Summer 2019

Summer sessions will be held between May and August. Multiple sessions are available. Please consult the Summer 6FKHGXOH RI &ODVVHV IRU GHWDLOV RQ WKH VHVVLRQV DQG FODVV 3/4/2019. DYDLODEO

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

Academic Calendar: Fall 2019 to Summer 2020

Online and Hybrid Undergraduate and Graduate Programs

Fall 2019

Aug. 26 - Dec. 15	Fall 2019 semester (19FSEM)
Aug. 26 - Oct. 20	8 week 1 (19F8W1)
Sept. 2	

Summer 2020

Summer sessions will be held between May and August. Multiple sessions are available. Please consult the Summer Schedule of Classes for details on the sessions and classes D Y D L O D E O H R U F R Q W D F W W K-H34-2206 V W U D U V 2

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

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Dear Student,

For more than 70 years, Stevenson University has been providing students with career-focused education taught by faculty with extensive, real-world experience. Through Stevenson University Online, we continue this tradition with programs designed for working adults and delivered in convenient sessions

About Stevenson

Imagine You r Future. Design Your Career Š
Students at Stevenson University (SU) do not simply come to campus and attend classes. The hallmark of a Stevenson education takes students outside of stereotypical academic situations to allow them to learn about themselves and how their actions affect others. Visitors to the campus witness this sense of community in the classroom, at varied cultural events, or within the simple social settings of university life. Away from the physical campus, employers see the difference wh en they hire Stevenson graduates, and area organizations reap the benefits when students share their talents as volunteers. Stevenson University promotes living and learning by combining challenging academic courses with an invitation to explore the world outside the classroom.

Throughout their university careers, Stevenson students take part in an introspective process called Career Architecture SM . This award -winning approach seeks to align personal values with professional ambitions. Students then have the opportunity to apply their newfound knowledge to work situations through a number of internships with local companies. Finally, service projects allow students to give back to the community, and study abroad programs take Stevenson ideals into the lar ger world.

Stevenson University combines a traditional liberal arts education with a career focus in an environment supporting a variety of student services and extracurricular opportunities. By providing motivated students with personal attention and opp ortunities to take on leadership roles in a variety of activities, the University strives to create lifelong learners. Students have opportunities to learn in the classroom and laboratory, on the stage, and in the community. By learning beyond the classroo m, Stevenson University students transform the people they meet and the places they visit.

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 students must complete courses in a core curriculum that develop skills in writ ing, communication, and math and provide 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 their chosen field of study or for graduate school.

Applied and Experiential Learning

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 students must complete courses in a core curriculum that develop skills in writing, commun ication, and math and provide 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 their chose n field of study or for graduate school.

- Guiding students through the steps needed to create their own personal strategic career plans.

Professional Preparation

- Developing professional competencies through internships, Professional Minors, service learning, leadership roles, engagement in student organizations, capstone courses and other curricula, and research.
- 5HILQLQJ VWXGHQWV VNLOOV DQG SURIHVVLRQDO EUDQG through resu me and interview preparation, mock interviews, portfolio preparation, and job search coaching.
- Connecting students with employers through on - campus recruiting, online job postings, networking support, job fairs and employer panels, and student site visits to regional employers.

Stevenson Ideals

/QVVQ 2TQ &KUEGPFQ 2TQ 8KXGPFQ (QT Learning, For Living)

Mission, Vision, and Values

Mission
The University is an innovative, coeducational,

History of Stevenson University

University Timeline

1984

Student Life

Athletics at S U

community service, fundraising, and recreational activities. accounting@stevenson.edu.

Phi Beta Lambda (PBL) : A national business society that serves as the collegiate level o f Future Business Leaders of America, Phi Beta Lambda strives to instill the values and ethics required for responsible business practice. PBL@stevenson.edu

Pre-Health Student Union (PHSU) : The goal of the Pre - Health Student Union (PHSU) is to provide fell owship and support for those who want to pursue careers in a variety of healthcare professions. The organization strives to build a pre -health student community dedicated to providing resources and information to future health professionals. PHSU will prov ide workshops, guest speakers, and volunteer opportunities to assist students preparing to apply to health professions programs. PHSU@stevenson.edu

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. psychclub@stevenson.edu

Teachers of Tomorrow (TOT) : The purpose of Teachers of Tomorrow 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

media. The magazine accepts submissions for its fall and spring issues each year and is located at http://greenspringreview.org/.

Reserve Officer Training Corps (ROTC) Programs at Johns Hopkins Univers ity and the University of Maryland

Stevenson University offers the Army Reserve Officers' Training Corps (ROTC) in conjunction with Johns Hopk ins

Jazzman's - a coffee house fill ed with great hand - crafted coffee drinks, bottled beverages, and delicious baked goods is located in both the School of Business and Leadership (SoBL) as well as in the Ratcliffe Community Center on the Owings Mills campus. Students can also [illegible] those looking for a quick meal. Ratcliffe Community Center houses a student convenience store (C - Store), where snacks, personal items, and other items can be purchased.

On the Greenspring campus, students can find the [illegible] various grilled burgers and sandwiches; and delicious side items such as french fries or onion rings. The F.U.E.L. station in the Corral (standing for Fresh, Unique, Ethnic, and Local), offers new items to reflect dining trends and great seasonal items. In the Mustang Corral, students can also find a salad bar and Simply To - Go sandwiches and salads for those who are not dining - in. SubConnection offers made - to - order submarine sandwiches.

[illegible] sandwiches, made - to - order deli and grill stations, a salad bar, and a Hometown - style station offering freshly - made entrees and soups each weekday. From our retail wall students can purchase salads and sandwiches to go, freshly prepared sushi, snacks, and beverages.

The off - campus partners include great options such as [illegible] are frequently added for students to enjoy using their Flex Dollars. To see all of the off - campus partners and their locations, check out the dining website or the Facebook page.

For additional information about Dining Services, please check out the dining website, Stevenson.SodexoMyWay.com or call (443) 352 - 4010.

Career Services

Career Services provides all students with a variety of career - focused programs, services, and resources to ensure student success during their college career and beyond. Students are introduced to Career Services and our career and professional developmental model beginning in their first year at the University.

CAREER COACHING

Career Services Tools

Career Services maintains a comprehensive career website and portal page which host information on Career Pathways for majors at Stevenson University, job and internship opportunities, on - campus recruiting, job [illegible] career assessments, a calendar of events, and many other tools related to career development. In addition, the Office of Career Services maintains an online Career Management System (CMS) which includes part - time jobs, internships, and full - time job opportunities. Students upload their resumes in CMS, and they are then reviewed for quality control by professional staff members in Career Services and at home.

To assist with major and career exploration, the Office of Career Services provides a diverse menu of career assessments to meet student needs. Assessments that help to identify strengths, interests, values, and personality include the MBTI, the Strong Interest Inventory, CareerScope, Values Sorts (strengths, values), and the Holland interest codes. Online tools include FOCUS and Traitify. Career Services also embraces StrengthsQuest which identifies student's key strengths providing a framework for powerful branding to open up possibilities for meaningful careers.

Academic Career and Preparation Plan (ACPP)

During their first year at Stevenson, new students meet with a career advisor who provide career coaching to begin the process of exploring their career options and developing a personalized plan to help them realize their values, strengths, and interests. This powerful process will prepare students as competent and skilled professionals ready for the competitive workplace, but also provides an opportunity to research a variety of careers within a multitude of industries in an ever - changing economic climate.

Counseling Appointments with Career Advisors

The Career Services staff works with all students at the undergraduate and graduate level to develop the skills, experiences, and confidence needed for success. Students are strongly encouraged to meet with their career advisor each year to monitor progress toward goals and review the steps they have taken in their Academic Career and Preparation Plan coaching sessions include: deciding your major, career direction, researching careers and jobs, mock interviews, resume and cover letter reviews, internship and job search assistance, networking and career fair preparation, personal brand development, graduate and professional school preparation. Appointments can be made over the phone or on our online career management system.

Career Peer Advisors

Walk - in appointments with trained student [illegible] weekdays and select evenings for students to review their resume.

EMPLOYER ENGAGEMENT AND RECRUITMENT

Career Fairs, Networking Events, and Information Sessions

Students are encouraged to participate in a variety of career related events where they can meet and network with employers. Employer events are listed on our CMS and in the Career Services portal and webpage and include: on - campus recruiting for internships and full - time jobs, career seminars and workshops presented by business and community leaders, career fairs and industry networking events, business etiquette seminars, and many other programs. The Office of Career Services collaborates with Alumni Relations, Residence Life, Student Groups, and Faculty to support the career development and life experiences that develop Stevenson University students into prepared and skilled emerging professionals for the workplace.

Student Health Services

The Wellness Center offers limited primary care services by appointment with the U niversity's physician or nurse practitioners. A minimal fee will be charged to the student's account for services and supplies; private health insurance is not accepted for payment. Health Services has numerous informational brochures and resources addressing health issues and will offer assistance with community referrals. Health awareness and health promotion events are held throughout the year.

Student Health Requirements

All full-time commuter and resident students are required to have the Stevenson Uni versity Student Health Profile completed by July 1 for fall entrance and January 20 for spring entrance. All full-time students are required to complete this profile online even if they are turning in other health related records to other departments. Plea se refer to those specific departments for any health requirement questions, i.e. Athletics, Beverly K. Fine School of the Sciences, and Stevenson University Online (SUO). If a student was previously a part-time student and is now taking 12 or more credits , a Student Health Profile must be completed. Students do not need to resubmit the Student Health Profile every year. Students who have been away from Stevenson University for at least two years and are reapplying for admission as a full-time student must complete another Student Health Profile.

In addition, all students living in Stevenson University residential housing are required to be immunized against meningococcal disease (MCV4/Menveo/Menactra). Some students may require a booster dose of the meningi tis vaccine prior to moving into the Residence Halls. At this time, the meningitis B (Trumenba/Bexero) vaccination is NOT required for Stevenson students. Commuter students who decide to become a resident are required to comply with additional immunizatio n requirements as stated on the Student Health Profile.

Failure to submit a completed Student Health Profile will block a student from registering for future classes and/or lead to removal from housing.

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 students to explore issues that may be interfering with their suc cess and happiness in college. Counseling is a confidential process designed to help students learn more about themselves, address their concerns and problems, and discover effective solutions. Some of the typical concerns students may have include adjustm ent difficulties, anxiety, depression, substance abuse, sexual assault, identity issues, and self-esteem. Counseling is confidential and provided free for all Stevenson University students.

Student Success Resources

The Office of Student Success (OSS) is dedicated to the academic achievement, support and engagement of all Stevenson University students. Located within the Center for Student Success in Garrison Hall South, OSS provides a wide variety of academic programming, resources and services, such as:

- Academic advising and course planning
- Academic support planning
- Connection to campus resources
- Disability support services
- First-Year experience programming
- Group workshops
- Individual and group tutoring
- Pre-Health professions advising
- Student success coaching to all freshmen students

The Office of Student Success uses a holistic approach with students that enables them to optimize their academic potential, persist in their studies, and complete their de grees.

6WHYHQVRQ 8QLYHUVLW\ V $FDGHPLF /LQ students achieve success in their academic endeavors. Students can meet with a peer or professional tutor for many of the classes offered here at Stevenson, receive reading and writing suppor t, or take an exam in the Testing Center. The Link works with students to help them develop the skills that are necessary to be successful at the college level.

Accommodations for Students with Disabilities

Stevenson University provides reasonable accommodations to qualified students with documented disabilities. To establish eligibility for services, students must register with the Office of Disability Services (ODS) and identify the specific accommodat ions they require. Eligibility for accommodations is determined on an LQGLYLGXDOL]HG EDVLV EDVHG RQ WKH need. Office of Disability Services (ODS) can be reached at 443-352-4920.

For the complete policy on Students with Disabilities, s ee Volume V: Student Policies in the Stevenson University Policy Manual, located on the SU Portal and the University Website.

SUO Student Success Resources

Stevenson University Online is dedicated to the academic achievement, support, and engagement of all students. A wide variety of academic support services are provided to support the needs of adult students while balancing work, family, and education.

Academic Support Services Provided:

- Dedicated Student Success Coaches - Provide schedule planning and one-on-one advising from student's initial course through graduation
- Comprehensive Online New Student Orientation - Required online orientation course prepares student for their first academic course
- Onsite Orienta tion to Student Success - Onsite orientation option allows students to network with

current students, alumni, program administrators, and faculty

- ‡ Student Skills Workshops and Webinars - Writing, library research skills, time management, and support services workshops and webinars offered throughout the year
- ‡ Smarthinking Online Tutoring - 24/7 access to e-tutors, writing center, and academic resources
- ‡ Library Resources - Online and onsite resources with accessible librarians
- ‡ Career Services - Career Services Staff provide individual counseling and career planning services to students and alumni

Student Grievance Procedure

Complete information about student grievance policies and procedures can be found on the Steven son University website.

Student Rights and Responsibilities

Additional information about academic and student conduct policies can be found in the Stevenson Policy Manual, Volume V: Student Policies.

forensic science from a regionally accredited institution.

- Cumulative and math/science GPA in past academic work of no less than 3.00 on a four-point scale.
- Completion of the following course prerequisites:
  - General chemistry I and II and lab (8 credit hours)
  - Organic chemistry I and II and lab (8 credit hours)
  - Biology I and lab (4 credit hours)
  - Calculus (3 credit hours)
  - Physics I and II for science majors and lab (8 credit hour)
  - Statistics (3 credit hours)

Admission to the Healthcare Management program requires the following:

- Completed Graduate Application.
- Official college transcripts from each post-secondary institution previously attended. Students who have completed post-secondary academic coursework outside of the United States must submit an official course-by-course transcript evaluation from World Education Services (WES).
- Cumulative GPA of 3.00 on a four-point scale in past academic work.
- Earned a grade of "B" or above in statistics or upper level math and English composition.
- Two letters of recommendation (academic or work-related) with at least one from a current or past supervisor.
- 5pVXPp RI SURIHVVLRQDO H[SHULHQFH
- Personal statement.

Admission to the Master of Arts in Teaching program requires the following:

- Completed Graduate Application.
- Official college transcripts from each post-secondary institution previously attended. Students who have completed post-secondary academic coursework outside of the United States must submit an official course-by-course transcript evaluation from World Education Services (WES).
- Cumulative GPA of 3.00 on a four-point scale in past academic work.
- Completion of baccalaureate degree in a science or math discipline from a regionally accredited institution.
- Qualifying score on PRAXIS CORE, PRAXIS I, GRE, SAT, or ACT according to MSDE certification criteria.
- Analysis of transcripts to determine if all required content coursework has been met to satisfy field of licensure (biology, chemistry, earth/space science, mathematics, physical science, or physics) requirements.
- Two letters of recommendation academic or work-related.
- Personal statement.

Admission to the Nursing program requires the following:

- Completed Graduate Application.
- Current registered nurse's license in good standing.
- Completion of a bachelor's degree in nursing.
- Official college transcripts from each post-secondary institution previously attended. Students who have completed post-secondary academic coursework outside of the United States must submit an official course-by-course transcript evaluation from World Education Services (WES).
- Cumulative GPA of 3.00 on a four-point scale in past academic work.
- Personal Statement.
- Two letters of recommendation academic or work-related.
- 5pVXPp RI SURIHVVLRQDO H[SHULHQFH

Admission to the RN to MS option requires the following:

- Current registered nurse's license in good standing.
- Completed application for Online Undergraduate Degree Admissions.
- A minimum cumulative GPA of 3.00 on a four-point scale.
- Official college transcripts of all previous post-secondary coursework. Students who have completed post-secondary academic coursework outside of the United States must submit an official course-by-course transcript evaluation from World Education Services (WES).
- Personal Statements.

Transfer of Graduate Credit

Students desiring to transfer from another college and be admitted to a graduate degree program at Stevenson University must submit official transcripts of all previous college records. College-level coursework completed outside of the United States must be evaluated by World Education Services (WES). An official WES transcript is required. Stevenson University will accept a maximum of six graduate transfer 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 "B" or better at other regionally accredited institutions are generally transferable to Stevenson. Transfer credit is awarded at the discretion and final approval of the appropriate Program Coordinator/Associate Dean. All transferable courses must be comparable to courses offered at this University. Courses that do not transfer include developmental/remedial, personal development, orientation courses and credit given for portfolio work. 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. Shortly

Non-Degree Students

Undergraduate Students

Admission as a non-degree undergraduate student

requirements for admission listed below. If admitted, students begin taking graduate -level courses in the semester after they are admitted. In order to be admitted to this bachelor's to master's option, the student must have:

- A cumulative GPA and science/math GPA of 3.00 or better (on a four -point scale) in all work attempted.
- Earned a grade of "C" or better in all science and mathematics courses.
- Completed minimum of 60 credits.
-

These scores are reviewed and, when appropriate, placement and/ or credit is granted. &UHGLW LV HQWHUHG LQ WKH VWXGHQW V UHFRUG DQG FDQ be viewed on WebXpress. Transfer students who took AP tests in the past should request their

Costs

enrollment fee is $XX. This is not a loan program; there are no interest or finance charges. For additional information, contact Tuition Management Systems directly at stevenson.afford.com and select Stevenson University - Online.

Financial Aid

For the most current financial aid information, please refer to the SU Financial Aid Office website at stevenson.edu/finaid.

The website contains detailed information about the types of aid, governing rules, the application process, the Free Application for Federal Student Aid (FAFSA), policies, procedures, and forms. Links to helpful resources such as the U.S. Department of Education and the Maryland Higher Education Commission. Some information and current scholarship announcements are posted on the Financial Aid Office Facebook page at facebook.com/steve.finaid.

Financing higher education is an important concern for many students and parents. Types of financial assistance available to students attending Stevenson University include federal grants and loans, Maryland state grants, and donor scholarships.

Federal Financial Aid Programs

Financial aid funds post to student accounts after the financial aid census date. The census date typically marks the end of the add/drop period for the semester. This is the date we take a "snapshot" of all students' enrollment to establish the "official enrollment" for reporting purposes and financial aid eligibility.

The courses for which a student is registered as of the census date determine the amount of financial aid he/she will receive. Enrollment as of the census date will be compared to the Enrollment Status on the student's Award Letter to determine if the eligibility requirements are still being met for each of the aid programs listed. Award revisions are sent via e-mail to a student's University account. It is possible for a student's aid to be increased, decreased, or even canceled.

If a student increases or reduces the number of credits enrolled in before the census date, the financial aid may be adjusted, as appropriate, for the new enrollment level. If aid is reduced and a balance on the SU account is created, the student will be responsible for payment. If credits are added after the census date, aid will not be increased. Aid may be affected if the student is taking courses that begin after the census date. For example, if a student is enrolled in a traditional undergraduate program and taking a class that starts after the census date, the Federal Pell Grant will not be disbursed until after the last drop date for which the student is enrolled. If the student fails to begin attendance in all classes, the grant will be reduced accordingly. Loans will disburse when the student reaches half-time enrollment. Financial aid may also be affected if a student submits FAFSA information or corrections after the census date.

The Financial Aid Office should be notified immediately concerning any changes in enrollment. Please note:

- 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; generally, November for the fall semester, March for the spring semester.
- Private scholarships and awards from independent sources will be credited upon receipt of these funds by the Student Accounts Office. 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 Accounts Office. State aid recipient refund checks may be delayed due to the receipt date of these funds.

Maryland State Programs

The Maryland Higher Education Commission (MHEC) sponsors numerous grant and scholarship programs for Maryland residents. The state of Maryland offers an on-line inquiry system that allows students to view the status of their financial aid application and/or award information. This can be accessed at mhec.state.md.us/financialAid/OSFAmdcapslive.asp.

The Howard P. Rawlings Educational Assistance Grant is for current high school seniors and full-time, degree-seeking undergraduates may apply for this need-based grant by completing the FAFSA by March 1. Students and their parents (if you are dependent) must be Maryland residents. Audited courses cannot be used to reach the minimum credit hours required for full-time status. Late applicants are placed on a wait list. Annual awards ranging from $400 to $3,000 may be renewed annually if the student maintains satisfactory academic progress, completes the FAFSA by March 1, continues to show financial need, and successfully completes 30 credits. The Howard P. Rawlings Guaranteed Access Grant is available to current high school seniors who will complete a college preparatory program with a minimum, cumulative, unweighted 2.5 high school GPA. Applicants must enroll at a Maryland college or university as a full-time, degree-seeking undergraduate student; meet certain income requirements, which change yearly and DUH SRVWHG RQ 0+(& V ZHESDJH DQG FRP FAFSA. To renew an award, you must maintain satisfactory academic progress, submit the FAFSA by March 1, continue to demonstrate financial need, and successfully completes 30 credits.

Beginning with freshmen enrolling for the fall 2017 semester, through the Guaranteed Access Partnership Program (GAPP), Stevenson University will provide

application online throug K W K H ' H S D U W P H Q W R I 9 H W H U D Q V Affairs website. The VA will determine eligibility and will send the student a letter which will indicate their percentage of benefits (40 -100% based on length of service), as well as the amount of time awarded. For informatio n on how to apply to transfer benefits to dependents, visit the * , % L OVO Ž H E V L W H gibill.va.gov/benefits/post_911_gibill/transfer_of_benefits.h tml. The student should forward the Certificate of Eligibility to the school certifying official in the Regist U D U V Office as soon as it is received. Any questions regarding the use of educational benefits should be directed to the school certifying official located in the Registrar's Office.

Awarding of Aid

Cost of Attendance and the Expec ted Family Contribution

Cost of Attendance (COA or budget) represents a reasonable estimate of the cost of attending the university for a 9 month academic year (fall and spring semesters). The Financial Aid Office determines student budgets every year as a basis for awarding financial aid funds. The student's budget includes direct costs: tuition, fees, room, and board; and indirect costs: allowances for books, supplies, transportation, and personal/miscellaneous expenses. Direct costs are charges for which the student will be billed directly by Stevenson. Indirect charges are costs incurred as a result of going to college, but for which a student is not necessarily billed. Actual charges vary d epending on the choice of program, enrollment, and living arrangements (for example, apartment vs. double occupancy). An Estimated Cost of Attendance is posted on the Financial Aid website. Go to stevenson.edu/admissions/finaid and select the link for Poli cies and Procedures and then select "Determining Financial Aid." The chart is regularly updated to reflect any changes.

The Expected Family Contribution (EFC) is an amount that the student and his or her family is expected to pay toward the cost of attenda nce; it is not the bill, is not the amount of federal aid the student will receive, and is not the amount the student will pay. It is a number used by the University to calculate how much financial aid a student is eligible to receive.

The EFC is derived from a formula created by the federal government and is calculated based on the information provided on the student's FAFSA. A family's taxed and untaxed income, assets, and benefits all could be considered in the formula. The family size and the number of family members who will attend college during the year are also considered.

Disbursement of Awards

Funds will post to a student's account after the financial aid census date. The census date typically marks the end of the add /drop period for the semester. This is the date a "snapshot" is taken of all students' enrollment to establish the "official enrollment" for reporting purposes and financial aid eligibility.

The classes for which a student is registered as of the census date determines the amount of financial aid he/she will receive. Enrollment as of the census date will be compared to the enrollment status on the student's award letter to determine if the eligibility requirements are still being met for each of the aid p rograms listed. $ Z D U G U H Y L V L R Q V D U H V H Q W Y L D H P D L O address. It is possible for a student's aid to be increased, decreased, or even canceled. Revisions may be necessary because of changes in housing status, academic status, enrollment status, verification, conflicting information, additional resources, fraud, availability of funds, federal or state regulations, and computation error.

If a student increases or reduces the number of credits in which he or she is enrolled before the census date, the financial aid may be adjusted, as appropriate, for the new enrollment level. If aid is reduced and a balance on the SU account is created, the student will be responsible for payment. If credits are added after the census date, aid will not be i ncreased. Aid may be affected if the student is taking courses that begin after the census date. For example, if a student is enrolled in a traditional undergraduate program and taking a class that starts after the census date, the Federal Pell Grant will not be disbursed until after the last drop date for which the student is enrolled. If the student fails to begin attendance in all classes, the grant will be reduced accordingly. Loans will disburse when the student reaches half-time enrollment. Financial aid may also be affected if a student submits FAFSA information or corrections after the census date.

The Financial Aid Office should be notified immediately concerning any changes in enrollment or campus housing. Please note:

- Online 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. The student must be enrolled at least half-tim e 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.
- At the latest, state awards will post upon receipt of the actual funds from the state of Maryland; generally, 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 Stevenson University.
- Private scholarships and awards from independent sources will be credited upon receipt of these funds by the SU Student Accounts Office. Often these awards are sent to the University in one check andity in otaxed incM

‡ SU need-based grants may be reduced by the addition of later awards from the State of Maryland. If any outside funds affect the current financial aid award, the student will be notified of all changes.

Book Vouchers

Under certain circumstances, students may be eligible for a book voucher if their total aid exceeds their total charges. Book vouchers are applied to a student's SUOne card and can only be used, in person, at the University

= 180. Therefore, 180 credits is the maximum that can be attempted and receive financial aid.

Students must complete a minimum of 67% of the cumulative courses attempted to remain eligible. Transfer credits accepted by Stevenson University will be included in the progress completion requirement as well as in the maximum attempted credits. Please note, students must graduate with a cumulative 2.00 grade point average.

Attempted credits include the following:

- Graded credits (A, A-, B+, B, B-, C+, C, D, F, FX, P)
- Incomplete grades (I)
- Withdrawn credits (W, WF)
-

Appeals Process: Appeals of Financial Aid Satisfactory Academic Progress Suspension must be made in writing to the Financial Aid Appeals Committee. This committee will review the appeal and notify the student in writing of their decision.

The appeal letter must address the extenuating circumstance(s) as to why satisfactory academic progress was not made, and what has changed in the student's situation that would allow them to now demonstrate satisfactory progress after the probation semester. Extenuating circumstances can include, but are not limited to, illness, death of a family member, family difficulties, financial difficulties, etc. In addition, students must meet with the Dean of Stevenson University Online (or a chosen representative) to create an academic plan. If the appeal is approved, students will be reinstated for financial aid on probation for one semester. A review of the student's academic performance in that semester will be reviewed to determine the status for the upcoming semester. Only if you are now meeting the overall requirements for satisfactory academic progress or successfully following your academic plan, will the student be permitted aid for the upcoming semester. Students who fail to meet the conditions outlined in their academic plan during the probationary semester will be able to submit a subsequent appeal.

Potential Outcomes:

- Students who now meet the Satisfactory Academic Progress guidelines will have their eligibility reinstated.
- Students who fail to meet all conditions set in their Academic Plan will forfeit their eligibility to receive further financial aid. They can apply to be reinstated once they meet the University's standards. Students who have been given a second chance to receive aid are expected to meet all requirements set forth in their Academic Plan. Appeals will only be accepted from students who experienced a one-time, unexpected, serious event that precluded them from meeting the conditions of the Academic Plan.
- Students who met all the conditions of their

when calculating Title IV earnings according to the following steps.

Step 1: Student's Title IV Aid Information:

- The total amount of Title IV aid dis bursed (if any) for the session in which the student withdrew. (A student's Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student's account on or before the date the student withdrew.)
- The total amount of Title IV aid disbursed plus the aid that could have been disbursed (if any) for the session in which the student withdrew.

Step 2: Percentage of Title IV Aid Earned

The Financial Aid Office will calculate the percentage of aid earned as follows:

- For students attending non-accelerated courses, the number of calendar days completed by the student divided by the total number of calendar days in the payment period (weekends included) in which the student withdrew minus any scheduled breaks of 5 days or more.

Days Attended (minus scheduled breaks if attended through that period)/Days in Payment Period (minus scheduled breaks) = Percentage Completed

- For students attending SUO courses within the payment period, the number of calendar days completed by the student divided by the total number of calendar days in the payment period (weekends included) in which the student withdrew minus any days the student was not scheduled to attend (unscheduled breaks) and any scheduled breaks of 5 days or more.

Days Attended (minu s scheduled breaks if attended through that period)/Days in Payment Period (minus scheduled or unscheduled breaks) = Percentage Completed

Please note: If the calculated percentage exceeds 60%,

SEE: The Stevenson Educational Experience

The Stevenson Educational Experience (SEE) is academically grounded in the liberal arts and sciences while at the same time integrating experiential scholarship, ethical reasoning, and career readiness, thereby preparing graduates for learning and for living. 5HJDUGOHVV RI WKH VWXGHQWV PDMRU DUHD RI VWXG\ SEE emphasizes both intellectual and practical skills, using inquiry-based methods to promote critical and creative thinking into matters ranging from personal to social to national to global. By requiring firsthand experience, SEE assures that graduates will be prepared to synthesize what they have learned and apply it in solving the complex challenges they will face in life. By setting a standard for ethical reasoning, SEE helps students develop patterns of applying those principles personally, academically, and professionally so as to demonstrate their integrity. At its essence, SEE offers students the opportunity to explore diverse perspectives, acquire expertise in an academic discipline, and develop the professional and personal skills necessary for life beyond college.

See it. Do it. Live it.

The SEE Student Learning Goals and Outcomes

SU Goal No. 1: Intellectual Development (ID)

The SU graduate will use inquiry and analysis, critical and creative thinking, scientific reasoning, and quantitative skills to gather and evaluate evidence, to define and solve problems facing his or her communities, the nation, and the world, and to demonstrate an appreciation for the nature and value of the fine arts.

Outcomes, Goal 1:

The SU graduate will be able to:

1. Apply knowledge of creative processes to express aesthetic principles.
2. Demonstrate quantitative literacy by applying mathematical strategies to analyze, model, and solve complex problems, and to use data to communicate effectively.
3. Define problems, gather accurate and relevant data using technology and texts, interpret these data and

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Note: Students are permitted to participate in approved international and off-campus study programs in their last 30 credits.

Stevenson Educational Experience Requirements

The Stevenson Educational Experience (SEE) is comprised of general education coursework and coursework in a VWXGHQW V PDMRU ILHOG RI VWXG\

The SEE general education requirements, which include writing and communication intensive courses and courses in the distribution areas of liberal arts and sciences, are outlined below. Please note that some programs may require specific courses in some of these areas. Please consult the major program requirements and suggested course sequences for more information. The complete list of these courses van be found at this link. *SEE Certified Course List*

Writing and Communication Requirement (15 credits):

$OO EDFKHORU-seeking students must complete courses that fulfill the SEE Writing and Communication requirement: two writing instruction courses, two writing-intensive (WI) courses, and one communication-intensive (CI) course.

Two writing instruction courses:

- ENG 151 (3 credits)
- ENG 152 (3 credits)
- *Note: ENG 153: Honors Writing Seminar (4 credits) fulfills the writing instruction requirement.*

Two Writing Intensive (WI) courses:

- At least one WI course must be in the student's major area of study.
- One WI course must be at the 200-level.
- One WI course must be at the 300-level or 400 level.

One Communication Intensive (CI) course

Please note: A single course may fulfill either a WI or CI standard. No single course may count as both writing intensive and communication intensive. A single course can fulfill either a WI or CI requirement and a liberal arts and sciences distribution requirement.

Liberal Arts and Sciences Distribution Requirement (37-39 credits).

$OO EDFKHORU-seeking students must complete courses that fulfill the SEE liberal arts and sciences distribution requirement. No single course may count in

Minors

In order to enhance the university experience and assist in the development of *Career Architecture* SM , Stevenson University offers students the opportunity to structure and to pursue a minor field of study separate I U R P D Q G L Q D G G L W L R Qajor 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 re

Additional Learning Opportunities

Experiential Learning

Experiential learning involves a process of learning, doing, and reflecting and provides yo u with the opportunity to acquire first -hand experience. Experiential learning will empower you to connect ideas and experiences from a variety of contexts, synthesizing and transferring what you have learned in the classroom to situations beyond the class room. As a Stevenson student, you are offered a variety of experiential learning opportunities, including internships, service -learning, undergraduate research, clinical experiences and practicums, as well as international and off -campus study.

Internation al and Off -Campus Study

Stevenson University offers exciting international and domestic study opportunities for academic credit. Students can choose from a variety of SU faculty -led travel courses or approved "SU in" and affiliate programs in nearly 50 countries around the world, including the United States. Internships and service-learning options are also available. Terms include fall and/or spring semester, Winterim, summer and spring break. Participation requir es an application be submitted by stated deadlines. Costs vary, with many options allowing financial aid and scholarships to be applied. Additional information regarding scholarships is available at Study Abroad Scholarships . It is recommended that students confer with their academic advisors early on in their time at SU to plan an international or domestic study experience into their overall academic program.

Academic Standing and Grading Information

Calculation of Class Level

An undergraduate student's class level is determined by the number of completed credits as follows. Please 67.90Tte

Repeating Courses and Withdrawing from Courses -

violations. The society also welcomes associate members who ar e students at any level in any major who are interested in biology.

Academ

junior year. Once admitted into this program, students

business communication who wish to combine their E D F K H O R U V F R X UV H V W R Z R U G K D Z P D V W H U ' V G H J U H H L Q R Q H R I 6 W H Y H Q V R Q V J U D G X D W H S U R J U D P V Students choosing this option may earn their master's degree in as little as one year after their bachelor's degree. Interested students must formally apply for entrance into a bachelor' s to master's option in their junior year. Once admitted into this program, students develop an educational plan in consultation with their Student Success Coach. A master's degree in Communication Studies is available. For more information on this program , see the *Admissions* (p. 27) section in this catalog.

Business Information Systems

Description

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 on information technology management or e-commerce technology. 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 globally. The responsibility of the technology manager or e -commerce technologist is to d eliver information and information services to the end -user, and to administer the information resources cost -effectively. Organizations need competent technology professionals who are problem solvers and who understand how to leverage the company's techno logy base to improve its competitive advantage.

The BIS major consists of core courses in systems architecture and development, networking, and database design, followed by a career -focused track in technology management or e -commerce technology. To prepar e for the workplace, students take a series of practical information systems courses where they examine business problems and the array of possible technology solutions. Students also take business administration courses in accounting, management, and mark eting. 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. Many gra duates 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.

Most courses are offered either online in an 8 -week format or in an 8 -week hybrid format where st udents meet one night per week. Some courses are offered in a 16-week online format.

Technology Management Track Description

There is strong demand in the marketplace for managers of technology. These individuals have broad knowledge of information systems combined with the ability to address business-related issues as analysts and integrators. Students in this track will focus on data and database management, security, business networks, e -commerce business solutions, and wireless technology.

E-Commerce Tr ack Description

Growth in the demand for e -commerce technologists is expected to accelerate for the next 20 -30 years. Upon completion of the track, students will be able to construct e-commerce solutions using various web architectures and design technolog ies, assemble electronic collaboration environments, and evaluate social networks in support of business initiatives, propose e -commerce solutions for business problems and new business initiatives, solve server to server web data exchange issues, and explain and propose extensions to e-commerce business models.

Objectives

Business Information Systems Program Outcomes

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

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

Technology Management Track Outcomes

Upon completion of the technology management track, graduates will be able to:

- Assess businessproblems and identify alternate technology solutions.
- Explain the role of technology components in a network.
- Apply key management principles in leading a project.
- Discuss various IT alternatives with business and technology professionals.
- Interpr et the needs of customers and adapt them to different constituents.

E-Commerce Track Outcomes

Upon completion of the e -commerce technology track, graduates will be able to:

- Construct electronic ‡aA‘–çcBg ˆ gn.

- ‡ Assemble electronic collaboration environments and evaluate social networks in support of business initiatives.
- ‡ Propose electronic commerce solutions for business problems and new business initiatives.
- ‡ Discuss server to server web data exchange issues.
- ‡ Explain and propose extensions to electronic commerce business models.

Policies

IS 432	Network Security - Firewalls, IDS, and Counter Measures	3

Minor in Information Systems

A minor in information systems is available. 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 135 will count toward the minor. The lowest acceptable JUDGH LV D & LQ DOO ,6 FRXUVHV $OO FRXUVH SUHUHTXLVLWHV must b e met to be eligible to take the selected course for a minor. Please see a Student Success Coach for more information. Specific information regarding minor requirements may be found in the *Academic Information* (p. 43) section of the catalog.

Other Options

Undergraduate Fields of Study

IS 232

- Interview clients and witnesses
- Draft pleadings and motions
- Manage trial preparation and litigation support
- Draft contracts and real estate documents
- Administer estates and guardianships
- Apply for intellectual property registrations
- Prepare bankruptcy schedules and tax forms

The ultimate goal of the legal studies program is to fully prepare students for employment by law firms, corporate law departments, government agencies, legal aid providers, and other employers in the legal profession. Students gain an extensive knowledge of numerous areas of law and practical experience to enable them to perform tasks in specific legal specialty 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.

Students may select a sequence of courses that permits them to focus on a specific area within the legal studies curriculum, such as corporate law, estate administration, or litigation. Students perform an internship, typically in the sophomore or junior year, and complete a legal capstone course in their senior 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.

Courses are offered days, evenings, and most courses are offered online. All students must complete a minimum of ten semester credits in traditional classroom instruction. The following required courses are offered on campus in a hybrid format:

- LAW 102 Introduction to Legal Studies
- LAW 125 Legal Research and Writing I
- LAW 210 Legal Research and Writing II
- LAW 216 Civil Litigation and Pleading
- LAW 480 Legal Studies Capstone

Objectives

Legal Studies Program Outcomes

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

1. Conduct research using all appropriate resources to identify and obtain relevant legal authority.
2. Compose documents based on factual investigation, legal research, and analysis to inform and/or persuade.
3. Apply legal terminology, principles of law, and rules of ethical legal practice to the performance of paralegal services.
4. Operate as productive and professional members of a legal services delivery team using appropriate communication, technology, and time-management skills.
5. Perform substantive legal work under the direction of an attorney, as permitted by law.

Policies

Legal Studies Program Policies

Students must earn a minimum GPA of 2.00 in the major. Furthermore, the lowest acceptable grade is D & LQ DOO major courses. No student, regardless of major, will be permitted to advance to the next major course without HDUQLQJ D JUDGH RI & RU EHWWHU LQ V FRXUVH V :KHQ D JUDGH EHORZ D & LV course, the student must repeat that course. The lowest acceptable grade in Stevenson Educational Experience 6((FRXUVHV LV D ' ZLWK WKH H[FHSW (1* IRU ZKLFK WKH ORZHVW DFFHSWDE If a SEE course is required for the major the lowest aFFHSWDEOH JUDGH LV D &

Legal studies majors who do not successfully complete a /$: FRXUVH ZLWK D JUDGH RI & RU EHWW attempt will not be allowed to continue in the legal studies program.

Students must take a minimum of 18 credits or the equivalent of legal specialty courses at Stevenson University to earn a degree in legal studies. A legal specialty course is a LAW course that covers substantive law or legal procedures or process, has been developed for paralegals, emphasizes practical paralegal skills, and meets the American Bar Association's instructional methodology requirements. The legal studies program offers traditional, hybrid, and online delivery of legal specialty courses approved by the ABA, as well as other LAW courses. Students must take a minimum of ten semester credits or the equivalent of legal specialty courses, and may take all legal specialty and other LAW courses, through traditional classroom instruction at Stevenson University.

Credit for equivalent law courses considered legal specialty courses under the ABA Guidelines is accepted for students transferring from paralegal programs, whether ABA-approved or not. If a student has earned credit from an institution that is not ABA-approved, the department chair for traditional students or the program coordinator for SUO students reviews the description of the course content, the course syllabus (if necessary), and information about the institution before credit is transferred for equivalent law courses. A maximum of 24 credits will be accepted for equivalent law courses.

If a student successfully completes a three-credit internship class through another ABA-approved paralegal education program, the internship requirement can be waived, and the student will take another three-credit legal specialty course in its place.

Some students work as paralegals while completing the legal studies program. These students may apply for a waiver of the internship requirement. Documentation from the student and the employer is required to verify that the student successfully performed paralegal tasks for a minimum of 135 hours. If approved, the student will take another three credit legal specialty course in place of the internship class. SUO students working full-time, not as paralegals, may satisfy the internship requirement by completing a virtual internship as a paralegal, supervised by Stevenson University Online. This three

credit virtual internship class is considered non-legal specialty.

The award of legal specialty credits through examination or portfolio is monitored by the legal studies program director to ensure that the quality and integrity of the legal studies program are maintained. A maximum of six legal specialty credits can be earned through examination or portfolio. To receive credit for prior learning for a legal specialty course through examination or portfolio, the examination or portfolio must be evaluated by a faculty evaluator, under the supervision of the department chair or the program director for SUO. In conducting this evaluation, the faculty evaluator will ensure that the credit sought can be classified as legal specialty, the student meets the course objectives and practical skills to be developed for the course for which credit is sought, the student meets the needs of the legal community the SURJUDP VHUYHV DQG WKH VWXGHQW V ZRUN LV FRPSDUDEOH WR course work offered within the legal studies program.

Requirements

The courses listed below are required for completion of the bachelor's degree in legal studies. Students must also complete the requirements for the Stevenson Educational Experience (SEE).

Specific pre- and co-requisites for each course are listed in the course descriptions.

Major Requirements:

GPS 200	Adult Learning Theory & Practice	3
ACC 215	Survey of Accounting	3
POSCI 102	American Government: Political Institutions and Procedures	3
LAW 102	Introduction to Legal Studies	3
LAW 112	Torts	3
LAW 114	Estates and Trusts	3
LAW 120	Contract Law	3
LAW 125	Legal Research and Writing I	3
LAW 130	Business Organizations Law	3
LAW 204	Constitutional Law	3
LAW 210	Legal Research and Writing II	3
LAW 216	Civil Litigation and Pleading	3
LAW 225A	Internship: Part I	1
LAW 225B	Internship: Part II	2
LAW 352	Law Office Technology	3
LAW 480	Legal Studies Capstone	3
LAW Electives	Six Law electives, two of which may be at the lower level.	18

Minor in Legal Studies

A minor in legal studies is available. The minor in legal studies is not intended to prepare students to work as paralegals and is not approved by the American Bar Association. All course prerequisites must be met to be eligible to take the selected course for a minor. Please

Requirements

Requirements for the ATB option vary based on the Community College the student is attending. Please reference the Stevenson University Online website for details on individual partnerships.

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community and law enforcement's relationship within this philosophy; community po licing implementation; and, various community policing programs.

Prerequisite: A grade of C or better in any 200 -level CJUS course.

CJUS 385 - Research Methods in Criminal Justice (3 credits)

Examines research methods and techniques used within the field of criminal justice. Topics discussed include research design, measurements, sampling, data collection, data analysis, quantitative vs. qualitative methods, research ethics, and application. The course will provide students with the ability to conduct rese arch and the insight to become intelligent consumers of research. Achieving these goals will ensure the ability in both the students' occupational and personal decision making skills in making informed and reasoned choices on the validity and potential uti lity of research findings.

Prerequisite: A grade of C or better in any 200 -level CJUS course and MATH 136 or by permission of the criminal justice department chair.

CJUS 390 - Domestic Security (3 credits)

Introduces the causes, dynamics, and history of t errorism, extremist groups and cults, and their impact on the law enforcement profession. Emphasis is placed on issues associated with the causes and goals of terrorism, the cultural phenomenon of extremist groups and cults, and the challenges presented by these to future law

languages and learn how to extract and preserve information from files.

*Pending Academic Affairs Committee approval.

Prerequisite: A grade of C or better in CDF 251.

CDF 271 - Intrusion and Penetration (3 credits)

Analyzes the techniques, tools, and processes used to penetrate networks, and the countermeasures implemented to protect against these attacks. Students will also examine cybercriminal tools such as malware and scripts.

*Pending Academic Affairs Committee approval.

Prerequisite: A grade of C or better in CDF 251.

CDF 281 - Advanced Network Defense (3 credits)

Investigates network defense and countermeasures with a primary focus on intrusion detection and firewall defense mechanisms. Security issues in operating system design and implementation, articulating the steps necessary for hardening the operating system with respect to various applications, and describing the various concepts in network defense will be examined. Students will apply essential security practices and methods to networks and deploy security tools.

*Pending Academic Affairs Committee approval.

Prerequisite: A grade of C or better in CDF 251.

CDF 290 - Risk Management, Legal Frameworks and Compliance in Cybersecurity (3 credits)

decisions. In addition, government policies and the trade-off between efficiency and equity are examined.

Prerequisite: A grade of C or better in MATH 135 or MATH 136. Corequisite: ENG 151. SEE Certification: Social Sciences.

ENG - English Courses

Note: SAT verbal scores, college placement tests, and K L J K V F K R R O W U D Q V F U L S W V G H W H U P L Q H G according to the following criteria and will meet semester English requirements. Advanced placement credit may be given based on the Advanced Placement tests given by the College Entrance Examination Board. (See "Placement" in the *Admissions* (p. 27) section of this catalog.) All students must establish evidence of writing competence by achieving a minimum grade of "C" in ENG 151 or presenting AP credit before proceeding to other English courses or graduating from the University. Except in the case of students who enter as transfers with writing and literature course credits from previous semesters, all writing courses must be taken at Stevenson University.

ENG 150 - Introduction to Composition and Writing from Sources (3 credits)

Focuses on sentence and paragraph construction in order to help students write clear, coherent, and well-developed expository prose. Students will review grammar and effective writing practices as they construct essays that respond to one or more sources of information. This course requires analytical reading and critical thinking and includes instruction and practice in research methods and writing from sources. Note: Students are placed into this course on the basis of college entrance exams and placement test results.

Prerequisite: Placement. Offered: Fall, Spring, and Summer.

ENG 151 - Composition & Writing from Sources (3 credits)

Develops the ability to write clear, coherent, and well-developed expository prose. This course requires analytical reading and critical thinking and includes instruction and practice in research methods and writing from sources.

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ENG 152 - Writing About Literature (3 credits)

Develops the ability to write clear, coherent, and well-developed arguments. This course requires close reading of poetry, drama, and fiction and includes instruction in argumentation.

Prerequisite: A grade of C or better in ENG 151.

ENG 281 - Topics in Literature (3 credits)

Studies selected topics that recur in literature across time and/or across cultures. Students read texts closely and analyze them as representative samples of the literary treatment of the topic. This course may be repeated for credit if topics are different.

Prerequisite: A grade of C or better in ENG 152 or equivalent. SEE Certification: Humanities.

ENG 286 - Literary Genres: The Short Story (3 credits)

Studies the development and/or the form of the short story. Students read texts closely and analyze them according to the conventions and definitions of the genre.

Prerequisite: A grade of C or better in ENG 152 or equivalent. SEE Certification: Humanities.

FMI - Film and Moving Image Courses

FMI 101 - Cinema I: Storytelling (3 credits)

Introduces knowledge of basic video production equipment, crew functions, and techniques. Students learn and practice the foundational vocabulary of digital filmmaking and direct and shoot various short films of their own, working individually and in groups. Students also learn the principles of basic digital editing. Course includes studio and lecture.

Prerequisite: None. SEE Certification: Fine Arts.

FIN - Finance Courses

FIN 300 - Principles of Finance (3 credits)

Studies the financial tools and techniques used to manage money and investments in the modern business enterprise. Topics include financial analysis and planning, money and capital market instruments, risk analysis, and the time value of money.

Prerequisite: A grade of C or better in ACC 141, MATH 136, and EC 202. Corequisite: EC 201.

FSCI - Forensic Science Courses

FSCI 100 - Survey of Forensic Science (3 credits)

Introduces the various aspects of forensic investigations in solving crimes. Topics include drugs and toxicology, explosives, forensic biology (DNA), forensic chemistry (trace evidence analysis), firearms and toolmark identification, and questioned document examination. Evidence collection and processing in a manner that allows its use in court proceedings will be covered. Restricted to non-science majors.

Prerequisite: Placement into MATH 135 or higher and ENG 151 or higher. SEE Certification: Scientific Reasoning.

GDES - Graphic Design Courses

GDES 124 - Introduction to Computer Graphics (3 credits)

Adobe Photoshop. Students will need to purchase supplies/materials for this course.

Prerequisite: None.

GDES 125 - Fundamenta ls of Digital Media (3 credits)

Introduces basic skills and key concepts in computer graphics using industry -standard software. Students develop the ability to create, control, and manipulate digital images for print, interactive, and motion media using a Macintosh platform in a studio environment. In -class demonstrations and exercises are supplemented by research-based projects incorporating historic and contemporary visual culture and digital design references. Students are required to apply the appropria te newly learned tools in the creation of original imagery. Emphasis is placed on selecting and utilizing software and hardware in accordance with professional standards and practices. Course includes studio and lecture. Students will need to purchase supp lies/materials for this course.

Prerequisite: None.

GDES 270 - Introduction to Corporate Communication Design (3 credits)

Builds on technology skills introduced in GDES 124. This course gives non -designers the skills they need to produce professional publications, including writing, editing, designing, and printing. Emphasis is placed on communicating ideas effectively in a variety of media, understanding basic design and typographic principles, and using publishing software to create print -ready docum ents. This course includes studio and lecture. Students will need to purchase supplies/materials for this course. Restricted to non -visual communication design majors.

Prerequisite: A grade of C or better in GDES 124.

GDES 370 - The Relationship of Design and Business (3 credits)

Analyzes the client/designer relationship from both design and business perspectives while seeking to develop a mutual appreciation. Emphasis will be placed on analyzing case studies, writing a design brief, understanding and comm unicating responsibilities, and addressing ethical and legal questions. Students will need to purchase supplies/materials for this course.

Prerequisite: A grade of C or better in GDES 211 or GDES 270.

GPS - Graduate and Professional Studies Courses

GPS 200 - Adult Learning Theory & Practice (3 credits)

Examines the way in which perceptions of the human experience influence life choices. Students will critically analyze theories of adult learning, beh avioral changes, goal setting, and self -efficacy through the investigation of language and texts. Ethical and moral reflections will be exhibited through journals, discussions and debates. The course focuses on thinking critically, learning to learn, managing stress, planning time, conducting research, writing effectively, and evaluating language and texts. A scholarly research paper will be completed. The course prepares learners for the rigor of academia and increases their confidence that they can be suc cessful.

SEE Certification: Writing Intensivntsenson Ute329.98 Tm [(S)] TJ ET

Prerequisite: ENG 151 (may be taken concurrently). SEE Certification: Social Sciences.

HSR 201 - Introduction to Human Services (3 credits)

Provides an overview of the goals, functions and organization of human services for in dividuals and groups. Students also examine the major theoretical approaches for helping people in need and the various functions of professionals in human services.

Prerequisite: A grade of C or better in ENG 151. SEE Certification: Social Sciences.

IS - Information Systems Courses

IS 135 - MS Office Applications (3 credits)

Provides students the opportunity to design professional quality business and technical documentation using basic and advanced features of MS Excel including integration with MS Word and MS PowerPoint. Emphasis will be placed on those functions commonly used in the workplace.

Prerequisite: 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 dev ices to large-scale super computers.

Prerequisite: 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 ent ry forms; and importing and exporting of data.

Prerequisite: A grade of C or better in IS 135.

IS 170 - Systems Development with UML (3 credits)

Addresses the processes and methodologies of systems development to include project management; systems analysis; and modeling of systems, data, processes, and applications. Object Oriented Analysis and Design Methodologies using Unified Modeling Language (UML) are explored.

Prerequisite: None.

IS 201 - Management Information Systems (3 credits)

Introduces effect ive and efficient use of information technology (IT) to support the mission of the organization which is critical. Strategic use of IT and the ability to manage information systems enables organizations to reduce or remove distance barriers, reduce time fo r processing and decision making, and support effective and efficient use of scarce resources. In this course students will learn skills and techniques used to implement and operate marketplace IT tools to support organizational objectives and strategies. This course is a broad survey of IT -related topics and introduces students to business information systems, IT infrastructure and emerging technologies, security,

IS 343 - Web Architecture & Design Technologies (3 credits)

Explores the art and architecture of web design. Students will learn the concepts of creating dynamic and interactive web pages with graphics, video, sound and animation using advanced Dynamic HTML techniques. JavaScript and ASP.NET will be introduced. Using popular web design tools, students will create several business-focused websites.

Prerequisite: A grade of C or better in IS 240 and IS 301.

IS 345 - Java Programming (3 credits)

Creates JAVA applications and Applets using the command line and WebSphere. The course will cover the use control structures, custom classes, design methods, manipulate arrays, use OOP design principles to develop reusable components, processing, handle errors with exception code, create multithreaded applications, create networked applications, and leverage JDBC for improved database connectivity.

Prerequisite: A grade of C or better in IS 241 and IS 252.

IS 348 - Advanced Business Applications (3 credits)

Develop applications and components, apply inheritance and polymorphism to objects, organize code using name-spaces, handle errors, access data using ADO.NET, create Windows applications and controls, create transactional and queuing components, create web services, and use assemblies to organize and deploy applications and libraries. Students will build a series of database connected, business applications.

Prerequisite: A grade of C or better in IS 241 and IS 252.

IS 349 - Service-Oriented Architecture and Dynamic Web Development (3 credits)

Implements a Service-Oriented Architecture, and develops Web Services and Web Services clients. Utilizes XML-based open standards-WSDL, SOAP, and UDDI-to support Web Services. Students will also build several dynamic Web sites implementing advanced features including Web forms, XML, database connectivity, client side and server side scripting, and electronic payment.

Prerequisite: A grade of C or better in IS 343 and IS 348.

IS 350 - IS Internship (3 credits)

Allows students to earn credit for an internship. Open to students who are currently working in an IT position during the semester enrolled or to students have worked an internship during a preceding semester. Students will reflect on the ways in which their course work prepared them for the workplace. They will demonstrate the ability to articulate, verbally and in writing, how they applied IT skills and knowledge learned in specific courses to the tasks performed during their internship.

Prerequisite: Junior status.

IS 361 - E-Collaboration and Social Networking (3 credits)

Examines various technologies, applications, and issues associated with electronic collaboration and social networking. There is a focus on understanding how organizations can adopt and integrate e-collaboration and social networking in pursuit of internal and external organizational goals and to gain competitive advantage. Students learn about the background and history of e-collaboration and social networking, cloud computing, social computing, electronic word-of-mouth, viral marketing, and the ethical, personal, organizational, and political issues in e-collaboration and social networking. Students will also conceptualize and create a business-focused social network using free and low-cost web-based applications.

Prerequisite: A grade of C or better in IS 301.

IS 365 - Writing for IS Applications (3 credits)

Focuses on effective writing of deliverables typical in the information systems profession. A major theme will be crafting messages with technical content for a non-technical audience. Students will practice developing communications products that they will encounter in their careers, such as instruction manuals, project proposals, managerial briefings, and IT policies.

Prerequisite: MGT 210.

IS 380 - Information Security for the Organization (3 credits)

Addresses top security issues and surveys tools to detect threats and protect valuable organization resources. Key topics including threat and risk assessment, viruses, worms, Trojan horses, port scans spyware, and denial of service attacks will be covered along with discussion of free security tools available to help uncover vulnerabilities. Students will write a security policy for their organization. Checklists for protecting business resources will be covered in detail and provided.

Prerequisite: A grade of C or better in IS 231.

IS 385 - Management of Business Networks (3 credits)

Examines components of the business network, emphasizing the strategic selection and configuration of components to solve specific organizational problems. This course introduces students to file servers, application servers, database servers, transaction processing, and groupe7enial 0 0 1 54 136.and

Prerequisite: A grade of C or better in IS 301.

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: A grade of C or better in IS 201.

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: A grade of C or better in 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: A grade of C or better in IS 231.

IS 393 - Forensic Evidence Collection Tools and Techniques (3 credits)

Provides 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: A grade of C or better in IS 391 and IS 392.

IS 431 - Exchange Server & Messaging Systems (3 credits)

Enables students to install, configure, and manage Microsoft's Exchange Server, a leading technology solution for enterprise wide collaboration. The course will examine in detail the components of the messaging infrastructure; key support tasks in configuration, optimization, and data protection; and competing messaging solutions.

Prerequisite: A grade of C or better in IS 232 and IS 235.

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: A grade of C or better in IS 232.

IS 443 - XML E-Business Applications (3 credits)

Develops in-depth knowledge in writing well-formed XML Syntax, creating richer documents using namespaces to distinguish XML vocabularies, leveraging DTD's and Schemas to improve compatibility with externally designed applications, designing cascading style sheets to improve the expression of XML data, using the XPath

LAW 114 -

LAW 225B - Internship: Part II (2 credits)

Consists of 135 hours of supervised work in a law office or legal department as a paralegal. Legal specialty course (LSC)

Restricted to legal studies majors.

Prerequisite: A grade of C or better in LAW 225A and Law 210, and 15 additional LAW credits.

LAW 260 - Juvenile Justice (3 credits)

Examines the legal problems faced by children within the family, at school, and in t he 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 delinquenc y. Students will develop a working knowledge of the juvenile justice system, including police, court and corrections processes and procedures.

Prerequisite: A grade of C or better in ENG 151.

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 vary, and will be specified in the class schedule for the term offered. This course may be repeated for credit if topics are different.

Prerequisite: A grade of C or better in LAW 210.

LAW 312 -

MGT 308 - Business Ethics (3 credits)

Explores ethical theories, critically and historically, as they relate to contemporary business conduct and issues.

MKT 307 - Market Research (3 credits)
Identifies and applies market research concepts,

NURS - Nursing Courses

NURS 312 - Physical Assessment and Pathophysiology (3 credits)

Explores 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. Restricted to RN to BS majors.

Prerequisite: Acceptance into RN to BS option.

NURS 313 - Concepts of Professional Nursing Practice (4 credits)

Includes discussion of the philosophy of nursing, perspectives of nursing theorists, and historical foundations. Expansion of nursing roles, development of learning goals, and professional values are discussed. The principles of scholarly writing and critical thinking are applied throughout the course. Restricted to RN to BS majors.

Prerequisite: Acceptance into RN to BS option. SEE Certification: Writing Intensive.

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 RN to BS and ATB majors.

Prerequisite: NURS 312 and NURS 313 .

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 RN to BS and ATB majors.

Prerequisite: NURS 315 and senior status.

NURS 415 - Professional Seminar II (3 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 RN to BS majors.

Prerequisite: NURS 315, 200+ writing, and senior status. SEE Certification: Writing Intensive.

NURS 418 - 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 RN to BS and ATB majors.

Prerequisite: MATH 140, NURS 414, and NURS 415.

NURS 424 - Health in the Community (5 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. 45 hours of mentored clinical practice required. Restricted to RN to BS majors.

Prerequisite: NURS 418 .

NURS 434 - Professional Seminar III (3 credits)

Assists the RN to BS student in synthesizing concepts and experiences from their course work into an integrated whole. Students will analyze implications for change in nursing practice and the delivery of health care. The students will explore ways in which they can individually and collectively become engaged in advancing the quality of nursing practice.

Prerequisite: NURS 424.

are changed by individuals and groups. This course covers federal, state, and local government.

Prerequisite: ENG 151 or equivalent (may be taken concurrently). SEE Certification: Social Sciences.

POSCI 205 - State & Local Government (3 credit)

Examines how local communities and states are governed in the United States. The course balances its emphasis on metropolitan areas by examining key aspects of state policy, such as education, crime, growth, and taxation. Students explore comparisons between Maryland political institutions and those of other states.

Prerequisite: ENG 152 or equivalent. SEE Certification: Social Science.

PSY - Psychology Courses

PSY 101 - Introduction to Psychology (3 credits)

Introduces students to the main theories, methods , and major findings that characterize psychology as a science. The course presents the scientific basis of psychology and asks students to think critically about the various topics presented. The course addresses psychology's application to issues of ever yday life.

Prerequisite: A grade of C or better in ENG 151 (may be taken concurrently). SEE Certification: Social Sciences.

REL - Religion Courses

REL 265 - Comparative Thought in Religion (3 credits)

Explores, examines, and compares a targeted religious issue, such as transcendence, mortality, sexuality, humanity, transitions, justice, and evil in selected world religions.

Prerequisite: A grade of C or better in ENG 152 or be equivalent (may be taken concurrently), or permis sion of the Chair. SEE Certification: Humanities.

REL 270 - Contemporary Religion in the U.S. (3 credits)

Studies contemporary religious expressions in America. This course examines the origins, development, and current status of both mainline and periphe ral movements, with discussions on attendant problems of national interest and addresses issues in which religion, politics, and community values influence each other across the contemporary landscape.

Prerequisite: A grade of C or better in ENG 152 or equivalent (may be taken concurrently), or permission of the Chair. SEE Certification: Humanities.

SOC - Sociology Courses

SOC 101 - Introduction to Sociology (3 credits)

Introduces building blocks of knowledge in the discipli ne of sociology, a discipline that examines how humans interact and how their interactions are influenced by social forces.

Prerequisite: A grade of C or better in ENG 151 or equivalent (may be taken concurrently). SEE Certification: Social Sciences.

THEA - Theatre Courses

THEA 121 - Introduction to Theatre (3 credits)

Examines, through readings, lecture and discussion, the responsibilities and techniques of theater artists (playwrights, actors, directors, designers) who coll aborate to create the dramatic experience. Students further investigate the nature of this experience by critiquing Stevenson University productions.

Prerequisite: None. SEE Certification: Fine Arts.

Master-level Learning Outcomes

Stated below are learning outcomes that represent what Stevenson University believes all master's degree-seeking students should know, be able to do, and value upon FRPSOHWLRQ RI WKHLU PDVWHU V GHJUHH 7KHVH RXWFRPHV DUH consistent with the mission of Stevenson University Online to help students graduate with the competence and confidence needed to address creatively the opportunities and challenges facing them, their careers, organizations, and communities. The Master-level Learning Outcomes serve as a benchmark to ensure FRQVLVWHQW ULJRU DQG H[SHFWDWLRQ IRU DOO PDVWHU V GHJUHH seeking students.

*UDGXDWHV RI 6WHYHQVRQ 8QLYHUVLW\ PDVWHU V GHJUHH programs are:

A. Competent Professionals who:

- Elucidate the major theoretical underpinnings of the discipline
-

Communication Studies

Description

Communication Studies Program Description

The Master of Science in Communication Studies is designed for professionals who want to build a foundation of effective communication competencies for personal and professional advancement. According to the National Association of Colleges and Employers 2015 Job Outlook Survey, over 73 percent of employers reported communication skills as a top qualification they seek in potential candidates. This program ensures graduates translate fundamental ideas of communication into real-world applications and develop their skills in evaluating and creating solutions to conflicts that occur within organizations. Graduates also will be equipped to assist organizations in constructing successful team-building strategies and streamlining internal and external communications across various cultural, social, and business settings.

Graduates will be eligible for career opportunities in a variety of growing industries including public relations, advertising and promotions, marketing management, media sales, event planning, and market research. Maryland occupational projections indicate that the potential need for professionals in these industries will continue to steadily increase over the next decade. Employment opportunities for graduates in these growing markets include Public Relations Manager, Public Relations Specialist, Advertising Manager, Promotions Manager, Media Sales Manager, Event Planner, and Market Research Analyst.

Objectives

Communication Studies Program Outcomes

Upon completion of the Master of Science in Communication Studies, graduates will be able to:

- Synthesize various theories of human communication.
- Create written works using scholarly skills in cultural, social, and business communication contexts.
- Generate various ethical responses as they examine different cultural, social, and business communication contexts.
- Explain how cultural similarities and differences influence human interaction and communication.
- Develop creative and practical solutions to problems in cultural, social, and business communication contexts using appropriate methods of communication.
- Synthesize primary research sources using qualitative and quantitative approaches.
- Synthesize communication theories, apply communication skills, and deliver professional messages in cultural, social, and business communication contexts.

Policies

Communication Studies Program Policies

For additional information, please follow the link below:

Repeating Courses and Withdrawing from Courses - Master's Degree Seeking Students (p. 50)

Requirements

Required courses:

CM 505	Communication Theory and Applications	3
CM 510	Research Writing and Methods	3
CM 600	Cultures and Communication	3
CM 605	Communication Ethics in the Public Sphere	3
CM 610	Interpersonal Communication	3
CM 615	Nonverbal Communication	3
CM 620	Conflict Communication and Leadership	3
CM 625	Contemporary Communication	3
CM 630	Contemporary Organizations and Communication	3
CM 635	Crisis Communication	3
CM 720	Capstone: Communication Project or Thesis	6

Course Descriptions

See CM - Communication Studies Courses (p. 112)

Community-Based Education and Leadership

Description

Community-Based Education and Leadership Program Description

The Master of Arts in Community-Based Education and Leadership is designed to meet the growing demand for highly qualified professionals to teach, lead, and manage in non-formal education settings. Practicing professionals will gain the knowledge and skills to become effective educators, managers, and change leaders in their organizations. Upon completion of the program graduates will have the ability to meet the needs of diverse populations of learners, build transformative learning communities, and foster collaborative partnerships within the expanding non-formal education sector. The master's degree students to serve in a variety of educational and leadership positions with nonprofit organizations, private and public educational institutions, and government and community agencies.

Objectives

Community-Based Education and Leadership Program Outcomes

Upon completion of the Master of Arts in Community

‡ Examine the developmental and cognitive

Master of Science in Crime Scene Investigation will provide graduates with the skills necessary in the areas of identifying, gathering and pro cessing crime scene evidence. It will prepare them for careers in both law enforcement and crime laboratory professions.

Upon completion of the Master of Science in Crime Scene Investigation, graduates will be able to:

- Process forensic evidence and report findings in an ethical manner.
- Communicate those findings in both written and oral formats.
- Apply the quality assurance, quality control and safety requirements used in accredited forensic science

‡

FSCOR 601	Foundations of Justice	3
FSCOR 604	Evidence	3
FSCOR 606	Forensic Research and Writing	3
FSIS 642	File Systems Forensic Analysis	3
FSIS 643/CYBF 643	Incident Response and Evidence Collection	3
FSIS 644/CYBF 644	Windows Forensic Examinations	3
FSCOR 702	Mock Trial Capstone	6

Policies

Digital Forensics Program Policies

Students a0 re W 662.98 Tm270.65 6 54 620ET Header>> Bm PoA5t q 54 650.9

- ‡ Synthesize analysis of facts and law into coherent, defensible conclusions.
- ‡ Communicate findings, analysis, conclusions and recommendations effectively, both orally and in writing.

Requirements

Required Co urses:

FSCOR 601	Foundations of Justice	3

The degree programs menti oned 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 and lab for science majors (8 credit hours)
- ‡ Calculus (3 credit hours)
- ‡ Statistics (3 credit hours)

Applicants interested in the Master of Forensic Science Area of Concentration in Chemistry should have the following c ourse work:

- ‡ Analytical/Quantitative chemistry
- ‡ Instrumental analysis
- ‡ Physical chemistry
- ‡ Inorganic chemistry

Note: The above courses should have a laboratory component.

Applicants interested in the Master of Forensic Science Area of Concentration in Biology should have the following course work:

- ‡ Biochemistry
- ‡ Molecular biology
- ‡ Genetics
- ‡ Population statistics
- ‡ Cell biology
- ‡

- ‡ Communicate findings, analysis, conclusions and recommendations effectively, both orally and in writing.

OR

Program Outcomes of the Master of Science in Forensic Accounting:

- ‡ Examine financial statements for false and/or misleading statements.
- ‡ Assess fraud risk and adequacy of internal control structures.
- ‡ Evaluate financial evidence.
- ‡ Synthesize analyses of facts and law into coherent, defensible conclusions.
- ‡ Communicate findings, analysis, conclusions and recommendations effectively, both orally and in writing.

Requirements

Forensic Accounting - Program Completion

FSAAC	Two Forensic Accounting Electives	6
FSIS/FSAAC	Three Digital Forensics or Forensic Accounting Electives	9

Digital Forensics - Program Completion

- Lead and manage health services organizations under alternative financing mechanisms.
- Lead and manage human resources and health professionals in diverse organizational environments.
- Analyze statistical, qualitative, quantitative, and economic data to assist in ethical and effective business and clinical decision-making.
- Perform as an ethical and effective steward of organizational resources through prudent financial analysis and project management.
- Lead and manage human resources and health professionals in quality assessment for patient care improvement.

Quality Management and Patient Safety Concentration Outcomes

Upon completion of the program, a graduate in the quality management and patient safety concentration will be able to:

- Formulate a plan to assess performance of quality management and patient-centric safety efforts in a healthcare system or unit.
- Critique, synthesize and apply theories, models, and research relating to quality improvement and patient safety initiatives.
- Deduce trends in healthcare that promote best practices in ethical and effective, evidence-based quality management and patient safety.
- Analyze and interpret statistical, quantitative data and other performance indicators of quality management and patient safety initiatives.
- Propose and justify methods and tools for analysis of quality management and patient-centric safety initiatives.
- Produce techniques of operations assessment and improvement that continually improve the quality of care provided and patient safety.
- Lead and manage a quality improvement and patient safety initiative in a healthcare system or unit.
- Demonstrate through written, oral, and other presentation skills, an in-depth understanding of the quality management and patient safety efforts in a healthcare system or unit.

Project Management in Healthcare Concentration Outcomes

Upon completion of the program, a graduate in the project management in leadership concentration will be able to:

- Critique, synthesize and apply theories, models, and research relating to project management in a healthcare system or unit.
- Formulate a plan to assess performance of project management in a healthcare system or unit.
- Deduce trends in best practices in healthcare teamwork that promote ethical, effective, and efficient interdisciplinary project management.
- Propose and justify tools and methods of project management.
- Produce techniques of operations assessment and improvement that assess project management efficiency and effectiveness.
- Lead and manage a project with an interdisciplinary team in a healthcare system or unit.
- Demonstrate through written, oral, and other presentation skills, an in-depth understanding of project management in a healthcare system or unit.

Policies

Healthcare Management Program Policies

Newly admitted students to the MS in HCM program are allowed to take only one course in the first session after their admission. Depending on the date of admission, the student must take either HCM 600 or HCM 605 as their first and only course. More than one course in their first session requires written permission from the program coordinator. Upon successful completion of their first session, students may register for more than one couy admisstormuadmsc

HCM 635/BTM 635	Innovative Leadership & Management	3
HCM 640	Teamwork in Healthcare Settings	

NURS 652/HCM 652	Health Care Finance: Challenges	3
NURS 660/HCM 660	Planning for Evidence-Based Practice	3
NURS 662/HCM 662	Quality Management in Health Care	

- Apply knowledge of discipline content and content-related pedagogy to design and implement effective instruction for all learners.
- Use knowledge of diverse students to design instruction and create a culturally responsive, equitable environment to support achievement for all learners.
- Design and implement instruction that engages students, encourages student participation, promotes higher-level thinking, and supports instructional outcomes.
- Design and implement assessment that monitors student learning, provides purposeful feedback on progress, and furnishes evidence to inform instruction.
- Reflect on teaching, collaborate in a professional learning community, seek professional development opportunities, engage in inquiry, persist toward goals, and exhibit integrity and professionalism.

Prerequisite Requirements

Master of Arts in Teaching Program Prerequisite Requirements

To be admitted into the MAT program, all candidates must complete the following course work and meet MSDE requirements for initial certification as identified below:

- Complete a bachelor's degree in a science or mathematics discipline from an accredited institution with 30 credit hours in the content area.
- Provide official transcripts* of all previous undergraduate-level and graduate-level college coursework.
- Attain a cumulative GPA in undergraduate coursework of 3.0 on a four-point scale.
- Attain a qualifying score on either Praxis Core Academic Skills for Educators (Praxis I, GRE or SAT) according to MSDE certification criteria.
- Provide two letters of recommendation, either professional or academic.
- Complete an interview with the Associate Dean of SUO Teacher Education.

To be admitted into a teaching internship (ED 710),

Course Descriptions

See ED - Teaching Secondary Mathematics and Sciences Courses (p. 115)

BTM - 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: 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: 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

BTM 671 - Innovative Strategies (3 credits)

Explores the central problems and solutions in the management of innovation and technology. The course analyzes how a large organization develops and maintains a culture of innovation; successfully manages innovative technology projects; and maintains the balance between task performance and cost containment. The course will also address the human, process, structural, and strategic factors involved in managing technological innovation.

Prerequisite: BTM 601.

BTM 672 - I.T. Financial Management (3 credits)

Reviews application of financial theories, focusing on the principles and practices used by IT financial management for planning, controlling, prici ng, evaluating and decision making. Topics include: activity based cost management, asset management, benchmarking, chargeback, controllership, expense management, performance management, and telecommunications. Students will develop managerial financial p roblem solving and decision making skills with a strategic orientation.

Prerequisite: BTM 601.

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: 24 earned.

BTM 702 - Master's Project (3 cr edits)

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 compar ative analysis testing on performance, reliability, stability, feature sets, and functionality. Students formally present their research findings to the Information Systems faculty.

Prerequisite: BTM 701.

CM - Communication Studies Courses

CM 505 - Communication Theory and Applications (3 credits)

Examines major theories related to the areas of interpersonal, group, public, mass, and cultural communication. Students will use these theories as frameworks for investigating contemporary issues in human communication processes and as they apply theory to case studies and problem -solving examples.

Prerequisite: None.

CM 510 - Research Writing and Methods (3 credits)

Introduces students to methodological approache s for the purpose of exploring communication phenomena.

Prerequisite: None.

CM 600 - Cultures and Communication (3 credits)

Applies the theories and concepts of cultural communication to various personal, social, and professional contexts. Students will conduct research in the area of intercultural communication as well as analyze the effectiveness of their intercultural communication competence.

Prerequisite: CM 505 and CM 510.

CM 605 - Communication Ethics in the Public Sphere (3 credits)

Investigates ethical standards and behaviors in relation to, and application in, interpersonal, organizational, intercultural, and health communication. Students will examine case studies, narrative structures, and institutional missions to understand and explain how communication ethics affects decision -making in the personal and business spheres.

Prerequisite: CM 505 and CM 510.

CM 610 - Interpersonal Communication (3 credits)

Analyzes the concepts and practices of interpersonal communication through evaluation of re lated theories and research. Students will interrogate concepts and issues that deal with the relationship between the self and others on personal, professional, and social levels.

Prerequisite: CM 505 and CM 510.

CM 615 - Nonverbal Communication (3 credi ts)

Examines theories and research surrounding nonverbal aspects of human communication. Students will investigate critically nonverbal communication in relation to a myriad of cultural groups and diverse contexts.

Prerequisite: CM 505 and CM 510.

CM 620 - Conflict Communication and Leadership (3 credits)

Evaluates one's own and others' conflict styles in various contexts. Students will determine appropriate conflict resolution methods as leaders and learn how to manage conflict from the perspective of one in charge.

Prerequisite: CM 505 and CM 510.

CM 625 - Contemporary Communication (3 credits)

Evaluates ways in which technology, media, and influence intersect in the field of communication. Students will learn, assess, and evaluate how messages influence audiences and are influenced by media and technology. Prerequisites: CM 505: Communication Theory and Applications; CM 510: Research Writing and Methods.

Prerequisite: CM 505: Communication Theory and Applications; CM 510: Research Writing and Methods . Offered: Fall and Spring.

CM 630 - Contemporary Organizations and Communication (3 credits)

Applies the theories and concepts of the field to various institutions and organizations through case studies and

CBEL 674 - Legal Issues and Risk Management in Community Organizations (3 credits)

This course is under development.

ED 604 - Cognitive, Social, and Emotional Development of Learners (3 credits)

Explores current theory and research on cognitive, social, and emotional development from childhood through adulthood with emphasis on the dynamics of teaching and learning. Students examine cultural and environmental factors that influence learner development and conditions that foster positive self-identity, resiliency, and self-efficacy.

Offered: Fall, Spring, and Summer.

ED 606 - Socio-political and Cultural Influences on Families, Organizations, and Communities (3 credits)

Examines the socio-political and historical contexts of families, organizations, and communities in contemporary society through various cultural perspectives including values, norms, symbols, rituals, and expressions. Students will explore the structure and dynamics of these groups in relation to formal and non-formal systems of education and the role of culturally relevant teaching.

Offered: Fall and Spring.

ED 608 - Action Research and Data Driven Decision-Making (3 credits)

This course is under development.

detailing the results of a network/cloud -based forensic examination.

ED 605 - STEM Curriculum Principles and Practices (3 credits)

Provides a theoretical framewor k for understanding the teaching-learning process and the art and science of teaching secondary math and science with an integrated STEM approach. Candidates develop a professional knowledge base and build a repertoire of instructional strategies and techn iques.

Prerequisite: None.

ED 615 - Principles of Assessment (3 credits)

Examines principles and practices of educational assessment. Teacher candidates examine current issues in measurement, analyze multiple assessment methods, and interpret standardized assessment results. Action research is explored as strategy for creating performance -based assessments to meet individual learning needs.

Prerequisite: ED 605.

ED 620 - Literacy Strategies in the STEM Content Areas (3 credits)

Focuses on the reading process in the STEM content

achieving student learning outcomes. Candidates complete their minimum 100 -day internship in a secondary classroom and complete a professional development portfolio.

Prerequisite: ED 645, MSDE Qualifying Score on Praxis II Content Area Assessment. Corequisite: ED 690.

FSAAC - Forensic Accounting Courses

FSAAC 620 - Forensic Information Technology (3 credits)

Introduces forensic computer science, including techniques used to investig ate 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: FSCOR 601, FSCOR 604, FSCOR 606.

FSAAC 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 shou ld be investigated to meet the requirements of civil/criminal court procedure will be addressed. This course must be completed prior to taking Mock Trial. Restricted to Accounting Track students only.

Prerequisite: FSCOR 601, FSCOR 604, FSCOR 606.

FSAAC 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 proc edure is addressed. Case studies of the SEC Enforcement Division's releases for false and misleading financial statements. This course must be completed prior to taking Mock Trial. Restricted to Accounting Track students only.

Prerequisite: 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 is addressed. This course must be completed prior to taking Mock Trial. Restricted to Accounting Track students only.

Prerequisite: FSCOR 601, FSCOR 604, FSCOR 606.

FSAAC 640 - Bus iness Valuation (3 credits)

Explores the range of valuation methods that can be used to derive the worth of a private business, including asset, income, and market based methods. Students will analyze various fact patterns and determine which method(s) sho uld be used to prepare a complete business valuation. Issues addressed will include the valuation of intangible assets, relevant adjustment factors, and potential valuation errors.

Prerequisite: FSCOR 601, FSCOR 604, FSCOR 606.

FSINV - Forensic Investigation Courses

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 an d 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 e mployment, 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 in terviews. 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 cohere nt, defensible conclusions. This course must be completed prior to taking Mock Trial.

Prerequisite: FSCOR 601, FSCOR 604, FSCOR 606.

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

FSLAW

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: FSCI 500.

Implications of healthcare policy, laws, and ethics will be examined through case s tudies and analyses of real

LTED 701 - Literacy Capstone (3 credits)

Provides opportunities for students to integrate theory and practice in a school setting. Students conduct action research with the goal of gaining insights for advancing literacy practice, developing reflective practice, and making a positive contribution to the school environment. Students create a portfolio documenting their competency literacy standards and growth as literacy leaders.

Prerequisite: LTED 603, LTED 611, LTED 621, LTED 623.

NURS-Graduate Nursing Courses

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: 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: 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: NURS 515.

NURS 547 - Global Health Care Perspectives (3 credits)

Provides an intensive overview of global health issues. This course focuses on global determinates of health, global health policies, global health research methods, effects of economics on global healthcare, complementary and alternative medicine, and organizations working in the field of global health. Students will consider the impact of global health issues such as infectious diseases, chronic diseases, cancer, violence, nutrition, mental health and environmental health. Topics covered include the special issues of reproduction, infants, and children.

Prerequisite: NURS 520 and NURS 530.

NURS 557 - Project and Resource Management (3 credits)

Provides students with the essential principles and tools of project management and an understanding of the human, organizational, and fiscal factors involved. Students will study issues and acquire skills related to personnel selection, managing an increasingly diverse workforce, project definition, budgeting, quality, and outcomes. The role of strategic planning in healthcare organizations will be explored.

Prerequisite: NURS 520 and NURS 530. Cross-Listed as: HCM 557.

NURS 600 - Managerial Epidemiology and Statistics (3 credits)

Examines epidemiology concepts and tools as they are used in developing models for health, health service utilization, and health policy. Students will learn to distinguish among the types of epidemiological research (descriptive, analytical, and experimental) and will analyze epidemiological literature and discuss the pros and cons of different research methods. Analysis of epidemiological data using appropriate methods and statistical measures utilized in epidemiological studies are required to design and conduct a needs assessment for a given population, identifying healthcare gaps and disparities. Case studies and real world examples will be used to reinforce need for population-based approach to design and delivery of healthcare services.

Prerequisite: None. Cross-Listed as: HCM 600.

NURS 610 - Advanced Pathophysiology and Pharmacology (3 credits)

Provides students with advanced content on pathophysiology and pharmacology necessary for evidence-based practice in a hospital, academic, or community setting. Structural and functional changes in cells, tissues, and organ systems associated with selected diseases will be analyzed. Pharmacology treatment, patient implications, and nursing considerations will be incorporated with each system. Pathogenesis of disease will be related to principles of health promotions, disease prevention and pharmacology.

Prerequisite: NURS 547 and NURS 557.

NURS 615 - Advanced Health Assessment (3 credits)

Provides advanced content in the area of health assessment across the lifespan required for evidence-based practice in hospital, academic, or community settings. This course will build on previously learned skills and knowledge from baccalaureate education and nursing practice experience. The students will develop the advanced skills needed to obtain, conduct, and teach others how to complete a comprehensive health history and physical assessment. This course includes a hands-on experience to assess application of course content.

Prerequisite: NURS 610.

NURS 740 - Nurs

Crime Scene Investigation

Certificate Requirements

Certificate Description

Stevenson University Online's Forensic Investigation Post - Baccalaureate Certificate prepares students and law enforcement professionals to effectively conduct interviews and collect physical evidence for the purpose of synthesizing the results into factually accurate and objective reports and court testimony. Our certificate p

1. Examine financial statements for false and/or misleading statements.
2. Assess fraud risk and adequacy of internal control structures.
3. Evaluate financial evidence.
4. Synthesize accounting, auditing, computer and investigative analyses into coherent, defensible conclusions.

Certificate Policies

Certificate requirements must be completed within seven years after the first course applied to the program was completed.

For additional information, please follow the link below:

Repeating Courses and Withdrawing from Courses - Master's Degree Seeking Students (p. 50)

Required Courses

Students must complete the following 18 credits:

FSCOR 601	Foundations of Justice	3
FSINV 600	Investigative Techniques/Interviewing	3
FSAAC 624	Fraud: Accounting	3
FSAAC 640	Business Valuation	3
FSLAW 668		

4. Create and engage learners in liter acy practices that develop awareness, respect, and a valuing of differences in our society.
5. Integrate digital technologies and print resources to engage learners in a literacy rich learning environment.
6. Differentiate instruction to meet the needs of all learners on the developmental continuum of language and literacy learning.

Certificate Policies

Certificate requirements must be completed within seven years after the first course applied to the program was completed.

For additional information, pleas

4. Analyze statistical, qualitative, quantitative, and economic data to assist in ethical and effective business and clinical decision-making.
5. Manage information resources to assist in legal, ethical, and effective business and clinical decision-making and management.
6. Lead and manage human resources and health professionals in diverse organizational environments.
7. Communicate effectively with external and internal stakeholders.

Certificate Policies

Certificate requirements must be completed within seven years after the first course applied to the program was completed.
For further information, please follow the link below:
Repeating Courses and Withdrawing from Courses - Master's Degree Seeking Students (p. 50)

Required Courses

HCM 660/NURS 660	Planning for Evidence-Based Practice	3

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