Information Directory

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Accelerated Undergraduate and Graduate Programs
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Athletic Director
Executive Director, Career Services and Cooperative Education

For further information, write:

STEVENSON UNIVERSITY
School of Graduate and Professional Studies
100 Campus Circle, Suite 100
Owings Mills, MD 21117

Phone (443) 352-4030
Toll free (877) 468-6852
Fax (443) 394-0538
E-mail: admissions@stevenson.edu
Website: www.stevenson.edu

Visitors to the University are always welcome. Personal interviews or visits are available in the day, in the evening, or on weekends. Please make arrangements in advance by e-mail or telephone.

The Stevenson University Graduate and Professional School Catalog is published on an annual basis. Information in this catalog is current as of August 2010. To obtain the most updated information on programs, policies, and courses, consult the University website at <www.stevenson.edu.>

Notice of Nondiscriminatory Policy

Stevenson University admits students of any race, color, sex, religion, national or ethnic origin to all of the rights, privileges, programs, benefits, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, sex, religion, disability, and national or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and other University-administered programs. The University is committed to providing all students with an educational environment free of bias, discrimination, intimidation, or harassment. In this regard, Stevenson University complies with all relevant federal, state, and local laws. The University also complies with all applicable laws and federal regulations regarding prohibition of discrimination and accessibility on the basis of age, disability, veteran status, or otherwise. Students needing special accommodations to ensure barrier-free access should contact the Assistant Vice-President for Academic Support Services.
### Academic Calendar 2010-2011

**Accelerated Undergraduate and Graduate Programs**

*(Note: Academic calendar information for students enrolled in traditional undergraduate courses can be found in the traditional undergraduate catalog.)*

#### Fall Semester 2010

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>August 23</td>
<td>First day of traditional semester</td>
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<td>September 6</td>
<td>Labor Day Holiday—University Closed</td>
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<tr>
<td>September 18</td>
<td>Yom Kippur—University Closed</td>
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<tr>
<td>Nov. 24 - 28</td>
<td>Thanksgiving Holiday—University Closed</td>
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<tr>
<td>December 13</td>
<td>Winter Commencement</td>
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<tr>
<td>Dec. 24, 25, 31, and Jan. 1</td>
<td>University Closed</td>
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**5-week terms**
- August 23 through September 26
- September 27 through October 31
- November 8 through December 12

**8-week terms**
- August 23 through October 17
- October 18 through December 12

**10-week term**
- August 23 through October 31

**Weekend term**
- August 23 through December 12

#### Summer Session 2011

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<tr>
<td>July 4</td>
<td>Independence Day Holiday—University Closed</td>
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**5-week terms**
- May 16 through June 19
- June 20 through July 24

**10-week term**
- May 16 through July 24

**8-week terms**
- May 9 through July 3
- July 4 through August 28

The University reserves the right to change at any time and without prior announcement any matter set forth in this catalog, including fees, charges, programs, policies, regulations, and requirements. The catalog is not to be regarded as a contract.

#### Spring Session 2011

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<td>First day of traditional semester</td>
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<td>Easter Holiday—University Closed</td>
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<td>Graduate and Professional School Commencement</td>
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<tr>
<td>May 13</td>
<td>Traditional Undergraduate Commencement</td>
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</table>

**5-week terms**
- January 18 through February 20
- February 28 through April 3
- April 4 through May 8

**8-week terms**
- January 18 through March 13
- March 14 through May 8

**10-week term**
- February 28 through May 8

**Weekend term**
- January 18 through May 8

#### May Term 2011

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<th>Date</th>
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<tr>
<td>May 30</td>
<td>Memorial Day—University Closed</td>
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<td>July 4</td>
<td>4th of July</td>
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**May term**
- May 9 through May 29
Dear Graduate and Professional Studies Student,

I welcome you to the new academic year. I am sure that you will find enrichment and new perspectives in the courses and programs that we offer to you. The 2010/2011 Stevenson University Graduate and Professional Studies Catalog will provide a detailed overview of our diverse and expanding curriculum for both accelerated undergraduate and graduate programs for our non-traditional students.

Our theme, Imagine Your Future. Design Your Career®, is appropriate to our mission. Stevenson offers an integration of liberal arts, science, and technology with a distinctive career focus which is especially significant for our non-traditional students. Our practical approach to education has increasing relevance in today’s dynamic workplace. In fact, Stevenson continues to gain recognition as a national leader in career-focused university education. Academic quality enhanced by a low student-to-faculty ratio remains a hallmark of a Stevenson education. We are proud but not surprised that the University has been recognized in recent years as a "Great School. Great Price" institution by the U.S. News & World Report annual college ranking issue and was one of just 77 "Top Up-and-Coming Schools" nationally selected by the magazine in its 2010 edition. Our approach to career education is paying off for our students as well with 95 percent of our December 2008 and May 2009 graduates already in jobs or graduate programs after college.

The rapid and lively transformation of Stevenson over the past several years has led to two vibrant campuses just a few miles apart. The thriving Greenspring campus offers science facilities for undergraduate research, a nursing simulation skills lab, and outstanding facilities for our other majors, including a fully-equipped theatre and art gallery. The Brown School of Business and Leadership which includes our state-of-the-art Mock Trial Courtroom, our premier residential housing complex, sports and wellness center, and a dining room/student life facility in Owings Mills have been joined by our newest residence hall, Wooded Way, which houses specialized student learning communities as well as the Offices of Career Services and the Learning Beyond program. A new entranceway to the campus opened in winter 2010, and a new gymnasium will open by fall 2010. In fall 2010, we look forward to Stevenson’s new football team’s developmental season in anticipation of intercollegiate play in fall 2011.

All of these exciting developments are designed to enhance our student-centered experience in order to help you pursue your career and to achieve success in higher education. As you review this catalog, I offer you my best wishes on your personal path and encourage you to take full advantage of Stevenson's career-focused education.

Sincerely,

Kevin J. Manning, Ph.D.
President, Stevenson University
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The Stevenson Approach

Imagine Your Future. Design Your Career.

Stevenson University provides a distinctive, career-focused and personalized environment for undergraduate, pre-professional, and graduate students. The cornerstone of the mission is an educational experience to engage students in their personal, social, and intellectual growth by identifying and supporting career planning while encompassing liberal arts, science, and technology. The University encourages and supports a learning atmosphere based on core values, knowledge of its students, and the practicable of broadening students’ horizons for adapting to the changing world in which we live.

The School of Graduate and Professional Studies (GPS) offers undergraduate and graduate degrees to adult students seeking to establish careers, enhance existing careers, or change careers. GPS provides a learning environment that includes flexible and accelerated formats, multiple avenues for access, state-of-the-art technology, support services, and practical, hands-on applications to enable adult students to meet the challenges of today’s work environment. GPS offers accelerated degree programs that are designed to enable busy people to complete their degrees and pursue their career goals while maintaining their work and family schedules. Students progress through the program with other adults who have the same busy lifestyles, motivation, and challenges. This provides camaraderie as well as a rich and exciting learning environment.

Academic Coursework

One of the strengths of Stevenson University is its ability to offer rigorous courses that provide students a strong foundation in the liberal arts and sciences, plus skills and knowledge in their major fields, in a mentoring environment of small classes and personal attention by faculty. All undergraduate students must complete courses in a core curriculum that develops skills in writing, communication, and math and provides a basic understanding of the key disciplines in the liberal arts and sciences. Courses in the major provide opportunities to acquire proficiency in a specific discipline that will prepare students for employment in the chosen field of study or for graduate school.

Most undergraduate degrees offered through GPS can be completed within 18 to 24 months depending on the number of credits a student has completed before entering the program. Undergraduate degree program courses may be scheduled in a mixed 5, 8, or 10-week accelerated hybrid or online format. Hybrid classes meet once weekly in the evenings; many classes are conducted entirely online. Class work incorporates hands-on projects, practical knowledge that is applicable to everyday work challenges, and group interactions with fellow students. Students are expected to complete many of their assignments and coursework outside of class, using BlackBoard, email, and other means.

The University’s accelerated graduate degrees can be completed in as few as 16 to 24 months. The forensic studies, business and technology management, and nursing programs are offered in 8-week sessions, either in an accelerated hybrid format on-site or online. The graduate degree in forensic sciences is offered in an accelerated hybrid format, with many courses online.

The Career Architecture Process

As a result of Stevenson’s formal strategic planning process, the president, administration, and faculty of Stevenson developed and introduced the concept of Career Architecture to the campus. The process is a personal exploration for students to help them design their career paths beyond their first job. Students learn to integrate personal interests and professional development while identifying and incorporating their values, skills, strengths, and abilities. Through the Career Architecture process and the collaborative approach taken by faculty, staff, and administrators, Stevenson students gain a competitive edge in the real work world.

Career Architecture is comprised of four elements that are introduced at different stages during the student’s university years. The four elements of Career Architecture are:

- **Self-Discovery**—reflective pieces and exercises introduced to all students during the freshman year, designed to help them explore individual skills, values, and interests. Goal: establish a foundation that leads to the creation of a personal plan for life and work.
- **Career Development Foundations**—basic career skills are learned through curricula, in-class seminars, and a wide range of university experiences and activities. Goal: develop these skills and know how to apply them to succeed in school, work, and life.
- **Career Exploration**—career and exploration events and activities, including symposia, career fairs, exploration tours, shadow days, and informational interviews are offered. Goal: introduce methods for each student to discover which career options are the best fit, including cooperative studies, internship opportunities, and field placements and practicums.
- **Career Preparation**—at this stage, career strategic plan development, résumé and interview preparation, video mock interviews, portfolio preparation, participation in on-campus recruiting sessions, networking support, and job search coaching/assistance take place. Goal: introduce methods and opportunities for professional preparation work after graduation.

Stevenson’s faculty, Career Services staff, and administrators work with members of area businesses and organizations to identify career exploration and preparation opportunities for Stevenson students. Some of the activities available to students include targeted career symposia and seminars, career exploration fairs, in-class seminars, and networking/etiquette training meals.

Learning Beyond

College is a time for students to explore, discover, and develop life-long values, interests, and abilities. The classroom experience begins by laying the framework of knowledge and skills. Learning Beyond carries students one step further by encouraging them to apply academic learning beyond the campus and bring their experience back to the classroom.

The Learning Beyond Program offers numerous types of credit-bearing experiential learning: study abroad, service learning, field placements, the Washington Center internships,
independent study and research, program-specific internships, and other experiential learning opportunities offered as part of many classes. Stevenson enthusiastically supports this dynamic educational philosophy. Both faculty and students are encouraged to participate in these opportunities.

**Stevenson Ideals**

**Motto:** "Pro Discendo, Pro Vivendo"  
(For Learning, For Living)

**Vision**

The University will become a national leader in collaborative career-focused liberal arts education and will equip its graduates to visualize and achieve excellence in a dynamic global community.

**Mission**

The University is an innovative, coeducational, independent university offering undergraduate and graduate students a career-focused education marked by individualized attention, civility, and respect for difference. The University blends the liberal arts with career exploration and planning, complementing a traditional education with applied learning beyond the classroom. The University meets students where they are and supports and challenges them to become reflective and accomplished individuals committed to a lifetime of learning and contribution. Students graduate with the competence and confidence needed to address creatively the opportunities and problems facing their communities, the nation, and the world.

**Values**

The core values of the University provide a foundation for faculty, staff, and students to fulfill the mission and achieve the vision of the institution. The values are focused on community, learning, integrity, and excellence.

Promoting a sense of community, the University embraces the common bonds and obligations within and beyond the campus while respecting individual and cultural differences.

Fostering learning, the University promotes the pursuit of theoretical and practical knowledge while encouraging a life well-lived and a lifelong philosophy of informed, critical thinking to meet evolving challenges and opportunities.

Instilling integrity, the University requires acting with dignity and honesty while adhering consistently to the University’s ethical codes.

Achieving excellence, the University lauds superior performance while recognizing the importance of persistence toward goals.

**Diversity Statement**

The University commits itself to diversity as it relates to awareness, education, and practice at every level of the organization. The University embraces people of all backgrounds, defined by, but not limited to, ethnicity, culture, race, gender, class, religion, nationality, sexual orientation, age, physical ability, learning styles, and political perspectives. The University believes its core values are strengthened when all of its individual members have voice and representation. The resulting inclusive organizational climate promotes the development of broad-minded members of the University who positively influence their local and global communities.

**Strategies**

**Academic Affairs**

The University will support faculty and students in their pursuit of academic excellence by integrating academics with experiential learning and career preparation and by establishing a foundation of liberal arts with an emphasis on learning beyond the classroom, including civic engagement, for professional, personal, social, and intellectual growth.

**Student Life**

The University will engage its community in creative, intellectual, social and athletic experiences, and it will foster a campus climate characterized by wellness, diversity, civility, and environmental consciousness, as well as national and global awareness.

**University**

As an emerging university, the institution will fulfill its mission, advance its vision, and integrate its values through planned growth, responsive and innovative programs, and a structure that supports community.

**Financial Resources**

The University will enhance its financial resources by increasing revenues, aligning costs with strategic initiatives, identifying additional opportunities, and responding effectively to any associated challenges.

**History of Stevenson University**

**Founding of Villa Julie College**

Villa Julie was founded by the Sisters of Notre Dame de Namur at “Seven Oaks,” the 80-acre former estate of the George Carrell Jenkins family in Greenspring Valley, Baltimore County. The School opened on October 1, 1947, which is now recognized as Founders Day. The School was incorporated in 1958 in the State of Maryland. Official approval as a two-year college was granted by the Maryland State Department of Education in 1954, and a new classroom facility, Founders Hall, was opened.

The Middle States Association of Colleges and Schools awarded Villa Julie regional accreditation in 1962. In 1967, the College became an independent institution with control vested in a newly formed Board of Trustees comprised of business, civic, and professional leaders. By the late 1960s, enrollment had increased to full capacity. In 1970–71, the College erected a multi-million dollar complex, consisting of a Library/Learning Resources Center and Administrative Wing, Art Center, and Student Center. Evening and summer sessions were inaugurated, and the number of degree programs increased. In 1972, the College became coeducational. Accreditation was reaffirmed by the Middle States Association of Colleges and Schools in 1972 and again in 1982.

**Baccalaureate Degrees Granted for First Time**

In 1983, the College became the first in the region to install a campus-wide computer network. In 1984, Villa Julie became a four-year college offering the bachelor’s degree in computer information systems. In 1985, the bachelor’s degree in paralegal studies was added. The College continued to offer its two-year programs leading to the associate of arts degree in these and in all other majors.

In 1985–86, the College again responded to continually increasing student interest by constructing a new three-story classroom/laboratory building. Along with the growth of the student body and faculty through the years and the enlargement of the physical plant, the academic offerings of the College were augmented steadily to include new majors and
programs. The arts and sciences continued to form the core of all curricula, as they do today. The additional major programs provided a wider choice of professional career possibilities and at the same time supported the changing requirements of the business and professional communities in the region. The concept of career education combined with the liberal arts became a hallmark of the College’s philosophy, Pro Discendo, Pro Vivendo: For Learning and For Living.

In 1988, the Middle States Association again reaffirmed the College’s accreditation, this time as a four-year college offering bachelor’s and associate’s degrees. New baccalaureate programs were added: liberal arts and technology; and business systems: administrative science, computer accounting, and business information systems.

For the convenience of the growing number of adults interested in completing their degrees, the College added Saturday classes to its day and evening programs. Today, a number of undergraduate degree programs may be completed either entirely or substantially during evenings and weekends, some in accelerated format.

Changes Through the 1990s

In the early 1990s, the College designed and installed a sophisticated electronic networking system which enabled students and faculty to access information from any building on campus. Students and faculty with personal computers had dial-in access from their homes to all the computerized information on campus. In 1994, access to the Internet became available on the College network.

In 1991, a cooperative education program was initiated for junior and senior students, making it possible for them to experience firsthand a working environment directly related to their fields of study. Off-campus housing for students in garden-type apartments was opened a short distance from the College in 1993. The cooperative education program was also expanded and opened to all students in the baccalaureate programs. The College was awarded membership in NCAA Division III in 1994. In 1995, the College began the first phase of the construction of an academic center, Insc ape Theatre, student union with gymnasium, and science center based on the College’s campus master plan of the early ’90s.

In 1996, the Maryland State Department of Education granted approval for programs for the preparation of elementary and early childhood teachers. This was the first Maryland education program that fulfilled the then new state (MSDE) requirements for teacher education. The College received the endorsement of the Maryland Higher Education Commission (MHEC) for a Master of Science degree in Advanced Information Technology in 1996.

In 1997, the College celebrated its 50th anniversary. The Academic Center, Insc ape Theatre, and Art Gallery opened in August, and in November, the Student Union (including a gymnasium) opened. MHEC endorsed five new bachelor’s degree programs in biology, chemistry, English language and literature, interdisciplinary studies, and psychology.

In 1998, more than 1,000 people attended the dedication of the new buildings, including the renovated Science Center. A new bachelor’s degree program in visual communication design was also endorsed by MHEC.

In 1999, President Carolyn Manuszak and Dean Rose Dawson retired with a combined 65 years of service to Villa Julie. MHEC approved two new bachelor’s degree programs in early childhood leadership and biotechnology.

New President Inaugurated

The new decade brought the inauguration of Villa Julie’s fourth President, Kevin J. Manning, Ph.D. The College began offering an accelerated BS/MS degree in advanced information technology, enabling students to earn both a bachelor’s and a master’s degree in five years. MHEC endorsed two new degree programs for the College: business communication and family studies (now human services). Villa Julie College and the Union Memorial Hospital announced a four-year nursing education agreement. In 2001, two new master’s degrees in technology were approved by MHEC.

In 2002, the School of Graduate and Professional Studies was created to accommodate the needs of adult learners. Through this School, adult students can enroll in master’s degree programs, evening/weekend bachelor’s degree programs, or accelerated bachelor’s degree programs. This same year, Career Architecture was introduced. Career Architecture is a unique program for personal and professional development that helps each student to identify her or his values, skills, interests, strengths, and abilities. In September 2003, the College was proud to be recognized locally by The Daily Record, a statewide business publication, as one of the winners of Maryland’s Innovators of the Year Award for the Career Architecture concept.

Villa Julie Expands to Owings Mills Campus

In June 2003, the College broke ground for its first campus-owned student housing complex in nearby Owings Mills. Apartment-style housing for 550 students and a community center opened in 2004. The College also leased classroom space on the same piece of land, allowing students to live and attend classes at the same location for the first time in Villa Julie history.

At the same time the College celebrated the grand opening of the housing complex in August 2004, ground was broken for the next phase of housing, which led to three suite-style buildings opening over the next two years. Those moves, along with the purchase of the former Baltimore Ravens training facility and the office building where the College leased classroom and office space, gave Villa Julie more than 80 acres of land at the Owings Mills complex.

In August 2006, the ninth residence hall opened at Owings Mills, and the resident population topped 1,000 students. The Rockland Center opened in October 2006 to provide a spacious student dining center, offices for Student Affairs, and a banquet hall for functions organized by on and off-campus groups. In May 2007, the College broke ground on the next new building for Owings Mills, a 60,000-square-foot academic building to house the newly formed Brown School of Business and Leadership and other programs. The building was completed in Fall 2008 and features a new, high-tech mock trial courtroom for the forensic studies program. The University celebrated the opening of the new Brown School of Business and Leadership in April 2009 with a visit from entrepreneur and publisher, Steve Forbes. Additional expansion of the Owings Mills campus included the University’s eleventh student residence hall, Wooded Way, which opened in fall 2009 and houses specialized student learning communities as well as the Office of Career Services and Learning Beyond Center.

Villa Julie celebrated this growth throughout the 2007-08 academic year as part of its 60th anniversary celebration. The College inaugurated a new tradition on October 1, 2007, by celebrating Founders Day to commemorate the day the College first opened. The anniversary celebration also included the announcement of a $20 million fundraising campaign to support a variety of initiatives across both campuses. The College received re-accreditation from Middle States Association of Colleges and Schools in 2008.
Academic Programs Continue to Grow

The development of the Brown School of Business and Leadership, which brings together faculty from information systems, legal studies, and business, provided the University with the chance to develop an entrepreneurial environment for faculty and students. Dr. Shelton Rhodes was hired to serve as the first dean for the newly formed School. This growth is the most recent step in the expansion of academic offerings at Stevenson. A bachelor’s degree in medical technology was added during the 2005–06 academic year to replace the two-year medical laboratory technology program. A bachelor’s degree in public history was also added. In 2010, the Brown School of Business and Leadership launched a new program in fashion merchandising.

In recent years, the nursing division has received significant federal support. In December 2004, Sen. Barbara Mikulski visited the college to announce nearly $250,000 in federal funds to support distance-learning efforts utilizing the Verizon Center for Excellence in Teaching and Learning. In 2006, the College received the largest grant in its history—just over $1,000,000 to expand the nursing program. Also in 2006, the nursing division graduated the first students from the distance-learning program as students from the Eastern Shore received their bachelor’s degrees as part of a partnership with Chesapeake College. The division has partnerships with eight community colleges to bring bachelor’s degree classes to students enrolled in those schools. In August 2006, the College began offering its successful Master of Science in Forensic Studies degree online. The program, launched in 2004, now trains forensic investigators in six tracks—accounting, criminalistics, information technology, interdisciplinary, investigation, and law. The first graduates of the program received their diplomas in May 2006, and an online track of the degree debuted in August 2006 to bring the program to professionals across the country.

Villa Julie took a leadership role in educating Maryland’s future teachers in March 2008 when it announced the creation of the state’s first teacher preparation program for middle school educators.

On the athletic field, the College joined its first athletic conference, the North Eastern Athletic Conference, in 2004. A year later, Villa Julie accepted an invitation into the Capital Athletic Conference. Stevenson’s teams now compete for conference titles in this traditionally strong conference that includes institutions from Maryland, Virginia, Delaware, and Pennsylvania. Several Stevenson teams have competed in the NCAA championships. In 2009, the men’s lacrosse team finished its regular season ranked No. 1 nationally and made it to the Division III semifinals. The team entered the 2010 season ranked No. 2 in the nation. Many of Stevenson’s teams play and practice at the Caves Sports and Wellness Center, the new name for the facility formerly used by the Baltimore Ravens. The complex officially opened in summer 2006 after extensive renovations to accommodate the new Wellness Center and Mustang athletics. A new gymnasium under construction at the Owings Mills campus will open by fall 2010.

University Status and Name Change

In 2004, the Board of Trustees began discussing the possibility of transitioning to University status because of the growth in student population and the addition of a second campus. A year later, the Board authorized the administration to study the feasibility of becoming a University and to assess whether to simultaneously change the name of the institution. Significant research followed to assess public perception of the name Villa Julie. The Board approved University status in November 2006 and later established a committee to oversee a study of name options for the institution. The entire College community had a hand in selecting the name as an online bulletin board provided a forum for suggestions. More than 80 name ideas came from that resource. Historical and legal research and surveys shortened that list to seven potential names in late 2007.

The College then started a long phase of quantitative and qualitative research to determine the best name from that group. Alumni, current students, potential students and their families were among the groups surveyed for their opinion on the new name. On June 11, 2008, the Board voted unanimously to change the name of the institution, and the name Stevenson University was unveiled to a packed room the next morning. The Board had earlier voted to keep the Villa Julie name alive by creating the Villa Julie College of Arts and Sciences as part of Stevenson University.

In March 2009, President Manning approved the University Restructuring Plan adopted by the Faculty Council. The plan created four schools within the Villa Julie College of Arts and Sciences: the School of Humanities and Social Sciences; the School of Design; the School of Education; and the School of the Sciences. The Brown School of Business and Leadership and the School of Graduate and Professional Studies remain as originally configured.

Exciting developments for Stevenson were in the works during the summer and fall of 2009. In June, the University announced the addition of football to its roster of 19 Division III men’s and women’s sports. Ed Hottle, former head football coach for Gallaudet University, was introduced as Stevenson’s new head coach in November. In August, Stevenson was ranked nationally by U.S. News & World Report as one of just 77 “Top Up-and-Coming Schools.” The University closed the year with the completion of its historic five-year fundraising campaign—the largest in the 63-year history of the institution. Inspiring Students, Building Careers: The Campaign for Stevenson University raised more than $20.3 million in support of the Brown School of Business and Leadership, scholarship endowments, and special programs.

The start of 2010 saw the opening of the new entrance to the Owings Mills campus and the introduction of a new bachelor’s program in fashion merchandising and a master’s in nursing education and leadership. In addition, Stevenson was named to the 2009 President’s Higher Education Community Service Honor Roll, the highest federal recognition a college or university can receive for its commitment to volunteering, service learning, and civic engagement.

By focusing on workforce needs and experiential learning opportunities, Stevenson remains committed to providing a distinctively career-focused education. As a testament to the success of this model, 95 percent of Stevenson’s December 2008 and May 2009 graduates were placed in jobs or graduate programs by the end of 2009.

Accreditations and Memberships

Program Accreditations for Accelerated Programs

- American Bar Association, 321 N. Clark Street, Chicago, IL 60654 (Paralegal Studies Program)
- Commission on Higher Education, Middle States Association of Colleges and Schools, 3624 Market St., Philadelphia, PA 19104 (267) 284 - 5000
- Commission on Collegiate Nursing Education, 1 Dupont Circle, NW, Suite 530, Washington, DC 20036-1120. (Nursing Program)
- National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road, NE, Suite 500, Atlanta, GA 30326 (Nursing Program)
- All degree programs are approved for the education of veterans by the Department of Veterans Affairs.
A complete list of program accreditations can be found in the traditional undergraduate catalog.

**University Memberships**

American Academy of Forensic Sciences  
American Accounting Association  
American Association for the Advancement of Science  
American Association for Paralegal Education  
American Association for State and Local History  
American Association of Certified Public Accountants  
American Association of Colleges and Universities  
American Association of Colleges for Teacher Education  
American Association of Colleges of Nursing  
American Association of Collegiate Registrars and Admissions Officers  
American Association of Critical Care Nurses  
American Association of Museums  
American Association of Physics Teachers  
American Association of University Professors  
American Association of University Women  
American Bar Association  
American Baseball Coaches Association  
American College Health Association  
American College Personnel Association  
American Council on Education  
American Counseling Association  
American Economics Association  
American Historical Association  
American Institute of Certified Public Accountants  
American Library Association  
American Marketing Association  
American Nurses Association  
American Psychological Association  
American Public Health Association  
American Society for Information Science and Technology  
American Society for Training and Development  
American Society of Crime Laboratory Directors  
American Statistical Association  
American Volleyball Coaches Association  
AMERICORPS  
ARTSYS Articulation System for the University System of Maryland  
Associated Collegiate Press  
Association for Student Conduct Administration  
Association for Student Judicial Affairs  
Association for Theatre in Higher Education  
Association for University and College Counseling Center Directors  
Association of American Colleges and Universities  
Association of Certified Fraud Examiners  
Association of Childhood Education International  
Association of College Administration Professionals  
Association of College and University Museums and Galleries  
Association of Computing Machinery  
Association of Fundraising Professionals  
Association of Governing Boards of Universities and Colleges  
Association of Government Accountants  
Association of Higher Educational Facilities Officers  
Association of Student Financial Aid Administrators  
Baltimore Area Libraries Consortium  
Baltimore Collegetown Network  
Baltimore County Chamber of Commerce  
Baltimore Psychological Association  
Campus Compact  
Capitol Area Social Psychological Association  
Capitol Athletic Conference  
Central Atlantic Affiliate of College and University Residence Halls  
Chesapeake Planned Giving Council  
College and University Professional Association for Human Resources  
College Art Association  
College Reading and Learning Association  
Collegetown Network Cooperative Education Association, Inc.  
Commission on Collegiate Nursing Education  
Council for Adult Experiential Learning  
Council for Aid to Education  
Council for Standards in Human Service Education  
Council for the Advancement and Support of Education  
Council of Independent Colleges  
Council on Admissions  
Council on International Educational Exchange  
Council on Undergraduate Research  
Eastern Association of Colleges and Employers  
Eastern College Athletic Conference, Division III Indoor Track  
Eastern Communication Association  
Eastern Psychological Association  
Educuse  
Emergency Nurses Association  
Experimental Learning Assessment Network  
Golf Coaches Association of America  
Greater Baltimore Committee  
Greater Baltimore Economic Forum  
Greater Baltimore Technology Council  
Independent College Fund of Maryland  
Information Systems Audit and Control Association  
Institute of Internal Auditors  
Intercollegiate Tennis Association  
Intercollegiate Women’s Lacrosse Coaches Association  
International Association of Chiefs of Police  
International Mentoring Association  
International Positive Psychological Association  
Maryland Association for Higher Education  
Maryland Association for Institutional Research  
Maryland Association of Certified Public Accountants  
Maryland Association of Collegiate Directors of Athletics  
Maryland Association of Higher Education  
Maryland Association of Paralegals  
Maryland Business Roundtable for Education  
Maryland Campus Compact  
Maryland Career Consortium  
Maryland Career Development Association  
Maryland Chamber of Commerce  
Maryland Citizens for the Arts  
Maryland Council of Directors of Associate Degree and Baccalaureate Nursing Programs  
Maryland Digital Library  
Maryland Education Enterprise Consortium  
Maryland Healthcare Improvement Partnership  
Maryland Independent Colleges and University Association  
Maryland Interlibrary Consortium  
Maryland Mentoring Partnership  
Maryland Nurses Association  
Maryland Online  
Maryland Psychological Association  
Maryland State Bar Association  
Mathematical Association of America  
Mid-Atlantic Association of College and University Housing Officers  
Mid-Atlantic Association of Forensic Scientists  
Mid-Atlantic College Health Association  
Mid-Atlantic Higher Education Recruitment Consortium
Mid-Atlantic Liberal Arts College Teachers Association
Middle States Association of Colleges and Schools
Middle States Association of Collegiate Registrars and Officers of Admissions
Modern Language Association
National Academic Advising Association
National Association for College Admission Counseling
National Association of Advisors for the Health Professions
National Association of Basketball Coaches
National Association of Colleges and Employers
National Association of College and University Business Officers
National Association of College and University Food Services
National Association of College and University Mail Services
National Association of College and University Residence Halls
National Association of College Auxiliary Services
National Association of College Stores
National Association of Colleges and Employers
National Association of Collegiate Directors of Athletics
National Association of Developmental Education
National Association of Independent Colleges and Universities
National Association of Scientific Materials Managers
National Association of Student Financial Aid Administrators
National Athletic Trainers Association
National College Learning Center Association
National College Media Association
National Collegiate Athletic Association, Division III
National Committee on Planned Giving
National Communications Association
National Council for Accreditation of Teacher Education
National Council of Teachers of Mathematics
National Council of University Research Administrators
National Council on Public History
National Fastpitch Coaches Association
National Field Hockey Coaches Association
National Health Care Anti-Fraud Association
National League for Nursing
National Organization for Human Services
National Orientation Directors Association
National Science Teachers Association
National Soccer Coaches Association of America
Northeast Association for Institutional Research
North East Collegiate Volleyball Association
Organization of American Historians
Owings Mills Corporate Roundtable
Professional Organizational Development Network
Reisterstown/Owings Mills/Glyndon Chamber of Commerce
Sigma Theta Tau
Sigma Xi, The Scientific Research Society
Society for Human Resource Management
Society for the Exploration of Psychotherapy Integration
Society for the Teaching of Psychology
The College Board
The Potomac & Chesapeake Association for College Admissions Counseling
The Tuition Exchange, Inc.
United States Intercollegiate Lacrosse Association
U.S. Track and Field and Cross Country Coaches Association
Valleys Planning Council
Women’s Basketball Coaches Association
Life at Stevenson

Student Affairs Office

The Student Affairs Office is concerned with day-to-day student life from planning, coordinating, and implementing extra- and co-curricular activities to providing information on campus resources. Students are encouraged to assume leadership roles in the implementation of diverse activities. The Student Affairs Office also coordinates Residence Life, Student Activities, and the Wellness Center.

Athletics at SU

Intercollegiate Athletics

Stevenson University is a member of the NCAA Division III and offers a wide variety of sports for both men and women. Known as the "Mustangs," the University fields the following teams for men and women: basketball, soccer, cross-country, lacrosse, golf, cheerleading, volleyball, and tennis; for men only, baseball and football; and for women only, dance, field hockey, and softball. Most of the University’s sports compete in the Capital Athletic Conference (CAC). Formed in 1989, the CAC is a nine-member coalition of four-year, co-educational institutions. All the institutions are located in close geographic proximity and have similar educational and athletic philosophies. Current members of the CAC include Frostburg State University, Hood College, University of Mary Washington, Marymount University, Salisbury University, St. Mary’s College of Maryland, Wesley College, and York College of Pennsylvania. The men’s volleyball team competes in the North East Collegiate Volleyball Association, while Stevenson’s women’s golf team, dance squad, and cheerleading team compete as independents. The University plans to start a track and field team to compete in the CAC effective for the spring 2011 season.

Stevenson University also sponsors junior varsity games for our largest team squads. Future club sports are also on the horizon. Club sports are teams that are fielded by Stevenson University enrolled students and will compete against other local college club teams.

All student athletes are encouraged to try-out for the varsity athletic teams and also to be multi-sport athletes. A mid-summer call for tryouts will be advertised on <www.gomustangsports.com> with instructions on how to comply with both NCAA Compliance and the Athletic Training Guidelines. Students are eligible to earn one physical education credit by participating on a team or serving as a manager of a team.

Intramurals

The intramural program provides both competitive and non-competitive sports throughout the year. The program is open to all students, faculty, and staff at Stevenson who are interested in friendly, on-campus recreational play. Some intramural activities offered are basketball, dodgeball, flag football, floor hockey, ping pong/table tennis, racquetball, soccer, tennis, and wiffle ball. To participate, contact the athletic department for dates and times or check out the Intramurals on the website.

Caves Sports and Wellness Center, New Gymnasium, and Fitness Facilities

Located on the Owings Mills campus, the Caves Sports and Wellness Center houses several locker rooms, offices for athletic staff, lounges for students, classrooms, and a wellness center for medical and counseling services open to all students. The construction of a new gymnasium and expansion of the Caves Sports and Wellness Center will be completed by fall 2010.

The new Stevenson University Gymnasium is located adjacent to the Caves Sports and Wellness Center on the Owings Mills campus. Designed to host NCAA Division III Championship playoffs, the gym is 15,000 square feet, has a hardwood floor, and seats approximately 1,500 spectators. The new gym is attached to the Caves Sports and Wellness Center (former training center and home of the Baltimore Ravens and the Baltimore Colts) and home to a 3,500-square-foot Athletic Training Center certified by the National Athletic Trainers Association (NATA) and equipped with an examining room, whirlpools, and rehabilitation machines.

The University has two fitness centers; one on each campus and both of which are open to all students, faculty, staff, and alumni free of charge. The Fitness Centers feature free weights, Precor cardio-vascular training machines, and state-of-the-art LifeFitness and Cybex strength training equipment. The University employs a limited number of personal trainers to assist with planning workouts in the Fitness Centers. The Fitness Centers are open 9:00 a.m. to midnight on weekdays and 11:00 a.m. to 8:00 p.m. on weekends during the fall and spring semesters.

The University also has several Bermuda grass athletic fields, an astroturf field, a bubble for indoor practices and intramurals, and tennis courts. In the fall of 2008, Stevenson added an outdoor sand volleyball court and an outdoor basketball court next to the residence halls.

Clubs and Organizations

Student Government Association

All students are members of the Student Government Association (SGA). The governing body of the SGA includes an executive board; officers from the senior, junior, and sophomore classes; and the Freshman Council. Elections for the SGA Executive Board and for the senior, junior, and sophomore class officers take place in the spring. The SGA believes that student participation in the conception and implementation of campus activities and policies promotes not only the intellectual development and maturation of the individual student but also cohesiveness within the campus community. Student government offers students opportunities for the practical application of professional and interpersonal skills and for the development of administrative abilities. In addition, the SGA, by supporting university traditions and serving as the voice of the student body, helps to enrich campus life, thus broadening the university experience of every student.

Student Clubs and Organizations

Clubs are established in response to student interests and requests. The clubs are not agents of the University nor are they subject to the day-to-day direction of the administration. The
following organizations are recognized by the SGA. If a club goes inactive, students can meet with the Student Activities Office and go through the process of reactivating the organization.

**Accounting Association:** The Accounting Association provides accounting students with the opportunity to interact with fellow accounting students and with professional accountants. This club provides advice to students seeking employment and helps integrate university coursework and on-the-job experience. Each semester members are encouraged to participate in professional, community service, fundraising, and recreational activities.

**Active Minds:** Active Minds is an organization that utilizes peer outreach to increase awareness of mental illnesses to all members of the Stevenson community. The organization sponsors educational and service events that provide a helping hand and a safe environment and are open to all participants. The organization also encourages students to seek help as soon as it is needed and to meet with counselors in the Wellness Center at Stevenson University.

**American Chemistry Society:** The purpose of the American Chemistry Society is to network and explore chemistry career options, discover science by attending and participating in national and local American Chemistry Society events, and organize chapter events like research seminars, social events, community service, and more.

**Anime:** The Anime Club exists to provide a place for members of the University community to explore the Japanese culture through its customs and various forms of media in an objective environment. The organization also exists to instill an appreciation for the Japanese art and communication known as anime. Through meetings, movies, and other social gatherings, the club looks at the influence Japanese culture has had on its own art as well as the influence on American art. All interested students are welcome to join.

**Association for Childhood Education International (ACEI):** The purpose of this international professional organization is to promote the inherent rights, education, and well-being of all children, in home, school, and community; to work for desirable conditions, programs, and practices for children from infancy through early adolescence; to raise the standard of preparation for all those actively involved with the care and development of children; and to encourage continuous professional growth of educators. Membership in the Stevenson branch is open to any person affiliated with Stevenson University whose interests are in harmony with the purposes of ACEI.

**Association of International Graphic Artists (AIGA):** AIGA is a national professional association for designers. The Stevenson University AIGA Student Group, associated with the AIGA Baltimore Chapter, provides opportunities for serious art and design students to meet other students in the major, network with design professionals, and learn more about design technologies through club-sponsored workshops. Major activities include fundraising for students who cannot afford to buy art supplies for school and attending AIGA professional events around Baltimore.

**Best Buddies:** Best Buddies strives to enhance the lives of people with intellectual disabilities by providing opportunities for one-to-one friendships and integrated employment. Membership is open to all students.

**Black Student Union (BSU):** The Black Student Union promotes racial and ethnic understanding on campus and fosters cultural awareness among the University community through informal discussions, panel presentations, guest speakers, and community service projects. The BSU also hosts one of the most popular traditions on campus, the BSU Fashion Show, every spring. The club is open to all students.

**Campus Crusade for Christ:** Campus Crusade for Christ is a non-denominational Christian fellowship group. The ministries in which students participate include weekly meetings with music, Bible study, and fellowship. The club also sponsors outreach and service projects.

**Campus Faith:** Campus Faith is a local Stevenson organization formed to provide students with a place to connect in a positive atmosphere and escape the stress and pressure of everyday college life. Campus Faith seeks out students that have little to no church connection and offer them a relaxed atmosphere around Christian students.

**College Republicans:** College Republicans seeks to promote political awareness and involvement across campus. The group works with the Maryland Federation of College Republicans in advancing the Republican youth effort and participates in nonpartisan acts of community service to better our nation. Meetings provide a forum for students with conservative political viewpoints to learn about our government and the Republican party and engage in debate over current events issues. All students are encouraged to join.

**Cool Kids Club:** The Cool Kids Club is a Stevenson University club affiliated with the national Cool Kids Campaign, which helps families with kids who have cancer. The club holds fundraisers to help raise money in support of cancer research.

**Cosplay Club:** The Cosplay Club is about creating costumes from popular media and using them to explore Japanese and various other cultures. Their mission is to have fun and enjoy learning the basics of sewing and crafting needed to create these costumes.

**Delta Sigma Theta Citywide Sorority:** The Mu Mu Citywide Chapter of Delta Sigma Theta encompasses predominantly African American college women from Towson University, University of Maryland Baltimore County, University of Baltimore, and Stevenson University. The sorority is a nonprofit organization based on five basic thrusts, which are economic development, educational development, international awareness and involvement, physical and mental health, and political awareness and involvement.

**Environmental Club:** The Environmental Club promotes waste reduction and awareness of environmental issues at Stevenson and beyond. All students are invited to become members. Students in science-related programs are especially encouraged to participate.

**The Firm:** The Firm is a public relations club designed to provide students with an interest in public relations an

**Forensic Science Club:** The Forensic Science Club strives to provide unity within the forensic science program at Stevenson by giving both graduate and undergraduate students in the program, as well as the faculty members, a chance to interact and participate in various campus events as a group. The club also fundraises to host networking sessions with various external forensic science organizations.

**Game Club:** The Game Club exists to provide a fun, interactive environment where students can learn strategic thinking, teamwork, and communication skills through various types of games, including board games, card games, video games, and role-playing games. Several times a year the Game Club hosts gaming tournaments for the SU student body.

**Human Services Club:** The Human Services Club parallels strongly with the major. It sponsors charitable, educational, and social activities. Students conduct service projects that benefit needy families, such as donating Christmas gifts to needy children through the Giving Tree Project. The club also invites speakers, such as admissions officers from graduate
programs in counseling and social work, and representatives from nonprofit organizations like Catholic Charities. Social gatherings have included parties as well as recreational field trips.

**International Club:** The International Club promotes awareness and embraces supports diverse cultures and religions through a variety of educational and social programs including, but not limited to, speakers, films, cultural fairs, and dinners. The club is open to all students, faculty, and staff.

**Justice Society:** The Justice Society meets periodically to plan activities that enhance interest in, and knowledge of, the paralegal profession. The club schedules speakers who are experts in various fields of law and also plans educational field trips.

**Mission: I’m Home (MIH):** Mission: I’m Home is an organization focused on rehabilitating damaged or destroyed houses enabling displaced families to return home. MIH organizes annual alternative spring break trips to New Orleans, Louisiana, where they partner with the St. Bernard Project in an effort to restore residential areas devastated by Hurricane Katrina.

**Mustang Activities and Programming Board (MAP):** MAP is a programming board that is responsible for bringing free entertainment to campus, including musicians, comedians, speakers, and novels. This group works with outside entertainment agents to book touring acts for Stevenson's campuses, including a monthly movie series. All students are welcome to join MAP.

**National Student Nurses Association (NSNA):** The Stevenson University chapter of the NSNA is a professional club that focuses on issues of interest to students preparing to join the nursing profession. As members of this national organization, students have the opportunity to network with nursing professionals, meet and plan activities with students from area chapters in Maryland, and enjoy the support and camaraderie of other students in the nursing field. NSNA members are involved in education and service activities locally. Activities include co-sponsorship of a day long professional conference, social events, and a blood drive. The NSNA is also involved in a variety of fundraising projects to support the many activities they participate in during the year.

**Patriots Club:** The Patriots Club is a group created to unite the campus and community in supporting our troops and emergency relief personnel during wartime and peacetime, regardless of political or religious beliefs. Their motto is to never forget those who selflessly endanger themselves for our country and community.

**People for Animal Wellness Society (PAWS):** The mission of PAWS is to educate Stevenson University students, faculty, and staff about the ethical treatment of animals and responsible pet ownership through various educational workshops, community service, and social events. The club works closely with the Maryland SPCA as well as many other organizations.

**Philosophy Club:** The Philosophy Club, which is open to all students, provides an outlet for discussions based on contemporary and classical ethical and philosophical issues.

**Phi Beta Lambda:** A national business society that serves as the collegiate level of Future Business Leaders of America, Phi Beta Lambda strives to instill the values and ethics required for responsible business practice.

**Phi Sigma Sigma Sorority:** Stevenson’s chapter of this national and international sorority endeavors to promote friendships and cooperation among college women of all races and creeds, to provide service, to raise the standard of university ideals, and to promote philanthropic efforts. Members sponsor social events and fundraisers and participate in activities with other area chapters.

**Psychology Club:** The Psychology Club gathers to discuss issues related to the field of psychology, such as applying to graduate school, research possibilities, and careers in psychology. The club co-sponsors health awareness events, coordinates volunteer activities in the community, and hosts social activities to increase camaraderie.

**The Q Group:** The purpose of The Q Group is to promote acceptance and support for the gay, lesbian, bisexual, transgender, queer, ally, and other students on the campus. The group plans to educate students about the GLBTQA community and encourage a sex-positive environment on the SU campus. The group intends on offering events and activities embracing the GLBTQA students on campus.

**Reformed University Fellowship (RUF):** RUF is an evangelical and Reformed Christian fellowship that is sponsored by the Presbyterian Church of America. The goal of the group is to challenge today’s university students to think seriously about the world around them from a distinctly biblical and historically Christian perspective.

**Residence Hall Association (RHA):** RHA focuses on the interests of resident students by providing opportunities for residents to gather and meet new people across a residential campus. They are also the source for residents to express their concerns about their residence life experience in addition to planning monthly events.

**Service Corps:** The Service Corps is a team of dedicated students committed to serving the community while exploring issues related to society and self. The Service Corps has three goals: to have fun and build a solid team experience for all corps members; to create a dynamic atmosphere for learning in which critical thinking and leadership skills are enhanced; and to meet community needs while learning about self, other corps members, and social issues. Corps members meet on four Saturdays during the semester and complete 20 hours of community service.

**Society of Math and Science:** As the premier science and math club at Stevenson, their goal is to develop leaders for the 21st century by promoting research, education, and the practices required for success in the fields of science and math. The club provides members the most comprehensive resources available to prepare themselves for a lifetime of learning and for successful careers in their chosen fields. The club also provides invaluable resources for those members seeking entrance to institutions of higher learning. Through active community involvement, this group intends to instill in its members qualities of leadership and dedication. At the same time, it shall serve as an important source of information for the University community in the areas of math, science, health and technology. Although this club is geared toward science and math majors, all interested students are welcome.

**Speed Illusionz Car Club:** This group brings students, staff, and others together to express and share their love for the automotive industry with car shows, rallies, auto crossing (racing through a coned course in a parking lot), meet and drives, and nights at the drag strip. The only qualification is to like cars, trucks, or bikes to become a member.

**Students Helping Students:** Students Helping Students is an academic nursing tutoring organization formed to promote academic and clinical skills for nursing students. Upperclass nursing majors serve as tutors for underclass students to provide students with the opportunity to experience both academic and clinical nursing help. Students Helping Students also engages in community outreach to teach the community the importance of health awareness.

**Wilderness and Ecology Club:** The Wilderness and Ecology Club sponsors outdoor activities such as camping and hiking. In addition, students will also help preserve and restore both the local and global environments.
Community Outreach and Service

Educational Services to the Community

Stevenson University regularly sponsors a variety of educational services open to the public. In general these services include career workshops, SU speakers who appear at various high schools to advise on career choices, and seminars to acquaint students and parents with financial aid requirements.

Community Service Opportunities for Students

The University encourages and supports community service. Through organizations such as the Stevenson Service Corps, students can serve the community in many ways. The Learning Beyond office under the supervision of the VISTA Coordinator plans and monitors opportunities with agencies around the Baltimore area. The University supports students who aim to develop an awareness of social issues and have a desire to contribute to their solution rather than their perpetuation. Formal service learning opportunities have been developed within the curriculum of the university. These service learning opportunities are incorporated into classes that are labeled service learning or one-credit options. These classes provide students with the resources to be civically, socially, or culturally engaged in the community in ways that make them aware of the issues and opportunities around them.

Cultural Activities

While the Baltimore area has a wide variety of cultural attractions, Stevenson University offers its own array of events. Between exhibits by professional artists, student plays, and performances by nationally renowned musicians, students can gain a greater appreciation for the arts without ever having to leave campus.

Each year, the University Art Gallery presents a series of eight exhibitions highlighting diverse media. The museum-quality gallery provides a significant venue for artists and collectors in the region and offers opportunities for students, artists, and the community to see established and emerging talents, learn through gallery talks and slide lectures, and celebrate at music-filled receptions. Throughout the year, exhibitions are also on view in the St. Paul Companies Pavilion. Student work in progress fills the Art Wing Studio Gallery and the second floor of the Dawson Academic Center, and the academic year culminates in a graduating senior exhibition.

The 326-seat proscenium main stage in the Inscape Theatre hosts a pair of stage productions each year, presented by the Department of Film, Video, & Theatre. In addition, plays including student-directed works are also staged in the more intimate, 60-seat studio theatre. All students are invited to audition for roles or to serve as crew for productions. The department also sponsors periodic screenings of works by video or film majors.

Students interested in film and video also have the opportunity to perform in student-produced projects and work alongside professional filmmakers on the faculty. Recently, Stevenson students have served as cast and crew for several productions in the Baltimore area.

While the University doesn’t offer a formal music major, the Cultural Arts Program and the music department have joined to bring several significant music events to the campus. The Greenspring Valley Orchestra was formed in 2002 and calls the Inscape Theatre home. Musicians in the orchestra from Stevenson and the surrounding community present several concerts each year under the direction of Robert Suggs, Ph.D. Additionally, students and faculty with musical interests have the opportunity to participate in the University’s jazz band and chorus. These groups present a variety of music at several performances both on and off campus throughout the year including a summer concert series and Casual Friday concerts.

Finally, outstanding speakers from a variety of fields visit the campus every year to share their expertise and experience. The topics are keyed to the interests and concerns of today.

Honor Societies

Lambda Epsilon Chi - National Honor Society for Paralegal Studies Program

Full-time and part-time paralegal students who have a cumulative grade point average of at least a 3.50 or above and who have completed two-thirds of their program are eligible for application for membership. Members are selected by paralegal faculty and staff based on a written application for membership, faculty recommendations, and demonstration of service and dedication to the legal profession.

Psi Chi - National Honor Society in Psychology

Psi Chi, the International Honor Society in Psychology, promotes excellence and scholarship in psychology and works to advance the science of psychology. Students who apply for membership must be a second-semester or later psychology major or minor and meet the following academic criteria: have a 3.00 GPA in psychology with a minimum of three psychology courses, have a cumulative GPA of 3.00, and be in the highest 35% of GPAs for their academic year.

Sigma Alpha Pi - National Leadership Honor Society

Sigma Alpha Pi was founded to help individuals create the lives they desire by helping them discover what they truly want to do and giving them the support, motivation, and tools to achieve their goals. Members achieve this through speaker presentations, success networking team meetings, and a leadership training day. Students are invited to join based on academic and leadership achievement.

Sigma Tau Delta - International English Honor Society

Alpha Lambda Omicron, Stevenson University’s chapter of the Sigma Tau Delta, confers distinction upon students of English language and literature in undergraduate, graduate, and professional studies. Students majoring in English language and literature, business communication, interdisciplinary studies (with English as one of the fociuses), or minoring in English who have an overall GPA of 3.00 or better and have an average in their English classes of 3.00 or better are eligible for membership. Members are recognized for their outstanding achievements and may enrich their educational experience by taking part in chapter activities, competing for national awards and scholarships, and attending the annual Sigma Tau Delta convention. They may also contribute to The Rectangle, the society’s literary publication.

Sigma Theta Tau - International Honor Society of Nursing

Rho Epsilon, Stevenson University’s chapter of Sigma Theta Tau, is open to nursing candidates who demonstrate scholastic achievement, academic integrity, and leadership qualities. Candidates are invited to join the society when they meet the following eligibility requirements: completing at least one-half of the required nursing component of the baccalaureate curriculum; maintaining at least a 3.00 GPA and ranking in the top 35% of their class. Nurses in the community who demonstrate excellence in practice and leadership may also be nominated. A formal induction ceremony is held during the spring semester. The purpose of Sigma Theta Tau is to create a community of leaders and scholars in practice, education, and research to enhance the health of all people. The society
supports learning and professional development of members to improve nursing care worldwide.

**Student Publications**

**Stevenson University Forensics Journal** is an annual publication showcasing the work of current and former students as well as faculty. The Journal serves the dual purpose of presenting recent scholarship and research conducted by current students, graduates, and faculty in the programs while giving students experience in professional writing and peer-reviewed scholarship. Further, it allows students to use their education and professional experiences to expand their respective disciplines.

*The Villager*, the student newspaper, is issued bi-weekly during the school year. Its staff consists of journalism students and other contributors from the university community. Its purpose is to report University news, to represent as many diverse views as possible, and, generally, to act as a channel of information. *The Villager* provides a laboratory environment in which those interested in journalism can gain skills in writing, editing, design, and layout. *The Villager* is also published online at The Villager Online.

*Spectrum*, an annual literary and fine arts magazine, includes poems, short stories, essays, black and white photography, and artwork submitted by students, faculty, staff, and alumni. Submissions are selected anonymously and edited by student Spectrum staff. A one-credit general education option is available for people interested in editing and working on the Spectrum staff.

ProseWorks is an online journal, featuring work in prose, with a special interest in the artful, the provocative, and the inspiring. ProseWorks embraces the realm of creative nonfiction including memoir, biography, nature and science writing, travel writing, and the many hybrid forms of literary nonfiction thriving in contemporary literature.

**University Store**

Located on the first floor in the Manuszak Student Union on the Greenspring campus, the Stevenson University Store has available required and recommended books and supplies for classroom use. A wide variety of other goods and services are for sale, including computer software, accessories, a large selection of Stevenson imprinted clothing, gift items, greeting cards, and magazines.

During the semester, the University Store’s hours of operation are Monday through Thursday from 8:30 a.m. to 7:30 p.m., Friday from 8:30 a.m. to 4:30 p.m., and Saturday from 8:30 a.m. to 1:30 p.m. Additional hours are scheduled before the beginning of each semester.

Students may also purchase merchandise and textbooks from the University Store online. Specific ISBN #’s for textbooks can be found on the University store website.

**Dining Services**

Stevenson University offers dining services at both the Greenspring and Owings Mills campuses.

The Marketplace is an innovative, all-you-can-eat dining experience located in the Rockland Center at Owings Mills. In addition, Pandini’s, a warm and inviting Italian eatery, is also located on the first floor of Rockland and offers a menu of hand-stretched gourmet pizzas and flatbread sandwiches with operating hours separate from the Marketplace. Pandini’s includes comfortable seating and plasma televisions to enhance the experience. The popular coffee shop, Jazzman’s Café, is in the nearby Ratcliffe Community Center. Meal plan blocks and flex dollars are accepted at all Owings Mills dining locations.

On the Greenspring campus, the Mustang Corral offers a-la-carte options Monday through Friday in the Manuszak Student Union. Everyone is welcome, and students on meal plans can use their blocks and flex dollars in this location. Sandella’s has been added to the Mustang Corral to provide fresh wraps and personal pizzas. On the lower level of the Manuszak Student Union, SubConnection offers a tasty menu of subs and sandwiches.

Stevenson University has introduced off-campus use of flex dollars to enhance your dining experience. This feature allows flex dollars to be used at many participating merchants in the Owings Mills area. Interest in this program throughout the University community is very high from both students and merchants. For a list of current participants, please visit Stevenson Flex online.

If you have any questions related to Dining Services, please contact the Auxiliary Services Office at 443-334-2240.

**Experiential Learning and Career Services**

Career Services provides all students with a variety of career-focused programs, services, and resources. The Career Services staff introduces Stevenson’s unique Career Architecture process to help students realize their values, skills, interests, and uniqueness. This powerful process continues throughout the students’ university years resulting in competent, skilled, and prepared graduates ready for the competitive world of work.

The Career Services staff works with students to develop the skills, experiences, and confidence needed for success. Expert career advice and individualized attention help students grow in their career development. Career Services staff can also help students with résumé critiques, job search assistance, mock interviews, career assessment tools, career counseling, and graduate or professional school preparation. The Perfect Interview is an online tool that allows students to practice and review as many interviews as they desire. Students can participate in on-campus recruiting by visiting employers, career seminars and workshops presented by business and community leaders, career exploration fairs, networking etiquette meals, and many other events. Career Services maintains a comprehensive 24/7 career website, Mustang Central, which provides information on job and internship opportunities, on-campus recruiting, career planning, job success tips, résumé and interviewing resources, and much more.

Experiential learning is an important part of the career process and includes internships, study abroad, one-credit options, service learning, and research. Through experiential learning, students have the opportunity to use the skills and knowledge they have acquired in the classroom and apply them on the job. Experiential learning also enables students to become civically engaged and aware of the real life issues that they will encounter in the world when they graduate. The Experiential Learning and Career Services Office, in collaboration with faculty, support the career development and real life experiences that develop Stevenson University students into prepared and skilled emerging professionals for the working world.

**Library - Learning Resource Center**

The main library at the Greenspring campus houses most of the books and media available for checkout. The library in the School of Business and Leadership at Owings Mills features reference materials covering paralegal studies, business, and related disciplines. Both libraries feature browsing collections with entertainment reading. Students may search the Shared
Resources Catalog (SHARC) on the library website to find specific books and media. Since 2005, the Stevenson University Library has been a member of the Maryland Interlibrary Consortium (MIC), with five area colleges providing access to shared collections of over a million volumes. Students can request materials from partner libraries for delivery to the Greenspring and Owings Mills campuses within 24 hours. Details are on the website. A complete listing of more than 50 databases featuring electronic journals, magazines, and newspapers is viewable at the library website by following the databases link. A few of the databases to which Stevenson subscribes include Lexis-Nexis Academic, Business Source Premiere, The Baltimore Sun, and Science Direct. There are over 64,000 full text magazines, journals, and newspapers from a single source. Most of these electronic resources are searchable from home or office.

Reference and research help are available in person, by phone, and electronically via chat and email. The AskUsNow virtual reference service provides access to a Maryland librarian (or one from another location) via live chat 24 hours a day, seven days a week. This service may be accessed from the library web page.

Students have a choice of study environments at the Greenspring location, including wireless network access, individual study carrels, listening/viewing rooms for media, group study areas, a computer lab/library instruction classroom, and lounge and quiet study areas. The Brown School of Business and Leadership Library features extended late hours during the regular semester, study rooms, a computer lab, and more. There are 56 public computers at the Greenspring Library and 32 at the Brown School of Business Library which also includes 10 iMacs with multiple printers at each location.

Visit the Stevenson University Library website <http://library.stevensonuniversity.org> for details and hours of operation. Students only need a current Stevenson ID card to borrow circulating material from the library.

Library hours at the Greenspring campus during the semester are Monday through Thursday, 8:00 a.m. to 10:00 p.m.; Friday, 8:00 a.m. to 7:00 p.m.; and Saturday, 9:00 a.m. to 5:00 p.m.

The Brown School of Business and Leadership Library is open at noon on Sunday, continuously until 5:00 p.m. on the following Friday, and Saturday from 9:00 a.m. to 5:00 p.m.

New Student Orientation

Prior to the start of each session, an orientation is held for new students. Students are provided with information about the academic, social, extra-curricular and personal services available at the University. In addition, students are given instruction in the use of Blackboard, the University’s online course management system.

Student Handbook

All students may access the GPS Student Handbook online which tells about resources available on campus, gives general information and regulations, lists some University policies of particular relevance to students, and contains helpful hints and a usable calendar containing many of the University’s special events. The Student Handbook does not include an exhaustive list of University policies. It is the student’s responsibility to review, understand, and comply with all University policies and procedures, which can be found on the web at <www.stevenson.edu>.

Tutoring and Academic Assistance

Academic Advising

Academic advisement allows students to plan University experiences and coursework to better achieve personal and career goals. Each student is assigned an academic advisor who specializes in the selected major program. In addition, each student is assigned to a student support coordinator based upon the selected major program. Student support coordinators assist in course scheduling. Academic advisors are a source of information about their respective disciplines and areas of interest or experience. Although it is the responsibility of the student to fulfill all requirements for graduation, the academic advisors and student support coordinators are experts who can provide background knowledge and information to assist the student’s own decision-making.

All students are strongly encouraged to consult with their academic advisor and/or student support coordinator at least once each semester. Academic advisors and student support coordinators can also provide assistance to accelerated students as they plan schedules based on the sequence of what courses will be offered.

Online Tutoring

Online tutoring services are available in designated academic areas to both undergraduate and graduate students through SmarThinking. Tutoring services are available to students through a variety of means including one-on-one live online tutoring sessions, drop-in tutoring sessions, scheduled tutoring sessions, or through submission of writing assignments for feedback.

Tutoring Center: The Academic Link

The Academic Link, nationally certified by the College Reading and Learning Association, serves as Stevenson University’s tutoring and academic assistance center, offering free tutoring in most courses to all enrolled undergraduate students. This student-oriented center, located in Knott Hall 201, “links” students to a wide array of support services and innovative programs to help students achieve academic success and attain their goals. The Link’s mission is to provide services and resources to students and faculty which will enhance student satisfaction, strengthen academic performance, and improve retention. Services are also available on the Owings Mills campus.

Students work with dedicated peer and faculty tutors as a team to learn effective study strategies, increase understanding of course content, and become independent learners. Students who need help in a class or who are interested in raising their grade from a “B” to an “A” are encouraged to stop by to learn about the services, to use the computers, or to study in the learning environment of the Link. Test administering services, for which the faculty member and student must make arrangements with the Link in advance, are available for students with documented reasons and are offered by appointment only.

Visit the Academic Link’s website at <http://academiclink.stevensonuniversity.org>

Campus Technology

Stevenson University is committed to providing its students, faculty, and staff with secure and reliable computer technology and network infrastructure. The Office of Information Technology (OIT) is responsible for much of technology used throughout both campus locations. This includes the computer
labs, classrooms, residence halls, faculty and staff offices, administrative processes, and network operations.

OIT operates two data centers, one on each campus, to achieve a high level of availability and performance. Both campuses have hard-wired and wireless networks with many classrooms and residence halls connected at gigabit speeds. Each campus location has a dedicated digital high speed connection to the Internet rated at 100 Mbps to provide students fast and reliable access.

Among the twelve dedicated computer labs on campus are several labs that are open for general student use at almost any time. These labs provide Mac and PC computers with the latest software needed for academic work.

**Usage Policy**

Stevenson University’s computer labs are for the use of currently enrolled students, faculty, staff, and administrators only. These labs are for class-related and University assignments and are not for personal use. All computer users are expected to observe and comply with the University Policy on the Use of Computers or face access or disciplinary sanctions. Food and drink is prohibited in labs. Furthermore, because these facilities are specifically for academic purposes, no computer gaming is allowed. Students not actively working on class assignments when the lab is full, (e.g. browsing the Internet or instant messaging) will be asked to leave to make space for others who need to complete class assignments. Students are requested to use headphones while listening to computer audio in the lab environment. Cell phones should be on vibrate, and calls should be taken outside of the classroom and lab environment.

In addition to the computer labs, students are permitted to connect their personally-owned computer to the campus network for the purpose of conducting classroom assignments or school related business. Students are limited to two personal devices which will be authorized for connection to the Stevenson network, typically a PC, laptop, or a gaming system in a residence hall. Students are not allowed to connect wireless access points, network switches, gateways, or any other devices to the network. Unauthorized devices detected on the network will be black-listed and denied access. Students are prohibited from hacking/cracking, sniffing, and other improper network activities, all of which are defined in the Computer Usage Policy. Violations of this policy may result in access restrictions and/or severe disciplinary actions. All users are strongly encouraged to read the full policy found at <http://oit.stevensonuniversity.org>.

**Verizon Center for Excellence in Teaching and Learning**

Equipped with sophisticated teaching enhancement technology, the Verizon Center for Excellence in Teaching and Learning at the Greenspring campus provides wireless Internet and full-motion video capabilities to allow interaction between the Stevenson community and students and presentations at remote locations. Each of the two classrooms accommodates 24 students, provides individual monitors, and features large video screens at the front and rear of the room.

**Mock Trial Courtroom**

In 2009, Stevenson University and the School of Graduate and Professional Studies opened a state-of-the-art mock trial courtroom on the Owings Mills campus. Housed within the new Brown School of Business and Leadership, the courtroom is based on the high-tech courtroom at William & Mary Law School. The courtroom was designed for the University’s forensic studies and forensic science master’s degree students as an important part of their capstone expert witness coursework. The undergraduate paralegal program also uses the space, with Stevenson’s students the first undergraduates in the state to have a courtroom for their studies.

The mock trial courtroom features the latest courtroom technology including plasma screens, electronic screens, screen projectors, SMART Board interactive whiteboard fully integrated into the courtroom technology, touchscreen annotation functions, a portable Polycom HD video conferencing unit, video and audio digital recording using the Mediasite hardware and software platform, fully integrated presentation podium and fully integrated technology when using videotapes, DVDs, slides, electronic presentations, handouts and live images. The mock trial courtroom technologies help continue the long tradition of providing SU students with a leading edge in the workplace.

**The Wellness Center**

The Wellness Center includes both Student Health Services and Counseling Services. These services are located at the Owings Mills campus on the top level of the Caves Sports and Wellness Center. The Wellness Center staff can be reached at 443-352-4200 or fax 443-352-4201. The Wellness Center is open Monday through Friday from 9:00 a.m. to 5:00 p.m.

**Student Health Services**

The Wellness Center offers limited primary care services by appointment with our nurse practitioner, physician, and nurse. A minimal fee will be charged to the student’s account for services and supplies; private health insurance is not accepted for payment. Free HIV testing and tuberculin skin testing is offered each semester.

Health Services has numerous informational brochures and videos addressing health issues and will offer assistance with community referrals. Health awareness as well as promotion events such as "Wellness Wednesdays" are held frequently throughout the year and include health education, screenings, and guest speakers. These events sponsored by the Wellness Center include partnership with various Stevenson University community clubs and departments. A certified peer education (CPE) program which includes 2-day training for qualified applicants interested in health promotion/education is new for 2010. CPE’s will assist in planning, promoting, and executing Wellness events.

**Student Health Requirements**

All full-time students are required to have the Stevenson University Student Health Form completed and on file in the Wellness Center by August 1 for fall entrance and January 2 for spring entrance. Failure to complete these forms by the deadline will result in blocking registration for classes the following semester.

In addition, all students residing in the SU student housing are required by Health-General Article 18-102(b) annotated Code of Maryland 10.06.05 Meningococcal Vaccination Requirements for Students in Institution of Higher Education to obtain and provide written documentation of a meningococcal vaccination. Students will not be permitted to move into the residential community on campus until the Student Health Form is complete and on file with the Wellness Center by the above deadline.

For those students interested in participating in varsity athletics, additional health forms are required by the athletic department prior to participation in try-outs and practices. Student-athletes should contact the head coach associated with the sport for information about this requirement.
Counseling Services

From time to time, students are presented with concerns or problems that require challenging decisions and effective coping strategies. Talking with a professional counselor is an opportunity for a student to explore issues that may be interfering with their success and happiness in college. Counseling is a confidential process designed to help students learn more about themselves, address their concerns and problems, and to discover effective solutions. Some of the typical concerns students may have include adjustment difficulties, anxiety, depression, substance abuse, sexual assault, identity issues, and self esteem. Counseling is confidential and provided free for all Stevenson University students.
Admissions

General Admissions Policy

Admission to Stevenson is reserved for applicants who have demonstrated the ability to meet the demands of the University's School of Graduate and Professional Studies level of instruction. Students who enroll for course work at Stevenson University are classified as either degree students or non-degree students.

A degree student is a student who is seeking a degree from Stevenson University and who has been accepted by the Admissions Office as either an undergraduate or graduate student. An undergraduate or graduate student may enroll for course work for each consecutive semester as long as he or she remains in good academic standing at the University. A program of 12 credits or more constitutes an undergraduate full-time load; fewer than 12 credits constitutes a part-time load. A program of 6 credits constitutes a graduate full-time load.

Non-degree students are those not currently seeking a degree from Stevenson University. Non-degree students are limited to part-time status and are not eligible for financial aid. While enrolled, non-degree students must meet the same academic standards for continued enrollment as degree students.

Admissions Procedures and Processes

Admission to Accelerated Undergraduate Programs

Admission requirements for the accelerated programs in business administration, business information systems, criminal justice, computer information systems, interdisciplinary studies, and paralegal studies consist of the following:

1. Completed application for Accelerated Undergraduate Admissions with the $50 application fee.
2. Two years of professional work experience.
3. Interview with an admissions counselor to discuss requirements, course transferability, and appropriate program entry date. Admissions interviews may be scheduled by calling 410-486-7001 or 1-877-468-6852. Interviews may also be scheduled online at <www.stevenson.edu/admissions>.
4. Official college transcripts from each post-secondary institution previously attended.
5. At least 30 transferable credits with a minimum cumulative GPA of 2.50. Applicants with fewer than 30 credits need to submit an official high school or GED transcript.

Admission to the RN to BS program option requires the following:

1. Current Maryland registered nurse's license in good standing.
2. Completed application for Accelerated Undergraduate Admissions with the $50 application fee.
3. Completion of the Prerequisite Course List with a minimum cumulative GPA of 2.80 (See course list under program description.)
4. Official college transcripts from each post-secondary institution previously attended.
5. Substantiation of adherence to the nursing department's health requirements.
6. Evidence of current health insurance.

7. Evidence of CPR certification.
8. Proof of current liability insurance coverage.
9. Two professional recommendations completed by supervisor or peer.
10. Interview with an enrollment counselor to discuss requirements, course transferability, and appropriate program entry date. Admissions interview may be scheduled by calling 410-486-7001 or 1-877-468-6852. (Interviews may be conducted over the phone.)

Transfer of Credit

Students desiring to transfer from another college and enroll in a degree program at Stevenson University must submit official transcripts of all previous college records. Stevenson University will accept a maximum of 70 transfer credits from a regionally accredited community college and 90 credits from a regionally accredited four-year institution. A matriculated student must complete the last 30 credits of their degree at Stevenson University.

The courses and credits completed with a grade of "C" or better at other regionally accredited institutions are transferable to Stevenson. The transferability of credits from an institution that is not accredited by a regional accreditation agency may be considered upon receipt of documentation that demonstrates equivalency regarding course information and learning outcomes. It is the student’s responsibility to provide this documentation. Please consult the Registrar’s Office for documentation guidelines.

All transferable courses must be comparable to courses offered at this University. Classes that do not transfer include developmental/remedial, personal development, orientation courses, and credit given for portfolio work and internships by the other institution. Regardless of the number of transfer credits accepted, students must still complete the academic program requirements as shown in the Stevenson University Catalog and on the student’s degree audit. Incoming transfer students have access to their degree audit through WebXpress after registration. Upon acceptance, evaluated transfer credit may be viewed through WebXpress.

Transfer applicants should have left their sending institution in good standing. Grades and grade point averages earned at another institution do not transfer. The transferred credits apply toward graduation, but the grade points are not used in calculating the academic average required for graduation. Students seeking information on the transferability of credits may contact the Registrar’s Office, the transfer admissions web pages, or an enrollment counselor.

Admission to Graduate Programs

The Graduate Admissions Office is committed to ensuring that the incoming classes will be comprised of highly qualified individuals representing a diversity of academic and professional backgrounds and accomplishments. Admission to the master's degree programs is open to individuals who have attained bachelor's degrees from regionally accredited colleges or universities. The Admissions Committee evaluates applicants based on academic and professional accomplishments, written recommendations, and personal interviews.
Applicants to the accelerated graduate programs are expected to have a cumulative GPA in past academic work of no less than 3.00 on a four-point scale. All applicants are given opportunities to discuss their professional experience in the areas of their desired programs via the résumé and writing samples. Admissions requirements consist of the following:

1. **Completed Graduation Application** with the $50 application fee.
2. College transcripts of all previous post-secondary coursework.
3. GRE Scores—Standardized test scores are optional for all graduate programs.
4. Information session or personal interview with an admissions representative. Call 410-486-7001, or toll free 877-468-6852 to schedule this appointment. Interviews may be conducted over the phone.
5. Writing sample—250-350 words (Optional).
6. Letters of recommendation—aademic or work-related (Optional).
7. Résumé of professional experience (Optional).

**Application Deadline**

The Stevenson University Admissions Office reviews applications on a rolling basis throughout the year. However, the University strongly encourages applicants to the accelerated undergraduate programs or to the graduate programs to submit all required documents no later than four weeks prior to the start of the desired session.

**International Students**

All international students, except documented U.S. permanent residents and other eligible non-U.S. citizens, should submit all application requirements by March 1st for fall admission and September 1st for spring admission. Decisions are released in writing on a rolling basis. Applications completed after the deadline may not be considered for that semester but will be reviewed for the following semester upon receipt of a new application.

**Admissions Requirements for International Students**

**Undergraduate Transfer Students** - International students applying as transfer students from another post-secondary college or university must submit the following:

1. **Application for Admission.** The online application at <www.stevenson.edu> is preferred.
2. **English Proficiency.** International students must demonstrate a satisfactory level of English proficiency. Any student whose native or official language is not English must submit an official TOEFL (Test of English as a Foreign Language) score. The following TOEFL scores are required for admission: 213 or higher (computer-based); 80 or higher (Internet-based) or 550 or higher (paper-based). The website for TOEFL information is <www.ets.org>. International students who have completed courses equivalent to ENG 151 and ENG 152 at Stevenson University with a grade of "C" or better may be exempt from providing TOEFL scores.
3. **Transcripts and certificates of all previous academic work.** International students who have attended or who are currently attending a U.S. post-secondary school institution must submit official transcripts from all institutions. Students who have completed post-secondary coursework outside of the U.S. must submit these records for evaluation directly to either World Education Services (WES) or the American Association of Collegiate and Admissions Officers (AACRAO). Transfer students who have completed less than 30 credits (as determined by the Admissions Office) will be required to submit an official U.S. high school transcript or an evaluation of the non-U.S. secondary school transcript.

**Graduate Students** - International graduate students applying as transfer students from another post-secondary institution in the United States must submit official transcripts from all institutions. Students who have completed post-secondary coursework outside of the U.S. must submit these records for evaluation directly to either World Education Services (WES) or the American Association of Collegiate and Admissions Officers (AACRAO). Transfer students who have completed less than 30 credits (as determined by the Admissions Office) will be required to submit an official U.S. high school transcript or an evaluation of the non-U.S. secondary school transcript.

4. **Documents Required for International Students Currently Attending a U.S. Post-Secondary Institution.** A legible and high quality copy of the following valid documents is required to be submitted: visa, passport I.D. page, I-20 (if any), I-94 (if any), and a letter from a school official from the current U.S. institution indicating eligibility to transfer/attend.

5. **Financial Resource Statement.** All applicants holding or intending to seek an F-1 student visa must complete the **International Student Declaration of Finances** form. This form is downloadable from the Admissions website under International Student Frequently Asked Questions (FAQs).

6. **Official Bank Statements.** An official statement from the international student’s or sponsor’s bank verifying the student’s financial resources (in U.S. dollars) for the entire cost of attendance for one year must be submitted along with a literal English translation if necessary. The cost of attendance can be found on our website under International Student Frequently Asked Questions (FAQs).

**Additional Requirements -** All international students accepted to Stevenson University must then submit the following:

1. **Enrollment Deposit.** The enrollment deposit is applied to the accepted student's tuition bill. This deposit is non-refundable after May 1 for fall entrance and December 1 for spring entrance. The Certificate of Eligibility (I-20) for accepted F-1 students will not be issued until the deposit is received.
2. **Stevenson University Health Form.** This form, which is downloadable from the University’s website, must be completed in its entirety and mailed to the Stevenson University Wellness Center before June 1 for fall admission and November 1 for spring admission. Students will not be allowed to start classes, until all required immunizations have been received and this form submitted. Proof of medical insurance is required for all international students attending Stevenson University.

3. **SEVIS Fee.** Accepted international students are responsible for paying the Student and Exchange Visitor Information System (SEVIS) fee. See <www.fmjfee.com>.

**Graduate Students -** International graduate students applying as transfer students from another post-secondary institution in the United States must submit official transcripts from all institutions. Students who have completed post-secondary coursework outside of the U.S. must submit these records for evaluation directly to either World Education Services (WES) or the American Association of Collegiate and Admissions Officers (AACRAO).

**Transfer F-1 student documents.** In addition to official transcripts, an international student currently attending another post-secondary institution in the United States must submit a copy of his or her current I-20, I-94, U.S. visa, passport, and a letter or certificate of eligibility from the current U.S. institution indicating eligibility for graduate work.

**Financial Resource Statement.** All applicants holding or intending to seek an F-1 student visa must complete the
International Student Declaration of Finances form. This form is downloadable from the Admissions website under International Student Frequently Asked Questions (FAQs).

6. **Official Bank Statements.** An official statement from the international student’s or sponsor’s bank verifying the student’s financial resources (in U.S. dollars) for the entire cost of attendance for one year must be submitted along with a literal English translation if necessary. The cost of attendance can be found on our website under International Student Frequently Asked Questions (FAQs).

**Scholarships.** International transfer undergraduate students are automatically considered for merit scholarships. The scholarship review is based on secondary school performance and SAT or ACT scores for freshmen and previous post-secondary school academic coursework for undergraduate transfer students. Federal financial aid programs are restricted to U.S. citizens and permanent residents.

**Military Service Members**

Stevenson University is a member of the Service Members Opportunity Colleges (SOC), a consortium of national higher education associations that help meet the voluntary higher education needs of service members. A joint education agreement also exists between the Maryland National Guard and Stevenson University. Active Guard members receive a 15% tuition discount and should submit appropriate paperwork to the Student Financial Services to qualify for this discount. Service members desiring information about courses and degree requirements should contact the Registrar.

Stevenson University also participates in the Yellow Ribbon program.

**Non-Degree Students**

**Accelerated Undergraduate Students**

Admission as a non-degree seeking undergraduate student requires submission of the following:

1. **Special Application for Non-Degree Status** form.
2. **High school transcript** (required only for students who have been out of high school for less than two years and have not attended college).
3. **College transcripts** At the time of registration, students who have attended college must provide transcripts of all prior credit courses from all colleges attended. Students must be in good standing at the last college attended and must meet the same GPA requirements as those stated for degree-seeking students.

Non-degree students must take fewer than 12 credits in a semester and are not eligible for financial aid.

A non-degree student may become a degree student by applying for and being granted formal admission. Application must be made prior to the student's enrollment in the last 30 semester hours of academic credit required for a degree at Stevenson University. In addition, the last 30 semester hours of academic credit must be completed at Stevenson University unless a waiver is granted in writing by the Dean of the School of Graduate and Professional Studies. For admission as a degree student, a non-degree student must meet the same entry criteria as a transfer student.

A student denied admission as a degree student may enroll as a non-degree student only with the approval of the Dean of the School of Graduate and Professional Studies.

**Graduate Students**

A student may enroll in graduate courses without seeking a graduate degree. Such students must complete a special application for non-degree status which must be approved by the Dean of the School of Graduate and Professional Studies. The criteria for admission are the same as those for degree-seeking students. Not more than six credits may be taken while under this status. Financial aid is not available for non-degree seeking students. After six credits, students must apply for admission to continue.

**Admission to the BS/MS Option for Current Stevenson University Undergraduates**

The objective of the BS/MS Option is to provide qualified Stevenson undergraduate students the opportunity to obtain both a bachelor's and a master's degree in as few as five years. Participating master's degree programs and related admissions requirements are listed below.

**Business and Technology Management or Forensic Studies**

Students develop an educational plan in consultation with both their undergraduate academic advisor and the appropriate graduate program coordinator. Business administration, accounting, business information systems, computer information systems, criminal justice, paralegal studies majors, or those students in other majors with permission from their undergraduate department chair or dean, may pursue the BS/MS option in business and technology management or forensic studies. In order to be admitted to the BS/MS option, the student must

- Have completed at least 60 undergraduate credits at the time of application.
- Have a minimum 3.00 GPA, or permission from the undergraduate dean or department chair.
- Meet with the undergraduate academic advisor to discuss suitability for this option.
- Submit a completed Application to Enroll and a completed Graduate Application by April 1 for priority consideration to begin taking graduate courses in the fall semester or by November 1 for priority consideration to begin taking graduate courses in the spring semester.
- Maintain a 3.00 minimum GPA while in the BS/MS option.

**Forensic Sciences Option in Biotechnology Program**

Biotechnology majors may pursue the BS/MS option in forensic sciences. Students who wish to pursue this 4+1 program earn a B.S. in Biotechnology in four years and an M.S. in forensic sciences in as little as one additional year. Students must maintain a cumulative and science/math GPA of 3.00 or better and a grade of "C" or better in all science and mathematics courses. Admission to the program is selective, and students must apply to the master’s program in their third year. Program applications will be available September 1st and due by October 1st. In order to be admitted to this BS/MS Option, the student must

- Meet the accumulated undergraduate credit and GPA standards.
- Meet with the biology department chair and the science/math dean and be evaluated for suitability for this program.
- Complete the Graduate Application and the Program Application including three letters of recommendation prior to October 1st.

**Forensic Sciences Option in Chemistry Program**

Chemistry majors may pursue the BS/MS option in forensic sciences. Students who wish to pursue this 4+1 program earn a B.S. in Chemistry in four years and an M.S. in forensic sciences in as little as one additional year. Students must maintain a cumulative and Science/Math GPA of 3.00 or better and a grade of "C" or better in all science and mathematics courses. Admission to the program is selective and students must apply to the master’s program in their third year. Program
applications will be available September 1st and due by October 1st. In order to be admitted to this BS/MS Option, the student must

- Meet the accumulated undergraduate credit and GPA standards.
- Meet with the chemistry department chair and the Dean of the School of the Sciences and be evaluated for suitability for this program.
- Complete the Graduate Application and the Program Application including three letters of recommendation prior to October 1st.

## Placement

### Computer Literacy Assessment

Computer-based learning is an essential component of a Stevenson University education. All students are required to successfully complete IS 134—MS Windows and Office Applications unless exempted. Students who meet any of the following exemptions have demonstrated computer literacy and do not have to take IS 134. They are as follows:

- Achieve a passing score on the Computer Literacy Assessment Test.
- Achieve the grade of “C” or better in an equivalent course at another institution.
- Students majoring in nursing take a comparable course in their major.

All business information systems, computer information systems, business administration, criminal justice and paralegal majors are also required to take IS 135 - Advanced MS Office Applications. Students in these majors are strongly encouraged to take the Computer Literacy Assessment Test. For further details on the Computer Literacy Assessment, visit the Information Systems Academic Department home page.

### Advanced Placement

Incoming students who submit Advanced Placement (AP) test scores from the College Entrance Examination Board and who achieved satisfactory scores are considered for advanced placement or credit. College credit may be granted for scores of 4 or 5. In certain subjects, college credit is awarded for a score of 3.

Transfer students who took AP tests in the past should request their scores be sent to Stevenson from the College Board. More information can be found by visiting the Admissions website. For questions about AP credit, contact the Registrar’s Office.

### International Baccalaureate

Stevenson University recognizes the IB Diploma Programme and will grant credit for scores of 5 or higher in the “Higher Level” courses only. No credit is given for courses taken at the subsidiary level or for courses that duplicate others taken for Advanced Placement credit. For questions about IB credit, contact the Registrar’s Office.

### Prior Learning Credit

Adults returning to college or beginning to seek a college degree may wish to investigate opportunities available to them through Credit for Prior Learning. In order to earn Credit for Prior Learning, students must demonstrate that from significant experiences in their lives they have acquired knowledge and/or skills and abilities that are the equivalent of learning acquired from a college course. This learning (called Prior Experiential Learning) can be the result of a variety of life experiences: employment, volunteer work, community service, travel, military service, or courses at non-collegiate institutions.

Credit is granted for learning, not experience, and will be earned only when the student has successfully demonstrated that the learning acquired is the equivalent of that gained through courses traditionally taught in colleges, that it is at a level of achievement equal to what is normally required in college courses, and that it consists of current knowledge that shows both theoretical understanding and practical application of the subject area.

Credit for Prior Learning is limited to a maximum of 30 credits for undergraduate students and 6 for graduate students, and may be used to fulfill the core curriculum requirements and electives. In some cases, they may be used to fulfill program requirements. Grades for credit earned for prior learning are given as pass or fail. Students in a degree program at Stevenson University can pursue Credit for Prior Learning through the following:

1. **CLEP Examinations.** CLEP, a program of the College Entrance Examination Board, is a nationwide system of credit-by-examination. Stevenson does grant credit to undergraduate Stevenson students earning Stevenson designated passing scores on CLEP exams. Students who are interested should contact the Credit for Prior Learning Coordinator for the School of Graduate and Professional Studies for details about which exams are the equivalent of selected Stevenson courses. If the student achieves the designated passing score on an accepted examination, and submits official documentation of the test results, college credit will be awarded.

2. **Departmental Challenge Exams.** Undergraduate students wishing to earn credit by taking a Stevenson departmental challenge exam should contact the Associate Dean for Accelerated Undergraduate Programs. Graduate students should contact the Student Support Coordinator. The content of departmental examinations is determined by the academic department chair. Students must qualify to take exams by demonstrating that they have substantial experience and expertise in the subject area. The cost for a challenge exam is $600.

3. **Portfolio Presentations.** The Stevenson University portfolio provides students with a vehicle for converting into college credit college-level learning that has been achieved through verifiable professional work experiences and other life experiences. It is an option designed to assist the adult student in pursuit of a degree. Converting experiential learning through the portfolio benefits the adult student by decreasing the number of classroom hours and expense required for degree completion. Through the portfolio, students systematically demonstrate and document college-level learning equal to specific courses within Stevenson’s academic disciplines. The cost for portfolio review is $600.

To qualify to petition for prior learning credit through the portfolio, students must meet with the Associate Dean for Accelerated Programs and submit documentation of at least three years full-time and/or five years part-time professional or community experiences, be in good academic standing (cumulative GPA 2.00 in course work at Stevenson University), and seek approval of the Dean of the School of Graduate and Professional Studies for specific courses for which to petition for credit.

After qualifying, undergraduate students register for PLA 101—Prior Learning Assessment Portfolio—and select the course to be petitioned for credit. PLA 101 is an eight-week, online three-credit course during which students compose their portfolios. Up to thirty college credits may be petitioned through the portfolio process for the undergraduate student, six for the graduate student. Each course must receive prior approval by the Dean of the School of Graduate and Professional Studies. Completed portfolios are reviewed by
faculty evaluators who determine a grade of "P" (Pass) or "NC" (for "No Credits Awarded"). Credits are awarded only if students successfully demonstrate that their documented experience meets the requirements of the course petitioned. Awarded credits are posted on the student’s transcript and are counted toward degree completion requirements.
Financial Information

Costs

Tuition and Fees (2010–2011)

Accelerated Undergraduate Students
Tuition (per credit) $465
Combined Registration and Technology Fees (per semester) 100

Accelerated Graduate Students
Tuition (per credit) (business & technology management, forensic studies, forensic sciences) $530
Tuition (per credit) (nursing) $510
Combined Registration and Technology Fees (per semester) 100

Miscellaneous Fees
Application Fee (effective Jan. 1, 2011) $50
Return Check Fee 25
Transcript Fee (per copy)* 3
Graduation Fee 25

*Normally transcript requests are processed within three working days. Same-day service for transcripts is available for a charge of $10. Students must make requests for same-day service in person in the Registrar’s Office. Official transcripts can also be ordered using WebXpress.

Refund Policy

Tuition is refundable according to the following schedule:

Accelerated Undergraduate and Graduate Hybrid Classes:
Monday after first class meeting 100%
Tuesday after first class meeting and beyond 0%

Accelerated Undergraduate and Graduate Online Classes:
8th calendar day after start of session 100%
9th calendar day after start of session and beyond 0%
Registration fees are not refundable. Students receiving financial aid should review the refund policies described in the section on Financial Aid under Disbursement of Awards.

Financial Aid

Scholarships, grants, and loans are available to SU students enrolled in accelerated undergraduate and graduate programs of study. The primary sources of funding are the federal government and the state of Maryland. All students are encouraged to apply. Graduate students may apply for need and non-need based student loans. All students must be enrolled at least half-time to be considered for aid.

Credit hour requirements are as follows:

Accelerated Undergraduate Enrollment
1/2 Time 6-8 credit hours/semester
3/4 Time 9-11 credit hours/semester
Full-Time 12+ credit hours/semester

Graduate Enrollment
1/2 Time 3-5 credit hours/semester
Full-Time 6+ credit hours/semester

To apply, all students must complete the Free Application for Federal Student Aid (FAFSA) at <www.fafsa.ed.gov>. The priority deadline for students attending in the fall semester is February 15 and October 15 for students enrolling for the spring semester. Application is encouraged by the priority deadline to ensure maximum consideration and timely processing. Students may continue to apply after the priority deadline.

The Maryland Office of Student Financial Assistance offers grants and scholarships, some of which require the FAFSA, but not all. For program descriptions, application requirements and deadlines, visit <www.mhec.state.md.us>.

Federal Financial Aid Programs

The Federal Pell Grant Program provides grants to eligible full-time and part-time undergraduate students. Maximum grants for the 2010–2011 academic year are $5,550. A student can apply for a Pell Grant by completing the Free Application for Federal Student Aid (FAFSA).

The Federal Supplemental Educational Opportunity Grant Program (FSEOG) provides financial assistance to undergraduate students who are enrolled at least half-time and demonstrate exceptional financial need. Priority is given to Pell Grant recipients. Grants from this program range in value from $200 to $1,500 a year. The FAFSA is the application for this college-administered program.

The Academic Competitiveness Grant (ACG) is available to undergraduate Pell recipients enrolled at least half-time in their first or second academic year of study. First-year students who have completed a rigorous secondary school program, graduated from high school after January 1, 2005, and have not been previously enrolled in an undergraduate program are eligible for up to $750 per year. Second-year students who have completed a rigorous secondary school program, graduated from high school after January 1, 2005, and have at least a 3.00 cumulative GPA at the completion of their first year of postsecondary study are eligible for up to $1,300 per year.

The National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) is available to Pell recipients who are enrolled half-time in their third or fourth academic year of study in an eligible degree program of physical life, computer science, engineering, technology, mathematics, or a critical-need foreign language and have at least a 3.00 cumulative GPA are eligible for up to $4,000 per year.

The Federal Perkins Loan Program is available to students enrolled on at least a half-time basis with demonstrated exceptional financial need. A student may borrow up to $5,500 for each year of undergraduate study. Repayment normally
began nine months after the student graduates, leaves the school, or drops below half-time status, at a minimum monthly payment of $40. During the repayment period, 5% interest is charged. Students must file the FAFSA to apply for this University-administered program.

The Federal Direct Student Loan Program allows eligible students to borrow low-interest subsidized and unsubsidized loans to help finance their educational expenses. The lender is the U.S. Department of Education. All borrowers must enroll at least half-time and complete the MPN. New direct loan borrowers must also complete online Entrance Counseling and a Master Promissory Note (MPN).

The maximum amount a student can borrow each year depends on the class level and on whether or not a student is classified as a dependent or independent student.

<table>
<thead>
<tr>
<th></th>
<th>Dependent Student</th>
<th>Independent Student</th>
</tr>
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<tbody>
<tr>
<td>1st-year undergraduate</td>
<td>$5,500 (maximum $3,500 subsidized)</td>
<td>$9,500 (maximum $3,500 subsidized)</td>
</tr>
<tr>
<td>2nd-year undergraduate</td>
<td>$6,500 (maximum $4,500 subsidized)</td>
<td>$10,500 (maximum $4,500 subsidized)</td>
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<tr>
<td>3rd- and 4th-year undergraduate</td>
<td>$7,500 (maximum $5,500 subsidized)</td>
<td>$12,500 (maximum $5,500 subsidized)</td>
</tr>
<tr>
<td>Graduate</td>
<td>NA</td>
<td>$20,500 (maximum $8,500 subsidized)</td>
</tr>
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Direct subsidized Stafford loans are for students with demonstrated need, as determined by federal regulations. No interest is charged while a student is in school at least half-time, during the grace period, and during deferment periods. Direct unsubsidized Stafford loans are not based on financial need; interest is charged during all periods.

Repayment begins six months after a student graduates, leaves school, or drops below half-time enrollment. Students will receive repayment information and will be notified of the first payment due date during this six-month grace period.

The Federal Work-Study Program (FWS) provides on- and off-campus employment for students with financial need. Undergraduate students enrolled at least half-time basis (six credit hours) may be employed under the program. In general, the salary received will be based on the current minimum wage. Students must file the FAFSA and a Stevenson work student application to apply.

More detailed information about the federal student aid programs is available at Student Aid on the Web, at <www.stevenson.edu/finaid>.

Maryland State Programs

The Maryland Higher Education Commission sponsors numerous grant and scholarship programs for Maryland residents. A short list of their programs include those listed below.

The Educational Assistance Grant combines state funds with Federal State Student Incentive Grant funds. The grant awards from $400 to $3,000 per year to Maryland residents who are full-time undergraduates enrolled in at least 12 credit hours per semester. All recipients must demonstrate a need each year for award renewal. Awards are made by the Maryland Office of Student Financial Assistance. Students must file the Free Application for Federal Student Aid (FAFSA) by March 1 to apply for this program.

Guaranteed Access Grant provides funding to Maryland’s neediest high school students. Students are encouraged to file the FAFSA by March 1 and complete other application steps. Students should contact the Maryland Office of Student Financial Assistance or their high school guidance counselor for more information.

The Senatorial Scholarship Program provides awards ranging from $400 to $2,000 per year for Maryland residents attending eligible in-state institutions. Both full-time and part-time students may be eligible. Students must file the FAFSA to apply. Students are also encouraged to contact their state senators directly.

The House Of Delegates Scholarship Program provides variable awards with a minimum award of $200. Delegate awards may be held by full-time or part-time students and must be used within the state. Interested applicants should contact local delegates directly.

Information and application instructions for all state programs are available from the Maryland Higher Education Commission at <www.mhec.state.md.us>, select Student Financial Assistance.

Service to Scholarship Partnership Grant

Stevenson University collaborates with the Maryland Department of the National Guard providing members with a 15% discount on tuition and fees for both full-time and part-time matriculated students in all of our undergraduate, graduate, and accelerated programs.

Veterans’ Benefits

Stevenson University is approved by the Maryland Higher Education Commission for the training of veterans under the Veterans Readjustment Benefits Act of 1966, Public Law 89-358.

A veteran desiring to determine eligibility under any of the VA chapters may obtain information and an application at <www.gibill.va.gov>. After the veteran has received the notice of eligibility, the student should contact the certifying official in the Registrar’s Office to request certification of enrollment. The veteran will meet with a certifying official to review all paperwork and complete the necessary forms. Each semester, veterans should complete the Declaration of Intent. This form is available in the Registrar’s Office and at the Registrar’s Office website. Completion of the form signals the student’s intent to receive veterans’ benefits for the upcoming semester.

Beginning August 2009, veterans who are eligible may receive benefits under Chapter 33 (The Post-9/11 Veterans Educational Assistance Act of 2008.) Veterans should contact the VA to determine their eligibility for this specific program. Stevenson University also participates in the Yellow Ribbon Program for those students who qualify for 100% eligibility in Chapter 33. The certifying officials in the Registrar’s Office do not advise veterans about the selection of a program nor provide estimates of allotments.

All allowance checks are sent directly to the veteran by the VA except for those in Chapter 33. Any inquiries regarding these checks should be made directly to the VA. The veteran should be prepared to pay his or her own tuition and fees at the beginning of each semester since the checks do not arrive until approximately eight weeks after the VA process is completed.

Qualifying for Need-Based Aid

Financial aid programs were created by the federal government and based on the premise that the primary responsibility for paying for college rests with the student and his or her family. Need-based financial aid is available to families who
demonstrate a need for additional resources to help pay college costs. Stevenson University is committed to helping students cover their college costs through a variety of need-based grants, work-study, and loan programs.

The formula used to determine whether you are eligible for need-based aid is: Cost of Attendance (COA) <minus> Expected Family Contribution (EFC) = Financial Need.

Need-Based Aid Application Procedure
In order to apply for need-based aid, the student must
- Apply for admission to Stevenson University. You must be an accepted student to receive a financial aid award package.
- Complete the online Free Application for Federal Student Aid (FAFSA) at <www.FAFSA.ed.gov>.

The Stevenson University federal school code is #002107 and the priority filing deadline for the fall semester is February 15.

Financial aid awards are valid for one academic year. Students must reapply for aid by filing the FAFSA every year between January 1 and February 15 to ensure maximum consideration of aid.

Student Eligibility Requirements
In general, to receive aid from the federal student aid programs, students must meet the following requirements:
- Be a U.S. citizen or eligible non-citizen
- Have a high school diploma, General Educational Development (GED) certificate, pass an approved "ability to benefit" test, or have completed a high school education in a home school setting that is recognized as a home school or private school under state law
- Enroll in an eligible program as a regular student seeking a degree or certificate
- Be registered with Selective Service if required (in general, if you are a male age 18 through 25)
- Meet satisfactory academic progress standards set by Stevenson University
- Certify that you are not in default on a federal loan or owe money on a federal grant
- Certify that you will use federal student aid only for educational purposes

Additionally, most financial aid programs require at least half-time enrollment (6 credits for undergraduate students; 3 credits for graduate students) each semester. Please see the individual financial assistance programs for minimum credit requirements.

Stevenson University is responsible for administering the Federal Campus-Based Programs, i.e., Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study, and Federal Perkins Loan; and institutional need-based funds. Awards are made reasonably available to all eligible students who meet the program requirements. Individual award packages consider demonstrated need, program eligibility, and the availability of funds for the award period. In the event that the number of eligible students exceeds the availability of funds, the University will give preference to those students demonstrating the greatest financial need. The determination of greatest financial need will consider grant and scholarship aid from all public and private sources.

For maximum consideration of aid, students are encouraged to apply for financial aid each year by completing the FAFSA between January 1 and February 15.

Awarding of Aid
Cost of Attendance
The Cost of Attendance (COA) represents a reasonable estimate of the cost of attending the university for a full academic year (fall and spring semesters). It includes direct costs (tuition, fees, housing and board); and indirect costs (books, supplies, transportation and personal/miscellaneous expenses). Direct costs are charges for which the student will be billed directly by the University. Indirect charges are costs incurred as a result of going to college, but for which a student is not necessarily billed. Additional information concerning COA is available in the Financial Aid Handbook at <www.stevenson.edu/finaid>.

Financial Aid Census Date and Enrollment Verification
Scholarships, grants, and loans are posted to student accounts separately for each the fall and spring semesters after enrollment is verified. For students enrolled in traditional undergraduate programs, enrollment verification takes place upon completion of the 28th day of each semester, the financial aid census date. For students enrolled in accelerated undergraduate and graduate programs, enrollment is determined after the "drop without record date" (drop date) for each session for which the student is enrolled during the semester. If a student is taking classes outside the primary program area, some forms of aid may not be disbursed until after the LAST drop date for which the student is enrolled or when half-time enrollment is reached.

A student's financial aid is accurate based on the number of credits for which the student is enrolled. Depending on status it is possible for the award to increase, decrease, or be cancelled. If the award changes, an e-mail notification will be sent using Stevenson's e-mail address.

Disbursement of Awards
Financial aid funds post to student accounts after the financial aid census date.
- For students enrolled in TRADITIONAL UNDERGRADUATE programs, the census date is the 28th day of each semester.
- For ACCELERATED UNDERGRADUATE and GRADUATE program students, enrollment is determined after the "drop without record date" (drop date) for each session for which the student is enrolled during the semester.
- If a student is taking classes outside the primary program area, some forms of aid may not be disbursed until after the LAST drop date for which the student is enrolled or when half-time status is reached.

Census date information determines if a student's financial aid award is accurate. It is possible for awards to increase, decrease, or be cancelled. To avoid unexpected revisions, the Financial Office should be notified immediately concerning changes in enrollment and campus housing. Award revisions are sent via e-mail to a student's University account.

Please note:
- Accelerated and Graduate Students - Enrollment status is monitored after the drop date for each of the sessions for which a student is enrolled during the semester. Once half-time enrollment is attained, the Financial Aid Office will disburse loan funds. For example, if an undergraduate student is enrolled for three credit hours in 8-week 1 and three credit hours in 8-week 2 during the fall semester, the loan will be disbursed after the 8-week 2 drop date. The student must be enrolled at-least half-time at the time of disbursement. Federal grants will post after the LAST drop date for all sessions for which a student is enrolled in the semester.
- State awards post upon receipt of the funds from the state of Maryland; November for the fall semester, March for the spring semester.
- Work-study earnings are not posted to student accounts. The student will receive a bi-weekly paycheck directly from his/her supervisor.
- Private scholarships and awards from independent sources will be credited upon receipt of these funds by the SU Student
Financial Services. Often times, these awards are sent to the University in one check and therefore post as a single disbursement for the fall semester.

- Credit Balance - For those students with a credit balance resulting from financial aid, a refund check will be issued by Student Financial Services after aid is posted from all sources. State aid recipient refund checks may be delayed due to the receipt date of these funds.

Book Vouchers
Under certain circumstances, a student may be able to take a credit against his or her financial aid in the form of a book voucher to purchase required books and supplies from the University Store. To qualify, loans must be certified and total aid combined with any other form of payment must exceed total charges. For more information, contact Student Financial Services at 443-334-3500.

Student Loan Entrance and Exit Counseling
Federal regulations require new SU borrowers to complete Loan Entrance Counseling before loans may be disbursed. Required online counseling is available by selecting Stafford Loan Entrance Counseling and MPN at <www.stevenson.edu/finaid>. Exit counseling is required when a student borrower graduates, drops to less than half-time attendance, or stops attending SU. Required online counseling is available by selecting Loan Exit Interview at <www.stevenson.edu/finaid>.

Financial Aid Verification
Financial aid applicants may be selected for a process called verification by the U.S. Department of Education and SU. This review process requires applicants to submit income documents and other information as requested by the University. Selected applicants will be notified by the SU Financial Aid Office in writing. Failure to provide the required documents will prevent the student from being awarded.

Continued Eligibility
Financial aid awards are valid for one academic year. Students must reapply for aid by filing the FAFSA every year between January 1 and February 15 to ensure maximum consideration of aid.

Stevenson Financial Aid Satisfactory Academic Progress (SAP)
Satisfactory academic progress (SAP) is the term used to define successful completion of coursework to maintain eligibility for student financial aid. Federal regulations require the Stevenson University Office of Financial Aid to establish, publish, and apply standards to monitor a student’s progress towards a degree. The Stevenson University SAP test occurs each summer, after the completion of any given spring semester, and after the official posting of a cumulative grade point average.

The student’s academic performance must meet the following SAP standards:

- **Qualitative standard:** Represented by the grade point average (GPA). The student must maintain a minimum cumulative GPA to remain eligible for aid.

- **Quantitative standard:** This standard has two parts. First, the student must complete the degree or certificate program within a maximum time frame. The student must also successfully complete a required percentage of the credits attempted. This component is referred to as the credit completion ratio.

Appealing SAP: If a student’s academic performance does not meet the minimum standards set forth in the qualitative and/or quantitative test(s), the Stevenson Office of Financial Aid maintains an appeals process that seeks information from the student related to the progress issue. In most cases, approved appeals of the SAP policy are connected to major life changes, new medical conditions, or family situations that made academic progress a hardship.

If you have questions about Stevenson Satisfactory Academic Progress Policy or the Stevenson SAP Appeal Guidelines & Procedures, please contact the Director of Financial Aid.

Return of Title IV Funds Policy
The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after the 60% point in time, there are no unearned funds. However, the Financial Aid Office must still complete a return calculation in order to determine whether a student is eligible for a post-withdrawal disbursement. The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

- **Percentage of payment period or term completed** = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

- **Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:**
  - **Aid to be returned** = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.
  - If a student earned less aid than was disbursed, Stevenson University would be required to return a portion of the funds, and the student would be required to return a portion of the funds. The student may owe a debit balance to the University when Title IV funds are returned.
  - If a student earned more aid than was disbursed to him/her, Stevenson University would owe the student a post-withdrawal disbursement which must be paid within 120 days of withdrawal.
  - The University must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student’s withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of Funds is required
- Academic Competitiveness Grants for which a Return of Funds is required
- National SMART Grants for which a Return of Funds is required
- Federal Supplemental Opportunity Grants for which a Return of Funds is required
- Other assistance under this Title for which a Return of Funds is required (e.g., LEAP)

**Note:** All financial aid information is accurate as of the time of publication. However, due to periodic changes in aid programs and in application procedures, students are encouraged to contact the University to assure that all information is current.

All applicants should address requests for information about financial aid and submit all required records and forms to

- Financial Aid Office
  Stevenson University
  100 Campus Circle
  Owings Mills, MD 21117
General Academic Information

University Curriculum

For each undergraduate degree, the University is committed to providing a solid base in the liberal arts. Therefore, all students are required to take courses that will help them develop an understanding of their cultural heritage; an appreciation of the arts and the humanities; the ability to communicate with ease orally and in writing; an understanding of society and how it functions; a knowledge of scientific methods and an interpretation of the natural world; and the ability to reflect, reason, and handle quantitative knowledge.

Through the courses in the major fields, students gain knowledge and understanding in a subject and experience in applying the content and methods of inquiry in that general area of study, such as the arts and humanities, science, business, information systems, accounting, law, or nursing.

In each curriculum, students are also required to study subjects closely related to the major and to take courses that include knowledge and experience in technology. The goal is to blend the liberal arts and a major field, thus providing an education that prepares our graduates for employment and for graduate study, a preparation for productive involvement in today's world, and a desire for continuing education for the future.

Accelerated Bachelor's Degree Programs

Accelerated degree programs are restricted to adult students. Courses are offered in the evening and online, making them convenient for working adults. Accelerated bachelor's degrees are offered in the following:

- Business Administration
- Business Information Systems
- Computer Information Systems
- Criminal Justice (online)
- Interdisciplinary Studies
- Nursing (RN to BS option – on-site and online)
- Paralegal Studies

BS/MS Degree Options

Highly motivated and academically qualified undergraduates may accelerate their undergraduate studies and earn both a bachelor's and a master's degree in as few as five years through the BS/MS option.

- BS/MS options have been designed to permit undergraduates majoring in business administration, business information systems, computer information systems, criminal justice, interdisciplinary studies or paralegal studies at the University to obtain both a bachelor's in their major and a master's in business and technology management, or forensic studies.
- Chemistry or biotechnology majors (or those who have comparable coursework) may choose a BS/MS option that leads to a master's degree in forensic sciences.

Transfer students are also eligible to apply for the BS/MS option. The transferability of credits from an institution that is not accredited by a regional accreditation agency may be considered upon the receipt of documentation that demonstrates equivalency regarding course information, equivalencies, and learning outcomes. It is the student's responsibility to provide this documentation.

BS/MS Options Leading to Master's Degrees in Business and Technology Management and Forensic Studies

Students apply for both admission to the Stevenson graduate program and admission to the BS/MS option during the first semester of their junior year. Once selected, students develop an educational plan in consultation with their undergraduate and graduate advisors.

These BS/MS options offer students a significant savings on tuition costs: Students may take at the undergraduate tuition rate up to two graduate courses (6 credits) that may count to satisfy both graduate and undergraduate University or major requirements. Students must check with undergraduate advisors to determine which courses, if any, will count toward their undergraduate degree. While still completing their undergraduate degree, students in these BS/MS options may take an additional four graduate courses (12 credits), including summer courses, at the undergraduate tuition rate. Students may take a maximum of six graduate courses (18 credits) at the undergraduate tuition rate while completing their undergraduate degree. The remaining graduate courses must be taken at the graduation tuition and fee rate after completion of the baccalaureate degree and acceptance into a graduate program.

In order to be admitted to the BS/MS option, the student must:

- Have completed at least 60 undergraduate credits at the time of application.
- Have a minimum 3.00 GPA, or permission from the undergraduate department chair.
- Submit a completed Application to Enroll and a completed Graduate Application by April 1 for priority consideration to begin taking graduate courses in the fall semester or by November 1 for priority consideration to begin taking graduate courses in the spring semester.
- Completed at least 75 credits before registering for graduate courses.
- Maintain a 3.00 minimum GPA while in the BS/MS option.

BS/MS Option Leading to Master's Degree in Forensic Sciences

Students who enter Stevenson University as freshmen will have the option of pursuing a 4+1 program where they can earn a bachelor's degree in chemistry or biotechnology in four years and a master's degree in forensic sciences in as little as one additional year. This program fully prepares students for a career in a public or private forensic laboratory, the biotechnology industry, and/or for further study at the doctoral level in forensic science.

Students choosing this option must apply to the master's program during their junior year. If admitted, they will begin taking graduate-level courses in their senior year. Students in this option must maintain a 3.00 cumulative and science/math grade point average. Admission to this program is selective, and continuance will be dependent upon demonstrated competencies, GPA, and other published measures. Program
applications will be available September 1st and are due October 1st.

Second Bachelor’s Degrees

The second bachelor’s program is designed to meet the needs of graduates who wish to attain proficiency in another major field. To qualify for admission, students must hold a baccalaureate degree from a regionally accredited institution. A maximum of 90 transferable credits from a bachelor’s degree program from an accredited institution may be applied toward the second bachelor’s degree. The transferability of credits from a non-regionally accredited institution may be considered upon the receipt of documentation that provides course information, equivalencies, and learning outcomes. It is the student’s responsibility to provide this documentation.

In addition, the student must meet the requirements of the “new” major department and must take the final 30 credit hours at Stevenson University. These 30 credits may not be met through the credit for prior learning option. To become fully acquainted with the program and its advantages, students should arrange for an appointment with a department or program chair. At that time, questions regarding formal admission, academic requirements, course load, and other topics can be discussed in detail. Students should bring copies of their college transcripts to this appointment.

Students who are earning two bachelor’s degrees at Stevenson University must complete all program and secondary requirements for each degree as well as complete a minimum of 30 credits which count only toward the second bachelor’s degree. These courses may consist of program requirements, secondary requirements, and general electives (if needed). To complete the second degree, students must have earned a minimum of 150 credits.

Master’s Degrees

Stevenson University currently offers the master of science (M.S.) degree in the following disciplines:

- Business and Technology Management (on-site and online)
- Forensic Sciences (on-site)
- Forensic Studies (on-site and online)
- Nursing (online)

Minors

In order to enhance the University experience and assist in the development of Career Architecture, Stevenson University offers students the opportunity to structure and to pursue a minor field of study separate from and in addition to the student’s major field of study. The minors program allows students to expand their career options and professional flexibility, to develop skills to be applied to graduate or professional programs, and to pursue personal or intellectual interests. The minor option represents a significant opportunity for students to assess their needs and aspirations and to construct their own courses of study at Stevenson.

All students are encouraged to consider the minor option, but students are not required to pursue or complete a minor in order to complete a degree. Students who wish to minor in a particular field or discipline can structure a minor course of study with the assistance of an academic advisor, and they must declare their intentions to the Registrar’s Office. Minors must be declared prior to the student’s final semester.

The following policies must be followed in order to be awarded a minor:

- The minor consists of at least six courses (for a minimum of 18 credit hours) in a particular discipline. For departments that offer bachelor’s degrees, these courses must come from the major program requirements within the discipline.
- These courses may be at any level, but students must meet all regular prerequisites before taking any course.
- All courses taken for a minor must be in the same discipline, and none may be a core skills requirement except by permission of the department or program in which the minor is pursued.
- Courses that are among the major requirements of a student at the time of graduation may not apply toward the student’s minor.
- At least nine of the total credit hours for the minor must be taken at Stevenson University.
- Students may not apply for a minor after the bachelor’s degree is awarded. Upon graduation, the student’s transcript will indicate the minor course of study that the student has completed.

Minors are currently being offered in the following fields:

- Accounting
- Art
- Biology
- Chemistry
- Economics
- English
- History
- Human Services
- Information Systems
- International Business
- Legal Studies (This minor is not intended to prepare students to work as paralegals and is not approved by the American Bar Association.)
- Management
- Marketing
- Mathematics
- Medical Technology
- Philosophy
- Psychology
- Religion
- Sociology
- Theatre

For information on whether or not a minor is being considered in other fields, contact the appropriate department chair or program coordinator. Some departments and programs may individually decide not to offer a minor. The following departments have already decided not to offer minors at the present time: biotechnology; business communication; early childhood education; liberal arts and technology; elementary education; liberal arts and technology; interdisciplinary studies; middle school education; liberal arts and technology; and nursing.

Special Programs

While at the University, students have the option of selecting off-campus learning experiences through study abroad, fieldwork, internships, and independent study, in addition to the courses listed in the catalog.

Internship (non-credit)

Non-credit internship opportunities exist for all students seeking bachelor’s degrees. As an important part of the Career Architecture process at Stevenson University, career exploration and preparation are keys to a student’s success. In internship positions, students gain valuable hands-on experience working part-time while pursuing degrees. Students are eligible for non-credit internship positions on the basis of their academic achievement, faculty recommendations, and the completion of requirements. Many students receive full-time job offers from their internship employer. All non-credit internships are housed on Mustang Central, an online jobs database. To begin the process, students should contact a counselor in the Career Services office.
Internship (for credit)
As an important part of the Career Architecture process at Stevenson University, career exploration and preparation are keys to a student’s success. This off-campus learning experience is reserved for second, third, and fourth-year undergraduate students who want to gain essential hands-on learning beyond the classroom prior to graduating. Internships may or may not be paid depending on departmental and employer policy. Students receive credit and a pass/fail grade for their participation, which is minimally 120 hours during a semester. Placement of students is arranged by the University for select areas of study, whereas other areas of study encourage students to self-select opportunities.

Students can explore internship opportunities through Mustang Central, an online jobs database maintained by Career Services. The Career Services office can also assist students with resume/cover letter writing and interview preparation skills. All internships must be approved by the appropriate department chair. Students must secure an internship and register for the coordinating course prior to the semester in which they plan to complete the internship. Upon selection and approval of an internship, students will be assigned a faculty advisor who will monitor the experience. At the conclusion of the internship, the student, faculty advisor, and work supervisor evaluate the experience.

Fieldwork
Fieldwork, by design, is an experience that will involve the student in the metropolitan community as a volunteer assistant in some humanitarian endeavor. It serves as a practical laboratory for a course that the student is taking. Cooperation of the agencies that engage students is prearranged by the University. Faculty members counsel and visit the student engaged in fieldwork, and the student, faculty, and fieldwork supervisor evaluate the student’s experience at the conclusion of the time of service.

Directed Study
Directed study options are available to those who demonstrate the ability to pursue their particular interests in depth. Prior to involvement in a directed study, the student must first enter into an agreement with a supervising faculty member in such a way that the student sets forth his or her plan for the proposed study. The student prepares a clear, concise statement of the course area, topic, or problem to be studied; the reasons for doing the study; tentative plans for background reading, bibliography, and other research; plans to initiate the study; an outline; and the anticipated outcomes of the study. Approval of the Executive Vice President for Academic Affairs and Dean must be secured after evaluative criteria have been established by the student and his or her instructor and prior to beginning the directed study.

University Curriculum Objectives

Philosophy and Objectives of the Core Curriculum

Philosophy: Stevenson University is committed to a strong general education program facilitating and preparing students to meet civic responsibilities and employer needs and expectations in a diverse, increasingly global, and ever-changing community. The core curriculum emphasizes the following goals: the development of essential skills; a broad exposure to a diversity of perspectives and values in the liberal arts and sciences; and the exploration of individual, cultural, global, and ethical considerations in human relations. To the degree that the core meets these goals, the University will be achieving its mission, and Stevenson University graduates will be well positioned to succeed in their careers and assume their places as responsible, judicious, and contributing citizens to both their communities and the world.

Objectives of the Core Curriculum

Development of essential skills

Upon successful completion of the writing curriculum, Stevenson University graduates will

1. Demonstrate effective oral and written communication skills.
2. Demonstrate basic technological competence.
3. Demonstrate ability to obtain, evaluate, and use information to solve problems.
4. Demonstrate knowledge of basic wellness principles.
5. Exposure to a diversity of perspectives and values in the liberal arts and sciences.
6. Identify key concepts, perspectives, methods, values underlying, and applications of the fine arts, social sciences, humanities, mathematics, and the sciences.
7. Exploration of individual, cultural, global, and ethical considerations in human relations.
8. Demonstrate knowledge of the effects of individual, cultural, and global differences on human relations.

In 2009, the Faculty Council and the President approved resolutions regarding the University writing and computer literacy requirements.

Goals of the University Writing Requirement

The goals of the Stevenson University writing requirement are to produce graduates who will write with integrity and authority in the style and to the standards of his or her academic discipline and to the standards of academic communication.

Objectives of the University Writing Requirement

Upon successful completion of the writing curriculum, Stevenson University graduates will

1. Demonstrate undergraduate competence in advanced critical thinking: synthesis and evaluation.
2. Demonstrate undergraduate competence to the standards of the academic discipline.
3. Demonstrate a working knowledge of the writing style of the academic discipline.
4. Demonstrate undergraduate competence in finding and identifying sources suitable for a specific problem and a specific audience.

Writing plays a vital role in the Stevenson core curriculum. A sequence of writing courses prepares students to meet the requirements of their university course work and the expectations of future employers. First-year students are placed in writing courses using a combination of Verbal SAT scores and an ETS English placement test (See Placement). Depending on their placement, some students must take ENG 148 Introduction to Composition, which includes a review of grammar. All students must demonstrate competency in writing by earning a minimum of a "C-" in ENG 151 Composition and Writing from Sources. Honors Program students may substitute HON 171 and ENG 172H for ENG 151 and 152. In addition, students are required to take a 200-level writing course which may be in their major.

Goal of the University Computer Literacy Requirement

At Stevenson University, the goal of computer literacy is to equip students with the ability to identify, access, and use technology to communicate effectively and ethically.

Objectives of the University Computer Literacy Requirement

Upon successful completion of the computer literacy curriculum, Stevenson University graduates will

1. Identify basic computer hardware, software, devices, and application.
2. Access the tools and software available to them through the Stevenson University network.
3. Use appropriate technology tools to produce a viable product in an academic and professional environment.
4. Make decisions in an ethical manner while using technology.

**University Degree Requirements**

**Requirements for the Bachelor's Degree**

In order to obtain a bachelor’s degree from Stevenson University, a student must:
- Earn a minimum of 120 credits, which must include a minimum of 30 credits at the 300- or 400-level.
- Complete the core curriculum for a bachelor’s degree (see core curriculum section of this catalog).
- Successfully complete the courses required by the major. “I” grades (incompletes) must be cleared from the student’s record.
- Achieve a cumulative grade point average of at least 2.00; the GPA is calculated on the basis of work done at Stevenson University only.
- Earn a minimum cumulative grade point average in the major of 2.00. Majors may have additional grade or GPA requirements. Please consult the Fields of Study section of this catalog for specific program requirements.
- Earn at least 30 credits at Stevenson University.
- Earn the final 30 credits at Stevenson University unless permission is granted in writing by the Dean of the School of Graduate and Professional Studies.
- Comply with the general regulations of the University.
- File the official Application for Graduation.

**Core Curriculum (Bachelor’s Degree)**

Stevenson University requires all bachelor’s degree-seeking students to complete a minimum of 16 academic courses in the liberal arts and sciences and one course in physical education. In order to fulfill this requirement, all students must complete the following:

**Skills Courses**
- Three writing courses (9 credits)
  - ENG 151 (Note: A grade of “C-” in ENG 151 is required to meet the University writing competency requirement and to proceed to other English courses)
  - ENG 152
  - an additional writing course, 200-level or higher, which may be in the major
- One communication course (3 credits). This course may be in the major.
- One physical education course. This may also be fulfilled by a life skill or wellness learning course. (one course, 1 credit). Completion of one season of a Stevenson team sport will also satisfy this requirement. Only one credit may be counted in a student’s total credit count. PE courses are pass/fail.
- Computer literacy requirement. All students entering the University are required to successfully complete IS 134 MS Windows and Office Applications, unless specifically exempted. Students do not need to take IS 134 if they have demonstrated computer literacy by one of the following methods:
  - Achieve a passing score on the computer literacy assessment
  - Achieve a grade of “C” or better in an equivalent course at another institution
  - Achieve a grade of “C” or better in an equivalent course as required by majors in visual communication design, nursing, and film, video & theatre

**Distribution Courses**

**Note:** All these courses must be outside of the discipline of the major, but they may fulfill secondary program requirements for the major.
- Fine Arts (3 credits)
  - Art
  - Film
  - Music
  - Photography
  - Theatre
- Social Science (two courses, 6 credits, from two different disciplines)
  - Anthropology
  - Economics
  - Geography
  - Human Services
  - Political Science
  - Psychology
  - Sociology
- Mathematics and Science (three courses, 10–12 credits, at least one lab science and one math at the level of Math 121 or higher, not including Math 132 or Math 201. (These courses may be used as a second math course in this requirement.)
  - Mathematics
  - Biology
  - Chemistry
  - Physical Science
  - Physics
- Humanities (four courses, 12 credits, from at least three different disciplines)
  - History
  - Literature
  - Philosophy
  - Religion

**Core Electives (two courses, 6 credits)** These two courses may be selected from any of the distribution disciplines or from foreign language courses, communication (CM) courses, English writing and language courses, or interdisciplinary courses that include one of the distribution disciplines. Both of these courses must be outside of the discipline of the major, and they cannot be used to fulfill any additional core requirements, but they may fulfill secondary program requirements for the major.

**Foreign Language**

Candidates for the bachelor of arts degree must complete six credits of foreign language at the 200-level. They may use their two core electives (see above) to fulfill this requirement.

**Graduation Information**

To qualify for graduation, students must meet all University and departmental requirements as stated in the University catalog. Students must fulfill catalog requirements in effect at the time of matriculation; however, students may elect to move to a later catalog year. Students may not split requirements from multiple catalog years. It is the responsibility of the student to fulfill all requirements for graduation. Careful consultation with an academic advisor is strongly encouraged.

Degrees are conferred in May, August, or December.

Participation in a commencement ceremony does not confer a degree. Diplomas and final transcripts may be withheld for any graduate with unresolved financial obligations or non-compliance with federal financial aid regulations.

The academic records of anyone receiving a degree are closed three months after the end of the semester. Any changes to the academic record must be made by this date.
Graduation Application

Graduating students are required to file an Application for Graduation. The application must be filed with the Registrar’s Office according to published deadlines. At the time of application, a $25 fee is charged.

- December graduates must file by August 1.
- May graduates must file by January 1.
- August graduates must file by March 1.

Failure to apply by the published deadlines may delay the evaluation and awarding of a student’s degree. Students may apply online via WebXpress or complete the Application for Graduation available in the Registrar’s Office.

Graduation Ceremonies

Scheduled commencement ceremonies are held in May and December. Spring and summer graduates are invited to participate in the commencement ceremony in May. Fall graduates are invited to participate in the commencement ceremony in December.

Graduation with Academic Honors

Graduation honors are conferred upon those undergraduate students who achieve the following cumulative grade point average based on work done at Stevenson University:

- **Summa Cum Laude**: 3.90–4.00
- **Magna Cum Laude**: 3.70–3.89
- **Cum Laude**: 3.50–3.69

Honors are not awarded for graduate degrees.

Graduation Awards for Accelerated Students

(Note: graduation awards for Accelerated Students are presented at Graduation for the School of Graduate and Professional Studies)

Dean’s Award for Exceptional Scholarship

The Dean’s Award for Exceptional Scholarship is conferred from time to time on one graduating student who has performed academically in a particularly exceptional way, has demonstrated unique intellectual ability and initiative, and has contributed to the academic pursuits of his or her peers. This award may be presented to one undergraduate student and one graduate student at May and December graduation.

Marion and Henry J. Knott Achievement Award

The Marion and Henry J. Knott Achievement Award is presented to one graduating student (undergraduate or graduate) who has demonstrated the ability to achieve academically, to reach out to the needs of others at the university, and to persevere toward a goal while also managing major primary responsibilities outside college life.

Nursing Awards

The Judith A. Feustle Award is presented to the RN/BS graduate who best exemplifies the holistic practice of nursing through excellence in clinical care, critical thinking, leadership, and professionalism.

The Award for Creativity in Professional Development is presented to the RN/BS graduate who best exemplifies creativity in meeting the goals of his/her course of study, consistently demonstrating creativity beyond the expectations of the course objectives, and using additional resources to promote creativity in problem-solving, professional development, and excellence in patient care.
Academic Policies

Academic and student policies are contained in the online, comprehensive Stevenson University Policy Manual, which is updated regularly. The following section contains information on some basic academic policies and procedures that pertain most directly to students.

**Academic Awards**

**Academic Achievement List**

The Academic Achievement List announces part-time undergraduate students who demonstrate outstanding scholastic achievement during each semester. To qualify, a student must earn a cumulative grade point average of 3.50 or better in the semester in which he or she accumulates 15, 30, 45, 60, 75, 90, 105 or 120 credits. Transfer credits are not included in this computation.

**Dean's List**

The Dean’s List announces full-time undergraduate students whose academic achievement is outstanding during each semester. To qualify, a student must earn a grade point average of 3.50 or better and must have completed 12 credits or more during that semester. A student is not eligible for the Dean’s List while an incomplete grade is in effect.

**Who's Who Among Students in American Colleges**

Each year, second- and fourth-year students are selected by the University for listing in Who’s Who Among Students in American Colleges. Students are selected on the basis of scholarship, participation, and leadership in academic and extracurricular activities, citizenship, and service.

**Academic Information**

**Academic Standing - Undergraduate Students**

**Grade Point Average**

Academic standing, graduation, and honors are based on the grade point average. This is computed by multiplying the number of semester hours of credit by the points given to the grade and dividing the sum of the products by the total number of semester hours carried. The grade points allotted to each letter grade are listed in the Grading System section of the catalog.

**Academic Probation**

Any student who has attempted 9 to 18 semester hours of credit and whose grade point average falls below 1.50 is on academic probation. A student who has attempted 19 to 29 semester hours of credit and whose grade point average falls below 1.90 is on academic probation. After a student takes 30 or more credits, he or she must maintain a grade point average of 2.00 in order to be in good academic standing. All students on academic probation are required to meet with their academic advisor or a representative from the Office of Academic Support Services prior to the beginning of the next semester. In addition, students on academic probation are strongly encouraged to meet with their advisor or a representative from the Office of Academic Support Services throughout their semester on academic probation. The goal of such meetings would be to monitor the student’s progress and to discuss strategies for improvement. Students on academic probation should contact the Office of Academic Support Services to schedule these meetings.

**Academic Suspension**

Student grades are reviewed at the end of each semester. Two consecutive semesters below the standard for good academic standing (as defined above) will result in academic suspension for a minimum of one full semester; i.e., a fall or spring term. After the semester of academic suspension, students may petition to be reinstated by submitting a letter to the Academic Review Board no later than June 1 for the fall semester and December 1 for the spring semester.

If extenuating circumstances exist, a student may appeal this suspension prior to being away from the University one full semester. (Specific deadlines and instructions for appeals are in the letter that the student receives upon suspension.) Students for whom an appeal is granted will come before the Academic Review Board to discuss their academic status.

In either of the above circumstances, the Academic Review Board may make one of the following decisions.

- The student is reinstated on continued probation and must follow specific requirements outlined in the reinstatement letter.
- The student is not reinstated.

**Academic Standing - Graduate Students**

The grade of "C" is the lowest acceptable grade, and only one can be awarded during the program. A student may repeat one course in a graduate program one time. Once a student has repeated a course, the student will not be permitted to repeat any other courses. If a students repeats a course, only the latter grade is used in computing the grade point average. However, all courses taken become a part of the student's academic record.

A minimum cumulative 3.00 grade point average on all graduate work attempted is required for graduation. Only one grade of "C" may be applied toward the GPA requirement.

Degree requirements must be completed within five years after the first course applied to the degree was completed.

**Access to Records**

Stevenson University complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380, as amended p.l. 93-568) and any subsequent amendments or regulations. In accordance with FERPA, Stevenson University students have the right to inspect and review information in their official University records. The Registrar coordinates the inspection and review procedures for student educational records. Students wishing to review their records must present a written request to the Registrar, listing the item or items of interest, and must present their Student I.D. at the time of the request. The Registrar will grant access within a reasonable period of time but not later than 45 days after the request is made. Additional information about FERPA may be found on the Registrar’s section of the University’s website or in the Student Handbook.
Attendance

Each student is responsible for his or her own class attendance, and regular attendance is expected. Every student is responsible for the material covered or the skills exercised during scheduled classes. Grades will be based on demonstrated achievement of the objectives of the course, not on attendance in class as such. Although attendance alone does not determine grades, students should be aware that grades may depend on class activities, experiments, discussions, or quizzes for which consistent attendance is necessary. Students who stop attending and fail to officially withdraw from a class will be given a grade of “FX” which calculates as an “F.”

For courses that are online, attendance will be determined by logging into the course site. If a student has logged in, they are considered as participating, and any refund would reflect that policy.

Auditing Courses

A student may audit a class if it is open for enrollment. Students may change an audit to a credit course only during the first week of class. Students may change a credit course to an audit until the last day to withdraw with a “W.” Any requests to change a course’s status must be made in writing to the Registrar’s Office. Changing a course to “audit” may have financial aid implications. Courses that are audited are the same cost as courses that are taken for credit, and no academic credit is given for an audited class. Students who change a course to audit status are expected to attend the class.

Calculation of Class Level

An undergraduate student’s class level is determined by the number of completed credits as follows. Please note class level does not always determine the class level within a particular major.

<table>
<thead>
<tr>
<th>Class Level</th>
<th>Completed Credits</th>
<th>Class Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0 to 26.5</td>
<td>First</td>
</tr>
<tr>
<td>Sophomore</td>
<td>27 to 54.5</td>
<td>Second</td>
</tr>
<tr>
<td>Junior</td>
<td>55 to 89.5</td>
<td>Third</td>
</tr>
<tr>
<td>Senior</td>
<td>90 or more credits</td>
<td>Fourth</td>
</tr>
</tbody>
</table>

Course Add/Drop

Students may add or drop classes only during the published add/drop period. Course changes during the add/drop period will not appear on the student’s transcript.

Course Load

The normal full-time undergraduate student load is 15 to 17 credit hours per semester. Any undergraduate student who is carrying 12 or more credit hours is classified as a full-time student. A student may not register for more than 18 hours in any one semester without the permission of the Dean of the School of Graduate and Professional Studies. A full-time load for graduate students is six credit.

Course Registration

Students registration takes place on the days scheduled in the academic calendar. Students may register on or after their assigned appointment time, and all registration is done online using WebXpress. All students are strongly encouraged to consult with their student support coordinator or academic advisor prior to registration.

Students who are required to have a Student Health Form must have it on file with the University Wellness Center prior to registration. Students may only complete registration when all financial obligations have been met.

Courses may be cancelled for insufficient enrollment. Students will be notified via email regarding course cancellations.

All pre-requisites, including any minimum grade requirements, for a course must be fulfilled prior to starting the course. Students may be removed from a course when the pre-requisites have not been met.

Course Withdrawal

To withdraw from a course, students must complete a Withdrawal from Class Form and submit the form to the Registrar’s Office. Students may also complete the online form located on the Registrar’s Office website at <http://apps.stevenson.edu/forms/registrar/withdrawal.cfm>. Students may not withdraw from courses online through WebXpress. Notice to the instructor of intent to withdraw is not sufficient. Students who stop attending and fail to officially withdraw from a class will be given a grade of “FX” which calculates as an “F.”

Students may withdraw from a course only during the published withdrawal dates. Students withdrawing from class during this period will have a “W” recorded on their transcript; a grade of “W” does not affect the GPA. The last date for withdrawal from a course without penalty is listed in the academic calendar for each session. Withdrawing from a course after the published withdrawal date results in a grade of “WF” which calculates as an “F.” Students may not withdraw from classes during exam week.

Final Examinations

All students are required to take final examinations. If a student misses an examination because of an emergency or illness, the student must contact the faculty member as soon as possible. If the student cannot reach the faculty member, the student should contact the Dean of the School of Graduate and Professional Studies. The faculty member will work with the student to provide an opportunity for the student to take the examination at a rescheduled time. At that point, the student should contact The Academic Link to reschedule the examination. Students will not be permitted to reschedule for reasons other than documented emergencies or illness. Students who are scheduled to take three or more exams in one day should contact the Registrar’s Office regarding an exam rescheduling.

Grading Scale - Undergraduate

In general, the grading scale in the table below serves as the basic numeric standard that faculty use in evaluating student performance. Grading systems may vary according to discipline and instructor preferences. Some grading practices recalculate “on the curve,” while others use only letter grades without assigning numeric values, and still other grading protocols may also exist. In all cases of variance from the standards below, the instructor will explain the grading system clearly on the course syllabus. When a standard numeric scale is used, the instructor will base grades on the standard below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numeric Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93–100</td>
</tr>
<tr>
<td>A-</td>
<td>90–92</td>
</tr>
<tr>
<td>B+</td>
<td>87–89</td>
</tr>
<tr>
<td>B</td>
<td>83–86</td>
</tr>
<tr>
<td>B-</td>
<td>80–82</td>
</tr>
<tr>
<td>C+</td>
<td>77–79</td>
</tr>
<tr>
<td>C</td>
<td>73–76</td>
</tr>
<tr>
<td>C-</td>
<td>70–72</td>
</tr>
<tr>
<td>D+</td>
<td>67–69</td>
</tr>
<tr>
<td>D</td>
<td>60–66</td>
</tr>
<tr>
<td>F</td>
<td>0–59</td>
</tr>
</tbody>
</table>
Grading System - Undergraduate

The academic standing of a student is determined by the quality and quantity of his or her work. A student’s grades are based on the level of achievement in class work and by mastery demonstrated on examinations and other projects. Midterm grades are advisory; the semester grades determine actual academic standing.

Students’ grades are not mailed. Final course grades are posted on WebXpress at the end of each session and semester. If needed, students may obtain an official grade report by contacting the Registrar’s Office. GPA is calculated by dividing the total number of quality points earned by the number of attempted credits.

The grading system for undergraduate students is provided below. (The grading system used for graduate students is described in the next section.)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A+</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>FX</td>
<td>Student stops attending class but fails to officially withdraw. This is calculated as an “F” in the GPA.</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal if done within specified dates for the session</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal after the “W” deadline (calculated as an “F” in the GPA)</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>P/NC</td>
<td>Pass or No Credit</td>
</tr>
</tbody>
</table>

Graduate Grading Policy

A student’s performance in a course will be measured in accordance with the following grading system.

A = 4.0   Excellent: Outstanding achievement and initiative exceeding course requirements.
B = 3.0   Good: Work meeting minimum course requirements at the graduate level.
C = 2.0   Unsatisfactory: Work failing to meet the minimum course requirements. It is the lowest possible passing grade.
F = 0.0   Failure: Academic Probation

The grade of “C” is the lowest acceptable grade, and only one can be awarded during the program.

The grade of “B” represents work meeting minimum course requirements at the graduate level. The student receiving a grade of “B” has consistently demonstrated a complete understanding of the material and concepts presented throughout the course. Additionally, the student has completed all course requirements on time, exhibited enthusiastic interest in topics and discussions and is able to present and apply course concepts in a clear and organized manner, both orally and on written tests.

The grade of “A” is awarded only to those students who fully meet the above standard, who additionally demonstrate exceptional comprehension and application of the course material, and demonstrate initiative in exceeding course requirements.

Incompletes

A grade of Incomplete (I) will only be granted by written request and is subject to the approval of the Dean of the School of Graduate and Professional Studies and the faculty member. Incompletes are granted only when a student, because of illness, death in the family, or documented crisis situation, has not completed the course before the end of the semester. An incomplete grade that is not removed within 30 days from the end of the semester automatically converts to a grade of “F.” A student must have completed at least 75% of the coursework in order to be considered for an incomplete. Exceptions to this policy require special review by the Dean of the School of Graduate and Professional Studies and the faculty member.

Leave of Absence

A degree-seeking student who finds it necessary to interrupt enrollment at the University (for one or more consecutive semesters with the intent of resuming studies at a later date) must complete the leave of absence section of the Withdrawal from University form that is available in the Registrar’s Office and also online at the Registrar’s Office website. The student should meet with a representative of the Academic Support Services Office to complete this form. This request will ensure that the student continues to receive University registration information and will not need to reapply for admission when he or she returns. This leave of absence is effective for two consecutive semesters. A student who is on leave of absence for three or more consecutive semesters must reapply for admission.

Non-Credit Courses

The University offers non-credit developmental courses that provide support for basic skills. If, as a result of placement testing, a student is required to complete such a course, the course will be considered equivalent to three credits when computing fees and course credit load.

Online Course Non-Participation Policy

Any student (accelerated or graduate) enrolled in any undergraduate or graduate online Stevenson University course will be dropped from such course by the Registrar’s Office if the student does not participate in the online course by 11:59 p.m. of the Sunday of the first week of the session. A student will be deemed to have participated in the course if the student logged into the course. A student who is dropped from a course for non-participation under this policy will not be charged any tuition or fees for the course.

Pass/No Credit Option

Undergraduate students may choose to take two pass/no credit courses outside of the major and secondary requirements limited to the Core Electives unless otherwise stipulated by the major. Students may take only one pass/no credit course per semester for a total of two courses on the student’s transcript. A passing grade in this option equates to a “C” or better. The student may register for credit or for pass/no credit, and may switch to credit or to pass/no credit no later than the published add/drop date. Pass/no credit courses do not have an impact on the student’s GPA. The purpose of the pass/no credit option is to encourage students to take electives for intellectual exploration. This option does not affect classes that already have departmental pass/fail or pass/no credit. Additional information is available in the Registrar’s Office.
Policy on Matriculated Students Taking Courses Elsewhere

After degree-seeking students have matriculated at Stevenson University, transfer of courses from other institutions requires advanced approval on the form entitled Request To Take Courses At Another College. Approval of these requests is based on clear evidence that such courses are comparable to the Stevenson University description. Approval of these requests is made by the Dean of the School of Graduate and Professional Studies.

1. All major requirements must be taken at Stevenson University.
2. If a student repeats a course, only the latter grade is used in computing the grade point average. However, all courses taken remain on the transcript.
3. The last 30 credits must be taken at Stevenson University unless a waiver is granted in writing by the Dean of the School of Graduate and Professional Studies.
4. Courses may not be taken elsewhere during a semester (including May and Summer terms) in which they are being offered at Stevenson.

Exceptions for any of these regulations can be made only by the Dean of the School of Graduate and Professional Studies.

Repeating Courses

Repeating Courses - Undergraduate Students

If a student repeats a course, only the latter grade is used in computing the grade point average. However, all courses taken remain on the transcript.

Repeating Courses - Graduate Students

If a student repeats a course, only the latter grade is used in computing the grade point average. However, all courses taken become part of the student’s academic record. Students may repeat one course in a graduate program one time. Once a student has repeated a course, the student will not be permitted to repeat any other course.

Transcript Requests

Transcripts are sent at the written request of the student or through WebXpress. The Registrar’s Office does not accept email requests. The cost for a transcript is $3; same day service is also available at a charge of $10. Faxed requests are not accepted, and transcripts are not faxed. All financial obligations to the University (parking violations, library fines, and invoices for lost items) must be met, or transcripts will be held. After graduation or upon withdrawal from Stevenson, students receiving financial aid are required to complete an online financial aid exit interview before transcripts will be issued.

Students can print a student copy of their transcript from WebXpress. Students may order an official transcript from WebXpress by completing the required information on the “Transcript Request” page. A credit card payment must accompany the request. Students may click on the link to “Make A Payment” on the bottom of the request page or go to the main student WebXpress menu and select “Make A Payment.” If the credit card is not accepted, the student’s account will be automatically charged for the transcript. Transcripts normally require a three day processing time. Transcripts are not released until all semester grades are entered and a final GPA is calculated.

Withdrawal from University

A degree-seeking student who finds it necessary to withdraw from the University must do so in writing. The student may obtain a Withdrawal from University form from the Registrar’s Office, and this form is also on the Registrar’s Office website. The student should meet with a representative of the Academic Support Services Office to complete the form.

Academic and Support Services Policies

Accommodations for Students with Disabilities

Stevenson University has no formal program for students with disabilities. However, the University, as required by the American with Disabilities Act (ADA) and section 504 of the Rehabilitation in Education Act of 1973, attempts to provide reasonable classroom accommodations for students with disabilities. The Office of Academic Support Services is the designated office that obtains and files disability-related documents, certifies eligibility for services, determines reasonable accommodations and develops plans for the provision of such accommodations. The documentation must include medical or psychological information from a certified professional. Complete guidelines for the type of documentation required are available upon request. The aforementioned guidelines are provided so that we can respond appropriately to the individual needs of the student. The Office of Academic Support Services reserves the right to determine eligibility for services based on the quality of the submitted documentation. All documentation is confidential. Documentation for disabilities must be submitted by the end of the first week of each semester.

No testing for the purpose of identifying or verifying disabilities is conducted by the University. Requests for services must be made each semester the student is enrolled even if the student received accommodations the previous semester.

Student Conduct and Performance

University students are adults and, as such, are expected to take personal responsibility for their own conduct. Stevenson University reserves the right to suspend, dismiss, or otherwise discipline a student who violates the policies or regulations of the University with respect to conduct or with respect to academic procedure or achievement. In addition, the University may ask a student to withdraw for reasons of conduct detrimental to the spirit and operation of the University.

Grade Appeals

The grade appeal policy applies to questions of an instructor’s evaluation of student performance. The expectation is that the majority of appeals can be resolved through a flexible process of direct communication between student and instructor. A formal series of procedures has been established to ensure fairness to all parties in cases that cannot be resolved informally. The grade appeal process is as follows:
1. The Grade Appeal form must be completed and filed in the Registrar’s Office within 30 calendar days of the last day of the semester.
2. The student must contact the instructor within five business days of the filing of the appeal.
3. If the appeal is not resolved and the student wishes to continue the appeal process, the student must appeal in writing to the next level supervisor within five business days.
4. Once the appeal has been filed, it is the student’s responsibility to work through the steps in the process.

For a copy of the full policy, with details on the formal procedures and deadlines, contact the Registrar’s Office or the Academic Support Services Office.
Plagiarism and Academic Dishonesty

To promote the free exchange of ideas, the Stevenson University community depends upon the academic honesty of all of its members. While acknowledging that the vast majority of students conduct themselves with fundamental honesty, the University seeks to set the highest ethical standards. For students, academic honesty is merely a prelude to the personal integrity and professional ethics that will govern their careers. In all cases, intellectual honesty provides the clearest path to knowledge, understanding, and truth—the highest goals of an academic institution. Therefore, the University expects honesty from all of its members in every academic setting. Academic honesty applies to all situations, including but not limited to documenting all sources used in assignments, completing all tests without unauthorized assistance, and providing accurate information on University documents.

Violations of academic honesty and ethics include cheating, plagiarism, obtaining unauthorized assistance in the preparation of assignments, fabricating data or sources, presenting the same work for credit in more than one course without explicit permission of all interested instructors, or other unethical acts such as lying, stealing, physically abusing another person, or threatening another. Violators are subject to sanctions as specified in the University’s Policy on Academic Honesty. A copy of the full policy is available in the Student Handbook.

Student Grievances

Any member of the University community who feels that his or her rights (academic or non-academic) have been violated by another student, faculty member, administrator, or other member of the University should first attempt to resolve the issue informally. In the event that a resolution cannot be reached informally, an investigation will be conducted to determine whether the allegation has merit as well as whether it can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the President or the Executive Vice President for Academic Affairs and Dean. If so, such disposition shall be final, and there shall be no subsequent proceedings.

A University Hearing Board has been established to consider grievances that could not be resolved in either of the ways described above. For a copy of the full policy, consult the Student Handbook.
Undergraduate Fields of Study

Note: Information given below is for accelerated undergraduate degree programs offered by the School of Graduate and Professional Studies. For information about traditional undergraduate degree programs, see the traditional undergraduate catalog.

Business Administration

Business Administration Program Description
The accelerated bachelor’s degree in business administration prepares students for a career requiring an understanding of business functions and the ability to integrate and coordinate them. The program’s goal is to provide graduates with the knowledge, skills, critical thinking ability, and technological competence essential to business decision making, conducting research, analyzing information, and communicating effectively. The program includes major courses in business electives in a variety of business functions, and a core of liberal arts and science courses. The business administration curriculum also provides graduates with an excellent background to continue their education by pursuing a graduate degree in business or a business-related field.

The accelerated program works best for students who are highly motivated, self-directed and learn well independently. Most courses are scheduled either on line or in 5- or 8-week formats which meet one night per week. It is an intense program that differs from courses students have taken in a traditional 15-week semester. Students will be expected to complete many of their assignments and coursework outside of class using the web, e-mail and other means. Students should be prepared to discuss their reading assignments, to work in small groups, and to share their experiences, both orally and in writing.

Business Administration Program Outcomes
Upon completion of the Bachelor of Science in Business Administration, graduates will be able to:
1. Describe and explain business functions and technology affecting the conduct and structure of business organizations.
2. Analyze and explain business problems, and propose solutions, both independently and in teams.
3. Communicate business information in both oral and written expression.
4. Identify, analyze, and evaluate ethical issues, principles, and practices that affect business in domestic and global environments.
5. Pursue contemporary business careers.

Business Administration Program Policies
Students must earn a minimum GPA of 2.00 in the major, and the lowest acceptable grade is a "C-" in all major courses. When a grade below "C-" is earned in a required major course, the student must repeat that course. A course may be repeated once without special permission. Business administration majors must apply in writing to the Associate Dean for GPS Undergraduate Programs requesting permission to repeat a course for a second time. Those who do not successfully complete a major course with a grade of "C-" or better after a third attempt will not be allowed to continue in the business administration program. No student, regardless of major, will be permitted to advance to the next course in a sequence without earning a grade of “C-" or better in the preceding prerequisite course.

Business Administration Program Requirements
The courses listed below are required for completion of the B.S. degree in business administration. Students must also complete the requirements for the Stevenson core curriculum. Specific pre- and co-requisites for each course are listed in the course descriptions.

Some secondary requirements, which are noted by an asterisk (*) in the list below, can also be used to fulfill a core curriculum requirement.

Major Requirements:
MGT 204 Principles of Management
MGT 310 Organizational Behavior
MGT 312 Analysis of the Managerial Environment
MGT 313 Operations Management
MGT 430 Business Capstone Seminar
MKT 206 Principles of Marketing
FIN 402 Principles of Finance
LAW 208 Business Law
INBUS Any International Business course
5 Business-related Electives (15 credits)

Secondary Requirements:
ACC 101 Introduction to Accounting I
ACC 102 Introduction to Accounting II
ACC 221 Cost Accounting
EC 201 Economics: Macro *
EC 202 Economics: Micro *
ENG 210 Business Writing *
IS 134 MS Windows and Office Applications *
IS 135 Advanced MS Office Applications
IS 201 Management Information Systems or
IS 260 Presentation Theory and Application
PHIL 416 Business Ethics *

Business Administration Other Options

Minors:
No minor is offered in business administration, but students majoring in other fields who have an interest in business may consider taking a minor in accounting, economics, international business, management, or marketing. Students pursuing a minor may select any six courses from the discipline but must take all course prerequisites first.

BS/MS Option:
The BS/MS option is available for students majoring in business administration who wish to combine their bachelor’s coursework with work for a master’s degree in one of Stevenson’s graduate programs. Students choosing this option may earn both bachelor’s and master’s degrees in as few as five years. Students must formally apply for entrance into a BS/MS option in their junior year. Once admitted into this program,
students develop an education plan in consultation with their undergraduate and graduate advisors.

**Business Information Systems**

**Business Information Systems Program Description**
The business information systems (BIS) major is designed for students interested in pursuing a career in business with a focus in information technology management. The use of information enabled by information systems is an essential element of strategy in organizations where information forms the basis for competing both nationally and internationally. The responsibility of the technology manager is to deliver information and information services to the end-user, and to administer the information resource cost-effectively. Organizations need competent technology professionals who are problem solvers and who understand how to leverage the company’s technology base to improve its competitive advantage. This program delivers on both counts.

The BIS major consists of courses in programming, network, and database design, followed by career-focused courses in technology management. To prepare for the workplace, students take a series of practical courses in systems, data, security and network management where they examine business problems and the array of possible technology solutions.

Students then take a sequence of courses in business management, marketing, and entrepreneurial leadership. The program’s blend of practical business and technology courses prepares the graduate to enter business as a well-rounded professional who knows how to think analytically, assess a business problem and select the best technology solution.

Most graduates of these degree programs elect to continue their education at the graduate level by pursuing a master’s degree in business and technology management which is also offered in an accelerated 8-week format.

**Business Information Systems Program Outcomes**

Upon completion of the Bachelor of Science in Business Information Systems, graduates will be able to:

1. Articulate technology skills learned and applied during their academic career.
2. Perform those information technology tasks essential to their chosen career path in application, network or database design.
3. Communicate with confidence technology ideas in team meetings and public forums.
4. Demonstrate a professional competency in research, analysis, and technical writing.
5. Converse in the languages of application, network, and database design.
6. Assess business problems using analytical and critical thought processes to identify the best technology solution.
7. Pursue an IT career as a well-rounded technology professional, able to leverage talents and interests.

**Business Information Systems Program Policies**

Students must earn a minimum GPA of 2.00 in the major, and the lowest acceptable grade is a “C-“ in major and secondary courses. When a grade below “C-“ is earned in a required major or secondary course, the student must repeat that course. A course may be repeated once without special permission. Information systems majors must apply in writing to the program coordinator requesting permission to attempt a course for a third time. No student, regardless of major, will be allowed to advance to the next course in a sequence without earning a grade of “C-“ or better in the preceding prerequisite.

Stevenson University does not grant credits or waivers for technical certifications.

**Business Information Systems Program Requirements**

The courses listed below are required for completion of the B.S. degree in business information systems. Students must also complete the requirements for the Stevenson core curriculum. Specific pre- and co-requisites for each course are provided in the course descriptions.

Some secondary requirements, which are noted by an asterisk (*) in the list below, can also be used to fulfill a core curriculum requirement.

**Major Requirements:**

- IS 135 Advanced MS Office Applications
- IS 140 Information Systems Architecture and Design
- IS 150 Relational Database Design and SQL with MS Access
- IS 170 Systems Development with UML
- IS 201 Management Information Systems
- IS 231 Network Technologies
- IS 240 Programming Concepts with Visual Basic.NET
- IS 280 Data & Database Management
- IS 301 Principles of E-Commerce
- IS 320 Human-Computer Interaction
- IS 380 Information Security for the Organization
- IS 385 Management of Business Networks
- IS 386 E-Commerce Solutions
- IS 387 Wireless Technology Solutions for the Office
- IS 480 Technology Law
- IS 481 Project and Knowledge management

**Secondary Requirements:**

- ACC 215 Financial Accounting
- ENG 210 Business Writing* or ENG 212 Technical Writing*
- MGT 204 Principles of Management
- MKT 206 Principles of Marketing
- One 300-400 Level INBUS, MGT, or MKT Course

**Business Information Systems Other Options**

**BS/MS Option For Students Interested In Business Information Systems**

The BS/MS option is available for students majoring in business information systems who wish to combine their bachelor’s coursework with work for a master’s degree in one of Stevenson’s graduate programs. Students choosing this option may earn both a bachelor’s and a master’s degree in as few as five years. Students must formally apply for entrance into a BS/MS option their junior year. Once admitted into this program, students develop an education plan in consultation with their undergraduate and graduate advisors.

**Minor:**

Students who wish to pursue a minor in information systems may choose any six IS courses from the business information systems or computer information systems programs. IS 134 will count toward the minor. The lowest acceptable grade is a “C-“ in all IS courses.
Computer Information Systems

Computer Information Systems Program Description

The computer information systems (CIS) major is designed for the student who is interested in pursuing a technical career in support of organizations. Employers are seeking highly skilled technology professionals who know how to utilize technology to improve the organization’s competitive edge. This major consists of core courses in applied programming, network, and database design followed by an in-depth career-focused track in software design, network design, or computer forensics. The program’s in-depth practical application of computer technology prepares the graduate to enter the workplace as a well-versed technology professional. Many graduates of this bachelor’s degree program elect to continue their education at the graduate level by pursuing a master’s in business and technology management.

CIS students will develop a portfolio of essential skills valued by employers. The will become problem-solvers who know how to think analytically, assess business problems, and design the best technology solutions.

Some graduates of these degree programs elect to continue their education at the graduate level by pursuing a master’s degree in business and technology management, which is offered in an accelerated 8-week format.

Computer Forensics Track

Computer forensics is the use of specialized computer investigation techniques to identify, collect, preserve, examine, and analyze digital evidence for presentation in criminal or civil proceedings. Specialized tools enable the computer forensics investigator to develop timelines reconstructing computer usage across the Internet and corporate local area networks. The CIS computer forensics track offers a solid foundation in computer security culminating with elite skills in computer forensics. With the blend of security and forensics skills, graduates are not only prepared with the knowledge to prevent, detect, and recover from unauthorized malicious intrusions into the organization’s infrastructure but to also collect the digital evidence necessary to prosecute the intruders. This is a career field where the opportunities will increase exponentially in the coming months.

Network Design Track

Organizations today depend on complex multi-vendor technology infrastructures and highly skilled technical staff to support day-to-day operations. The CIS network design track prepares graduates with a blend of experience in leading Microsoft, UNIX, and Cisco technologies. Students take courses in Windows and UNIX server administration, network security, e-mail server and web server administration, Cisco routing, wireless networks, and mobile communication systems, all essential technology skills for the IT network professional. Some courses in this track are currently only offered in the traditional format.

Software Design Track

Software applications are developed for commercial off-the-shelf use or to solve specific internal organizational problems. The process consists of requirements analysis, data gathering, software design, coding, testing and maintenance. The CIS software design track prepares graduates with end to end practical experience in the design, development and deployment of software solutions for the workplace. Students take courses in leading programming languages including C#, JAVA, ASP.NET and Visual Basic .NET, using high value systems development tools such as Microsoft’s Visual Studio .NET and IBM’s WebSphere. This is a high-growth IT career field for those skilled in these cutting-edge technologies. Some courses in this track are currently only offered in the traditional format.

Computer Information Systems Program Outcomes

Upon completion of the Bachelor of Science in Computer Information Systems, graduates will be able to:

1. Articulate technology skills learned and applied during their academic career.
2. Perform those information technology tasks essential to their chosen career path in application, network, or database design.
3. Communicate with confidence technology ideas in team meetings and public forums.
4. Demonstrate a professional competency in research, analysis and technical writing.
5. Converse in the languages of application, network, and database design.
6. Assess business problems using analytical and critical thought processes to identify the best technology solution.
7. Pursue an IT career as a well-rounded technology professional, able to leverage talents and interests.

Computer Information Systems Program Policies

Students must earn a minimum GPA of 2.00 in the major, and the lowest acceptable grade is a “C-” in major and secondary courses. When a grade below “C-” is earned in a required major or secondary course, the student must repeat that course. A course may be repeated once without special permission. Information systems majors must apply in writing to the department chair requesting permission to attempt a course for a third time. No student, regardless of major, will be allowed to advance to the next course in a sequence without earning a grade of “C-” or better in the preceding prerequisite. Stevenson University does not grant credits or waivers for technical certifications.

Computer Information Systems Program Requirements

Major Requirements (all students):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 135</td>
<td>Advanced MS Office Applications</td>
</tr>
<tr>
<td>IS 140</td>
<td>Information Systems Architecture and Design</td>
</tr>
<tr>
<td>IS 150</td>
<td>Relational Database Design and SQL with MS Access</td>
</tr>
<tr>
<td>IS 170</td>
<td>Systems Development with UML</td>
</tr>
<tr>
<td>IS 201</td>
<td>Management Information Systems</td>
</tr>
<tr>
<td>IS 231</td>
<td>Network Technologies</td>
</tr>
<tr>
<td>IS 240</td>
<td>Programming Concepts with Visual Basic.NET</td>
</tr>
</tbody>
</table>

(All students take four of the following five)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 301</td>
<td>Principles of E-Commerce</td>
</tr>
<tr>
<td>IS 320</td>
<td>Human-Computer Interaction</td>
</tr>
<tr>
<td>IS 380</td>
<td>Information Security for the Organization</td>
</tr>
<tr>
<td>IS 480</td>
<td>Technology Law</td>
</tr>
<tr>
<td>IS 481</td>
<td>Project and Knowledge Management</td>
</tr>
</tbody>
</table>

Students must also complete the courses for one of the tracks listed below. (They may substitute a track offered under business information systems; if they do so, they will be awarded the business information systems degree.)

Computer Forensics Track (CIS):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 232</td>
<td>TCP and IP Communication Protocols for Windows and UNIX</td>
</tr>
<tr>
<td>IS 235</td>
<td>Advanced Windows Server Architecture &amp; Administration</td>
</tr>
<tr>
<td>IS 331</td>
<td>Cisco TCP and IP Routing</td>
</tr>
<tr>
<td>IS 391</td>
<td>Incident Response and Investigation</td>
</tr>
<tr>
<td>IS 392</td>
<td>Information Systems Forensics Internals — Auditing</td>
</tr>
</tbody>
</table>
**IS 393**  Forensic Evidence Collection Tools and Techniques

**IS 432**  Network Security—Firewalls, IDS, and Counter Measures

**Network Design Track:**
- **IS 232**  TCP and IP Communication Protocols for Windows and UNIX
- **IS 235**  Advanced Windows Server Architecture & Administration
- **IS 331**  Cisco TCP and IP Routing
- **IS 332**  High Speed Broadband Networks *
- **IS 335**  Wireless LANs and Mobile Communication Systems *
- **IS 431**  Exchange Server and Messaging Systems *
- **IS 432**  Network Security—Firewalls, IDS, and Counter Measures

*Courses currently offered in the traditional format only. Refer to the traditional undergraduate catalog for course descriptions.

**Software Design Track:**
- **IS 241**  C# Object Oriented Programming *
- **IS 252**  Advanced SQL Query Design with Oracle & SQL Server *
- **IS 343**  Web Architecture and Design Technologies
- **IS 345**  JAVA Programming *
- **IS 348**  Advanced Business Applications *
- **IS 349**  Service-Oriented Architecture and Dynamic Web Development *
- **IS 444**  Wireless Application Development *

*Courses currently offered in the traditional format only. Refer to the traditional undergraduate catalog for course descriptions.

**Secondary Requirements (all students):**
- **ENG 210**  Business Writing*
  or
- **ENG 212**  Technical Writing*

**Select any two of the following courses:**
- **ACC 215**  Financial Accounting
- **MGT 204**  Principles of Management
- **MKT 206**  Principles of Marketing
- One 300-400 Level INBUS, MGT or MKT course

**Computer Information Systems Other Options**

**Minor:**
Students who wish to pursue a minor in information systems may choose any six IS courses from the business information systems or computer information systems programs. IS 134 will count toward the minor. The lowest acceptable grade is a “C-“ in all IS courses.

**BS/MS Option For Students Interested In Computer Information Systems**
The BS/MS option is available for students majoring in computer information systems who wish to combine their bachelor’s coursework with work for a master’s degree in one of Stevenson’s graduate programs. Students choosing this option may earn both a bachelor’s and a master’s degree in as few as five years. Students must formally apply for entrance into a BS/MS option in their junior year. Once admitted into this program, students develop an education plan in consultation with their undergraduate and graduate advisors.

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**Criminal Justice Program Description**
The criminal justice program at Stevenson University takes an interdisciplinary approach to the study of the causes and consequences of criminal activity. The curriculum is designed to combine theory with practice, requiring courses in psychology, sociology, law, and technology, as well as in criminal justice.

The major core requirements focus on an introduction to criminal justice, as well as constitutional law, criminal law, and computer crimes. Students elect a specialty track in either law enforcement or social service. The law enforcement track focuses on police organization, criminal procedure and investigations, and corrections. The social service track focuses on children and family law, juvenile justice, addictions, and individual and group counseling. Both tracks require a capstone course in which students synthesize the information and insights from their other courses in the criminal justice curriculum and complete a major project or paper relating to a topic of special interest.

Graduates of the program are prepared for careers in their selected track or to continue their education in graduate programs. Students selecting the law enforcement track are prepared for careers in police and investigative work at the federal, state, and local levels of government, in public and private sector jobs in corrections facilities, in homeland security, and in protective services. The social service track prepares graduates for careers in fields such as child protective and family preservation services, juvenile justice, substance abuse, and behavioral disorders. Students are also prepared to continue their education in graduate programs or may elect to pursue a BS/MS option leading to a combined bachelor’s degree in criminal justice and a degree in one of the other graduate programs offered at Stevenson University.

**Criminal Justice Program Outcomes**
Upon completion of the Bachelor of Science in Criminal Justice, all graduates will be able to
- Demonstrate an understanding of the history, philosophy, and administration of criminal justice.
- Apply criminological theories in explaining how criminals think and how their actions are affected by their way of thinking.
- Identify Supreme Court precedents and theories that impact criminal procedures.
- Identify the legal procedures of the criminal justice system.
- Identify the legal issues involved in computer-related crime and computer crime investigative techniques.
- Synthesize information and insights relating to criminal justice and complete a major project or paper relating to a topic of special interest.

**Criminal Justice Program Law Enforcement Track Outcomes**
Upon completion of the criminal justice major, a graduate in the law enforcement track will be able to
- Apply investigative techniques in criminal investigations.
- Investigate and analyze physical evidence.
- Analyze elements of white collar and organized crimes.
- Demonstrate an understanding of the history of police administration and of the evolution of policing as a profession.
- Investigate contemporary correctional theories and practices.
Criminal Justice Program Social Service Track

Outcomes
Upon completion of the criminal justice major, a graduate in the social service track will be able to:
1. Identify models of addiction, progression, diagnosis, recovery, relapse, and intervention.
2. Investigate methods for helping individuals in need.
3. Investigate elements of group process and practice.
4. Identify legal problems faced by children within the family, at school, and in the criminal justice system.
5. Analyze laws and regulations related to the health and welfare of children.

Criminal Justice Program Policies

Students must earn a minimum GPA of 2.00 in the major. Students must earn a grade of "C-" or better in all major and secondary requirements. When a grade below "C-" is earned in a required major or secondary course, the student must repeat that course. A course may be repeated once without special permission. Criminal justice majors must apply in writing to the Dean of the School of Graduate and Professional Studies requesting permission to attempt a course for a third time.

Criminal Justice Program Requirements

The courses listed below are required for completion of the bachelor's degree in criminal justice. Students must also complete the requirements for the Stevenson core curriculum. Specific pre- and co-requisites for each course are listed in the course descriptions.

Some secondary requirements, which are noted by an asterisk (*) in the list below, can also be used to fulfill a core curriculum requirement.

Major Requirements (all students):

CJUS 101 Introduction to Criminal Justice
CJUS 204 Constitutional Law
CJUS 215 Criminal Law
CJUS 330 Computer Crime~
CJUS 460 Capstone~

Track Courses - Students elect one of the two tracks:

Social Service Track:

CJUS 201 Introduction to Human Services
CJUS 259 Children and Family Law
CJUS 260 Juvenile Justice
CJUS 270 Addictions
CJUS 315 Group Process and Practice
CJUS 360 Counseling Strategies for Individuals

Law Enforcement Track:

CJUS 230 Criminalistics~
CJUS 235 Police Organization~
CJUS 325 Organized and White Collar Crime~
CJUS 340 Criminal Procedure~
CJUS 322 Criminal Investigations
CJUS 345 Corrections~

Electives:

All students take an additional three or four courses in psychology, sociology, human services, information systems, or criminal justice.

Secondary Requirements (all students):

INDSC 224 Introduction to Research Methods
IS 135 Advanced MS Office Applications
IS 150 Relational Database Design
IS 480 Technology Law
PHIL 415 Professional Ethics~
secondary requirements noted below.

**Major Requirements:**
- 36 credits of courses for the major selected from two disciplines, identified as program cores (at least 18 credits of which must be at the 300 and 400 level). A minimum of 12 credits is required in one program core
- Six credits in INDSC courses, 300-level or above (an internship may fulfill one)
- INDSC 450 Senior Project: Seminar in Interdisciplinary Studies

**Secondary Requirements:**
- IS 134 MS Windows and Office Applications
- IS 124 Introduction to Computer Graphics
- INDSC 224 (or another methods course approved by the Program Coordinator)

**Interdisciplinary Studies Other Options**

Minor:
There is no minor in interdisciplinary studies.

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**Nursing**

**Nursing Department Statement of Purpose**

The philosophy of the nursing program is articulated as follows:

"The Stevenson University nursing program, as an integral part of its parent institution, is dedicated to the pursuit of higher learning grounded in the arts, sciences, and humanities. The philosophy and curricular focus of the SU nursing program emphasizes the ethic of care, critical thinking, and a spirit of inquiry in education, practice, service, and research.

The nursing faculty believes nursing is a professional discipline with academic and practice dimensions. The nursing faculty values scholarship and academic integrity and seeks to foster professional involvement and life-long learning in students and graduates. The essence of nursing is grounded in the meaning of caring. The nursing faculty believes that caring exists in authentic relationships through which all persons are respected and nurtured. Within these co-created relationships, caring opens the possibility of transformation, inviting growth, healing, and wholeness of persons, families, and communities. In the reflective practice of nursing and nursing education, a caring environment affirms diversity in ways of being and ways of knowing."

**Nursing – Accelerated RN to BS Program Outcomes**

Based upon the concepts of person, health, environment, nursing and facilitation of learning as identified in the philosophy of the Stevenson University nursing program, the faculty subscribes to an organizing framework in which caring is firmly established in the practice of professional nursing. Graduates will be prepared to practice professional nursing.

Upon completion of the Stevenson University baccalaureate nursing program, graduates will

1. Integrate the concepts of caring in nursing practice in diverse health care settings across the health-illness continuum.
2. Engage in holistic reflective nursing practice informed by the arts, sciences, and humanities.
3. Exhibit competencies in critical thinking, communication, evidence-based decision making, scholarly inquiry and technical skills in the practice of nursing.
4. Integrate professional competencies in the nursing roles of provider, designer, manager, and coordinator of care and participate as an active member of the profession.

5. Assume ethical and legal responsibility and accountability in nursing practice, exemplifying the values of altruism, autonomy, human dignity, integrity, and social justice.
6. Apply leadership concepts, skills, and decision-making in creating caring environments to promote health and healing in individuals, families, communities, and global populations.

**Nursing - Accelerated RN to BS Option Program Policies**

Students must achieve a grade of "C" or better in all required nursing courses. If a student receives a "C-", "D", or "F" in any nursing course, the course must be repeated and a "C" or better must be achieved. A maximum of one nursing course may be repeated once throughout the nursing program.

**Nursing - Accelerated RN to BS Option Program Description**

Stevenson University offers the accelerated RN to BS option for registered nurses who would like to obtain a bachelor’s degree in nursing. The accelerated curriculum is designed to enable adult learners to complete the baccalaureate degree in nursing in two years, attending part time.

Courses are offered in eight or ten-week terms. Multiple entry and exit points along the way enable registered nurses to accelerate according to professional and personal desires. Courses are scheduled in accordance with nurses’ lifestyles, with a combination of online, face-to-face, and distance learning opportunities. A fully online option is now available. RNs may choose to take the accelerated path, or they may pace their course of study to meet their family and work responsibilities.

This option is a concentrated program for the registered nurse, who is highly motivated, self-directed, and able to participate in independent learning activities. The Stevenson University nursing program is fully accredited by the National League for Nursing Accrediting Commission and the Commission on Collegiate Nursing Education, and approved by the Maryland Board of Nursing.

Qualified Registered Nurses must successfully complete a total of 120 credits. RNs may transfer prerequisite courses, college core, and nursing program requirements or take them at Stevenson University. Students who take community college courses are required to send official transcripts at the completion of their courses. The RN to BS nursing courses total 30 credits. In accordance with the Maryland Articulation Model, Stevenson University will award 30 upper-division nursing credits to the registered nurse with an active, unencumbered Maryland or compact state nursing license upon enrollment into the RN to BS Option.

The RN to BS Option at Stevenson University partners with several community colleges across the state. In order to increase RN’s accessibility to baccalaureate education, curricular articulation agreements are in place with the following colleges:

- Anne Arundel Community College
- Carroll Community College
- Chesapeake College
- College of Southern Maryland
- Harford Community College
- Howard Community College
- Montgomery College
- Prince George's Community College

Articulation agreements allow registered nurses to complete all program requirements at the community college. The RN to BS courses will be completed through Stevenson University, at the Stevenson or Owings Mills sites, at a hospital partner site, at the community college site, or online.

Prior to NURS 424 - Health in the Community, the student will be required to:

- Submit proof of health insurance coverage.
- Submit current CPR certification.
• Substantiate adherence to the Department of Nursing's Health Requirements and submit proof of current liability insurance.

Course Requirements for RN to BS Students

Course Requirements Prior to Taking 300-level RNBS Courses

Registered nurses with an associate’s degree or diploma from an accredited nursing program have completed most of the prerequisite courses as part of their basic education. The following courses must be successfully completed prior to taking 300-level RNBS courses:

- Anatomy and Physiology I and II
- Microbiology
- Introduction to Psychology
- Introduction to Sociology
- Human Growth and Development
- English Composition
- Introduction to Literature
- Statistics

Course Requirements Prior to Taking 400-level RNBS Courses

The following courses must be successfully completed prior to taking 400-level RNBS courses:

- English writing at the 200-level or above
- Chemistry
- Nutrition
- Communication
- Physical education (or life skill or wellness learning)
- Four humanities courses from three different disciplines: philosophy, history, literature, or religion.
  - An ethics course (listed as philosophy) must be one of the four courses.
- Fine Arts

Nursing - Accelerated RN to BS Option Program

Requirements

Students enrolled in the RN to BS program will complete the following:

Major Requirements:

- NURS 312 Physical Assessment and Pathophysiology
- NURS 314 Nursing Research for RNs
- NURS 315 Information Technology in Nursing and Health Care
- NURS 411 Professional Seminar I
- NURS 414 Nursing Leadership for RNs
- NURS 415 Professional Seminar II
- NURS 424 Health in the Community
- NURS 434 Clinical Seminar & Practicum

Please refer to the Course Requirements for RN to BS Students section of the program description for additional course requirements.

Nursing - Accelerated RN to BS Option Other Requirements

Minor:

There is no minor in the nursing - accelerated RN to BS option.

Paralegal Studies

Paralegal Studies Program Description

Stevenson University’s Paralegal Studies program was the first in the state, and one of the first in the nation, to be approved by the American Bar Association. Paralegals must be intelligent, have logical and analytical minds, possess organizational skills, and pay attention to detail. Paralegals may not provide legal services directly to the public, except as permitted by law. However, working under the supervision of an attorney, paralegals are vital members of the legal team. They perform such functions as:

- Research and writing
- Gathering information electronically
- Investigating cases
- Interviewing witnesses
- Drafting pleadings
- Managing trial preparation and litigation support
- Drafting contracts and real estate documents
- Managing estates and guardianships
- Preparing intellectual property applications
- Computing bankruptcy schedules
- Preparing tax returns

The ultimate goal of the Paralegal Studies program is to prepare highly trained men and women who possess an understanding of the history, principles, and purposes of legal institutions and their operation. Students gain an extensive knowledge of several fields of law and knowledge to enable them to perform detailed work in specific areas. By taking a combination of law and liberal arts courses each semester, students are able to pursue their legal interests immediately and develop skills gradually.

Courses are offered days, evenings, and sometimes online. Students earn a bachelor’s degree in Paralegal Studies. Students may select a sequence of courses that permits them to focus on a specific area within the Paralegal Studies curriculum, such as corporate law, estate administration, real estate law, or litigation. All students complete a senior capstone course their final year. Students may participate in a law clinic as an elective course in their major and gain experience by providing pro bono paralegal services in the community.

Paralegal Studies Program Outcomes

Upon completion of the Bachelor of Science in Paralegal Studies, graduates will be able to:

1. Demonstrate effective legal knowledge and practical skills necessary to perform substantive legal work under the direction of an attorney.
2. Understand their ethical responsibilities in the legal profession and how to behave ethically and with professionalism in the workplace.
3. Utilize the role of the paralegal in the delivery of legal services to the public.
4. Think analytically and write clearly.
5. Read, analyze, and synthesize complex information in an organized and logical manner.
6. Utilize technology necessary to meet employer needs.
7. Effectively manage their time and multiple projects and tasks.
8. Demonstrate appropriate paralegal skill development and professionalism through practical experience.

Paralegal Studies Program Policies

Students must earn a minimum GPA of 2.00 in the major, and the lowest acceptable grade is a “C-” in any LAW courses. No more than two repeats of any LAW course are allowed.

Paralegal Studies Program Requirements

The courses listed below are required for completion of the bachelor’s degree in paralegal studies. Students must also complete the requirements for the Stevenson core curriculum. Specific pre- and co-requisites for each course are listed in the course descriptions. Typically, students will take lower-level (100- and 200- level) courses in their freshman or sophomore years, and upper-level (300- and 400- level) courses in their junior or senior years.
Some secondary requirements, which are noted by an asterisk (*) in the list below, can also be used to fulfill a core curriculum requirement.

**Major Requirements:**
- LAW 102 Introduction to Legal Studies
- LAW 112 Torts
- LAW 114 Estates and Trusts
- LAW 120 Contract Law
- LAW 125 Legal Research and Writing I
- LAW 130 Business Organizations Law
- LAW 204 Constitutional Law
- LAW 210 Legal Research and Writing II
- LAW 216 Civil Litigation and Pleading
- LAW 225A Internship Part I
- LAW 225B Internship Part II
- Two lower-level (100- or 200-level) LAW electives
- Six upper-level (300- or 400-level) LAW electives
- LAW 480 Senior Seminar

**Secondary Requirements:**
- ACC 215 Financial Accounting (Note: This requirement also may be satisfied by taking ACC 121 and ACC 122)
- EC 201 Principles of Economics: Introduction to Macroeconomics *
- IS 134 MS Windows and Office Applications *
- IS 135 Advanced MS Office Applications
- PHIL 215 Ethics *
- or
- PHIL 415 Topics in Professional Ethics *
- or
- PHIL 416 Business Ethics *(PHIL 415 or PHIL 416 is recommended to help meet the university’s upper-level non-LAW course requirements)
- POSCI 102 American Government: Political Institutions & Procedures *

**Paralegal Studies Other Options**

**BS/MS option:**
The BS/MS option is available for students majoring in paralegal studies who wish to combine their bachelor’s coursework with work for a master’s degree in one of Stevenson’s graduate programs. Students choosing this option may earn both bachelor’s and master’s degrees in as few as five years. Student must formally apply for entrance into a BS/MS option in their junior year. Once admitted into this program, students develop an education plan in consultation with their undergraduate and graduate advisors.

**Minor:**
A minor is available in legal studies. The minor in legal studies is not intended to prepare students to work as paralegals and is not approved by the American Bar Association. Please see an academic advisor for more information. For specific information regarding minor requirements, please consult the Minors section of the catalog.

**Pre-Law Option:**
There is no prescribed pre-law program. Generally pre-law programs are focused on advisement. Advisors work with students to select appropriate courses that develop critical thinking and analytical skills. Many students find Stevenson University’s paralegal studies program to be an excellent pre-law option. Students can combine law classes with a series of designated liberal arts courses that develop critical thinking, writing, and analytical skills. Stevenson University has a dedicated pre-law advisor who is an attorney and who can guide students in LSAT preparation and law school admissions procedures. An upper-level law elective is available to help prepare students for the LSAT exam.

**Accelerated Paralegal Second Bachelor’s Degree**

**Program Description**
The accelerated paralegal second bachelor’s degree is 31 credits. Students may complete the accelerated program in as little as two years.

**Program Requirements**
Students enrolled in this program must complete the following:
- LAW 102 Introduction to Legal Studies
- LAW 112 Torts
- LAW 120 Contract Law
- LAW 125 Legal Research & Writing I
- LAW 210 Legal Research & Writing II
- LAW 216 Civil Litigation & Pleading
- LAW 480 Senior Seminar

In addition to the above required courses, students must complete 9 credits of law electives, 6 of which must be at the upper level.
Graduate Fields of Study

**Business and Technology Management**

**Business and Technology Management Program Description**

Stevenson University’s Master of Science in Business and Technology Management equips students with the skills and knowledge required to help organizations achieve a competitive advantage in an increasingly global, technology-driven, and information-rich marketplace. The degree programs provide students not only with knowledge about a wide variety of technologies and their architectures but also with an understanding of how to obtain the integration of the full range of information technologies within an organization, from both strategic and operational perspectives. It is designed either for students interested in furthering their knowledge of the use and deployment of technology or for the business professional looking to improve management skills along with a practical working knowledge of today’s information technologies.

Graduates of Stevenson’s master’s degree program will be able to interpret hardware and software standards, manipulate the architecture of current and emerging technologies, and interpret and evaluate the impact of these technologies on competition, organizational structure and work flow processes. They will have the knowledge and ability to communicate effectively on business and technical concerns with all levels of personnel both within and external to the organization.

The master’s degree addresses this need on three levels: the organization, the individual, and the technology. The program core begins by providing an overview of the organization’s processes and the systems that support them to achieve the corporation’s goals. This is followed by courses dealing with the concepts of human cognition and creativity that address why IT systems frequently fail to meet the requirements of customers. Armed with this knowledge, the IT systems professional can be creative and innovative in more accurately solving the organization’s problems and meeting the needs of the customer. The intent is to emphasize the need for information systems professionals to be creative in problem solving and innovative in finding opportunities within the organization.

The degree program has three tracks. The advanced information technologies track focuses on the technology and implementation of application, infrastructure, and database design. The emerging technology and innovative leadership tracks focus on the business and management of both internal and external information systems essential for support of the organization’s connection to its partners and customers.

The capstone courses provide for the integration of practice and theory across the three tracks.

**Advanced Information Technologies Track**

The advanced information technologies track is designed to provide the IT professional with cutting edge experience and knowledge in working with the leading applications, networks, and database design technologies of the day. The program provides key competencies for those following the career path of programmer, systems designer, systems integrator, database designer, and network designer. Technology professionals will gain in-depth knowledge of leading edge technologies, enabling them to choose the best technology solution for today's business problems. Information systems experience and literature analysis show that most system projects fail because the information analyst fails to define appropriate and accurate business and technical requirements and not for technical reason.

**Emerging Technology Management Track**

The emerging technology management track combines knowledge about the technologies and their development with knowledge of the best practices in systems planning and design and project management in the IT area. All successful companies today rely on a core information technology infrastructure to carry on day-to-day operations. These mission critical systems contain the business rules and key data on products, services, and customers. They are often customer designed in-house or outsourced to satisfy the requirements of the organizations and business processes they support.

**Innovative Leadership Track**

The innovative leadership track is designed on the basis of the principle that people are an organization’s most valuable asset and good leaders establish effective relationships as the key to success. These leaders understand that the mission and vision of the organization are critical components to a functional organization and use these to guide employees and work with customers. Managerial expertise, negotiation skills, and critical thinking motivate others to achieve superior performance and production. Leaders acknowledge that change is constant and that each organization must consider the global effects of its actions.

**Business and Technology Management Program Outcomes**

Upon completion of the Master of Science in Business and Technology Management, graduates will be able to

- Interpret hardware and software standards.
- Manipulate the architecture of current and emerging technologies.
- Interpret and evaluate the impact of these technologies on competition, organizational structure and work flow processes.
- Communicate effectively on business and technical concerns with all levels of personnel both within and external to the organization.

**Business and Technology Management Program Policies**

The grade of "C" is the lowest acceptable grade and only one can be awarded during the program. A student may repeat one course in a graduate program one time. Once a student has repeated a course, the student will not be permitted to repeat any other courses. If a student repeats a course, only the latter grade is used in computing the grade point average. However, all courses taken become a part of the student's academic record. A minimum cumulative 3.0 grade point average on all graduate work attempted is required for graduation. Only one grade of "C" may be applied toward the GPA requirement. Degree requirements must be completed within five years after the first course applied to the degree was completed.
Business & Technology Management Program

Requirements

The curriculum for the M.S. in business and technology management consists of three components: core courses, track elective courses, and capstone courses. The program includes:

**Core Courses (15 credits):**
- BTM 601 Information Technology and the Organization
- BTM 604 Cognitive Science for Requirements Analysis
- BTM 606 Creativity in Information Systems
- BTM 644 Project Management
- BTM 663 Technology Law and Law Enforcement

(Track 663 replaces AIT 602 - Open Systems and Enterprise Computing)

*Students select one of the following tracks (15 credits)*

**Track One: Advanced Information Technology**
Students take the following five courses:
- BTM 618 Network Technologies
- BTM 630 Object-Oriented Technology with C#
- BTM 632 Client Server Computing with ASP.NET
- BTM 634 Enterprise Data Management
- BTM 638 Enterprise Application Development

**Track Two: Emerging Technology Management**
Students select five courses from the following (15 credits):
- BTM 640 Operating Environments Architecture & Infrastructure
- BTM 642 Enterprise Application Process Analysis
- BTM 643 E-Commerce Technologies
- BTM 646 Disaster Recovery and Business Continuity*
- BTM 661 E-Systems Security
- BTM 662 B2B Applications

**Track Three: Innovative Leadership**
Students select five courses from the following (15 credits):
- BTM 635 Innovative Management and Leadership
- BTM 645 Supply Chain Management
- BTM 667 Customer Relationship Management
- BTM 670 Competitive Theory*
- BTM 671 Innovative Strategies*
- BTM 672 Financial Management*

*Pending Approval

**Capstone Courses (6 credits):**
- BTM 701 Systems Integration
- BTM 702 Master’s Project

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Forensic Sciences

Forensic Sciences Program Description

Forensic science is an interdisciplinary and applied course of study which plays a crucial role in the legal justice system. Advances in instrumentation and technology have opened up new approaches to solving crime, and the need for individuals trained in both science and the law is growing. Courses are offered in a combination of traditional and online formats and taught by accomplished faculty. The curriculum is designed to provide students with specific skills in the many applied scientific areas used by forensic scientists. Graduates of the program will be prepared for employment in local, state, or federal government crime laboratories, forensics laboratories, DNA testing facilities, the biotechnology industry, and/or continued study at the doctoral level.

The forensic sciences program is the only one of its kind to be offered in partnership with the Maryland State Police Forensic Sciences Division. Stevenson’s partnership with the Maryland State Police (MSP) and Baltimore County Crime Lab means that students in the program are being trained by some of the top experts in the field.

Forensic Sciences Program Outcomes

The forensic sciences program is competency-based and successful graduates will demonstrate proficiency in specific laboratory skills as well as a mastery of the academic material. It is required that the graduates of this Master of Science in Forensic Sciences (MSFS) program achieve the relevant cognitive, skills (psychomotor) and affective performance objectives specified below.

Upon completion of the program, the MSFS graduate will be able to:

**Cognitive Domain - demonstrate mastery of the academic material/knowledge specific to forensic science.**

1. List and describe the steps in collecting and processing evidence, including trace evidence, that may be available at a crime scene.
2. Evaluate a given crime scene and select the appropriate steps to be followed in collecting and processing evidence.
3. Describe the toxicology and analytical chemistry relevant to isolating and identifying drugs and toxic substances.
4. Explain the science underlying DNA analysis and describe the performance of laboratory analysis of DNA.
5. Describe quality assurance and accrediting requirements as they pertain to operating forensic science laboratories.
6. Describe the criminal justice system, including specific procedures relating to the provision of expert testimony and limitations placed on the admissibility of evidence.
7. Cite, apply, and interpret statutory, regulatory, and case law pertinent to forensic science.

**Skills Domain - demonstrate an acceptable standard of competency/proficiency in the relevant motor skill sets necessary for operating instruments, running experiments, assuring quality, etc.**

1. Collect evidence from a crime scene according to established legal and scientific protocols.
2. Photograph and sketch a crime scene according to established legal and scientific protocols.
3. Demonstrate proficiency in performing the molecular biological techniques relevant to examining evidence.
4. Demonstrate proficiency in using the microscope to identify evidence.
5. Demonstrate proficiency in performing the analytical chemical techniques relevant to examining evidence.
6. Demonstrate proficiency in collecting latent prints and processing firearms for trace evidence, and compare the crime scene evidence to the records in established databases.
7. Demonstrate mastery of quality control and quality assurance practices.
8. Provide expert testimony in a moot court of law.
9. Demonstrate compliance with safety protocols in the laboratory.
10. Analyze, interpret, and evaluate evidence for presentation in both written and oral formats.
11. Write a comprehensive review of the scientific literature on a topic in forensic science.
12. Formulate a hypothesis, and plan and execute a research project (following the tenets of the scientific method).
13. Write a master’s thesis that demonstrates analysis and interpretation of data, evaluation of results in the context of the scientific literature, and formulation of novel suggestions for further study in the field.
Affective Domain - demonstrates the emotions, values, and attitudes that we expect to see in graduates of our program.
1. Adhere to the ethical standards established for forensic scientists and enforced by the law.
2. Collect, process, and report evidence ethically and honestly.
3. Evaluate scientific journal articles in terms of their scientific merit and their ethical, societal, and global implications.
4. Demonstrate professional conduct at all times.
5. Display strong interpersonal, oral, and written communication skills.
6. Recognize and act upon the need for continuing education.

Forensic Sciences Program Policies
The grade of "C" is the lowest acceptable grade and only one can be awarded during the program. A student may repeat one course in a graduate program one time. Once a student has repeated a course, the student will not be permitted to repeat any other courses. If a student repeats a course, only the latter grade is used in computing the grade point average. However, all courses taken become a part of the student's academic record.

A minimum cumulative 3.00 grade point average on all graduate work attempted is required for graduation. Only one grade of "C" may be applied toward the GPA requirement.

Degree requirements must be completed within five years after the first course applied to the degree was completed.

Forensic Sciences Prerequisite Requirements
Students who wish to enter the master's program in forensic sciences must have a bachelor's degree in chemistry, biology, or other equivalent natural science, or forensic science—with a cumulative and science/math grade point average of 3.00 or higher on a four-point scale and must meet the following course prerequisites.

The degree programs mentioned above should have the minimum natural science core requirements consisting of the following:
- General chemistry I and II and lab for science majors (8 credit hours)
- Organic chemistry I and II and lab (8 credit hours)
- Biology I for science majors (4 credit hours)
- Physics I and II for science majors and lab (8 credit hours)
- Calculus (3 credit hours)
- Statistics (3 credit hours)

Applicants interested in the forensic chemistry track should have the following course work:
- Analytical/Quantitative chemistry
- Instrumental analysis
- Physical chemistry
- Inorganic chemistry

Note: The above courses should have a laboratory component.

Applicants interested in the forensic biology track should have the following course work:
- Biochemistry
- Molecular biology
- Genetics
- Population statistics
- Cell biology
- Microbiology

Note: Two of the above courses should have a laboratory component.

Core Courses:
- FSCI 500 Survey of Forensic Science
- FSCI 610 Physical Evidence at Crime Scenes
- FSCI 615 Safety/Quality Control/Quality Assurance
- FSCI 655 Practicum Rotations
- FSCI 720 Seminar in Forensic Science I
- FSCI 721 Seminar in Forensic Science II
- FSCI 760 Research Project & Presentation I
- FSCI 761 Research Project & Presentation II
- FSCOR 604 Evidence
- FSCOR 664 Litigation Practice & Procedure
- FSCI 701 Mock Trial

Chemistry Track:
- FSCI 617 Trace Evidence
- FSCI 620 Drug Analysis
- FSCI 670 Toxicology
- FSCI/FS Forensic Science or Forensic Studies Elective

Biology Track:
- FSCI 640 Serology & Immunology
- FSCI 645 DNA Analysis
- FSCI 660 Forensic DNA Computer Applications
- FSCI/FS Forensic Science or Forensic Studies Elective

Crime Scene Investigation Track:
- FSCI 630 Crime Scene Investigation
- FSCI 632 Pattern Analysis
- ART 540 Crime Scene Photography
- FSCI/FS Forensic Science or Forensic Studies Elective

Forensic Studies
Forensic Studies Program Description
Forensic specialist is a general term for an individual or expert in a particular field who examines evidence for the purpose of presenting the findings in a court of law. Forensic specialists work throughout all areas of the business world, including public accounting firms, law firms, corporations, and the government. The accounting, information technology, investigations, interdisciplinary, and legal tracks in forensic studies are designed to provide both the knowledge and the skills required of forensic specialists and are a direct outgrowth of the University's undergraduate programs in accounting, information systems, and paralegal studies.

With the cost of U.S. economic crime growing dramatically—nearly doubling over the last decade to at least $200 billion annually—many accounting firms, law firms, and government agencies incorporate forensic teams into their practices. Members of forensic teams assist in merger and acquisition analyses, tax investigations, economic crime investigations, cyber crime investigations, white collar crime investigations, money laundering investigations, security fraud investigations, litigation support services, specialized audits, fraud prevention and detection, and anti-terror investigations. The forensic team often includes technicians who maintain the chain of evidence, information technology professionals who analyze electronic data, field personnel who handle the investigative process, accountants, insurance fraud investigators, damage claims specialists, auditors, and computer forensic experts.

The forensic studies master's degree program prepares students for rewarding careers in accounting, information systems, investigations, law, and related forensic professions. Students develop marketable skills sought after by public and private sector employers and the justice system. Accomplished faculty with real-world experience and achievement ensure students demonstrate technical and core competencies, critical thinking, and effectively communicate both orally and in
writing. Students and faculty are guided by principles of professionalism, ethics, integrity, and respect for the rule of law.

Accounting Track
The accounting track is designed to prepare students to synthesize the accounting, auditing, computer, and investigative skills necessary to investigate and analyze financial evidence; to interpret and summarize their findings; and to communicate those findings in a courtroom setting. The corporate climate and the implementation of the Sarbanes-Oxley Act have led to a need for forensic accountants in public practice, corporations, government agencies, and other organizations to aid in fraud investigation and in fraud prevention. Graduates of this track will be prepared for these positions.

Computer Forensics Track
As computer technology becomes more complex, the ways to breach computer security also become more complex. Incidents of computer crime are increasing at alarming rates. The computer forensics track is designed to prepare students to identify, acquire, restore and analyze electronic data, and to testify as experts in court. Further, as the use of digital evidence in litigation becomes more prevalent, students will be prepared to assist in litigation support services in the areas of electronic evidence.

Criminalistics Track
Criminalistics is the science of associating and identifying evidence, interpreting the results of various scientific tests (e.g., ballistics, DNA, gunshot residue, etc.), and reconstructing crime scenes. The track in criminalistics is designed to help students acquire the skills, knowledge, and abilities necessary to evaluate the results reached by criminals in the performance of their duties, and to apply those results in judicial and quasi-judicial proceedings.

Interdisciplinary Track
The interdisciplinary track is designed for students who have interests that overlap two or more of the other program tracks. This track enables students who are interested in careers that require general knowledge of accounting, information technology, law, and investigations to take appropriate courses in two or more of these areas. This track may be appropriate for persons with general interests in multiple areas, such as managerial or executive personnel who need a general understanding of a variety of forensic specialties that fall under their areas of responsibility.

Investigations Track
For students who are looking for careers in conducting investigations for businesses and government agencies, the investigations track provides the knowledge to plan and conduct such investigations. Courses emphasize the gathering and reporting of testimonial and physical evidence and prepare students to conduct investigations by interviewing witnesses, analyzing documents, and synthesizing the results into factually accurate and objective investigative reports and court testimony.

Legal Track
The increases in fraud exposures, fraud investigations, and prosecution of white collar crimes have created a demand for forensic legal professionals. The legal track will provide students with the necessary skills in the areas of fraud investigation, fraud prosecution and defense, and litigation support. Through courses emphasizing legal research and writing, interviewing and investigating skills, criminal evidence and procedure, and courtroom presentation skills, graduates will become valuable members of the forensic team. Graduates will find careers in the investigative, prosecutorial, and criminal defense arenas working with attorneys.

Forensic Studies Program Outcomes
All students will be required to complete the core courses, which consist of five courses totaling 18 credits, including a 6 credit capstone. In addition, students will be required to complete six courses totaling 18 credits in their elected track. Upon completion of Master of Science in Forensic Studies, all graduates will be able to
- Explain the history, philosophy and administration of criminal justice.
- Explain the legal procedures of the criminal justice system.
- Interpret, analyze, and summarize the findings of an investigation.
- Communicate the findings of an investigation in a courtroom setting.
- Identify and explain the civil and criminal justice processes.
- Identify and explain ethical implications of investigative techniques.
- Make oral presentations.
- Apply pertinent rules of evidence, create and conduct direct and cross examinations of witnesses.

Two convenient formats allow students to choose the program that best fits their needs.

Online Program
- Classes and assignments completed online.
- Courses offered in accelerated 8-week sessions.
- All courses taught by faculty with experience in the classroom and in the field.
- Includes a 6 credit, 15-week capstone course that culminates in a one-week resident trial held at the SU campus.

On-Site Program
- Classes held in the evenings at the SU campus.
- Courses offered in accelerated 8-week sessions.
- Faculty bring real-world expertise to the classroom.
- Includes a 6 credit, 15-week capstone course held in the evenings at the SU campus.

Admission to the program will be based upon the following:
- Completion of an undergraduate degree in a related discipline as appropriate to the track
- Minimum undergraduate GPA of 3.00
- Personal interview
- Writing sample

Accounting Track Outcomes
Upon completion of the program, a graduate in the accounting track will be able to
- Apply investigative techniques for fraud detection in financial reporting.
- Analyze financial statements for false and misleading statements.
- Assess fraud risk and adequacy of internal control structures.
- Evaluate security requirements and internal controls for accounting systems in business software.
- Investigate and analyze financial evidence.
- Synthesize accounting, auditing, computer, and investigative skills.
- Analyze legal elements of white collar crime.

Computer Forensics Track Outcomes
Upon completion of the program, a graduate in the computer forensics track will be able to
• Identify corporate liability in handling and preserving electronic data.
• Perform the steps in the collection, handling, and preservation of digital evidence.
• Identify forensic tools and their use in recovering operating systems, artifacts and data, the classes of forensic tools, and the tasks they perform.
• Apply the concepts of system policies, auditing, and data recovery, and perform forensic recovery operations using the latest tool sets.
• Configure logging utilities to track key events and preserve forensic evidence.
• Identify the classes of system exploits and the vulnerabilities they attack.
• Defend the network and system against hacking exploits and evaluate and select appropriate countermeasure products.
• Design an appropriate recovery strategy, create a disaster recovery plan and develop a plan to test the recovery plan.
• Develop criteria for comparing intrusion detection systems and firewall products and configure such products to block unwanted transmissions.
• Synthesize auditing, computer forensic, and investigative skills.

Criminalistics Track Outcomes
Upon completion of the program, a graduate in the criminalistics track will be able to:
• Distinguish among the forensic science techniques used to examine various types of evidence.
• Examine the interaction of forensic science and criminal investigation techniques within the structure of the criminal justice system.
• Justify the use of specific investigative and evidence collection techniques in specific settings.
• Conduct investigative research using the Internet, public records, and other sources of information.
• Apply various types of interviewing techniques, including interviewing friendly witnesses, hostile witnesses, and subjects of investigations.
• Synthesize facts and observations into coherent, defensible conclusions.
• Analyze standards of ethical behavior and their relationship to workplace demands in the practice of criminalistics.
• Apply pertinent rules of evidence in a courtroom setting; create and conduct direct and cross examinations of witnesses.

Interdisciplinary Track Outcomes
Upon completion of the program, a graduate of the interdisciplinary track will be able to achieve objectives listed above from two or more of the forensic studies program tracks.

Investigations Track Outcomes
Upon completion of the program, a graduate in the investigations track will be able to:
• Analyze how criminals think and how their actions are affected by their way of thinking.
• Apply investigative and interviewing techniques in all phases of fraud investigations.
• Investigate and analyze physical and documentary evidence.
• Differentiate between public and private investigations and how they are conducted.
• Conduct effective investigative interviews.
• Conduct investigative research using the Internet, public records, and other sources of information.
• Synthesize facts and observations into coherent, defensible conclusions.

Legal Track Outcomes
Upon completion of the program, a graduate in the legal track will be able to:
• Apply investigative techniques for fraud detection.
• Analyze legal elements of white collar crimes.
• Analyze, synthesize, and evaluate rules, statutes and case law and apply them to a hypothetical factual situation.
• Perform legal research using computerized legal research tools.
• Synthesize legal research and writing, computer, and investigative skills.
• Analyze how criminals think and how their actions are affected by their way of thinking.

Forensic Studies Program Policies
The grade of "C" is the lowest acceptable grade and only one can be awarded during the program. A student may repeat one course in a graduate program one time. Once a student has repeated a course, the student will not be permitted to repeat any other courses. If a students repeats a course, only the latter grade is used in computing the grade point average. However, all courses taken become a part of the student's academic record.

A minimum cumulative 3.00 grade point average on all graduate work attempted is required for graduation. Only one grade of "C" may be applied toward the GPA requirement. Degree requirements must be completed within five years after the first course applied to the degree was completed.

Forensic Studies Program Requirements

Accounting Track Requirements
Students who seek admission in the accounting track will need to have successfully completed the majority of courses necessary to receive an accounting degree. Specifically, students will need to have taken accounting courses through the intermediate level, as well as auditing and tax courses.

Core Courses:
- FSCOR 601 Criminal Justice
- FSCOR 604 Evidence
- FSCOR 606 Forensic Journal Research and Review
- FSCOR 664 Litigation Practice and Procedure
- FSCOR 702 Mock Trial Capstone

Required Courses:
- FSIS 620 Forensic Information Technology
- FSIS 622 Advanced Accounting Information Systems
- FSIS 624 Fraud: Accounting
- FSIS 626 Investigation and Analysis: Auditing
- FSIS 628 Investigation and Analysis: Tax
- FSLAW 668 White Collar Crime

Computer Forensics Track Requirements

Core Courses:
- FSCOR 601 Criminal Justice
- FSCOR 604 Evidence
- FSCOR 606 Forensic Journal Research and Review
- FSCOR 664 Litigation Practice and Procedure
- FSCOR 702 Mock Trial Capstone

Required Courses:
- FSIS 600 Computer and Network Essentials for Forensic Investigators
- FSIS 640 Technology Law and Enforcement Activities
- FSIS 642 File Systems Forensic Analysis
- FSIS 643 Incident Response and Evidence Collection
- FSIS 644 Windows Forensic Examinations
FSLAW 668 White Collar Crime
FSINV 605 Investigative Techniques: Physical Evidence

advisor and the course instructor.

available to students in this track without the approval of their

FSCI 720 Seminar in Forensic Science I
ART 540 Forensic Photography

more nurses prepared at the graduate level, with a special focus
designed to help meet the significant national and state need for

The graduate nursing program at Stevenson University is

concentration:

Students will choose to focus on one of the following areas of

AREAS OF CONCENTRATION
Students will choose to focus on one of the following areas of concentration:
• Nursing Education
• Nursing Leadership/Management

Nursing Education
This area of concentration is designed to help meet the
tremendous need for nurse faculty – a shortage that is limiting
enrollment in nursing schools nationwide. Education is
practiced by all nurses in formal and informal settings. This
concentration recognizes the changing practice of nursing
education, whether in the academic or clinical setting. From
the increasing use of simulation to online courses, nursing
educators in today’s healthcare environment must be able
develop, implement, and evaluate courses using multiple
teaching strategies, including online course delivery.

Nursing Leadership/Management
This area of concentration recognizes that all nurses, regardless of
position, can be called on to serve in leadership roles. This
area also addresses the key workforce need for more nurse
managers, as many existing nurse leaders in hospitals and
healthcare organizations will retire in the coming years. In
challenging economic times, leadership is critical to the success
of healthcare institutions.

Nursing Program Outcomes
The objective of the program is to prepare registered nurses
with a master of science degree with a major in nursing who
will practice in advanced roles as nurse educators, leaders and
managers. Master’s-prepared nurses are professionals with
specialized knowledge and skills that are applied within a
broad range of patient populations in a variety of practice
settings.
Upon completion of the program, all graduates will be able to
• Advance the scholarship and discipline of nursing through the
acquisition and dissemination of new nursing knowledge.
• Demonstrate advanced mastery of nursing theory, evidence-
based practice, service, and research based upon a
multidisciplinary theoretical foundation.
• Analyze advanced roles in nursing as educators, leaders, and
managers in a variety of settings: academic environments,
Nursing Program Policies

The grade of "C" is the lowest acceptable grade and only one can be awarded during the program. A student may repeat one course in a graduate program one time. Once a student has repeated a course, the student will not be permitted to repeat any other courses. If a students repeats a course, only the latter grade is used in computing the grade point average. However, all courses taken become a part of the student’s academic record.

A minimum cumulative 3.00 grade point average on all graduate work attempted is required for graduation. Only one grade of "C" may be applied toward the GPA requirement. Degree requirements must be completed within five years after the first course applied to the degree was completed.

Nursing Program Requirements

Core courses give all graduate students a strong foundation in nursing research, essential for the implementation of evidence-based practice and to effectively utilize data for problem solving. Additional core courses provide advanced knowledge in the legal, ethical, political, and social forces impacting the global health care environment. The core courses, plus the courses within the areas of concentration, provide a foundation for doctoral education.

All students must successfully complete the following core courses before moving into courses in their area of concentration:

**Core Courses:**
- NURS 505 Theoretical Concepts in Nursing
- NURS 515 Concepts of Nursing Informatics
- NURS 520 Quantitative Methods in Nursing Research
- NURS 530 Qualitative Inquiry in Nursing
- NURS 547 Global Health Care Perspectives~
- NURS 557 Project and Resource Management~

**Education Courses:**
This area of concentration includes courses in pedagogy, curriculum design, educational assessment, and a teaching practicum.

The following courses must be completed sequentially:
- NURS 630 Teaching/Learning Strategies in Health Care~
- NURS 632 Curriculum Design: Innovation in Clinical and Academic Settings~
- NURS 640 Assessment and Evaluation of Learning~
- NURS 642 Instructional Media in Education~
- NURS 740 Teaching Practicum: Role and Responsibility of the Nurse Educator~
- NURS 742 Innovation in Action: Final Education Project~

**Leadership/Management Courses:**
This area of concentration includes courses on organizational behavior, health care finance, quality management, and a leadership practicum.

The following courses must be completed sequentially:
- NURS 650 Organizational Behavior in Health Care~
- NURS 652 Health Care Finance: Challenges of the Future~
- NURS 660 Planning for Evidence-Based Practice~
- NURS 662 Qualitative Management in Health Care: Innovation Strategies~
- NURS 750 Leadership Practicum - Opportunities to Address Critical Issues~
- NURS 752 Innovation in Action: Final Leadership Project~

~ Course under development

RESIDENCY REQUIREMENT

Stevenson University’s accelerated master’s degree program in nursing has a residency requirement both at the beginning and end of the program. The residency component supports the interactive nature of the profession, which requires students to demonstrate not only knowledge, but the increased ability at the graduate level to articulate and discuss nursing issues and challenges. Further, it allows students to demonstrate those skills and competencies they will need in their professional positions. Students unable to come to campus for this component of the program will be able to participate through the use of synchronous online software capabilities already available at the university.
Undergraduate Course Descriptions

**Accounting**

**ACC 101 Principles of Accounting I**
3 credits
Studies the basic principles underlying accounting concepts applicable to service and merchandising enterprises. Includes analysis of transactions and preparation of financial statements.
Prerequisite(s): None

**ACC 102 Principles of Accounting II**
3 credits
Continues the examination of the basic principles and concepts of accounting. Includes corporate accounting procedures, analysis of cash flows, and analysis of financial statements. Introduction to uses, significance, and limitations of accounting data for management and investor decisions.
Prerequisite(s): ACC 101

**ACC 215 Financial Accounting**
3 credits
Explains, in an abbreviated format, financial accounting for those majors whose curriculum is not based on the financial aspects of business. This course provides an overview of the accounting process through the examination of the purchase/payments and sales/collections cycles of a business. It will also provide an introduction to the debt and equity instruments used in financing business. This course is not open to accounting and business administration majors.
Prerequisite(s): Sophomore standing or higher

**ACC 221 Cost and Managerial Accounting**
3 credits
Studies the basics of cost flows and concepts: cost behaviors, cost-volume-profit relationships, job order costing, process costing, and ABC costing. Introduction to fundamental budgeting concepts for planning and control. Cost information for decision and control purposes: product profitability, management and control systems, and capital budgeting.
Prerequisite(s): ACC 102

**Art**

**ART 305 Topics in Art History**
3 credits
Analyses of a defined historical period or stylistic development in art. Topics for this course change. Topics may be Greek, Roman, Renaissance, Early 20th Century, Modern, Photography, or Contemporary Art.
Prerequisite(s): ENG 152
General Education: Fine Art for non-majors

**Biology**

**BIO 240 Nutrition**
3 credits
Examines the effect of nutritional status, food habits, and food consumption on human health. Nutritional requirements at different stages of human development and various nutrients contained in representative food categories are covered.

Techniques and procedures for the application of nutrition knowledge are discussed in the context of socioeconomic factors and consumer concerns. Specific application to nursing is described.
Prerequisite(s): Completion of Progression Criteria; BIO 113 and CHEM 110

**Communications**

**CM 101 Public Speaking**
3 credits
Focuses on the development of skills in the writing and presenting of various types of speeches. Students will practice and deliver several speeches with the goals to inform, persuade, and entertain audiences.
Prerequisite(s): None
General Education: Communication

**Criminal Justice**

**CJUS 101 Introduction to Criminal Justice**
3 credits
Provides students with an overview of the criminal justice system, including historical development, present status, and suggested reforms. Topics covered include the duties and functions of actors in the criminal justice system, including victim, offender, police, prosecuting and defense attorneys, courts and corrections. Also covered is the criminal justice process from the formation of laws to the final stages of the treatment of criminals.
Prerequisite(s): None

**CJUS 201/HSR 201 Introduction to Human Services**
3 credits
Provides an overview of the goals, functions, and organization of human services for individuals and groups. Students also examine the major theoretical approaches for helping people in need and the various functions of professionals in human services.
Prerequisite(s): None

**CJUS 204/LAW 204 Constitutional Law**
3 credits
Introduces the Constitution with an emphasis on the Bill of Rights. Examination of criminal and civil constitutional rights, including the underlying legal principles governing searches and seizures, self-incrimination, due process, and equal protection of the law.
Prerequisite(s): LAW 102 or CJUS 101 and ENG 151

**CJUS 215/LAW 215 Criminal Law**
3 credits
Examines crimes and offenses, criminal procedures and constitutional guarantees of accused persons, jurisdiction of courts, preparation for trial, and appellate and post-conviction procedures.
Prerequisite(s): LAW 102 or CJUS 101 and ENG 151

**CJUS 259/LAW 259 Children and Family Law**
3 credits
Examines laws and regulations related to the health and welfare of children. Topics include child custody and visitation, child
abuse and neglect, consent to treatment, laws related to child care settings, and special education.

Prerequisite(s): ENG 151

**CJUS 260/LAW 260 Juvenile Justice**
*3 credits*
Examines the legal problems faced by children within the family, at school, and in the criminal justice system. An in-depth analysis will be made of the issue of delinquency, including theories of delinquency, the impact of gender, family, peers, schools and drug use on delinquency, and policies and programs designed to prevent delinquency. Students will develop a working knowledge of the juvenile justice system, including police, court and corrections processes and procedures.

Prerequisite(s): ENG 151

**CJUS 270/HSR 270 Addictions**
*3 credits*
Provides a broad overview of knowledge and skills needed to deal with the problems of addiction. The course addresses the various models of addiction, progression, diagnosis and dual diagnosis, recovery, relapse, the intervention process, and the effects of addiction on the individual, family, and society.

Prerequisite(s): CJUS 201 or HSR 201

**CJUS 315/HSR 315 Group Process and Practice**
*3 credits*
Investigates elements of group process and practice. The application of course material to specific groups is highlighted.

Prerequisite(s): CJUS 201 or HSR 201

**CJUS 322/LAW 322 Criminal Investigation**
*3 credits*
Provides students the opportunity to study the principles and procedures employed in the investigation of crime. Emphasis is placed on the investigation of specific crimes, identification of information sources, and the procedures required for the proper handling of evidence.

Prerequisite(s): CJUS 101 and CJUS 204

**CJUS 350 Special Topics**
*3 credits*
Examines areas of criminal justice of current interest that are not covered in other CJUS courses. Emphasis will be placed on developing critical thinking and analytical skills through the study of special criminal justice topics. Course topic will differ with each offering of the course and will be specified in the class schedule for the session offered. This course may be repeated for credit so long as the course topics are different.

Prerequisite(s): CJUS 101

**CJUS 360/HSR 360 Counseling Strategies for Individuals**
*3 credits*
Investigates models and methods for helping individuals in need. Students develop skills through the practice of intervention techniques.

Prerequisite(s): CJUS 201 or HSR 201

**Economics**

**EC 201 Principles of Economics: Introduction to Macroeconomics**
*3 credits*
Examines the basic economic principles governing the decisions of the economic agent. Topics include aggregate demand and supply, government spending and taxation, national income accounting, analysis of unemployment and inflation, money and banking, fiscal and monetary policy, analysis of economic growth, and an overview of the international economy.

Prerequisite(s): ENG 151 (may be taken concurrently)

General Education: Social Science

**EC 202 Principles of Economics: Introduction to Microeconomics**
*3 credits*
Examines the basic economic principles governing the decisions of the economic agent. Topics include product and factor markets, as well as pricing decisions. In addition, government policies and the trade-off between efficiency and equity are examined.

Prerequisite(s): ENG 151 (may be taken concurrently)

General Education: Social Science

**EC 321 Money and Banking**
*3 credits*
Examines the role and functions of a central bank in achieving the macroeconomic goals of price stability, full employment, financial market stability, and exchange rate stability. Topics include the role of money in the economy, the role of financial intermediaries and markets in the economy, a general history of depository regulation, background on the causes and effects of a financial crisis on the economy, and the effect of the global financial markets on a domestic economy.

Prerequisite(s): EC 201 and EC 202

**EC 345 Economics of Gender**
*3 credits*
Examines differences in education, family, and career choices between men and women and their effects on economic outcomes, nationally and internationally. Includes topics such as income and advancement, as well as family outcomes. The differences and their implications will be analyzed using an array of economic models.

Prerequisite(s): EC 201 and EC 202

**English**

**ENG 210 Business Writing**
*3 credits*
Emphasizes basic principles of effective business writing and communication. This course includes a range of assignments from memos, e-mails, and letters to more complex proposals, recommendations, and research reports. Students will prepare résumés and papers using APA style. The course is not open to students who have taken ENG 212 or ENG 213.

Prerequisite(s): ENG 152 or equivalent

General Education: 200-level writing skills course for select majors

**ENG 212 Technical Writing**
*3 credits*
Introduces principles, mechanics, and style of professional technical writing. Students learn to apply concepts of information design to print and electronic documents. Assignments may include workplace correspondence, reports, proposals, technical procedures and manuals, and oral presentations. Research assignments will use APA or other appropriate documentation styles. The course is not open to students who have taken ENG 210 or ENG 215.

Prerequisite(s): ENG 152 or equivalent and sophomore standing

General Education: 200-level writing skills course for select majors

**ENG 281 Topics in Literature**
*3 credits*
Studies selected topics treated in literature through various genres. Topics offered periodically include sports literature, war in literature, law and literature, animals and literature, literature and technology, African American literature, and jazz and literature.

Topic announced each semester. May be repeated for credit when topic changes.

Prerequisite(s): ENG 152 or equivalent

General Education: Humanities
ENG 286 Literary Genres: The Short Story
3 credits
Traces the history and development of the short story through critical study of the works of British, American, and European authors.
Prerequisite(s): ENG 152 or equivalent
General Education: Humanities

HIST 110 The United States: 1877 to Present
3 credits
Surveys the major events, ideas, and personalities critical to the development of the United States from 1877 to the present. The course will examine the consequences of the Civil War and Reconstruction, Populism, Progressivism, the two World Wars, the Roaring Twenties, the Great Depression, the Cold War, and the post-Cold War world.
Prerequisite(s): ENG 151 or equivalent (may be taken concurrently)
General Education: Humanities

HIST 300 The United States: Since 1945
3 credits
Explores the major events, issues, ideas, and personalities of recent United States history. After briefly examining the Great Depression and World War II, the course focuses on the Cold War, the civil rights movement, the counterculture revolution of the 1960s, the Vietnam War, Watergate, and the post-Cold War era, and the political and social reactions to these events in recent years. Students may not take both HIST 300 and HIST 337 or HIST 339.
Prerequisite(s): ENG 152 or equivalent
General Education: Humanities

HIST 311 Topics in History
3 credits
Focuses on a particular period or on a specialized topic in general history. The course involves significant analysis of primary sources. Recent topics have been the Middle Ages in film, the Renaissance, the Reformation, Tudor and Stuart England, and modern American sports history. The course is repeatable if the topics are different.
Prerequisite(s): ENG 152 or equivalent
General Education: Humanities

HIST 337 The United States: The Sixties
3 credits
Emphasizes primary sources to explore the fast-paced social, political, and cultural changes that occurred in America from 1960 to 1974. The course explores major trends in society, the economy, and politics. Topics include the presidencies of Kennedy, Johnson, and Nixon; the civil rights and black liberation movements; the Vietnam War; the rise and fall of the New Left; and the counter-culture. Students may not take both HIST 337 and HIST 300.
Prerequisite(s): ENG 152 or equivalent
General Education: Humanities

HIST 338 History of Baltimore
3 credits
Introduces students to the history of Baltimore from colonial times through the present. Examines changes in politics and the economy, in the physical environment, and in the lives of ordinary Baltimoreans. Considers the methods and tools of historians and the ways in which Baltimore’s history reflects both national trends and its own particular mix of North and South, race, ethnicity, and class. Features lecture, discussion, readings, short written assignments, tours, and a choice of paper or service project.
Prerequisite(s): ENG 152 or equivalent

HE 101 Introduction to Stress Management
1 credit
Provides students with a basic understanding of the concepts of stress management and the application of these concepts to personal stress management. Students will be presented with various tools and strategies both to assess personal areas of stress and to manage stress culminating in the development of an individual stress management plan. May be used to satisfy PE requirement.
Prerequisite(s): None

IS 140 Information Systems Architecture and Design
3 credits
Examines the component technologies of information system architectures. The course will cover the design principles behind computer hardware and peripheral devices, network components, and network operating systems. Students will explore topics in computer hardware design from handheld devices to large scale super computers.
Prerequisite(s): None

IS 150 Relational Database Design & SQL with MS Access
3 credits
Explores relational database architecture and provides “hands-on” instruction in SQL using Microsoft Access. Students will evaluate the business requirement and design an effective relational database solution. Students will perform common workplace SQL tasks such as creating databases, tables and reports; inserting, updating, and selecting rows; designing queries, views, and data entry forms; and importing and exporting of data.
Prerequisite(s): IS 134 or permission of the department chair
Prerequisite(s): IS 150 and IS 170

IS 240 Programming Concepts With Visual Basic .Net 3 credits
Introduces programming constructs common to most languages, laying a solid foundation on which more advanced topics will build. The course will introduce the Visual Basic .NET integrated development environment. Key topics will include object oriented programming design concepts, the .NET Framework, GUI design guidelines, VB Controls, data structures, and database connectivity. Students will design a series of small business applications linked to a database.
Prerequisite(s): IS 150 and IS 170

IS 280 Data Management 3 credits
Explores data storage, data archiving, quality assurance, data warehousing, data mining, and data security from a technology management perspective.
Prerequisite(s): IS 150 or permission of the department chair

IS 331 CISCO TCP/IP Routing 3 credits
Examines techniques for deployment of Quality of Service Features, route distribution, and route cost determination, all of which improve performance and guarantee delivery of the business’s most important data. Students will gain hands-on experience in the configuration and management of CISCO routers and switches. Best practices in the design of an effective routed infrastructure will be addressed.

Prerequisite(s): IS 231

IS 386 E-Commerce Solutions 3 credits
Surveys the most common technologies employed to electronically link businesses with their partners, suppliers, distributors and customers. Supply Chain Management (SCM), Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Electronic Payment Systems and other Business to Business (B2B) systems will be surveyed and compared.
Prerequisite(s): IS 231

IS 387 Wireless Technology Solutions for the Office 3 credits
Examines and compares the various wireless technologies available for the office environment at home or at work. Competing wireless technologies are compared and contrasted based on function, cost, security, and performance. Products implementing technologies such as Bluetooth, 802.11a, 802.11b, 802.11g, and the cellular phone system will be examined and their niche areas of usefulness in the workplace detailed.
Prerequisite(s): IS 231

IS 391 Incident Response and Investigation Methods 3 credits
Examines the role of the computer forensics investigator as a member of an Incidence Response Team and explores the nature of the threat to organizations, the indicators that an incident is underway, the policies and procedures to be followed when an incident is detected, and the investigation methods used to collect evidence for prevention or prosecution. The course will explore the best practices used to create, organize and deploy an Incident Response Team for malicious activity.
Prerequisite(s): IS 231

IS 392 Information Systems Forensics Internals - Auditing 3 credits
Examines the tools and techniques used in the recovery of information-systems-generated artifacts used to aid forensic evidence collection and timeline corroboration. Students will examine system policies, auditing techniques, authentication methods, and event and system logging techniques for the family of Windows and Mac operating systems. Students will review documented prosecutions and investigations where operating system artifact recovery led to a successful resolution.
Prerequisite(s): IS 231
IS 393 Forensic Evidence Collection Tools and Techniques
3 credits
Gain hands-on expertise in evidence collection and analysis with the leading forensic tools in use throughout the government, military, and law enforcement agencies. Evidence handling and timeline techniques will be covered with particular emphasis on the relationship to court testimony.
Prerequisite(s): IS 391 and IS 392

IS 432 Network Security—Firewalls, IDS, and Counter Measures
3 credits
Examines the types of attacks launched by intruders and the system components that offer intrusion prevention, protection, and detection. Students will learn to configure firewalls, Intrusion Prevention, and Intrusion Detection systems. Hacking exploits and the countermeasures to defeat them will be examined in detail.
Prerequisite(s): IS 232

IS 480 Technology Law
3 credits
Outlines the legal requirements of businesses to preserve electronic data, insure privacy, protect intellectual property, and insure electronic information is accessible to people with disabilities. A survey of the legislation and the systems used to implement the letter of the law will be covered. Pertinent sections of the federal and state regulations will be examined to determine impact on office procedures and policies.
Prerequisite(s): Senior status

IS 481 Project & Knowledge Management
3 credits
Enhances the knowledge, skills, and tools required to deliver projects on time and within budget. Students will explore the reasons for failed projects, the competencies of successful project managers, the functions all project managers perform, the tools project managers use to keep projects on time and within budget, and the project management life cycle.
Prerequisite: Senior status

Interdisciplinary Studies

INDSC 224 Introduction to Research Methods
3 credits
Introduces social science research methods. Emphasis is on formulating questions, developing search and data-gathering strategies, and presenting analyses.
Prerequisite(s): Sophomore status and one of the following: FSR 101, PSY 101 or SOC 101, or permission of the program coordinator

INDSC 350 Topics in Interdisciplinary Studies
3 credits
Examines selected issues or themes that can be approached from at least two academic disciplines. Rotating topics may be developed within the following categories: social phenomena and events, ideas and applications, or area studies.
Prerequisite(s): Third-year status or permission of program coordinator

INDSC 450 Senior Project: Seminar in Interdisciplinary Studies
3 credits
Supports research-based projects presented by Interdisciplinary Studies majors in partial fulfillment of the requirements for the bachelor’s degree. Each senior investigates a special interest or problem incorporating selected approaches and perspectives of the core disciplines of his or her unique interdisciplinary program.
Prerequisite(s): Senior status and permission of program coordinator

Law

LAW 102 Introduction to Legal Studies
3 credits
Provides an overview of the functions of our legal system and the sources and nature of our laws. Introduces many substantive and procedural areas of law. Examines the legal profession, the role of the paralegal, and the regulation of attorney and paralegal conduct. Students will begin identifying career goals. Provides an in-depth examination of legal ethics and introduces students to the types of ethical dilemmas they may face in the work force and to methods for researching the answers to and resolving ethical dilemmas.
Pre- or co-requisite(s): ENG 151

LAW 112 Torts
3 credits
Provides an introduction to the broad area of civil wrongs and their appropriate remedies. Tort Law principles of liability for personal, property, and economic harm, negligence (including professional malpractice), strict liability (including products liability), and intentional torts will be covered. Affirmative defenses and limitation of duties including assumption of the risk, contributory negligence, comparative negligence, immunity, and limited liability of property owners will also be reviewed.
Pre- or co-requisite(s): LAW 102 and ENG 151

LAW 114 Estates and Trusts
3 credits
Introduces students to the laws governing wills and estates. Topics covered include will drafting, inheritance through testacy and intestacy, the role of personal representatives in estate administration, formal and informal probate procedures, and tax ramifications of estate planning. The course also provides an overview of techniques for gathering facts, listing assets, and drafting probate documents and reports. Students will also gain first-hand knowledge of preparing wills and applying probate procedures in opening and closing an estate.
Pre- or co-requisite(s): LAW 102 and ENG 151

LAW 120 Contract Law
3 credits
Provides a detailed introduction to the common law of contracts and the Uniform Commercial Code. Examines such topics as the bases for enforcing promises, the bargaining process, contract formalities, enforcement, breach, defenses, remedies, and assignment and delegation. Drafting skills are introduced and developed.
Pre- or co-requisite(s): LAW 102 and ENG 151

LAW 125 Legal Research and Writing I
3 credits
Provides an introduction and overview to the methods of legal research and legal writing. Students will examine the various sources of law and categories of research materials. Students will be introduced to writing citations and learn how to develop a research plan, how to analyze cases and statutes, and how to use the law library. Basic legal writing skills will be covered as well as computer-assisted legal research.
Prerequisite(s): LAW 102 and ENG 151

LAW 130 Business Organizations Law
3 credits
Examines the nature of sole proprietorships, partnerships, limited partnerships, limited liability companies, corporations, and S corporations. Emphasis will be placed on the drafting of articles of incorporation and articles of organization, partnership agreements, certificates of limited partnership, corporate minutes and consents, and preparation of various governmental filings that accompany corporate, LLC and partnership formation.
Pre- or co-requisite(s): LAW 102 and ENG 151

**LAW 204 Constitutional Law**

*3 credits*

Introduces the Constitution with an emphasis on the Bill of Rights. Examination of criminal and civil constitutional rights, including the underlying legal principles governing searches and seizures, self-incrimination, due process, and equal protection of the law.

*Prerequisite(s):* LAW 102 and ENG 151

**LAW 206 Law in Maryland**

*3 credits*

Introduces a wide variety of law- and government-related settings in Maryland. Through site visits and guest speakers, students will learn the role, jurisdiction, and operating procedures for state and federal courts, the purpose of government agencies, and the role that private law firms and not-for-profit agencies play in the legal system.

*Pre- or co-requisite(s):* ENG 151

**LAW 208 Business Law**

*3 credits*

Examines the legal aspects of business relationships, contracts, sales and Uniform Commercial Code, agency, and business organizations law. This course is not for paralegal majors.

*Prerequisite(s):* None

**LAW 210 Legal Research and Writing II**

*3 credits*

Continues the examination of the methods of legal research and legal writing. Students will examine in depth the primary and secondary state and federal materials. Students will learn to update and validate their research. Emphasis will be placed on creating a successful research strategy. Advanced computerized legal research will be incorporated into research assignments. Students will analyze and synthesize the results of their research and incorporate their research into forms of persuasive legal writing.

*Prerequisite(s):* LAW 125

**LAW 215 Criminal Law**

*3 credits*

Examines crimes and offenses, criminal procedures and constitutional guarantees of accused persons, jurisdiction of courts, preparation for trial, and appellate and post-conviction procedures.

*Prerequisite(s):* LAW 102 and ENG 151

**LAW 216 Civil Litigation and Pleading**

*3 credits*

Provides a basic understanding of civil litigation and the functions and operations of the state and federal court systems. Includes selection of the proper court, court jurisdiction, pleadings and other court documents, discovery, rules of evidence, trial tactics, and principles of litigation. Study of the rules of procedure for Maryland courts.

*Prerequisite(s):* LAW 112 and LAW 120

**LAW 223 Real Estate Transactions**

*3 credits*

Studies the nature and law of real property, including rights and interests, forms of ownership, transfer of title deeds, contracts of sale, leases, mortgages, deeds of trust, recording of documents, and common types of real estate transactions. This course is for paralegal majors only.

*Prerequisite(s):* LAW 102 and ENG 151

**LAW 225 A Internship: Part I**

*1 credit*

Constitutes on-campus workshops and seminars in preparation for student workplace internships.

*Prerequisite(s):* ENG 151 or HON 171, ENG 152 or ENG 202, and LAW 125

**LAW 225 B Internship: Part II**

*2 credits*

Consists of 135 hours of supervised work in a law office or legal department as a paralegal.

*Prerequisite(s):* LAW 225A, LAW 210, and 15 additional law credits

**LAW 256 Domestic Relations**

*3 credits*

Studies the law regarding matters related to the family, including adoption, child support, custody, spousal support, guardianship, marital property, and the requirements for the formation and termination of a marriage.

*Prerequisite(s):* LAW 102 and ENG 151

**LAW 260 Juvenile Justice**

*3 credits*

Examines the legal problems faced by children within the family, at school, and in the criminal justice system. An in-depth analysis will be made of the issue of delinquency, including theories of delinquency, the impact of gender, family, peers, schools and drug use on delinquency, and policies and programs designed to prevent delinquency. Students will develop a working knowledge of the juvenile justice system, including police, court and corrections processes and procedures.

*Prerequisite(s):* ENG 151

**LAW 300 Elderlaw**

*3 credits*

Provides a practical approach to the legal functions inherent in an elderlaw practice. Includes an overview of the medical and social issues affecting seniors and their families, particularly advanced health care directives, management of assets, passing assets upon death, federal gift and estate taxes, and long-term care financing. An understanding of the legislation, regulation and policy determinations governing elderlaw issues, presentation and evaluation of planning approaches and tools frequently used in elder law, instruction in the preparation and use of documents necessary to effectuate elderlaw plans, ethical considerations for families, and the role of other professionals in elderlaw planning will also be considered.

*Pre- or co-requisite(s):* LAW 114

**LAW 302 LSAT Review**

*3 credits*

Provides students in all majors with the opportunity to think critically, strategically, and efficiently in order to understand the four multiple-choice type questions commonly found on the LSAT. Students will be required to take simulated LSAT exams, answer actual LSAT questions from recent examinations, and learn test-taking strategies. Students will also draft a well-written personal statement, suitable for inclusion in a law school application.

*Prerequisite(s):* LAW 210 or a 200-level writing course, and junior or senior status

**LAW 305 Special Topics in Law**

*3 credits*

Examines areas of law of current interest not covered in other LAW courses. Emphasis will be placed on developing critical thinking and analytical skills through the study of special legal topics. Special topics will be selected based on current events, developments in technology, changes in the law, and employer
needs. The course topic will differ with each offering of the course and will be specified in the class schedule for the term offered. This course may be repeated, for credit, so long as the course topics are different.

**Prerequisite(s):** LAW 210

**LAW 312 Advanced Business Organizations**  
3 credits  
Examines the essential documentation of business entity formation and operation including organizational documents, limited partnership agreements, articles of transfer, articles of dissolution, articles of merger, various tax elections, buy-sell agreements, and various types of minutes. Further, students will examine the fiduciary relationships both within various entities and their management’s relationships with and duties towards others, including investors, lenders, employees, the government, consumers and society. Practical and intellectual appreciation of business forms is gained through an approach that considers the impact of current events on public confidence in business organizations and their management.

**Prerequisite(s):** LAW 130

**LAW 315 Advanced Estate Administration**  
3 credits  
Examines the administration of a complex decedent’s estate, preparation of all probate documents, including inventory and accounts, problems of valuation and appraisal of assets, preparation of federal estate tax return, and study of Maryland inheritance and estate taxation.

**Prerequisite(s):** LAW 114

**LAW 320 Bankruptcy Law**  
3 credits  
Examines voluntary and involuntary proceedings, functions of the trustee, secured and unsecured debts and claims, exemptions, and discharge of debts, voidable transactions, preparation of petitions, schedules and other documents, and comparison with insolvency proceedings and compositions of creditors.

**Prerequisite(s):** LAW 130

**LAW 322 Criminal Investigation**  
3 credits  
Provides students the opportunity to study the principles and procedures employed in the investigation of crime. Emphasis is placed on the investigation of specific crimes, identification of information sources, and the procedures required for the proper handling of evidence.

**Prerequisite(s):** LAW 204

**LAW 325 Employment Law**  
3 credits  
Provides an overview of the law of the workplace. Examines the impact on the employer-employee relationship and provides guidance within the environment of employment law. Examines employment law as the crossroads of several legal disciplines: contract, tort, and agency, common law, regulatory, and statutory law, as well as social, economic, and political policy.

**Prerequisite(s):** LAW 130

**LAW 330 Advanced Estate Planning**  
3 credits  
Examines the entire estate planning process (as opposed to estate administration) using a step-by-step approach. Various aspects of estate planning are covered including the topics of wills, will substitutes, trusts, estate and gift tax planning, business succession planning, asset protection, estate and trust administration, and death taxation.

**Prerequisite(s):** LAW 114

**LAW 335 Intellectual Property Law**  
3 credits  
Covers the legal principles and rules regarding the law of patents, trademarks, copyrights, and trade secrets. Students will examine statutes and case law and apply the principles to hypothetical case scenarios. Emphasis is placed on the skills required of paralegals who practice in this area, including preparing copyright and trademark applications as well as using computer technology in preparing applications, maintaining records, performing trademark and patent searches and protecting confidential information.

**Prerequisite(s):** LAW 130

**LAW 340 Income Taxation**  
3 credits  
Examines the general principles of taxation of individuals, corporations, partnerships, and estates and trusts, with emphasis on points of tax law relating to individuals.

**Prerequisite(s):** LAW 102 and ENG 151

**LAW 345 Sports Law**  
3 credits  
Examines the legal aspects of professional and amateur sports, including topics such as sports agents, sports contracts, sports torts and crimes, women’s issues, disability issues, antitrust, intellectual property, and alternative dispute resolution in sports. Emphasis will be placed on applying students’ business and legal knowledge specifically to sports law issues.

**Prerequisite(s):** LAW 216 (for paralegal majors) OR LAW 208 or LAW 308 (for business and accounting majors)

**LAW 351 Problems in Litigation**  
3 credits  
Provides practical exposure to areas of litigation in which paralegals are most likely to practice. In particular, this course teaches students essential skills in interviewing and negotiating, drafting pertinent correspondence, evaluating and strategizing cases, taking and extracting depositions, reviewing and producing documents, arguing motions, preparing exhibits for trial, and giving opening statements. These skills are taught through the use of an ongoing factual hypothetical, which will allow the students to “see” a case from beginning to end. The course encourages openness through class discussion and practical exercises and allows for creativity in drafting and preparing litigation documents. The focus on the “practical” aspects of litigation will develop students’ professional growth and enable them to be more prepared to enter the legal market.

**Prerequisite(s):** LAW 216

**LAW 352 Litigation Technologies**  
3 credits  
Studies the implementation and manipulation of litigation support computer systems that are utilized within the legal environment for the collection, organization, and management of documents. Students will obtain hands-on experience in the use of the most prevalent litigation support software packages.

**Prerequisite(s):** LAW 216

**LAW 361 Immigration Law**  
3 credits  
Examines the laws, policies and procedures pertaining to immigration, naturalization and citizenship. Topics include legal entry into and residence in the United States, qualifying for citizenship, Visas, amnesty, asylum and refugees, deportation, and post 9/11 issues. Designed to meet specific employer needs in the field of immigration law, both in the private and public sectors. Preparation of legal documents and immigration forms is emphasized.

**Prerequisite(s):** LAW 216
LAW 365 Health Care Law  
3 credits  
Studies the framework of regulation of the health care arena, including the credentialing of health care professionals and how health insurance can define access to health care. Analysis of fraud and abuse legislation and regulations, including application of the law to hypotheticals. A review of the effect of antitrust legislation on health care business transactions. The laws of birth and death will be examined.  
Prerequisite(s): LAW 210  

LAW 375 Environmental Law  
3 credits  
Studies the major environmental statutes and regulations affecting the operations of business and industry. Topics include water pollution control, air pollution control, PCBs, asbestos, hazardous wastes, and other public health and safety regulations. Discussion of the process developed by federal and state agencies for compliance with these regulations and the potential liabilities faced by employers and businesses.  
Prerequisite(s): LAW 210  

LAW 380 Mediation and Negotiation  
3 credits  
Studies the role of mediation in resolving conflicts. Includes an introduction to the skills and procedures needed to settle disputes and an examination of the dimensions and benefits of mediation and its use within the field of alternative dispute resolution.  
Prerequisite(s): ENG 151  

LAW 390 Law Clinic  
3 credits  
Integrates the classroom experience with practice as a paralegal. Clinic paralegal students participate in a wide range of clinical activities under the close and supportive supervision of a faculty attorney. Students learn what it means to be a paralegal by working with the economically disadvantaged and under-represented persons in the community and by analyzing this experience. While working with clients in various areas of law (such as tax law and family law), students will explore the substantive areas of law and its processes. Issues of professional responsibility are also considered. Students will meet periodically with other clinic students and the faculty attorney to discuss the areas of substantive law, the paralegal skills they developed, and any ethical issues they encountered. May be repeated one time for credit.  
Prerequisite(s): LAW 225  

LAW 404 Advanced Constitutional Law  
3 credits  
Analyzes the Fourteenth Amendment rights of due process and equal protection, examination of principles involving the Commerce Clause and Commercial Free Speech, review of recent decisions by the Supreme Court that significantly impact the major areas of criminal and civil law.  
Prerequisite(s): LAW 204  

LAW 410 Securities Law  
3 credits  
Analyzes the structure, operation, and regulation of the securities industry. Specific focus will be placed on investment advisors, mutual funds, and broker dealers their regulation by the SEC, NASDR, and states, and the role of paralegals in these organizations.  
Prerequisite(s): LAW 130 and LAW 210  

LAW 415 Financial Institutions and Banking Law  
3 credits  
Analyzes the structure, operation, and regulation of the American financial institutions industry. Explores the distinctions among commercial banks and other financial institutions, including insurance companies and stock brokerages. Examines bank holding companies and regulation of non-traditional banking activities, and scrutinizes troubled banks and the FDIC, as well as insurance and securities activities. Senior status or prior banking experience recommended.  
Prerequisite(s): LAW 210 (for paralegal majors) OR LAW 208 or LAW 308 (for business and accounting majors)  

LAW 423 Advanced Real Estate  
3 credits  
Expands on the principles of real property law into the more sophisticated areas of conveyancing, mortgage and equity financing, and forms of property ownership, preparing for settlements, recording of documents, and applications for title insurance. Residential and commercial transactions, including leasing, cooperatives and condominiums, timesharing, syndications, and tax implications are covered. Focus on the distinctions among specific financial institutions, appraisers, real estate agents, and mortgage makers and their roles in the real estate market.  
Prerequisite(s): LAW 223  

LAW 450 Administrative and Government Law  
3 credits  
Examines administrative law and policy at the federal and state levels. Emphasizes how the administrative process functions in theory and in practice from the perspective of the lawyer and the paralegal. Includes rulemaking, both informal and formal, adjudication at the administrative level, judicial review, Freedom of Information and Public Information Act, and Federal and Maryland Administrative Procedure Acts.  
Prerequisite(s): LAW 216  

LAW 462 Advanced Contract Drafting  
3 credits  
Instructs students in the skill of contract drafting. Students will learn the different parts of a contract and how to draft each part, to write provisions clearly and unambiguous, then to organize the parts into a cohesive contract. Reviewing and commenting on contracts drafted by others will be studied. Students will consider ethical issues in drafting contracts.  
Prerequisite(s): LAW 120 and LAW 210  

LAW 470 International Business Law  
3 credits  
Examines various aspects of international business law, including multinational enterprises, trade in goods, services and labor, money and banking, foreign investment, sales, intellectual property, transportation, financing, taxation, environmental protection, and dispute resolution.  
Prerequisite(s): LAW 130 and LAW 210 (for paralegal majors) or LAW 208 or LAW 308 (for business and accounting majors) and senior status  

LAW 480 Senior Seminar  
4 credits  
Employs a broad range of legal research, legal writing, analytical skills, oral communication skills, and substantive law skills. Students demonstrate mastery of substantive legal skills through completion of a project. Demonstration of legal research, legal writing, and analytical and oral communication skills through presentation of legal briefs.  
Prerequisite(s): LAW 210 and senior status
Prerequisite(s): negotiation and sales will be a perspective in all discussions.

MGT 310 Organizational Behavior
3 credits
Examines human resource problems and the integration of management theory and behavioral concepts as they relate to modern organizations. Topics discussed include leadership and motivation, job satisfaction, conflict resolution, power and politics, group dynamics, and managerial skills.

Prerequisite(s): MGT 204 or HSR 340

MGT 312 Analysis of the Managerial Environment
3 credits
Analyzes and explains external factors affecting business functions (i.e., technology, political/legal environment, sociocultural environment, demographics, etc.). This course builds on knowledge learned in previous business, accounting, and economics courses and focuses on strategic planning aspects of an organization.

Prerequisite(s): MGT 310, ACC 102, EC 201, and EC 202

MGT 313 Operations Management
3 credits
Investigates effective operating control in businesses and the interrelationship between operations and other functions of an organization. Topics include operating strategy, production planning, quality management, inventory management, project management, and technology assessment.

Prerequisite(s): MGT 204 and MATH 140 or MATH 210

MGT 316/MKT 316 Principles of Negotiation and Sales
3 credits
Examines the concepts, applications, and interrelationships involved in the process of negotiation. The course will also examine the wide range of negotiations in contemporary life and the evolution of the role of sales to that of technical problem-solving and advising. The issue of ethics and ethical behavior in negotiation and sales will be a perspective in all discussions.

Prerequisite(s): MGT 204 and MGT 206

MGT 408 Human Resource Management
3 credits
Examines human resource management and the role of line managers and HR professionals in recruiting, developing, and retaining a competent work force. Discussion will also include job analysis and design, human resource planning, compensation, benefits, labor relations, equal opportunity employment laws, work force diversity, and global competitiveness. This course prepares students to sit for the Professional in Human Resources (PHR) exam.

Prerequisite(s): MGT 310 or HSR 340

MGT 413 Project Management
3 credits
Examines the tools and techniques necessary to manage resources to meet project objectives. Topics include project scheduling, time-cost tradeoffs, budgeting, cost control, and project monitoring, as well as project organization, team development, and risk management.

Prerequisite(s): MGT 313 and ACC 221

MKT 206 Principles of Marketing
3 credits
Examines the relationship between an organization and the market for its goods and services. Topics covered include the marketing concept, marketing planning, consumer behavior, research, product development, and the marketing mix. Social, ethical, and international aspects of marketing are emphasized.

Prerequisite(s): Sophomore status recommended

MKT 207 Market Research
3 credits
Examines basic market research concepts, principles, and practices. Students will develop skills in problem identification and problem solving research. Content will develop the main components involved in conducting market research, including problem definition, research design, fieldwork, analysis, and report presentation. Successful completion of this course will prepare students for careers utilizing the basic ability to conduct and present research, careers related to marketing and general business, and careers directly related to marketing research.

Prerequisite(s): MGT 206

MKT 422 Strategic Management
3 credits
Develops the ability to recognize, analyze, and define problems within and outside organizations, to identify management choices, and to implement appropriate action. Stresses assessment of the short and long-term implications of taking certain actions.

Prerequisite(s): MGT 204

MGT 424/MKT 424 Entrepreneurial Development
3 credits
Analyzes the stages in a company’s growth and requires the development of a new company, product, or initiative. Students conduct a feasibility analysis, develop a business plan and a marketing plan, and propose alternate strategies to secure start-up capital. Additional topics discussed include risk estimation, networking, franchises, mergers and acquisitions, and management skills.

Prerequisite(s): MGT 204, MKT 206, ACC 102, FIN 301 or FIN 402

MGT 430 Business Capstone Seminar
3 credits
Develops the ability to recognize, analyze, and define problems within and outside the organization, to identify management choices, and to implement appropriate strategic action. This course stresses the assessment of the short and long-term implications of taking certain actions. It uses a broad range of research methodologies, traditional and electronic data sources, and primary research in investigating and solving business problems.

Prerequisite(s): MGT 310, MGT 313, MKT 206, FIN 402, EC 201, and EC 202

MGT 415 International Business Management
3 credits
Examines international business activities and how business and management decisions are affected by international politics, treaties, and agreements. This course also discusses differences in customs and ethics, changes in monetary exchange rates, uses of foreign labor, and effects of natural events on management decisions.

Prerequisite(s): MGT 204 and MKT 206

MGT 424/MKT 424 Entrepreneurial Development
3 credits
Analyzes the stages in a company’s growth and requires the development of a new company, product, or initiative. Students conduct a feasibility analysis, develop a business plan and a marketing plan, and propose alternate strategies to secure start-up capital. Additional topics discussed include risk estimation, networking, franchises, mergers and acquisitions, and management skills.

Prerequisite(s): MGT 204, MKT 206, ACC 102, FIN 301 or FIN 402

MGT 430 Business Capstone Seminar
3 credits
Develops the ability to recognize, analyze, and define problems within and outside the organization, to identify management choices, and to implement appropriate strategic action. This course stresses the assessment of the short and long-term implications of taking certain actions. It uses a broad range of research methodologies, traditional and electronic data sources, and primary research in investigating and solving business problems.

Prerequisite(s): MGT 310, MGT 313, MKT 206, FIN 402, EC 201, and EC 202

Marketing

MKT 206 Principles of Marketing
3 credits
Examines the relationship between an organization and the market for its goods and services. Topics covered include the marketing concept, marketing planning, consumer behavior, research, product development, and the marketing mix. Social, ethical, and international aspects of marketing are emphasized.

Prerequisite(s): Sophomore status recommended

MKT 207 Market Research
3 credits
Examines basic market research concepts, principles, and practices. Students will develop skills in problem identification and problem solving research. Content will develop the main components involved in conducting market research, including problem definition, research design, fieldwork, analysis, and report presentation. Successful completion of this course will prepare students for careers utilizing the basic ability to conduct and present research, careers related to marketing and general business, and careers directly related to market research.

Prerequisite(s): MKT 206
MKT 311 Consumer Behavior
3 credits
Examines consumer behavior as a fundamental component of the marketing process of identifying and satisfying target customers’ wants and needs. The course will focus on how and why individuals make decisions to spend their available resources on consumption-related items. It will integrate consumer behavior with marketing strategy by examining the marketing influences of and responses to consumer behavior. Topics include the consumer as an individual and the internal influences of consumer behavior, consumers in their social and cultural settings and the external influences on consumer behavior, the consumer’s decision-making process, and the impact on marketing strategy.
Prerequisite(s): MKT 206

MKT 315 Sports Marketing
3 credits
Examines the application of marketing strategy and activity to a sports enterprise setting, including leagues, teams, events, and individuals. Topics include the impact of external, uncontrollable environments; the application of targeting and positioning strategies; the sport product and branding; event pricing and distribution strategies; and the use of appropriate, effective promotion tools.
Prerequisite(s): MKT 206

MKT 316/MGT 316 Principles of Negotiation and Sales
3 credits
Examines the concepts, applications, and interrelationships involved in the process of negotiation. The course will also examine the wide range of negotiations in contemporary life and the evolution of the role of sales to that of technical problem-solving and advising. The issue of ethics and ethical behavior in negotiation and sales will be a perspective in all discussions.
Prerequisite(s): MGT 204 and MKT 206

MKT 336 Integrated Marketing Communications
3 credits
Examines the social and economic roles, principles, and applications of all forms of promotional tools in the development of integrated marketing communications programs. Included are advertising, sales, sales promotion, direct marketing, and public relations, with domestic and international perspectives.
Prerequisite(s): MKT 206

MKT 424/MGT 424 Entrepreneurial Development
3 credits
Analyzes the stages in a company’s growth and requires the development of a new company, product, or initiative. Students conduct a feasibility analysis, develop a business plan and a marketing plan, and propose alternate strategies to secure start-up capital. Additional topics discussed include risk estimation, networking, franchises, mergers and acquisitions, and management skills.
Prerequisite(s): MGT 204, MKT 206, ACC 102, FIN 301 or FIN 402

Mathematics

MATH 121 College Algebra with Applications
4 credits
Introduces the student to solution techniques for equations and inequalities, properties of functions, properties of polynomial rational, exponential and logarithmic functions, and systems of equations. Course activities emphasize applying acquired algebraic problem solving techniques and reasoning to real-world and discipline-specific problems. A TI-83, TI-83 Plus or TI-84 calculator is required for the course.
Prerequisite(s): A grade of "C-" or better in DEV 105#, or by placement.

MATH 140 Basic Statistics
4 credits
Introduces the student to basic data analysis. Methods include data collection and packaging, discriminating between valid and invalid uses of statistics, and elementary methods for decision making. Topics include measures of central tendency and dispersion, elementary probability, probability distributions, interval estimates of parameters, hypotheses testing, correlation, and regression. Course activities include elementary applications of statistics to a variety of disciplines. A TI-83, TI-83 Plus or TI-84 calculator is required for the course.
Prerequisite(s): A grade of "C-" or better in DEV 105#, or placement into MATH 121 or higher

MATH 210 Statistics and Probability
4 credits
Applies the theory of statistics to concrete problems in business and the social sciences. Topics covered include data collection, graphical displays of data, descriptive measures, correlation and regression, probability, discrete and continuous random variables, the binomial and normal distributions, sampling distributions, interval estimation of parameters, and tests of hypotheses. A TI-83, TI-83 Plus or TI-84 calculator is required for the course. A computer laboratory component will introduce the student to statistical applications in software packages. Credit will not be granted for both MATH 210 and MATH 235.
Prerequisite(s): A grade of "C" or better in MATH 121, or placement into MATH 125 or higher

MATH 215 Calculus I
4 credits
Introduces the fundamental concepts of differential and integral calculus and their applications. Topics include limits, derivatives, integrals, area, and the Fundamental Theorem of Calculus. A TI-83, TI-83 Plus or TI-84 calculator is required for the course.
Prerequisite(s): A grade of "C-" or better in DEV 105#, or placement into MATH 215 or higher

MATH 216 Calculus II
4 credits
Continues the study of differential and integral calculus, emphasizing applications in the physical sciences and engineering. Topics include techniques of integration, sequences and series, and applications to exponential and logarithmic functions. A TI-83, TI-83 Plus or TI-84 calculator is required for the course.
Prerequisite(s): A grade of "C-" or better in DEV 105#, or placement into MATH 215 or higher

MATH 226 Calculus IV
4 credits
Examines the application of the techniques of integration to the solution of ordinary differential equations. Topics include vector calculus, line and surface integrals, and the study of vector fields. A TI-83, TI-83 Plus or TI-84 calculator is required for the course.
Prerequisite(s): A grade of "C-" or better in DEV 105#, or placement into MATH 215 or higher

Nursing

NURS 312 Physical Assessment and Pathophysiology
3 credits
Examines the role of the nurse in physical assessment and data collection utilizing an organizing framework. Gaining competence in the application of assessment skills and interviewing prepares the registered nurse for enhanced clinical practice. Physical examination across the life span and with diverse populations is included, as well as application of knowledge within the context of pathophysiological conditions. Course content is online; students and faculty in the hybrid section meet weekly in the lab; students taking the online section will meet with faculty for an
on-site final physical. Restricted to RNBS majors.

**Prerequisite(s):** Refer to the Course Requirements section of the RN/BS program description

**Fee:** $30

### NURS 314 Nursing Research for RNs
3 credits
Introduces registered nurse students to the research process in nursing. Methods of gathering, analyzing, and interpreting data commonly used in nursing research are discussed. The focus of this course is the critical evaluation of nursing research studies and the utilization of research findings. Restricted to RNBS majors.

**Prerequisite(s):** Refer to the Course Requirements section of the RN/BS program description

### NURS 315 Information Technology in Nursing and Health Care
3 credits
Presents nursing informatics as a combination of computer science, information science, and nursing science. Nursing informatics assists in the management and processing of nursing data, information, and knowledge in the practice of nursing and delivery of health care. This course addresses how technology shapes nursing practice, nursing education, and access to health care information and examines informatics as an area of nursing specialization. Restricted to RNBS majors.

**Prerequisite(s):** Refer to the Course Requirements section of the RN/BS program description

### NURS 411 Professional Seminar I
4 credits
Includes discussion of the philosophy and organizing framework, application of the nursing process in diverse settings, principles of health promotion, expansion of nursing roles, aspects of critical thinking, perspectives from nurse theorists, utilization of therapeutic communication, features of managed care, elements of health teaching, development and evaluation of learning goals, discourse on professional values, and descriptive situations regarding clinical updates. Learning activities include web-based interaction and an independent learning component. Restricted to RNBS majors.

**Prerequisite(s):** Refer to the Course Requirements section of the RN/BS program description

### NURS 414 Nursing Leadership For RNs
3 credits
Provides opportunities for registered nurse students to explore a variety of topics essential to facilitation of nursing leadership in health care environments. Nurses learn about theories of organizational behavior, leadership, and management. Dialog centers on topics of group facilitation, delegation, motivation, collaboration, team building, empowerment, conflict management, and negotiation as experienced in the context of nursing practice. Restricted to RNBS majors.

**Prerequisite(s):** Refer to the Course Requirements section of the RN/BS program description

### NURS 415 Professional Seminar II
5 credits
Explores the process of empowerment and self-actualization in the nursing profession. During the first segment of the course, the focus is on the nurse as a professional. The second segment examines the context of professional nursing practice, the health care delivery system. The remaining segment provides opportunities to explore professional activism within nursing organizations and state/federal governmental agencies. Restricted to RNBS majors.

**Prerequisite(s):** NURS 411 Refer to the Course Requirements section of the RN/BS program description

### NURS 424 Health in the Community
4 credits
Immerses the registered nurse student in community-focused health care. The first portion of the course explores nursing care provided to groups within the community setting, based on nursing research and using the nursing process, community assessment, goal setting, and community planning. The second portion of the course includes concepts associated with epidemiology, informatics, economics, environmental health, health promotion, vulnerable populations, and global health. Theoretical concepts will be applied in a mentored clinical experience; the setting will be selected under the guidance of the faculty and will be one where public or community health concerns can be identified and where nursing roles are present. Thirty hours of mentored clinical practice required. Restricted to RNBS majors.

**Prerequisite(s):** NURS 312, NURS 314, and NURS 415 Refer to the Course Requirements section of the RN/BS program description

### NURS 434 Clinical Seminar and Practicum
5 credits
Assists the RN to BS student in synthesizing concepts and experiences from their course work into an integrated whole. Using a balance of theoretical learning and clinical experiences, students will refine their nursing practice through a mentored relationship, and reflect upon the transformative aspects of education. Students will select a clinical experience that expands their current clinical expertise or that allows them to explore a new arena of nursing practice. Thirty hours of mentored practice will be required and research will expand the student’s understanding of the selected clinical setting and a concept for presentation in a seminar. Theoretical concepts will be explored. Students preparing to take this course must have completed all program requirements.

**Prerequisite(s):** NURS 414 and NURS 424

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### Philosophy

#### PHIL 101 Introduction to Philosophy
3 credits
Explores the nature of philosophical inquiry that underlies all pursuits of knowledge and self-knowledge. In particular, the course will study the thinking of at least three different philosophers and three different branches of philosophy (e.g., metaphysics, ethics, epistemology, aesthetics). Approaches to such study will vary with course instructor.

**Prerequisite(s):** ENG 151 or equivalent (may be taken concurrently)

**General Education:** Humanities

#### PHIL 104 Logic
3 credits
Studies the principles and methods used to distinguish good and bad reasoning. The goal of this course is better reasoning. To this end, students critically examine and attempt to understand key elements of both informal and formal logic.

**Prerequisite(s):** ENG 151 or equivalent (may be taken concurrently)

**General Education:** Humanities

#### PHIL 415 Professional Ethics
3 credits
Reviews traditional ethical theories, which are then applied to more specialized topics in professional ethics. Readings consist of case studies together with articles on ethical theory. The course is not open to students who have taken PHIL 416.

**Prerequisite(s):** ENG 152 or equivalent, third-year or fourth-year status or permission of the instructor
General Education: Humanities

PHIL 416 Business Ethics
3 credits
Explores a critical and historical study of ethical theories as they relate to contemporary business conduct and issues. The course is not open to students who have taken PHIL 415.
Prerequisite(s): ENG 152 or equivalent, third-year or fourth-year status or permission of the instructor
General Education: Humanities

Physical Science

PHSCI 206 Meteorology
3 credits
Explores the relationship between man and weather, air masses, and fronts. Studies the atmosphere, weather scales, causes of weather, storm, atmospheric optics, and weather prediction.
Fulfills non-laboratory science requirement for non-majors.
Prerequisite(s): None
General Education: Non-lab science

Political Science

POSCI 102 American Government: Political Institutions and Procedures
3 credits
Examines the structures that comprise the American political system, how they interact, how they affect an individual member of the political system, and how they are changed by individuals and groups. Covers federal, state, and local government.
Prerequisite(s): None
General Education: Social Science

Psychology

PSY 101 Introduction to Psychology
3 credits
Introduces the psychological theories and research that are the foundation of the scientific study of behavior, including mental processes. Focuses on the major concepts, theoretical perspectives, historical and current data that relate to the discipline of psychology. Topics include the biological basis of human behavior, learning theory, memory, personality, development, intelligence, and psychological disorders.
Prerequisite(s): None
General Education: Social Science

PSY 108 Human Growth and Development
3 credits
Provides a lifespan perspective, from a scientific perspective, on the growth and development of humans. Focuses on stability and change in human development with respect to the biological, cognitive, and socioemotional domains. Major theoretical approaches to development that address both innate factors and environmental influences, as well as their interaction, are studied. A broad range of topics are covered that are relevant to the varying age groups and domains of development.
Prerequisite(s): PSY 101
General Education: Social Science

PSY 208 Human Sexuality
3 credits
Focuses on the psychological, biological, social, cultural, and ethical forces that impact one's sexuality. Emphasis is placed on research methodologies. Topics such as the status of sex research, love, attraction and intimacy, variations in sexual practice and gender expressions, legal implications, as well as the range of psychological alterations that affect one's sexuality will be introduced. Students should have a grasp on many topics related to human sexual functioning and be able to discuss sexual issues in a more open and knowledgeable manner by the end of the course.
Prerequisite(s): PSY 101
General Education: Social Science

PSY 215 Psychopathology
3 credits
Examines abnormal behavior and its assessment, diagnosis, possible causes, and treatment. Focuses on the major mental disorders diagnosed in adults. These disorders include anxiety disorders, mood disorders such as major depression, psychotic disorders, and personality disorders.
Prerequisite(s): PSY 101
General Education: Social Science

PSY 350 Advanced Topics in Psychology
3 credits
Studies selected issues in psychology in depth, stressing relevant methodologies and theories. Rotates topics, such as Drugs and Behavior, Health Psychology, and Forensic Psychology. See the undergraduate catalog for topics offered in the traditional semesters. Repeatable if content differs.
Prerequisite(s): Vary based upon topic

Religion

REL 302 Comparative Religious Thought
3 credits
Explores and compares specific religious issues, such as salvation, creation, God, life and death, sex and sexuality, woman and man, and rites of passage in selected world religions.
Prerequisite(s): ENG 152 or equivalent, third-year or fourth-year status or permission of the instructor
General Education: Humanities

REL 303 Contemporary Religion in America
3 credits
Studies contemporary religious expressions in America. The course examines the origins, development, and current status of both mainline and peripheral movements, with discussions on attendant problems of national interest.
Prerequisite(s): ENG 152 or equivalent, third-year or fourth-year status or permission of the instructor
General Education: Humanities

REL 315 Topics in Religion
3 credits
Offers a variety of topics from among the world's religions. The course will allow students the opportunity to look at contemporary as well as past events that shape world religions and influence society. Repeatable if content differs.
Prerequisite(s): ENG 152
General Education: Humanities

SOC 101 Introduction to Sociology
3 credits
Studies the fundamentals and methods of sociology as a social science. Introduction to sociological perspective and theories on such topics as socialization, social interaction, deviance, and social control; family, education, religion, politics, and economics; and social change.
Prerequisite(s): None
General Education: Social Science
Theatre

THEA 121 Introduction to Theatre
3 credits
Examines—through readings and lecture and discussion—the responsibilities and techniques of theatre artists (playwrights, actors, directors, designers) who collaborate to create the dramatic experience. Students further investigate the nature of this experience by critiquing Stevenson University productions.

Prerequisite(s): None

General Education: Fine Art
Graduate Course Descriptions

Business and Technology Management Courses

**BTM 601 Information Technologies and the Organization**

*3 credits*

Provides an overview of the changing nature of organizations as they evolve to meet the demands of the new digital economy, the techniques for increasing competitiveness, and a survey of technologies and standards available to support and facilitate organization goals. The course also introduces the basic tenets of object-oriented design.

*Prerequisite(s):* None

**BTM 604 Cognitive Science for Requirements Analysis**

*3 credits*

Studies the elements of cognition as they relate to decision-making, problem solving, information analysis, and system development and use, and understand the structure of cognition and its associated limitations and biases.

*Prerequisite(s):* None

**BTM 606 Creativity in Information Systems**

*3 credits*

Explores the creative problem-solving models and their use in the systems development process, in order to support the organization in solving ill-structured problems in a changing environment. Application of past solutions to current problems often has not been successful. Research shows that creative solutions can arise from a careful, methodological process and this process can be learned.

*Prerequisite(s):* None

**BTM 618 Network Technologies**

*3 credits*

Covers the Open Systems Interconnection Reference Model (OSI/RM) and each of its constituent layers. OSI/RM is used as a basis for understanding network functions in a multi-vendor environment and for comparing protocol standards common to the local area network. As a continued theme, evolving open standards for networking are explored over the semester through student assignments and in-class discussions. Students will implement a multi-domain enterprise network environment.

*Prerequisite(s):* None

**BTM 630 Object-Oriented Technologies and C#**

*3 credits*

Explores object technology and its implications for the development of enterprise systems, using the C# development language. Topics include Object-Oriented Analysis, Object-Oriented Design and C# Object-Oriented Programming.

*Prerequisite(s):* None

**BTM 632 Client/Server Computing with ASP.NET**

*3 credits*

Examines the concepts of dynamic web-based application development building server side and client side applications. Students design and implement a database-connected, dynamic web application using ASP.NET and the .NET framework.

*Prerequisite(s):* None

**BTM 634 Enterprise Data Management**

*3 credits*

 Prepares students for the development of large-scale, enterprise-wide systems that manage, store, and distribute an organization’s data. From a database viewpoint, students learn about types of databases, relational database theory and modeling, database design processes, database schema and normalization, transaction processing, data-base locking and tuning, two-phase commits, replication, and distributed databases. Included are overviews of text data processing, data warehousing, data mining, Very Large Databases, Object-Oriented Databases, and Geo-graphic Information Systems. From a hardware viewpoint, students learn about processor types and architectures, disk arrays, and special hardware for text processing. Finally, from a data distribution viewpoint, students learn about Web servers, middleware, ODBC/JDBC, and Transaction Processing Monitors, and learn how these are incorporated into the enterprise information structure.

*Prerequisite(s):* None

**BTM 635 Innovative Leadership & Management**

*3 credits*

Examines all aspects of leadership, including characteristics of leaders, leadership behaviors and styles, leadership ethics and social responsibility, teamwork, communication and conflict, and creativity and innovation. Students will develop skills, research findings, and evaluate cases relating to leadership theory and practice.

*Prerequisite(s):* None

**BTM 638 Enterprise Application Development using XML**

*3 credits*

Examines the key issues for the development of "enterprise literate" applications. In single-system or smaller-scale environments, a number of methods exist for sending control information and data among applications, such as inter-process communications and task-to-talk communications. On the larger, enterprise-wide scale, methods are needed that operate over wider environments and on multiple platforms. Extensible Markup Language will be examined and implemented to determine its robustness and flexibility for meeting the needs of enterprise application communications across multi-platform environments.

*Prerequisite(s):* None

**BTM 640 Operating Environments: Architecture and Infrastructure**

*3 credits*

Explores the role of operating environments as the foundation for integrating divergent hardware and software systems into the enterprise information architecture. Students examine the configuration and design of the computer platforms required to perform key tasks such as: connecting computers and peripheral devices to a network, creating and managing internet and intranet access, executing application software, and installing and upgrading hardware. Students learn strategic operating systems options and evaluate how to make the best technical choices for the organization.

*Prerequisite(s):* None
BTM 642 Enterprise Application Process Analysis
3 credits
Discusses the nature and impact of Enterprise Solutions software on the selection, development, and distribution of information systems through the enterprise. Students learn and apply the appropriate hardware, software, and communications standards required for evaluating when and how to implement Enterprise Solutions instead of more traditional techniques to solve business problems.
Prerequisite(s): None

BTM 643 Electronic Commerce
3 credits
Discusses the evolution of key infrastructure technologies from electronic data interchange (EDI) to the Internet and how these technologies are creating the corporation of the 21st century. Students learn how organizations are converting traditional mainframe and client/server applications to Internet-based applications that allow worldwide access to an organization’s products and services. The course covers the technologies that support these new extended corporations as well as the underlying managerial processes that are required for their successful implementation.
Prerequisite(s): None

BTM 644 Project Management
3 credits
Provides students with the genesis of project management and its importance to improving the success of information technology projects. Topics addressed include the triple constraint of project management, project management knowledge areas and process groups, the project life cycle, project selection methods, work breakdown structures, network diagrams and critical path analysis, cost estimates, earned value analysis, risk analysis, motivation theory, and team building. Project management software will be utilized to plan and manage information technology projects.
Prerequisite(s): None

BTM 645 Supply Chain Management
3 credits
Studies the supply chain from end to end and traces the flow of products, services, and information from suppliers to the final customer. Students gain an understanding of the interrelationship of revenues, costs, and asset utilization, and how coordinated activities across the supply chain can bring about efficiencies in one or more of these areas and lead to added value for customers. In a Business-to-Business environment, enterprise-wide technology systems are increasingly being implemented to integrate companies with their up-chain suppliers and down-chain customers. Students study the affect of E-commerce transactions across the supply chain and how Electronic Data Interchange (EDI) systems are bringing about lower transaction costs, faster order-handling, and more efficient inventory management.
Prerequisite(s): None

BTM 646 Disaster Recovery & Business Continuity
3 credits
Provides students with the ability to identify vulnerabilities, and to create and implement appropriate countermeasures to address them or, at a minimum, mitigate disruption of service to the organization’s constituents. Natural disasters and intrusions can cripple an organization, suspending mission-critical processes and disrupting service to customers. To that end, this course will focus on techniques for creating a business continuity plan (BCP) and the methodology for building an infrastructure that supports the effective implementation of such a plan.
Prerequisites: None

BTM 661 E-Systems Security
3 credits
Explores the current software and hardware products available to protect enterprise assets. Covered in this course are the methods used to ensure both secure and authenticated transmissions of proprietary corporate information across vulnerable networks. Topics will include public-key-infrastructure (PKI), digital signatures, certificate authorities, and encryption standards such as SSL, IPSEC, SET, DES, S/MIME, SHTTP. In addition, students examine techniques and software used for intrusion detection, password attacks, denial of service, spoofing, and their respective countermeasures.
Prerequisite(s): None

BTM 662 B2B Applications
3 credits
Explores the latest business-to-business technologies including Supply Chain Management (SCM), Enterprise Resource Planning (ERP), Customer Relationship Management (eCRM), Electronic Data Interchange (EDI), and Online Financial Services.
Prerequisite(s): None

BTM 663 Technology Law & Enforcement Activities
3 credits
Outlines the legal requirements of businesses to preserve electronic data, insure privacy, to protect intellectual property and to insure electronic information is accessible to people with disabilities. A survey of the legislation and the systems used to implement the letter of the law will be covered. Pertinent sections of the Federal and State regulations will be examined to determine impact on procedures and policies in the enterprise. Legislation to be discussed includes the Health Insurance Portability and Accountability Act of 1996 (HIPA), Digital Millennium Copyright Act (DMCA), Section 508 (29 U.S.C. ’794d), Accessibility Act; Uniform Computer Information Transactions Act (UCITA); Sarbanes-Oxley Act; Consumer Broad-band and Digital Television Promotion Act (CBDTPA), CAN-SPAM Bill; USA Patriot Act—Section 326 (HR 3162); The Privacy Act of 2003 (Feinstein, D. Calif.); and the Notification of Risk to Personal Data Act.
Prerequisite(s): None

BTM 664 Customer Relationship Management (E-CRM)
3 credits
Understands the importance of CRM in safeguarding the firm’s customer base and future revenue growth, especially in those industries characterized by high levels of competition. In accessing and analyzing customer data, businesses are better able to provide products and services more closely tailored to customers’ needs and thereby strengthen relationships. Students evaluate the various methods of extracting customer data, particularly from web sites, and learn how the data is analyzed, segmented and scored in the production of meaningful management reports and marketing campaigns.
Prerequisite(s): None

BTM 670 Competitive Theory
Pending Approval by AAC

BTM 671 Innovative Strategies
Pending Approval by AAC

BTM 672 Financial Management
Pending Approval by AAC

BTM 701 Systems Integration
3 credits
Provides students with techniques for evaluating organizations and their environments with a view towards development of an information architecture to support organizational goals. Students
design and implement a start-up business infrastructure and integrate technologies researched to support organization goals. **Prerequisite(s):** 24 credits earned

**BTM 702 Master’s Project**
3 credits
Offers students the opportunity to perform in-depth applied technology research in support of a business environment. Students pursue project research topics chosen from a wide range of technologies and through hands-on implementation perform comparative analysis testing on performance, reliability, stability, feature sets, and functionality. Students formally present their research findings to the Information Systems faculty. **Prerequisite(s):** BTM 701

## Forensic Science Courses

**ART 540 Crime Scene Photography**
3 credits
Explores the basic concepts and skills of photography including the use and operation of SLR and Digital cameras, the fundamentals of proper lighting, film selection, picture composition, film processing and printing. These skills will be developed as they pertain to photographing a crime scene and specific areas of a crime scene, such as fingerprints, blood splatters, firearms, burn marks, victims, and tire tracks. **Prerequisite(s):** None

**FSCI 500 Survey of Forensic Science**
3 credits
Provides the student with an understanding of the two primary arenas of Forensic Science—The Lab and The Courtroom. Topics covered will include forensic chemistry, pattern analysis, forensic biology, forensic microscopy, the expert witness, physical evidence and the crime scene. Topics related to employability as a forensic scientist and workplace demands will also be introduced. In this course, students will begin to explore in detail their specific areas of interest within the broad discipline of Forensic Science. **Prerequisite(s):** None

**FSCI 610 Physical Evidence at Crime Scenes**
3 credits
Covers how to identify physical evidence and recognize its value as it relates to the solution of crime. The concepts of identification, individualization, and association will be discussed. The categories of physical evidence studied will include the recognition and collection methods of fingerprints, drugs, documents, soil, arson evidence, gunshot residue, hair, fiber, and the biological evidence categories, such as blood, saliva, and semen. The value of DNA evidence will be discussed. **Prerequisite(s):** None

**FSCI 615 Safety/Quality Control/Quality Assurance**
2 credits
Prepares students to be knowledgeable in the stringent safety and Quality Assurance procedures routinely in operation within an accredited forensic laboratory. Additionally, students will learn about the Quality Criteria that govern the work product of an accredited forensic lab. The course will emphasize the practices that protect the work product through good QC/QA with emphasis on current accreditation criteria, and those policies that protect the most important aspect of the lab—the employee. **Prerequisite(s):** None

**FSCI 617 Trace Evidence**
4 credits
Prepares students to evaluate physical evidence through the use of microscopic, chemical, and instrumental means. The course will emphasize the scientific procedures used to identify the evidence, the analysis of data generated during the identification phase, and the inductive reasoning process which allows the forensic scientist to draw conclusions based on the evidence at hand. Laboratory course. **Prerequisite(s):** FSCI 500

**FSCI 620 Drug Analysis**
3 credits
Introduces students to the "Analytical Approach" to drug analysis in a forensic laboratory. Students will be taught how to define the problem, take a representative sample, isolate, identify, and quantitate various classifications of Controlled Dangerous Substances. Students will learn how to put the findings into proper report format. Laboratory course. **Prerequisite(s):** None

**FSCI 630 Crime Scene Investigation**
4 credits
Teaches the student how to process a crime scene properly. Students learn how to photograph, sketch, and document a crime scene for presentation of those findings in a court of law. Students will be given the opportunity to perform hands on activities, such as development of latent prints, lifting and preserving prints, making plaster casts of impressions, packaging and preserving biological types of evidence, and performing elementary screen tests for some evidence categories. Laboratory course. **Prerequisite(s):** FSCI 500 and FSCI 610

**FSCI 632 Pattern Analysis**
3 credits
Enhances the student’s knowledge in the area of forensic science known as Pattern Analysis. Specific areas of coverage within this topic are latent prints, firearms/toolmarks, bloodstain patterns, and questioned documents. The central concept of the course is that items of evidentiary value (known vs. questioned) can be associated with each other through an examination and correlation of innate patterns. This course expands the application of comparative methods of analysis first introduced in FSCI 500. The course is in an 8-week, accelerated, on-line format. **Prerequisite(s):** FSCI 500

**FSCI 640 Serology and Immunology**
4 credits
Involves a detailed study of the structure and function of the immune system, and in particular, antigen-antibody reactions with applications to forensic science. Students learn to perform a variety of laboratory tests in the screening of biological materials, such as blood, semen, saliva, etc, and use of microscopy. Identification of the source material and feasibility for DNA analysis are key aspects of the course. Laboratory course. **Prerequisite(s):** None

**FSCI 645 DNA Analysis**
3 credits
Masters and applies a variety of concepts related to DNA structure and genetic transference. Various techniques for DNA analysis will be applied and evaluated, such as PCR, STR, and Y-STR. Capillary electrophoresis procedures will be utilized. Students will also become familiar with and learn to use the national DNA database CODIS. **Prerequisite(s):** FSCI 500 and FSCI 640

**FSCI 655 Practicum Rotations**
3 credits
Involves rotation through forensic science disciplines at a local crime laboratory facility or law enforcement agency. The practicum rotation will provide students with first-hand experience in observing the activities of a working forensic laboratory. When possible, the student will be assigned a project
in a forensic area. Background check required. Laboratory course.  
Prerequisite(s): None

**FSCI 660 Forensic DNA Computer Applications**  
3 credits
Provides students with exposure to a wide variety of computer applications that are commonly encountered within the Forensic DNA field. The course includes both analytical applications and database applications; with four modules assigned to each. Each module will cover the basis of the application, the different options available for the application, and an explanation of the functionality of the application. The analytical application includes modules on Real Time PCR Analysis, Length Based DNA Analysis, Sequence Based DNA Analysis, and Expert Analysis Systems. The database application includes modules on Quality Assurance Databases, Sample Tracking Databases, Comparative Databases, and Population Databases.  
Prerequisite(s): FSCI 500

**FSCI 670 Forensic Toxicology**  
3 credits
Studies the mechanisms of action (absorption, distribution, metabolism, and excretion) by which xenobiotics (drugs and environmental chemicals) enter the body and cause an effect. The course will also discuss the forensic analytical application of detection and interpretation of the toxicological findings.  
Prerequisite(s): FSCI 500

**FSCI 720 Seminar in Forensic Science I**  
1 credit
Covers a broad range of topics within the forensic science disciplines. The student will prepare presentations based on papers from peer-reviewed scientific journals and will present these papers to his/her peers for discussion and critique of the scientific merit of the paper. In addition, visiting forensic scientists will present periodically on new techniques, topics and research in the forensic sciences. Topics related to professional practice will also be emphasized, including standards for ethical behavior, workplace demands, and professionalism.  
Prerequisite(s): None

**FSCI 721 Seminar in Forensic Science II**  
1 credit
Emphasizes student presentations. Continuation of FSCI 720.  
Prerequisite(s): FSCI 720

**FSCI 760 Research Project & Presentation I**  
3 credits
 Begins the process of a formal master’s thesis or scientific paper. This course is the first half of a two course, year-long sequence that will conclude with FSCI 761. The student will conduct a forensic science research project on campus or at an approved off-campus facility. Under the direction of the host mentor, each student will continue to perform independent and original research. The student will complete an additional 200 hours of laboratory work during this course toward the completion of the thesis. Requirements include keeping a formal laboratory notebook, and completing and defending the final draft of the Master’s thesis. Additionally, the student will present his/her research results to the scientific community in the form of a seminar and/or poster presentation. Laboratory course.  
Prerequisite(s): FSCI 760

**FSCOR 701 Mock Trial Capstone**  
3 credits
Prepares students to testify in court proceedings by requiring them to undergo examination in a mock grand jury setting, a mock trial cross-examination and/or a mock deposition. Oral communication skills as they relate to eliciting and giving testimony will be stressed. The effective use of exhibits as aids to testimony will be emphasized. Students will learn how to present physical and documentary evidence using technology that includes a document camera, SmartBoard, and projection media. Students also prepare CVs. Class will focus on discussion of the American Court system, courtroom procedures, relevant Fourth Amendment cases, the admissibility of expert testimony, ethics and objectivity as they pertain to experts, and how to be an effective testifying expert. Legal cases will be analyzed with respect to the proper collection, analysis and presentation of evidence in court. Students will have the opportunity to discuss with practicing forensic scientists, technicians and members of the defense bar, issues that pertain to proper evidence collection and testifying in court.  
Prerequisite(s): 33 graduate credits, including all FSCOR courses.

### Forensic Studies Courses

**FSAC 620 Forensic Information Technology**  
3 credits
Introduces forensic computer science, including techniques used to investigate computer crime scenes as well as computer hardware and software used to solve computer crimes. Students study the history of computer crimes and the important legal and social issues related to them.  
Prerequisite(s): None

**FSAC 622 Advanced Accounting Information Systems**  
3 credits
Focuses on how information technology is altering the nature of accounting, with emphasis on the integration of accounting systems in business software. Students discuss how the internet, e-commerce, and databases affect accounting systems. Emphasis is placed on reporting objectives, management needs, transaction trails, documentation, security, and internal controls.  
Restricted to Accounting Track Students Only.  
Prerequisite(s): None

**FSAC 624 Fraud: Accounting**  
3 credits
Covers fraud detection, warning signs, technology tools, investigation techniques, financial statement screening, fraud risk in e-commerce, and proactive fraud risk. The proper manner in which allegations of fraud should be investigated to meet the requirements of civil/criminal court procedure will be addressed.  
Restricted to Accounting Track Students only.  
Prerequisite(s): None

**FSAC 626 Investigation and Analysis: Auditing**  
3 credits
Emphasizes financial statement fraud and how an auditor can find such fraud. The proper manner in which allegations of fraud should be investigated to meet the requirements of civil/criminal
court procedure are addressed. Case studies of the SEC Enforcement Division’s releases for false and misleading financial statements. Restricted to Accounting Track Students only. Prerequisite(s): FSAAC 624

FSAAC 628 Investigation and Analysis: Tax
3 credits
Focuses on tax fraud perpetrated by individuals and businesses. Emphasis is placed on common types of tax fraud and how such fraud can be detected. The proper manner in which allegations of fraud should be investigated to meet the requirements of civil/criminal court procedure are addressed. Restricted to Accounting Track Students only. Prerequisite(s): None

FSCOR 601 Criminal Justice
3 credits
Provides students with the opportunity to examine the history, philosophy, and social development of investigations, courts, and correctional institutions in a democratic society. Local, state and federal agencies involved in administration of criminal justice, as well as the court and trial process are examined. Prerequisite(s): None

FSCOR 604 Evidence
3 credits
Provides students with an understanding of the federal rules of evidence and how they are used in the criminal courts, as well as their effect on the administration of justice. Recovery, preparation and presentation of evidence are covered. Prerequisite(s): FSCOR 601

FSCOR 606 Forensic Journal Research and Review
3 credits
Provides an in-depth study of fact finding and research using the Internet and various computerized factual and legal research and include their findings in objective memoranda, professional letters and investigative reports. Topics include: Internet source credibility, search strategies, fee v. free Internet sources, accessing public records, findings and backgrounding people and expert witnesses, company and competitive intelligence research, scientific and statistical research, Internet statutory research, Westlaw, and Lexis. Prerequisite(s): None

FSCOR 664 Litigation Practice and Procedure
3 credits
Studies the role of the advocate in the trial process. Class members form prosecution and defense teams for criminal cases, and undertake representation of the parties in all aspects of litigation. Each team is expected to develop a case from the initial client interview through actual litigation before a presiding judge. The course deals with all phases of pre-trial and trial work, including fact-gathering, use of pleadings and pre-trial motions, preparation of witnesses, discovery techniques, plea bargains, voir dire of jury panel, opening and closing statements, direct and cross-examination of witnesses, and presentation of evidence. Prerequisite(s): FSCOR 601 and FSCOR 607

FSCOR 702 Mock Trial Capstone
6 credits
Examines how evidence is presented in the courtroom during a simulated trial, which is the culminating event of the class. Oral communication skills as they relate to eliciting and giving testimony are stressed. Trial preparation focuses on locating and analyzing all relevant digital evidence, constructing the theory and theme of the case that is the subject of the mock trial, drafting examinations, opening statements and closing arguments, applying evidence law, preparing, and effectively using, exhibits, and developing the skills necessary to be testifying forensic accounting and forensic IT experts. All students learn how to present physical and documentary evidence using technology that includes a document camera, SmartBoard, and projection media. Students in the IT track examine a hard drive and an evidence disc using state-of-the-art forensic recovery tools. Students in the accounting and IT tracks prepare CVs, engagement letters, and expert reports, all of which will form the basis for their testimony during the mock trial. Students in all other tracks prepare and present opening statements, direct and cross-examinations, closing arguments, and motions in limine. Prerequisite(s): 30 graduate credits in Forensic Studies, including all FSCOR courses. (Note: Students are not permitted to take another course concurrently, except by permission of the Program Coordinator)

Students participating in the summer mock trial session, must be in residence for the entire week of trial.

FSINV 600 Investigative Techniques/Interviewing
3 credits
Examines how to gather testimonial evidence by interviewing persons of interest, as well as how to prepare reports of investigation and oral presentations. Students will learn the importance of planning thoroughly before conducting interviews by carrying out preliminary research into the interviewee’s personal history and background. Students engage in background research that includes employment, education, financial, and criminal records. Legal issues regarding gathering, maintaining and disclosing information obtained during the investigation is presented, as well as the law governing self-incrimination and providing warnings during interviews. Students learn to differentiate among various types of interviewing, including interviewing neutral witnesses, hostile witnesses, and subjects of investigations. Students prepare reports using analytical techniques that allow them to reach coherent, defensible conclusions. Prerequisite(s): FSCOR 601

FSINV 605 Investigative Techniques/Physical Evidence
3 credits
Examines how to gather physical and documentary evidence, such as accounting documents and digital records, from persons of interest and to prepare reports of investigation and oral presentations. Students learn the importance of planning thoroughly before gathering evidence, by conducting preliminary research into the record system to be examined. Legal issues regarding gathering, maintaining and disclosing information, as well as the law controlling privacy and search and seizure are presented. Students learn how to properly record evidence and maintain a chain of custody. Students prepare reports using analytical techniques that allow them to reach coherent, defensible conclusions. Prerequisite(s): FSCOR 601

FSIS 600 Computer and Network Essentials for Forensic Investigators
3 credits
Covers the essentials of network and computer architecture including skills necessary to disassemble, assemble and troubleshoot computer systems, analyze computer and network configurations, and use commands to retrieve and test system components. Prerequisite(s): Permission of IT Track Coordinator

FSIS 640 Technology Law and Enforcement Activities
3 credits
Reviews in-depth the existing and emerging body of technology law at the state and national level. Students examine how laws effect search and seizure operations for digital evidence, preservation of electronic data, ensuring of privacy, and protection of intellectual property and individual rights. Students learn the legal requirements for digital forensic evidence
collection, handling, and preservation to protect the chain of evidence in support of prosecution.

Prerequisite(s): None

FSIS 642 File System Forensic Analysis
3 credits
Prepares students with a thorough knowledge of file system structures and the ability to analyze digital evidence found in the various implementations of FAT, NTFS, EXT3 file systems, and other disk allocation structures. This knowledge and associated skill is essential for a complete understanding of evidence imaging and the analysis required to provide testimony in court as an expert in the field of computer forensics.

Prerequisite(s): FSIS 600 OR approval of the IT Track Coordinator

FSIS 643 Incident Response and Evidence Collection
3 credits
Examines relevant laws regarding the search and seizure of digital evidence, the tools available to create a "best evidence" image of the digital evidence, and how to properly document the seizure, validate the image set, and establish a proper chain of custody for all evidence seized.

Prerequisite(s): FSIS 600 OR approval of the IT Track Coordinator

FSIS 644 Windows Forensic Examinations
3 credits
Provides information essential to the performance of a forensic examination on a computer running the Microsoft Windows Operating System. Exercises focus on disk level forensic tools and techniques. This course focuses on the underlying operation of automated forensic tools, identifying the most appropriate forensic tool to be used in specific circumstances, and defending the selection of forensic tools in the courtroom under cross examination. The course will use leading edge tools from X-Ways, Helix, and EnCase.

Prerequisite(s): FSIS 642 and FSIS 643

FSIS 646 Windows Intrusion Forensic Investigations
3 credits
Describes how operating system intrusions occur and what can be learned from the artifacts left behind. This course covers the categories of intrusions, targeting vulnerabilities in the Microsoft Windows environment. Students examine intrusion evidence to determine a timeline of events, and collect evidence of the intrusion source.

Prerequisite(s): FSIS 644

FSIS 648 Disaster Recovery Planning and Implementation
3 credits
Provides a practical study of the key disaster recovery strategies, and an evaluation of their strengths and limitations. Review risk and vulnerability assessment techniques, backup and recovery products, and the design and testing of a disaster recovery plan. Incident response techniques and procedures are examined along with the steps necessary to recover from an incident.

Prerequisite(s): FSIS 600 OR approval of the IT Track Coordinator

FSIS 650 Intrusion Detection Systems (IDS), Firewalls, Auditing
3 credits
Explores the network forensic components that detect, block and track network intrusions. Students learn how to configure IDS, firewalls and network analysis tools to protect network resources. Steps in recovering digital forensic evidence from these devices are examined. The various categories of IDS, firewall and network analysis products are compared and evaluated.

Prerequisite(s): FSIS 600 OR approval of the IT Track Coordinator

FSLAW 602 Criminology
3 credits
Provides students with the opportunity to examine crime, criminals, the law, criminal behavior, and other social processes involved in crime causation. Emphasis is placed on the role of crime as a social phenomenon, the nature of criminal law, and related matters of crime in modern society. Students will examine criminological theories and their impact on policy formation in the criminal justice arena as well as examine scholarly criminological research for use in supportive analysis of theory and policy in the criminal justice arena.

Prerequisite(s): None

FSLAW 662 Fraud Investigation and Analysis
3 credits
Deals with all phases of fraud investigations, including fact-gathering and interviewing witnesses and targets. Issues considered include constitutional criminal procedure relating to the Fourth Amendment (search and seizure), Fifth Amendment (custodial interrogations), and Sixth Amendment (interrogation and identification). The course also covers the rules governing subpoenas for testimony, exemplars and documents, grand jury operation and secrecy, the rights and obligations of grand jury witnesses, and the responsibilities of a defense attorney when they discover evidence that tends to incriminate the defendant.

Prerequisite(s): FSCOR 601

FSLAW 666 Fraud Investigation and Analysis
3 credits
Deals with all phases of fraud investigations, including fact-gathering and interviewing witnesses and targets. Issues considered include constitutional criminal procedure relating to the Fourth Amendment (search and seizure), Fifth Amendment (custodial interrogations), and Sixth Amendment (interrogation and identification). The course also covers the rules governing subpoenas for testimony, exemplars and documents, grand jury operation and secrecy, the rights and obligations of grand jury witnesses, and the responsibilities of a defense attorney when they discover evidence that tends to incriminate the defendant.

Prerequisite(s): FSCOR 601

FSLAW 668 White Collar Crimes
3 credits
Includes a review and analysis of the general principles of white collar criminal prosecution and defense, including jurisdiction of various federal criminal law enforcement and prosecutorial agencies; corporate and other business crimes; fraud and political corruption crimes (mail fraud, bank fraud, and crimes involving bribery of public officials); conspiracy; financial and securities fraud; tax fraud; RICO; currency reporting crime and money laundering; regulatory crimes in the health and environmental areas; crimes involving the protection of federal rights and functions (perjury statutes, obstruction of justice, and witness tampering); and sanctions, including the Federal Sentencing Guidelines and the use of minimum mandatory sentences.

Prerequisite(s): FSCOR 601

FSLAW 670 Forensics Journal Review - Honors
3 credits
Students from all tracks will be invited to take this course based upon academic accomplishment and faculty recommendation. This course may substitute for a track course, or may be taken as an additional course, with the student working on a feature-type article, which will be considered for publication, about a topic of interest in his/her chosen forensics field. In addition, students will have the opportunity to edit articles for consideration in the professional journal. By invitation.

Prerequisite(s): FSCOR 606 and FSCOR 607
Nursing Courses

NURS 505 Theoretical Concepts in Nursing
3 credits
Explores nursing theory and its history. Nursing theory is applied to practice using innovations as a model for action. The innovative aspect of the roles of educator, leader, and manager are investigated with a focus on the contributions of these theorists. Nursing theories are evaluated and analyzed for their usefulness and applicability to nursing practice, education, and administration.
Prerequisite(s): None

NURS 515 Concepts of Nursing Informatics
3 credits
Draws from computer science, information science, cognitive and decision sciences, and nursing science. This course provides students with an overview of informatics and the theoretical foundation for information management within the health care setting.
Prerequisite(s): None

NURS 520 Quantitative Methods in Nursing Research
3 credits
Focuses on the application of quantitative research designs. Practice and management questions are discussed and quantitative research strategies are developed to produce data and to examine the results of nursing research.
Prerequisite(s): NURS 505 and NURS 515

NURS 530 Qualitative Inquiry in Nursing
3 credits
Examines the conceptual issues of qualitative inquiry and introduces the student to grounded theory, phenomenology, ethnography, and historical research. Connections between current issues in practice and management and qualitative research strategies will be explored. Students will conduct interviews and write narratives that reflect their understanding of nursing knowledge.
Prerequisite(s): NURS 505 and NURS 515
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Mary Claire Chesshire, Esq. ’82  
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Barbara Smith Dannettel ’61  
ex officio, Past President, Alumni Association Board

Academic Affairs

Paul D. Lack (2002)  
Executive Vice President for Academic Affairs and Dean
B.A., McMurry College;  
M.A., Ph.D., Texas Tech University

Linda C. Johnson (1995)  
Assistant to the Dean
B.S., Manchester College;  
M.Div., Bethany Seminary;  
M.A., College of Notre Dame of Maryland

Academic Support Services

Jeff M. Kelly (2005)  
Assistant Vice President, Academic Support Services
B.S., University of Scranton;  
M.S., Northeastern University;  
Ed.D., Widener University

Heather Bray (2008)  
Director, First-Year Experience
B.S., Ohio University;  
M.A., Slippery Rock University

B. Thomas Hopkins (1993)  
Director, Academic Advising
B.A., Washington College;  
M.A., Towson University

Esther B. Rosenstock (1976)  
Director, Developmental Studies and Assistant Professor of Developmental Studies
B.A., University of Maryland, College Park;  
M.S., The Johns Hopkins University

Kevin Selby (2009)  
Director, Sophomore and Transfer Experiences
B.S., Frostburg State University;  
M.S., McDaniel College

Office of the President

Kevin J. Manning (2000)  
President
B.A., Webster University;  
M.S., Shippensburg University;  
Ph.D., The Ohio State University

J. Ruth Hubbard (1998)  
Assistant to the President
B.A., Winston-Salem State University

Kevin Selby (2009)  
Director, Sophomore and Transfer Experiences
B.S., Frostburg State University;  
M.S., McDaniel College

Sheela Murthy, Esq.  
Murthy Law Firm

T. Scott Pugatch  
Greenhill Properties, Inc.

Francis X. Pugh, Esq.  
Baltimore Mediation Center

William T. Riley, Jr., CPA  
Reznick Group

Anna L. Smith  
M & T Investment Group

James B. Stradtner, CFA  
Century Capital Management

W. Daniel White  
The Whiting-Turner Contracting Company

Office of the President

Kevin J. Manning (2000)  
President
B.A., Webster University;  
M.S., Shippensburg University;  
Ph.D., The Ohio State University

J. Ruth Hubbard (1998)  
Assistant to the President
B.A., Winston-Salem State University

Kevin Selby (2009)  
Director, Sophomore and Transfer Experiences
B.S., Frostburg State University;  
M.S., McDaniel College

Mary S. Carroll (2004)  
Administrative Assistant/Receptionist

Christie Sleeth (2008)  
Administrative Assistant/Receptionist
A.A., Community College of Baltimore County

Sara Ballesteros (2009)  
Administrative Coordinator
A.A., Anne Arundel Community College;
B.S., Towson University

Cheryl A. Sunderland (1987)  
Special Assistant
B.A., Dartmouth College

Lauree Woodring (2008)  
Administrative Assistant

Front Office Staff

Julie A. Bressler (2001)  
Office Manager

Gayle E. Amhrine (2006)  
Administrative Assistant/Receptionist

Academic Affairs

Paul D. Lack (2002)  
Executive Vice President for Academic Affairs and Dean
B.A., McMurry College;  
M.A., Ph.D., Texas Tech University

Linda C. Johnson (1995)  
Assistant to the Dean
B.S., Manchester College;  
M.Div., Bethany Seminary;  
M.A., College of Notre Dame of Maryland

Academic Support Services

Jeff M. Kelly (2005)  
Assistant Vice President, Academic Support Services
B.S., University of Scranton;  
M.S., Northeastern University;  
Ed.D., Widener University

Deborah J. Blake (1991)  
Office Manager

Heather Bray (2008)  
Director, First-Year Experience
B.S., Ohio University;  
M.A., Slippery Rock University

B. Thomas Hopkins (1993)  
Director, Academic Advising
B.A., Washington College;  
M.A., Towson University

Esther B. Rosenstock (1976)  
Director, Developmental Studies and Assistant Professor of Developmental Studies
B.A., University of Maryland, College Park;  
M.S., The Johns Hopkins University

Kevin Selby (2009)  
Director, Sophomore and Transfer Experiences
B.S., Frostburg State University;  
M.S., McDaniel College

Office of the President

Kevin J. Manning (2000)  
President
B.A., Webster University;  
M.S., Shippensburg University;  
Ph.D., The Ohio State University

J. Ruth Hubbard (1998)  
Assistant to the President
B.A., Winston-Salem State University

Kevin Selby (2009)  
Director, Sophomore and Transfer Experiences
B.S., Frostburg State University;  
M.S., McDaniel College
The Academic Link
Christine T. Flax (1983)
Director, Academic Link and the PASS Program; and Assistant Professor of Developmental Studies
B.S., University of Maryland, College Park;
M.S., The Johns Hopkins University

Kaitlyn Marzullo (2008)
Coordinator of Tutorial Services
B.A., Loyola College

Carmen Velez, CPA (1995)
Coordinator
A.A., B.S., Villa Julie College;
M.S., The Johns Hopkins University

Learning Beyond and Career Services Office
Christine A. Noya (1985)
Assistant Vice President, Learning Beyond and Career Services
B.A., College of New Rochelle;
M.A., Wesleyan University

Art R. Taguding (2007)
Executive Director, Career Services
B.S., Towson University

Leanne M. Bell (2007)
Assistant Professor of Business Communication and Faculty Leader for Service Learning
B.A., University of Pittsburgh;
M.A., West Virginia University;
Ph.D., Duquesne University

Natalie Dobry (2009)
Assistant Director, Career Services
B.A., Penn State University, Behrend College;
M.S., Villanova University

Cheryl Hinton (2010)
Director of Multicultural Affairs
B.A., M.S., Coppin State University

Virginia N. Iannone (2002)
Assistant Professor of Psychology and Faculty Leader for the Honors Program
B.S., University of Scranton;
M.A., Ph.D., The Catholic University of America

Romas Laskauskas (2005)
Assistant Professor of Business and Faculty Leader for Study Abroad
B.S., Mount St. Mary’s College;
M.B.A., Virginia Commonwealth University

Sarah McDowell (2008)
Student Outreach Coordinator
B.S., Villa Julie College;
M.S., Shippensburg University

Thomas Romanoff (2009)
Program Assistant
B.A., Warren Wilson College

Information Technology
Thomas E. Allen (2008)
Assistant Vice President, Information Technology and Chief Information Officer
B.S., State University of New York;
M.S., New York University

John "Carl" Bantillo (2008)
System Administrator

Raymond A. Cardillo (2007)
Manager, Technology Support Desk
B.A., LaSalle University

Melissa Craig (2008)
Administrative Assistant
A.A., Villa Julie College

Philip J. Desrosiers (2006)
Systems Administrator

Bryan Goetz (2006)
Technology Support Specialist
B.S., Stevenson University

Systems Administrator
B.S., Villa Julie College

Paul F. Insley, IV (2006)
Systems Administrator
B.S., M.S., Villa Julie College

Senior Technology Support Technician

Linda L. Monk (1980)
Manager, Web Technologies and Instructional Design
B.S., University of Maryland, College Park

Hakim Mourad (2010)
Manager, Administrative Applications
B.S., Nova Southeastern University

Viralkumar Patel (2008)
Technology Support Specialist

Billy R. Reinhartd (2007)
Technology Support Specialist

Stacy J. Reinsel (2007)
Programmer / Analyst
B.A., Grove City College

Patrick Scott (2008)
Network Engineer
B.S., University of Maryland, Baltimore County

Jennifer L. Shipp (2005)
Help Desk Administrator

Manager, Network and Enterprise Systems
B.S., Villa Julie College
M.B.A., University of Baltimore

Eric Vaughn (2008)
Technical Administrator
B.S., Old Dominion University

Institutional Research and Assessment
Jo-Ellen Asbury (2005)
Assistant Vice President, Academic Affairs and Professor of Psychology
B.S., Indiana University of Pennsylvania;
M.S., Ph.D., University of Pittsburgh

Rebecca A. Kruse (2005)
Coordinator for Faculty Development and Assessment
A.A., Essex Community College;
B.S., Stevenson University

Nicole C. Marano (2005)
Associate Dean, Institutional Research and Assessment
B.A., Washington College;
M.S., Loyola College

Library
Maureen A. Beck (2000)
Director, Library Services
B.A., Indiana University of Pennsylvania;
M.L.S., University of Pittsburgh;
M.A.S., The Johns Hopkins University

Susan H. Bonsteel (1998)
Coordinator, Public Services
B.A., M.L.S., University of Maryland, College Park

Amanda Cameron (2010)
Library Assistant
A.S., Allegany College of Maryland;
B.A., McDaniel College

Martin Cleaver (2008)
Evening Supervisor
B.A., LaSalle University
Robin A. Findeisen (1996)  
Systems Librarian  
A.A., Catonsville Community College;  
B.S., University of Maryland, Baltimore County

Sara Godbee (2008)  
Librarian, Brown School of Business and Leadership  
B.A., College of Charleston;  
B.S., University of South Carolina;  
M.L.S., University of Maryland

Christina J. Hipsley (2000)  
Serials Librarian  
B.A., University of Maryland;  
M.L.S., University of Maryland

Glenn Johnston (2007)  
Project Archivist  
B.A., St. Lawrence University;  
M.A., State University of New York;  
MSE, Niagara University;  
Ph.D., University of North Texas

Beth Ann K. Lamb (2000)  
Public Services Librarian  
B.A., Towson University;  
B.S.N., M.L.S., University of Maryland

Regina B. Lauer (1986)  
Library Assistant

Sandra A. Marinaro (2000)  
Public Services Librarian  
B.A., M.L.S., University of Illinois

Carol M. Maxwell (1998)  
Library Assistant  
B.F.A., Maryland Institute College of Art

Virginia J. Polley (2002)  
Information Literacy Coordinator  
B.A., St. Olaf College;  
M.L.S., Brigham Young University

Steven M. Rouzer (2000)  
Technical Services and Collection Development Librarian  
B.A., George Mason University;  
A.M. (L.S.), University of Chicago

Tracy R. Bolt (1996)  
Registrar  
B.A., Clemson University

Pamela J. Daniels (2008)  
Student Records Specialist  
B.S., Towson University

Erica M. Grycz (2002)  
Associate Registrar  
B.S., Villa Julie College

Judy K. Mancini (2000)  
Graduation Evaluator  
B.S., Towson University

Roslyn Morgan (1994)  
Transfer Credit Evaluator  
B.A., University of Maryland, College Park

Kristin N. Raiswell (2007)  
Student Records Specialist  
B.A., Guilford College;  
M.A., Kings College, University of London

Office Associate/Special Projects

Jennifer Simmons (2000)  
Systems Administrator  
A.A., B.S., Villa Julie College

Mark J. Hergan (1993)  
Vice President, Enrollment Management  
B.A., St. Mary’s College of Maryland

Carol J. Brady (1992)  
Assistant to the Vice President, Enrollment Management  
A.A., Villa Julie College

Barbara Miller (2010)  
Director, Financial Aid  
A.A., Essex Community College;  
B.S., University of Maryland;  
M.A.S., Johns Hopkins University

Deborah L. Brown (1991)  
Assistant Director, Financial Aid

Amy Spinnato (2010)  
Assistant Director, Financial Aid  
B.A., Loyola University

Mary Anne Stano (1993)  
Associate Director, Financial Aid  
B.A., Marygrove College

Mary Heid (2006)  
Student Financial Services Representative

Jessica E. Tawman (2005)  
Student Financial Services Representative  
A.A., Carroll Community College

Timothy M. Campbell (1998)  
Executive Vice President, Financial Affairs and Chief Financial Officer  
B.B.A., Temple University

Mary Lou Bell (1997)  
Assistant to the Executive Vice President

Brett C. Adams (1994)  
Director, Athletics  
B.S., York College of Pennsylvania

Erika Blozie (2008)  
Athletic Academic Advisor  
B.S., Eastern Connecticut State University;  
M.S., University of Connecticut

Paul Cantabene (2004)  
Associate Director, Athletics and Recruiting Coordinator  
B.S., Loyola College in Maryland

Jason Eicheltberger (2008)  
Associate Director, Athletics/SID  
B.A., Randolph Macon College

Michael Eubank (2008)  
Associate Athletic Trainer  
B.S., Roanoke College

Frances A. Fidler (1996)  
Secretary  
A.A., Community College of Baltimore

Edward Hottle, Jr. (2009)  
Football Coach  
B.S., M.Ed., Frostburg University

Mary Clare McFadden (1996)  
Athletic Administrative Coordinator  
B.A., University of Richmond

Stefanie E. Meyerson (1999)  
Assistant Athletic Trainer  
B.S., University of Charleston

Graeme R. Millar (2006)  
Game Day Manager  
B.A., Richard Stockton College of New Jersey
Gregory A. Penczek (2006)
Head Athletic Trainer
B.S., Salisbury University; M.S., Louisiana State University

John Plevyak (2008)
Director, Recruiting/J.V. Programs
B.S., University of Baltimore

George "Tim" Puls (2010)
Assistant Lacrosse Coach
B.A., University of Maryland

Kathleen A. Railey (2005)
Associate Director, Athletics and Senior Women's Administrator
B.A., Gettysburg College; M.L.A, Western Maryland College

Chris A. Ramer (1997)
Assistant Director
B.A., M.Ed., Towson University

P. Thomas Russ (2005)
Athletic Field Manager

Edward F. Sweeney (2010)
Assistant Football Coach
B.A., C.W. Post College; M.Ed., University of Vermont

Director, Physical Education
B.S., The Johns Hopkins University; M.S., Loyola College

Auxiliary Services
Assistant Vice President for Facilities and Campus Services
Assistant Vice President, Facilities and Campus Services
B.S., University of Maryland

Robert A. Reed (1998)
Director, Auxiliary Services
B.S., Towson University

Conference Services
Linsay Caldwell (2007)
Events Coordinator
B.S., The Ohio State University

Brooks Edman (2007)
Events Set Up Coordinator
B.M., Lebanon Valley College

Steve Marango (2006)
Technical Staff
B.S., Delaware Valley College

Danna Thomas (2008)
Conference Services Manager
A.A., Villa Julie College; B.S., University of Baltimore

Facilities
Jon W. Wells (2007)
Director, Facilities
M.E.B.A. Engineering School

John Berry (1998)
Maintenance Technician, Owings Mills campus

Paul Bosse (1998)
Maintenance Technician, Owings Mills campus

Michael J. Campbell, Jr. (2008)
Assistant Manager, Plant Operations

Thomas Gwin (1998)
Maintenance Technician, Greenspring campus

Mike Jones (2009)
Maintenance Technician, Greenspring campus

Thomas Macklin (2009)
Maintenance Technician, Owings Mills campus

David Malinski (2007)
Maintenance Technician, Owings Mills campus

Maintenance Technician, Owings Mills campus

Daniel Varholy (2000)
Maintenance Technician, Owings Mills Campus
A.A., B.S., Stevenson University

Richard White (2005)
Maintenance Technician, Greenspring campus

Foster C. Wilson IV (1994)
Assistant Manager, Physical Plant

Maintenance Technician, Greenspring campus

Mail Room and Materials Management
Christopher J. Ogle, Jr. (2008)
Manager, Mailroom/Materials Management

Wayne Bender (2008)
Mailroom Courier

Security
Joseph H. Zerhusen (1990)
Director, Security
B.S., M.A., Towson University

Joseph Glos (1997)
Security Officer/Alarm Technician

Steven Lucas (1996)
Security Officer/Administrative Coordinator

James Noel (2004)
Security Officer/Midnight Coordinator

Security Officer/Communications Coordinator

University Store
Shawnise Crawford (2002)
Sales Associate
B.S., Stevenson University

LaShaun Hubbard (2004)
Manager, University Store
B.S., Villa Julie College

Mary Pullarn (2008)
Sales Associate
A.A., Villa Julie College

Sylvia A. Schiaffino (2007)
Sales Associate

Christopher A. Stevenson (1994)
Inventory Manager

Rachael M. Woodard (2008)
Assistant Manager, University Store
B.F.A., Salisbury University

Business Office
Melanie M. Edmondson, CPA (1996)
Assistant Vice President, Financial Affairs and Controller
A.S., Lasell College; B.S., Florida Institute of Technology

Accounts Payable Clerk
A.A.S., B.S., Villa Julie College

Rekha Bista (2009)
Grant Administrator
B.S., Towson University

Anna M. Bivens (2007)
Systems / Business Analyst
B.A., Towson University

Katherine Gary-Foley (2006)
Junior Accountant
B.S., Trinity College; M.B.A., Loyola University Chicago

Payroll Clerk

Cindy Heil (2010)
Accountant
B.B.A., Loyola University

Denise Hennaut, CPA (2008)
Senior Accountant
Assistant Controller
B.S., University of Baltimore
Joyce F. Sawyer (1995)
Manager, Accounts Payable/Payroll

Human Resources

Brenda B. Balzer, SPHR (2007)
Vice President, Human Resources
B.A., University of Hawaii
Margaret G. Baldwin (2006)
Director, Professional Development
B.A., St. Mary's College (Indiana); M.L.A., The Johns Hopkins University
Lorna M. Cerniglia (1998)
Data Entry Specialist
Rosemary L. Donovan (1995)
Assistant Director, Compensation and Benefits
B.S., Towson University
Mary Furst, SPHR (2006)
Director, Compensation and Benefits
B.A., Temple University
Sherrod Hocutt (2009)
Assistant to the Vice President
A.A., Stevenson University
Lorrie A. C. Rowland (1998)
Employment and HRIS Manager
B.S., Frostburg State University

University Advancement

Stevenson W. Close, Jr. (2006)
Vice President, University Advancement
B.S., Cornell University;
M.A., The Ohio State University
Carol F. Dombrowski (2005)
Director, Individual Giving
B.S., University of Maryland, College Park
Assistant to the Vice President
Frances Flannery Gunshol (2004)
Director, Alumni Relations
A.A., Villa Julie College;
B.A., M.A., College of Notre Dame
Patrick Flanagan (2008)
Data Coordinator
B.A., Leeds University;
B.S., Stevenson University
Judith Jackson (2009)
Administrative Assistant
B.A., St. Mary's College

Marketing and Public Relations

Glenda G. LeGendre (1999)
Vice President, Marketing and Public Relations
B.S., University of Maryland, College Park;
M.S., University of Maryland School of Medicine;
M.B.A., Loyola College in Maryland
John Buettner (2009)
Assistant Vice President, Public Relations
B.A., Washington College;
M.A., Villanova University
Chip Burkey (2004)
Director of Visual Communications
B.A., Frostburg State University
Diane G. DiSalvo (1998)
Director of Cultural Programs
B.A., Simmons College
Rebecca K. Gotsch (2006)
Administrative Assistant, Public Relations and Marketing
B.A., Towson University
Matthew Laumann (2009)
Junior Graphic Designer
B.S., Towson University

Student Affairs

Claire E. Moore (1982)
Vice President, Student Affairs
B.S., Villa Julie College
Assistant to the Vice President for Student Affairs

Residence Life

Robert L. Mikus (2007)
Dean of Students
B.A., Lebanon Valley College;
M.A., La Salle University
Kelly Eikleberry (2009)
Associate Dean and Director, Residence Life
B.A., Otterbein College;
M.S., State University College at Buffalo
Miecia Zaplatynski (2004)
Director, Housing Operations
M.D., Timothy School of Medicine (Katowice, Poland)
Jeremy Munson (2007)
Resident Director
B.S., Waynesburg College
Curtis L. Spencer (2008)
Resident Director
B.S., Towson University
Alexander Tskikerdanos (2009)
Resident Director
B.A., St. Mary's College

Student Activities

Daniel Barnhart (2009)
Associate Dean and Director, Student Activities
A.A., Saint Leo University;
B.S., James Madison University;
M.A., Wake Forest University
Teri Atkinson (2009)
Assistant Director, Student Activities
B.S., University of South Dakota;
M.S., Eastern Illinois University
Schools of the University

Brown School of Business and Leadership

Shelton Rhodes (2008)
Dean, Brown School of Business and Leadership
B.A., Virginia Military Institute; M.P.A., Howard University; Ph.D., Old Dominion University

Assistant to the Dean

Department of Accounting, Economics, and Finance

Department Chair, Accounting and Finance and Professor of Accounting

Department of Business Administration

Deborah Leather (2009)
Department Chair, Business Administration and Professor of Business Administration
A.B., College of St. Elizabeth; M.A., University of Hawaii; M.B.A., Marymount College of Virginia; D.B.A., The George Washington University

Department of Computer Information Systems

Lawrence Burgee (2009)
Department Chair, Computer Information Systems, Associate Professor Information Systems and Geckle Professorship in Information A.A., Harford Community College; B.S., Wesley College; M.B.A., Loyola College; M.S., Ph.D., University of Maryland, Baltimore County

Department of Legal Studies

Hillary Michaud (2004)
Program Coordinator, Paralegal Studies and Assistant Professor of Legal Studies
B.S., Miami University; J.D., University of North Carolina

Cynthia M. Macsherry (1994)
Internship Coordinator Paralegal Program
A.A., Villa Julie College

School of Design

Keith Kutch (2009)
Dean, School of Design
B.A., Metropolitan State College; M.F.A., The Rhode Island School of Design

Judith Snyder (1990)
Assistant to the Dean

Department of Art

Amanda Gingery Hostalka (1998)
Department Chair, Art, Professor of Art, and Internship Coordinator
B.F.A., Maryland Institute College of Art; M.A., M.F.A., University of Baltimore

Department of Business Communication

Chip Rouse (1984)
Department Chair, Business Communication and Associate Professor of English
B.A., Western Maryland College; M.Ed., Loyola College in Maryland; M.A., University of Maryland

Department of Film, Video, & Theatre

Louise H. "Chris" Roberts (1982)
Department Chair, Film, Video, & Theatre and Professor of Film, Video, & Theatre
A.A., Villa Julie College; B.S., M.F.A., Towson University; M.L.A., The Johns Hopkins University

Christopher Crostic (2009)
Technical Director of the Theatre and Assistant Professor of Film, Video, & Theatre
B.S., Frostburg State University; M.F.A., Indiana University

Janine Mills (2001)
Film and Video Facilities Director
A.A., B.S., Villa Julie College

School of Education

Deborah S. Kraft (1998)
Interim Dean, School of Education
B.S., Lesley College; M.A., Webster University; Ph.D., Saint Louis University

Ruth P. Smith (2001)
Administrative Assistant

Jill Alperstein (2009)
Education Supervisor I
B.S., Syracuse University; M.Ed., Loyola College

Emeriti

Carolyn Manuszak
President Emerita
B.A., Trinity College; M.A., The Catholic University of America; J.D., University of Maryland

Helen Rose Dawson
Vice President and Dean Emerita
B.A., Trinity College; M.S., Fordham University; D.Ed., Nova Southeastern University

Keith Kutch (2009)
Dean, School of Design
B.A., Metropolitan State College; M.F.A., The Rhode Island School of Design

Judith Snyder (1990)
Assistant to the Dean

Department of Art

Amanda Gingery Hostalka (1998)
Department Chair, Art, Professor of Art, and Internship Coordinator
B.F.A., Maryland Institute College of Art; M.A., M.F.A., University of Baltimore

Department of Business Communication

Chip Rouse (1984)
Department Chair, Business Communication and Associate Professor of English
B.A., Western Maryland College; M.Ed., Loyola College in Maryland; M.A., University of Maryland

Department of Film, Video, & Theatre

Louise H. "Chris" Roberts (1982)
Department Chair, Film, Video, & Theatre and Professor of Film, Video, & Theatre
A.A., Villa Julie College; B.S., M.F.A., Towson University; M.L.A., The Johns Hopkins University

Christopher Crostic (2009)
Technical Director of the Theatre and Assistant Professor of Film, Video, & Theatre
B.S., Frostburg State University; M.F.A., Indiana University

Janine Mills (2001)
Film and Video Facilities Director
A.A., B.S., Villa Julie College

School of Education

Deborah S. Kraft (1998)
Interim Dean, School of Education
B.S., Lesley College; M.A., Webster University; Ph.D., Saint Louis University

Ruth P. Smith (2001)
Administrative Assistant

Jill Alperstein (2009)
Education Supervisor I
B.S., Syracuse University; M.Ed., Loyola College
Frances Bond (2004)
*Education Supervisor II*
B.S., M.Ed., Towson University; Ph.D., University of Maryland, College Park

Patti Cannaday (2008)
*Education Supervisor I*
B.S., M.A., Towson University

Elise Carswell (2007)
*Education Supervisor I*
B.S., University of Maryland; M.Ed., Loyola College

Bronwen Crue (2004)
*Education Supervisor I*
A.A., Harford Junior College; B.S., Millersville State College; M.S., Towson University

Martha Elliot (2007)
*Education Supervisor II*
B.S., Towson University; M.Ed., Loyola University Maryland

*Education Supervisor II*
B.S., Towson University; M.Ed., Loyola College

Jamie Forman (2007)
*Education Supervisor I*
B.S., University of Maryland, College Park; M.S., Towson University

William Hallock (1997)
*Education Supervisor I*
B.S., Youngstown State University; M.Ed., Loyola College

Denise Konold (2005)
*Education Supervisor I*
B.S., Indiana University of Pennsylvania; M.S., McDaniel College

Stephen Maltese (2001)
*Education Supervisor II*
B.S., University of Maryland, College Park; M.Ed., Loyola College in Maryland

Linda Mandel (2008)
*Education Supervisor I*
B.S., University of Maryland, College Park; M.L.A., The Johns Hopkins University

Brenda Miller (2008)
*Education Supervisor I*
A.A., Carroll Community College; B.S., Stevenson University; M.S., McDaniel College

Kathleen Milligan (2003)
*Education Supervisor II*
B.S., Frostburg State College; M.Ed., University of Maryland

Linda Muska (2010)
*Coordinator, MCCE*

Marsha Roach (2006)
*Education Supervisor II*
B.S., M.S., Towson University; Ed.D., Nova University

Rena Rotenberg (2003)
*Education Supervisor I*
B.A., Brooklyn College; M.A., Baltimore Hebrew University

Leslie Sandler (2004)
*Education Supervisor I*
B.A., Syracuse University; M.Ed., Towson University

Patricia Sievert (2004)
*Adjunct Professor of Education*
B.S., University of Maryland

Jill Suffel (2005)
*Education Supervisor I*
A.A., Catonsville Community College; B.S., Towson University; B.A., Villa Julie College; M.A., College of Notre Dame of Maryland

Mary Vasile (2005)
*Education Supervisor I*
B.A., Saint Michael's College; M.Ed., Loyola College in Maryland

Carol Zajano (2006)
*Education Supervisor I*
B.S., M.Ed., Towson University; M.S.Ed., The John’s Hopkins University

*Dean, School of Graduate and Professional Studies*
B.A., College of Notre Dame of Maryland; J.D., University of Maryland

Veronica L. Allen (2008)
*Enrollment Support Specialist*

Jennifer M. Baker (2008)
*Student Support Coordinator*

Cheryl Bosse (2002)
*Project Manager*

Thomas D. Coogan (1988)
*Program Coordinator, Forensic Studies and Associate Professor of Law, Forensic Studies*
B.A., Hamilton College; M.A., Antioch College; J.D., Antioch School of Law

Tonia Cristino (2010)
*Enrollment Counselor*
B.S., M.S., Stevenson University

Patricia M. Ellis (1987)
*Associate Dean, Graduate and Professional Studies Undergraduate Programs and Professor of Legal Studies and Business*
B.A., Western Maryland College; M.B.A., Frostburg State University; J.D., The Catholic University of America

Steven R. Engorn (1989)
*Program Coordinator, Computer Information Systems and BTM; Director of Graduate and Professional Studies Technology, and Assistant Professor of Information Technology*
A.A., Catonsville Community College; B.S., American University; M.B.A., Loyola College in Maryland

*Associate Dean, Nursing Education*
B.S.N., M.S., University of Maryland M.Ed., Sc.D., The Johns Hopkins University

Holly Gallagher (2009)
*Telecounselor*
B.A., Towson University

Nicole Jolivet (2010)
*Enrollment Counselor*
B.S., University of North Florida

Stacey McDougall (2005)
*Assistant Project Manager*
A.A., Essex Community College; B.S., Stevenson University

*Senior Instructional Designer*
A.A., Montgomery College; B.S., Southern Illinois University; M.A.T., Jacksonville University

Carla E. Owens (1994)
*Student Support Coordinator*
A.A., Villa Julie College

Alan Sander (2007)
*Telecounselor*
B.S., University of Maryland, College Park

**School of Graduate and Professional Studies**

*Dean, School of Graduate and Professional Studies*
B.A., College of Notre Dame of Maryland; J.D., University of Maryland

Veronica L. Allen (2008)
*Enrollment Support Specialist*

Jennifer M. Baker (2008)
*Student Support Coordinator*

Cheryl Bosse (2002)
*Project Manager*
Angela Scagliola (2007)  
Enrollment Counselor  
B.A., College of Notre Dame of Maryland;  
M.A., Towson University  

Program Coordinator, Forensic Sciences and Assistant Professor of Forensic Science  
A.A., Harford Community College;  
B.S., University of Maryland, College Park;  
M.S.F.S., George Washington University  

Nadine Wrightington (2003)  
Senior Instructional Designer and Adjunct Professor  
B.S. University of Maryland;  
M.Ed., Salisbury University  

Jinsong Zhang (2008)  
Instructional Designer  
B.A., M.A., Southwest Jiaotong University, China;  
Ed.D., West Virginia University  

Barbara Zirkin (2009)  
Associate Dean, Distance Learning  
B.A., Hunter College;  
M.A., University of Rochester;  
M.S., Ed.D., The Johns Hopkins University  

James G. Salvucci (2001)  
Dean, School of Humanities and Social Sciences and Professor of English  
B.A., Bard College;  
M.A., Queens College, The City University of New York;  
Ph.D., University of Toronto  

M. Eugenia Violante (2008)  
Administrative Assistant  

Gerald N. Van Aken (1988)  
Department Chair, English Language and Literature and Professor of English  
B.A., Trinity College;  
M.A., Ph.D., University of Maryland, College Park  

Department Chair, Humanities and Public History and Assistant Professor of History  
B.A., M.A., University of Virginia;  
J.D., University of Baltimore  

Department of Psychology  
Jeffrey Elliott (2001)  
Department Chair, Psychology and Professor of Psychology  
B.A., M.A., Salisbury University;  
Ph.D., University of Maryland  
M.Ed., Harvard University;  
Ph.D., University of Delaware  

Criminal Justice Program  
Hamin Shabazz (2010)  
Program Coordinator, Criminal Justice  
B.S., Widener University;  
M.P.A., University of Michigan;  
D.P.A., University of Baltimore  

Human Services Program  
Georgia A. Franyo (1989)  
Program Coordinator, Human Services, and Professor of Human Services  
B.A., Smith College;  
M.Ed., Harvard University;  
Ph.D., University of Delaware  

Interdisciplinary Studies Program  
Esther D. Horrocks (1983)  
Program Coordinator, Interdisciplinary Studies, and Professor of Sociology and Anthropology  
B.A., University of Minnesota;  
M.A., Ph.D., The Ohio State University  

School of the Sciences  
Susan T. Gorman (1991)  
Dean, School of the Sciences and Professor of Biology  
B.A., Kenyon College;  
Ph.D., The Johns Hopkins University  

Heather Lageman (2009)  
Writer  
B.A., Loyola University;  
M.A., College of Notre Dame  

Kathleen L. Lageman (1983)  
Assistant to the Dean  
A.A., Villa Julie College  

Stephanie L. McCleods (2007)  
Laboratory Safety Manager  
B.S., Villa Julie College;  
M.S., The Johns Hopkins University  

Department of Biological Sciences  
Meredith C. Durmowicz (2002)  
Department Chair, Biological Sciences and Assistant Professor of Biology  
B.S., Marquette University;  
Ph.D., The Johns Hopkins University  

Barbara A. Davidsen (1988)  
Laboratory Manager, Biology  
B.A., Mt. St. Agnes College  

Vivi-Anne W. Griffey, MT(ASCP) (1981)  
ProgramCoordinator, Medical Technology Program and Adjunct Professor of Medical Technology  
B.S., University of Maryland, Baltimore;  
M.S., Thomas Jefferson University  

Department of Chemistry and Physical Sciences  
Ellen M. Roskes (1996)  
Department Chair, Chemistry and Physical Sciences and Professor of Chemistry  
B.A., M.A., Ph.D., The Johns Hopkins University  

Laura Parrish (2008)  
Laboratory Manager, Chemistry  
B.S., M.S., Stevenson University  

Department of Mathematics  
Susan P. Slattery (2005)  
Department Chair, Mathematics and Professor of Mathematics  
B.A., M.A., Miami University of Ohio;  
Ph.D., University of South Carolina  

Department of Nursing  
Denise Seigart (2010)  
Associate Dean, Nursing Education  
B.S.N., Niagara University;  
M.S., Binghamton University;  
Ph.D., Cornell University  

Andrea Bechtel-Mathias (2008), Administrative Assistant  
B.A., Goucher College  

Valerie Capallo, R.N. (1998), Clinical Supervisor II  
B.S., Towson University;  
M.S., University of Maryland  

Karen Currie, R.N. (1995), Clinical Practice Supervisor  
B.S., Fairleigh Dickinson University;  
M.S., University of Maryland  

Karen Murphy-Keddell, LCSW-C (2006), RNBS Recruiter/Technical Advisor  
B.A., Indiana University of Pennsylvania;  
M.S.W., University of Maryland, Baltimore  

Office of Research Development  
M. Diane Payne (1998)  
Director, Office of Research Development and Instructor in Chemistry  
B.S., Brescia College;  
M.S., University of Cincinnati
Rebecca Van Horn (2008)
Administrative Assistant
B.A., University of Maryland, Baltimore

Faculty

Marie K. Armentrout (2009)
Adjunct Instructor of Information Technology
B.S., Salisbury State University; M.S., Stevenson University

Jennifer S. Atwater (2006)
Adjunct Professor of Communications
B.S., Mt. Holyoke College; M.A., University of Missouri School of Journalism

Lawrence J. Baird (2009)
Adjunct Instructor of Business
B.A., Loyola College of Baltimore; B.S.N., University of Maryland, Baltimore;
Adjunct Instructor of Business
M.B.A., Walden University

Cary B. Barker (2006)
Adjunct Instructor of Information Technology
B.A., Shippensburg University; M.S., Capitol College

Leanne M. Bell (2006)
Assistant Professor of Business Communications and Faculty Leader for Service Learning
B.A., University of Pittsburgh; M.A., West Virginia University Ph.D., Duquesne University

Dona H. Benford, R.N. (2009)
Adjunct Instructor of Nursing
B.A., Arcadia University; B.S.N, University of Maryland at Baltimore County
M.S.N., University of Maryland at Baltimore

Justin R. Berk (2009)
Adjunct Instructor of Physical Science
B.S., Cornell University

Adjunct Professor of Nursing
B.S. Indiana University; M.S., University of Illinois, Chicago; Ph.D., University of Michigan, Ann Arbor

Fred F. Bolt (2007)
Adjunct Instructor of Religion
A.A., Anderson College; B.S., Southern Wesleyan University; M.R.E., Southern Baptist Theological Seminary

David L. Bradnick (2009)
Adjunct Instructor of Philosophy
B.S., Lee University; M.A., Lancaster Seminary

Michael R. Braudes (2009)
Adjunct Professor of Legal Studies
B.A., The Johns Hopkins University; J.D., University of Chicago Law School

Jakie Brown, Jr. (1997)
Assistant Professor of Information Technology
A.A., Community College of Baltimore County
B.A., Arlington Bible College

Sandra H. Bryan, R.N. (2009)
Adjunct Instructor of Nursing RNBS
B.S.N., University of Maryland at Baltimore
M.H.A., Seton Hall University

Kathy A. Buller (2007)
Adjunct Professor of Forensic Studies
B.A., J.D., Creighton; J.D., University of Maryland; Ph.D., University of Baltimore

Cassandra P. Burke (2009)
Adjunct Professor of Forensic Science
B.S., Bowling Green State University; B.S., Towson University; M.S., George Washington University

Damon L. Burman (2007)
Adjunct Professor of Forensic Science
B.S., The Johns Hopkins University
M.F.A., Florida State University

Emmet Davitt (2005)
Adjunct Professor of Forensic Studies
B.A., University of Virginia; J.D., George Washington University

Jeffrey G. Comen (2001)
Adjunct Professor of Business and Legal Studies
B.A., Johns Hopkins University; J.D., University of Baltimore

Thomas D. Coogan (1988)
Program Coordinator, Forensic Studies and Associate Professor of Law, Forensic Studies
B.A., Hamilton College; M.A., Antioch College; J.D., Antioch School of Law

Adjunct Professor of Nursing
A.S., Monroe Community College; M.S.N., Alfred University; M.S., Ph.D., University of Maryland, Baltimore

Jeanne M. Corbley (2005)
Adjunct Instructor of Forensic Studies
B.S., Villa Julie College

Laura K. Culbertson, R.N. (2009)
Adjunct Instructor of Nursing
B.S.N, M.S., University of Maryland, Baltimore

Kevin A. Daly (2006)
Adjunct Professor of Communications
B.A., Columbia University; M.F.A., Florida State University

Adjunct Instructor of Religion and Philosophy
B.A., The Johns Hopkins University; M.Div., S.T.B., St. Mary’s Seminary and University

Emmet Davitt (2005)
Adjunct Professor of Forensic Studies
B.A., University of Virginia; J.D., University of Maryland

Cathy Delligatti (2009)
Adjunct Instructor of Nursing, RNBS
B.S., University of Virginia; M.S., University of Maryland

Assistant Professor of Nursing
A.A.S., B.S., M.S., Pace University; Ph.D., Kennedy-Western University

Daniel C. Dreibelbis (2007)
Adjunct Professor of Forensic Studies
A.A., Anne Arundel Community College; B.S., Drexel University; M.B.A., University of Maryland University College
Esther L. Gunter (2009)
Adjunct Instructor of Information
B.S., Towson University;
M.S., McDaniel College

Adjunct Professor of English
B.A., University of Baltimore;
M.Ed., Loyola College

Patricia M. Ellis (1987)
Associate Dean, Graduate and
Professional Studies Undergraduate
Programs and Professor of Legal
Studies and Business
B.A., Mcdaniel College;
M.S., Frostburg State University;
J.D., The Catholic University of
America

Steven Engorn (1989)
Program Coordinator, Computer
Information Systems and BTM,
Director of Graduate and Professional
Studies Technology, and Assistant
Professor of Information Technology
A.A., Catonsville Community College;
B.S., American University;
M.B.A., Loyola College

William E. Folson (2006)
Adjunct Instructor of Information
Technology and Forensic Studies
B.S., University of Maryland University
College

Michael J. Gaffney (2007)
Adjunct Professor of Music and
Forensic Studies
B.A., Loyola College
J.D., University of Maryland School of Law

Adjunct Professor of Forensic Studies - Law
A.A., B.S., M.A., John Jay College of Criminal Justice

Esther L. Gunter (2009)
Adjunct Instructor of Information
Technology
B.S., Towson University;
M.S., University of Maryland Baltimore
County

Zhia L. Hall (2006)
Adjunct Professor of Legal Studies
B.S., Villa Julie College;
J.D., University of Baltimore

Benjamin A. Harris (2009)
Adjunct Professor of Law
B.A., The Johns Hopkins University;
J.D., Benjamin N. Cardozo School of Law

Robert L. "Larry" Henderson (2001)
Adjunct Instructor of Business
B.A., Georgetown University;
M.B.A., Loyola College

Pamela Deem-Hergan (2009)
Adjunct Instructor of Business
B.A., Saint Mary's College of
Maryland;
M.B.A., University of Baltimore

John J. Hoeprich (1984)
Professor of Religion
B.A., Bard College
M.Div., Th.M., Princeton Theological
Seminary;
M.A., The Johns Hopkins University

Nancy C. Hoffman (2009)
Adjunct Professor of Criminal Justice
B.A., Ph.D. University of Maryland,
College Park;
M.A., Loyola College;
Ph.D., University of Maryland, College
Park

Timothy R. Holland (2002)
Adjunct Instructor of Business
B.A., Wake Forest University;
M.B.A., Washington University;
M.S., Stevenson University

Adjunct Instructor of Nursing
B.S., Villa Julie College;
M.S., The Johns Hopkins University

Esther D. Horrocks (1983)
Program Coordinator, Interdisciplinary
Studies, and Professor of Sociology and Anthropology
B.A., University of Minnesota;
M.A., Ph.D., The Ohio State University

Dean L. Horvath (2009)
Adjunct Instructor of Information
Technology
B.S., The State University of New York;
M.S., University of Maryland
M.S., Towson University

Maria Howell (2006)
Assistant Professor of Forensic Studies
B.A., The Johns Hopkins University;
J.D., University of Maryland, Baltimore

Carolyn J. Johnson (1998)
Associate Professor of Forensic Studies
B.A., Dickinson College;
J.D., University of Maryland, Baltimore

Marilyn Julius (1983)
Associate Professor of History
B.A., M.A.T., Emory University

Bruno Kamdem (2009)
Adjunct Instructor of Science/Mathematics
B.S., M.S., University of Maryland,
Baltimore County

Daniel E. Katz (2009)
Adjunct Professor of Forensic Science
B.S., University of Delaware
M.F.S., George Washington University

Pamela M. Kessler (2005)
Adjunct Professor of Legal Studies
B.A., University of Maryland, College
Park;
J.D., University of Baltimore

Deborah E. King, R.N. (2009)
Adjunct Professor of Nursing
B.S.N., City University of New York;
M.A., Ph.D., University of Baltimore

Heidi F. Kunert (2006)
Adjunct Professor of Forensic Sciences
B.A., Loyola College of Maryland;
M.F.S., George Washington University

Wayne Label (2009)
Adjunct Professor of Forensic Studies
B.S., University of California, Berkeley;
M.B.A., Ph.D., University of California, Los Angeles

Romas Laskauskas (2005)
Assistant Professor of Business
B.S., Mount St. Mary's College;
M.B.A., Virginia Commonwealth University

Michael I. Levine (1980)
Adjunct Professor of Legal Studies
B.A., University of Maryland, College
Park;
M.S., J.D., University of Baltimore

Terrence V. Lillard (2006)
Adjunct Instructor of Information
Systems and Forensic Studies
B.S.E.E., Tuskegee University;
M.B.A., Strayer University

Jerome D. Lindauer (2005)
Adjunct Instructor of Business
B.S., Virginia Polytechnic Institute &
State University;
M.B.A., Loyola College of Maryland

Adam D. Lippe, CPA (2007)
Adjunct Professor of Forensic Studies
B.A., Johns Hopkins J.D., UMLAW

Irvin B. Litofsky (2005)
Adjunct Professor of Chemistry - Forensic Sciences
B.A., The Johns Hopkins University;
M.S.F.S., George Washington University
Sandra Lucci, R.N. (2009)
Adjunct Instructor of Nursing, RNBS
B.S., Rutgers University;
M.S. University of Maryland

Martin Malarkey, III (2009)
Adjunct Instructor of Forensic Studies
B.S., Towson University

Nicholas Marrocco (2004)
Adjunct Instructor of Forensic Studies
B.A., M.S., Loyola College of Maryland

Gerald L. Maye (2007)
Adjunct Professor of Forensic Studies
B.A., University of Alabama;
M.P.P.M., Birmingham Southern College

Adjunct Instructor of Nursing
B.S.N., M.S., University of Maryland, Baltimore

Robert F. McAllister (2007)
Adjunct Professor of Forensic Studies
B.S., University of Maryland University College;
M.S., Villa Julie College

William A. McComas (2007)
Adjunct Professor of Forensic Studies
B.A., Brown University J.D., University of Baltimore

Program Coordinator, Legal Studies, and Assistant Professor of Legal Studies
B.S., Miami University of Ohio;
J.D., University of North Carolina at Chapel Hill

Brian Miller (2009)
Adjunct Professor of Graduate and Professional Studies
B.S., Richard Stockton College of New Jersey;
M.S., Stevenson University

Rose Miller, R.N. (2008)
Assistant Professor of Nursing
A.A., Wallace Community College;
B.S.N., Troy State University;
M.S.N., University of Alabama;
M.S., University of Auburn

Donna Monius, R.N. (2009)
Adjunct Instructor of Nursing, RNBS
B.S., University of Maryland Baltimore County
M.S., University of Maryland at Baltimore

Ellen L. Neu, R.N. (2009)
Adjunct Instructor of Nursing
B.S., Wichita State University
B.S., Stevenson University

John J. O’Neill (1976)
Adjunct Professor of Information Technology and Forensic Studies
B.S., M.B.A., Loyola College,
M.S., Villa Julie College

Adjunct Instructor of Forensic Studies
B.S., University of Maryland, College Park

Adjunct Instructor of Advanced Information Technology
B.S.E., Loyola College of Maryland;
M.S., Towson University

David Pietropoli (2007)
Adjunct Instructor of Philosophy and History
B.A., University of Maryland, Baltimore County;
B.S.T., L.S.T., D.S.T. Gregorian University

Assistant Professor of Nursing
B.S.N., Medical College of Georgia;
M.G.A., University of Maryland University College;
M.S., Bowie State University.

Morris A. Pondfield (2001)
Adjunct Professor of Advanced Information Technology
B.A., University of Maryland, College Park;
M.I.M., American Graduate School of International Management;
M.S., University of Maryland University College

Harry M. Rifkin (2006)
Adjunct Professor of Legal Studies
B.A., George Washington University;
J.D., University of Pennsylvania

Betty A. Rigney (2005)
Adjunct Professor of Psychology
B.S., Towson University;
M.A., Loyola College of Maryland;
Ph.D., University of Maryland, Baltimore County

Kevin Rivera (2009)
Adjunct Professor of Forensic Studies
B.S., Park University;
M.S., Nowich University

Michael Robinson (2009)
Adjunct Instructor of Forensic Studies
B.S., Drexel University;
M.S., University of Maryland;
M.S., Stevenson University

Frank Romeo (2008)
Adjunct Instructor of History
B.A., Roanoke College;
M.S., Dowling College

Ellen M. Roskes (1996)
Department Chair, Chemistry and Physical Sciences, and Professor of Chemistry
B.A., M.A., Ph.D., The Johns Hopkins University

Assistant Professor of Nursing
A.S., College of Southern Maryland
B.S., M.S., D.N.P., University of Maryland, Baltimore;

Michael M. Ryman (2007)
Adjunct Professor of Forensic Studies
B.A., Loras College;
M.A., Central Michigan University

Carol B. Sapora (1988)
Professor of English
B.A., Cornell University;
M.A., University of Connecticut;
Ph.D., University of Maryland, College Park

Kwasi Sarfo (2007)
Adjunct Professor of Legal Studies
B.A., University of Ghana;
M.P.A., State University of NY at Albany;
PH.D., State University of NY at Albany;
J.D., Widener University;
LL.M., Widener University

Lisa M. Scarbath (2009)
Adjunct Professor of Criminal Justice
B.A., University of Delaware;
J.D., University of Baltimore

Stephen M. Schenning (2007)
Adjunct Professor of Forensic Studies
B.A., Loyola College;
J.D., University of Maryland

Susan A. Schenning (2005)
Adjunct Professor of Forensic Studies
B.A., College of Notre Dame of Maryland;
J.D., University of Baltimore

Howard Schindler (2002)
Adjunct Professor of Biology
A.A.S., B.S., The State University of New York at Cortland;
M.S., The Johns Hopkins University

Associate Professor of Nursing
B.S.N., Arizona State University;
M.S., Loyola College;
Ph.D., University of Maryland, College Park
**Karl Schroeder (1999)**  
Adjunct Instructor of Advanced Information Technology  
B.S., M.S., Virginia Polytechnic Institute.

Adjunct Instructor of Information Technology  
B.S., Villa Julie College

**Ronald L. Shaffer, Jr. (2007)**  
Adjunct Instructor of Information Technology  
B.S., Strayer University;  
M.S., Capitol College

**Vallory A. Shearer (1982)**  
Assistant Professor of Mathematics  
B.S., Towson University;  
M.Ed., McDaniel College

**Shannon Sherlock (2009)**  
Adjunct Instructor of Forensic Studies  
B.A., University of Alabama;  
M.S., George Washington University

**Nancy L. Sherman (2005)**  
Adjunct Professor of Film, Video, and Theatre  
B.A., Towson University;  
M.A., University of Maryland, College Park

**Zamira S. Simkins (2007)**  
Adjunct Instructor of Economics  
B.A., Kyrgyz-Russian Slavic University;  
M.I.A., Missouri State University;  
Ph.D., American University

**Mary S. Skipper (2008)**  
Adjunct Instructor of English  
B.S., East Carolina University;  
M.Ed. Goucher College

**Kenneth L. Snyder, Jr. (1996)**  
Associate Professor of Information Technology  
A.A., Catonsville Community College;  
B.S., Villa Julie College;  
M.S.E.S., Loyola College of Maryland

Assistant Professor of Legal Studies (Associate Professor)  
B.A., Miami University;  
J.D., University of Baltimore

**Daniel N. Soderberg (2006)**  
Adjunct Instructor of Business  
B.S., Villa Julie College;  
M.B.A., University of Baltimore

**Cary D. Stanger (2005)**  
Adjunct Instructor of History  
B.A., The State University of New York at Fredonia;  
M.A., George Washington University;  
M.S.L., Columbia University

**Charlee Sterling (2009)**  
Adjunct Professor of Graduate and Professional Studies  
B.A., Brandeis University;  
M.A., Ph.D., New York University

Adjunct Professor of Forensic Studies  
B.S., Syracuse University;  
J.D. Brooklyn Law School

**Jennifer Strasbaugh (2009)**  
Adjunct Professor of Art  
B.A., Stevenson University  
M.A., College of Notre Dame

**Mary Stuller (2009)**  
Adjunct Instructor of Graduate and Professional Studies  
B.S., Towson University;  
M.A., Millersville University

**Jack R. Sturgill, Jr. (1996)**  
Adjunct Professor of Legal Studies  
B.S., Towson University;  
J.D., University of Baltimore

**Karla Talleur (2009)**  
Adjunct Professor of Forensic Studies  
B.S., Mount Union College;  
J.D., Catholic University

**Thomas J. Talleur (2007)**  
Adjunct Instructor of Forensic Studies  
Graduate of United States Naval War College;  
B.A., State University College, Genesco, NY

**Brian S. Tanen (2007)**  
Adjunct Instructor of Forensic Studies  
B.A., University of Maryland Baltimore County;  
B.A., Ner Israel College;  
M.S., Villa Julie College

**John J. Tobin, Jr. (2003)**  
Program Coordinator, Forensic Science, and Assistant Professor of Forensic Science  
A.A., Harford Community College;  
B.S., University of Maryland, College Park;  
M.S.F.S., George Washington University

**Harry B. Turner (1993)**  
Assistant Professor of Legal Studies  
B.A., University of Pennsylvania;  
J.D., University of Maryland, Baltimore

**Mary C. Vachon (2006)**  
Adjunct Professor of Accounting  
B.S., Towson University

**Andrew H. Vance (1996)**  
Adjunct Professor of Legal Studies  
B.A., University of Maryland, Baltimore County;  
J.D., George Washington University

**Laurence R. Wagaman (2003)**  
Adjunct Instructor of Business  
B.A., St. Vincent College;  
M.B.A., University of Pittsburgh

**David P. Weber (2007)**  
Adjunct Professor of Forensic Studies  
B.S., Utica College of Syracuse University;  
J.D., Syracuse University

**Brian West (2005)**  
Adjunct Instructor of Business  
B.S., Towson University;  
M.A.S., The Johns Hopkins University

**Richard West (2009)**  
Adjunct Professor of Forensic Studies  
B.A., Lawrence University  
J.D., Northwestern University

**Stephen E. Windsor (2006)**  
Adjunct Instructor of Information Technology and Forensic Studies  
B.S., Towson University

**Andrea Young (2010)**  
Adjunct Professor of Graduate and Professional Studies  
B.S., MDI, Howard University;  
J.D., University of Baltimore

**Joyce A. Zerhusen (2004)**  
Adjunct Instructor of Forensic and Legal Studies  
A.A., Community Colleges of Baltimore County;  
B.S., Villa Julie College;  
M.A., University of Baltimore

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Kim Floyd, B.S., R.N.  
Alumna, Accelerated Program

Diane Johnson, R.N.  
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Sinai Hospital

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Carroll Hospital Center

Mary Etta Mills, Sc.D., R.N.  
Professor, School of Nursing  
University of Maryland

Robin Newhouse, Ph.D., NEA-BC, CNOR, R.N.  
Assistant Dean, Director of Nursing Practice Program  
University of Maryland School of Nursing

Stephanie Reid, B.S.N., R.N.  
Assistant Vice President of Nursing  
Carroll Hospital Center

Mary Smyth, B.S., R.N.  
Alumna, RNBS Program  
Union Memorial Hospital

Judy Sjostrom, Ph.D., R.N.  
Director of Nursing  
Chesapeake College

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Villa Julie College - Retired

Kara Ward, B.S., R.N. '06  
Alumna, Traditional Program  
University of Maryland Medical Center

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Judge  
Circuit Court for Baltimore County

Patricia M. Ellis, Esq.  
Associate Dean, GPS Undergraduate Programs and Professor of Legal Studies and Business  
Stevenson University

Tina Gentile  
MAP Representative  
Bowie & Jensen, LLC

Brian Green, Esq.  
Assistant Public Defender  
Carroll County Office of the Public Defender

Sue W. Guben, Esq.  
Private Attorney

Robert D. Klein, Esq.  
Partner  
Wharton, Levin, Ehrmantraut, Klein & Nash

Marcia Nuebuerger  
Paralegal  
T. Rowe Price

Laura Perry  
Director of Marketing and Business Development  
Whiteford, Taylor & Preston

B. Marvin Potler, Esq.  
Principal  
Offit, Kurman, Attorneys at Law

Francis X. Pugh, Esq.  
Mediator  
Baltimore Mediation Center

Rita G. Weiner  
Account Executive  
Proforma Spectrum Graphics
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