

# Virginia Union University



2015 - 2016 CATALOG  
The Promise of a Limitless Future.

# VIRGINIA UNION UNIVERSITY



**Founded in 1865  
Richmond, Virginia**

## **2015 - 2016 CATALOG**

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# ALMA MATER

Union, we'll e're revere the cause for which you stand;  
Union! Majestic light, send rays throughout the land;  
Thy hallowed grounds and dear old walls,  
    May they forever be,  
    Dear Union, we still love thee;  
Thy hallowed grounds and dear old walls,  
    May they forever be,  
    Dear Union, we still love thee.

O, for the happy hours we spend  
On that cherished and sacred hill;  
Our 'Dream of joy' to us attends,  
    With truth and virtue to instill;  
Thoughts of by-gone days at thy shrine  
Fill my raptured soul with ecstasy,  
Alma Mater, my praises are Thine!  
    You are God's gift to humanity.

Union, we'll e're revere the cause for which you stand;  
Union! Majestic light, send rays throughout the land;  
Thy hallowed grounds and dear old walls,  
    May they forever be,  
    Dear Union, we still love thee;  
Thy hallowed grounds and dear old walls,  
    May they forever be,  
    Dear Union, we still love thee.

William H. Yancey  
Class of 1933

# LETTER FROM THE PRESIDENT



Dear Students:

What an honor to welcome you to Virginia Union University at such an historic moment in our history. Virginia Union is celebrating 150 years of providing academic excellence and a bridge to intellectual freedom and equality to the great leaders of our country. Whether it's in the field of education, religion, science, public service, or business, Virginia Union graduates have provided the expertise that has truly shaped our nation.

We look forward to sharing your successes as you matriculate through the university. It is our hope that the material provided in this catalog will assist you as you complete your journey through Virginia Union. Please use this material to supplement regular meetings with your faculty advisers and department chairs.

On behalf of all Virginia Union University faculty, staff, and administrators, I wish you all the best in your academic and extracurricular activities and I look forward to presenting your diploma as you cross the stage during your Commencement ceremony. Although Commencement will mark the end of your undergraduate career, it is only the beginning of the limitless future provided by the educational tools you will receive at Virginia Union.

Claude Grandford Perkins, Ph.D.  
President and CEO

*"The Promise of a Limitless Future"*©

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# VISION STATEMENT

Virginia Union University is a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and development of leaders for tomorrow's world.

# MISSION STATEMENT

Virginia Union University is **nourished by its African American and Christian heritage** and **energized by a commitment to excellence and diversity**. Its mission is to: 1) Provide a nurturing intellectually challenging and spiritually enriching environment for learning; 2) Empower students to develop strong moral values for success; and 3) Develop scholars, leaders, and lifelong learners of a global society.

To accomplish this mission, Virginia Union University offers a broad range of educational opportunities that advance liberal arts education, teaching, research, science, technology, continuing education, civic engagement, and international experiences.

# STRATEGIC PRIORITIES

- 1.0 Quality of Academic Programs
- 2.0 Financing the Mission of the University
- 3.0 Enrollment Management
- 4.0 Student Engagement/Empowerment
- 5.0 Continuous Quality Improvement
- 6.0 Image Enhancement
- 7.0 Technology
- 8.0 Civic Engagement

# ACCREDITATION OF THE UNIVERSITY

Virginia Union University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools 1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4500, ([www.sacscoc.org](http://www.sacscoc.org)) to award Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Science, Bachelor of Social Work, Master of Divinity, Master of Arts in Christian Education, and Doctor of Ministry. Undergraduate and graduate programs also are accredited by the Association of Theological Schools in the United States and Canada, the Association of Collegiate Business Schools, the Council on Social Work Education, and the National Council for Accreditation of Teacher Education. The University is a Member of the United Negro College Fund.

The Samuel DeWitt Proctor School of Theology is accredited by the Association of Theological Schools in the United States and Canada, 10 Summit Park Drive, Pittsburgh, PA 15275-1103, Telephone Number: 412-788-6505 to award the Master of Divinity and the Doctor of Ministry Degrees. The School of Theology is a member of the Richmond Theological Consortium and The Washington Theological Consortium.



Other affiliations of the University include membership in the College Fund/UNCF, the American Council on Education, The College Board, the Council of Independent Colleges, the Council of Independent Colleges in Virginia, The Richmond Oral History Association, Beta Kappa Chi National Honor Scientific Society, Alpha Kappa Mu National Honor Society, the Association of American Colleges, Phi Beta Lambda Honor Society, Psi Chi National Honor Society in Psychology, Alpha Phi Sigma National Criminal Justice Honor Society, Kappa Delta Pi International Honor Society, Phi Delta Kappa International Honor Society, Pi Lambda Theta International Honor Society, and the College Entrance Examination Board.



# Virginia Union University

## Academic Calendar

2015 - 2017

### FALL SEMESTER 2015

August	
1	Fall Registration Opens Online for Returning Students
10-11	Pre-school Conference
7-10	New Student Welcome Week
7	- New Students Check-in, A – K
8	- New Students Check-in, L – Z
9	Convocatum Est
10	- Returning Students Check-in, A – K
	- Compass Testing (9:00am-4:00pm)
11	- Returning Students Check-in, L - Z
	- Compass Testing (9:00am-4:00pm)
12	Advising for 1 <sup>st</sup> time Student
13	Classes Begin
20-28	Late Registration with assessment fee
28	Last Day to Register
September	
2-30	Request Incomplete Removal Form for "I" removal
7	Labor Day - University Holiday
23-25	Fall Break (UCI Cycling Event)
30	Application Deadline for May Graduation
October	
1-30	Academic Advising for Spring Semester
8	Graduate School/University Career Fair
5-9	Mid-term Exams
10	Mid-term Grades due in Jenzabar by 11:59 p.m.
12	Signed Midterm Grade Report due to Registrar by Noon
16	Fall Convocation
17	Homecoming Football Game
19	Last Day to Remove an Incomplete Grade
November	
2-27	Pre-Registration for Spring Semester
2-3	Declare a Major/Minor Day
2	Last Day to Withdraw from a Course with Grade of "W"
2-6	Student Evaluation of Instruction
9-12	Ellison-Jones Convocation
16	Deadline to Receive Withdrawal Grade of "WO" or "WF"
26-27	Thanksgiving - University Holiday
December	
3	Last Day of Classes
3	University Choir's Holiday Concert
7-11	Final Exams Period
12	Grades due in Jenzabar by 11:59 p.m.
14	Signed Grade Report due to Registrar by Noon
16-Jan. 3	Faculty Holiday
18-Jan. 3	University Operations closed
28	Spring Registration Opens Online for Returning Students

### SPRING SEMESTER 2016

January	
4	University Operations Resume
	Check-in/Registration
7	- New and Returning Students
8	- New and Returning Students
8	- New and Returning Students
11	Classes Begin

### FALL SEMESTER 2016

August	
1	
4-5	
5-8	
5	
6	
7	
8	
9	
10	
11	
18-26	
26	
September	
1-30	
5	
27-28	
30	
October	
1-31	
6	
17-21	
22	
24	
TBA	
TBA	
17	
November	
2-30	
2-3	
2	
7-11	
TBA	
14	
24-25	
December	
1	
1	
5-9	
10	
12	
14-Jan. 2	
16-Jan. 2	
28	

### SPRING SEMESTER 2017

January	
2	
3-5	
3	
4	
6	
6	

11-15	Late Registration with assessment	6-13
15	Last Day to Register	14
18	Martin Luther King, Jr. Birthday - University Holiday	16
February		February
1-29	Request to Remove "I" Grade	1-28
5	Founders' Day Celebration, Coburn Hall, 11 a.m.	3
March		March
1-31	Academic Advising for Fall Semester	1-31
6	Last Day to Remove an Incomplete Grade	6
7-11	Mid-term Exams	6-10
12	Annual Church Leadership Conference	TBA
14-18	Spring Break	13-17
12	Midterm Grades due in Jenzabar by 11:59 p.m.	10
14	Signed Mid-term Grade Report due to Registrar by Noon	13
23	Internship Fair & University Career Fair	22
23	Last Day to Withdraw from a Course with a Grade of "W"	22
24	University Career Fair	23
25	Good Friday – University Holiday	--
April		April
1-30	Pre-registration for Fall Semester	1 - 30
4	Application Deadline for August Graduation	3
8	Major Area Assessment/Testing Day	7
14	University Choir's Spring Concert	6
11	Deadline to Receive Withdrawal Grade of "WO" or "WF"	10
--	Good Friday – University Holiday	14
18	Open House	TBA
18-29	Graduate Student Survey	17-28
21	Honor's and Academic Achievement Recognition	20
25-29	Final Exams for Graduating Seniors	24-28
28	Last Day of Classes for Undergraduates	27
29	Reading Day for Undergraduates	28
May		May
2	Grades due for Graduating Seniors in Jenzabar 11:59 p.m.	1
4	Signed Grades Report for Seniors due to Registrar by Noon	3
2-6	Final Exams for Underclassmen	4-8
6	Baccalaureate Ceremony	5(12)
7	Commencement	6(13)
8	Grades for Underclassmen due in Jenzabar 11:59 p.m.	8
9	Signed Copy of Final Grades Due for Undergraduates	9
10-11	Post-school Conference	10-11
14	Edosomwan Evangelism Conference	TBA
31	Application Deadline for December Graduation	31
<b><u>SUMMER SEMESTER 2016</u></b>		<b><u>SUMMER SEMESTER 2017</u></b>
May		May
19-20	Check-in/Registration	16-17
30	Memorial Day - University Holiday	29
23	Classes Begin	22
June		June
7	Last Day to Receive Automatic "W" for Class Withdrawal	5
24	Last Day to Receive "WO" or "WF"	23
28	Last Day of Class	27
29	Final Examination and End of Summer Semester	28
July		July
4	Independence Day - University Holiday	4
6	Grades Due	6

*The University Calendar is accurate at the time of publication but is subject to change.*

# ADMINISTRATION

## OFFICE OF THE PRESIDENT

### Dr. Claude G. Perkins, President

Mrs. Renee Jolley, Executive Secretary  
Mrs. Esther White, Administrative Assistant  
Mrs. Vanessa Coombs, Director of Public Relations  
and Assistant to the President  
Mr. Samuel Rhoades, Assistant to the President,  
Title III and Sponsored Programs Administrator  
Mr. Joseph Taylor, Athletic Director

## ACADEMIC AFFAIRS

### Dr. Anthony C Thompson, Senior Vice President for Institutional and Program Development

Dr. Wilbert Jenkins, Assistant Vice President,  
Academic Affairs  
Ms. Carolyn Tabb, Administrative Assistant  
Dr. Matthew Lynch, Dean, Evelyn Reid Syphax  
School of Education, Psychology, and  
Interdisciplinary Studies  
Dr. Michael Orok, Dean, School of Humanities and  
Social Sciences  
Dr. Adelaja Odutola, Dean, Sydney Lewis School of  
Business  
Dr. Latrelle Green, Interim Dean, School of  
Mathematics, Science and Technology  
Ms. Kristyn Miller, Director, Center for Student  
Success and Retention  
Ms. Marilyn A. Brooks, University Registrar  
Ms. Pamela Foreman, Interim Director, L. Douglas  
Wilder Library  
Mrs. Tycia Faison, Interim Director, Community and  
Student Relations  
Dr. Darius Beecham, Director, Student Support  
Services  
Mr. Carlton Edwards, Chief, Campus Police  
Ms. Nikita Garris-Watson, Director, Upward Bound

## ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS

### Dr. A. Zachary Faison, Vice President for Enrollment Management and Student Affairs

Ms. Kristie White, Director of Enrollment  
Management

Vacant, Director of Leadership Development and  
Student Activities  
Mr. Mandrake Miller, Director of Residence Life  
and Housing

## FINANCIAL AFFAIRS

### Mr. Gregory E. Lewis, Vice President for Financial Affairs

Ms. Stephanie White, Comptroller and Assistant  
Vice President, Financial Affairs  
Ms. Anissa Foster, Assistant Comptroller  
Ms. Hollace Enoch, Director of Human Resources  
Mrs. Antoinette House, Director of Financial Aid  
Ms. LaTonya Matthews, Student Accounts Manager  
Mr. David Gordon, Director of Facilities  
Management  
Mr. Michael Adkins, Director of Purchasing  
Mr. Robert Gray, Director, Information Technology  
Vacant, Campus Post Office

## INSTITUTIONAL ADVANCEMENT

### Mr. Dennis Washington, Vice President for Institutional Advancement

Vacant, Director of Annual Fund  
Mrs. Deborah Alston, Director of Prospect, Research  
and Gift Management  
Vacant, Director of Planned Giving  
Ms. Chamica Epps, Director of Alumni Affairs

## OFFICE OF RESEARCH, PLANNING AND SPECIAL PROGRAMS

### Dr. Joy Goodrich, Vice President for Office of Research, Planning and Compliance

Dr. Patty Young, Director of Assessment  
Ms. Doreen Dixon, Manager of Reports and Data  
Ms. Marcy Williams, Coordinator of Training and  
Support  
Mr. Reginald Dean, Coordinator of Statistical  
Assessment

## Samuel D. Proctor School of Theology

Dr. John Kinney, Dean, Samuel D. Proctor School  
of Theology

# HISTORY OF VIRGINIA UNION UNIVERSITY

The University is the product of the “Union” of four historically black educational institutions: Richmond Theological School for Freedmen; Wayland Seminary and College; Hartshorn Memorial College; and Storer College. Formed in the wake of the Civil War, it was the mission of all these institutions to provide the means by which individuals in a population which had been long and systematically deprived of even the most rudimentary education could rise as far as their talents allowed.

In 1865 the first classes were held in Richmond, the former Confederate capital and in July of 1867 the first campus of Richmond Theological School for Freedmen was established on a plot of land at 15th and Franklin Street. This was the “Devil’s Half Acre”, site of the infamous Lumpkin’s slave jail (the former prison became the main classroom building). In 1870 the school moved to the old United States Hotel building at 19th and Main Street. There it remained until 1899 when it merged with Wayland Seminary and College to form Virginia Union University. The present campus grounds on Lombardy Street were purchased and on February 11, 1899 the first Founders’ Day was held.

The original campus consisted of the “Nine Noble Buildings” constructed from Virginia granite and Georgia pine by the noted architect John Coxhead in Victorian Gothic style. Classes began on October 4, 1899. All male in the beginning, Virginia Union became co-educational and in 1932, Hartshorn Memorial College, the first college for African-American women merged into the University. In 1964, Storer College, formerly at Harper’s Ferry, West Virginia, became part of the “Union”. The University and its students were at the forefront of the Civil Rights struggle: the 1960 Sit-ins and the arrest of the “Richmond 34” – students of Virginia Union who demonstrated against discrimination – is credited with having broken the back of “Jim Crow” racism in Virginia. The Belgian Friendship Building, a gift from the Belgian government in 1941 is embellished by internationally-acclaimed sculptured friezes and an imposing bell-tower named after the crusading editor of the Pittsburgh Courier, Robert Vann – who had attended the University in the early Twentieth Century.

The distinguished alumni/scholars of Virginia Union University are many, and they have contributed to

virtually every field of human endeavor, but some selected individuals may be cited here:

- The Honorable L. Douglas Wilder, first African-American state governor in history.
- State Senators Henry Marsh, III and Benjamin Lambert.
- (General Assembly) Delegates Dr. William Ferguson Reid and Dwight Jones, current Mayor of Richmond.
- Civil Rights pioneers Dr. Wyatt Tee Walker, Walter Fauntroy, Charles M. Sherrod, Elizabeth Johnson-Rice and Reginald M. Green, Curtis W. Harris, and Ralph Reavis.
- Inventors Howard S. Jones, Jr. and Albert Cralle.
- Author/activists Randall Robinson, Bessye Banks Bearden and Kate Drumgold.
- Athletes Charles Oakley and Ben Wallace.
- Pastors Adam Clayton Powell, Sr., Dr. Samuel Dewitt Proctor, and Bishop Leontine Kelly.
- Charles Spurgeon Johnson, pioneering sociologist and driving force behind the Harlem Renaissance.
- Missionary Eva Roberta Coles Boone.
- Samuel Gravely: First African-American Admiral in the U.S. Navy.
- Albert L. Cralle, inventor of the ice cream scoop;
- Robert Deane Pharr, novelist.
- Randall Robinson, author/activist and founder of TransAfrica, Inc.
- Dr. Jean Louise Harris, Virginia Secretary of Human Resources, and former Mayor of Eden Prairie, Minnesota.
- Leontine T. C. Kelly, first woman of any major denomination to be consecrated as a bishop (United Methodist Church).

# VIRGINIA UNION UNIVERSITY PRESIDENTS

Dr. Malcolm MacVicar  
First President (1899-1905)

Dr. George Rice Hovey  
Second President (1905-1919)

Mr. William John Clark  
Third President (1919-1941)

Dr. John Marcus Ellison  
Fourth President and first alumnus to hold that office (1941-1955)

Dr. Samuel Dewitt Proctor  
Fifth President (1955-1960)

Dr. Thomas Howard Henderson  
Sixth President (1960-1970)

Dr. Allix Bledsoe James  
Seventh President (1970-1979)

Dr. Dorothy Norris Cowling  
Acting President (July-October 1979)

Dr. David Thomas Shannon  
Eighth President (1979-1985)

Dr. S. Dallas Simmons  
Ninth President (1985-1999)

Dr. Bernard Wayne Franklin  
Tenth President (1999-2003)

Dr. Belinda Childress Anderson  
Eleventh President (2003- 2009)

Dr. Claude Grandford Perkins  
President (2009 - Present)

For a full history of the University, please visit the following link: [www.vuu.edu/aboutvuu/history.htm](http://www.vuu.edu/aboutvuu/history.htm)

# BOARD OF TRUSTEES

**Rev. Dr. W. Franklyn Richardson;** '79, *Chairman of the Board, Pastor, Grace Baptist Church*

**Mr. Steve D. Bullock;** '59, *Vice Chair of the Board, The Bullock Group, LLC*

**Mr. Jerome Lienhard;** *Treasurer of the Board, President & CEO, SunTrust Mortgage, Inc.*

**Mrs. Shirley W. Vaughn;** '56, *Secretary of the Board, Retired Educator*

**Mrs. Jeannie P. Baliles;** *Former First Lady, Commonwealth of Virginia and Community Volunteer*

**Dr. Steven G. Blunt;** '96, '99 *President, Baptist General Convention of Virginia*

**Mr. John W. Bocock;** *Chairman, Investment Management of VA, LLC*

**Dr. Lucille M. Brown;** '50, *Retired Superintendent, Richmond Public Schools*

**Dr. Marilyn T. Brown;** '56, *Retired Associate Superintendent, D.C. Public Schools*

**Mr. Robert J. Brown;** *Chairman and CEO, B and C Associates, Inc.*

**Mr. Tyrone E. Dickerson;** *CPA*

**Ms. Carolyn W. Jacobs;** '64, *President, VUU National Alumni Association*

**Dr. Roland E. Moore;** '69, *Retired Dean, J. Sargeant Reynolds Community College*

**Dr. Claude G. Perkins;** *President, Virginia Union University*

**N. Scott Phillips, Esq.;** '83, *Director, Public Sector and Federal Markets Precision Task Group, Inc.*

**Dr. Renita Walden Randolph;** '82, *Dentist*

**Dr. Frank L. Williams III;** '56, *Medical Director and Executive Vice-President, Kedren Acute Psychiatric Hospital*

**Dr. Jeremiah A. Wright, Jr.;** *Pastor Emeritus, Trinity United Church of Christ*

## **Honorary Board Members**

**The Honorable Walter E. Fautroy;** '91

**Mr. Sidney Poitier**

**Dr. Frank S. Royal;** '61, *Chairman Emeritus*

**Dr. Wyatt T. Walker;** '50, '53, *Trustee Emeritus*

# DIVISION OF ENROLLMENT MANAGEMENT AND STUDENT AFFAIRS

## Mission

The mission of the Division of Enrollment Management and Student Affairs is to provide living and learning experiences that promote holistic student development. The mission is recognized through providing an array of practical and educational experiences that encourage civic engagement, academic achievement, personal, spiritual development and leadership development. Additional information about services provided through the Office of Enrollment Management and Student Affairs can be found in the VUU Student Handbook which can be accessed electronically at

<http://www.vuu.edu/studentaffairs/handbook.pdf>.

Copies of the Handbook are also on reserve at the L. Douglas Wilder Library.

## Vision for Enrollment Management and Student Affairs

To be recognized as a premier leader in student development.

## Core Values

Collaboration   Diversity   Empowerment   Integrity  
Respect   Service   Student Success   Wellness

## Departments and Facilities

The Division of Enrollment Management and Student Affairs is composed of six departments including Enrollment Management, Student Services, Student Integrity and Conduct, Student Activities and Leadership, Residence Life, and Church Relations/University Pastor. Offices that provide services to undergraduate students are located in Henderson Student Center.

## OFFICE OF ENROLLMENT MANAGEMENT

The mission of the Office of Enrollment Management is to support the University's commitment to excellence by recruiting, accepting and enrolling those students who are able to contribute to and benefit from the University's challenging array of academic and

extracurricular programs. The Enrollment Management staff is available to assist you during your college selection process. The office may be contacted by phone at 804-342-3570. Information can be accessed electronically at

<http://www.vuu.edu/admissions/home.htm>.

## Admissions Requirements

For admission as a freshman, the student should show evidence of having been awarded a secondary school diploma, and should offer a minimum of seventeen units accumulated in grade nine through twelve, or provide evidence of a GED (General Educational Development exam). A unit represents a year's study of a subject in secondary school. Of the fourteen units, the following are required:

- English, 4 units
- Mathematics (at least Algebra I, Algebra II and Geometry), 3 units
- Natural Sciences (Biology, Chemistry, Physics), 2 units
- Social Sciences (History, Government, Civics), 2 units
- Electives (Academic Electives), 3 units

## Entrance Conditions

If a student has not taken all of the above-required units, admission may not be denied, but the student will be admitted with entrance conditions to be removed during the year of entrance. The University reserves the right to select for admission those applicants who show the greatest promise of profiting from the total program.

## College Entrance Exams

Each freshman applicant is expected to take the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board or the American College Testing (ACT) identical to SAT. All foreign students are expected to take the test of written English (TOFEL). For admission to Virginia Union University, these tests should be taken no earlier than March of the junior year and no later than March of the senior year. To take the test, a student may obtain application forms from his or her high school or visit <http://www.act.org> or

<http://www.ets.org> for the Bulletin of Information. The Bulletin of Information includes location of test centers, information about the tests, and an application form. Each student considering Virginia Union should indicate on the test application card that he/she desires the report of scores to be sent to the Office of Enrollment Management at Virginia Union University.

#### General Education Development (GED) Test

A student making satisfactory scores on the test of General Educational Development or comparable tests administered by a recognized examining agency is also in a position to be considered for admission to Virginia Union University. The SAT or ACT should be taken as well.

#### Procedures for Admission

Students are accepted for admission as candidates for the degree of Bachelor of Arts, Bachelor of Science, Bachelor of Fine Arts or Bachelor of Social Work either as members of the freshman class or as transfer students from other accredited colleges or universities.

A student desiring entrance to Virginia Union University should write to the Office of Enrollment Management and Student Affairs for an application or apply on-line at [www.vuu.edu](http://www.vuu.edu). The application, along with a \$25 non-refundable application fee, should be returned to the Office of Enrollment Management. The freshman applicant should ask his/her high school Guidance Office to send a certified academic record showing units earned, year of graduation, grades, and rank in the graduating class.

Applications should be submitted as soon as possible, preferably by March 1 for the fall semester and November 1 for the spring semester. Applications submitted after these dates will be evaluated in terms of openings available at the time of application. No one will be admitted as a degree candidate later than one week prior to registration.

#### Transfer Students

Transfer students are admitted to Virginia Union if they present acceptable credentials from other regionally accredited colleges as well as their high school records. Transfer students are expected to be in good standing and eligible to return to their former college. Once a transfer student is admitted, only credits earned with a grade of 'C' or higher from a regionally accredited college/University are accepted in transfer. Transfer

credits must correspond to courses offered at Virginia Union University and must be approved by the Registrar. Only credit hours, not grade points or quality points are transferable. Students who transfer from other colleges are under obligation to remove high school entrance conditions during their entering year. Entrance conditions may be removed by passing designated credit courses during the student's entering year.

The Registrar evaluates transcripts from other colleges with the appropriate school deans and division heads after the Office of Enrollment Management has received the final transcripts. The student is notified of his advanced standing status in his acceptance letter. It is the transfer student's responsibility to see that transcripts and statements of honorable decorum at all colleges previously attended are submitted to the Office of Admissions prior to the date of registration. All transfer students must earn a minimum of thirty (30) semester hours at Virginia Union University to be eligible for graduation. Transfer students who have been awarded the Associate Degree from junior or community colleges may be accepted at Virginia Union with up to 60 semester hours of advanced credit in basic education courses.

#### Transfer Articulation Agreement

A student enrolled in a community college with which Virginia Union University has a transfer agreement and who completes all requirements for an Associate in Arts or an Associate in Science degree may transfer under the following guidelines: The program of study from the community college must be reviewed and approved by the Registrar at VUU. All courses accepted by VUU must be applied to the attainment of the Baccalaureate degree, thus resulting in junior status, provided a minimum of 60 hours has been earned at the community college.

#### Procedures

A student who wants to participate in the articulation process must contact the Transfer Counselor at the community college. The Transfer Counselor will develop a program of study following guidelines provided by VUU and in accordance with the curriculum established by the community college. The student will review the articulation agreement and will sign a letter of intent to transfer from the community college to Virginia Union University. The Transfer Counselor at the community college will send the student's program of study by



October 1st and February 15th, of the fall and/or spring semesters to the Office of Enrollment Management at Virginia Union University. Virginia Union University will review, certify, and return the program of study to the Office of Admissions by November 1 and/or March 15 of the same semester. A student may initiate changes in his/her program of study by contacting the Transfer Counselor at the community college, who will notify Virginia Union University regarding approval of changes. A student must maintain an overall average of 2.0 on a 4.0 scale. The community college will monitor the progress of students annually, reporting to the Transfer Counselor at Virginia Union University those students who maintain eligibility.

### Early Entrance

High school juniors and seniors who are taking no more than three courses may be eligible to participate in the Student Early Entrance (SEE) Program. The applicant must:

- Submit an application, with a \$25 application fee, one month prior to the semester in which he/she wishes to enroll.
- Submit his/her high school transcript with his/her current schedule and anticipated schedule for the following semester in high school.
- Submit three recommendations, one from the senior counselor or principal and two from classroom teachers.
- Ensure that the courses he/she takes at Virginia Union do not conflict with his/her high school schedule.
- Pursue no more than nine hours per semester (three courses per summer session).
- Enroll in college courses that are recommended by his/her high school counselor.

### Advanced Credits

Virginia Union University will accept a maximum of 18 semester hours of advanced placement credit toward the baccalaureate degree for satisfactory scores on the Advanced Placement Examinations (AP), the general and subject examinations of the College Level Examination (CLEP) of the College Entrance Examination Board, and grades received in courses from the International Baccalaureate Organization.

The student should request AP, IB, and CLEP credits as early as possible upon admission to the University. However, CLEP credits may be requested at any time

during the student's enrollment. AP, IB, and CLEP credits will be granted upon the written approval (to the Registrar) or the Division Head/Dean having jurisdiction over the courses involved and the Vice President for Academic Affairs.

The degree-seeking student requesting AP, IB, and/or CLEP credits may be enrolled as a full-time or part-time student. No letter grade will be received for AP, IB, or CLEP credits; therefore, grade point averages will be computed only on course work taken. No credit for CLEP will be received for courses that already have been attempted by the student.

### Scholarships and Grants for New Students

Information about scholarships and grants for new students may be obtained from the Office of Enrollment Management. Examples of grants are scholarships available include the Brighter Future Initiative, Merit and Presidential Scholarships, the Baptist General Convention Scholarship and the Incentive Grant. For additional information, contact the Director of Enrollment Management at 804-342-3570.

## **OFFICE OF STUDENT SERVICES**

### **Office of Career Services**

The Office of Career Services offers programs and services that assist students in career development, job placement, and graduate school preparation. Resources available through Career Services include a career library, graduate school resources, job listings (part-time, summer, career employment, and internships), on-campus interviews and career fairs, a professional Clothes Closet, and an array of other resources. Additional information about Career Services can be obtained by phone at 804-257-5656 or electronically at <http://www.vuu.edu/studentaffairs/cshome.htm>.

### **Office of Counseling Services**

The Office of Counseling Services assists Virginia Union University students with confronting obstacles that may interfere with academic, personal, and social growth during and after matriculation. Primary emphasis is on enhancing the student's academic, social, and

emotional development through individual and group sessions, educational support services, psychological assessments, consultation and crisis intervention. Additional information about Counseling Services can be obtained by phone at 804-257-5874, in the VUU Student Handbook or electronically at <http://www.vuu.edu/studentaffairs/counseling/home.htm>.

There is NO Charge for services provided by the Counseling Services office. However, in the event the Counseling and Student Development Center refers a student to a mental health professional in the community, all costs associated with the referred service is the responsibility of the student, his or her insurance, or his or her parent or guardian.

#### Location

The Counseling Services office is located on the 2nd Floor of the Henderson Center. The office is open from 9:00 AM to 5:00 PM, Monday through Friday. To access services, students may stop by the office, or they may call 257-5874 to schedule an appointment.

#### Confidentiality

Counseling sessions are confidential. The Counseling Services office will not release information (this includes verification of attendance or content of sessions) outside of the Counseling office without written permission from the student, except (1) upon a court-ordered subpoena, (2) counselor believes that student present a clear and imminent risk of harm or danger to self or others, or (3) during the course of counseling, the student discloses information pertaining to the physical, emotional or sexual abuse or neglect of a minor or an elderly or disabled person.

#### Mental Health Emergencies

In the event that a student's and/or others immediate safety is at risk, this is an emergency. The Campus Police should be contacted and alerted of the situation immediately. The Campus police should be informed if outside emergency medical assistance (a rescue squad or ambulance service) has been requested or is being requested.

When emergency transport is required, it is not the practice of the University to provide a staff member to accompany students. Additionally, students transported for emergencies of any type are responsible for the costs associated with the transport.

Examples of situations that may be considered an emergency are:

*(Please note emergency situations are not limited to those listed below)*

- Suicide threats, gestures, or attempts.
- Homicidal threats.
- Severely disorganized, psychotic, or out of control behavior.
- Rape, sexual assault, or other trauma.

In response to the emergency, the Campus Police will contact the University Counselor, Vice President of Enrollment Management and Student Affairs and/or an appropriate outside resource(s) (i.e. Richmond Behavioral Health Authority or Richmond Police Department) to provide assistance and intervene in the crisis/emergency situation.

## **Office of Health Services**

The Office of Health Services provides health care service for treatment of minor illnesses, accidents, and injuries. Health supervision and medical care are provided through a staff of a part-time physician (ten hours per week) and a full time nurse. Health Services is located on the 2nd floor of the Henderson Student Center and is open to all Virginia Union University students. The information below provides a general overview of services. For detailed information about Health Services please consult the VUU Student Handbook or contact Health Services at 804-257-5885.

#### Outpatient Walk-Ins

Students are seen on a walk-in basis for minor illnesses and injuries such as colds, sore throats headaches, lacerations, burns, etc.

#### Lab Tests

Throat and urine cultures, pregnancy testing and STD tests are done routinely.

#### Injections

Allergy injections are given during physician clinic hours. Written instructions from the students' allergist are necessary. Serum may be stored in the office.

#### Lab Work

Routine cultures—throat, urine, etc. —are done at the discretion of the school physician and sent to a local laboratory to be read and interpreted. The charges for

this service may be covered by school insurance and is the sole responsibility of the student.

#### Prescriptions

Prescriptions may be obtained from the school physician for antibiotics, decongestants, etc. and filled at a local pharmacy. All prescribed medications will be available for pick up at Health Services after 3:00p.m. Monday through Friday. Please stop by Health Services for more details regarding the delivery and pick up of medications.

#### Medications

There are various medications available in Health Services: mild decongestants, Tylenol and/or aspirin, mild analgesics, cough medicine, and ibuprofen. Medications are dispensed in Health Services based upon established medical procedures by a nurse.

#### Medical Equipment

Ace bandages, hot water bottles, heating pads and ice packs are available.

#### Referrals

Referrals are made to physicians in the community for the purpose of consultation and treatment when one of the following circumstances exists:

- The school physician is unavailable for a general medical problem.
- The problem requires the services of a specialist.

Insurance payment for referrals will depend on the current insurance contract provided. The referral must be made through Health Services. Appointments can be made only through Health Services. A health record must be on file in Health Services

#### Student Health Insurance

The terms of Student Health Insurance may vary from year to year depending upon the contract with the provider. Please stop by Student Health Services for a copy of the insurance brochure.

Insurance claim forms are available in Health Services and must be completed before a referral visit and/or as soon as possible after an Emergency Room visit. In the event that a student is away from the University, a doctor or hospital should be consulted and upon return to the University; consultation with the Student Health Center's nurse should occur promptly.

#### Guidelines for Medical Excuses

Medical excuses will be given to students who are determined by Health Services to be too ill to attend class. If the student has not been seen by Health Services, a statement from the student's licensed physician describing the condition and/or the circumstances for the student's absence from class will be considered as basis for medical excuse. The Director of Student Health will determine if a medical excuse is warranted. All medical excuses must be requested from Health Services no later than two (2) class days after the student returns to class. Requests for medical excuses will not be considered after this period.

Medical excuses for extended periods of illness for students who are not evaluated by Health Services require a statement from the student's licensed physician. Excuses for exemption from participation in required classes and other University activities require a written statement from the student's licensed physician. An approved health excuse from Health Services must be submitted as the official excuse from class.

### **Office of Student Integrity and Conduct**

The Office of Student Integrity and Conduct enforces the University Code of Conduct through education, judicial hearings and disciplinary procedures. The services provided by Student Integrity and Conduct include educating the University community about expectations, managing and implementing the conduct review boards, and creating a culture of appropriate behavior on campus. Additional information about Student Integrity and Conduct can be obtained by phone at 804-257-5633, in the VUU Student Handbook or electronically <http://www.vuu.edu/ja/home.htm>.

### **Office of Student Activities and Leadership**

The Office of Student Activities and Leadership (OSAL) is committed to providing students with opportunities to learn in non-traditional ways that aid their growth and development, while supporting the traditional education that is learned in the classroom. OSAL takes pride in working with and helping students, faculty, staff, alumni, and the community strive towards excellence. OSAL primarily provides a holistic collection of extra-curricular programs and activities that promote

student development that complement VUU students' academic experience, through our phenomenal CAPSL programming model, (Civic Engagement, Academic Achievement, Personal Growth, Spiritual Development, and Leadership). Detailed information about OSAL can be obtained by phone at 804-257-5869, in the Student Organization Handbook, or electronically by visiting [http://www.vuu.edu/student\\_life/office\\_of\\_student\\_activities\\_leadership.aspx](http://www.vuu.edu/student_life/office_of_student_activities_leadership.aspx) and [www.vuu.thezonelive.com](http://www.vuu.thezonelive.com).

Academic organizations at Virginia Union include Alpha Kappa Mu Honor Society, American Criminal Justice Association, Black Data Process Associates, Biology Club, International Students Association, Kappa Delta Pi, International Honor, Society in Education, Lambda Alpha Epsilon, Gamma Alpha Psi Chapter, L. Douglas Wilder Library Club, Mathematics Club, National Model United Nations, National Association of Black Journalists, National Society of Black Engineers, Phi Beta Lambda Honor Society, Pre-Law Society, Psi Chi National Honor Society, Psychology Club, Rotaract Club, Social Work Club, Spanish Club, SVEA (Student Virginia Education Association), Union Art Association, and University Players Drama Club. A complete list of student organizations can be obtained electronically at [http://www.vuu.edu/student\\_life/office\\_of\\_student\\_activities\\_leadership/student\\_organizations.aspx](http://www.vuu.edu/student_life/office_of_student_activities_leadership/student_organizations.aspx).

#### Attendance at University – Sponsored Events for Cultural Enrichment

It is the policy of the University to provide an appropriate number of University-Sponsored cultural and personal development activities for students so that they may amass 20 extracurricular credits per year (fall and spring semesters) toward graduation. The Office of Student Affairs will compile a list of those activities that will allow students to earn 80 credits for this graduation requirement.

#### Henderson Student Center

Henderson Student Center is the hub for student life. Student space includes a Game Room/ Commuter Lounge, SGA Offices, the Panther Grille, multi-purpose rooms 10-12, the student dining hall, and a snack bar. Administrative spaces housed in the student center include the Post Office and the offices of Enrollment Management, Student Services, Student Integrity and Conduct, Residence Life, and Student Activities and Leadership, and Thompson Hospitality (the Dining Hall Contractor). The dining rooms for the President and faculty are also housed in Henderson Center.

The administrative offices housed in the Henderson Student Center are the Division of Enrollment Management and Student Affairs and the offices of Enrollment Management, Career Services, Counseling Services, Health Services, Residence Life, Student Activities and Leadership, and Student Integrity and Conduct.

#### Henderson Student Center Hours of Operation

Monday - Thursday: 8:30am – 10:00pm

Fridays: 8:30am – 9:30pm

Saturday - Sunday: 12noon – 5:00pm

## **Office of Residence Life and Housing**

The Office of Residence Life provides programs and activities in supportive living environments that foster campus involvement and active learning within a diverse community. The services, programs, activities, and facilities in the residence halls help students to gain the skills needed for personal, social, and academic success. Virginia Union University has five residence halls (approximately 700 beds) and three themed houses (approximately 20 beds). Each themed house can accommodate 7 to 12 students. Additional information about Residence Life can be obtained by phone at 804-257-5608, in the VUU Student Handbook, in the Residence Life Handbook, or electronically at <http://www.vuu.edu/residencelife/home.htm>.

**Henderson Student Center is opened Monday through Friday from 8:00 a.m. to 11:00 p.m., and on Saturdays and Sunday from 2:00 p.m. until 9:00 p.m. Most indoor activities sponsored by student organizations and Enrollment Management and Student Affairs educators are conducted in Henderson Student Center.**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

All student members of the University community are entitled to the following rights upon admission to Virginia Union University:

- To be treated with dignity and respect by those within the University community.
- To receive a copy of the Official Student Handbook and Table of Violations and Possible Sanctions upon admission to the University.
- To a clear and concise statement of student rights and responsibilities.
- To pursue academic and extracurricular activities that does not violate University policies.
- To competent instruction, campus support services and University facilities.
- To a fair hearing process if charged with a violation of University policies and regulations.
- To be advised (verbally/in writing) of any matters that could lead to disciplinary actions.

All student members of the University community are responsible for the following:

- Upholding all Virginia Union University policies and regulations as described in the Student Handbook, University Catalog and other University published regulations issued by various offices and programs of the University.
- Learning the content of the Student Handbook, University Catalog and other University policies and published regulations issued by various offices and programs of the University.
- Classroom behavior that is conducive to the learning process.
- Learning the content of a course of study according to the standards of performance established by the faculty.
- Exercising his/her rights of free inquiry, expression and advocacy in a manner that does not interfere with the orderly functioning of the University.

# DIVISION OF FINANCIAL AFFAIRS

## CAMPUS POLICE

### Mission

The mission of the Virginia Union University Campus Police Department is to deliver professional law enforcement services in a safe and secure environment with equal protection under the law for University employees, students, and guests. Campus Police will embrace the principles of collaboration and community policing with academic, administrative and urban organizations through; 1) protection of life and property, 2) crime and fire prevention and 3) parking and traffic system safety.

### Police Regulations

The Virginia Union University Police Department has sworn police officers who are responsible for the protection of life, property safety, parking enforcement and enforcement of state and local laws. The officers also secure campus buildings and patrol the University campus on foot, and marked patrol cars. The University Police Department has membership in the Virginia Association of Campus Law Enforcement Administrators and the Historically Black Colleges and Universities Law Enforcement Executives Association.

Operation and parking of a motor vehicle on campus is a privilege. All motor vehicles (including motorcycles) parked on campus are required to have a University decal. Students can purchase parking decals at the University's Cashiers Window on the bottom floor of the C.D. King Building. This can be done between the business hours of 8:30 am through 3:30 pm, Monday through Friday. Decals are issued and valid for the school year. Students, faculty, and staff are responsible for vehicles (to include parking citations) while their vehicles are located on University property. Temporary permits are available for students, faculty, and staff at the University Police office. Temporary Permits should be obtained and placed on vehicles upon arrival on campus.

Habitual parking violators will be ticketed and/or towed. Tow and ticket fees are the responsibility of the violator. The payment of fines can be paid to the University's Cashiers Window located on the bottom floor of the C.D. King Building. Please notify the

University Police when ticket(s) has been paid. The Virginia Union University Police office is located on the bottom floor of Pickford Hall. In case of emergencies please contact VUUPD at 804-257-5600 or City of Richmond Police 911.

## FINANCIAL INFORMATION SERVICES

### Expenses

The tuition shown is for the academic year 2015-2016. Educational costs are subject to price adjustments similar to those found in other areas.

### New Students only:

Application Fee (non- refundable)	25
Orientation Fee	<u>200</u>
<b>Total Amount</b>	<b>\$225</b>

### **Full-Time Students Off-Campus (per semester)**

	<b>FALL</b>	<b>SPRING</b>
Tuition (12-17 hours) <sup>1</sup>	\$7,215	\$7,215
Comprehensive Fee	484	484
Technology Fee	174	174
<b>Total Semester</b>	<b>\$7,873</b>	<b>\$7,873</b>

### *Full-Time Students On- Campus (per semester) Hartshorn Hall*

	<b>FALL</b>	<b>SPRING</b>
Tuition (12-17 hours) <sup>1</sup>	\$7,215	\$7,215
Comprehensive Fee	484	484
Technology Fee	174	174
Residence Hall Fee	1,660	1,660
Board Charge	2,192	2,192
<b>Total Semester</b>	<b>\$11,725</b>	<b>\$11,725</b>

### *MacVicar Hall, Newman Hall, Storer Hall, Huntley Hall & White Hall – Single Room Rate*

	<b>FALL</b>	<b>SPRING</b>
Tuition (12-17 hours) <sup>1</sup>	\$7,215	7,215
Comprehensive Fee	484	484
Technology Fee	174	174
Residence Hall Fee - Single	2,199	2,199
Board Charge	2,192	2,192
<b>Total Semester</b>	<b>\$12,264</b>	<b>\$12,264</b>

MacVicar Hall, Newman Hall, Storer Hall, Huntley Hall & White Hall – Double Room Rate

	FALL	SPRING
Tuition (12-17 hours) <sup>1</sup>	\$7,215	\$7,215
Comprehensive Fee	484	484
Technology Fee	174	174
Residence Hall Fee - Double	1,845	1,845
Board Charge	2,192	2,192
<b>Total Semester</b>	<b>\$11,910</b>	<b>\$11,910</b>

Living & Learning Center (Per Semester)	Single	Double
Tuition (12-17 hours) <sup>1</sup>	\$7,215	7,215
Comprehensive Fee	484	484
Technology Fee	174	174
Residence Hall Fee – Suite	2,925	2,475
Board Charge	2,192	2,192
<b>Total Semester</b>	<b>\$12,990</b>	<b>\$12,540</b>

**Part-Time Students:**

Tuition (per credit hour)	\$ 447
Comprehensive Fee (per credit hour)	40

**Other Fees and Costs:**

Tuition, per credit hour (over 17 hours)	447
Graduation fee (non-refundable)	150
Late Registration Fee <sup>2</sup>	100
Transcript Fee (non-refundable)	6
Duplicate I.D. Card	25
Parking Permit - Cash Only	75
Installment Plan Fee, per semester	75
Applied Music Courses (per course)	475
Lab Fees/Art Fees (per course)	75

**SUMMER SESSION:**

Tuition (per credit hour)	\$ 249
Residence Hall Fee	485
Board Charge	600
Summer Bridge	2,000

1. Students are responsible for book expenses.
2. Assessed to students who do not complete registration and check-in process prior to the first day of class of each semester. Registration is complete upon validating a student ID as well as the successful completion of inputting courses in the registration module.

**Initial Deposit:**

Initial deposit of \$250.00 is due May 1.  
Housing Deposit of \$300.00 is May 1.

**\*ALL DEPOSITS ARE NON-REFUNDABLE\***

The University offers an installment plan to students who cannot pay mandatory tuition and fee in advance. Students who do not adhere to the terms of the installment plan may not be eligible to take final exams.

Installment plans made over the phone must be signed and returned to the Student Accounts Office within 3 business days to obtain approval. Please call the Student Accounts Office at (804) 257-5711.

Bills are mailed to the address provided by the Office of the Registrar. Failure to receive a bill does not waive the responsibility to pay the bill by the due date.

**Requirements to Register for Classes (Financially Cleared):**

In order to register for each semester you must have your mandatory tuition and fees paid by July 8th for the Fall Semester and December 1st for the Spring Semester. This may be accomplished by having:

1. A zero balance from any previous semester.
2. Enrollment fees paid.
3. An Installment Plan on file with Student Accounts if:
  - There is a remaining balance after financial aid has been applied for and/or
  - The Parent Plus Loan has not been approved or applied for by a parent.

**Room Reservation: On-Campus Reservation**

Due to the demand for on-campus housing, rooms are reserved on a first-come first serve basis. To obtain a room reservation, students must complete an official housing application with Residence Life and pay enrollment fees by the specified dates.

**Requirements to Maintain Room Reservations:**

To maintain your Room Reservation, the following is needed by May 1st:

- Total mandatory tuition and fees must be paid or Financial Agreement on file in the Office of Financial Affairs.
- Check into the assigned residence hall by the end of business on the first day of class. Failure to do so will result in the cancellation of your room reservation.
- Student must meet Satisfactory Academic Progress (SAP) requirements.

To maintain your Room Reservation for the Spring Semester, the above rules apply by December 1st (only newly accepted students will need to have a Housing Application on File Spring semester).

**Adjustments of Fees upon Official Withdrawal:**  
**Failure to attend classes and/or leaving school without submitting an official notice does not constitute an official withdrawal from the University.**

After the beginning of classes, students who wish to withdraw from the University must complete an **Official Withdrawal Form** available in the Office of Registrar. Tuition and fees will only be adjusted as follows:

*During the first week of classes -80% refund on charges*  
*During the second week of classes- 60% refund on charges*  
*During the third week of classes - 40% refund on charges*  
*During the fourth week of classes- 20% refund on charges*

**After the fourth week of classes, THERE ARE NO CANCELLATIONS OR REFUNDS.**

Residence Hall fees and Board fees are not subject to cancellation during the semester because of the contractual nature involved.

**Important: A student who chooses not to attend class and does not officially withdraw is still liable for all semester charges.**

#### **Refund Policy:**

To assure accurate charging and financial aid posting, refunds may not be issued until one month after the final registration date. Please secure funds to cover any expense that may incur during this first month such as: books, rent, travel, etc. No emergency refunds will be issued during this first month.

#### **Financial Aid: FINANCIAL AID**

A student who plans to attend college during 2016-2017 may apply for federal and state financial aid after **January 1, 2016** by submitting a Free Application for Federal Student Aid (FAFSA) to the Federal Processor. The FAFSA is available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Federal Student Aid Report should be on the federal database by our priority date of **March 14, 2016.**

#### **Payment Information:**

Methods of payments include: **CASH, CERTIFIED CHECK, MONEY ORDER, DEBIT AND CREDIT CARD. CERTIFIED CHECKS AND MONEY ORDERS** should be made payable to Virginia Union University and mailed to:

Virginia Union University  
Attn: Cashier  
1500 North Lombardy Street  
Richmond, Virginia 23220

Please indicate student's name and University provided ID number is with remittance to ensure that the payment is properly recorded.

#### **PERSONAL CHECKS WILL NOT BE ACCEPTED**

Students can make payments online at [www.vuu.edu](http://www.vuu.edu). Please allow 72 hours for payments to post to the student's account.

Students may view their Statement of Activities from the Student Accounts Office by accessing VUU Campus Web on the University website at [www.vuu.edu](http://www.vuu.edu).

## **FINANCIAL AID**

The purpose of the Student Financial Aid Office is to assist students with completing the financial aid process, and finding federal and non-federal funding to finance their education beyond high school. Eligibility for financial aid is determined by completing the Free Federal Application for Federal Student Aid. Parents and students are expected to contribute towards the grant(s).

### **Grants**

#### **Pell Grants**

A federal program designed to assist students in defraying the cost of attending college. Awards under this program are grants and do not require repayment. Money received must be used solely for educational purposes, which include tuition, fees, room, board, supplies, and miscellaneous expenses. Student must demonstrate financial need.

#### **Supplemental Educational Opportunity Grant (SEOG)**

A federal program designed to assist student who demonstrate a financial need and has not completed their first undergraduate baccalaureate course of study. The grant ranges from \$100 to \$4,000 per academic year. Student must be enrolled at least half time and a PELL Grant recipient.



### Tuition Assistance Grant Program

A state grant awarded to Virginians entering private colleges and universities in the state. Application is made by completing the Virginia Tuition Assistance application by July 31. Need is not a criterion but the student must be enrolled full time.

### College Scholarships Assistance Program (CSAP)

A state need-based program for Virginia undergraduate students enrolled for at least six (6) credit hours in a degree-seeking program. The student must have a Free Application for Federal Student Aid (FAFSA) on file to be eligible for this program.

## Loans

Direct Stafford Loans are available through the William D. Ford Federal Direct Loan Program. Under the Direct Loan Program, the funds for loans are lent to students directly by the U.S. Government. Students may apply for a Stafford Student Loan if they:

- Are accepted for enrollment at the University;
- Be enrolled for at least half time course load; and
- Are in good academic standing at the University.

The aggregate loan amount is \$23,000 as a dependent undergraduate student and \$46,000 as an independent undergraduate student (only \$23,000 of this amount may be in subsidized loans). Generally, repayment begins six months after the student graduates or reduces his/her course load to less than half-time status. The period of repayment may not exceed ten years. Eligibility for a Stafford Student Subsidized Loan may be limited by family contribution requirements set by federal regulations.

### Self-Help

The Federal Work-Study program offers a variety of jobs through which students can earn a substantial portion of their cost for attending the University. The student must demonstrate financial need and enrolled at least half time.

### Eligibility

To qualify for a scholarship, loan, grant, or employment, a student must file the Free Application for Federal Student Aid (FAFSA) each year. Candidates for

admission to the University should submit the free application for the Federal Student Aid at the time of applying for admission to Virginia Union University. This form may be obtained from the applicant's high school counselor, principal, the University, or by going to [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Eligibility for any form of aid administered by the University will be determined prior to the beginning of the fall semester. Some types of financial aid are awarded on a first-come, first-served basis. The applicant, therefore, should not delay in getting information to the University.

No offer of financial assistance made to a student by an officer or employee of the University will be honored if it has not been included in the student's Financial Aid Award Notification. It is the responsibility of the student who has been promised a scholarship or aid from sources outside the University to see that such assistance reaches the Office of Financial Aid on or before his registration or before he is required to meet his financial obligations to Virginia Union University.

### Financial Aid Renewal

Financial Aid must be applied for each year. Assistance is not automatically renewed. The Renewal FAFSA can be completed electronically by going to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or via paper by contacting the federal processor at 1-800-433-3243. The Internet process is faster, easier and more accurate than paper. The online process is highly recommended by Virginia Union University and the Department of Education. The FAFSA PIN is required to complete the online process.

### Financial Aid Preferred Deadline

All students accepted to Virginia Union University should have a valid FAFSA on the Federal database by March 15<sup>th</sup> of each year in order to have financial aid processed for the current academic year.

### Satisfactory Academic Progress (SAP) – Effective July 1, 2013

The Higher Education Act and state government require that in order to receive any Title IV Aid (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study (FWS), Federal Direct Stafford Loan, Federal Direct Parent Plus Loan for Undergraduate Students (PLUS) and State Student Incentive Grant), **a student must maintain satisfactory academic progress towards a degree.** All academic semesters are utilized to determine Satisfactory

Academic Progress (SAP) eligibility regardless of whether Federal financial aid was received.

In order to receive an undergraduate degree from Virginia Union University, the student must have a minimum of 120 credit hours towards a degree, including the general education core requirements.

***Full time students are expected to enroll in twelve (12) hours or more each semester. A full time undergraduate student will be allowed five (5) years to complete a four (4) year program.***

***Part-time students are expected to enroll in at least six (6) credit hours each semester to be eligible For consideration for federal aid. Students should contact the financial aid office if they plan to enroll for less than six (6) hours.***

At the end of each academic semester a full-time student must have earned at least 12 credit hours and part-time students must have earned at least 6 credit hours with a cumulative GPA of 2.0 or higher while matriculating at Virginia Union University. See Satisfactory Academic Progress Chart.

All students are required to meet both cumulative grade point average (CGPA) and cumulative hours earned to demonstrate satisfactory academic progress for financial aid. A review will be made at the end of each semester to determine if the student meets the criteria. Failure to meet both the cumulative grade point average and the cumulative hours earned will result in the student being ineligible to receive federal financial aid.

If a student is suspended or expelled from the University for any reason, the student will not be eligible for Federal aid until the minimum standards are met.

**Satisfactory Academic Progress Chart**

At the end of each academic semester a full-time students must have earned at least 12 credit hours and part-time students must have earned at least 6 credit hours with a cumulative GPA of 2.0 or higher in while matriculating at Virginia Union University.

**Full-Time Student**

<u>Number of Semesters</u>	<u>Cumulative Credit Hours</u>
1	<b>12</b>
2	<b>24 or more</b>
3	<b>36 or more</b>
4	<b>48 or more</b>
5	<b>60 or more</b>
6	<b>72 or more</b>
7	<b>84 or more</b>
8	<b>96 or more</b>
9	<b>108 or more</b>
10	<b>120 or more</b>

**Part-Time Student**

<u>Number of Semesters</u>	<u>Cumulative Credit Hours</u>
1	<b>6</b>
2	<b>12 or more</b>
3	<b>18 or more</b>
4	<b>24 or more</b>
5	<b>30 or more</b>
6	<b>36 or more</b>
7	<b>42 or more</b>
8	<b>48 or more</b>
9	<b>54 or more</b>
10	<b>60 or more</b>
11	<b>66 or more</b>
12	<b>72 or more</b>
13	<b>78 or more</b>
14	<b>84 or more</b>
15	<b>90 or more</b>
16	<b>96 or more</b>
17	<b>102 or more</b>
18	<b>108 or more</b>
19	<b>114 or more</b>
20	<b>120 or more</b>

**Financial Aid Warning**

Full time students who have earned at least 12 credit hours but do not have a 2.0 GPA; or, have a 2.0 GPA but have not earned 12 credit hours will be placed on Financial Aid Warning for one semester. Part-time students who have earned at least 6 credit hours but do not have a 2.0 GPA; or, have a 2.0 GPA but have not earned 6 credit hours will be placed on Financial Aid Warning for one semester. (See attached chart). The student will be encouraged to meet with their Academic Advisor to develop a success plan for meeting SAP at the end of the semester. At the end of the semester, if

the student has not met the requirements of SAP, the student will become ineligible to receive Federal financial aid.

**If the student becomes ineligible for Federal Financial Aid, the student can appeal the decision by following the guidelines as set forth in the Financial Aid Appeal Process.**

#### Financial Aid Appeal Process

Waivers for satisfactory academic progress will be considered if the student has suffered undue hardship such as death of an immediate family member, injury or illness of the student, or other special circumstances as determined by the financial aid administrator or designee. Students requesting an appeal must submit a letter requesting reinstatement to the Financial Aid Office explaining the circumstances which affected the student's academic performance.

All appeals should be submitted, **via US Postal** mail and addressed to the attention of the Financial Aid Director: 1500 N Lombardy St., Richmond, VA 23220. Appeal letters must be received by the Office of Financial Aid no later than **July 31<sup>st</sup> for the Fall semester**, and, **January 3<sup>rd</sup> for the Spring semester**. All appeals will be reviewed on a case-by-case basis. In some instances an interview may be scheduled to meet with the committee that is reviewing the appeal to answer any questions concerning the appeal letter. (Please note that any information mentioned in the appeal is subject to verification and all information will be taken into consideration including the grammatical structure in the appeal letter).

The financial aid appeal letter should:

- be properly addressed and grammatically correct
- include the student's name, address, phone number, student ID number and Major
- clearly state why the student was not able to make SAP (Satisfactory Academic Progress)
- state what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation
- detail why the student wants to attend VUU
- detail what the student will do differently academically if he/she is allowed Federal aid to continue their matriculation at VUU

As part of the appeal process, the letter of appeal will be sent to the appropriate academic school to be reviewed. If the academic school recommends approval, an Academic Success Plan must be devised, signed, and agreed upon by the University Official and student. **If the appeal is granted, the original signed copy of the Academic Success Plan must be filed in the Office of Financial Aid prior to any aid being disbursed.**

If the appeal is **approved, the student will be placed on Financial Aid Probation for one semester. During the student's matriculation, the student will not be allowed to appeal more than two (2) times.** Once a decision has been rendered, no further information will be considered.

#### Financial Aid Probation

Only students who have been granted an appeal will be placed on Financial Aid Probation. Financial Aid Probation **is for only one academic semester.** At the end of the academic semester, the student's academic record will be reviewed to determine if the student has met the requirements specified in the academic plan.

#### Declaration of Major

Virginia Union University requires that all students declare a major by the end of the sophomore year toward a degree in order to remain eligible for federal financial aid.

#### Re-establishing Satisfactory Academic Progress

Any student whose financial aid has been terminated may reestablish satisfactory progress by any of the following methods:

- Taking courses during the Summer Session
- Repeating and passing failed courses
- Removing incomplete grades

Cumulative grade point average can only be increased by attendance at Virginia Union University.

Withdrawals ("W" grades) which are recorded on the student's transcript, will be included as credits attempted and will have an adverse effect on the student's ability to maintain satisfactory academic progress. Students who officially withdraw from the University must make up the deficit hours and are encouraged to attend Summer School to remove the deficient hours. The successful completion of a course is defined as receiving one of the following grades: A, B, C, or D. Courses with grades of F, I, and W will not qualify in meeting the minimum standard.

### Repeated Courses

These courses will be counted as hours completed **only once**, provided the student meets all other criteria for satisfactory academic progress.

### Change of Major

A student may change from one major to another during attendance at the University. Students who change from one major to another are still expected to maintain satisfactory academic progress and complete the course work within the time frame or hours limitation stated unless an appeal is approved.

### Summer School

Satisfactory Academic Progress for Summer School will be based on the student's current eligibility status. Students who are suspended from financial aid must attend Summer School at Virginia Union University to remove their academic deficiencies. Financial aid for summer school is not available to students who failed to maintain satisfactory academic progress. Evaluation of financial aid for Summer School is not an automatic process; therefore, students should contact the Financial Aid Office.

### Class Load

The number of hours in which a student is enrolled on the day following the published last day to add or drop a class or the University's census date whichever is later will be used as the official enrollment date for financial aid purposes. Full-time status is 12 hours or more.

### Transfer Students

Students will be evaluated on the number of semester hours earned and the grade point average while in attendance at Virginia Union University.

To be considered for financial aid eligibility, Academically Suspended Students who return to the University must attend two semesters and meet the Satisfactory Academic Progress outline based on the number of semesters enrolled.

### Incomplete Grades – Financial Aid

A student who has incomplete grades must remove them within sixty (60) days of enrollment (i.e., If classes start on August 15, grade must be in Registrar's Office by October 15.) to be considered for financial aid eligibility for the year. Work for the incomplete grade must be completed sixty days into the next term of residency or it will be converted to a grade of "F".

### Non-Matriculating Students

Non-Matriculating Students are not eligible for federal and state aid.

## **Federal Return of Title IV Funds Withdrawal from School Refund Policy**

Students who leave the University prior to the end of the semester should follow the University guidelines for Withdrawing from the University. An Official Withdrawal Form must be obtained from the Office of the Registrar. The Withdrawal Form must be completed by respective offices listed on the form and returned to the Office of the Registrar in order for the student to be considered officially withdrawn. Students who stop attending all of their classes, but fail to complete the withdrawal process are considered unofficially withdrawn. The U.S. Department of Education has established guidelines for institutions to follow for students who withdraw (officially or unofficially). The policy listed below applies to students who officially and unofficially withdraw from the University.

Federal student aid recipients who begin attending classes during a semester, who cease attending or performing activities prior to the end of the semester, and never complete an Official Withdrawal Form, are considered by the federal government to have unofficially withdrawn. The University will review the grades of all students at the end of each semester. If the students have all non-passing grades, the academic area will be contacted to determine the date of the last academic activity. The unofficial withdrawal date for those students will be the date of the latest academic activity.

If a federal financial aid recipient withdraws (officially or unofficially) after attending only the first day of class, the University will return and the financial aid recipient will be required to repay a prorated portion of funds received based upon Federal Return of Title IV Funds. The Office of Financial Aid is required to calculate the amount of the Federal Title IV financial aid that the students have earned and the amount that is unearned. The unearned portion of Title IV financial aid must be returned to the appropriate financial aid programs according to federal and institutional guidelines.

Students who withdraw on or before the 60% point of the semester will have a percentage of their financial aid calculated as earned and unearned on a pro-rata basis. If a student is enrolled beyond the 60% of the semester, all financial aid is considered earned.

*Example:* A Student withdraws on the 25th day of the semester and there are 116 days in the semester, the earned and unearned financial aid would be calculated as follows:

Calendar days completed in the period of enrollment 25 days

Total calendar days in period of enrollment 116 days = 21.6%

(This excludes scheduled breaks of 5 days or more.)

If the University records show that a federal student aid recipient never attended a class and/or never performed an academically related activity for a semester, that recipient never established eligibility for any aid funds that may have been disbursed for that semester or term. Any student aid recipient who withdraws or drops all classes prior to the first day of class for a semester did not establish eligibility for any aid funds that may have been disbursed for that semester or term. In either case, the student aid recipient must repay the entire amount of aid disbursed for that semester or term. In either case, the student aid recipient must repay the entire amount of aid disbursed for that semester or term.

If a student did not receive any federal student aid, but did receive other types of aid, and later officially withdraws, the refund or repayments will be based upon the University's refund policy.

Repayment of Unearned Amount

The University will return to the appropriate financial aid program(s) the lesser of:

- Total amount of unearned aid or
- Institutional charges (tuition, fees, room and board) multiplied by unearned percent.

The student will return the remaining balance of unearned aid to the appropriate program(s) plus any amount the school returned that exceeds the amount of institutional charges that are credited back to the withdrawing student based upon the institutional refund policy calculation.

The Unearned Amount of aid must be returned in the order listed below:

1. Unsubsidized Stafford Direct Federal Loan.
2. Subsidized Stafford Direct Federal Loan.
3. Federal Perkins Loan.
4. FFEL/Direct PLUS (Graduate Student) Loans.
5. FFEL/Direct PLUS (Parent) Loans.
6. Federal Pell Grant.
7. Federal Supplemental Educational Opportunity Grant.
8. Other Title IV Aid.
9. Academic Competitiveness Grant.
10. National Smart Grant.

If the student is required to repay funds through the federal grant program, the student will be required to return no more than 50% of the federal grant amount that was originally received. If a balance is due to the University, a bill will be sent by the Office of Student Accounts to the address that is on file at the University. With the exception of any amount owed to the University, students and/or parents who are required to return a portion of all of their loan proceeds are allowed to repay the unearned amount according to the terms of the loan.

Students who officially or unofficially withdraw from the University must complete Exit Counseling. Exit Counseling can be completed online at: <http://www.dissonline.com/exitcounseling/ecec-main.asp>

Post-Withdrawal Disbursement

A post-withdrawal disbursement occurs when a student has earned aid that has not been disbursed to his account at the time of withdrawal. Once it has been determined that a student is due a post-withdrawal disbursement, the student/parent will be notified. The process will be:

1. Inform student that he/she is entitled to a post withdrawal disbursement of Federal Title IV Aid that was earned.
2. A written notification will be sent to student (or parent) providing the opportunity to cancel all/part of the loan for post withdrawal disbursements of loan funds (Perkins, Stafford Direct Loan, FFEL or Plus) to the student's account. This notice will be sent out immediately, but no later than 30 days of disbursement of loan funds.

3. Student/parent will be sent written notification of their eligibility for post-withdrawal disbursement in excess of outstanding current

educationally related charges. This notification will be sent immediately.

# DIVISION OF INSTITUTIONAL ADVANCEMENT

The Office of Institutional Advancement is responsible for maintaining and increasing strong financial support for the University. As the central fundraising arm of the University, the purpose of the Office of Institutional Advancement is to advance Institutional priorities and goals by raising funds and strengthening beneficial relationships among constituencies in support of the Mission of Virginia Union University.

Responsibility for all fund raising rests with the Office of Institutional Advancement. All fund raising, activities, including sales, raffles and direct solicitation of donations must be approved by the Office of Institutional Advancement. All off-campus fund raising activities require the authorization of the President through the Vice-President of Institutional Advancement. All solicitations for gifts of any kind are

to be conducted under the direction of the Office of Institutional Advancement.

To better serve donors, Virginia Union University allows donors to choose among varying levels of confidentiality. Regardless of whether or not confidentiality is requested, all donors are protected by the University's general privacy policy that prohibits the University from giving, selling, or otherwise furnishing lists of donors or prospective donors to anyone outside of the University for any purpose. Staff and faculty members with access to donor/prospect information are bound to keep all such information confidential and are required to sign a non-disclosure form.

# DIVISION OF INSTITUTIONAL EFFECTIVENESS

The Office of Institutional Research, Planning, and Special Programs (OIRPSP) provides leadership and assistance in developing and overseeing institutional processes for planning, assessment, evaluation, and feedback creating a culture of evidence and continuous quality improvement.

OIRPSP assists with planning, developing operational objectives and implementing assessment activities that align with the university and departmental mission and goals. It monitors and implements the institutional effectiveness assessment cycle, enhances institutional capacity to engage in assessment by providing workshops and other training opportunities. This office serves as a clearinghouse for most statistical information about the university which informs the university strategic/academic planning decisions coordinates responses to external agencies for data requests and responds to special request for data from internal constituents (i.e., faculty, staff, and administrators).

OIRPSP serves as the Southern Association of Colleges and Schools (SACS) liaison which leads the coordination of campus efforts as it relates to SACS accreditation standards and preparing for reviews, off-site, on-site and other visits.

# DIVISION OF ACADEMIC AFFAIRS

The Division of Academic Affairs at Virginia Union University is committed to exemplary teaching and boasts of its proud faculty, composed of talented professors, scholars, advisors, and researchers who are dedicated to helping students to become life-long learners. The Division includes four academic schools: the Sydney Lewis School of Business; the Evelyn Reid Syphax School of Education, Psychology, and Interdisciplinary Studies; the School of Humanities and Social Sciences, and the School of Math, Science and Technology. Additionally, the L. Douglas Wilder Library, the Center for Undergraduate Studies, the Office of the Registrar, Center for Leadership and Lifelong Learning, the Office of Student and Community Service, and Upward Bound are all included in the Division of Academic Affairs.

Overall, the mission of the Division of Academic Affairs is to prepare students to successfully compete with their counterparts upon graduation for employment and admissions to graduate or professional studies, while exhibiting characteristics of the ideal Virginia Union University Graduate. The Division of Academic Affairs is dedicated to providing an overall academic environment which is sensitive, supportive, and nurturing, while challenging students to achieve new levels of excellence. This is done with primary emphasis on excellent teaching, research, service, advising a strong curriculum and high quality Academic Support Services. The Division also subscribes to the University's rich heritage and traditions which are anchored in the liberal arts and is responsive to promoting the University's overall Mission.

As the entity charged with enhancing the academic reputation of the University, the Division of Academic Affairs strives to achieve the following:

- Support the recruitment, development, and retention of top-rank faculty and staff.
- Promote a dynamic learning environment that prepares students to be nurtured, enlightened, and engaged citizens in a global society.
- Foster diversity in its practices and supports a climate of inclusion for all members of the University community.

- Encourage research and creative endeavors of distinction.
- Facilitate the development of initiatives that extend the University's expertise to its constituents locally, nationally, and world-wide.

It is the Division's goal that graduates will leave the hallowed grounds of Virginia Union University with skills, knowledge, dispositions, attitudes, and values essential for their success in society.

## MAJORS

**The Division of Academic Affairs includes the following majors:**

Accounting  
Biology  
Biology: Secondary Education  
Business and Information Technology Education  
Chemistry  
Chemistry: Secondary Education  
Computer Information Systems  
Criminology/Criminal Justice  
English  
English: Secondary Education  
Entrepreneur Management  
Finance and Banking  
Fine Arts  
History/Political Science  
History/Social Science: Secondary Education  
Marketing  
Mass Communication  
Mathematics  
Mathematics: Secondary Education  
Natural Science with Computer Science  
Psychology  
Religious Studies  
Social Work  
Teacher Education/IDS



# L. DOUGLAS WILDER LIBRARY AND LEARNING RESOURCE CENTER

## Mission

We are proud of our history as one of the nation's older historically black colleges (HBCUs), founded in 1865. Our library was formerly the William J. Clark Library located in the historic landmark Belgian Friendship Building given to the University by the government of Belgium in 1941.

In 1997 we relocated to a new facility on campus named after Virginia Union's most celebrated alumnus, L. Douglas Wilder, humanitarian, civil rights leader and the first elected African-American governor (1990-1994) in the nation.

The library strives to provide users with a learning environment that enhances each user's understanding of the research process. The library facilitates lifelong learning by enabling users, especially students, to gain the knowledge and the tools necessary for education in and out of the classroom. Librarians are available on a "one-on-one" basis or by appointment to answer questions and assist students with research questions. The library faculty and staff are eager to help learners find and evaluate the information sources they need.

## Library Collections

**The General Collection** (STACKS) and the **African American Collection**—there are over 147,000 volumes available for check out. Among these books is a comprehensive collection by and about Africans and African Americans.

**The Archives**—In January 1997, for the first time in its 136-year history, Virginia Union University opened a dedicated Archives and Special Collections Department. In addition to preserving the historical records of the campus, the Department endeavors to collect the history of African American Richmond.

**The Wilder Collection**—The L. Douglas Wilder Collection memorializes the life and career of Virginia's 66th Governor (1990-1994), L. Douglas Wilder. The Collection currently houses his awards and memorabilia in a spectacular showcase setting and is an invaluable resource to researchers. This compilation includes the

Press Office Photo Collection, the Audio Cassette Collection, and the Video Tape Collection.

**The Press Office Photo Collection** of the L. Douglas Wilder Collection contains over 1500 rolls of negatives and photos that cover the years Gov. Wilder was in office (1990-1994). They serve as the photo record of his activities as Governor, including special occasions like his inauguration, visits from foreign dignitaries and the funeral of Arthur Ashe, and his lying in state at the Executive Mansion.

**The Audio Cassette Collection** spans the years 1995-2001 and contains over 600 items. The recordings are primarily of Wilder's popular WRVA radio talk show. Other tapes include public service announcements, campaign ads, press conferences and national news interviews Wilder had with such news organizations as CNN, BBC and CBS.

The Video Tape Collection contains over 350 video tapes spanning the years 1983-2001. They include the gubernatorial debates between Wilder and Marshall Coleman, political advertisements, public service announcements, Wilder's inauguration ceremony, the State of the Commonwealth addresses, and Wilder's interviews on national news shows such as World News Tonight, Nightline, C Span, Sunday Morning and the Today Show.

## Library Services and Resources

**Interlibrary Loan (ILL)**—Interlibrary loan enables library users to borrow materials from other institutions with which Virginia Union University has cooperative agreements. All faculty, staff and currently enrolled students of VUU may borrow materials through ILL.

**Library Instruction**—the library instruction program connects a librarian to each academic unit at the University. Librarians provide a number of services, such as library instruction, collection development and consultation with individual faculty members and students.

**Online Catalog (WALNET)**—WALNET is part of an integrated library system that allows patrons to look up

books, journals, audio-visual materials and reserve items. WALNET is accessible wherever Internet access is available. It is accessible from the library's website homepage.

**Electronic Resources** [Databases, E-books, and E-journals]—Wilder Library provides a variety of electronic resources to assist in the research process.

Databases locate full-text and abstracted articles stored electronically on a subscription database. E-books are electronic versions of printed (paper) books. E-journals are electronic versions of print journals. Currently we have over 100 electronic databases and journals and over 56,000 e-books. All of these resources are available off campus with a valid VUU username and password.



processing purposes are available on the second floor of the library and a limited number of computers on the 1st floor.

**Copying and Printing Services**—these services are available in the library. The current cost is 10 cents per page.

## **Library Policies**

### **Cell Phone Use**

Our general policy states No Cell Phone Use. Please see signs posted in the library or the student handbook.

### **Food and Drink Policy**

Our general policy states No Food or Drink in the Library. Please be sure to consume all beverages and food items before entering the library.

### **Internet and Computer Use Policies**

Generally speaking, Wilder Library provides computer terminals with access to electronic resources to enhance the academic experience of students, faculty and staff. Terminals in the Reference and Periodicals areas on the first floor of the library may be used only to search for information. Computers for word

# OFFICE OF THE REGISTRAR

## Mission

The mission of the Office of the Registrar at Virginia Union University supports the mission of the institution and its academic programs by providing leadership and service in the area of student records. The role of maintaining the integrity of academic records, managing and maintaining a stable and efficient student information system, enabling the University practices related to student records and registration, and enforcing the academic policies of the institution are a mainstay of the office.

## Introduction

As the official custodian of academic records, the University registrar is responsible for the process of enrolling students in courses, assessing tuition charges, and collecting and maintaining academic information in accordance with University policy. The Registrar certifies students for graduation and keeps the University seal. The registrar is responsible for calculating and recording student grades, and notifying students of their status, including academic probation and suspension.

## Check-in/Registration

The Check-in process is a collaborative effort by University offices to provide a one-stop service to students on the day of Check-in. Students will be expedited through this process by settling all financial issues prior to coming to Check-in at the University.

The first step in the registration process is admission to the University. In order to attend classes at Virginia Union University, all students must complete the Check-in process at the beginning of each fall and spring semester. The Check-in dates will be posted on the academic calendar. The Check-in dates may be viewed at the University's website at [www.vuu.edu](http://www.vuu.edu) at the link for the Academic Calendar. The Check-in process will appear online as an alert prior to each fall and spring semester.

At Check-in, students indicate their arrival to the University, and then, they are notified of holds from the offices of Student Accounting, Student Integrity and Conduct, Enrollment Management and Student Affairs, Registrar, and Financial Aid, if any. Once the holds are

cleared by the respective office, and fees are paid, students are approved to obtain their VUU ID card and/or sticker.

However, Check-in is a step-by-step process that must be followed and completed. The first step is to see the Office of the Registrar staff to begin Check-in. Students are required to present either a University identification card or a state driver's license. If there are no holds, students will receive their ID card and/or sticker, and then proceed to housing unless the student lives off-campus. If the student has a hold, he/she will be directed either to the Office of Student Accounts or the Office of Financial Aid prior to obtaining their ID and/or sticker.

Once the student has settled financial holds, they must go to Campus Police to receive their ID card and/or sticker. Housing is the last step unless the student lives off-campus. The Center for Undergraduate Studies will be available to see all new freshmen and new transfers for advising.

Completion of the process involves receiving the ID sticker from Campus Police. If the student does not obtain the ID validation, they will be dropped from all classes by the end of the registration period. ***After payment of fees and receiving the ID sticker, the student may register for classes by using the Virginia Union University website on any computer that has internet capability. Internet services are provided in the University library, Pickford Hall, or on any personal computer with internet capability anywhere on campus.***

All new freshmen and sophomores, and new transfer students must visit the Center for Undergraduate Studies to receive their course schedules. Students on probation must visit the Center prior to registration. Returning students who have completed the check-in process may move into the dormitories. Those who have not advance registered are ready to do so once the ID sticker has been received. Returning students are expected to have communicated with their advisor during the previous semester.

## **Classification of Students**

It is the policy of the University to recognize students by classification as the student matriculates through the University. The classification of students is as follows:

<b>Freshman</b>	1 - 29 semester credit hours
<b>Sophomore</b>	30 - 59 semester credit hours
<b>Junior</b>	60 - 89 semester credit hours
<b>Senior</b>	90 or more semester hours
<b>Full-time</b>	A student who is registered for a minimum of 12 or more credit hours during a given semester.
<b>Part-time</b>	A student who is registered for less than 12 semester credit hours during a given semester.
<b>Non-matriculating/Special student</b>	A student who is not pursuing a degree program and enrolls in one course.

## **Choice of Catalog**

Students are usually expected to follow the catalog that is in use when they enroll in the University.

## **Declaration of Major**

By the end of the sophomore year, each student must declare a major.

## **Changes of Majors**

Students enrolled at the University will be permitted to change their major; however, this change may affect their graduation date. The student is required to submit a Change of Major Form located in the Office of the Registrar in order for the change to become official. The Registrar's Office will notify the department chair and Dean once change has been made.

## **Late Registration**

A late registration fee of \$100.00 is assessed to the student's account when check-in/registration is not performed within the specified period. The last date for late registration, adding classes, and changing class schedules is listed on the academic calendar at the VUU website. This schedule is subject to change; students, faculty, and staff will be notified of changes to the

calendar via email. Exceptions to assessing the late registration fee must be approved by the Vice President of Financial Affairs.

## **Class Schedule Changes**

Students may make class schedule changes online at the University's website at [www.vuu.edu](http://www.vuu.edu). New students must consult with the Center for Undergraduate Studies. All students are encouraged to consult with their academic advisor prior to scheduling classes or making changes to an existing schedule.

## **Withdrawal from Class**

Class withdrawals begin after the add/drop period has ended. To withdraw from a class, the student must visit the office of the registrar to obtain a withdrawal form. Once the student completes and submits the form to the registrar's office, the student is no longer expected to attend the class. The class will continue to appear on the student's record with a grade of "W", and indicated on the student's transcript immediately, but only if submitted during the withdrawal period. Withdrawals from class may have ramifications for the financial aid of the student.

Students who withdraw from classes after the automatic withdrawal period will receive a "WO" or "WF". The "WO" grade indicates the student has withdrawn from class with a passing grade. The "WF" grade indicates the student has withdrawn from class with a failing grade. Grades of "WO" and "WF" are awarded by the instructor as a final grade.

All "Withdrawal grades" may have ramifications for financial aid for the student.

It is highly recommended that students have a consultation with the advisor prior to a request for withdrawal.

## **Withdrawal from the University**

A student may officially withdraw from the university by requesting a "Withdrawal from the University Form" from the Office of the Registrar, obtaining the required signatures, and returning the form to the Registrar's Office. An official date of notification to withdraw will be indicated on the form on the day that the form is received in the Registrar's Office. This date will be placed on the student's transcript.

## **Unofficial Withdrawal**

Drop out date – if a student leaves the University without giving an official notice, the drop out date will be established by using the grades submitted by the faculty to the Registrar’s Office at the mid-term. (Example: a student receiving all withdrawal grades at the mid-term will have the drop out date determined by the date the student last attended class.) The student’s financial aid will be adjusted, and there may be charges for which the student is responsible.

No show – if a student registered but did not attend classes, all federal funds must be restored to each program from which the student received funds. However, there may be charges for which the student is responsible.

## **Emergency Separation for Military Purposes**

Students who desire to separate from the university for military purposes should bring in documentation stating this to the Office of the Registrar. The withdrawal grade will be given which is appropriate for the date that the student submits paperwork stating orders from the military.

## **Grading System**

The University uses a letter system of grading based upon a 4.00 scale as follows:

### **A - Superior**

Grade demonstrates consistent mastery of content and demonstration of the individual’s initiative and insight (90-100%).

### **B - Excellent**

Demonstration of accurate knowledge of course content (80 - 89%).

### **C - Average**

Grade demonstrates familiarity with basic course concepts (70-79%).

### **D - Poor**

Failure to demonstrate the minimum standards as defined above. Considered of sufficient merit to be counted toward graduation if not received in major or related subjects (60- 69%).

### **F – Failure**

Failure for which reexamination is not permissible (below 60%). Grade awarded to student failing coursework.

### **FA - Failure due to attendance**

Awarded for failure of course due to insufficient class attendance where the student stops attending anytime during a given semester.

### **I – Incomplete**

Incomplete (I) grades will be given by the instructor under extraordinary circumstances, such as severe illness, when a student has incomplete examinations, assignments, etc., and has a chance to earn a passing grade if the incomplete work is completed. Work for the incomplete grade must be completed 60 days into the next semester or it will be converted to a grade of “F”.

### **NA - Never Attended**

This grade is assigned by the instructor when the student has never attended class.

### **W – Withdrawal**

The grade is input by the Office of the Registrar when a student officially withdraws from class through the Registrar. This grade is non-punitive.

### **WO - Withdraw Passing**

This grade is assigned by the instructor by the last day to receive a withdrawal grade.

### **WF - Withdraw Failing**

This grade is assigned by the instructor by the last day to receive a withdrawal grade.

The following grades are not included in the calculation of the GPA: NA, W, I, WO, and S. Grades of WF and FA adversely affect the grade point average.

All grades must be submitted in hardcopy to the Office of the Registrar for records documentation. It is recommended that the departments maintain such documentation as well.

## **Dean's List**

Qualifications:

- Must be graded on a full-time basis.
- Must have a semester GPA of at least 3.00.
- Must not have received any "I" grades or "NA" or "FA" grades.
- Must not have received any grades below a "C".

The GPA requirement is:

- Presidential Scholar      3.80 – 4.00
- Honors                              3.50 – 3.79
- Honorable Mention      3.00 – 3.49

## **Academic Year**

The academic year is comprised of two major semesters, fall and spring, and the summer term. The academic year is from August to May, and a short summer term from May to June.

## **Full-time and Part-time Students**

A student enrolled in 12 credits or more during any fall or spring semester is classified as full-time. A student enrolled in 11 credits or less during any semester is classified as part-time. Both full-time and part-time students may seek degrees at VUU.

## **Course Substitution**

The substitution of a course in a major may be granted with the approval of the department chair and dean of the school. The substitution of a course is suggested by the student's advisor. To make this request, the student should see the advisor first. The department will initiate a substitution form, obtain required signatures, and then submit the form to the Vice President for Academic Affairs, then to the Office of the Registrar for processing.

## **Transfer Courses**

At the time of application for admission to the university, an official copy of the transcript from the previous institution(s) attended should be presented for evaluation. The Office of Enrollment Management sends the transcript to the Office of the Registrar for evaluation; however, transfer courses in the major may be evaluated by the department of the student's major. The results of the evaluation are sent back to the admissions office for inclusion in the student's file.

## **Cross Registration**

Cross-registration is the process of taking one or two courses at other approved institutions at no additional cost to the student, except for course fees. The cost of taking courses is included in the tuition at Virginia Union University.

A student who wishes to participate in cross-registration must receive prior approval from the advisor, department chair and the dean, and final approval from the Office of the Registrar. The approved institutions are: Virginia Commonwealth University, the University of Richmond, and Virginia State University.

To participate in cross-registration, the student must be a junior or senior at Virginia Union University, have a minimum cumulative GPA of 2.5 and may enroll in upper level courses at the other institution.

A pre-approval form may be requested from the Office of the Registrar to begin the process of obtaining approval for cross-registration. Once the signatures of the advisor, department chair and dean have been obtained, the form should be brought to the office of the registrar for final approval.

## **Student Load**

Seventeen (17) semester hours are considered normal load for fall and spring semesters. Any student wishing to take 18-21 hours must seek approval from the Department Chair, Dean, and Vice President for Academic Affairs prior to registering for the additional courses. During the summer term, 9 semester hours are the maximum number of hours taken in a mini short-term semester.

## **Transcripts**

It is the policy of the University that current and former students may obtain transcripts of their academic record as long as the student has no outstanding financial balances with Virginia Union University. Transcripts will be processed in 5 - 7 business days upon receipt of the request.

To obtain a transcript, a formal request must be presented to the Office of the Registrar, preferably on a Transcript Request Form. This form is available in the Office of the Registrar, or online at the University's website at [www.vuu.edu](http://www.vuu.edu). If the request is submitted through the mail; the cost of each transcript, either

official or unofficial, is \$6.00, and must accompany the transcript request by way of a money order or cashier's check.

The Office of the Registrar is required to obtain approval that the student/alumnus is in good financial standing with the University prior to release of the transcript. Transcripts may be sent to the student or outside parties, as determined by the request of the student/alumnus.

If the student/alumnus wishes to submit a transcript request by fax, prior payment must be made with the Office of Student Accounts by phone or in person, and a confirmation number given to the student/alumnus. A faxed request will be accepted by the Office of the Registrar with the confirmation number indicated on the fax.

### **Course Overload**

A course overload is considered to be 18 or more credit hours taken by a student in a given semester. The student must obtain the Overload Form from the respective department of the course. A student who wishes to take 18 credit hours must have a cumulative GPA of at least a 3.0 and written permission from the department chair. A student who wishes to take 19 - 20 credit hours must have a cumulative GPA of 3.0 and written permission from the dean. Students who wish to take 20 or more credit hours must likewise have a 3.0 GPA, written permission of the dean, and the approval of the Vice President for Academic Affairs.

Once the appropriate signatures have been obtained, the Overload Form must be submitted to the Office of the Registrar so that the student may be registered into the approved course. Any overload of courses will increase the final tuition bill for the student.

### **Class Attendance**

Attendance will be taken in all classes. Students are expected to attend each class for the courses in which they are enrolled. Students must come to class on time. Students entering the classroom beyond five minutes of the class' start-time will be marked late. After attending two classes late, the student will receive an absence in the instructor's roll book. Also, if a student leaves class early, a similar policy will be followed i.e. two early departures will equal one class absence.

The maximum amount of time students may be out of class for reasons other than university sanctioned events is three (3) times for a class that is offered for three credit hours; four (4) times for a class that is offered for four credit hours. When freshmen and sophomores accumulate these absences, the instructor will send the appropriate form to the Center for Undergraduate Studies indicating that the student may be in jeopardy of either failing the course or having his/her final grade in the course reduced. A copy of the form will be sent to the student's advisor and to the Chair of the department for further action.

### **Grade Changes**

A final grade may be corrected by the faculty member with proper submission of the Change of Grade Form to the Office of the Registrar. For grades awarded in the fall semester, the change of grade must be submitted by the faculty member no later than 30 calendar days after the beginning of the following spring semester. For grades awarded in the spring semester, the change of grade must be submitted by the faculty member no later than 30 calendar days after the beginning of the following fall semester.

### **Repeating Courses**

Students may repeat a course to improve a grade. It is advisable for the student to consult with the advisor before repeating a course. No matter how often a course is repeated, it may be counted only once towards credits for graduation. Grades for all attempted courses remain on the student's permanent record. Students may not repeat courses for which they received transfer credit.

Initiating the repeated course option will not result in a change in previously earned academic statuses (i.e. probation or suspension). Students who choose to repeat a course must do so before the awarding of their undergraduate degrees from VUU. The student's GPA will not be affected by repeating a course at any time after graduation.

### **Academic Progress**

The academic progress of a student is tracked by the student's advisor. The academic progress is presented to the student in a concise form to show the general education requirements, major and collateral requirements, electives for a student's degree program, and the way in which the student is completing those

requirements. This assessment provides accurate, up-to-date information to assist students and advisors in making wise academic choices.

At the end of junior year, the advisor will send a progress report or senior assessment to the Office of the Registrar for the record and for further confirmation through completion of the senior audit. The senior audit is sent back to the advisor for confirmation. It is the responsibility of the advisor to contact the student regarding changes in the assessment.

### **Academic Appeals Process**

Student should first contact instructor and attempt to resolve any concerns or issues. If no resolution is achieved, an academic appeal maybe initiated by the student to the department chairperson in which the course was taught. After this level, the appropriate steps of the appeals process include progression to the dean's level prior to contacting the Office of Academic Affairs for resolution of the matter if satisfaction is not achieved. Once the appeal is brought to the Office of Academic Affairs and the attention of the Vice President, a Grade Appeals Committee will be formulated to determine the merit of the appeal and it further action should be taken.

### **Satisfactory Academic Progress**

Effective fall 2007, the minimum standard for satisfactory academic progress is a cumulative GPA of 2.00. Academic probation is imposed when the cumulative GPA is less than 2.00. The student on academic probation has two academic semesters, fall and spring, to raise the GPA to 2.00. Academic probation is lifted when the cumulative GPA is 2.00 or above. Academic performance will be reviewed at the end of each semester.

### **Probation**

A student on probation:

- Has the option of attending VUU in the summer in order to raise the GPA prior to the fall semester of the next academic year.
- May take no more than 13 credit hours each fall and spring semester while on probation.
- Is advised to consult with his/her advisor in the department at the beginning of the probationary semester to determine what steps are necessary for improvements in the

student's academic performance during the year.

### **Suspension**

Suspension will occur when a student on academic probation has a GPA of less than 2.00 at the end of the probationary period. Students who have been suspended at the end of an academic year must attend VUU in the summer in order to raise the GPA. VUU does not accept quality points from other institutions. If the GPA is raised to a 2.00 or better, the student's suspension will be rescinded. If the GPA is not raised during the summer session, the student will not be permitted to enroll until his/her period of suspension of one semester is over.

A maximum of two suspensions is permissible during a student's academic career at Virginia Union University.

### **Students with Disabilities**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require the university to provide academic adjustments and/or accommodations for students with documented disabilities. Students seeking academic adjustments or accommodations must self identify with the coordinator of services for students with disabilities, at (804) 342-3885 (Center for Undergraduate Studies, Ellison Hall; Room 117). After meeting with the Director, students are encouraged to meet with their instructors to discuss their needs and if applicable, any lab safety concerns related to their disabilities.

### **Readmission to the University**

Any student who has officially withdrawn from the University for personal or medical reasons, or who stopped attending for any other reason, i.e. suspended for academic or behavioral concerns, or dropped out, must reapply for admission by completing an Application for Readmission obtained from the Office of the Registrar. All previous balances must be satisfied prior to the determination of academic eligibility to return.

There is a nonrefundable processing fee of \$25 that must be included with the application. Applications must be submitted at least one month prior to the beginning of the semester for which the student is requesting reenrollment.



Any student who did not maintain a minimum cumulative GPA of a 2.0 at the time of withdrawal from the University must, along with the Application for Readmission, provide a personal statement showing an understanding of what led to poor academic performance and the steps the student expects to take to keep from repeating those behaviors that caused the problem. In cases of behavioral suspension, students must be cleared by the Office of Enrollment Management and Student Affairs.

Readmission to the University is not a guarantee of eligibility for financial aid. Past academic performance may indicate that a student has not made sufficient progress to receive such aid. Also, on-campus housing is not a guarantee to the student.

The student should visit the Offices of Financial Aid, and Residence Life to determine the availability of housing and financial aid as soon as the application for readmission is processed.

### **Advanced Credit and Academic Equivalency**

Virginia Union University will accept a maximum of 18 semester hours of advanced placement credit toward the baccalaureate degree for satisfactory scores (4 or higher) on the Advanced Placement Examinations (AP), the general and subject examinations of the College Level Examination (CLEP) of the College Entrance Examination Board, and grades received in courses from the International Baccalaureate Organization.

The student should request AP, IB, and CLEP credits as early as possible upon admission to the University. However, CLEP credits may be requested at any time during the student's enrollment. AP, IB, and CLEP credits will be granted upon the written approval to the Registrar or the Dean having jurisdiction over the courses involved.

The degree-seeking student requesting AP, IB, and/or CLEP credits may be enrolled as a full-time or part-time student. No letter grade will be received for AP, IB, or CLEP credits; therefore, grade point averages will be computed only on course work taken. No credit for CLEP will be received for courses that already have been attempted by the student.

### **International Baccalaureate (IB) Diploma Program**

The International Baccalaureate (IB) Diploma Program is a comprehensive and challenging course of study that prepares students for college-level work. The IB Diploma Program is offered by over 1,456 schools world-wide in over 125 countries. The two-year course of study leads to final examinations in six subject areas with possible qualifications of college credit being awarded. The curriculum is rigorous and intellectually coherent, and it encourages critical thinking. Scores resulting from the IB examinations may allow individuals to receive college credit for courses in the General Education Curriculum. Students who have earned the IB Diploma and elect to take the subject exams may receive course credits at Virginia Union University in accordance with the provisions of this policy.

### **College Credit from the IB Exam**

A final official transcript must be received by the Office of Enrollment Management and Admissions from the International Baccalaureate National Organization following the grade awarding and the request of the student. The minimum score one must achieve in order to receive any college credit from the IB subject exams is five (5). A score of at least six (6) is required in most subject areas for course credit. A maximum of 27 semester credits earned from the IB exams may be used toward attaining a bachelor's degree.

### **Academic Credit for Work/Life Experience**

On rare occasions, the University may award academic credit to adult learners based on previous relevant life/work experience. The experience shall be: from significant professional experience, recent and relevant, and of satisfactory performance. Students must demonstrate college level learning through a portfolio process. College credit granted shall not be based on hours of experience but on relevant college level learning attained. Learning must be determined to be comparable to courses listed in the current university catalog and must meet standards and learning objectives as set by course syllabi. The maximum number of credit hours that may be awarded for prior learning is thirty (30) credit hours. Eligibility criteria are below; the applicant must:

- Be admitted to the University;
- Be at least 25 years of age;

- Have appropriate detailed documentation to validate experiences;
- Prepare a written document that thoroughly and accurately addresses the experiences; and
- Be able to verbalize the experiences addressed in the document and demonstrate as appropriate.

To obtain Work/Life experience credits, the applicant must see their department chairman for instructions for submitting a portfolio of Work/Life experiences. This should be done after admission to the University. Upon review of the portfolio, the department chairperson and dean will make recommendations regarding equivalent courses and credit hours to the Office of Academic Affairs for approval. The Office of the Registrar will be notified if any credit is to be awarded to the student and will forward information to the student relative to credit being awarded and placed on transcript.

University credit for courses taken while serving in the military will be considered for physical education, health, foreign language, computer information, and other non-technical courses. After an initial review of the transcript by the Registrar’s office, academic departments will be asked to provide a second evaluation of credit.

### **Stature of Limitation on Courses**

Courses taken in excess of ten years where the bachelor’s degree was not awarded may be outdated and may require being repeated if they are to be used toward graduation. The Office of Academic Affairs must approve acceptance of any courses beyond the ten year limit.

### **Requirements for Graduation**

A student must have completed the following to receive a bachelor’s degree from Virginia Union University:

- A minimum of 120 credit hours towards a degree, including the general education core requirements.
- A cumulative GPA of 2.0 or above.
- A minimum of 30 semester hours in residence at the university.

A senior who expects to graduate must submit an Application for Graduation to the Office of the Registrar. **This application must be filed by March 30<sup>th</sup> for August graduates, May 30<sup>th</sup> for December**

**graduates, and September 30<sup>th</sup> for May graduates.** A graduation fee of \$150 will be charged to your account in the term that you expect to graduate. If you fail to graduate during the semester of application the fee will be applied when requirements are satisfied.

There is only one Commencement exercise. It is held in May of each year.

### **Graduation with Honors**

A student, who satisfies all degree requirements, maintains an overall average of “B”, and exhibits exemplary conduct. At least half of the hours credited toward graduation must have been taken at Virginia Union University.

Cum Laude	3.00
Magna Cum Laude	3.50
Summa Cum Laude	3.80

Eligibility for Valedictorian requires 90 hours in residence at the university.

### **FERPA Policy**

The Family Educational Rights and Privacy Act (FERPA) afford certain rights with respect to their education records. They are:

- **The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.** Students should submit to the Office of the Registrar, located in Ellison Hall, Room 106, written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.
- **The right to request the amendment of the student’s education records the student believes are inaccurate or misleading.** Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. FERPA was not intended to provide

a process to be used to question substantive judgments which are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent, or official of the National Student Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The University may disclose education records in certain other circumstances:
  - To comply with a judicial order or a lawfully issued subpoena;
  - To appropriate parties in a health or safety emergency;
  - To officials of another school, upon request, in which a student seeks or intends to enroll;
  - In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial

aid, or to enforce the terms and conditions of the aid;

- To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
  - To accrediting organizations to carry out their functions;
  - To organizations conducting certain studies for or on behalf of the University;
  - The results of an institutional disciplinary proceeding against the alleged of a crime of violence may be released to the alleged victim of that crime with respect to that crime.
- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

**The University may disclose "Directory Information" without a student's prior written consent.** The University designates the following as "Directory Information": The student's

- Name
- Addresses
- Telephone number
- School or department of major
- Major Field of study
- Degree sought
- Dates of attendance
- Full or part-time enrollment status
- Degrees and awards received
- Class rosters
- Expected date of completion of degree requirements and graduation
- The previous educational agency or institution attended
- Participation in officially recognized activities and sports
- Weight and height of athletic team members and other similar information

Except as noted in point # 10 above, the roster for a class will not be released, except to students enrolled in that class.

**Students may restrict the release of “Directory Information” except to school officials with legitimate educational interests and others as indicated in point # 3 above.** To do so, a student must make the request in writing to the Office of the Registrar. Once filed, this

request becomes a permanent part of the student’s record until the student instructs the University, in writing, to have the request removed.

**For purposes of compliance with FERPA, the University considers all students independent.** For additional information about FERPA regulations and your rights under the law, go to <http://www.ed.gov> and search the word FERPA (Reg. 6/2004).

# OFFICE OF STUDENT AND COMMUNITY SERVICE

The Office of Student and Community Services supports the University's commitment to higher education excellence by providing civic engagement programs and activities that help transform students into responsible, constructive, and contributing citizens of society. The programs parallel, complement, reinforce, and enrich students' overall academic experiences at VUU. Student and Community Services programs and activities are Community Service, Service-Learning, Student Volunteerism, and the Brighter Future Initiative Program.

The Office of Student and Community Services collaborates with academic and Enrollment Management and Student Affairs units to create opportunities for optimum student learning and development while making a variety of relevant contributions toward addressing local community, national or global needs. As a result of participating in civic engagement, students acquire, develop, and hone various traits and characteristics that include enhanced intellectual growth, effective communication skills, improved self-esteem, satisfaction with occupational or career choices, superb leadership abilities and skills, congruency in personal values and social responsibility, and enriched spiritual awareness and tolerance.

## UPWARD BOUND

The Virginia Union University Upward Bound Program is a 100 percent federally funded grant program sponsored through the U.S. Department of Education with funding to serve 83 students from the Richmond Public School System to provide fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their pre-college performance and ultimately in their higher education pursuits. Upward Bound serves high school students from families in which neither parent holds a bachelor's degree and high school students from low-income families. The goals of Upward Bound are to; prepare underrepresented high school students for successful application and entry into postsecondary education and to increase the number of low-income and first generation students earning a college degree.

The Upward Bound Program has two phases – the Academic Year Saturday Academy and the Summer Residential Institute. During the Academic Academy, students spend two (2) Saturdays a month on campus between September and May. For the duration of the Summer Residential Institute, students spend five (5) or six (6) weeks as mock college students on the campus of Virginia Union University.

Throughout both phases students are involved in academic classes, on-campus tutoring, group and individual counseling sessions, organized recreation, and a variety of cultural experiences. Additionally, program staff regularly visits the target high schools to work with administrators, guidance staff and teachers in meeting the needs of participants. Campus visits/college tours, field trips, recreational and cultural activities are all integral parts of the Upward Bound Program. These activities are scheduled to provide students with new experiences, exposure to a variety of college campuses, cultural awareness and enrichment.

Additional information can be obtained by calling 804-257-5899.

# THE CENTER FOR INTERNATIONAL STUDIES

The **mission** of the Center for International Studies is to provide leadership and support for internationally oriented and interdisciplinary teaching and research; local, national and international business; and other creative work and services. This mission will be achieved through active collaboration with several other organs of the university, such as all the schools and departments, Institutional Advancement, Financial Aid, and Center for Career Services to mention a few. The Center for International Studies uses its academic and service resources to fulfill a major mission of the university, which is to “**develop scholars, leaders, and lifelong learners of a global society.**” The Center promotes and implements various global initiatives that support and enhance VUU’s strategic priorities. The Center continually advances faculty and students’ interest in national and international issues in order for them to become aware of global opportunities that might positively enrich them socially, culturally, and academically. Students, staff, and faculty are encouraged to come to the Center to learn about various scholarships for study abroad opportunities.

## STUDENT SUPPORT SERVICES

Virginia Union University offers an exceptional opportunity for students in our Student Support Services Program (SSS). Student Support Services is a Federal Trio sponsored program that awards funds to institutions of higher education to provide opportunities for academic development, assist students with basic college requirements, and to motivate students toward the successful completion of their postsecondary education. The overall purpose of the Student Support Services Program at Virginia Union University is to strengthen the likelihood of increased retention and graduation rates of the 140 project participants. The plan of SSS is to foster an institutional climate supportive of the success of low-income and first generation college students and individuals with disabilities through continuous quality academic support, tracking and monitoring student progress, personal and social support, and assistance with obtaining adequate and prudent financial resources. Students of SSS will achieve the goal of completing their undergraduate degree within six years. Additional information may be obtained by phone (804)342-6761.

# **ACADEMIC PROGRAM UNITS**

The Center for Undergraduate Studies

The Sydney Lewis School of Business

Evelyn Reid Syphax School of Education, Psychology, and Interdisciplinary Studies

The School of Humanities and Social Sciences

The School of Mathematics, Science, and Technology

# THE CENTER FOR STUDENT SUCCESS AND RETENTION

## Mission

In accordance with the University's overarching mission, the mission of the Center for Student Success and Retention is to provide freshman and sophomore students with excellent foundations for life through a comprehensive and sustained academic experience comprised of:

- A solid General Education core,
- Initial exposure to the major selected prior to specialization in the different major schools, and
- Strong academic and advisory services that meet the needs of a diversity of students.

The Center for Student Success and Retention:

- Assists First Time Freshmen in transitioning from high school to the University,
- Collaborates and serves as a liaison between academic schools to ensure that degree requirements as advertised to First Time Freshmen are updated and accurate,
- Administers and oversees divisional units that enhance the quality of the educational experience for Freshman and Sophomore students, and
- Is charged with helping the University's total educational mission of helping freshman and sophomore students develop life-long learning, personal development, and civic responsibility skills.

## Goals and Objectives of the Center for Student Success and Retention

The Center for Undergraduate Studies has responsibility for advising freshman and sophomore students, which includes transfer, probationary, major-undecided, and athletes. Although the Center has the primary responsibility of coordinating academic advisement for students until they complete the University's Core Requirements, school Deans assign each freshman and sophomore a faculty advisor in the department of which the student has declared a major. Faculty advisors will maintain records for each student to ensure that students are following the Plan of Study recommended by the department and degree program. Ongoing

communication is established by the Center for Student Success and Retention, faculty advisors and the student.

The Center for Student Success and Retention facilitates the advancement of Undergraduate Education at Virginia Union University and supports the retention of first- and second-year students by providing an array of services planned to assist them in reaching optimal academic performance and the ultimate goal of graduation.

The Center for Student Success and Retention oversees the operation and administration of several programs and offices:

- Academic Support Services for Athlete and Transfer Students (ASSATS)
- Intervention/Academic Support Services for Probationary and Undecided Students
- First Year Experience/Academic Advisement
- Summer Bridge Program
- Disability Services
- Honda Campus All-Star Challenge
- Panther Testing and Tutoring Center
- Virginia Union University Writing Across the Curriculum (WAC) Program
- Virginia Union University Honors Program
- Virginia Union University Writing Center

## Programs and Offices of the Center for Student Success and Retention

**Academic Support Services for Athlete and Transfer Students (ASSATS)** provides guidance in all aspects of educational planning, including course scheduling to all athlete and transfer students. ASSATS also makes referrals to tutorial services when an athlete or transfer student needs additional support for academic success, and monitors the academic performance of athlete and transfer students. All first year (freshmen) athlete and transfer students, at risk or on probation, are required to complete a minimum of 8 hours of tutoring, beginning the second week of classes through finals. These 8 hours of tutoring are mandatory and can be completed via the Panther Testing and Tutoring Center or organized study groups -facilitated by the faculty.

**Intervention/Academic Support Services for Probationary and Undecided Students** places emphasis



on students, undecided majors and probationary students. By implementing advisement initiatives and monitoring systems, the Intervention Coordinator ensures that the needed resources and tools are provided to assist students in their academic matriculation and overall development during their educational experience. The coordinator will implement a broad range of activities and programs that supports student success and retention. The Coordinator will research student retention issues and develop programs, in conjunction with instructional and student development units, that will help ensure the success of at-risk-populations. The Intervention Coordinator will seek to provide the target population of students with the necessary guidance and support to successfully transition into the academic program of their choice.

**Continuing the Legacy of Academics and Student Success (CLASS)** is a program that pairs VUU faculty and staff members with incoming freshmen. The faculty and staff members serve as mentors to the freshman, giving them an additional point of contact at the University. The CLASS advocates spend intentional time with the students they mentor, assisting them in being successful students.

**First Year Experience/Academic Advisement** First Year Experience offers freshman students programs and services to help them to become acclimated to the challenges of the college experience. These services include the GST course, workshops and programs targeting academic survival skills and academic advisement. Academic advisement is a developmental and decision making process, which assists the student in the clarification of their academic, life, and career goals. The advising process is ongoing, multifaceted, and in partnership with the student, faculty, and administration. Academic advising, if effectively delivered, can be a powerful influence on student development, learning, matriculation, and retention leading to graduation.

**Summer Bridge** Virginia Union University offers an exceptional opportunity for students entering college for the first time to engage in accelerated learning prior to the fall semester. Bridge Program/Summer Institute is held during the entire month of July. Students can take seven hours of course work leading towards a degree program. Bridge Program/Summer Institute emphasizes academic excellence and readiness for the

academic rigors and challenges of higher education. In addition, students will participate in a variety of enrichment activities to provide a holistic experience.

**Disability Services:** Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require the University to provide academic adjustments and/or accommodations for students with documented disabilities. Students seeking academic adjustments or accommodations must self identify with the Coordinator of Services for Students with Disabilities, at 804-278-4105 (Center for Undergraduate Studies, Ellison Hall - Room 117). After meeting with the Coordinator, students are encouraged to meet with their instructors to discuss their needs and if applicable, any lab safety concerns related to their disabilities.

**Honda Campus All-Star Challenge (HCASC)** is a year-long, campus-wide activity. It brings together the whole campus community -- students, faculty, administration, and alumni. The Q & A game combines academic material, popular culture and sports in a format emphasizing quick recall. African American history and culture is prominently featured in the questions.

The HCASC season involves two tiers -- the Campus Program and the National Championship. Campus competition takes place in the fall with all students eligible to play in the Campus Tournament. Sixty-four Historically Black Colleges and Universities qualify to attend the National Championship Tournament.

After the Campus Tournament, the Campus Coordinator and Coach select the Varsity Team of players (up to 12 players). The Varsity Team meets in weekly practice sessions until the final NCT Team (**four players**) are named. Preparation is strenuous, but in the end, it is all "serious fun." Feel free to visit [www.HCASC.com](http://www.HCASC.com) for additional information.

**Peer Advisory Leadership Students (PALS)** is a program that pairs upper class students with incoming freshmen. The student leaders serve as mentors for their freshman peers, helping them to navigate through their first year of college.

**The VUU Panther Testing and Tutoring Center** is located in 311 Ellison Hall and is open to all VUU students. The following tests are currently administered in the center:

- **COMPASS** is a computer-adaptive college placement test that helps Virginia Union University Faculty to evaluate incoming students' writing and mathematics skills. The COMPASS also helps us to place students in the appropriate courses and connect them to resources they need to achieve academic success.
- **Criterion** is a web-based instructional tool that evaluates students' essay-writing skills. Virginia Union University's Faculty uses this tool to assess students writing proficiency as a part of English 102. Criterion offers students an opportunity to develop better writing skills by being able to revise their own essays and receive constructive feedback.
- **CAAP** The Collegiate Assessment of Academic Proficiency (CAAP) was designed to assess academic achievement in writing, mathematics, and critical thinking. At the end of their sophomore year (completion of 59 semester hours), students will take the CAAP exam, which will help the institution to assess the students' proficiency of the general education competencies.
- **SAT** The College Board's SAT Program consists of the SAT and SAT Subject Tests™. The SAT is designed to measure critical reading, math and writing skills. The SAT Subject Tests are designed to measure knowledge and skills in particular subject areas. The SAT is administered at Virginia Union University no more than four times per calendar year. Students planning to take the SAT should register at [www.collegeboard.com](http://www.collegeboard.com). If any questions should arise specifically about the SAT, students should contact the College Board directly. All other questions regarding test location and report time, should be directed to the Virginia Union University Testing Monitor at (804) 354-5205.
- **LSAT** The Law School Admission Test, administered by the Law School Admission Council (LSAC) for prospective law school candidates, is designed to assess Reading Comprehension, logical, and verbal reasoning proficiencies. Students planning to take the LSAT should register at [www.lsac.org](http://www.lsac.org). If any questions should arise specifically about the LSAT, students should contact LSAC directly. All other questions regarding test location and report time should be directed to the Virginia

Union University Testing & Tutoring Monitor at (804) 354-5205.

- **CLEP** College Level Examination Program offers 34 exams that are administered at universities nationwide. The exam allows individuals who have acquired knowledge outside the usual educational settings – through independent or prior study, on-the-job training, or cultural pursuits – to show that they have learned college-level material so that they can bypass certain college courses.

Students choosing to take a CLEP exam must register with VUU's Testing Center. A maximum of 18 semester credits from the CLEP may be used toward attaining a bachelor's degree. The minimum score one must earn to receive college credit from CLEP is a score of 50.

### ***Tutoring***

By providing tutoring at Virginia Union University, we are assisting our students in their endeavors to strive for academic success. Peer tutors are available to provide one-on-one assistance in many undergraduate courses. We strive daily to transform VUU by promoting academic success across the undergraduate curriculum.

The VUU tutors help students identify error/weaknesses in their courses by going over pertinent course information, reviewing an Academic Success Plan with the tutee, and making follow-up appointments if necessary. In addition, we offer monthly tutoring programs to provide additional support to all students.

### **Drop-In Tutoring:**

- Students are seen on a first come, first served basis
- Students can utilize this service as many times throughout the year as they would like
- Students will have a personal tutor throughout the semester

### **Appointment Tutoring:**

- No more than one hour with a peer tutor
- Appointments must be made at least 3 days in advance
- Students will have a personal tutor throughout the semester

### **Residence Hall Tutoring:**

- Students can come to a designated residence hall. Please check the Residence Hall Tutorial Schedule.
- Students are seen on a first come, first served basis

*Students must sign-in and sign-out when utilizing the services offered by the VUU Testing & Tutoring Center. By tracking the services used, we can better assist our students in achieving academic success.*

### **About the VUU Tutors**

Tutors are upperclassmen at Virginia Union University who have earned an “A” or “B” average in the course(s) they tutor, and have an overall GPA of 3.0 or higher. All tutors are members of the National Tutoring Association

**Virginia Union University Writing Across the Curriculum (WAC)/QEP Program** the ultimate goal of Virginia Union University’s WAC/Quality Enhancement Plan (QEP) is to improve student learning outcomes through enhancing their (students’) writing. The objectives of this plan reflect and affirm the university’s commitment to enhance the quality of higher education and to support student learning, which is the heart of the mission of Virginia Union University (VUU). This QEP has been developed after an extensive process which included input from key stakeholders of the campus community: faculty, administrators, students, staff and alumni. Strategies for implementation of VUU’s QEP include identifying writing intensive courses with an electronic portfolio requirement, implementing electronic tutoring programs to enhance our Writing Success Center, publishing a VUU Writing & Grammar Workbook/Handbook, and continuing an ongoing series of faculty development.

**Virginia Union University Writing Success Center** is dedicated to assisting students with the development of fundamental skills and knowledge necessary for success in all academic areas. Accordingly, in an effort to raise proficiency levels in writing, Virginia Union University has tailored a Writing Center to suit the writing needs of all students. The Writing Center Monitor and proficient tutors manage the operations of the VUU Writing Success Center.

The VUU Writing Success Center provides free, one-on-one, expert assistance in all types of writing – academic papers, résumés, Criterion preparation, technical writing, formal letters, personal statements, and MLA/APA documentation. Assistance is available in Room 102 of Ellison Hall by appointment or during set hours designated for walk-ins. We encourage students to take advantage of this important resource designed to improve proficiency in grammar, punctuation, and

word usage, as well as to hone skills in proper citation, essay development and clarity.

### **Required Attendance of the VUU Writing Center includes:**

- ENG 100 Students
- Students referred by their instructors
- Students who fail to meet Criterion expectations

**The Virginia Union University Honors Program** is a four-year comprehensive program providing advanced learning opportunities for students of superior intellectual ability, high motivation, and broad academic interests. It emphasizes leadership development as well as social outreach and seeks to enhance its participant’s intellectual ability, social consciousness, spiritual development, cultural and global awareness, and preparation for advanced academic studies and career development.

### **Admission Criteria for Honors Program**

- Must be at least a second semester freshman
- Minimum college G.P.A. of 3.25
- Interview
- Completed Virginia Union University Honors Program application
- Three completed recommendation forms (Professor, Administrator, Community Service supervisor)

### **General Education Core Curriculum**

Derived from Virginia Union University’s mission statement to provide all students with liberal arts foundations, the General Education Core Curriculum is a requirement for all newly admitted students. Specifically, regardless of a student’s major, the General Education Core Curriculum at Virginia Union University involves nourishing *the skills, knowledge, dispositions, and values* for individual success, self-actualization, and integration in the contemporary world.

The Curriculum is the vehicle through which Virginia Union University seeks to make its most significant impact on the lives of students. Virginia Union University offers an undergraduate curriculum that encompasses significant areas of liberal arts and science knowledge, fine arts, humanities, languages, literature, mathematics, natural sciences, and social sciences.

The General Education Core Curriculum at Virginia Union University provides a common bond of knowledge for all students; encourages the synthesis and integration of that knowledge into a unified whole, sharpens the skills of communication, computation, and critical analysis; develops appreciation for diverse cultures, promotes a lifestyle of physical, personal and intellectual well-being, and fosters leadership development. The General Education Core Curriculum at Virginia Union University is designed to (a) form well-educated, well-rounded scholars and critical thinkers equipped with a variety of skills that are sought by employers; (b) prepare graduates with sound humanistic and moral values who are ready to give back to the community; and (c) promote individual as well as global understanding and responsibilities of citizenship.

Students are responsible for keeping track of their progress throughout the Core Curriculum. Students are required to complete General Education Core Courses within the first two years <sup>1</sup> (freshman and sophomore years) prior to transitioning into their Major disciplines for specialized knowledge as Juniors and Seniors.

The Center for Student Success and Retention works collaboratively with the various departments to schedule General Education Courses for freshmen and sophomore students, as well as updates and publishes Curriculum Templates for each academic major. The Curriculum Templates inform freshmen and sophomore students of the requirements of selected degree programs at an early stage. The Curriculum Templates also provide students with a structure for their matriculation – particularly in the critical first two years of their academic experience. The Curriculum Templates provide a visual map of the course towards degree completion in a simple, efficient manner (from suggestions of recommended course options and elective courses to prerequisites and other major-specific requirements). Specific courses to fulfill the general education requirements vary depending on the majors selected.

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<sup>1</sup> For exception owing to unforeseen circumstances and/ or individual educational plans or need adjustments, students must submit written justification.

## **General Education Core: Objectives and Student Learning Outcomes**

### **Objectives**

Virginia Union graduates will be provided with a General Education Core Curriculum that will enable them to obtain skills, knowledge, understanding, appreciation, and application of:

- Communication, decision-making, and critical thinking skills
- The modes of thoughts, concerns, and methodologies in natural and social sciences, fine arts, humanities, and mathematics
- Research techniques, including the use of information and technology
- Diverse cultures, including religions, languages, and value systems of the world
- Ethics, including means of achieving personal wellness, ongoing growth, and accountability
- Problem-solving processes; and
- Disposition and commitment to self and community via civic engagement and community service opportunities

### **Student Learning Outcomes**

Upon completion of the General Education Core Curriculum at Virginia Union University, students will:

- Display effective verbal, non-verbal and written forms of communication;
- Demonstrate the ability to effectively use technology for personal and professional needs, and display knowledge of common computer and technology terms;
- Demonstrate the ability to collect, organize, compute and interpret quantitative and qualitative data;
- Demonstrate the ability to think critically and analytically, and to solve problems using basic research, analysis, and interpretation;
- Demonstrate ethical awareness and respect for diversity, others, and responsibility for self;
- Engage in activities that can effect positive change on the campus, in the local community, in the state, country, or global society;

- Demonstrate an understanding of their culture, and knowledge of past historical events and the impact and implications for present and future societies;
- Demonstrate an appreciation and understanding of various religions, philosophies, cultures and art forms; and

- Demonstrate knowledge of the University's past and present, how to effectively use university resources and facilities for academic success, and understanding and application of study and organizational skills.

## General Education Core Curriculum Requirements

The University's general education requirements, covering freshman and sophomore years, provide each student with a strong background in the liberal arts and sciences. At the end of the sophomore year, each student should have earned a minimum of 49 semester hours or its equivalent in the following courses:

### General Education Core (48-52 hrs)

Course Number	Course Name	Credits
GST 004	Orientation and Interpersonal Awareness	1
<b>Freshman Composition (6 hrs)</b>		
ENG 100 (no credit earned)	Freshman Communication Skills	0
ENG 101 * (C or better must be earned)	Freshman Composition I	3
ENG 102 * (C or better must be earned)	Freshman Composition II	3
<b>Literature (6 hrs required HUM 225 or 226 and HUM 226, ENG 323, ENG 324, ENG 328, ENG 329, or ENG 354)</b>		
HUM 225	World Literature I World Literature II	3
HUM 226	World Literature II	3
ENG 323	American Literature I Pre-requisites: ENG 101 and ENG 102	3
ENG 324	American Literature II Pre-requisites: ENG 101 and ENG 102	3
ENG 328	British Literature I	3
ENG 329	British Literature II	3
ENG 354	Contemporary Literature	3
<b>Mathematics (6-7 hrs)</b>		
MAT 100 (no credit earned)	Introductory Algebra	0
MAT 115 (required for all Majors)	College Algebra	3
MAT 121	Contemporary College Mathematics	3
MAT 160 (required for Business Major)	Pre-Calculus for Business Majors	3
MAT 170 (required for MST Major)	Pre-Calculus	4
<b>Natural Science (4 hrs)</b>		
SCI 150	Introduction to Biological Science	4
SCI 151	Introduction to Physical Science	4
SCI 152	Introduction to Chemical Science	4
BIO 111 (required for Biology and Chemistry Major)	General Biology I	4
CHE 101 (required for Biology and Chemistry Major)	General Chemistry I	4
PHY 251 (required for Chemistry Major)	University Physics	4
NSC 260	Introduction to Environmental Science	4
<b>Historical Studies (3 hrs)</b>		
HIS 145 or HIS 146	World Civ. I or World Civ. II	3
HIS 201 or HIS 202	American His. I or American His. II	3
<b>Fine Arts (One Course is required 2-3 hrs)</b>		
ART 308	Art History I	3
ART 309	Art History II	3
HUM 210	History and Appreciation of Art Pre-requisite: Sophomore Standing	2
HUM 211	History and Appreciation of Music Pre-requisite: Sophomore Standing	2
MUS 201	Music Literature Pre-requisite: MUS 112	2
MUS 202	Music Literature Pre-requisite: MUS 112	2

Course Number	Course Name	Credits
MUS 301	Music History Pre-requisites: MUS 212, MUS 201/202	3
MUS 302	Music History Pre-requisites: MUS 212, MUS 201/202	2
THR 305	Theater History Pre-requisite: THR 201	3
SPH 217	Informative and Persuasive Speaking	2
SPH 203	Voice and Diction	3
<b>Foreign Language (6 hrs)</b>		
SPA / FRE	Elementary Spanish/French	6
<b>African American Heritage (3hrs)</b>		
ART 310	African American Art	3
REL 235	Black Religion	3
HIS 225	African-American History I	3
HIS 226	African-American History II	3
ENG 337	African American Literature I Prerequisites: ENG 101 and ENG 102	3
ENG 338	African American Literature II Pre-requisites: ENG 101 and ENG 102	3
MUS 321	His. of Afro. Amer. Music and Musicians	3
MUS 333	Jazz History and Literature	3
NSC 290	African American Perspectives in Science	3
<b>Personal Wellness (2 hrs) **</b>		
HLH 101	Personal and Community Health	1
PED 101**	Fundamentals of Physical Education	1
<b>Computer Science (1 hr or 3 hrs)</b>		
CSC 160	Introduction to Computing	2
CIS 162 (required for Business Major)	Business Computer Applications	3
CIS 163 (required for CIS Major)	Introduction to Computer Information Systems	3
CSC 200 (required of Biology Major)	Introduction to Computer Science	3
<b>Social Science (9 hrs required choose 3 courses each from a different groups)</b>		
ECO 200	Consumer Economics	3
ECO 231 (Business & CIS Majors)	Principles of Economics	3
FNB 301	Personal Financial Planning	3
PSY 101	General Psychology	3
PSY 201	Human Growth and Development	3
GEO 203	World Regional Geography	3
GEO 204	Cultural Geography	3
GEO 205	Physical Geography	3
PSC 230	Introduction to American Government Pre-requisite: Sophomore status	3
SOC 200	Principles of Sociology	3
REL 224	Religious Cults and Sects in the U.S.	3
REL 311	Old Testament Literature	3
REL 312	New Testament Literature	3
REL 316	Biblical Ethics	3
PHI 211	Logic	3
PHI 212	History and Philosophy	3
PHI 213	Modern Philosophy	3
PHI 314	American Philosophy	3
PHI 316	Contemporary Trends in Philosophy	3
* Students whose Placement Test scores fall below certain levels are required to take ENG 100 and MAT 100. These courses do not count toward graduation.		
** May be substituted for this requirement with one semester of participation on an intercollegiate sports team.		

# THE SYDNEY LEWIS SCHOOL OF BUSINESS

## Mission

The Sydney Lewis School of Business (SLSB) seeks to prepare students for 1) leadership positions in business and government organizations in a competitive global economy or 2) to pursue graduate studies. The program promotes intellectual, technical, professional and ethical development so students can be competitive in the global economy.

## Departments

The Sydney Lewis School of Business has two departments: (1) Accounting and Finance and (2) Management and Marketing.

## Degrees

The Bachelor of Science (BS) degree is offered for the majors in the Sydney Lewis School of Business.

## Majors

Accounting  
 Entrepreneur Management  
 Finance and Banking  
 Marketing  
 Business Information and Technology/Secondary Education

## Minors

Students who are not SLSB majors may minor in Business by taking 19 hours, consisting of ACC 201 (Financial Accounting), MKT 300 (Principles of Marketing), FNB 300 (Principles of Finance), and three other specified courses. The three additional courses are to be chosen in consultation with the Chair of the Department of Accounting and Finance or Management and Marketing and approved by the Dean of the SLSB. Students must earn a grade of 'C' or better in all courses taken for the minor in Business program.

## Scholarships

Dr. Ruth C. Harris Endowed Scholarship  
 Mrs. Yvonne M. and Dr. S. Dallas Simmons Endowed Scholarship  
 Mrs. Theresa Walden Endowed Scholarship  
 Nationwide Insurance Company Endowed Scholarship  
 Retail Merchant Association Endowed Scholarship  
 M. M. Gordon Endowed Scholarship

These scholarships are available to all students pursuing majors in the SLSB.

## Core Student Learning Outcomes:

All SLSB students except the Business and Information Technology Education majors will take a common business core in which students will develop knowledge and skills in a wide range of business disciplines. This will be tested through the Major Field Achievement Test in Business. In addition, core student learning outcomes include proficiencies in written and oral communication, technology, quantitative and qualitative decision making, ethical awareness and decision making, and understanding/appreciation of diversity. These competencies will be infused throughout courses in the common business core.

## Outlined Program of Study

Requirements (*B. S. Degree, 120 hours*)

*(A minimum grade of C is required in all English, Mathematics, Economics and Business Courses)*

The SLSB core, required of all business students, uses a holistic approach to learning and understanding how functional areas in business and management are intertwined and applicable to a broad range of organizational issues and problems.

<b>General Education</b>	<b>52 hours</b>
<b>SLSB Core Courses</b>	<b>38 hours</b>
ACC 201 Financial Accounting	4
ACC 202 Managerial Accounting	4
ECO 232 Micro-Economics	3
FNB 300 Principles of Finance	3
MGT 199 Professional, Ethical and Entrepreneurial Development	3
MGT 200 Intro to Legal Environments	3
MGT 213 Managerial Communications	3
MGT 214 Principles of Management	3
MGT 313 Operations Management	3
MGT 316 Global Business	3
MKT 300 Principles of Marketing	3
MGT 413 Strategic Management in a Global Environment	3
<b>Other Departmental Requirements</b>	<b>6 hours</b>
MAT 201 Business Law, Compliance and Ethics	3
MAT 210 Business Calculus	3
<b>Courses Required in Major</b>	<b>18 - 24 hours</b>
<i>(See course listing under specific major below)</i>	
<b>Restricted Electives</b>	<b>0 - 6 hours</b>
<b>Total Hours Required for Degree</b>	<b>120 hours</b>



## Majors in the Department of Accounting and Finance

### Accounting Major

#### Mission

The mission of the Accounting Major is to provide a curriculum that develops intellectual, technical, professional and ethical attributes essential to being successful as a CPA, management accountant, government accountant, tax accountant, or financial executive.

#### Student Learning Outcomes

The goals of the Accounting major are to prepare students to:

- Analyze and record business transactions using Generally Accepted Accounting Principles.
- Prepare basic financial statements for a business.
- Apply product cost concepts to determine the cost of a product or service.
- Understand the audit function and to communicate effectively by presenting audit steps related to various transactions cycles.
- Apply taxation concepts to prepare an individual and corporate tax return.
- Display ethical awareness by analyzing and reporting on an ethical dilemma.

#### Outlined Program of Study

Requirements (*B. S. Degree, 120 hours*)

<b>General Education</b>	<b>52 hours</b>
<b>SLSB Core Courses</b>	<b>38 hours</b>
<b>Other Departmental Requirements</b>	<b>6 hours</b>
<b>Required Accounting Courses</b>	<b>24 hours</b>
ACC 301 Intermediate Accounting I	4
ACC 302 Intermediate Accounting II	4
ACC 303 Accounting Information Systems	3
ACC 304 Cost Accounting	3
ACC 305 Federal Personal Taxes	3
ACC 401 Auditing	3
ACC 403 Advanced Accounting	3
ACC 404 Governmental and Non-Profit Accounting	3
ACC 494 Internship	3
<b>Total Hours Required for Degree</b>	<b>123 hours</b>

## Finance and Banking Major

#### Mission

The mission of the Finance and Banking major is to prepare students for careers in a range of financial related careers such as banking, corporate finance, financial planning, economic forecasting, consulting, etc.

#### Student Learning Outcomes

The goals of the Finance and Banking major are to prepare students to:

- Explain the importance and process of obtaining small business financing and identify and compare sources in order to create and present quality financial plans for internal and external purposes, including for management review and capital acquisition.
- Outline and discuss the key budgeting parameters, including general forecasting, cash flow, and accounting plans and ratio analysis, in order to plan, prepare, and measure small business management needs.
- Evaluate and assess optimal financial decision-making strategies, including lease vs. buy, debt vs. equity capital, franchising, vendor relationships, and alliances
- Identify and distinguish source and types of capital to select the appropriate small business financing instrument(s)
- Examine and appraise the legal/regulatory issues pertaining to taxation, insurance, employee benefits, and contractual relations to manage risk and assure compliance

#### Outlined Program of Study

Requirements (*B. S. Degree, 120 hours*)

<b>General Education</b>	<b>52 hours</b>
<b>SLSB Core Courses</b>	<b>38 hours</b>
<b>Other Departmental Requirements</b>	<b>6 hours</b>
<b>Restricted Electives</b>	<b>6 hours</b>
<b>Req'd Finance and Banking Major Courses</b>	<b>18 hours</b>
ECO 440 Public Finance	3
FNB 344 Banking and the Financial System	3
FNB 441 Investments	3
FNB 443 International Trade and Finance	3
FNB 444 Financial Decision Making	3
MGT 494 Internship	3

**Total Hours Required for Degree 120 hours**

## The Professional Study in Finance Program

The Professional study in Finance and Banking program focuses on addressing the career, educational, and life-long learning needs of nontraditional adult students. This includes the working parent, the career changer, and the advancing professional. The wide range of special needs of retirees, former or current military personnel, and adults who discontinued or delayed their education have been considered. Also, consideration has been given to students with degrees who desire to upgrade or develop a new career track, or to develop new skill sets. The University hopes that by providing a number of tested operational structures that the program can accommodate adult students' special scheduling, instructional delivery and career planning needs. As a result, the faculty practice multiple delivery formats. This includes, but is not limited to, traditional classroom lecture/discussion, case studies, research projects, and field assignments. Students will be required to use various technology media to solve real-world problems.

The program consists of six core competencies in finance and banking (Intermediate Accounting, Banking and the Financial System, International Trade and Finance, Financial Decision Making, Investments, and Internship), in addition to management courses in finance, legal environments, global business, marketing, operations, managerial communications, and applied calculus for business. Upon admission to the program, students are required to complete all courses in sequence in order to complete degree requirements.

Applications may be made to:

Virginia Union University  
The Dean  
Sydney Lewis School of Business  
Ref: Professional Study in Finance and Banking Program  
Department of Accounting, Finance and Banking  
P.O. Box 401  
1500 North Lombardy Street  
Richmond, VA 23220  
(804)257-5710

# Professional Study in Finance and Banking Program Curricular Template

(This list of courses is a model only. Student's official transcript(s) will determine their Program-of-Study.)

DEPT	COURSE #	COURSE TITLE	CREDIT	INSTRUCTOR
	MGT 200	Introduction to Legal Environments	3	TBA
	MGT 213	Managerial Communications	3	TBA
	MKT 300	Principles of Marketing	3	TBA
	FNB 300	Principles of Finance	3	TBA
	ACC 301	Intermediate Accounting	<u>3</u>	TBA
		Subtotal:	15	
	MGT 313	Operations Management	3	TBA
	MGT 314	Management and Organizational Behavior	3	TBA
	MGT 316	Global Business	3	TBA
	FNB 344	Banking and the Financial System	3	TBA
	FNB 441	Investments	<u>3</u>	TBA
		Subtotal:	15	TBA
	FNB 443	International Trade and Finance	3	TBA
	FNB 444	Financial Decision Making	3	TBA
	Restricted Elective #1		3	TBA
	MAT 210	Applied Calculus for Business	3	TBA
	Elective		<u>3</u>	TBA
		Subtotal:	15	
	Elective		3	TBA
	Elective		3	TBA
	Restricted Elective #2		3	TBA
	MGT 413	Strategic Management	3	TBA
	Internship		<u>3</u>	TBA
		Subtotal:	15	
		<b>Total:</b>	<b>60</b>	

# The Department of Management and Marketing

## Mission

The mission of the Department of Management is to prepare students for leadership positions in 1) business and government organizations or 2) to pursue graduate studies. The Management program equips students to be competitive in the global economy through a program that promotes intellectual, technical, and ethical development.

## Majors

Entrepreneur Management

Marketing

Business Information and Technology in Secondary Education

## Outlined Program of Study

Requirements (*B.S. Degree, 120 hours*)

The SLSB core, required of all business students, uses a holistic approach to learning and understanding how functional areas in business and management are intertwined and applicable to a broad range of organizational issues and problems.

<b>General Education</b>	<b>52 hours</b>
<b>SLSB Core Courses</b>	<b>38 hours</b>
ACC 201 Financial Accounting	4
ACC 202 Managerial Accounting	4
ECO 232 Micro-Economics	3
FNB 300 Principles of Finance	3
MGT 199 Professional, Ethical and Entrepreneurial Development	3
MGT 200 Intro to Legal Environments	3
MGT 213 Managerial Communications	3
MGT 313 Operations Management	3
MGT 314 Management and Organizational Behavior	3
MGT 316 Global Business	3
MKT 300 Principles of Marketing	3
MGT 413 Strategic Management in a Global Environment	3
<b>Other Departmental Requirements</b>	<b>6 hours</b>
MAT 201 Statistics	3
MAT 210 Business Calculus	3
<b>Courses Required in Major</b>	<b>18 hours</b>
<i>(See course listing under specific major below)</i>	
<b>Restricted Electives</b>	<b>6 hours</b>

Total Hours Required for Degree **120 hours**

# Majors in the Department of Management and Marketing

## Entrepreneur Management Major

### Mission

The mission of the Entrepreneurial Management Major is to provide a curriculum that develops intellectual, technical, professional and ethical attributes essential to being successful with the operation of an enterprise.

### Student Learning Outcomes

The goals of the Entrepreneur Management major are to prepare students to:

- Explain the functions of an entrepreneur and discuss the start-up and management of an entrepreneurship venture.
- Discuss, and explain the importance of intrapreneurship and entrepreneurship to the effectiveness of an organization and its role in creating competitive advantage.
- Analyze and interpret financial records to prepare a business plan to acquire start-up funds and to manage an enterprise.
- Analyze and discuss the impact of the current global business issues on the local business environment.
- Discuss ethical issues involved in the entrepreneurship ventures.

## Outlined Program of Study

Requirements (*B. S. Degree, 120 hours*)

<b>General Education</b>	<b>52 hours</b>
<b>SLSB Core Courses</b>	<b>38 hours</b>
<b>Other Departmental Requirements</b>	<b>6 hours</b>
<b>Restricted Electives</b>	<b>6 hours</b>
<b>Required Entrepreneur Major Courses</b>	<b>18 hours</b>
ENM 315 Entrepreneurship	3
MKT 370 Buyer Behavior	3
MKT 376 Small Enterprise Marketing	3
FNB 302 Small Business Finance	3
ENM 356 Management/Employee Relations	3
ACC 305 Federal Taxes	3
<b>Total Hours Required for Degree</b>	<b>120 hours</b>

## **Marketing Major**

### Mission

The mission of the Marketing major is to prepare students to pursue career opportunities in sales, retailing, and in marketing management.

### Student Learning Outcomes

The goals of the Marketing major are to prepare students to:

- Describe the underlying meaning of the marketing concept.
- Segment markets and relate them to the concepts of targeting and positioning.
- Use appropriate research methods to collect and analyze data, and to draw implications for marketing activities.
- Develop a promotional plan.

### **Outlined Program of Study**

Requirements (*B. S. Degree, 120 hours*)

<b>General Education</b>	<b>52 hours</b>
<b>SLSB Core Courses</b>	<b>38 hours</b>
<b>Other Departmental Requirements</b>	<b>6 hours</b>
<b>Restricted Electives</b>	<b>6 hours</b>
<b>Required Marketing Major Courses</b>	<b>18 hours</b>
MKT 370 Buyer Behavior	3
MKT 379 Promotional Strategy	3
MKT 474 Global Marketing	3
MKT 479 Marketing Research: Data for Decision-Making	3
<i>(Plus 2 additional courses from the list below)</i>	
MKT 371 Retailing	3
MKT 376 Small Enterprise Marketing	3
MKT 473 Organizations to Organization Marketing	3
MKT 478 Database Marketing	3
MKT 490 Special Topics	3

**Total Hours Required for Degree 120 hours**

### **Business and Information Technology – Secondary Education Major**

#### Mission

The mission of the Business and Information Technology-Secondary Education program is to prepare students to become qualified to teach business subjects in high schools.

#### Student Learning Outcomes:

Since the Business and Information Technology-Secondary Education major will take much of the same

business core classes as all other business majors, the student learning outcomes for this major will be the core learning outcomes.

These **core learning outcomes** include:

- Proficiencies in written and oral communication,
- Proficiencies in the application of technology to solve problems,
- Proficiencies in the use of quantitative and qualitative decision making, ethical awareness and decision making,
- Ethical awareness and decision making and understanding
- Understanding of and appreciation of diversity.

### **Outlined Program of Study**

Requirements (*B. S. Degree, 130 hours*)

General Education	52 hours
Professional Studies or Required Business (Academic Core)	35 hours
ACC 201 Financial Accounting	4
ACC 202 Managerial Accounting	4
ECO 232 Micro-Economics	3
ENM 315 Entrepreneurship	3
FNB 300 Principles of Finance	3
MGT 199 Prof. and Ethical Development	3
MGT 200 Intro to Legal Environments	3
MGT 213 Managerial Communications	3
MGT 314 Management and Organizational Behavior	3
MGT 316 Global Business	3
MKT 300 Principles of Marketing	3
PSY 306 Psycho-Educational Measurement and Evaluation	3

### **Educational Courses 37 hours**

PSY 306 Psycho-Educational Measurement And Evaluation	3
EDU 220 Foundations of Education	3
EDU 321 Instructional Strategies for Diverse Learners	3
EDU 329 Reading in the Content Areas	3
EDU 340 Computers and Technology in Ed.	3
EDU 423FB Curriculum and Instruction in Secondary Schools	3
EDU 424 Student Teaching	9
<i>(Prerequisite: completion of all courses, passing required assessments)</i>	
EDU 425 Reflective Teaching Colloquium	3
<i>(Prerequisite: completion of all courses, passing required assessments)</i>	

IDS 190	Fundamentals of Learning	1
EDU 358	Classroom Behavior and Management	3

**Total Hours Required for Degree**                      **124 Hours**

**Other SLSB Information**

**Advisory Group**

The Management Resource Advisory Council operates as a business advisory board for the SLSB. This group comprised of individuals from business organizations in the Richmond community; functions as a support group for the programs of the SLSB through activities, financial

resources and advisory input. Some of the activities include workshops, seminars, internships, cooperative education and mentorship.

**Clubs and Organizations**

Clubs sponsored by the SLSB are the Accounting Club, Phi Beta Lambda, the Marketing Club, Rotaract and Students in Free Enterprise (SIFE).

**Accreditation**

The SLSB is accredited by the Association of Collegiate Business Schools and Programs (ACBSP), which provides standards to ensure a quality business education.

# EVELYN REID SYPHAX SCHOOL OF EDUCATION, PSYCHOLOGY AND INTERDISCIPLINARY STUDIES

## Mission

The mission of the Evelyn Reid Syphax School of Education, Psychology, and Interdisciplinary Studies is to produce a nationally validated program that develops a community of professionals dedicated to improving humanity. These professionals will exhibit knowledge and skills in their fields of study, engage in lifelong learning, and will be committed to professional growth. The School encourages scholarly inquiry based on reflective analysis in a search for excellence, stable values and a sense of personal worth in multi-cultural educational settings.

The goals of the Evelyn Reid Syphax School of Education, Psychology and Interdisciplinary Studies are as follows:

- Provide student learning opportunities and experiences that enable them to function effectively and successfully as citizens and professionals in today's global society.
- Prepare students to apply critical and creative thinking skills with respect to making good decisions as they encounter life's challenges and opportunities.
- Provide a supportive, caring and intellectually stimulating learning environment that will enable students to advance successfully towards graduation.

## Departments

The Evelyn Reid Syphax School of Education, Psychology and Interdisciplinary Studies has two departments: Teacher Education & Interdisciplinary Studies; and Psychology.

## Majors

Interdisciplinary Studies: Elementary Education

Interdisciplinary Studies: Special Education

Secondary Education Content Areas:

Business/Information Technology

English

Mathematics

Biology

Chemistry

History

Interdisciplinary Studies: Community-Based Education

Psychology

## Degrees

Students who successfully meet all requirements in the Interdisciplinary Studies majors are awarded Bachelor of Science degrees. Students who successfully meet all requirements in Psychology or in the Content Area majors are awarded a Bachelor of Arts degree.

## Department of Teacher Education

### Governance

The Evelyn Reid Syphax School of Education, Psychology, and Interdisciplinary Studies is the administrative unit that oversees the preparation of teachers. The unit's program is approved by the Virginia Department of Education and accredited by the National Council for the Accreditation of Teacher Education (NCATE).

### Mission

The mission of the Department of Teacher Education and Interdisciplinary Studies is to produce a nationally validated program and develop a community of educators who embrace student learning as their primary commitment. These educators will exhibit knowledge and skills though selected critical attributes for professional growth and for stimulating learners to develop to their highest potential. The School of Education and Interdisciplinary Studies encourage scholarly inquiry, based on reflective analysis in a search for excellence, stable values, and a sense of personal worth in multicultural educational settings.

### Goals

- The Teacher As Reflective Explorer is Competent. To be competent in teaching, the candidate must have content literacy, tools of inquiry, content pedagogy and a Liberal Arts background,
- The Teacher As Reflective Explorer is an Adaptive Constructivist. To be an adaptive constructivist, the candidate must be capable of creating learning environments that implement developmental and sequential instruction and that encourages all students to actively construct meaningful learning experiences,
- The Teacher As Reflective Explorer has an Ethic of Caring. To have an ethic of caring, the candidate is bound to provide a caring climate for the socio-emotional and intellectual

development of students while engaged in self-care, and

- The Teacher As Reflective Explorer is a Skillful Manager. To be a skillful manager, the candidate must understand that quality education occurs within a structure that involves judgment, imagination, creativity, and flexibility.

### Admissions Requirements for Programs That Lead to Licensure

Candidates who meet the following criteria may complete the Application for Admission to the Teacher Preparation Program the second semester of their sophomore year:

1. Passing score on the Virginia Communication and Literacy Assessment (VCLA) (Composite Score 470)
2. Passing scores on Praxis I (Math Score 532) or Qualifying SAT/ACT scores
3. 2.5 or above GPA, a "C" or better in each course in the academic concentration
4. Acceptable evaluation of Professional Dispositions in courses completed
5. A well written philosophy of teaching statement
6. Ten (10) hours of field-based experience completed in EDU 220

Note: Students who started the program prior to Fall 2012 need to meet with your advisor regarding entry requirements.

### Recommendations for Licensure

Candidates, who fulfill all degree and endorsement requirements, including successful completion of the Virginia Communication and Literacy Assessment (VCLA), Praxis Series Reading for Virginia Educators (RVE) and Praxis II, should consult with the coordinator of student teaching to apply for a teaching license from the Virginia Department of Education. The Virginia Interstate Agreement also may qualify graduates for licensure in other states. Licensure criteria may change in accordance with policies and regulations from the Virginia Board of Education.

## **Interdisciplinary Studies: Elementary Education K-6 Endorsement**

This program is designed for students who desire to teach at the elementary school level (PreK – 6) major in Interdisciplinary Studies with an endorsement in Elementary Education. The program is designed to give

students a broad background in general education, a specified core curriculum for academic content knowledge, professional studies, and appropriate field-based (FB) instruction.

### Program and Testing Requirements

Teacher candidates are expected to complete all requirements associated with the Bachelor of Science degree with an endorsement concentration in Elementary Education, including both course work and clinical experiences. The Praxis I: Mathematics (or relevant exemption test) are required for admission into the Department of Teacher Education. The Virginia Communication and Literacy Assessment must be passed prior to the student being classified as a "Junior." The Praxis II 10014: Elementary Education and the Praxis Series Reading for Virginia Educators (RVE): Elementary and Special Education Teachers Assessment must be passed prior to the start of student teaching. The Department of Teacher Education sets a minimum grade of "C" for Academic Core courses.

TEST	TEST CODE		REQUIRED PASSING SCORE*
	Computer Based	Paper	
Praxis II Elementary Education: Content Knowledge	5014	10014	143
Praxis Series Reading for Virginia Educators (RVE): Elementary and Special Education Teachers Assessment	5306	0306	157
Virginia Communication and Literacy Assessment (VCLA)	NA		Writing Subtest: 235 Reading Subtest: 235 <b>Or</b> Composite: 470

*\*Passing scores are subject to change. Please go to the Va. DOE site to determine current required scores.*

Students should designate Virginia Union University as a score recipient at the time the tests are taken, and also provide a paper copy of the ETS score report that includes all scores and subscores. COMPLETE score reports must be received in the Teacher Education main office (Martin E. Gray Building).

## **Curriculum**

### General Education Requirements (52 hours)



A grade of C or better is required in all English, Mathematics, History, and Science courses. See “General Education Core Curriculum Requirements” listed in the catalog under “The Center for Undergraduate Studies” for a full listing of courses.

**Interdisciplinary Studies – Academic Core (Required for Elementary and Special Education majors; 39 hours)**

IDS 190	Fundamentals of Learning	1
SCI 151	Introduction to Physical Sciences	4
NSC 260	Introduction to Environmental Science	4
ENG 303	Advanced Composition	3
ENG 340	Modern English Grammar or	3
ENG 341	Introduction to Linguistics	3
HIS 201	United States History to 1865	3
HIS 202	United States History since 1865	3
HUM 211	History and Appreciation of Music	2
PHI 211	Logic	3
MAT 170	College Algebra and Trigonometry	4
MAT 201	Statistics	3
PSC 230	American Government (Required for Elem Ed only)	3
PSY 306	Psycho-Educational Measurements and Evaluation	3

**Professional Studies and Field Based (36 hours)**

EDU 220	Foundations of Education	3
EDU 321	Curriculum and Instructional Strategies for Diverse Learners	3
EDU 323	Adaptive Constructivist Teaching	3
EDU 331	Emergent Literacy and Developmental Reading I	3
EDU 340	Computers and Technology in Ed.	3
EDU 358	Classroom/ Behavior Management	3
EDU 422FB	Interdisciplinary Instruction: Design and Practice	3
EDU 424	Student Teaching	9FB
EDU 425	Reflective Teaching Colloquium/ Critical Issues	3
EDU 431	Emergent Literacy and Developmental Reading II	3

**Interdisciplinary Studies: Special Education K-12 Endorsement**

This program is designed for students who desire to teach students enrolled K-12 Special Education General Curriculum. The program is designed to give students a broad background in general education, a specified core curriculum for academic content knowledge,

professional studies, and appropriate field-based (FB) instruction.

Program and Testing Requirements

Teacher candidates are expected to complete all requirements associated with the Bachelor of Science degree with an endorsement concentration in Special Education General Curriculum, including both course work and clinical experiences. Passing scores on the Praxis I: Mathematics (or relevant exemption test) are required for admission into programs that lead to licensure. The Virginia Communication and Literacy Assessment must be passed prior to the student being classified as a “Junior.” The Praxis Series Reading for Virginia Educators (RVE): Elementary and Special Education Teachers Assessment must be passed prior to the start of student teaching. The Department of Teacher Education sets a minimum grade of "C" for Academic Core courses.

Curriculum

**General Education Requirements (52 hours)**

A grade of C or better is required in all English, Mathematics, History, and Science courses. See “General Education Core Curriculum Requirements” listed in the catalog under “The Center for Student Success and Retention” for a full listing of courses.

**Interdisciplinary Studies – Academic Core (36 hours)**

IDS 190	Fundamentals of Learning	1
SCI 151	Introduction to Physical Sciences	4
NSC 260	Introduction to Environmental Science	4
ENG 303	Advanced Composition	3
ENG 340	Modern English Grammar or	3
ENG 341	Introduction to Linguistics	3
HIS 201	United States History to 1865	3
HIS 202	United States History since 1865	3
HUM 211	History and Appreciation of Music	2
PHI 211	Logic	3
MAT 170	College Algebra and Trigonometry	4
MAT 201	Statistics	3
PSY 306	Psycho-Educational Measurements and Evaluation	3

**Professional Studies and Field Based (36 hours)**

SPE 250	Introduction to Special Education	3
SPE 340	Characteristics of Exceptionalities	3

SPE 353	Language Acquisition for Exceptional Learners	3
SPE 355	Vocational Exploration for Exceptional Children	3
SPE 358	Classroom Management for Exceptional Children	3
SPE 453FB	Instruc. Programming for Learners	3 FB
EDU 220	Foundations of Education	3
EDU 340	Computers and Technology in Ed.	3
EDU 431	Emergent Literacy and Developmental Reading II	3
EDU 424	Student Teaching	9 FB
EDU 425	Reflective Teaching Colloquium/ Critical Issues	3

		532
Praxis II: Mathematics	0061	147
Praxis II: Biology	0235	155
Praxis II: Chemistry	0245	153
Praxis II: Business Education	0101	157
Praxis II: History	0081	161
Praxis II: English Language, literature and Composition	0041	172
Virginia Communication and Literacy Assessment (VCLA)	N/A	Writing Subtest: 235 Reading Subtest: 235 Or Composite: 470

## Content Area Majors: Secondary Education 6-12 Endorsement

The Department of Teacher Education and Interdisciplinary Studies offers an associate major in Secondary Education (Mathematics, Biology, Chemistry, Business, History/Social Science, and English). This will lead to a Bachelor of Arts degree and teacher licensure with an endorsement for grades 6-12. This program is designed to give students a broad background in general studies, a specific core curriculum for academic content knowledge, and professional studies.

### Program and Testing Requirements

Teacher candidates are expected to complete all requirements associated with the Bachelor of Arts degree with an endorsement concentration in Mathematics, Biology, Chemistry, Business, History/Social Science, or English, including both course work and clinical experiences. Passing scores on the Praxis I: Reading, Mathematics, and Writing (or relevant exemption test) are required for admission into programs that lead to licensure. The appropriate Praxis II for the major subject area and the Virginia Communication and Literacy Assessment must be passed prior to the start of student teaching. The Department of Teacher Education sets a minimum grade of "C" for all courses.

TEST	TEST CODE		REQUIRED PASSING SCORE*
	Computer Based	Paper	
Praxis I: Mathematics	Mathematics - 5730	Mathematics - 0730	178
			Or Composite:

*\*Passing scores and approved tests are subject to change. Visit the Virginia Department of Education website*

*([http://www.doe.virginia.gov/teaching/licensure/prof\\_teacher\\_assessment.pdf](http://www.doe.virginia.gov/teaching/licensure/prof_teacher_assessment.pdf)) or the ETS site for specific information regarding which Praxis II test is required for the content area major and current required passing scores.*

Students should designate Virginia Union University as a score recipient at the time the tests are taken, and also provide a paper copy of the ETS score report that includes all scores and subscores. Visit the Virginia Department of Education website ([http://www.doe.virginia.gov/teaching/licensure/prof\\_teacher\\_assessment.pdf](http://www.doe.virginia.gov/teaching/licensure/prof_teacher_assessment.pdf)) or the ETS site for specific information regarding which Praxis II test is required for the content area major.

## Curriculum

### General Education Requirements for Mathematics, Biology, Chemistry, Business, History/Social Science, and English Majors (52 hours)

A grade of C or better is required in all English, Mathematics, History, and Science courses. See "General Education Core Curriculum Requirements" listed in the catalog under "The Center for Undergraduate Studies" for a full listing of courses.

**Professional Studies and Field Based Requirements for Mathematics, Biology, Chemistry, Business, History/Social Science, and English Majors (37 hours)**

IDS 190	Fundamentals of Teaching	1
EDU 220	Foundations of Education	3
EDU 321	Curriculum and Instructional Strategies for Diverse Learners	3
EDU 323	Adaptive Constructivist	3
EDU 329	Reading in Content Areas	3
EDU 340	Computers and Technology in Ed.	3
EDU 358	Classroom/ Behavior Management	3
EDU 423FB	Curriculum and Instruction in Secondary Schools	3FB
PSY 306	Educational Measurement and Evaluation	3
EDU 424	Student Teaching	9FB
EDU 425	Reflective Teaching Colloquium/ Critical Issues	3

**Mathematics-Education Major - Required Content Core (37 hours; minimum grade of "C" required)**

MAT 175	Pre-Calculus Trigonometry	4
MAT 214	Analytical Geometry and Calculus I	4
MAT 216	Analytical Geometry and Calculus II	4
MAT 221	Linear Algebra	3
MAT 301	Modern Geometry	3
MAT 306	Modern Algebra I	3
MAT 315	Discrete Mathematics	3
MAT 322	Multivariate Calculus	4
MAT 427	Differential Equations	3
MAT 428	Advance Calculus I	3
MAT 441	Complex Variables I	3

**Biology-Education Major - Required Content Core (48 hours)**

BIO 112	General Biology II	4
BIO 115	Writing in the Sciences	1
BIO 201	Microbiology	4
BIO 213	Genetics	4
BIO 308	Comparative Anatomy of Vertebrates	4
BIO 315	Cell Biology	4
CHE 101	General Chemistry I	4
CHE 102	General Chemistry II	4
CHE 210	Organic Chemistry I	4
PHY 221	College Physics I	4
MAT 175	Pre-Calculus with Trigonometry	4

MAT 201	Statistics	3
NSC 260	Introduction to Environmental Sci.	4

**Chemistry-Education Major - Required Content Core (47 hours)**

CHE 102	General Chemistry II	4
CHE 201	Quantitative Analysis	4
CHE 210	Organic Chemistry I	4
CHE 211	Organic Chemistry II	4
CHE 310	Physical Chemistry I	4
CHE 311	Physical Chemistry II	4
CHE 380	Inorganic Chemistry	3
CHE 450	Senior Research Seminar	4
BIO 111	General Biology I	4
PHY 251	University Physics I	4
MAT 175	Pre-Calculus with Trigonometry	4
MAT 214	Analytic Geometry	4

**Business Education Major - Required Content Core (38 hours)**

ACC 201	Financial Accounting	4
ACC 202	Managerial Accounting	4
ECO 232	Micro-Economics	3
ENM 315	Entrepreneurship	3
FNB 300	Principles of Finance	3
MGT 199	Prof. and Ethical Development	3
MGT 200	Intro to Legal Environments	3
MGT 213	Managerial Communications	3
MGT 314	Management and Organizational Behavior	3
MGT 316	Global Business	3
MKT 300	Principles of Marketing	3
PSY 306	Psycho-Educational Measurement and Evaluation	3

**History/Social Science-Education Major (41 hours)**

<b>Required Content Core</b>		<b>39 hours</b>
HIS 146	World Civilizations II	3
HIS 201	U.S. History I	3
HIS 202	U.S. History II	3
HIS 226	African-American History II	3
PSC 230	Introduction to American Government	3
	European History	6
	History Restricted Elective	3
	Social Science Restricted Elective	3
	Geography	9

Economics	3
<b>Required Related Course</b>	<b>3 hours</b>

PSY 306 Psycho-Educational Measurement and Evaluation	3
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### English - Education Major (51 hours)

#### Required Content Core **33 hours**

ENG 303 Advanced Composition <i>or</i> ENG 453 Rhetorical Criticism	3
ENG 313 History of the English Language <i>or</i>	
ENG 341 Introduction to Linguistics	3
ENG 323 American Literature I	3
ENG 324 American Literature II	3
ENG 328 British Literature I	3
ENG 329 British Literature II	3
ENG 337 African-American Literature I	3
ENG 338 African-American Literature II	3
ENG 340 Modern English Grammar	3
ENG 454 Introduction to Literary Criticism	3
ENG 495 Senior Seminar	3

#### Related Courses **18 hours**

##### Foreign Language Requirements for English Majors **6 hours**

SPA or FRE 205 (Intermediate SPA I or French I)	3
SPA or FRE 206 (Intermediate SPA or FRE II)	3

##### Restricted (English) Electives for English Major **12 hours** (300-400 level English courses)

## Interdisciplinary Studies: Community Based Education (Non-Licensure)

The Community-Based Education program is designed to prepare students to work in education at programs in community settings. Students will learn the fundamentals of leadership and educational programming for community based preschool, after-school and alternative programs. Students in this program will major in Interdisciplinary Studies.

### Admission Requirements for Senior Field-Experience

In the final semester of the senior year, students who meet all program requirements, general education requirements, and interdisciplinary studies or academic major requirements are able to enroll in Senior Field Experience and Senior Field Seminar. Students will spend a semester experience in a community –based organization implementing what has been learned.

### Department of Psychology

The Psychology program is designed to help students establish a firm foundation in psychological theory, research, and practice. In addition, the program is designed to help each student develop a sense of personal worth.

The program in Psychology has the following goals:

- Graduates of the program in Psychology will be able to demonstrate knowledge of the fundamental concepts of psychology as a behavioral science.
- Graduates of the program in Psychology will be able either to pursue advanced training in psychology or related disciplines, or to obtain employment at the bachelor’s level in a job related to psychology.
- Graduates of the program in Psychology will be able to apply principles of psychology to enhance their personal growth and to deepen their understanding of self and others.

### Psychology Major

#### Outlined Program of Study

Requirements (*B. A. Degree, 120 hours*)

#### General Education 49-50 hours

*(Note: Psychology majors are required to take PSY 101 as one of the three General Education Social Science requirements. PSY 101 is a pre-requisite for all higher level PSY courses except PSY 201.)*

<b>General Studies</b> GST 004	<b>1 hour</b>
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<b>*Freshman Composition</b> ENG 101-102 ( <i>must take in sequence</i> ) <i>*A grade of “C” or better is required.</i>	<b>6 hours</b>
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<b>Literature</b>	<b>6 hours</b>
<i>(Pre-requisite ENG 101-102)</i>	
HUM 225 or 226, and one of the following: HUM 225, HUM 226, ENG 323, ENG 324, ENG 328, ENG 329, ENG 354	
<b>Mathematics</b>	<b>6 hours</b>
MAT 115	3 hours
MAT 121	3 hours
<b>Natural Science</b>	<b>4 hours</b>
SCI 150,151,152 or BIO 111 (majors only), CHE 101 (majors only), PHY 251 (majors only), NSC 260	
<b>Historical Studies</b>	<b>3 hours</b>
HIS 145 or 146; HIS 201 or 202	
<b>Fine Arts</b>	<b>2-3 hours</b>
One course from the following: ART 308, 309; HUM 210, 211; MUS 201, 202, 301, 302; SPH 217 , 203, or 305	
<b>Foreign Language</b>	<b>6 hours</b>
Minimum 102 level ( <i>in sequence</i> )	
<b>African-American Heritage</b>	<b>3 hours</b>
One course from the following: ART 310; REL 235; HIS 225, 226; ENG 337 or 338 ( <i>ENG 101-102 pre-requisite</i> ); MUS 321, 333; NSC 290	
<b>Personal Wellness</b>	<b>2 hours</b>
HLH 101 and PED 101 <i>(PED 101 may be substituted by one semester active participation on an intercollegiate sports team)</i>	
<b>Computer Science</b>	<b>2 hours</b>
CSC 160 ( <i>students may place out by exam</i> )	
<b>Social Science</b>	<b>9 hours</b>
PSY 101 plus two additional courses from different groups (b-d). a) PSY 101 b) ECO 200, ECO 231 c) GEO 203, PSC 230, SOC 200 d) REL 224, REL 311, REL 312, REL 316, PHI 211, PHI 212, PHI 314, PHI 316	
<b>Total 49 - 51 hours</b>	
<b>Required Psychology Courses</b>	<b>10 hours</b>
PSY 102 General Psychology II	3

PSY 203 Research Methods I - Statistics	3
PSY 204 Research Methods II - Design	3
PSY 495 Careers in Psychology	1

**At least one of the following courses in Developmental Psychology** **3 hours**

PSY 205 Infant and Child Development	3
PSY 206 Adolescent Development	3
PSY 311 Adult Development and Aging	3

**At least two of the following courses in Clinical - Counseling Psychology** **6 hours**

PSY 301 Abnormal Psychology	3
PSY 302 Theory and Practice I	3
PSY 309 Theory and Practice II	3
PSY 401 Psychological Assessment	3
Approved special topics courses (PSY 490)	

**At least three of the following courses in Experimental Psychology** **9 hours**

PSY 308 Biopsychology	3
PSY 310 Advanced Statistics for Psychology	3
PSY 315 Computer Use in Soc. Science Research	3
PSY 403 Social Psychology	3
PSY 404 Learning and Cognition	3
PSY 405 History and Systems of Psychology	3
Approved special topics courses (PSY 490)	

**Restricted Psychology Electives** **12 hours**

Choose any psychology courses not previously taken to fulfill other requirements. This includes any courses listed above beyond the stated requirements in addition to the following courses: PSY 314 (Positive Psychology), PSY 316 (African American Psychology), PSY 317 (Psychology of Women), PSY 400 (Field Placement), PSY 490 (Special Topics), and PSY 499 (Independent Research and Study).

<b>Total Psychology hours required:</b>	<b>40 hours</b>
<b>Free Electives</b>	<b>30-31 hours</b>

**Psychology Minor** **15 hours**

PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
Psychology Electives	9

**Pathways to Graduate Schools**

Graduates of the Psychology program have gone on to pursue graduate training in areas such as clinical psychology, counseling psychology, industrial/organizational psychology, school psychology, urban

planning, and theology at Howard University, New York University, University of Baltimore, Virginia Commonwealth University, Radford University, Virginia State University, University of Cincinnati, and similar institutions.

## **Clubs and Organizations**

Leah Lewis Psychology Club - In recent years, the Leah Lewis Psychology Club has hosted presentations by a number of psychologists about careers in School psychology, Counseling Psychology, and Forensic Psychology. In addition, the Club has organized trips to special exhibits at the Library of Congress as well as to offices of the American Psychological Association.

Psi Chi - is the national honor society in Psychology. Membership is open to students who have a major interest in the study of psychology and who meet the academic qualifications. The primary purpose of Psi Chi is to “advance the science of psychology.”

### Internship Opportunities

Students who enroll in PSY 400– Field Placement are offered placements in a variety of settings. In recent years, students have been placed in a number of organizations that provide services for children and youth with special needs. These organizations include St. Joseph’s Villa, the Juvenile Detention Center, the Geara Group, and the YWCA. Other students have worked in sleep clinics and research laboratories. The Department is continuously adding to its internship resources.

### Scholarships

The Jeffrey L. Clark Psychology Scholarship, created in 2013 in honor of Dr. Clark’s 39 years of service to the Department of Psychology and to Virginia Union University, is awarded each spring to a psychology student chosen by the faculty.

# THE SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

## Mission

The School of Humanities and Social Sciences provides students with a broad liberal arts education, an environment for personal growth, and strong preparation in the chosen major. This combination prepares students to pursue graduate studies and to become highly competitive professionals and leaders in their communities. Our curriculum integrates understanding and celebration of African American heritage while responding to the needs of the global 21<sup>st</sup> century society.

## Goals

The major goals of the School of Humanities and Social Sciences are to achieve the following:

- Provide students experiences that enable them to face the opportunities and challenges of today's changing world.
- Prepare students to apply critical thinking skills in the classroom so they will be prepared to think, act, and relate to others in the larger contexts of the community, the Nation, and the world.
- Provide excellence in teaching and programming through a continuous improvement process that focuses on providing the best educational experiences for our students.
- Help students to explore future goals and opportunities for employment, careers, continued education, and graduate school.

## Departments

The School of Humanities and Social Sciences includes the following departments: Fine Arts, Languages and Literature, Mass Communications, History/Political Science, Religious Studies, Criminology and Criminal Justice, and Social Work.

## Degrees

The Bachelor of Arts (BA) degree is offered for each major except in Social Work and Fine Arts. Social Work offers a Bachelor of Social Work (BSW) degree and Fine Arts offer a Bachelor of Fine Arts (BFA) degree.

## Majors

Criminology and Criminal Justice

English

English: Secondary Education

Fine Arts

History/Political Science

History/Social Science: Secondary Education

Mass Communication

Religious Studies

Social Work

## Minors

Criminology and Criminal Justice

English

French

History

Legal Studies

Mass Communication

Music

Political Science

Religious Studies

Social Work

Sociology

Spanish

Theatre

Visual Arts

## Scholarships

Scholarships are available in Languages and Literature from the Kennedy Foundation for the Arts, and in History/Political Science from the Julian Bond Foundation. Please see your academic advisor for specific requirements to apply for these scholarships.

## The Department of Fine Arts

### Mission

The mission of the Fine Arts Department is to: (a) Bring students, faculty and community together in educational activities that promote and enhance careers in music, theatre, and visual arts; and (b) Prepare, nurture and develop maximal professional level of artistic accomplishment in an atmosphere that encourages students to pursue long-term personal and professional goals. The Fine Arts Department is dedicated to the cultivation of practitioners who demonstrate practical knowledge and competence as well as sensitivity to and appreciation of the role of Fine Arts in their community and in the world.

### Goals:

Upon successful completion of the Bachelor of Fine Arts, students will be able to:

- Articulate a critical appreciation of historical and contemporary art and design forms as they relate to individual and social needs and values;
- Demonstrate expertise applicable to professional practice affording them the ability to recognize, analyze and solve complex problems related to Fine Arts;
- Creatively express their personal experience as evidenced by a professional portfolio which uses relevant and pertinent professional art terminology;
- Demonstrate knowledge and skills necessary to pursue graduate studies in the fine arts, or to teach the arts;
- Exercise professional standards of oral and written ideas professionally and connect with audience using visual, oral and written presentation skills relevant to each track;
- Execute technical, aesthetic, and conceptual decisions based on an understanding of the arts;
- Demonstrate the professional skills and behaviors necessary to compete in the global marketplace for the arts.

### Majors

Visual Arts/Music or Theatre  
Music/Visual Arts or Theatre  
Theatre/Visual Arts or Music

### Minors

Visual Arts  
Music  
Theatre

### Majors

As part of its ongoing curriculum review, evolving program quality improvement and dynamic extension initiative, the Fine Arts Department will offer **unique dual concentrations in the Bachelor of Fine Arts (BFA) degree program**. Students will select one of the following six combinations of specialty: a) Visual Arts/Music, b) Visual Arts/Theatre; c) Music/Visual Arts; d) Music/Theatre; e) Theatre/Visual Arts; or f) Theatre/Music. In addition to the dual concentration BFA degree program, students will be able to select an additional concentration as a "Craft Your Own" option, by using electives to pursue an addition to their course

of study, such as Teacher Licensure or Film Production/Mass Communications.

### Outlined Program of Study

#### Visual Arts/Music or Theatre

<b>General Education</b>	<b>49-53 hours</b>
<b>Core Courses</b>	<b>37 hours</b>
ART 108 Fundamentals of Art I	3
ART 109 Fundamentals of Art II	3
ART 308 Art History I	3
ART 309 Art History II	3
ART 398 Jr. Studio Project & Exhibition	2
ART 405 Museum Studies	3
ART 408 African, Oceanic, Native American Art	3
ART 425 Internship	3
ART 498 Capstone Course and Senior Comprehensive Examination	2
<b>Choose four of the following for 12 credits:</b>	
ART 220 Drawing	3
ART 240 Photography	3
ART 254 Painting	3
ART 257 Ceramic	3
ART 264 Sculpture	3
ART 280 Printmaking	3
ART 285 Graphic Design	3
ART 286 Computer Graphics	3
<b>Art Electives</b>	<b>12 hours</b>
<b>Concentration in Music or Theatre</b>	<b>15 hours</b>
<b>Free Electives</b>	<b>9 hours</b>
<b>TOTAL</b>	<b>122-126 hours</b>

#### Music/Visual Arts or Theatre

<b>General Education</b>	<b>49-53 hours</b>
<b>Core Courses</b>	<b>37 hours</b>
MUS 101X, 101Y, or 101Z Choir, Band or Community Orchestra (1 credit taken each semester)	8
MUS 105-106; 205-206; 305-306; 405-406 Applied Instrumental	8
MUS 102 & 103 Basic Music Skills	2
MUS 111-112; 211-212; 221-222 Ear Training and Sight Singing I	4
MUS 201 Music Literature I	2
MUS 202 Music Literature II	2
MUS 301 Music History I	2
MUS 302 Music History II	2
MUS 303 Piano Accompanying I	1
MUS 304 Vocal Diction	2
MUS 312 Form and Analysis	2



MUS 313	Instrumental Survey	3
MUS 321	History of African American Music and Musicians	3
MUS 410	Orchestration and Choral Arranging	3
MUS 420	Conducting	2
MUS 480	Music of the Black Church	2
<b>Concentration in Visual Arts or Theatre</b>		<b>15 hours</b>
<b>Free Electives</b>		<b>6 hours</b>
<b>TOTAL</b>		<b>122-126 hours</b>
<b><u>Theatre/Visual Arts or Music</u></b>		
<b>General Education</b>		<b>49-53 hours</b>
<b>Core Courses</b>		<b>37 hours</b>
THR 110	University Players – (1 credit taken six semesters)	6
THR 201	Introduction to Theatre	3
THR 202	Stagecraft	3
THR 215	Acting I	3
THR 301	Script Analysis	3
THR 305	Theatre History	3
THR 315	Acting II	3
THR 330	Scene Design	3
THR 331	Stage Lighting	3
THR 420	Directing	3
THR 450	Internship	2
THR 498	Capstone Course and Senior Comprehensive Examination	2
<b>Theatre Electives</b>		<b>12 hours</b>
<b>Concentration in Visual Arts or Music</b>		<b>15 hours</b>
<b>TOTAL</b>		<b>122-126 hours</b>
 <b><u>Minors</u></b>		
<b><u>Visual Arts Minor</u></b>		<b>15 hours</b>
ART 108	Fundamentals of Art I	3
Four Electives		12
 <b><u>Music Minor</u></b>		<b>15 hours</b>
MUS 100	(non-major) Basic Music Skills I	3
MUS 101	(non-major) Basic Music Skills II	3
MUS 101X or Y or Z	Ensemble	1
MUS 121	(non-major) Sight Singing & Ear Training I	3
MUS 122	(non-major) Sight Singing & Ear Training II	3
PIA 100	(non-major)	1
PIA 101	(non-major)	1
 <b><u>Theatre Minor</u></b>		<b>15 hours</b>
THR 201	Introduction to Drama	3
THR 202	Stagecraft	3
THR 215	Acting I	3
Two Theatre Electives		6

## **The Department of Languages and Literature**

### Mission

The mission of the Languages and Literature Department is to provide a course of study in English that prepares students for graduate studies, professional studies, and/or careers in all fields requiring use of language and interpretation of literature.

### Goals

The department produces students who demonstrate the following competencies in writing and presenting, literary interpretation, language and linguistic analysis, and editing:

- Compose well-organized, well-developed, grammatically, mechanically, and stylistically correct essays that are appropriate for specific audiences and purposes.
- Interpret literature from a variety of genres by using appropriate literary theories.
- Write an undergraduate research thesis that interprets a work from a literary, rhetorical, or linguistic perspective.
- Present the findings of the undergraduate thesis before the body of the English faculty
- Pass competency tests in American, British, and African-American literature.
- Analyze an argument for its rhetorical structure and logic
- Edit a document for publication.

### Majors

English  
English-Secondary Education  
English-Professional

### Minors

English  
French  
Spanish

### **Outlined Program of Study**

Requirements (*B. A. Degree, 120 hours*)

**General Education** **48-50 hours**  
*(A grade of C or better is required in all English, History, Math, and Science)*

**Required English Core Courses** **33 hours**  
ENG 303 Advanced Composition, or

ENG 453 Rhetorical Criticism	3
ENG 313 History of the English Language or	
ENG 341 Introduction to Linguistics	3
ENG 323 American Literature I	3
ENG 324 American Literature II	3
ENG 328 British Literature I	3
ENG 329 British Literature II	3
ENG 337 African-American Literature I	3
ENG 338 African-American Literature II	3
ENG 340 Modern English Grammar	3
ENG 454 Introduction to Literary Criticism	3
ENG 495 Senior Seminar	3

**Related Courses**

Foreign Language 200 Level	6
Restricted Electives	
(Any four 300 – 400 level English Courses)	12
Unrestricted Electives	21

In addition to the English major, students seeking a teaching certificate in Secondary Education will complete the courses referenced for the School of Education.

**English with Literature Minor Concentration**

15 hours

ENG 323 American Literature I and	3
ENG 324 American Literature II	3
or	
ENG 328 British Literature I and	3
ENG 329 British Literature II	3
and	
ENG 337 African-American Literature I and	3
ENG 338 African-American Literature II	3
One Literature Elective	3

**English with Language Minor Concentration**

15 hours

ENG 323 American Literature I	3
ENG 324 American Literature II or	
ENG 328 British Literature I	3
ENG 329 British Literature II	3
ENG 303 Advanced Composition or	
ENG 453 Rhetorical Criticism	3
ENG 313 History of the English Language or	
ENG 341 Linguistics	3
ENG 340 Modern English Grammar	3

**Additional Minors in the School of Humanities and Social Sciences**

**French Minor**

15 hours

FRE 101-102 Elementary French	6
FRE 205-206 Intermediate French	6
<i>(One of the following):</i>	
FRE 307 French Composition	3
FRE 309-310 French Civilization	3
FRE 312 Literature of the Seventeenth Century	3
FRE 333 French Conversation	3
FRE 400 French Seminar	3
FRE 415 Crosscurrents of Contemporary French Literature	3
FRE 423 French Poetry	3
FRE 434 The French Novel	3
FRE 499 French Reading List	3

**Spanish Minor**

15 hours

SPA 101-102 Elementary Spanish	6
SPA 205-206 Intermediate Spanish	6
SPA 499 Independent Study	3

**The Department of Mass Communication**

Mission

The mission of the Mass Communication Department is to help students acquire the knowledge and skills to build successful mass communication careers and the concepts to think critically about the role of mass communications in society. The program provides comprehensive courses of study including theory and practice in print, TV, radio and public relations. The department houses a state-of-the art television studio, radio station and digital editing lab. The department’s teaching goals are aimed at building professional communicators who are grounded in the liberal arts and who possess strong reading, writing and critical thinking skills.

Goals

The Mass Communication Department produces students who:

- Meet requirements for placement in industry and graduate programs.
- Apply the fundamentals of news investigating, writing, and reporting for print and broadcast media employment situations.

- Apply the basic principles of radio, television, journalism, and public relations in the workplace.
- Write news for print media, radio, and television news services.
- Demonstrate ethical, legal, and moral responsibilities in formulating and disseminating information for mass media.
- Demonstrate radio and television production skills.
- Produce oral and written reports that meet the minimum requirements for effective communication
- Write and speak effectively and think and analyze critically.

**Major Requirements 121 hours**

The Mass Communication Department offers both a major and minor in Mass Communication.

**General Education Core Requirements 49-53 hours**

*(A grade of C or better is required in ENG 101 and ENG 102.)*

GST 004: Freshman Orientation	1
ENG 101: Freshman Composition I	3
ENG 102: Freshman Composition II	3
Literature: HUM 225 or 226 and ENG 323, 324, 328, 329 or 354	6
Mathematics: MAT 115 and MAT 121	6
Natural Science: SCI 150 or SCI 151	4
Historical Studies: HIS 145, 146, 201 or 202	3
Fine Arts: HUM 210, 211 or 212 and SPH 217	4
Foreign Language	6
African American Heritage: REL 235	3
Personal Wellness: HLH 101 and PED 101	2
Computer Science: CSC 160	2
Social Science: ECO 200, SOC 200 and PHI 211	9

**Core Courses for All Majors 22 hours**

*(MCM majors must have a grade of C or better in all MCM courses)*

MCM 200: Foundations of Mass Communication	3
MCM 204: Language Skills for Communicators	3
MCM 206: Social Media	3
MCM 210: News Reporting (Prerequisite: MCM 200)	3
MCM 307: Media Ethics (Prerequisites: MCM 200 & 210)	3
MCM 400: Mass Comm. Portfolio (Prerequisite: Taken in Senior Year)	1
MCM 412: Communications Law	

(Prerequisites: MCM 200, 210 & JR Status)	3
MCM 415: Internship (Prerequisite: Departmental Approval)	3

**Required Sequence Courses 18 hours**

**Broadcast Journalism Sequence**

MCM 245: Broadcast News Writing (Prerequisites: MCM 200 & 210)	3
MCM 309: Radio Production	3
MCM 345: Television Production (Prerequisites: MCM 200 & 245)	3
MCM 414: Advanced Television Production (Prerequisites: MCM 200, 245 & 345)	3
MCM Elective	3
MCM Elective	3

**Public Relations Sequence**

MCM 212: Principles of Public Relations (Prerequisite: MCM 200)	3
MCM 300: Research in Public Relations (Prerequisite: MCM 212)	3
MCM 302: Public Relations Writing & Production (Prerequisites: MCM 200 & 212)	3
MCM 416: Public Relations Campaigns (MCM 212, 300 & 302)	3
MCM Elective	3
MCM Elective	3

**Mass Communications Electives**

ART 240: Photography	3
ART 286: Computer Graphics	3
MCM 304: Black Press	3
MCM 324: Media and Crisis Communications	3
MCM 326: Persuasion and Propaganda	3
MCM 328: Event Planning	3
MCM 413: Copy Editing	3
MCM 424: International Communication	3
MCM 490: Selected Topics	3
MCM 499: Independent Study	3

**Related Course Requirements 30 hours**

CCJ 180: Introduction to Criminal Justice	3
ENG 341: Introduction to Linguistics	3
GEO 203: Principles of Geography	3
PSC 230: Introduction to American Government	3
SOC 305: Modern Social Problems	3
SPH 203: Voice & Diction	3
CIS 265: Electronic Commerce	3
Liberal Arts/Science Elective	3
Liberal Arts/Science Elective	3

Outside Elective 3

**Minor/Concentration Requirements 15 hours**

MCM 200: Foundations of Mass Communication 3

MCM 210: News Reporting  
(Prerequisite: MCM 200) 3

MCM 307: Media Ethics  
(Prerequisites: MCM 200 & 210) 3

MCM 412: Communications Law  
(Prerequisites: MCM 200, 210 & JR Status) 3

One of these courses: MCM 212 or MCM 245 3

## The Department of History/Political Science (HISPSC)

### Mission

The mission of the Department of History/Political Science (HISPSC), paralleling the University's mission, is to provide the academic foundation by which students can qualify for and achieve the credentials necessary for entrance into the professions (e. g. primary and secondary education; higher education; law; public administration/public policy; the ministry; the media; etc.). By establishing the foundations upon which its majors pursue the credentials of advanced education, the department also assists the students eventually to become more productive adults and leaders in: their immediate localities; in African-American communities; in the Nation; and even in the International arena, especially as they make the transition from the post-industrial society to the technological society of the new millennium.

### Program Goals/Objectives

The primary goal of the Department of History/Political Science is to prepare students to enter graduate programs to earn Masters and Doctoral degrees in the professions, e. g. education; history, political science; public administration/public policy; theology; journalism; and the law.

The Department expects that students who graduate with a major in History/Political Science or a major in History/Social Science – Education will have developed the skills and competencies to readily compete for the graduate program of their choice.

The second goal of the Department is to assure that students who seek employment after graduation will have developed the skills which would make them

competitive with other college graduates who seek entry both into the private, and the public sectors. Alternately stated, the department expects its graduates to demonstrate mastery in those requisite skills and competencies for graduate education and work place performance, namely: knowledge of the content areas; communication and formal reasoning skills; and research methods.

### Majors

History/Political Science: B.A.

History/Social Science – Education: B.A.

*(In conjunction with the School of Education and Interdisciplinary Studies).*

### Minors

History

Political Science

## History/Political Science Major

### Outlined Program of Study

Requirements *(B. A. Degree, 120 hours)*

**General Education 49 hours**

**Required History/Political Science Courses 48 hours**

HIS 146 World Civilizations II 3

HIS 200 History Research Methods 3

HIS 201 U.S. History I 3

HIS 202 U.S. History II 3

HIS 226 African-American History II 3

European History 6

Advanced American History 3

PSC 200 Research Methods 3

PSC 210 Political Theory 3

PAD 320 Public Administration or 3

PSC 340 Comparative Politics 3

PSC 350 International Relations 3

Restricted HIS/PSC Electives 12

**Related Courses 8 hours**

GEO 203 World Regional Geography 3

Geography Elective 3

SPH 217 2

**Free Electives 15 hours**

**Total Hours Required For Degree 120 hours**

## History/Social Science-Education Major

### Outlined Program of Study

Requirements *(B. A. Degree, 122 hours)*

<b>General Education</b>	<b>49 hours</b>
<b>Required Core Courses</b>	<b>36 hours</b>
HIS 146 World Civilizations II	3
HIS 201 U.S. History I	3
HIS 202 U.S. History II	3
HIS 226 African-American History II	3
European History	6
History Restricted Elective	3
Social Science Restricted Elective	3
PSC 230 Introduction to American Government	3
Geography	9
Economics	3
<b>Related Course</b>	<b>3 hours</b>
PSY 201 Human Growth and Development (Pre-requisite for PSY 306)	3
PSY 306 Psycho-Educational Measurement and Evaluation	3
<b>Education Professional Requirements</b>	<b>30 hours</b>
<i>(See: School of Education and Interdisciplinary Studies – Content Area Majors: Secondary Education 6-12).</i>	
<b>Minor in Political Science</b>	<b>15 hours</b>
The minor consists of 15 credits of coursework.	
PAD 320 Intro. to Public Administration and Public Policy	3
PSC 230 American Government <i>(Prerequisite – 3 hours)</i>	3
PSC 200 Research Methods	3
PSC 210 Intro. to Political Theory	3
PSC 340 Intro. to Comparative Politics or	
PSC 350 Intro. to International Relations	3
<b>History Minor</b>	<b>15 hours</b>
<b>Option 1:</b> Any four classes out of the following and one class of 300-400 level History courses	
<b>Option 2:</b> Any three classes out of the following and two classes of 300-400 level History courses	
<u>Courses for History minors:</u>	
HIS 145 World Civilizations I	3
HIS 146 World Civilizations II	3
HIS 200 History Research methods	3
HIS 201 American History I	3
HIS 202 American History II	3
HIS 225 African-American History I	3
HIS 226 African-American History II	3

## Office of Military Science and Leadership

The military science curriculum teaches the principles of management and leadership as a foundation for civilian and military careers. Graduates of this program are eligible for appointments as commissioned officers in the United States Army, the United States Army Reserve, or Army National Guard.

### Scholarships

Army ROTC offers students several opportunities for scholarships at VUU. High school students may apply for a four-year scholarship. Three-year and two-year scholarships also are available to on campus students. Scholarships may cover VUU tuition, most books, laboratory fees, and provide between \$350 and \$500 a month during the school year for living expenses.

### The Four-Year Program

The traditional four-year program is divided into two parts:

#### Basic Course

Normally, taken during the freshman and sophomore years, the Basic Course covers subjects like military history, traditions, organizations, and national defense. The emphasis in the course is on leadership development and general life skills. There is no commitment to the U.S. Army, unless the student is on a ROTC scholarship.

#### Advanced Course

Approval is required to enter the junior and senior-level classes. They cover instruction and practice in management, tactics, ethics, professionalism and continued leadership development.

All ROTC uniforms and materials are furnished at no cost. Students selected for advanced classes receive an allowance of \$450 or \$500 a month during the school year.

During the summer between junior and senior years, students will attend a six-week course, Leadership Development and Assessment Camp (LDAC). LDAC provides hands-on experience and evaluations for students at Ft Lewis, Washington.

### The Two-Year Program

Students who have not taken any of the basic classes are still eligible for a commission through the two-year program. In this program, students attend the Leader's Training Course (LTC) at Ft. Knox, Kentucky for four weeks during the summer. Upon completion of LTC,

students are eligible for the advanced courses in their junior and senior years.

**Simultaneous Membership Program (SMP)**

This program allows students to become members of the Army National Guard or the Army Reserve while enrolled in the Army ROTC. Advanced ROTC SMP students are paid for their guard/reserve training plus they receive a monthly ROTC allowance of \$400, \$450 or \$500 for up to three years.

**ROTC for Veterans**

If students are veterans, military experience can fulfill the basic course requirements. Some veterans may enroll directly into the Advanced Course. In addition to any financial assistance received from ROTC, veterans still are qualified to receive any and all VEAP/GI Bill/Army College benefits to which they are entitled.

**Minor Degree in Military Science and Leadership**

The Office of Military Science and Leadership offers a minor degree in Military Science and Leadership. 18 credit hours of course work must be taken. The student must commission in the Army in order to be awarded a minor degree in Military Science and Leadership.

The following are the courses required:

<i>Basic courses (Freshman &amp; sophomore years)</i>	<i>Advanced Courses (Junior and senior years)</i>
<u>MSC 101</u> - Basic Military Science (Foundations of Officership) -1 credit hour	<u>MSC 301</u> - Advanced Military Science (Leadership & Problem Solving) - 3 credit hrs
<u>MSC 102</u> - Basic Military Science (Basic Leadership) - 1 credit hour	<u>MSC 302</u> - Advanced Military Science (Leadership and Ethics) - 3 credit hours
<u>MSC 201</u> - Basic Military Science (Individual Military Skills) - 2 credit hours	<u>MSC 306</u> – LDAC – 0 Credits
<u>MSC 202</u> - Basic Military Science (Leadership & Teamwork) - 2 credit hours	<u>MSC 401</u> - Advanced Military Science (Leadership & Management) - 3 credit hours
	<u>MSC 402</u> - Advanced Military Science (Officership) - 3 credit hours

**MSC 306 - Military Science: Leadership Development and Assessment Course is a required course for award of Military Science and Leadership Minor Degree**

**The Department of Religious Studies**

Mission

The mission of the Department of Religious Studies is to provide a dynamic and challenging learning environment that encourages each and every student to reach beyond their perceived limits; and strive to excel in whatever field or undertaking they choose. We also aim to nurture our students, while preparing them to take their place in the global society as scholars, leaders, and builders of the future in religious institutions, the academy or whatever other area of society within which they choose to function.

The teaching philosophy of the Department of Religious Studies aims to enable students to :

- Demonstrate an understanding of various religious ideas and values underlying various world religious systems.
- Demonstrate an understanding of philosophical inquiry and the relationship between philosophical theory and life experience.
- Demonstrate an understanding of Judeo-Christian religions in their various forms.
- Demonstrate an understanding of non-Judeo Christian religions and their impact on the 21<sup>st</sup> century global community.
- Equip students to contribute positively to the world in which they live.

**Religious Studies Major**

**Outlined Program of Study**

Requirements (*B. A. Degree, 122hours*)

**General Education** **49-53 hours**

*(A grade of C or better is required in all English, History, Math, and Science)*

**Required Core Courses** **73 hours**

PHI 211 Logic or	
PHI 430 Philosophy of Religion	3
REL 201 Introduction to Religion	3
*REL 224 Religious Cults and Sects in the U.S.	3
*REL 235 Religious Trends in African American Communities	3
REL 311 Old Testament Literature I	3

REL 312	New Testament Literature I	3
REL 313	Old Testament Literature II	3
REL 314	New Testament Literature II	3
REL 316	Biblical Ethics	3
REL 366	Sociology of Religion	3
REL 417	Theological Communication	3
REL 420	Survey in Christian Thought	3
REL 421	Womanist Religious Thought	3
REL 463	Contemporary Trends in Theology I	3
REL 464	Contemporary Trends in Theology II	3
REL 490 01	Culture/Anthropology of Women in Biblical Times	3
REL 490 02	Directed Field Work/or Community Service	4
REL 490-03A		3
REL 490-03B		3
<i>(*Depicts courses that fulfill both a General Education and a Major requirement)</i>		
Free Electives		15
<b>Total Hours:</b>		<b>122-126 hours</b>

### Religious Studies Minor

Minor Concentration Course Requirements:

REL 311 and 313 plus 3 more courses chosen by the student in conjunction with Rel. Studies Advisor or  
REL 312 and 314 plus 3 more courses chosen by the student in conjunction with Rel. Studies Advisor or  
REL 311 and 312 plus 3 more courses chosen by the student in conjunction with Rel. Studies Advisor or  
REL 313 and 314 plus 3 more courses chosen by the student in conjunction with Rel. Studies Advisor

**Total Hours:** 15

### Philosophy Minor

PHI 211 – Logic  
PHI 212 – History of Philosophy  
PHI 213 – Modern Philosophy  
PHI 314 – American Philosophy  
PHI 316 – Contemporary Trends in Philosophy  
PHI 430 – Philosophy of Religion

## The Department of Criminology and Criminal Justice

### Mission

The Department of Criminology and Criminal Justice strives to provide students with comprehensive knowledge of the criminal justice system and the field of criminology. The major provides students with opportunities to explore these fields as a career choice or as preparation for graduate or law school. Students benefit from taking courses at the Richmond Police Training Academy and from the diverse types of internship placements available in the wider Richmond community.

### Goals/Objectives

The major goals of the Department are as follows:

- Provide students experiences that enable them to understand the major components of the criminal justice system and the role of the key decision-makers in each component; Prepare students to apply critical thinking skills with respect to the policies and practices of the criminal justice system; and
- Prepare students to understand the development of the field of criminology, applicable theories of offender behavior, and emerging trends in measuring and explaining criminal behavior.

### Majors

Students majoring in Criminology/Criminal Justice can earn a Bachelor of Arts (BA) degree.

### Minors

There are two minors offered in the Department, including a Minor in Criminology/Criminal Justice and a Minor in Legal Studies.

### Criminology and Criminal Justice Major

#### Outlined Program of Study

<b>General Education Courses</b>	<b>51-53 hours</b>
<b>Criminology and Criminal Justice Courses</b>	<b>45 hours</b>
CCJ 180	Introduction to Criminal Justice 3
CCJ 205	Criminology 3
CCJ 210	Police in America 3
CCJ 320	Correctional Theories and Practices 3
CCJ 330	Criminal Court Procedures 3
CCJ 331	Juvenile Justice 3
CCJ 335	Social Science Statistics 3
CCJ 340	Research Methods in Criminal Justice 3
CCJ 450	Criminal Law 3

CCJ 460 Analyzing Community Crime Problems	3
CCJ 480 Ethics in Criminal Justice	3
CCJ 486 Senior Seminar	3
CCJ Electives (4)	12
<b>Other Courses</b>	<b>21 hours</b>
Social Science Electives (2)	6
Free Electives (5)	15
<b>Total Hours Required for Degree</b>	<b>120 hours</b>

### Outlined Program of Study - Minor in Criminology and Criminal Justice

<b>Criminology and Criminal Justice Courses</b>	<b>15 hours</b>
CCJ 180 Introduction to Criminal Justice	3
CCJ 205 Criminology	3
CCJ 210 Police in America	3
CCJ 320 Correctional Theories and Practices	3
CCJ 330 Criminal Court Procedures	3

### Outlined Program of Study – Minor in Legal Studies

<b>Total Hours:</b>	<b>15 hours</b>
<b>Unit 1:</b> <i>(Select one course)</i>	3
PAD 451 Perspectives on Terrorism	
PSC 415 Civil Rights and Liberties	
PAD 431 Urban Politics	
<b>Unit 2:</b> <i>(Select one course)</i>	3
HIS 410 Criminal Justice History	
HIS 323 English History to 1688	
HIS 324 English History from 1688 to Present	
HIS 455 U.S. Constitutional History	
HIS 490 Crimes Against Humanity	
<b>Unit 3:</b> <i>(Select two courses)</i>	6
CCJ 180 Introduction to Criminal Justice	
CCJ 314 Criminal Investigations	
CCJ 330 Criminal Court Procedures	
CCJ 331 Juvenile Justice	
CCJ 450 Criminal Law	
CCJ 464 Organized Crime	
<b>Unit 4:</b> <i>(Select one course)</i>	3
MGT 200 Introduction to Legal Environments	
MCM 412 Communications Law	
SOC 305 Social Problems	
SWK 380 Social Discrimination	

### Clubs and Organizations

Lambda Alpha Epsilon – American Criminal Justice Association: The American Criminal Justice Association provides students with the opportunity to join a national organization dedicated to the criminal justice profession. The chapter sponsors guest lecturers of interest, field trips, service projects, and special academic opportunities. Members may also attend regional and national conferences and participate in the academic, professional, or marksmanship competitions.

Alpha Phi Sigma – National Criminal Justice Honor Society: Gamma Delta is the local chapter of Alpha Phi Sigma, the National Criminal Justice Honor Society. The purpose of the society is to encourage and recognize academic excellence. Eligibility criteria include completion of 60 semester hours that include at least five criminology/criminal justice courses as well as a cumulative GPA of at least 3.2 and a GPA of at least 3.2 in criminology/criminal justice courses.

Internship Opportunities: The Criminology and Criminal Justice department offers a wide variety of internships throughout the wider Richmond community. New opportunities are added annually.

## The Department of Social Work

### Mission

It is the mission of the Bachelor of Social Work program to produce generalist practitioners who are committed to the amelioration of social injustice and discrimination and who are competent in working with at-risk populations. The program builds upon and validates students' lived experiences and help students to use themselves and their unique backgrounds to question and articulate environmental issues and social responsibility. The evidenced-based practice model requires students to demonstrate a broad range of competencies required to render quality services at the beginning professional level. Students are also prepared for graduate education in social work or other human services fields. Formal application to the program is made during the sophomore year and requires a 2.4 GPA.

### Goals

The major goals of the Department are to:

- Develop competent generalist practitioners.



- Prepare students to master skills in oral and written communication.
- Prepare students for their roles as client advocates at the micro, mezzo and macro levels of practice.
- Prepare students for graduate study.

Social work majors are required to adhere to all policies as set forth in the Social Work Student Handbook (i.e. attendance, mandatory meetings, etc.).

## **Social Work Major**

### **Outlined Program of Study**

Requirements (*B. S. W. Degree, 123 hours*)

<b>General Education</b>	<b>51-54 hours</b>
(A grade of C or better is required for English courses)	
African American Heritage	3
Computer Science	2
English 101 and 102	6
Foreign Language 101 and 102	6
General Education 004	1
SPH 203 or 217	2-3
Literature	6
Mathematics	6
Historical Studies	3
Personal Wellness	2
Natural Science (SCI 150 and 150L)	4
Sociology 200	3
Economics (ECO 231 or higher)	3
Psychology (101 or higher)	3

### **Required Core Courses**

(A grade of C or better is required for all social work courses and restricted or social work electives)

<b>Freshman year</b>	<b>3 hours</b>
SWK 255 Introduction to Social Work	3

<b>Sophomore Year</b>	<b>13 hours</b>
SWK 257 Social Work Oral Communication	3
SWK 258 Social Work Written Communication	3
MAT 201 or PSY 203 or CCJ 335 (Statistics)	3
SWK Sophomore Field Placement (as SWK 490)	2
SWK Sophomore Seminar (as SWK 490)	2

<b>Junior Year (First Semester)</b>	<b>15 hours</b>
SWK 302 Human Behavior I	3
SWK 309 Social Research I	3
SWK 311 Social Policy I	3
SWK 314 Social Work Ethics	3
Restricted Elective	3

<b>Junior Year (Second Semester)</b>	<b>15 hours</b>
SWK 303 Human Behavior II	3
SWK 310 Social Research II	3
SWK 324 Social Work Practice I	3
SWK 380 Social Discrimination	3

<b>Senior Year (First Semester)</b>	<b>15 hours</b>
SWK 424 Practice II	3
SWK 426 Field Placement I	4
SWK 428 Senior Seminar I	2
Restricted or Social Work Elective	3
Social Work Elective	3

<b>Senior Year (Second Semester)</b>	<b>14 hours</b>
SWK 425 Practice III	3
SWK 427 Field Placement II	4
SWK 429 Senior Seminar II	2
Social Work Elective	3
Free Elective	3

<b><u>Social Work Minor</u></b>	<b>18 hours</b>
SWK 255 Introduction to Social Work	3
SWK 302 Human Behavior I	3
SWK 309 Research I	3
SWK 311 Social Policy I	3
SWK 314 Ethics	3
Social Work Elective	3

<b><u>Sociology Minor</u></b>	<b>18 hours</b>
SOC 200 Principles of Sociology	3
SOC 301 The Development of Social Thought	3
SOC 305 Modern Social Problems	3
SWK 309 Research Methods I	3
Sociology Elective	6

# THE SCHOOL OF MATHEMATICS, SCIENCE, AND TECHNOLOGY

## Mission

The School of Mathematics, Science and Technology (SMST) is committed to providing high quality education in the disciplines of science and mathematics, providing students with the capability to pursue rewarding professional careers and/or graduate studies across a variety of professions requiring expert technical support, decision making and specialized achievement. The SMST provides a supportive learning environment for its diverse population of students and offers instruction that employs cutting-edge technology for student involvement in undergraduate research and internships. The SMST is committed to fostering partnerships with business, industry, local and global agencies that will strengthen and enhance the academic and professional development of its students.

## Goals

The major goals of the SMST are to achieve the following:

- Graduates of SMST will demonstrate broad-based knowledge of basic core concepts in the arts and sciences with general as well as specialized knowledge of scientific principles, techniques and procedures that enable students to meet the present and future challenges of a complex and dynamic technology-based workplace.
- Graduates of SMST will be able to think critically and analytically about issues specific to their discipline and apply these skills in an academic or applied environment.

## Departments

The SMST has three departments: Computer Information Systems/ Computer Science, Mathematics, and Natural and Physical Sciences.

## Degrees

The Bachelor of Science (BS) degree is offered in the major areas.

## Majors

Biology  
Biology: Secondary Education

## Chemistry

Chemistry: Secondary Education  
Computer Information Systems  
Mathematics  
Mathematics: Secondary Education  
Natural Science with Computer Science

## Minors

Biology  
Chemistry  
Mathematics  
Computer Science  
Computer Information Systems  
Physics

## Scholarships

The George Powell Scholarship for Academic Achievement in the Sciences or Mathematics

## The Virginia/Nebraska Alliance

The School of Mathematics, Science, and Technology (SMST) is home for the VUU component of the Virginia/Nebraska Alliance (The Alliance). The Alliance is a unique partnership between partners dedicated to addressing the national need to diversify the healthcare and medical research workforce. The organization consists of Historically Black Colleges/Universities (HBCUs) within Virginia and Nebraska including the J. Sargeant Reynolds Community College, the University of Nebraska Medical Center (UNMC), Virginia Commonwealth University (VCU), the University of Richmond (U of R), the University of Virginia (UVA), Virginia Polytechnic and State University (VPSU), and the Eastern Virginia Medical School (EVMS) as academic partners. The Alliance assists the MST in identifying summer experiences for students interested in pursuing professional careers in the health, basic sciences, and other disciplines.

## The Department of Computer Information Systems and Computer Science

## Mission

The mission of the Department of Computer Information Systems & Computer Science is to create an active, experiential learning environment to prepare students of VUU to be able to plan, design and manage an e-commerce – ready enterprise architecture that is driven by effective and efficient business processes and supported by Web-ready integrated database environment.

## Goals

The goals of the Computer Information Systems major are as follow:

- To teach and broadly disseminate fundamental knowledge concerning the design, use, and implementation of organizational computer information systems.
- To assist students in developing the fundamental understanding of programming through the systematic study of algorithmic processes that create, describe, and transform information.
- To prepare students for success in the workplace and life-long learning in the field of computer information systems by providing the necessary knowledge and skills
- To maintain a high level of effectiveness in instruction, intellectual contribution and professional service.
- To provide an environment conducive to attracting students and developing professional faculty.

## Computer Information Systems Major

### Outlined Program of Study

Requirements (*B. S. Degree, 120 hours*)

(Students expecting to major in Computer Information Systems must earn a grade of “C” or better in all Computer Information System core, other major courses and departmental requirements.)

**General Education** **51-52 hours**

**SLSB Core Courses** **26 hours**

ACC 201 Financial Accounting	4
ACC 202 Managerial Accounting	4
ECO 232 Micro-Economics	3
MGT 200 Intro to Legal Environments	3
MGT 213 Managerial Communications	3
MGT 214 Management and Organizational Behavior	3
MKT 300 Principles of Marketing	3
<b>Other departmental requirements</b>	<b>6</b>

MAT 201 Statistics	3
MAT 210 Applied Calculus for Business	3

## **Computer Information Systems Major**

<b>Core Courses</b>	<b>30 hours</b>
CIS 210 Introduction to Software Development	3
CIS 263 Networks and Telecommunication	3
CIS 265 Electronic Commerce & Web Development	3
CIS 360 Database Design and Implementation	3
CIS 362 Hardware and Software	3
CIS 364 Systems Analysis and Risk Assurance	3
CIS 368 Application Programming	3

### **Plus 3 Additional Courses from the list below:**

CIS 214 Cyber Crime and Cyber Security	3
CIS 369 Advanced Application Programming	3
CIS 413 IT Strategy, Management, and Acquisition	3
CIS 460 Information Technology Management and Mitigation	3
CIS 461 Data Mining and Decision Support Systems	3
CIS 490 Senior Research	3

**Free Electives** **6-7 Hours**

**Total Hours Required for Degree** **120 Hours**

## **Computer Information Systems Minor**

*Requirements - 15 hours Students are required to earn a grade of “C” or better.*

### Any 5 courses

CIS 263 Networks and Telecommunication	3
CIS 265 Electronic Commerce & Web Development	3
CIS 360 Database Design and Implementation	3
CIS 362 Hardware and Software	3
CIS 363 Operating Systems	3
CIS 364 Systems Analysis and Risk Assurance	3
CIS 368 Application Programming	3

## **Computer Science Minor** **15 hours**

*Requirements – 15 hours Students are required to earn a grade of “C” or better.*

CSC 201 Programming I and II	3
CSC 205 Application Design I	3
CSC 310 Data Structures	6
CSC Elective (Select One Course)	3

<b>Electives (any two courses)</b>	6
CSC 305 Application Design II	3
CSC 312 Internet Programming	3
CSC 405 Numerical Analysis	3
CSC 450 Special Topics in Computer Science	3

**Computer Science Electives:** CSC 321, or 450.

### Cybersecurity minor

The Cybersecurity minor is streamlined to include comprehensive computer information systems and security courses for cutting-edge knowledge of cyber-crime trends and mitigation of future attacks. This option is available to business, mathematics, mass communications, criminology and criminal justice majors, or by permission of the CIS department.

### Cybersecurity minor courses **18 hours**

CIS 214 Foundations of Cyber Crime and Cyber Security	3
CIS 215 Foundations of Digital Forensics	3
CIS 263 Networks and Telecommunication	3
CIS 265 Electronic Commerce and Web Development	3
CIS 320 Cryptography Methods	3
CIS 461 Network Security Management	3

### The Computer Information Systems minor

A minor in computer information systems is perfect for the student who decides to enhance their degree with computer and technology courses. This minor is available to business majors, criminology and criminal justice majors, mass communications majors, or by permission of the CIS department.

### Computer Information Systems minor courses **Any 15 hours**

CIS 263 Networks and Telecommunication	3
CIS 265 Electronic Commerce and Web Development	3
CIS 360 Database Design and Implementation	3
CIS 362 Computer Hardware / Software	3
CIS 363 Operating Systems	3
CIS 364 Systems Analysis and Risk Assurance	3
CIS 368 Application Programming	3

### The Computer Science minor

The current revised computer science minor is perfect for the VUU STEM student who decides to enhance their degree with computer and technical knowledge. This minor is available to mathematics, natural science, education, social work, psychology, and those majors with a higher concentration of mathematics above the pre-calculus and trigonometry level, or by permission of the CIS department.

### Computer Science minor courses **9 hours**

CSC 201 Programming I	3
CSC 205 Application Design I	3
CSC 310 Data Structures	3

### Computer Science electives (any two courses)

CSC 305 Application Design II	3
CSC 321 Internet Programming	3
CSC 405 Numerical Analysis	3
CSC 450 Special Topics in Computer Science	1-3

## The Department of Mathematics

### Mission

The Department of Mathematics provides a wide array of courses. Students who major in Mathematics can minor in Computer Science or Elementary/Secondary Education. Students can also take courses which enable them to get in to other fields of study such as, Engineering, Actuarial Science, and Information Technology. The courses are designed in accordance with the mission of the University in general and that of the Department in particular. The Department also provides service courses for students who are not majoring in Mathematics, Computer Information Systems/Computer Science, or the Natural Sciences.

### Objectives

The objectives of the Department of Mathematics are multifaceted:

- To give students an exposure to the realm of Mathematics and on abstract reasoning.
- To develop an appreciation for the ubiquity of Mathematics in everyday life of individuals and that of society.
- To empower students with tools for analytical thinking, logical reasoning and abstract argument so that they develop as critical thinkers.
- To promote opportunities for our students to compete as professional in global economy that

requires uniquely skilled workers from diverse cultures

Majors

Mathematics

Mathematics (6 – 12 Licensure in Secondary Education)

Minors

Mathematics

Computer Sciences

Students expecting to major in Mathematics must earn a grade of “C” or better in all mathematics core courses, and other major area courses and Departmental requirements. Course work begins with the Calculus Sequence.

**Mathematics – B.S. Degree 128 hours**

Course work begins with the Calculus sequence.

**Outlined Program of Study**

**General Education: 41 Hours**

**Required Mathematics Core Courses: 55 Hours**

(Minimum grade of C required)

MAT 175 Pre-Calculus Trigonometry	4
MAT 214 Analytical Geometry and Calculus I	4
MAT 216 Analytical Geometry and Calculus II	4
MAT 221 Linear Algebra	3
MAT 306 Modern Algebra I	3
MAT 307 Modern Algebra II	3
MAT 315 Discrete Mathematics	3
MAT 322 Multivariate Calculus	4
MAT 327 Differential Equations	3
MAT 331 Probability and Statistics I	3
MAT 332 Probability and Statistics II	3
MAT 420 Vector Analysis	3
MAT 428 Advance Calculus I	3
MAT 429 Advance Calculus II	3
MAT 441 Complex Variables I	3
MAT 442 Complex Variables II	3
MAT 450 Numerical Analysis	3

**Other Departmental Requirements 21 Hours**

(Minimum grade of “C” required)

CHE 101 General Chemistry I	4
CHE 102 General Chemistry II	4
CSC 201 Programming I	3
PHY 251 – 252 University Physics I and II	8
Free Elective	2
<b>Restrictive Electives (any one course)</b>	<b>3</b>
MAT 301 Modern Geometry	
MAT 460 Introduction to PDE’s	

MAT 499 Senior Research

MAT Topics Course in Advance Mathematics

**Restrictive Electives:**

MAT 500 Cooperative Education

PHY 305 Modern Physics

PHY 315 Mechanics

PHY 320 Electricity and Magnetism

**Mathematics with Computer Science**

**Minor – B.S. Degree**

**Outlined Program of Study**

Requirements (B.S. Degree, 120-121 hours)

Students expecting to major in Mathematics with Computer Science must earn a grade of “C” or better in all mathematics core courses, computer science core, other major courses and Departmental requirements. Course work begins with the Calculus Sequence.

**General Education: 41-42 Hours**

**Required Mathematics Core Courses: 41 Hours**

(Minimum grade of “C” required)

MAT 170 Pre-Calculus	4
MAT 175 Pre-Calculus Trigonometry	4
MAT 214 Analytical Geometry and Calculus I	4
MAT 216 Analytical Geometry and Calculus II	4
MAT 221 Linear Algebra	3
MAT 315 Discrete Mathematics	3
MAT 322 Multivariate Calculus	4
MAT 331 Probability and Statistics I	3
MAT 332 Probability and Statistics II	3
MAT 327 Differential Equations	3
MAT 428 Advance Calculus	3
MAT 450 Numerical Analysis	3

**Computer Science Core Courses 18 Hours**

(Minimum grade of C required and above CSC 200 Level)

CSC 201 - 202 Programming I and II	6
CSC 205 - 305 Application Design I and II	6
CSC 310 Data Structures	3
CSC Electives	6

**Other Departmental Requirements 14 Hours**

(Minimum grade of C required)

CHE 101 General Chemistry I	4
PHY 251 – 252 University Physics I and II	8
Elective	2

**Restricted Electives 6**

Computer Science Course	3
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Computer Science or Mathematics Course 3

### **Mathematics-B.A. Degree: Secondary**

#### **Education 6 – 12 124 Hours**

Course work begins with the Calculus Sequence.

Students expecting to major in Mathematics: Secondary Education 6-12 with must earn a grade of “C” or better in all Mathematics core courses, Education core, other major area courses and Departmental requirements.

#### **Outlined Program of Study**

Requirements (B. A. Degree, 124 hours)

(Students expecting to

**General Education:** 52 Hours

#### **Mathematics: Secondary**

#### **Education 6 – 12 Core Courses 37 Hours**

(Minimum grade of “C” required)

MAT 175 Pre-Calculus Trigonometry 4

MAT 214 Analytical Geometry and Calculus I 4

MAT 216 Analytical Geometry and Calculus II 4

MAT 221 Linear Algebra 3

MAT 301 Modern Geometry 3

MAT 306 Modern Algebra I 3

MAT 315 Discrete Mathematics 3

MAT 322 Multivariate Calculus 4

MAT 427 Differential Equations 3

MAT 428 Advance Calculus I 3

MAT 441 Complex Variables I 3

#### **Required Education Core Courses 35 Hours**

IDS 119 Introduction to Teaching 1

EDU 220 – Foundations of Education 3

EDU 321 – Curriculum and Instruct.

Strategies for Diverse Learners 3

EDU 323 – Adaptive Constructivist

Teaching 3

EDU 329 – Reading and Writing in the

Content Areas 3

EDU 340 – Computers and Technology

in Education 3

EDU 358 – Classroom--Behavior

Management 3

EDU 423FB Curriculum and Instruction in

Secondary Schools 3

EDU 424 Student Teaching 9

EDU 425 Reflective Teaching Colloquium 3

EDU 490 Critical Issues In Education 1

## **The Department of Natural Sciences**

### **Mission**

The mission of the Department of Natural Sciences is to prepare future generations of scientists for admission into graduate school, professional school, or for joining the workforce in academia, government, or industry. Since its inception, the department has been successful in producing competitive students to meet the challenges of a dynamic and changing global society. The department continuously seeks to enhance its programs by reevaluating and updating its curricula, supporting student research, and enriching its programs through competitively sought grants and contracts and other extramural sources of funding.

### **Goals/Objectives**

The major goals of the Department are to:

- Acquaint the student with the basic concepts and principles of science.
- Develop in each student a functional understanding and appreciation of the methods of science.
- Develop in each student an appreciation of the vastness, grandeur, and complexity of the universe.
- Sensitize the student to problems resulting from the enormous potential of scientific endeavors.
- Give department majors such functional information, understanding, and skills as will serve as a basis for teaching, research, advanced academic work, or other professional pursuit.

### **Majors**

Biology

Chemistry

Natural Science/Computer Science

Secondary Education: Endorsement in Biology or

Chemistry for 6 – 12 Licensure

*(Available in collaboration with the School of Education and Interdisciplinary Studies)*

### **Minors**

Biology

Chemistry

Physics

Natural Science with a minor in Computer Science  
Environmental Science

### **Biology Major**

**General Education Core Curriculum 52 hours**

**Required Science and Mathematics Courses 73 hours**

BIO 112	General Biology II	4
BIO 115	Writing in the Sciences	1
BIO 201	Microbiology	4
BIO 213	Genetics	4
BIO 300	Ecology	4
BIO 308	Comparative Anatomy of Vertebrates	4
BIO 315	Cell Biology	4
BIO 350	Seminar	1
BIO 411	Research Techniques	4
	Biology Electives	12
CHE 101	General Chemistry I	4
CHE 102	General Chemistry II	4
CHE 210	Organic Chemistry I	4
CHE 211	Organic Chemistry II	4
PHY 221	College Physics I	4
PHY 222	College Physics II	4
MAT 175	Pre-Calculus with Trigonometry	4
MAT 201	Statistics	3

**TOTAL HOURS REQUIRED FOR DEGREE 125 hours**

**Biology Minor 21 hours**

BIO 111-112	General Biology I and II	8
BIO 115	Writing in the Sciences	1
BIO 201	Microbiology	4
BIO 213	Genetics	4
BIO Elective		4

### **Biology Major with Environmental Science Concentration**

In addition to the courses of the Biology Major, the following courses are required.

CHE 350	Environmental Chemistry*	4
NSC 260	Intro. to Environmental Science*	4

Two of the following four courses:

ECO 231	Principles of Economics&	3
GEO 203	Principles of Geography&	3
PSC 220	Intro to Public Administration	3

PSC 230	Intro to American Government	3
	One of the following two courses:	
SOC 346	Cultural Anthropology	3
SOC 358	Issues in the Urban Environment	3

\* Can count as one of the three Biology Electives in the Biology major and  
Can count as one of the three Social Science Electives in the General Education Core Curriculum

**TOTAL HOURS REQUIRED FOR DEGREE 128 hours**

### **Biology Secondary Education Major**

**General Education Core Curriculum 52 hours**

**Required Science and Mathematics Courses 48 hours**

BIO 112	General Biology II	4
BIO 115	Writing in the Sciences	1
BIO 201	Microbiology	4
BIO 213	Genetics	4
BIO 308	Comparative Anatomy of Vertebrates	4
BIO 315	Cell Biology	4
CHE 101	General Chemistry I	4
CHE 102	General Chemistry II	4
CHE 210	Organic Chemistry I	4
PHY 221	College Physics I	4
MAT 175	Pre-Calculus with Trigonometry	4
MAT 201	Statistics	3
NSC 260	Introduction to Environmental Science	4

**Required Education Courses 37 hours**

IDS 190	Fundamentals of Teaching	1
EDU 220	Foundations of Education	3
EDU 321	Curriculum and Instruc. Strategies for Diverse Learners	3
EDU 323	Adaptive Constructivist Teaching	3
EDU 329	Reading and Writing in the Content Areas	3
EDU 340	Computers and Technology in Education	3
EDU 358	Classroom / Behavior Management	3
EDU 423FB	Curriculum and Instruction in Secondary Schools	3
EDU 424	Student Teaching	9
EDU 425	Reflective Teaching Colloquium	3
PSY 201	Human Growth and Development (Pre-requisite for PSY 306)	3
PSY 306	Psycho-Educational Measurement	

and Evaluation 3

**TOTAL HOURS REQUIRED FOR DEGREE 137 hours**

### **Biology Major – PreMed Program**

The PreMed Program prepares students for admission into Medical School. Students who participate in the PreMed Program take all required courses of the Biology Major, and, in addition, take recommended social science electives, recommended Biology electives, and two additional Biology courses to strengthen their preparation for Medical School. Supplementing their course work, PreMed students are guided through a set of extracurricular activities aimed at career development, exposure to the medical field, and preparation for the Medical College Admission Test (MCAT). Individual student progress in the PreMed Program is monitored by a personal advisor and by a PreMed Advisory Committee. The Advisory Committee will evaluate each PreMed student's achievements at the conclusion of the program, and write an individualized letter of recommendation to support Medical School applications. Admission into the PreMed Program is merit-based.

#### **General Education Core Curriculum 52 hours**

The General Education Core Curriculum includes three Social Science Electives. For the PreMed Program, the following Social Science Electives are prescribed:

PSY 101	General Psychology	3
SOC 200	Principles of Sociology	3
PHI 490	Special Topics – Ethics	3

#### **Required Science and Mathematics Courses 72 hours**

BIO 112	General Biology II	4
BIO 115	Writing in the Sciences	1
BIO 201	Microbiology	4
BIO 213	Genetics	4
BIO 300	Ecology	4
BIO 308	Comparative Anatomy of Vertebrates	4
BIO 315	Cell Biology	4
BIO 350	Seminar	1
BIO 411	Research Techniques	4
CHE 101	General Chemistry I	4
CHE 102	General Chemistry II	4
CHE 210	Organic Chemistry I	4
CHE 211	Organic Chemistry II	4
PHY 221	College Physics I	4
PHY 222	College Physics II	4
MAT 175	Pre-Calculus with Trigonometry	4

MAT 201 Statistics 3

The Biology Major Curriculum includes three Biology Electives. For the PreMed Program, the following Biology Electives are prescribed:

BIO 324	Principles of Physiology	4
CHE 300	Biochemistry	4
ELECT	Molecular Biology, or Parasitology, or Embryology	4

#### **Additional courses prescribed for the PreMed Program (note – these courses are not required for the Biology major):**

BIO 202	Plant Science	4
BIO 490	Special Topics – Medical Terminology	3

**TOTAL HOURS FOR PREMED PROGRAM 132 hours**

### **Chemistry Major**

**General Education Core Curriculum 52 hours**

**Required Science and Mathematics Courses 77 hours**

CHE 102	General Chemistry II	4
CHE 201	Quantitative Analysis	4
CHE 210	Organic Chemistry I	4
CHE 211	Organic Chemistry II	4
CHE 300	Biochemistry	4
CHE 310	Physical Chemistry I	4
CHE 311	Physical Chemistry II	4
CHE 380	Inorganic Chemistry	3
CHE 415	Advanced Organic Chemistry	3
CHE 433	Quantitative Organic Analysis	4
CHE 450	Senior Research Seminar	4
BIO 111	General Biology I	4
BIO 112	General Biology II	4
PHY 251	University Physics I	4
PHY 252	University Physics II	4
MAT 175	Pre-Calculus with Trigonometry	4
MAT 201	Statistics	3
MAT 214	Analytic Geometry & Calculus I	4
MAT 216	Analytic Geometry & Calculus II	4
	Natural Science Elective	4

**Total Hours Required for Degree 129 hours**

#### **Chemistry Minor 26 hours**

CHE 101-102	General Chemistry I and II	8
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CHE 201	Quantitative Analysis	4
CHE 210-211	Organic Chemistry I and II	8
CHE 415	Advanced Organic Chemistry	3
	Advanced Chemistry Elective	3

### **Chemistry Secondary Education Major**

**General Education Core Curriculum** 52 hours  
**Required Science and Mathematics Courses** 47 hours

CHE 102	General Chemistry II	4
CHE 201	Quantitative Analysis	4
CHE 210	Organic Chemistry I	4
CHE 211	Organic Chemistry II	4
CHE 310	Physical Chemistry I	4
CHE 311	Physical Chemistry II	4
CHE 380	Inorganic Chemistry	3
CHE 450	Senior Research Seminar	4
BIO 111	General Biology I	4
PHY 251	University Physics I	4
MAT 175	Pre-Calculus with Trigonometry	4
MAT 214	Analytic Geometry & Calculus I	4

**Required Education Courses** 37 hours

IDS 190	Fundamentals of Teaching	1
EDU 220	Foundations of Education	3
EDU 321	Curriculum & Instruction Strategies for Diverse Learners	3
EDU 323	Adaptive Constructivist Teaching	3
EDU 329	Reading and Writing in the Content Areas	3
EDU 340	Computers and Technology in Education	3
EDU 358	Classroom / Behavior Management	3
EDU 423FB	Curriculum and Instruction in Secondary Schools	3
EDU 424	Student Teaching	9
EDU 425	Reflective Teaching Colloquium	3
PSY 201	Human Growth and Development (Pre-requisite for PSY 306)	3
PSY 306	Psycho-Educational Measurement and Evaluation	3

**TOTAL HOURS REQUIRED FOR DEGREE** 136 hours

### **Chemistry Major with Pre-Med / Pre-Allied Health Concentration**

This is a Chemistry Major curriculum with more rigors. The following courses replace CHE 433 and the Natural Science Elective as required in the Chemistry Major.

BIO 201	Microbiology	4
BIO 213	Genetics	4
BIO 315	Cell Biology	4
<b>Total Hours Required for Degree</b>		<b>133 hours</b>

### **Natural Science Major (with Minor in Computer Science)**

**General Education Core Curriculum** 52 hours  
**Required Science and Mathematics Courses** 71 hours

BIO 111	General Biology I	4
BIO 112	General Biology II	4
BIO 115	Writing in the Sciences	1
BIO 213	Genetics	4
BIO 350	Seminars in Biology	1
CHE 101	General Chemistry I	4
CHE 102	General Chemistry II	4
PHY 221	College Physics I	4
PHY 222	College Physics II	4
MAT 175	Pre-Calculus with Trigonometry	4
MAT 201	Elementary Statistics	3
MAT 214	Analytic Geometry & Calculus I	4
MAT 315	Discrete Mathematics	3
CSC 201	Programming I	3
CSC 202	Programming II	3
CSC 205	Application Design I	3
CSC 305	Application Design II	3
CSC 310	Data Structures	3
	Restricted Electives	9
	Free Elective	3

**Total Hours Required for Degree** 123 hours

### **Physics Minor** 20 hours

PHY 251	University Physics I	4
PHY 252	University Physics II	4
PHY 305	Modern Physics	3

**Physics Minor Electives Courses** 9  
 (Select any three courses.)

PHY 315	Mechanics	3
PHY 320	Electricity and Magnetism	3
PHY 330	Thermodynamics	3
PHY 405	Quantum Mechanics	3
PHY 411	Advanced Laboratory I	3

# UNDERGRADUATE COURSE DESCRIPTIONS

## ACCOUNTING

### **ACC 201 Financial Accounting (4 cr.)**

Focuses on the accounting system that is used to record, process, communicate, and interpret general-purpose financial information to end-users. Topics include fundamental financial accounting principles, theory of debit and credit, use of special journals and ledgers, and financial-statement preparation and interpretation. Prerequisite: Placement in MAT 160.

### **ACC 202 Managerial Accounting (4 cr.)**

Focuses on the use of accounting information by managers within a business organization. Topics include product and service costing, budget preparation and administration, use of standard costs as a means of managerial control, capital budgeting, breakeven analysis, and cost/benefit analysis. Prerequisite: ACC 201.

### **ACC 301 Intermediate Accounting I (4 cr.)**

Emphasizes moderately complex problems in accounting that pertain to cash, receivables, and inventories, revenues, fixed assets, liabilities, owner's equity, revenues, and expenses. Special emphasis is placed on generally accepted accounting principles and theoretical analysis. Prerequisite: ACC 201.

### **ACC 302 Intermediate Accounting II (4 cr.)**

Emphasizes more complex problems in accounting that pertain to inventories, investments, fixed assets, liabilities, owner's equity, revenues, and expenses. As in ACC 301, emphasis is placed on generally accepted accounting principles and theoretical analysis. Prerequisite: ACC 301.

### **ACC 303 Accounting Information Systems (3 cr.)**

Examines the design and evaluation of manual and computerized accounting information systems. Prerequisites: ACC 202 and CIS 162.

### **ACC 304 Cost Accounting (3 cr.)**

Focuses on cost accumulation for inventory pricing and income determination. Topics include costing of materials, labor, and overhead, cost accounting as an aid to administrative control, job orders, process, standard cost accounting, capital budgeting and decision-making. Prerequisite: ACC 202.

### **ACC 305 Federal Taxes (3 cr.)**

The basic principles of federal income tax laws relating to individuals, sole proprietorships, partnerships, and corporations. The general concepts of income, deductions, expenses, and credits as they relate to various types of entities are examined. Prerequisite: ACC 201.

### **ACC 401 Auditing (3 cr.)**

Covers the conceptual, theoretical, and practical procedures applicable to auditing. Primary emphasis is placed on the theory of audit evidence and the objectives, techniques, and procedures for financial audit reports. Prerequisite: ACC 301.

### **ACC 403 Advanced Accounting (3 cr.)**

Emphasizes accounting techniques and reporting for business consolidations, multinational enterprises, and partnerships. Prerequisite: ACC 302.

### **ACC 404 Governmental and Non-Profit Accounting (3 cr.)**

This course focuses on the accounting principles used by local, state, and federal governments and non-profit entities such as colleges and universities, and social service agencies, and the resulting financial reporting of the entities. Students will learn how to record and process transactions through journal entries, report transactions through basic financial statements, implement budgetary control systems, and use fund accounting principles for proper segregation and earmarking or resources per legislative or restrictive mandates. Parallel enrollment in ACC 403.

### **ACC 490 Special Topics (1-3 cr.)**

Investigates in-depth a topic of current interest in the accounting field. Course must be approved by the student's advisor, the department chair and the dean. Prerequisite: junior or senior status.

### **ACC 494 Internship (1-3 cr.) (See MGT 494)**

### **ACC 499 Independent Study (1-3 cr.)**

Provides the opportunity for a student to pursue a topic of study under the supervision of a designated faculty member, with monitoring by the department chair. Prerequisite: junior or senior status. Course must be approved by student's advisor, the department chair and Dean.

## **ART**

### **ART 108 Fundamentals of Art I (3 cr.)**

Introduction to tools, techniques, styles, and forms of the visual arts. Establishment of discretionary values and critical skills; studio assignments in two dimensions, discussions, critiques, slides, films, and exhibitions.

### **ART 109 Fundamentals of Art II (3 cr.)**

Continuation of ART 108. Introduction to tools, techniques, styles and forms of three-dimensional visual arts. Emphasizes the establishment of discretionary values and critical skills. Prerequisite: ART 108.

### **ART 220 Drawing (3 cr.)**

Introduces students to two-dimensional creative processes using various drawing mediums. Emphasizes expressive and interpretive qualities as well as formal relationships in drawing composition. Prerequisite: ART 108.

### **ART 240 Photography (3 cr.)**

Introduction to basic photography, cameras, film composition, lighting, and darkroom practices. Emphasis is placed on black and white photography. Students must furnish camera, film and supplies. Prerequisite: ART 109.

### **ART 254 Painting (3 cr.)**

Introduces students to two-dimensional creative processes using various painting medium and expressive and interpretive qualities as well as formal relationships in painting composition. Prerequisite: ART 109.

### **ART 257 Introduction to Ceramics (3 cr.)**

Designed to explore the possibilities of clay as a creative medium, offering projects in pottery making, figure modeling, etc. Emphasis is placed on design, texture, decoration, the use of the potter's wheel, glazing.

### **ART 264 Sculpture (3 cr.)**

Introduces students to sculptural processes, carving, casting, and modeling. Students study analysis and organization of three-dimensional forms. Prerequisite: ART 109.

### **ART 280 Printmaking (3 cr.)**

An introduction to basic printmaking processes, including woodcuts, linocuts, etchings, monotypes. Prerequisite: ART 109.

### **ART 285 Graphic Design (3 cr.)**

This course focuses on creating original graphic design concepts via text and images and on principles of advertising design and layout. It develops the students' skills in effective presentation through text, typography and illustration, from rough, thumb-nail design to precisely executed comprehensives, using all methods of visual exploration and investigation. Prerequisite: ART 109.

### **ART 286 Computer Graphics (3 cr.)**

This course introduces students to the software used in the professional design field. It focuses on Adobe Creative Suite with an emphasis on Photoshop, Illustrator, and In Design. Through coursework, demonstrations, and critiques students will develop the conceptual and technical skills necessary to succeed in a professional environment. Prerequisite: ART 109.

### **ART 308 Art History I (3 cr.)**

The history of art as created and developed by all races and cultures from prehistoric times to the Renaissance.

### **ART 309 Art History II (3 cr.)**

The history of art as created and developed by all races and cultures from the Renaissance to the present.

### **ART 310 African American Art (3 cr.)**

The history of African American Art from the Seventeenth century to the present.

### **ART 320 & 420 Intermediate and Advanced Drawing (3 cr. each)**

Progressively advanced studies in drawing for students who wish to continue their concentration on two-dimensional creative processes using various drawing mediums. Emphasizes expressive and interpretive qualities as well as formal relationships in drawing composition. Prerequisite: ART 220 for ART 320; ART 320 for ART 420.

### **ART 340 & 440 Intermediate and Advanced Photography (3 cr. each)**

Progressively advanced studies in photography, cameras, film composition, lighting, and darkroom practices for students who wish to continue a concentration in photography. Emphasis is placed on black and white photography. Students must furnish camera, film and supplies. Prerequisite: ART 240 for ART 340; ART 340 for ART 440.

**ART 354 & 454 Intermediate and Advanced Painting (3 cr. each)**

Progressively advanced studies in two-dimensional creative process using various painting medium and expressive and interpretive qualities as well as formal relationships in painting composition, for students who wish to continue their study with a concentration in painting. Prerequisite: ART 254 for ART 354; ART 354 for ART 454.

**ART 357 & 457 Intermediate and Advanced Ceramics (3 cr. each)**

Designed for progressive study of clay as a creative medium, offering projects in pottery making, figure modeling, etc. Emphasis is placed on design, texture, decoration, the use of the potter's wheel, glazing. For students who wish to continue their study with a concentration in ceramics. Prerequisite: ART 257 for ART 357; ART 357 for ART 457.

**ART 364 & 464 Intermediate and Advanced Sculpture (3 cr. each)**

Designed for progressive study of sculptural processes, carving, and modeling. Students study analysis and organization of three-dimensional forms, for student who wish to continue their study with a concentration in sculpture. Prerequisite: ART 264 for ART 364; ART 364 for ART 464.

**ART 380 & 480 Intermediate and Advanced Printmaking (3 cr. each)**

Progressive study of printmaking processes, including woodcuts, linocuts, etchings, monotypes for students who wish to continue their studies with a concentration in Printmaking. Prerequisite: ART 280 for ART 380; ART 380 for ART 480.

**ART 385 & 485 Intermediate and Advanced Graphic Design (3 cr. each)**

Progressive continuation of study that focuses on creating original graphic design concepts via text and images and on principles of advertising design and layout. It develops the students' skills in effective presentation through text, typography, photography and illustration, from rough, thumb-nail design to precisely executed comprehensives, using all methods of visual exploration and investigation. For students who wish to continue their studies with a concentration in graphic design. Prerequisite: ART 285 for ART 385; ART 385 for ART 485.

**ART 386 & 486 Intermediate and Advanced Computer Graphics (3 cr. each)**

Progressive continuation of the study of software used in the professional design field. It focuses on Adobe Creative Suite with an emphasis on Photoshop, Illustrator, and In Design. Through coursework, demonstrations, and critiques students will develop the conceptual and technical skills necessary to succeed in a professional environment. For students who wish to continue their studies with a concentration in computer graphics. Prerequisite: ART 286 for ART 386; ART 386 for ART 486.

**ART 398 Junior Studio Project and Exhibition (2 cr.)**

A creative project in one or more areas of concentration, embodying a written proposal to be submitted and approved by the Art faculty as well as the completed execution of the approved project/exhibition. Computer applications. Prerequisite: Junior standing as an Art major, consent of instructor.

**ART 405 Museum Studies (3 cr.)**

Introduction to museum work, including administration, research, documentation, curatorial duties, and exhibitions methods. Prerequisite: Junior standing, consent of instructor. Credit, 3 hours.

**ART 408 African, Oceanic, and Native American Art History (3 cr.)**

Study of the major themes and styles of the arts of Africa, the South Pacific, and Native America in the context of their histories and cultures.

**ART 425 Internship (3 cr.)**

This course provides the opportunity for the student to obtain supervised work experience in the major at an off-campus site selected and approved by the Departmental Chairperson.

**ART 498 Senior Comprehensive Examination (2 cr.)**

An advanced creative project in the student's chosen area(s) of concentration, embodying a written proposal to be submitted and approved by the Art faculty, complete execution of the project, a public exhibition of the results, and a written presentation to accompany the exhibit. Prerequisite: Senior standing as an Art Major and consent of instructor.

## BIOLOGY

### **BIO 115 Writing in the Sciences (1 cr.)**

An introduction to writing and reading within the biological sciences. Topics include review and analysis of the scientific method, library research techniques, the language of science; and reading scientific books, journals, abstracts and peer-review articles. One-hour lecture and two hours recitation.

### **BIO 111-112 General Biology (4 cr. per semester)**

This sequence offers an in-depth overview of the primary biological principles of molecular, cellular, and organismal biology. Students survey selected plants and animals to illustrate problems and theories related to living systems and their interactions with the environment. Three hours lecture and two hours laboratory weekly. Students must earn a grade of 'C' or better in BIO 111 to qualify for BIO 112.

### **BIO 200 Introduction to the Biology of Aging (3 cr.)**

Emphasizes the changes that occur during the aging process in humans and other mammalian species from a comparative biological point of view and integrates the biological with social and psychological problems. Changes at the molecular, cellular, physiological, and organismic levels will be examined. Prerequisites: BIO 112 or SCI 150.

### **BIO 201 General Microbiology (4 cr.)**

Topics cover morphology and ultra-structure, microbial evolution and diversity, pathogenicity and host responses, as well as the impact of microbiology on medicine and industry. Instruction is provided on the general methods for identification and growth of bacteria, and the effects of chemical and physical agents on microbes. Other areas include immunity, epidemiology, diagnosis, pathogenicity, treatment, and prevention of important pathogenic microorganisms and the diseases that they cause. Three hours lecture reviews and three-hour laboratory weekly. Prerequisite: BIO 112.

### **BIO 202 Plant Science (4 cr.)**

An introduction to the plant sciences. Emphasis is placed on the unique role plants play in the ecology of living things. Course topics include plant taxonomy, morphology, physiology and genetics. In addition, recent scientific advances, such as the development of genetically modified crops, the use of medicinal plants and plant derivatives, and the role of plants in the

context of climate change and "green energy" will be discussed. Three hours of lecture, three hours laboratory weekly

### **BIO 212 Human Genetics (3 cr.)**

Provides an overview of the basic principles of heredity, theoretical, and practical problems, and heredity and evolution as it relates to humans. For non-science majors only. Three hours lecture weekly. Prerequisite: SCI 150.

### **BIO 213 General Genetics (4 cr.)**

Provides instruction on the basic principles of heredity, evolution and genetics of both prokaryotes and eukaryotes. Special emphasis is placed on molecular properties of genetic material and its ability to replicate, recombine, mutate, and direct RNA and protein synthesis. Attention is also given to the functional interactions between genes, genetic regulation, and genes in populations. The lab exposes students to various techniques used in genetic experiments. Three hours lecture, three hours laboratory weekly. Prerequisite: BIO 112.

### **BIO 300 Ecology (4 cr.)**

Designed to present the basic principles of ecology, the fundamentals of conservation, and problems in the environment. Considerable attention is devoted to the impact these have on human populations. The three basic areas stressed are Environment, Resources, and Populations. Three hours lecture, three hours laboratory weekly. Prerequisite: BIO 112 or consent of instructor.

### **BIO 307 Invertebrate Zoology (4 cr.)**

Provides instruction on classification, morphology, physiology, development, ecology, and the economic importance of the major groups of invertebrates. Three hours lecture, three hours laboratory weekly. Prerequisite: BIO 112. Credit, four hours. Offered in alternate years.

### **BIO 308 Comparative Anatomy of Vertebrates (4 cr.)**

Emphasizes the anatomy of various groups of vertebrates from the evolutionary viewpoint. The laboratory includes the dissection of various types of animals to study organs and systems. Three hours lecture, three hours laboratory weekly. Prerequisites: BIO 112 and 213.

**BIO 315 Cell Biology (4 cr.)**

A study of the molecular organization, function, and assembly of eukaryotic cell components, including membranes and membranous organelles. Includes discussion of cell surface phenomena, cell motility, energy production, and transport mechanisms. Three hours lecture, three hours laboratory weekly. Prerequisites: BIO 112 and 213 and CHE 102.

**BIO 321 Histology (4 cr.)**

Presents in simple and systematic form the most important morphological characteristics of the tissues and organs of mammals. It attempts to make clear what features are to be seen in ordinary preparations, what points require special techniques demonstration, and what is to be expected as a result of investigation outside the scope of this course. Three hours lecture, three hours laboratory weekly. Prerequisite: BIO 308. Offered in alternate years.

**BIO 324 Principles of Physiology (4 cr.)**

The function of animals as a whole as indicated by the physiology and interrelationship of different organs and organ systems with emphasis on humans. Molecular mechanisms of neurophysiology and muscular contraction are considered. Homeostatic mechanisms of circulation, respiration, metabolism, ionic regulation, and excretion in mammals are compared with those in other animals. Three hours lecture, three hours laboratory weekly. Prerequisite: BIO 308.

**BIO 350 Seminar in Biology (1 cr.)**

Students may present oral and automated presentations on a topic approved by the instructor. Meets one hour weekly. No prerequisite. Offered fall and spring.

**BIO 399 Biology Comprehensive**

This is a comprehensive examination given at the end of the junior year. This examination will be based on the core biology requirements. It is designed to assess the general knowledge of information in biology. A minimum of 70% is needed to pass.

**BIO 401 General Parasitology (4 cr.)**

Instruction provided on the general principles of parasitism and biological interrelationships as exhibited by protozoans, helminthes and arthropods. Emphasis is placed on epidemiology, life cycles, diagnosis, pathogenicity, prevention, control, and treatment of pathogenic organisms and diseases. Three hours

lecture, three hours laboratory weekly. Prerequisites: BIO 308. Offered in alternate years.

**BIO 406 Vertebrate Embryology (4 cr.)**

Emphasizes the dynamic nature of embryonic events that transform an apparently structure-less egg into an individual having all the structures and functions characteristic of a vertebrate organism. This course focuses on the molecular, cellular and structural factors that contribute to the formation of an organism which are essential for creating health care strategies for better reproductive outcomes. Early development of amphioxus and amphibians and the study of the development of chick and mammalian embryos are discussed and studied. Three hours lecture, three hours laboratory weekly. Prerequisite: BIO 308 and BIO 324 or consent of the instructor.

**BIO 411 Research Techniques in Biology (4 cr.)**

Emphasizes general biochemical and biomedical research techniques. Instruction provided on the use of selected instruments in professional laboratories. Six hours lecture and laboratory weekly. Prerequisite: CHE 211 or consent of the instructor.

**BIO 412 Research in Biology (4 cr.)**

Requires the completion of a research project that has been approved by the professor. The project must be written and/or presented orally. Six hours of lecture and laboratory weekly. Prerequisite: Biology 411 or consent of the instructor.

**BIO 490 Selected Topics (3 cr.)**

An in-depth study of a topic of current interest in the natural sciences. Prerequisite: BIO 213 or permission of instructor.

**BIO 499 Independent Study (2 - 4cr.)**

Selected topics and in-depth study in a specific area of the natural sciences is carried out under the supervision of a faculty member. Prerequisite: Permission of instructor.

**CHEMISTRY****CHE 101 General Chemistry (4 cr.)**

Provides instruction on chemical terminology, atomic and molecular theories, stoichiometry, and states of matter thermodynamics, solutions, colloids, chemical kinetics, and equilibrium. Prerequisite: MAT 159 or

equivalent. Lecture three hours, laboratory two hours weekly.

**CHE 102 General Chemistry and Qualitative Analysis (4 cr.)**

A continuation of Chemistry 101, including introduction of organic chemistry, pH, solubility product, and laboratory devoted to anion and cation qualitative inorganic analysis using semi-micro techniques. Prerequisite: CHE 101. Three hours lecture, two hours laboratory weekly.

**CHE 201 Quantitative Analysis (4 cr.)**

Theories of titrimetric and gravimetric quantitative inorganic analysis with corresponding macro-scales methods for analysis for chlorides, sulfate, iron, etc. Prerequisites: CHE 102. Three hours lecture; three hours laboratory weekly.

**CHE 210-211 Organic Chemistry (4 cr. each semester)**

Study of the treatment of the structure, properties, nomenclature, and carbon compound, including stereochemistry, functional group transformation and reaction mechanisms of organic compounds. The laboratory emphasizes the practical synthesis of organic compound, including various methods of purification, identification and writing of scientific laboratory report. Prerequisite: CHE 102. Three hours lecture, three hours laboratory weekly.

**CHE 300 Biochemistry (4 cr.)**

A study and interpretation of the biochemical changes associated with self-controlled organisms and the chemicals (carbohydrates, lipids, protein, enzymes, etc.) that effect these changes. Prerequisites: CHE 211. Three hours laboratory weekly.

**CHE 310-311 Physical Chemistry (4 cr. each semester)**

The fundamental theories and principles of chemistry and their applications, with the understanding of the properties of matter and how these properties stem from the behavior of individual atoms. Emphasis on thermodynamics, molecular structure, chemical bonding, and kinetics. The laboratory is an introduction to the advanced techniques of physical measurements as they apply to chemistry. Prerequisites: CHE 211, MAT 216, and PHY 252. Three hours lecture, three hours laboratory weekly.

**CHE 350 Environmental Chemistry (4 cr.)**

Topics such as air, water, and thermal pollution, solid wastes, recycling and the effects of foreign substances on living systems are discussed. The properties of the atmosphere, naturally occurring waters, sources and effects of pollution, and ways in which pollution can be reduced, are examined by applying detailed chemical analysis of selected compounds. A problem-solving approach is emphasized. The chemical principles of environmental chemistry are explained through laboratory experiments. Prerequisite: CHE 102. Three hours lecture and three hours laboratory weekly.

**CHE 380 Inorganic Chemistry (3 cr.)**

A study of chemical reactions and properties of representative elements and their compounds, including coordination and organometallic chemistry. Attention is given to both theoretical and descriptive approaches. Prerequisites: CHE 201, 211. Three hours of lecture weekly.

**CHE 399 Comprehensive Examination (0 cr.)**

This is a comprehensive examination given at the end of the junior year. This examination will be based on the core chemistry requirements. It is designed to assess the general knowledge of information in chemistry. A minimum of 70% is needed to pass.

**CHE 415 Advanced Organic Chemistry (3 cr.)**

A treatment of special topics in Organic Chemistry with special consideration given to reaction mechanisms, stereochemistry, molecular structure, and selected methods of synthesis. Prerequisite: CHE 211. Three hours of lecture weekly.

**CHE 420 Instrumental Analysis (4 cr.)**

Fundamental principles of various instruments and methods as associated with them in analysis by colorimetry, coulometry, refractometer, spectroscopy, chromatography, and magnetic resonance. Prerequisite: CHE 311. Three hours lecture, four hours laboratory weekly.

**CHE 433 Qualitative Organic Analysis (4 cr.)**

Designed to acquaint the student with various methods of identifying organic compounds through an extended treatment of class reactions, test for chemical properties, and the preparation of derivatives. Prerequisite: CHE 211. Two hours lecture, four hours laboratory weekly.

**CHE 450 Senior Research Seminar (4 cr.)**

Requires a research project selected by the student and approved by the assigned research advisor. Students are familiarized with chemical literature and procedures. CHE 201, 211 and 311 or consent of advisor. Two hours lecture, four hours laboratory weekly.

**CHE 499 Independent Study (2 – 4 cr.)**

A laboratory and library investigation of chemical problems with a research project of interest. Prerequisite: Consent of instructor.

**COMPUTER INFORMATION SYSTEMS****CIS 162 Business Computer Applications (3 cr.)**

This course will provide students with an introductory to intermediate level knowledge of general business computer functions to include personal competency in word processing, spreadsheet, presentation software, and database applications.

**CIS 163 Introduction to Computer Information Systems (3 cr.)**

Introduces students to the basic concepts and procedures required to use the computer as a learning, problem-solving, communications, and research tool.

**CIS 210 Introduction to Software Development (3 cr.)**

This course introduces basics of programming logic, as well as algorithm design and development, including constant, variables, expressions, arrays, files, and control structures for sequential, iterative, and decision processing. Students learn to design and document program specifications using tools such as flowcharts, structure charts, and pseudocode. Prerequisite: CIS 163.

**CIS 214 Foundations of Cyber Crime and Cyber Security (3 cr.)**

Provides an introduction to fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. Students learn critical security principles that will enable planning, development, and the performing of security tasks. Hardware, software, processes, communications, applications, and policies and procedures with respect to organizational IT Security and Risk Management are addressed. Prerequisite: CIS 163 or equivalent.

**CIS 215 Foundations of Digital Forensics (3 cr.)**

A study of the application of forensic science and technology to collect, analyze, document, and present after-the-fact digital information from digital sources while maintaining a documented chain of custody to determine exactly what happened on a digital device. Overview of legal guidelines/ regulations/laws. Includes overview of tools used for forensic analysis of digital devices seized in investigations. Also covers securing a search warrant, collecting digital evidence, protecting digital evidence, and obtaining information from offenders. Prerequisite: CIS 163 or equivalent.

**CIS 262 Advanced Business Computer Applications (3 cr.)**

Course will provide students with a more advanced in-depth knowledge of business computer applications. Prerequisite: CIS 162.

**CIS 263 Data Communications (3 cr.)**

Explores technologies and concepts of data communications and networks, implementation and management of local, metropolitan and wide area networks, infrastructure design, selection, implementation, and management of enterprise IT solutions. Frameworks and strategies for infrastructure management, and emerging technologies are also discussed. Students will sharpen their ability to communicate technology architecture strategies concisely to a general business audience. Prerequisite: CIS 163.

**CIS 265 Electronic Commerce (3 cr.)**

Students are introduced to e-business solutions and their components. Coursework includes completion of an independent web project implemented with established and new technologies. Prerequisite: CIS 163.

**CIS 320 Cryptography Methods (3cr.)**

The course will include an introduction to standard terminology related to information assurance, security policies and mechanisms, cryptography and cryptanalysis (including symmetric and public key crypto-systems), and key distribution and management. Prerequisites: CIS 163 or equivalent, CIS 214, and CIS 215.

**CIS 360 Database Design and Implementation (3 cr.)**

Provides students with an introduction to core concepts in data and information management. Course content



is centered on relational database requirements, modeling and normalization techniques, database administration tasks, and key concepts of data quality and data security. The course also provides an introduction to data and information management technologies that provide decision support capabilities. Prerequisite: CIS 263 and CIS 265.

**CIS 362 IS Hardware and Software (3 cr.)**

An introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level information and communication technology professionals. The curriculum covers the fundamentals of PC technology, networking, and security, and also provides an introduction to advanced concepts. Prerequisite: CIS 263 and CIS 265.

**CIS 363 Operating Systems / Software (3 cr.)**

The goal of this course is to have students understand and appreciate the principles in the design and implementation of operating systems software. Topics include: Introduction to operating systems concepts, process management, memory management, file systems, virtualization, and smart-phone operating systems. The laboratory exercises will require implementing a simple operating system. Prerequisites: CIS 163 or equivalent and CIS 362.

**CIS 364 Systems Analysis and Design (3 cr.)**

Topics include CASE tools, as well as methodologies, methods, techniques, processes, and procedures used for the purposes of analysis, design, and implementation of organizational information systems. Course also focuses on how computer-based technologies can effectively contribute to good business organization while covering a systematic methodology for analyzing a problem or opportunity. Prerequisite: CIS 263 and CIS 265.

**CIS 368 Application Programming (3 cr.)**

Introduces students to fundamental concepts and models of application development to understand key processes related to building functioning applications. Students learn the basic concepts of program design, data structures, programming, problem solving, programming logic, and fundamental design techniques for event-driven programs. Prerequisite: CIS 210.

**CIS 369 Advanced Application Programming (3 cr.)**

Instruction centers on more fundamentals of object-oriented programming and program design for

application development. Course emphasizes program construction, algorithm development, coding, debugging, and documentation of programming applications. Prerequisite: CIS 368.

**CIS 413 IT Strategy, Management and Acquisition (3 cr.)**

Explores issues and approaches in managing information systems in organizations. Provides exposure from a senior management perspective in exploring acquisition, development, and the implementation of information systems plans and policies. Ideas developed and cultivated in this course are intended to provide a perspective for future leaders in an increasingly globalized and technology intensive business environment. Prerequisite: CIS 263, CIS 265 and Junior status.

**CIS 460 IT Project Management (3 cr.)**

Course covers a systematic methodology for initiating, planning, executing, controlling, and closing projects. Students examine project management in a modern complex team-based activity organization where various types of technologies are used in the project management process. This course also explores involvement from resources from within a company as well as from outside the organization. Prerequisite: CIS 263, CIS 265 and Junior status.

**CIS 461 Data Mining and Decision Support Systems (3 cr.)**

Introduction to decision analysis options with structured decision problems to arrive at optimal business decisions. Course highlights the foundations needed for applying decision analysis methods in decision support. Prerequisite: CIS 263 and CIS 265.

**CIS 490 Senior Research: Special Topics in IS (3 cr.)**

Students work independently under the supervision of one or more faculty members. Prerequisite: Senior status and permission of Department Chair.

**CIS 492 Internship (1 - 5 cr.)**

This course involves a field placement in an approved Information Technology department for integration of theory and practice through participant observation study. A maximum of 5 credit hours may be earned. This course will be offered every semester. Prerequisite: Permission of Department Chair.

**CIS 499 Independent Study (1 – 3 cr.)**

Provides an opportunity for a student to pursue a topic of study and tailored to his/her personal interests. Prerequisite: Junior or Senior status.

**COMPUTER SCIENCE****CSC 160 Introduction to Computing (2 cr.)**

Introduces students to the basic concepts and procedures required to use the computer as a learning, problem-solving, communications, and research tool. Course is for non-business and non-CIS majors.

**CSC 200 Introduction to Computer Science (3 cr.)**

An introduction to the basic concepts and procedures required in the use of the computer as learning, problem-solving, communications, and research tool. Instruction provided on computer concepts, computer hardware and software, presentation software and data communications.

**CSC 201 Programming I (3 cr.)**

An introduction to structured programming where topics emphasize the basics of a structured programming language such as C, memory concepts, decision-making, equality and relational operators, control structures, and functions. Prerequisite: CSC 200, equivalent, or permission of Department Chair.

**CSC 202 Programming II (3 cr.)**

A study of advanced structured and object-oriented programming. Topics emphasized include introduction of classes and data abstractions, operator overloading, inheritance, virtual functions, polymorphism, and stream input/output. Prerequisite: CSC 201.

**CSC 205 Application Design I (3 cr.)**

An introduction of visual basic and windows integrated development environment, designing windows base applications, control structures, procedures and functions, arrays, basic graphical user interface controls, properties, events, and methods. Prerequisite: CSC 200, equivalent or permission of Department Chair.

**CSC 305 Application Design II (3 cr.)**

A study of advanced application design using Component Object Model, ActiveX technology and advanced Graphical User Interface Concepts. Instruction also is provided on mouse and keyboard events, Error Handling and Debugging, Sequential and Random Access File Processing, Multimedia Designs and other

Object-Oriented programming in the Windows environment. Prerequisite: CSC 205.

**CSC 310 Data Structures (3 cr.)**

A study of data structuring using structured variables, stacks, queues, linked lists, and trees, recursive procedures, applications to sorting and merging, templates, Exception Handling, File processing sequential, random, Bits and Characters, Strings, and the processor. Prerequisite: CSC 202 or permission of Department Chair.

**CSC 321 Internet Programming (3 cr.)**

Course provides a study of the World Wide Web, the set-up and configuration of a web site domain and web site hosting space. Web pages include text and graphic intensive web pages, and modifications through HTML or a text editor. Prerequisites: CIS 265, or permission of Department Chair.

**CSC 405 Numerical Analysis (3 cr.)**

Provide students the instruction on selected topics from solutions to nonlinear equations, polynomial interpolation, numerical differentiation and integration, solutions to systems of linear equations and initial value problems. Prerequisites: MAT 216 and CSC 201.

**CSC 450 Special Topics in Computer Science (3 cr.)**

Students work independently under the supervision of one or more faculty members. Students may select topics from the following areas: Java or Visual Java Programming, Networking, advance web site design, Visual C++ programming, and advanced visual basic database development. Prerequisite: Junior or senior and permission of Department Chair.

**CRIMINOLOGY and CRIMINAL JUSTICE****CCJ 101 Physical Agility (1 cr.)**

This course mirrors the physical standards for police officers sanctioned by the Virginia Department of Criminal Justice Services. The course allows students to improve their physical condition and enhance their self-confidence. May be used to fulfill the PED 101 requirement.

**CCJ 180 Introduction to the Criminal Justice System (3 cr.)**

This is a survey course of the process and agencies involved in the administration of criminal justice, including the legislature, the police, courts and

corrections. (This course is the prerequisite for all CCJ courses except CCJ 101).

**CCJ 205 Criminology (3 cr.)**

This course studies current and historical data pertaining to criminal and other deviant behavior and examines past and current theories that explain crime and criminal behavior in society.

**CCJ 210 Police in America (3 cr.)**

Surveys police functions and responsibilities, such as law enforcement, order maintenance, public service, and problem solving. The course focuses on organizational and management aspects of policing.

**CCJ 226 Substance Abuse: Causes, Consequences and Treatment (3 cr.)**

This course examines issues in substance abuse and addiction from a psychological, criminological, and social work perspective. The course will include topics such as the psychological causes of substance abuse and addiction, the impact of substance abuse and addiction on the criminal justice and other social systems, and treatment alternatives.

**CCJ 310 Police Problems and Practices (3 cr.)**

This course is an analysis of both traditional and contemporary issues and problems existing in policing. Topics represent a wide variety of concerns including: corruption, use of deadly force, and the utilization of law enforcement to combat illegal drugs, corporate crime, computer crime, and terrorism.

**CCJ 314 Criminal Investigations (3 cr.)**

This course is an introduction to fundamentals of investigation; crime scene search; recording, collecting, and preserving evidence; sources of information; interview and interrogation; case preparation and presentation; and the investigation of selected specific offenses.

**CCJ 320 Correctional Theories and Practices (3 cr.)**

This course focuses on the examination of corrections with special emphasis on the U.S. system, recent innovations, and current topics in the area of correctional practice.

**CCJ 322 Probation, Parole and Community Corrections (3 cr.)**

This course includes a comprehensive review of the theoretical and practical aspects of probation, parole,

and other community-based correctional alternatives beyond the introductory level. This course will emphasize the most current research in the field of community corrections, with particular emphasis on methods of reintegrating of offender into society.

**CCJ 330 Criminal Court Procedures (3 cr.)**

This is a general overview of the development of the criminal justice system with special emphasis on the roles of the judge, prosecutor, jury, defense attorney, and focus on the trial process, presentencing procedures, and contemporary issues of the criminal court.

**CCJ 332 Juvenile Delinquency (3cr.)**

This course integrates criminological theories of delinquency with emphasis on the social environments that contribute to delinquent behavior. Additionally, the course focuses on various methods to control, treat, and prevent juvenile delinquency. Prerequisites: CCJ 205 and CCJ 331.

**CCJ 331 Juvenile Justice (3 cr.)**

The course is an overview of the juvenile justice system, court processing and dispositions of cases involving delinquent youth. Examination of case law and legal decisions affecting the due process rights of juveniles. Topics include current trends, juvenile justice issues, methods and programs in institutional and community settings.

**CCJ 335 Social Science Statistics (3 cr.)**

This course provides an introduction to quantitative data analysis through the use of statistics. The course covers both descriptive and inferential statistics commonly used in the social sciences. Prerequisites: Math 115 and 121

**CCJ 340 Research Methods in Criminal Justice (3 cr.)**

This is a survey of elementary research methods used to conduct research in the social sciences, with specific emphasis on methodologies common in the disciplines of criminology and criminal justice, such as program evaluation. Research design, data collection techniques, and data analysis and interpretation are emphasized. Prerequisites: CCJ 335

**CCJ 360 Introduction to Forensic Investigations (3cr.)**

This course introduces students to crime scene investigations. Each step in processing a crime scene will be discussed and students will learn about evidence

collection and different methods of processing evidence. Various cases will be analyzed as examples to allow for critical analysis of the investigative process.

**CCJ 370 Perspectives on Terrorism (3cr.)**

This class provides a comprehensive overview of contemporary terrorism in the world today. Students will examine theories of social control, the culture of group behavior, failures and successes of governments and societies in managing terrorism, and watershed events in the history of "change oriented violence".

**CCJ 375 Homeland Security (3cr.)**

The course provides a strong foundation comprised of principles commonly used for preparing, mitigating, managing and recovering from emergencies and disasters. In addition, a thorough history of these principles is outlined by surveying actual emergency management conditions in the past and present.

**CCJ 450 Criminal Law (3 cr.)**

The course focuses on criminal procedures and procedural aspects of the legal process: analysis of criminal constitutional limitations from the arrest to release in the administration of criminal justice; legal restraints on police; relations between state and local criminal authority; and jurisdictional problems.

**CCJ 460 Analyzing Community Crime Problems (3 cr.)**

This course is an examination of techniques to analyze crime patterns and trends, crime forecasting and predictions, and methods of analyzing groups of incidents to discover problems. Topics will include the design of responses to problems detected and methods used to determine response effectiveness.

**CCJ 462 Victimology (3 cr.)**

This course focuses on the role of victims in crimes, their treatment by the criminal justice system, their decisions to report crimes and help prosecute offenders, the victims' rights movement, including victim compensation.

**CCJ 464 Organized Crime (3 cr.)**

This course examines the history, development and current status of the organization of crime and of criminal organizations, including an examination of law enforcement methods used to combat organized crime. Topics include 'traditional' organized crime, drug cartels, and organized white-collar crime.

**CCJ 480 Ethics in Criminal Justice (3 cr.)**

This course emphasizes ethical theories and their relevance to the criminal justice system, including law enforcement, courts, and institutional and community-based corrections. Students will apply this information to resolve ethical and moral dilemmas facing the criminal justice system.

**CCJ 486 Senior Seminar (3 cr.)**

This course integrates the diverse aspects of the criminal justice discipline through an examination of selected readings on current practices and problems in the field of criminal justice. The course emphasizes written and oral presentation skills, along with class discussions.

**CCJ 490 Selected Topics (3 cr.)**

This course is an in-depth study of a topic of current interest in the field of criminology and/or criminal justice. Prerequisite: CCJ 180

**CCJ 491 Financial Investigations (3 cr.)**

The course takes a forensic accounting approach to assist in the solving of financial crimes. The techniques covered enable the investigator to prove culpability, identify perpetrators and/or enhance the sentence of violators found guilty of crimes. For the non-investigator, the course will assist in the detection of employee/officer crimes in order to protect the assets of the firm. Prerequisites: CCJ 180, CCJ 330, and CCJ 450 or three (3) hours of Accounting and a grade point average of 2.8 or better.

**CCJ 492 Internship (1-6 cr.)**

This course involves a field placement in an approved criminal justice agency for integration of theory and practice through participant observation study. A maximum of 6 hours of credit may be earned.

**CCJ 499 Independent Study (3 cr.)**

In this course, the student is provided the opportunity to select and research a topic in the field of criminology and/or criminal justice under the supervision of the instructor. The course culminates in the preparation of an extensive research paper on the selected topic. Prerequisites: CCJ 340, a grade point average of 3.0 or better, and permission of the instructor.

## ECONOMICS

### **ECO 231 Principles of Economics (3 cr.)**

Provides instruction on basic topics in macroeconomics. Topics include supply and demand analysis, inflation, unemployment, national income determination, fiscal and monetary policy, and international economic issues.

### **ECO 232 Micro-Economics (3 cr.)**

Provides instruction on the theoretical, economic analysis of the firm and industry. Key topics include production, value, and distribution, as well as a study of general equilibrium analysis. Prerequisite: ECO 231.

### **ECO 440 Public Finance (3 cr.)**

Provides instruction on basic topics in public economics/finance. Topics include public goods, externalities, public choice, income redistribution, social security, and taxation. Prerequisite: ECO 232.

### **ECO 490 Special Topics (1-3 cr.)**

Investigates in-depth study of a topic of current interest in the economics field. Course must be approved by the student advisor, the department chair and the dean. Prerequisite: Junior or Senior status.

### **ECO 494 Internship (1 – 3 cr.) (See MGT 494)**

### **ECO 499 Independent Study (1 – 3 cr.)**

Provides an opportunity for a student to pursue a topic of study under the supervision of a designated faculty member, with monitoring by the department chair. Course must be approved by the student advisor, the department chair and the dean. Prerequisite: Junior or Senior status.

## EDUCATION

### **EDU 220 Foundations of Education (3 cr.)**

A broad view of the origin, nature, and scope of American Education is presented. Emphasis is placed on trends in history and philosophy that have helped shape the alms, curriculum, organization, administration, and supervision of the American Education System. The impact of ancient philosophies is thoroughly investigated. Development of a Philosophy of Education consistent with democratic ideals represents an objective of this course. Ten (10) hrs of practicum required.

### **EDU 321 Curriculum and Instructional Strategies for Diverse Learners (3 cr.)**

Examines the foundation of learning processes for diverse learners (including: multi-cultural, developmentally disabled, exceptional learners, the gifted/talented, and ESL). Candidates explore instructional methods and strategies for implementing curriculum as it relates to the Virginia Standards of Learning. Multiple means of resources and technology are used as tools for instruction. Ten (10) hrs of practicum required.

### **EDU 323 Adaptive Constructivist Teaching (3 cr.)**

Focuses on hands-on techniques for teaching core subjects. Strategies for developing critical thinking skills, creativity, and practical application of lessons that address individual student needs are emphasized. Topics include the following: differentiated instruction, cultural awareness, motivating reluctant learners, flexible grouping, and techniques for teaching elementary mathematics and science. Ten (10) hrs of practicum required.

### **EDU 329 Reading and Writing in the Content Areas (3 cr.)**

Addresses alternative teaching strategies in the content areas, with special attention given to reading and writing in content areas that improve content literacy, comprehension, critical thinking, and appreciation for literature appropriate to the discipline. Instruction in study skills, time management, and studying with the text are included. Prerequisites: EDU 220, 321, 323.

### **EDU 331 - EDU 431 Emergent Literacy and Developmental Reading I and II (6 cr.)**

Focuses on the significance of language acquisition, learning to read, and methods for diagnostic reading and remediation. Students examine techniques and methods of teaching reading, including phonemic awareness, word attack skills and their connection to comprehension.

### **EDU 340 Computers and Technology in Education (3 cr.)**

Examines a variety of instructional media such as: Laser Disc, Digital Imagery, Computer-Assisted Instruction, and personal productivity tools. Emphasis is placed on systematically enhancing the teaching-learning process with multi-media instruction and effective computer usage. The Virginia Computer Standard for Instructional Personnel serves as a basis for this course.

**EDU 358 Classroom/ Behavior Management (3 cr.)**

Focuses on the study of principles and practical application and behavior management related to planning and classroom organization for regular education students including the gifted. Basic research design, positive practices, group contingencies, and non-aversive punishment techniques are emphasized.

**EDU 422FB Interdisciplinary Studies Instruction: Design and Practice (3 cr.)**

Provides opportunities for elementary teacher candidates to move from observation to practicing techniques in a variety of educational settings. Thirty (30) hrs of practicum required.

**EDU 423FB Curriculum and Instruction in Secondary Schools (3 cr.)**

Provides opportunities for secondary teacher candidates to move from observation to practicing techniques in a variety of 6-12 educational settings. Thirty (30) hrs of practicum required.

**EDU 424 Student Teaching (9 cr.)**

Provides students opportunity to apply teaching competencies acquired in the Teacher Education Program and content area discipline to a classroom setting under the supervision of a University supervisor and the classroom cooperating teacher. Prerequisites: Completion of all courses, passing required assessments

**EDU 425 Reflective Teaching Colloquium (3 cr.)**

Emphasizes teaching as a profession. A problem-solving, research-based approach is used to deal with specific issues related to the "real world" of teaching encountered by the student teacher. Prerequisites: Completion of all courses, passing required assessments.

**ENGLISH****ENG 100 Freshman Communication Skills Course (3 cr.)**

Review the fundamentals of communication skills. Primary emphasis is placed on the basic principals of composition. This is the suggested course for entering students who do not score satisfactorily on the English Placement Examination. The credits for this course do not count toward meeting degree requirements.

**ENG 101 Freshman Composition I (3 cr.)**

Focuses on standards and appropriateness of acceptable written expression from the sentence to short composition; involves student exploration and expansion of creative self-expression. A grade of "C" or better is required.

**ENG 102 Freshman Composition II (3 cr.)**

Principles of rhetorical expression and their application to the writing of expository themes; special attention given to the effective use of the library, resource materials, and preparation of the longer essay and library paper. Prerequisite: ENG 101. A grade of "C" or better is required.

**ENG 200 The English Essay Exam (0cr.)**

Registers students for the English Essay Exam. Students meet once for administering of the exam. A passing grade on the English Essay Exam is required of all students in order to graduate. Prerequisites: A grade of 'C' or better in ENG 101 and 102. Passing grade in either HUM 225 or 226. No college credit.

**ENG 303 Advanced Composition (3 cr.)**

Emphasizes the principles of style and rhetoric underlying a variety of expository forms. Attention is given to developing critical thinking, improving written expression, and clear synthesizing of researched materials. Attention also is given to the knowledge, skills, and processes of English as defined in the Virginia Standards of Learning. Prerequisites: ENG 101 and 102, HUM 225 and 226. Offered spring semester.

**ENG 304 Creative Writing (3 cr.)**

Allows students opportunity to study and/or compose a number of forms: poetry, dialogue, dramatic scenes, radio plays, pantomimes, prose fiction, essays, and others. Publication of a literary magazine is the aim of the semester's work. Offered in alternate years, fall semester.

**ENG 313 History of the English Language (3 cr.)**

Emphasizes the origin and development of the language: the phonology, morphology, syntax and vocabulary; social and regional dialects at the present time in American English; the nature and development of language and its impact on vocabulary and spelling. Offered in alternate years, spring semester.

**ENG 323 American Literature I (3 cr.)**

Examines American literary works from Puritan beginnings to the mid-nineteenth century, with attention given to the contributions of Frederick Douglass and other African-American writers. Prerequisites: ENG 101 and 102. Offered fall semester.

**ENG 324 American Literature II (3 cr.)**

Examines works from American Realism to the present, with attention given to African-American writers, including Toni Morrison, Paule Marshall, and Rita Dove. Prerequisites: ENG 101 and 102. Offered spring semester.

**ENG 328 British Literature I (3 cr.)**

Provides a survey of important British writers and writings from the major literary periods: Anglo Saxon, Medieval, Renaissance, and Neo-classical. It explores the relationship between history and literature. Offered in alternate years, fall semester.

**ENG 329 British Literature II (3 cr.)**

Offers a survey of important British writers and writings from the last three major literary periods: Romantic, Victorian, and Modern. Students study all genres, including the novel. Offered in alternate years, spring semester.

**ENG 337 African American Literature I (3 cr.)**

Provides a survey of black writers in America, spanning the eighteenth to mid-twentieth centuries. It also examines the relationship between the African American writer's art and the American literary, social, and political scenes. This course traces the evolution of independence toward African American aesthetics. Some attention is given to early folk literature and to the vernacular. Offered in alternate years, fall semester.

**ENG 338 African American Literature II (3 cr.)**

Provides a survey of Black American literature from the mid-twentieth century to the present. It examines literature of the modern, the Black Aesthetic (Black Arts Movement), and the contemporary periods. The course focuses on major writers like James Baldwin, Amiri Baraka, Paule Marshall, Maya Angelou, Ishmael Reed, August Wilson, and Rita Dove. Emphasis is placed on literary theory and literary criticism. Offered in alternate years, spring semester.

**ENG 340 Modern English Grammar (3 cr.)**

Introduces students to structural linguistics by investigating syntactic principles of modern linguistics as they apply to the theoretical study of grammar. Attention is given to the phonology, morphology, and the syntax of English. Offered fall semester.

**ENG 341 Introduction to Linguistics (3 cr.)**

Introduces students to the practical aspects of English grammar; and concentrates on sentence analysis, grammatical construction, usage problems, and stylistic elements. The course explores the nature of language, dialect, and other language issues. Offered spring semester.

**ENG 354 Contemporary Literature (3 cr.)**

Examines poetry and fiction by significant contemporary authors. Students read literature from diverse world cultures, including non-western materials. Offered in alternate years, fall semester.

**ENG 426 The Novel (3 cr.)**

Offers a study of selected novels, with attention given to the historical development of the English novel from its beginnings to the early Twentieth Century. Offered in alternate years, spring semester.

**ENG 433 Shakespeare (3 cr.)**

Provides a study of selected history plays, comedies, and tragedies. Historical background, sources, and significant criticism are required as concurrent reading. Offered in alternate years, spring semester.

**ENG 441 World Drama (3 cr.)**

Provides a survey of the development of Western and non-Western world drama from ancient Greece to the present, including major theories and styles. Offered in alternate years, fall semester.

**ENG 453 Rhetorical Criticism (3 cr.)**

Provides students with critical tools for examining various forms of rhetoric, including speeches, arguments, editorials, advertisements, propaganda, news reports, and other non-fiction works. The course will also survey the art of rhetoric from the Classical Period to the 20th century, paying particular attention to the major critical studies of rhetoric produced during the past thirty years. Offered in alternate years, fall semester.

**ENG 454 Introduction to Literary Criticism (3 cr.)**

Provides a survey of critical approaches, their particular contributions, and/or limitations are questioned. Special emphasis is placed on close reading of texts and the relation between formal elements and meaning. Offered in alternate years, spring semester.

**ENG 490 Selected Topics (3 cr.)**

Features a study of selected fiction or non-fiction reading and instruction in areas of interest to English majors. Course content will change from semester to semester and may concentrate on genre, theme, ethnic or gender emphasis, or topical issues. Eligibility is determined after conference with instructors. This course may be repeated for credit, provided that content is different. Offered fall or spring semester in alternate years.

**ENG 495 Senior Seminar (3 cr.)**

Reviews the major works of American, African American, and British literatures and the major ideas in literary theory. Students will work with an advisor to produce a researched, academic essay on an important topic in English. Other assignments involve editing a brief passage for errors and analyzing professional texts. Prerequisite: Senior status. Offered fall and spring semesters.

**ENG 499 Independent Study (3 cr.)**

Provides opportunity for the student, in consultation with advisors, to arrange a reading program on a topic of interest to him or her. Required assignments, tests and essays, are determined through consultation with advisors. Eligibility is determined after a conference with instructors. Offered fall and spring semesters.

**ENTREPRENEUR MANAGEMENT****ENM 315 Entrepreneurship (3 cr.)**

Course covers how businesses are started. Major topics include: understanding the entrepreneurial spirit, seeking and evaluating opportunities for new ventures and what it takes to convert ideas into opportunity for new businesses. A major portion of the course is developing a feasibility study for a new entrepreneurial business and the beginning of goals and objectives for a business plan.

**ENM 356 Management/Employee Relations (3 cr.)**

This course examines the policies and practices used to promote equitable treatment of employees. Topics

include employee health and safety, employee communication, equal opportunity and affirmative action, performance management, workforce diversity, employee rights, conflict resolution, employee development, pay structure decisions, collective bargaining, labor relations. Also includes global aspects of employee relations.

**ENM 490 Special Topics (1-3 cr.)**

Investigates in-depth a topic of current interest in the entrepreneurial field. Course must be approved by the student's advisor, the department chair and the Dean. Prerequisite: Junior or Senior status.

**ENM 494 Internship (1-3 cr.) (See MGT 494)****ENM 499 Independent Study (1-3 cr.)**

Provides an opportunity for a student to pursue a topic of study under the supervision of a designated faculty member, with monitoring by the department chair. Course must be approved by the student advisor, the department chair and the dean. Prerequisite: Junior or Senior status.

**FINANCE****FNB 300 Principles of Finance (3 cr.)**

Provides students with a basic understanding of financial decisions and analyses pertinent to the management of a business firm. Topics include financial analysis, planning needs for short-term and long-term funds, capital budgeting, cost of capital, and methods of raising funds to finance growth of business enterprises. Prerequisite: ACC 201.

**FNB 301 Personal Financial Planning (3cr.)**

This course focuses on personal financial planning issues one encounters as a responsible adult and provides an overview of the roles of the individual, business, government, and foreign trade in the global economy. This course answers fundamental questions of how to manage personal financial resources, keep up with the cost of living, make responsible spending decisions, and how to cope with economic complexities of a global marketplace. (This course is a general education course for non-business majors and restrictive elective for business majors.) No Prerequisite.



**FNB 302 Small Business Finance (3cr.)**

This course of small business and entrepreneurial finance that emphasizes the financial knowledge and tools needed to develop a successful venture from start-up through growth and maturity. The goal is to identify, assess, and explain the key decision-making processes required of a small business entrepreneur or financial manager. Topics include financial statement analysis, capital acquisition, legal and regulatory compliance, budgeting, forecasting, and client and vendor relationships. Projects include creation of a financial plan and completion of a loan application. Discussion also covers contemporary issues related to finance.

**FNB 344 Banking and The Financial System (3 cr.)**

Introduces students to the functions of the commercial banking system and other financial institutions. Topics include the flow of funds, the role of the interest rate in money and capital markets, supply and demand of loanable funds, the corporate securities markets, municipal obligations, and the impact of monetary and other government policies on the financial markets. Prerequisite: FNB 300.

**FNB 441 Investments (3 cr.)**

Focuses on the market for long-term corporate securities. Emphasis is given to structure and function of primary and secondary markets for stocks and bonds, security valuation, analysis, and selection; efficiency of securities markets; portfolio selection principles; and use of mutual funds as investment vehicles. Prerequisite: FNB 300.

**FNB 443 International Trade and Finance (3 cr.)**

Focuses on financing international trade and other transactions; consideration of foreign exchange markets, and exchange rates; balance of payments and international capital movements; the nature of international payments. Also includes foreign central banking and current developments in international financing cooperation, and trade theory, commercial policy and trade problems in developing countries. Prerequisite: FNB 300.

**FNB 444 Financial Decision Making (3 cr.)**

The search for optimal solutions to financial management problems via applications of financial theories and analysis techniques. Includes coverage of capital budgeting, risk analysis, CAPM, capital structure,

mergers, dividends, policies, working capital management. Prerequisite: FNB 300

**FNB 490 Special Topics (1-3 cr.)**

Investigates in-depth a topic of current interest in the finance field. Course must be approved by the student advisor, the department chair and the dean. Prerequisite: Junior or Senior status.

**FNB 494 Internship (1 – 3 cr.) (See MGT 494)****FNB 499 Independent Study (1 – 3 cr.)**

Provides an opportunity for a student to pursue a topic of study under the supervision of a designated faculty member, with monitoring by the department chair. Course must be approved by the student advisor, the department chair and the dean. Prerequisite: Junior or Senior status.

**FRENCH****FRE 101-102 Elementary French (3 cr. per semester)**

An introduction to the language and civilization of France, including grammar, syntax, vocabulary, pronunciation, diction, conversation, and composition. Prerequisite for FRE 102: FRE 101.

**FRE 205-206 Intermediate French (3 cr. per semester)**

A continuation of grammar, vocabulary, conversation, and composition begun in Elementary French with emphasis on conversation and reading of texts chosen for their literary quality and their information about French civilization and culture. Prerequisite for FRE 205: FRE 102 or required high school units. Prerequisite for FRE 206: FRE 205.

**FRE 307 French Composition (3 cr.)**

Intensive study of idiomatic expressions, syntax, and translation. Prerequisite: FRE 206 or three or more years of high school French.

**FRE 309-310 French Civilization (3 cr.)**

The great cultural epochs of France, art, history, literature, music, philosophy, and science in the most characteristic phases of development. Prerequisite FRE 206, three, or more years of high school French.

**FRE 312 Literature of the Seventeenth Century (3 cr.)**

French Classicism with emphasis on Corneille, Racine, and Moliere. Prerequisite: FRE 310. Conducted in French. Offered in alternate years.

**FRE 333 French Conversation (3 cr.)**

Practice in patterns of oral French, self-expression, and vocabulary building. Prerequisite: FRE 206 or three or more years of high school French. Conducted in French.

**FRE 400 French Seminar (3 cr.)**

Discusses the interrelationships of various literary, artistic, and scientific trends in French literature. The student is required to develop and present a topic on some phase of French literature. For seniors only. Conducted in French.

**FRE 415 Crosscurrents of Contemporary French Literature (3 cr.)**

A study of the ideas of representative authors in poetry, drama, and the novel. Prerequisite: FRE 310. Conducted in French. Offered in alternate years.

**FRE 423 French Poetry (3 cr.)**

The development of French poetry from Villon through the Nineteenth Century with emphasis on romanticism and symbolism. Prerequisite: FRE 310. Conducted in French. Offered in alternate years.

**FRE 434 The French Novel (3 cr.)**

Studies in the evolution of the novel from La Princesse de Cleves through the nineteenth century, with emphasis on Realism and Naturalism. Conducted in French. Offered in alternate years.

**FRE 499 French Reading List (3 cr.)**

An independent reading course with selected readings not particularly emphasized in other courses. Periodic conferences with the instructor are required to discuss oral and written reports. Prerequisite: Permission of instructor.

**GENERAL STUDIES****GST 004 Orientation and Interpersonal Awareness (1cr.)**

Focuses on developing the personal skills necessary for success in the classroom and as a foundation for career success. Emphasis is placed on interpersonal awareness.

**GEOGRAPHY****GEO 203 World Regional Geography (3 cr.)**

Acquaints students with the broader geographic perspective in looking at the world through the study of the various geographic regions of the world and their underlying uniqueness and complexities. The course content mainly focuses on the nine geographic regions of the world – Europe; Russia & neighboring countries; East Asia; Southeast Asia; South Asia; North Africa & Southwest Asia; Sub-Saharan Africa; Central & South America; and North America.

**GEO 204 Cultural Geography (3 cr.)**

A study of human activities and institutions as they relate to the world as a whole, inclusive of: religion; language; and socio-political and economic structures. Three semester hours.

**GEO 205 Physical Geography (3 cr.)**

A study of the earth's material composition, inclusive of: climate; landforms; natural phenomena; and human interaction with the greater environment. Three semester hours.

**HEALTH****HLH 101 Personal and Community Health (1 cr.)**

A study of health information derived from scientific studies that are related to major health problems. Materials are presented to assist the student in living a more effective life and making better decisions concerning his/her physical mental, and emotional health.

**HISTORY****HIS 145 World Civilizations I (3 cr.)**

The historical development of world cultures, including the ancient Near East, the Far East, Greece, Rome, Africa, and Europe, up to the 16th century.

**HIS 146 World Civilizations II (3 cr.)**

The development of world cultures and history from the 16th century to the present.

**HIS 200 Research Methods (3 cr.)**

An introduction to the methodologies and skills of the historical enterprise. In addition to skills development, the course is intended to introduce students to the broader issues implicit in 'doing history,' including the nature of history itself, the development of the historical profession, and the values and challenges of

what one might call 'historical-mindedness.' Sophomore Status or Higher. Offered annually, spring semester.

**History 201 American History I (3 cr.)**

A survey of American history on the national, state, and local levels from the Colonial Period to the Civil War.

**History 202 American History II (3 cr.)**

A survey of American history at the national, state, and local levels since 1865.

**HIS 225 African-American History I (3 cr.)**

A study of the role and contributions of African Americans in the development of the American nation from colonial times through the Reconstruction Era. Offered annually, fall semester.

**HIS 226 African-American History II (3 cr.)**

A study of the role and contributions of African Americans in modern American society since 1865. Offered annually, spring semester.

**HIS 310 Ancient Regime Europe (3 cr.)**

An in-depth study of Europe during the Early Modern period, 1598-1789. Topics emphasized include the debate between the privilege-principle and theories of rationalism and/or egalitarianism, Absolutism vs. Constitutionalism; the Scientific Revolution, the emergence of the great European powers, and the Enlightenment.

**HIS 311 Revolutionary Europe (3 cr.)**

A study of Europe from 1789-1919, centering on the impact of the three major revolutionary upheavals: the French, the industrial, and the Russian, interweaving them with such themes as Bonapartism, the rise of modern political ideology, Romantic nationalism and state-building, post-Industrialism, and the Great War of 1914-1918.

**HIS 312 Modern Europe (3 cr.)**

A study of Europe from the end of the First World War to the present. Topics covered include the breakdown of the Versailles system, World War II and the Holocaust, the Cold War, De-Colonization, the conceptualization of United Europe, and the Destruction of the Soviet Empire.

**HIS 315 Ancient Egypt and Its Neighbors (3 cr.)**

A study of the ancient civilizations of Northeastern Africa, with the emphasis on Egyptian civilization from c. 3100 – 31 B.C.; but encompassing pertinent

information on nearby regional cultures, notably those of the Holy Land and Mesopotamia.

**HIS 316 Ancient Greece and Rome (3 cr.)**

Expounds upon the history and culture of the ancient Greek and Roman civilizations from their purported origins to 476 A.D. The course content will be inclusive of the advent and rise of Christianity.

**HIS 318 Medieval History (3 cr.)**

A survey of the major political, economic, social, and cultural developments in Europe from the dissolution of the Western Roman Empire to the Renaissance.

**HIS 320 Renaissance and Reformation (3 cr.)**

A study of the political, economic, religious, and intellectual changes, which characterized the waning of medieval civilization and the beginning of the modern world.

**HIS 323 History of England I (3 cr.)**

Intensive study of the major developments of English history from its earliest beginnings to the Glorious Revolution.

**HIS 324 History of England, II (3 cr.)**

An intensive study of the major developments in English history since 1700, including developments in Ireland and Britain's overseas activities.

**HIS 334 History and Politics of Latin America (3 cr.)**

A study of the major political, economic, social, and cultural developments in Latin America from the pre-Columbian period to the present.

**HIS 348 History and Culture of Africa (3 cr.)**

A survey of the major characteristics and developments of African political, social, economic, and cultural life from earliest times up to the present.

**HIS 350 History and Politics of the Middle East (3 cr.)**

An application of the regional approach to the study of North Africa and the Eastern Mediterranean and Persian Gulf regions. The past, present, and future of each region are covered.

**HIS 355 History of Russia (3cr.)**

A study of Russian history from the time of the Varangian incursions through the Tsarist, Soviet, and Post-Soviet eras, emphasizing the events of the 20<sup>th</sup>-21<sup>st</sup> centuries and their contemporary, global relevance.

**HIS 356 History of China (3cr.)**

A study of China, and of Chinese civilization, from its beginnings along the banks of the Yellow River, through its medieval period apex, to a present state as a divided nation.

**HIS 360 The Civil War and Reconstruction Era (3 cr.)**

Examines the issues contributing to the Civil War and the social, political, and economic changes wrought by the War and Reconstruction.

**HIS 410 Criminal Justice in Historical Perspective (3 cr.)**

An examination of the history of crime and criminal justice in the context of changing attitudes and views about law over time. While the primary focus of the course is the United States, comparative developments in other countries are covered as well.

**HIS 449 Women in American History (3 cr.)**

A survey of the role and contributions women have made to American life from Colonial times to the present. Prerequisites: HIS 201 and 202.

**HIS 455 U. S. Constitutional History (3 cr.)**

A study of American constitutional development from Colonial times to the present. Prerequisites: HIS 201 and 202.

**HIS 466 Topics in African-American History (3 cr.)**

An in-depth exploration of selected events, circumstances, personalities, ideas, themes, problems, and issues which arise within the historical life and culture of African-American people.

**HIS 490 Selected Topics (3 cr.)**

In-depth study of a topic of current interest in history.

**HIS 492 Internship (1 - 3 cr.)**

Opportunities for students to serve in a governmental - public agency or institution. Prerequisites: Junior or senior status, cumulative GPA of 2.5 or better, and permission of the instructor.

**HUMANITIES****HUM 210 History and Appreciation of Art (listed under Department of Fine Arts) (2 cr.)**

General education requirement, offering the student a rich background in the history and philosophy of art as created and developed by all races and cultures from

prehistoric and primitive to modern times. Prerequisite: Sophomore standing.

**HUM 211 History and Appreciation of Music (listed under Department of Fine Arts) (2 cr.)**

General education requirement for all students to develop their understanding of music as a vital part of today's world. Special emphasis on evaluating musical form and content, style, periods, and interpreting music from the Medieval Period to the present. Prerequisite: Sophomore standing.

**HUM 212 History and Appreciation of Theatre (listed under Department of Fine Arts) (2 cr.)**

General education requirement for all students to develop their understanding of theatre as a vital part of today's society. This course is designed to give a historical overview of Western theatre from the Groits' of Africa to the rise of realism and American theatre to the early 20<sup>th</sup> century. Prerequisite: Sophomore standing.

**HUM 225 World Literature I (3 cr.)**

Provides a survey of representative literature from peoples around the world from antiquity to the seventeenth century. Prerequisites: ENG 101 and 102. Offered fall and spring semesters.

**HUM 226 World Literature II (3 cr.)**

Provides a survey of representative literature from peoples of the world. Included in the survey is a focus on literature produced by the Western World from the latter portion of the seventeenth century to the present. Prerequisites: ENG 101 and 102. Offered fall and spring semesters.

**INSTRUMENT****INS 101-102 Instrument (1cr. Each)**

Fundamental studies for a development of the embouchure, breath control, and tone production; scales and arpeggios in all major and minor keys; solos of medium difficulty from standard classical and jazz literature. Prerequisite: Mastering of basic fundamentals.

**INS 201-202 Instrument (1cr. Each)**

Continued study of scales and arpeggios in all keys, technical and stylistic development, interpretation, principles of ensembles, orchestral excerpts, and solo

pieces from standard classical and jazz literature.  
Prerequisite: Instrument 101-102.

### **INS 301-302 Instrument (1cr. Each)**

More advanced technique studies, and literature including that for the Junior Recital. Prerequisite: Instrument 201-202.

### **INS 401-402 Instrument (1cr. Each)**

Advanced studies in preparation for Senior Recital, which will comprise suitable works from standard classical and jazz literature. Prerequisite: Instrument 301-302 and Junior Recital.

## **INTERDISCIPLINARY STUDIES**

### **IDS 119 Introduction to Teaching (1cr.)**

Offers a first look at the teaching professions as it relates to the roles and responsibilities of the classroom teacher in multiple settings.

### **IDS 190-191 Fundamentals of Learning I and II (1 cr. Each)**

This course provides students who wish to become endorsed in Education the opportunity to acquire skills related to national educational requirements. Students are engaged in computer-based learning that focuses on assessment and enhancement of reading, writing and mathematics skills. Students learn to work in a Windows-based network environment, enhancing their knowledge of computers as an instructional tool. Students also learn to operate and navigate instructional software while preparing for external computer-based and written assessments. Prerequisite: None Credit, 1 hour each.

### **IDS 192, 193, and 194 Fundamentals of Teaching Praxis II**

This course is designed to provide students with information and guidance while preparing for the Praxis II assessment before entering the Student Teaching phase of the Teacher Education Program. Instruction is individualized according to a candidate's major.

### **IDS 255 Orientation to Educational Environments – Pre-school Programming (1 cr.) (Non-licensure course)**

Provides an overview of terminology and programs and concepts utilized in schools. Various topics for discussion include rules/regulations, grading, assessment, discipline procedures, and the

role/function of school personnel, Standards of Learning, specialized school programs, and special school populations. It is designed for anyone who wants to work in the school environment on a voluntary or paid basis.

### **IDS 260 Survey of Community-Based Education in After-School Programming (3 cr.) (Non-licensure courses)**

Exposes students to the concept of the Community Educator as a reflective strategist. Students are exposed to educational programming in community-based agencies and auxiliary schools where support programs are needed to provide educational enrichment. Instruction focuses on the use of learning and developmental strategies for educational programming.

### **IDS 290 Fundamentals of Learning – Reading and Writing (2 cr.)**

This course seeks to aid candidates in the refinement and enhancement of learning strategies. Reading and writing instruction focuses on strategies to decode information from multiple disciplines. Reading activities include literature taken from humanities, social sciences, science and technology. Writing activities are focused on responding to a variety of prompts from multiple disciplines and construction of appropriate essays. Students learn to develop a writing style, present opinions, and support those opinions with facts and other relevant information.

### **IDS 291 Fundamentals of Learning – Mathematics (2 cr.)**

Design to give instruction in applied mathematics and introductory algebra to students who seek a license to teach, the course focuses on the application of mathematics skills in the context of problem solving. Topics include the following: Number Sense and Operation (positive and negative integers related to solving equations), Data Comprehension (statistics, graphs, and data interpretation), Mathematical Relationships (ratios and proportions, patterns of algebraic expressions), Geometry and Measurements (perimeter, area, volume of 2-and 3-dimensional objects), and Algebra (one and two variable expressions).

### **IDS 426 Senior Field Experience (9 cr.) (Non-licensure course)**

Provides opportunity for students to apply the instructional competencies required in the Community-Based Education Program and the content area to a community-based or auxiliary education setting under the supervision of a University supervisor and the community field site supervisor.

**IDS 427 Senior Field Experience Seminar (3 cr.) (Non-licensure course)**

Accompanies IDS 426 and facilitates student growth relevant to strategies and techniques for programming associated with facilitating student learning. Students also learn about the roles of a community based educational strategist.

**IDS 435 An Exploration of Educational Environments (3 cr.) (Non-licensure course)**

Provides opportunities for students to explore alternative educational positions in a variety of settings. It also focuses on educational leadership, instruction, and/or management in community-based agencies or support programs.

**IDS 459 Communication Arts for the Hearing Impaired (3 cr.)**

Introduces basic principles and practices of sign language structure and vocabulary. Provides intensive practice in receptive and expressive finger spelling. May be used to fulfill the General Education requirement in elementary foreign language.

## MANAGEMENT

**MGT 199 Professional and Ethical Development (3 cr.)**

Introduces the student to business principles, ethical decision-making for business situations and provides the opportunity for students to develop the 'habits of mind' that contribute to success-oriented attitudes and business behaviors. Prerequisite: GST 004.

**MGT 200 Introduction to Legal Environments (3 cr.)**

The aim of the course is to acquaint the student with fundamental principles of law, traditional legal topics and with the legal environment in which business is conducted. Students will become familiar enough with the legal aspects of business problems to make the essential decisions which will be required of tomorrow's business leaders.

**MGT 201 Business Law (3 cr.)**

Emphasizes a variety of topics--including law of property, estate planning, law of creditors and debtors, bankruptcy law, agency, tort, employment law, and the laws affecting the formation of business organizations. Prerequisite: MGT 200.

**MGT 213 Managerial Communications (3 cr.)**

Provides students with practical instruction on both written and oral presentation skills within the context of a business organization. Students learn to write clearly and effectively by focusing on style, organization, strategy, and persuasion. Prerequisites: Demonstrated keyboarding proficiency or CIS 121, ENG 102, and SPD 217.

**MGT 214 Principles of Management (3cr.)**

A survey and foundation course in management covering the development of management as a discipline. An examination of current theories, principles and practices of planning, organizing, leading, decision-making, communicating and controlling which are applicable to an enterprise. (Prerequisite: MGT199)

**MGT 313 Operations Management (3 cr.)**

Emphasizes production and operations planning concepts and analytical systems. Prerequisite: MAT 160.

**MGT 316 Global Business (3 cr.)**

Focuses on the major issues that face managers in an international environment. Students examine how different national and cultural environments affect the way that multinational companies operate from one country to the next.

**MGT 413 Strategic Management (3 cr.)**

Focuses on the concepts and techniques of strategic management in organizations. Topics emphasized include developing a strategic vision, setting objectives, and crafting a strategy. Students will develop a competitive analysis portfolio; match strategy to an organization's situation; build resource capabilities, support systems, budgets, and policies; align culture and strategy; and structure the organization to implement the organization's strategic vision in a dynamic global marketplace. Prerequisites: ACC 202, FNB 300, MKT 300, and senior standing.

**MGT 490 Special Topics (1-3 cr.)**

Investigates in-depth a topic of current interest in the business management field. Course must be approved

by the student advisor, the department chair and the dean. Prerequisite: Junior or Senior status.

#### **MGT 494 Internship (1 – 3 cr.)**

Offers opportunity for students to gain experience in a supervised business career through internship, mentorship, and/or work experience. Placement must be approved by the Internship Coordinator, the department chair, and the dean. Upon completion of the experience, the student will submit a written report, covering fully the nature of the activity. To assist in evaluation of the student, the employer or mentor also submits a report on the student's performance and progress. Prerequisite: junior or senior status.

#### **MGT 499 Independent Study (1 – 3 cr.)**

Provides an opportunity for a student to pursue a topic of study under the supervision of a designated faculty member, with monitoring by the department chair. Course must be approved by the student advisor, the department chair and the dean. Prerequisite: Junior or Senior status.

## **MARKETING**

#### **MKT 300 Principles of Marketing (3 cr.)**

Introduces students to the basic problems and practice in marketing management. The course is based on an understanding of the importance of marketing to the success of any business endeavor. Topics include the marketing process, buyer behavior, market segmentation, product, pricing, promotion, and distribution decisions.

#### **MKT 370 Buyer Behavior (3 cr.)**

Emphasizes identification and analysis of major factors that influence how both consumers and institutional buyers process and learn marketing information. Emphasis also is placed on the role culture and personal and interpersonal influences have on buyer behavior. Prerequisite: MKT 300.

#### **MKT 371 Retailing (3 cr.)**

Explores the mechanisms necessary for consumer purchasing in the modern technology-rich world. Focus is placed on the changing forms of retailing as retailers move away from mass marketing to targeting individual consumers. Both large corporate retailing and entrepreneurial alternatives are examined. Prerequisite: MKT 300.

#### **MKT 376 Small Enterprise Marketing (3 cr.)**

Examines specific marketing needs of small enterprises, including the development of strategic marketing plans within limited budgets, segmentation strategies, and developing promotional activities for targeted markets. Prerequisite: MKT 300.

#### **MKT 379 Promotional Strategy (3 cr.)**

Introduces students to total promotional strategies for a variety of products and services-both in business and non-profit environments. Strategy development includes personal selling, advertising, public relations, and sales promotion activities necessary to reach specifically targeted market segments. Prerequisite: MKT 300 and MKT 370.

#### **MKT 473 Organization to Organization Marketing (3 cr.)**

Assess marketing opportunities among organizations. Students develop strategies based on analysis of the organizational environment. Marketing mix strategies address the needs of large multi-national corporations, as well as relationships among smaller organizations. Prerequisites: MGT 315 and MKT 370.

#### **MKT 474 Global Marketing (3 cr.)**

Focuses on the global environment of business, including identification, analysis, and penetration of overseas markets. The cultural, economic, and legal influences on the development of international/global markets are examined. An integrated strategic approach is employed. All marketing activities of an organization--from procurement to R and D to advertising--are planned so that the maximum advantage is achieved from resources on a global basis. Prerequisites: MKT 300 and MGT 316.

#### **MKT 478 Database Marketing (3)**

Emphasizes the development of marketing programs utilizing computerized information systems that monitor and record the activities of customers. Included are the customizations of marketing communications for individuals by using database information and social media. The airline, banking and grocery industries are studied for their use of database marketing. (Prerequisite: MKT300)

#### **MKT 479 Marketing Research: Data for Decision-Making (3 cr.)**

Provides opportunities for students to develop solutions for marketing information needs through problem solving. Emphasis is placed on actionable decision-

making and the obtaining and analyzing of data. Prerequisites: MGT 370, MAT 201 and senior status.

**MKT 490 Special Topics (1-3 cr.)**

Investigates in-depth a topic of current interest in the marketing field. Course must be approved by the student advisor, the department chair and the Dean.

**MKT 494 Internship (1-3 cr.) (See MGT 494)**

**MKT 499 Independent Study (1-3 cr.)**

Provides an opportunity for a student to pursue a topic of study under the supervision of a designated faculty member, with monitoring by the department chair. Course must be approved by the student advisor, the department chair and the Dean. Prerequisite: Junior or Senior status.

## **MASS COMMUNICATIONS**

**MCM 200 Foundations of Mass Communication (3 cr.)**

Provides a comprehensive survey of the mass media, including their histories, evolutions, economics, and impact on society. Prerequisites: ENG 101 and 102

**MCM 204 Language Skills for Communicators (3 Cr.)**

Prepares students for professional work, with a focus on mastering the basics of the Associated Press style, grammar, punctuation and spelling. Prerequisite: None.

**MCM 206 Social Media (3 Cr.)**

Gives students a broad approach to the history, theory, technology, impact and strategic uses of social media. Twitter, Facebook, blogs, podcasts, etc. are accessible technologies that enable anyone to create, edit, publish and access messages intended for the smallest to the largest of audiences. The course will examine the strategic uses of social media for community building, civic and political participation, advertising, marketing, public relations and journalism. It provides hands-on experience with the most current technology. Prerequisite: None.

**MCM 210 News Reporting (3 cr.)**

Teaches research and critical thinking skills needed to gather and analyze information. The course also builds strong writing skills and proper language use for all forms of mass communications. It emphasizes language usage, grammar and the basics of the Associated Press style. Prerequisite: MCM 200.

**MCM 212 Principles of Public Relations (3 Cr.)**

Introduces students to the practice of public relations. The entire scope of the field will be examined with emphasis on areas of specialization, media relations and simultaneous multi-public workings. Prerequisite: MCM 200.

**MCM 245 Broadcast News Writing (3 cr.)**

Teaches students the fundamentals of writing for radio and television news including, interviewing techniques and electronic news gatherings. Students will examine differences between writing for print and broadcast media. Practice in script writing and delivery is required. Student will also be introduced to nonlinear editing. Prerequisites: MCM 200 and MCM 210.

**MCM 300 Research in Public Relations (3 Cr.)**

Introduces students to qualitative and quantitative research methods of applied, basic and evaluative research used in developing, managing and evaluating public relations campaigns and programs. Prerequisite: MCM 212.

**MCM 302 Public Relations Writing & Production (3 Cr.)**

Gives students practical experience in developing written communication tools used in public relations. The student will learn how to prepare press releases, surveys, biographies, fact sheets, speeches, brochures, newsletters, press kit, etc. Prerequisite: MCM 212.

**MCM 304 Black Press (3 cr.)**

Studies the problems, history, criticism, and techniques of the Black Press in the United States since 1827.

**MCM 305 Editorial Writing (3 cr.)**

Provides students an opportunity to learn the techniques necessary to produce quality editorials, columns, critiques, essays and other forms of media commentary. Prerequisites: MCM 200 and MCM 210.

**MCM 307 Media Ethics (3 cr.)**

Analyzes the principles and process of ethical decision making for practitioners in both news and persuasive journalism. The course employs classical ethical theories, moral reasoning models and critical thinking skills to resolve ethical problems involving reporters, editors, broadcasters, and practitioners in advertising and public relations. Prerequisites: MCM 200 and MCM 210.

**MCM 324 Media and Crisis Communications (3 Cr.)**



Provides students with a fundamental understanding of crisis management, risk communication, media relations and public-opinion research techniques in multiple contexts. It introduces students to crisis management principles, strategies, tactics and communication methods. Students will learn how to predict, manage and control real-world controversies that they may confront as they pursue their careers. Prerequisites: MCM 212, MCM 300 and MCM 302.

**MCM 326 Persuasion and Propaganda (3 Cr.)**

Studies persuasive communication as found in the media. The course analyzes the role of the mass media in the creation and use of public opinion and propaganda. It will emphasize the use and abuse of persuasive communication. Prerequisite: MCM 200.

**MCM 328 Event Planning (3 Cr.)**

Teaches students how to organize and plan all aspects of business and social events, including food, location, décor, etc. Students will learn the basics of planning and coordinating various events along with how to promote and market each event. Prerequisite: None.

**MCM 345 TV Production I (3 cr.)**

Teaches practical aspects of television production; program planning, operation of cameras, lights, and audio components; control room discipline and simple direction. Knowledge of basic terms, work areas, and crew functions are emphasized. Prerequisites: MCM 245

**MCM 350 Visual Communication (3 cr.)**

Introduces students to the basics of visual design used by media professionals. Theories of visual communication and principles of design are explored.

**MCM 400 Mass Communications Portfolio I (1 cr.)**

Clarifies how successfully the student has leaned principles and practices in the mass communications program at VUU and illustrates to potential employers the extent of the student's learning. Students will submit professional-quality portfolios of their work as a major requirement of the course. Prerequisite: Taken in senior year.

**MCM 411 Advanced News Reporting (3 cr.)**

Study of problems and techniques of securing news. Practical assignments in actual news situations. Prerequisites: MCM 200 and 210.

**MCM 412 Communications Law (3 cr.)**

Addresses mass media law in the United States from the adoption of the First Amendment to the most recent judicial opinions affecting print, broadcast, and Internet media. Students will examine libel elements, defenses, and damages. Other topics include appropriation, intrusion, prior restraint, and free press vs. fair trail arguments. Prerequisites: MCM 200, MCM 210 and Junior status.

**MCM 413 Copy Editing (3 cr.)**

Teaches skills needed to produce quality publications. Editor's responsibility to ensure balance, fairness and accuracy in news coverage of a multicultural society is emphasized. Legal and ethical problems facing a copy editor are also addressed. Prerequisites: MCM 200 and MCM 210.

**MCM 414 TV Production II (3 cr.)**

Builds on and strengthens the skills gained in MCM 345. Study and practical experiences in television production and programming are emphasized. Planning and videotaping of students' projects are required, including more advanced features of nonlinear editing. Prerequisite: MCM 345.

**MCM 415 Internship (3 cr.)**

Provides students opportunity to receive on-the-job training under the supervision of an instructor and the employer. Internships are available in newspapers, magazines, public relations, radio and television. Regular meetings with the faculty Internship Coordinator and weekly written reports are required. Prerequisite: Departmental approval.

**MCM 416 Public Relations Campaigns (3 Cr.)**

Instructs students in the strategic planning of a public relations campaign. Students will use practices of traditional PR methods as well as New Media methods in implementing strategic campaigns emphasizing a variety of cost-effective tactics. Prerequisites: MCM 212, MCM 300 and MCM 302.

**MCM 424 International Communication (3 Cr.)**

Cross-cultural study of the role of communication in global co-existence at socio-economic and political levels. Prerequisite: Permission of the instructor.

**MCM 490 Selected Topics (3 cr.)**

Provides opportunities for students to study selected projects including newspaper publication, yearbook publication, and radio production.

**MCM 490-02 Introduction to Public Relations (3 cr.)**

Provides an overview of the practice of public relations, including basic principles, job of the public relations practitioner, and ethical responsibilities. Writing press releases and crisis management are also included. Prerequisites: MCM 200 and MCM 210.

**MCM 499 Independent Study (3 cr.)**

Provides an opportunity for a student to pursue a topic of study under the supervision of a faculty member. Required assignments are determined through consultation with designated faculty. Student's eligibility is determined after conference with instructor. Prerequisite: Senior status.

## MATHEMATICS

**MAT 100 Introductory Algebra (3 cr.)**

Instruction designed for students with minimal high school mathematics and students who receive low scores on the mathematics placement exam. Students develop basic arithmetic and algebraic skills that are prerequisite to the further study of algebra. No credit toward graduation.

**MAT 115 College Algebra, formerly offered as MAT 159 (3 cr.)**

Provides students with the necessary foundation for higher-level mathematics for science, business, mathematics, and interdisciplinary studies. Topics emphasized include real number system, polynomials, factoring, rational expressions, equations and inequalities, radicals, functions and their graphs including exponential and logarithmic, and systems of equations and inequalities. Prerequisite: MAT 100, satisfactory placement score, or permission of Department Chair. (Substitute for MAT 111 and MAT 159).

**MAT 121 Contemporary College Mathematics, formerly offered as MAT 112 (3 cr.)**

Designed for liberal arts and interdisciplinary studies majors. Topics include set theory, logic, counting methods, probability, statistics, mathematics of finance and trigonometry. Additional topics may include fractal geometry, graph theory and/or voting and apportionment. Prerequisite: MAT 115, satisfactory

mathematics placement test scores, or permission of Department Chair.

**MAT 160 Pre-Calculus For Business Majors, formerly offered as MAT 160B (3 cr.)**

A study of algebra topics with a focus on business applications. Topics include graphing techniques, linear, quadratic, exponential and logarithmic functions, systems of linear equations, matrices, linear programming, and introduction to probability. Prerequisite: Grade of 'C' or in MAT 115, satisfactory placement score, or permission of Department Chair.

**MAT 170 Pre-Calculus, formerly offered as MAT 160S (4cr.)**

Presents rational polynomials and functions, graphing higher order and nonlinear equations, exponential and logarithmic functions, applications in mathematical modeling, matrix mathematics, and an introduction to limits. Prerequisite: Grade of 'C' or better in MAT 115, satisfactory placement score, or permission of Department Chair.

**MAT 175 Pre-Calculus with Trigonometry, formerly offered as MAT 161S (4 cr.)**

Instruction designed to presents rational polynomials and functions, graphing higher order and nonlinear equations, exponential and logarithmic functions, applications in mathematical modeling, trigonometric functions, identities and equations, applications of trigonometry, selected topics in sequences and series. Prerequisite: Grade of 'C' or better in MAT 115, satisfactory mathematics placement score or permission of Department Chair.

**MAT 201 Elementary Statistics (3 cr.)**

Instruction provided to students on summarizing data using graphical methods, measures of central tendency, dispersion, position, correlation, regression, data collection, elementary probability, and inferential statistics. Prerequisite: MAT 121 or higher.

**MAT 210 Applied Calculus for Business (formerly offered as MAT 161B) (3 cr.)**

Topics covered include techniques of differentiation and integration and applications that include marginal analysis, optimization, continuous compound interest, cost and revenue functions, and supply and demand equations. Prerequisite: Grade of 'C' or better in MAT 160, satisfactory placement score or permission of Department Chair.

**MAT 214 Analytical Geometry and Calculus I (4 cr.)**

The first in a sequence of courses designed to acquaint students with calculus and analytical geometry. Topics emphasized include limits, continuity, derivatives, definite integrals, anti-derivatives, and applications of differentiation and integration. Prerequisite: MAT 175, satisfactory placement score, or permission of Department Chair.

**MAT 216 Analytic Geometry and Calculus II (4cr.)**

A continuation of MAT 214. Topics emphasized include exponential, logarithmic and inverse trigonometric functions, techniques of integration, indeterminate forms, improper integrals, parametric equations, polar coordinates, infinite sequences and infinite series. Prerequisite: MAT 214.

**MAT 221 Linear Algebra (3 cr.)**

A study of systems of linear equations, matrices, vector spaces, linear independence, spanning, basis, dimension, determinants, Eigen values, Eigenvectors, linear transformations and applications. Prerequisite: MAT 214.

**MAT 301 Modern Geometry ( 3 cr. )**

Offered in alternative years. Axiomatic systems, methods of proofs, Euclidean and non-Euclidean geometries. Prerequisite: MAT 216 or permission of Department Chair.

**MAT 306 Modern Algebraic Theories I ( 3 cr.)**

A study of sets, binary operations, groups, subgroups, homomorphisms, isomorphisms, permutations, cosets, normal subgroups, rings and fields. Prerequisite: MAT 216.

**MAT 307 Modern Algebraic Theories II (3 cr.)**

A continuation of MAT 306. Topics emphasized include integral domains, ideals, polynomials, polynomial rings, the Division Algorithm, subfields, field extensions, and Kronecker's Theorem. Prerequisite: MAT 306.

**MAT 315 Discrete Mathematics (3 cr.)**

A study of selected topics including discrete probability, functions, recursion, logic, proof construction techniques, algorithms and complexity theory, graph theory, set theory and Boolean algebra. Prerequisite: MAT 214.

**MAT 322 Multivariable Calculus (4 cr.)**

A first course in calculus of multiple-dimensional spaces. Topics include two, three, and n-dimensional geometry, vectors, scalars and their related properties, space curves, vector-valued functions, functions of several variables, limits, continuity, derivatives, differentials, integrals, multiple integrals, line integrals, independence of path, closed contours, and Green's Theorem. Prerequisite: MAT 216.

**MAT 327 Differential Equations (3 cr.)**

A study of solutions of ordinary differential equations with modeling applications. Topics include first order differential equations, second and higher order differential equations, Laplace transform methods, series and numerical solutions to differential equations. Prerequisite: MAT 216.

**MAT 331 Probability and Statistics I (3 cr.)**

An introduction to probability theory including probability density functions, discrete and continuous random variables, combinatorics, special probability distributions, moment generating functions, the laws of large numbers and the central limit theorem. Prerequisite: MAT 216. Offered in alternate years during the fall semester.

**MAT 332 Probability and Statistics II (3 cr. ) Sampling,** distribution estimations, mathematical expectations, normal, Poisson and related distributions, regression and correlation, hypothesis testing and analysis of variance. Prerequisite: MAT 331.

**MAT 420 Vector Analysis (3 cr.)**

A continuation of MAT 322. Topics emphasized include scalar and vector fields, gradient, divergence, curl, line integrals, surface integrals, Green's theorem, Divergence Theorem, Stokes theorem, general orthogonal curvilinear coordinates and applications. Prerequisite: MAT 322. Offered in alternative years.

**MAT 428 Advanced Calculus I (3 cr.)**

Rigorous study of calculus concepts. Topics include structure of the real number system, monotone and Cauchy sequences, continuity, uniform continuity; differentiation and the mean value theorem. Prerequisite: MAT 322. Offered only during the fall semester.

**MAT 429 Advanced Calculus II (3 cr.) A continuation of MAT 428.** Topics to be covered include: Infinite series,

limits and uniform convergence, line and surface integrals. Prerequisite: MAT 428.

#### **MAT 441 Complex Variables I (3 cr.)**

A study of the algebra and geometry of complex numbers, analytic functions, elementary functions, contour integrals and applications. Prerequisite: MAT 216. Offered in alternate years during the fall semester.

#### **MAT 442 Complex Variables II (3 cr.)**

A continuation of MAT 441. Topics include series representation of analytic functions, residue theory, and conformal mappings, transform methods and applications. Offered in alternate years during the spring semester. Prerequisite: MAT 441.

#### **MAT 450 Numerical Analysis (3 cr.)**

Knowledge of a programming language or mathematical software package recommended. Topics covered: computational solutions (algorithm design, error analysis, convergence), finding roots ( equations, linear and non-linear systems ), methods of eigenvalues. Prerequisite: MAT 304.

#### **MAT 455 Numerical Solutions of ODEs (3 cr.)**

Introduction to theory of ordinary differential equations; existence and uniqueness and extendibility of solutions (continuous dependency of solutions on initial conditions); stability and linearization; Lyapunov theory of stability ; invariance theorem; applications; finite difference methods for linear/non-linear systems. Prerequisite: MAT 428 and MAT 429 or permission of instructor.

#### **MAT 460 Introduction to PDEs (3 cr.)**

The basic partial differential equations: parabolic (such as heat equation), hyperbolic (wave equation) and elliptic (steady-state) are studied. Solution methods such as separation of variables, integral transforms will be used. Practical problems and applications are emphasized. Prerequisite: MAT 322 and MAT 427.

#### **MAT 465 Numerical Solutions of PDEs (3 cr.)**

Classification of partial differential equations, initial and boundary value problems, well-posedness ; first order equations and method of characteristics; wave equations in higher dimensions; heat equation, transform methods, maximum principle, energy methods, Laplace's equation, Dirichlet problem for the disc; survey of non-linear equations. Prerequisite: MAT 455 or permission of the instructor.

#### **MAT 481 Independent Study (3 cr.)**

The student researches a paper chosen by the instructor and presents an oral report. The research is guided by a faculty member. The student also takes the Mathematics Department Assessment Exam. Prerequisite: Permission of Department Chair.

#### **MAT 490 Topics Course in Advanced Mathematics (3 cr.)**

The delivery varies from term to term but topics can be selected from: tensor analysis, special functions, dynamical systems, fractals, Fourier analysis, wavelets, topology, differential geometry, integral equations and asymptotic/perturbation methods, or contemporary mathematics topic selected by a faculty. Prerequisite: MAT 322 + GPA of 3.0 or above + permission of Department Chair.

#### **MAT 499 Senior Research (2-4 cr.)**

Selected topics and in-depth study in a specific area of mathematics is carried out under the supervision of a faculty member.

### **MILITARY SCIENCE**

#### **MSC 101 - Military Science and Leadership: Foundations of Officership (1 cr.)**

Introduces students to fundamental components of service as an officer in the U.S. Army. Forms building blocks of progressive lessons in values, fitness, leadership and officership. Also addresses "life skills" including communications theory and practice (written and oral) and interpersonal relationships.

#### **MSC 102 - Military Science and Leadership: Introduction to Leadership (1 cr.)**

Introduces students to "life skills" of problem solving, decision making and leadership. Designed to help students be more effective as leaders, both immediately on campus and in the long term in either military or civilian life. Introduces students to fundamental officer skills such as map reading, land navigation, tactics and leadership values/actions. Using these basic skills, students will build a rudimentary understanding of the core competencies necessary to become an Army officer and leader.

#### **MSC 201 Military Science and Leadership: Innovative Team Leadership (2 cr.)**

Explores the dimensions of creative and innovative tactical leadership strategies and styles by examining

team dynamics and two historical leadership theories that form the basis of the Army leadership framework. Aspects of personal motivation and team building are practiced by planning, executing and assessing team exercises, and by participating in leadership labs. The course continues to develop knowledge of leadership values and attributes through understanding Army rank, structure and duties as well as broadening knowledge of land navigation and squad tactics. Case studies provide a tangible context for learning the Soldiers Creed and Warrior Ethos as they apply in the contemporary operating environment.

Prerequisites: MSC 101 or permission of advisor.

### **MSC 202 Military Science and Leadership: Foundations of Tactical Leadership (2 cr.)**

Examines the challenges of leading tactical teams in the complex contemporary operating environment (COE). Highlights dimensions of terrain analysis, patrolling and operation orders. Continued study of the theoretical basis of the Army leadership framework explores the dynamics of adaptive leadership in the context of military operations. Cadets develop greater self-awareness as they assess their own leadership styles and practice communication and team-building skills. COE case studies give insight into the importance and practice of teamwork and tactics in real-world scenarios. Prerequisite: MSC 201 or permission of advisor.

### **MSC 203 Military Science and Leadership: Leader's Training Course (LTC) – (0-6 cr.)**

Five-week summer course consisting of leadership training at Fort Knox, Ky. Completion of this course equates to completion of MILS 101, 102, 201 and 202, and enables students to enroll in the advanced military leadership courses. Amount of academic credit awarded depends upon amount of basic military science credit previously earned. Travel pay and salary provided through Office of Military Science and Leadership. Graded pass/fail. Prerequisites: Enrollment in the ROTC program, military service obligation and permission of advisor.

### **MSC 301 Military Science and Leadership: Adaptive Team Leadership (3 cr.)**

Challenges cadets to study, practice and evaluate adaptive team leadership skills as they are presented with the demands of the ROTC Leader Development and Assessment Course. Challenging scenarios related to small unit tactical operations are used to develop

self-awareness and critical thinking skills. Cadets receive systematic and specific feedback on leadership abilities. Prerequisites: MSC 101, 102, 201 and 202 (or MSC 203), permission of advisor and military service obligation.

### **MSC 302 Military Science and Leadership: Leadership in Changing Environments (3 cr.)**

Provides instruction and case studies that build upon leadership competencies and military skills attained in MILS 301 in preparation for future responsibilities as Army officers. Specific instruction is given in individual leader development, planning and execution of small unit operations, individual and team development, and the Army as a career choice. Prerequisite: MSC 301 or permission of advisor.

### **MSC 306 Military Science: Leadership Development and Assessment Course (LDAC) – (0 cr.)**

ROTC Leadership Development and Assessment Course. The ROTC camp summer practicum is six weeks long. Individual and group experience for application of leadership training. Exposure to leadership situations that require decisions made under physical and mental stress conditions. Prerequisite: MSC 302 and successful completion of four basic military science courses or MSC 203 Basic Military Science for six credits.

### **MSC 401 Military Science and Leadership: Developing Adaptive Leaders (3 cr.)**

Develops student proficiency in planning, executing and assessing complex operations, functioning as a member of a staff, and providing performance feedback to subordinates. Cadets are given situational opportunities to assess risk, make ethical decisions and lead fellow ROTC cadets. Lessons on military justice and personnel processes prepare cadets to make the transition to becoming Army officers. MS IV (senior) cadets lead lower-level cadets. Both classroom and battalion leadership experiences are designed to prepare MS IV cadets for their first unit of assignment. Cadets identify responsibilities of key staff, coordinate staff roles and use battalion operations situations to teach, train and develop subordinates. Prerequisite: MSC 302 or permission of advisor.

### **MSC 402 Military Science and Leadership: Leadership in a Complex World (3 cr.)**

Explores the dynamics of leading in the complex situations of current military operations in the contemporary operating environment. Cadets examine differences in customs and courtesies, military law,

principles of war, and rules of engagement in the face of international terrorism. Cadets also explore aspects of interacting with nongovernment organizations, civilians on the battlefield and host nation support. Course places significant emphasis on preparing cadets for Basic Officer Leadership courses and their first unit of assignment. Utilizes case studies, scenarios and "What now, Lieutenant?" exercises to prepare cadets to face the complex ethical and practical demands of leading as a commissioned officer in the U.S. Army. Prerequisites: MSC 301, 302 and 401, or permission of advisor.

## MUSIC

### MUSICAL ENSEMBLES: MUS 101X, MUS 101Y AND MUS 101Z

#### **MUS 101X College Choirs (1 cr. each semester – total 8)**

Preparation of major works from choral literature for performing at services, campus concerts off-campus concerts, and special occasions. Required for all vocal majors and open to all qualified college students.

#### **MUS 101Y University Concert, Marching and Pep Bands (1 cr. each semester)**

Provides instruction for the marching band, pep band, and the concert band. All three ensembles stress the art of ensemble performance, rehearsal techniques, and the study of repertoire representing the literature from the appropriate periods in music history. Required for all instrumental majors and is open to all college students.

#### **MUS 101Z Community Instrumental Orchestra (1 cr. each semester – total 8)**

Music ensemble providing instruction/performance of orchestral music form all periods.

#### **MUS 102 Basic Music Skills I (1 cr.)**

Designed for prospective music majors who lack the necessary written and performance skills to enter Music 111-112. Placement examination scores determine whether the student enrolls in this course or in MUS 111-112. No credit toward graduation requirements for BFA-MUS majors.

#### **MUS 103 Basic Music Skills II (1 cr.)**

A continuation of Music 101 that prepares students for MUS 111-112. Designed to assist students in removing

deficiencies detected in the placement test. Prerequisite: Music 101 or demonstrated proficiency. No credit toward graduation requirements for BFA-MUS majors.

#### **MUS 105-106 Applied Instrumental (1 cr. each semester – total 2)**

Provides progressive instruction in the student's instrument of choice, leading to mastery in technique and performance.

#### **MUS 111-112 Basic Music Theory I & II (1 cr. each semester – total 2)**

Emphasizes melody, functional harmony, and rhythm, including analysis of music examples and written exercises embodying principles of common practice. Prerequisite: Placement by entrance examination. MUS 111 is offered every fall, MUS 112 is offered every spring semester.

#### **MUS 121-122 Ear Training and Sight Singing I & II (1 cr. each semester – total 2)**

Incorporates ear training, sight singing, dictation, and keyboard harmony, related to the theoretical concepts learned in MUS 111/112. MUS 121 is offered every fall, MUS 122 every spring semester.

#### **MUS 201 Music Literature I (2 cr.)**

A study of major composers, works, and styles of Western music, emphasizing Ancient through Baroque music and classical through 20th-century music.

#### **MUS 202 Music Literature II (2 cr.)**

A study of major composers, works, and styles of Western music, emphasizing Baroque through present.

#### **MUS 205-206 Applied Instrument (1 cr. each semester – total 2 cr.)**

Provides progressive instruction in the student's instrument of choice, leading to mastery in technique and performance.

#### **MUS 211 Basic Music Theory III (2 cr.)**

A continuation of Music 111-112, introducing chromatic procedures. Prerequisite: MUS 112. Offered each fall semester.

#### **MUS 212 Basic Music Theory IV (2 cr.)**

A continuation of Music 211, with greater emphasis on form, analysis, 20th century techniques, and creative writing. Prerequisite: MUS 211. Offered each spring semester.

**MUS 221-222 Ear Training and Sight singing III and IV ( 1cr. each – total 2)**

A continuation of MUS 121-122, with increased emphasis on chromaticism and 20th century techniques. Prerequisite: MUS 122. MUS 221 offered every fall; 222 every spring semester.

**MUS 301 Music History I (2 cr.)**

A survey of Western music from the ancient Greeks through the Baroque era, covering both major and lesser composers, works, and theoretical concepts. Prerequisite: MUS 201 and 202. Courses may be taken in direct or reverse order. MUS 301 is offered every fall semester.

**MUS 302 Music History II (2 cr.)**

A survey of Western music from the Baroque ear through the present, covering both major and lesser composers, works, and theoretical concepts. Prerequisite: MUS 201 and 202. Courses may be taken in direct or reverse order. MUS 302 is offered every spring semester.

**MUS 303 Piano Accompanying (2 cr.)**

Required of piano and organ majors or concentrations; principles of accompanying soloists or chorus; studio and rehearsal experience; accompanying on student recitals (both semesters). Offered on demand.

**MUS 304 Vocal Diction (1 cr.)**

This course will introduce students to the IPA (International Phonetic Alphabet) and the rules for usage. Students will practice drills, reading and IPA translation in Italian, English, German, and French, and apply these skills to song and opera texts.

**MUS 305-306 Applied Instrument (1 cr. each semester – total 2)**

Provides progressive instruction in the student's instrument of choice, leading to mastery in technique and performance.

**MUS 312 Form and Analysis (2 cr.)**

Exploration of formal procedures in examples from the 18th through the 20th centuries, including sectional, variational, developmental, and through-composed works, to be examined with respect to form, tonality, and texture. Prerequisite: MUS 212. Offered alternate spring semesters.

**MUS 313 Instrumental Survey (3 cr.)**

A survey of woodwinds, string, and percussion instruments, including fundamentals, techniques, and performance of each.

**MUS 321 History of African American Music and Musicians (3 Cr.)**

An historical survey of music by African Americans from 1619 to the present (Work Songs, Sorrow Songs, Blues, Gospel, Jazz, Classical, Avant-Grade, Electronic). Offered alternate spring semesters.

**MUS 333 Jazz History and Literature (3 cr.)**

The study of jazz as American art music, African folk idioms through Negro spirituals, ragtime, and blues, continuing with swing, bebop, cool jazz, third stream, avant garde, and the popular jazz-fusion style. Each period is demonstrated by including major works, composers, and performance practices. Offered alternate spring semesters.

**MUS 371 Marching Band Techniques (2 cr.)**

Attention is given to all areas of a marching band program, including drill design, band arranging, instrument maintenance and repair, auxiliary groups, budget, and inventory. Offered alternate fall semesters.

**MUS 405-406 Applied Instrument (1 cr. each semester – total 2)**

Provides progressive instruction in the student's instrument of choice, leading to mastery in technique and performance.

**MUS 410 Orchestration and Choral Arranging (3 cr.)**

A practical exploration of the instruments of the symphony orchestra, separately and in combination, incorporating exercises in transcribing existing music and/or composing new music for orchestra. A similar exploration of the possibilities of scoring for chorus. Prerequisite: MUS 212. Offered alternate fall semesters.

**MUS 420 Conducting (3 cr.)**

The study of conducting orchestra, symphonic band, concert band, and other instrumental ensembles, as well as conducting large and small choral ensembles. Attention is given to basic and advanced techniques. Prerequisite: MUS 211. Offered alternate spring semesters.

**MUS 425 Internship (3 cr.)**

This course provides the opportunity for the student to obtain supervised work experience in the major at an off-campus site selected and approved by the Departmental Chairperson.

**MUS 479 Current Topics in Music (3 cr.)**

A course designed to offer a scholarly approach to issues of music in research, education, business, religion, or world cultures. Topics are selected by musicology faculty. Prerequisite: MUS 302. Offered on demand.

**MUS 480 Music of the Black Church (2 cr.)**

Historical and musical background of church music in the Afro-American community. A look at general characteristics regarding form, content, and historical significance. Offered on demand.

## MUSIC COMPOSITION

**COM 101-102, COM 201-202, COM 301-302 Composition (1 cr. each)**

A sequence in original composition for students not working toward a major in composition, beginning with small forms and progressing through sectional, variational, and multi-movement forms. For those students concentrating in Commercial Music/Jazz Studies, the course can be adapted to include jazz idioms. Prerequisite: MUS 112 with grade of 'C' or better. (One-Hour Sequence.)

**COM 401-402 Composition (1 cr. each)**

A sequence in original composition leading to a major in composition, beginning with small forms and progressing through sectional, variational, and multimovement forms, culminating in a senior project or recital (taken separately as MUS 498). Prerequisites: MUS 112 and 122 with grades of 'B' or better. (One-Hour Sequence.)

## NATURAL SCIENCE

**NSC 260 Introduction to Environmental Science (4 cr.)**

Explores and examines the multifaceted impact of physical and biological factors that currently threaten our environment on a global scale. Particular emphasis is placed on issues that are of primary concern to people of low socio-economic status. This course may fulfill the science requirement for non-science majors, while serving as an introductory environmental science

elective for science majors. Three hours lecture and three hours laboratory weekly. No prerequisite. Open to all majors.

**NSC 290 African American Perspectives in Science (3 cr.)**

Through lectures, research, class discussions, group projects, and other activities, students will explore the contributions African Americans have made to the development of this country in the broad areas of science, technology, medicine and invention. The course begins in the year 1619 and continues through 1999. The changing socio-political economic climate of the period will also be discussed. Three hours lecture weekly. No prerequisite. Open to all majors.

**NSC 300 Research Integrity (1 cr.)**

Engages student research trainees in reading, considering, and discussing the responsible conduct in science. Contemporary issues including, but not limited to, scientific record keeping, data ownership, conflict of interest, collaborative research, use of humans/animals in scientific research, and reporting of scientific misconduct are examined. The content, therefore, is designed to meet current federal regulations, which require NIH training grants to provide training in the responsible conduct of research. Mandatory for all research trainees. One hour lecture weekly. Offered spring semester of alternate years. No prerequisite.

**NSC 301 Honors Seminar (0 cr.)**

A forum for student research trainees and faculty to present their research findings. Presentations are also given by former trainees and eminent scientists from a variety of science disciplines. Trainees submit a written summary of each presentation. Meets one hour weekly. Offered fall and spring. No prerequisite.

**NSC 311 Introduction to Biomedical Research (3 cr.)**

Designed to introduce students to techniques and instrumentation used in biomedical research. Lectures on experimental procedures and instruments are followed by hands-on experiences in the laboratory. Meets three hours weekly. Prerequisites: BIO 112, CHE 102.

**NSC 320 Biological Chemistry (4 cr.)**

A study of the physical and chemical properties of the molecular components of the cell. Through lectures and laboratory, students develop an understanding of cellular structures, their biosynthesis and activities at



the molecular level. Special consideration is given to the central roles of nucleic acids and proteins. This course may serve as an elective for science majors. Three hours lecture and three hours laboratory weekly. Prerequisites: BIO 112 and CHE 211.

### **NSC 330 Molecular Biology (4 cr.)**

Integrates biochemistry, microbiology, and traditional biology in the discussion of basic molecular processes and genetic phenomena in both prokaryotic and eukaryotic systems. The nature and role of recombinant DNA technology in examining gene expressions, and in biotechnological applications such as crop biotechnology, bioremediation, and gene therapy are discussed. Laboratory exercises provide hands-on experiences that promote an understanding of selected techniques. This course may serve as an elective for science majors. Three hours lecture and three hours laboratory weekly. Prerequisites: BIO 213 and CHE 211 or NSC 320.

### **NSC 412 Honors Research and Thesis (4 cr.)**

Student trainees conduct year-long original biomedical research that culminates in a written thesis and oral presentations. Each research trainee is assigned a research advisor from among the participating faculty at VUU, the Medical College of Virginia Commonwealth University or the University of Richmond.

## **ORGAN**

### **ORG 100 Organ (1 cr.)**

Designed for those with no previous formal organ training and without adequate piano background. Strengthening of basic keyboard facility and general musicianship, emphasizing reading, rhythms, and hand coordination. Concentration on two-part manual pieces, pedal exercises, and the introduction of hands and feet playing together. (One-Hour Sequence)

### **ORG 101-102 Organ (1 cr. each)**

Development of pedal and keyboard techniques and coordination through the Peeters and Gleason organ methods, the chorale preludes of Dupre, J. C. Bach, Pepping, Walcha, Pachelbel and Telemann, easy trios, Bach's (Krebs) Eight Little Preludes and Fugues, and other similar pieces. In addition, Music Majors will study selections from the Orgelbuchlein. (One-Hour Sequence)

### **ORG 201-202 Organ (One-Hour Sequence) (1 cr. each)**

Introduction to hymn playing and to French Classical literature and performance practices through the works of Couperin, Corrette, Clerambault, and Daquin. Music majors study Baroque preludes and fugues chosen from Buxtehude, Bruhns, Lubeck, and the larger works of Bach while Music Education majors continue with Eight Little Preludes and Fugues and begin in the Orgelbuchlein. Prerequisite: ORG 101-102. (One-Hour Sequence)

### **ORG 301-302 Organ (1 cr. each)**

Emphasizes 19th and 20th century literature, including the music of Brahms, Vierne, Franck, Langlais, Mendelssohn, Messiaen, and contemporary American composers. Music majors study a major work of Bach and his larger choral preludes. Music Education majors may substitute prelude and fugues of Buxtehude, Bruhns, or Lubeck or a slow movement from a trio sonata while continuing study in the Orgelbuchlein. Music majors are expected to share a recital with one other performer. Prerequisite: ORG 201-202. (One-Hour Sequence)

### **ORG 401-402 Organ (1 cr. each)**

Prepares students for the Senior Recital; includes a large Baroque prelude and fugue and selections representing at least three other styles and periods in order to demonstrate a general knowledge of the instrument and its literature. Prerequisite: ORG 301-302; Junior Recital. (One-Hour Sequence.)

### **ORG 405-406 Organ (2 cr.)**

A two-semester sequence leading to the Senior Recital, taken separately as MUS 498. Instruction emphasizes advanced technical work and literature for the culminating recital. Prerequisite: ORG 306. Two-hour Sequence (Performance Major).

## **PHILOSOPHY**

### **PHI 211 Logic (3 cr.)**

This course will introduce students to the art of critical thinking. Toward this end, students will develop the ability to analyze and evaluate arguments. Course explorations will aid students in developing basic critical thinking skills which will include the ability to: recognize arguments, identify crucial issues, evaluate for credibility, and identify fallacies. It also examines the nature of, and assumptions underlying, scientific inquiry.

**PHI 212 History of Philosophy (Ancient) (3 cr.)**

This course explores ancient Greek philosophical texts as a means of understanding the ways in which certain aspects of Greek philosophical thought remain relevant in the present age. Students focus primarily on Platonic dialogues and Aristotelian texts as a means of examining the nature of virtue, friendship, political obligation, and their relationship to one's ability to live the "good life."

**PHI 213 Modern Philosophy (3 cr.)**

This course is a survey of philosophy and philosophers from the "Modern" period of western philosophy, which is roughly from 1600 through 1800. Particular focus is Rene Descartes and the philosophical responses to his work in both the rationalist and empiricist traditions. Topics include (but are not limited to) skepticism, the existence and nature of God, free will, and ethics.

**PHI 314 American Philosophy (3 cr.)**

This course covers the different areas of American Philosophy that have influenced the development of American society and philosophical thought. Specific topics include the role of Calvinist thought in colonial America, the Pragmatism of Peirce and James, and developments in African-American Philosophy from the nineteenth century through today.

**PHI 316 Contemporary Trends in Philosophy (3 cr.)**

This course covers contemporary philosophical theories, as well as current political, cultural, and social issues. Specific topics include the nature of the mind, recent questions about free will, and the political thought of John Rawls and Robert Nozick.

**PHI 430 Philosophy of Religion (3 cr.)**

This course explores the philosophical exploration of the question of God. Among the issues explored are: Arguments concerning God's existence, the existence and nature of God, the ethics and commitments that arise based on beliefs, doubt, and faith; as well as what constitutes faith, and philosophical responses to crises of faith, with a particular focus on Blaise Pascal. Students will develop an awareness of philosophical methods and their application to questions concerning God.

**PHI 490 Special Topics in Philosophy** (The following courses are taught under the rubric of Special Topics in Philosophy)

**---Ethics (3 cr.)**

This course provides a historical introduction to Western ethical thought. It explores classical and contemporary conceptions of ethics in an effort to define "ethics" in general. Students will gain a basic understanding of major ethical theories in the Western philosophical tradition and understand how these theories relate to their contemporary experiences.

**---Introductory Philosophy (3 cr.)**

This course provides a historical introduction to Western Philosophical thought. Students will gain an introductory understanding of the history of western philosophy, methods of philosophical argumentation, and become aware of how course theories relate to their contemporary experiences.

**---Philosophy and Ethics in Politics and Society (3 cr.)**

This course explores the issues involved with determining what life worth living and how what one values affects political and social concerns. Students will develop a basic understanding of classical and contemporary political philosophy. They will have a basic understanding of how it relates to ethical theories and how such theories enable them to make determinations about what is good for society, individuals and/or groups.

**PHYSICAL EDUCATION****PED 101 Fundamentals of Physical Education (1cr.)**

Rules, techniques and fundamental skills needed for participation in sports and games appropriate for various seasons.

**PHYSICS****PHY 221-222 College Physics (4 cr. each semester)**

A non-calculus based course of General Physics for biology majors, covering mechanics, heat, sound, electricity and magnetism, and elements of atomic and nuclear physics. Three hours lecture and three hours laboratory weekly. Prerequisite: MAT 160.

**PHY 251-252 University Physics (4 cr. each semester)**

A calculus-based course of classical physics with elements of modern physics for mathematics and science majors. It covers mechanics, coustics, thermodynamics, kinetic theory of gases, electrodynamics, atomic and nuclear physics. Three

hours lecture and three hours laboratory weekly. Prerequisite: MAT 214 (may be taken concurrently).

**PHY 305 Modern Physics (3 cr.)**

Foundation of modern physics, including theory of relativity, quantization of matter and energy, introduction to quantum mechanics and its application to the explanation of properties of atoms, nuclei, and crystals. Three hours lecture. Prerequisites: PHY 222 or 252, MAT 216.

**PHY 315 Mechanics (3 cr.)**

Systematic presentation of elements of classical mechanics, including dynamics of particles and rigid bodies, introduction to moving coordinate systems and Lagrange's and Hamilton ion method. Prerequisites: PHY 251, MAT 214. Three hours lecture weekly.

**PHY 320 Electricity and Magnetism. (3 cr.)**

A study of Maxwell's equations and their application to topics in electrostatics and electrodynamics, including electromagnetic waves in vacuum and solid medium. Prerequisites: PHY 252 or 222, MAT 216. Three hours lecture weekly.

**PHY 325 Electronics (3 cr.)**

An introduction of basic electronics and instrumentation for Electrical Engineers and Physics majors. This lab/lecture course includes study of AC and DC circuits, diodes, rectifiers, transistors and operational amplifiers. Prerequisites: PHY 252 or 222. Two hours lecture and three hours laboratory weekly.

**PHY 330 Thermodynamics (3 cr.)**

A study of the fundamental concepts of thermodynamics, including temperature, entropy, internal energy, thermodynamic potential, laws of thermodynamics and their consequences, and thermodynamics of irreversible process. Prerequisites: PHY 252, MAT 322. Three hours lecture weekly.

**PHY 405 Quantum Mechanics (3 cr.)**

Introduction to quantum formalism, Schrodinger equation for a variety of potentials, simple harmonic oscillator, angular momentum, the hydrogen atom and application to nuclear physics. Prerequisites: PHY 305, MAT 322. Three hours lecture weekly.

**PHY 411-412 Advanced Laboratory I and II (2 cr.)**

A variety of experiments in diverse areas of Modern and classical physics, emphasizing independent work. These

experiments develop the fundamental skill needed for a physicist and engineer. Prerequisites: PHY 222 or PHY 252. Four hours laboratory weekly.

**PHY 481-482 Research in Physics (2 - 4 cr.)**

Individual research and scholarly investigation under the supervision of a physics faculty. A written report and oral presentation are required after the completion of the course. Prerequisite: permission of the department. Four to eight hours weekly.

**PHY 491-492 Physics and Engineering Seminar (1 cr.)**

A required seminar course for junior and senior pre-engineering and physics majors. Each student presents an oral and written presentation on a topic in physics or engineering in his or her senior year.

**PHY 491 Physics and Engineering Seminar (1 cr.)**

A required seminar course for junior and senior pre-engineering and physics majors. Each student presents an oral and written presentation on a topic in physics or engineering in their senior year.

**PIANO**

**PIA 100 Piano (1 cr.)**

Designed for students with no previous piano study. Instruction provided with reading and understanding of musical notation and counting simple rhythms before the playing of easy piano pieces for two hands. (One-Hour Sequence)

**PIA 101-102 Piano (1 cr.)**

Instruction is provided on the development of keyboard skills through the use of scales, arpeggios, and functional exercises. Emphasis is placed on representative 17th and 18th century works by such composers as D. Scarlatti, Couperin, and a cross section J. S. Bach's keyboard works, sight reading, harmonizing simple melodies with chord symbols, and scale and chord construction. (One-Hour Sequence)

**PIA 201-202 Piano (1 cr. each)**

A study of intermediate piano literature comparable to the sonatas by Clementi and Kuhlau. Emphasis is placed on the works of 19th century composers such as Schubert, Chopin, Schumann (Album for the Young), Liszt, and Brahms. Prerequisite: PIA 101-102. (One-Hour Sequence)

**PIA 301-302 Piano (1 cr.)**

Prepares students for Junior Recital. Students are expected to be familiar with representative Classical and Romantic works including Debussy and Raveland and the sonatas of Beethoven, Mozart, and Hadyn. Prerequisite: PIA 201-202. (One-Hour Sequence)

**PIA 401-402 Piano (1 cr. each)**

Prepares students for the Senior Recital. Representative pieces by 20th century figures such as Bartok, Prokofiev, Dello Joio, and Hindemith are examined. Prerequisite: PIA 301-302, Junior Recital. (One-Hour Sequence)

**POLITICAL SCIENCE**

**PSC 200 Research Methods (3 cr.)**

Introduces the student to the logic of the linear approach in the analysis of political events. Emphasis is placed on the relevance and importance of the scientific method to scholarly study and to effective thinking about questions relevant to the discipline of Political Science. Introduces students to the principles of scientific research, its methodologies and tools as a prelude to their future use in sponsored research projects and in the Senior Seminar.

**PSC 210 Introduction to Political Theory (3 cr.)**

An introduction to the historical, normative, and analytical issues and concepts which characterize the literature of Western Political Philosophy to 1) the continuity and innovation which has characterized the Western tradition, as well as its relevance to contemporary political problems, 2) to developing critical thinking skills for a sophisticated understanding of the complexity of political realities and political thinking, and 3) to thinking critically about personal identity within politics.

**PSC 230 Introduction to American Government (3 cr.)**

Provides a basic introduction to how the American, and the state and local government of Virginia function. It will emphasize the institutional roles of the Presidency, the Congress, and the Supreme Court, as well as the more informal roles of political parties, interest groups, the media, and elections. The course will include a complete study of the structures, function, and powers of state and local government in Virginia. Also, the course will study the importance of citizen participation in the political process in state and local government in Virginia.

**PSC 330 The American Presidency (3 cr.)**

An analysis of the constitutional origins and legal development of the American Presidency, while placing special emphasis on the role of the President as party leader, Chief of State, Commander-in-Chief, molder and executor of public policy, and chief administrator of the federal bureaucracy. Prerequisite: PSC 230.

**PSC 331 State and Local Government (3 cr.)**

An introduction to the structure, functions, and roles played by state and local governments within the federal system. Prerequisite: PSC 230.

**PSC 332 Parties and Elections (3 cr.)**

This course provides an understanding of the central role that parties play in American politics and other governmental systems. It explains the similarities and differences among political parties, interest groups and factions. There is a discussion of the evolution and the pervasiveness of parties in the United States; and an assessment how the two-party system has endured, and the role of minor parties in U.S. Political history. Prerequisite: PSC 230.

**PSC 340 Introduction to Comparative Politics (3 cr.)**

An analysis of the theoretical varieties of government and a study of selected and illustrative contemporary foreign governments. Prerequisite: PSC 230.

**PSC 350 Introduction to International Relations (3 cr.)**

Introduces students to the major theories, concepts, and problems of international relations and foreign policy, especially the effect of diplomacy, nationalism, and imperialism. Prerequisite: PSC 230.

**PSC 336 Problems of Democracy (3 cr.)**

In-depth examination of both current and enduring problems related to the theory and practice of democratic government. Prerequisite: PSC 230.

**PSC 400 The American Legal System (3cr.)**

This course serves as an introduction to the American legal system, including the structure, processes and personnel of the system. The emphasis of the course will be on certain core aspects of the system including the concept of judicial review and judicial decision making. We will also examine the Constitutional foundations of the American system and significant cases involving the criminal and civil aspects of the American judicial system.

**PSC 415 Civil Rights and Liberties and the Constitution**

**(3 cr.)**

An intensive study of the aspects of constitutional law and politics, focusing on the rights of individuals and groups in American society. Prerequisite: PSC 230.

**PSC 430 African-Americans and the Political Process (3 cr.)**

The study of the political behavior of African-Americans. Through analyses of mass movements, political parties and established interest groups, students develop a sophisticated comprehension of techniques of political mobilization and organization used in African-American communities. Prerequisite: PSC 230.

**PSC 450 The Urban Environment: 21<sup>st</sup> Century Challenges (3 cr.)**

Given the dynamic and increasingly fluid nature of the contemporary American urban setting: this course will focus on specific, problematic topics, as selected by the Instructor; which may include: problems relation to education; the environment; racial, ethnic, and minority issues; policing; the criminal justice system; correctional facilities; homelessness; mass media and political reporting; or the inter-relationship of local state and federal entities in the decision making process.

**PSC 490 Selected Topics (1 - 3 cr.)**

In-depth study of a topic of current interest in political science.

**PSC 492 Internship (1 - 3 cr.)**

An opportunity for students to work or serve in an internship with a governmental/public agency or institution. Prerequisite: Junior or senior status, cumulative GPA of 2.5 or better, and permission of the instructor.

## **PSYCHOLOGY**

**PSY 101 General Psychology I (3 cr.)**

An introduction to the major concepts of psychology as a behavioral science, this course fulfills a general education social science requirement. Topics covered include modern approaches in psychology, learning and cognition, theories of personality, psychopathology and therapies.

**PSY 102 General Psychology II (3 cr.)**

A continuation of General Psychology I. Enrollment is required of students intending to be psychology majors. Topics covered include biopsychology, memory,

thought and language, developmental psychology and social psychology. Prerequisite: PSY 101.

**PSY 201 Human Growth and Development (3 cr.)**

A life span approach to the study of developmental processes from conception to adolescence. Special emphasis is placed on the joint impact of cultural, social, emotional, cognitive, and biological factors on developmental processes. A primary goal of this course is to help students translate developmental theories into practical implications for teaching and caring for youngsters from diverse cultures. This course is intended for teacher education students.

**PSY 203 Research Methods I – Statistics (3 cr.)**

An introduction to basic statistical concepts and the elements of research design necessary in psychological research. Topics include frequency distributions, measures of central tendency, measures of variability, z-scores, Pearson and Spearman correlations, hypotheses testing for correlation coefficients, and hypotheses testing for two independent samples. Prerequisites: PSY 101 and MAT 121.

**PSY 204 Research Methods II – Design (3 cr.)**

A continuation of Research Methods I. Emphasis is on learning the concepts, techniques, and methodology involved in psychological research. Includes performing selected research and reporting the results in a systematic, scientific manner. Prerequisite: PSY 203.

**PSY 205 Infant and Child Development (3 cr.)**

A life span approach to the study of developmental processes with special emphasis on infancy and childhood. A primary goal of this course is to help students appreciate the joint contributions of cultural, social, emotional, cognitive, and biological factors on early development. Prerequisite: PSY 102.

**PSY 206 Adolescent Development (3 cr.)**

A multidisciplinary approach to the study of adolescent development from puberty to adulthood. A primary goal of this course is to help students understand that the psychological impact of the biological, cognitive, and sociocultural changes of adolescence is shaped by the contexts –family, peer, school, work and leisure - in which the changes take place. Prerequisite: PSY 102.

**PSY 301 Abnormal Psychology (3 cr.)**

A study of the biological, psychological and social origins of emotional and behavioral disorders. Diagnosis and

treatment of disorders is examined from multiple perspectives. Prerequisite: PSY 101.

**PSY 302 Theory and Practice I (3 cr.)**

This course acquaints the student with the major techniques used in counseling. Emphasis is placed not only on the techniques but also on the rationale underlying the practice of counseling, theoretical approaches, counseling techniques, and the ethics of counseling. Prerequisite: PSY 102.

**PSY 306 Psycho-Educational Measurement and Evaluation (3 cr.)**

Competency-based instruction, covering the principles and methods used in measurement and evaluation as part of the teaching and learning process. Emphasis is given to the construction of objective tests, performance-based assessments and observation techniques that are of interest to both regular education and special education majors. Intended for education majors. Prerequisite: PSY 201 or permission of the instructor.

**PSY 308 Biopsychology (3 cr.)**

A study of physiological processes of the body and their relationship to behavior. Topics emphasized include the organization of the nervous system, neural transmission, sleep and dreams, learning and memory, and psychopathology. Prerequisite: PSY 102.

**PSY 309 Theory and Practice II (3 cr.)**

This course presents an overview of counseling and psychotherapy theories with an emphasis on those major concepts and modalities that are commonly used in therapeutic work with clients. The major modalities include Psychoanalytic, Humanistic, Behavioral, Cognitive and Family Systems therapies. The course will also present an eclectic approach to intervention strategies for dealing with psychological, emotional, and adjustment problems. Prerequisite: PSY 102.

**PSY 310 Advanced Statistics for Psychology (3 cr.)**

A study of one-way analysis of variance, two-way analysis of variance, simple regression, Chi square, and Kruskal-Wallis H test. A primary goal of this course is to help students to perform descriptive and inferential procedures and to apply the answers within the context of research. Prerequisite: PSY 204.

**PSY 311 Adult Development and Aging (3 cr.)**

A life span approach to study of development from early adulthood to old age. A primary goal of this course is to examine the physical, emotional, social, cultural, and cognitive factors in the growth and development of normal adults from young adulthood through old age. Prerequisites: PSY 102 or PSY 201.

**PSY 314 Positive Psychology (3 cr.)**

An introduction to the use of the principles of psychology to promote health, well being, and resilience. Prerequisites: PSY 102 or PSY 201.

**PSY 315 Computer Use in Social Science Research (3 cr.)**

An introduction to the use of SPSS and other computer software in research. Practical experience in the use of SPSS in the statistical analysis of data from social science research will be emphasized. The goal is to provide the student with the essentials needed to carry through the entire research process—from identifying the problem to data analysis and the preparation of a research report with the aid of a computer.

Prerequisite: PSY 204 or permission of the instructor.

**PSY 316 African American Psychology (3 cr.)**

Introduces the fundamental concepts in understanding the psychology of African Americans, drawing upon African and American cultures and perspectives. Topics will include foundations of African American psychology, intrapersonal and interpersonal issues such as family, community, and racial identity, as well as physical and mental health issues. Pre-requisite: PSY 101

**PSY 317 Psychology of Women (3 cr.)**

Introduces the fundamental concepts in understanding psychological issues affecting women. Topics will include perceptual values that influence differing concerns regarding weight and body image in males versus females; gender differences in expression of aggression; gender difference in incidence, treatment and prognosis for psychological disorders; and coping mechanisms African American women utilize to deal with the unique challenges associated with being a dual minority. Service hours required. Prerequisite: PSY 101.

**PSY 400 Field Placement (3 cr.)**

Provides an opportunity for majors to observe and work with psychologists or other professionals. A primary goal of this course is to apply theory and skills learned in the classroom as students engage in supervised

service activities. Course requires a 120 hour internship at a department approved off-campus work site in addition to class participation in weekly seminars. Prerequisites: PSY204 and PSY 301 and permission of the instructor.

**PSY 401 Psychological Assessment (3 cr.)**

An introduction to individual psychological testing. Basic concepts in measurement are reviewed. Topics emphasized include development of intelligence tests and personality tests and use of psychological tests to make important decisions.

Prerequisites: PSY 204.

**PSY 403 Social Psychology (3 cr.)**

A study of the experimental findings and theories concerning the effects of social influence: the influences that people have upon the beliefs, feelings, and behaviors of others. Topics include conformity, persuasion, social cognition, and self-justification. Prerequisite: PSY 204.

**PSY 404 Learning and Cognition (3 cr.)**

An introduction to the major concepts, theories, and research in learning and cognition. Topics include conditioning, memory, language, problem solving, and decision-making. Prerequisite: PSY 204.

**PSY 405 History and Systems (3 cr.)**

An analysis of the principal historical antecedents of modern psychology and their relevance to major contemporary systematic positions. Prerequisite: PSY 204.

**PSY 490 Selected Topics (3 cr.)**

An in-depth study of a topic of current interest in Psychology. Prerequisites: PSY 102 or permission of the instructor.

**PSY 495 Careers in Psychology (1 cr.)**

Provides junior and senior psychology majors with information regarding career development, i.e., career options with a bachelor's degree, writing a resume, applying to graduate schools, preparing for the Graduate Record Examination, the financial costs of graduate school, and alternative graduate programs. Prerequisite: junior or senior level standing (min. 75 credits earned).

**PSY 499 Independent Research and Study (An honors course) (1 - 3 cr.)**

Opportunity for an advanced student to initiate, develop, and present a thesis project or activity that has specific psychological emphasis. This study is conducted with the permission of the faculty under the supervision of a designated faculty member. Prerequisites: PSY 204 and permission of the instructor.

## **PUBLIC ADMINISTRATION**

**PAD 320 Introduction to Public Administration and Public Policy (3 cr.)**

An examination of the formulation and implementation of public policy and the principles and practices of the administration of government and public service organizations. Students apply modern theories of public policy to the study of bureaucracies, public budgeting, and management. Prerequisite: PSC 230.

**PAD 368 Interest Groups and Public Policy (3 cr.)**

The major purpose of this course is to assist the student in obtaining an understanding of the impact of interest groups on American politics and public policy, and vice versa. This course will focus on the historical events and institutional developments of organized groups; their role and functions in politics-including the policy making process; the impact on the institutions and why. Prerequisite: PSC 230.

**PAD 431 Urban Politics and Policy (3 cr.)**

The study of political behavior in the urban environment. Special attention is given to various mayoral, council, and commission forms of government, the structure and functions of municipal bureaucracies, the role of political party organizations, at-large and single-member electoral districts, and the unique role played by cities within the framework of the Constitution of the United States. Finally, the course also will examine the social and economic forces that impact the delivery of essential city services. Prerequisite: PSC 230

**PAD 451 Perspectives on Terrorism (3 cr.)**

An introduction to terrorism, a phenomenon that is likely to remain a concern of domestic and international politics for the foreseeable future. Reviews the numerous definitions of terrorism, discusses its relevant publics, analyzes the stated and ascribed motives of its

practitioners, proponents, and adversaries, and assesses various criteria for evaluating its effectiveness.

#### **PAD 472 Media and Public Policy (3 cr.)**

The major purpose of this course is to assist the student in obtaining an understanding of the impact of mass media on American politics. This course will focus on the historical events and institutional developments of the media; the functions of the mass media in politics - news-making, interpretation, socialization, persuasion and agenda setting; and assess the process of information dissemination. The course also examines the impact of the media on policymakers and vice versa, especially on modern developments in foreign policy. Prerequisite: PSC 230.

#### **PAD 490 Special Topics (3 cr.)**

In-depth study of topics and issues in public administration.

#### **PAD 492 Internship (1 – 3 cr.)**

An opportunity for students to work or serve in an internship with a governmental/public agency or institution. Prerequisite: Junior or senior status, cumulative GPA of 2.5 or better, and permission of the instructor.

### **RELIGIOUS STUDIES**

#### **REL 201 Introduction to Religion (3 cr.)**

This course presents a survey of the religions of the world from ancient times to the present and their influence upon society then and now.

#### **REL 224 Religious Cults and Sects in the U.S. (3 cr.)**

A study of the variety of religious groups in the U.S. which while not considered to be mainline, are influential in American society.

#### **REL 235 Religious Trends in African American Communities (3 cr.)**

A study of the variety of religious expressions of African Americans in the United States from slavery to the present time.

#### **REL 311 Old Testament Literature I (3 cr.)**

An in-depth survey of the First Five Books of Moses a.k.a. Torah, Joshua, Judges, I and II Samuel, focusing on early Israelite history, conquest of Canaan and early settlement of the land.

#### **REL 312 New Testament Literature I (3 cr.)**

An in-depth survey of the Synoptic Gospels, The Gospel of John and the Book of Acts.

#### **REL 313 Old Testament Literature II (3 cr.)**

An in-depth survey of I and II Kings, the Major and Minor Prophets, biblical poetry found in the Book of Psalms and prose found in the Book of Proverbs.

#### **REL 314 New Testament Literature II (3 cr.)**

An in-depth survey of the Pauline Epistles, the Catholic Epistles and the Book of Revelation.

#### **REL 316 Biblical Ethics (3 cr.)**

The study of ethics from a biblical perspective and the application of ethics to life in the 21st century.

#### **REL 366 Sociology of Religion (3 cr.)**

The study of the complex phenomena of religion from a sociological perspective. These phenomena are studied in terms of how they influence the many forms/varieties of religious practices that exist today.

#### **REL 417 Theological Communication (3 cr.)**

An examination of the unique phenomenon of preaching in the black church/black religion context, examining the topics of dialectical discourse and the hermeneutic of suspicion.

#### **REL 420 Survey of Christian Thought I (3 cr.)**

This course presents the study of Christian Thought from the time of early church in Egypt, North Africa and the areas of the Mediterranean Basin where the birth and early growth of Christianity took place; up to the birth of the Protestant Reformation. Offered fall semester.

##### **---Section 01**

Church History up to 1500-The Protestant Reformation

##### **---Section 02**

Church History from 1500 to the Late 20<sup>th</sup> Century

#### **REL 421 Womanist Religious Thought (3 cr.)**

##### **---Section 01**

A study of the writings of African American women, reflecting their struggles in society at large and in religious communities/organizations, to attain justice and equality, and have their voices heard.



### ---Section 02

A study of the writings of 20<sup>th</sup> Century African Women throughout the continent of Africa that reflect their ongoing struggle for empowerment within their religious communities and society.

#### **REL 422 Survey of Christian Thought II (3cr.)**

This course covers the period beginning with the Protestant Reformation and the spread of Protestantism and its diversity up to the present. Offered spring semester.

#### **REL 463 Contemporary Trends in Theology I (3 cr.)**

The course presents the foundation of modern theology and moves on to explore some of the issues being discussed in contemporary theology, including methods of asking theological questions about God, revelation, scripture, the church and faith itself.

#### **REL 464 Contemporary Trends in Theology II (3 cr.)**

The course explores the issues facing those who believe in God while living in a scientific world. Among the topics discussed are "Scientific Perspectives on the God-World Relation.

#### **REL 490 Topics in Religion**

### ---Section 01

#### **Culture and Anthropology of Women in Biblical Times (3 cr.)**

This course explores the lives and cultures of women during biblical times in Israel, Greece, Egypt and Ethiopia. It focuses on their impact upon various institutions of the societies in which they lived; especially the temple, church, educational institutions, and the field of medicine. It also focuses on the impact that the lives and accomplishments of these women have on the world today.

### --- Section 02 Directed Field Work (4 cr.)

Religious Studies majors will serve in churches or other church related institutions and their work will be coordinated by the field supervisor and the chair of the department or their advisor so as to ascertain the student's progress. Students may choose to substitute community service for this.

### --- Section 03A Biblical Hebrew (3cr.)

This is the first half of the year-long course-introduction to Biblical Hebrew. The alphabet, vowel system, writing, basic reading and translation and grammar are

introduced. By the end of the semester, the student is able to do basic reading and writing and is able to begin to read basic sentences in the biblical text.

### ---Section 03B Biblical Hebrew (3 cr.)

This is the second half of the year-long course-introduction to Biblical Hebrew.. The course is reading and translation intensive. A heavy emphasis is also put on knowledge of grammar and syntax. By the end of the semester, students are able to read and translate the biblical text.

**\* Section 03A is a pre-requisite for Section 03B**

**Free Electives: 6 credits**

## **SCIENCE**

#### **SCI 150 Introduction to Biological Science (4cr.)**

Introduces students to topics that are organized around major life functions and the structures that serve them. Topics include cellular structure and function, maintenance and regulation, reproduction and development, genetics, and basic ecological principles. Designed for non-science majors. Three hours lecture, two hours laboratory weekly.

#### **SCI 151 Introduction to Physical Science (4cr.)**

A study of the concepts of mechanics, and heat and sound. Emphasis is placed on building concepts, grasping principles, and learning how concepts can be quantitatively measured and calculated. Three hours lectures, two hours laboratory weekly. Designed for non-science majors. Prerequisite MAT 111 or higher (may be taken concurrently).

#### **SCI 152 Introduction to Chemical Science (4cr.)**

A study of the important principles and methods of chemistry, with applications to the more common elements and their periodic properties. For non-science majors. Three hours of lecture, two hours of laboratory weekly.

## **SOCIAL WORK**

#### **SWK 255 Introduction to Social Work (3 cr.)**

This course is an introduction to the profession of social work and to the history of social welfare. Through an examination of the historical and current US social welfare system, students will gain an understanding of

the development and the mission of the profession of social work. Students will discover that social work is a helping profession that strives to make a difference by providing service to others and a “field of action” by promoting social change. The course will introduce students to social work practice roles and methods, social service settings where social workers are employed, and to the variety of people with social challenges that they serve. Prerequisite: none; Offered in the fall term and spring term.

**SWK 256 Communication Skills (3 cr.)**

This course focuses on professional communication skills for social workers. It includes verbal communication, active listening, and interviewing skills. The course also introduces professional writing skills for client related work such as case notes and psychosocial assessments. Heavy emphasis is placed on developing writing skills for professional papers and research using the American Psychological Association (APA) format. Prerequisite: SWK 255; Offered in the spring term.

**SWK 257 Social Work Oral Communication (3cr.)**

This course is one of two required communication courses for social work majors. This course focuses on oral communication for social work professional and addresses public presentations, large and small group presentations, designing and leading a training event, leading a meeting, and one-on-one communication with clients. Prerequisite: SWK 255

**SWK 258 Social Work Written Communication (3cr.)**

This course is one of two required communication courses for social work majors. This course focuses on written communication for the social work professional and addresses sentence structure, paragraph structure, e-mail, letter and memo communication, APA format, and progress notes for client interaction. Prerequisite: SWK 255

**SWK 290 Conflict Resolution and Interpersonal Communication (3 cr.)**

This course focuses on skill development in two essential components of work practice: solving problems and managing conflict. Developing conflict resolution skills and multicultural competence with sensitivity to values, perspectives and methods of relating to different cultures are integral aspects of this course. Students are invited to critique their own worldviews, values and perspectives and their impact on social interaction. The class is highly interactive and

includes small and large group activities. In addition, students will examine various urban cultures, including hip hop. Prerequisite: none. Offered spring term.

**SWK 302 Human Behavior and the Social Environment I (3 cr.)**

This is the first of a required two part-course for social work majors. It provides a systems, ecological and macro perspective to the reciprocal relationships between individuals and their environments throughout the life cycle. It provides a conceptual framework that can serve as a foundation for examining human behavior and human events in the context of the social environment. Social Work 302 covers biological, psychological, social and environmental aspects of the lifespan from conception through young adulthood. Prerequisite: SWK 255 or permission of the instructor. Offered fall term.

**SWK 303 Human Behavior and the Social Environment II (3 cr.)**

Social work 303 is part two of a required two-part course for social work majors. It provides systems, ecological and macro perspectives to the reciprocal relationships between individuals and their environments throughout the life cycle. It provides a conceptual framework that can serve as a foundation for examining human behavior and human events. SWK 303 continues the study of human behavior throughout the life span, beginning from middle adulthood through old age and death. Prerequisite: SWK 302. Offered spring term.

**SWK 306 Substance Abuse (3 cr.)**

This course examines the definitions, incidence and etiology of alcoholism, substance abuse, and chemical dependence. Included are the five definitions of substance abuse, the physiological effects of alcohol/drug use, and the influence of substance abuse on individuals, families and society. The course also addresses pharmacological properties and psychosocial and cultural aspects of psychoactive substances. The course uses a bio-psycho-social framework for assessment, classification, and treatment of substance use disorders. Special emphasis is placed on the unique characteristics of diverse population groups as related to substance abuse incidence and treatment. Prerequisite: none. Offered fall term.

**SWK 307 At-Risk Populations (3 cr.)**

This course provides a strengths-based perspective for intervening with those most vulnerable within the population within society. The course focuses on an ecological and person-in-environment assessment for viewing human needs and problems generated by the dynamic interaction between persons and their environment. A generalist social approach is used to guide interventions with persons who are at risk. Special attention is given to those with diverse lifestyles. Offered alternate spring terms

**SWK 309 Social Research Methods I (3 cr.)**

Social Research Methods is a two term course in the “science of discovery”. The Research 1 course introduces students to basic research concepts and methodologies. It considers the application of scientific methods to knowledge development in both social work and the social sciences. It examines the evaluation of practice by the social work practitioner with an emphasis on the relationship with the research process, including problem identification formulation, sampling, research design and measurement. Emphasis will also be given to the effect of gender, racial, cultural and ethnic bias on the research process and research findings. People want to understand what is going on in the world around them and are constantly seeking the answers to questions that begin with what, why and how. The main concern in seeking answers to our inquiries is how much confidence can be placed in the accuracy of the conclusions that we reach. Science is one approach to “finding out” what has developed over the years. We can accept conclusions that we have reached through the use of the scientific method with confidence. Prerequisite: MAT 201 OR PSC 200 OR PSY 203; Offered fall term.

**SWK 310 Social Research Methods II (3 cr.)**

This course is the second of a two semester sequence that requires students to complete a research project. The course will introduce students to sampling techniques, measurement and basic statistical analysis exercises, all of which represent essential skills needed by generalist social work practitioners. In this semester, students will concentrate more on the practical application of theories and techniques learned in SWK 309 (Research 1). This will allow for a better empirical understanding of the effect of gender, racial, cultural and ethnic bias on the research process. The role of ethics in the research process will continue to be a focus of classroom activities, and students will be introduced to the IRB certification process.

Prerequisite: SWK 309 AND one of the following: MAT 201 OR PSC 200 OR PSY 203. Offered spring term.

**SWK 311 Social Welfare Policy I (3 cr.)**

This is the first of a two term sequence. The purpose of this course is to help students understand what drives social welfare policy, how it impacts lives, how it can be changed, and how social workers can advocate for clients. This course is designed to develop policy analysis skills so that students will be able to identify gaps in the service delivery system and inequitable or oppressive aspects of current policy delivery. The course also develops beginning policy practice skills so that students will know how to work toward social change congruent with social work ethics and the profession's commitment to social and economic justice. Prerequisite: SWK 255; Offered fall term.

**SWK 312 Social Welfare Policy II (3 cr.)**

This is the second course in the social welfare policy and services content area and it builds on SWK 311 by exploring in depth the current social welfare delivery system through policy analysis using a variety of frameworks and the development of policy practice skills. Working primarily within formal organizations in delivering social services, generalist practitioners need to understand how global, national, state and local agency policies affect the delivery of services to persons in local communities. Prerequisite: SWK 311; Offered spring term.

**SWK 314 Social Work Ethics (3 cr.)**

This course provides a concentrated study and understanding of social work values and ethics on the micro and macro levels, and their application to direct practice, social policy formulation/application and organizational policies and procedures. Emphasis will be placed on utilizing an ethical decision-making model and the NASW Code of Ethics as they are applied to a variety case examples and a research project. Prerequisite: SWK 255 or permission of the instructor; none; Offered fall term.

**SWK 324 Social Work Practice I (3 cr.)**

This course is the first of a three term sequence in social work practice for social work majors only. It is designed to provide a beginning orientation to generalist practice, including the concepts, skills, tasks, and activities essential to beginning professional social work practice in the micro, mezzo and macro levels. Attention is given to the methods social workers employ

in the treatment process. In this part of the sequence, effort is made to help the student conceptualize a generic model for generalist practice while detailing specific ways to practice. In addition to interviewing processes, the emphasis is on teaching contracting, relationship dynamics, problem identification and assessment, goal planning and application of concepts. Practice I targets individuals, families and groups and focuses on clinical skills. It includes an experiential component with 15 hours spent working in two different settings. Prerequisites: SWK 255, 302 and 314; Offered spring term.

### **SWK 350 Social Work and Spirituality (3 cr.)**

This course is designed to introduce students to the importance of integrating spirituality in social work practice while exploring their own spiritual perspectives. Social workers serve people from diverse spiritual cultures. This course is designed to assist students to appropriately utilize their clients' spiritual resources and strengths to address presenting problems. Prerequisite: none; Offered alternate fall terms.

### **SWK 360 Health and Aging (3 cr.)**

This course will focus on problems and issues which most directly affect older persons and their families. The course is designed to provide students knowledge of the aging process, with a focus on social work intervention through social policy and social services that are designed to help elders and their families. Prerequisite: none; Offered alternate spring terms.

### **SWK 370 Child Welfare Policy (3 cr.)**

This course examines current and historical child welfare and family policies and practices that occur in the field of social work. The ecological perspective will be utilized to analyze both child welfare family practices and policies. Family social work concepts and several child welfare policies will be the major focus of the course. Prerequisite: none; Offered alternate fall terms.

### **SWK 380 Social Discrimination (3 cr.)**

This course explores the identification and etiology of institutional and individual prejudice, stereotypes, racism and discrimination, and their effects on the recipients. The inquiry is developed primarily using a social justice model that incorporates social work values and practice. Emphasis is placed on the difficulties faced by racial and ethnic minority populations as well as

women, youth, the aged and LGBT populations. Prerequisite: none; Offered fall and spring terms.

### **SWK 424 Social Work Practice II (3 cr.)**

This course is the second of a three semester sequence in social work practice for social work majors only. It is designed to expand on the skills and knowledge developed in Practice I. It utilizes the systems approach in mastering the core concepts, skills, tasks and activities that are essential to the practice of social work. The course assists the student in becoming acquainted with how cultural, ethnic, gender, age, disability, race and sexual orientation issues affect practice. The relationship between practice, research and theory is also explored. Practice II targets case management, frontline practice and service delivery; it focuses on advocacy for services. It also supports an experiential component of 200 hours (Field Placement 1) in a single setting, monitored through the Senior Seminar I course. Prerequisites: SWK 255, 302, 303, 314 and 324. It is to be taken concurrently with SWK 426 and 428. Offered fall term.

### **SWK 425 Social Work Practice III (3 cr.)**

This course is the last of a three-semester sequence in social work for social work majors only. It is designed to provide a beginning orientation to the common core of concepts, skills, tasks, and activities essential to beginning professional social work practice at the micro, mezzo and macro levels. A major thrust of the instructional focus is to integrate key concepts from human behavior, research, policy and practice courses already taken by the student. Practice III targets organizations, communities and institutions and focuses on macro practice. It supports an experiential component of 200 hours (Field Placement II) in a single setting, normally the same setting for both Practice II and III, monitored through the Senior Seminar 2 course. Prerequisites: SWK 255, 302, 303, 314, 324, 424 and 428. It is to be taken concurrently with SWK 427 and 429. Offered spring term.

### **SWK 426 and SWK 427 Field Placement I and II (8 cr.; 4 per semester)**

This is a two term 400 total hour educationally directed field practicum open only to social work majors. Field placement is an integral part of the social work curriculum. It provides students opportunities to apply theory and skills learned in the classroom as they engage in supervised service activities. Prerequisites: SWK 255, 302, 303, 314 and 324. Taken concurrently

with: SWK 424, 425, 428 and 429. Offered fall and spring terms.

**SWK 428 and SWK 429 Senior Seminar I and II (2 cr. Per semester)**

This is a two-semester course that provides an opportunity for social work students to correlate and synthesize specific social work requirements. It allows for the integration of all previous course material, operationalizing the social work curriculum with the applied experience of the field practicum and focuses on managing professional ethics, the development of the professional self and an ongoing ability to process the field experience. Active participation of the student is required since the seminar supports and supplements field instruction. Prerequisites: SWK 255, 302, 303, 314 and 324. Taken concurrently with SWK 424, 425, 428 and 429; offered fall and spring terms.

**SWK 490 Selected Topics**

These topics provide students with an in-depth study on a particular topic of current interest in social work. Topics may include: Family Violence, and Women and Mental Health and Social Administration and Human Service organizations. Prerequisite: SWK 255 or permission of the instructor.

**---Section 01 Sophomore Field Placement (2 cr.)**

This service learning core course places students in an agency setting with professional supervision for a minimum of 100 hours during the semester. This supervised learning experience addresses the student's relationship with a supervisor and other professional behaviors in the workplace.

**---Section 02 Sophomore Seminar (2cr.)**

This seminar is offered in conjunction with Sophomore Field Placement as the classroom component to reflect upon and analyze the supervised learning experience of field placement.

**SWK 499 Independent Study (1 – 3 cr.)**

This course provides an opportunity for students to select and research a relevant social work topic under the supervision of the instructor. Prerequisite: SWK 255, SWK 309 and permission of the instructor.

**SOCIOLOGY**

**SOC 200 Principles of Sociology (3 cr.)**

A focus on the empirical and theoretical bases of sociology. Students are taught the fundamental concepts and principles of the discipline and are introduced to sociological methods of interpreting data. Prerequisite for all other sociology courses for students majoring or minoring in sociology.

**SOC 215 Statistics for Social Scientists (3 cr.)**

Introduction to quantitative analysis. Attention is given to measures of association, descriptive statistics, sampling and estimation and to an introduction to inference, probability, and correlation. Emphasis on SPSS as the premier tool of Social research.

**SOC 301 The Development of Social Thought (3 cr.)**

An examination of the contributions of the founders of sociological theory, with explanations of modern social systems. Fall semester only. Prerequisite: Junior status or higher or permission of instructor.

**SOC 305 Modern Social Problems (3 cr.)**

An examination of social problems and issues in light of their historical background from the sociological perspective, involving an analysis of the causes and effects. In addition, students discuss possible alternative solutions to some of these problems. Fall semester only.

**SOC 319 Social Research Methods I (3 cr.)**

A focus on the elementary research methods used to do social research. Research design, data collection techniques, and data analysis and interpretation are emphasized. Prerequisite: SOC 200.

**SOC 336 Marriage and Family (3 cr.)**

A focus on the development of the American family and the family in other cultures. Emphasis is placed on changing sex roles, marital choice, socialization, and the effects of contemporary social changes on the family.

**SOC 337 The Black Family (3 cr.)**

A focus on the unique experience of the black family, both historically and contemporarily. Attention is given to the strength and survival of the black family as a social unit.

**SOC 344 Race Relations (3 cr.)**

Interpretation and analysis of social, economic, cultural, and political forces responsible for group control are emphasized. Critical analysis is made of discrimination,

segregation, exploitation, hostility, and feelings of cleavage.

**SOC 346 Cultural Anthropology (3 cr.)**

Study of varied values and behavioral practices that societies around the world have fashioned in attempting to deal with common human problems. Attention is given to the methods of anthropological investigation, kinship, subsistence techniques, methods of social control, and cultural change. Offered spring semester.

**SOC 358 and PAD 431 Issues in the Urban Environment (3 cr.)**

A broad overview of the nature and basic elements of the urban community. Emphasis is placed on major urban issues, and perspectives, and techniques of various urban disciplines. Field trips to urban institutions may be required. Offered fall semester.

**SOC 359 Community Organization/Community Development (3 cr.)**

A study of the nature and types of community organizations in American Society, organizational goals, control and leadership, and the relationship between organizations and their environments. Offered spring semester.

**SOC 368 Social Movements and Social Change (3 cr.)**

A study of social phenomena, ranging from momentary panics to collectives, characterized by a greater degree of continuity and purpose. Focuses on the dynamics and characteristics of particular social movements.

**SOC 418 Complex Organizations (3 cr.)**

A study of the structure, functions and interrelatedness of corporations, labor unions, government agencies, employee associations and professional associations. Prerequisites: SOC 200 and SOC 230.

**SOC 420 Methods of Social Science Research II (3 cr.)**

A study of issues in research methodology, research design, questionnaire construction, coding, and modeling. Prerequisite: SOC 319.

**SOC 480 Senior Seminar (3 cr.)**

Under the supervision of the appropriate member of the faculty of the department, seniors will develop a thesis to demonstrate the conceptual and research skills

acquired within their previous courses of study. Prerequisite: Senior status. For History/Political Science and Sociology majors only.

**SOC 490 Selected Topics**

In-depth study of a current societal interest that emphasizes relevance to the African-American Community.

**SOC 492 Internship (3 cr.)**

Opportunity for the student to work or serve in an internship with a governmental/public agency or institution. Prerequisites: Senior status.

**SPANISH**

**SPA 101-102 Elementary Spanish (3 cr. each semester)**

Pronunciation, conversation, grammar, composition, and reading for students having no previous knowledge of the language. Prerequisite for SPA 102: SPA 101.

**SPA 205-206 Intermediate Spanish (3 cr. each semester)**

Continuation of conversation, grammar, composition, and readings. Prerequisite for SPA 205: SPA 102 or required high school units. Prerequisite for SPA 206: SPA 205.

**SPA 307-308 Third-Year of Spanish (3 cr. each semester)**

A survey of Spanish literature from the beginning through Modernism. Prerequisite: SPA 206 or three years of high school Spanish.

**SPA 333-334 Spanish Conversation and Composition (3 cr.)**

Practice in patterns of oral Spanish, self-expression, vocabulary-building, and listening comprehension. Practice in written Spanish through study of idiomatic expressions and syntax, written reports, topical composition, and creative writing.

Prerequisite: SPA 206 or three or more years of high school Spanish.

**SPA 499 Independent Study (3 cr.)**

The student, in consultation with advisors, arranges a program on a topic of interest. Required assignments are determined through consultation with advisors. Prerequisite: Foreign Language 206 or higher. Offered fall and spring semesters.

## **SPECIAL EDUCATION**

### **SPE 250 Introduction to Special Education, Legal Issues, and Legal Aspects of Disability (3 cr.)**

This course focuses on the introduction of exceptional education including the gifted children who are at risk, with emphasis on historical overview, legal, medical, and ethical aspects, educational practices and teacher accountability

### **SPE 340 Characteristics of Exceptionalities (3 cr.)**

Definitions, theories of etiology, characteristics, basis for various strategies and managements, and criteria for placement of students with learning disabilities, emotional/behavioral disorders, and mild mental retardation. Ten (10) hrs of practicum required.

### **SPE 353 Language Acquisition and Reading for Exceptional Learners (3 cr.)**

Provides an overview of the structure and function of oral and written language, handwriting, spelling as they relate to the Virginia Standards of Learning and Curriculum in Special Education. Prerequisite: SPE 340

### **SPE 355 Vocational Exploration and Transition for Exceptional Students (3 cr.)**

Provides study of assessment instruments and techniques for individuals with special needs. Field-based experiences required.

### **SPE 358 Classroom Management for Exceptional Students (3 cr.)**

Focuses on the study of principles and practical application and behavior management related to planning and classroom organization for exceptional students. Basic research design, positive practices, group contingencies, and non-aversive punishment techniques are emphasized.

### **SPE 453FB Instructional Programming for Exceptional Students (3 cr.)**

Designed to provide students with skills in planning, developing, implementing and evaluating programs for students with special needs. Addresses classroom organization, development and implementation of individual educational programs (IEP), group instruction, curriculum strategies and adaptation for transferring content area material to students with disabilities. Prerequisites: SPE 340

Definitions, theories of etiology, characteristics, basis for various strategies and managements, and criteria for placement of students with learning disabilities, emotional/behavioral disorders, and mild mental retardation. Ten (10) hrs of practicum required.

## **SPEECH**

### **SPH 203 Voice and Diction (3 cr.)**

Use of the International Phonetic Alphabet as an aid to improving pronunciation and articulation of the sounds of American English.

### **SPH 217 Informative and Persuasive Speaking (2cr.)**

Provides instruction on the fundamentals of informative speaking. Students acquire awareness and understanding of informative and persuasive speeches.

## **THEATRE**

### **THR 110 University Players (1 cr.)**

Students participate in productions of the University Players. Participation is open to all University students, subject to approval of the faculty. Fine Arts majors with the Theatre concentration are required to take this course each semester of their freshman, sophomore, and junior years, for a total of 6 semesters.

### **THR 201 Introduction to Theatre (3cr.)**

Appreciation and understanding of drama as a social force and literary art form through the study of historical perspectives, comparison with other art forms, and script analysis.

### **THR 202 Stagecraft (3 cr.)**

This course provides principles and application of theatrical scenography, construction, lighting and other technical elements of the theatre. Students participate in preparing and mounting the University Player's productions.

### **THR 215 Acting I (3 cr.)**

This is an introduction to the fundamentals of stage technique – voice, character development, stage movement – through a structured series of exercises and acting assignments designed to stimulate the student's imagination and emotional responses.

### **THR 301 Script Analysis (3 cr.)**

The course is designed to enable the student / actor / director / designer to critically analyze scripts for performance. Prerequisite: THR 215.

### **THR 305 Theatre History (3 cr.)**

The development of theatre in society from the classical period through the modern era. Specific emphasis place on theatre architecture, the performer, production methods, the audience, and notable playwrights in the artistic period's studies. Prerequisite: THR 201.

### **THR 306 Contemporary Theatre and Film (3 cr.)**

An examination of the writing and production styles of the modern theatre and the related media of television and film. Specific emphasis place on script analysis of the formative writers of the Modern Period. Offered in alternate years.

### **THR 315 Acting II**

The focus of this course is the development of character, interpretation and movement as studied in varied genres and styles of stage performances. Prerequisites: THR 215 and THR 305.

### **THR 320 Oral Interpretation of Literature (3 cr.)**

Appreciation of reading literature to an audience. Emphasis is on interpreting and orally communication selections of poetry, prose and plays. Prerequisite: ENG 101 and ENG 102

### **THR 325 Stage Management (3 cr.)**

This course trains students in the fundamentals and regulations of theatrical stage managing. Prerequisite: THR 201

### **THR 330 Scene Design (3 cr.)**

Study of the techniques of designing for the theatre and related productions. Basic drawing, rendering, and model-making techniques are taught and used to develop design projects. Prerequisite: THR 202

### **THR 331 Lighting Design (3 cr.)**

This is a practical course investigating theories of light, color and the principles governing stage lighting. Prerequisite: THR 202

### **THR 333 Costume Design (3 cr.)**

This is a practical course investigating the principles governing costume design. Prerequisite: THR 201. Offered as needed.

### **THR 335 Theatre Management (3 cr.)**

The techniques involved in theatrical management are studied with emphasis on publicity, public relations, box office management, ticket sales and budgeting.

### **THR 340 Computer Aided – Drawing (3 cr.)**

Introduction to basic skills and techniques used in producing two-dimensional drafting on the computer. Some familiarity with basic drafting and drawing skills is helpful, but not a requirement for the course. Offered in alternate years.

### **THR 402 African-American Theatre (3 cr.)**

An examination of the contributions of African-Americans to American theatre. Traces the development of African-American theatre from minstrels through modern theatre.

### **THR 420 Directing (3 cr.)**

Principles and theories of stage movement, blocking casting and rehearsing. Students are required to direct scenes for class presentations. Prerequisite: THR 301

### **THR 422 Theatre Workshop: Performing Arts Theatre (3 cr.)**

This course explores performing arts through spoken word, music, dance, and/or theatre technology. Prerequisite: THR 315

### **THR 425 Advance Scene Study (3 cr.)**

Explores special topics in scenes with specific analytical character or other acting problems, focusing on scene study, script analysis and character development. Prerequisite: THR 315

### **THR 430 Senior Seminar (3 cr.)**

Students focus on an area of study offered by the program, including acting, directing or technical theatre. An expected outcome is the completion of a research paper/project. Attention is also directed toward information and preparation for post-graduate and professional life. Designed for Theatre majors only.

### **THR 450 Professional Internship (1 – 6 cr.)**

The student will work with a professional theatre company as an intern, gaining practical experience in performance, theatre management or technical theatre. Eligibility is determined by interview with faculty and participating theatre administrators.

### **THR 498 Capstone Course (2 cr.)**



This is the culminating course for all senior departmental majors. The student must complete an individual project demonstrating his competence in the discipline. Prerequisite: All major requirements.

**THR 499 Independent Study (3 cr.)**

Selected reading or projects in a specialized area of theatre. Eligibility is determined after conference with supervising faculty members.

**VOICE**

**VOI 100 Voice (1cr.)**

Prepares students with no previous formal training. An introduction to vocal techniques.

**VOI 101-102 Voice (1 - 2 cr. hours)**

Emphasizes the fundamental principles of tone production, matching vowel sounds, the beginning of adequate breath control, and evenness of scale tones through the use of simple exercises and songs suited to individual student's needs. Simple classic and standard songs include one language (Italian) other than English and two or more oratorio or operatic arias. Prerequisite: VOI 100 or permission of the instructor.

**VOI 103 Voice Class (1 cr.)**

Emphasizes the physiological aspects of vocal pedagogy and diction through vocalization and songs. Designed for those with instrumental or keyboard concentration.

**VOI 201-202 Voice (1 - 2cr.)**

Advanced study of vocal techniques with growth, range, power, and flexibility of voice. Emphasis placed on advanced literature, including further exploration of early Italian or English songs and the art songs of Hahn, Debussy, Schubert, and Schumann. Attention is given to the study of the style of Mozart, Handel, and Haydn. Songs from the standard repertory include two languages other than English. Prerequisite: VOI 101 and 102.

**VOI 301-302 Voice (1 - 2cr.)**

Instruction is provided on advanced techniques and literature. Emphasis is placed on songs from the works of Schubert, Brahms, Wolf, Debussy, Faure, Dupare, Respighi, Cimera, and Donaudy. Extensive study is provided on operatic and oratorio arias, contemporary songs, and literature. Songs performed in German, French, and Italian. Prerequisite: VOI 201-202.

**VOI 401-402 Voice (1 - 2cr.)**

Prepares students for Senior Recital. Prerequisite: VOI 301-302; Junior Recital.

# THE FACULTY OF VUU

Adewuyi, David, B.A, M.A., M.A., Ph.D., Professor, Department of Teacher Education  
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Norma M. Goode, B.A., M.S.W., Ph.D.

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Bailey, Tamara – University Nurse  
Baker, Shanita – Perkins Loan Coordinator  
Banberger, Jonathan – Police Officer  
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Bishop, Martesha – Data Entry Specialist  
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Johnson, Loretta – Administrative Assistant  
Johnson, Odessa – Administrative Assistant  
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Jones, Ida, Administrative Assistant  
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McNeill, Lauren – Sophomore Experience Coordinator  
McRae, Racquel – Administrative Assistant  
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Miller, Kristyn – Director, Center for Student Success and Retention  
Miller, Lenora – Administrative Assistant

Miller, Vincia – Coordinator of Orientation First and  
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Pointer, Ed – Assistant Football Coach  
Purnell, Carol – Administrative Assistant  
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Randolph, Sharnee – Admissions Counselor  
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Somervill, Seth – Systems Administrator  
Stephens, Jeanette – Cashier

Sumter, Markita – Collections Specialist  
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Taylor, Shelia – Data Management Specialist  
Taylor-Carter, Sylvia – Administrative Assistant  
Tsorblewu, Moses – Police Security  
Walker, Mary – Library Technical Assistant  
Wall, Claudia – Director, Community and Student  
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White, Esther – Administrative Assistant  
White, Jere – Freshman Experience Coordinator  
White, Kristie – Director, Enrollment Management  
White, Stephanie – Comptroller and Chief  
Administrative Officer  
Williams, Marcy – Coordinator of Training and Support  
Williams, Niviea – Director, MacVicar Hall  
Williams, Trenton – Campus Policer  
Winn, Lisa – Development Director  
Wright, Kim – Administrative Assistant  
Yancey, Brenda – Upward Bound Counselor  
Young, Debra – Assistant to Registrar  
Young, Patty – Director of Assessment

## DIRECTORY

Virginia Union University provides a variety of services to her students. The information below is a listing of offered services.

SERVICE	LOCATION	TELEPHONE
Academic Affairs	Pickford Hall -- First Floor	257-5606
Admissions (Undergraduate)	Henderson Student Center -- First Floor	342-3570
Alumni Relations	C.D. King Building -- Second Floor	257-5827
Athletics	White Hall -- First Floor	342-1484
Audio Visual	Ellison Hall -- First Floor	342-3895
Book Store	L. Douglas Wilder Library -- First Floor	257-5725
Campus Ministries	Henderson Center	257-5708
Career Services	Henderson Student Center -- First Floor	257-5656
Catalog Information	Registrar's Office -- Ellison Hall Room 106	257-5846
Center for International Studies	Henderson Center	342-3939
Center for Undergraduate Studies	Ellison Hall, Room 117 and 102	342-3885
Counseling	Henderson Student Center -- Second Floor	257-5874
Email Accounts	Information Technology Center -- Ellison Hall	257-5630
Employment Opportunities (Students)	Career Services -- Henderson Student Center	257-5888
Events Approval (On Campus)	Henderson Student Center -- First Floor	257-5869
Events Approval (Off Campus)	C.D. King Building -- First Floor	257-5856 257-5814
Family Emergency	General Academic	257-5875 257-5606
Financial Aid	Ellison Hall -- First floor	257-5882
Graduation Information	Registrar's Office -- Ellison Hall, Room 106	257-5846
Greek Life	Student Activities -- Henderson Student Center, First Floor	257-5869
Handbook	Office of Enrollment Management and Student Affairs - - Henderson Student Center	257-5877 VUU Website
Health Insurance (General Information)	Student Health -- Henderson Student Center, Second Floor	257-5885
Identification Cards	Campus Police Office -- Pickford Hall, Ground Floor	257-5808
Illness/ Injury	Student Health -- Henderson Student Center, Second Floor	257-5885
Institutional Advancement	C.D King Building -- Second Floor	257-3938
Student Integrity and Conduct	Henderson Student Center -- First Floor	257-5633
Library Services	L. Douglas Wilder Library	257-5822

Lost and Found	Campus Police -- Pickford Hall, Ground Floor	257-5850
Parking Permit	University Police -- Pickford Hall, Ground Floor	257-5850
Post Office	Henderson Student Center, First Floor	257-5825
Re-Admission	Registrar's Office -- Ellison Hall, Room 106	257-5846
Records and Registration	Registrar's Office -- Ellison Hall, Room 106	257-5846
Residence Life	Henderson Student Center, First Floor	257-5608
Samuel DeWitt Proctor School of Theology	Kingsley Hall, Room 100	257-5715
School of Math, Science and Technology	Ellison Hall, Room 104	257-5681
Evelyn Reid Syphax School of Education, Psychology, and Interdisciplinary Studies	Martin E. Gray Hall, Room 111	257-5742
School of Humanities and Social Sciences	Ellison Hall, Room 205	257-5672
Student Accounts	C.D. King Building	257-5775
Student Leadership/ Development	Henderson Student Center	257-5733
Student Support Services	Ellison Hall, Room 108-B	342-6761
Sydney Lewis School of Business	Pickford Hall, Room 301	257-5710
Transcripts	Registrar's Office -- Ellison Hall, Room 106	257-5846
University Pastor	Henderson Center, First floor	257- 5876
University Publications	C.D. King Building, Second Floor	257-3938
University Services	C. D. King Building, Second Floor	257-5627
Upward Bound	Baptist Memorial Building, Second Floor	257-5899
VUU Informer	Ellison Hall, Room 214	257-5649
Withdrawals	Registrar's Office -- Ellison Hall, Room 106	257-5846
Yearbook	Henderson Student Center, First Floor	257-5656

## **CAMPUS SUPPORT SERVICES**

Alcohol Awareness and Education Program (AAEP)	Office of Student Integrity and Conduct -- Henderson Student Center	257-5633
Clothes Closet	Office of Career Services -- Henderson Student Center	257-5656



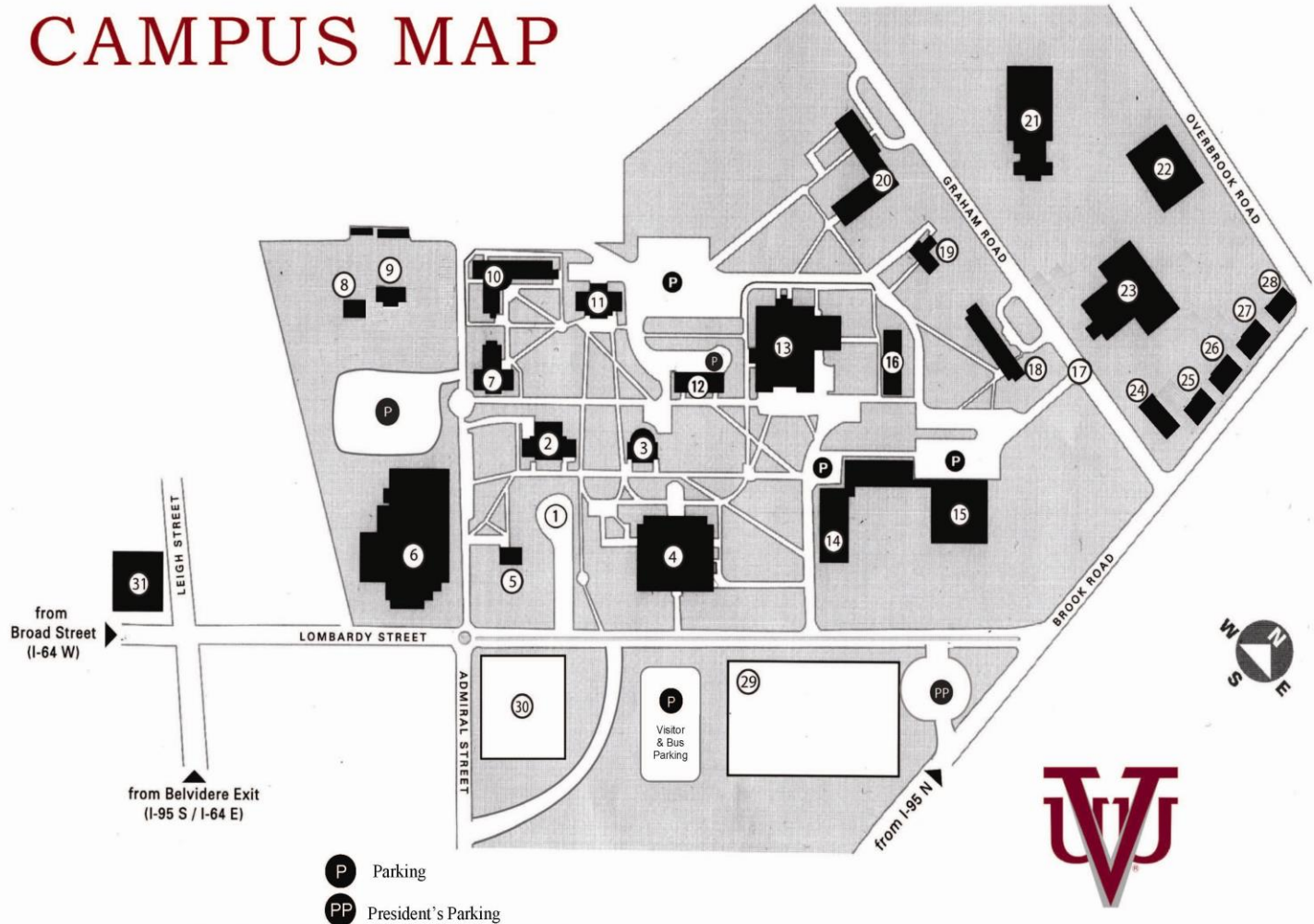
Dining Services	Henderson Student Center, 2 <sup>nd</sup> Floor	257-5781
Disability Services	Center for the Advancement of Academic Excellence - - Ellison Hall Room 102	257-5817
Advising and Tutoring Services	Center for Undergraduate Studies - - Ellison Hall Rooms 117 and 102	342-3885 257-5827
HIV/ AIDS Education Program	Student Development Center Henderson Student Center	257-5874
Information Technology Center	Ellison Hall, Room 116	257-5630
Student Government Association	Henderson Student Center, 1 <sup>st</sup> Floor	257-5895
Smoking Education Program (Drop Squad)	Office of Residence Life -- Henderson Student Center	257-5608

# CAMPUS MAP

## Virginia Union University

### CAMPUS MAP

1. Pickford Circle
2. Pickford Hall  
President's Office  
Campus Police  
Academic Affairs
3. Coburn Hall
4. Ellison Hall  
Financial Aid  
Registrar
5. Baptist Memorial Building
6. L. Douglas Wilder Library
7. Kingsley Hall  
School of Theology
8. Power Plant
9. Maintenance Building
10. Storer Hall
11. Martin E. Gray Hall
12. Huntley Hall
13. Henderson Center  
Admissions Office  
Student Affairs Office
14. Belgian Friendship Building
15. Barco-Stevens Hall
16. Hartshorn Hall
17. Main Entrance
18. Newman Hall
19. White Hall /Athletics
20. MacVicar Hall
21. Baptist General Convention of VA
22. Community Annex
23. Richmond Police Training Academy
24. University House #1
25. University House #2
26. University House #3
27. University House #4
28. University House #5
29. Hovey Field
30. Practice Field
31. C.D. King Hall  
Human Resources  
Institutional Advancement  
Student Accounts  
University Relations



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