (FAFSA) to determine eligibility for all Title IV and institutional assistance. Upon completion of all documentation necessary to establish eligibility, financial assistance will be posted to students' accounts at least once each term.

To be considered for financial assistance, a student applying for need-based aid must complete a FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov. The LU school code is 002480. (Students are reminded to press "print," which submits the application.) Students should then FAX submission results to the attention of their admissions counselors at (636) 949-4989. If students have any questions about their SAR (Student Aid Report), they are encouraged to call 1-800-433-3243. Lindenwood does not require students to fill out supplementary fee-based forms to determine eligibility for institutional financial aid.

All students wishing to receive Title IV aid must submit a valid set of Student Aid Reports or a valid ISIR (Institutional Student Information Record), which results from the processing of the FAFSA, and must complete any required verification.

Institutional Scholarships and Grants

Lindenwood offers a 50 percent scholarship to all persons age 60 and over. The University also offers partial institutional grants for employees of selected companies, municipalities, and school systems. These grants may only be applied toward courses taken for credit and do not apply to courses that are audited. Any other funding may first replace the funding. It is the responsibility of the student to notify the admissions counselor of eligibility for Lindenwood grants.

Federal Financial Aid

Federal Pell Grant Program

Eligibility is determined by the Pell Grant processor and is based on a student's Estimated Family Contribution (EFC). The student must submit the Free Application for Federal Student Aid (FAFSA) and request that pertinent financial data be sent to the Pell Grant processing agency for determination of eligibility. The results are forwarded to the student in the form of a Student Aid Report (SAR) Electronic filing results will be sent directly to the institution in the form of an Institutional Student Information Record (ISIR). Pell Grant eligibility is limited to six full-time years.

Federal Supplemental Equal Opportunity Grant (FSEOG)

Eligibility for this grant depends upon the extent of a family's inability to pay the educational costs, which is determined by an analysis of the family's financial situation, as reflected on the Student Aid Reports.

Federal Work-Study Program (FWS)

This program provides work opportunity for needy students. Eligibility is dependent upon the extent of financial need, as determined by an analysis of the FAFSA. If a student is awarded work-study funds as part of the financial aid package, that student may seek employment on campus. Ordinarily a student will work 10 hours per week while attending school. Wages are $8 per hour.

Federal Loan Programs/Direct Subsidized Federal Stafford Loan

The federal government guarantees loans from $3,500 to $5,500 for eligible undergraduates. These loans are made by the Department of Education and interest is subsidized. Interest rates for federally guaranteed student loans are set annually. Please consult the Department of Education website for the current interest rate https://studentaid.ed.gov/types/loans/interest-rates .

Eligible Stafford Borrower Limits
Undergraduate Study

1st year of study	$3,500/academic year
2nd year of study	$4,500/academic/year
3rd, 4th & 5th years of study	$5,500/academic year
Cumulative limit	$23,000

Interest rates for federally guaranteed student loans are set annually. Please consult the Department of Education website for the current interest rate https://studentaid.ed.gov/types/loans/interest-rates. Students must file the FAFSA to determine eligibility for a Stafford Loan. Subsidized loan eligibility is limited for first-time borrowers to 150% of the length of the borrower's educational program.

Unsubsidized Federal Stafford Loan

Students who meet the eligibility requirements under section 484 of the Higher Education Amendments and who do not qualify for interest subsidies under the Stafford Loan program may borrow under the Unsubsidized Stafford Loan program. Like the Federal Subsidized Stafford Loan program, the Unsubsidized Stafford Loan is available to all eligible students, and students must complete a valid need analysis.

Unsubsidized Stafford Loans are not need based; interest accruing on the loan is not subsidized (or paid) by the federal government while the student is in school. Students must therefore pay the interest payments while in school or allow the interest to capitalize. Interest rates for federally guaranteed student loans are set annually. Please consult the Department of Education website for the current interest rate https://studentaid.ed.gov/types/loans/interest-rates.

Federal Parent Loans (FPLUS)

Parents may borrow for dependent undergraduate or dependent graduate and professional students. The maximum amount a parent may borrow on behalf of each eligible student is limited to the cost of education, less financial aid. These loan limits do not include amounts borrowed by a student under the FSL programs. FPLUS loans do not qualify for interest subsidy. Interest rates for federally guaranteed student loans are set annually. Please consult the Department of Education website for the current interest rate https://studentaid.ed.gov/types/loans/interest-rates.

Unsubsidized Loan (Formerly SLS)

Unsubsidized loans to dependent students provide for a maximum of $2,000 per year for undergraduate study, with an aggregate loan limit of $8,000. Independent students can borrow $6,000 per year for the first two years of study and $7,000 per year for the third or subsequent years, with an aggregate loan limit of $31,000. Graduate students can borrow up to $20,500 per year with an aggregate loan limit of $138,500.

Loans made under the unsubsidized loan program are not eligible for interest subsidy. Students must therefore pay this interest payment while in school, or allow the interest to capitalize. Interest rates for federally guaranteed student loans are set annually. Please consult the Department of Education website for the current interest rate https://studentaid.ed.gov/types/loans/interest-rates.

Limiting Loan Borrowing

Pursuant to section 479A(c) of the Higher Education Act, Lindenwood University reserves the right to refuse to certify a loan application or to reduce the amount of the loan in individual cases where the institution determines that the portion of the student's costs covered by the loan could more appropriately be met directly by the student. In

addition, requested loan amounts will be reviewed to ensure compliance with educational purpose regulations.

Loan Repayment

Student loans are funds borrowed by students to pay educational expenses. Student loans must be repaid, as outlined in University literature. A sample loan repayment schedule may be obtained by contacting the Financial Aid Office.

Student loan entrance and exit interviews are required for the Federal Stafford Loan Program (required by 34 CFR 685.304). The terms and conditions under which borrowers under the Direct Loan Program may defer payments of their loan principal and interest are reviewed during the exit interview. Additional information regarding deferment of loan repayment may be obtained by contacting the student loan guarantor or the Financial Aid Office.

Veterans' Benefits

Veterans who believe they may be eligible for benefits can receive information and applications through the Veterans' Administration (V.A.) Certifying Official at the University. Educational assistance is also provided to widows or children of veterans who died in service or as a result of service related injuries. Spouses and children of disabled veterans are also eligible for assistance.

It is the responsibility of the students to notify the V.A. Certifying Official of any changes in their class schedules. The V.A. Certifying Official promptly reports to the Veterans Administration when notified that a veteran is making unsatisfactory progress or has withdrawn from a class or from studies.

Because of requirements imposed by the Veterans' Administration, and as a condition of being certified to receive benefits from the V.A., the student receiving such benefits acknowledges the following policies, which may differ from those required of other students at Lindenwood:

- The University will notify the V.A. of all terminations, interruptions, or changes in semester-hour load within 30 days. This may change the benefits available to the student.

- The student accepts the responsibility of notifying the Registrar, the V.A. Certifying Official at the University, and his/ her advisor immediately in case of withdrawal from any course.

- The student accepts the responsibility of notifying his/ her instructors of any expected absence from class. A student may be withdrawn by the University for excessive absence.

- The Veterans Administration will be informed that progress is no longer satisfactory with the accumulation of 12 or more hours of F grades.

- Students receiving benefits through the Veterans' Administration must comply with the University's general policies regarding withdrawal, attendance, and satisfactory progress.

If you have any questions regarding Veteran's Benefits, please call the Lindenwood Veteran Affairs Center, (636) 949-4105.

State Financial Aid

Several grants are available to Missouri residents who attend eligible institutions in the state of Missouri. Lindenwood University is an eligible institution.

Access Missouri Financial Assistance Program

Formerly the Charles Gallagher Student Financial Assistance Program

The Access Missouri Financial Assistance program is a need-based grant available to eligible full-time Missouri resident undergraduate students. Please visit the Missouri Department of Education website at http://www.dhe.mo.gov/accessmo.shtml for a list of eligibility criteria.

Missouri Higher Education Academic Scholarship Program

The Missouri Higher Education Academic Scholarship program is available to Missouri residents who have a composite score on either the ACT or SAT tests that places them in the top three percent of all Missouri students taking those tests. The scholarship is renewable for up to four years for Missouri residents who enroll as full-time undergraduate students and maintain a 2.5 cumulative GPA at an approved institution for the period of the scholarship. Lindenwood University is an approved eligible institution. Students will be notified by the Missouri Department of Higher Education as to their eligibility.

Marguerite Ross Barnett Memorial Scholarship Program

This program is available to eligible students who are enrolled part-time and who are employed for at least 20 hours a week. Students interested in this program should visit the Missouri Department of Education website at http://www.dhe.mo.gov for eligibility criteria.

Vocational Rehabilitation

Vocational rehabilitation assistance may be available for students with disabilities. Students should contact their regional office of Vocational Rehabilitation in regard to benefits.

Montgomery G.I. Bill, MOARG, and ROTC

Lindenwood assists qualified students in obtaining financial assistance for their education through the various military funding sources. Missouri Army National Guard and Reserve Officer Training Corps members may be

eligible for special financial incentives and entitlements such as Lindenwood ROTC GRANT, ARNG Federal Tuition Assistance, MOARNG State Tuition, Monthly Drill Pay, ROTC Stipend, Montgomery G.I. Bill, and Kicker. Information is available from the V.A. school certifying official.

Maintaining Financial Aid Eligibility

Satisfactory Academic Progress for Financial Aid, Undergraduates

To be considered a full-time student at the undergraduate level, a quarter student must be enrolled in 9 credit hours of coursework. At the end of each term of enrollment, students must successfully complete a minimum number of credit hours toward graduation. The table below indicates the minimum number of credit hours that must be completed for a student to demonstrate satisfactory progress.

Full time Undergraduate Satisfactory Academic Progress

Academic Terms Attempted	Minimum Credit Hours Earned	Cumulative GPA
1	3	1.3
2	6	1.4
3	12	1.5
4	18	1.6
5	24	1.7
6	30	1.8
7	36	1.9
8	42	2.0

For each full-time quarter term after 8, a student must complete a minimum of 6 credit hours each term and maintain a cumulative GPA of 2.0 not to exceed a maximum of 23 full-time terms. Before each payment period, the student's academic record will be checked for satisfactory academic progress. Failure to maintain minimum academic progress will result in a student being ineligible to receive Title IV financial assistance following one term of Financial Aid Warning.

Part-time Undergraduate Satisfactory Academic Progress

Part-time undergraduate students must successfully complete at least 50 percent of their attempted credit hours and be in good academic standing at the point in the program that is consistent with the requirement for graduation outlined above.

Satisfactory Academic Progress for Financial Aid, Graduate

Satisfactory Academic Progress Minimum Requirements for Graduate Students

Academic Terms Attempted	Minimum Credit Hours Earned	Cumulative GPA
1	6	2.66
2	12	2.66
3	20	2.75
4	27	2.75
5	33	2.80
6	39	3.0
7	44	3.0
8	48	3.0

Financial Aid Warning/Suspension

If a student fails to meet the minimum requirements outlined in the Satisfactory Academic Progress table, the student will be placed on financial aid warning for the subsequent term of enrollment. If, at the end of the financial aid warning term, the student does not meet the minimum requirements for satisfactory academic progress, the student will be placed on financial aid suspension and will not be eligible for financial aid reinstatement until the minimum cumulative requirements of the policy are attained. Institutional grants awarded to students later placed on financial warning or suspension will also be reevaluated. Financial aid warning and suspension are calculated and applied independently from academic warning or academic suspension.

Notes: (1) Transfer credit hours that are accepted by Lindenwood University will be included in the calculation of satisfactory academic progress and will count as both "attempted" and "completed" hours.

(2) Students wishing to apply for and receive Title IV assistance must meet specific academic progress requirements in order to maintain Title IV financial aid eligibility. Failure to maintain minimum academic progress will result in a student being ineligible to receive Title IV financial assistance following one financial aid warning term (semester or quarter).

Reinstatement of Aid after Financial Aid Suspension

Financial aid will be reinstated only after the student achieves the minimum cumulative requirements for satisfactory academic progress outlined in the table.

Note: Withdrawal from the University has no effect on the student's satisfactory progress upon readmission.

Appeals of Financial Aid Suspension

A student has the right to appeal the suspension of his or her financial aid if he/she feels that the requirements of the satisfactory academic progress were met and that the suspension of aid is inappropriate, or if the student believes that undue hardship (death of a relative, injury, or illness,

or similar special circumstances) directly affected his or her academic performance.

To appeal the suspension of financial aid, the student must submit a letter of appeal, along with any relevant supporting documentation to the Director of Financial Aid. If the student's appeal is granted, the student will be placed on financial aid probation and will be given one subsequent term of enrollment to meet the minimum satisfactory academic progress requirements. If the appeal is denied, the student will be ineligible to receive Title IV aid until the academic requirements are met.

Combining Terms of Enrollment

In some cases, students can combine enrollments in two or more concurrent terms to attain the minimum enrollment for financial aid eligibility. Terms may be combined as follows:

Fall Semester	and/or	Fall Quarter	and/or	Fall MBA I
Fall Semester	and/or	Fall Quarter	and/or	Fall MBA II
Spring Semester	and/or	Winter Quarter	and/or	Spring MBA I
Spring Semester	and/or	Winter Quarter	and/or	Spring MBA II
Summer Semester		and		Summer MBA

Note: Spring Quarter and Summer Quarter may not be combined with any other term.

ACADEMIC POLICIES, PROCEDURES, AND ACADEMIC SERVICES

Academic Policies

Catalog of Entry

Students are required to satisfy the degree requirements of the catalog in effect at the time of matriculation. A continuing student who desires to pursue a course of study added to the curriculum in a subsequent catalog year must submit a catalog change request to the office of Academic Services. If the request is granted, the student will be bound by all requirements in the new catalog. Students who discontinue study at Lindenwood University may be required to adopt the requirements of the catalog in effect at the time of readmission depending upon the length of the absence. See the Academic Policies and Procedures section of this catalog for further information.

Calendar

All degree programs offered in the School of Accelerated Degree Programs are scheduled on a quarter calendar. All academic credit is given in semester credit hours.

Course Types

Tutorial

A tutorial is a class listed in the catalog taught to a student on an individual basis. The content of the course is the same as the material taught in the regular class. The contact time requirement for a tutorial is one documented contact hour per week during which the subject matter will be discussed and student progress evaluated. Only instructors who have previously taught the class in the regular session will be approved to teach a tutorial unless permission is granted by the dean. Only students with a true need will be considered for a tutorial, and it is up to the academic school and instructor whether to grant a tutorial. It is strongly recommended that undergraduate students who are granted tutorials have at least a 2.5 cumulative GPA. Graduate students should have at least a 3.0 cumulative GPA to qualify for a tutorial course.

To enroll in a tutorial course, the Tutorial Proposal form must be completed, signed, and returned to the Registrar's Office no later than the third week of the term in which the work is to be done. An add/drop/enrollment form and a syllabus must be attached.

Independent Study

An independent study is an innovative, nonstandard class involving independent research/study on the part of the student under the guidance of an instructor. The contact time requirement for an independent study is one documented contact hour every two weeks. It is strongly recommended that undergraduate students who are granted independent studies have at least a 2.5 cumulative GPA. Graduate students should have at least a 3.0 cumulative GPA to qualify for an independent study course.

Independent study courses cannot be used to meet an undergraduate general education requirement.

To enroll in an independent study course, the Independent Study Proposal form must be completed, signed, and returned to the Registrar's office no later than the third week of the term in which the work is to be done. An add/drop/enrollment form and a 1-2 page course outline prepared by the student after consultation with the instructor must be attached.

Semi-Hybrid Courses

A semi-hybrid course is a method of instruction in which less than 75% of the course is taught using a learning management system platform. Time in the classroom is reduced but not eliminated.

Hybrid Courses

A hybrid course is a method of instruction in which 75% or more of the course is taught using a learning management system platform. Time in the classroom is reduced but not eliminated.

Online Courses

In an online course, 100% of course instruction is delivered using an online learning management system platform. There is no time spent in a physical classroom but proctored exams may be required. In some cases, students may meet for an introductory and/or summary meeting; however, these meetings are not mandatory.

Students enrolled in online classes will be expected to participate in the class academically. Attendance for this method of instruction is defined as submitting academic assignments, taking exams, participating in online discussions about academic matters, or initiating contact with a faculty member to ask a question about the academic subject studied in the course. Simply logging into an online class without active participation does not constitute academic attendance.

Semester undergraduate students are limited to taking two online classes per semester, except for those students enrolled in the Early Access MBA program or any program offered entirely online.

Special Topics Courses

Special topics courses, listed alphabetically according to department prefix (indicated here by "XXX"), are followed by a course number, as follows: XXX 19000-19999, XXX 29000-29999, XXX 39000-39999, XXX 49000-49999, XXX59000-59999, XXX69000-69999. These courses are offered to cover special topics within a school or department. Special topics courses may earn 1 to 6 credit hours and may be repeated, in some cases. Departments may designate specific course numbers for special topics

courses if the courses meet general education or major requirements.

Undergraduate Internships

Internships are available in most areas of study and provide the opportunity for students to obtain academic credit through an out-of-classroom work experience. The School of Accelerated Degree Programs requires a minimum of 50 hours of field work for each credit hour in an internship.

Additional internship requirements include a term paper of at least five pages for each credit hour, a daily or weekly journal that records activities and assignments during the internship, and a written performance evaluation completed by the internship work supervisor. A final draft of the term paper must be submitted to the faculty advisor and the internship supervisor. The program director may require an alternative to the journal. The faculty advisor and student will create goals and objectives for the internship. Standards vary by program. Students interested in applying for an internship should contact their faculty advisor for additional information.

Internships earn between one and three credit hours and are billed at the current tuition rate per semester hour. Some degree programs may necessitate additional field work and written documentation. Students, however, must meet the minimum standards set forth in this policy to be awarded credit for an internship.

Academic Load

All academic credit is stated in semester credit hours. Student enrollment status is determined by the number of credit hours in which a student is enrolled during a given term. In credit hours the academic load for quarter students is as follows:

Undergraduate Quarter Students

9 credit hours: full-time

8 credit hours: three quarter-time

6-7 credit hours: half-time

1-5 credit hours: less than half-time

Graduate Quarter students

9 credit hours: full-time

6-8 credit hours: half-time

1-5 credit hours: less than half-time

Course extensions (including culminating project extensions and thesis extensions) are not considered a part of "hours enrolled" for purposes of this policy and are therefore less than half time.

For purposes of a Missouri Student Grant, students must be enrolled in nine hours in the quarter system both at the time the funds are requested and at the time the funds are received.

Classification of Students

Academic progress is calculated in credit hours.

- To be classified as a sophomore, a student must have successfully completed at least 24 credit hours.

- To be classified as a junior, a student must have successfully completed at least 54 credit hours.

- To be classified as a senior, the student must have successfully completed at least 84 credit hours.

The classification of a student is changed only at the end of a semester or term. A minimum of 128 credit hours (not including courses completed at the preparatory or pre-college level, numbered 01000-09999) are necessary to complete a bachelor's degree.

Non-Degree Seeking Students

A student who is not seeking certification or any degree with Lindenwood University may be accepted as a Non-Degree, "Special Status" student. Students accepted with Special Status may not take more than twelve (12) credit hours of regular, undergraduate, or graduate credit without being fully admitted. This policy does not apply to Cooperative (Workshop) credit. Students accepted with Special Status will not be eligible for financial aid or student loans as they are not fully admitted to the university. Payment arrangements must be made with the Business Office prior to attending class.

Course Numbering System

Course numbers used at Lindenwood indicate the following levels:

05100-05399	A skill development course
10000-19999	Introductory courses open to all students without prerequisites
20000-29999	Specialized courses normally open to all students
30000-39900	Advanced courses normally having prerequisites
40000-49999	Senior level courses
50000-79999	Master's level courses or thesis courses, Ed.S, or Ed D courses

Grading System

Lindenwood operates under the 4.0 grading system. The grade point average is computed by dividing the total number of quality points earned by the total number of semester hours attempted. An A carries 4 quality points; thus, a course worth three semester hours in which a student earned an A would merit a total of 12 quality points. A grade of B carries 3 quality points; a grade of C carries 2 quality points; and a grade of D carries 1 quality point. A grade of F carries no quality points and no credit. A grade of AF (attendance failure) carries no quality points

and no credit. Only grades earned at Lindenwood are used in computing the GPA.

Undergraduate students may receive grades of A, B, C, D, F, W, WP, WF, AF, NG, I and Audit. A grade of A represents work of outstanding quality; it indicates that the student has shown initiative, skill, and thoroughness and has displayed originality in thinking. A grade of B is awarded for work of high quality, well above average. The grade of C indicates average work and satisfactory completion of course requirements. The grade of D indicates minimally satisfactory completion of course requirements. The grade of D is not awarded at the graduate level. A grade of F or AF indicates that one's coursework is unsatisfactory, and no credit is given.

Repeating a Course or Cluster

An undergraduate student who has received a D or an F in any part(s) of a cluster may repeat the entire cluster, except for the Communications Cluster, in which grades of C or better in two of the three classes are required. The second set of grades will replace all three parts of the first set of grades. The new grades will be the only grades used in the calculations of the grade point average.

If a graduate student fails and retakes a course, the second grade does not replace the first grade; the two grades are averaged. For instance, if a student earns an F for a class and retakes the class, earning an A, the two grades would be the equivalent of two Cs and would affect the overall grade-point average as two Cs.

Incomplete (I)

A grade of I (incomplete) is given at the end of a quarter only for failure to complete the coursework because of exceptional circumstances beyond the student's control. An incomplete is not an alternative for the student who is failing the course or who has excessive absences. An incomplete is not an option for the student who has consistently missed or been tardy with assignments. A student should have attended all cluster meetings to date and should be relatively current with the assignments in order to qualify for the extension afforded through an incomplete grade. Students must contact their faculty advisors for additional information about an incomplete grade in a cluster. Incomplete grades not made up by the end of the next term automatically become Fs.

Auditing a Course

A student may register in any lecture course as an auditor. Students are not permitted to audit skill courses such as studio or photography courses involving extensive supervision by an instructor. Auditors will be expected to attend all classes. No credit may be earned or later claimed by a student who audits a course. A student has one week into a regular term and two class meetings into a quarter or summer session to make a change in registration to audit a class or to take it for credit. The audit fee is 50 percent of the regular tuition for a course.

Attendance Failure (AF)

This grade is given when a student stops attending a particular class prior to the published deadline to receive a grade of WP or WF but does not withdraw from the course. The grade of AF is treated as a grade of F in the calculation of the student's grade point average.

No Grade (NG)

An administrative grade of NG is assigned by the registrar when final course grades have not been submitted prior to making grades accessible to students. Under normal circumstances, the NG grade will be cleared within two weeks from the end of the term. Faculty members are not authorized to submit a grade of NG.

Academic Standards

In addition to making satisfactory academic progress required to maintain financial aid eligibility, students must also meet an additional set of academic expectations in order to remain in good academic standing with the University. Failure to meet these standards will result in academic warning, academic probation, academic suspension, or dismissal from the University.

Maintaining Good Academic Standing

Undergraduate Students

To remain in good academic standing, undergraduate students who are enrolled in six or more credit hours in a given term must maintain a minimum cumulative GPA of 2.0. Students whose cumulative GPA falls below 2.0 will be placed on probation. Students whose cumulative GPA remains below 2.0 after the subsequent term will be permitted to continue on probation as long as the term GPA is 2.0 or higher. Students are removed from probation when the cumulative GPA reaches 2.0. A student on probation who earns a term GPA below 2.0 will be placed on suspension.

Academic Probation

Academic probation indicates that a student is not in good academic standing and is subject to suspension if his or her work does not reach a satisfactory level. Students remain on academic probation until the cumulative GPA reaches the minimum level of 2.0, as long as each term GPA is 2.0 or higher.

Academic Suspension

Academic suspension indicates that a student is not in good academic standing and has been dismissed because his or her work has not reached a satisfactory level. Academic suspension must be appealed in writing before a student may continue in a subsequent term.

Graduate Students

To remain in good academic standing, graduate students must maintain a minimum cumulative GPA of 3.0. Students whose cumulative GPA falls below 3.0 will be

placed on probation. Students whose cumulative GPA remains below 3.0 after the subsequent term will be permitted to continue on probation as long as the term GPA is 3.0 or higher. Students are removed from probation when the cumulative GPA reaches 3.0. A student on probation who earns a term GPA below 3.0 will be placed on suspension.

Academic Probation

Academic probation indicates that a student is not in good academic standing and is subject to suspension if his or her work does not reach a satisfactory level. Students remain on academic probation until the cumulative GPA reaches the minimum level of 3.0, as long as each term GPA is 3.0 or higher.

Academic Suspension

Academic suspension indicates that a student is not in good academic standing and has been dismissed because his or her work has not reached a satisfactory level. Academic suspension must be appealed in writing before a student may continue in a subsequent term.

Appealing Academic Suspension

Upon academic suspension, a student who wishes to resume his or her studies must first appeal the suspension in writing. The appeal must be received and reviewed prior to the beginning of the term following the student's suspension. The University Associate Provost and an appeals committee will review the student's letter of appeal, along with the student's academic history and overall academic performance. The student's instructors and academic advisor may provide feedback that contributes to the ultimate approval or denial of the student's appeal of academic suspension.

Continuously enrolled students whose appeals of academic suspension are granted will resume their studies on probation.

A student who has discontinued his or her studies for more than one year and who departed the University under academic suspension must appeal his or her suspension before being readmitted. Upon readmission, such students will be subject to the requirements in the catalog in effect at the time of their return.

Dismissal

The University reserves the right at any time to dismiss a student who is unable to meet academic standards or whose continuance in the University is considered to endanger the student's own health or well-being or that of others or who does not observe the social regulations and standards of conduct of the University.

Academic Dishonesty

Academic dishonesty is an exceptionally serious offense to oneself and one's colleagues given that the fabric of a learning community is woven by a bond of trust which assumes that the work to which we affix our names is our own. To act in such a way that compromises this trust is to undermine the contract of good faith on which productive study and the open exchange of ideas is based. Therefore, students wishing to maintain formal membership in the Lindenwood learning community must display the high level of integrity expected of all its members.

According to Lindenwood University Academic Honesty policy, names of students found guilty of cheating, plagiarizing, or deception (including lying) will be sent to the office of the University Associate Provost. A first offense of academic dishonesty may result in a reduced or failing grade on the work/test or failure of the course. Upon a first report of dishonesty, the student is also required to complete an online academic integrity tutorial. A charge for the tutorial will be applied to the student's Business Office account. For undergraduate students, a second offense will lead to failure of the class, and a third offense will result in expulsion from the University. Graduate students will be expelled after a second offense is reported.

Any questions concerning this policy should be directed to the Associate Provost, who maintains a confidential record of academic dishonesty reports. These records are accessible only to the Provost and Associate Provost and are not linked to the student's academic or financial records at the University.

Academic Honors

General Honors

The Lindenwood faculty awards general honors to those undergraduate students who have completed all degree requirements with academic distinction. In order to be eligible for general honors, a student must have completed a minimum of 60 credit hours "in residence" at Lindenwood University. (Transferred credits and experiential learning credits do not count toward "in residence" credit hours.) Students whose Lindenwood cumulative grade point averages fall within the ranges below are eligible for the honors as follows:

- The student who achieves a cumulative grade point average between 3.70 and 3.85 receives the degree cum laude.

- The student whose cumulative grade point average is between 3.86 and 3.93 receives the degree magna cum laude.

- The student who achieves a cumulative grade point average of 3.94 or above receives the degree summa cum laude.

Alpha Sigma Lambda Honor Society

Alpha Sigma Lambda is a premier national honor society that recognizes those senior undergraduate students who have achieved academic excellence while handling other life responsibilities, including family, employment, and

community service. Nominees must have completed eighty-four (84) hours at Lindenwood and maintained a 3.8 cumulative grade point average.

Academic Procedures

Withdrawal (W, WP, WF)

Students may withdraw from a course with any of the following grades: *Withdraw (W), Withdraw Pass (WP), Withdraw Fail (WF)*. A grade of W indicates that the student withdrew from a class with no effect to the student's GPA. A student wishing to withdraw from a class for a grade of W may do so by completing an add/drop form and securing the signature of his or her advisor and course instructor before the appropriate deadline. If the student misses the first withdrawal deadline, a second date, set at the 60% mark of the semester, term, or quarter, marks the deadline to apply for a WP or WF. A grade of WP indicates that a student wishing to withdraw from a class was passing the course at the time of the request to withdraw; a grade of WF indicates that the student was failing the course at the time of the request to withdraw. Neither WP nor WF will affect the student's GPA.

Withdrawing with a Grade of W after Week 1

To withdraw from a course with a grade of W, students must complete, sign, and submit a withdrawal form before the last day to withdraw with a W, with the signature of his/her academic advisor, and, if he/she has attended the course at least once, the signature of the instructor of the course. Students wishing to withdraw from the University altogether must obtain the signatures of the instructors for each course they wish to drop.

Withdrawing with a Grade of WP or WF

Students wishing to withdraw from a course after the deadline to withdraw with a W will receive either a grade of WP (withdraw passing) or WF (withdraw failing). The deadline for WP/WF grades shall be a date for each term as set annually on the Academic Calendar at the 60% mark of the term. Neither grade will affect the student's grade point average.

Late Withdrawals

Late withdrawals will be approved only under extreme, documented circumstances. Requesting a late withdrawal due to a low grade in the class, lack of interest in the subject matter, a different learning style from that of the classroom professor, or a change of major/requirements are not reasons that will be honored.

If a student believes that extraordinary circumstances require withdrawing from a class after the deadline, the student must complete the following steps:

- Write a letter fully specifying the reasons for the withdrawal.

- Gather supporting documentation (physical report, court documents, hospital documents, etc.)

- Meet with the academic advisor who will complete and sign a Late Withdrawal request form.

- Meet with the dean of the school for a signature on the request form.

- Submit the signed form, along with the letter and documentation, to the Associate Provost.

- If approved for a late withdrawal, the student will receive either a WP (withdraw passing) or WF (withdraw failing), depending upon the student's grade at the time of withdrawal.

Notes: (1) In addition, students are not permitted to withdraw from a cluster to attend another cluster if that cluster has already had two class meetings.

(2) A student who is a first responder may elect to withdraw from a course with a grade of W at any time during the semester if documentation is provided verifying that the student's first responder duties were the cause of absences exceeding the number of allowable excused absences. This policy applies to academic withdrawal only.

(3) Calculation of the return of Title IV aid will be based on the last date of attendance for the term. This may result in a balance due to the university for which the student will be responsible.

Appealing Grades

Students who wish to appeal a final grade must first contact the course instructor. If the matter cannot be resolved through the instructor, the student may appeal in writing to the appropriate school dean. If resolution is not reached at that time, the student may appeal in writing to the Associate Provost. An Academic Grievance Committee may be convened to hear a grade appeal before a recommendation is made to the president for review by the president or his designee.

Information concerning these procedures is available through the Associate Provost's Office. Notice of intent to file a grade appeal must be made in writing to the appropriate school dean or Associate Provost within six weeks of receipt of the grade. Changes under this procedure will be made only during the term immediately following the term in which the disputed grade was given.

Lindenwood University shares information from students' formal written complaints with the North Central Association of Colleges and Schools as part of its normal accrediting process. This information is shared in such a manner as to shield all individual identities of complainants. No letters or documents revealing the identities of individual complaints will be shared without the express written permission of the complainants.

Re-Enroll/Stop Out

Stopping Out for One to Three Successive Quarters

A student may take a leave of absence (or stop out) from the program for up to three successive quarters. During such a leave, the student is not enrolled in courses at

Lindenwood; however, the student remains in contact with a Lindenwood faculty advisor. A student who stops out for up to three successive quarters will not be required to complete the readmission process (described below) and may contact his or her academic advisor directly to re-enroll in courses.

Notes: (1) Students who re-enroll in courses after three or fewer successive terms of absence will be subject to the degree requirements outlined in the catalog that was current at the time of the student's original admission to the university.

(2) Lindenwood grants will be reinstated at the time of the student's return to the university only if the student's leave does not exceed three successive quarters.

(3) Students who stop out for four or more successive quarters must be readmitted to the university as described below.

Stopping Out for Four or More Successive Quarters

A quarter student who stops out for one year (four successive quarters) or more must reapply and be readmitted to the university in order to continue a degree program. Such students must submit an application for admission to the Office of Evening and Graduate Admissions, as described below.

Note: (1) Students who stop out for four or more successive quarters will be subject to the degree requirements outlined in the academic catalog that is current at the time of the student's readmission to the university.

(2) Upon the return of any student after an absence of five or more years, a review of the student's previously earned credits toward the degree will be reviewed for approval by the program director.

(3) Any course or courses that must be repeated will be taken as special topics classes, and credit and GPA will count toward graduation.

Readmission

Any student who has not been enrolled in Lindenwood courses for one year (four successive quarters) or more and who wishes to resume his or her coursework must be readmitted to the university. The student must complete a new application for admission online to be submitted to the Office of Evening and Graduate Admissions. (Students who were suspended at the time of departure from the university must also submit a letter of appeal to the Associate Provost.) After review of the application materials, the admissions office will update the student's profile in preparation for the student's return to the University. The student will then be directed to see his or her academic advisor to re-enroll in courses.

Notes: (1) Students applying for readmission are subject to the admission standards current at the time of application.

(2) Readmitted students will be subject to the degree requirements outlined in the academic catalog that is current at the time of readmission.

Re-Enrolling

After Less than One Year Un-enrolled

A student who has been un-enrolled (stopped out) for less than one year (up to three successive quarters) is not required to apply for readmission to the university in order to resume course work. The student should instead meet with his or her academic advisor to discuss re-enrollment.

Note: Students who re-enroll in courses after less than one year of absence will be subject to the degree requirements outlined in the catalog that was current at the time of the student's original admission to the University.

After One or More Years Un-enrolled

After an absence of one year (four successive quarters) or more, a student who has reapplied and been readmitted to the university (as described above) is eligible to re-enroll in Lindenwood courses. After receiving confirmation of readmission, the student should contact his or her academic advisor to re-enroll in courses. Any changes in degree or major requirements between the time of the student's departure and the time of the student's return to Lindenwood will be discussed at this time.

Note: Students who leave Lindenwood University for one year or more will be subject to the degree requirements outlined in the academic catalog that is current at the time of the student's return to the University.

Thesis/Culminating Project Extensions

Registrations for extensions on undergraduate thesis/ culminating projects must be completed by the student each succeeding term after the initial enrollment for his/her thesis/ culminating project. The fee charged will be $50 for each extension. The fee charged for the MFA in Writing thesis extension is $150.

If the student fails to register for a term, he/she will no longer be considered a degree candidate. Should the student wish to resume the thesis/culminating project, he/she must pay the full tuition rate for the thesis/culminating project at the time of re-enrollment. In order to appeal that charge, the student must submit a written request to the Business Office controller including any evidence that would substantiate the appeal.

Transferring Credit

Transferring Credit from U.S. Institutions

Students wishing to transfer credit from a regionally accredited university should submit official transcripts from each university attended to the Office of Admissions. Evaluation of transfer credit will be made by the Registrar. For the evaluation of credit, official transcripts must be sent directly from the U.S. institution to Lindenwood University.

There is no limit on the number of credit hours that may be transferred to Lindenwood. All credit hours accepted in transfer must be from regionally accredited colleges and

universities, except in rare cases. (Students may contact the Lindenwood Dean of Academic Services for a list of non-accredited institutions from which credit is accepted.)

Please note the following terms, condition, and requirements regarding the transfer or credit to Lindenwood University:

- In order to count toward graduation, all transferred credits must be earned at the 10000-level or above. (Remedial courses will not be accepted for transfer by the University.)

- Courses taken between the 10000- and 40000-level for which a passing grade has been earned and that contain content and credit that is similar to or like that of a Lindenwood course will be transferred onto the student's transcript as equivalents of Lindenwood courses and credits. Note that only credit hours will be transferred; grades earned at other colleges will be made available on the student's transcript for advising purposes but not computed into the Lindenwood University GPA.

- Lindenwood deans determine the equivalency of each transferred course relative to the department's respective degree requirements. If the content of a transferred course is unlike any course offered at Lindenwood but within the University's programmatic range of studies, elective course credit may be granted.

- If the transfer credit is unrelated to any Lindenwood program, a maximum of 12 hours of technical credit may be granted. The appropriate department will determine whether and how the evaluated transfer credit may be used to meet major and minor requirements.

- Credits accepted from another institution that correspond to 30000-level or higher Lindenwood courses will be recognized as fulfilling the University requirement that students complete 42-credit hours at or above the 30000-level. Such courses will also count toward the 128 credit hours required for graduation.

- A student transferring to Lindenwood University with a D in a major course or a major course prerequisite may be required to retake the course at Lindenwood University, as dictated by the policies of the department in which the student is completing his or her major. Decisions concerning requirements to retake courses will be left up to the program director or dean who has authority over the major. If a transferred course in which a D is earned is retaken, the transferred course credit will be removed from the transcript.

- Grades of P (pass) will be accepted in transfer and may count for either general education or elective credit.

- If a major or minor course requirement is transferred to Lindenwood with a P (pass) grade, the program director and dean will determine whether the course

will meet the major or minor course requirement or whether the course must be retaken or replaced.

In addition to the terms outlined above, the following criteria must be met in order for students to qualify for graduation:

- A transfer student must take a minimum of 36 hours in residence in order to receive a Lindenwood degree.

- A transfer student must complete a minimum of 50 percent of his or her major at Lindenwood University, but a department or school may require a higher minimum number of hours to be taken at Lindenwood University in the major, minor, concentration, or emphasis area to earn a degree.

Appeals of transfer credit evaluations should be submitted in writing to the Dean of Academic Services. For information about transferring credit for experiential learning or proficiency exam credit, please see the Earning Credits through Experiential Learning, Professional Experience, or Examination (p. 33) section of this catalog.

Transferring Credit from International Institutions

Students with transfer credit from an international institution must submit official transcripts from the international university attended to the Office of International Students and Scholars. The transcripts must be in their original language and must be accompanied by a certified English translation, provided by the student. Applicants should contact WES at www.wes.org for more information about how to have transcripts evaluated. Students should list Lindenwood University as the recipient of the transcript evaluation. WES will also provide a copy of the evaluation directly to the applicant. The applicant should keep this copy for his/her records.

Note: Transfer evaluation companies other than WES are not accepted by the University, and the use of such companies will result in non-acceptance of transfer credit.

The transcript translation documents will not be returned to the student. The transcript and the translation will become part of the student's official file at Lindenwood. If the applicant intends to transfer credits into an undergraduate program, the initial cost for the evaluation will be incurred by the applicant. However, once the applicant obtains a visa and arrives at Lindenwood, the cost of the evaluation will be refunded (up to $160 if the applicant provides the WES payment receipt to the International Student and Scholars Center.) For further information regarding the transfer of international credit, please contact the university Office of International Students and Scholars at international@lindenwood.edu.

Transferring Credit while a Lindenwood Student

A student at Lindenwood who wishes to take courses at another college or university while pursuing a degree at Lindenwood must first obtain permission for the transfer of these courses from his or her academic advisor, the dean of

the school in which that course resides, and the registrar. A Prior Approval form may be obtained from the Office of Academic Services. A student may be allowed to take a course from another school during a term in which the requested course is not offered at Lindenwood. Credits accepted in transfer do not affect the student's grade point average at Lindenwood University.

Note: A student who has satisfied only three semester hours of a cluster with transfer credit must take the cluster. A three semester hour Special Topics course will be substituted for the transferred course. A student who has satisfied six semester hours of a cluster with transfer credit will be permitted to take a single three semester hour course at Lindenwood University or transfer the remaining three semester hours to Lindenwood to complete the cluster.

Graduate Students

Graduate Transfer Credit from another University

Students transferring credit hours from a regionally accredited university must submit official transcripts from each university attended to the Office of Evening and Graduate Admissions along with the application for admission. All hours accepted in transfer must be from regionally accredited colleges and universities. In order to count towards graduation, all graduate credit hours must be 50000 level or above and must be in the same subject area. If courses have the same title, contain similar or like content and have a grade of "B" or above, they may transfer in as equivalents of Lindenwood course credit. Grades of "C" or below will not transfer into any graduate program. A maximum of nine credit hours of graduate credit will transfer to a graduate program. All transfer credit is subject to approval by the program director and the dean.

Transferring To/From Graduate Programs between Schools at Lindenwood University

Some quarter-term students, after taking one or more clusters, may decide to transfer into another School within Lindenwood University to earn their graduate degree. When this occurs, students may be able to transfer nine credit hours from their first graduate degree program toward their new graduate degree program. Approval of transfer credit is at the discretion of the program director or department chair of the receiving School. The same nine credit hour rule applies to graduate credit transferred into the School of Accelerated Degree Programs from another School within Lindenwood University.

Earning Credits through Experiential Learning or Professional Experience

Experiential Learning

For some students, professional experience or life experience may be accepted as university credit and be recorded as such onto the student's Lindenwood transcript. Credit earned in this fashion is referred to as credit for *experiential learning*.

The following skills or experiences may be considered equivalent to university credit for purposes of receiving experiential learning credit:

- Professional skills acquired on the job
- Participation in business seminars
- Experience in community affairs
- Professional training in particular fields
- Non-credit-bearing coursework that contain academic content.

Notes: (1) Credit is awarded only for university-level knowledge and the learning gained from the experience. Experiential learning credit is not granted for non-university level learning, having completed routine professional tasks, having acquired outdated or forgotten knowledge, or for private experiences.

(2) Limits for experiential credits earned may be imposed on the acquisition of such credit for certain technical skills and specialties.

(3) Credit is not given for learning that duplicates a university course the student has already taken.

Students may request to receive up to 27 hours of credit for experiential learning, depending on the requirements of their degree programs. The total number of credit hours awarded for experiential learning may vary according to the time spent on particular activities and the nature of the learning experience.

Students may satisfy some of the requirements for their majors through experiential learning credit; however, at least 50 percent of all coursework toward the major must be taken at Lindenwood University.

Note: Lindenwood cannot guarantee the way in which any other university might interpret transfer credit earned from the Experiential Learning Credit program.

Experiential Learning Not Requiring a Portfolio

Students having the experience or credentials below may apply for experiential learning credit without submitting an additional portfolio of supporting documentation. (Any documentation that is required for the final approval of credit is listed along with each item below.) The application for University credit for the following credentials will be evaluated upon presentation of proof of the required certification or transcripts.

The American Council on Education (ACE): Lindenwood University accepts the recommendations for credit as set by (ACE). To earn experiential learning credit, the student must provide the ACE transcript or certificate verifying that the experience or training is or has been recognized by ACE.

- Registered nurse (RN): Up to 12 hours of credit may be awarded. Official transcript from a school of nursing and RN program required.

- Licensed practical nurse (LPN): Up to 6 hours of credit may be awarded. Official transcript from an LPN program required.

- Medical Laboratory Technician (MLT) or Radiologic Technician: Official transcript from accredited school of MLT or school of radiology and completion of an accredited course of medical laboratory required.

- Emergency Medical Technician (EMT-B): Up to 12 credit hours may be awarded for the completion of training and certification for EMT. Student must present official current license.

- Paramedic (EMT-P): Up to 39 credit hours may be awarded for the completion of the training and certification for the EMT-P paramedic. Student must present official current license.

- Respiratory Therapist (RT): Up to 12 hours of credit may be awarded for the completion of training and certification in respiratory therapy. Official transcript from accredited school of RT required.

- St. Louis or St. Charles Police Academies: Up to 15 hours of credit may be awarded to graduates of the St. Louis or St. Charles Police Academies. Copy of certification or official transcript required.

- Real estate sales license: Up to 3 hours of credit may be awarded. Copy of license required.

- Real estate broker's license: Up to 3 hours of credit may be awarded. Copy of license required.

- Life insurance license (completion or training) and certification for life insurance licensure: Up to 3 hours of credit may be awarded. Students may be eligible for an additional three credit hours in an area of specialization. Copy of license required.

- Stockbroker's license completion of training and certification for a stockbroker's license (series 6 or 7): Up to 6 hours of credit may be awarded. Copy of completion certificate required.

- Certified legal assistant: Up to 24 hours of credit may be awarded. Copy of certificate required.

- Certified professional secretary in selected business and economic areas: Up to 14 hours of credit may be awarded. Copy of completion certificate required.

- YMCA leadership development courses: Up to 5 hours credit hours may be awarded. Submission of YMCA transcript required.

Training courses offered by specific companies or corporations may also be awarded credit for experiential learning. For a list of these companies and eligible courses, check with the Registrar or the experiential learning coordinator.

The fee for posting to a Lindenwood transcript experiential learning credit for having any of the certifications, licenses, or credentials listed above is $90 per credit hour. Credit will not be applied to the transcript until the fees are paid.

The following organizations have agreements with the University that permit for the application of experiential learning credit as follows:

- Boeing: Boeing employees who have completed Boeing's V.I.P. or Learning Together Program courses may be eligible to have such experience posted to a Lindenwood transcript for credit for a fee of $25. A maximum of up to 12 credit hours may be transcribed onto the student's Lindenwood transcript for these experiences. A copy of a certificate of completion of either of the Boeing programs is required.

- Center for Financial Training: Lindenwood University agrees to provide direct transfer credit for designated college-level coursework offered by the Center for Financial Training (CFT) at no charge. A complete listing of CFT course equivalences and acceptable transfer credit may be obtained from the Registrar's Office or the experiential learning coordinator. CFT credits are treated like transfer credits from any accredited college or university.

- Military Service: Students seeking an experiential learning award for military experience, formal courses taken in the military, or for proficiency in a military occupational specialty (MOS) must provide official military records. Military credits are posted to a student's transcript at no charge, based on the recommendations of the American Council of Education. For credit derived from military experience or from formal courses taken through the military, veterans should submit a DD Form 95, DD Form 214, AARTS and/or SMARTS transcripts, depending on the branch of the military, or a transcript of in-service training.

Experiential Learning Requiring a Portfolio

If the student does not have one of the professional credentials listed on these pages or does not have credit from a course that is specifically listed as being accepted for experiential learning credit, that student may be required to create a portfolio in order to earn university credit for his or her experience before that credit is posted to the student's Lindenwood transcript.

The portfolio must validate the student's experience by providing proof (by certificate, diploma, syllabi, letters of testimony, and/or samples of work accomplished) that such experience led to university-level knowledge. An essay describing the knowledge gained in the learning experience must accompany all other documentation provided.

The experiential learning coordinator will help the student develop a portfolio. The coordinator will identify potential experiences that may be posted to the student's transcript

as university credit and discuss the organization of the portfolio with the student.

Students wishing to receive experiential learning credit in their majors must apply for this credit before taking courses in their majors. Once the portfolio has been approved, the student will be charged a portfolio fee of $300 and $90 per credit hour. Credit will not be applied to the transcript until payment is received. Financial aid may be applied to experiential learning, but the student must be enrolled in classes at the time the request for funding is made.

Earning Credit by Examination

External Examination (CLEP or DANTES)

Students may earn up to 27 hours of undergraduate credit by successfully completing a College Level Examination Program (CLEP) exam or a DANTES standardized test. Credit is granted for these exams based upon the scoring recommendations set by the College Board Assessment Program.

Students with CLEP or DANTES credit should consult with the Lindenwood registrar to determine whether their achievement on the exam(s) qualify them to earn university credit.

Notes: (1) Students may not use CLEP or DANTES credit in the place of the following requirements or courses: student teaching, internships, studio courses, laboratory courses, or private music lessons.

(2) Students may not receive credit for courses they have previously audited or attended unofficially.

(3) CLEP credit will not be awarded to non-native English speaking students who complete a CLEP exam in their native language.

(4) Lindenwood University does not currently administer College Board Examinations; the student must arrange to have test results sent directly to Lindenwood for evaluation.

Students who pass a CLEP/DANTES proficiency examination have two options when applying for credit. The student may request that the test score be used to waive an equivalent course at the University. In this case, no credit is awarded to the student, and no credit is posted on the student's transcript. A waived course applies no credit toward graduation. (A note will appear on the student's transcript for advising purposes, indicating that a course has been waived.) There is no additional cost for a course to be waived.

Alternatively, the student may request that the exam score be posted to his or her transcript as university credit, for a fee of $90 per credit hour. In this case, the credit applies toward the total number of credit hours required for graduation and becomes equivalent to a course taken at Lindenwood.

Notes: (1) This fee is subject to change. Please consult the fee schedule for current rates.

(2) The charge for the posting of credit for a proficiency examination is a flat rate. It may not be included in the student's full-time tuition or any other enrollment charge nor will the student be charged an overload fee.

Internal Examination

In addition to the standardized CLEP/DANTES exams described above, students may seek credit for (or waiver of) university coursework by means of taking and passing internally administered proficiency exams. Students should approach their respective departments to learn more about the proficiency exams that have been created for this purpose within their schools. As in the case of CLEP/DANTES credit, a student who passes an internally administered proficiency exam may (1) request to have the course waived, in which case, no credit will be granted or (2) request credit for the exam and have the appropriate credit posted to his or her transcript, for a fee of $90 per credit hour. In this case, the student's cumulative grade point average is not affected in this case because only credit (no grade) is recorded for a course completed in this manner.

Double Major/Second Bachelor's Degree/Second Bachelor's Major

It is possible for a student to earn more than one undergraduate baccalaureate degree type from Lindenwood University. These degrees may be pursued either simultaneously or sequentially. They may be earned in the same school or in two or more schools of the University.

Degree types offered at Lindenwood include BA, BFA, BS, and BSW. A student may earn a given degree type, only once. For example a student may not earn more than one (BA) or (BS), etc. if he or she pursues majors leading towards the same degree type. (See information on double major) A student may earn degrees of different types. For example a student may earn a BA and a BS or a BA and a BFA if he or she pursues different majors leading toward each degree type. Students may earn any combination of degree types.

Pursuing Two Bachelor's Degrees or a Double Major Simultaneously, No break in attendance

Double Major

If a student simultaneously completes the requirements of two majors leading towards the same degree type, the student will earn one degree, and both majors will be noted on the student's transcript. The student must complete the core requirements for both majors in addition to the general education requirements for the degree earned. (Refer to General Education Requirements by degree.)

Second Bachelor's Degree

If a student simultaneously completes the requirements of majors leading towards degrees of different type, the

student will earn two degrees with each major noted under the appropriate degree on the student's transcript. The student must complete the core requirements of each major in addition to the general education requirements of the combined degrees. (Refer to General Education Requirements by degree.)

Pursuing a Second Bachelor's Degree or Second Bachelor's Major Sequentially, After readmission

Second Bachelor's Degree

A student who has previously earned a baccalaureate degree from Lindenwood University may return to earn a second bachelor's degree if he or she is seeking a major leading to a degree type not previously earned at Lindenwood University. The student must complete the core requirements of the major in addition to the general education requirements of the degree type not previously earned. Upon completion of all requirements, the second degree and major will be added to the student's transcript. The student will receive a new diploma listing the degree and major earned.

Second Bachelor's Major

A student who has previously earned a baccalaureate degree from Lindenwood University may return to earn a second bachelor's degree if he or she is seeking a major leading to the same degree type previously earned at Lindenwood University. The student must complete the core requirements of the second major. Upon completion of all requirements, the second major will be added to the student's transcript with the notation "Second Bachelor's Major." The student will not receive a new diploma as no new degree type has been earned.

Academic Services

Grade Reports

Grade reports are issued to all students at the end of each term and may be accessed through the student portal. Deficient (D) and Failing (F) warning notices are sent to undergraduate students, their advisors, and the appropriate academic dean at the midterm period. Cumulative records are maintained for each student on individual transcripts. Lindenwood University employs an integrated database system called CAMS. Grade cards are available through the student portals, as are transcripts, class schedules, and information about the business office statements and financial aid. Because grade reports are available online to all students, Lindenwood University no longer mails reports to students. If a student needs a copy of his/her grades for work reimbursement, a copy of his/her grades can be printed by the student from his/her portal and submitted for reimbursement. If the student's employer will not accept the printed copy, the student should submit a written request to the Dean of Academic Services (academicservices@lindenwood.edu) and a copy will be sent to the employer. The request must include the mailing address to which the report should be sent, student ID,

term for which grades are requested, signature of the student making the request, and a call back number. The request can be faxed to (636) 949-4776. If students have any questions about their Lionmail accounts or their student portals, they can contact CAMSSupport@lindenwood.edu.

Requesting Transcripts

A request for a transcript should be made either on a Transcript Request Form or by letter to the Office of Academic Services, including name, student ID number, dates of attendance, and current address. Normal processing time for transcripts is three days. Students may also request a transcript online by accessing the Lindenwood University website and completing the Transcript Request Form located under *Academics* on the University website. A fee of $5 is charged for each transcript requested.

Requests for official transcripts of the academic record will not be filled until authorization has been received in writing from the individual student.

A transcript will not be issued when the student is delinquent in payment of tuition or fees, has not returned library books, or when there are other unfulfilled obligations to the University. Students will be given 30 days after a transcript request has been made to clear any outstanding balance with the Business Office. After 30 days, it will be the student's responsibility to submit a new request for transcript.

Note: All information in each student's University record is considered confidential and is issued only to authorized individuals.

The Family Educational Rights and Privacy Act

In conformance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), Lindenwood University has established a system to ensure that students have complete access to their educational records and the right to challenge information they believe to be inaccurate or misleading. Information about these procedures can be obtained from the Office of Academic Services. Unless specifically prohibited by the student, Lindenwood University may release "Directory Information" at its discretion for government-mandated reporting, news releases, and other purposes that it believes serve the student's interest. This includes:

- Full name
- Local and home addresses
- Local and home telephone numbers
- Email address
- Date and place of birth
- Most recent educational institution attended
- Enrollment status

- Class level

- Dates of attendance

- Degrees, awards, and honors received

- Participation in officially recognized activities and sports

- Weight and height of athletic team members

- Photographs

Students may withhold information from some of these disclosure requests by notifying the office of academic services in writing the first week of each term. All written requests for non-disclosure will be honored by the university for only one term; therefore, authorization to withhold student information must be filed during each term of attendance. Students have a right to voice any concerns with the U.S. Department of Education.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within Lindenwood University system whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Definitions:

- A "school official" is not defined in the statute or regulations, Lindenwood University interprets the term to include parties such as: professors; instructors; administrators; health staff; counselors; attorneys; clerical staff; board members; members of committees and disciplinary boards; and a contractor, volunteer or

other party to whom the school has outsourced institutional services or functions.

- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

UNDERGRADUATE PROGRAMS

The School of Accelerated Degree Programs awards 12 undergraduate degrees, including the following degrees:

Bachelor of Arts

1. Communications
2. Communications, Mass Communications Emphasis
3. Communications, Corporate Communications Emphasis
4. Liberal Studies

Bachelor of Science

1. Business Administration
2. Business Systems Development
3. Criminal Justice
4. Cyber Security
5. Health Management
6. Human Resource Management
7. Information Technology
8. Virtualization and Cloud Computing

Introduction to the School of Accelerated Degree Programs: Undergraduate Students

The School of Accelerated Degree Programs is an accelerated program in which students combine extensive self-directed study with a once-per-week class meeting earning nine semester hours of university credit in twelve weeks. Because of the accelerated format, students can expect a minimum of twenty hours of out-of-class work per week. The program serves to merge academic goals with practical knowledge applicable to the student's workplace.

The goal of the adult-centered program is to establish the habit of lifelong learning beyond degree completion. Upon entry, each student is assigned an academic advisor to guide the student to graduation. The student-advisor link remains critical throughout a student's academic career. Therefore students are required to required to contact their faculty advisors on a quarterly basis.

The Cluster

Central to the theory and practice of adult education is the ideal of the synthesis of knowledge. The School of Accelerated Degree Programs seeks to achieve this goal through the construct of the cluster. Clusters are comprised of a faculty member and approximately 12 to 14 students who meet for four hours weekly during an evening or weekend. Each student is enrolled in a group of three related subject area courses, called a cluster, that are, in many cases, integrated into one seminar. Three semester

hours of credit are awarded for successful completion of each course in the cluster for a total of nine semester hours per cluster. Students pursuing a bachelor of science degree must enroll in a one-hour lab in conjunction with the science cluster. The cluster provides students with an opportunity to explore basic subject areas beyond the confines of a single discipline.

These cluster group meetings provide a collegial environment in which students present their work and share their learning. A major objective of this format is the development of knowledge synthesis, so students can expect their learning to be measured in a variety of ways: written and oral presentation, class discussion, research papers, group projects, and traditional testing. However, as is true of most higher-education programs, each professor determines how students are to be assessed and graded; therefore, tests and quizzes may be used to supplement papers and presentations as assessments of student mastery.

Due to the accelerated nature of the cluster (program), the rewriting of papers or the assigning of extra credit homework to improve a grade, or grades, is not permitted.

Student Enrollment Process

Once students enroll in the School of Accelerated Degree Programs through the admissions office, a faculty advisor is assigned. Students are required to meet in person with their advisor for enrollment in their second cluster in the program, as well as for enrollment in their final cluster in the program, which serves as their exit interview. During the remainder of their time in the program, students have the option to either (1) meet in person with their advisor for enrollment, or (2) contact their advisor by email or by telephone for enrollment. This contact must occur each quarter during the student's appropriate registration week according to academic rank. During this advisor contact time, the advisor discusses degree and enrollment options and opens the student's portal for online registration. Students will then register themselves for classes through their student portal. Once the initial enrollment is completed, the faculty advisor closes the student portal. If a student decides after the initial enrollment to make a schedule change or withdraw from classes, the student must contact the advisor again, who will open the student's portal for the enrollment change. It is the responsibility of the student to schedule this contact time with the advisor and to complete the enrollment process each quarter.

Earning a Bachelor's Degree

Requisite Study in the Major

Requirements vary, but at least 54 semester hours in the major area are necessary for most degree programs, at least 50 percent of which (three clusters) must be taken at

Lindenwood University. Some majors require prescribed areas of study to be covered. In other majors, requirements are more flexible and the program of study is developed by the student in consultation with the faculty advisor.

Special Topics Courses/Numbers

Special topics courses/numbers, listed in the catalog, are designated for use as substitute classes for those who have taken, through transfer credit, one part of a nine-hour cluster. A special topics course may be taken only in conjunction with a cluster and is not used as a separate course or tutorial. Special topics numbered courses may not be used to extend the cluster for three extra hours beyond the nine-hour cluster; the student may not take a 12-hour cluster. In cases in which the student needs one more hour to graduate, the faculty advisor may approve a student to enroll in a one credit hour special topics independent study along with a cluster.

Graduation Requirements

In addition to completing the work necessary to qualify for a baccalaureate degree, the student must meet the School of Accelerated Degree Programs, graduation requirements within the scope of the specific degree program designed with the help of the faculty advisor. The following are the overall requirements for graduation with a baccalaureate degree:

1. Successful completion of at least 128 semester hours.

2. Successful completion of the general education requirements.

3. Completion and approval of the culminating project or the capstone course.

4. Completion of the last 36 semester hours of study within the Lindenwood University system.

5. Forty two (42) semester hours of upper division courses, numbered 30000 or above.

6. Completion of at least 50 percent of the courses required for the major within the Lindenwood University system.

7. A minimum cumulative grade point average of 2.0 in all courses taken within the Lindenwood University system, as well as in the student's major.

Preparing for Graduation

Students are responsible for tracking their own academic progress and eligibility for graduation. Specifically, each student must track his/her own progress through a degree program by maintaining a checklist of all requirements. The academic advisor will confirm that all degree requirements have been met; however, the student is ultimately responsible for tracking his/her own progress through the program and meeting all requirements for graduation. Only the Provost and the Registrar have the authority to certify that all requirements for graduation

have been fulfilled and post a notification of degree completion on a student's transcript.

In addition to tracking their own progress through academic programs, students must submit an Application for Degree. The application must be signed by the student and the student's academic advisor and be submitted to the Office of Academic Services. Failure to submit an application by the appropriate deadline may postpone the posting of the student's degree.

The application deadlines are as follows:

Students graduating in	Must apply by
March	Dec 30 of previous year
May	Dec 30 of previous year
June	Dec 30 of previous year
August	February 28 of the same year
September	March 30 of the same year
October	March 30 of the same year
December	March 30 of the same year

GENERAL EDUCATION REQUIREMENTS

Lindenwood University offers both Bachelor of Arts and Bachelor of Science degrees, depending on the major selected. The BA and the BS differ in three areas of the general education requirements: natural science, mathematics, and cross cultural studies. The notes following the descriptions of these clusters explain that difference. All other general education requirements and clusters remain the same for both the BA and the BS degrees. Clusters, transfer credits, or CLEP (College Level Examination Program) credit may be used to fulfill General education requirements. The following clusters will satisfy these requirements.

Note: A placement test is required to enroll in the Communications cluster. Students who do not pass the placement test must enroll in ICM 05000 Foundations of Effective Writing (3).

Clusters

I. Communications Cluster (9) GE1

In order to advance beyond the Communications Cluster, a student must meet the criteria set by the communications faculty by earning a "C" or above in Communications I, Communications II, and a passing grade in Introduction to Literature. Students who do not meet these standards must repeat the cluster. Grades earned when repeating the cluster will replace previously earned grades.

ICM 10100	Communications I
ICM 10200	Communications II
ICM 20000	Introduction to Literature

Note: The Communications cluster is required of all undergraduate students and may not be met through transfer or experiential learning credits.

II. Cross Cultural Cluster (9) GE2

The Cross Cultural Cluster is required for all Bachelor of Arts degrees. The Bachelor of Science degrees require an approved course in world history but do not require the focus courses. IHS 10100 is part of the Cross Cultural Cluster and cannot be taken alone as a three credit hour course. Students pursuing the Bachelor of Science degree may take the entire Cross Cultural Cluster if they also need elective credits.

IHS 10100	20th Century World History

Plus six credit hours of Focus Courses selected from the following pairs:

Pair 1:

ICL 32000	Chinese Art and Culture
ICL 32100	Issues in Modern China

Pair 2:

ICL 33000	Japanese Art and Culture
ICL 33100	Issues in Modern Japan

Pair 3:

ICL 31200	History of Russia II
ICL 33700	Russian Authors

Pair 4:

ICL 21000	Native American Indians
ICL 25000	Myth and Civilization

Pair 5:

ICL 36100	Art and Culture of Latin America
ICL 36200	Issues in Modern Latin America

Pair 6:

IPS 30000	Comparative Analysis
IRL 15000	World Religions

Note: In special circumstances and with the permission of faculty advisor, ICL 29400 Special Topics in Cross Cultural (1 - 3) may substitute for one of the above courses.

III. Humanities Cluster (9) GE7

IPH 10000	Survey of Philosophy
IEN 20100	World Literature I
IRT 21000	Concepts of Visual Arts

Note: In special circumstances and with the permission of faculty advisor, IEN 29300 Special Topics in Humanities (1- 3) may substitute for one of the above courses.

IV. Math Cluster (9) GE4

IMH 13200	Quantitative Management Applications
IMH 14100	Basic Statistics
IMH 22000	Research Design and Methodology

Notes: (1) Requires either passing the Math Placement exam with a score of 70% or better, or completion of IMH 13200 with a grade of "C" or better.

(2) The general education mathematics requirement for the BA is for one course at the level of MTH 12100 or higher. The requirements for the BS is for two courses at the level of MTH 12100 or higher.* A student with approved transfer credit needs a minimum of six semester hours of credit from those classes.

(3) Some majors have special requirements as noted in the description of those majors. All business administration, human resource management, and health management majors must take statistics, even if they have transferred in more than one course at the level of MTH 15100 or above. The Math/Statistics Cluster satisfies the general education requirements for all majors.

V. Natural Science Cluster (9) GE5

INS 10500	Chemistry in Society
INS 11400	Principles in Environmental Biology
INS 21400	Ethical Problems in Science

Natural Science Lab

INS 11500	Environmental Biology Laboratory

Notes: (1) The Natural Science Lab must be taken concurrently with the Natural Science Cluster. It is taught on a different night of the week than the cluster Prerequisite: IMH 13200; IMH 14200; IMH 22000 or IMH 11000; IMH 14000; IMH 21000.

(2) The natural science requirement for the Bachelor of Arts degree is for two courses, one of which has an accompanying lab. The courses must come from two distinct sciences: earth, physical, or biological. The Natural Science Cluster without the lab also satisfies the BA requirement.

(3)The natural science requirement for the Bachelor of Science degree is for three courses, one of which has an accompanying lab. The courses must come from two distinct sciences: earth, physical, or biological. The Natural Science Cluster taken concurrently with INS 11500 satisfies the BS requirement.

VI. Social Sciences Cluster (9) GE6

IPY 10000	Principles of Psychology
ISC 10200	Basic Concepts of Sociology
IPS 15500	American Government: The Nation

Note: In special circumstances and with the permission of faculty advisor, ISS 29300 Special Topics in Social Sciences (1 - 3) may substitute for one of the above courses.

BUSINESS ADMINISTRATION, BS

The Bachelor of Science in Business Administration prepares students to become managers of business and nonprofit organizations and enhances their knowledge of business topics if already employed in a management capacity. The intent of the program is to expand business skills and to provide students with a strong liberal arts and professional business background. All undergraduate degree programs contain core requirements in the liberal arts. This is particularly important to the manager because it provides the opportunity to develop cultural, human, and theoretical understandings essential for successful business interactions and effective community leadership.

Throughout their studies, students gain practice in management techniques as they learn to write concise papers, make small group presentations, practice effective time management, and communicate with fellow student professionals. The business administration major requires 57 semester hours in the area of business administration as listed in the core curriculum. The business administration major also requires either the completion of the mathematics cluster or appropriate transfer credit for the general education mathematics requirement. Transfer credit must include statistics. Either college algebra or an approved quantitative methods for business course will complete the general education mathematics requirement.

Core Curriculum

Clusters are listed in the recommended sequence.

Accounting/Finance Cluster (9) BA1

IBA 21010	Principles of Financial Accounting
IBA 21011	Principles of Managerial Accounting
IBA 32000	Principles of Finance

Prerequisites: IMH 13200, IMH 14100, IMH 22000

Note: In special circumstances and with the permission of faculty advisor, IBA 41090 Special Topics in Accounting (1-3) and/or IBA 42090 Special Topics in Finance (1-3) may substitute for one of the above courses.

Economics Cluster (9) BA2

IBA 23011	Principles of Microeconomics
IBA 23012	Principles of Macroeconomics
IBA 48040	International Economics

Prerequisites: IMH 13200, IMH 14100, IMH 22000

Note: In special circumstances and with the permission of faculty advisor, IBA 43090 Special Topics in Economics (1-3) may substitute for one of the above courses.

Management Information Systems Cluster (9) BA13

IBA 24000	Introduction to Information Systems
IBA 36043	Introduction to Operations Management
IBA 36500	Microcomputer Applications in Business

Prerequisites: IMH 13200, IMH 14100, IMH 22000

Management Cluster (9) BA3

IBA 36032	Principles of Management
IBA 36510	Human Resource Management
IBA 46050	Managerial Ethics

Note: In special circumstances and with the permission of faculty advisor, IBA 46090 Special Topics in Management (1-3) may substitute for one of the above courses.

Marketing Cluster (9) BA4

IBA 35010	Principles of Marketing
IBA 45080	Marketing Management
IBA 48010	International Marketing

Note: In special circumstances and with the permission of faculty advisor, IBA 45090 Special Topics in Marketing (1-3) may substitute for one of the above courses.

Consumer Finance/Business Law Cluster (9) BA5

IBA 32020	Investments
IBA 32030	Consumer Finance
IBA 36061	Business Law

Prerequisites: IMH 13200, IMH 14100, IMH 22000

Note: In special circumstances and with the permission of faculty advisor, IBA 47900 Special Topics in Investments (1-3) and/or IBA 46900 Cases in Business/Law (1-3) may substitute for one of the above courses.

Capstone

In addition, the student must complete:

IBA 48900	Business Administration Capstone

Students may choose to complete the optional Business Administration Internship for elective credit:

IBA 45000	Business Administration Internship

BUSINESS SYSTEMS DEVELOPMENT, BS

The Bachelor of Science in Business Systems Development provides a wide range of courses for students interested in careers as computer systems analysts. Computer systems analysts study an organization's current computer systems and procedures and design information systems solutions to help the organization operate more efficiently and effectively. They bring business and information technology (IT) together by understanding the needs and limitations of both. Classes are taught by experienced professionals in the various areas. The Bachelor of Science in Business Systems Development requires 57-semester hours of credit in the major beyond the general education requirements. The student will work with a faculty advisor to determine an appropriate sequence of courses from the following lists of nine credit hour clusters and individual three semester hour courses.

Core Curriculum

Introduction to Programming Cluster

IIT 21500	Programming Logic and Design
IIT 21600	Introduction to Game Programming
IIT 21700	Introduction to Business Programming

Web Design Cluster (9) IT5

IIT 37700	Fundamentals of HTML
IIT 37800	Applications in Web Development
IIT 37900	Applications in Website Publishing

Prerequisite: IIT 21500, IIT 21600, IIT 21700

Advanced Web Design Cluster (9) IT6

IIT 47700	Fundamentals of User Interface Design
IIT 47800	Object-Oriented Web Development
IIT 47900	Multi-Tiered Web Programming

Prerequisites: IIT 37700, IIT 37800, IIT 37900, or equivalent experience.

Database Analysis and Design Cluster (9) IT

IIT 35100	Database Analysis and Design Concepts
IIT 45200	Database Application Implementation
IIT 45300	Database Project Implementation

Language Courses

Select three from the following options:

IIT 34020	Mobile Applications Programming
IIT 34030	Java Programming
IIT 34040	C++ Programming
IIT 34050	C# Programming

Project Management Cluster (9) IT8

IIT 33100	Project Cost and Schedule Estimating
IIT 43200	Project Management Process
IIT 43300	Cost and Scheduling Applications

Recommended as last cluster.

Capstone

| IIT 48900 | Information Technology Capstone |

Prerequisite: completion of 54 credit hours in major or permission of the director.

COMMUNICATIONS, BA

The Bachelor of Arts in Communications provides students with broad-based knowledge and pragmatic skills. Classes are taught by experienced communications professionals and include a wide range of offerings in both the corporate and mass communication fields. Students majoring in communications pursue individualized degrees, designed in consultation with a faculty advisor, consisting of a sequence of courses consistent with their particular interests and needs. All degree programs must include at least 45 credit hours of course work in the major plus a three-credit Capstone course or a one-credit hour Culminating Project.

All majors are required to take Foundation Studies in Communications (ICM 40000, ICM 40500, ICM 40600). This cluster introduces students to the areas of study within the communication discipline, ranging from interpersonal, organizational, public relations, intercultural to mass media. The Foundations cluster is recommended as the first cluster in the major.

In their final term of study, communications majors are required to take either the Capstone course (ICM 48900) or the Culminating Project (ICU 48900). ICM 48900 Communication Capstone is offered as a traditional classroom course. The capstone project is developed, presented, and assessed within the course. ICU 48900 Culminating Project is a written or media production project done as an independent study under the supervision of the Faculty Advisor. A proposal is required and needs approval from the Communications Program Director to be eligible for the Culminating Project option. Students need to request the Culminating Project Directive and Proposal Guide and submit the proposal in the quarter prior to enrolling for the option.

A communications major may apply for a degree in communications with an emphasis in mass communication or corporate communications if he or she has at least 27 semester hours of coursework in the declared emphasis. Pursuing an emphasis is an option, not a requirement.

Mass Communications Emphasis

Foundation Studies in Communication Cluster (9) CO6

ICM 40000	Historical Development and Trends in Communication
ICM 40500	Media and Society (Ethics and the Media)
ICM 40600	Theories of Communication

Desktop Publishing Cluster (9) CO4

ICM 30900	Desktop Publishing in the Workplace
ICM 44500	Information Systems Projects
ICM 46300	Computer Based Graphics

Elective Category A

Select one of the following clusters:

Documentary Expression Cluster (9) CO5

ICM 37200	Documentary Film and Video
ICM 37300	Photojournalism
ICM 37500	Documentary Journalism

Visual Communications Cluster (9) CO12

ICM 43100	Design-Visual Communication
ICM 43200	Color Theory and Applications
ICM 43300	20th Century Art Applications

Elective Category B

Select one of the following clusters:

Television Production Cluster (9) CO10

ICM 25600	Production for Television
ICM 35800	Writing for Television
ICM 35900	Production Management

Web Design Cluster (9) IT5

IIT 37700	Fundamentals of HTML
IIT 37800	Applications in Web Development
IIT 37900	Applications in Website Publishing

Prerequisite: IIT 21500, IIT 21600, IIT 21700

Elective Category C

Select one of the following clusters:

Advanced Television Production Cluster (9) CO11

ICM 47400	Advanced Television Production
ICM 47600	Advanced Television Directing
ICM 47700	Advanced Television Editing

Advanced Web Design Cluster (9) IT6

IIT 47700	Fundamentals of User Interface Design
IIT 47800	Object-Oriented Web Development
IIT 47900	Multi-Tiered Web Programming

Prerequisites: IIT 37700, IIT 37800, IIT 37900, or equivalent experience.

Project Management Cluster (9) IT8

IIT 33100	Project Cost and Schedule Estimating
IIT 43200	Project Management Process
IIT 43300	Cost and Scheduling Applications

Prerequisite: Math cluster

Creative Non-Fiction Cluster (9) CO1

ICM 45500	Literary Feature Writing
ICM 45600	Memoir and the Personal Essay
ICM 45700	Studies in Creative Non-Fiction

Or another cluster from Elective Category A or B.

Required Capstone or Culminating Project

All communication majors must complete either:

ICM 48900	Communications Capstone
ICU 48900	Culminating Project

Corporate Communications Emphasis

Foundation Studies in Communication Cluster (9) CO6

ICM 40000	Historical Development and Trends in Communication
ICM 40500	Media and Society (Ethics and the Media)
ICM 40600	Theories of Communication

Promotional Mix Cluster (9) CO8

ICM 35000	Principles of Advertising
ICM 38900	Public Relations and Promotions
ICM 39000	Promotion Management

Public Relations Cluster (9) CO9

ICM 44100	Group Communications
ICM 44200	PR Ethics
ICM 44300	PR Research and Planning

Elective Category A

Select one of the following clusters:

Desktop Publishing Cluster (9) CO4

ICM 30900	Desktop Publishing in the Workplace
ICM 44500	Information Systems Projects
ICM 46300	Computer Based Graphics

Organizational Communication Cluster (9) CO7

ICM 46000	Organizational Communication Theory
ICM 46100	Communications Process Analysis
ICM 46200	Practical Applications of Communication Processes

Elective Category B

Select one of the following clusters:

Managerial Issues Cluster (9) HR2

IHR 33400	Gender Issues in Management
IHR 33600	Implementing and Managing Diversity
IHR 36000	Adult Learning Processes

Group Dynamics Cluster (9) HR4

IHR 37000	Group Dynamics
IHR 37100	Conflict Resolution
IHR 41000	Labor Economics and Industrial Relations

Staff Development/Information Systems Cluster (9) HR1

IHR 36081	Career/Staff Development
IHR 36300	Human Resource Information Systems
IHR 36530	Employee Training and Development

Marketing Cluster (9) BA4

IBA 35010	Principles of Marketing
IBA 45080	Marketing Management
IBA 48010	International Marketing

Project Management Cluster (9) IT8

IIT 33100	Project Cost and Schedule Estimating
IIT 43200	Project Management Process
IIT 43300	Cost and Scheduling Applications

Prerequisites: IMH 13200, IMH 14100, IMH 22000

Required Capstone or Culminating Project

All communications majors must complete either:

ICM 48900	Communications Capstone
ICU 48900	Culminating Project

Note: In special circumstances and with the permission of the Program Director, ICM 49500 (1-3) may substitute in one of the above clusters.

HEALTH MANAGEMENT, BS

The Bachelor of Science in Health Management prepares students for management positions in a variety of healthcare environments, including but not limited to, hospitals, ambulatory care, long-term care, health promotion/wellness, or community care organizations. The program is based upon curriculum content recommended by the Accrediting Commission on Education for Health Services Administration. The intent of the program is to expand upon existing skills and to give the student a strong liberal arts and professional health and business background. Students majoring in health management will complete the general education requirements, 54-semester hours of core requirements (listed below), and a capstone course. The health management major also requires either the completion of the mathematics cluster or appropriate transfer credit for the general education mathematics requirement. Transfer credit must include statistics. Either college algebra or an approved quantitative methods for business course will complete the general education mathematics requirement.

Core Curriculum

Accounting Cluster (9) BA1

IBA 21010	Principles of Financial Accounting
IBA 21011	Principles of Managerial Accounting
IBA 32000	Principles of Finance

Prerequisites: IMH 13200, IMH 14100, IMH 22000

Management Information Systems Cluster (9) BA13

IBA 24000	Introduction to Information Systems
IBA 33400	Introduction to Operations Management
IBA 36500	Microcomputer Applications in Business

Foundation of Management Cluster (9) HM1

IHM 30100	Ethical Issues in Healthcare Management
IHM 30200	Healthcare Management
IHM 35100	Healthcare Marketing

Health Law Cluster (9) HM3

IHM 33300	Legal Issues in Healthcare
IHM 33400	Government Organization & the Healthcare Industry
IHM 33500	Cases in Healthcare Administration

Health Policy Cluster (9) HM4

IHM 46000	Healthcare Delivery in the USA
IHM 46100	Healthcare Policy and Research
IHM 46200	Global Healthcare Reform

Healthcare Finance Cluster (9) HM3

IHM 47600	Essentials of Healthcare Finance
IHM 47700	Healthcare Finance
IHM 47800	Economics of Health and Medical Care

Prerequisites: IMH 13200, IMH 14100, IMH 22000

Students must also complete:

| IHM 48900 | Health Management Capstone |

Elective course in Health Management:

| IHM 40100 | Introduction to Public Health |

HUMAN RESOURCES MANAGEMENT, BS

The Bachelor of Science in Human Resource Management (HRM) program focuses on organizational design, structure, theory, and the behavior and performance of people within organizations. Planning, implementation, and evaluation skills are stressed with an emphasis on the alignment of HRM practices with the strategic and tactical goals of the business. Classes focus on contemporary topics that include employee training and organizational development, staffing, compensation, and benefits management, performance management, and the most current and applicable state and federal laws. Students earning a Bachelor of Science degree in HRM will complete the University general education requirements, the 54-semester hour core curriculum and the undergraduate HRM capstone course. The HRM major also requires either completion of the mathematics/ statistics cluster or appropriate transfer credits. Transfer credit must include statistics. Either college algebra or an approved quantitative methods for business course will complete the general education mathematics requirement.

Core Curriculum

Accounting Cluster (9) BA1

IBA 21010	Principles of Financial Accounting
IBA 21011	Principles of Managerial Accounting
IBA 32000	Principles of Finance

Prerequisites: IMH 13200, IMH 14100, IMH 22000

Economics/Marketing Cluster (9) BA2

IHR 23021	Survey of Economics
IHR 35010	Principles of Marketing
IHR 38000	Global Business and Society

Management Cluster (9) BA3

IBA 36032	Principles of Management
IBA 36510	Human Resource Management
IBA 46050	Managerial Ethics

Supervision Cluster (9) HR2

IHR 35700	Employee Supervision
IHR 35800	Legal Issues for Human Resource Management
IHR 35900	Performance Management/ Performance Appraisal Systems

Staff Development/Information Systems Cluster (9) HR1

IHR 36081	Career/Staff Development
IHR 36300	Human Resource Information Systems
IHR 36530	Employee Training and Development

Group Dynamics Cluster (9) HR4

IHR 37000	Group Dynamics
IHR 37100	Conflict Resolution
IHR 41000	Labor Economics and Industrial Relations

Note: In special circumstances and with the permission of faculty advisor, IHR 49200 (1-3) may substitute in one of the above clusters.

Students must also complete:

IHR 48900	Human Resources Capstone

Elective Cluster in HRM (9) HR3

IHR 33400	Gender Issues in Management
IHR 33600	Implementing and Managing Diversity
IHR 36000	Adult Learning Processes

Elective Course in HRM

IHR 35700	Employee Supervision

CRIMINAL JUSTICE, BS

The Bachelor of Science in Criminal Justice requires 128 semester hours including 45 semester hours in the major itself. The Criminal Justice program is designed to provide a broad based education in the criminal justice field. Upon completion of the program, students should be prepared to enter into the criminal justice career field or pursue further academic study.

Core Curriculum

Criminology Cluster (9) CJ2

ICJ 10100	Criminology
ICJ 21000	Criminal Justice Systems
ICJ 34500	Survey of International Criminal Justice Systems

Criminal Procedure Cluster (9) CJ4

ICJ 30100	Criminal Procedure
ICJ 31000	Criminal Law
ICJ 33100	Criminal Investigation

The Juvenile System Cluster (9) CJ3

ICJ 31100	The Juvenile Justice System
ICJ 31200	Juvenile Law
ICJ 31300	Delinquency in Society

Criminal Justice Communications Cluster (9) CJ2

ICJ 34100	Criminal Justice Communications
ICJ 34200	The Media and Criminal Justice
ICJ 34300	Criminal Justice Alternatives

Policing Cluster (9) CJ5

ICJ 30000	Policing in America
ICJ 30500	Corrections
ICJ 31500	Victimology

Elective Cluster in Criminal Justice (9) CJ10

ICJ 35100	Investigating Cybercrime
ICJ 35200	Digital Evidence
ICJ 35300	Case Studies in Cybercrime

Note: In special circumstances and with the permission of faculty advisor, ICJ 49200-49699 (1 -3) may substitute in one of the above clusters.

Students must also complete:

ICJ 48900	Criminal Justice Capstone

INFORMATION TECHNOLOGY, BS

The Bachelor of Science in Information Technology provides a wide range of courses for students interested in the information age. Classes are taught by experienced professionals in the various areas. The general education requirements of the university must be met by each student. The Bachelor of Science degree in information technology requires 57 semester hours of credit in the major beyond the general education requirements. The student will work with a faculty advisor to determine an appropriate sequence of courses from the following lists of nine credit hour clusters and individual three semester hour courses.

Core Curriculum

Project Management Cluster (9) IT8

IIT 33100	Project Cost and Schedule Estimating
IIT 43200	Project Management Process
IIT 43300	Cost and Scheduling Applications

Recommended as last cluster.

Elective Clusters (Choose Five)

Introduction to Programming Cluster (9)

IIT 21500	Programming Logic and Design
IIT 21600	Introduction to Game Programming
IIT 21700	Introduction to Business Programming

Networking Cluster (9) IT3

IIT 32100	Networking Essentials
IIT 32200	Network Applications
IIT 32300	Network Implementation-A Case Study and Simulation

Advanced Networking Cluster (9) IT4

IIT 42100	General Network Administration
IIT 42200	Network Application-Client Server
IIT 42300	Problem Solving-Network Applications

Prerequisites: IIT 32100, IIT 32200, IIT 32300, or equivalent experience.

Cybercrime Cluster (9) CJ10

ICJ 35100	Investigating Cybercrime
ICJ 35200	Digital Evidence
ICJ 35300	Case Studies in Cybercrime

Prerequisites: IIT 32100, IIT 32200, IIT 32300, or equivalent experience.

Cyber Security Cluster (9) CJ10

IIT 33200	Fundamentals of Cyber Security
IIT 33300	Secure Social Interaction in a Digital World
IIT 33400	Ethical Issues in Cyber Security

Prerequisites: IIT 32100, IIT 32200, IIT 32300, or equivalent experience.

Digital Forensics Cluster (9) IT17

IIT 43500	Computer Forensics and Ethical Hacking
IIT 43600	Security Analysis and Penetration Testing
IIT 43700	Report Writing for Security Analysts

Prerequisites: IIT 33200, IIT 33300, IIT 33400, or equivalent experience.

Virtualization Cluster Fundamentals (9) IT18

IIT 36600	Fundamentals of Data Center Virtualization
IIT 36700	Fundamentals of Cloud Computing
IIT 36800	Fundamentals of Desktop and Mobility Virtualization

Prerequisites: IIT 32100, IIT 32200, IIT 32300, or equivalent experience.

Virtualization Cluster Administration (9) IT19

IIT 42400	Data Center Virtualization Administration
IIT 42500	Cloud Computing Administration
IIT 42600	Desktop and Mobility Virtualization Administration

Prerequisites: IIT 36600, IIT 36700, IIT 36800

Virtualization Cluster Design (9) IT20

IIT 42700	Data Center Virtualization Design
IIT 42800	Cloud Computing Design
IIT 42900	Desktop and Mobility Virtualization Design

Prerequisites: IIT 42400, IIT 42500, IIT 42600

Web Design Cluster (9) IT5

IIT 37700	Fundamentals of HTML
IIT 37800	Applications in Web Development
IIT 37900	Applications in Website Publishing

Prerequisite: IIT 21500, IIT 21600, IIT 21700

Advanced Web Design Cluster (9) IT6

IIT 47700	Fundamentals of User Interface Design
IIT 47800	Object-Oriented Web Development
IIT 47900	Multi-Tiered Web Programming

Prerequisites: IIT 37700, IIT 37800, IIT 37900, or equivalent experience.

Database Analysis and Design Cluster (9) IT7

IIT 35100	Database Analysis and Design Concepts
IIT 45200	Database Application Implementation
IIT 45300	Database Project Implementation

Elective Three Semester Hour Courses

The following courses may be incorporated into the undergraduate information technology degree. They are taught as individual courses but are offered in the quarter term.

IIT 34020	Mobile Applications Programming
IIT 34030	Java Programming
IIT 34040	C++ Programming
IIT 34050	C# Programming
IIT 34400	Linux Programming
IIT 49200-49600	Special Topics in Information Technology

Prerequisites: IIT 31400, IIT 31500, IIT 31600

Capstone

| IIT 48900 | Information Technology Capstone |

Prerequisite: Completion of 54 hours in major or permission of the program director.

CYBER SECURITY, BS

The Bachelor of Science in Cyber Security provides a wide range of courses for students interested in a career as an information security analyst. Information security analysts plan and carry out security measures to protect an organization's computer networks and systems. Their responsibilities are continually expanding as the number of cyber-attacks increase. Classes are taught by experienced professionals in the various areas. The Bachelor of Science in cyber security requires 57-semester hours of credit in the major beyond the general education requirements. The student will work with a faculty advisor to determine an appropriate sequence of courses from the following lists of nine credit hour clusters and individual three semester hour courses.

Networking Cluster (9) IT3

IIT 32100	Networking Essentials
IIT 32200	Network Applications
IIT 32300	Network Implementation-A Case Study and Simulation

Advanced Networking Cluster (9) IT4

IIT 42100	General Network Administration
IIT 42200	Network Application-Client Server
IIT 42300	Problem Solving-Network Applications

Prerequisites: IIT 32100, IIT 32200, IIT 32300, or equivalent experience.

Cybercrime Cluster (9) CJ10

ICJ 35100	Investigating Cybercrime
ICJ 35200	Digital Evidence
ICJ 35300	Case Studies in Cybercrime

Prerequisites: IIT 32100, IIT 32200, IIT 32300, or equivalent experience.

Cyber Security Cluster (9) IT16

IIT 33200	Fundamentals of Cyber Security
IIT 33300	Secure Social Interaction in a Digital World
IIT 33400	Ethical Issues in Cyber Security

Prerequisites: IIT 32100, IIT 32200, IIT 32300, or equivalent experience.

Digital Forensics Cluster (9) IT17

IIT 43500	Computer Forensics and Ethical Hacking
IIT 43600	Security Analysis and Penetration Testing
IIT 43700	Report Writing for Security Analysts

Prerequisites: IIT 33200, IIT 33300, IIT 33400, or equivalent experience.

Project Management Cluster (9) IT8

IIT 33100	Project Cost and Schedule Estimating
IIT 43200	Project Management Process
IIT 43300	Cost and Scheduling Applications

Recommended as last cluster.

Capstone

| IIT 48900 | Information Technology Capstone |

Prerequisite: Completion of 54 hours in major or permission of the program director.

INFORMATION TECHNOLOGY POST-BACHELOR'S CERTIFICATE

The post-bachelor's certificate in information technology is intended for individuals who already have a bachelor's degree in a non-IT related major and who feel that they need skills in information technology. Most of the courses are offered in the cluster format. The certificate requires 57 semester hours of coursework. These hours consist of 18 hours of core curriculum, 36 hours of electives, and a 3 hour capstone course. Up to nine hours of this coursework can be obtained through experiential learning, exclusive of the capstone course, by those students having designated professional certifications or experience. The student will work with a faculty advisor to determine an individualized overview and curriculum.

Core Curriculum

Introduction to Programming Cluster (9)

IIT 21500	Programming Logic and Design
IIT 21600	Introduction to Game Programming
IIT 21700	Introduction to Business Programming

Project Management Cluster (9) IT8

IIT 33100	Project Cost and Schedule Estimating
IIT 43200	Project Management Process
IIT 43300	Cost and Scheduling Applications

Recommended as last cluster.

Elective Clusters (Choose Four)

Networking Cluster (9) IT3

IIT 32100	Networking Essentials
IIT 32200	Network Applications
IIT 32300	Network Implementation-A Case Study and Simulation

Advanced Networking (9) IT4

IIT 42100	General Network Administration
IIT 42200	Network Application-Client Server
IIT 42300	Problem Solving-Network Applications

Prerequisites: IIT 32100, IIT 33200, IIT 32300, or equivalent experience.

Cybercrime Cluster (9) CJ10

ICJ 35100	Investigating Cybercrime
ICJ 35200	Digital Evidence
ICJ 35300	Case Studies in Cybercrime

Prerequisites: IIT 32100, IIT 32200, IIT 32300, or equivalent experience.

Cyber Security Cluster (9) IT16

IIT 33200	Fundamentals of Cyber Security
IIT 33300	Secure Social Interaction in a Digital World
IIT 33400	Ethical Issues in Cyber Security

Prerequisites: IIT 321, IIT 32200, IIT 32300, or equivalent experience.

Digital Forensics Cluster (9) IT17

IIT 43500	Computer Forensics and Ethical Hacking
IIT 43600	Security Analysis and Penetration Testing
IIT 43700	Report Writing for Security Analysts

Prerequisites: IIT 33200, IIT 33300, IIT 33400

Virtualization Cluster Fundamentals (9) IT18

IIT 36600	Fundamentals of Data Center Virtualization
IIT 36700	Fundamentals of Cloud Computing
IIT 36800	Fundamentals of Desktop and Mobility Virtualization

Prerequisites: IIT 32100, IIT 32200, IIT 32300

Virtualization Cluster Administration (9) IT19

IIT 42400	Data Center Virtualization Administration
IIT 42500	Cloud Computing Administration
IIT 42600	Desktop and Mobility Virtualization Administration

Prerequisites: IIT 36600, IIT 36700, IIT 36800

Virtualization Cluster Design (9) IT20

IIT 42700	Data Center Virtualization Design
IIT 42800	Cloud Computing Design
IIT 42900	Desktop and Mobility Virtualization Design

Prerequisites: IIT 42400, IIT 42500, IIT 42600

Web Design Cluster (9) IT5

IIT 37700	Fundamentals of HTML
IIT 37800	Applications in Web Development
IIT 37900	Applications in Website Publishing

Prerequisite: IIT 21500, IIT 21600, IIT 21700

Advanced Web Design Cluster (9) IT6

IIT 47700	Fundamentals of User Interface Design
IIT 47800	Object-Oriented Web Development
IIT 47900	Multi-Tiered Web Programming

Prerequisites: IIT 37700, IIT 37800, IIT 37900, or equivalent experience

Database Analysis and Design Cluster (9) IT7

IIT 35100	Database Analysis and Design Concepts
IIT 45200	Database Application Implementation
IIT 45300	Database Project Implementation

Elective Three Semester Hour Courses

The following courses may be incorporated into the undergraduate information technology degree. They are taught as individual courses but are offered in the quarter term. Course descriptions are located under the information technology major in this catalog.

IIT 34020	Mobile Applications Programming
IIT 34030	Java Programming
IIT 34040	C++ Programming
IIT 34050	C# Programming
IIT 34400	Linux Programming
IIT 49200-49600	Special Topics in Information Technology

Capstone

| IIT 48900 | Information Technology Capstone |

Prerequisite: Completion of all other credit hours required for certificate or permission of the program director.

VIRTUALIZATION AND CLOUD COMPUTING, BS

The Bachelor of Science in Virtualization and Cloud Computing provides a wide range of courses for students interested in a career as a computer network architect. Computer network architects design and build data communication networks, including local area networks (LANs), wide area networks (WANs), and intranets. These networks range from a small connection between two offices to a multinational series of globally distributed communications systems. Today's environment requires those who are proficient in virtualization and cloud computing. Classes are taught by experienced professionals in the various areas. The Bachelor of Science in Virtualization and Cloud Computing requires 57-semester hours of credit in the major beyond the general education requirements. The student will work with a faculty advisor to determine an appropriate sequence of courses from the following lists of nine credit hour clusters and individual three semester hour courses.

Networking Cluster (9) IT3

IIT 32100	Networking Essentials
IIT 32200	Network Applications
IIT 32300	Network Implementation-A Case Study and Simulation

Advanced Networking Cluster (9) IT4

IIT 42100	General Network Administration
IIT 42200	Network Application-Client Server
IIT 42300	Problem Solving-Network Applications

Prerequisites: IIT 32100, IIT 32200, IIT 32300, or equivalent experience.

Virtualization Cluster - Fundamentals (9) IT18

IIT 36600	Fundamentals of Data Center Virtualization
IIT 36700	Fundamentals of Cloud Computing
IIT 36800	Fundamentals of Desktop and Mobility Virtualization

Prerequisites: IIT 32100, IIT 32200, IIT 32300, or equivalent experience.

Virtualization Cluster Administration (9) IT19

IIT 42400	Data Center Virtualization Administration
IIT 42500	Cloud Computing Administration
IIT 42600	Desktop and Mobility Virtualization Administration

Prerequisites: IIT 36600, IIT 36700, IIT 36800

Virtualization Cluster Design (9) IT20

IIT 42700	Data Center Virtualization Design
IIT 42800	Cloud Computing Design
IIT 42900	Desktop and Mobility Virtualization Design

Prerequisites: IIT 42400, IIT 42500, IIT 42600

Project Management Cluster (9) IT8

IIT 33100	Project Cost and Schedule Estimating
IIT 43200	Project Management Process
IIT 43300	Cost and Scheduling Applications

Recommended as last cluster.

Capstone

| IIT 48900 | Information Technology Capstone |

Prerequisite: Completion of 54 hours in major or permission of the program director.

LIBERAL STUDIES, BA

The Bachelor of Arts in Liberal Studies is designed to prepare for rapid changes in American and world cultures and to give the student the necessary tools of critical thinking, perspective, and adaptability. The major allows a student to study a broad range of courses in the liberal arts and humanities, as well as the student's specific areas of interest. Students majoring in liberal studies will complete the general education requirements, 45-semester hours of core requirements (listed below), and a 1-semester hour culminating project. A total of 128 credit hours are required to graduate.

Core Curriculum

Foundations of Communications Cluster (9) CO6

ICM 40000	Historical Development and Trends in Communication
ICM 40500	Media and Society (Ethics and the Media)
ICM 40600	Theories of Communication

Social Science Focus Cluster (9) LS2

IHS 10600	American History
IPH 30500	Political Philosophy
IHR 23021	Survey of Economics

Completion of one of the following Clusters

Dance Survey Cluster (9) LS3

IDA 10100	Introduction to Dance
IDA 17100	Dance as an Art
IDA 37100	Dance in the 21st Century

Music Survey Cluster (9) LS4

IMU 16500	Introduction to Music Literature
IMU 35600	History of Music II
IMU 35700	World Music

The following are recommended as elective clusters:

Advanced Creative Writing Cluster (9) CO2

ICM 31100	Advanced Creative Writing
ICM 35100	Modern Poetry
ICM 38000	Advanced Topics in Literature

Creative Writing Cluster (9) CO2

ICM 31000	Creative Writing Lab
ICM 31200	The Art of Fiction
ICM 31300	The Art of Poetry

Students must also complete:

| ICU 48900 | Culminating Project |

American Studies Cluster (9) LS1

IRL 20200	Religion in America
IEN 33700	American Lit
IRT 35900	American Art

Communications Processes Cluster (9) CO28

ICM 11000	Fundamentals of Oral Communication
ICM 30300	Written Communications for Business
ICM 32700	Media Literacy

UNDERGRADUATE COURSE DESCRIPTIONS

Note: Following the placement courses and general education courses, descriptions appear alphabetically by degree program.

Placement Courses

ICM 05000 - Foundations of Effective Writing (3)
This course contains two components. The first component introduces the student to basic writing concepts such as basic grammar, sentence structure, spelling, and punctuation. The second component introduces the basic guidelines of MLA and provides the student with practical applications of basic writing skills to increase the student's self-confidence in his or her writing abilities. Journal writing, reader response, drafting, peer response, and revision will be employed to focus on strengthening competence and confidence in writing ability. The student must earn a C or better in this course before enrolling in the communications cluster (ICM10100, ICM10200, and ICM20000.) This course is not offered for credit and does not count toward the 128 semester hour degree requirement. Enrollment fee required. Offered: Select locations, intermittently.

IMH 05100 - Basic College Mathematics (3)
Topics covered in this course include order of operations, exponents, rounding and estimating, fractions, decimals, ratio and proportion, percent, measurement, graphs, signed numbers, scientific notation, variables, linear equations, and word problems. In order to advance to the Math Cluster (IMH 13200, IMH 14100, and IMH 22000), students must earn a "C" or above in ICM 05100. This course is not offered for college level credit and does not count toward the 128 semester hour degree requirement. Enrollment fee required. Offered: Each term.

General Education

Communications Cluster

ICM 10100 - Communications I (3)
This course is an intensive review of the English language and its use in college-level writing. Concepts include the mechanics of written discourse, sentence structure, paragraph development, and essay organizations. Students use models from English prose and poetry for discussion and composition topics. Testing fee required. Students are required to earn a minimum grade of C in this course. Offered: All locations each term.

ICM 10200 - Communications II (3)
This course is a continuation of Communications I with special attention to skills involved in writing a major analytical research project, including how to gather and organize viable data. In addition, students learn how to communicate in small group settings. These concepts include problem-solving, leadership styles, and roles of a group member. Testing fee required. Students are required to earn a minimum grades of C in this course. Offered: All locations each term.

ICM 20000 - Introduction to Literature (3)
This course is an introduction to the reading and analysis of literature; the quarter's work will involve extensive reading in one of the following genres: poetry, short fiction, novel, drama, or essay. Testing fee required. Offered: All locations each term.

Cross Cultural Cluster
Note: This cluster consists of IHS 10100 and any two courses in groups as follows: ICL 32000 and ICL 32100; ICL 33000 and ICL 33100; ICL 31200 and ICL 33700; ICL 31000 and ICL 25000; ICL 36100 and ICL 36200; IRL 15000 and IPS 30000. Prerequisite: The Communications Cluster.

IHS 10100 - 20th Century World History (3)
This course is a study of the growth and interactions of world cultures, including the interaction of the West with other civilizations. There will be an emphasis on the development of the current world situation. Offered: All locations on a rotating basis.

Cross Cultural: Native American Indians

ICL 21000 - Native American Indians (3)
This course offers a survey of the origins, traditional cultures, and current conditions of Native North American Indian populations. Offered: Certain locations, intermittently.

ICL 25000 - Myth and Civilization (3)
This course is an introduction to the myths that have been understood as origins of civilization and culture. Readings include tales of creation and myths concerning the origins of organized society. The readings provide information and understanding about the functioning of myth as it survives in the present. Offered: Certain locations, intermittently.

Cross Cultural: Russia

ICL 31200 - History of Russia II (3)
This course consists of an historical and cultural study of the USSR and a survey of Russian history focusing upon the twentieth century. John Reed, Gorbachev, and standard text of Russian history will be read in this course. Cultural studies included. Offered: Certain locations, intermittently.

ICL 33700 - Russian Authors (3)
This course consists of readings in Russian cultural life and Russian literature and is a survey of the literary traditions of Russia with comparisons and contrasts to the Soviet literature of the Twentieth century. Literary themes and their relationship to issues in Russian life will be of special interest. Offered: Certain locations, intermittently.

Cross Cultural: Japan

ICL 33000 - Japanese Art and Culture (3)
This course is an exploration of Japanese cultural traditions, attitudes, and values through the study of Japanese art and related concepts and ideas. Offered: Certain locations, intermittently.

ICL 33100 - Issues in Modern Japan (3)
This course is a study of significant current issues in Japan regarding business and government policies. Offered: Certain locations, intermittently.

Cross Cultural: Latin America

ICL 36100 - Art and Culture of Latin America (3)
This course is an exploration of the rich multicultural heritage of the Spanish and Portuguese speaking countries of Latin America through a study of their art, music, festivals, and related topics. Offered: Certain locations, intermittently.

ICL 36200 - Issues in Modern Latin America (3)
This course is a survey of major trends in current thought, politics, economics, societal relations, and religion as they pertain to problems now confronting the region. Offered: Certain locations, intermittently.

Cross Cultural: China

ICL 32000 - Chinese Art and Culture (3)
This course is an exploration of Chinese cultural traditions, attitudes, and values through a study of Chinese art and related concepts and ideas. Offered: Certain locations, intermittently.

ICL 32100 - Issues in Modern China (3)
This course is a survey of major trends of thought, culture, politics, philosophy, and religion in China during the modern period. Emphasis will be on how these trends have affected the historical development of China and its current policies. Offered: Certain locations, intermittently.

Cross Cultural Global

IPS 30000 - Comparative Analysis (3)
This course focuses on providing students with different methods and approaches used in making political comparisons. Furthermore, students are shown how they can use these methods and approaches in the study of individual countries. Offered: Certain locations, intermittently.

IRL 15000 - World Religions (3)
This course aims at familiarizing the student with the great religious traditions of the world. Specific attention is given to Hinduism, Buddhism, Daoism, Confucianism, Judaism, Christianity, and Islam. Offered: Certain locations, intermittently.

Humanities Cluster

IPH 10000 - Survey of Philosophy (3)
This course is designed to introduce the student to the activity of philosophy by studying the ways in which a number of important philosophical schools have attempted to deal with such major concerns as proof the existence of God, the challenges of science and materialism to free will, the basis for human knowledge, and the justification of moral beliefs. Offered: All locations on a rotating basis.

IEN 20100 - World Literature I (3)
This course is a study of ideas that have shaped civilizations, with emphasis on the literature of various cultures and periods. Works will be read in English translation. Lectures and discussions interpret literature and consider religious and philosophical thought in terms of contrasting as well as universal themes and values. Offered: All locations on a rotating basis.

IRT 21000 - Concepts of Visual Arts (3)
A course for non-art majors, this class presents a study of selected works in the visual arts by exploring the role of art in society with an emphasis on the creation and interpretation of works of art in media by examining style, aesthetics, social function, and the expression of cultural values. Students will explore the creative process via relevant art projects. Offered: All locations on a rotating basis.

Math/Statistics Cluster

IMH 13200 - Quantitative Management Applications (3)
This course emphasizes problem solving skills in management and finance. Topics include simple and compound interest, annuities, discounts, installment buying, amortization, reading and interpreting financial reports, depreciation, taxes, insurance, and investments. Mathematical tools include solving linear equations, linear regression, and basic statistical models. The uses of tables, calculators, and Excel are stressed. Offered: St. Charles, Westport, and North County locations and the Belleville campus each term, intermittently at other locations.

Notes: (1) Requires either passing the Math Placement exam with a score of 70% or better, or completion of IMH 13200 with a grade of "C" or better.

(2) A student who has transferred 3 semester hours in an approved math general education course may take a single 3 semester hour math general education course to satisfy the math requirement. Students with no general education math transfer credit must take the cluster.

(3) Some majors have special requirements as described in all those majors. All business administration, human resource administration, and health management majors must take statistics, even if they have transferred in more than one non-statistics course at the college algebra or above level. The Math/Statistics Cluster satisfies the mathematics general education requirement for all majors.

IMH 14100 - Basic Statistics (3)
This course is an introduction to the theory and applications of descriptive and inferential statistics including probability, random variables, expected values, probability distribution functions, and hypothesis testing. Offered: St. Charles, Westport, North County locations, and the Belleville campus in each term, intermittently at other locations.

IMH 22000 - Research Design and Methodology (3)
This is the first course in collecting, organizing, and drawing conclusions from data. Topics include sampling, first steps in statistical design of experiments, ethical problems, correlation, association and causation, and prediction. Offered: St. Charles, Westport, and North County locations and the Belleville campus each term, intermittently at other locations.

Natural Science Cluster

INS 10500 - Chemistry in Society (3)
This course provides a basis for understanding problems of global proportion facing societies in the coming millennium. Fundamental chemical concepts will provide an understanding of the role chemistry plays in the problems considered, and in their

potential resolution of solution. Issues include environmental concerns, energy, hunger and food production, health, pollution, and population considerations. Offered: St. Charles, Westport, and North County locations and the Belleville campus each term, intermittently at other locations.

INS 11400 - Principles in Environmental Biology (3)
This course is a study of the biological systems comprising the biosphere and those perturbations which would threaten homeostasis of the systems. This course must be taken concurrently with INS 10500. Offered: St. Charles, Westport, and North County locations and the Belleville campus each term, intermittently at other locations.

INS 21400 - Ethical Problems in Science (3)
This course considers how advances in human technological capabilities pose problems for human societies. The course will focus primarily on threats to human and ecosystem health. Students will evaluate scientific data, the sometimes conflicting interpretations of those data, and their implications for public policy. This course must be taken concurrently with INS 10500 and INS 11400. Offered: St. Charles, Westport, and North County locations and the Belleville campus each term, intermittently at other locations.

INS 11500 - Environmental Biology Laboratory (1)
This course includes hands-on activities in both field and classroom settings that complement the topics covered In INS 11400. This course is taught on a different night of the week than the cluster and requires a lab fee. It must be taken concurrently with INS 11400. Prerequisite: The mathematics general education requirement must be satisfied as a prerequisite for taking the natural science cluster. Offered: St. Charles and Belleville campuses every term.

Notes: (1) The Natural Science Lab must be taken concurrently with the Natural Science Cluster. It is taught on a different night of the week than the cluster.

(2) The natural science requirement for the Bachelor of Arts degree is for two courses, one of which has an accompanying lab. The courses must come from two distinct sciences: earth, physical, or biological. The Natural Science Cluster without the lab also satisfies the BA requirement.

(3) The natural science requirement for the Bachelor of Science degree is for three courses, one of which has an accompanying lab. The courses must come from two distinct sciences: earth, physical, or biological. The Natural Science Cluster taken concurrently with INS 11500 satisfies the BS requirement.

Social Science Cluster

IPS 15500 - American Government: The Nation (3)
This course provides students with an overview of the American national government with attention focused on structures, principles, and decision making processes. Key terms such as "democracy" and "politics" are addressed, as well as selected policy areas. Offered: Certain locations, intermittently.

IPY 10000 - Principles of Psychology (3)
Students will explore basic psychological concepts, methods, and findings leading to a better understanding of human behavior. Offered: Certain locations, intermittently.

ISC 10200 - Basic Concepts of Sociology (3)
Students are introduced to the basic concepts and theories of sociology as the scientific study of human society. The course includes such topics as collective behavior, socialization, culture, stratification, social institutions, and deviant behavior. Offered: Certain locations, intermittently.

Business Administration Courses

Accounting Finance Cluster

IBA 21010 - Principles of Financial Accounting (3)
This course introduces students to the accounting information framework used by organizations to collect, maintain, and report financial information. Special emphasis will be given to transaction analysis and the resulting effect on the accounting equation. Considerable time is spent on financial statement analysis and use by its outside users. Offered: All locations intermittently.

IBA 21011 - Principles of Managerial Accounting (3)
This course focuses on the development, analysis, interpretation, and communication of financial information designed to assist managers in achieving the goals of an organization. Topics include discussions about different cost accumulation systems, cost management systems, activity-based costing and management, and planning and control. Offered: All locations intermittently.

IBA 32000 - Principles of Finance (3)
This course introduces the student to the fundamental concepts of financial management, including basic financial analysis, working capital management, planning and forecasting, security valuation, capital budgeting, cost of capital, leverage and capital structure, and international financial management. Prerequisite: IMH 13200; IMH 14100; IMH 22000. Offered: All locations intermittently.

Economics Cluster

IBA 23011 - Principles of Microeconomics (3)
This course introduces students to economic concepts, relationships, and institutions related to individual and firm decision making. Supply, demand, and opportunity cost are used to analyze the actions of individuals and firms in a market framework. Economic decision making and policy will be grounded within the broader ethical context so as to stimulate students' critical thinking. Topics to be covered include marginal analysis, production possibilities, demand and supply, elasticity, household and consumer choice, firm production and costs, profit maximization, and market structures. By the end of this course, students will be prepared to describe and evaluate the determinants of price, apply economic decision making skills to everyday decisions, and apply the economic tools discussed to the broader world around them. Offered: All locations intermittently.

IBA 23012 - Principles of Macroeconomics (3)
This course introduces students to economic concepts, relationships, and institutions related to the aggregate economy. Keynesian analysis is used to analyze the effect of fiscal and monetary policy actions on employment, output, and prices. Economic decision making and policy will be grounded within the broader ethical context so as to stimulate students' critical thinking. Topics to be covered include national income accounting, business cycles, economic growth, unemployment, inflation, aggregate demand/supply, fiscal policy, monetary policy, and international trade. By the end of this course, students will be prepared to define the macroeconomic aggregates such as GDP, inflation, and unemployment; explain the relationship between the major macroeconomics aggregates and the policy actions and other events which cause them to fluctuate; compare and contrast Classical and Keynesian economics; and appraise how closely the macroeconomic tools discussed in this course parallel developments in the real economy. Offered: All locations intermittently.

IBA 48040 - International Economics (3)
This course focuses on the causes and composition of international trade and policies used to control or promote it, the balance of payments as an accounting framework and as a framework for macroeconomics adjustments, and foreign exchange markets and institutions. Prerequisite: IMH 13200; IMH 14100; IMH 22000. Offered: All locations intermittently.

Management Information Systems Cluster

IBA 24000 - Introduction to Information Systems (3)
This course covers the introduction to information systems, the Internet, the World Wide Web, software, hardware, communications, personal technology, databases, ethics, information security, and provides an update on the challenges and promises of the digital age. Lab fee required. Prerequisite: IMH13200; IMH 14100; IMH 22000. Offered: St. Charles and Belleville each term.

IBA 36043 - Introduction to Operations Management (3)
This course is an introduction to operations management. It covers the concepts of value chains, operations strategy, facility and work design, supply chain design, forecasting and demand planning, managing inventories and resources, scheduling, quality management, quality control, and project management. Lab fee required. Prerequisite: IMH13200; IMH 14100; IMH 22000. Offered: St. Charles and Belleville each term. Lab fee required.

IBA 36500 - Microcomputer Applications in Business (3)
Students learn to integrate software applications to solve business problems. Database cases using Access, decision support cases using MS Excel, and integration cases using both MS Excel and MS Access, and presentation skills are included. Lab fee required. Prerequisite: IMH13200; IMH 14100; IMH 22000. Offered: St. Charles and Belleville each term. Lab fee required.

Management Cluster

IBA 36032 - Principles of Management (3)
This survey course explores the development of the understanding of organizations and of the decision making skills required in management positions. The purpose of this course is to examine how management concepts have developed and continue to change. A detailed examination will be conducted of the four basic functions of management: planning, organizing, motivating, and controlling. Particular emphasis will be given to goal planning, managing change, career progression, and the managerial value system. Offered: All locations intermittently.

IBA 36510 - Human Resource Management (3)
This course examines human resource functions related to business organizations, including techniques of recruitment, training, development, compensation, placement, safety, labor management relations, team formation, and employee security. Students will develop an understanding of the relationship between human resources and legal matters. The course will also address relevant research pertinent to human resource evaluation and the relationship of human resources to other departments within an organization. Offered: All locations intermittently.

IBA 46050 - Managerial Ethics (3)
This course is designed to help students understand the nature of the changing role of management with respect to ethics and public policy in the workplace. Current issues in ethics will be examined, including the position of business enterprises and their perceived value in society. The course will also explore the roles of managers, the public, and government in providing an atmosphere conducive to ethical business operations. This course will also address the business responsibilities of being a "good neighbor" at the local, national, and international levels. Offered: All locations intermittently.

Marketing Cluster

IBA 35010 - Principles of Marketing (3)
This course offers an in-depth introduction to the functional business area of marketing. It examines how goods and services are presented to target customers through the use of the marketing-mix variables: product, price, place, and promotion. Emphasis in this course is on the student developing a working knowledge of the vocabulary, principles, concepts, and theories of contemporary marketing as used in various organizational settings. Offered: All locations intermittently.

IBA 45080 - Marketing Management (3)
This course focuses on defining marketing problems and opportunities, evaluating alternative solutions, and developing strategies to address these issues. Students will be required to actively participate in discussion of outside readings and case studies that address a variety of marketing related issues. Offered: All locations intermittently.

IBA 48010 - International Marketing (3)
This course is designed to provide an extensive analysis of the marketing mix and how it can be standardized for transnational markets. The course will present techniques used to identify potential markets of products and/or services in the global marketplace. Offered: All locations intermittently.

Consumer Finance/Business Law Cluster

IBA 32020 - Investments (3)
This course is a survey of the basic concepts of investing with an emphasis on common stocks. Students will be required to prepare a report on an investment in an assigned company based on economic, industry, and company specific factors. Offered: All locations intermittently.

IBA 32030 - Consumer Finance (3)
This course surveys the economic factors and personal decisions that affect financial wellbeing: cash and credit management, taxes, major expenditures, insurance, investments, and retirement and estate planning. Emphasis is on practical knowledge for personal financial management and serving customers of the banking, brokerage, insurance, and other consumer finance industries. Offered: All locations intermittently.

IBA 36061 - Business Law (3)
This introductory course is designed to familiarize the student with the subject matter of the legal environment of business. Particular emphasis will be given to the sources of law; the role of society; the judicial function; and selected areas such as governmental regulation and agencies, crimes and torts, contracts, business organizations, personal property, agency, and employment law. Various approaches to understanding legal issues will be used, including case law analysis and the examination of current legal issues affecting business. Offered: All locations intermittently.

Communications Courses

Creative Non-Fiction Cluster

ICM 45500 - Literary Feature Writing (3)
This course will consist of writing fully developed articles with an emphasis on creative language in reporting everyday life, personality profiles, travel, entertainment, and documentary narrative for magazines and newspapers; study includes fundamentals of journalism, interviewing, reporting, research, and how to gauge the needs of publications and sell freelance stories. Offered: St. Charles and intermittently at other locations.

ICM 45600 - Memoir and the Personal Essay (3)
Students will use memory and reflection as a creative source and storytelling techniques to enhance non-fictional presentations. Students will also examine of the use of voice, style, character development, plot, and sense of place. Offered: St. Charles and intermittently at other locations.

ICM 45700 - Studies in Creative Non-Fiction (3)
This course consists of selected readings and analysis of exemplary and experimental writings in literary journalism, memoir, and related fields. Offered: St. Charles and intermittently at other locations.

Creative Writing Cluster

ICM 31000 - Creative Writing Lab (3)
This course will examine the development of creative writing techniques through writing exercises and projects. Students select an emphasis in poetry, fiction, or feature writing. Workshop format with a process approach. Offered: St. Charles location, intermittently.

ICM 31200 - The Art of Fiction (3)
This course consists of readings in short fiction by major authors with special attention to character, theme, and style and introduces aesthetic concepts and strategies ranging from realistic to abstract modes. Offered: St. Charles location, intermittently.

ICM 31300 - The Art of Poetry (3)
This course consists of readings in poetry ranging from tribal times to present. Views of poetry's connection to human spirituality, to societies, and to the individual will be discussed. Offered: St. Charles location, intermittently.

Advanced Creative Writing Cluster

ICM 31100 - Advanced Creative Writing (3)
This class is an advanced workshop course that will concentrate on one or more of the following forms: poetry, short fiction, playwriting, or nonfiction. Offered: St. Charles location, intermittently.

ICM 35100 - Modern Poetry (3)
This course is a study of poetry from 1900 to the present, principally English and American, but may include selections in translation from other cultures. Readings include poetry representing the growing importance of women and other writers who have not previously been in the mainstream of poetic tradition. Offered: St. Charles location, intermittently.

ICM 38000-38999 - Advanced Topics in Literature (3)
This course is a concentrated study and analysis of specific authors, genres, or topics in English, American, and World Literatures. The course may be repeated as the topics vary. Offered: St. Charles location, intermittently.

Desktop Publishing Cluster

ICM 30900 - Desktop Publishing in the Workplace (3)
This course is a hands-on exploration of computer assisted applications in which students learn to design projects that meet personal and professional needs. Students become familiar with desktop publishing and graphics programs. Lab fee required. Offered: Every term at St. Charles location.

ICM 44500 - Information Systems Projects (3)
This course acquaints the student with the gathering and displaying of information from various sources: e.g., databases, desktop office presentations, teleconferencing, and in-house video training. Students develop projects in business communications. Lab fee required. Offered: Every term at St. Charles location.

ICM 46300 - Computer Based Graphics (3)
This course is a survey of hardware components, software, varieties of systems applications, particularly for large organizations and serves to introduce students to current issues in computer technology: Office automation, artificial intelligence, etc. Individualized study in a selected issue is a part of this course. Lab fee required. Offered: Every term at St. Charles location.

Documentary Expression Cluster

ICM 37200 - Documentary Film and Video (3)
This course defines documentary and traces its development, exploring subject, techniques, and impacts. Offered: Every term at various locations.

ICM 37300 - Photojournalism (3)
This course is the history of photojournalism from its inception in the 19th Century to the present. It features the study of important developments, techniques, and styles in the field from magazines to newspapers and the individual photographers responsible for those developments. Offered: Every term at various locations.

ICM 37500 - Documentary Journalism (3)
This course traces the development of documentary and investigative journalism from its origins to the present with concentration on various styles, methods, and subject matters of recent documentary books, distinguishing between informational journalism, propaganda, and new journalism. Offered: Every term at various locations.

Foundation Studies in Communications Cluster

ICM 40000 - Historical Development and Trends in Communication (3)
This course is an overview of the communication fields, including identification of its varied elements, history, and trends. Offered: Every term at St. Charles location and intermittently at various locations.

ICM 40500 - Media and Society (Ethics and the Media) (3)
This course includes readings and discussions of major issues involving media's impact on society. Significant ethical and legal issues are included. Content ranges over a variety of media. Offered: Every term at St. Charles location and intermittently at various locations.

ICM 40600 - Theories of Communication (3)
This course introduces the works of major theorists and theories within the areas of interpersonal, organizational, public relations, intercultural, and mass media. Offered: Every term at St. Charles location and intermittently at various locations.

Fundamentals of Organizational Communications Cluster

ICM 46000 - Organizational Communication Theory (3)
This course is the study of major communication theories as they apply to organizational structures. Offered: Spring and fall at St. Charles location and summer and winter at Westport location and intermittently at other locations.

ICM 46100 - Communications Process Analysis (3)
This course is the study of both formal and informal communication flow within the structure of organizations. Analysis and design of communication models and identification of various publics served by the organization will be investigated. Offered: Spring and fall at St. Charles location and summer and winter at Westport location and intermittently at other locations.

ICM 46200 - Practical Applications of Communication Processes (3)
This course consists of practical application of communication theory in simulated and actual organizational settings. Offered: Spring and fall at St. Charles location and summer and winter at Westport location and intermittently at other locations.

Promotional Mix Cluster

ICM 35000 - Principles of Advertising (3)
Advertising practices, techniques, and strategies, including copywriting, media attributes and selection, media and marketing plans, advertising distribution, and budgeting are examined in this course. Offered: Every term at various locations.

ICM 38900 - Public Relations and Promotions (3)
The course looks at public relations practices that contribute to promotions, including press releases, media relations, event planning, etc. Offered: Every term at various locations.

ICM 39000 - Promotion Management (3)
Promotional concepts and practices including integration of various elements, strategic scheduling and planning, and promotions use in development are examined in this course. Offered: Every term at various locations.

Public Relations Cluster

ICM 44100 - Group Communications (3)
This course is the examination of elements of effective oral and written communication skills that facilitate group dynamics and develop positive interpersonal relationships in the work setting. Offered: Every term at either St. Charles or Westport locations.

ICM 44200 - PR Ethics (3)
This course is an assessment of professional conduct on issues facing public relations practitioners relative to the expanding role of PR in American society. Students will examine ethical issues in the context of exploring PR's role in corporate, nonprofit, institutional, government, and political arenas. Offered: Every term at either St. Charles or Westport locations.

ICM 44300 - PR Research and Planning (3)
This course is the study of the basic practices of Public Relations on a day-to-day basis and includes contingency planning and crisis management, strategizing, elements of a PR campaign, client and media relations, case studies, and public perceptions. Offered: Every term at either St. Charles or Westport locations.

Television Production Cluster

ICM 25600 - Production for Television (3)
In this course, a laboratory environment is used to develop planning, scripting, shooting, directing, editing, budgeting, and studio skills to produce a program for television or cable broadcast. Lab fee required. Offered: Winter and spring terms at St. Charles location.

ICM 35800 - Writing for Television (3)
In this course, students will practice the techniques used in writing for television. This includes creating storyboards, scripting commercials of varying lengths and subjects, PSAs, and

writing and editing news leads. Lab fee required. Offered: Winter and spring terms at St. Charles location.

ICM 35900 - Production Management (3)
Conceptualization, organization, research, budgeting, and management for video production will be discussed in this course. Demonstration of video switching and post-production assembly and insert editing will be included. Lab fee required. Offered: Winter and spring terms at St. Charles location.

Advanced Television Production Cluster

ICM 47400 - Advanced Television Production (3)
This course focuses on hands-on and remote video production, culminating in an individual or class project produced entirely by the student(s.) Lab fee required. Offered: During summer term at St. Charles location.

ICM 47600 - Advanced Television Directing (3)
This course is the study of directing television commercials, and documentary programming. Students work closely with talent and technical personnel. Lab fee required. Offered: During summer term at St. Charles location.

ICM 47700 - Advanced Television Editing (3)
This course is an advanced study of post-production techniques in lab and seminar setting. Lab fee required. Offered: During summer term at St. Charles location.

Visual Communications Cluster

ICM 43100 - Design-Visual Communication (3)
This course examines two- and three-dimensional design concepts: space, form, balance, rhythm, psychological, and emotional impacts, and historical applications in art and design. Offered: Every term at various locations. Currently not any location.

ICM 43200 - Color Theory and Applications (3)
This course examines the physiology of color perception, emotional, and psychological impacts, and historical applications in art and design. Offered: Every term at various locations.

ICM 43300 - 20th Century Art Applications (3)
This course is an individualized study of application of visual communications concepts in art, advertising, or design approaches of the 20th Century. Each student will select his or her own area of concentration. Offered: Every term at various locations.

Criminal Justice Courses

Criminal Justice System Cluster

ICJ 10100 - Criminology (3)
This course will examine crime as a social phenomenon through an interdisciplinary investigation of the causes and patterns of criminal behavior. Offered: St. Charles location each term and St. Louis and Belleville locations once a year, intermittently at Westport and South County locations.

ICJ 21000 - Criminal Justice Systems (3)
This course is a survey of various institutions by which the criminal justice system is administered - police, the legal profession, the courts, and penal institutions - including an examination of the problems that the criminal justice system faces and an evaluation of the adequacy of the existing system. Offered: St. Charles location each term and the St. Louis location and the Belleville campus once a year, intermittently at Westport and South County locations.

ICJ 34500 - Survey of International Criminal Justice Systems (3)
This course allows students to study the criminal justice systems of six model nations. Common aspects of criminal justice systems, which includes policing, courts, corrections, and juvenile justice, will be compared and contrasted. Issues such as transnational crime, supranational crime, terrorism, and their impact on criminal justice systems worldwide will be explored. Offered: The St. Charles location each term and at the St. Louis location and the Belleville campus once a year, intermittently at Westport, South County, and Wildwood locations.

Criminal Procedure Cluster

ICJ 30100 - Criminal Procedure (3)
This course is a study of the law as it relates to arrest, search, and seizure with emphasis on present controlling legal decisions and historical development, philosophy, and problems underlying these decisions. Offered: Westport location each term, St. Louis City location once a year, and Belleville campus intermittently.

ICJ 31000 - Criminal Law (3)
This course is an analysis of the purposes and sources of criminal law. The course includes an examination of the preliminary crimes of solicitation, conspiracy, and attempt. The specific elements of crimes against the person and crimes against property are addressed. A consideration of defenses to criminal liability is also undertaken. Offered: Westport location each term, St. Louis City location once a year, and Belleville campus intermittently.

ICJ 33100 - Criminal Investigation (3)
This course is an introduction to the techniques, methodologies, and science of criminal investigation. The role of thorough and accurate investigative report writing will be explored in depth. Offered: Westport location each term, St. Louis City location once a year, and Belleville campus intermittently.

The Juvenile System Cluster

ICJ 31100 - The Juvenile Justice System (3)
This course is an examination of the origin, philosophy, and objectives of the juvenile justice system. Emphasis will be placed on the decision-making process of police, court, and probation officials relative to the apprehension, processing, and treatment of juveniles. The ideology, politics, and controversies of the juvenile justice system are also addressed. Offered: St. Charles location each term, St. Louis City location once a year, and intermittently at Belleville campus.

ICJ 31300 - Delinquency in Society (3)
This course is the study of juvenile delinquency as a complex phenomenon. Causal theories and societal perspectives will be examined, and the myriad issues surrounding juvenile delinquency will be studied. Offered: St. Charles location each

term, St. Louis City location once a year, and intermittently at Belleville campus.

ICJ 31200 - Juvenile Law (3)
This course is a study of the law as it is related to the arrest, search, and seizure of juvenile offenders. The rights of juveniles in the criminal justice and educational system will be examined and supported with a review of Supreme Court decisions. Offered: St. Charles location each term, St. Louis City location once a year, and intermittently at Belleville campus.

Criminal Justice Communications Cluster

ICJ 34100 - Criminal Justice Communications (3)
This course is the study of the major communications processes and theories applied to criminal justice structures and situations. Simulated situations utilizing appropriate writing, interpersonal, and group skills will be employed throughout the class. The focus will be on multicultural group communication issues. Offered: O'Fallon and North County sites twice a year, at St. Louis City location once a year, and intermittently at Belleville campus.

ICJ 34200 - The Media and Criminal Justice (3)
This course is the study of the utilization of media and technology by criminal justice agencies and institutions as well as an examination of the portrayal of the criminal justice system by the popular media. Offered: O'Fallon and North County sites twice a year, at St. Louis City location once a year, and intermittently at Belleville campus.

ICJ 34300 - Criminal Justice Alternatives (3)
This course is an examination of contemporary alternative programs and processes being implemented domestically and internationally. The course may consider the effectiveness and consequences of programs such as community-based justice, community policing, restorative justice, and mediation centers. Offered: O'Fallon and North County sites twice a year, at St. Louis City location once a year, and intermittently at Belleville campus.

Law Enforcement and Corrections Cluster

ICJ 30000 - Policing in America (3)
This course is an analysis of the contemporary role of the police relative to such areas as the police subculture and community relations, police accountability and civil liability, police stress, and unique problem situations and groups encountered by the police. Offered: O'Fallon and North County sites twice a year, at St. Louis City location once a year, and intermittently at Belleville campus.

ICJ 30500 - Corrections (3)
This course is a contemporary analysis of the operation of and problems encountered by jails and prisons. This course will also examine probation, parole, community service and restitution, electronic monitoring, and other innovative community correctional programs. Offered: O'Fallon and North County sites twice a year, at St. Louis City location once a year, and intermittently at Belleville campus.

ICJ 31500 - Victimology (3)
This course will examine the crime victim as a social phenomenon. It will explore the role of the victim in criminal acts and delve into the treatment of victims by the police and the courts. Victims' rights will be examined in relationship to new offender treatment programs such as Restorative Justice and Victim's Compensation Funding. Offered: O'Fallon and North County sites twice a year, at St. Louis City location once a year, and intermittently at Belleville campus.

Elective Cluster

ICJ 35100 - Investigating Cybercrime (3)
This course focuses on the principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, and preparation of reports and court presentations. Upon completion, students should be able to identify cybercrime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution. Offered: Intermittently at select locations.

ICJ 35200 - Digital Evidence (3)
This course will examine digital forensics as it relates to criminal investigations. Course content includes best practices in securing, processing, acquiring, examining, and reporting on digital evidence. Students will be exposed to current technologies and methods as well as leading edge techniques with practical based projects and research opportunities. Offered: Intermittently at select locations.

ICJ 35300 - Case Studies in Cybercrime (3)
This course will use Appellate and U.S. Supreme Court decisions to illustrate the effectiveness of current law and investigative procedures in the area of cybercrime. Students will study judicial thought in case analysis to gain a wider understanding of the law. The focal point for this class is the application of ethical decision making in judicial interpretation of current cyber law. Offered: Intermittently at select locations.

Health Management Courses

Foundation of Management Cluster

IHM 30100 - Ethical Issues in Healthcare Management (3)
Issues and problems that arise within the healthcare field will be reviewed and discussed. Offered: Intermittently at select locations.

IHM 30200 - Healthcare Management (3)
This course examines the development of the understanding of healthcare organizations and the decision-making skills required in management positions. The origins and functions of various health systems in the U.S. are reviewed and discussed. Offered: Intermittently at select locations.

IHM 35100 - Healthcare Marketing (3)
This course introduces the student to various marketing concepts as they relate to healthcare organizations. Students will discuss marketing fundamentals, research, strategy, and the strategic marketing process. Students will attain a foundational application

of the principles of marketing and their application to healthcare. Offered: Intermittently at select locations.

Healthcare Finance Cluster

IHM 47600 - Essentials of Healthcare Finance (3)
This course provides students with material that will assist them in understanding the conceptual basis and mechanics of financial analysis and decision making as it pertains to daily decisions in their organization and in the healthcare industry. Offered: Intermittently at select locations.

IHM 47700 - Healthcare Finance (3)
This course provides the student with informational methods to enhance productivity, market strategy, quality, and profitability. The student will understand the complexities of the healthcare reimbursement system, including but not limited to federal and state payers, PPOs, HMOs, cost limits, out-of-pocket, and fee-for-service. The course will look at real world experiences of successes and failures in cost cutting measures while maintaining quality. Offered: Intermittently at select locations.

IHM 47800 - Economics of Health and Medical Care (3)
This course provides the student the fundamental tools necessary to apply basic economic principles to the healthcare field. This course will deliver a balance of population-based health economics and consumer-driven, managed healthcare economics. Prerequisite: IMH 13200; IMH 14100; IMH 22000. Offered: Intermittently at select locations.

Healthcare Law Cluster

IHM 33300 - Legal Issues in Healthcare (3)
This course begins with an extensive overview of the major issues in health law and continues with a broad discussion of the legal system and the sources of its statutory laws, rules, regulations, and guidelines. This course will include a basic review of tort law, criminal law, contract law, civil procedure, and trial practice. Offered: Intermittently at select locations.

IHM 33400 - Government Organization & the Healthcare Industry (3)
This course will discuss the organization of our government and the various federal, state, and local administrative departments relevant to the healthcare industry. A variety of issues confronting professionals working in healthcare will be explored. Offered: Intermittently at select locations.

IHM 33500 - Cases in Healthcare Administration (3)
This course is a discussion and analysis of case law presentations. Because of their effect on the healthcare system, the student should be able to apply appropriate political, social, and economic factors in said analysis. Offered: Intermittently at select locations.

Health Policy Cluster

IHM 46000 - Healthcare Delivery in the USA (3)
Students are challenged to understand the dynamics of the healthcare industry and the impact that it has on the nation's and world's economy. Offered: Intermittently at select locations.

IHM 46100 - Healthcare Policy and Research (3)
Students will identify the health policies that have impacted healthcare delivery past and present and the current state of the health environment. Students will be required to identify and define policies that are currently under consideration in Congress and what the future impact will be on the healthcare organizations. Offered: Intermittently at select locations.

IHM 46200 - Global Healthcare Reform (3)
Students will discuss key diseases that cause death and disability throughout the world and will also discuss general concepts of population health. Potential solutions to global health issues will be discussed, and students will develop a general understanding of the biological and social aspects of major global health issues as they relate to ways to reduce global health inequalities. Offered: Intermittently at select locations.

Human Resource Management Courses

Economics/Marketing Cluster

IHR 23021 - Survey of Economics (3)
This course introduces basic economics, concepts, relationships, and institutions. The course provides a foundation for applying economics to individual decision making and for critically analyzing aggregate economic behavior and policy. Topics to be covered include supply and demand, consumer choice, competition, monopoly, the labor market, government intervention, business cycles, fiscal policy, money and banks, monetary policy, and international trade. Offered: St. Charles, Westport, and Belleville locations, intermittently.

IHR 35010 - Principles of Marketing (3)
This course offers an in depth introduction to the functional business area of marketing. It examines how goods and services are presented to target customers through the use of the marketing-mix variables: product, price, place, and promotion. Emphasis in this course is on the student developing a working knowledge of the vocabulary, principles, concepts, and theories of contemporary marketing as used in various organizational settings. Offered: St. Charles, Westport, and Belleville locations, intermittently.

IHR 38000 - Global Business and Society (3)
This course provides students with an overview of global business and trade within the framework of today's dynamic business environment. The course also looks at how historical perspectives influence and shape current events. Topics to be covered include globalization, trade theories, governmental influence on trade, cross national trade agreements, and an introduction to capital markets and foreign exchange. The course also examines how business interacts with the cultural, political, ethical, legal, and economic environments of multiple nations. An overview of international business strategies is also provided. Offered: St. Charles, Westport, and Belleville locations intermittently.

Supervision Cluster

IHR 35700 - Employee Supervision (3)
This course examines the industrial environment and the role of the supervisor. It is directed toward the enhancement of managerial skills and includes a survey of current literature on the subject of leadership. Offered: St. Charles, Westport, North County, and Belleville locations every term. All other locations intermittently.

IHR 35800 - Legal Issues for Human Resource Management (3)
This course examines the various laws relating to the employer/ employee relationship. Special emphasis will be placed on topics such as equal employment opportunity, affirmative action, grievance handling, hiring and termination, training, questions of equity, labor relations, and other issues associated with the management of human resources. Offered: St. Charles, Westport, North County, and Belleville locations every term. All other locations intermittently.

IHR 35900 - Performance Management/ Performance Appraisal Systems (3)
Performance appraisal is mandated by the Civil Service Reform Act. This course examines its basic elements, including goal setting, writing behavioral objectives, individual and organizational performance measurement, coaching and counseling, and productivity improvement among both unionized and non-unionized employees. Specific emphasis will be placed on reward systems and methods of positive discipline. Offered: St. Charles, Westport, North County, and Belleville locations every term. All other locations intermittently.

Staff Development/Information Systems Cluster

IHR 36081 - Career/Staff Development (3)
Students are introduced to career development programs in organizations and how they relate to the productivity of individuals. Focus is on the skills and concepts that will enable the student to design and implement staff development programs. Students also work on their personal career development and life planning. Offered: St. Charles, Westport, O'Fallon, and Belleville locations intermittently.

IHR 36300 - Human Resource Information Systems (3)
Topics covered in this course include the evolution of Human Resources and Information Systems, needs and types of HR information systems, the functionality of the HRIS manager, database management concepts, system planning, and integration. Additional topics include organizational needs assessment, system design, and cost management. An emphasis on project management themes based upon needs assessment will include real world case studies and problem solving exercises. The course will conclude with specific HRIS applications to the HR business competencies in staffing, applicant tracking, performance management, compensation and benefits, and employee self-service. Offered: St. Charles, Westport, O'Fallon, and Belleville locations intermittently.

IHR 36530 - Employee Training and Development (3)
This course is a specialized study of training in organizations, including needs analysis, learning theory, management development, and development of training objectives and programs. Methods of field-based research techniques and evaluation of training programs are included. Projects and exercises supplement readings. Offered: St. Charles, Westport, O'Fallon, and Belleville locations intermittently.

Managerial Issues Elective Cluster

IHR 33400 - Gender Issues in Management (3)
This course focuses on the role of women in management. Areas of study include the function of management, gender differences, barriers to career development, strategies for advancement, the difficult employee, effective communication, motivation, leadership, and problem solving. Offered: St. Charles and Westport locations every term and intermittently at Wentzville and Belleville locations.

IHR 33600 - Implementing and Managing Diversity (3)
This course aims to increase the awareness and dimension of diversity in the work place. Areas of study will include the value of diversity and communicating its importance in the work place, the changing organization, strategies for implementing diversity, and managing a diverse organization. Offered: St. Charles and Westport locations every term and intermittently at Wentzville and Belleville locations.

IHR 36000 - Adult Learning Processes (3)
This course is a study of selected methods and instructional techniques appropriate for the teaching of adults with a focus on the training and development area. Applications of adult development theory will be applied to the design, development, and evaluation of training programs and staff development. Offered: St. Charles and Westport locations every term and intermittently at Wentzville and Belleville locations.

Group Dynamics Cluster

IHR 37000 - Group Dynamics (3)
This course is the study of motivation, leadership, communication, morale, and intra- and inter-group dynamics, and decision making in organizations. Offered: St. Charles, Westport, Wentzville, and Belleville locations intermittently.

IHR 37100 - Conflict Resolution (3)
This course is an examination of causes of conflict in human interactions, including principles and techniques to diagnose conflict and to differentiate among types of conflict. Students will develop skills in leadership, group facilitation, team building, and handling group conflict. Offered: St. Charles, Westport, Wentzville, and Belleville locations intermittently.

IHR 41000 - Labor Economics and Industrial Relations (3)
This course is a study of the labor force employment, wages, hours, and industrial conflict. Unions, collective bargaining, and labor laws will be given important consideration. Foundations in Information Technology Cluster Offered: St. Charles, Westport, Wentzville, and Belleville locations intermittently.

Note: In special circumstances and with permission of the faculty advisor, IHR 49200 may substitute in one of the above clusters. Students must also complete IHR 48900 Human resource Capstone.

Information Technology Courses

Introduction to Programming Cluster

IIT 21500 - Programming Logic and Design (3)
This course will introduce students to computer programming concepts and approaches to computer logic. A popular programming language will be used to demonstrate these concepts.

IIT 21600 - Introduction to Game Programming (3)
This course will introduce students to the framework for designing games for computers and mobile devices for entertainment.

IIT 21700 - Introduction to Business Programming (3)
This course will introduce students to the framework for designing games for computers and mobile devices for business productivity.

Operating Systems Cluster

IIT 31100 - Operating System Concepts (3)
This course covers the theory and practice of modern operating system design. Specific topics related to operating systems will be covered and include processor management, memory management techniques, file systems/structure, virtual memory, I/O, storage, scheduling, deadlock, concurrency, security, and social issues. Lab fee required. Offered: St. Charles location alternating terms.

IIT 31200 - Practical Operating System Skills (3)
Students will install at least one network or Linux based operating system and a current version of Microsoft Windows during this class. Topics affecting the performance of operating systems will be covered, including hardware and third party software, and their importance when evaluating operating systems; Students will present findings related to their research. Lab fee required. Offered: St. Charles location alternating terms.

IIT 31300 - Operating System Evaluation (3)
Using knowledge gained in class work, course books, and Internet skills, students will research a specific topic and demonstrate their knowledge by performing commands in an operating system. Topics covered will include using the command line and graphical user interfaces to manipulate the following: text editing, file system structure, file system security, file system processing-processes, networking, shell programming, system administration, window managers, and desktop managers. Lab fee required. Offered: St. Charles location alternating terms.

Networking Cluster

IIT 32100 - Networking Essentials (3)
This class will introduce the student to the basics of designing and implementing a modern computer network. It will include an introduction to the elements of the OSI model, protocols, basic network architectures, and requisite basic hardware. Lab fee required. Offered: St. Charles location intermittently.

IIT 32200 - Network Applications (3)
This course is an introduction to computer networks and network operating systems. In series of short, practical problems, students will evaluate, troubleshoot, research, and resolve real world networking situations. These problems will include operational difficulties, disaster recovery policies and procedures, network maintenance, and end-user training issues. Offered: St. Charles location intermittently.

IIT 32300 - Network Implementation-A Case Study and Simulation (3)
In this class, the students (working in small groups) will design (or modify) a network for a small business or home office. Working within an assigned budget, the group will research requisite equipment, define the network architecture, and present a proposal for implementation that includes a time line, labor costs, and guidelines for training and ongoing support. Lab fee required. Offered: St. Charles location intermittently.

Cyber Security Cluster

IIT 33200 - Fundamentals of Cyber Security (3)
This course will introduce students to the fundamentals of network security, compliance and operational security, threats and vulnerabilities, application data and host security, access control and identity management, and cryptography. Offered: Alternate quarters at St. Charles campus.

IIT 33300 - Secure Social Interaction in a Digital World (3)
This course will explore social media and implications for personal and corporate security. Students will develop policy and procedure for the secure use of social media in enterprise. Offered: Alternate quarters at St. Charles campus.

IIT 33400 - Ethical Issues in Cyber Security (3)
This course will discuss information technology law and ethics. Students will investigate real world cases through a law and ethics filter. Students will develop a personal code of ethics for use as information technology professionals. Offered: Alternate quarters at St. Charles campus

Virtualization Cluster Fundamentals

IIT 36600 - Fundamentals of Data Center Virtualization (3)
This course will cover the concepts of Data Center Virtualization, including virtual machines, storage, operations, and networking. Availability, scalability, optimization, and management challenges will be addressed. A common virtualization product will be used to demonstrate these challenges and their solutions.

IIT 36700 - Fundamentals of Cloud Computing (3)
This course will provide students with a fundamental understanding of the business challenges can be resolved by cloud computing. Elasticity, efficiency, availability, and management challenges will be addressed. A common virtualization product will be used to demonstrate these challenges and their solutions.

IIT 36800 - Fundamentals of Desktop and Mobility Virtualization (3)
This course will provide students with an understanding of the challenges in End User Computing at both the desktop and with mobile devices and the solutions available. Virtual desktops, clones, pools, thinApps, and thin and zero clients will be discussed. A common virtualization product will be used to demonstrate these challenges and their solutions.

Web Design Cluster

IIT 37700 - Fundamentals of HTML (3)

This course will introduce development concepts as well as HTML/DHTML tags used to create Web pages. Interface design standards, e-Commerce trends, and Web security issues will be discussed. Prerequisite: IIT 21500; IIT 21600; IIT 21700. Lab fee required. Offered: St. Charles location intermittently.

IIT 37800 - Applications in Web Development (3)
This course will introduce procedures for developing and testing Web pages using the Microsoft Visual Studio. Other development environments will be explored and reasons for choosing one development environment over another will be discussed. Prerequisite: IIT 21500; IIT 21600; IIT 21700. Lab fee required. Offered: St. Charles location intermittently.

IIT 37900 - Applications in Website Publishing (3)
This course covers the techniques used to implement a Web site design and will examine the architecture, security, Web-hosting, and usability issues with developing Web-based applications for the World Wide Web. Prerequisite: IIT 21500; IIT 21600; IIT 21700. Lab fee required. Offered: St. Charles location intermittently.

Advanced Networking Cluster

IIT 42100 - General Network Administration (3)
This class will focus on the "day-to-day" task faced by a Network Administrator It will include communication issues (including protocols), event tracking, network function performance and monitoring, security monitoring, disk management, scheduled tasks, and other topics. Lab fee required. Offered: St. Charles location intermittently.

IIT 42200 - Network Application-Client Server (3)
In this course, the student will setup and install a small Windows domain-based network. Beginning with un-configured computers, the software will be installed and configured, user accounts will be created (and maintained), and security procedures, including shares, will be implemented. Lab fee required. Offered: St. Charles location intermittently.

IIT 42300 - Problem Solving-Network Applications (3)
In this course, students will work individually and in small groups to address a series of common networking problems and design appropriate solutions. Solutions will be presented as formal procedures, short research papers, or practical demonstrations as defined by the problem. Lab fee required. Prerequisite: IIT 32100; IIT 32200; IIT 32300. Offered: St. Charles location intermittently.

Virtualization Cluster Administration

IIT 42400 - Data Center Virtualization Administration (3)
This hands-on training course explores installation, configuration, and management of VMware vSphere®, which consists of VMware ESXi™ and VMware vCenter Server™. The course is based on the latest release of ESXi and vCenter Server.

IIT 42500 - Cloud Computing Administration (3)
This training course focuses on installing, configuring, and managing VMware vCloud® Automation Center™. This course covers the configuration and use of the vCloud Automation Center platform, including self-service provisioning and the creation of multivendor cloud services.

IIT 42600 - Desktop and Mobility Virtualization Administration (3)
This hands-on training course builds your skills in the VMware® View™ suite of products: VMware View Manager, View Composer, and VMware ThinApp®. This course is based on the latest View® and ThinApp® releases.

Virtualization Cluster Design

IIT 42700 - Data Center Virtualization Design (3)
This course will equip IT professionals with the knowledge, skills, and abilities to achieve competence in designing a virtual infrastructure. Given an organization's constraints and requirements, the infrastructure should be available, scalable, manageable, and secure while meeting the organization's business objectives. Common virtualization products will be used to demonstrate these challenges and their solutions.

IIT 42800 - Cloud Computing Design (3)
This course is designed to guide students through the decision points and policy choices available for designing and implementing a cloud computing environment. Common virtualization products will be used to demonstrate these challenges and their solutions.

IIT 42900 - Desktop and Mobility Virtualization Design (3)
This course presents a methodology for designing a desktop and mobility. The design methodology includes recommendations for the type of information and data that must be gathered and analyzed to make sound design decisions for client systems, desktop options, the cloud infrastructure, and desktop components. Common virtualization products will be used to demonstrate these challenges and their solutions.

Digital Forensics Cluster

IIT 43500 - Computer Forensics and Ethical Hacking (3)
This course will introduce students to computer incident response and computer forensics. Specific attention will be given to recovery of evidence from desktop computers, mobile devices, and network resources. This course covers the topics listed in the ECH domains.

IIT 43600 - Security Analysis and Penetration Testing (3)
This course will introduce students to the framework for penetration testing for the purpose of security analysis. This course covers the topics listed in the ECSA domains.

IIT 43700 - Report Writing for Security Analysts (3)
This course will discuss penetration testing and the legal aspects of evidentiary report writing. This course covers the topics listed in the LPT domains.

Advanced Web Design Cluster

IIT 47700 - Fundamentals of User Interface Design (3)
This course will introduce the steps involved with analysis and design of web based solutions. Project life cycle concepts will be presented and used as a guideline for the Web project. This course will also cover procedures for testing and debugging Web-based applications. Lab fee required. Offered: St. Charles location intermittently.

IIT 47800 - Object-Oriented Web Development (3)
This course will introduce object-based programming terminology and concepts. Programming principles will be presented in JavaScript, VBScript, and ASP.NET. Lab fee required. Offered: St. Charles location intermittently.

IIT 47900 - Multi-Tiered Web Programming (3)
This course will cover the techniques used to implement a multi-tiered Website design. This course will also examine the architecture and programming issues involved with developing distributed client/server applications for the World Wide Web. Lab fee required. Prerequisite: IIT 37700; IIT 37800; IIT 37900. Offered: St. Charles location intermittently.

Database Cluster

IIT 35100 - Database Analysis and Design Concepts (3)
This course explains the components of a database system. It stresses data modeling, data normalization, and database design. Lab fee required. Offered: St. Charles location alternating terms.

IIT 45200 - Database Application Implementation (3)
Students will develop a database in this course using Microsoft Office DBMS. The course will cover application design, object based implementation, and foundations of relational implementation. Lab fee required. Offered: St. Charles location alternating terms.

IIT 45300 - Database Project Implementation (3)
Students will become familiar with Structured Query Language and SQL Server, embedding SQL in host languages, client server and related applications and distributed processing. Lab fee required. Offered: St. Charles location alternating terms.

Project Management Cluster

IIT 33100 - Project Cost and Schedule Estimating (3)
This course is an introduction to the theory and applications of project cost and schedule estimating including life cycle cost, staffing profiles, GUI and object metrics, cost by phase and activity, lines of code, and project risks. Lab fee required. Offered: St. Charles location every term.

IIT 43200 - Project Management Process (3)
A course in the theory of project management involving planning, organizing, staffing, tracking, measurement, and evaluation. Topics include defining projects, developing networks, managing risk, scheduling resources; inter-organizational relations, and

international projects. Lab fee required. Offered: St. Charles location every term.

IIT 43300 - Cost and Scheduling Applications (3)
This course emphasizes problem solving skills needed in project management. The student will be exposed to multiple cost and scheduling systems. Training and problem specific assignments will be given using Microsoft Project. Lab fee required. Offered: St. Charles location every term.

Bachelor of Arts in Liberal Studies

American Studies Cluster

IRL 20200 - Religion in America (3)
This course is an overview of the history and development of the major religious traditions in the United States, beginning with the Puritans and concluding with contemporary religious movements. Included are the beliefs, programs, and organizations of the major Protestant denominations, the Roman Catholic Church, and Judaism, along with ethno-religious groupings, ecumenical movements, and church/state relations.

IEN 33700 - American Lit (3)
This course is a survey of American writing from the colonial frontier to 1890 with emphasis on the struggle of New World writers to develop distinctive American themes and characters arising from the conquest of a virgin continent.

IRT 35900 - American Art (3)
This course is the study of American Painting, sculpture, and architecture from the colonial period to 1900.

Communications Processes Cluster

ICM 11000 - Fundamentals of Oral Communication (3)
This course is an introduction of theories and techniques of non-written communication in business and society. Topics include the nature of human communication, listening skills, interpersonal communication, non-verbal communication, small group communication, and public speaking. Students will participate in communication activities, as well as research, organize, and present formal speeches.

ICM 30300 - Written Communications for Business (3)
The study and practice of effective business writing, topics in the class will include writing memoranda, letters, and reports as well as writing for various publics. Special focus will be on persuasive communication, international business communication, and writing style for corporate publications.

ICM 32700 - Media Literacy (3)
In this course, students will focus on the cognitive, emotional, moral, and aesthetic influences of the media. (Radio, Film, TV, Multimedia, and the Internet). Higher levels of media literacy can give students more options and controls over their beliefs and behaviors.

Foundations of Communications Cluster

ICM 40000 - Historical Development and Trends in Communication (3)
This course is an overview of the communication fields, including identification of its varied elements, history, and trends. Offered: Every term at the St. Charles location and intermittently at various locations.

ICM 40500 - Media and Society (Ethics and the Media) (3)
This course includes readings and discussions of major issues involving media's impact on society. Significant ethical and legal issues are included. Content ranges over a variety of media. Offered: Every term at the St. Charles location and intermittently at various locations.

ICM 40600 - Theories of Communication (3)
This course introduces the works of major theorists and theories within the areas of interpersonal, organizational, public relations, intercultural, and mass media. Offered: Every term at the St. Charles location and intermittently at various locations.

Social Science Focus Cluster

IHS 10600 - American History (3)
This survey of American history traces the development of the United States from the Civil War to its present status as a world power. Political, economic, and social foundations of American development are stressed.

IHR 23021 - Survey of Economics (3)
This course introduces basic economics, concepts, relationships, and institutions. The course provides a foundation for applying economics to individual decision making and for critically analyzing aggregate economic behavior and policy. Topics to be covered include supply and demand, consumer choice, competition, monopoly, the labor market, government intervention, business cycles, fiscal policy, money and banks, monetary policy, and International trade. Offered: St. Charles, Westport, and Belleville locations intermittently.

IPH 30500 - Political Philosophy (3)
This course introduces students to the writings of well-known classical and modern political philosophers and theorists. Instead of secondary accounts or summaries of these writers, students read original thoughts of political thinkers.

Completion of one of the following clusters

Dance Survey Cluster

IDA 10100 - Introduction to Dance (3)
This course is the beginning movement course in dance techniques and styles including elements of modern dance, jazz dance, and ballet. It will help students develop body awareness, flexibility, and creativity. Includes beginning instruction in theory and technique.

IDA 17100 - Dance as an Art (3)
This course is an introductory course designed to develop the student's ability to enjoy and analyze dance performance through a consideration of dance style, technique, choreography, and the role of dance in culture. Lecture course, no dance training necessary.

IDA 37100 - Dance in the 21st Century (3)
This course explores the history and role of dance in different cultures around the world. Through video observations, readings and class discussions, students will be exposed to the multicultural influences on dance in today's society. Lecture course, no dance experience necessary.

Music Survey Cluster

IMU 16500 - Introduction to Music Literature (3)
This course serves as an historical survey of masterworks from diverse genres. Emphasis on listening to, analyzing, and describing music; understanding relationships between music, the arts, and disciplines outside the arts; and understanding music in relation to history and culture.

IMU 35600 - History of Music II (3)
This course serves as a study of Western art music (1750 to the present) in historical, stylistic, and cultural contexts.

IMU 35700 - World Music (3)
This course serves as a study of non-western musical cultures. Emphasis on the characteristics of the world's major musical traditions in historical, stylistic, and cultural, contexts, and vocabulary for effective analysis and description.

The following clusters are recommended as elective clusters

Creative Writing Cluster

ICM 31000 - Creative Writing Lab (3)
This course will examine the development of creative writing techniques through writing exercises and projects. Students select an emphasis in poetry, fiction, or feature writing. Workshop format with a process approach.

ICM 31200 - The Art of Fiction (3)
This course consists of readings in short fiction by major authors with special attention to character, theme, and style and introduces aesthetic concepts and strategies ranging from realistic to abstract modes.

ICM 31300 - The Art of Poetry (3)
This course consists of readings in poetry ranging from tribal times to present. Views of poetry's connection to human spirituality, to societies, and to the individual will be discussed.

Advanced Creative Writing Cluster

ICM 31100 - Advanced Creative Writing (3)
This class is an advanced workshop course that will concentrate on one or more of the following forms: poetry, short fiction, playwriting, or non-fiction.

ICM 35100 - Modern Poetry (3)
This course is a study of poetry from 1900 to the present, principally English and American, but may include selections in translation from other cultures. Readings include poetry representing the growing importance of women and other writers

who have not previously been in the mainstream of poetic tradition.

ICM 38000 - Advanced Topics in Literature (3)
This course is a concentrated study and analysis of specific authors, genres, or topics in English, American, and World Literatures. This course may be repeated as the topics vary.

Capstone and Culminating Project Courses

Note: A grade of "C" or above is required to pass a capstone course or culminating project.

IBA 48900 - Business Administration Capstone (3)
This course examines the decisions required of middle management with respect to problem solving within an organization. Emphasis is given to the contributions of several business disciplines of study, such as marketing, finance, and management to understanding both the internal operations of the organization and the influences of the external environment. Subject matter stressed includes but is not limited to (1) development of organizational planning and strategy, (2) decision making within the framework of a strategy, (3) the planning process, (4) formulation of objectives and policies, and (5) the management of change. A grade of B or better is necessary to pass this course. Testing fee required. Offered: All locations intermittently.

ICJ 48900 - Criminal Justice Capstone (3)
This course will tie together the various components of the criminal justice system and allow students to critically examine the justice system as it exists in American society. A substantial research paper and class presentation of the research paper topic is a major component of the course. Additionally, criminal justice practitioners in the areas of policing, corrections, juvenile justice, and the courts will be frequent guest lecturers who will provide students with relevant information on differing roles within the justice system and enlighten the class on trends within their fields. Offered: St. Charles and Belleville locations twice a year.

ICM 48900 - Communications Capstone (3)
This course develops advanced presentation skills and business etiquette as it applies in a variety of communications settings that occur in all phases of career and project development. Students are expected to select a project that is important to their intellectual and professional development in the communication field. The course will provide students with experiences to refine and demonstrate competent communications skills and apply appropriate assessment criteria to various presentation styles and formats through all phases of the capstone project.

ICU 48900 - Culminating Project (1)
This is an independent study under the supervision of the Faculty Advisor consisting of a written or media production project. The advisor's permission and a written proposal are required to be eligible for the Culminating Project option.

IHM 48900 - Health Management Capstone (3)
This course culminates the undergraduate student's educational experience in becoming a highly effective healthcare supervisor or manager and serves to synthesize and integrates the student's educational experience while analyzing the practices and problems confronting today's healthcare managers. Testing fee required.

IHR 48900 - Human Resources Capstone (3)
This course provides students with both a foundational review of key human resources management concepts and an emphasis on their alignment with the short- and long-term goals of the business. The link between strategy and employee performance will be emphasized through case study analysis, group projects, and class presentations and discussion. The HR Capstone will take a strategic perspective that frames human resources interventions with the context of organizational policies and processes that will sustain long term results. Subject matter will include the organizational assessment of business needs, planning and strategy, decision making, and sound implementation methods. Offered: St. Charles location and intermittently at Belleville campus. Testing fee required.

IIT 48900 - Information Technology Capstone (3)
This course will be culminating project course for the student's degree program. The instructor will act as a mentor to guide the students through the completion of a portfolio or other project document that will demonstrate their successful completion of the goals of the degree. Prerequisite: Must be taken upon completion of all IIT coursework or concurrent with last cluster. Offered: St. Charles location every term.

Individual Three Credit Hour Courses

ICJ 20000 - Criminology (3)
(GE-SocSci) This course is designed to introduce students to the field of criminology, the scientific study of crime, and related theories. Exploration of the development of criminal law, how crime is defined, trends and patterns of crime, and who is most likely to be a victim of crime will be covered. This course is designed as an overview analyzing the strengths and weaknesses of current theories of crime and causation from an objective point of view. Offered: This course will be offered periodically in St. Charles.

ISC 10500 - Survey of Geology (3)
(GE-EarthSci) This is a lecture course that focuses on the study of the earth to include the materials it is made of, the physical and chemical changes that take place both internally and superficially, and the historical background. Offered: St. Charles every quarter.

ISC 13000 - Introductory Astronomy (3)
In survey fashion, this course addresses the historical background of astronomy, types of telescopes, identification of stellar characteristics, formation of our solar system, characteristics of the planets, space debris, and the birth and death of stars, galaxies, and the universe. Offered: Fall and spring semesters.

ISC 13100 - Astronomy Lab (1)
This optional lab explores celestial mechanics, calculating distances to stars, measuring the brightness and color spectra of stars, the classification of galaxies, and the formation of the Universe. Concurrent enrollment in ESC 13000 or permission of dean required. Lab fee required. Offered: Intermittently.

IBA 32000 - Principles of Finance (3)
This course introduces the student to the fundamental concepts of financial management, including basic financial analysis, working capital management, planning and forecasting, security valuation, capital budgeting, cost of capital, leverage and capital structure, and international financial management. Prerequisite: IMH 13200; IMH 14100; IMH 22000. Offered: All locations intermittently.

IBA 48010 - International Marketing (3)
This course is designed to provide an extensive analysis of the marketing mix and how it can be standardized for transnational markets. The course will present techniques used to identify potential markets of products and/or services in the global marketplace. Offered: All locations intermittently.

IBA 48040 - International Economics (3)
This course focuses on the causes and composition of international trade and policies used to control or promote it, the balance of payments as an accounting framework and as a framework for macroeconomics adjustments, and foreign exchange markets and institutions. Prerequisite: IMH 13200; IMH 14100; IMH 22000. Offered: All locations intermittently.

ICJ 31500 - Victimology (3)
This course will examine the crime victim as a social phenomenon. It will explore the role of the victim in criminal acts and delve into the treatment of victims by the police and the courts. Victims' rights will be examined in relationship to new offender treatment programs such as Restorative Justice and Victim's Compensation Funding. Offered: O'Fallon and North County sites twice a year, at St. Louis City location once a year, and intermittently at Belleville campus.

ICJ 34500 - Survey of International Criminal Justice Systems (3)
This course allows students to study the criminal justice systems of six model nations. Common aspects of criminal justice systems, which includes policing, courts, corrections, and juvenile justice, will be compared and contrasted. Issues such as transnational crime, supranational crime, terrorism, and their impact on criminal justice systems worldwide will be explored. Offered: The St. Charles location each term and at the St. Louis location and the Belleville campus once a year; intermittently at Westport, South County and Wildwood locations.

IEN 20100 - World Literature I (3)
This course is a study of ideas that have shaped civilizations, with emphasis on the literature of various cultures and periods. Works will be read in English translation. Lectures and discussions interpret literature and consider religious and philosophical thought in terms of contrasting as well as universal themes and values. Offered: Various locations each term, intermittently.

IEN 20200 - World Literature II (3)
This course is a study of ideas that have shaped our cultures, beliefs, and understanding from the Renaissance to the present. Students will examine the cultural contexts of the works and will consider the universal doctrines and themes these works suggest. Prerequisite: ICM 10100 and ICM 10200.

IHM 30100 - Ethical Issues in Healthcare Management (3)
Issues and problems that arise within the healthcare field will be reviewed and discussed. Offered: Intermittently at select locations.

IHM 30200 - Healthcare Management (3)
This course examines the development of the understanding of healthcare organizations and the decision-making skills required in management positions. The origins and functions of various health systems in the U.S. are reviewed and discussed. Offered: Intermittently at select locations.

IHM 35100 - Healthcare Marketing (3)
This course introduces the student to various marketing concepts as they relate to healthcare organizations. Students will discuss marketing fundamentals, research, strategy, and the strategic marketing process. Students will attain a foundational application of the principles of marketing and their application to healthcare. Offered: Intermittently at select locations.

IHM 40100 - Introduction to Public Health (3)
This is an overview of current topics in public health and will center on discussions regarding U.S. healthcare reform and the effect of globalization of national economies on the health of populations. Analysis of public health efforts in light of natural disasters coupled with practical application of the best practices in the field and discussion centered on the social and ethical challenges of devising public policy will also be focal points for this course.

IHS 10000 - World History Since 1500 (3)
This course is a study of the growth and interactions of world cultures and concentrates on the history of the world since 1500. The emphasis is on the interaction of the West with other civilizations after the industrial and scientific revolutions. Colonialism, imperialism, and non-Western nationalist movements will be considered, along with the development of the current world situation. All sections may be taken for Honors Program credit. Not open to students with credit in HIS 22100. Prerequisite: ICM 10100 and ICM 10200.

IIT 10000 - Computer Literacy (3)
This course will introduce students to basic computer terminology and computer usage. Topics will include discussion of computer hardware and software components, user functions, file storage and organization, application usage, the Internet, and information security. This course requires lab time outside of class meeting times.

IIT 34010 - Visual Basic.NET Programming (3)
This course focuses on developing Windows applications using Visual Basic. The goal of this course is for students to learn to build Visual Basic.Net applications with multiple forms and dialog boxes, create menus and sub-menus for program control, and access database files. Essentials of Visual Basic.Net environment are presented including objects, properties, methods, and code structures. Lab fee required. Offered: Intermittently.

IIT 34020 - Mobile Applications Programming (3)
This is an introductory hands-on course focused on the creation of web applications for deployment on multiple platforms such as

personal computers, tablets, and smartphones. Topics will include connectivity, interface design, application architectures, and programming. Students will gain skills necessary to develop applications that utilize the unique hardware and communication capabilities of a variety of devices. This course is project based and will likely require extensive time commitment outside of class time. Prerequisite: IIT 21500 IIT 21600, IIT 21700. Lab fee required. Offered: Intermittently.

IIT 34030 - Java Programming (3)
This course is designed to give the student advanced knowledge of the Java programming language. Emphasis will be placed on the fundamental syntax and semantics of Java for applications. Other topics covered will include variables; data types and expressions; control structures including branching and looping; programmer defined classes; arrays; Graphical User Interfaces; and database access. Prerequisite: IIT 21500; IIT 21600; IIT 21700. Lab fee required. Offered: Intermittently.

IIT 34040 - C++ Programming (3)
This course is designed to provide working knowledge of object oriented programming using C++. Students will learn the basic concepts of object-oriented programming (OOP) and object oriented software design. The fundamental control structures of C and C++ will be presented. Students will also learn to build objects using classes, define operations on objects, and use predefined classes in C++. Prerequisite: IIT 21500; IIT 21600; IIT 21700.

IIT 34050 - C# Programming (3)
This course provides an introduction to programming using the C# language. Emphasis is placed upon the development of correct, efficient programs that are easy to maintain. Topics include problem analysis, program design, documentation, testing, and debugging. Basic features of the C# programming language are covered. Prerequisite: IIT 21500; IIT 21600; IIT 21700. Lab fee required. Offered: Intermittently.

IIT 34400 - Linux Programming (3)
This course will introduce students to the Linux Operating System, with concentrations in security and automation. Topics include Linux Shell Programming, Perl Programming, Kernels, File Systems, System Administration, TCP/IP Networking, Web Environments, TCP/IP Socket Programming, and other business applications for Linux Systems. Lab fee required. Offered: Intermittently.

IIT 44020 - Information System Analysis and Design (3)
This course is an introductory Information Systems Analysis and Design course for business analysts, project managers, infrastructure analysts, system analysts, and change management analysts. Information Systems Analysis and Design presents a practical approach to information technology and system development. Throughout the course, students will learn how to translate business requirements into information systems that support a company's short- and long-term objectives. Classical and structured tools for describing data flow, data structure, process flow, file design, input and output design, and program specifications will be applied to documenting systems. Lab fee required. Offered: Intermittently.

IMH 05100 - Basic College Math (3)
This is a computer-based self-paced course for students who need to review the basics of mathematics. Topics include order of algebraic operations, fractions, proportions, percents, exponents, scientific notation and calculator computations, simple graphs and diagrams, linear and quadratic equation solving, and word problems. This course will not earn elective credit (thus, does not count toward the 128 hours required for graduation), nor will it transfer the general education requirement in mathematics. Offered: Every quarter at differing locations.

IMH 13200 - Quantitative Management Applications (3)
This course emphasizes problem-solving skills in management and finance. Topics include simple and compound interest, annuities, discounts, installment buying, amortization, reading and interpreting financial reports, depreciation, taxes, insurance, and investments. Mathematical tools include solving linear equations, linear regression, and basic statistical models. The uses of tables, calculators, and Excel are stressed. Offered: St. Charles, Westport, and North County locations and the Belleville campus each term, intermittently at other locations.

Notes: (1) Requires either passing the Math Placement exam with a score of 70% or better, or completion of IMH 13200 with a grade of "C" or better.

(2) A student who has transferred 3 semester hours in an approved math general education course may take a single 3 semester hour math general education course to satisfy the math requirement. Students with no general education math transfer credit must take the cluster.

(3) Some majors have special requirements as described in all those majors. All business administration, human resource administration, and health management majors must take statistics, even if they have transferred in more than one non-statistics course at the college algebra or above level. The Math/Statistics Cluster satisfies the mathematics general education requirement for all majors.

IMH 14200 - Basic Statistics (3)
This course is an introduction to the theory and applications of descriptive and inferential statistics including probability, random variables, expected values, probability distribution functions, and hypothesis testing. Offered: St. Charles, Westport, North County locations and the Belleville campus in each term, intermittently at other locations.

IPS 15500 - American Government: The Nation (3)
(GE-AmGovHis) This course focuses on introducing students to the skills involved in political analysis. Attention is focused on examining key terms such as "democracy" and "politics" as well as providing students students with an overview of American national government. Offered: Online each quarter.

REC 20600 - Leisure in Contemporary Society (3)
(GE-SocSci) This course will focus on conceptual foundations for understanding the role of leisure in the quality of life in America. The history of and expanding role of recreation and leisure in the United States will be explored with emphasis on factors influencing leisure, analysis of leisure values as related to individuals and society, and the study of historical significance of

key events and individual contributions from cultural, psychological, individual, political, social, and economic points of view. Offered: Online each term.

Internship Courses

Permission of the faculty advisor, the dean, junior standing, and a cumulative GPA of 3.0 or above are required to register for an internship. The faculty advisor will provide the student and his or her mentor with paperwork explaining the internship, the accompanying journal, and the assessment criteria.

IBA 45000 - Business Administration Internship (1-3)
While not a requirement of the business program, credit for an internship in business is available to the student who has this opportunity prearranged with his/her current employer.

ICM 45000 - Communications Internship (1-3)
Onsite learning experience in a professional communications setting that focuses upon organizational, human resources, or public relations. Internships require 50 hours of fieldwork per one semester hour of credit. Students must receive a recommendation of the Faculty Advisor and be accepted by the internship organization. Work performance will be assessed by the internship supervisor. A portfolio and examples of work performed must be submitted to the Faculty Advisor at the end of the internship. See faculty advisor for portfolio criteria.

ICM 45100 - Media Internship (1-3)
Onsite learning experience in a professional media production setting that produces media program and content for radio, television, film, websites and advertising. Internships require 50 hours of fieldwork per one semester hour of credit. Students must receive a recommendation of the Faculty Advisor and be accepted by the internship organization. Work performance will be assessed by the internship supervisor. A portfolio and examples of work performed must be submitted to the Faculty Advisor at the end of the internship. See Faculty Advisor for portfolio criteria.

Special Topics and Independent Study Courses

Special topics courses must be taken in conjunction with a cluster. One hour of credit may be earned if they are added to a cluster. Three hours of credit may be earned if they replace one of the existing three hour courses in the cluster. Independent study courses can be taken outside of a cluster.

ICL 29400-29499 - Special Topics in Cross Cultural Studies (1-3)
IEN 29300-29399 - Special Topics in Humanities (1-3)
ISS 29300-29399 - Special Topics in Social Science (1-3)
IBA 41090-41099 - Special Topics in Accounting (1-3)
IBA 42090-42099 - Special Topics in Finance (1-3)
IBA 43090-43099 - Special Topics in Economics (1-3)
IBA 45090-45099 - Special Topics in Marketing (1-3)
IBA 46090-46099 - Special Topics in Management (1-3)
IBA 46900-46999 - Cases in Business/Law (1-3)
IBA 47900-47999 - Special Topics in Investments (1-3)

ICJ 34000-34999 - Independent Study in Criminal Justice (1-3)
ICJ 49200-49699 - Special Topics in Criminal Justice (1-3)
ICM 49500-49599 - Special Topics in Communications (1-3)
IHM 48500-48599 - Independent Study in Health Management (1-3)
IHM 49200-49499 - Special Topics in Health Management (1-3)
IHR 49200-49299 - Special Topics in Human Resource Management (1-3)
IIT 49200-49600 - Special Topics in Information Technology (1-3)
IIT 49200-49699 - Special Topics in Information Technology (1-3)
IMH 29300-29399 - Special Topics in Mathematics (1-3)
INS 29300-29399 - Special Topics in Natural Sciences (1-3)

GRADUATE PROGRAMS

Introduction to the School of Accelerated Degree Programs: Graduate Students

Graduate Programs offered by the School of Accelerated Degree Programs are specifically designed for the student with significant employment experience. Students are challenged to expand their knowledge with exercises, techniques, and instruments to update and reinforce learning and enhance understanding of difficult concepts. In addition, students continue to develop their analytical and conceptual skills by enlarging their perspectives and identifying a balance between theory and practice with regard to their particular areas of study. At the completion of the program, students will be prepared to contribute to their organizations' goals by effectively administering and developing resources.

Throughout their programs of study, students will have opportunities to develop their communication skills, demonstrate workplace responsibility, use interpersonal skills, practice working within a team, and develop an appreciation of the importance of continuing growth and education with an emphasis on values-centered thinking. Students are encouraged to engage in speculative thinking and to develop original work and/or research in their major areas of interest. This work should be analytical rather than descriptive, demonstrating a distinct, defensible, methodological, and theoretical perspective.

The Cluster

Central to the theory and practice of adult education is the ideal of the synthesis of knowledge. The School of Accelerated Degree Programs seeks to achieve this goal through the construct of the cluster. Clusters are comprised of a faculty member and approximately 12 to 14 students who meet for four hours weekly during an evening or weekend. Each student is enrolled in a group of three related subject area courses, called a cluster, that are, in many cases, integrated into one seminar. Three semester hours of credit are awarded for successful completion of each course in the cluster for a total of nine semester hours per cluster. The cluster provides students with an opportunity to explore basic subject areas beyond the confines of a single discipline.

These cluster group meetings provide a collegial environment in which students present their work and share their learning. A major objective of this format is the development of knowledge synthesis, so students can expect their learning to be measured in a variety of ways: written and oral presentation, class discussion, research papers, group projects, and traditional testing. However, as is true of most higher-education programs, each professor determines how students are to be assessed and graded; therefore, tests and quizzes may be used to supplement papers and presentations as assessments of student mastery. Each cluster is limited in size to approximately 12 students. The cluster follows the quarter schedule and meets one evening a week for four hours, integrating related courses of study.

The cluster begins with a first assignment, given to the student when he or she enrolls in the cluster. This assignment is due during the first class meeting. Subsequent homework assignments are delineated in the syllabus, and, due to the accelerated nature of the program, it is expected that a student will spend, at a minimum, twenty hours per week working on these out-of-class homework assignments. This time commitment may vary, however, depending upon the student's level of expertise in a given cluster. A student in a management cluster, for example, who has worked several years in a middle management position, and who has completed a variety of corporate sponsored management courses, may, in fact, spend less time working on assignments for this cluster.

Due to the accelerated nature of the cluster (program), the rewriting of papers or the assigning of extra credit homework to improve a grade, or grades, is not permitted.

Student Enrollment Process

After a student is admitted to a graduate program, a faculty advisor is assigned. Students are required to meet in person with their advisor for enrollment in their second cluster in the program, as well as for enrollment in their final cluster in the program, which serves as their exit interview. During the remainder of their time in the program, students have the option to either (1) meet in person with their advisor for enrollment, or (2) contact their advisor by email or by telephone for enrollment. This contact must occur each quarter during the student's appropriate registration week according to academic rank. During this advisor contact time, the advisor discusses degree and enrollment options and opens the student's portal for online registration. Students will then register themselves for classes through their student portal. Once the initial enrollment is completed, the faculty advisor closes the student portal. If a student decides after the initial enrollment to make a schedule change or withdraw from classes, the student must contact the advisor again, who will open the student's portal for the enrollment change. It is the responsibility of the student to schedule this contact time with the advisor and to complete the enrollment process each quarter.

Earning a Master's Degree

To receive a master's degree from the School of Accelerated Degree Programs, students must complete a 48-hour degree program that typically includes five, 9 credit hour clusters and a 3 credit hour capstone course, thesis, or culminating project, depending on the degree program.

In addition all students must meet the following requirements:

1. Have a cumulative grade point average of at least 3.0 overall and in the courses required for the degree.

2. Complete the objectives set forth in the program overview.

3. Complete all practicum, apprenticeship, and residency requirements connected with the degree program, as specified by the program overview.

Preparing for Graduation

Students are responsible for tracking their own academic progress and eligibility for graduation. Specifically, each student must track his/her own progress through a degree program by maintaining a checklist of all requirements. The academic advisor will confirm that all degree requirements have been met; however, the student is ultimately responsible for tracking his/her own progress through the program and meeting all requirements for graduation. Only the Provost and the Registrar have the authority to certify that all requirements for graduation have been fulfilled and post a notification of degree completion on a student's transcript.

In addition to tracking their own progress through academic programs, students must submit an Application for Degree. The application must be signed by the student and the student's academic advisor and be submitted to the Office of Academic Services. Failure to submit an application by the appropriate deadline may postpone the posting of the student's degree.

The application deadlines are as follows:

Students graduating in	Must apply by
March	Dec 30 of previous year
May	Dec 30 of previous year
June	Dec 30 of previous year
August	February 28 of the same year
September	March 30 of the same year
October	May 30 of the same year
December	May 30 of the same year

Graduate Degree Time Limit

A graduate student is expected to complete a graduate program within five (5) years of the date of entry.

Receiving a Second Graduate Degree in the School of Accelerated Degree Programs

Many students, after receiving the first graduate degree in the School of Accelerated Degree Programs, will decide to enroll in a second graduate degree. When this occurs, students may be able to transfer nine credit hours from the first graduate degree toward the second graduate degree. Consequently, the second graduate degree requires the completion of 39 credit hours. The program director for the second degree must approve the transfer of credit and will assist in creating the program overview for the second degree.

A student who would like to pursue any additional master's degree type beyond completing a second master's degree will have to complete all degree requirements including the total earned hours for the degree program.

Business Programs

The School of Accelerated Degree Programs offers two graduate programs in Business Administration. The programs offered are

1. The Master of Business Administration (MBA), a general degree;

2. The Master of Science in Administration (MSA), a specialized degree with emphasis areas in marketing, project management, or management.

MASTER OF BUSINESS ADMINISTRATION, MBA

48 credit hours

The MBA program offers a broad-based education in advanced administrative and managerial topics. The program features a curriculum that prepares students for the information economy while emphasizing applications of the latest concepts, practices, and skills through case study analysis and examination of current issues and trends in the rapidly-changing global business environment. It is designed for working professionals from a wide range of backgrounds who wish to advance or enhance their business careers.

The clustered learning format of the School of Accelerated Degree Programs is ideally suited to the new, experienced, or aspiring manager. In weekly seminars, three related subject areas are combined in one interdisciplinary unit of nine semester hours. This synthesis and the small class size provide a unique atmosphere for full-time study.

Prerequisite Cluster for Students with Non-Business Undergraduate Degree

Graduate Marketing/Finance Cluster (9) HR10

IHR 56100	Essentials of Marketing
IHR 56200	Survey of Accounting
IHR 56300	Introduction to Finance

Core Curriculum

Graduate Information Systems and Methods Cluster (9) BA14

IBA 50100	Economic Issues
IBA 50300	Business Driven Information Systems
IBA 50500	Quantitative Methods

Graduate Accounting Cluster (9) BA7

IBA 51010	Financial Accounting Concepts
IBA 51011	Managerial Accounting
IBA 51200	Case Studies in Accounting

Graduate Management Cluster (9) BA9

IBA 54000	Management and Administrative Theory
IBA 54100	Organizational Behavior
IBA 54300	Personnel Management and Labor Relations

Graduate Marketing Cluster (9) BA10

IBA 55020	Marketing Information and Research
IBA 55100	Marketing Strategy and Management
IBA 55200	Issues in Marketing

Graduate Finance Cluster (9) BA8

IBA 53000	Financial Concepts
IBA 53100	Financial Policy
IBA 53200	Managerial Finance

Prerequisite: Graduate Accounting Cluster or permission of Business Program director.

In addition to the five required clusters, students must complete:

| IBA 60100 | Business Policies and Strategies |

MASTER OF SCIENCE IN ADMINISTRATION, MSA

48 credit hours

The MSA program is designed to meet the needs of students who may wish to specialize in marketing, management, or project management. Following are recommended interdisciplinary cluster units of nine semester hours for each of the major areas.

Core Curriculum

Graduate Information Systems and Methods Cluster (9) BA14

IBA 50100	Economic Issues
IBA 50300	Business Driven Information Systems
IBA 50500	Quantitative Methods

Graduate Marketing/Finance Cluster (9) HR10

IHR 56100	Essentials of Marketing
IHR 56200	Survey of Accounting
IHR 56300	Introduction to Finance

Graduate Management Cluster (9) BA9

IBA 54000	Management and Administrative Theory
IBA 54100	Organizational Behavior
IBA 54300	Personnel Management and Labor Relations

Management Emphasis

Students pursuing an emphasis in Management take the following required clusters for 18 semester hours in their area of emphasis:

Graduate Organizational Communications Cluster (9) CO25

ICM 51500	Organizational Communications Theories
ICM 51600	Leadership in Organizations
ICM 51800	Communication Process and Motivation

Prerequisite: MSA Core Clusters

Graduate Organizational Assessment Cluster (9) HR7

IHR 57700	Organizational Assessment
IHR 57900	Training Design, Evaluation, and Facilitation
IHR 58000	Contemporary Issues

Prerequisite: MSA Core Clusters

In addition to the five required clusters, students must complete:

| IBA 60100 | Business Policies and Strategies |

Project Management Emphasis

Students pursuing an emphasis in Project Management take the following required clusters for 18 semester hours in their area of emphasis:

Graduate Project Management in Business Cluster (9) BA15

IBA 56070	Project Management in Business
IBA 56071	Project Selection and Initiation
IBA 56072	Project Planning and Scheduling

Prerequisite: MSA Core Clusters

Graduate Managing Project Execution Cluster (9) BA16

IBA 56075	Managing Project Execution
IBA 56076	Project Leadership and Communication
IBA 56077	Issues and Cases in Global Project Management

Prerequisites: IBA 56070, IBA 56071, IBA 56072

In addition to the five required clusters, students must complete:

| IBA 56079 | Project Management Capstone |

Marketing Emphasis

Students pursuing an emphasis in Marketing take the following required cluster (Graduate Marketing) and either the Graduate Integrated Promotional Communications cluster or the Graduate Product Management cluster for 18 semester hours in their area of emphasis.

Graduate Finance/Marketing Cluster (9) HR10

IHR 56100	Essentials of Marketing
IHR 56200	Survey of Accounting
IHR 56300	Introduction to Finance

Graduate Economic Issues and Methods (9) BA14

IBA 50100	Economic Issues
IBA 50300	Business Driven Information Systems
IBA 50500	Quantitative Methods

Graduate Marketing Cluster (Required) (9) BA10

IBA 55020	Marketing Information and Research
IBA 55100	Marketing Strategy and Management
IBA 55200	Issues in Marketing

Prerequisite: MSA Core Clusters

Choose 2 of the Following

Graduate Integrated Promotional Communications Cluster (9) CO24

ICM 50600	Promotion Strategies and Tactics
ICM 50800	Advertising for Sales Efficiency
ICM 51000	Public Relations Strategies for Business

Prerequisite: MSA Core Clusters

Graduate Management Cluster (9) BA9

IBA 54000	Management and Administrative Theory
IBA 54100	Organizational Behavior
IBA 54300	Personnel Management and Labor Relations

Graduate Product Management Cluster (9) BA11

IBA 55500	Product Management and Product Development
IBA 56000	Brand Management
IBA 56500	Product Positioning Strategy

Prerequisites: IBA 55020, IBA 55100, IBA 55200

In addition to the five required clusters, students must complete:

| IBA 60100 | Business Policies and Strategies |

COMMUNICATIONS, MA

48 credit hours

The MA in Communications offers a great deal of flexibility in planning and design. The graduate student in communications may specialize in one of four areas of emphasis. The four areas of emphasis are

1. Promotions

2. Training and development

3. Media management

4. Digital and multimedia studies

Each cluster is limited to approximately 14 students, which allows for close contact with faculty members and individualization of study to meet each student's needs within the parameters of the cluster. Each cluster meets one evening each week for four hours and integrates related areas of study which, in more traditional formats, are taught separately. Evaluation is based primarily upon projects in which written and oral communications skills are developed.

Students may apply for three credits of either ICM 59300 Media Internship or ICM 59400 Communications Internship, onsite learning experiences in communications-related establishments. Students who wish to pursue an internship must receive the recommendation of the Program Director and be accepted by the internship organization. Internships require 50 hours of fieldwork per one semester hour of credit.

In the final term of study, a capstone course (ICM 60100, 3 credit hours), is required of all majors except for those in Digital and Multimedia Studies who complete a concentration in Television Production. These students, in their final term, do a Culminating Project (ICM 58999, 3 credit hours) in the area of production or scriptwriting. A proposal is required and needs approval from the Communications Program Director to be eligible for the Culminating Project option. Students need to request the Culminating Project Directive and Proposal Guide and submit the proposal in the quarter prior to enrolling for the option.

Students with this interest can also, with permission of the Communications Program Director, earn up to nine hours of independent study coursework (ICM 59500 Special Topics I, ICM 59600 Special Topics II, ICM 59700 Special Topics III). These three credit hour courses involve applied individualized studies, under the supervision of Lindenwood faculty, in support of developing programming and operations at LUTV, the Lindenwood television station.

COMMUNICATIONS EMPHASES

Promotions Emphasis

The MA in Communications with a promotions emphasis requires completion of the following clusters.

Core Curriculum

Graduate Public Relations Cluster (9) CO21

ICM 54600	Public Relations and Social Media
ICM 55200	Public Relations Ethics: Case Studies
ICM 55300	Strategic Research and Planning

Graduate Marketing Cluster (9) BA10

IBA 55020	Marketing Information and Research
IBA 55100	Marketing Strategy and Management
IBA 55200	Issues in Marketing

Graduate Integrated Promotional Communications Cluster (9) CO24

ICM 50600	Promotion Strategies and Tactics
ICM 50800	Advertising for Sales Efficiency
ICM 51000	Public Relations Strategies for Business

Elective Category A

Select one of the following clusters:

Graduate Corporate Communications Cluster (9) CO14

ICM 50000	Communications in the Corporate Environment
ICM 50100	Using Media for Presentations
ICM 50300	Copywriting

Graduate Organizational Communications Cluster (9) CO25

ICM 51500	Organizational Communications Theories
ICM 51600	Leadership in Organizations
ICM 51800	Communication Process and Motivation

Elective Category B

Select one of the following clusters:

Graduate Imaging and Design Cluster (9) CO18

ICM 52600	Design Concepts
ICM 52700	Design in Media I
ICM 52800	Design in Media II

Graduate Web Page Design Cluster (9) CO23

ICM 56400	Web Imaging
ICM 56700	Web Page Building
ICM 57000	Web Site Management

Graduate Product Management Cluster (9) BA11

IBA 55500	Product Management and Product Development
IBA 56000	Brand Management
IBA 56500	Product Positioning Strategy

Required

| ICM 60100 | Communications Capstone |

Training and Development Emphasis

The MA in Communications with a training and development emphasis requires completion of the following clusters:

Core Curriculum

Graduate Corporate Communications Cluster (9) CO14

ICM 50000	Communications in the Corporate Environment
ICM 50100	Using Media for Presentations
ICM 50300	Copywriting

Graduate Organizational Communications Cluster (9) CO25

ICM 51500	Organizational Communications Theories
ICM 51600	Leadership in Organizations
ICM 51800	Communication Process and Motivation

Graduate Organizational Assessment Cluster (9) HR7

IHR 57700	Organizational Assessment
IHR 57900	Training Design, Evaluation, and Facilitation
IHR 58000	Contemporary Issues

Graduate Managerial Issues Cluster (9) HR3

IHR 53400	Gender Issues in Management
IHR 53600	Implementing and Managing Diversity
IHR 56000	Adult Learning Processes

Elective Category

Select one of the following clusters:

Graduate HR Strategies Cluster (9) HR5

IHR 58070	Employee Selection and Retention
IHR 58075	Employee Benefits and Compensation
IHR 58080	Employment Law for the Human Resource Professional

Graduate Management Cluster (9) BA9

IBA 54000	Management and Administrative Theory
IBA 54100	Organizational Behavior
IBA 54300	Personnel Management and Labor Relations

Graduate Project Management in Business Cluster (9) BA15

IBA 56070	Project Management in Business
IBA 56071	Project Selection and Initiation
IBA 56072	Project Planning and Scheduling

Required

| ICM 60100 | Communications Capstone |

Media Management Emphasis

The MA in Communications with a media management emphasis requires completion of the following clusters:

Core Curriculum

Graduate Documentary Storytelling and Research Cluster (9) CO27

ICM 53500	Documentary Storytelling: Theory and Narrative Structure
ICM 54000	Media Preservation and Archives
ICM 54400	Documentary Research and Writing

Graduate Management Cluster (9) BA9

IBA 54000	Management and Administrative Theory
IBA 54100	Organizational Behavior
IBA 54300	Personnel Management and Labor Relations

Graduate Digital Media Management Cluster (9) CO16

ICM 53400	Principles of Business Graphics
ICM 56500	Electronic Resources
ICM 58800	Media Project Planning

Graduate Project Management Cluster (9) IT12

IIT 53100	Scheduling, Cost Control, and Estimating Models
IIT 53200	Implementing a Management Control System
IIT 53300	System Approach to Software Management

Elective

Select one of the following clusters:

Graduate Corporate Communications Cluster (9) CO14

ICM 50000	Communications in the Corporate Environment
ICM 50100	Using Media for Presentations
ICM 50300	Copywriting

Graduate Web Page Design Cluster (9) CO23

ICM 56400	Web Imaging
ICM 56700	Web Page Building
ICM 57000	Web Site Management

Required

ICM 60100	Communications Capstone

Digital and Multimedia Studies Emphasis

The MA in Communications in digital and multimedia studies combines coursework that involves both hands-on experiences with current technologies and conceptual studies relating to their applications. The MA in communications with a digital and multimedia emphasis requires completion of five clusters and one three-semester-hour capstone course for a total of 48 credit hours.

Core Curriculum

Graduate Documentary Storytelling and Research Cluster (9) CO27

ICM 53500	Documentary Storytelling: Theory and Narrative Structure
ICM 54000	Media Preservation and Archives
ICM 54400	Documentary Research and Writing

Graduate Television Production Cluster (9) CO22

ICM 55600	Production for Television
ICM 55800	Writing for Television
ICM 55900	Production Management

Graduate Imaging and Design Cluster (9) CO18

ICM 52600	Design Concepts
ICM 52700	Design in Media I
ICM 52800	Design in Media II

Graduate Web Page Design Cluster (9) CO23

ICM 56400	Web Imaging
ICM 56700	Web Page Building
ICM 57000	Web Site Management

Elective Cluster

Select one of the following clusters:

Graduate Scriptwriting Cluster (9) WR7

IMF 57500	Scriptwriting Workshop
IMF 57600	The Narrative Arc In Film
IMF 57700	Script Analysis

Prerequisite: Submit writing sample to MFA program director.

Graduate Digital Media Management Cluster (9) CO16

ICM 53400	Principles of Business Graphics
ICM 56500	Electronic Resources
ICM 58800	Media Project Planning

Graduate Advanced Television Production Cluster (9) CO13

ICM 57400	Advanced Television Production
ICM 57600	Advanced Television Directing
ICM 57700	Advanced Television Editing

Prerequisites: ICM 55600, ICM 55800, ICM 55900 or equivalent experience.

Graduate Media Design Applications Cluster (9) CO26

ICM 52400	Media Design Applications: Adobe Illustrator
ICM 52500	Media Design Applications: Adobe Photoshop
ICM 52900	Graphic Design Management & Workflow

Prerequisites: ICM 52600, ICM 52700, ICM 52800, or equivalent experience.

Independent Study Courses

ICM 58850	Media Internship
ICM 58855	Communications Internship
ICM 59500-59599	Special Topics I
ICM 59600-59699	Special Topics II
ICM 59700-59799	Special Topics III
ICM 58999	Culminating Project

Required (One of the following)

ICM 60100	Communications Capstone
ICM 58999	Culminating Project

CRIMINAL JUSTICE ADMINISTRATION, MS

The Master of Science in Criminal Justice Administration is designed for practicing professionals in the fields of police, courts, and corrections within local, state, and federal jurisdictions. The degree is designed to include all aspects of the criminal justice discipline which includes study of the law, sociology and psychology of crime and criminals, forensics, evidence and judicial administration and procedure. It is designed for both the younger professionals who intend to pursue a career in the field and seasoned professionals who wish to expand their knowledge and skills in criminal justice administration.

Core Curriculum

Graduate Management Cluster (9) BA9

IBA 54000	Management and Administrative Theory
IBA 54100	Organizational Behavior
IBA 54300	Personnel Management and Labor Relations

Graduate Homeland Security Cluster (9) CJ8

ICJ 52000	Terrorism and Counter Terrorism
ICJ 52100	Homeland Security
ICJ 52200	Homeland Security and American Policing

Graduate Constitutional Law Cluster (9) CJ7

ICJ 51000	Constitutional Law
ICJ 51100	Rules of Evidence
ICJ 51200	Courtroom Testimony and Presentation

Graduate Administration of Justice Cluster (9) CJ9

ICJ 50300	Ethics in Criminal Justice
ICJ 50400	Public Policy and Criminal Justice
ICJ 52500	Administration of Justice

Graduate Critical Issues in Policing Cluster (9) CJ6

ICJ 50200	Critical Issues in Police Civil Liability
ICJ 52600	Police in Society
ICJ 52700	Police Leadership

Students must also complete:

ICJ 60100	Criminal Justice Administration

ONLINE GERONTOLOGY GRADUATE CERTIFICATE PROGRAM

The online gerontology graduate certificate program is 18 credit hours. This curriculum allows students who already have a bachelor's degree in a different discipline or experience in another profession to obtain a greater understanding of gerontology theory and research. The Online Gerontology Graduate Certificate approaches aging from a variety of perspectives, enabling students to expand their knowledge about programs and services for older adults; provide direct care; advocate for elders; and advise older persons and their families.

Requirements

Graduate Multidisciplinary Perspectives in Gerontology Cluster

IGE 51400	Psychosocial Aspects of Aging
IGE 51500	Global Perspectives AND Issues in Aging
IGE 51600	Physical Change and Aging across the Lifespan

Graduate Community Resources for the Aging Population Cluster

IGE 56000	Community Org and Economics of Aging
IGE 56100	Social Policy and Aging
IGE 56200	Service Provision to the Elderly, Grant Writing and Volunteer Services

Note: These courses will fulfill the requirements for 18 credit hours that can be transferred toward completing the MA gerontology program.

HEALTHCARE ADMINISTRATION, MS

48 credit hours

The MS in Healthcare Administration is designed for practicing professionals in the health and human service professions. Curriculum content is based upon recommendations of the Accrediting Commission on Education for Health Service Administration.

Core Curriculum

Graduate Quantitative Methods and Analysis Cluster (9) HM12

IHM 52200	Public Health Perspectives
IHM 52300	Quantitative Methods in Healthcare Management
IHM 52400	Statistical Analysis and Research Methods in Healthcare

Graduate Legal Issues Cluster (9) HM10

IHM 53300	Administration of Healthcare Law
IHM 53500	Case Study and Analysis in Healthcare Administration
IHM 53700	Medical Records and the Law

Graduate Healthcare Strategies Cluster (9) HM*

IHM 55000	Strategic Management in Healthcare Organizations
IHM 55100	Healthcare Marketing
IHM 55200	Global Health Perspectives

Graduate Healthcare Finance, Economics and Accounting Cluster (9) HM7

IHM 57700	Healthcare Finance
IHM 57800	Economic Analysis of Health and Medical Care
IHM 57900	Accounting for Healthcare Organizations

Graduate Healthcare Information Systems and Management Ethics Cluster (9) HM9

IHM 58050	Digital Medicine and Healthcare Information Systems
IHM 58055	Ethical Challenges in the Management of Health Information
IHM 58060	Organizational Behavior in Healthcare

Students must also complete:

| IHM 60100 | Healthcare Administration Capstone |

Healthcare Administration Internship (optional)

| IHM 50000 | Healthcare Administration Internship |

HUMAN RESOURCE MANAGEMENT, MS

48 credit hours

The MS in Human Resource Management (HRM) provides a forum for applied and experiential learning for students with career ambitions within the fields of human resources management and organizational development. The program encourages the development of business partners with a working understanding of basic business skills in such critically important areas as accounting, finance, and information systems. It further develops their HRM experience with an emphasis on organizational assessment, problem identification and resolution, HR planning, and the application of tested and proven HR solutions to the tactical and strategic needs of the business.

Core Curriculum

Graduate Management Cluster (9) BA9

IBA 54000	Management and Administrative Theory
IBA 54100	Organizational Behavior
IBA 54300	Personnel Management and Labor Relations

Graduate Marketing/Finance Cluster (9) HR10

IHR 56100	Essentials of Marketing
IHR 56200	Survey of Accounting
IHR 56300	Introduction to Finance

Graduate Organizational Assessment Cluster (9) HR7

IHR 57700	Organizational Assessment
IHR 57900	Training Design, Evaluation, and Facilitation
IHR 58000	Contemporary Issues

Graduate HR Strategies Cluster (9) HR5

IHR 58070	Employee Selection and Retention
IHR 58075	Employee Benefits and Compensation
IHR 58080	Employment Law for the Human Resource Professional

Graduate Economic Issues Cluster (9)

IHR 50100	Human Resource Economics
IHR 50300	Human Resource Information Systems
IHR 50500	Quantitative Methods for the HR Professional

Students must also complete:

| IHR 60100 | Human Resource Management Capstone |

In addition to the five required clusters, students may also select an elective cluster to further enhance their degree program:

Graduate Management Issues Elective Cluster (9)

IHR 53400	Gender Issues in Management
IHR 53600	Implementing and Managing Diversity
IHR 56000	Adult Learning Processes

MANAGING INFORMATION TECHNOLOGY, MS

48 credit hours

The MS in Managing Information technology will accept students who have undergraduate degrees in information technology, computer science, computer information systems, management information systems, the Post Bachelor's Certificate in Information Technology, or equivalent work experience or professional certifications to be determined by Lindenwood University. The degree serves students by providing them with the background necessary to become effective IT managers.

Core Curriculum

Graduate Project Management Cluster (9) IT12

IIT 53100	Scheduling, Cost Control, and Estimating Models
IIT 53200	Implementing a Management Control System
IIT 53300	System Approach to Software Management

Graduate Managerial System Integration Cluster (9) IT10

IIT 54100	Database Integration and Management
IIT 54200	New Technology Integration
IIT 54300	Enterprise Resource Planning (ERP)

Graduate Management Cluster (9) BA9

IBA 54000	Management and Administrative Theory
IBA 54100	Organizational Behavior
IBA 54300	Personnel Management and Labor Relations

Elective Clusters (Choose 2)

Graduate Data Forensics and the Law Cluster (9) IT21

IIT 52100	Information Technology Law and Ethics
IIT 52200	Data Forensics and Evidence Collection
IIT 52300	Courtroom Testimony and Presentation for IT Managers

Graduate Information Security Management Cluster (9)

IIT 52500	Network and Data Center Security
IIT 52200	Current Issues in Information Technology
IIT 52300	Security Project

Graduate Data Acquisition and Management Cluster (9) IT14

IIT 55100	Elements of Data Warehousing and Mining
IIT 55200	Data Warehousing Systems
IIT 55300	Export, Translation, and Load (ETL)

Graduate Virtualization Architecture Management Cluster (9) IT22

Capstone

IIT 60100	Information Technology Capstone

MANAGING INFORMATION SECURITY, MS

The Master of Science in Managing Information Security will accept students who have undergraduate degrees in information technology, computer science, computer information systems, management information systems, the Post Bachelor's Certificate in Information Technology,

or equivalent work experience or professional certifications to be determined by Lindenwood University. The degree serves students by providing them with the background necessary to become effective IT security managers. Computer and information systems managers, often called information technology (IT) managers or IT project managers, plan, coordinate, and direct computer-related activities in an organization. They help determine the information technology goals of an organization and are responsible for implementing computer systems to meet those goals.

Degree Requirements

Graduate Project Management Cluster (9) IT12

IIT 53100	Scheduling, Cost Control, and Estimating Models
IIT 53200	Implementing a Management Control System
IIT 53300	System Approach to Software Management

Graduate Data Forensics and the Law Cluster (9) IT21

IIT 52100	Information Technology Law and Ethics
IIT 52200	Data Forensics and Evidence Collection
IIT 52300	Courtroom Testimony and Presentation for IT Managers

Graduate Information Security Management Cluster (9)

IIT 52500	Network and Data Center Security
IIT 52200	Current Issues in Information Technology
IIT 52700	Security Project

Graduate Managerial System Integration Cluster (9) IT10

IIT 54100	Database Integration and Management
IIT 54200	New Technology Integration
IIT 54300	Enterprise Resource Planning (ERP)

Graduate Management Cluster (9) BA9

IBA 54000	Management and Administrative Theory
IBA 54100	Organizational Behavior
IBA 54300	Personnel Management and Labor Relations

Capstone

IIT 60100	Information Technology Capstone

MANAGING VIRTUALIZATION AND CLOUD COMPUTING, MS

The MS in Managing Virtualization and Cloud Computing will accept students who have undergraduate degrees in information technology, computer science, computer information systems, management information systems, the post bachelor's certificate in information technology,

or equivalent work experience or professional certifications to be determined by Lindenwood University. The degree serves students by providing them with the background necessary to become effective IT managers. Computer and information systems managers, often called information technology (IT) managers or IT project managers, plan, coordinate, and direct computer-related activities in an organization. They help determine the information technology goals of an organization and are responsible for implementing computer systems to meet those goals.

Degree Requirements

Graduate Project Management Cluster (9) IT12

IIT 53100	Scheduling, Cost Control, and Estimating Models
IIT 53200	Implementing a Management Control System
IIT 53300	System Approach to Software Management

Graduate Managerial System Integration Cluster (9) IT10

IIT 54100	Database Integration and Management
IIT 54200	New Technology Integration
IIT 54300	Enterprise Resource Planning (ERP)

Graduate Data Acquisition and Management Cluster (9) IT14

IIT 55100	Elements of Data Warehousing and Mining
IIT 55200	Data Warehousing Systems
IIT 55300	Export, Translation, and Load (ETL)

Graduate Management Cluster (9) BA9

IBA 54000	Management and Administrative Theory
IBA 54100	Organizational Behavior
IBA 54300	Personnel Management and Labor Relations

Graduate Virtualization Architecture Management Cluster (9) IT22

Capstone

IIT 60100	Information Technology Capstone

WRITING, MFA

48 credit hours

The MFA in Writing focuses on the study and practice of the craft of creative writhing. We offer craft classes, literature classes, and writing workshops in small class settings, with personalized instruction and workshop feedback from instructors and the class. Coursework can be taken fully online, or through on-campus clusters, or through a combination of both delivery methods.

Admission to the MFA in Writing is based on a creative writing sample and a statement of purpose. Both items should be emailed to MFA Program Director. The writing sample should be 7-10 pages of creative writing (fiction, poetry, or creative nonfiction). The program requires students who clearly demonstrate strong writing skills, an understanding of the craft of literary creative writing, and a willingness to continue growing as a writer. The Statement of Purpose should describe why students would like to pursue the MFA degree and the role writing has played in their life. The MFA Program has a rolling admissions policy, with four submissions deadlines per year: May 1 for summer quarter, August 1 for fall quarter, November 1 for winter quarter, and February 1 for spring quarter. Students must also meet all University admissions requirements. For identification purposes, fully online students must submit a notarized copy of their driver's license or GRE scores.

The MFA in Writing is a 48-credit-hour degree program. The graduate thesis, in which students produce a creative thesis of 70-100 pages in the student's genre(s) of choice, is required for the final three credit hours. Students select the remainder of their coursework (nine credit clusters and/or three credit online classes) form the MFA curriculum.

Core Curriculum

Graduate Fiction Cluster (9) WR3

IMF 53500	Fiction Writing Workshop
IMF 53600	Fundamentals of Contemporary Fiction
IMF 53700-53799	Selected Emphases in Fiction

Graduate Studies in Fiction Cluster (9)

IMF 51600-51699	Fiction Genres
IMF 54000	Advanced Studies in Fiction
IMF 57900	Advanced Studies in Film

Graduate Flash Fiction Cluster (9)

IMF 53200	Advanced Focused Fiction Workshop
IMF 54100	Special Topics Focused Workshop
IMF 53900	Advanced Studies Contemporary Fiction

Graduate Advanced Fiction Cluster (9)

IMF 51900	Advanced Fiction Genres
IMF 53800	Advanced Fiction Workshop
IMF 55900	Advanced Studies in Prose Collection

Graduate Prose Cluster (9) WR6

IMF 52200-52299	Focused Fiction Workshop
IMF 52300-52399	Focused Nonfiction Workshop
IMF 55600-55699	The Prose Collection

Graduate Prose Poetry Cluster (9)

IMF 52000	Advanced Poetry Genres
IMF 53000	Advanced Studies in Poetry
IMF 55500	Prose Workshop

Graduate Poetry Cluster (9) WR5

IMF 52500	Poetry Writing Workshop
IMF 52600	The Craft of Poetry: Prosody and Language
IMF 52700-52799	Selected Emphases in Poetry

Graduate Advanced Poetry Cluster (9)

IMF 52800	Advanced Poetry Workshop
IMF 52900	Advanced Studies Craft of Poetry
IMF 53100	Advanced Focused Poetry Workshop

Graduate Confessional Poetry Cluster (9)

IMF 51700-51799	Poetry Genres
IMF 52100-52199	Focused Poetry Workshop
IMF 53300	Advanced Focused Nonfiction Workshop

Graduate Creative Nonfiction Cluster (9) WR1

IMF 54500	Creative Nonfiction Workshop
IMF 54600	The Personal Essay and Memoir
IMF 54700	The Lyric Essay

Graduate Advanced Creative Nonfiction Cluster (9)

IMF 54800	Advanced Studies in Nonfiction
IMF 54900	Advanced Studies Personal Essay and Memoir
IMF 55000	Advanced Studies in Lyric Essay

Graduate Narrative Journalism Cluster (9) WR4

IMF 56500	Writing For Publications
IMF 56600	Narrative Journalism
IMF 56700	Readings in Narrative Journalism

Graduate Advanced Narrative Journalism Cluster (9)

IMF 56800	Advanced Studies in Journalism
IMF 56900	Advanced Studies in Narrative Journalism
IMF 57000	Advanced Journalism Readings

Graduate Journal Editing Cluster (9)

IMF 55700-55799	The Literary Journal
IMF 55800	Advanced Studies in Prose
IMF 56000	Advanced Studies in Literary Journal

Graduate Scriptwriting Cluster (9) WR7

IMF 57500	Scriptwriting Workshop

IMF 57600	The Narrative Arc In Film
IMF 57700	Script Analysis

Note: This cluster is open to communications majors upon program director's approval of writing sample.

Graduate Advanced Scriptwriting Cluster (9)

IMF 52400	Focused Scriptwriting Workshop
IMF 53400	Advanced Focused Scriptwriting Workshop
IMF 57800	Advanced Scriptwriting

Graduate Writing for the MFA Cluster (9)

IMF 51500	Creative Writing for the MFA
IMF 51800	Advanced Creative Writing
IMF 58000	Advanced Script Analysis

WRITING, MFA - ONLINE OPTION

48 credit hours

The online option for the MFA in Writing focuses on the practice and study of creative writing. Online coursework includes writing workshops, craft classes, and literature classes. Students may focus their coursework on one preferred writing genre, or they may choose coursework from all the genres offered online

An online MFA student may take up to three online three-credit courses per quarter. Depending on a student's coursework load, the MFA degree can be completed in anywhere from one and a half years up to five years.

Applicants to the online MFA program who do not already possess a Lindenwood transcript must submit a color photo and either notarized photo ID or an official GRE score. For score reporting, the Lindenwood University code is 6367.

The MFA in Writing is a 48-hour program, with the final three credit hours dedicated to a thesis in the writer's chosen genre. The online Graduate Thesis is offered every quarter to allow students to complete their degree in the amount of time that works best for them. There are no prerequisite classes for any MFA in Writing classes; the classes may be taken in any order and from any genre. Students choose 15 classes from the list below, along with the Graduate Thesis. Classes are offered intermittently.

Core Curriculum

Online Fiction courses:

IMF 51600-51699	Fiction Genres
IMF 51900	Advanced Fiction Genres
IMF 52200-52299	Focused Fiction Workshop
IMF 53200	Advanced Focused Fiction Workshop
IMF 53500	Fiction Writing Workshop
IMF 53600	Fundamentals of Contemporary Fiction
IMF 53700-53799	Selected Emphases in Fiction

IMF 53800	Advanced Fiction Workshop
IMF 53900	Advanced Studies Contemporary Fiction

Online Poetry courses:

IMF 51700-51799	Poetry Genres
IMF 52100-52199	Focused Poetry Workshop
IMF 52500	Poetry Writing Workshop
IMF 52600	The Craft of Poetry: Prosody and Language
IMF 52700-52799	Selected Emphases in Poetry
IMF 52800	Advanced Poetry Workshop
IMF 52900	Advanced Studies Craft of Poetry
IMF 53100	Advanced Focused Poetry Workshop

Online Creative Nonfiction courses:

IMF 52300-52399	Focused Nonfiction Workshop
IMF 53300	Advanced Focused Nonfiction Workshop
IMF 54500	Creative Nonfiction Workshop
IMF 54600	The Personal Essay and Memoir
IMF 54700	The Lyric Essay
IMF 55600-55699	The Prose Collection

Additional Online courses:

IMF 52400	Focused Scriptwriting Workshop
IMF 54100	Special Topics Focused Workshop
IMF 55700-55799	The Literary Journal
IMF 56600	Narrative Journalism

GRADUATE COURSE DESCRIPTIONS

Healthcare Administration Courses

Graduate Quantitative Methods and Analysis Cluster

IHM 52200 - Public Health Perspectives (3)
Public health is concerned with threats to the overall health of a community based on population health analysis. Students will learn about public health from both a global and national viewpoint as well as additional topics of disaster preparedness, public policy and research. Disease prevention via behavior and environmental modification along with the cost effectiveness and benefits of public health interventions and technology use will also be reviewed. Offered: St. Charles and Westport locations each term and intermittently at select locations.

IHM 52300 - Quantitative Methods in Healthcare Management (3)
This course offers a comprehensive introduction to quantitative methods and techniques. Discussions will center on practical methods and analysis of operational, tactical and strategic decisions. Techniques for forecasting, decision making, facility location and layout, and many other practical applications will be addressed as they relate to healthcare businesses. Offered: St. Charles and Westport locations each term and intermittently at select locations.

IHM 52400 - Statistical Analysis and Research Methods in Healthcare (3)
Students will learn how to become critical and intelligent consumers of research literature in healthcare. Guidelines to determine if research is valuable will be presented based upon the appropriateness of research design, methodology, and statistics. Students will learn how to apply knowledge obtained through research to everyday practices in healthcare organizations. Offered: St. Charles and Westport locations each term and intermittently at select locations.

Graduate Legal Issues Cluster

IHM 53300 - Administration of Healthcare Law (3)
This course will be an in-depth discussion of case setting precedents in healthcare Law. The scope and perspective of the intricacies of healthcare law will be discussed from a management perspective, as well as liabilities of healthcare institutions as they relate to legal issues. Offered: St. Charles and Westport locations each term and intermittently at select locations.

IHM 53500 - Case Study and Analysis in Healthcare Administration (3)
Students will learn to analyze, synthesize, and apply current and previously established political, social, economic, and legal indications in the analysis of legal cases as they relate to predominant healthcare issues. Current precedent setting cases and established cases will be fully explored as they relate to and contrast the evolution of healthcare law. Offered: St. Charles and Westport locations each term and intermittently at select locations.

IHM 53700 - Medical Records and the Law (3)
The nature and use of health information has changed dramatically over the past decade. With the evolution of the way we create, use and store health information, there is increased accountability for the protection and dissemination of this information. This course is designed to address the substantial changes brought to the industry by HIPAA and the growth in utilization of electronic record systems. Offered: St. Charles and Westport locations each term and intermittently at select locations.

Graduate Healthcare Strategies Cluster

IHM 55000 - Strategic Management in Healthcare Organizations (3)
This course enhances the student's ability to look closely at a healthcare organization and develop a strategic plan. Healthcare organizations, both nonprofit and for-profits, must be concerned with the changing environment and consumer demands. The healthcare organization, similar to other businesses, must be able to respond quickly to demands including but not limited to, health promotion, and wellness programs as well as alternative medicine breakthroughs. Therefore, strategic planning is more important in today's changing healthcare environment. Offered: St. Charles and Westport locations each term and intermittently at select locations.

IHM 55100 - Healthcare Marketing (3)
This course provides the healthcare administration student with a thorough understanding of the principles and concepts of marketing as they apply to healthcare organizations. The class will discuss marketing applications from both a traditional fee-for-service approach and a managed care framework, identifying the strengths and weaknesses of both. Offered: St. Charles and Westport locations each term and intermittently at select locations.

IHM 55200 - Global Health Perspectives (3)
This course will examine cultural beliefs about health and illness from a global perspective. Models for cross cultural health and communication methods will be discussed. Healthcare systems in other countries will be compared and contrasted with the United States system through detailed analysis. Offered: St. Charles and Westport locations each term and intermittently at select locations.

Graduate Healthcare Finance Cluster

IHM 57700 - Healthcare Finance (3)
This course will cover a broad range of topics to include an overview of the healthcare system and evolving reimbursement methodologies; healthcare accounting and financial statements; managing cash, and billing and collections; and an analysis of financing major capital investments. Budgeting and performance measurement and pricing will also be reviewed. Offered: St.

Charles and Westport locations each term and intermittently at select locations.

IHM 57800 - Economic Analysis of Health and Medical Care (3)

This course will explain the fundamental failures in the market for healthcare and discusses the concepts of equity and fairness when applied to health and healthcare. Students will also address a range of universal health policy issues through the application of health economic analyses. Offered: St. Charles and Westport locations each term and intermittently at select locations.

IHM 57900 - Accounting for Healthcare Organizations (3)

This course will address the current problems specific to resource management in healthcare delivery and will also emphasize the need for a mix of financial and nonfinancial measurements in reports to support management control. Students will discuss production analysis, cost measurement, and internal reporting concepts that are imperative to making informed management decisions. Offered: St. Charles and Westport locations each term and intermittently at select locations.

Graduate Healthcare Information Systems and Management Ethics Cluster

IHM 58050 - Digital Medicine and Healthcare Information Systems (3)

This course is designed to assist today's healthcare professionals and managers with understanding how to deploy and utilize the powerful resources that are available from today's IT industry. Project Management from an IM/IT perspective will be discussed as well as the importance of system integration and a general understanding of system functions. Government Initiatives with Healthcare Technologies and comprehensive IM/ IT governance strategies will also be reviewed. Offered: St. Charles and Westport locations each term and intermittently at select locations.

IHM 58055 - Ethical Challenges in the Management of Health Information (3)

This course will discuss standards for conduct and ethical uniformity of practice for the Health Information profession. Healthcare managers will learn how to resolve and address ethical issues in a proactive and effective manner. Ethical decision making matrices will be discussed as a guide to understanding the complexity of solving ethical problems. Offered at St. Charles and Westport locations each term and intermittently at select locations

IHM 58060 - Organizational Behavior in Healthcare (3)

Students will attain a clear understanding of individual and group behavior in healthcare organizational settings. Critical insight will be provided so students can understand workplace problems and dynamics as they relate to healthcare organizations. Conflict management, team building and managing organizational change will be reviewed along with leadership philosophies and behaviors. Offered: St. Charles and Westport locations each term and intermittently at select locations.

Gerontology Courses

Graduate Multidisciplinary Perspectives in Gerontology Cluster

IGE 51400 - Psychosocial Aspects of Aging (3)

Attention is directed toward eradicating major stereotypes about older persons and the aging process. Emphasis is on socio-cultural theories of aging and the role of the older individual in society today. Topics include living arrangements, social supports, retirement, intergenerational relationships, ethnicity, gender issues, and end of life concerns. This course discusses current psychological theories of aging. Various behavioral functions in late life are examined including intelligence, memory, and personality development. The major functional and organic psychopathologies are discussed.

IGE 51500 - Global Perspectives AND Issues in Aging (3)

This course will examine significant changes in the field of social gerontology, such as the paradigms of aging and the life course, the baby boomer cohorts as they approach retirement and later life, the growing interest in global aging, and civic engagement. Students will examine emerging issues aging, health, developmental disabilities, LBGT, and minorities.

IGE 51600 - Physical Change and Aging Across the Lifespan (3)

This course examines the biological changes associated with the aging process, both normal and pathological, as well as methods of diagnosis, risk factors, and health promotion. Mobility changes in aging, nutrition, and medication concerns are discussed. Students investigate and critique several biological theories of aging.

Graduate Community Organization Cluster

IGE 52000 - Community Organization and Resource Allocation (3)

This course consists of the application of community organization concepts and techniques of administration to the planning, organization, financing, and management of social services, health services, informal education, and volunteer generated programs for older adults. Students will explore operations of health, housing, social, and nutrition programs in light of economic and political restraints. Offered: St. Charles or Westport locations in fall and spring terms.

IGE 52100 - Social Policy in Gerontology (3)

This course focuses on the political forces that shape official policies toward aging in America at all levels of government, with emphasis on federal policies. Through the use of selected examples, the students will examine the impact of political vested interests in shaping the enactment and implementation of legislation for the elderly. Topics include retirement income, housing subsidies, age discrimination, the Older Americans Act, and state and local programs. Offered: St. Charles or Westport locations in fall and spring terms.

IGE 52200 - Service Provision to the Elderly (3)

This course focuses on specific programs designed to provide psycho-social and health services to the elderly. Programs under

review include those designed to aid human services practitioners, managers, and policy makers in understanding basic objectives, approaches, and options in delivering services to the elderly in the most cost effective manner. Offered: St. Charles or Westport locations in fall and spring terms.

Graduate Long-Term Care and Legal Aspects of Aging Cluster

IGE 53500 - Cultural Change in Long-Term Care Regulation and Management (3)

As "boomers" age across America, changes are being implemented that will affect the way long-term care (LTC) is delivered. LTC environments are variable and adaptable, while still being highly regulated. Current strategies will be reviewed that will help individuals meet changing health and personal needs across the LTC continuum. Knowledge of LTC services will be provided from roots to requirements and from regulations to innovations. Students will discuss diverse perspectives on the transitions of aging from the caregivers' and care recipients' vantage as they confront complex LTC issues. This course will focus on culture change in long-term care and topics of special interest and relevance to care for persons with dementia and developmental disabilities.

IGE 53600 - Ethical Issues in Long-Term Care (3)

This course will explore various "hot button" ethical practice issues that professionals and caregivers encounter in providing long term care (LTC). Topics explored will include, but are not limited to, end-of-life preferences and preparation, intimacy and sexuality, autonomy, safety, cross cultural issues, and access to spiritual and religious practices.

IGE 53700 - Legal Issues of Abuse, Neglect, and Aging (3)

This course focuses on case studies, literature, legal issues, reporting issues, and community resources pertaining to the abuse/neglect and exploitation of older adults in today's society.

Graduate Geriatric Assessment Cluster

IGE 54000 - Multidisciplinary Geriatric Assessment (3)

This course presents an overview of assessment, instruments, and techniques, related to measuring problems, needs, strengths, and changes of older adults. Offered: Westport or St. Charles locations in spring and winter terms.

IGE 54100 - Counseling Older Adults (3)

This course focuses on specific mental health needs of older adults and training in basic interactive helping skills. Group work and individual counseling methods are discussed. Offered: Westport or St. Charles locations in spring and winter terms.

IGE 54300 - Mental Health Issues in the Elderly (3)

This course includes an overview of mental health disorders faced by older adults with intense focus on dementia, depression, and Alzheimer's disease. Symptoms, assessment, treatment, and coping methods are discussed. Offered: Westport or St. Charles locations in spring and winter terms.

Graduate Research Methods Cluster

IGE 54400 - Research Methods in Gerontology (3)

This course introduces the student to basic methods of research in gerontology. Topics include reliability and validity, qualitative methods, and data analysis. The focus is on the different research methods, survey techniques, the field study, and program evaluation. Offered: North County location in winter term and St. Charles location in fall term.

IGE 54500 - Literature Review in Aging (3)

Students will review the current literature pertaining to relevant and current issues in the field of aging. Topics covered include demographic trends, the aging process, social attitudes toward old age, problems and potential of aging, retirement, death, and social policies and programs for older adults. Offered: North County location in winter term and St. Charles location in fall term.

IGE 54600 - Basic Statistics Use in Gerontology (3)

This course is an introduction to the use of basic statistics to support Gerontology Research and Assessment. Sampling methods and sample validity will be discussed. Offered: North County location in winter term and St. Charles location in fall term.

Graduate Community Resources for the Aging Population Cluster

IGE 56000 - Community Org and Economics of Aging (3)

This course consists of the application of community organization concepts and techniques of administration to the planning, organization, financing, and management of social services, health services, informal education, and volunteer generated programs for older adults. This course focuses on the economic issues faced by older adults. Retirement planning, housing, and issues, and legal concerns are address. Students will explore operations of health, housing, social and nutrition programs in light of economic and political restraints.

IGE 56100 - Social Policy and Aging (3)

This course focuses on the political forces that shape official policies toward aging in America at all levels of government, with emphasis on federal policies. Through the use of selected examples, the students will examine the impact of political vested interests in shaping the enactment and implementation of legislation for the elderly. Topics include retirement income, housing subsidies, age discrimination, the Older Americans Act, and state and local programs.

IGE 56200 - Service Provision to the Elderly, Grant Writing and Volunteer Services (3)

This course focuses on specific programs designed to provide psycho-social and health services to the elderly. Programs under review include those designed to aid human services practitioners, managers, and policy makers in understanding basic objectives, approaches, and options in delivering services to the elderly in the most cost effective manner. This course serves as an introduction to the theory and practice of the full range of volunteer management from recruiting prospective volunteers to issues surrounding the departure of a volunteer from the organization. This course introduces students to the grant writing

process and provides them with experience writing actual grant applications on behalf of local nonprofit organizations.

Criminal Justice Administration Courses

Graduate Homeland Security Cluster

ICJ 52000 - Terrorism and Counter Terrorism (3)
This course examines the history and development of international and domestic terrorism as political tools. It will focus on cultural, religious, and philosophical elements that together have provided terrorist organizations with a fundamental basis for using terrorism to promote their causes. Various terrorist organizations and their philosophies will be studied by examining case histories of terror organization development. Offered: Intermittently at select locations.

ICJ 52100 - Homeland Security (3)
This course will explore the emergence of homeland security and America's historical approach to defending its homeland and the evolution of the terrorist threat that led to September 11, 2001. Special focus will be given to threat assessment and mitigation, critical infrastructure protection, emergency response, incident management, and continuity of operations. Critical policy issues shaping the future of homeland security and the roles, responsibilities, and methods of major federal, state, and local government agencies along with key private sector organizations will be examined. Offered: Intermittently at select locations.

ICJ 52200 - Homeland Security and American Policing (3)
This course will address the needs of state and local law enforcement to work practically and effectively with the communities they serve in light of the terrorist threat facing the nation. Issues such as preparedness, mitigation, recovery, and response will be studied. Special attention will be given to balancing the rights of the citizen against the need for public safety during times when terrorist threats are highest. Offered: Intermittently at select locations.

Graduate Constitutional Law Cluster

ICJ 51000 - Constitutional Law (3)
This course examines the history and traditions of the United States Constitution and its impact on American Criminal Justice. The spirit and philosophy of Constitutional Law will be explored through the study of important criminal and civil case law and their impact on American Society. Offered: Intermittently at select locations.

ICJ 51100 - Rules of Evidence (3)
The rules of evidence, as statutory and constitutional law prescribes them, are examined in this course. The long-standing history of proper evidentiary procedure is explored in depth and is made relevant through examination of related Supreme Court Cases. Offered: Intermittently at select locations.

ICJ 51200 - Courtroom Testimony and Presentation (3)
The role of courtroom testimony and procedure is examined in this course. The importance of proper case preparation and presentation is carefully examined in this course along with constitutional restrictions on testimony and evidence. Offered: Intermittently at select locations.

Graduate Administration of Justice Cluster

ICJ 50300 - Ethics in Criminal Justice (3)
This course places an emphasis on the concepts, principles and theories that comprise ethical practice for administrators in the field of criminal justice. The course is designed to inform students how these concepts are used to examine ethical issues and mandates the use of critical thinking and reasoning skills, as it reviews metaethics and moral psychology. The course provides sound coverage of theory and emphasizes how the ethics field can inform our understanding of moral issues in criminal justice. Offered: Intermittently at select locations.

ICJ 50400 - Public Policy and Criminal Justice (3)
This course advises students on the public policy process in the United States and examines the basis for policy development within the criminal justice system. Critical issues that have shaped and formed the criminal justice system to what it is today are reviewed and students are exposed to literature that challenge current policies, their creation, and reviews their results both positive and negative. Offered: Intermittently at select locations.

ICJ 52500 - Administration of Justice (3)
The course identifies management theories, techniques, and challenges unique to the operation and management of criminal justice agencies. The course reviews organizational principles, models, and typologies, and analyzes organizational effectiveness within the police, court, and corrections arena. Offered: Intermittently at select locations.

Graduate Critical Issues in Policing Cluster

ICJ 50200 - Critical Issues in Police Civil Liability (3)
This course consists of an analysis of the scope and impact of police civil liabilities as they pertain to such matters as use of excessive force, police vehicle pursuits, high risk drug enforcement operations, and failure to arrest intoxicated drivers. Offered: Intermittently at select locations.

ICJ 52600 - Police in Society (3)
This course is an analysis of selected readings and research on the police role, selection and training, discretion, use of force, corruption, and future trends. Offered: Intermittently at select locations.

ICJ 52700 - Police Leadership (3)
This course will explore leadership theories to provide a template for current or potential police leaders. The course will provide students with directives on how to examine situations, adopt an informed perspective, and make ethical leadership decisions. Offered: Intermittently at select locations.

MBA/MSA Courses

Graduate Information Systems and Methods Cluster

IBA 50100 - Economic Issues (3)
This course applies core economic concepts to issues relevant to today's business environment. Topics include markets and market process, applications of demand and supply, profit maximization, national and international economies, macroeconomic measures,

money, banking, and current issues in International trade and finance. Offered: All locations intermittently.

IBA 50300 - Business Driven Information Systems (3)
This course examines the role of information systems in the business environment. Topics include decision-support systems, business process improvement, e-business, ethics, information security, enterprise architectures, databases, data warehouses, networks, telecommunications, mobile technology, operations management, business intelligence, enterprise resource planning, and systems development. Offered: All locations intermittently.

IBA 50500 - Quantitative Methods (3)
This course applies statistics and probability concepts to managerial decision-making in the business environment, with emphasis on production and operations management applications. Topics include descriptive statistics, probability concepts, confidence intervals, sampling designs, data analysis methods, correlation and regression analysis, forecasting, statistical process control, and inventory control models. Offered: All locations intermittently.

Graduate Accounting Cluster

IBA 51010 - Financial Accounting Concepts (3)
Students examine generally accepted accounting concepts and their influences upon the preparation, analysis, and use of financial statements and reports. Offered: All locations intermittently.

IBA 51011 - Managerial Accounting (3)
This course applies generally accepted accounting practices to the internal use of accounting data by managers for planning, control, and decision-making purposes. Offered: All locations intermittently.

IBA 51200 - Case Studies in Accounting (3)
This course will use case analysis to illustrate and describe what accountants do and provide a basis for discussion about alternatives and implications of accounting standards, procedures and reports. The focus will be on the manager as a decision maker, using accounting as a strategic tool. Offered: All locations intermittently.

Graduate Management Cluster

IBA 54000 - Management and Administrative Theory (3)
This course integrates theory, research, and applications that provide the cornerstones for the study of managing within organizations. The functions of management, human behavioral studies, and leadership styles are examined. Offered: All locations intermittently.

IBA 54100 - Organizational Behavior (3)
Students study and analyze the primary factors affecting behavior and relationships in organizations. Particular emphasis is given to examining the structure, processes, and behavior within organizations to better understand the management systems and processes that move organizations forward. Offered at all locations intermittently. Offered: All locations intermittently.

IBA 54300 - Personnel Management and Labor Relations (3)
Students will study the elements of union-management relationships. It includes case-study application of the systems and processes associated with labor and management contracts and negotiations. Offered: All locations intermittently.

Graduate Marketing Cluster

IBA 55020 - Marketing Information and Research (3)
This course examines issues in conducting marketing research and the variety of research techniques available to the researcher. Students will also analyze the sources of information that guide decision making in business settings. Although some topics will be explored through lecture, particular emphasis will be given to case analysis, situational vignettes, and discussion of current events. A project at the end of the course will tie together course concepts and allow students to present a comprehensive marketing research plan. Offered: All locations intermittently.

IBA 55100 - Marketing Strategy and Management (3)
This course is an analysis of the dynamics of developing a marketing program: establishing a strategy model for entry, maintenance/ survival, proliferation/ segmentation, exit and re-entry of products and service. Students will study the development of a marketing plan for an organization, budgeting, and interfacing with other areas of the organization. Offered: All locations intermittently.

IBA 55200 - Issues in Marketing (3)
Current and significant issues in marketing (electronic marketing, direct marketing, interactive services marketing, Internet marketing, green marketing, international marketing, and social media) are examined. The course applies the existing theories and practices in the marketing discipline, and emphasis is given to new and emerging topics in the field. Offered: All locations intermittently.

Graduate Finance Cluster

IBA 53000 - Financial Concepts (3)
Students examine the managerial functions of finance with emphasis on financial statement analysis, working capital management, capital budgeting, and long-term financing. Prerequisite: Prerequisite IBA 51000; IBA 51100; IBA 51200 or permission of dean. Offered: All locations intermittently.

IBA 53100 - Financial Policy (3)
This course is an advanced study of corporate financial analysis with focus on mergers, acquisitions, management/ shareholder relations, dividend policy, long-term financing, money and capital marketing institutions, and using a case study and problem-solving approach. Prerequisite: Prerequisite IBA 51000; IBA 51100; IBA 51200 or permission of dean. Offered: All locations intermittently.

IBA 53200 - Managerial Finance (3)
Analysis of major financial decisions is the focus of this course. The traditional financial problems normally reserved for executive decision making are covered in depth. Prerequisite: Prerequisite IBA 51000; IBA 51100; IBA 51200 or permission of dean. Offered: All locations intermittently.

Graduate Product Management Cluster

IBA 55500 - Product Management and Product Development (3)
Students analyze the product management function, the role of the product manager in the firm, and the interfaces required with other areas of the organization. The application of strategy models to product management, monitoring, tracking, and updating, will be conducted. Development of new products will then be analyzed with methods of evaluation, new venture teams, the pre-entry planning phase, budgeting, and decision trains. Students will develop a new product concept. Offered: St. Charles location, winter term.

IBA 56000 - Brand Management (3)
Product and brand management decisions needed to build, measure, and manage brand equity will be discussed and evaluated. Areas of focus will include important issues in planning and evaluating brand strategies, applying appropriate theories, concepts, and models to make better branding decisions. Offered: St. Charles location, winter quarter.

IBA 56500 - Product Positioning Strategy (3)
Students will investigate marketing strategies related to the image of a product or service in the customer's thoughts. Methods of achieving a position, selection of a positioning strategy, and writing a plan to implement that strategy as well as how the positioning plan fits with the total written marketing plan will be examined. Offered: St. Charles location, winter term.

Graduate Project Management in Business Cluster

IBA 56070 - Project Management in Business (3)
Students will analyze project management roles and responsibilities in the business organization and apply project management concepts. Organizational structures and their effect on project management are studied using a case analysis approach. Other topics include organizing and staffing the project team, project office functions, time management, and conflict management. Prerequisite: MSA Core Clusters. Offered: St. Charles intermittently.

IBA 56071 - Project Selection and Initiation (3)
Managing the portfolio of projects in the business organization is the main focus of this course with emphasis on best practices and models for the strategic selection of projects. Students will prepare a project proposal as one of the main deliverables of this course. Prerequisite: MSA Core Clusters. Offered: St. Charles intermittently.

IBA 56072 - Project Planning and Scheduling (3)
In this course, students will define the scope of a project, and develop a project charter, a work breakdown structure, a project schedule using MS Project and a project budget. Other topics include an analysis of project lifecycle, canceled and failed projects, network scheduling techniques, and estimating time and cost. Students will prepare a comprehensive project plan and schedule as the main deliverables of this course. Prerequisite: MSA Core Clusters. Offered: St. Charles intermittently.

Graduate Managing Project Execution Cluster

IBA 56075 - Managing Project Execution (3)
Using a case study analysis approach, students will examine issues that arise during project execution with emphasis on risk management, quality management, contract management, scope management, and change control. Other topics include managing troubled projects, implementation planning, and project closedown. Prerequisite: IBA 56070, IBA 56071, IBA 56072. Offered: St. Charles intermittently.

IBA 56076 - Project Leadership and Communication (3)
The focus of this course is building and leading an effective project team whether it is domestic, global, or virtual. Emphasis will be placed on managing the high-performance project team, communications planning, team communications, performance reporting, and stakeholder management. Prerequisite: IBA 56070, IBA 56071, IBA 56072. Offered: St. Charles intermittently.

IBA 56077 - Issues and Cases in Global Project Management (3)
Through a case study analysis approach, students will examine cultural, ethical, and legal issues associated with managing global projects. Students will analyze the project management code of ethics and apply best practices in project management as they develop approaches to these issues. Prerequisite: IBA 56070, IBA 56071, IBA 56072. Offered: St. Charles intermittently.

Graduate Organizational Assessment Cluster

IHR 57700 - Organizational Assessment (3)
This course will examine the process of organizational change from a systems perspective. Students will focus on techniques for organizational diagnosis including organizational analysis, quality of work life analysis, technical system analysis, and environmental analysis. Offered: St. Charles, Westport, South County, and Belleville locations intermittently.

IHR 57900 - Training Design, Evaluation, and Facilitation (3)
This course will develop students' skills as trainers and their understanding of the basic theories. Students will diagnose their own needs and skills for learning; explore their training style and its effectiveness; develop their design skill; examine various training evaluation designs; and gain a better understanding of the philosophy and ethics of adult and laboratory education. Offered: St. Charles, Westport, South County, and Belleville locations intermittently.

IHR 58000 - Contemporary Issues (3)
Selected issues and methods in human resource management will be reviewed, critically examined, and discussed. Offered: St. Charles, Westport, South County, and Belleville locations intermittently.

Communications Courses

Graduate Corporate Writing Cluster

ICM 50000 - Communications in the Corporate Environment (3)
This class is the study and practice of effective business communication, with emphasis on writing, speaking, and group

communication. Topics will include principles of verbal and nonverbal communication in the work place; writing, social networking, memorandums, letters, reports, and proposals; interviewing and oral presentation. Work will focus on persuasive communication for both internal and external business audiences. Offered: Every term at St. Charles location and intermittently at other locations.

ICM 50100 - Using Media for Presentations (3)
This course is the practical application of oral presentation enhancements through the use of audio-visual and computer-aid materials and includes design and use of newsletters for internal and external audiences. Offered: Every term at St. Charles location and intermittently at other locations.

ICM 50300 - Copywriting (3)
Students will learn to write and edit copy for business projects, such as reports, newsletters, brochures, proposals, news releases, blogs, video scripts, and/or speeches. Offered: Every term at St. Charles location and intermittently at other locations.

Graduate Integrated Promotional Communications Cluster

ICM 50600 - Promotion Strategies and Tactics (3)
This course identifies cost-effective multi-media promotional activities that deliver desired business results. Emphasis is placed on clearly understanding business objective then developing the most appropriate promotional program to achieve desired results. Offered: Every term at St. Charles and Westport locations, intermittingly at other locations.

ICM 50800 - Advertising for Sales Efficiency (3)
This course examines how business use advertising aimed at targeted groups to achieve specific business goals. Students are exposed to the sub-categories within advertising and emphasis is placed on selecting the media that is best suited to achieve specific business goals. Offered: Every term at St. Charles and Westport locations, intermittingly at other locations.

ICM 51000 - Public Relations Strategies for Business (3)
This course identifies a variety of PR tactics that can be used to provide direct support for product/services sales and how other tactics are used to achieve longer term business objectives that can build a positive future freedom-to-operate atmosphere. Offered: Every term at St. Charles and Westport locations, intermittingly at other locations.

Graduate Organizational Communications Cluster

ICM 51500 - Organizational Communications Theories (3)
This course involves analysis of the communication theories that apply to organizational applications. Using in class discussions, journals, and written assignments, students will expand on life experiences and previous learning by situational analysis of theories, including applying the ABC model to identify communication effectiveness in workplace settings. Offered: Every term at various locations.

ICM 51600 - Leadership in Organizations (3)
This course examines leadership roles in the communication structure and offers a deeper analysis of organizations and

"systems" of internal and external communication flow. Special attention to problems of specialization and departmentalization complements the study of styles emphasized in the undergraduate cluster. Using in class discussions, journals, and written assignments, students will identify communication effectiveness, power strategies, and decision making in the organization at the team and/or individual level. Offered: Every term at various locations.

ICM 51800 - Communication Process and Motivation (3)
This course introduces motivation and motivating and persuasive techniques. Reviewing motivations behind communication and leadership extends to case studies of problems and issues in communication systems within organizational frameworks. Students will develop a final project and a research paper designed to enhance organizational communications, leadership, and performance. Included should be methods to effectively support the organizational mission and maximize potential. Students should also discuss specific strategies for improving their own skills in self-motivation, leadership, communication, strategic thinking, and performance. A discussion of gender and cultural differences will also be included. Offered: Every term at various locations.

Graduate Media Design Applications Cluster

ICM 52400 - Media Design Applications: Adobe Illustrator (3)
This course is a study of intermediate and advanced concepts and techniques needed to be proficient in vector graphic production for the graphic design workplace using Adobe Illustrator. Lab fee required. Offered: Intermittently St. Charles location.

ICM 52500 - Media Design Applications: Adobe Photoshop (3)
This course is a study of intermediate and advanced concepts and techniques needed to be proficient in bitmap/raster graphic production for the graphic design workplace using Adobe Photoshop. Lab fee required. Offered: Intermittently St. Charles location.

ICM 52900 - Graphic Design Management & Workflow (3)
This course is a study of intermediate and advanced concepts and techniques needed to be proficient in using design applications and processes to manage the design workflow from conception to product delivery. Lab fee required. Offered: Intermittently St. Charles location.

Graduate Imaging and Design Cluster

ICM 52600 - Design Concepts (3)
This course is a study of basic art and design concepts that enable students to produce visually and aesthetically pleasing work in current and emerging software applications. Lab fee required. Offered: Intermittently at St. Charles location.

ICM 52700 - Design in Media I (3)
This course is a study of basic and intermediate concepts and applications of color theory and graphic design within the context of visual media. Students will explore current design trends and strategies and develop a body of work through practical

application exercise assignments. Lab fee required. Offered: Intermittently at St. Charles location.

ICM 52800 - Design in Media II (3)

This course is an in-depth examination and analysis of historical, cultural, and psychological effects of color and symbolism on the field of vision within design media. This course includes individual research and composition of custom artwork using a practical design platform. Lab fee required. Offered: Intermittently at St. Charles location.

Graduate Digital Media Management Cluster

ICM 53400 - Principles of Business Graphics (3)

Students will explore some of the uses of graphics in the business community. Discussions will center on the impact of emerging technologies and how graphics can be used as a communications tool. Offered: Intermittently at various locations.

ICM 56500 - Electronic Resources (3)

In this course, students will discuss and review examples of the various electronic means to provide electronic graphics resources to the end user. This class will explore and discuss, via examples, distribution means for various graphics, video, photography, digital images, and electronic resources. Offered: Intermittently at various locations.

ICM 58800 - Media Project Planning (3)

This course is intended to evaluate and sharpen the students' knowledge in planning a large media project. Examples may include, but are not to be limited to, organizing press conferences and major announcement or news events. This section will take into account the utilization of both advanced business graphics and electronic resources to deliver the message to the targeted audience. Offered: Intermittently at various locations.

Graduate Public Relations Cluster

ICM 54600 - Public Relations and Social Media (3)

The analysis of shifting media environment and application of new media technologies as it affects the public relations industry. Students will develop a multi-platform campaign based on organizational goals and audience characteristics that include web analytics. Offered: Every term at various locations.

ICM 55200 - Public Relations Ethics: Case Studies (3)

Close examinations of the ethical choices organizations make and communicate to the public when responding to specific events and crises. Students will apply and assess PR professional codes of conduct to specific organizational messages to ascertain the impact on society and the environment. Students will compare humanistic ethics to professional codes of conduct in developing their own ethical leadership. Offered: Every term at various locations.

ICM 55300 - Strategic Research and Planning (3)

Students master strategic PR principles in the development, design, and execution of a campaign plan that includes measurable objectives and evaluations, with heavy emphasis on problem solving and the role of research, sampling, data analysis, and interpretations of qualitative findings that inform the planning and management process. Students will work with a

client to create and conduct a professional PR campaign and presentation. Offered: Every term at various locations.

Graduate Web Page Design Cluster

ICM 56400 - Web Imaging (3)

This course covers creation and editing of imagery for electronic delivery. Students will discuss topics include resolution, sizing, and compression. Coursework includes both raster (Photoshop) and vector (Illustrator, Flash) formats and their application. Lab fee required. Offered: St. Charles, intermittently.

ICM 56700 - Web Page Building (3)

This course looks at several approaches to constructing web pages, including text based and visual editors. Skills taught in the imaging course are applied to create visuals for import into pages with text elements. Lab fee required. Offered: St. Charles, intermittently.

ICM 57000 - Web Site Management (3)

Students take groups of web page and gather them into a web site. The class will consider site/page usability, interface philosophy, and how software tools can help in the construction, management, and maintenance of a web site as well as consider different ways to deliver electronic content, i.e., inter/ intra networks and CD. Lab fee required. Offered: St. Charles, intermittently.

Graduate Television Production Cluster

ICM 55600 - Production for Television (3)

In this course, a laboratory environment will be used to develop planning, scripting, shooting, directing, editing, budgeting, and studio skills to produce a program for television or cable broadcast. Lab fee required. Offered: Winter and spring terms at St. Charles location.

ICM 55800 - Writing for Television (3)

This course is a study and experience in appropriate techniques and layout for writing copy for use in television advertisement, news, and feature presentations. Attention is given to connecting words and actions for effective communication in commercial television and for industrial training efforts. Lab fee required. Offered: Winter and spring terms at St. Charles location.

ICM 55900 - Production Management (3)

This course serves as a demonstration and experience in setting up lighting, set arrangements, and camera positions for effective video production. Demonstration of video switching, audio adjustments, post-production assembly, and insert editing for both live and pre-recorded video production is included. Lab fee required. Offered: Winter and spring terms at St. Charles location.

Graduate Advanced Television Production Cluster

ICM 57400 - Advanced Television Production (3)

This course demonstrates the use of camera, lighting, writing, casting, and other pre-production activities in the production of a taped video documentary or feature. Lab fee required. Offered: During the summer term at St. Charles location.

ICM 57600 - Advanced Television Directing (3)
This course concentrates on the position and responsibilities of the director in commercial and industrial/training video productions. Students will serve as director in the creation of an original feature project. Lab fee required. Offered: During the summer term at St. Charles location.

ICM 57700 - Advanced Television Editing (3)
This course consists of direction and experience in the use of editing, assembly, and insert, as well as switching and audio mixing and other postproduction video techniques in the creation of an original project. Lab fee required. Offered: During the summer term at St. Charles location.

Graduate Documentary Storytelling and Research Cluster

ICM 53500 - Documentary Storytelling: Theory and Narrative Structure (3)
Through a variety of documentary film screenings and readings, students will analyze the epistemologies, ideologies, aesthetic elements, narrative structures, and strategies that filmmakers employ in their storytelling. The course will examine new trends and conventions in the documentary genre. Offered: Spring term at St. Charles location.

ICM 54000 - Media Preservation and Archives (3)
Students will focus on how documentary filmmakers use archival media materials (photographs, motion pictures, and audio recordings) in their films. Students will become familiar with several media archive holdings, learn about various media formats and how to use archives for media productions, and related activities such as the process of requesting footage and licensing fees. Students will learn about career opportunity in media preservation and contemporary trends in the profession. Students will work with local archives, such as Lindenwood and the St. Charles Historical Society. Offered: Spring term at St. Charles location.

ICM 54400 - Documentary Research and Writing (3)
This course will teach students how to research a topic, find media source materials, conduct interviews, and select appropriate consults and on-camera talent. Students will learn how to write a proposal, a short documentary script that incorporates a well-crafted narrative structure, and grant applications. Offered: Spring term at St. Charles location.

Human Resource Management Courses

Graduate Management Cluster

IBA 54000 - Management and Administrative Theory (3)
This course integrates theory, research, and applications that provide the cornerstones for the study of managing within organizations. The functions of management, human behavioral studies, and leadership styles are examined. Offered: All locations intermittently.

IBA 54100 - Organizational Behavior (3)
Students study and analyze the primary factors affecting behavior and relationships in organizations. Particular emphasis is given to examining the structure, processes, and behavior within organizations to better understand the management systems and processes that move organizations forward. Offered: All locations intermittently.

IBA 54300 - Personnel Management and Labor Relations (3)
Students will study the elements of union-management relationships. It includes case-study application of the systems and processes associated with labor and management contracts and negotiations. Offered: All locations intermittently.

Graduate HR/Marketing Finance Cluster

IHR 56100 - Essentials of Marketing (3)
This course will examine how goods and services are offered to a targeted market through the application of the marketing mix variables, product. price, promotion, and place. There will be an emphasis on concepts, vocabulary, and theories of contemporary marketing within the organization. Offered: St. Charles location every term and intermittently at Belleville location.

IHR 56200 - Survey of Accounting (3)
This course will provide an overview of the basic topics in financial and managerial accounting. The non-procedural approach will offer simple, straightforward methods to learn accounting with an emphasis on how accounting reports are used by managers, investors, and other stakeholders of the business. Offered: St. Charles location every term and intermittently at Belleville location.

IHR 56300 - Introduction to Finance (3)
This course will emphasize financial institutions and markets, investment, and financial management. Students will learn the role and functions of the financial system in the nation's economy, the relationships between the Federal Reserve, the banking system, and financial intermediaries, the savings-investment process, the time value of money, securities investments, and the control of risk. Offered: St. Charles location every term and intermittently at Belleville location.

Graduate Organizational Assessment Cluster

Graduate HR Strategies Cluster

IHR 58070 - Employee Selection and Retention (3)
This course covers phases of the selection and placement process and includes the interview as a multistage process, cognitive structures brought to the selection task by applicants and interviewers, and means of improving the interview as an effective selection and recruiting technique. The course will also deal with concerns of designing and conduct of employee reviews. Offered: St. Charles, Westport, North County, South County, and Belleville locations intermittently.

IHR 58075 - Employee Benefits and Compensation (3)
This course is a study of the conceptual frameworks that serve to guide the design of strategic reward systems. Other areas of coverage include employee benefits systems, pay discrimination, and compensation administration. Offered: St. Charles, Westport, North County, South County, and Belleville locations intermittently.

IHR 58080 - Employment Law for the Human Resource Professional (3)
The emphasis in on federal employment laws and case studies that reach widely across U.S. organizations. Employment laws are a dynamic state of continuous change and legal definition. This course provides a solid grasp of employment law principles with an applied orientation that allow for informed interpretations for practical analysis and prudent case management. Offered: St. Charles, Westport, North County, South County, and Belleville locations intermittently.

Graduate Economic Issues Cluster

IHR 50100 - Human Resource Economics (3)
HR economics is a methodology that has been applied to many areas of human behavior and has had enormous influence on the study of organizations and human resources. Developed from the founding research of Edward Lazear, this economic approach adds rigor, structure, and clarifies many important issues.

The goal of this class is to provide the aspiring HR professional a rigorous framework for understanding how organizational design and the management of employees directly impact the economics of the organization. Not only will students learn and apply ideas from microeconomics, but they will also learn principles that will be valuable in their future careers. Prerequisite: For students without an undergraduate degree or sufficient work experience, the business administration management cluster (currently, a required cluster for the MS in human resource management degree) will serve as the prerequisite.

IHR 50300 - Human Resource Information Systems (3)
This course provides a comprehensive presentation on global Human Resource Information System (HRIS) implementations and the associated challenges faced in global projects. It begins with the basic HR and IT concepts and guides the student through the complete life cycle of HRIS applications, spanning from planning to execution. Both HR and IT play an equal role in the development of HRIS applications. This class will help students from both HR and IT streams in assimilating the intricacies of implementation of HRIS projects.

This class will offer real-life case studies that guide students through the challenges in the implementation of HR specific applications in today's global economy to include outsourcing, mergers, and acquisitions (M&A), employee performance management and compensation, and benefits data tools that provide a sound understanding of the integration and data aspects of HRIS systems. Prerequisite: For students without an undergraduate degree or sufficient work experience, the business administration management cluster (currently a required cluster for the MS in human resource management degree) will serve as the prerequisite.

IHR 50500 - Quantitative Methods for the HR Professional (3)
This class will improve the effectiveness of human resource management professionals through the use of quantitative tools that will enable them to apply people management systems to improve productivity, quality, safety, lower costs, and improve business results with long-term reliable methods. Prerequisite:

For students without an undergraduate degree or sufficient work experience, the business administration management cluster (currently a required cluster for the MS in human resource management degree) will serve as the prerequisite.

Graduate Managerial Issues Elective Cluster

IHR 53400 - Gender Issues in Management (3)
This course will focus on the role of women in management. Areas of study include, but are not limited to, the function of management, gender differences, barriers to career development, strategies for advancement, the difficult employee, effective communication, motivation, leadership, and problem solving. Offered: St. Charles and Westport locations every term, intermittently at Wentzville and Belleville locations.

IHR 53600 - Implementing and Managing Diversity (3)
This course will increase the awareness and dimension of diversity in the work place. Areas of study will include the value of diversity and communicating its importance in the workplace, the changing organization, strategies for implementing diversity, and managing a diverse organization. Offered: St. Charles and Westport locations every term, intermittently at Wentzville and Belleville locations.

IHR 56000 - Adult Learning Processes (3)
This course is a study of selected methods and instructional techniques appropriate for the teaching of adults with a focus on the training and development area. Applications of adult development theory will be applied to the design, development, and evaluation of training programs and staff development. Offered: St. Charles and Westport locations every term, intermittently at Wentzville and Belleville locations.

Managing Information Technology Courses

Graduate Project Management Cluster

IIT 53100 - Scheduling, Cost Control, and Estimating Models (3)
This course is an introduction to scheduling, cost control, and estimating techniques and the software available to assure successful project implementation. Such products as Microsoft Project and Excel, COCOMO II, Management Scientist, and others will be used. Understanding work breakdown structures, network diagrams, chart graphics, budget spreadsheets, change control methods, and organizational structures will be paramount. Lab fee required. Offered: St. Charles location intermittently.

IIT 53200 - Implementing a Management Control System (3)
The course will cover management functions such as project planning, scope statements, defining networks, cost analysis, risk, critical chain scheduling, product quality, and resource usage. Lifecycle activities including project charters, initial planning, priority, sponsorship, requirements definition, effort decomposition, development, test and integration, close out, and monitoring will be addressed. Lab fee required. Offered: St. Charles location intermittently.

IIT 53300 - System Approach to Software Management (3)
This course will address modeling applications with the use of learning curves, financial consideration and cash flow, tradeoff analysis, applied probability and statistics, PERT/CPM under conditions of uncertainty, and decision science modeling. Effective process definition, priority tasking, variance analysis, metric establishment, historical record retention, and modern estimation techniques will provide methods of providing future project success. Lab fee required. Offered: St. Charles location intermittently.

Graduate Network Management and Administration Cluster

IIT 52500 - Network Security (3)
This class will focus on the overarching responsibility of securing a network. It will include both physical security, data security, and a detailed evaluation of managing security in a corporate environment. Offered: St. Charles location intermittently.

IIT 52600 - Current Issues in Network Technology (3)
In this course, the student will research current topics surrounding security by consulting relevant trade journals and the World Wide Web. Developing an awareness of and the ability to effectively communicate a solution to senior management regarding current security risks will be a key component of this class. Some current risks include phishing, identity theft, user awareness, man in the middle attacks, and distributed denial of service attacks. Offered: St. Charles location intermittently.

IIT 52700 - Security Project (3)
Students will study the composition of an effective corporate security policy and will design a security policy for a fictional corporation based on parameters provided by the instructor, which will be provided as a formal written document to be evaluated for course credit. Offered: St. Charles location intermittently.

Graduate Managerial Systems Integration Cluster

IIT 54100 - Database Integration and Management (3)
This course will explore the management of database integration in the business environment. Database integration is an iterative and ongoing process. An emphasis will be placed on the following areas: treatment of existing data and the standards used with this data, exploration of data standards that are consistent with wider national and international standards, and the role that web access has with integrating and managing database access. Lab fee required. Offered: St. Charles location intermittently.

IIT 54200 - New Technology Integration (3)
This course will introduce procedures for integrating new technologies into existing organizational systems. It will focus on the benefits as well as the downfalls of incorporating these technologies in the corporate environment. Lab fee required. Offered: St. Charles location intermittently.

IIT 54300 - Enterprise Resource Planning (ERP) (3)
This course will discuss the concepts and practices used to integrate all departments and functions across an organization onto a single computer system that can serve all departments of the organization effectively. ERP combines multiple software systems used throughout the organization into a single, integrated software system running off a single database allowing various departments to more readily share information and communicate. Lab fee required. Offered: St. Charles location intermittently.

Graduate Data Warehousing and Mining Cluster

IIT 55100 - Elements of Data Warehousing and Mining (3)
This course focuses on business intelligence. It gives a perspective to the major steps in developing and using a data warehouse. The student will create a project plan and business justification for a data warehouse, develop a dimensional data model, develop a data transfer and staging process, and develop a data access process. Lab fee required. Offered: St. Charles location intermittently.

IIT 55200 - Data Warehousing Systems (3)
This course teaches that a good dimensional model and its physical database form the hub of a business intelligence data warehouse. This course provides both introductory and advanced concepts and techniques for developing effective dimensional models to support data warehousing and mining. Lab fee required. Offered: St. Charles location intermittently.

IIT 55300 - Export, Translation, and Load (ETL) (3)
The basic theme of this course will be how to set up Export/Translation/and Load(ETL) processes to fill a data warehouse from a variety of different existing sources. The student will learn that the ETL process is typically the most time-consuming and misunderstood task in data warehousing and other data integrations. Microsoft SQL Server Integration Service will be used as the ETL tool for workshops and homework assignments. Lab fee required. Offered: St. Charles location intermittently.

Graduate New Technologies Cluster

IIT 56100 - Digital Media Technology (3)
This course covers topics including "Glocal" innovation, digital storage, processing, sensors, displays, statistical data analysis, autonomic systems, new networking paradigms, business ecosystems, Internet in 2020, communication in 2020. Lab fee required. Offered: St. Charles location intermittently.

IIT 56200 - Topics in New Technologies (3)
Topics include understanding cloud architecture, abstraction and virtualization, services, and applications by type, cloud security, and service orientated architecture; working with platforms, cloud-based storage, productivity software, the mobile cloud; managing the cloud; moving applications to the cloud; communicating with the cloud. Lab fee required. Offered: St. Charles location intermittently.

IIT 56300 - Wireless Technologies (3)
Topics include management of wireless ad hoc and sensor networks, emerging wireless technologies and the future mobile Internet, mobile computing and mobile commerce, wireless security, and next generation technologies, networks and services. Lab fee required. Offered: St. Charles location intermittently.

Graduate Internet Culture Cluster

IIT 57100 - Understanding the Internet Culture (3)
This course emphasizes the history, social issues, and implications that the Internet has had on modern day business. Discussions will focus on new business models and concepts that have been created by the Internet. Class will also discuss emerging technology trends and hypothesize how the digital age will play out in the future. Lab fee required. Offered: St. Charles location intermittently.

IIT 57200 - Developing an Effective Web Strategy (3)
Students will learn how to approach web site development from a practical business and marketing model. This course uses a case study approach to instruct students on how to plan a site for those who matter most - the users. Students will learn how to create a functional and technical specifications document that governs the development process. Lab fee required. Offered: St. Charles location intermittently.

IIT 57300 - Web Site Administration (3)
This course will introduce students to the issues required to manage and administer web sites. Topics include setting up Internet domain names, hosting environments, web site platforms, legal issues, and content administration. Lab fee required. Offered: St. Charles location intermittently.

Graduate Data Forensics and the Law Cluster

IIT 52100 - Information Technology Law and Ethics (3)
This course examines the federal and state law surrounding telecommunications and technology usage. Also examined is the impact of these laws on corporation and individuals both criminally and civilly. A discussion of ethics in information security will occur around these laws and their results.

IIT 52200 - Data Forensics and Evidence Collection (3)
The rules of digital evidence, as statutory and constitutional law prescribes them, are examined in this course. The long – standing history of proper evidentiary procedure is explored in depth and is made relevant through examination of related Supreme Court cases.

IIT 52300 - Courtroom Testimony and Presentation for IT Managers (3)
The role of courtroom testimony and procedure is examined in this course. The importance of proper case preparation and presentation is carefully examined in this course along with constitutional restrictions on testimony and evidence. Examples from security breached and privacy issues will be used as examples.

Graduate Information Security Management Cluster

IIT 52200 - Current Issues in Information Technology (3)
In this course, the student will research current topics surrounding security by consulting relevant trade journals and the World Wide Web. Developing an awareness of and the ability to effectively communicate a solution to senior management regarding current security risks will be a key component of this class. Some current risks include phishing, identity theft, user awareness, man in the middle attacks, and distributed denial of service attacks.

IIT 52500 - Network and Data Center Security (3)
This class will focus on the overarching responsibility of securing a network and data center. It will include both physical security, data security, and a detailed evaluation of managing security in a corporate environment.

IIT 52300 - Security Project (3)
Students will study the composition of an effective corporate security policy and will design a security policy for a fictional corporation based on parameters provided by the instructor, which will be provided as a formal written document to be evaluated for course credit.

Graduate Virtualization Architecture Management Cluster

IIT 55500 - Data Center and Cloud Architecture (3)
This course covers the pros and cons of each service model from the viewpoint of a consumer of cloud services. It will discuss vendor selection and development process for cloud computing initiatives. It will highlight major design considerations in areas such as security, data storage, monitoring, APIs, and more.

IIT 55600 - Applications and Services Best Practices (3)
Using cases and real world examples, this course discusses the concepts of "everything as a service." A discussion of common applications and services using cloud computing will take place in relation to common business models.

IIT 55700 - Virtualization Project (3)
Students will study the composition of effective virtualization architecture and will design a cloud infrastructure for a fictional corporation based on parameters provided by the instructor, which will be provided as a formal written document to be evaluated for course credit.

Writing Courses

Graduate Fiction Cluster

IMF 53500 - Fiction Writing Workshop (3)
This course will serve as a discussion of original short fiction with a focus on thematic purpose and the creative process. Students simultaneously increase their proficiency as fiction writers and deepen their critical responses to the work of peers. Offered: Online, intermittently.

IMF 53600 - Fundamentals of Contemporary Fiction (3)
This course is an exploration of the machinery of the short story and the novel, including narrative arc, theme, character, style, and point of view. Readings and discussions focus on the way each component is employed in both short and long fiction. Offered: Online, intermittently.

IMF 53700-53799 - Selected Emphases in Fiction (3)
This course is a study of major fiction writers and their historical and cultural connection to literature. Emphases may vary from term to term. Offered: Online, intermittently.

Graduate Studies in Fiction Cluster

IMF 51600-51699 - Fiction Genres (3)
This course includes readings in short fiction by major authors working in modes ranging from realistic to abstract. Introduces aesthetic and strategic concepts with a focus on narrative, theme, character, and style. Offered: St. Charles location, intermittently.

IMF 54000 - Advanced Studies in Fiction (3)
This course offers further study of major fiction writers and their historical and cultural connection to literature. Emphases may vary from term to term. Offered: St. Charles location, intermittently.

IMF 57900 - Advanced Studies in Film (3)
This course offers further study of dramatic development in scriptwriting and film, including important narrative elements such as suspense, confrontation, and resolution. Offered: St. Charles location, intermittently.

Graduate Flash Fiction Cluster

IMF 53200 - Advanced Focused Fiction Workshop (3)
This course is intended for students who are at an advanced stage in their writing development; it is an intensive fiction writing workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Offered: Online, intermittently.

IMF 54100 - Special Topics Focused Workshop (3)
This course is an intensive writing workshop in a specific genre of writing. Each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Offered: St. Charles location, intermittently.

IMF 53900 - Advanced Studies Contemporary Fiction (3)
This course is an advanced exploration of the machinery of the short story and the novel, including narrative arc, theme, character, style, and point of view. Readings and discussions focus on the way each component is employed in both short and long fiction. Offered: Online, intermittently.

Graduate Advanced Fiction Cluster

IMF 51900 - Advanced Fiction Genres (3)
This course offers further readings in short fiction by major authors working in modes ranging from realistic to abstract. Introduces aesthetic and strategic concepts with a focus on narrative, theme, character, and style. Offered: Online, intermittently

IMF 53800 - Advanced Fiction Workshop (3)
This course offers further discussion of original short fiction with a focus on thematic purpose and the creative process. Students simultaneously increase their proficiency as fiction writers and deepen their critical responses to the work of peers. Offered: Online, intermittently.

IMF 55900 - Advanced Studies in Prose Collection (3)
This course offers further study and analysis of single author collections in fiction and/or creative nonfiction. Emphasis is

given to the ways in which individual stories and essays make up a body of work. Offered: St. Charles location, intermittently.

Graduate Prose Cluster

IMF 52200-52299 - Focused Fiction Workshop (3)
This course is an intensive fiction writing workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Workshop pieces will be submitted in professional format for literary short fiction. Offered: St. Charles location, intermittently.

IMF 52300-52399 - Focused Nonfiction Workshop (3)
This course is an intensive nonfiction writing workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Workshop pieces will be submitted in professional format for creative nonfiction and journalistic pieces. Offered: St. Charles location, intermittently.

IMF 55600-55699 - The Prose Collection (3)
This course is a study and analysis of single author collections in fiction and/or creative nonfiction. Emphasis is given to the ways in which individual stories and essays make up a body of work. Offered: Online, intermittently.

Graduate Prose Poetry Cluster

IMF 52000 - Advanced Poetry Genres (3)
This course offers further readings in poetry ranging from antiquity to present, with attention to changing forms, styles, and subjects as connected to the cultural experience. Offered: St. Charles location, intermittently.

IMF 53000 - Advanced Studies in Poetry (3)
This course offers further study of major poets and poetry schools, with attention to evolution of craft and the influence of historical and cultural experience. Emphases may vary from term to term. Offered: St. Charles location, intermittently.

IMF 55500 - Prose Workshop (3)
This course serves as a discussion of original prose, in which students concentrate on a chosen specialty (fiction or creative nonfiction.) Students pay particular attention to elements that exist in both genres, as well as the application of factual and fictional information in prose. Offered: St. Charles location, intermittently.

Graduate Poetry Cluster

IMF 52500 - Poetry Writing Workshop (3)
This course serves as a discussion of original poetry with a focus on technique, purpose, and the creative process. Through submission of individual work and development of critical response, students address the question: how does one create and enhance the poem? Offered: Online, intermittently.

IMF 52600 - The Craft of Poetry: Prosody and Language (3)
This course serves as an overview of the machinery of the poem, including imagery, language, rhythm, syntax, form, accessibility, and mood. Focus is given to ways in which these parts produce

the overall experience of the poem. Offered: Online, intermittently.

IMF 52700-52799 - Selected Emphases in Poetry (3)
This course is a study of major poets and poetry schools, with attention to evolution of craft and the influence of historical and cultural experience. Emphases may vary from term to term. Offered: Online, intermittently.

Graduate Advanced Poetry Cluster

IMF 52800 - Advanced Poetry Workshop (3)
This course offers further discussion of original poetry with a focus on technique, purpose, and the creative process. Through submission of individual work and development of critical response, students address the question: how does one create and enhance the poem? Offered: Online, intermittently.

IMF 52900 - Advanced Studies Craft of Poetry (3)
This course is an advanced overview of the machinery of the poem, including imagery, language, rhythm, syntax, form, accessibility, and mood. Focus is given to ways in which these parts produce the overall experience of the poem. Offered: St. Charles location, intermittently.

IMF 53100 - Advanced Focused Poetry Workshop (3)
This course is intended for students who are at an advanced stage in their writing development; it is an intensive poetry writing workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Offered: St. Charles location, intermittently.

Graduate Confessional Poetry Cluster

IMF 51700-51799 - Poetry Genres (3)
Readings in poetry ranging from antiquity to present, with attention to changing forms, styles, and subjects as connected to the cultural experience. Offered: St. Charles location, intermittently.

IMF 52100-52199 - Focused Poetry Workshop (3)
This course is an intensive poetry writing workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Offered: online, intermittently.

IMF 53300 - Advanced Focused Nonfiction Workshop (3)
This course is intended for students who are at an advanced stage in their writing development; it is an intensive nonfiction writing workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Offered: Online, intermittently.

Graduate Creative Non-Fiction Cluster

IMF 54500 - Creative Nonfiction Workshop (3)
This course is a discussion of original nonfiction pieces, including personal essays, lyric essays, and memoir chapters. Students will focus on incorporating personal experience and

both narrative and lyrical elements into a nonfiction piece. Offered: Online, intermittently.

IMF 54600 - The Personal Essay and Memoir (3) Offered: Online, intermittently.

This course will focus on the wellspring of memory and reflection and the employment of narrative in creative nonfiction. Students will discuss a variety of personal essays and at least one memoir, noting the use of voice, character development, sense of place and time, and narrative arc.

IMF 54700 - The Lyric Essay (3)
This course is a study of the intersection of creative nonfiction and poetry, in which poetic devices such as fragment, imaginative language, and line breaks are used to create the nonfiction piece. Students will read and discuss numerous examples of lyric essays. Offered: Online, intermittently.

Graduate Advanced Creative Non-Fiction Cluster

IMF 54800 - Advanced Studies in Nonfiction (3)
This course offers further discussion of original nonfiction pieces, including personal essays, lyric essays, and memoir chapters. Students will focus on incorporating personal experience and both narrative and lyrical elements into a nonfiction piece. Offered: St. Charles location, intermittently.

IMF 54900 - Advanced Studies Personal Essay and Memoir (3)
This course is an advanced focus on the wellspring of memory and reflection and the employment of narrative in creative nonfiction. Students will discuss a variety of personal essays and at least one memoir, noting the use of voice, character development, sense of place and time, and narrative arc. Offered: St. Charles location, intermittently.

IMF 55000 - Advanced Studies in Lyric Essay (3)
This course is an advanced study of the intersection of creative nonfiction and poetry, in which poetic devices such as fragment, imaginative language, and line breaks are used to create the nonfiction piece. Students will read and discuss numerous examples of lyric essays. Offered: St. Charles location, intermittently.

Graduate Narrative Journalism Cluster

IMF 56500 - Writing For Publications (3)
Researching and writing short news accounts, brights, and traditional features for newspapers and magazines are the goals of this course. Offered: St. Charles location, intermittently.

IMF 56600 - Narrative Journalism (3)
In this course, students will gain practice in the art of literary feature writing, and the use of fiction and storytelling techniques to write nonfiction articles, profiles, and documentary narrative. Offered: Online, intermittently.

IMF 56700 - Readings in Narrative Journalism (3)
This course is a survey of the evolution of journalism traditions, ethics, history, and technology. Offered: St. Charles location, intermittently.

Graduate Advanced Narrative Journalism Cluster

IMF 56800 - Advanced Studies in Journalism (3)
This course includes advanced researching and writing short news accounts, brights, and traditional features for newspapers and magazines. Offered: St. Charles location, intermittently.

IMF 56900 - Advanced Studies in Narrative Journalism (3)
This course offers further practice in the art of literary feature writing, and the use of fiction and storytelling techniques to write nonfiction articles, profiles, and documentary narrative. Offered: St. Charles location, intermittently.

IMF 57000 - Advanced Journalism Readings (3)
This course is an advanced survey of the evolution of journalism traditions, ethics, history, and technology. Offered: St. Charles location, intermittently.

Graduate Journal Editing Cluster

IMF 55700-55799 - The Literary Journal (3)
This course is an overview of literary journal publication, from the submission process as a writer to the production of a journal as an editor. Students examine a variety of literary journals, and some focus is given to evaluation of what makes a poem, story, or essay "publishable." Offered: Online, intermittently.

IMF 55800 - Advanced Studies in Prose (3)
This course offers further discussion of original prose, in which students concentrate on a chosen specialty (fiction or creative nonfiction). Students pay particular attention to elements that exist in both genres, as well as the application of factual and fictional information in prose. Offered: St. Charles location, intermittently.

IMF 56000 - Advanced Studies in Literary Journal (3)
This course is an advanced overview of literary journal publication, from the submission process as a writer to the production of a journal as an editor. Students examine a variety of literary journals, and some focus is given to evaluation of what makes a poem, story, or essay "publishable." Offered: St. Charles location, intermittently.

Graduate Scriptwriting Cluster

IMF 57500 - Scriptwriting Workshop (3)
This course serves as a discussion of original film and television scripts and their essential elements. Students learn to develop a script in a professional format. Offered: St. Charles location, intermittently.

IMF 57600 - The Narrative Arc In Film (3)
This course includes a focus on dramatic development in scriptwriting and film, including important narrative elements such as suspense, confrontation, and resolution. Offered: St. Charles location, intermittently.

IMF 57700 - Script Analysis (3)
This course is an exploration of the three-act film and two-act television sitcom structure. Students will analyze well-known examples of exposition, script beats, dialogue, conflict, character, and scene creation. Offered: St. Charles location, intermittently.

Graduate Advanced Scriptwriting Cluster

IMF 53400 - Advanced Focused Scriptwriting Workshop (3)
This course is intended for students who have already successfully completed IMF 52400, the Focused Scriptwriting Workshop, and are at an advanced stage in their writing development; it is an intensive scriptwriting workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Offered: St. Charles location, intermittently.

IMF 57800 - Advanced Scriptwriting (3)
This course is an advanced discussion of original film and television scripts and their essential elements. Students learn to develop a script in a professional format. Offered: St. Charles location, intermittently.

IMF 52400 - Focused Scriptwriting Workshop (3)
This course is an intensive scriptwriting workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Workshop pieces will be submitted in professional format for film and television scripts. Offered: St. Charles location, intermittently.

Graduate Writing for the MFA Cluster

IMF 51500 - Creative Writing for the MFA (3)
This course offers structured practice in poetry and fiction writing for MFA students. The course concerns the development of original work through workshop, writing exercises, and assigned projects. Offered: St. Charles location, intermittently.

IMF 51800 - Advanced Creative Writing (3)
This course offers advanced practice in poetry and fiction writing for MFA students. The course concerns the development of original work through workshop, writing exercises, and assigned projects. Offered: St. Charles location, intermittently.

IMF 58000 - Advanced Script Analysis (3)
This course offers further study of the three-act film and two-act television sitcom structure. Students will analyze well-known examples of exposition, script beats, dialogue, conflict, character, and scene creation. Offered: St. Charles location, intermittently.

Online Course Descriptions

IMF 54300-54399 - Genre Fiction as Literature (3)
This literature course focuses on the study and analysis of genre fiction. Emphases studied may include Children's Literature, Young Adult Literature, Romance, Mystery, and Science Fiction/Fantasy. Study will include novels by authors using literary writing techniques and working in modes ranging from realistic to abstract. Introduces aesthetic and strategic concepts with a focus on narrative, theme, character, and style.

IMF 54400-54499 - Genre Fiction Workshop (3)
This craft and workshop course focuses on creation and discussion of original genre fiction with a focus on thematic purpose and the creative process. Workshop pieces may include

Children's Literature, Young Adult Literature, Romance, Mystery, and Science Fiction/Fantasy. Students simultaneously increase their proficiency as fiction writers and deepen their critical responses to the work of peers.

IMF 57300-57399 - The Literary Novel (3)
This literature course explores the machinery of the literary novel, including narrative arc, theme, character, style, and point of view. Critical discussion and study will include focus on the way each component is employed in long fiction. Students will analyze works from both a literary analysis perspective and a writer's perspective.

IMF 57400-57499 - Literary Novel Workshop (3)
This craft and workshop course focuses on creation and discussion of original long fiction with a focus on thematic purpose and the creative process. Students simultaneously increase their proficiency as fiction writers and deepen their critical responses to the work of peers. Workshop sessions will focus on individual novel chapters, as students work toward completing and polishing a full literary novel.

IMF 51600-51699 - Fiction Genres (3)
This course includes readings in short fiction by major authors working in modes ranging from realistic to abstract. Introduces aesthetic and strategic concepts with a focus on narrative, theme, character, and style. Offered: St. Charles location, intermittently.

IMF 51900 - Advanced Fiction Genres (3)
This course offers further readings in short fiction by major authors working in modes ranging from realistic to abstract. Introduces aesthetic and strategic concepts with a focus on narrative, theme, character, and style. Offered: Online, intermittently

IMF 52200-52299 - Focused Fiction Workshop (3)
This course is an intensive fiction writing workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Workshop pieces will be submitted in professional format for literary short fiction. Offered: St. Charles location, intermittently.

IMF 52400 - Focused Scriptwriting Workshop (3)
This course is an intensive scriptwriting workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Workshop pieces will be submitted in professional format for film and television scripts. Offered: St. Charles location, intermittently.

IMF 53500 - Fiction Writing Workshop (3)
This course will serve as a discussion of original short fiction with a focus on thematic purpose and the creative process. Students simultaneously increase their proficiency as fiction writers and deepen their critical responses to the work of peers. Offered: Online, intermittently.

IMF 53600 - Fundamentals of Contemporary Fiction (3)
This course is an exploration of the machinery of the short story and the novel, including narrative arc, theme, character, style, and point of view. Readings and discussions focus on the way each component is employed in both short and long fiction. Offered: Online, intermittently.

IMF 53700-53799 - Selected Emphases in Fiction (3)
This course is a study of major fiction writers and their historical and cultural connection to literature. Emphases may vary from term to term. Offered: Online, intermittently.

IMF 53800 - Advanced Fiction Workshop (3)
This course offers further discussion of original short fiction with a focus on thematic purpose and the creative process. Students simultaneously increase their proficiency as fiction writers and deepen their critical responses to the work of peers. Offered: Online, intermittently.

IMF 53900 - Advanced Studies Contemporary Fiction (3)
This course is an advanced exploration of the machinery of the short story and the novel, including narrative arc, theme, character, style, and point of view. Readings and discussions focus on the way each component is employed in both short and long fiction. Offered: Online, intermittently.

IMF 54100-54199 - Special Topics Focused Workshop (3)
This course is an intensive writing workshop in a specific genre of writing. Each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Offered: Online, intermittently.

IMF 51700-51799 - Poetry Genres (3)
Readings in poetry ranging from antiquity to present, with attention to changing forms, styles, and subjects as connected to the cultural experience. Offered: St. Charles location, intermittently.

IMF 52300-52399 - Focused Nonfiction Workshop (3)
This course is an intensive nonfiction writing workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Workshop pieces will be submitted in professional format for creative nonfiction and journalistic pieces. Offered: St. Charles location, intermittently.

IMF 52100-52199 - Focused Poetry Workshop (3)
This course is an intensive poetry writing workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Offered: Online, intermittently.

IMF 52500 - Poetry Writing Workshop (3)
This course serves as a discussion of original poetry with a focus on technique, purpose, and the creative process. Through submission of individual work and development of critical response, students address the question: how does one create and enhance the poem? Offered: Online, intermittently.

IMF 52600 - The Craft of Poetry: Prosody and Language (3)
This course serves as an overview of the machinery of the poem, including imagery, language, rhythm, syntax, form, accessibility,

and mood. Focus is given to ways in which these parts produce the overall experience of the poem. Offered: Online, intermittently.

IMF 52700-52799 - Selected Emphases in Poetry (3)
This course is a study of major poets and poetry schools, with attention to evolution of craft and the influence of historical and cultural experience. Emphases may vary from term to term. Offered: Online, intermittently.

IMF 52800 - Advanced Poetry Workshop (3)
This course offers further discussion of original poetry with a focus on technique, purpose, and the creative process. Through submission of individual work and development of critical response, students address the question: how does one create and enhance the poem? Offered: Online, intermittently.

IMF 52900 - Advanced Studies Craft of Poetry (3)
This course is an advanced overview of the machinery of the poem, including imagery, language, rhythm, syntax, form, accessibility, and mood. Focus is given to ways in which these parts produce the overall experience of the poem. Offered: St. Charles location, intermittently.

IMF 53100 - Advanced Focused Poetry Workshop (3)
This course is intended for students who are at an advanced stage in their writing development; it is an intensive poetry writing workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Offered: St. Charles location, intermittently.

IMF 53200 - Advanced Focused Fiction Workshop (3)
This course is intended for students who are at an advanced stage in their writing development; it is an intensive fiction writing workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Offered: Online, intermittently.

IMF 53300 - Advanced Focused Nonfiction Workshop (3)
This course is intended for students who are at an advanced stage in their writing development; it is an intensive nonfiction writing workshop in which each student will produce several pieces of original work and submit them to the class for analysis, close reading, line editing, discussion of theme and content, and suggestions for revision. Offered: Online, intermittently.

IMF 54500 - Creative Nonfiction Workshop (3)
This course is a discussion of original nonfiction pieces, including personal essays, lyric essays, and memoir chapters. Students will focus on incorporating personal experience and both narrative and lyrical elements into a nonfiction piece. Offered: Online, intermittently.

IMF 54600 - The Personal Essay and Memoir (3) Offered: Online, intermittently.

This course will focus on the wellspring of memory and reflection and the employment of narrative in creative nonfiction. Students will discuss a variety of personal essays and at least one memoir, noting the use of voice, character development, sense of place and time, and narrative arc.

IMF 54700 - The Lyric Essay (3)
This course is a study of the intersection of creative nonfiction and poetry, in which poetic devices such as fragment, imaginative language, and line breaks are used to create the nonfiction piece. Students will read and discuss numerous examples of lyric essays. Offered: Online, intermittently.

IMF 55600-55699 - The Prose Collection (3)
This course is a study and analysis of single author collections in fiction and/or creative nonfiction. Emphasis is given to the ways in which individual stories and essays make up a body of work. Offered: Online, intermittently.

IMF 55700-55799 - The Literary Journal (3)
This course is an overview of literary journal publication, from the submission process as a writer to the production of a journal as an editor. Students examine a variety of literary journals, and some focus is given to evaluation of what makes a poem, story, or essay "publishable." Offered: Online, intermittently.

IMF 56600 - Narrative Journalism (3)
In this course, students will gain practice in the art of literary feature writing, and the use of fiction and storytelling techniques to write nonfiction articles, profiles, and documentary narrative. Offered: Online, intermittently.

Individual Courses

Culminating Project/Thesis Courses

ECM 58999 - Extension of Culminating Project (0)

EMF 58999 - Extension of Graduate Thesis (0)

ICM 58999 - Culminating Project (3)
This is an independent study under the supervision of the Faculty Advisor or media instructor consisting of a script or media production project. A written proposal is required to be eligible for the Culminating Project Option. Required for Digital and Multi-media emphasis.

IMF 58999 - Graduate Thesis (3)
The graduate thesis is required for the final three credit hours of the program. Students work with a faculty mentor to produce a thesis of approximately 70-100 pages in their chosen genre (poetry, fiction, or nonfiction).

Special Topics Courses

IBA 51900-51999 - Special Topics in Accounting (1-3)
IBA 53900-53999 - Special Topics in Finance (1-3)
IBA 54900-54999 - Special Topics in Management (1-3)
IBA 55900-55999 - Special Topics in Marketing (1-3)
ICJ 59300-59399 - Special Topics in Criminal Justice (3)
ICM 59500-59599 - Special Topics I (1-3)
ICM 59600-59699 - Special Topics II (1-3)
ICM 59700-59799 - Special Topics III (1-3)
IGE 59300-59399 - Special Topics in Gerontology (3)
IHM 59400-59499 - Special Topics in Healthcare
Administration (1-3)
IHM 59500-59599 - Special Topics in Healthcare
Administration (1-3)
IHR 59300-59399 - Special Topics in Human Resource
Management (1-3)
IHR 59400-59499 - Special Topics in Human Resource
Management (1-3)
IHR 59500-59599 - Special Topics in Human Resource
Management (1-3)
IMF 59500-59599 - Special Topics I (3)
IMF 59600-59699 - Special Topics II (3)
IMF 59700-59799 - Special Topics III (3)

Internship Courses

ICM 58850 - Media Internship (3)
Onsite learning experience in a professional media production setting that produces media program and content for radio, television, film, websites and advertising. Internships require 50 hours of fieldwork for one semester hour of credit. Students must receive a recommendation of the Faculty Advisor and be accepted by the internship organization. Work performance will be assessed by the internship supervisor. A portfolio and examples of work performed must be submitted to the Faculty Advisor at the end of the internship. See Faculty Advisor for portfolio criteria.

ICM 58855 - Communications Internship (3)
Onsite learning experience in a professional communications setting that focuses upon organizational, human resources, or public relations. Internships require 50 hour of fieldwork for one semester hour of credit. Students must receive a recommendation of the Faculty Advisor and be accepted by the internship organization. Work performance will be assessed by the internship supervisor. A portfolio and examples of work performed must be submitted to the Faculty Advisor at the end of the internship. See Faculty Advisor for portfolio criteria.

IGE 50000 - Gerontology Internship (3)
Students are placed in a practice setting from a variety of gerontology services. Students earn one semester hour of credit for 50 hours of internship service. This is designed for students who have little or no experience in gerontology, or who are in search of a career change or exposure to other services.

IHM 50000 - Healthcare Administration Internship (1-6)
Students will secure a place in a practice setting from a variety of healthcare services. All internships must be approved by the program director for the Healthcare Administration Program. Students earn one semester hour of credit for 50 hours of internship service. This is designed for students who have little or no experience in healthcare, or who are in search of a career change or exposure to other services. An internship does not replace the Capstone Course requirement for degree completion. Internship requirements should be completed within one term; however, if the need arises, an internship may be extended one additional term with approval of the program director for healthcare administration or gerontology. In order to receive credit for the Internship, students must complete the portfolio requirements, as specified by the program director.

Capstone Courses
Note:A grade of B or above is required to pass a capstone course.

IBA 56079 - Project Management Capstone (3)
This course is an in-depth study of the five process groups and 10 knowledge areas encompassed by the Product Management Body of Knowledge (PMBOK®), to consolidate learning in each area and place it within the framework of the Project Management Institutes (PMI) Project Management certification examinations (CAPM® and PMP®). Each week during the course, students will focus on the processes, terminology, and techniques within a chosen knowledge area. Also, students will apply their learning by working on assigned sample exam questions, and they will create a personal project plan to guide their preparation for taking the certification exam.

IBA 60100 - Business Policies and Strategies (3)
This course explores the practices and problems confronting the modern business organization through an analysis of cases or through business simulation studies. Special emphasis is given to strategic management, assessment, analysis, implementation, evaluation, and control. A grade of B or better is required in order to pass this course. Testing fee required. Offered: All locations intermittently.

ICJ 60100 - Criminal Justice Administration (3)
The capstone ICJ course addresses administrative strategies in policing, corrections, juvenile justice, and the court system. All of these areas are currently experiencing an intense period of examination, reflection, and experimentation. The course will analyze past and present practices and problems in an effort to propose practical solutions to dilemmas encountered by various criminal justice administrators. Offered: St. Charles and Belleville locations.

ICM 60100 - Communications Capstone (3)
This course develops advanced presentation skills and business etiquette as it applies in a variety of communications settings that occur in all phases of career and project development. Students are expected to select a project that is important to their intellectual and professional development in the communications field. The course will provide students with experiences to refine and demonstrate competent communications skills and apply appropriate assessment criteria to various presentation styles and formats through all phases of the capstone project. Required for promotions, media management, and training and development.

IGE 60100 - Gerontology Capstone (3)
The capstone experience provides a structured opportunity for students pursuing a master's degree in gerontology to integrate knowledge and experiences from coursework and internships. Students explore a variety of theoretical, methodological, and professional issues in gerontology and conduct gerontological research. Course content includes fundamental knowledge about care of the older adult. It also reviews the financial, social, political, and cultural issues that affect the overall care of the elderly. Students must take the capstone concurrently with their final cluster or as a single class after completing the required core clusters.

IHM 60100 - Healthcare Administration Capstone (3)
This course examines leadership skills in the context of managing in healthcare organizations. Course content includes strategic thinking, effective communications, team building, and leading in various contexts. While learning about leadership issues, students are required to synthesize the information and skills learned in previous clusters through activities such as group projects, case studies, presentations, and research papers. Testing fee required.

IHR 60100 - Human Resource Management Capstone (3)
The capstone is your final core requirement and offers an intensive exploration of the applied aspect of human resource strategy, concepts, and methodologies. Working as a team with other students, you will apply human resources management solutions to management simulations based upon a real-world organizational setting. You will apply what you've learned from you classes through lecture, discussion, case studies, and examples that emphasize the strategic role that human resource management plays in an organization. Students will experience the role of the HR leader as change agent including the organizational development tools of action research, strategic leadership, consensus building, and core competencies needed to lead effectively in diverse organizations. Testing fee required.

IIT 60100 - Information Technology Capstone (3)
This course will be the culminating project for the degree program. The instructor will mentor students and guide them to completion of a portfolio or other project, demonstrating successful completion of the degree. Offered: St. Charles location alternating terms.

FACULTY

Abbott, Marilyn S. (1997)
Professor of Biology and Associate Provost
AB, Indiana University; PhD, Purdue University

Acker, Lawrence E. (2013)
Associate Professor of Health Management and Program Director, BS in Health Management
BA, Saint Louis University; MHA, Washington University; PhD, University of Missouri-St. Louis

Albee, Alison J. (2013)
Assistant Professor of Biology
BS, Purdue University; PhD, University of Wisconsin-Madison

Alameda, Annie (2007)
Associate Professor of Physical Education and Health and Chair, Department of Physical Education and Health
BS, Illinois State University; MS, Saint Louis University; EdD, Lindenwood University

Aldridge, Amanda (2012)
Coordinator of Charter Schools and Secondary Student Teaching
BS, University of Missouri-Columbia; MEd, University of Missouri-St. Louis

Allen, Robert (2008)
Associate Professor of Business and Division Chair, School of Business and Entrepreneurship
BS, Missouri Valley College; MBA, University of Missouri-Columbia; DBA, Nova Southeastern University

Alsobrook, **Joseph A. (2004)**
Associate Professor of Music and Dean, School of Fine and Performing Arts
BA, Southwestern Oklahoma State University; MA, EdD, Lindenwood University

Ammann, **Elizabeth M. (1983)**
Associate Professor of Accounting
BS, Southern Illinois University-Carbondale; MBA, Southern Illinois University-Edwardsville

Anderson, C. Gregory (2010)
Associate Professor of Biology and Chair, Department of Biology
BA, University of Missouri-Columbia; PhD, University of Tennessee

Arendt, Brian (2012)
Assistant Professor of Chinese Studies
BA, University of Missouri-St. Louis; MA, SUNY-Stony Brook; PhD, Georgetown University

Arns, **David H. (1999)**
Associate Professor of Marketing; Chair, Department of Marketing; and Faculty Athletics Representative, NCAA Sports
BS, Southern Illinois University-Carbondale; MS, Southern Illinois University-Edwardsville

Ayres, Deb (2008)
Vice President for Human Resources
BS, Missouri State University; MS, University of Missouri-St. Louis; EdD, University of Missouri-Columbia

Ball, Andrew (2012)
Assistant Professor of Humanities and Program Director, Humanities Clusters
BA, Purdue University; MA, University of Pennsylvania; PhD, Purdue University

Balogh, **Alexander (2005)**
Associate Professor of English
BA, University of Oregon; MA, Southern Illinois University-Carbondale; MFA, Lindenwood University

Banerjee, Gaurango (2013)
Professor of Finance
BS, MSc, Birla Institute of Technology and Science, India, PhD, University of Alabama

Barnes, Janet L. (2007)
Assistant Professor of Teacher Education
BS, MEd, University of Missouri-St. Louis

Beane, **Robbie (2010)**
Associate Professor of Mathematics
BS, MS, University of Missouri-Rolla; PhD, Missouri University of Science and Technology

Beckerle, **John R. (2001)**
Professor of Nonprofit Administration and Chair, Department of Fire and Paramedic Science
BA, MA, MBA, EdD, Lindenwood University

Bennett, Katrina (2008)
Assistant Professor of Fashion Design
BA, MFA, Lindenwood University

Bice, **Cynthia J. Francis (2006)**
Professor of Education and Dean, School of Education
BA, Lindenwood University; MS, Central Missouri State University; EdD, Saint Louis University

Biggerstaff, **Randy (1997)**
Associate Professor of Education; Athletic Trainer; and Chair, Department of Athletic Training
BS, University of Missouri-Columbia; MS, Lindenwood University; ATC

Biri, **Colleen (2003)**
Professor of Psychology
BA, Southwest Missouri State University; MA, PsyD,
Georgia School of Professional Psychology

Blum, Erica (2008)
Assistant Professor of Communications
BFA, Ohio University; MA, Lindenwood University

Blythe, Stephen A. (2009)
Associate Professor of Computer Science
BS, University of Delaware; MS, PhD, Rensselaer
Polytechnic Institute

Brennan, Daniel J. (2007)
Assistant Professor of Athletic Training
BS, MA, Western Kentucky University

Brickler-Ulrich, Kimberly K. (2003)
Associate Professor of Accounting
BS, Truman State University; MBA, Saint Louis
University; CPA

Brown, David (2000)
*Professor of Philosophy and Chair, Department of
Philosophy*
BA, Gordon College; MA, University of Houston; PhD,
University of Toronto

Brown-Hudson, Heather (2010)
*Associate Professor of French, English and Gender
Studies; Chair, Department of Gender Studies*
BA, Temple University; MA, Middlebury College; PhD,
The Graduate Center, City University of New York

Bruce, Matthew (2012)
Assistant Professor of Religion
BA, Wheaton College; MDiv, Princeton Theological
Seminary; MTh, University of Edinburgh; PhD, Princeton
Seminary

Buenger, **David (2010)**
Assistant Professor of Accounting
BS, Truman State University; MBA, Webster University;
CPA, CMA, CFM

Carlos, Peter (2004)
*Associate Professor of Communications and LUTV Station
Manager*
BA, University of Missouri-St. Louis; MA, Middlebury
College; MFA, Lindenwood University

Carnes, Geremy (2013)
Assistant Professor of English
BA, University of Notre Dame; PhD, University of
Michigan

Carper, Michael (2006)
Assistant Professor of Philosophy
BA, MA, University of Nebraska-Kearney; MTS, Boston
University

Cawly, **John (2008)**
Assistant Professor of Biology
BS, MS, Southern Illinois University-Edwardsville; PhD,
University of Missouri-Columbia

Cernik, **Joseph A. (1990)**
*Professor of Political Science and Public Administration;
Chair, Department of Political Science; and Chair,
Department of International Relations*
BA, Adelphi University; MA, PhD, New York University;
MBA, Lindenwood University

Coble, Kyle (2012)
*Assistant Professor of Marketing; Program Director,
Marketing Clusters; and MSA in Marketing*
BS, MIAA, Southwest Missouri State University; PhD,
Saint Louis University

Cochran, Vanessa (2011)
Assistant Professor of Teacher Education; *Chair,
Department of Elementary Education; Coordinator,
Master of Arts in Teaching Program*
BS, Missouri Baptist University; MA, Lindenwood
University; PhD, Saint Louis University

Cohen, Theodore W. (2014)
Assistant Professor of History
BA, Yale University; PhD, University of Maryland,
College Park

Collier, Darren (2003)
Assistant Professor of Communications
BA, MFA, Lindenwood University

Coker, Stanley, (2008)
*Associate Professor of Management and Chair,
Department of Management*
BS, United States Air Force Academy; MA, MBA, DMgt,
Webster University

Cooper, Benjamin (2014)
Assistant Professor of English
BA, Davidson College; MA, Northwestern University; MA
Washington University; PhD, Washington University

Cooper, Richard Alan (2012)
*Assistant Professor of Human Resource Management and
Program Director, BS in Undergraduate Human Resource
Management*
BS/BA, University of Arkansas; JD, Washington
University

Corbin, G. Paul (2004)
*Associate Professor of Criminal Justice and Chair,
Department of Military Science*
AAS, Meramec Community College; BS, MA, Lincoln
University of Missouri; Post-Graduate, Northwestern
University

Cupples, Tommy (2013)
Associate Professor of Information Technology and Program Director, BS and MS in Information Technology
BA, Union University; BS, Missouri Baptist University; MS, Washington University; EdD, NOVA Southeastern University

Curtis, Ryan (2008)
Associate Professor of Music and Director of Bands
BS, Missouri State University; MA, University of Missouri-St. Louis; EdD, Lindenwood University

Cusumano, Joseph (2013)
Associate Professor of Counseling and Director, Student Counseling and Resource Center
BS, MEd, University of Missouri-St. Louis; PhD, Saint Louis University

Daly, Shelly (2011)
Associate Professor of International Business
BS, University of Missouri-Columbia; MBA, PhD, Saint Louis University

Dames, Christina (2012)
Assistant Professor of Anthropology
BA, Truman State University; MA, PhD, University of Missouri-Columbia

Dasovich, **Steve J. (2010)**
Assistant Professor of Anthropology and Archeology and Chair, Department of Anthropology and Sociology
BA, University of South Dakota; MS, Florida State University; PhD, University of Missouri-Columbia

Delgado, Ricardo A. (2006)
Associate Professor of Chemistry and Dean, School of Sciences
BS, Texas A&I University; MS, PhD, University of Missouri-St. Louis

DeVore, **Sherry (2008)**
Instructor of Educational Leadership
BS, MA, EdS, Missouri State University; EdD University of Missouri-Columbia

Dey, **Sajalendu (2004)**
Professor of Physics and Pre-Engineering
BSc, MSc, Dhaka University, Bangladesh; MSc, Brock University, Ontario; PhD, Iowa State University; MSc, University of Missouri-St. Louis; MBA, Lindenwood University

Douchant, **Rachel (2005)**
Associate Professor of Philosophy and Director, Liberty and Ethics Center
BA, Lindenwood University; PhD, Saint Louis University

Dunn, Gerald (2007)
Associate Professor of Mathematics
BS, University of New Orleans; PhD, University of Michigan

Durbin, Nancy (2001)
Professor of Foreign Languages and Chair, Department of Foreign Languages
BA, University of Missouri-Columbia; MA, PhD, Washington University

Ellis, Peggy (2012)
Professor of Nursing and Dean, School of Nursing and Allied Sciences
BSN, Southeast Missouri State University; MSN, University of Central Arkansas; PhD, Southern Illinois University-Carbondale

Ellis, Roger (1997)
Professor of Business and Dean, School of Business and Entrepreneurship
BS, University of Missouri-Rolla; JD, University of Arkansas

Engleking, **Charlene (1995)**
Professor of Humanities and Program Director, Bachelor of Liberal Studies and Communications Clusters
BA, Southwestern College; MEd, University of Missouri-Columbia; MFA, Lindenwood University

Ezvan, **Mira (1984)**
Professor of Management and Management Information Systems and Chair, Department of Management Information Systems
MS, Technical University of Wroclaw, Poland; PhD, Southern Illinois University

Falk, Jill (2006)
Associate Professor of Communications; Program Manager, Journalism; and Director, LUTV News
BA, Eastern Illinois University; MA, University of Illinois

Firestine-Scanlon, **Jennifer (2003)**
Associate Professor of Chemistry and Chair, Department of Chemistry
BS, Eastern Oregon State College; PhD, Arizona State University

Fleitz, Elizabeth (2013)
Assistant Professor of English
BS, MA, PhD, Bowling Green State University

Ford, Yvonnda L. (2012)
Assistant Professor of Health Management and Program Director, MS in Healthcare Administration BS, MS, JD, Saint Louis University

Fox, Elizabeth (2011)
Assistant Professor of Exercise Sciences
BS, MS, Saint Louis University

Freeman, Janis (2007)
Associate Professor of Teacher Education
BS, MA, EdD, University of Missouri-Columbia

Ganahl, Gina (2014)
Assistant Professor of Education and Dean, School of Accelerated Degree Programs
BS, University of Illinois-Urbana; MEd, PhD, University of Missouri-Columbia

Gibbs, Yvonne (2008)
Associate Professor of Library Media and Chair, Advanced Teacher Education Program
BSE, Southeast Missouri State University; MA, EdD, Lindenwood University

Gietschier, **Steven P. (2009)**
University Curator; Associate Professor of History; and Faculty Athletics Representative, SLS Sports
BSFS, Georgetown University; MA, PhD, The Ohio State University

Gismegian, **Mary (2001)**
Assistant Professor of Education
BS, Southern Illinois University; MA, Lindenwood University

Glover, Kyle S. (1998)
Professor of English and Chair, Department of English
BA, Oklahoma Baptist University; MA, Baylor University; PhD, University of Missouri-Columbia

Glynn, James M. (2014)
Assistant Professor of Criminal Justice and Program Director, MS in Criminal Justice
BA, Loyola University of Chicago; MA, Catholic University of America; JD Tulane University

Godar, **Tom (2003)**
Associate Professor of Athletic Training; Clinical Coordinator and Head Trainer, Football
BS, Southern Illinois University-Carbondale; MS, Lindenwood University

Golik, **Wojciech L. (2001)**
Professor of Mathematics and Chair, Department of Mathematics
BS, MS Poznan University of Technology, Poznan, Poland; MS, PhD, New Mexico State University

Gossett, Rachael (2013)
Assistant Professor of Criminal Justice
BA, MA, PhD, The Ohio State University

Green, Christina Marie (1999)
Associate Professor of English
BA, Regis University; MAT, Webster University; MA, University of Missouri-St. Louis

Grooms, Pamela (2007)
Associate Professor of Music and Chair, Department of Music
BA, Central Missouri State University; MA, University of Missouri-St. Louis

Grosso, Tina (2010)
Assistant Professor of Gerontology and Program Director, MA in Gerontology
BS, MS Lindenwood University

Guffey, Ryan (2003)
Assistant Professor of International Relations; Chair, Department of Chinese Studies; and Assistant Vice President for Student Development
BS, MBA, Lindenwood University; MA, The Queen's University of Belfast; PhD, Saint Louis University

Hammond, Kay A. (1998)
Assistant Professor of Communications
BA, MBA, Lindenwood University

Hamra, Teresa (2015)
Assistant Professor of Nursing and Allied Health Sciences
BSN, University of Missouri-St. Louis; MSN, University of Missouri-St. Louis

Harding, Kimberly (2015)
Instructor and Director, Field and Clinical Experiences
BS, Southeast Missouri State University; MA, University of Missouri-St. Louis; PhD, Saint Louis University BA, Southwest Missouri State University; MA, University of Missouri-St. Louis; PhD, Saint Louis University

Hargate, **Jon Grant (1983)**
Professor of Art
AA, Meramec Community College; BFA, Southern Illinois University-Edwardsville; MFA, University of Cincinnati

Harris, Shenika (2014)
Assistant Professor of Spanish
BA, University of Missouri-St. Louis; MA, Saint Louis University; PhD, University of Wisconsin-Madison

Hauck, John (2004)
Associate Professor of Physics
BS, Parks College of Saint Louis University; MS, Georgia Institute of Technology; PhD, University of Missouri-Columbia

Heidenreich Jr., Donald (2000)
Professor of History
BA, San Francisco State University; MA, University of Arizona; PhD, University of Missouri-Columbia

Heinle, **Jeff (2011)**
Associate Professor of Communications and Program Director, BA and MA in Communications
BA, University of Wisconsin; MA, City University of New York; PhD, University of Wisconsin

Hendrix, Evelyn K. (2007)
Associate Professor of Human Resource Management
BS, University of Wisconsin-Milwaukee; MBA, Lindenwood University; MA, PsyD, George Mason University

Henschke, **John (2009)**
Associate Professor of Educational Leadership
BA, Bob Jones University; MDiv, Northern Baptist
Theological Seminary; ThM, Northern Baptist Theological
Seminary; EdD, Boston University

Herrell, **Katherine (2012)**
Assistant Professor of Music
BA, Truman State University; MBA, Maryville University;
MA, EdD , Lindenwood University

Heyn, **Hollis Carolyn (1996)**
Associate Professor of English
BA, Lindenwood University; MA, Southern Illinois
University

Holden, Angela D. (2009)
*Associate Professor of Management and Division Director,
Business Administration* Degress
BA, National-Louis University; MBA, Lindenwood
University; DMgt, Webster University

Hollis, Stuart (2014)
Assistant Professor of Theatre and Technical Director
BFA, Shenandoah College and Conservatory of Music;
MFA, Southern Methodist University

Hoormann, Matthew (2014)
Assistant Professor of Music
BM, MM, Southern Illinois University Edwardsville;
DMA, University of California Los Angeles

Horstmeier, **James (1996)**
*Associate Professor of Education and Program Director,
Cross-Cultural and Social Science Clusters*
BS, University of Missouri; MS, Lindenwood University

Hubbell, Audra (2014)
Assistant Professor of Graphic Design
BFA, Truman State University; MFA, University of
Illinois at Chicago

Hudgins, Molly (2003)
*Associate Professor of Sport Management and Chair,
Department of Sport Management*
BA, Southern Illinois University-Carbondale; MS, Florida
State University; JD, University of Tennessee College of
Law

Hurst, Spencer (1999)
Associate Professor of English
BA, Westminster College; MBA, Southern
Illinois University-Edwardsville; MFA, University of
Missouri-St. Louis

Hutcheson, Jill (2013)
*Assistant Professor of Teacher Education and Chair,
Teacher Education Initial Certification*
BS, University of Missouri-Columbia; EdS, EdD,
Lindenwood University

Hutson Jr., James Lee (2010)
Associate Professor of Art History
BA, MA, Southern Methodist University; PhD, University
of Maryland

Ibele, **Michael E. (2011)**
Assistant Professor of Chemistry
BS, University of North Carolina; PhD, Pennsylvania State
University

Intihar, Pyra (2008)
Assistant Professor of English
BA, Lindenwood University; MA, University of Missouri-
St. Louis; MFA, Lindenwood University

Isenberg, Susan (2008)
Associate Professor of Educational Leadership
BS, MEd, PhD, University of Missouri-St. Louis

Jia, **Darla (2010)**
Assistant Professor of Chemistry
BS, North Dakota State University; PhD, University of
California-Irvine

Johnson, Debra L. (2003)
Associate Professor of Social Work
BSW, Southeast Missouri State University; MSW,
Washington University

Johnson, Emilie Wright (1999)
Professor of Teacher Education
BS, MS, Missouri State University; PhD, Saint Louis
University

Johnson, Kenneth (1996)
*Professor of Education and Chair, Department of
Education*
BS, Central Missouri State University; MEd, University of
Missouri-Columbia; EdD, Southern Illinois University-
Edwardsville

Johnston, Christopher (2006)
Associate Professor of Mathematics
BS, University of Missouri-Columbia, MA, Michigan State
University, PhD, Northeastern University

Johnston, Gail (2003)
Professor of Biology
BS, MS, Mississippi State University; PhD, Southern
Illinois University-Carbondale

Jones, Emily (2010)
*Associate Professor of Theatre and Chair, Department of
Theatre*
BFA, Midwestern State University; MFA, University of
Arkansas

Kamm, **Judy K. (1996)**
Associate Professor of Economics
BS, MA, University of Missouri-St. Louis

Kania-Gosche, **Beth (2009)**
Associate Professor of Educational Leadership and Assistant Dean, Accreditation and Faculty Development
BS, Southeast Missouri State University; MEd, University of Missouri-Columbia; PhD, Saint Louis University

Karraker, **Holly Beth (2007)**
Associate Professor of Counseling
BA, MA, PhD, Saint Louis University

Kelly, Nicholas (2009)
Assistant Professor of Theatre
MA, MFA, Lindenwood University

Kerksick, Chad (2015)
Assistant Professor of Exercise Science
BS, Truman State University; MS, University of Memphis; PhD, Baylor University

Kerksiek, **Jo Ellen (1997)**
Professor of History and Director, Study Abroad
BS, MA, Northwest Missouri State University; PhD, University of Kansas

Kichkha, Areerat (2013)
Assistant Professor of Economics and Program Director, Economics Clusters
BBA, Rhamkhamhaeng University, Thailand, MBA, Webster University; MS, Southern Illinois University-Edwardsville; PhD, Southern Illinois University-Carbondale

Kiel, Deborah (2013)
Associate Professor of Nursing and Director, Graduate Nursing Programs
BSN, MSN, PhD, Saint Louis University

King, Denise (2013)
Assistant Professor of Social Work
BS, Tennessee State University; MSW, Howard University; PhD, University of Maryland, Baltimore

Klar, **Dana (2008)**
Associate Professor of Social Work and Chair, Department of Social Work
BA, Louisiana State University; MSW, JD, Washington University

Kottmeyer, **Rita (1990)**
Professor of Mathematics; Director, Math and Science Clusters
BS, MA, PhD, Saint Louis University

Leavitt, Lynda (2009)
Associate Professor of Educational Leadership
BS, Central Missouri State University; BS, University of Missouri; MEd, National Louis University; EdD, Saint Louis University

Lerman, **Mark D. (2008)**
Associate Professor of Human Resource Management and Program Director, MS in Graduate Human Resource Management
BA, University of Missouri-Columbia; MA, Southern Illinois University-Edwardsville; PhD, Illinois Institute of Technology

Lively, Jason Dude (2007)
Professor of Communications and Program Manager of Interactive Multimedia and Web Design
BS, Howard Payne University; MBA, Tarleton State University; PhD, Nova Southeastern University

Long, John (2012)
Assistant Professor of Educational Leadership and Chair, Educational Leadership Program
BA, Columbia College; MEd, University of Missouri-Columbia; EdS, Central Missouri State University; PhD, Georgia State University

Loughlin, **John (2010)**
Associate Professor of Finance; Division Chair, School of Business and Entrepreneurship; and Chair, Department of International Business
BS, BA, University of Missouri-St. Louis; MBA, PhD, Saint Louis University

Lovell, Joseph J. (2008)
Associate Professor and Chair, Department of Recreation Administration
BA, Southern Virginia University; MS, University of Idaho; EdD, Lindenwood University

Mack, Jennifer (2010)
Assistant Professor of Accounting and Chair, Department of Accounting
BS, MGE, University of Central Oklahoma; PhD, Walden University

Marhanka, **Darren (2004)**
Associate Professor of Criminal Justice
AAS, Florissant Valley Community College; BA, MBA, Lindenwood University

Marsh, Meredith (2009)
Assistant Professor of Geography and Chair, Department of History and Geography
BA, Calvin College; MA, PhD, University of California-Santa Barbara

Marzano, **Michael P. (2009)**
Associate Professor of Management and Division Chair, School of Business and Entrepreneurship
BS, Southern Illinois University-Edwardsville; MBA, Saint Louis University; MIM, Washington University; DMgt, Webster University; CPIM, CSCP

Mason, Michael M. (1991)
Professor of Religion and Chair, Department of Religion
BS, Iowa State University; MA, Loras College; MDiv, University of Dubuque Theological Seminary; DMin, San Francisco Theological Seminary

Mathea, **Michael (2010)**
Assistant Professor of Economics
BS, St. Norbert College; MA, University of Houston

McKinney, Brandon (2012)
Assistant Professor of Communications
BA, MFA, Lindenwood University

McMaken, **W. Travis (2011)**
Assistant Professor of Religion and Chair, General Studies Program
BA, Wheaton College; MDiv, PhD, Princeton Theological Seminary

Mead, Mary Elizabeth (2004)
Professor of Humanities and Program Director, MFA in Writing
BA, MFA, University of Missouri-St. Louis

Menninga, Nadine L. (2007)
Associate Professor of Mathematics
BA, North Central College; AM, PhD, University of Illinois

Mercier, Deborah (2013)
Assistant Professor of Nursing
BS, Missouri State University; BSN, MSN, Barnes Jewish College-Goldfarb School of Nursing

Miller, Lawrence K. (2011)
Associate Professor of Computer Science
BA, University of Texas-Austin; MS, Southwest Texas State University; PhD, University of Houston

Millians, Andrew (2014)
Assistant Professor of Communications
BA, University of Georgia; MFA, Florida State University

Morris, Edward L. (2002)
Professor of Finance and Director, MBA Program
BA, Washington University; MBA, University of Pennsylvania; PhD, Saint Louis University

Mueller, Carla (1998)
Professor of Social Work and Dean, School of Human Services
BS, Southern Illinois University-Carbondale; MSW, University of Illinois at Champaign-Urbana; EdD, Lindenwood University

Nagel, Shawn (2004)
Assistant Professor of Physical Education and Health
BS, Fort Hays State University; MSEd, University of Kansas

Najjar, **Annette Juliana (2001)**
Professor of Economics
BS, University of West Indies; BEd, University of Toronto; MBA, Millsaps College; PhD, Kennedy-Western University

Nicolai, Deborah (1993)
Associate Professor of Communications
BA, MA, Lindenwood University

Nohara-LeClair, **Michiko (2002)**
Professor of Psychology
BS, University of Toronto; MASc, University of Waterloo; PhD, University of Connecticut

Northcott, **Donna (2007)**
Associate Professor of Theatre
BA, Saint Louis University; MA, Northwestern University

Nunez-Betelu, **Maite (2008)**
Professor of Spanish
BA, University of Basque Country, Spain; MA, West Virginia University; PhD, University of Missouri-Columbia

O'Banion, **Patrick John (2010)**
Assistant Professor of History
BA, University of California-San Diego; MA Northwestern University; MA, Westminster Seminary in California; PhD, Saint Louis University

Onyia, **Okey Peter (2009)**
Professor of Marketing
BA, University of Calabar; MBA, University of Lagos; MPhil, OA University Ile-Ife; PhD, Strathclyde University, Glasgow

Ortiz, Nasheli J. (2013)
Assistant Professor of Fashion Design
BFA, Escuela de Artes Plásticas de Puerto Rico; MFA, Savannah College of Art and Design

Overall, Gene (2006)
Associate Professor of Criminal Justice
BA, Arkansas State University; MA, Webster University; JD, Saint Louis University

Panagos, **Rebecca Jean (1996)**
Professor of Teacher Education
BA, MA, Louisiana Tech University; PhD, University of Missouri-Columbia

Pas, Justine (2010)
Assistant Professor of English
BA, MA, California State University-Fullerton; PhD, University of Michigan

Patterson, Marilyn Miller (1992)
Professor of Psychology
BA, Florida State University; MS, EdD, Memphis State University

Patzius, **Billi J. (2007)**
Associate Professor of Criminal Justice
BA, MA, University of Missouri-St. Louis; PhD, Saint Louis University

Peluchette, Joy V. (2013)
Professor of Management
BS, MS, West Virginia University; DBA, Southern Illinois University-Carbondale

Pennington, Heather (2010)
Assistant Professor of Physical Education and Health and Exercise Sciences
BA, Samford University; MA, University of Alabama

Plate, Daniel (2004)
Associate Professor of English
BA, Taylor University; MFA, University of Arkansas; MA, Washington University; PhD, Washington University

Poertner, **Tim (2008)**
Associate Professor of Theatre and Lighting Director
BA, University of Missouri-Columbia; MFA, University of Texas-Austin

Porter, Renee (2007)
Professor of Management and Associate Dean, School of Business and Entrepreneurship
BS, University of Southern Mississippi; MBA, Southern Illinois University-Edwardsville; PhD, Saint Louis University

Qualls, Melissa (2002)
Assistant Professor of English
BA, MA, Truman State University

Quiggins, **Larry (2002)**
Associate Professor of Theatre
BA, MFA, Lindenwood University

Rankins, **Michael (2008)**
Associate Professor of Counseling and Assistant Dean, Department of Counseling
BPsy, MEd, PhD, University of Missouri-St. Louis

Ratican, Jeremiah (2014)
Assistant Professor of Communications
AA, East Central College; BA, Webster University; MS, University of Advancing Technology

Reighard, **Richard (1987)**
Associate Professor of Communications and KCLC Operations Director
BA, MA, Lindenwood University

RinconGallardo, **Toni J. (1984)**
Associate Professor of Psychology and Chair, Department of Psychology
BA, MA, Lindenwood University; PhD, Capella University

Rodermund, **Robert (2009)**
Assistant Professor of Finance
BSBA, Washington University; MSCFE, University of Missouri-Columbia

Romero-Ghiretti, **Gabriela (2012)**
Assistant Professor of Spanish
BA, Universidad Nacional de Cuyo, Mendoza, Argentina; MA, PhD, Washington University

Rosenwasser, **David (2011)**
Associate Professor of Marketing and Sport Management and Director, Duree Center for Entrepreneurship
BA, University of Maryland; MBA, University of Wisconsin; JD, Texas Southern University

Ruettgers, Mary (2014)

Assistant Professor of Teacher Education, Middle/Secondary School Program Chair
BS, McKendree; MA, University of Missouri-St. Louis; MA, EdD, Lindenwood University

Sakahara, **Suzanne A. (1978)**
Associate Professor of Art
BS, Fontbonne College; MA, Saint Louis University; MA, Washington University

Schaefer, Patricia (2009)
Assistant Professor of Human Resource Management
BGS, University of Missouri-St. Louis; JD, Saint Louis University

Schneider, Karolina (2011)
Assistant Professor of Marketing
BA, BS, MBA, EdD, Lindenwood University

Schneider, Nancy (1999)
Associate Professor of Teacher Education
BS, MS, EdS, Southwest Missouri State University; EdD, University of Missouri-Columbia

Scholle, **Benjamin A. (2002)**
Professor of Communications and Program Manager of Cinema and Television
BA, Washington University; MFA, American University

Schroeder, Cynthia A. (2010)
Associate Professor of Exercise Sciences and Dean, School of Sport, Recreation, and Exercise Sciences
BS, Southern Illinois University-Carbondale; MS, Northeastern Illinois University-Chicago; PhD, University of Kansas-Lawrence

Schnellmann, **Ana (1995)**
Professor of English
BA, The College of St. Benedict; Graduate Certificate, MA, Ohio University; PhD, Saint Louis University

Scribner, Christopher (1995)
Professor of Psychology
BA, Earlham College; PhD, University of Tennessee

Sharp, Chryssa (2008)
Associate Professor of International Business
BS, University of Illinois-Urbana-Champaign; MBA, Thunderbird School of Global Management; PhD, University of Calgary, Alberta, Canada

Sherblom, Stephen (2008)
Associate Professor of Educational Leadership
BA, University of Massachusetts; EdM, EdD, Harvard University

Shostak, Grant J. (2012)
Assistant Professor of Criminal Justice
BGS, JD, University of Missouri-Columbia

Singer, Robert A. (2009)
Associate Professor of Accounting
BS, MBA, PhD, Saint Louis University; CPA

Smith, Andrew (2011)
Assistant Professor of Communications
BA, MA, Webster University

Smith, Jeffrey (1996)
Professor of History
BA, Mount Union College; MFA, Syracuse University; PhD, University of Akron

Smith, Kris Runberg (2002)
Professor of History
BA, University of Idaho; MA, Washington State University; PhD, Saint Louis University

Stanley, Jacob (2012)
Assistant Professor of Art
BA, DePauw University; MFA, The University of Tennessee

Steineger, Joseph (2014)
Assistant Professor of Philosophy
BA, MA, University of Kansas, MA, PhD, University of Chicago

Stewart, Terrance A. (2007)
Assistant Professor of Educational Leadership and Assistant Dean, Department of Educational Leadership
BS, University of Missouri-Columbia; MS, Central Missouri State University; EdD, University of Missouri-Columbia

Stocker, Gary (2012)
Assistant Professor of Management and Program Director, Management Clusters and MSA in Management
BS, Eastern Illinois University; MA, Webster University; DMgt, Webster University

Strzelec, Janet (1998)
Associate Professor of Dance and Chair, Department of Dance
BS, Southern Illinois University-Edwardsville; MFA, Lindenwood University

Sweeney, Daniel (2014)
Associate Professor of Sport Management
BEd, McGill University; MHK, University of Windsor, Ontario Canada; PhD, Florida State University

Talbott, F. Robert (2007)
Assistant Professor of Management Information Systems
BS, Southern Illinois University-Edwardsville; MBA, Lindenwood University

Taylor, Jennifer (2013)
Associate Professor of Nursing
BSN, Saint Louis University; MSN, PhD, University of Missouri-St. Louis

Tessmer, Kathryn (2012)
Associate Professor of Exercise Sciences and Chair, Department of Exercise Sciences
BA, Blackburn College; MSEd, Southern Illinois University-Carbondale; PhD, University of Pittsburgh

Thies, Jeanie (2007)
Associate Professor of Criminal Justice and Dean, Institutional Research
BA, University of Missouri-Columbia; MA, PhD, University of Missouri-St. Louis

Thomason, Andrew (2004)
Associate Professor of English
BA, Lindenwood University; MA, MLA, Washington University

Towers, Donna (1998)
Assistant Professor of Education
BS, Lindenwood University; MA, EdS, Northeast Missouri State University; EdD, California Coast University

Townsend, Maryann (1995)
Associate Professor of Management and Management Information Systems
BA, MS, MBA, EdD, Lindenwood University

Trawick, Chajuana (2012)
Assistant Professor of Fashion Design
BS, MBA, MFACS, Fontbonne University; PhD, University of Missouri-Columbia

Troy, John (2002)
Associate Professor of Art and Chair, Department of Art and Design
BFA, Washington University; MFA, Temple University

Tucciarone, Kristy (2014)
Associate Professor of Communications Program Manager of Advertising and Public Relations: Corporate Communications
BA, University of Missouri-St. Louis; MA, Lindenwood University; PhD, University of Missouri-St. Louis

Turner, Julie (2007)
Associate Professor of Nonprofit Administration and Chair, Department of Nonprofit Administration
BA, Hope College; MA, Michigan State University; PhD, University of Missouri-St. Louis

Vahle, **William B. (2004)**
Associate Professor of Management and Tennis Coach
BS, Purdue University; MBA, University of Michigan

Van der Graaf, **Vanessa (2008)**
Associate Professor of Teacher Education
BS, University of Missouri-St. Louis; MEd, EdS, EdD, Lindenwood University

Van Dyke, C. Renee (2001)
Associate Professor of Mathematics and Computer Science and Chair, Department of Computer Science
BS, Towson State University; MS, Midwestern State University

Vazis, **Dean (2006)**
Assistant Professor of Educational Leadership and Chair, Department of Educational Leadership
BS, Southwest Missouri State University; MA, Truman State University; EdS, EdD, University of Missouri-Columbia

Voss, Edward (2006)
Assistant Professor of Communications and LUTV Operations Manager
BA, University of Missouri; MA, Webster University

Wagener, Donna (2014)
Assistant Professor of Teacher Education
BA, MA, University of Missouri-St. Louis; EdD, Maryville University

Wall, Howard (2011)
Associate Professor of Economics; Director, Hammond Institute; Director, Center for Economics and the Environment; and Chair, Department of Economics
BA, State University of New York at Binghamton; MA, PhD, State University of New York at Buffalo

Wall, Mike (2001)
Associate Professor of Communications; Program Manager, Mass Communications; Dean, School of Communications; and General Manager, KCLC Radio
BA, MA, Lindenwood University

Walsh, Donnell (1991)
Professor of Theatre
BA, University of San Francisco; MFA, Stanford University

Walker, P.D. (2012)
Associate Professor of Nonprofit Administration
BA, MBA, Hampton University; JD, Regent University

Walton, C. Dale (2012)
Professor of Political Science and International Relations
BA, University of New Mexico; MS, Missouri State University; PhD, University of Hull, United Kingdom

Wang, David (2010)
Assistant Professor of Communications
BFA, Drake University; MFA, Louisiana Tech University

Weir, Graham (2009)
Associate Professor of Educational Leadership and Chair, Department of Educational Leadership
BA, Principia College; MA, Truman State University; EdS, PhD, Saint Louis University

Wehmer-Callahan, Laura (2012)
Instructor of TESOL and Coordinator, English Preparedness for Business
BS, MA, Southern Illinois University-Edwardsville

Welsh, Chad T. (2010)
Assistant Professor of Biology
BS, MS, Middle Tennessee State University; PhD, University of Louisville

Whaley, Michael J. (2002)
Professor of History; Dean, School of Humanities; and Chair, American Studies Department
BA, University of Missouri-Columbia; MA, University of Missouri-St. Louis; PhD, Southern Illinois University-Carbondale

Willbrand, **Kimberly (2010)**
Assistant Professor of Accounting
BSBA, University of Missouri-St. Louis; MBA, Lindenwood University; CPA

Williams, William Shane (2005)
Associate Professor of Music
BS, Austin Peay State University; MM, St. Louis Conservatory of Music; MM, University of Missouri-Columbia

Williamson, Shane Y. (2007)
Associate Professor of Education and Dean, First-Year Programs
BSBA, MS, Shippensburg University; MBA, Lindenwood University; EdD, Rutgers University

Winslow, Kevin D. (2011)
Professor of Educational Leadership
BA, Biola University; MEd, George Mason University, PhD, George Mason University

Wintz, **Nicholas J. (2011)**
Assistant Professor of Mathematics
BS, MA, Marshall University; PhD, Missouri University of Science and Technology

Wisdom, Sherrie (2009)
Associate Professor of Educational Leadership; and Supervisor, EdD Dissertations
BSE, Truman State University; MEd, University of Missouri-Columbia; MA, University of Missouri-St. Louis; EdS, Webster University; EdD, Lindenwood University

Witherspoon, Pernell (2005)
Associate Professor of Criminal Justice and Chair, Department of Criminal Justice
BS, MS, PhD, University of Missouri-St. Louis

Wooldridge, Cynthia (2012)
Assistant Professor of Psychology
BS, Truman State University; MA, PhD, Washington University

Wright, Paul (2007)
Associate Professor of Physical Education and Health
BS, MS, Clemson University; PhD, University of Utah

Young, Delaine C. (2000)
Associate Professor of Exercise Sciences and Athletic Trainer
BA, Lakeland College; MEd, Southern Illinois University-Edwardsville; EdD, Lindenwood University

Zweier, Tricia (2011)
Assistant Professor of Dance
BS, Richard Stockton College of New Jersey; MS, MFA, University of North Carolina-Greensboro

Professional Staff

Ahne, Kelly (1993)
Accounting Assistant
BA, University of Missouri-Columbia; MBA, Lindenwood University

Baber, Donna (2012)
Director, Planned Giving
BA, Hendrix College; JD, Tulane University

Barger, Brett (2005)
Associate Vice President, Operations; Chief Purchasing Offer for Finance
BA, MBA, Lindenwood University

Baum, Jane (2009)
Director, Athletics Development
BA, Lindenwood University

Bear, Kimberly (2013)
Degree Audit Coordinator
BA, MBA, Lindenwood University

Beard, Julie (2005)
Director of Editing Services a
BFA, Stephens College; MSJ, Northwestern University; EdD, Lindenwood University

Beckemeier, Lara (2009)
Admissions/Financial Aid Counselor
BA, MBA, Lindenwood University

Beuster, Nathan (2011)
Assistant Baseball Coach
BA, Culver Stockton College; MA, Lindenwood University

Bhatnagar, Rita (2007)
IT Database Administrator
BS, MBA, University of Udaipur

Biggerstaff, Amanda (2005)
Systems Analyst
BS, MBA, Lindenwood University

Bode, Lori (2006)
Director, Financial Aid
BA, Lindenwood University

Bortle, Austin (2011)
Assistant Football Coach
BA, MA, Lindenwood University

Broussard, Willie J. Jr. (2014)
Dean, Lindenwood Online
BS, Lamar University; MBA, University of Phoenix; EdD, University of Houston

Brown, Linda (2006)
Assistant Professor of Education and Southwest Missouri Student Advisor
BA, Southwest Baptist University; MEd, Drury University

Butler, Timothy (2013)
University Chaplain and Instructor of Religion and Christian Ministry Studies
BA, Lindenwood University

Cole, Randal (2012)
Cross Country Coach
BS, California Polytechnic State University; MA, Kansas State University

Colombatto, Peter (2013)
Director of Marketing and Patron Services, J. Scheidegger Center for the Arts
BA, Arts Management; BA, Business Administration; BFA, Musical Theatre; MFA, Theatre and Arts Management

Connor, Jared (2011)
Student Support and Disability Coordinator
BS, Southern Illinois University-Carbondale

Cornwell, Nichole (2012)
Associate Director, Student Life and Leadership
BS, Fontbonne University; MS, University of Central Missouri

Creer, **John (1991)**
Dean, Intercollegiate Athletics
BA, Western Michigan University; MSEd, Troy State University

Cribbin, **Jack (2007)**
Women's Lacrosse Coach and Athletics Marketing Director
BA, MA, Lindenwood University

Curic, **Nenad (2008)**
Financial Aid Disbursement Officer
BA, MBA, Lindenwood University

Cusumano, **Cary (2011)**
Assistant Volleyball Coach
BA, Harris Stowe State University; MA, Lindenwood University

Dickherber, **David (1998)**
Spirit Shoppe Manager
BA, Southern Illinois University-Carbondale; MBA, Lindenwood University

Dorlac, **Michael Anthony (2006)**
Reference Librarian
BA, Webster University; MA, University of Missouri-Columbia

Duggan, Christopher (2006)
Public Relations Coordinator
BA, University of Missouri-St. Louis; MA, MFA, Lindenwood University,

Edele, **Susan (2007)**
Instructor of Humanities and Writing Center Coordinator
BSE, Truman State University; MA, University of Missouri-St. Louis

Edwards, George (2006)
Assistant Professor of Education and North County Coordinator
BS, University of Arkansas-Pine Bluff; MA, Truman State University; EdD, Lindenwood University

Elam, Mike (2008)
Director, Student Life Sports
BA, Lindenwood University

Fasiska, **Carrie (2012)**
Campus Director, O'Fallon
BFA, University of Missouri-St. Louis; MA, Lindenwood University

Feely, John (1996)
Associate Dean, Graduate Education Initiatives
BA, Lindenwood University; MEd, University of Missouri-St. Louis

Ferrario, Victoria K. (2014)
Lab Coordinator, Biology and Chemistry
BA, Eastern Illinois University; MS, University of Missouri-St. Louis

Finnegan, Barry (2002)
Dean, Academic Services
BA, MBA, Lindenwood University

Girdwood, Anna (2010)
Assistant Director, Compliance
BA, Montclair State University; MA, California State-Dominguez Hills

Gleason, Suzanne (2006)
Technical Services Librarian
BA, University of Nebraska-Lincoln; MA, University of Missouri-Columbia

Grosso, **Tina (2010)**
Instructor of Gerontology and Executive Assistant
BS, MA, EdD Lindenwood University

Haghighi, **Shawn (2001)**
Chief Information Officer
BS, University of Tennessee; MS, Fontbonne University; MSA Lindenwood University

Hajiyev, **Emin (2007)**
Director, Office of International Students and Scholars
BS, Azerbaijan State Oil Academy, MBA, Lindenwood University

Hannar, **Christine (2007)**
Registrar
BA, MBA, Lindenwood University

Harris, Jeff C. (2009)
Associate Director, Office of International Students and Scholars
BA, MBA, Lindenwood University

Hart, Cathy (2003)
Director, Student Success
BS, University of Missouri-Columbia; MS, Lindenwood University

Hess, Amy (2005)
Account Representative
BA, MBA, Lindenwood University

Hester, Angela (2007)
Director, Evening and Graduate Admissions; Director, Community Partners Enrollment; Director, Evening and Graduate Admissions
BS, Southeast Missouri State University; MBA, Lindenwood University

Hollander, Terry (2010)
Assistant Men's Basketball Coach and Student Teaching Supervisor
BA, MA, Truman State University

Hubenschmidt, **Carl (2000)**
Interlibrary Loan Librarian
BS, University of Missouri-Rolla; MA, University of
Missouri-St. Louis

Huffman, Paul (2007)
University Archivist and Reference Librarian
BA, Lindenwood University; MA, University of Missouri-
Columbia

Hutter, **Carl (1993)**
*Men's Soccer Coach and Assistant Athletic Director,
Facilities/Event Management*
BA, Missouri Valley College; MS, Lindenwood University

Ingram, Daniel (2005)
*Instructor of Mathematics and Director, Mathematics
Placement and Refresher Programs*
BS, MBA, Lindenwood University

Jackson, Chanda (1995)
*Associate Athletics Director, Internal Affairs and Senior
Woman Administrator*
BS, Washington University; MBA, Lindenwood
University

Johnson, Sarah (2011)
Field Hockey Coach
BS, MBA, Missouri State University

Jump, James (2003)
Center Director, North County
BBA, Western Michigan University; MBA, Lindenwood
University

Kaminski, Laurie (2004)
Women's Soccer Coach, Assistant Softball Coach
BA, Saint Louis University; MA, Lindenwood University

Kandel, **David (1990)**
Certified Public Accountant and Chief Financial Officer
BSBA, Farleigh Dickinson University

Kapeller, **Terry (1993)**
Chief Business Officer
BA, Tarkio College; MBA, Lindenwood University

Karleskint, **Matt (2013)**
Assistant Football Coach
BA, Kansas Wesleyan; MS, Northwest Missouri State
University; MSEd, Iowa State University

Kennedy, **Samantha (2011)**
Assistant Director, Student Life &Leadership/Facilities
BA, MBA, Lindenwood University

Keller, Stefani (2015)
Assistant Director, Cooperative Credit Program
BA, MA, University of Northern Iowa

Lau, Jon (2011)
Assistant Swimming Coach
BS, MS, Lindenwood University

MacDonald, Elizabeth B. (2003)
Assistant Professor of History and Dean, Library Services
BS, MA, Southern Illinois University-Edwardsville; MA,
University of Missouri-Columbia

Mangels, **Susan (2011)**
Vice President, Institutional Advancement
BA, Furman University, EdM, Harvard University, PhD,
The University of Illinois

Marler-Rayfield, **Sara (2007)**
*Instructor of English and Chair, English Preparedness
Program*
BA, Truman State University; MA, Southern Illinois
University-Edwardsville

Maugeri, **Kent (2009)**
Assistant Football Coach
BA, Western Connecticut State University; MA,
Lindenwood University

McFerren, Caryn (2014)
*Assistant Director, First-Year Experience and Parent
Programs*
BA, Columbia College Chicago; MBA, William Woods
University

Meyer, **Rene (2006)**
Director, Athletics Certification
BA, MS, Lindenwood University

Mircsov, **Eric (2007)**
Associate Director, Work and Learn
BA, MA, Lindenwood University

Miller, Abby (2007)
*Instructor of Physical Education and Health and Athletic
Training and Athletic Trainer*
BS, Central Methodist College; MA, University of
Nebraska-Kearney

Montgomery, Toccara (2010)
Women's Wrestling Coach and Director, Mail Room
BS, Elementary Education; MA, University of the
Cumberlands

Moore, Carrie (2010)
*Instructor of Physical Education and Athletic Training and
Athletic Trainer*
BS, Missouri Valley College; MS, Lindenwood University

Morgan, Mike (2012)
Director, Assistant Sports Information
BA, MA, Lindenwood University

Mueller, Julie M. (2000)
*Vice President, Operations and Finance; and Chief
Operating Officer*
RN, Deaconess College of Nursing; BA, Tarkio College;
MBA, Lindenwood University

Newman, Marshall (2007)
Assistant Men's Basketball Coach and Intramurals Assistant
BA, Webster University; MA, Lindenwood University

Newton, Daniel (2007)
Director, Sports Information
BA, Truman State University; MA, Lindenwood University

O'Neal, Kate (2001)
Director of Advancement Services and the Annual Fund
BA, MA, Lindenwood University

Owen, Jason (2012)
Swimming Coach
BA, MBA, Drury University

Parisi, Joseph A. (1998)
Vice President, Enrollment Management
AA, St. Louis Community College at Meramec; BS, Missouri Valley College; MS, EdD, Lindenwood University

Phelps, Greg (2013)
Assistant Chief Financial Officer
BA, MBA, Washington University

Plunkett, John (2013)
Controller
BS, Oakland City University

Queen, Scott W. (1996)
Director, Public Relations and Marketing
BA, MA, Lindenwood University

Reid, Terry (2002)
Instructor of Education and Southwest Missouri Coordinator
BS, MS, EdS, Southwest Missouri State University; EdD, University of Missouri-Columbia

Revis, Kristen (2008)
Head Coach, Hockey Cheerleading
BA, MA, Lindenwood University

Rodgers, Christie (2009)
Dean of Student and Academic Support Services
BA, MS, EdD, Lindenwood University

Ross, Patrick (2003)
Head Football Coach and Sports Marketing Associate
BA, University of Puget Sound; MBA, Kansas Wesleyan University

Royal, Angela (2012)
Director, Student Life and Leadership
BS, MS, Southern Illinois-Carbondale

Ruff, Rebecca (2003)
Financial Aid Counselor and Athletics Department Liaison
BA, MA, MS, Lindenwood University

Rumsey, Christopher (1999)
Billing System Manager
BA, MBA, Lindenwood University

Russell, Terry (2000)
Dean of Students
BA, MA, Lindenwood University

Schrader, Vicki (2012)
Grants Manager
BA, Webster University; MA, Southern Illinois University-Edwardsville

Shadrach, Samantha (2011)
Manager, Graduate Assistant Affairs
BA, University of Missouri-Columbia

Smith, Chad (2007)
Men's Wrestling Coach
BA, MA, Lindenwood University

Smith, Christine (2010)
Associate Athletics Director, Compliance
BS, Palm Beach Atlantic University, MBA, Texas A&M International University

Soderberg, Brad (2009)
Men's Basketball Coach and Sports Marketing Associate
BS, University of Wisconsin-Steven's Point; MS, Colorado State University

South, Rachel (2014)
Director of Day Admissions
BA, University of Missouri-Columbia

Stuhler, Eric (2006)
In-house Legal Counsel
BA, Lindenwood University; JD, University of Missouri-Kansas City

Thomsen, Roudina (2003)
International Credential Compliance Officer
BA, MA, MS, Lindenwood University

Tolman, Michael (2004)
Director, Work and Learn
AS, Keene State College; BA, Western Illinois University; MS, MBA, Lindenwood University

Ullrich, Samantha (2013)
Assistant Women's Hockey Coach
BA, Robert Morris University

Ulrich, Adam (1995)
Director, Comprehensive Academic Management System (CAMS)
BA, MBA, MA, Lindenwood University

Vines, Shannon (2006)
Director, Cooperative Credit
BA, MBA, Lindenwood University

Virgil, Candance (2003)
Assistant Dean, Library Services
BS, Washington University; MA, University of Missouri-Columbia; EdD, Lindenwood University

Wagganer, **Tom (2012)**
Director, Game and Event Operations
BS, University of Kansas; MA, Lindenwood University

Weber, Abigail E. (2008)
Instructor of Management and Women's Golf Coach
BA, MBA, Lindenwood University

Wehrli, **Dana (1998)**
Instructor of Management and Director, Career Development
BA, Missouri State University; MS, Lindenwood University

Weinrich, **Jeff (2007)**
Registrar for Informatics
BA, MBA, MA, Lindenwood University

Wiedman, **Sara (2008)**
Director, Admissions Processing
BS, University of Missouri-St. Louis

Wikoff, Elizabeth (2011)
Director, Alumni Relations
BA, MA, Lindenwood University

Wilson, David W. (2014)
Chief Assessment Officer and Associate Vice President, Academic Affairs
BS, Kansas State University; MS, PhD, Iowa State University

Wolfe, Terry (2005)
Assistant Professor of Education and Central Missouri Coordinator
BS, MS, EdS, Central Missouri State University; EdD, University of Missouri

Yokeley, **Marcus (2012)**
Assistant Football Coach
BS, Truman State University; MA, Lindenwood University

Young, Lisa (2007)
Director, Access Services
BS, Northern Illinois University; MLIS, University of Missouri-Columbia

Ziegenfuss, **Lis (1989)**
Director of Student Financial Assistance Planning
BA, University of Missouri-St. Louis

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