A MESSAGE FROM THE DEAN

The School of Continuing Studies exists to serve the continuing education needs of local, regional, national and international communities by providing exemplary educational opportunities for non-traditional students through degree, certificate and non-credit programs. It is also one of the academic units that make up the University of Richmond and, as such, it strives to meet the highest academic standards possible. In short, our goal is to offer quality programs and services in ways that recognize the unique circumstances of adults.

To achieve our mission, our faculty combine substantial practical experience with excellent teaching skills. And we offer them opportunities to enhance their respective abilities through an active development program. In terms of our curriculum, we seek substantial input from those employing our students and from our students themselves in an effort to be current and to offer education and training of immediate benefit. And we offer the full range of services required by busy adults trying to juggle their studies with work, family and other demands.

The University of Richmond experience is special and unique regardless of your age or any other characteristic, and the faculty and staff of the School of Continuing Studies remain committed to keeping it so.

James L. Narduzzi, Ph.D.
Dean
Mission Statement

The mission of the University of Richmond is to sustain a collaborative learning and research community that supports the personal development of its members and the creation of new knowledge. A Richmond education prepares students to live lives of purpose, thoughtful inquiry, and responsible leadership in a global and pluralistic society.

Approved March 15, 2005 by the Board of Trustees.

Note: The University Mission Statement replaces the Statement of Purpose adopted for the previous SACS review in 1997.

Organization and Accreditation

Five academic schools and two residential colleges are incorporated to form the University of Richmond with authority and responsibility vested legally in the Board of Trustees and the President of the University. The several colleges and schools award no degrees individually, but all degrees for work done in any one of them are conferred by the University of Richmond.

The University enrolls approximately 2,900 full-time undergraduates, 93% of whom live on campus; some 500 full-time law and graduate students; and 1,300 part-time students, largely from Richmond and the surrounding community.

The University of Richmond is fully accredited by the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; Telephone: 404/679-4501) to award associate, baccalaureate, master and juris doctor degrees. The University also is certified by the Virginia State Board of Education to offer teacher licensure programs. Various departments and divisions have more specialized accreditation. Included in this category are the music program, accredited by the National Association of Schools of Music and the chemistry program, accredited by the American Chemical Society. In addition, the E. Claiborne Robins School of Business is accredited by the American Assembly of Collegiate Schools of Business at the undergraduate and graduate levels and the T.C. Williams School of Law is accredited by the American Bar Association.

Environment and History

The campus consists of some 50 major buildings of impressive Collegiate Gothic architectural style set amidst 350 acres of lawns, a lake and woodlands. Richmond is in a setting of


<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas</td>
<td>Dec. 25, 2005</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Apr. 14, 2006</td>
</tr>
<tr>
<td>Easter Sunday</td>
<td>Apr. 16, 2006</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Apr. 17, 2006</td>
</tr>
</tbody>
</table>

Jewish Holidays 2005-2006

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosh Hashanah</td>
<td>Oct. 4-5, 2005</td>
</tr>
<tr>
<td>Yom Kippur</td>
<td>Oct. 13, 2005</td>
</tr>
<tr>
<td>Sukkot</td>
<td>Oct. 18-24, 2005</td>
</tr>
<tr>
<td>Shmini Atzeret/Simchat Torah</td>
<td>Oct. 25-26, 2005</td>
</tr>
<tr>
<td>Hanukkah**</td>
<td>Dec. 25-Jan. 2, 2005</td>
</tr>
<tr>
<td>Passover</td>
<td>Apr. 13-14, 2006</td>
</tr>
<tr>
<td>Passover (concluding days)</td>
<td>Apr. 19-20, 2006</td>
</tr>
<tr>
<td>Shavuot</td>
<td>Jan. 2-3, 2006</td>
</tr>
</tbody>
</table>

Islamic Holidays 2005-2006

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eid-al-Fitr</td>
<td>Nov. 4, 2005</td>
</tr>
<tr>
<td>Eid-al-Adha</td>
<td>Jan. 11, 2006</td>
</tr>
<tr>
<td>Islamic New Year</td>
<td>Jan. 51, 2006</td>
</tr>
</tbody>
</table>

- Jewish holy days, religious festivals, and the weekly Sabbath begin at sunset. On these days, observant Jews do not engage in daily activities or fulfill routine commitments.
- Many Jews who do not observe all holy days prefer to celebrate at their synagogue or at home on Rosh Hashanah, Yom Kippur, and the first two evenings of Passover.

** This holiday does not require absence from routine commitments.

- All Islamic dates begin at sunset the preceding evening.
- The Islamic year is based on the lunar cycle, consisting of twelve months of 29 or 30 days each, totaling 353 or 354 days. Each new month begins at the sighting of a new moon. Actual dates may differ by a day or two from the above dates. In many places, the moon sighting is often determined in advance by astronomical calculations.
beauty and harmony suggesting an able future as a semi-
nary, later becoming a continuation of the deep roots of its past. Indeed, Richmond’s history began almost two centuries ago with Richmond College, founded in 1830 by Virginia Baptists as a college of liberal arts and sciences for men. Around this nucleus were established The T.C. Williams School of Law (1870), Westhampton College, a college of liberal arts and sciences for women (1914); the Graduate School of Arts and Sciences, for advanced study in the liberal arts and sciences (1921); the E. Claiborne Robins School of Business, for undergraduate and graduate study in business (1949); University College, for evening, summer and continu-
ing education (1962), now called the School of Continuing Studies; and the Jepson School of Leadership Studies, the first school of leadership studies in the United States (1989).

In 1990, the academic missions of Richmond College and Westhampton College were combined in a separate school, the School of Arts and Sciences. Richmond College and Westhampton College are the residential colleges for men and women respectively, providing special programming and leadership opportunities in student life. Richmond benefits from a heritage of ethical and religious values, a residential character and a commitment to liberal and general education through intimate schools and colleges joined into a substantial whole.

**INFORMATION SERVICES — LIBRARY AND COMPUTING SERVICES**

**Library Resources**
The University’s libraries are the center of intellectual activi-
ties outside the classroom. Boatwright Memorial Library, facing Westhampton Lake, is the main library. It is home to the Business Information Center; the Media Resource Center and the Science Information Center. The Parsons Music Library is in the Mudlin Center for the Arts. The Law Library in the T.C. Williams School of Law serves the special need of law students and faculty.

The libraries’ collections have been developed to meet the needs of students and faculty. Those collections consist of more than 490,000 volumes, more than 11,000 journal sub-
scriptions, more than 200 online databases and a wealth of resources in media such as electronic books, sheet music, DVD, audio CD, microfilm and audio books. Since 1950 the University of Richmond has enjoyed status as a depository for U.S. Government publications. Boatwright memorial Library holds more than 500,000 government documents in print and microform and provides electronic access to thou-
sands more. The Galvin Rare Book Room contains nearly 52,000 rare books, first editions, maps, photographs and manuscripts. The online catalog (http://library.richmond.edu) provides access to the collec-
tions through the Internet.

The libraries offer group and individual instruction in using these resources effectively. Group instruction is offered in the Boatwright Computer Classroom and other locations. Boatwright Memorial Library offers a mix of study space suitable for individuals working quietly or for group work. All viewing/listening carrels and rooms and 99 computer work stations. Laptop computers are loaned for on-building use; these connect to the University’s wireless network. The libraries participate in local and state consortia as well as national networks to obtain access to databases and to borrow items not held in the University’s collections. A separate wing of Boatwright Memorial Library houses the Virginia Baptist Historical Society, a memorial to the Virginia Baptists who struggled to secure religious liberty in America. The library holds thousands of books, church records, manuscripts and personal papers related to Virginia Baptist history and heritage. The Society also manages the University’s archives, a large collection of books, photos and memorabilia related to the University’s rich history. The libraries are open to the entire campus community.

**Computing Facilities**
The University of Richmond has numerous computer labs across campus. The purpose of the labs varies from general student use to specific departmental use. The labs contain a wide variety of equipment and software. The Microsoft Office XP Suite is the University’s standard for personal and enterprise productivity software. All users must have an active University computer account to log into any of the campus machines. Please refer to the Policies for Responsible Computing posted on the UR Web.

The University of Richmond provides rich technology and information resources for students, faculty and staff. The ground floor of Jepson Hall houses many computing services. This includes the University Help Desk, a resource that provides assistance with computing related issues for the entire campus. The facilities in Jepson Hall include two general purpose computer labs with a total of 50 PC and Mac workstations, five PC classrooms equipped with full multimedia capabilities; and two computer classrooms designed for use by Math & Computer Science running Linux, Unix and other platforms. When classes are not in session, the Jepson Hall computer equipped classrooms are open for student use.

The normal operating hours for Jepson Hall during the Fall and Spring semesters are Monday–Thursday 7:45 am–1:00 am, Friday 7:45 am – 5:00 pm, Saturday 11:00 am - 6:00 pm and Sunday 11:00 am-1:00 am. The schedule changes for holidays, vacations and exams. Please refer to the hours posted on the UR Website.

The Technology Learning Center is located on the third floor of Boatwright Memorial Library. It is devoted to servicing the multimedia needs of students, faculty and staff. This area includes PC and Mac workstations equipped with high web development, multimedia, animation, 3-D modeling and audio-video recording and editing software. Scanners, high-quality printers, large-format plotters, digi-
tizers and digital video and still cameras are available. The space also contains a photography studio and a small recording studio. Most importantly those using these facilities are profes-
sionally staffed, so students not only have access to the hard-
ware and software, but experts who can help them use these specialized tools.

Many departments on campus also have computer labs dedicated to meeting the learning and research needs of their students. These include Art & Art History, the Business School, Chemistry, Classical Studies, Education, the Law School, Modern Languages & Literatures, Music, Physics, Psychology, the School of Leadership Studies and Theater & Dance. A public computer lab is also located in the Gottwald Science Center. Boatwright Memorial Library has an abun-
dance of workstations, as well as laptops available for check-
out for use within the building. For more information regarding the discipline specific of operation please refer to the University Website under Information Services.

**CAMPUS CRIME STATISTICS ACT**
The Curriculum Materials and Technologies Center (CMTC) supports the University of Richmond students and faculty of the Education Department and School of Continuing Studies Teacher Licensure Preparation program by providing an assortment of print materials and technology resources for exploration, use and evaluation. As an environment designed for individual and small group curriculum develop-
ment, study, reading and collaboration, it plays an inno-
vative and integral role in the educational process of pre-
service education.

The CMTC is located on the third floor of North Court, Room 306, in the Education Department at the University of Richmond. Call 804/289-8433 or visit the Center’s Web page at www.richmond.edu/academics/a&s/education/cmtc/.

**UNIVERSITY POLICE**
The University of Richmond University Police Department, a nationally accredited police department, is committed to providing a safe and secure environment for our students, faculty, staff and visitors. The University of Richmond Police Department provides 24-hour uniformed response to calls for service, provides routine and directed patrol activities, performs vehicular crash investigation and performs the investigation of criminal offenses. Additionally, all police officers are Red Cross First Responders/CPR certified. Uniformed security officers also assist with building security and other calls for service as needed. All crimes that occur on the campus should be reported to the University Police in person or by calling 911, 289-8911 or 289-8715. More infor-
mation about the police department, including crime statis-
tics, can be found online at http://ursampus.richmond.edu/administration/police/

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

University of Richmond is committed to assisting all members of the university community in providing for their own safety and security. The annual security compliance document is available on the University Richmond web-
site at http://www.richmond.edu/administration/police.

If you would like to receive a copy of the security report which contains this information, you can stop by the University Police Department at Special Programs Building, #31 UR Drive, University of Richmond, VA 23173 or you can request that a copy be mailed to you by calling (804) 289-8722.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, University police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance relating to student and employee safety on cam-

pus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by University of Richmond and on public property within or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by the University of Richmond Police Department.

**PARKING SERVICES**
The Parking and Traffic regulations of the University of Richmond are designed to best maintain an orderly flow of traffic on campus and to best utilize the existing parking facilities.

The libraries’ collections consist of more than 450,000 volumes, more than 11,000 journal collections, and manuscripts. The online catalog (http://library.richmond.edu) provides access to the collections through the Internet.

The University of Richmond Police Department, a nationally accredited police department, is committed to providing a safe and secure environment for our students, faculty, staff and visitors. The University of Richmond Police Department provides 24-hour uniformed response to calls for service, provides routine and directed patrol activities, performs vehicular crash investigation and performs the investigation of criminal offenses. Additionally, all police officers are Red Cross First Responders/CPR certified. Uniformed security officers also assist with building security and other calls for service as needed. All crimes that occur on the campus should be reported to the University Police in person or by calling 911, 289-8911 or 289-8715. More infor-
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This information is required by law and is provided by the University of Richmond Police Department.

**PARKING SERVICES**
The Parking and Traffic regulations of the University of Richmond are designed to best maintain an orderly flow of traffic on campus and to best utilize the existing parking facilities. In accomplish these goals it is necessary for all motor vehicles, including motorcycles, golf carts and mopede-

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, University police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance relating to student and employee safety on cam-

pus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by University of Richmond and on public property within or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by the University of Richmond Police Department.
ACTIONS

The School of Continuing Studies (SCS) offers courses and programs for credit and noncredit: weekdays, day and evening, in the summer and regular school year. The major divisions of the School of Continuing Studies are the Evening School, the Summer School, and the Office of Community and Professional Education.

Through the Evening School, the School of Continuing Studies offers master’s, bachelor’s, and associate degree programs; undergraduate and graduate certificate programs; pre and post-baccalaureate; and a variety of individual courses to meet the educational, professional and personal growth needs of adults in the metropolitan Richmond area and beyond.

The School of Continuing Studies shares in the tradition of the University of Richmond. It is through the nontraditional educational opportunities of the school that the University offers its strengths and resources to the Richmond area community and beyond.

The origin of the School of Continuing Studies may be traced back to 1920 when the department of economics of Richmond College was formed, eventually to become the department of economics and applied economics. In 1923 the Evening School of Business Administration was organized as a separate division of the University of Richmond. In 1949 the department of economics and applied economics in Richmond College was combined with the Evening School of Business Administration with both day and evening classes. In 1962 the Evening Division was separated from the School of Business Administration to form the nucleus of University College. From 1964 until 1974, University College offered a full-time freshman and sophomore day liberal arts program in addition to its full evening School program.

On July 1, 1974, the Summer School, founded in 1920, became part of University College. In keeping with the University’s tradition of residential colleges and academic schools, University College became the School of Continuing Studies in October 1994.

ADMISSIONS

ADMISSION TO GRADUATE PROGRAMS

Admission to the Master of Human Resource Management Degree’ and the Graduate Certificate in Human Resource Management

Students seeking admission to the Master of Human Resource Management or the Graduate Certificate in Human Resource Management must have the following:

• A baccalaureate degree from a regionally accredited college or university
• A grade point average of 3.0 or higher on all college or university academic work attempted
• Students who do not meet these requirements may be considered on a case-by-case basis and is granted conditional admission after demonstrating other significant achievements that make satisfactory completion of the course of study likely. To remain in the program conditionally admitted students must earn a minimum 2.6 grade point average in the first three courses taken following conditional admission.

*Currently open only to applicants employed as public safety officers or civilian employees of public safety agencies.

Priority in admission is given to graduates of the University of Richmond School of Continuing Studies Public Safety University. Recommendation of the applicant’s supervisor is required.

Note: Students whose native language is not English, or whose collegiate level instruction was not in English, must also earn a score of at least 550 on the paper-based or 213 on the computer-based Test of English as a Foreign Language (TOEFL) before admission to and/or enrollment in the University of Richmond School of Continuing Studies. The University may require additional evaluation for language proficiency through testing or individual interviews for students with TOEFL scores near the minimum score. Information on the TOEFL may be obtained from the Educational Testing Service, Princeton, New Jersey 08541 or www toeMax. The TOEFL score must be no more than five years old at the time of application.

ADMISSION PROCESS

The School of Continuing Studies has open registration. You do not have to be accepted into a program to take a class. However, if you wish to pursue a certificate, post-baccalaureate certificate, associate, or bachelor’s degree, you need to:

1. File the New Student Information Form with the School of Continuing Studies.
2. Have official transcripts from all colleges and or universities forwarded directly to the SCS.
3. Have your high school or GED transcript forwarded directly to the SCS (only required if you do not have previous college work).
4. Please use the enclosed transcript request form when ordering official copies of your college and/or high school transcripts. Duplicate as needed.

Please Take Note

• You may take classes while awaiting your transcripts.
• A transcript from each school you attended will be required before you can be admitted into a program. (It is recommended that you contact the school(s) in advance to determine the fee, if any, for this service.)
• acted by mail at that time.

ENGLISH PROFICIENCY

Students whose native language is not English, or whose collegiate level instruction was not in English, must also earn a score of at least 550 on the paper-based or 213 on the computer-based Test of English as a Foreign Language (TOEFL) before admission to and/or enrollment in the University of Richmond School of Continuing Studies. The University may require additional evaluation for language proficiency through testing or individual interviews for students with TOEFL scores near the minimum score. Information on the TOEFL may be obtained from the Educational Testing Service, Princeton, New Jerse 08541 or www toeMax. The TOEFL score must be no more than five years old at the time of application.

ADMISSION ACCEPTANCE POLICY

The acceptance of a student for admission into the School of Continuing Studies as a degree-seeking student (master, bachelor, associate, certificate, and graduate certificate) remains in effect for a period of 12 months from the date of official notification by letter. If a student fail to register for classes within that time frame, he or she must reapply for admission and may be required to resubmit supporting documentation.

ADMISSION TO UNDERGRADUATE PROGRAMS

Students seeking admission to an undergraduate certificate, post-baccalaureate certificate, associate degree or bachelor degree program in the Evening School must show evidence of high school graduation by submission of transcripts or the General Education Development (GED) equivalency. Must submit transcripts from each and every college or university previously attended, and complete the New Student Information Form.

Special admission may be granted to non-high school graduates. Note: A student who is not eligible to return to another college or university may not attend any Evening School program, even with unclassified status, until a minimum of one semester has elapsed. Official transcripts from all institutions previously attended by such a student must be filed in the Office of the Dean.

ADMISSION TO THE UNIVERSITY OF RICHMOND

Students seeking admission to the Master of Disaster Science Degree and the Graduate Certificate in Disaster Science

Students seeking admission to the Master of Disaster Science Degree or the Graduate Certificate in Disaster Science must have the following:

• A baccalaureate degree from a regionally accredited college or university
• A grade point average of 3.0 or higher on all college or university academic work attempted
• For students who have completed an undergraduate degree in emergency management, a minimum of three years paid or volunteer experience in the field.
• For students with other majors, a minimum of three years experience in the field.
• Students who do not meet experience or grade point average requirements may be considered on a case-by-case basis and is granted conditional admission after demonstrating other significant achievements that make satisfactory completion of the course of study likely.

ACADEMIC AMNESTY

The Academic Amnesty Policy is applicable for students seeking admission or readmission to the School of Continuing Studies as a degree candidate. Under the Academic Amnesty Policy, eligible students may, on a one-time basis, petition the School of Continuing Studies to disregard previously earned grades of D and/or F for the purpose of admission to the School of Continuing Studies as a degree candidate. Conditions for academic amnesty are:

1. A grade-point average of less than 2.0 in previous academic performance.
2. Non-enrollment as a full-time student in the past five years.
3. A minimum grade of C in each class in the first 15 semester hours of course work.

Failure to meet course and/or grade requirements will terminate eligibility for academic amnesty and require the student to achieve a cumulative grade point average of 2.0 to be considered for admission to a degree program.

All grades previously earned at the University of Richmond will remain on the student’s permanent academic record and will be included in the computation for graduation honors. If academic amnesty is granted, a statement to that effect will appear on the former University of Richmond student’s permanent academic record.

Students admitted under the Academic Amnesty Policy are eligible for academic amnesty for one degree program. Additional petition for academic amnesty will require the student to achieve a cumulative grade point average of 2.0 to be considered for admission to a degree program. Students admitted under the Academic Amnesty Policy must meet the same requirements as students admitted under the Academic Amnesty Policy.
**FINANCIAL AFFAIRS**

**Evening School Fees: 2005-2006 Schedule**

- Undergraduate Tuition per semester hour ................................................................. $303
- Graduate Tuition per semester hour ........................................................................... $357
- Master's Degree/Graduate Certificate Application Fee ............................................. $50
- Teacher Education, off-campus classes (per semester hour) ..................................... $176
- Teacher Education, on-campus classes (per semester hour) ..................................... $190
- Teacher Licensure, 3-credit classes (cost of entire course) .......................................... $909
- Teacher Licensure Seminars, 2-credit classes (cost of entire course) ....................... $606
- Teacher Licensure Student Teaching, 12-credit classes (cost of entire course) ........ $3,656
- Late Registration Fee (per semester) ........................................................................... $15
- Late Payment Fee (Payment is due no later than 5:00 p.m. Friday of the first week of class) ................................................................. $10
- Parking Permit, per academic year (through Summer 2006) ................................... $25
- Master's Degree/Graduate Certificate in Disaster Science (tuition per semester hour) $540
- Portfolio Application Fee (nonrefundable) ................................................................ $100
- Graduate Certificate in Human Resource Management (tuition per semester hour) .. $540

The University reserves the right to increase the fees listed herein, if conditions should make such a change necessary or advisable. Changes will be announced as far in advance as possible.

A student will be dropped if payment for classes is not received by 5:00 p.m. on Friday of the first week of classes or if arrangements for payment are not on file with the Student Accounts office. A student is still responsible for meeting all payment deadlines, even if they do not receive a bill. A student may review his/her account at any time on BannerWeb. If a student is dropped due to nonpayment, they may still be responsible for tuition and fee charges according to the University Refund Policy.

No credit is given for a term's work nor a degree conferred until all charges have been satisfactorily settled. Failure to make satisfactory financial arrangements can result in delay of graduation, denial of registration privileges, removal from classes, withholding of transcripts and/or referral to a collection agency.

If the University deems it necessary to engage the services of a collection agency or attorney to collect or to settle any dispute in connection with an unpaid balance on a student account, the student will be liable for all collection agency and/or attorney's fees, reasonable expenses and costs incurred. Accounts referred to a collection agency are reported to the credit bureau(s).

**REFUNDS**

Students are matriculated by semester. If a student withdraws from classes or is dropped from the University for whatever cause, a refund of fees for a fall or spring semester shall be made in accordance with the University's refund policy, based on the following schedule: This schedule is adapted for summer terms.

Students who withdraw from the University and who are receiving any financial assistance may be required to return such assistance per Public Law 668.22 and institutional policy. The University of Richmond complies with all federal regulations governing recipients of federal Title IV funds. Information regarding financial aid refund policies is available from the Financial Aid Office.

The amount of the refund is based on the date that written withdrawal notification is received in the Office of the Dean. Any special fee is nonrefundable after the first day of class.

<table>
<thead>
<tr>
<th>Withdrawal on or before the first day of class</th>
<th>Tuition, fees refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal during the first week of classes</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal during the second week of classes</td>
<td>70%</td>
</tr>
<tr>
<td>Withdrawal during the third week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal during the fourth week of classes</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal during the fifth week of classes</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal during the sixth week of classes</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal after the sixth week of classes</td>
<td>None</td>
</tr>
</tbody>
</table>

**APPEALS PROCESS**

The University of Richmond has an appeal process for students and parents who believe individual circumstances warrant exceptions from the published general refund policy. All appeals must be in writing and directed to Annemarie Weitzel, Bursar, Box R, University of Richmond, Virginia, 23175; or bursar@richmond.edu.

**TUITION PAYMENTS**

Inquiries concerning payments should be directed to the Office of the Bursar, phone (804) 289-8147 or e-mail at bursar@richmond.edu.

Full payment or plan of payment is due to the Student Accounts Office by the end of the first week of the term or you will be dropped from class. You are still responsible to meet all payment deadlines, even if you do not receive a bill. Students may view their student account at any time over BannerWeb.

If you are dropped from class due to nonpayment, you may still be responsible for the tuition and fee charges according to the University Refund Policy.

**PAYMENT OPTIONS**

Full payment is due by the end of the first week of class.

**PAYING BY CREDIT CARD**

If paying by MasterCard, Visa, American Express or Discover, Call PhoneCharge toll free at (877) 227-9734. There is a convenience fee for using this credit card service that is explained in detail during the phone call prior to authorization of the charge.

**PAYING BY CHECK**

If you plan to pay by check, make your check payable to the University of Richmond. You can mail your payment to

University of Richmond
Bursar's Office
University of Richmond, VA 23175

You may also make your check payment in person at the Student Accounts Office in Sarah Burnet Hall.

**PAYING IN CASH**

Cash payments are accepted at the Student Accounts Office in Sarah Burnet Hall. Please do not mail cash payments.

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**Tuition Payment Plan**

The University offers the services of Academic Management Services (AMS) for students who desire a payment plan.

**What is AMS?**

AMS (Academic Management Services) is an education financing company that provides families and students with a low cost plan to budget tuition and other education expenses. The Tuition Payment Plan (TPP) is a NOT a loan program, therefore no debt is incurred. There is no interest or finance charged assessed by AMS on the unpaid balance due to the college. The only fee for budgeted payments through AMS is a $35.00 per semester nonrefundable enrollment fee.

Payments made through AMS are considerably less expensive than the cost of obtaining loans, paying with credit cards, or budgeting through other interest or fee-charging payment plans. There is no credit search or qualifications necessary to use AMS.

One of the reasons the cost to budget with AMS is so affordable is that payments through AMS are made by using automatic payments from your bank. The automatic payment helps you budget tuition payments in a convenient way, which ensures that the college will receive dependable and consistent tuition payments.

With AMS you never miss a payment and you save the time and expense of writing and mailing checks.

**How Does Automatic Payment Work?**

Automatic payments are simply payments that you authorize your bank to make on your behalf on a specific date each month. Public Law 668.22 and institutional policy. The University of Richmond complies with all federal regulations governing recipients of federal Title IV funds. Information regarding financial aid refund policies is available from the Financial Aid Office.

Factory financial arrangements can result in delay of graduation, denial of registration privileges, removal from classes, withholding of transcripts and/or referral to a collection agency.

When you use AMS to pay your school tuition, your bank connection with an unpaid balance on a student account, the student will be liable for all collection agency and/or attorney's fees, reasonable expenses and costs incurred. Accounts referred to a collection agency are reported to the credit bureau(s).

The University of Richmond has an appeal process for students and parents who believe individual circumstances warrant exceptions from the published general refund policy. All appeals must be in writing and directed to Annemarie Weitzel, Bursar, Box R, University of Richmond, Virginia, 23175; or bursar@richmond.edu.

**REFUNDS**

Inquiries concerning payments should be directed to the Office of the Bursar, phone (804) 289-8147 or e-mail at bursar@richmond.edu.

The University reserves the right to increase the fees listed herein, if conditions should make such a change necessary or advisable. Charges will be announced as far in advance as possible.

A student will be dropped if payment for classes is not received by 5:00 p.m. on Friday of the first week of classes or if arrangements for payment are not on file with the Student Accounts office. A student is still responsible for meeting all payment deadlines, even if they do not receive a bill. A student may review his/her account at any time on BannerWeb. If a student is dropped due to nonpayment, they may still be responsible for tuition and fee charges according to the University Refund Policy.

No credit is given for a term's work nor a degree conferred until all charges have been satisfactorily settled. Failure to make satisfactory financial arrangements can result in delay of graduation, denial of registration privileges, removal from classes, withholding of transcripts and/or referral to a collection agency.

If the University deems it necessary to engage the services of a collection agency or attorney to collect or to settle any dispute in connection with an unpaid balance on a student account, the student will be liable for all collection agency and/or attorney's fees, reasonable expenses and costs incurred. Accounts referred to a collection agency are reported to the credit bureau(s).

Students are matriculated by semester. If a student withdraws from classes or is dropped from the University for whatever cause, a refund of fees for a fall or spring semester shall be made in accordance with the University's refund policy, based on the following schedule: This schedule is adapted for summer terms.

Students who withdraw from the University and who are receiving any financial assistance may be required to return such assistance per Public Law 668.22 and institutional policy. The University of Richmond complies with all federal regulations governing recipients of federal Title IV funds. Information regarding financial aid refund policies is available from the Financial Aid Office.

The amount of the refund is based on the date that written withdrawal notification is received in the Office of the Dean. Any special fee is nonrefundable after the first day of class.

<table>
<thead>
<tr>
<th>Withdrawal on or before the first day of class</th>
<th>Tuition, fees refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal during the first week of classes</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal during the second week of classes</td>
<td>70%</td>
</tr>
<tr>
<td>Withdrawal during the third week of classes</td>
<td>50%</td>
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<tr>
<td>Withdrawal during the fourth week of classes</td>
<td>25%</td>
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<tr>
<td>Withdrawal during the fifth week of classes</td>
<td>25%</td>
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<tr>
<td>Withdrawal during the sixth week of classes</td>
<td>25%</td>
</tr>
<tr>
<td>Withdrawal after the sixth week of classes</td>
<td>None</td>
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</tbody>
</table>
Eligibility for the Federal Pell Grant and Federal Direct Loans is determined by completion of the Free Application for Federal Student Aid (FAFSA) and the University of Richmond Financial Aid Supplemental Application. An additional loan application is required for the Direct Loan program. These forms are available from the Financial Aid office, Sarah Binnet Hall, web address: www.uncampus.richmond.edu/financialaid. (Tel: 804/289-8438, e-mail: finaid@richmond.edu) Please note that if you will need financial assistance in order to pay for your tuition charges, then the required applications must be completed at least six weeks prior to the start of the enrollment period.

Virginia Tuition Assistance Grant
The Virginia Tuition Assistance Grant (VTAG) is available to full-time students who are residents of Virginia and who are enrolled in a degree program. (The amount of the grant for the 2004-05 academic year was $2,500 for undergraduates and $1,900 for graduate students.) TMG applications may be obtained online at http://vocampus.richmond.edu/financiaid or from the Financial Aid Office. Deadline for applications is July 1.

Satisfactory Academic Progress
The federal government requires that a student be making Satisfactory Academic Progress (SAP) toward his/her degree or certificate in order to remain eligible for consideration for financial aid. The University of Richmond’s SAP policy for the School of Continuing Studies students requires, by the end of the second semester and thereafter, achievement of a cumulative G.P.A. of at least 2.0. In addition, students must pass at least 67% of the course work attempted. The maximum timeframe allowed for completion of a program is 150% of the program length. (For example, if the program requires 60 hours to complete, the maximum number of hours attempted to complete the program cannot exceed 90 hours.)

Return of Federal Aid When a Student Withdraws
A student who withdraws during a semester may be entitled to a refund of certain charges as outlined in the Refund Policy (see Financial Information section of this catalog). Withdrawal may also affect a student’s financial aid eligibility for the semester as outlined in the federal Return of Title IV Program Funds Policy and the Return of Non-Title IV Program Funds Policy.

Scholarships
Scholarship funds are available for School of Continuing Studies students who are actively pursuing a planned program of study and have completed 12 semester hours in the School of Continuing Studies. Deadline for applications is July 1.

Applications for scholarships may be obtained from the School of Continuing Studies or online.

Scholarship for the Evening School.

Endowed Scholarship.

Established in 1996 by
For a 50% discount in SCS undergraduate credit classes (except for summer school courses/programs or already discounted programs), registration is on a space-available basis. Contact the School of Continuing Studies at 804/289-8135 for details before attempting to register.

No discount is granted for the Teacher Licensure Program.
ADVISOR AND PROGRAM PLANNING
An academic advisor will help you plan a program suited to your needs. You are urged to use this service since information about programs and University regulations is important to your academic success. To make an appointment with an advisor, call the Evening School, 804/289-8133.

DISABILITY ACCOMMODATIONS
The University seeks to comply with all applicable federal, state and local laws regarding the rights of individuals with disabilities. To facilitate such compliance, the Vice President for Student Affairs serves as the University’s Disability Coordinator. The University does not discriminate on the basis of disability in admission. Therefore, applicants are not required to provide information about their physical condition or disability status prior to admission. Individuals with disabilities are invited to contact the Disability Coordinator (for the School of Continuing Studies this is the Director of Student Services) regarding any accommodations they may require upon matriculation. The University provides reasonable adjustments or accommodations in its academic programs as necessary for equal opportunity and participation for qualified students with disabilities.

POLICIES
The University of Richmond is governed by policy statements which guide individual members in their actions toward each other and toward the larger community. These policy statements support the University’s educational mission while seeking to assure that both individual and majority rights are appropriately observed and maintained.

HONOR STATEMENT
University Honor Statement governs such behavior as cheating, plagiarism, lying and academic theft.

Policy Statement on Standards of Conduct, Penalties and Disciplinary Procedures governs the conduct of students and their guests, as well as other individuals.

The determination of whether a policy has been violated and imposition of penalties, when necessary, will be effected according to established procedures, with procedural fairness observed and with appropriate appeal procedures available. Penalties for violations range from reprimand to expulsion from the University and, if appropriate, legal action may be invoked. Students may obtain a copy of the policies from the Dean’s Office, or consult the SCS Student Handbook.

STUDENT SERVICES AND ACADEMIC SUPPORT

BOOKSTORE
The University Bookstore carries textbooks for all courses scheduled for a given term at the University. A comprehensive selection of reference books and general reading materials is also available. The store offers academically priced software, computer and office supplies, greeting cards, gifts, clothing and health and beauty aids. Services offered include UPS shipping, faxing and photo developing. The website is www.urspidershop.com.

STUDENT GOVERNMENT ASSOCIATION
The goal of the School of Continuing Studies Student Government Association is student representation through communication. Active Membership is open to current students, while Supporting Membership is open to all University of Richmond evening students and School of Continuing Studies alumni. Student participation is encouraged and needed. SGA activities include the May commencement reception, a newsletter, the Outstanding Faculty Award and timely special activities.

SOCIETY OF HUMAN RESOURCE MANAGEMENT
The School of Continuing Studies has a Student Chapter of the Society of Human Resource Management.

UNIVERSITY COLLEGE/SCHOOL OF CONTINUING STUDIES ALUMNI ASSOCIATION
The University College/School of Continuing Studies Alumni Association was founded by a group of UC/SCS alumni in 1995. The association is strongly committed to its mission: to benefit the school, students and alumni through the adoption of projects that promote scholarship and assistance to students and provide service and social opportunities for alumni, and its goals are twofold: to provide an ongoing connection to the School and the University and represent the unique experience of evening college students.

Current School of Continuing Studies students benefit from the association’s efforts to obtain information about careers and increase financial assistance, particularly through the promotion and support of the Jean H. Proffitt Scholarship, which awards scholarships annually to selected students.

STUDENT IDENTIFICATION NUMBER
In an effort to better protect the privacy of each member of the University of Richmond community, the University has discontinued the use of social security numbers as the primary identification for University records. In summer 2004, the University began using randomly generated ID numbers for each student, employee, faculty member and alumnus.

Each student is assigned a University of Richmond ID number as the primary identification for University records when he/she enters the University. This eight-digit number is sent by mail to new SCS students and is printed on each student’s One-card (unless the student requests it not be printed). This CR ID number is also used in conjunction with a confidential PIN for students to register for classes and access their academic records through the Web using the University of Richmond’s Student Information System (BannerWeb).

A social security number is still required to be on file with the University to fulfill IRS and Federal reporting requirements.

ACADEMIC SKILLS CENTER
The Academic Skills Center provides academic support to all students (i.e., undergraduate, graduate, etc.). Using a holistic approach, the Center incorporates counseling and study skills techniques. The Center offers a unique Peer Academic Skills Tutoring (PAST) program staffed with tutors who are trained to simultaneously provide tutorial assistance in a variety of disciplines and study skills. For information, call 804/289-8626 or come by the Center to schedule an appointment.

CAREER DEVELOPMENT RESOURCES

Ready Minds
A pilot program for the current academic year, Ready Minds is a distance career counseling organization. Eligible students are those who:

• are admitted to a pre or post-baccalaureate certificate, graduate certificate, associate, bachelor or master’s degree-seeking program,
• are in good academic standing.

SCS students also have access to valuable resources, sample resumes, cover letters, and job search advice available online. Information about annual Career Fairs and upcoming events is also available on the website.

THE SPEECH CENTER
The Speech Center serves the entire University community in the pursuit of speaking proficiency. Closely associated with the Department of Rhetoric and Communication Studies, the Center is designed to support courses emphasizing speech and oral presentations across the curriculum.

For information, call 804/289-8814, visit the Center’s website http://speech.richmond.edu or visit the Speech Center on the fourth floor of Weinstein Hall.

THE WRITING CENTER
The Writing Center provides individual tutoring in writing for undergraduate and graduate students in any course or academic discipline. For information visit the Center’s Website at writing.richmond.edu.

Career Development Center (CDC)
SCS students within two semesters of completing their degree program (associate or bachelor degree), may establish an oncampus account through the Career Development Center. This provides access to job listings, employer contacts, and on-campus interviews. Account activation forms are available online. The CDC website is scd.richmond.edu.

Students enrolled in the Teacher Licensure Program may establish an oncampus account as part of their credential file.

The Career Development Center Resources Library, located in Room G-18, Richmond Hall contains a wide variety of books on resume writing, career paths in various fields, and interviewing skills. Hours of operation: Monday through Friday, 8:30 a.m. 5:00 p.m.

SCS students also have access to valuable resources, sample resumes, cover letters, and job search advice available online. Information about annual Career Fairs and upcoming events is also available on the website.
The School of Continuing Studies participates in the Advance Placement program of the College Board. A student that has been granted college credit for AP tests may have scores submitted to the University for review. In order to receive credit, the student must meet the following requirements:

1. The course must be taken at a recognized secondary or post-secondary institution.
2. The course must be taught by a qualified teacher.
3. The course must be approved by the College Board.

**Independent Study**

An independent study is a course taken with faculty supervision. To receive credit, the student must meet the following requirements:

1. The course must be approved by the College Board.
2. The course must be taught by a qualified teacher.
3. The course must be completed within one year of the start date.

**Transfer Credit**

Transfer credit is awarded based on the evaluation of coursework completed at another institution. To receive credit, the student must meet the following requirements:

1. The course must be approved by the College Board.
2. The course must be taught by a qualified teacher.
3. The course must be completed within ten years of the completion date.

**College Level Examination Program (CLEP)**

The CLEP program offers examinations in a variety of subjects. To receive credit, the student must meet the following requirements:

1. The course must be approved by the College Board.
2. The course must be taught by a qualified teacher.
3. The course must be completed within ten years of the completion date.

**Portfolio Assessment of Prior Learning**

Portfolio assessment is an alternative way for students to earn academic credit. To receive credit, the student must meet the following requirements:

1. The portfolio must be submitted by the appropriate deadline.
2. The portfolio must be reviewed by qualified assessors.
3. The portfolio must be approved by the academic advisor.

**REGISTRATION POLICIES**

Registrations are accepted on the Web via BannerWeb at https://bannerweb.richmond.edu. Complete registration instructions are provided on the website. Students may register for the fall semester through the end of the second week of class and the spring semester through the end of the second week of class. No credit will be granted for courses completed after these deadlines.

**ACADEMIC PROCEDURES**

The University of Richmond School of Continuing Studies has developed academic policies, regulations, and procedures to ensure the quality and integrity of its courses. Students are expected to follow these policies and procedures to ensure the success of their academic experience.

**FLEXIBLE WAYS TO EARN CREDIT**

The School of Continuing Studies offers a variety of options for students to earn academic credit. These options include:

1. **Coursework:** Students can enroll in courses offered by the University of Richmond or at other institutions.
2. **Independent Study:** Students can design and complete a course of study under the supervision of a qualified instructor.
3. **Portfolio Assessment of Prior Learning:** Students can submit a portfolio of prior learning for course credit.
4. **Experiential Learning:** Students can earn credit for work done in the community or other settings.
5. **College Level Examination Program (CLEP):** Students can take standardized exams to earn credit for coursework.
6. **American Council on Education (ACE):** Students can earn credit for work completed at accredited institutions.
7. **College Credit Recommendation Service (CREDIT):** Students can earn credit for coursework completed at accredited institutions.
8. **Transfer Credit:** Students can earn credit for coursework completed at accredited institutions.

**Normal Class Load**

The University of Richmond operates on a semester system. The normal course load for students who are employed full-time is no more than 17.5 credit hours per semester. Students may enroll in no more than a total of 18 credit hours per semester. Students who complete ADED 200U and wish to accept credits earned with a Pass/No Pass designation. ADED 200U Experiential Learning and Portfolio Preparation. This course serves as an elective and provides students with the opportunity to earn credit for their work experience. Transfer credit is awardable.

**Changes (Add/Drop, Withdrawal)**

Changes in registration (Add/Drop, withdrawal) must be initiated by the student within the deadlines specified in the academic calendar. All withdrawals after the second week of class must be submitted by the appropriate deadline. Students who complete ADED 200U and wish to earn credit for coursework completed during the summer semester must submit the coursework before the fall semester begins. Students who complete ADED 200U and wish to earn credit for coursework completed during the fall semester must submit the coursework before the spring semester begins. Students who complete ADED 200U and wish to earn credit for coursework completed during the spring semester must submit the coursework before the fall semester begins. Students who complete ADED 200U and wish to earn credit for coursework completed during the summer semester must submit the coursework before the fall semester begins.

For credit earned in the fall semester, portfolios must be submitted by October 15. For credit earned in the summer semester, portfolios must be submitted by June 15. Qualified faculty members with expertise in the particular discipline review the portfolios. The assessors will recommend credit based on the extent and depth of the student’s learning as demonstrated in the portfolio. The review process may include an interview with the student. After reviewing the assessors’ recommendations, the associate dean will make the final decision regarding credit.

Once the credits have been awarded, students will be billed $150 per semester hour. Portfolio credits will show a P for passed and the specific course in which credit was earned. Portfolio credits do not carry a letter grade and do not affect the grade point average.
The withdrawal date will be the date the written request is received.

Students who stop attending class without notifying the School of Continuing Studies office will receive the grade of V (failure due to excessive absences) regardless of the last date of attendance and are responsible for payment of any fees due.

Audit

Normally, courses are taken for grade and academic credit, however, a student may take a course as audit. The audit reserves a place in the class for the student, but there are no attendance requirements nor credit given at the end of the term. The audited course is shown as such on the permanent academic record with a grade of Z for Audit.

Students who wish to audit a course or courses register and pay in the usual manner. After registering, the Audit Form must be completed to change a course from credit to audit status. Audit forms are available from the Registrar or the School of Continuing Studies office. The completed form must be filed in the School of Continuing Studies office prior to the mid-semester date published in the academic calendar. Once filed, the audit status is not reversible.

Students who took a course as audit (grade of Z) may not later take the same course for a standard grade.

Graduate Study

Upper level undergraduate students may be approved to enroll in a limited number of graduate courses for either undergraduate or graduate credit purposes, according to the following criteria:

For Undergraduate Credit

School of Continuing Studies (SCS) undergraduate students may enroll in SCS graduate-level course work for undergraduate credit, provided they meet the following criteria:

• an overall GPA of 3.0 or above;
• the written approval of their program director; and, demonstrated ability to succeed in course work at the graduate level, based upon a combination of prior experience and/or formal college education.

Note: Specific programs within the SCS may require additional criteria.

For Graduate Credit

School of Continuing Studies (SCS) graduate students may enroll in SCS graduate-level course work for graduate credit, provided they meet the following criteria:

• satisfactory completion (including transfer) of at least 100 semester hours of course work toward the baccalaureate degree;
• an overall GPA of 3.0 or above; and,
• acceptance into a graduate certificate program as a regular student by its standard procedures.

Until a student has completed a baccalaureate degree, no more than three courses may be taken for graduate credit and no more than two courses may be

COURSE ADMINISTRATION

Class Attendance

Each student is expected to attend all meetings of all classes, including lectures, seminars, laboratories and drills, in which he or she is enrolled. The specific attendance policy in each course, however, is determined by the instructor of the course, subject to the section on University Holidays below.

The specific attendance policy for each course will be announced to the students and distributed on the course syllabus at the beginning of the course.

Faculty members will honor an official notification from the appropriate dean that a student is to be excused for participation in a University sponsored event, such as choral performances off campus, intercollegiate athletic events, or judicial hearings at which the student must be present.

A student generally will be held responsible for all work of a class or laboratory missed during an absence.

Acceptance of any excuse for an absence, other than those excused by the appropriate dean in the previous paragraph and any provision for excused time set by the instructor of the provider it is consistent with the announced policy for the course and with the University Holiday Schedule below. Missed classes, work tests, and/or exam or absences with or without good cause may result in a poorer grade, or failure, in the course. (Note: Students enrolled in Business School or School of Continuing Studies courses must attend at least 75% of the class meetings regardless of the reasons for absence to be eligible to receive credit for the course.)

Generally, absences that may be excused by faculty members include accident or illness, death or serious illness of a family member, bona fide religious holiday observance or participation in other University activities such as field trips. Students should make arrangements with their instructors as far in advance as possible for the makeup of any missed work. Students experiencing difficulty in making reasonable arrangements for makeup work may see their dean.

University Holidays

With the increasing diversity of the University community and the limited flexibility in setting the academic calendar, it is not possible to avoid some religious and secular holidays that are very important to some members of our faculty, staff and student body. However, the University is sensitive to the special needs of those who need to observe such holidays and will make accommodations for them to make up the time missed if arrangements are made in advance.

The University is officially closed on New Year’s Day, Thanksgiving Day and Christmas. In addition, some schools are closed for classes on Memorial Day, July 4th and Labor Day while others hold classes on those days. (See the appropriate academic calendar for specifications.)

Other holidays affecting University community members include Martin Luther King Day, Bobbi Kipper, the first two days of Passover, Good Friday and Easter Sunday. In consideration of their significance for our students, the students who observe these holidays will be given an opportunity to make up missed work in both laboratories and lecture courses. If a test or examination is given on the first class day after one of these holidays, it must not cover material introduced in class on that holiday. Faculty and staff should be aware that Jewish and Islamic holidays begin at sunset on the evening before the published date of the holiday.

The University recognizes that there are other holidays, both religious and secular, which are of importance to some individuals and groups on campus. Such occasions include, but are not limited to, Sikkoth, the last two days of Passover, Shavuot, Shemini Aatarot and Simchat Torah, as well as the Islamic New Year, R’a’s-sana and the Islamic holidays Eid al-Fitr and Eid al-Adha.

Students who wish to observe any such holidays must inform their instructors within the first two weeks of each semester of their intent to observe the holiday even when the exact date of the holiday will not be known until later, so that alternative arrangements can be made.

For Graduate Credit

Upper level undergraduate students may be approved to enroll in a limited number of graduate courses for either undergraduate or graduate credit purposes, according to the following criteria:

• satisfactory completion (including transfer) of at least 100 semester hours of course work toward the baccalaureate degree; and,
• acceptance into a graduate certificate program as a regular student by its standard procedures.

Note: Specific programs within the SCS may require additional criteria.

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• an overall GPA of 3.0 or above;
• the written approval of their program director; and, demonstrated ability to succeed in course work at the graduate level, based upon a combination of prior experience and/or formal college education.

Seldom are classes canceled. If cancellation due to severe weather is necessary, a notice will appear on the television or be on WRVA radio encouraging students to call the University hotline at 804/289-8760.

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• satisfactory completion (including transfer) of at least 100 semester hours of course work toward the baccalaureate degree; and,
• acceptance into a graduate certificate program as a regular student by its standard procedures.

Note: Specific programs within the SCS may require additional criteria.

Graduation Policies

The level of students’ performance in classwork and exami-
The accumulations and averages shown each term on the permanent academic record also show the accumu-
lation of Earned Semester Hours. Earned hours are the aca-
demic semester hours in which the student has earned pass-
ing grades, plus semester hours credit, if any, for accepted transfer
work.

Academic Reports
Grades are available on BannerWeb generally 48 hours after the grade due date published in the Academic Calendar.
Students can also check grade changes, incomplete make-
ups and posting of transfer credit throughout the year from
any location. Grades are deemed correct unless notification
of the contrary is received by the University Registrar within
three (3) months after the close of the term specified.
If students need an official copy of their academic record,
they can request a transcript through the Office of the
University Registrar. All courses taken at the University of
Richmond become a part of the permanent academic record.

Academic Standing
Students are expected to achieve in the classroom and make steady academic progress. Good standing is defined in earn-
ing at least 2.0 grade points for each academic hour attempted. A student is automatically placed on Academic Warning (AW) when the student's cumulative grade point (GPA) falls below a 2.0 at the conclusion of any term of attendance—fall, spring, or summer. A student on academic warning should take active steps to improve academic per-
formance. A student remains on AW for one term of atten-
dance at the end of which the student must obtain a cumulative GPA of at least 2.0. Failure to achieve this GPA results in the student being placed on Academic Probation.
A student is placed on Academic Probation (OP) when the student's cumulative GPA falls below 2.0 for two consecutive terms of attendance. Students on OP are expected to improve their cumulative GPA within two consecutive terms of atten-
dance. A student who achieves a cumulative GPA of at least 2.0 is removed from Academic Probation. If a student fails to meet the minimum of a 2.0 GPA, he/she will be suspended from the School of Continuing Studies. Once placed on
Suspension (SP), a student may reapply for admission after
one full academic year from the term of suspension.

Undergraduate Degree-seeking Students
Students who have not completed a class in the School of Continuing Studies for six or more successive semesters 
(including summer) must resubmit an application and be readmitted under the current catalog requirements.
Academic files will be kept for five years from the date of the last class taken. After that time they will be destroyed.

Undergraduate Nondegree-seeking and Unclassified Students
Students may earn 12 semester hours within the school as a nondegree-seeking (NDX)/unclassified student after which she or he will be encouraged to declare a major or explore options with a student advisor.

To Change Degree or Major
Students wishing to change the degree and/or major into which they were originally accepted, must submit the request in writing. If approved, the degree requirements will be those of the most recent catalog and an updated audit sheet will be mailed to the student with acknowledgment of the change. A meeting with the student advisor may or may not be required.

To Apply for a Minor
A student must complete the Declaration of Minor form available in the SCS. The minor will appear on the official transcript and all classes in the minor must be completed at the University of Richmond.

Credit and Grade Point Average
The University of Richmond uses the semester hour value. A semester hour is determined by a combination of factors that include contact time with a faculty member in a formal setting and expectations of independent student work through a nominal 15-week semester.

The grade point average is based on two factors:

GPA Hours—The accumulation of academic semester hours that have grades to which grade point values are assigned; and

Grade Points—Given for each semester hour's grade according to the following scale:

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<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
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<tr>
<td>A-</td>
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<tr>
<td>B+</td>
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<tr>
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<td>0.7</td>
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<tr>
<td>F</td>
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</table>

Calculation—The grade point average is calculated by dividing the total number of grade points earned by the total number of GPA hours. The grade point average is represented to two significant decimal figures.
In accordance with the Student Right to Know and Campus Security Act, Public Law 101-542, as amended by the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended in 1990, all students at the University of Richmond have access to a variety of educational programs. Here is a list of some of the programs:

**Programs of Study**

<table>
<thead>
<tr>
<th>Program</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>24</td>
</tr>
<tr>
<td>Disaster Science</td>
<td>24</td>
</tr>
<tr>
<td>Emergency Management</td>
<td>25</td>
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<tr>
<td>Paralegal Studies</td>
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<tr>
<td>Human Resource Management</td>
<td>28</td>
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<tr>
<td>Information Systems</td>
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<tr>
<td>Leadership Studies</td>
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<td>Liberal Arts</td>
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<tr>
<td>Legal Studies</td>
<td>34</td>
</tr>
<tr>
<td>Retail Management</td>
<td>40</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>144</strong></td>
</tr>
</tbody>
</table>

**Right to Know**

- The right to inspect and review their records within 45 days of the time enrollment status; dates of attendance; previous institutions attended; participation in officially recognized activities and sports; weight and height of members of athletic team members; photograph. A full list of information considered directory information is available on the Office of the University Registrar.
- The right to request the amendment of the student's education records. Students may ask the University of Richmond to amend a part of their records which they believe is inaccurate or misleading. Students are required to submit to the University Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University of Richmond to amend a part of their records which they believe is inaccurate or misleading. Students are required to submit to the University Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to be informed in a prompt manner of the University's policy regarding the release of their educational records. The University has contracted (such as an attorney, auditor, or collection agent) a person serving on the Board of Trustees or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Richmond to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
- The University of Richmond is committed to providing equal educational opportunities and programs to all students, regardless of their race, color, national origin, sex, age, or disability. The University has implemented policies and procedures to ensure compliance with applicable laws and regulations.

- The University of Richmond is dedicated to the principles of freedom of speech and press, and the right of all members of the campus community to express their views and opinions. The University has established policies and procedures to ensure the protection of these rights, including the right to freedom of speech and press, and the right of all members of the campus community to express their views and opinions.

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BIZNESS

The Business Minor 18 hours
Select 18 semester hours from the following:
ACCT 300U Accounting for Non-Accountants, 3
ACCT 301U-302U Principles of Accounting (Financial/Managerial), 3-3
FIN 350B Corporate Finance, 3
JLW 303U Business Law, 3
NDMT 341U Principles of Management, 3
NDMT 342U Operations Management, 3
NTK 322U Principles of Marketing, 3

To complete the minor in business, ECON 201U–202U must be taken in the Areas of Study as a Social Science and Cultural Studies requirement. Accounting and economics should be completed before enrolling in any other business courses.

Note: Credit will not be given for both ACCT 300U and ACCT 301U–302U. Students preparing for graduate studies in business should review specific admission requirements and recommendations for MBA programs of interest.

DISASTER SCIENCE

Available Degrees

–Master of Disaster Science
–Graduate Certificate in Disaster Science

The Master of Disaster Science and the Graduate Certificate in Disaster Science deal with the causation, impact and outcomes of a wide variety of natural and man-made disasters in an interdisciplinary context. Both programs build on professional technical training and undergraduate education by involving students in the discovery of the theory of disasters and teaching them the research tools needed to discover new knowledge in the field. The framework of these graduate programs is ideal for the individual who needs a more in-depth understanding of disasters in relation to emergency management duties and responsibilities.

Master of Disaster Science 33 semester hours
A maximum of six semester hours of transfer work may be accepted into the Master of Disaster Science.

Required: 9 semester hours
ESM 505U Social Dimensions of Disasters, 3
ESM 540U The Politics of Disaster, 3
ESM 542U Economic Impacts of Disaster, 3
ESM 543U Religion in Disaster, 3
ESM 544U The Law of Disaster, 3
ESM 545U Comparative International Disasters, 3
ESM 595U Hazards and Threats for the Future, 3

Concentration: 6 semester hours
ESM 540U Concentration I, 3
ESM 547U Concentration II, 3

Thesis: 6 semester hours
ESM 548U Thesis, 6

Degree Requirements
To qualify for the Master of Disaster Science, a candidate must complete the curriculum satisfactorily, including the achievement of at least a 3.0 grade point average on all applicable course work and the completion of the curriculum requirements within five years of starting the program.

Graduate Certificate in Disaster Science 12 semester hours
No transfer hours will be accepted into the Graduate Certificate in Disaster Science.

Required
Choose twelve (12) semester hours from the courses listed below:
ESM 505U Social Dimensions of Disasters, 3
ESM 540U The Politics of Disaster, 3
ESM 542U Economic Impacts of Disaster, 3
ESM 543U Religion in Disaster, 3
ESM 544U The Law of Disaster, 3
ESM 545U Comparative International Disasters, 3
ESM 595U Hazards and Threats for the Future, 3

Students who have taken ESM 595U may not take ESM 505U, and students who have taken ESM 505U may not take ESM 595U.

Degree Requirements
To qualify for the Graduate Certificate in Disaster Science a candidate must complete the curriculum satisfactorily, including the achievement of at least a 3.0 grade point average on all applicable course work and the completion of the curriculum requirements within three years of starting the program.

Note: Students wishing to earn 18 semester hours of Disaster Science courses to meet concentration requirements for university teaching in emergency management or for other reasons may complete six courses listed in the curriculum.

EDUCATION

Post-Baccalaureate Certificate in Applied Studies in Teacher Licensure Preparation

Program Scope and Sequence
Group I. Courses required of all students before taking classes from Group II.

EDUC 317U Introductory Seminar, 2
EDUC 318U Curriculum Methods, 3
EDUC 350U Classroom Management, 3
EDUC 352U Seminar in Special Education, 2

Group II. Courses from Groups II and III may be taken concurrently.

Elementary ONLY:
EDUC 320U The Teaching of Reading, 3
EDUC 327U The Teaching of Mathematics, 3

Secondary ONLY:
EDUC 355U Content Area Reading, 3

Group III
EDUC 330U Instructional Technology Integration, 3

Group IV
Courses from Group IV must be taken in the Fall or Spring Semester immediately before completion of the program.

EDUC 475U Student Teaching, Elementary (PreK-6), 12 or
EDUC 476U Student Teaching, Secondary (6-12), 12 or
EDUC 477U Student Teaching Comprehensive (PreK-12), 12
EDUC 485U Student Teaching Seminar, 2

All course work must be completed prior to Student Teaching (EDUC 475U, 476U or 485U) and the accompanying Student Teaching Seminar (EDUC 485U).

Passing scores on Praxis I and II are required for admission to the Teacher Licensure Preparation program.

Transfer Courses
Because of the nature of course work in the Teacher Licensure Preparation program, many college courses might not be acceptable for transfer to the Program. All requests to transfer courses into the TLP must include the course description and be submitted to the Director of the Teacher Licensure Preparation program at least four weeks prior to the student beginning the program. No more than two courses, not to exceed six semester hours, may be transferred into the program.

Grade Requirements
A grade point average of 3.0 must be achieved for completion of the Teacher Licensure Preparation program and before applying for a Virginia teaching license. No more than one “C” grade will be permitted in classes taken for credit in the program at the University of Richmond.

Exit Requirements
All candidates for an Elementary Education Teaching License must complete the Virginia Reading Assessment before applying for an elementary education license.

Note: Students who have earned a bachelor degree from a regionally accredited college or university and desire admission to the Post-Baccalaureate Certificate in Applied Studies in Teacher Licensure Preparation may call (804) 289-8127 for an application packet. Students who have not yet earned a bachelor degree must first apply to the Bachelor of Liberal Arts (BLA) program. These students may apply to the Certificate in Applied Studies in Teacher Licensure Preparation after earning approximately 50 semester hours towards the BLA.

EMERGENCY SERVICES MANAGEMENT

Available Degrees and Certificates

• Bachelor of Applied Studies (degree completion)
• Associate of Applied Studies
• Certificate and Post-Baccalaureate Certificate of Applied Studies in Emergency Services Management (on-line only)
• Certificate and Post-Baccalaureate Certificate of Applied Studies in Homeland Defense (on-line only)

Bachelor of Applied Studies in Emergency Services Management with a minor in Emergency Management, Business Continuity or Homeland Defense On-line Degree Completion Program

Every year, natural, man-made and national security disasters and emergencies threaten the safety of communities and their citizens and the productivity of their businesses. Our degrees in emergency services management assists in preparing the student to manage public sector emergency management and private sector business continuity programs in the context of events ranging from routine emergencies to catastrophes. We focus on the integration of emergency management, fire, emergency medical services, law enforcement, business continuity and voluntary agencies in a comprehensive approach to protecting life, property, government and the economy. Minors and certificates in Emergency Management, Business Continuity and Homeland Defense give the student an opportunity to spe-
The Associate in Applied Studies requires 61 semester hours, including:

- Introduction to Public Relations, 3
- Risk, Hazard and Impact Analysis, 3
- Business Continuity Program Management, 3
- Business Continuity Planning, 3
- Information Technology Disaster Recovery, 3
- Managing Emergency Operations, 3
- Hazards and Threats for the Future, 3
- Disasters, Characteristics and Physical Impacts, 3
- Disaster, Characteristics and Physical Impacts, 3
- Emergency Planning, 3
- Emergency Management Systems and Theory, 3
- Defending Communities—Integrating Mitigation, Preparedness and Recovery, 3
- Disaster, Characteristics and Physical Impacts, 3
- Emergency Planning, 3
- Managing Emergency Operations, 3
- Homeland Defense Policy and Programs, 3
- Emergency Management Systems and Theory, 3
- Disaster, Characteristics and Physical Impacts, 3
- Disaster, Characteristics and Physical Impacts, 3
- Emergency Planning, 3
- Managing Emergency Operations, 3
- Homeland Defense Policy and Programs, 3
- Managing Emergency Operations, 3
- Terrorism, 3
- Weapons of Mass Destruction, 3
- Terrorism Law, 3
- Information Technology Disaster Recovery, 3
- Disaster, Characteristics and Physical Impacts, 3
- Business Continuity Program Management, 3
- Business Continuity Planning, 3
- Information Technology Disaster Recovery, 3
- Managing Emergency Operations, 3
- Disaster, Characteristics and Physical Impacts, 3
- Risk, Hazard and Impact Analysis, 3
- Introduction to Public Relations, 3
- Business Continuity Program Management, 3
- Business Continuity Planning, 3
- Information Technology Disaster Recovery, 3
- Disaster, Characteristics and Physical Impacts, 3
- Risk, Hazard and Impact Analysis, 3
- Introduction to Public Relations, 3
- Business Continuity Program Management, 3
- Business Continuity Planning, 3
- Information Technology Disaster Recovery, 3
- Disaster, Characteristics and Physical Impacts, 3
- Risk, Hazard and Impact Analysis, 3
- Introduction to Public Relations, 3

*Required for students who do not have prior experience taking online courses.

II. Areas of Study 33 semester hours

33 semester hours are required in terrorism, disaster, and business continuity. Students must choose one of the following:

- Homeland Defense Minor: 18 semester hours
- Business Continuity Minor: 18 semester hours
- Emergency Management Minor: 18 semester hours

Note: Students must choose one of the following three tracks:

- Homeland Defense Track
- Business Continuity Track
- Emergency Management Track

I. Communication Skills 16 semester hours

ISYS 101U Online Learning and Teaching, 1*
ENGL 101U Composition or equivalent and pass the English Challenge Exam, 3
ESM 303U Research Practicum, 3
ENGL 112U Professional Communication, 3
SPCR 105U Interpersonal Communication, 3
ISYS 203U Information Technology, 3

*Required for students who do not have prior experience taking online courses.

II. Core Courses: 15 semester hours

ESM 300U Integrated Emergency Services in the Community, 3
PBAD 330U Decision Making in Public Administration, 3
ECOM 358U Public Budget and Finance, 3
ESM 354U Management and Organization of Public Agencies, 3
ESM 355U Management by Fact, 3

III. Focus Courses: 12 semester hours

Select 12 semester hours from the following:

ESM 301U Technologies for Emergency Management, 3
ESM 349U Current Issues in Emergency Services Management, 3
ESM 360U Law and Ethics for the Emergency Services Manager, 3
ESM 370U Managing Emergency Operations, 3
ESM 380U Terrorism, 3
ESM 390U Social Dimensions of Disaster, 3
ESM 311U Advanced Planning Practicum, 3
ESM 312U Disaster Exercises, 3
ESM 313U Volunteer Agency Disaster Response and Recovery, 3

IV. Capstone Course: 3 semester hours

ESM 450U Hazards and Threats for the Future, 3

Note: Students must complete the capstone course during the last 12 semester hours of the program.

V. Focus Courses: 12 semester hours

Select 12 semester hours from the following:

ESM 314U Business Continuity Program Management, 3
ESM 310U Business Continuity Planning, 3
Choose one of the following:
ESM 340U Managing Emergency Operations, 3
ESM 341U Disaster Exercises, 3
ESM 360U Information Technology Disaster Recovery, 3
ESM 360U Disaster Characteristics and Physical Impacts, 3
ESM 370U Risk, Hazard and Impact Analysis, 3
PBRL 333U Introduction to Public Relations, 3
ESM 499U Post-Baccalaureate Practicum, 1

Note: Students must choose one of the following three tracks:

- Homeland Defense Track
- Business Continuity Track
- Emergency Management Track

General Education: 36 semester hours

Students are required to choose one of the following tracks:

- Homeland Defense Track: 18 semester hours
- Business Continuity Track: 18 semester hours
- Emergency Management Track: 18 semester hours

I. Communication Skills: 16 semester hours

ISYS 101U Online Learning and Teaching, 1*
ENGL 101U Composition or equivalent and pass the English Challenge Exam, 3
ESM 303U Research Practicum, 3
ENGL 112U Professional Communication, 3
SPCR 105U Interpersonal Communication, 3
ISYS 203U Information Technology, 3

*Required for students who do not have prior experience taking online courses.

II. Areas of Study: 18 semester hours

Eighteen semester hours from the following areas of study: 12 semester hours:

- History
- Literature
- Natural Sciences
- Social Sciences and Cultural Studies
- Math and/or Logic
- The Arts

III. Focus Courses: 12 semester hours

Select 12 semester hours from the following:

ESM 301U Technologies for Emergency Management, 3
ESM 349U Current Issues in Emergency Services Management, 3
ESM 360U Law and Ethics for the Emergency Services Manager, 3
ESM 370U Managing Emergency Operations, 3
ESM 380U Terrorism, 3
ESM 390U Social Dimensions of Disaster, 3
ESM 311U Advanced Planning Practicum, 3
ESM 312U Disaster Exercises, 3
ESM 313U Volunteer Agency Disaster Response and Recovery, 3

IV. Capstone Course: 3 semester hours

ESM 450U Hazards and Threats for the Future, 3

Note: Students must complete the capstone course during the last 12 semester hours of the program.

V. Focus Courses: 12 semester hours

Select 12 semester hours from the following:

ESM 314U Business Continuity Program Management, 3
ESM 310U Business Continuity Planning, 3
Choose one of the following:
ESM 340U Managing Emergency Operations, 3
ESM 341U Disaster Exercises, 3
ESM 360U Information Technology Disaster Recovery, 3
ESM 360U Disaster Characteristics and Physical Impacts, 3
ESM 370U Risk, Hazard and Impact Analysis, 3
PBRL 333U Introduction to Public Relations, 3
ESM 499U Post-Baccalaureate Practicum, 1

Note: Students must choose one of the following three tracks:

- Homeland Defense Track
- Business Continuity Track
- Emergency Management Track

General Education: 36 semester hours

Required: 18 semester hours (certificate); 19 semester hours (post-baccalaureate certificate)

Emerald 101U Emergency Planning, 3
ESM 307U Disasters, Characteristics and Physical Impacts, 3
ESM 307U Emergency Management Systems and Theory, 3
ESM 314U Managing Emergency Operations, 3
ESM 317U Disaster Exercises, 3
ESM 360U Information Technology Disaster Recovery, 3
ESM 360U Disaster Characteristics and Physical Impacts, 3
ESM 370U Risk, Hazard and Impact Analysis, 3
PBRL 333U Introduction to Public Relations, 3
ESM 499U Post-Baccalaureate Practicum, 1

Certificate and Post-Baccalaureate Certificate in Applied Studies in Emergency Management (on-line only)

No transfer hours will be accepted into this program.

Required: 18 semester hours (certificate); 19 semester hours (post-baccalaureate certificate)

ESM 301U Technologies for Emergency Management, 3
ESM 304U Law and Ethics for the Emergency Services Manager, 3
ESM 307U Managing Emergency Operations, 3
ESM 308U Terrorism, 3
ESM 309U Social Dimensions of Disaster, 3
ESM 312U Disaster Exercises, 3
ESM 313U Volunteer Agency Disaster Response and Recovery, 3

Certificate and Post-Baccalaureate Certificate in Applied Studies in Business Continuity (on-line only)

No transfer hours will be accepted into this program.

Required: 18 semester hours (certificate); 19 semester hours (post-baccalaureate certificate)

ESM 301U Technologies for Emergency Management, 3
ESM 304U Law and Ethics for the Emergency Services Manager, 3
ESM 307U Managing Emergency Operations, 3
ESM 308U Terrorism, 3
ESM 309U Social Dimensions of Disaster, 3
ESM 312U Disaster Exercises, 3
ESM 313U Volunteer Agency Disaster Response and Recovery, 3


No transfer hours will be accepted into this program.

Required: 18 semester hours (certificate); 19 semester hours (post-baccalaureate certificate)

ESM 301U Technologies for Emergency Management, 3
ESM 304U Law and Ethics for the Emergency Services Manager, 3
ESM 307U Managing Emergency Operations, 3
ESM 308U Terrorism, 3
ESM 309U Social Dimensions of Disaster, 3
ESM 312U Disaster Exercises, 3
ESM 313U Volunteer Agency Disaster Response and Recovery, 3


No transfer hours will be accepted into this program.

Required: 18 semester hours (certificate); 19 semester hours (post-baccalaureate certificate)

ESM 301U Technologies for Emergency Management, 3
ESM 304U Law and Ethics for the Emergency Services Manager, 3
ESM 307U Managing Emergency Operations, 3
ESM 308U Terrorism, 3
ESM 309U Social Dimensions of Disaster, 3
ESM 312U Disaster Exercises, 3
ESM 313U Volunteer Agency Disaster Response and Recovery, 3
Graduate Certificate (HRM Graduate Certificate) consists of graduate level courses covering organizational psychology, human resource law, quantitative methods and strategic management. Both programs are designed for individuals working in the Human Resource (HR) field who may not have a formal education in HR, individuals who want to stay current in HR and/or who want to enhance career prospects in HR.

Master of Human Resource Management: 33 semester hours
A maximum of six semester hours of transfer work may be accepted into the Master of Human Resource Management. The following courses must be completed:

**PSYC 530U** Organizational Psychology, 3

**HRM 531U** Human Resource Management, 3

**HRM 532U** Legal Issues in Human Resource Management, 3

**HRM 533U** Research in Human Resource Management, 3

**HRM 534U** Strategic Human Resource Development, 3

**HRM 535U** Managing Compensation and Benefits, 3

**HRM 536U** Development and Training, 3

**HRM 540U** Thesis, 3

Note: The Master of Human Resource Management program is open only to Public Safety University graduates, public safety officers and civilian employees of public safety agencies.

Degree Requirements
To qualify for the Master of Human Resource Management degree, a candidate must complete the curriculum satisfactorily, including a grade of C or better in the first 15 semester hours of the program.

**I. Communication Skills:** 13 semester hours

Choose one of the following:

**ENGL 100U/101U and ENGL 112U** must be completed with a grade of C or better within the first 13 semester hours of the program.

**II. General Education:** 31 semester hours

**PSYC 327U** Organizational Learning, 3

**LAW 322U** The Research Process/Composition, 1/3

**ENGL 112U** Professional Communication, 3

**SPCH 206U** Intercultural Communication, 3

**SPCH 340U** Information Technology, 3

**III. Capstone Course:** 3 semester hours

Choose one of the following:

**ENGL 100U/101U and ENGL 112U** must be completed with a grade of C or better in the first 15 semester hours of the program.

**I. Communication Skills:** 13 semester hours

The following non-business courses are strongly recommended as General Distribution courses for Human Resource Management majors. (No more than 21 semester hours of business courses (Accounting, Finance, Marketing, or Management) may be included in the degree program.)

Note: Students in the BAS in HRM may choose minor(s) in Business, Emergency Management, Business Continuity, Homeland Defense, Leadership, Information Systems, Law and Technology, Paralegal Studies or Retail Management.

The minor(s) will be used in general distribution.

**ADED 301U** The Adult Learning Process, 3

**ADED 302U** The Consultant, 3

**ADED 304U** Skills for Lifelong Learning, 3

**HUM 341U** Career and Life Development, 3

**HUM 351U** Applied Ethics, 3

**LOSP 308U** Introduction to Leadership Studies, 3

**LOSP 310U** Leadership and Ethical Action and the Law, 3

**LOSP 313U** Skills for Leading Individuals, 3

**PSYC 355U** Stress and Its Management, 3

**SPH 302U** Group Communication, 3

**SPH 322U** Business and Professional Speech, 3

**SPCH 340U** Cross-Cultural Communications, 3

**MAOR:** 33 semester hours

I. Core Courses: 15 semester hours

**ACT 300U** Accounting for Non-Accountants, 3

**HUM 351U** HR/Personnel Management, 3

**LAW 322U** Employment Law and Policy, 3

**Mgmt 340U** Principles of Management, 3

**Mgmt 341U** Principles of Marketing, 3

II. Focus Courses: 15 semester hours

Select 15 semester hours from the following:

**HUM 351U** Organizational Development, 3

**HUM 380U** Application of Critical Human Resource Issues, 3

**HUM 356U** Training Design and Facilitation, 3

**HUM 357U** Quality Management and Process Improvement, 3

**HUM 358U** Compensation and Benefits, 3

**HUM 359U** HR in an IT World, 3

**HUM 360U** Internship, 3

**HUM 380U** Selected Topics, 1-6

**PSYC 370U** Organizational Psychology, 3

**LAW 322U** Employment Law and Policy, 3

III. Capstone Course: 3 semester hours

**HUM 445U** Capstone Seminar in Human Resource Management (PHR Course), 3

Human Resource Management

Associate in Applied Studies

The Associate in Applied Science requires 61 semester hours, 30 of which must be taken in the School of Continuing Studies. (A student may transfer up to 30 semester hours into this program with a maximum of six hours toward the major.)

**I. Communication Skills:** 13 semester hours

**ENGL 100U/101U** The Research Process/Composition, 1/3
ENGL 112U  Professional Communication, 3
SPCR 165U  Interpersonal Communication, 3
ISYS 236U  Information Technology, 3

II. Areas of Study: 18 semester hours
Eighteen semester hours from the following areas of study but no more than 12 semester hours from any one area and at least four different areas must be represented.
1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
6. The Arts

Major: 30 semester hours

I. Core Courses: 12 semester hours

ACCT 300U  Accounting for Non-Accountants, 3
MKT 322U  Principles of Marketing, 3
HRM 343U  HR/Personnel Management, 3

II. Focus Courses: 15 semester hours
Select 15 semester hours from the following:
HRM 345U  Quality Management and Process Improvement, 3
HRM 340U  Performance Management and Process Improvement, 3
HRM 350U  Compensation and Benefits, 3
HRM 360U  HR in an IT World, 3
HRM 380U  Internship, 3
HRM 390U  Selected Topics, 1-6
PSYC 327U  Organizational Psychology, 3

III. Capstone Course: 3 semester hours
HRM 495U  Capstone in Human Resource Management, (HRM course), 3

Human Resources Management
Certificate and Post-Baccalaureate Certificate in Applied Studies

Required: 18 semester hours (certificate), 19 semester hours (post-baccalaureate certificate)

HRM 302U  Theory of Coaching – Application Skills, 3
HRM 303U  Foundations of Coaching – Self-Mastery, 3
HRM 304U  Performance Coaching Skills/Using Exemplary Communication for Great Coaching, 3
HRM 305U  Performance Skills/Organizational Diversity, 3
HRM 306U  Performance Coaching/Ethics and Legacies of Coaching, 3
LSPS 304U  Leading Groups and Building Teams, 3
HRM 499U  Post-Baccalaureate Practicum, 1

Human Resources Management
Minor (18 hours)

HRM 341U  HR/Personnel Management, 3
HRM 345U  Organizational Development, 3
HRM 352U  Quality Management and Process Improvement, 3
HRM 354U  Compensation and Benefits, 3
HRM 360U  HR in an IT World, 3

III. Electives: 6 semester hours selected from the following:

ISYS 203U  Information Technology, 3
ISYS 216U  Information Technology Disaster Recovery, 3
ISYS 256U  Local Area Networks, 3
ISYS 316U  Information Systems Project Management, 3
ISYS 355U  Database Design, 3
ISYS 356U  Computer Programming in Java, 4
ISYS 390U  Managing in an Information Age, 3

ENGL 100U/101U and English 112U must be completed with a grade of C or better within the first 13 semester hours of the program.

I. Communication Skills: 13 semester hours

ENGL 110U/110U  The Research Process/Composition, 1/3
ENGL 112U  Professional Communication, 3
SPCR 165U  Interpersonal Communication, 3
ISYS 236U  Information Technology, 3

II. Areas of Study: 33 semester hours
Thirty-three semester hours selected from and representing each of the six areas below, with no more than 12 semester hours in any one area:
1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
6. The Arts

General Distribution: 29 Semester Hours
Selected from courses across the curriculum. No more than 9 hours of business courses may be included in this section.

Bachelor of Applied Studies in Information Technology Management

There are two alternative bachelor degrees offered in Information Systems. The Bachelor of Applied Studies in IT Management provides interdisciplinary studies in information systems, business, and applied mathematics. The Bachelor of Applied Studies in Information Systems provides an opportunity to prepare for careers in information systems within a strong liberal arts context.

The Bachelor of Applied Studies in IT Management educates students in the application of critical HR issues, HR in an IT World, and management of information technology with additional core business management and quantitative methods. Strong analytical skills are the foundation for the design, implementation and administration of database management systems, e-business applications and networks. Oral and written communication skills, quantitative and analytical abilities are emphasized. Interdisciplinary courses in law and technology and disaster recovery expose students to related applications.

Up to 90 hours of business courses may be included in the 121 semester hours for the Bachelor of Applied Studies degree. A student may transfer no more than 60 hours into the bachelor degree with a maximum of six semester hours in the major.

GENERAL EDUCATION: 46 semester hours

Students considering graduate school in Information Systems are advised to check the entrance requirements for several programs when making selections from the following list of courses.

Required: 19 semester hours

ISYS 236U  Software Tools for Communication and Research, 3
ISYS 256U  Database Design, 3
ISYS 390U  Managing in an Information Age, 3

II. Core Courses: 21 semester hours

ACCT 300U  Principles of Accounting (Financial-Managerial), 3-3
FIN 365U  Corporation Finance, 3
LAW 300U  Business Law, 3
MGMT 341U  Principles of Management, 3
MGMT 342U  Operations Management, 3
MKT 322U  Principles of Marketing, 3

II. Focus Courses: 19 semester hours

Students considering graduate school in Information Systems are advised to check the entrance requirements for several programs when making selections from the following list of courses.

Required: 19 semester hours

ISYS 236U  Software Tools for Communication and Research, 3
ISYS 256U  Database Design, 3
ISYS 390U  Managing in an Information Age, 3

III. Electives: 6 semester hours selected from the following:

ISYS 260U  Local Area Networks, 3
ISYS 355U  Database Design, 3
ISYS 390U  Managing in an Information Age, 3
ISYS 393U  Web Design and Development with Scripting, 3
ISYS 395U  Web Design and Development with Connectivity, 3
ISYS 396U  Advanced Computer Programming in Java, 4
ISYS 398U  Internship in Information Systems, 3
ISYS 399U  Selected Topics, 1-6
ISYS 580U  Project Management, 3
ENGR 356U  Information Technology Disaster Recovery, 3
LAW 325U  CyberLaw, 3

Information Systems Bachelor of Applied Studies in Information Systems

The alternative degree offered in Information Systems, the Bachelor of Applied Studies in Information Systems, provides an opportunity to prepare for careers in information systems within a strong liberal arts context. The Bachelor of Applied Studies in IT Management provides interdisciplinary studies in information systems, business, and applied mathematics.

The Information Systems major educates students in the development, implementation and management of information technologies, allowing the student flexibility to take

ENGL 112U  Professional Communication, 3
SPCR 165U  Interpersonal Communication, 3
ISYS 236U  Information Technology, 3
desired courses in the liberal arts as well as information systems. Strong analytical skills are the foundation for the design, implementation and administration of database management systems, e-business applications and networks. Oral and written communication skills and analytical abilities are emphasized. Interdisciplinary courses in law and technology and disaster recovery expose students to related applications. Up to 30 hours of business courses may be included in the 121 semester hours for the Bachelor of Applied Studies degree. A student may transfer no more than 60 hours into the bachelor degree with a maximum of six semester hours in the major.

General Education: 46 semester hours
English 100U/101U and English 112U must be completed with a grade of “C” or better within the first 13 semester hours of the program.

I. Communication Skills: 13 semester hours
ENGL 100U/101U The Research Process/Composition, 1/3
ENGL 112U Professional Communication, 3
SPCH 105U Interpersonal Communication, 3
ISYS 200U Information Technology, 3

II. Areas of Study: 33 semester hours
Thirty-three semester hours selected from and representing each of the six areas below, with no more than 12 semester hours in any one area.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
   a. Math 103U Discrete Mathematics, Precalculus or Calculus is required for Information Systems majors (MTH 151 or higher in the Virginia Community College System)
   b. Math 104U or business statistics is required for Information Systems majors
6. The Arts

General Distribution: 39 semester hours
Selected from courses across the curriculum. No more than 21 hours of business courses may be included in this section. Note: Students in the BAS in ISYS may choose minor(s) in Business, Emergency Management, Business Continuity, Homeland Defense, Leadership, Human Resources Management, Law and Technology, Paralegal Studies or Retail Management. The minor(s) will be used in general distribution.

MAJOR: 36 semester hours
The following courses are recommended as foundations before starting the major, if needed. They may count under General Distribution but not toward the major. All ISYS majors are expected to be proficient in Microsoft Word, PowerPoint, Excel and Access before taking 300-level courses in ISYS. This proficiency may come from taking either/or both of the following courses, or from previous experience.

ISYS 200U Software Tools for Communication and Research, 3
ISYS 201U Software Tools for Data Management and Analysis, 3

I. Core Courses: 12 semester hours
ACCT 300U Accounting for Non-Accountants, 3
MGMT 341U Principles of Management, 3
 MKT 320U Principles of Marketing, 3
ISYS 304U Hardware and Operating Systems, 3

II. Areas of Study: 18 semester hours
Eighteen semester hours from the following areas of study but not more than 12 semester hours from any one area and at least four different areas must be represented.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
   a. Math 103U Discrete Mathematics, Precalculus or Calculus is required for Information Systems majors (MTH 151 or higher in the Virginia Community College System)
   b. Math 104U or business statistics is required for Information Systems majors
6. The Arts

Information Systems

Associate in Applied Studies

General Education: 31 semester hours
A student may transfer up to 50 semester hours with a maximum of 6 semester hours in the major.

English 100U/101U and English 112U must be completed with a grade of “C” or better within the first 15 semester hours of the program.

I. Communication Skills: 13 semester hours
ENGL 100U/101U The Research Process/Composition, 1/3
ENGL 112U Professional Communication, 3
SPCH 105U Interpersonal Communication, 3
ISYS 200U Information Technology, 3

II. Areas of Study: 18 semester hours
Eighteen semester hours from the following areas of study but not more than 12 semester hours from any one area and at least four different areas must be represented.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
   a. Math 103U Discrete Mathematics, Precalculus or Calculus is required for Information Systems majors (MTH 151 or higher in the Virginia Community College System)
   b. Math 104U or business statistics is required for Information Systems majors
6. The Arts

Major: 30 semester hours
The following courses are recommended as foundations before starting the major, if needed, but they will not count in the Associate Degree. All ISYS majors are expected to be proficient in Microsoft Word, PowerPoint, Excel and Access before taking 300-level courses in ISYS. This proficiency may come from taking either/or both of the following courses, or from previous experience.

ISYS 200U Software Tools for Communication and Research, 3
ISYS 201U Software Tools for Data Management and Analysis, 3
ISYS 202U Research Process/Composition, 1/3
ENGL 112U Professional Communication, 3
SPCH 105U Interpersonal Communication, 3
ISYS 200U Information Technology, 3

Programs of Study
LEADERSHIP STUDIES
Certificate and Post Baccalaureate Certificate in Applied Studies

Required: 23 semester hours (certificate), 22 semester hours (post baccalaureate certificate)

I. Core Courses:
- LISP 2000 Introduction to Leadership Studies, 3
- LISP 3010 Leadership and Organizational Culture, 3
- LISP 3020 Leadership and Ethical Action and the Law, 3
- LISP 3030 Skills for Leading Individuals, 3
- LISP 3040 Leading Groups and Building Teams, 3
- LISP 3050 Leadership in a Time of Change, 3

II. Capstone Seminar: 3 semester hours
- LISP 4950 Philosophy of Professional Leadership, 3

III. Post-Baccalaureate Practicum: 1 semester hour
- LISP 4951 Post-Baccalaureate Practicum, 1

Leadership Minor (18 hours)

LISP 2000 Introduction to Leadership Studies, 3
LISP 3010 Leadership and Organizational Culture, 3
LISP 3020 Leadership and Ethical Action and the Law, 3
LISP 3030 Skills for Leading Individuals, 3
LISP 3040 Leading Groups and Building Teams, 3
LISP 3050 Leadership in a Time of Change, 3

LIBERAL ARTS

Bachelor of Liberal Arts
The Bachelor of Liberal Arts (BLA) is designed for the student who is interested in studying in the general humanities or social sciences areas. It requires 121 semester hours with at least 45 semester hours of general education and at least 33 semester hours of major work.

II. Areas of Study: 33 semester hours
Thirty-three semester hours selected from and representing each of the six areas below, with no more than 12 semester hours in any one area.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
6. The Arts

GENERAL DISTRIBUTION: 65 semester hours
Selected from all courses across the curriculum but no more than 30 hours of business courses may be included in the 121 semester hours for the Bachelor of Liberal Arts degree.

LIBERAL ARTS Minor (18 hours)

Eighteen semester hours in the Humanities and Social Sciences with at least 12 semester hours at the 300 level.

Weekend College (Accelerated)
Bachelor of Liberal Arts in Interdisciplinary Studies
The Weekend College (Accelerated) is a unique academic program designed to prepare students for successful careers in the commercial, industrial and service sectors of the economy as well as the non-profit world. Students will examine the universe as an integrated whole and will be encouraged to expand their intellectual and practical horizons. The goal of the program is to promote the growth of effective citizens who bring to life a wider, more holistic perspective on the world around them. Weekend College also responds to the growing need in the corporate arena for leaders who are trained in problem solving and conflict analysis, whose approach to complex matters of business and commerce is less vocational and more sophisticated as well as being vigorously practical.

Weekend College participants take one highly concentrated course at a time. The curriculum consists of ten interdisciplinary six-semester hour courses. Over a two year period, students will complete five courses a year, during fall, spring and summer semesters for a total of 60 semester hours; two courses each fall and spring semester and one six hour course in each May term of summer school.

Students will be organized into component groups who will proceed through the program together. A small number of seats in most courses will be set aside for non-participating members of the College.

Class meetings will be held on Friday evenings and Saturday during the day. Class work will be supplemented with a weekly Preceptorial, an on-line faculty-led discussion on some topic of general interest.

Students entering the program must have earned a minimum of 45 - 60 transferable semester hours of undergraduate general education courses. These must include the completion of a college Composition course with a minimum grade of “C” from a regionally accredited institution. Students transferring into the University of Richmond School of Continuing Studies must also pass an English Challenge Exam.

In order to graduate with the Bachelor of Liberal Arts with a major in Interdisciplinary Studies the following requirements must be satisfied:

General Education: 33 semester hours

I. Communication Skills: 4 semester hours English Composition

1. ENGL 100U/101U – The Research Process/Composition, 1/3 semester hours with a grade of C or better at the University of Richmond School of Continuing Studies, or
2. ENGL 100U – The Research Process/Composition, 1/3 semester hours with a grade of C or better at an accredited institution, plus successful completion of the English Challenge Exam.

Those who do not pass the English Challenge Exam are required to complete ENGL100U with a grade of “C” or better within the first twelve semester hours of the program, or
3. ENGL 210-Advanced Composition from a Virginia Community College

Note: All students admitted to this program must complete ENGL 100U. The Research Process, within the first 12 semester hours of the program.

II. Areas of Study: 33 semester hours
Thirty-three semester hours selected from and representing each of the six areas below, with no more than 12 semester hours in any one area.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
6. The Arts

GENERAL DISTRIBUTION: 24 semester hours
Selected from all courses across the curriculum.
Major: 30 semester hours
I. Core Courses: 12 semester hours
PSYC 230U The History of Human Expression, 6
PSYC 298U The History of Human Expression, 6
PSYC 300U Knowledge Management-Methods of Learning and Thinking, 6
HIST 105U The History of Ideas, 6
HIST 312U The History of Ideas, 6
LCSR 300U Leadership and Ethical Decision Making, 6
MDMT 345U Business Literacy, 6
OSCI 300U Role of Science and Technology in Shaping the Modern Era, 6
PSYC 190U Understanding the Global Village, 6
PSYC 300U The Examined Life-What We Know about the Human Condition, 6
II. Capstone Course: 6 semester hours
IDST 395U Capstone Course Senior Seminar, 6

Associate in Liberal Arts

The Associate in Liberal Arts requires 61 semester hours of approved academic credit. Thirty-one hours must be in general education courses in Communication Arts and Areas of Study. The remaining 30 semester hours must be in the major area. The core area within the major requires four courses: HUM 309U, HUM 310U, SA 301U and SA 302U. The focus area of the major requires 18 semester hours in the Humanities and Social Sciences with at least 12 semester hours at the 300 level. Students may transfer 30 semester hours into the degree with no more than 6 semester hours into the major.

General Education: 33 semester hours
English 100U/101U and English 112U must be completed with a grade of "C" or better within the first 13 semester hours of the program.

I. Communication Skills: 13 semester hours
ENGL 100U/101U The Research Process/Composition, 1/3
ENGL 122U Professional Communication, 3
SPCH 105U Interpersonal Communication, 3
ISYS 238U Information Technology, 3

II. Areas of Study: 18 semester hours
Eighteen semester hours from the following areas of study:
At least four different areas must be represented:
1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
6. The Arts

Focus on Anthropology

ARCH 302U Archaeology of Egypt and Mesopotamia
ARCH 311U Archaeology of the Holy Land
ARCH 355U Images of the Past: Introduction to Archaeology
ARCH 394U Selected Topics in Archaeology
HIST 394U Social/Cultural History of 19th and 20th Century American Women
SOC 300U Introduction to Sociology

Focus on Art

ART 200U Techniques and Aesthetics of Photography
ART 209U Art Appreciation
ART 212U Art Appreciation
ART 225U History of French Art and Architecture
ART 300U Color Photography
ART 310U American Art: Colonial to 1890
ART 316U American Art: 1890 to Present
ART 315U Art of the Renaissance
ART 317U Nineteenth-Century Art
ART 318U Twentieth-Century Art
ART 320U Great American Landscapes
ART 324U Impressionism, Post Impressionism
ART 326U Baroque, Art in the Age of Rembrandt
ART 326U Women in the Arts
ART 345U Photography in the Arts
ART 347U The Age of Jefferson
ART 360U Victorian England/Whistler, Ruskin and the Nature of Truth
ART 396U Selected Topics

Focus on Art History

ART 325U/THET 325U Summer Study Abroad, London Seminar in Museum Studies (or Approved Substitute)
BUS 330U Managing Performing Arts Organizations
ACCT 300U Accounting for Non-Accountants
MKT 322U Principles of Marketing
ART 345U Philosophy in the Arts

Focus on Business

One course in dance, theatre or music is also required.

Focus on History

HIST 310U-316U Ideas and Institutions of Western Civilization I-II
HIST 235U The United States to 1865
HIST 240U The United States Since 1865
HIST 300U Women and the American Experience
HIST 312U Women in European Civilization
HIST 355U Richmond Across the Centuries
HIST 360U Social/Cultural History of Nineteenth- and Twentieth-Century American Women
HIST 310U An Age of Giants
HIST 320U Great Issues in American History
HIST 340U Modern South Africa

Focus on Literature

ENGL 205U Selected Readings in American Literature
ENGL 207U Literature and Human Issues
ENGL 227U Short Fiction
ENGL 225U Western World Masterpieces
ENGL 229U The Modern Novel
ENGL 230U Women in Modern Literature
ENGL 304U All the World’s A Stage
ENGL 326U Shakespeare and Film I
ENGL 327U Shakespeare and Film II
ENGL 330U Survey of American Literature
ENGL 331U Twentieth-Century American Literature
ENGL 332U The American Short Story
ENGL 334U Literature of the South
ENGL 335U Selected Short Fiction of William Faulkner
ENGL 336U Selected Works of Tennessee Williams
ENGL 337U Southern Drama
ENGL 338U Biblical Themes in Literature
ENGL 339U Black Women Writers
ENGL 342U The Family in Fiction
ENGL 344U Major Themes in Literature
ENGL 345U Gothic Literature
ENGL 346U To Go on Pilgrimage
ENGL 347U Edgar Allan Poe
ENGL 348U The Legend of King Arthur
ENGL 350U The World of Jane Austen
ENGL 354U Women of the Bible
ENGL 356U Creative Writing/Fiction
ENGL 369U Creative Writing/Poetry
ENGL 381U Selected Topics

Focus on Psychology

PSYC 101U Introduction to Psychology
PSYC 105U Child Psychology
PSYC 106U Selected Topics
PSYC 222U Motivation and Emotion
PSYC 230U Psychology of Women
PSYC 256U Selected Topics
Evening School or Summer School may be used in this focus area. Course numbers not designated with a "U" are offered through School of Arts and Sciences.

**Focus on Sociology**
- HUM 308U - The Contemporary Family
- HUM 340U - Effective Helping Skills
- ANTH 295U - Introduction to Cultural Anthropology
- SOC 305U - Introduction to Sociology
- SOC 305U - Deviance
- SOC 309U - Social Problems
- SOC 320U - Collective Behavior
- HUM 300U - Intimate Relationships
- HUM 309U - The Contemporary Family

**Focus on Women’s Studies**
- ART 328U - Women in the Arts
- ENGL 328U - Women in Modern Literature
- ENGL 340U - Black Women Writers
- ENGL 360U - Women of the Bible
- HIST 300U - Women and the American Experience
- HIST 300U - Women in European Civilization
- HIST 300U - Social and Cultural History of Nineteenth- and Twentieth-Century American Women
- HIST 327U - Belles, Steel Magnolias and Good Ol’ Gals
- HUM 302U - Women and Culture
- HUM 309U - Women and the Law
- PSYC 230U - Psychology of Women
- WNST 205U - Self and Society: The Developing Woman

*Note: Any course in this subject area offered in the Evening School or Summer School may be used in this focus area. Course numbers not designated with a “U” are offered through School of Arts and Sciences.

**Paralegal Studies**

**Bachelor of Applied Studies**
The legal assistant field is exploding as paralegals carve out their own professional niche. According to the U.S. Labor Department, the demand for paralegals will continue to increase. One of the most exciting aspects of the legal profession is that it is constantly evolving. As new cases are decided, new precedents are set. As new issues develop, new areas of the law are created. The University continually updates and expands its curriculum to ensure that its educational offerings reflect the latest developments in the practice of law. Professional ethics is an integral and crucial component of paralegal education and practice. Ethical conduct in the profession is expected and required at all times. Thus, every course in the Paralegal Studies Program demonstrates the ethical duties, rules, responsibilities and guidelines that are necessary for paralegal practice.

- No more than 30 hours of business courses may be included in the 121 semester hours for the Bachelor of Applied Studies degree. A student may transfer no more than 60 hours with a maximum of 6 semester hours into the major.

**General Education: 48 semester hours**
- English 100U/101U and English 112U must be completed with a grade of C or better within the first 15 semester hours of the program.

**I. Communication Skills: 13 semester hours**
- ENGL 100U/101U - The Research Process/Composition, 1/3
- ENGL 112U - Professional Communication, 3
- SPCH 105U - Interpersonal Communication, 3
- ISIS 303U - Information Technology, 3

**II. Areas of Study: 33 semester hours**

Thirty-three semester hours selected from and representing each of the six areas below with no more than 12 semester hours in any one area.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
6. The Arts

**General Distribution: 19 semester hours**

Selected from courses across the curriculum. No more than 30 hours of business courses may be included in this section. The following courses are strongly recommended as General Distribution courses for paralegal studies majors:

- ACCT 301U/302U - Fundamentals of Accounting, 3-3
- ACCT 307U - Tax Accounting, 3
- ECON 201U/202U - Principles of Economics (Micro-Macro), 3-3

Note: Students in the BAS in Paralegal Studies may choose minor(s) in Business, Emergency Management, Business Continuity, Homeland Defense, Leadership, Human Resources, Information Systems, Law and Technology or Retail Management. The minor(s) will be used in general distribution.

**Major: 36 semester hours**

- **I. Core Courses: 15 semester hours**
  - LA 301U - Introduction to Paralegalism, 3
  - LA 302U - The Judicial System, 3
  - LA 303U - Legal Research and Library Use, 3
  - LA 304U - Legal Writing, 3
  - LA 306U - Litigation , 3

- **II. Focus Courses: 18 semester hours**

Select 18 semester hours from the following:

- LA 307U - Corporate Law, 3
- LA 308U - Estate Planning, 3
- LA 309U - Administration of Decedents' Estates, 3
- LA 310U - Real Estate, 3-3
- LA 312U - Domestic Relations, 3
- LA 313U - Evidence, 3
- LA 314U - Creditors’ Rights and Bankruptcy, 3
- LA 315U - Trusts, 3
- LA 316U - Contract Law, 3
- LA 317U - Securities Law, 3
- LA 318U - Administrative Law, 3
- LA 319U - Environmental Law, 3
- LA 320U - Criminal Law, 3
- LA 321U - Intellectual Property, 3
- LA 322U - Interfacing and Investigation, 3
- LA 323U - Trial Practice and Techniques, 3
- LA 324U - Advanced Legal Research, 3
- LA 325U - Computerized Legal Research, 3
- LA 326U - Product Liability Law, 3
- LA 318U - Selected Topics, 1-6
- LAW 300U - Business Law, 3
- LAW 301U - Law and Economics, 3
- LAW 303U - Constitutional Law, 3
- LAW 304U - First Amendment Law, 3
- LAW 306U - Consumer Law, 3
- LAW 312U - Land Use Law, 3
- LAW 325U - CyberLaw, 3
- LAW 326U - Intellectual Property, 3
- LAW 327U - CyberCrimes, 3
- LAW 330U - Sports Law, 3
- LAW 391U - Selected Topics, 1-6

- **III. Capstone Course: 3 semester hours**
  - LA 495U - Paralegal Studies Senior Seminar, 3

**Paralegal Studies Associate in Applied Studies**

**General Education: 25 semester hours**

English 100U/101U and English 112U must be completed with a grade of C or better within the first 15 semester hours of the program. A student may transfer a maximum of 50 semester hours with a maximum of 6 semester hours into the major.

- **I. Communication Skills: 13 semester hours**
  - ENGL 100U/101U - The Research Process/Composition, 1/3
  - ENGL 112U - Professional Communication, 3
  - SPCH 105U - Interpersonal Communication, 3
  - ISIS 303U - Information Technology, 3

- **II. Areas of Study: 33 semester hours**

Twelve semester hours from the following areas of study but not more than three semester hours from any one area and at least four different areas must be represented.

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies
5. Math and/or Logic
6. The Arts

**Major: 36 semester hours**

- **I. Core Courses: 15 semester hours**
  - LA 301U - Introduction to Paralegalism, 3
  - LA 302U - The Judicial System, 3
  - LA 303U - Legal Research and Library Use, 3
  - LA 304U - Legal Writing, 3
  - LA 306U - Litigation, 3

- **II. Focus Courses: 18 semester hours**

Select 18 semester hours from the following:

- LA 307U - Corporate Law, 3
- LA 308U - Estate Planning, 3
- LA 309U - Administration of Decedents' Estates, 3
- LA 310U - Real Estate, 3-3
- LA 312U - Domestic Relations, 3
- LA 313U - Evidence, 3
- LA 314U - Creditors’ Rights and Bankruptcy, 3
- LA 315U - Trusts, 3
- LA 316U - Contract Law, 3
- LA 317U - Securities Law, 3
- LA 318U - Administrative Law, 3
- LA 319U - Environmental Law, 3
- LA 320U - Criminal Law, 3
- LA 321U - Intellectual Property, 3
- LA 322U - Interfacing and Investigation, 3
- LA 323U - Trial Practice and Techniques, 3
- LA 324U - Advanced Legal Research, 3
- LA 325U - Computerized Legal Research, 3
- LA 326U - Product Liability Law, 3
- LA 318U - Selected Topics, 1-6
- LAW 300U - Business Law, 3
- LAW 301U - Law and Economics, 3
- LAW 303U - Constitutional Law, 3
- LAW 304U - First Amendment Law, 3
- LAW 306U - Consumer Law, 3
- LAW 312U - Land Use Law, 3
- LAW 325U - CyberLaw, 3
- LAW 326U - Intellectual Property, 3
- LAW 327U - CyberCrimes, 3
- LAW 330U - Sports Law, 3
- LAW 391U - Selected Topics, 1-6

- **III. Capstone Course: 3 semester hours**
  - LA 495U - Paralegal Studies Senior Seminar, 3
COURSE DESCRIPTIONS

Selected Topics (ST) courses may be offered in various disciplines. Consult the SCS Schedule of Classes for specific departments and prerequisites. 1-6 sem. hrs.

Independent Study (IS) may be available. Departmental approval and formal learning contract are required. 1-6 sem. hrs.

Accounting (ACCT)

ACCT 300U Accounting for Non-Accountants
Analytical and interpretative approach to study of basic accounting. User’s approach rather than preparer’s approach used, emphasizing effects of transactions on financial statements; interrelationships among financial statements; and interpretation and use of financial statement information. Emphasizes underlying objective of accounting: to assist in making business and economic decisions. 3 sem. hrs.

ACCT 301U-302U Fundamentals of Accounting
Basic accounting theory, concepts and procedures; preparation, analysis and interpretation of financial statements; management accounting concepts and procedures, including budgets and costs systems. Prerequisite: Accounting 301. 3-3 sem. hrs.

ACCT 310U-312U Intermediate Accounting
Intensive analysis of assets, liabilities and owners’ equity accounts; preparation, analysis and interpretation of financial statements. 3-3 sem. hrs.

ACCT 317U Tax Accounting
Federal income law with respect to individuals, partnerships, corporations, estates and trusts. 3 sem. hrs.

ACCT 319U Selected Topics
1-6 sem. hrs.

ACCT 339U Independent Study
1-6 sem. hrs.

Adult Education (ADED)

ADED 300U The Adult Student and College Success
Introduces students to the demands of post-secondary education (including technology currently available at University of Richmond) while strengthening their basic language/writing skills. Focuses on three areas: Reading and Writing Skills, Study Skills and Learning with Technology. 3 sem. hrs.

ADED 300U Experiential Learning and Portfolio Preparation
Exploration of experiential learning, portfolio assessment and other alternative methods of earning college credit. Helps students gain confidence in critical thinking, organizing and writing and a clearer sense of educational goals. In preparation for submitting a portfolio, demonstrates how to identify and assess learning that has occurred outside of the classroom, develop a narrative and document their learning. This class is required for students planning to request credit by portfolio assessment. Prerequisite: A minimum of 12 sem. hrs. completed in the School of Continuing Studies. 3 sem. hrs.

ADED 303U Portfolio Submission/Assessment
For students who wish to seek credit for prior learning through the Portfolio program. Prerequisite: Adult Education 201U. Requires $100.00 nonrefundable portfolio review fee. 0 sem. hrs.

ADED 299U Independent Study
1-3 sem. hrs.

ADED 300U Knowledge Management—Methods of Learning and Thinking
Exploring techniques of learning and developing access skills and opportunities for critical thinking. Required for accelerated BLA. Limited space available for non-Weekend College students. 6 sem. hrs.

ADED 304U The Adult Learning Process
Explores strengths, differences and experiences adult learners bring to classroom. Topics include barriers to learning, motivation, learning theories and characteristics of adult learners. Provides strong foundation for teachers and trainers of adults as well as adult students. 3 sem. hrs.

ADED 305U The Consultant
Examines many components of consulting process. Topics include client-consultant relationship, multiple roles and functions of consultant, external and internal interventions and stages of consulting process. Ethical issues for consultants covered. 3 sem. hrs.

ADED 306U Skills for Lifelong Learning
Designed to improve skills of lifelong learning. Major emphasis on development of critical thinking, problem solving and creativity—all essential to success in a knowledge-based economy. 3 sem. hrs.

ADED 350U Training Design and Facilitation
See HRM 350U. 3 sem. hrs.

ADED 358U Selected Topics
1-6 sem. hrs.

ADED 399U Independent Study
1-6 sem. hrs.
banks and managerial problems encountered by interna-
tional banks. 3 sem. hrs.
See FIN 365U, 368, RE 375U and ISTY 249U.

**Biology (BIOB)**

**BIOB 221U Environmental Biology** Human kind’s position in and influence on ecosystems of world viewed biologically and physically. 3 sem. hrs.

**BIOB 222U Plants and Humankind** Survey of botanical aspects of plants used as sources of food, fiber, medicine, drugs and various industrial raw materials, emphasizing structure, relationships, origins and chemical constituents. 3 sem. hrs.

**BIOB 223U Basics of Biology** Nonlaboratory course for more mature student concerning major aspects of basic biological principles, behavior, genetics, reproduction, evolution and diversity. 3 sem. hrs.

**BIOB 224U Hormone Biology** Focuses on gaining new insight into workings of one’s own body through specific topics selected by class and may include diabetes, stress, growth, breast-feeding, endorphin and other brain hormones, steroids, metabolism, conception and contraceptives, in vitro fertilization, aging and certain cancers. 3 sem. hrs.

**BIOU 299U Independent Study** 1-5 sem. hrs.

**BIOU 300U Conservation: Agenda for the Future** Selected topics in conservation facing world today. Includes endangered species, protection of rain forests, genetics of population and others. 3 sem. hrs.

**BIOU 301U Environmental Ethics** Examination of complexities of environmental relationships and issues including scientific knowledge, economic, political, social and moral values within the U.S. and between countries of the world. Students will explore alternative solutions to environmental problems from multiple perspectives through various values/moral systems. 3 sem. hrs.

**BIOU 398U Selected Topics** 1-6 sem. hrs.

**Counseling (CNSL)**

**CNSL 301U Principles of Counseling** Introduction to field of counseling and general understanding of principles relevant to this discipline to include history, careers in and applications of counseling. 3 sem. hrs.

**CNSL 302U Understanding Life Crisis and Diversity** Overview of typical life adjustments across the life span. Students will gain awareness and appreciation of diverse populations, as well as their personal values and comfort levels in working with individuals who are different from them. 3 sem. hrs.

**Economics (ECON)**

**ECON 201U–202U Principles of Economics** Microeconomics (ECON 201U): Analysis of consumer and business behavior, money and banking, public finance, public utilities and economic systems. Macroeconomics (ECON 202U): Analysis of aggregate demand, inflation, unemployment, productivity and national economic policy relating to issues. 3 sem. hrs.

**ECON 300U Economics for Teachers** Focuses on developing understanding of basic economic principles and how various economic systems work, with emphasis on market economy. 3 sem. hrs.

**ECON 325U Public Budget and Finance** Introduction to theory and practice of public finance in areas of budgeting, revenues and expenditures. 3 sem. hrs.

**ECON 367U Microeconomics for Teachers** Focuses on developing basic understanding of microeconomic principles, including laws of supply and demand, consumer and business behavior and role of government in economic decision making. 3 sem. hrs.

**Education (EDUC)**

**EDUC 201U Introduction to Education** Social and philosophical foundations of education from historical and contemporary perspectives; overview of roles and responsibilities of teachers and schools of present and future. Meets the criteria for a license class and is provided for current K-12 teachers and teacher with expired teaching licenses to renew their Virginia Teaching License. 3 sem. hrs.

**EDUC 300U Methods of Education** Introduction for prospective ESL teachers to assessment tools available for determining a student’s language proficiency. Assist ESL teachers in selection of appropriate commercially available classroom materials to ensure intended learning outcomes. One of series of courses required for ESL endorsement. 3 sem. hrs.

**EDUC 301U Curriculum Methods** Comprehensive introduction to pedagogy to include principles of learning; application of skills in discipline and grade-specific methodology; selection and use of materials; Virginia SOLs and national curriculum standards; and evaluation of student performance. 3 sem. hrs.

**EDUC 320U Reading Instruction and Classroom Applications** Focus on practical teaching strategies that will accelerate a student’s progress in reading. Phonemic awareness, phonics, fluency, vocabulary and comprehension will be emphasized with the teacher using, in part, his/her own curricular materials to develop lessons that can be used in the classroom the next day. Needs of the reader will be explored with a comprehensive review of skills needed as student moves from primary grades to upper grades and how instruction changes to meet needs of a diverse student population. 3 sem. hrs.

**EDUC 324U The Teaching of Reading** In-depth examination of developmental nature of language and reading ability and its link to literacy development. Study of methods and materials associated with reading instruction. 3 sem. hrs.

**EDUC 327U The Teaching of Mathematics** Examination of the strategies and methodologies of teaching elementary mathematics: integrating state and national standards, problem solving, manipulatives, current research and learning theories. 3 sem. hrs.

**EDUC 330U Midterm Internship** Involves practical experience in interactions with teachers and students in the classroom. (Graded pass/fail) 2 sem. hrs.

**EDUC 331U Elementary Seminar** Series of forums for discussion and examination of critical issues related to the teaching and learning of elementary mathematics, science, social studies and language arts. 2 sem. hrs.

**EDUC 340U Teaching of Phonics** Will provide students with an opportunity to examine most current theories and instructional strategies of teaching phonics. Emphasis on relationships between letters, sounds, spelling and speech. The role of the teacher in formulating strategies of phonics instruction is explored. Meets the criteria for a license class and is provided for current K-12 teachers and teacher with expired teaching licenses to renew their Virginia Teaching License. 3 sem. hrs.

**EDUC 345U Using Data for Instructional Improvement** Practical examination of data collected by teachers, students, and schools. Study of methods and materials associated with using data for instructional improvement. 3 sem. hrs.
input, manipulate and interpret sample data. Time will be spent understanding some of the leading and relevant researchers. Emphasis will be on analyzing data related to the SOLs and how the data can be made useful to the classroom teacher. 1 sem. hr.

EDUC 346U Instructional Theory and Strategies in Differentiated Instruction
Focus on developing methods and materials to meet special needs of gifted, talented and creative students, pre-K-12. Includes strategies for individualization of assignments, modifications of standard curriculum, design of instructional materials and classroom organization. Meets the criteria for a licensure class and is provided for current K-12 teachers and teachers with expired teaching licenses to renew their Virginia Teaching License. 3 sem. hrs.

EDUC 347U Characteristics of Students with Disabilities
Focuses on the nature and educational implications of serving students with disabilities. Participants will study various categories of disabilities covered under the federal law, the Individuals with Disabilities Act (IDEA). Emphasis will be on providing participants skills necessary to understand eligibility criteria for special education and related services, function as members of eligibility committees and compose the implement effective Individualized Education Programs (IEPs) for students with special needs in grades K-12. In addition, will address interaction of the IDEA, Virginia state regulations and policy and procedures. 3 sem. hrs.

EDUC 348U Emergency Reading Instruction
Designed for teachers who want to learn how best to nurture emerging reading and writing abilities of young learners and how crucial early intervention of at-risk readers is for children who demonstrate need. Will examine development process of early reading and writing in children. Will also focus on sound educational practices for beginning readers and writers, intervention techniques for children who need more support and what research says about the developmental nature of reading and writing. 3 sem. hrs.

EDUC 349U Legal Aspects of Students with Disabilities
Focuses on legal aspects of special education at national and state levels. Classroom teachers will be exposed to theory and application of regulatory requirements associated with the identification, education and evaluation of students with disabilities. 3 sem. hrs.

EDUC 350U Content Area Reading
Reading and critical thinking in secondary school content areas. Specific strategies are explored that enhance comprehension, concept development and vocabulary knowledge. Effects of test organization and relationship between reading and writing are examined for all content areas. 3 sem. hrs.

EDUC 351U Classroom Management
Behavioral principles and procedures for reducing classroom problems, increasing motivation and strengthening desired classroom behavior. 3 sem. hrs.

EDUC 352U Teaching with Technology
Theory and pedagogy of using technology for instruction in all areas of K-12 curriculum. Demonstrates how Internet resources can be used effectively in classroom instruction. Some effort spent on learning "Powerpoint," a presentation tool. Meets the criteria for a licensure class and is provided for all K-12 teachers and teachers with expired teaching licenses to renew their Virginia Teaching License. 3 sem. hrs.

EDUC 353U Selected Topics
3 sem. hrs.

ESM 450U Student Teaching, Elementary (PreK-6)
Involves working directly with students in classroom on full-time basis under direction of cooperating teachers and University supervisor. Student assumes full teacher responsibility for all instructional periods and school activities. Encompasses an entire semester and consists of two placements, one in early elementary and one in upper elementary. Graded pass/fail however, a comprehensive evaluation is completed for each student teacher. Prerequisite: Completion of all core courses. Contingency: EDCI 485U. 12 sem. hrs.

ESM 451U Student Teaching, Secondary (6-12)
Involves working directly with students in classroom on full-time basis under direction of cooperating teachers and University supervisor. Student assumes full teacher responsibility for all instructional periods and school activities. Encompasses an entire semester and consists of two placements, one in early elementary and one in upper elementary. Graded pass/fail however, a comprehensive evaluation is completed for each student teacher. Prerequisite: Completion of all core courses. Contingency: EDCI 485U. 12 sem. hrs.

ESM 452U Student Teaching, Comprehensive (PreK-12)
Involves working directly with students in classroom on full-time basis under direction of cooperating teachers and University supervisor. Student assumes full teacher responsibility for all instructional periods and school activities. Encompasses an entire semester and consists of two placements, one in early elementary and one in upper elementary. Graded pass/fail however, a comprehensive evaluation is completed for each student teacher. Prerequisite: Completion of all core courses. Contingency: EDCI 485U. 12 sem. hrs.
addresses how to design and conduct exercises for training and evaluation. Identifies strategies for improvement of performance based on principles of management of an exercise program. 3 sem. hrs.

**ESM 340U Defending Communities—Integrating Mitigation, Preparedness and Recovery**

The integration of mitigation, preparedness and recovery activities is critical to protecting communities from disaster impacts. Addresses value of each phase of emergency management and discusses strategies for effective plans and linkages in building community disaster resistance. 3 sem. hrs.

**ESM 350U Business Continuity Program Management**

Addresses management of business continuity programs and activities in both the corporate and public sector environments. Discusses components of a business continuity program and their relationships to the overall enterprise. Identifies the role of business continuity as a key component of strategy and highlights areas of concern in ensuring a business continuity program supports the entire organization in its response to disaster. 3 sem. hrs.

**ESM 350U Information Technology Disaster Recovery**

Information technology applications now routinely handle hundreds of millions of dollars in commerce in large corporations. Addresses the issues of information technology risk and examines the technical alternatives to protect critical data and information services from loss or disruption in disasters. 3 sem. hrs.

**ESM 370U Risk, Hazard and Impact Analysis**

Identification of the impacts of disaster events is critical to understanding how an organization can survive the impact and continue to operate. Examines the business impact analysis process, how to manage it and how to use the analysis as the first step in continuity plan development. 3 sem. hrs.

**ESM 380U Weapons of Mass Destruction**

Nuclear, biological and chemical weapons offer both terrorists and rogue states a powerful selection of tools to swing the correlation of forces in their direction. Understanding range and characteristics of these weapons, how they are most effectively employed and potential impacts are critical to defending communities against them. Provides detailed look at history, capabilities and tactics and explores options available to both attacker and defender. 3 sem. hrs.

**ESM 333U Homeland Defense Policy and Programs**

Describes evolution of homeland defense as policy, programmatic and organizational issue. Identifies current policies and programs, suggest evaluation measures and assess their effectiveness against potential threats. Examines role of governmental and voluntary citizen organizations in creating an effective homeland defense. 3 sem. hrs.

**ESM 350U Extenship**

Basics for student entry into the emergency management workforce as a recognized professional. Through development of a professional portfolio, certification, professional training series completion, active participation in professional organizations and a professional reading program, the student develops and reflects on specific skills and knowledge required by working emergency managers. New students should enroll in this course immediately upon acceptance and declaration of the major, as it is designed to take two or more years to complete. 3 sem. hrs.

**ESM 350U-352U Internship in the Emergency Services**

Provides student opportunity to learn from significant new work or volunteer experiences in emergency services. Students complete a minimum of 250 hours of work in the internship setting with focus on performing management or staff duties appropriate to operation of the organization. Demonstrates ways students can evaluate and document their own learning on the job. Prerequisite: Completion of half of degree and 18 hours of ESM course work. 3-3 sem. hrs.

**ESM 353U Voluntary Agency Disaster Response and Recovery**

Provides managers of voluntary agencies with disaster roles examination of current issues in identification of agency roles and missions, the influence of evolving characteristics of disasters, government and public response to disasters and resource planning and management. 3 sem. hrs.

**ESM 354U Management and Organization of Public Agencies**

Examines why and how public agencies operate the way they do. Studies the forces acting upon public safety agencies and how those forces shape agencies’ internal and external practices in their political environment. 3 sem. hrs.

**ESM 3550 Management by Fact**

When faced with a critical decision how do you separate fact from fantasy, determine what is relevant to your problem and decide when you have enough information to make a choice? Examines the critical analysis of information and its use as the basis for administrative and operational decision making. 3 sem. hrs.

**ESM 390U Selected Topics**

1-6 sem. hrs.

**ESM 399U Independent Study**

1-6 sem. hrs.

**ESM 495U/595U Hazards and Threats for the Future**

Examines the future of disasters and their management in the context of long-term political, environmental, technological, economic, social changes. Identifies current methods for futures analysis and provides a framework for developing tools and resources to design future missions and strategies for professionals in both emergency management and business continuity and their organizations. Develops an understanding of the relationships of vision to the future and relates that to the department of programs to protect lives, property and the environment at any level. Prerequisite: For undergraduates, completion of required core and focus courses. 3 sem. hrs.

**ESM 499U Post-Baccalaureate Practicum**

This practicum is an integrated directed study in the subject of the certificate program. Under the supervision of a faculty member, students will explore a common theme present in three or more of their courses through preparation of either a professionally significant project or a major paper suitable for professional use. 1-3 sem. hrs.

**ESM 500U The History of Emergency Management Organizations and Theory**

Examines how organizations have evolved to protect people, infrastructure and the environment from war and disasters and how changes in organization and threat have related to changes in the theory of how to respond to such events. 3 sem. hrs.

**ESM 540U The Politics of Disaster**

Will examine how disasters have shaped political processes and institutions and how political considerations at the organizational, national and international level have influenced disaster response. 3 sem. hrs.

**ESM 542U Economic Impacts of Disaster**

Examines the effects of disasters on environment and relative costs and benefits of various strategies for disaster mitigation, response and recovery. 3 sem. hrs.

**ESM 543U Religion in Disaster**

Examines the role of disasters in shaping religious beliefs, new religious movements and series of ancient disasters and the role of religion in preparing for, responding to and recovering from disaster events. 3 sem. hrs.

**ESM 5440 The Law of Disaster**

Examines the structure and functions of national and international law and identifies major trends affecting both. Case studies will be used to examine significant incidents and their legal outcomes. Students will be presented with sources and methods for research applicable to disaster laws and the impact of law on governmental service delivery. 3 sem. hrs.

**ESM 545U-547U Concentration I—Concentration II**

Review of current literature, theory, management practices and evolving issues of a particular area of professional application. Comparison with other disaster management disciplines. Area of concentration may include national and international emergency management, business continuity, healthcare, emergency planning and voluntary agency disaster response. Prerequisite: ESM 546U is prerequisite to ESM 547U. 3-3 sem. hrs.

**ESM 548U Thesis**

Individual research and writing of a thesis representing original research in the field of disaster science. Under the supervision of a director and two committee members from the SCS graduate studies faculty. 3 sem. hrs.

**ESM 549U Comparative International Disasters**

Examines and compares disasters in the developing world with those in the developed world. Focus on the impacts on infrastructure and transportation systems, hazardous industries, natural hazards in resource poor nations, famine, war, genocides and climate change. 3 sem. hrs.

**ENGL 100U The Research Process**

Introduction to modern on-line library skills and research techniques needed for a successful academic experience. Includes work with online library catalogs, indexes and Internet research. A directed research paper is required. Prerequisite: ENGL 101U. 1 sem. hrs.

**ENGL 101U Composition**

Elements of composition, grammar, rhetorical strategy and reading. Particular emphasis on actual practice in writing, with one documented research paper. Prerequisites: ENGL 100U. 3 sem. hrs.

**ENGL 104U Professional Communication in a Retail Environment**

Communication in the retail environment, with emphasis on memorandum, report and business letter. (Retail minor only) 3 sem. hrs.

**ENGL 105U Professional Communication**

Communication for professional work, with emphasis on memorandum, report and business letter. Prerequisites: English 100U and 101U. 3 sem. hrs.

**ENGL 201U Introduction to Literature**

Examines the future of disasters and their management in the context of long-term political, environmental, technological, economic, and social changes. Identifies current methods for futures analysis and provides a framework for developing tools and resources to design future missions and strategies for professionals in both emergency management and business continuity and their organizations. Develops an understanding of the relationships of vision to the future and relates that to the department of programs to protect lives, property and the environment at any level. Prerequisite: For undergraduates, completion of required core and focus courses. 3 sem. hrs.

**ENGL 205U Selected Readings from Recent Literature in the English Language**

Provides student opportunity to learn from significant new work or volunteer experiences in emergency services. Students will be presented with sources and methods for research applicable to disaster laws and the impact of law on governmental service delivery. 3 sem. hrs.

**ENGL 295U/495U Hazards and Threats for the Future**

Examines the future of disasters and their management in the context of long-term political, environmental, technological, economic, and social change. Identifies current methods for futures analysis and provides a framework for developing tools and resources to design future missions and strategies for professionals in both emergency management and business continuity and their organizations. Develops an understanding of the relationships of vision to the future and relates that to the department of programs to protect lives, property and the environment at any level. Prerequisite: For undergraduates, completion of required core and focus courses. 3 sem. hrs.

**ENGL 490U Post-Baccalaureate Practicum**

This practicum is an integrated directed study in the subject of the certificate program. Under the supervision of a faculty member, students will explore a common theme present in three or more of their courses through preparation of either a professionally significant project or a major paper suitable for professional use. 1-3 sem. hrs.

**ENGL 500U The History of Emergency Management Organizations and Theory**

Examines how organizations have evolved to protect people, infrastructure and the environment from war and disasters and how changes in organization and threat have related to changes in the theory of how to respond to such events. 3 sem. hrs.

**ENGL 540U The Politics of Disaster**

Will examine how disasters have shaped political processes and institutions and how political considerations at the organizational, national and international level have influenced disaster response. 3 sem. hrs.

**ENGL 542U Economic Impacts of Disaster**

Examines the effects of disasters on environment and relative costs and benefits of various strategies for disaster mitigation, response and recovery. 3 sem. hrs.

**ENGL 543U Religion in Disaster**

Examines the role of disasters in shaping religious beliefs, new religious movements and series of ancient disasters and the role of religion in preparing for, responding to and recovering from disaster events. 3 sem. hrs.

**ENGL 544U The Law of Disaster**

Examines the structure and functions of national and international law and identifies major trends affecting both. Case studies will be used to examine significant incidents and their legal outcomes. Students will be presented with sources and methods for research applicable to disaster laws and the impact of law on governmental service delivery. 3 sem. hrs.

**ENGL 545U-547U Concentration I—Concentration II**

Review of current literature, theory, management practices and evolving issues of a particular area of professional application. Comparison with other disaster management disciplines. Area of concentration may include national and international emergency management, business continuity, healthcare, emergency planning and voluntary agency disaster response. Prerequisite: ESM 546U is prerequisite to ESM 547U. 3-3 sem. hrs.

**ENGL 548U Thesis**

Individual research and writing of a thesis representing original research in the field of disaster science. Under the supervision of a director and two committee members from the SCS graduate studies faculty. 3 sem. hrs.

**ENGL 549U Comparative International Disasters**

Examines and compares disasters in the developing world with those in the developed world. Focus on the impacts on infrastructure and transportation systems, hazardous industries, natural disasters in resource poor nations, famine, war, genocides and climate change. 3 sem. hrs.
ENGL 235U Western World Masterpieces
Survey of major literary works of western civilization emphasizing their importance in development of our civilization. 3 sem. hrs.

ENGL 239U The Modern Novel
Selected works of 20th century including modern novelists' treatment of family life, rejection of traditional values, sense of alienation and attempt of artist to create his or her own vision of modern world. 3 sem. hrs.

ENGL 239U Women in Modern Literature
Modern woman's search for identity and struggle for self-realization through study of selected figures from 19th- and 20th-century literature. 3 sem. hrs.

ENGL 329U All the World's a Stage
Study of Shakespeare's development as playwright through reading and analysis of selected comedies, histories and tragedies. 3 sem. hrs.

ENGL 329U Shakespeare and Film I
Students will read Hamlet, Much Ado About Nothing, Romeo and Juliet and A Midsummer Night's Dream and analyze alternative film versions of the plays. 3 sem. hrs.

ENGL 329U Shakespeare and Film II
Students will read Shakespearean drama, screen alternative film approaches to the plays, explore film analysis techniques and work in groups on a film project. 3 sem. hrs.

ENGL 330U Survey of American Literature
Development of major patterns in American literature from colonial period to present. 3 sem. hrs.

ENGL 330U Twentieth-Century American Literature
Development of literary form and thought from American experience. 3 sem. hrs.

ENGL 332U The American Short Story
Students will read short stories by American writers. Through these readings the development of the short story and the unfolding of the social and cultural history of our country will be examined. Writers may include Hawthorne, Irving, Poe, Twain, Gilman, Wharton, London, Hemingway, Faulkner, Hughes, Hurston, Bradbury, Walker, Silko and Leavitt. 3 sem. hrs.

ENGL 334U Literature of the South
Representative poetry and prose of Southern states, with attention to cultural, social and political backgrounds. 3 sem. hrs.

ENGL 335U Selected Short Fiction of William Faulkner
Faulkner: Of Mice and Men and The Legend of消极. Students will gain a sense of empathy for the characters and their struggles. 3 sem. hrs.

ENGL 336U Selected Works of Tennessee Williams
Readings and analysis of selected major plays by Tennessee Williams and a comparative study of the plays adapted into screenplays and film. 3 sem. hrs.

ENGL 337U Southern Drama
Study and comparative analysis of plays and films set in the South, written by Southerners. Focus on William Faulkner, Tennessee Williams, Carson McCullers, Beth Henley and Robert Harling. 3 sem. hrs.

ENGL 338U Biblical Themes in Literature
Examinations of selected texts from Paradise Lost to the modern novel. 3 sem. hrs.

ENGL 340U Black Women Writers
Exploration of literary careers of Zora Neale Hurston, Alice Walker and Toni Morrison. 3 sem. hrs.

ENGL 341U The Family is Fiction
Students explore representation of family life from variety of genres and literary periods. 3 sem. hrs.

ENGL 342U Major Themes in Literature
Study of fiction, poetry and drama with emphasis on basic literary themes of innocence and experience, conformity and rebellion, love and hate and presence of death. 3 sem. hrs.

ENGL 345U Gothic Literature
Overview of Gothic classics and their connection to gender politics, depth psychology and the anti-romantic character of both romantic and modernist writings. 3 sem. hrs.

ENGL 346U To Go to Pilgrimage
Literature of quests, pilgrimages and search to include The Canterbury Tales and The Blue Bird. 3 sem. hrs.

ENGL 347U Edgar Allan Poe
Examines the work of a writer who, although one of the most significant literary figures of the 19th century, has become a popular symbol of the dark and the macabre. Focuses on Poe's fiction, poetry and criticism and explores the conflicting nature of Poe's art. 3 sem. hrs.

ENGL 348U The Legend of King Arthur
Study of the legend from medieval times to present, with special emphasis on Malory, Tennyson and the modern novel. 3 sem. hrs.

ENGL 349U The World of Jane Austen
Examination of the novels of this great novelist from the early 19th century. 3 sem. hrs.

ENGL 350U Women of the Bible
This course examines the role of women in the Bible through the lens of today. 3 sem. hrs.

ENGL 360U Selected Topics
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ENGL 366U Creative Writing: Fiction
Examinations of general principles of creative writing, analysis of literary models and students' own writing. 3 sem. hrs.

ENGL 368U Creative Writing: Poetry
Examinations of general principles of creative writing, analysis of literary models and students' own poetry. 3 sem. hrs.

ENGL 380U Selected Topics
3 sem. hrs.

FIN 365U Corporation Finance
Examinations of general principles of corporate finance, investment theory and valuation, risk management and risk control. 3 sem. hrs.

FIN 366U Personal Financial Management
Examinations of general principles of personal finance, investment theory and valuation, risk management and risk control. 3 sem. hrs.

FIN 368U Applied Personal Investments
Examinations of general principles of personal finance, investment theory and valuation, risk management and risk control. 3 sem. hrs.

FIN 369U Creative Writing: Poetry
Examinations of general principles of creative writing, analysis of literary models and students' own poetry. 3 sem. hrs.

FIN 380U Selected Topics
3 sem. hrs.

GEOG 201U World Geography
Current and emerging issues at the confluence of geography and international relations are examined. Emphasis on areas such as climate change, economic development, cultural and ethnic conflict. 3 sem. hrs.

GEOG 202 Introduction to Geo-Politics
Current and emerging issues at the confluence of geography and international relations are examined. Emphasis on areas such as climate change, economic development, cultural and ethnic conflict. 3 sem. hrs.

GEOG 299U Independent Study
Students will read Shakespearean drama, screen alternative film approaches to the plays, explore film analysis techniques and work in groups on a film project. 3 sem. hrs.

GEOG 347U The Legend of King Arthur
Study of the legend from medieval times to present, with special emphasis on Malory, Tennyson and the modern novel. 3 sem. hrs.

HIST 101U-106U Ideas and Institutions of Western Civilization.
Topical study of European heritage. First semester: Classical
HIST 320U The Old South
Examination of Southern society from pre-Civil War through Reconstruction and beyond. Focuses on the causes and consequences of the Civil War, Reconstruction, and modern issues of race, class, gender and other topics that uniquely affect Southern women. 3 sem. hrs.

HIST 337U Tudor England
Political, institutional, social and cultural study emphasizing the reigns of Henry VIII and Elizabeth I. 3 sem. hrs.

HIST 338U Stuart England
Emphasis on conflict between Stuarts and Parliament. Covenants and the Civil War, Restoration and Revolutionary settlement. 3 sem. hrs.

HIST 347U The Age of Jefferson
Comprehensive study of life and times of Thomas Jefferson, including historical perspective of him as statesman, politician and writer as well as study of him as architect and planer. Includes field trips to Monticello, University of Virginia and Virginia State Capitol. 3 sem. hrs. (Same as ART 347U)

HIST 360U Victorian England: Whistler, Ruskin and the Nature of Truth
Focuses on opposing concepts of truth in Victorian England as exemplified and espoused by two major cultural figures of the time, John Ruskin and James McNeill Whistler. (Same as ART 360U) 3 sem. hrs.

HIST 370U Organizational Development
Organization's purpose and effectiveness; identifies influencing variables, diagnostic techniques, strategies for planned change and development of supportive systems; explores large- and small-group processes. 3 sem. hrs.

HIST 371U People and Organizations
Examination of the many of the aspects that affect the diversity of the organization. Includes definitions of diversity and facets of how diversity affects individuals and team members. Prerequisite: HRM 301U and HRM 302U. 3 sem. hrs.

HIST 385U Selected Topics
History and origin of quality movement explored, along with basic tools and hands-on techniques necessary for successful quality and process improvement. Includes adult learning theory, presentation methods and techniques to measure trainer's effectiveness. 3 sem. hrs. (Same as ADED 350U)
Additional exploration of various resources such as software, platforms, intranet and Internet will be utilized. Will use a practical versus theoretical approach. Prerequisites: HUM 343U. 3 sem. hrs.

HRM 388U Internship
Applied experience in Human Resource Management in an organizational setting for students who have completed the HRM certificate program of the ASC/BAS degree programs. Working closely with an assigned faculty member and a site supervisor, student will be assigned projects or duties that are outside of his or her normal job. Intent is to offer the student opportunities to gain new knowledge or skills in the field of HRM. Students may receive credit for only one (1) internship while enrolled in the School of Continuing Studies. At the discretion of the site, this course may be credited as a focus course or as an elective. Prerequisite: Student must have completed the HRM Core Courses (12 credits) prior to being considered for this course. 3 sem. hrs.

HRM 390U Selected Topics
3 sem. hrs.

HRM 390U Independent Study
1 - 6 sem hrs.

HRM 495U Capstone Seminar in Human Resource Management (PHR Review Course)
This course is designed as a review and preparation for the Professional in Human Resource Management (PHR) certification exam and will cover the test specifications set forth by the Human Resource Certification Institute. Topics include a review of strategic management, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations; and health, safety and security. Prerequisites: HUM 343U and all required HRM core courses or a minimum of two years of HR experience. HRM 495U may be taken concurrently with any focus courses. 3 sem. hrs.

HRM 496U Post-Baccalaureate Practicum
This practicum is an integrated directed study in the subject of the certificate program, Coaching or Human Resource Management. Under the supervision of a faculty member, students will explore a common theme found in three or more of their courses through preparation of either a professionally significant project or a major paper suitable for professional use. 1 sem hr.

HRM 530U Human Resource Management
This course in human resources uses an HR development point of view in which employees are considered assets to the organization. Focus is placed on recruitment, performance management, compensation and benefits, and employee relations. Prerequisite: HUM 343U. 3 sem. hrs.

HRM 531U Strategic Human Resource Development
This course includes an overview of business strategy and emphasizes the role of human resource management and development for effective strategy implementation. Models of organizational diagnosis and change, transformational leadership, empowering, job enrichment, acquisition and downsizing are examined from a strategic and operational human resource perspective. Prerequisite: HUM 343U. 3 sem. hrs.

HRM 532U Managing Compensation and Benefits
Examines the goals of the organization in its employment of human resources. Use of reward systems (especially monetary) in the motivation of goal-oriented behavior as a major factor in influencing behavior. The effects of reward systems on recruiting, performance, satisfaction, and tenure are examined. Explores pay system components such as entry position rates, job evaluation systems, merit pay plans and employee income security systems. Legal aspects such as federal wage and hour laws and the Employee Retirement Income Security Act are included. 3 sem. hrs.

HRM 533U Development and Training
Introduction to behavioral concepts and organization practices related to training and developing human resources and organizational psychology. Emphasis will be placed on the investigation and development of proactive strategies in alignment with the organization’s strategic mission. 3 sem. hrs.

HRM 534U Strategic Human Resource Development
Strategies to assist in the development of high-performing organizational teams through design and development. Topics may include characteristics of high performing teams, managing team composition, monitoring stages of team growth, developing strategies for effective group decision-making, team-focused organizational cultures, tasking for teams, managing cooperation and conflict within and across teams and superior team leadership. 3 sem. hrs.

HRM 535U HRM Leadership in Changing Times
Approaches for recognizing and dealing with rapid change in organizations. Focus on proactive methods of coping with, learning from or preventing disruptive situations. 3 sem. hrs.

HRM 536U HRM Leadership in Changing Times
Introduction to behavioral concepts and organization practices related to training and developing human resources and organizational psychology. Emphasis will be placed on the investigation and development of proactive strategies in alignment with the organization’s strategic mission. 3 sem. hrs.

HRM 537U Developing High-Performance Organizational Teams
Strategies to assist in the development of high-performing organizational teams through design and development. Topics may include characteristics of high performing teams, managing team composition, monitoring stages of team growth, developing strategies for effective group decision-making, team-focused organizational cultures, tasking for teams, managing cooperation and conflict within and across teams and superior team leadership. 3 sem. hrs.

HRM 538U Developing High-Performance Organizational Teams
This course is designed as a review and preparation for the Professional in Human Resource Management (PHR) certification exam and will cover the test specifications set forth by the Human Resource Certification Institute. Topics include a review of strategic management, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations; and health, safety and security. Prerequisites: HUM 343U and all required HRM core courses or a minimum of two years of HR experience. HRM 495U may be taken concurrently with any focus courses. 3 sem. hrs.
This course is designed as an integrated directed study in the Liberal Arts. Supervision by a faculty member designated by the Liberal Arts Program Director is required. 1 sem. hr.

HUM 312U Advanced Iconology
Further investigate signs, symbols, metaphors and allusions that pervade Western culture. Integrates class readings and independent research. Humanities 201U not required, but highly desirable. 3 sem. hrs.

HUM 329U Introduction to Future Studies
Exploration of possible, probable and preferable futures. Analysis of current data to determine trends which are predictive of future. Emphasis placed on development of global perspective and understanding of relationships between various seemingly unrelated events. 5 sem. hrs.

HUM 332U Career and Life Development
Exploration of adult development and career topics to help students better understand how to successfully plan their lives. Focuses on stages of adulthood and transitions, skills assessments, career management strategies, life balance and goal setting. 3 sem. hrs.

HUM 340U Issues in Aging
Overview of aging process with respect to oneself, one's associates and loved ones. Emphasis on theories and skills necessary to embrace and maximize aging process. 5 sem. hrs.

HUM 350U Aspects of Southern Culture
Focus on exploring various perspectives on Southern society, its development, social strata and ethnic groups through the study of literature, food, art, architecture and music. Prerequisite: ENGL 101U. 3 sem. hrs.

ISYS 340U Effective Helping Skills
To improve personal and professional communication and helping skills, with integration of theories, methods and techniques. Includes helping strategies, verbal and nonverbal communication, values, stress management and use of community resources. 3 sem. hrs.

ISYS 345U The History of Ideas
Exploring the intellectual development within the western tradition. Required for accelerated BLA. Limited space available for non-Weekend College students. 6 sem. hrs.

ISYS 346U The History of Human Expression
Examination of the arts in their wide variety: visual, literary, plastic and melodic. Required for accelerated BLA. Limited space available for non-Weekend College students. 6 sem. hrs.

ISYS 348U Selected Topics
1-6 sem. hrs.

ISYS 499U Post-Baccalaureate Practicum
This course is designed as an integrated directed study in the Liberal Arts. Supervision by a faculty member designated by the Liberal Arts Program Director is required. 1 sem. hr.

Information Systems (ISYS)

ISYS 102U Online Learning and Teaching
Intensive short course that explains in depth the software and technology used in the university’s online courses. Discusses how changes in learning methods and styles relate to changes in the way we work, addresses intellectual property issues and examines the future of online learning. Strongly recommended for students with no previous online course experience. 1 sem. hr.

ISYS 106U Selected Topics
1-3 sem. hrs.

ISYS 202U Software Tools for Communication and Research
Helps develop oral and written communication skills, using technology tools commonly required in the classroom and workplace. Use e-mail and online conferencing software for classroom communications. Comprehensive coverage of Microsoft Word and Power Point for writing papers and developing presentations. Use Internet browsers, search engines and online library databases for research. Build simple Web sites presenting information in an accessible format. Computer assignments required. 5 sem. hrs.

ISYS 202U Software Tools for Data Management and Analysis
For experienced personal computer users. Helps develop skills in data organization, analysis and reporting, using spreadsheet and database software. Use Microsoft Excel to format data, use calculations and functions, perform basic statistics and produce customized graphs and charts for reports. Use Microsoft Access to build multi-table databases with input forms, queries and reports. Prerequisite: ISYS 201U or equivalent proficiency is recommended. Computer assignments required. 5 sem. hrs.

ISYS 203U Information Technology
Studies use of information technology in organizations to facilitate decision-making and achieve competitive advantage. Overview of computer hardware, operating systems, application software, networks and combinations of these components into common computer “architectures.” Technological trends will be covered, impacting business and personal purchasing decisions. Communicate clear user requirements for development and enhancement of effective information systems. Computer assignments required. 3 sem. hrs.

ISYS 204U Hardware and Operating Systems
Study of computer systems hardware and operating systems. Includes overview of digital logic, basics of large-scale and very large-scale integration and components necessary to create a functioning computer. Operating systems reviewed from primitive functions and inter-process communications through basic program loading, task control and input/output operations. Computer assignments required. Prerequisites: ISYS 203U, MATH 101U or equivalent. 3 sem. hrs.

ISYS 250U Problem Solving with Programming
Computer programming concepts applicable to any programming language. Development of analytical and problem-solving skills for programming. Includes top-down design and building blocks of structured programming. Introduces the Java programming language and object-oriented concepts. Lecture, lab and online assignments. 4 sem. hrs.

ISYS 256U Telecommunications
Foundation knowledge in computer connectivity concepts, data communication standards, telecommunication methods and serial data communication. Topics include: asynchronous and synchronous data transmission; modems, OSI model, PC communication hardware and software, telephone systems, wide area networks and introduction to local area networks. Prerequisite: ISYS 204U. 3 sem. hrs.

ISYS 292U Local Area Networks
Concepts of shared media local area networking including Ethernet, Token Ring and Fiber Distributed Data Interface (FDDI). Topics include LAN definition, use, topology, media, standards, network interface cards (NIC), protocols (Layer 2, 3, 4), repeaters, hubs, bridges, switches and routers. Discussions include network design, design rules, administration, management and TOP/IP. Students present research projects on various networking topics. (Internet access required for current technology research.) Prerequisite: ISYS 201U. 3 sem. hrs.

ISYS 306U Systems Analysis and Design
Methods and techniques necessary for conducting systems project from preliminary investigation of project through system implementation and evaluation. Includes participation in one or more systems design projects. Prerequisites: ISYS 304U. 3 sem. hrs.

ISYS 307U Information Technology Evaluation and Selection
Prerequisites: ISYS 203U, MATH 103U or equivalent. 3 sem. hrs.

ISYS 351U Web Design and Development
Helps develop oral and written communication skills, using technology tools commonly required in the classroom and workplace. Use e-mail and online conferencing software for classroom communications. Comprehensive coverage of Microsoft Word and Power Point for writing papers and developing presentations. Use Internet browsers, search engines and online library databases for research. Build simple Web sites presenting information in an accessible format. Computer assignments required. 3 sem. hrs.

ISYS 355U Computer Programming in Java
Concepts of structured and object-oriented programming, including data types, control structures, functions, arrays, strings, file operators, classes and inheritance. Emphasis on effective programming skills to promote software reusability, reliability and maintainability. Windows environment. Prerequisite: ISYS 204U and MATH 201U (or higher). Lecture, lab and online assignments. 4 sem. hrs.

ISYS 360U Electronic Commerce on the Internet
Examines strategic uses of electronic commerce, planning and preparation for assessing electronic commerce solutions
for business and effective implementation of an electronic business Web site. Prerequisite: ISYS 202U. 3 sem. hrs.

ISYS 3380 Internship in Information Systems: Applied Experiences in Information Systems in a Company Setting
For ISYS majors or minors, must have 12 credit hours completed in Information Systems course at ISYS 202U or higher, including at least six credits in 300-level ISYS courses; GPA 3.0 in Information Systems major. 2.75 overall. Students may receive credit for only one internship while enrolled in the School of Continuing Studies. Departmental permission required. 3 sem. hrs.

ISYS 3590 Selected Topics
1-6 sem. hrs.

ISYS 3590 Independent Study
1-6 sem. hrs.

ISYS 450U Project Management
Practical and theoretical foundation for IT project management. Concepts and techniques for evaluating project proposals as well as managing technical and behavioral aspects of systems development projects. Project planning and estimation, scheduling, staffing and teamwork, costing and budgeting, managing change. Use of computerized tools (Microsoft Project and Excel) for project management, resource estimation and tracking and reporting. Prerequisite: ISYS 356U. 3 sem. hrs.

ISYS 450U Managing in an Information Age
Capstone course with an in-depth look at how organizations cope with the challenges of management in an information age. Using the case study method, management issues related to the internet, electronic commerce, information for competitive advantage, design and management of IT architecture and approaches to IT implementation are explored. Prerequisite: Completion of all business and all other Information Systems courses in the major are required. Departmental permission required. 3 sem. hrs.

ISYS 450U Post-Baccalaureate Capstone Research
Guided formal research in the field of information systems, including development of the research proposal, literature review, selection of methodology, data collection, analysis and written report. Presentation of final research paper to faculty and expert practitioners required. Prerequisite: 18 semester hours of ISYS. Departmental permission required. 3 sem. hrs.

Interdisciplinary Studies (IDST)

IDST 450U Capstone Course: Senior Seminar
Capstone course for Weekend College. Required for accelerated BLA. Admission permitted to Weekend College students only. 6 sem. hrs.

International Studies (ISTY)

ISTY 3490 International Studies/Global Economics
Focuses on providing an overview of basic economic principles and their application to analyzing the world’s economic order. By special permission only. 3 sem. hrs.

ISTY 2490 International Studies/Global Economics
Introduces student to world of international studies and global economics. Covers such factors as U.S. and foreign trade policies, sociocultural factors, international marketing and impact of international trade on domestic economy. 3 sem. hrs.

ISTY 350U Understanding the Global Village
Interdisciplinary course focusing on the trends in an increasingly interdependent yet fragmented world. Required for accelerated BLA. Limited space available for non-Weekend College students. 6 sem. hrs.

Japanese (JAPN)

JAPN 100U-102U Elementary Japanese
Introduction into Japanese language. Prerequisite: JAPN 101U is prerequisite to 102U. 3-5 sem. hrs.

Journalism (JOUR)

JOUR 250U Photojournalism
Theory and practice of news and feature photography. Darkroom technique and properties of light and film. Student must have a 35mm single lens reflex camera. 3 sem. hrs.

Law (LAW)

LAW 300U Business Law
Principles of law relating to legal problems encountered in work environment, including contracts, business organizations and secured transactions. This class may be used as a focus course for Paralegal Studies majors. 3 sem. hrs.

LAW 301U Elder Law
Overview of unique problems of elderly and possible alternatives for resolution. Topics include financial planning, powers of attorney and advance medical directives; living facilities for elderly; pre-noccontracts, viatical settlements, elder abuse and social security. 3 sem. hrs.

LAW 302U Law and Economics
The study of the effect of economic policy on the legal system. Review of legal topics including property, contracts and torts. Particular emphasis on product liability claims and the economic policies that have shaped product liability jurisprudence. This course may be used as a focus course for Paralegal Studies majors. 3 sem. hrs.

LAW 303U Constitutional Law
Examination of the U.S. Constitution, the U.S. Supreme Court and the major decisions of the Court rendered on issues including free speech, search and seizure and other police powers, right to bear arms, commerce, segregation of church and state, separation of powers among the branches of the federal government, impeachment and other significant areas. This class may be used as a focus course for Paralegal Studies majors. 3 sem. hrs.

LAW 304U First Amendment Law
An overview and analysis of the laws protecting freedom of speech, religion, the press and privacy. This class may be used as a focus course for Paralegal Studies majors. 3 sem. hrs.

LAW 305U Consumer Law
Overview of consumer protection, privacy, credit and banking laws. Special focus on Internet/E-commerce issues and the elderly, disabled and military as the “special classes of consumers.” This class may be used as a focus course for Paralegal Studies majors. 3 sem. hrs.

LAW 309U Personal Law
Introduction to law for layman as it pertains to everyday life, business and activity in our society. 3 sem. hrs.

LAW 310U Women and the Law
Law as it pertains to today’s women in their everyday lives and activities in society. Covers subject matter for all women—working woman, professional woman, homemaker, widow, single woman, married woman, single parent woman and divorced woman—and their rights as individuals under law. 3 sem. hrs.

LAW 320U Law of Real Property
Methods of acquiring property: deeds, wills, inheritance; creating estates: fee simple, life, term of years; co-tenancy: joint tenancy, income to landlord, interest to tenant; examination of title. 3 sem. hrs.

LAW 322U Land Use Law
A study of comprehensive plans and the planning process of land. Topics will include land use control by zoning, including history, power and purposes of zoning, types of zoning and uses. Types of zoning relief, historic and agricultural preservation, private land use controls and eminent domain will also be discussed. Particular emphasis will be placed on Virginia law and procedure and field trips to local Planning Commission and Board of Zoning hearings may be includ-ed. This class may be used as a focus course for Paralegal Studies majors. 3 sem. hrs.

LAW 323U Employment Law and Policy
Survey of federal and state statutes and laws which govern the employment relationship. Covers topics such as establishing the employment relationship, discharge of employees, employee discrimination, wages, hours and benefits, conditions of employment, occupational safety and health and other topics. This class may be used as a focus course for Paralegal Studies majors. 3 sem. hrs.

LAW 324U Privacy Law
History and development of the Fourth Amendment of the U.S. Constitution. Federal and state statutory protection for various types of informational privacy, including computer and Internet will be discussed. Topics may include Common Law torts, privacy rights and protection for personality, identity and reputation as well as the impact of federal Homeland Defense legislation on privacy. 3 sem. hrs.

LAW 325U CyberLaw
Overview of federal and state laws, regulations and policies regarding operation and security of the Internet. Includes copyright, e-commerce and privacy issues. May be used as a focus course for Information Systems and Paralegal Studies majors. 3 sem. hrs.

LAW 326U Intellectual Property
Focus on building an understanding of trademarks, copyrights, patents and trade secrets and ownership thereof. This class may be used as a focus course for Paralegal Studies majors. 3 sem. hrs.

LAW 327U Cybercrimes
Provides an overview of cybercrimes, computer-related crime, computer security and law enforcement’s response. Includes a study of the evolving aspects of cyber law, search and seizure of digital evidence and the enactment of post-September 11 laws and policies. This class is a course in the Law and Technology minor and may be used as a focus course for Paralegal Studies majors. 3 sem. hrs.

LAW 330U Terrorism Law
Examines current state of national and international law on terrorism, including aviation and maritime law as applicable. Considers practical issues involved in enforcing laws on terrorism, and studies the interaction of law and policy in the context of protection of society from its enemies while preserving the essential fabric of law. 3 sem. hrs.

LAW 335U Sports Law
An overview of the law, policy and ethics of sports, including amateur status, contracts and negotiations, the player-agent relationship, drug testing, player misconduct, team management and NOA rules and regulations. This class may be used as a focus course for Paralegal Studies majors. 3 sem. hrs.

LAW 336U Environmental Law
This course explores the legal and policy framework governing the protection of the environment, including air and water quality, solid waste management, hazardous waste and toxic substances, and pollution prevention. It also covers the legal and policy framework governing the protection of the atmosphere, focusing on climate change and greenhouse gases. 3 sem. hrs.

LAW 337U Intellectual Property
This course explores the legal and policy framework governing the protection of intellectual property, including patents, trademarks, and copyrights. It also covers the legal and policy framework governing the protection of trade secrets and confidential information. 3 sem. hrs.

LAW 338U International Business Law
This course explores the legal and policy framework governing international business transactions, including contracts, investments, and joint ventures. It also covers the legal and policy framework governing the protection of intellectual property in international contexts. 3 sem. hrs.

LAW 339U Taxation Law
This course explores the legal and policy framework governing taxation, including federal and state income tax, estate and gift tax, and corporate tax. It also covers the legal and policy framework governing the protection of taxpayer rights and the impact of taxation on business decisions. 3 sem. hrs.

LAW 340U Antitrust Law
This course explores the legal and policy framework governing antitrust law, including the Sherman Act and the Clayton Act. It also covers the legal and policy framework governing the protection of competition in markets and the impact of antitrust law on business decisions. 3 sem. hrs.

LAW 341U Bankruptcy Law
This course explores the legal and policy framework governing bankruptcy, including the Bankruptcy Code and the Bankruptcy Court. It also covers the legal and policy framework governing the protection of creditors and debtors in bankruptcy proceedings. 3 sem. hrs.

LAW 342U Estate Planning Law
This course explores the legal and policy framework governing estate planning, including wills, trusts, and estate taxes. It also covers the legal and policy framework governing the protection of beneficiaries and creditors in estate proceedings. 3 sem. hrs.

LAW 343U Family Law
This course explores the legal and policy framework governing family law, including marriage, divorce, and child custody. It also covers the legal and policy framework governing the protection of family members and the impact of family law on business decisions. 3 sem. hrs.

LAW 344U Immigration Law
This course explores the legal and policy framework governing immigration, including the Immigration and Nationality Act. It also covers the legal and policy framework governing the protection of immigrants and the impact of immigration law on business decisions. 3 sem. hrs.

LAW 345U International Trade Law
This course explores the legal and policy framework governing international trade, including the General Agreement on Tariffs and Trade and the World Trade Organization. It also covers the legal and policy framework governing the protection of trade and the impact of international trade on business decisions. 3 sem. hrs.
Basic elements of substantive law; investigation of facts, discovery and preparation for trial, commencement of lawsuit and trial, decision and settlement, file maintenance and docket control. 3 sem. hrs.

LA 306U Litigation
Legal terminology and writing styles, development of analytical skills, exercises in legal composition and drafting. 3 sem. hrs.

LA 304U Legal Writing
Law libraries and basic legal research methods; where and how to gather information. 3 sem. hrs.

LA 303U Legal Research and Library Use
Structure and meaning of courts and their jurisdiction, procedure and appeal, history and introduction to judicial process. 3 sem. hrs.

LA 301U Introduction to Paralegalism
Overview of Federal and Virginia environmental laws and regulations with compliance requirements and documentation. 3 sem. hrs.

LA 318U Administrative Law
Study of interviewing and investigation skills for paralegals in both criminal and civil cases. Includes interview techniques for children of varying ages or individuals from diverse cultures. 3 sem. hrs.

LA 323U Criminal Law
Addresses substantive knowledge, practical skills and competencies and ethical guidelines needed to work in criminal law area. 3 sem. hrs.

LA 321U Civil Procedure
Role of leader in commerce and service is examined. Required for accelerated BLA. Limited space available for non-Weekend College students. 6 sem. hrs.

LA 308U Estate Planning
Types of businesses or organizations, formation and structure of corporations, shareholders' and directors' meetings, bylaws, corporate distributions and securities. 3 sem. hrs.

LA 307U Corporate Law
Overview of Federal and Virginia environmental laws and regulations with compliance requirements and documentation. 3 sem. hrs.

LA 316U Contract Law
Overview of Federal and Virginia environmental laws and regulations with compliance requirements and documentation. 3 sem. hrs.

LA 315U Administrative Law
Study of interviewing and investigation skills for paralegals in both criminal and civil cases. Includes interview techniques for children of varying ages or individuals from diverse cultures. 3 sem. hrs.

LA 322U Civil Procedure
Role of leader in commerce and service is examined. Required for accelerated BLA. Limited space available for non-Weekend College students. 6 sem. hrs.

LA 350U Police Executive Leadership Studies
Conducted in conjunction with the Management Institute for participants in the Police Executive Leadership School sponsored by the Virginia Association of Chiefs of Police. Use of a reflective workbook addresses the application of themes from the class presentations, the implications of these for police practice and how the individual student may consider these implications in his or her own professional practice and in the context of his or her department. 3 sem. hrs.

LA 304U Legal Writing
Legal terminology and writing styles, development of analytical skills, exercises in legal composition and drafting. 3 sem. hrs.

LA 303U Legal Research and Library Use
Law libraries and basic legal research methods; where and how to gather information. 3 sem. hrs.

LA 301U Introduction to Paralegalism
Overview of Federal and Virginia environmental laws and regulations with compliance requirements and documentation. 3 sem. hrs.

LA 318U Administrative Law
Study of interviewing and investigation skills for paralegals in both criminal and civil cases. Includes interview techniques for children of varying ages or individuals from diverse cultures. 3 sem. hrs.
LA 350U Product Liability Law
The study of the types of product liability claims and how they have evolved over time. Review of negligence, breach of warranty and strict liability claims. The elements of each claim, how they are applied to different scenarios and the common defenses to each type of product liability case will be discussed. 3 sem. hrs.

PSYC 101U Introductory Psychology
Overview of current theory and empirical research on gender, exploring origins of gender identity and impact of gender on systems, individuals, attitudes and behavior. Required for accelerated BBA. Required for non-Richmond College students. 3 sem. hrs.

PSYC 220U Stress and Anxiety
Scientific principles of behavioral theory emphasizing psychological methods and research involved in understanding human behavior. Research participation or equivalent required. 5 sem. hrs.

PSYC 220U Child Psychology
Introduction to biological, social, cognitive and emotional processes of development during prenatal to preadolescent developmental periods. 5 sem. hrs.

PSYC 300U Principles of Psychological Measurements
Introduction to basics of testing and measurement, including statistics necessary to interpret test data and meaning of various concepts of testing. Determination of reliability and validity with emphasis on appropriate and ethical use of tests. 3 sem. hrs.

PSYC 308U Principles of Psychological Measurement
Overview of current theory and empirical research on gender, exploring origins of gender identity and impact of gender on systems, individuals, attitudes and behavior. Required for accelerated BBA. Required for non-Richmond College students. 3 sem. hrs.

PSYC 308U Stress and Its Management
Physical and psychological aspects of stressors and the stress response. Review of principles, research and methods of stress management. 3 sem. hrs.

PSYC 312U Social Psychology
Critical overview of current theory and research in social psychology, with emphasis on conceptual and empirical work on social cognition, social influence, affective processes, attraction, altruism, aggression and group dynamics. 3 sem. hrs.

PSYC 370U Organizational Psychology
Examinations of industrial/organizational theories and psy-
Public Relations (PBRL)
PBRL 350U Public Relations in Government
Public relations as legislative tool in political campaigns. Role of public relations at all government levels. Case histories of how governments and governmental agencies promote issues and bring about legislation through effective public relations. 3 sem. hrs.

PBRL 330U Introduction to Mass Media
Identification of the media, development of print and the press, broadcasting, television, public relations and advertising and restraints on the media. 3 sem. hrs.

PBRL 331U Introduction to Public Relations
History, principles, and practice of public relations in business, social welfare, governmental agencies and education; responsibilities and demands on public relations practitioners; how practitioners relate to employer, media and public. 3 sem. hrs.

PBRL 322U Copy Editing
Basics of editing copy for print media and electronic media; preparation of copy with emphasis on style, grammar, clarity and reader interest. 3 sem. hrs.

PBRL 334U Advanced Public Relations
Analysis of public relations procedures, organizing campaigns, solving company public relations problems, corporate identity, preparation of annual reports and SEC regulations. 3 sem. hrs.

PBRL 335U Graphics
Variations in printing, type design and harmony, printing practices, copy fitting, usage of color and theme carry-over. 3 sem. hrs.

Real Estate (RE)
RE 375U Real Estate Finance
Survey of financial and economic theory; actual business techniques, public and private financial institutions and various instruments involved in financing real estate development. 3 sem. hrs.

Religion (RELC)
RELG 304U Patterns in Religion
Methodologies for study of religion, recurring themes and issues, religious expression in both individual and communal focus. 3 sem. hrs.

RELG 305U Introduction to Religion
Religious dimensions of human existence with special attention to basic Judeo-Christian religious motifs, their historical development and their subsequent impact on Western culture. 3 sem. hrs.

RELG 306U Introduction to the New Testament
Cultural milieu, development and thought of the New Testament. 3 sem. hrs.

RELG 356U Reformation Thought and the Contemporary Church
Contemporary church and its concern about religious authority. The Reformation and its link with present, with emphasis on Luther and Calvin. 3 sem. hrs.

RELG 280U Selected Topics
1-6 sem. hrs.

Retail Management (RTMT)
RTMT 300U Developing a High Performing Retail Culture
Survey of current environmental trends and retail strategies and the impact these factors have on role of the retail store manager. Emphasis will be placed on the building and maintaining of a high performance work environment that can successfully compete in the 21st century. 3 sem. hrs.

RTMT 301U Retail Information Systems
Review of technology applications being utilized by the retail industry. Examines how information systems support strategic and day-to-day operation of retail environments. Programs such as frequent shopper, shelf management, time and attendance, product decision support and shrink management will be analyzed. Hands-on experience with several programs will be offered. 3 sem. hrs.

RTMT 320U Relationship Marketing
Focus on techniques used to build long-lasting relationships with customers. Managing and measuring customers’ shopping experiences, analyzing shopping behavior, establishing points of differentiation, goodwill marketing and methods of customer communication will be reviewed. 3 sem. hrs.

RTMT 330U Financial Management in the Retail Sector
Introductory finance course designed to help students develop basic understanding of financial management concepts and practices as they apply to the retail sector. 3 sem. hrs.

RTMT 335U Strategic Retailing
Comprehensive review of retail market segmentation and positioning. Emphasis given to analyzing the strategies used to build brand image and market image to consumer. In addition, will review techniques used to select store sites, create market entry and defender strategies and evaluate the success or failure of strategies. Numerous case studies will be used. 3 sem. hrs.

RTMT 300U Developing a High Performing Retail Culture
Survey of current environmental trends and retail strategies and the impact these factors have on role of the retail store manager. Emphasis will be placed on the building and maintaining of a high performance work environment that can successfully compete in the 21st century. 3 sem. hrs.

SCHOOL OF CONTINUING STUDIES
• THE UNIVERSITY OF RICHMOND
• SCHOOL OF CONTINUING STUDIES

SA 302U Social Analysis II
Multidisciplinary in focus, drawing on variety of theoretical and empirical approaches to discover relationships in and between economic theory, international relations and political science. 3 sem. hrs.

SA 310U How to Be a Skeptic: Critical Thinking for Critical Times
Techniques to separate the probable from the unlikely and to acquire and interpret the information necessary to think logically. Addresses current issues, urban legends, invented traditions and ancient “mysteries.” Prerequisites: ENGL 100G/101G. 3 sem. hrs.

SA 310U The Examined Life — What We Know About the Human Condition
Exploring human behavior and the uniqueness of the human condition. Required for accelerated BLA. Limited space available for non-Weekend College students. 3 sem. hrs.

SA 398U Selected Topics
1-6 sem. hrs.

SA 399U Independent Study
1-6 sem. hrs.

Sociology (SOC)
SOC 301U Introduction to Sociology
Fundamental concepts and principles of sociology; culture, socialization, social structure, stratification, social control, institutions, population and social change. 3 sem. hrs.

SOC 305U Deviance
Social deviance at microsociological level, sociological explanations for and current methods of dealing with such behavior. Drug and alcohol abuse, sexual deviance, suicide, mental illness, and child and spouse abuse. 3 sem. hrs.

SOC 395U Social Problems
Personal-social disorganization and maladjustment: physical and mental handicap, economic inequalities, programs and methods of social treatment and control. 3 sem. hrs.

SOC 330U Crimeology
Laws, prevalence and distribution of crime; theories of crime; types of criminal behavior; police actions; court actions: the penal system. 3 sem. hrs.

SOC 352U Race and Ethnicity in America
Native peoples; immigration and settlement of U.S.; racial and ethnic groups; prejudice and discrimination; race relations in racially and culturally diverse society. 3 sem. hrs.

SOC 325U Alternative Lifestyles and Contemporary Families
Changes in the family as a social institution and the impact on society. Blended families, inter-racial and same-sex mar-
TRAN 352U Industrial Traffic Management
Examines roles of carriers, shippers, and government in transportation. Includes service pricing, carrier operations, government regulation and current issues in transportation. 3 sem. hrs.

TRAN 351U Principles of Transportation
Confidence in delivering public speeches. Logical structure of ideas, effective use of language, application of evidence to arguments. Classroom speeches and critiques. 3 sem. hrs.

TRAN 316U Freight Loss and Damage Claims
Study of Hispanic civilization with emphasis on Spanish America, through readings in Spanish and discussion in both English and Spanish. Students should expect gradual increase in use of Spanish in classroom. Prerequisite: SPAN 101U or equivalent. 3 sem. hrs.

SPCH 355U Interpersonal Communication
Analysis of complex and interacting factors that contribute to effective transmission of ideas; emphasis on understanding underlying principles. 3 sem. hrs.

SPCH 264U Group Communication
Modern theory and methodology; student participation in group discussion relating theory to specific communication problems. 5 sem. hrs.

SPCH 222U Business and Professional Speech
Making business presentation and giving corporate advocacy speech. Application to workplace of skills in listening, problem solving, interview, conducting meetings. 3 sem. hrs.

SPCH 290U Independent Study
1-5 sem. hrs.

SPCH 328U Gendered Relationships–An Overview
Investigation of relatively informal interpersonal and social relationships between same and opposite genders in friendships, romantic relationships, families and the workplace. Central organizing theory base is that of interpersonal communication theory. Seminar style where student participation maximized. 3 sem. hrs.

SPCH 304U Cross-Cultural Communications
Studies dynamics of cross-cultural communication. Emphasis on familiarizing students with issues relating to diversity and improving student's skills in communication across cultural barriers. 3 sem. hrs.

SPCH 290U Selected Topics
1-6 sem. hrs.

SPCH 290U Independent Study
1-6 sem. hrs.

Theatre (THTR)
THTR 322U Summer Study Abroad
London Seminar in Museum Studies. 3 sem. hrs.

THTR 350U Selected Topics
1-6 sem. hrs.

Transportation and Logistics Management (TRAN)
TRAN 356U Freight Loss and Damage Claims
Covers legal basis for carrier liability, processing claims, limitations of carrier liability and programs to prevent loss and damage. 3 sem. hrs.

TRAN 352U Principles of Transportation
Examines roles of carriers, shippers, and government in transportation. Includes service pricing, carrier operations, government regulation and current issues in transportation. 3 sem. hrs.

TRAN 352U Industrial Traffic Management
Management of inbound and outbound transportation of manufacturing or similar operations to control transportation expenses and enhance competitive position. Selection of sales terms, planning, controls, and carrier rate and service negotiation are included. 3 sem. hrs.

TRAN 350U Carrier Management
Covers the management decision processes used by an individual to evaluate an existing distribution system involving motor operations. This will include private as well as for-hire alternatives and will examine the cost implications of each choice. 3 sem. hrs.

TRAN 354U Logistics Management
Relationship of materials management and physical distribution in planning, implementing, and controlling efficient, cost-effective flow and storage of raw materials, in-process inventory, finished goods and related information from point of origin to point of consumption for purpose of conforming to customer requirements. 3 sem. hrs.

TRAN 358U Export/Import Management
Mechanics of exporting and importing in international trade including roles of exporter, importer, carriers, freight forwarders, and customs house brokers. Covers all aspects of international documentation, trade terms, tariffs, transportation, export licenses, insurance, financing and customs requirements. 3 sem. hrs.

TRAN 360U Current Issues in Transportation
Topics include antitrust laws, cost-based pricing, government agency interaction and current topics of concern to transportation industry. 3 sem. hrs.

TRAN 361U Transportation Law and Regulations
In-depth study of laws within society, including philosophy and development of U.S. Court System. Legal processes of aging and problems of aged, social adjustment, retirement, mobility, living arrangements and public and private programs of finance and care. 3 sem. hrs.

TRAN 342U Death, Dying and Grief
Analysis of current American attitudes toward death and dying. Social/emotional responses of dying patient, relatives, friends and various helping professionals. Meaning and function of grief. Cross-cultural data included where possible. 3 sem. hrs.

TRAN 353U Carrier Management
Studies dynamics of cross-cultural communication. Emphasis on familiarizing students with issues relating to diversity and improving student's skills in communication across cultural barriers. 3 sem. hrs.

TRAN 362U Transportation Law and Regulations
Includes recent and pending revisions in transportation law and the Department of Transportation, both interstate and intrastate regulation. Includes legal basis for carrier liability, processing claims, limitations of carrier liability and programs to prevent loss and damage. 3 sem. hrs.

TRAN 365U Freight Loss and Damage Claims
Covers legal basis for carrier liability, processing claims, limitations of carrier liability and programs to prevent loss and damage. 3 sem. hrs.

TRAN 352U Principles of Transportation
Examines roles of carriers, shippers, and government in transportation. Includes service pricing, carrier operations, government regulation and current issues in transportation. 3 sem. hrs.

TRAN 352U Industrial Traffic Management
Management of inbound and outbound transportation of manufacturing or similar operations to control transportation expenses and enhance competitive position. Selection of sales terms, planning, controls, and carrier rate and service negotiation are included. 3 sem. hrs.

TRAN 370U Logistics Systems
Overview of information systems to handle logistics, including transportation management, software applications and Web technology. 3 sem. hrs.


Women’s Studies (WNST)
WNST 205U Self and Society: The Developing Woman
Physical, psychological, and social development of women with emphasis on confronting one’s own identity and determining future directions. 3 sem. hrs.


Selected Topics (ST)
Selected Topics (ST) course may be offered in various disciplines. Consult the SCS Schedule of Classes for specific departments and prerequisites. 1-6 sem. hrs.

Independent Study (IS)
Independent Study (IS) may be available. Departmental approval and formal learning contract are required. 1-6 sem. hrs.
**DISCONTINUED PROGRAMS**

**EMERGENCY SERVICES MANAGEMENT**

Emergency Services Management Certificate and Post-Baccalaureate Certificate in Applied Studies

Required: 30 semester hours
Candidates may transfer up to six hours (two courses) of degree-related course work. Post-Baccalaureate candidates may choose from any course in the Core, Focus, and Capstone based on their personally identified learning needs. Post-Baccalaureate candidates may transfer up to six hours (two courses) of degree-related course work.

I. Core Courses: 12 semester hours
- ESM 300U Integrated Emergency Services in the Community, 3
- ECON 382U Public Budget and Finance, 3
Choose one of the following:
- HRM 312U People and Organizations, 3
- LDSP 300U Introduction to Leadership Studies, 3
- PBAD 338U Decision-Making in Public Administration, 3

II. Focus Courses: 15 semester hours
Select 15 semester hours from the following:
- ESM 300U Technologies for Emergency Management, 3
- ESM 302U Emergency Planning, 3
- ESM 303U Research Practicum, 3
- ESM 304U Current Issues in Emergency Services Management, 3
- ESM 305U Disasters, Characteristics and Physical Impacts, 3
- ESM 306U Law and Ethics for the Emergency Services Manager, 3
- ESM 307U Managing Emergency Operations, 3
- ESM 308U Terrorism, 3
- ESM 309U Social Dimensions of Disaster, 3
- ESM 310U Business Continuity Planning, 3
- ESM 311U Advanced Planning Practicum, 3
- ESM 314U Extemporaneous, 3
- ESM 315U Volunteer Agency Disaster Response and Recovery, 3
- ESM 340U Management and Organization of Public Agencies, 3
- ESM 350U Integrated Emergency Services in the Community, 3
- ESM 352U Emergency Planning, 3
- ESM 353U Disaster, Characteristics and Physical Impacts, 3

III. Capstone Course: 3 semester hours
- ESM 495U ESM Capstone Course, 3

Note: We are no longer accepting new students into the Emergency Management certificate, post-baccalaureate certificate, or minor; or the certificate in Crisis Management.

**RETAIL MANAGEMENT**

Retail Management Certificate and Post-Baccalaureate Certificate in Applied Studies

Required: 30 hours (following sequence recommended)
- ENGL 310U Professional Communication in a Retail Environment, 3
- RTMT 300U Developing a High Performing Retail Culture, 3
- ISYS 305U Systems Analysis and Design, 3
- ISYS 306U Information Technology Evaluation and Selection, 3
- ISYS 310U Managing in an Information Age, 3
- ISYS 312U Advanced Computer Programming in C++, 3
- ISYS 313U Database Design, 3
- ISYS 314U Information Technology Disaster Recovery, 3
- ISYS 315U Web Design and Development, 3
- ISYS 316U Advanced Web Design and Development, 3
- ISYS 317U Web Design and Development with Advanced Database Connectivity, 3
- ISYS 355U Computer Programming in Java, 3
- ISYS 360U Electronic Commerce on the Internet, 3
- ISYS 370U Decision Support Systems for Operations Management, 3
- ISYS 380U Selected Topics, 1-6
- LAW 355U CyberLaw, 3

Note: We are no longer accepting new students into the Information Systems Certificate program. For current programs in Information Systems, see page 40.
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