

University of Richmond

2013-14 Catalog of the School of Professional & Continuing Studies

Office of the University Registrar
Catalog is for internal use only

Catalog of Degree Programs 2013-2014

The catalog provides programs of study with course listings for the school of Professional and Continuing Studies. It also provides the academic calendar and policies and procedures (including financial aid, support services and privacy statements).

The requirements in this catalog apply to students entering the School in the 2013-14 academic year. Please see the [catalog archive](#) for earlier entering classes.

Please Note: The contents of this catalog represent the most current information available at the time of publication. However, during the period of time covered by this catalog, it is reasonable to expect changes to be made with respect to this information without prior notice. The course offerings and requirements of the University of Richmond are under continual examination and revision. Thus, the provisions of this catalog are not to be regarded as an irrevocable contract between the University (or any of its colleges or schools) and the student.

Non-Discrimination Policy

The University of Richmond prohibits discrimination and harassment against applicants, students, faculty or staff on the basis of race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, gender expression, disability, status as a veteran or any classification protected by local, state or federal law. Copies of the complete "Harassment and Discrimination Policy (including Sexual Harassment)" are included in student handbooks, faculty handbooks and in the published guidelines for University of Richmond support staff. Copies are also available at the dean's office of each college and school and the Department of Human Resource Services. For further information, students should contact the dean of their school or residential college; staff should contact the director of Human Resource Services; and faculty should contact the dean of their school. Any inquiries regarding the University's policies in these areas should be directed to the Office of the Vice President for Student Development, University of Richmond, Virginia 23173. Telephone: (804) 289-8032.

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Academic Calendar

Fall Semester 2013

- **Classes begin** - Monday, August 26, 2013
- **Labor Day (class day)** - Monday, September 2, 2013
- **Fall break begins after last class** - Saturday, October 12, 2013
- **Classes resume** - Wednesday, October 16, 2013
- **Last day to file for May/August graduation** - Friday, October 25, 2013
- **Thanksgiving break begins after classes** - Tuesday, November 26, 2013
- **Classes resume** - Monday, December 2, 2013
- **Examination period** - Monday, December 9, 2013 through Saturday, December 14, 2013
- **Term ends** - Saturday, December 14, 2013

Spring Semester 2014

- **Classes begin** - Monday, January 13, 2014
- **Last day to file for December graduation** - Friday, February 7, 2014
- **Spring break begins after classes** - Friday, March 7, 2014
- **Classes resume** - Monday, March 17, 2014
- **Examination period** - Monday, April 28, 2014 through Saturday, May 3, 2014
- **Term ends** - Saturday, May 3, 2014
- **Commencement** - Saturday, May 10, 2014
- **Baccalaureate Service** - Sunday, May 11, 2014

University of Richmond Religious Observance Calendar

The University is a secular institution that values a diversity of religious expression. The University is also an active community with a wide range of personal commitments and academic and extracurricular activities.

Planning for academic and extracurricular activities should be done with sensitivity to the diverse religious commitments of the community and an awareness of religious holidays. Scheduling large-scale, one-time academic or extra-curricular events on a religious holiday should be avoided whenever possible.

Any student may be excused from class or other assignments because of religious observance. A student who will miss an academic obligation because of religious observance is responsible for contacting his or her professor within the first two weeks of the semester. The student is responsible for completing missed work in a timely manner.

Faculty are expected to be mindful of potential conflicts with religious observances and should make reasonable accommodations when students' religious practices conflict with their academic responsibilities.

The religious observance calendar is meant to serve as a scheduling guide. It lists significant holidays from the five largest global faith traditions. However, it is not comprehensive and students may choose to observe a holiday not included on the calendar.

The holidays listed are those which occur during the academic year when the University is open.

Buddhist 2013-14

- **Buddha's Enlightenment Day** - Sunday, December 8, 2013

- **Buddha's Birthday** - Tuesday, April 8, 2014

Christian 2013-14

- **Ash Wednesday** - Wednesday, March 5, 2014
- **Good Friday** - Friday, April 18, 2014
- **Easter** - Sunday, April 20, 2014

Eastern Orthodox 2013-14

- **Christmas** - Tuesday, January 7, 2014
- **Good Friday** - Friday, April 18, 2014
- **Easter** - Sunday, April 20, 2014

Jewish - 2013-14

- **Rosh Hashanah** - Thursday, September 5, 2013
- **Yom Kippur** - Saturday, September 14, 2013
- **First day of Sukkot** - Thursday, September 19, 2013
- **First day of Passover** - Tuesday, April 15, 2014

Muslim - 2013-14

- **Eid al-Fitr** - Friday, August 9, 2013
- **Eid al-Adha** - Wednesday, October 16, 2013
- **Ashura** - Thursday, November 14, 2013

Hindu 2013-14

- **Diwali** - Sunday, November 3, 2013

About the University

Introduction

The University of Richmond blends the intimacy of a small college with exceptional academic, research and cultural opportunities usually found only at large institutions. A nationally ranked liberal arts university, Richmond offers a unique combination of undergraduate and graduate programs through its schools of arts and sciences, business, leadership studies, law, and professional and continuing studies.

Mission

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.

Organization & Accreditation

Five academic schools and two coordinate colleges 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, 92 percent of whom live on campus; 600 full-time law and graduate students; and 1,300 part-time students, largely from Richmond and the surrounding community.

SACS Accreditation

The University of Richmond is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, masters, and juris doctor degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of Richmond.

Virginia State Board of Education Certification

The University also is approved by the Virginia State Board of Education to offer teacher licensure programs.

Teacher Education Accreditation Council Accreditation

The University of Richmond's education program is accredited by the Teacher Education Accreditation Council.

Environment & History

The University of Richmond campus consists of about 50 major buildings of Collegiate Gothic architectural style set amid 350 acres of lawns, lake, and woodlands. The beautiful and harmonious setting has been recognized nationally by college guides. 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 (1921-2009); the E. Claiborne Robins School

of Business, for undergraduate and graduate study in business (1949); University College, now known as the School of Professional and Continuing Studies, for evening, summer, and continuing education (1962); and the Jepson School of Leadership Studies, the first school of leadership studies in the United States (1992). In 1992, 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 coordinate 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.

School of Professional & Continuing Studies

The origin of the School of Professional and 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 1924 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. In 2012 the name changed to reflect the professional character of its student body to become the School of Professional and Continuing Studies.

Through its degree programs, the School of Professional and Continuing Studies offers master's and bachelor's degrees; undergraduate and graduate certificates; undergraduate minors; 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 Professional and Continuing Studies shares in the tradition of the University of Richmond. It is through the non-traditional educational opportunities of the School that the University offers its strengths and resources to the Richmond area community.

Library

Boatwright Memorial Library, facing Westhampton Lake, is the main library. It includes collections and services for the humanities, social sciences, sciences, and business. Boatwright is also home to the Media Resource Center and the Digital Scholarship Lab. The Parsons Music Library is in the Modlin Center for the Arts. The Science Reading Room in the Gottwald Science Center holds a small collection of key science reference books, offers access to online resources, and provides opportunities for consultations with the science librarian. The Muse Law Library in the Richmond School of Law serves the special needs of law students and faculty. The libraries' collections have been developed to meet the needs of students and faculty. Those collections, not including those in the Law Library, consist of more than 500,000 volumes, access to more than 30,000 print and online journals, 65,000 electronic books, more than 230 online databases and a wealth of resources in media such as sheet music, DVD, audio CD, microfilm and audio books. Since 1900, 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 thousands more. The Galvin Rare Book Room contains nearly 25,000 rare books, first editions, maps, photographs and manuscripts. The online library catalog (library.richmond.edu) provides access to the collections. 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. The University's libraries are open to the entire University community.

The libraries offer group and individual instruction in how to use these resources effectively. Group instruction is offered in the Boatwright Computer Classroom and other locations. A formal introduction to library services and resources is a part of every Knowledge Management seminar. Individual assistance is available in person and online through various means described at library.richmond.edu/help.

Boatwright Memorial Library offers a mix of study space suitable for individuals working alone or in groups as well as AV viewing/listening carrels and rooms and more than 120 public computer workstations. Laptop computers are loaned for in-building use and connect to the University's wireless network. When classes are in session, the first and second floors of Boatwright Library are open 24 hours a day.

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. Boatwright Library is also home to the Eight Fifteen at Boatwright coffee shop.

Computing

The University of Richmond has a strong commitment to prepare students to work in technology- and information-centered environments. The University provides computers, software, and specialized equipment for student use in labs, public areas, classrooms, and residence hall lounges. All students in the residence halls have their own wired network connections, and the entire campus is blanketed with a high-speed wireless network that provides students, faculty, staff, and guests with secure access to a wealth of resources.

The University maintains a robust network infrastructure. A wireless network supports mobile computing in every building on campus, and provides coverage in most outdoor locations and public gathering spaces. Information Services maintains University-owned systems loaded with up-to-date versions of the latest software tools and anti-virus software. All users must have an active University computer account to log into any lab machine. To help ensure the security of the University systems and network, the University requires all users to change passwords regularly in order to maintain an active account. Policies [regarding the use of technology and information resources](#) are posted on the [Information Services Policies website](#).

The ground floor of Jepson Hall houses many computing resources, including a general purpose computer lab; five PC classrooms with full multimedia capabilities; and two computer classrooms running Windows, Linux, and Unix designated for use by the math and computer science department. When classes are not in session, the Jepson Hall computer classrooms are open for student use. Jepson Hall is also the location of the Computer Help Desk, a resource that provides assistance with computing-related issues for the entire campus. A listing of the current hours of operation for all of these resources may be found on the [Information Services website](#).

The Center for Technology Learning Center (CTLC) is a unique resource located on the third floor of Boatwright Memorial Library. It is devoted to servicing the multimedia needs of students, faculty, and staff. This area offers PC and Mac workstations equipped with high-end Web development, multimedia, animation, 3-D modeling, and audio-video recording and editing software. Scanners, high quality printers, large-format plotters, digitizers, and digital video and still cameras also are available. In addition, the CTLC contains a photography studio and a small recording studio. The CTLC also supports media

production in the Media Resource Center on the second floor of Boatwright Library. Most importantly, the CTLC is staffed by professionals and well-trained student assistants are available to assist students, faculty and staff. Students not only have access to the hardware and software, but also to experts who can help them effectively use the specialized tools.

Technology training for students, faculty, and staff is available in a variety of formats, including books and CDs available in the CTLC and searchable through the Library catalog; online video tutorials; technology training classes offered throughout the school year; and one-on-one training sessions available through appointments at the CTLC. CTLC hours of operation and current technology training classes may be found on the [Information Services website](#).

Arts & Cultural Events

The Modlin Center for the Arts presents nearly 70 performing arts events each year through its Modlin Arts Presents series, the Department of Theatre and Dance performances, and the Department of Music's free concert series. University Museums also showcases annual exhibitions of national and international art and artifacts along with student work in its several locations around campus. Additionally, the Jepson School of Leadership, the WILL program, and other academic departments sponsor diverse lecture series throughout the year. More information can be found at the [Modlin Center website](#).

Crime Statistics

University of Richmond is committed to assisting all members of the university community in providing for their own safety and security. The annual security and fire safety compliance document is available on the [Police website](#). If you would like to receive a copy of the security report which contains this information, you can obtain a copy [online](#), 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 related to security on campus. 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

The University of Richmond Parking Services strives to provide safe, convenient and accessible parking for faculty, staff, students and visitors. All cars, motorcycles, golf carts and mopeds parked on the University of Richmond campus must be registered with Parking Services and will be assigned a parking lot. Parking regulations will be issued with all parking permits and passes and can be found on the [Parking Services website](#).

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 Responder/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, (804) 289-8911 or (804) 289-8715. More information about the police department, including crime statistics, can be found on the [Police website](#).

Transportation

The University of Richmond offers a robust transportation system which offers on and off campus shuttle services, free ridership on the GRTC buses, Zipcar and Zimride programs. The shuttle routes and times can be found in the Transportation Hub in the Tyler Haynes Commons or on the [transportation website](#). All University shuttles can be located online through our GPS Tracking System. Links for the GPS Tracking can be found in the Transportation Hub and online.

SPCS certificate or degree-seeking students are eligible to receive the University bus pass. The UR GRTC bus passes can be obtained on the [Police website](#).

Admissions

Timeframe

The acceptance of a student for admission into the School as a degree-seeking student (master's, bachelor's, certificate, or graduate certificate) remains in effect for a period of 12 months from the date of official notification by letter. Following acceptance, a student must enroll in the term of admittance, excluding summer. If that does not occur, the student becomes "inactive" in Banner and must contact the Office of Enrollment Management and Student Services to be re-activated during the first 12 months of admittance. After the 12-month period, the student must re-apply to the School of Professional and Continuing Studies, pay the application fee, and if additional college work has been completed, submit additional transcripts.

Maintenance of Active Status & Readmission to Undergraduate Degree Programs Following Inactive Status

Students who do not register for a fall or spring term become inactive during that semester and must contact the Office of Enrollment Management and Student services to be reactivated. If the student has not enrolled in a course within 12 months, the student must reapply to the SPCS following the policy identified in "Timeframe."

Students who are reactivated are subject to the SPCS Catalog requirements in effect at the time of original matriculation, with exceptions noted below:

- Students who were actively enrolled in a degree program prior to Fall 2012 and have completed at least 90 semester hours of work under SCS/SPCS Catalog requirements at the time of matriculation, may complete the program using these requirements; however, program chairs will have the final determination, at all times, of current courses that may be substituted for catalog requirements at the time of matriculation. Program completion under these requirements must be finalized by May 2017.
- Students who were in programs prior to Fall 2012 with less than 90 semester hours of work completed will be readmitted under provisions of the current program requirements as stated in the SPCS Catalog in effect at the time of readmission. Program completion under these requirements must be finalized within 7 (seven) years.

Admission/Registration Committee

A standing committee will be appointed to deal with issues of student admissions, enrollment and registration from among SPCS staff and faculty. Members will include the Senior Associate Dean (who will chair the committee), the Director of Student Services and Enrollment Management, a Program Chair representing the student's program area (if applicable), an Academic/Career advisor, and the Associate Dean for Administration, as needed.

Admissions Conditions

English Proficiency

Applicants whose native language is not English, or whose collegiate level or secondary level instruction was not in English, must demonstrate English proficiency by examination prior to admission to and/or enrollment in the School. The University may require additional evaluation for language proficiency through testing or individual interviews for students with scores near the minimum score.

TOEFL (Test of English as a Foreign Language) requires a score of at least:

- 550 on the paper-based test
- 213 on the computer-based test
- 80 on the internet-based test

IELTS (International English Language Testing System) requires a score of 6.5 on the test.

Information on the TOEFL may be obtained by visiting the TOEFL website, ets.org/toefl. The TOEFL score must be no more than five years old at the time of application.

Information on the IELTS may be obtained by visiting the IELTS website, ielts.org.

Ineligibility to Return to a College or University

A student who is not eligible to return to another college or university may not attend any degree or certificate 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.

Past Sexual Offense Conviction

As of July 1, 2006, Virginia law requires all public and private two-and-four-year institutions of higher education to electronically transmit information about applicants accepted for enrollment at each institution to the State Police for comparison to the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. If the University is notified that an admitted student has committed a sex offense, the admitted student is subject to the admission being revoked.

Admissions Deadlines

The School maintains priority application deadlines for each term. Applications submitted by the priority deadline should result in an admission decision made in time to register for classes in that term. Applications submitted later than the stated priority deadline may not guarantee a decision before the start of classes in that term and may result in delayed enrollment or admission as a non-degree seeking (NDS) student.

Admissions deadlines for the Teacher Licensure Preparation (TLP) program differ from these deadlines and may be accessed online.

- Fall semester: July 1
- Spring semester: November 15
- Summer semester: April 15 (for the first summer term)

Non-degree Seeking Admissions

Admission as a Non-Degree Seeking (NDS) Student

Applicants may apply as a non-degree seeking student to take no more than nine (9) undergraduate semester hours during a single term.

Applicants who do not meet priority application deadlines for a given term may be able to enroll as a non-degree seeking student, depending on the completeness of the applicant's admissions file.

Undergraduate Non-Degree Seeking and Unclassified Students

Students may earn 12 semester hours within the school as a non-degree seeking (NDS) or Unclassified student, after which they will be encouraged to declare a major or explore options with a student advisor.

Graduate Non-Degree Seeking Students

Students who wish to pursue non-degree graduate coursework in the School may enroll in a maximum of nine (9) semester hours of study at the graduate level provided the following conditions are met:

- Students must submit a completed Non-degree Seeking Application.
- Students must provide an official transcript from the regionally accredited college/university that conferred their baccalaureate degree, prior to registering for any graduate course. This does not apply to students applying for graduate credit who are in-service educators or the general public who wish to take education courses through the professional development course offerings.
- Students must meet all prerequisite requirements of the course/courses in which they wish to enroll.
- Students must obtain written approval from the program chair of the program in which enrollment is desired.
- Students understand that credits obtained as a non-degree seeking graduate student may or may not apply at a later time to a graduate degree program in the School.

The program chair may elect under special circumstances to permit a student to take more than nine hours of graduate credit for transfer to another institution of higher education, provided the student can document evidence of admission to a graduate program of study at that institution and acceptance of these credit hours toward the program. Additionally, the program chair reserves the right to make exceptions to this policy deemed appropriate to his/her program area.

Admission to Undergraduate Certificate Programs

Students seeking admission to the Certificate of Applied Studies in Information Systems or the Certificate of Applied Studies in Paralegal Studies must have earned an undergraduate degree from a regionally accredited four-year college or university with a cumulative GPA of 2.0 or higher.

Admission requirements:

- Completed undergraduate certificate application including the \$35 application fee
- Official transcripts in sealed envelopes from each university and college attended
- TOEFL scores if the applicant's native language is not English

Admission to Bachelor's Degree Programs

Minimum requirements for admission to the Bachelor of Arts in Liberal Arts (BALA) or Bachelor of Science in Professional Studies (BSPS) degree program are:

- An earned high school diploma or GED
- A 2.0 average on any attempted college-level work

To be admitted, applicants must submit the following:

- A completed online bachelor's degree application (with application fee)
- Original transcripts from all college-level work attempted (or evidence of high school graduation or GED)

Admission placement requires ACCUPLACER Reading Comprehension and Sentence Skills test scores and an admission decision meeting with a student advisor. All incoming bachelor's degree applicants must take the ACCUPLACER Reading Comprehension and Sentence Skills tests for placement.

Applicants are notified about scheduling a testing session after submitting the undergraduate application. Testing sessions are scheduled for two hours during evenings and weekends.

- Test scores are used to route applicants into an appropriate course of study that best enables academic success.
- Accepted students will place into ENGL 101U, ENGL 201U, ADED 300U or ADED 301U based on the admission pathway and test scores. Academic advisors will provide admission guidance and options after receiving applicant test scores.
- Test scores are good for one year. Applicants may provide evidence of ACCUPLACER scores earned within the last 365 days for consideration and placement.
- An applicant may opt to retake the placement test once at his or her own expense of \$10. Applicants may register through their academic advisor for a retest on the next scheduled placement test date. The highest test score within a given session will be considered.
- Students whose ACCUPLACER scores do not qualify them for ENGL 101U or higher will be given the opportunity to take the noncredit course, English Foundations. At the end of English Foundations, students who re-take the ACCUPLACER but still do not achieve a score high enough for placement into ENGL 101U will be permitted to take English Foundations one additional time. No student may take the course a third time without permission from the Senior Associate Dean.

Non-native English speakers may be required to submit valid TOEFL scores.

Admissions Decisions

The School uses a selective admissions process to evaluate applicants. The most important predictor is an applicant's ability to do college-level work. As such, the School offers several undergraduate admission pathways depending on college experience, writing aptitude and GPA.

1. Well Qualified Transfer Admission

Applicants who have recently completed college-level study at a regionally-accredited community college or four-year institution may be candidates for well qualified transfer admission (WQTA). WQTA applicants are given priority and must successfully demonstrate the following:

- Minimum 24 semester hours of transferable coursework completed in the past 10 years
- Minimum 2.5 GPA on all previously attempted college coursework
- Earned a 'B' or better in English Composition and a 'C' or better in college-level math
- Earned satisfactory ACCUPLACER scores:
 - At least 100 on both Reading Comprehension and Sentence Skills tests - OR -
 - Combined score on both tests of at least 210 with neither score below 95

2. Weekend College Admission

Applicants to the Weekend College BALA in Interdisciplinary Studies program must successfully demonstrate the following:

- At least 45 semester hours of transferable college credit
- Minimum 2.0 GPA on all previously attempted college coursework
- Maintain a 2.0 cumulative GPA on all attempted coursework at the School
- Earned satisfactory ACCUPLACER scores:
 - At least 80 on Reading Comprehension test and at least 85 on Sentence Skills test - OR -

- Combined score on both tests of at least 175 with neither score below 75

3. Transfer Admission

Applicants who have completed some college-level study at a regionally-accredited community college or four-year institution but do not meet the minimum requirements for WQTA may qualify for transfer admission (TA). TA applicants must successfully demonstrate the following:

- Minimum 3 semester hours of transferable college-level coursework
- Minimum 2.0 GPA on all previously attempted college coursework
- Earned satisfactory ACCUPLACER scores:
 - At least 60 on both Reading Comprehension and Sentence Skills tests - OR -
 - Combined score on both tests of at least 130 with neither score below 55

4. Non-Transfer Admission

Applicants who have never studied at the college level or do not meet the minimum requirements for TA will only be considered for non-transfer admission (NTA). NTA requires applicants to complete foundation coursework at the School pursuing part-time study (registering for no more than nine semester hours) while completing these requirements. NTA applicants must successfully accomplish the following:

- Complete all foundation coursework with a grade of 'C' or better in the first 3 semesters at the School
- Maintain a 2.0 cumulative GPA on all attempted coursework at the School
- Earned satisfactory ACCUPLACER scores:
 - At least 60 on both Reading Comprehension and Sentence Skills tests - OR -
 - Combined score on both tests of at least 130 with neither score below 55

Students admitted to any undergraduate or degree program, without prior college experience, may enroll (register) in a maximum of nine (9) semester hours of credit in the first semester of study in SPCS.

Admission Notifications

Applicants will be notified of admissions decisions by letter, generally during an interview with an academic advisor. If admitted to a degree program, the admissions letter will include a University ID to be used in establishing a BannerWeb account and network ID.

Academic Amnesty

The Academic Amnesty policy applies to students seeking admission or readmission to the School as an undergraduate degree candidate, who have a cumulative grade point average of less than 2.0 in previous academic performance. With previous approval by the School committee for admissions and registration exceptions, such students may, on a one-time basis, attempt to complete the academic amnesty requirements before being admitted.

Under academic amnesty, students must earn a minimum grade of 'C' in each class in the first 6 semester hours of coursework in the School, including ENGL 201U and one other determined by placement test and the student advisor.

If a student places into ENGL 101U, the required course sequence for amnesty is ENGL 101U - ENGL 201U. If the student places into ENGL 201U or higher, the required course sequence is ENGL 201U and one other course that meets prerequisite requirements.

The student will be limited to a maximum of 6 semester hours in the first semester, taken as a non-degree seeking student. While on academic amnesty, students are not eligible to apply for financial aid until the requirements have been met and they are officially admitted to a degree program.

Failure to meet course and grade requirements in the first 6 semester hours will terminate eligibility for academic amnesty, and the student's application for admission will be closed. The student will then be required to achieve a cumulative college grade point average of 2.0 to be considered for admission to an undergraduate degree program.

Admission to Graduate Programs

Transfer of Graduate Credits

Up to six semester hours of graduate credit may be transferred toward a graduate program in the School. Transfer credits may be accepted only from another fully accredited institution of higher education. In order for graduate academic credits completed prior to admission into a graduate program to be considered, credits: (1) must have been completed within the past five years with a grade of 'B' or better; (2) must not have been used to satisfy requirements for another degree or certificate at the University of Richmond or another institution of higher education; and (3) must be approved by the Program Chair. Possible transfer credits completed while in the program must receive prior approval by the Program Chair. Except by waiver, no more than six hours may be transferred into a graduate program.

Graduate Admission Process

Students seeking admission to a graduate certificate or a master's degree program must complete the following:

- File a Graduate Application with the School and submit the non-refundable \$50 graduate application fee
- Have official transcripts from all colleges and/or universities where college work was attempted forwarded directly to the School
- Have three (3) letters of recommendation sent directly to the School (not required for Graduate Certificate in Teacher Licensure Preparation)
- Have official TOEFL scores sent (when applicable)

Official documents verifying college and university work and test scores must be sent from the institution or agency responsible for the information directly to the School.

Additional requirements vary by graduate degree programs. See the section that follows for the graduate program to which you are applying.

Admission to the Master of Human Resource Management 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 (in addition to the admission requirements for all graduate programs):

- A baccalaureate degree from a regionally accredited U.S. 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 the minimum GPA requirements may be considered on a case-by-case basis for conditional admission. To remain in the program, conditionally admitted students must earn a minimum 3.0 grade point average in the first three semester hours taken following conditional admission.

Admission to the Master of Liberal Arts

Students seeking admission to the Master of Liberal Arts must have the following (in addition to the admission requirements for all graduate programs):

- A baccalaureate degree from a regionally accredited U.S. college or university
- A grade point average of 3.0 or higher on all college or university academic work attempted
- A one-page statement of purpose which clarifies the student's goals and gives a broad indication of the type of focus the student wishes to pursue. Applicants seeking the MLA Concentration in Public History should discuss public history as their area of focus.

Admission to the Graduate Certificate in Teacher Licensure Preparation (TLP)

Students seeking admission to the Graduate Certificate in Teacher Licensure Preparation must have the following (in addition to the admission requirements for all graduate programs):

- A baccalaureate degree from a regionally accredited U.S. college or university
- A grade point average of 2.7 or higher on all college or university academic work attempted
- Two (2) official transcripts from all colleges or universities attended submitted directly to the School
- Passing scores on the Praxis I and II content knowledge exams submitted directly to the School (ACT or SAT taken within past 15 years may be substituted for Praxis I)
- A brief explanation of why they want to become a teacher along with a current résumé submitted to the School
- A successful interview with the program director or designee

Admission to the Master of Education in Curriculum and Instruction

Students seeking admission to the M.Ed. in Curriculum and Instruction must have the following (in addition to the admission requirements for all graduate programs):

- A baccalaureate degree from a regionally accredited U.S. college or university
- Documentation verifying valid teacher licensure submitted to the School
- A grade point average of 3.0 or higher on all college or university academic work attempted. Students who do not meet grade point average requirements may be considered on a case-by-case basis and admitted conditionally after demonstrating exemplary teaching ability and high recommendations.
- Successful interview with the program director or designee

Admission to the Graduate Program in Educational Leadership and Policy Studies

Graduate Certificate

Students seeking admission to the Graduate Certificate in Educational Leadership and Policy Studies must have the following (in addition to the admission requirements for all graduate programs):

- A graduate degree from a regionally accredited U.S. college or university
- A grade point average of 3.0 or higher on all college or university academic work attempted
- Successful interview with the program director or designee

The three letters of recommendation should include an individual who can attest to the candidate's academic ability and potential as a graduate student and from supervisors who can attest to the candidate's demonstrated leadership ability. The supervisor recommendation might include a school principal or school superintendent. At least one of the recommendations should derive from the K-12 perspective.

Master of Education

Students seeking admission to the M.Ed. in Educational Leadership and Policy Studies must demonstrate all of the same criteria as for the Graduate Certificate in Educational Leadership and Policy Studies except they need only to have completed at least a baccalaureate degree.

Financial Affairs

Review the information that follows for tuition, payments, fees, scholarships, refunds and additional policies related to finances in the School of Professional and Continuing Studies.

Tuition and Fees

Degree Program Schedule of Fees		2013-14
Undergraduate Course Tuition	per semester hour	\$430
Graduate Course Tuition	per semester hour	\$530
Portfolio Application Fee (nonrefundable)		\$200
Tuition for Portfolio	per semester hour awarded	\$200
Student Teaching, 12-credit classes (Entire course – undergraduate)		\$4,400
Student Teaching, 12-credit classes (Entire course – graduate)		\$5,200
Undergraduate Application Fee (nonrefundable)		\$35
Graduate Application Fee (nonrefundable)		\$50
Late Payment Fees (Payment due by 5pm Monday, 1st day of term)		\$35-\$70
Parking Permit, per academic year (through Summer 2014)		\$50

Payment Terms

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 Monday the first day of the term 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 an invoice has not been received. A student may review his/her account at any time on BannerWeb. If a student is dropped due to nonpayment, he/she is still responsible for tuition and fee charges according to the University Refund Policy. Payment is due upon registration for classes added on or after the first day of the term.

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 attorney's fees, reasonable expenses and costs incurred. Accounts referred to a collection agency are reported to the credit bureau(s).

Withdrawals

Students are matriculated by semester. If a student withdraws from classes or is administratively withdrawn 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 the written withdrawal notification is received in the Office of the Dean. Any special fee is nonrefundable after the first day of class. The full schedule of refunds is available on the [Student Accounts website](#).

Schedule of Refunds

Timeframe	Amount
Withdrawal on or before the first day of class	100%
Withdrawal during the first week of classes	100%
Withdrawal during the second week of classes	70%
Withdrawal during the third week of classes	50%
Withdrawal during the fourth week of classes	25%
Withdrawal during the fifth week of classes	25%
Withdrawal during the sixth week of classes	25%
Withdrawal after the sixth week of classes	None

Direct Deposit of Refunds

With Direct Deposit, your refund will be automatically deposited to the bank account you specify, eliminating trips to the bank and the risk of your check being lost or stolen. It may take up to two business days for a direct deposit to post to your bank account. To participate, return the completed Student Authorization Form available on the [Student Accounts website](#) along with a voided check to Accounts Payable. The mailing address is on the direct deposit form.

Appeals Process

The University of Richmond has an appeals process for students who believe individual circumstances warrant exceptions from the published general refund policy. A student has six weeks from the time of withdrawal to appeal the University's refund policy. All appeals must be in writing and directed to Annemarie Weitzel, Bursar, Box R, University of Richmond, VA 23173, or via email to bursar@richmond.edu.

Tuition Payments

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

Full payment or plan of payment is due to the Student Accounts Office by Monday, the first day of the term. The responsibility to meet all payment deadlines is yours, even if you do not receive an invoice. Students may view their student account on [BannerWeb](#).

If you are dropped from class due to non-payment, you are still responsible for the tuition and fee charges at the time of withdrawal according to the University Refund Policy.

FULL PAYMENT is due by the first Monday of the term whether or not an invoice has been received.

Electronic Invoicing and Payment Options

The University of Richmond provides electronic invoicing and payment for all enrolled students. Students receive a monthly electronic invoice notification at their UR email address advising that their invoice is ready to view and pay. All students have the ability to grant permission to others (parent, guardian, spouse, employer, etc.) to access their student account information. Anyone with access will also be emailed when the invoice is ready to be viewed and paid.

With electronic invoicing, students and authorized payers are able to make payments through a variety of methods. Electronic payments may be made using Visa, MasterCard, American Express or Discover (with a vendor service charge of 2.75 percent of amount charged) OR you may pay by electronic check at no cost. Also, the invoice may be printed and mailed with a check. Another payment option is the monthly installment Tuition Payment Plan. Payments of cash and checks are accepted at the Student Accounts Office located in Sarah Brunet Hall.

Invoice and Payment

The University is committed to offering a very secure online account management system and is partnered with QuikPAY®. The technical architecture/security of the QuikPAY product uses intrusion detection and firewall systems to protect the network. Our contract with them ensures that we are compliant with the Family Education Rights and Privacy Act (FERPA) and the Gramm-Leach Bliley (GLB) Act. The QuikPAY system is available 24/7 world-wide. Additional benefits include viewable invoices and payment history as well as convenient access for authorized payers that students have set up. Students may pay online by going to BannerWeb and clicking on Student Services/Pay Tuition and Fees. Authorized payers will be able to access invoices and pay through the QuikPAY website once given authorization by the student.

Paying by Check

Make your check payable to the University of Richmond. You may mail your payment to: University of Richmond, Box R, University of Richmond, VA 23173. You may also make your check payment in person at the Student Accounts Office in Sarah Brunet Hall.

Tuition Payment Plan

The University offers an installment plan administered by Sallie Mae. This tuition installment plan provides students with a low cost plan for budgeting tuition. The monthly plan is NOT a loan program, therefore no debt is incurred. There is no interest or finance charge assessed on the unpaid balance due to the college. The only fee to participate in the payment plan is a \$30 per semester nonrefundable enrollment fee. You will automatically receive monthly electronic statements.

To participate in the three- or four-month payment plans, student applications must be received by Sallie Mae by August 10 for the fall (date is approximate) and December 10 for the spring (date is approximate). The budget period is August through October for the fall three-month plan; August through November for the four-month plan; January through February for the spring three-month plan; January through April for the four-month plan. The Monthly Plan is not available for courses offered during the summer terms.

To enroll in a plan go to the [Sallie Mae website](#) and click on Enroll Now.

There is always an account representative who can answer questions about your tuition plan account at 1-877-279-6092. The Student Accounts Office at (804) 289-8147 or (804) 289-8148 can also answer questions.

Tuition Insurance Plan

The University of Richmond offers the Dewar Tuition Refund Plan to students enrolled in the School of Professional and Continuing Studies. This plan is designed to protect the tuition and fees of students who become ill and are unable to complete their semester by alleviating—if not eliminating—any financial loss.

A student who has withdrawn from classes due to illness or personal injury will receive: 100% of insured term tuition and fees; or 60% of insured term tuition and fees if the withdrawal is the result of a mental/nervous disorder.

For more information on this low cost insurance, please visit the [Dewar website](#) and select University of Richmond from the selection box or call A.W.G. Dewar, Inc. at (617) 774-1555.

Financial Aid

General Information

In addition to the scholarships named below, there are other sources of financial assistance available to students in the School of Professional and Continuing Studies. Generally, a student must be enrolled or unconditionally accepted for enrollment on at least a half-time basis (six credits per term) in an eligible degree or academic certificate program in order to be eligible for consideration for financial aid. (All SPCS degree and academic certificate programs are eligible for financial aid consideration except the leadership certificate program.) In addition, the student must be a U.S. citizen or permanent resident (or other eligible non-citizen) and must be making Satisfactory Academic Progress (see below) toward his/her degree or academic certificate.

Federal financial assistance is available in the form of Federal Grants and Federal Direct Loans. Federal Pell Grants are provided to low-income undergraduate students who have not already earned a degree but who are working toward a degree. Federal Pell Grant recipients must be enrolled for at least three credits per term. The Federal Pell Grant does not have to be repaid. Federal TEACH grants are also available to students who complete or who plan to complete coursework needed for a career in teaching, and who agree to serve for at least four years as a full-time, highly-qualified teacher in a high-need field in a school serving low-income students. The four years of service must be completed within eight years of graduation. Failure to comply with the requirements of the program result in the TEACH grant being

converted to a loan, with interest accruing from the date the grant was disbursed, that must be repaid in full. Students enrolled in a graduate certificate program are not eligible for the TEACH Grant.

Federal Direct Loans are loans for students who are enrolled in an eligible degree or academic certificate program for at least six credits per term. Annual loan limits vary from \$3,500 to \$20,500 depending on grade level and dependency status. Subsidized Direct Loans are available to undergraduate students who demonstrate financial need; the federal government pays the accrued interest on these loans while the student is enrolled at least half time (six semester hours). Unsubsidized Direct Loans are available to both undergraduate and graduate students regardless of demonstrated need; students are responsible for accrued interest on these loans. Direct Grad PLUS loans are also available to graduate students. The Direct Grad PLUS Loan, a credit-based loan, is available to graduate students.

To apply for Federal Grants and Federal Direct Loans, students must submit the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. A loan application is also required for the Direct Loan Programs. These forms are available at financialaid.richmond.edu/forms or from the Financial Aid Office. 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. Applications will only be reviewed for those students who are registered for classes. Students will receive an e-mail notification from the Financial Aid Office when financial aid is available to be viewed on BannerWeb. Financial aid is generally disbursed to the student's account at the beginning of each term. If financial aid exceeds billable charges, then the student has a credit balance and is due a refund. Refunds will not be issued until at least two weeks after the first day of class for each term. Pell Grant recipients may receive a partial refund by the first day of class.

Virginia Tuition Assistance Grant

The Virginia Tuition Assistance Grant (VTAG) is available to full-time undergraduate students who are residents of Virginia and who are enrolled in a degree program. (The amount of the grant for the 2013-14 academic year is estimated at \$3,100.) The VTAG application may be obtained online from the [Financial Aid website](#). Deadline for applications is July 31 for the following academic year.

Satisfactory Academic Progress

According to federal regulations and University of Richmond (UR) policy, students must maintain Satisfactory Academic Progress (SAP) to receive federal and institutional financial aid. Some private loan programs also require SAP. Evaluation of students' progress for financial aid purposes is made annually at the end of the spring term to determine financial aid eligibility for the following year (summer term, fall term, and spring term). When assessing SAP, the University will review all terms of enrollment at UR as well as transfer work accepted toward UR degree requirements, whether or not the student received financial aid during those terms.

The standards of academic progress outlined here are for the purpose of evaluating eligibility to continue receiving financial aid. They do not replace or modify academic standards required for continued enrollment at the University of Richmond.

The SAP requirements for Undergraduate students and Graduate students are listed below.

Undergraduate Students

SAP is checked annually at the end of the spring term. Students must meet both of the following requirements:

- Have completed 67% of all attempted coursework, (including transfer work and pass/fail courses) AND
- Have achieved a cumulative grade point average of at least a 2.0

In addition, students must complete degree requirements within the 150% maximum timeframe allowed. For example, if the program requires 120 hours to complete, the maximum number of hours attempted to complete the program cannot exceed 180 hours, including transfer work and pass/fail courses. Successful completion of a class means receiving one of the following grades for the class: A, B, C, D.

Graduate Students

SAP is checked annually at the end of the spring term. Students must meet both of the following requirements:

- Have completed 67% of all attempted coursework, (including transfer work and pass/fail courses)
AND
- Have achieved a cumulative grade point average of at least a 3.0

In addition, students must complete degree requirements within the 150% maximum timeframe allowed. For example, if the program requires 30 hours to complete, the maximum number of hours attempted to complete the program cannot exceed 45 hours, including transfer work and pass/fail courses. Successful completion of a class means receiving one of the following grades for the class: A, B, C, D.

All Students (Undergraduate and Graduate)

The effect of incomplete coursework, withdrawals, and course repetitions impacts SAP in the following ways:

- Incomplete coursework is not included in the GPA or in the number of credits earned but is counted as attempted credit.
- Courses from which a student withdraws are not included in the GPA or in the number of credits earned but are counted as attempted credit.
- Repeated courses are counted only one time as earned credits. However, credits for each course taken, including all repeated courses, are counted as attempted credit. Both grades will be calculated in the cumulative GPA.

Students not meeting the SAP requirements for financial aid at the end of the spring term will not be eligible for any additional financial aid until the standards are met. Denial of aid under this policy may be appealed by the student, in writing, to the Director of Financial Aid within 30 days of notification that the student is no longer eligible for aid. Appeals will be considered for the following circumstances: the death of a relative of the student; an injury or illness to the student; or other special circumstances. A student's request must include information regarding why the student is not meeting the SAP standards and what factors have changed that will allow the student's academic progress to improve by the next evaluation.

Successful appeals will lead to one of two SAP statuses: Financial Probation or Eligible for Financial Aid. A student may be placed on "Financial Probation" for the subsequent term if it is determined that he/she can regain eligibility after one term. A student may be found "Eligible for Financial Aid" based on an academic plan that outlines future academic progress for the student as established by the Director of Financial Aid. The student will be notified of their SAP status based on the merits of the appeal. If the appeal is not granted, the student will be notified of the decision and will be financially responsible for their educational expenses.

Return of Financial Aid When a Student Withdraws

Students who plan to withdraw from the University of Richmond must submit an official withdrawal letter to the Dean. The Dean's Office will notify the appropriate offices of the student's withdrawal from the University of Richmond including the actual withdrawal date.

A student who withdraws or is suspended during a semester may be entitled to a refund of certain charges as outlined in the Refund Policy. 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.

Return of Title IV Program Funds Policy

The 1998 amendments to the Higher Education Act (HEA) of 1965 and subsequent regulations issued by the Department of Education (43CFR 668.22) establish a policy for the return of Title IV grant and loan funds for a student who withdraws. Title IV grant and loan funds include the following programs: Federal Direct Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal TEACH Grant, Federal Perkins Loan, Federal Direct PLUS Loans, Federal Direct Grad PLUS Loans, and the Iraq and Afghanistan Service Grant.

The amount of Title IV funds the student earns, up to the withdrawal date, is based on a daily proration determined by dividing the total number of calendar days completed by the total number of calendar days in the semester (excluding breaks of five or more consecutive days). This calculation must only be done up to the 60 percent point in time for the semester. After the 60 percent point in time, the student is considered to have earned all of the Title IV funds awarded for the semester.

Unearned Title IV funds must be returned to the Title IV programs. If the amount earned is greater than the amount that has been disbursed, the difference is treated as a late disbursement to the student. Unearned funds, up to the amount of total institutional charges (tuition, room and board) multiplied by the unearned percentage of funds, are returned to the Title IV programs by the University of Richmond. The student must return any portion of unearned funds not returned by the school. Only 50 percent of unearned grant funds must be returned. Title IV loan funds that must be returned by the student are repaid per the loan terms.

Unearned Title IV funds are returned to the Title IV programs in the following order: Unsubsidized Federal Direct Loans, Subsidized Federal Direct Loans, Perkins Loans, Federal Direct Grad PLUS Loans, Federal Direct PLUS Loans, Federal Pell Grants for which a return of funds is required, Federal Supplemental Educational Opportunity Grants for which a return of funds is required, Federal TEACH Grants for which a return of funds is required, and the Iraq and Afghanistan Service Grant for which a return of funds is required.

Return of Non-Title IV Program Funds Policy

Non-Title IV financial aid will be adjusted for a withdrawing student based upon the University's Refund Policy. Adjustments will be made through the sixth week of classes. The amount to be returned to the non-Title IV financial aid program is the same percentage that will be refunded to the student for tuition and room charges. After the sixth week, the student is considered to have earned all of the non-Title IV aid.

Non-Title IV financial aid funds are returned in the following order: institutional grants/scholarships, non-federal loans, agency scholarships, company tuition payments.

Students who are receiving financial aid and who are planning to withdraw from the University during a semester are strongly encouraged to meet with a Financial Aid Advisor to review the impact that their withdrawal will have on their institutional charges and on other financial aid in future terms.

For further information about the various financial aid programs, check our website at financialaid.richmond.edu/spcs or contact the Financial Aid Office at (804) 289-8438.

Scholarships

Scholarship funds are available for undergraduate and graduate students in the School of Professional and Continuing Studies (SPCS) who have been accepted into a planned program of study at SPCS. The

deadline for fall scholarship applications is June 1; for spring scholarship applications, the deadline is October 1.

Applications for scholarships are available on the [SPCS website](#).

Richmond Dry Goods/Children's Wear Digest Scholarship

Established in 1919, 1944 and 1945 by the Richmond Dry Goods Company as three separate scholarships and combined in 1995 into one, as a scholarship for students in the School of Professional and Continuing Studies.

Larus and Brother Company Scholarship

Established in 1945 by Larus and Brother Company, a Richmond-based cigarette manufacturer that ceased operations in 1974, as a scholarship for the Evening School of Business.

Lawyers Title Insurance Corporation Scholarship

Established in 1945 by Lawyers Title Insurance Corporation, a leading title insurance company in Richmond, as a scholarship for the Evening School of Business.

James L. Narduzzi Scholarship

Established in 2005 by students, alumni, faculty and friends in recognition of Dr. Narduzzi's 10th anniversary as dean of the School of Professional and Continuing Studies, as a scholarship for the Evening School.

Reynolds Metals Company Scholarship

Established in 1945 by Reynolds Metals Company, a Richmond-based manufacturer of aluminum products, as a scholarship for the Evening School.

Martin L. Shotzberger Scholarship

Established in 1968 by alumni and friends in recognition of Dr. Shotzberger's years as the first dean of University College, now the School of Professional and Continuing Studies, as he left to become president of Catawba College in Salisbury, N.C. Dr. Shotzberger, who held B.S. and M.S. degrees in Business Administration from the University of Richmond, as well as an honorary Doctor of Laws degree, passed away in 2004.

J. May Reid Scholarship in Retail

Established in 1999 by Children's Wear Digest, Inc. in appreciation of Mrs. Reid's 20 years of dedicated service to the company, to be awarded to a student in the School of Professional and Continuing Studies.

Standard Oil Company of New Jersey Scholarship

Established in 1945 by the Standard Oil Company of New Jersey, now Exxon Corporation, as a scholarship for the Evening School.

Eugene B. Sydnor Scholarship

Established in 1915 by Eugene B. Sydnor, former president of Richmond Dry Goods Company, Inc. and vice president of Virginia Mechanics Institute in Richmond, as a scholarship for the Evening School.

Jean H. Proffitt Scholarship

Established in 1996 by alumni, students, and friends in honor of Jean H. Proffitt, UC '83, who was an inspiration to and advocate for many thousands of Evening School students, upon her retirement after 38 years of service. This scholarship has no minimum hour requirement and is available to all degree-seeking students.

Thomas and Doris Pearson Endowed Scholarship

Established in 2002 by Thomas W. Pearson, UC '63, to support undergraduate students in the School of Professional and Continuing Studies who display good citizenship and act in a manner that enhances the University's program.

School of Continuing Studies 40th Anniversary Scholarship

Established in 2002 in recognition of the School of Continuing Studies' 40th anniversary.

Sally Fairbanks Scholarship in Paralegal Studies

Established in 2006 by members and friends of the Fairbanks family, designated to students enrolled in the Evening School paralegal studies program.

Osher Reentry Scholarship Program

Endowed by the Bernard Osher Foundation 2008, designated to students enrolled in the Evening School who meet specified criteria.

Virginia, Patricia and Deborah Pearson Endowed Scholarship

Established in 2004 by Thomas W. Pearson to support undergraduate students in the School of Professional and Continuing Studies who display good citizenship and act in a manner that enhances the University's program.

Sarah O. Gunn Scholarship

Established in 2004 to support undergraduate students in the School of Professional and Continuing Studies who display good citizenship and act in a manner that enhances the University's program.

SPCS Alumni Association-SPCS Student Government Association Scholarship

Established in 2007 to undergraduate or graduate students in the School of Professional and Continuing Studies Evening School who display good citizenship and act in a manner that enhances the University's program. The scholarship may be renewed as long as the student remains enrolled in the SPCS Evening School during his or her undergraduate or graduate years and maintains satisfactory academic progress.

Other Financial Assistance

Employer Tuition Assistance

Recognizing the value of college training in the evening, many organizations in Richmond and the surrounding area pay tuition, in whole or in part, for their employees. Students should inquire about possible educational benefits offered by their employers.

Veterans Affairs

Students eligible to receive educational benefits administered by the Department of Veterans Affairs must submit an application to the Department of Veterans Affairs prior to registration to ensure maximum benefits. Eligible students must request that their school's VA certifying official certify their enrollment each term, including the summer session.

The Department of Veteran Affairs requires both the University and the student to notify the Department of Veteran Affairs promptly if there is a change in course load.

Students are expected to progress satisfactorily toward their approved educational objective. Instances of poor academic performance, courses taken which do not count toward an approved program, repeated courses and/or excessive absences or withdrawals must be reported. Such instances may result in a reduction or loss of benefits. For further information, contact the VA certifying official in the Office of

the University Registrar, (804) 289-8408. For additional information regarding the application process and eligibility, contact the Department of Veterans Affairs or (888) 442-4551 or [online](#).

Alumni Discount Policy

University of Richmond alumni who have earned a certificate, associate degree, baccalaureate degree, post-baccalaureate certificate, graduate certificate, master's degree or juris doctorate are eligible for the following alumni discounts:

Credit Programs

50% discount on tuition for undergraduate credit courses. Eligible alumni may apply this discount on one course (not to exceed 3 semester hours credit) per academic year (fall, spring and summer inclusive), except for courses that are already discounted. This discount applies to all credit programs except Teacher Licensure and graduate SPCS programs.

Alumni wishing to utilize this discount must be registered by SPCS staff and should contact the School of Professional and Continuing Studies (804) 287-6572 for further instructions.

Non-credit Programs

25% discount on one course per semester as listed in the Think Again noncredit catalog, with the exception of certificate programs, travel programs, conferences, membership fees, and certain classes involving partnerships and application fees. Eligible programs include the Osher Lifelong Learning Institute, Institute on Philanthropy, and Environmental Stewardship & Sustainable Design.

Alumni wishing to utilize this discount must be registered by SPCS staff and should contact the School of Professional and Continuing Studies (804) 287-6676 for further instructions.

Student Services & Academic Support

Introduction

At Richmond, you will be challenged to excel and reach your full potential. To help you succeed, the University offers a wealth of academic resources to assist you in making the most of your experience.

Academic Skills Center

The Academic Skills Center provides academic support to all students (i.e., undergraduate, graduate, etc.). Operating from a holistic vantage point, the Center incorporates counseling and academic skills (i.e., test preparation, critical reading, note-taking, critical thinking, information processing, concentration, time management, etc.) via techniques that address the academic performance of students and their social adjustment to the University environment.

SPCS students are eligible to make three appointments with tutoring staff each semester via the Center's online scheduler. Students who need to utilize the services of the Center more than the stipulated times are permitted to see an available tutor on a walk-in basis. Visit the [Academic Skills Center website](#) for details.

Advising 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 School (804) 289-8133. Visit the [Academic Advising page](#) for advising assignments and additional information.

Alumni Association

The mission of SPCS Alumni Association (SPCS AA) is to support the School, students, and alumni through the adoption of projects that provide scholarship assistance for our students and will provide service and social opportunities for alumni. We strongly feel that a cooperative partnership between students, faculty, alumni, and staff advances our mission and creates a culture of fellowship and giving that benefits the entire SPCS community. If your contact information has changed, please update your UR Online online alumni profile to ensure you receive information from the association. Visit the [SPCS Alumni Association online](#).

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 include UPS shipping and faxing. Visit the [UR Bookstore online](#).

Career Services

All degree-seeking students may establish SpiderConnect accounts through the Office of Alumni and Career Services. SpiderConnect is UR's exclusive and free online opportunities database, which provides access to job and internship listings, employer information and on-campus career events. Students may also utilize the Career Services website, which contains comprehensive career resources including resume samples, guidance on various career paths, and interviewing skills. The career resources library is also available in the center, located on the third floor of Tyler Haynes Commons. Degree-seeking SPCS

students and alumni can schedule an appointment with a career advisor located in the Special Programs building by calling (804) 289-8547. Review [SPCS Career Services online](#).

Dining Services

University of Richmond Dining Services consists of a wide variety of dining venues, retail stores and catering.

Located across Westhampton Lake from Boatwright Library is the award-winning Heilman Dining Center, providing unlimited food options including many cook-to-order selections with continuous service from breakfast to dinner during the week, and brunch through dinner on the weekend. For weekend early risers the Heilman Dining Center offers an early morning continental breakfast. Off the main lobby in the Dining Center is the fully stocked campus convenience store, ETC. Central to campus in the Tyler Haynes Commons are Tyler's, a quick serve style restaurant; The Cellar, a late-night pub-style eatery; and Freshens, the campus smoothie bar. On the Richmond side of campus in Boatwright Library is Eight-Fifteen at Boatwright, a coffee shop serving specialty coffee beverages, assorted desserts, and pastries. For something with an international flair, try The Passport Café in the Carole Weinstein International Center, or grab a quick sandwich wrap, soup or gourmet cupcake and a hot or cold beverage at Lou's in Queally Hall. Late night grab-and-go snacks and beverages are available in the Dean's Den, which is on the lower level of the Whitehurst building. If attending events at University of Richmond Downtown, try the newest venue: Richmond on Broad Café located in the heart of downtown Richmond at 7th and Broad Street.

Hours of Operation and Other Services

When classes are in session, food is available somewhere on campus as early as 7:15 am during the week, 8:00 am on weekends, and every night until 1:00 am. A wide variety of additional services including nutrition counseling, meals to go, and catering services are also available. For a complete list of hours, menus, and services visit the [Dining Services website](#).

SPCS students are eligible to purchase the convenient and flexible Spider Red meal plan which saves over 11% for each purchase at any University Dining Services location including Richmond on Broad Café. Please look for more information on the website under Meal Plans.

The University of Richmond's Dining Services team is committed to providing each and every individual with exemplary service, outstanding quality food prepared with passion, and commitment to excellence. We hope your dining experience with us will be both relaxing and enjoyable.

Disability Services

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 development 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 regarding any accommodations they may require in visiting the campus or 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. Visit the [Disability Services website](#) for additional information.

Honor Statute

The University Honor Statute governs such behavior as cheating, plagiarism, lying and academic theft, and the SPCS Honor Code also incorporates the Policy Statement on Standards of Conduct, Penalties and

Disciplinary Procedures regarding issues of 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. Review the [Honor Code page](#) for details.

Identification Card/One Card Services

Each degree-seeking student will be issued a picture identification card (One Card) upon request. This card verifies that the holder is eligible to receive University library and certain other campus privileges. A campus ID is required for check cashing and access to athletic facilities and serves as your meal card if applicable. Neither the card nor its privileges is transferable. Students must present a form of identification (i.e. driver's license, military ID, passport) when applying for their University of Richmond One Card. New students may upload a [photo for their One Card](#) after activating their networking ID (netID).

University students who are eligible for the One Card may sign up for the University's Spidercard Account, a declining-balance program which allows students to access previously deposited funds via their University One Card. The Spidercard Account provides students with the ability to make purchases without carrying cash and can be used at the bookstore, the Student Health Center, at most vending machines and at all campus dining locations. Complete information on the One Card is available on the [One Card website](#).

Policies

The University of Richmond is governed by policy statements that 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.

Society of Human Resource Management

The School of Professional and Continuing Studies has a Student Chapter of the Society of Human Resource Management.

Recreation and Wellness

The mission of the Department of Recreation and Wellness is to enhance the lives of its members by providing quality recreational and educational programs in an environment that promotes healthy lifestyles, academic productivity and personal growth.

The Weinstein Center for Recreation and Wellness provides a comprehensive facility that includes a two-level fitness and wellness center, three-court gymnasium with an elevated walking and jogging track, two multipurpose rooms, pool, racquetball and squash courts, as well as locker room and sauna facilities. Participants experience a full range of cardio and strength equipment, in addition to a wellness resource center and computer lab. Also available for recreational use when not scheduled for programs are outdoor playing fields, eight tennis courts, a 400-meter track and cross country trails. The Fitness and Wellness program offers a variety of fitness classes and activities throughout the day. In addition, special screenings, assessments and services are offered to address health and wellness needs. Services often include massage therapy, personal training, cholesterol screenings, blood pressure checks and fitness assessments. The Intramural Sports program offers a wide range of team and individual sports at a variety of skill levels. More than 30 sport clubs provide student leadership opportunities as well as competitive

options for students who are not part of the varsity athletic program. The Natural High and Outdoor Adventure programs offer activities and trips throughout the year, often including whitewater rafting and tubing, camping, skiing, rock climbing and hiking. Participants may also experience our multi-level High Ropes Odyssey course designed to promote confidence, self-esteem, communication and team building. The 18-hole HB Clark signature designed Disc Golf Course at the University of Richmond is open for all to play. Many of our facilities are available to reserve for your events. Fees may apply. Visit our [Recreation and Wellness website](#) for more information about our facilities, programs and services, or call Member Services at (804) 289-8361.

Speech Center

The Speech Center serves the University community in the pursuit of excellence in public expression. Designed to support undergraduates and graduates in courses emphasizing speech and oral presentations across the curriculum, the Speech Center welcomes students seeking assistance with extracurricular presentations as well. Individuals and groups are welcome to reserve appointments.

For information, call (804) 289-8814, see the [Speech Center website](#), or visit the Speech Center on the fourth floor of Weinstein Hall.

Student Government Association

The mission of the SPCS SGA is to promote student involvement and make the educational experience as memorable as possible. SGA events include the following:

- Welcoming students at New Student Orientation
- The Peer Program for New Students
- Walking Tour for New Students to our campus
- Monthly Breakfast Forums for academic & career management and networking opportunities
- Sponsoring Trick or Treat for SPCS Families
- Participating in service projects like collecting coats for families in need and collecting items for troops serving in Afghanistan

The SGA encourages students to take advantage of the opportunities to meet their peers and members of the SPCS faculty and staff as well as other members of the greater UR community and support each other in accomplishing academic and personal goals and objectives. Visit the [SGA page](#) for more information.

Student Identification Number (UR ID)

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 SPCS students and is printed on each student's One Card (unless the student requests it not be printed).

A Social Security Number is still required to be on file with the University to fulfill IRS and federal reporting requirements.

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 [Writing Center website](#). SPCS students may also receive help online from the Center's Professional and Continuing Studies specialist.

The Online Writing Lab (OWL) is a free University of Richmond service offered exclusively to currently enrolled undergraduate and graduate SPCS students, and also to the University's faculty and staff. Papers of all types and disciplines can be sent via e-mail to a professional writing tutor for assistance at any hour of the day or night. Papers are returned by e-mail to your UR account in approximately 48 hours or less with feedback that's designed to help improve your writing. Learn more on the [OWL page](#).

Academic Procedures

Introduction

The University of Richmond School of Professional and Continuing Studies has, for each academic program, procedures and degree requirements that must be satisfied before the degree can be granted. The student is responsible for knowing the specific requirements and planning appropriately to allow for the completion of these requirements. SPCS provides, depending on the program, either or both academic advisors and administrative personnel to assist students with their plans. In any case, the final responsibility for following procedures and meeting degree requirements rests solely with the student.

The following sections describe academic policies, regulations, and procedures.

Flexible Ways to Earn Credit

The School of Professional and Continuing Studies has a liberal transfer policy and matriculated students can earn credits toward their degree through examination College Level Examination Program (CLEP), American Council on Education (ACE), Advanced Placement Program (AP), independent study or through portfolio assessment of prior learning. Consult your academic advisor for details. Additional information is available on the [Pre-Admission Advising pages](#).

College Level Examination Program (CLEP)

The School of Professional and Continuing Studies awards credit based on acceptable performance on specified tests of the College Level Examination Program. Generally, a student may not attempt credit by examination for a course in which a failing grade was received or for a basic course in those areas in which acceptable college credit has been earned at a more advanced level. For information about general and subject examinations, contact the School of Professional and Continuing Studies.

American Council on Education (ACE)

ACE's College Credit Recommendation Service reviews and offers college-level credit recommendations for many training courses, apprenticeship programs and examinations. An official ACE Credit Recommendations Transcript must be submitted directly to the School of Professional and Continuing Studies for review of the equivalence and transfer. For more information on ACE or to order a transcript visit their website.

Advanced Placement Program (AP)

The School of Professional and Continuing Studies participates in the Advanced Placement program of the College Board. Students who successfully completed AP examinations prior to their entry in a college-level program may have official scores submitted to the University for review. Scores submitted within 10 years of completion of the examination will be considered for the equivalence and transfer of credit. To order test scores contact ETS.

Independent Study

An independent study is a course taken with faculty supervision for knowledge enhancement beyond the courses offered in a particular area of interest. In rare cases, when scheduling or other conflicts exist, a regular course may be taken as an independent study. Independent study courses may be used in the Areas of Study and General Distribution and may be used to enhance courses in the major. Consult with your academic advisor before applying to earn credit by independent study.

Transfer Credit

Courses offered in transfer will be evaluated for acceptance provided the work was taken at an institution accredited as degree-granting by a recognized regional accrediting body for higher education at the time the coursework is completed. A grade of or equivalent to C (2.0) or better must have been earned in the particular course. Course work accepted in transfer shall be applied to specific degree requirements subject to the discretion of the School of Professional and Continuing Studies. Transfer work will be accepted during the final semester of a program only with prior approval. CLEP exams are considered transfer credits. Note: Credits accepted for transfer do not transfer the grade and grades are not applicable to Grade Point Averages at the University of Richmond.

The School of Professional and Continuing Studies generally does not accept credits earned with a Pass/No Pass designation.

No transfer credit shall be formally accepted or recorded until the University has received an official transcript directly from the records office of the institution that offered the course work. If course work is being transferred from more than one institution, a transcript must be received from each institution. It is the responsibility of the student to be aware of the unit of credit awarded when enrolling at another institution for the purpose of transferring credits. Transferable work completed on the quarter hour system will be accepted at two-thirds of a semester hour.

Transfer credits will be accepted during the semester prior to graduation only with prior approval.

Note: Courses offered in transfer will be evaluated for acceptance provided the work was taken at an institution accredited as degree-granting by one of the following regional accrediting associations at the time the coursework is completed:

- Middle States Association of Colleges and Schools/Commission on Higher Education
- New England Association of Schools and Colleges/Commission on Technical and Career Institutions
- North Central Association/Commission on Accreditation and School Improvement
- Northwest Association of Colleges and Schools/Commission on Colleges
- Southern Association of Colleges and Schools Commission on Colleges
- Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities
- Western Association of Schools and Colleges/Accrediting Commission of Community and Junior Colleges

Transfer Credit from Non-U.S. Institutions

Students who have attended institutions outside of the United States are required to provide official transcripts (mark sheets) to the School of Professional and Continuing Studies and to have these official transcripts evaluated by one of the educational credit evaluation services listed on the National Association of Credential Evaluation Services (NACES) website. An official copy of the evaluation must be sent directly to SPCS from the evaluation service. Visit our [International Admissions page](#) for additional information.

A listing of acceptable evaluators is available through the National Association of Credential Evaluation Services (NACES) on their website www.naces.org. In addition, the University of Richmond will accept evaluations from the American Association of Collegiate Registrars and Admission Officers (AACRAO). Information is available from their website www.aacrao.org.

The service must supply an official transcript evaluation according to the following guidelines:

- High school transcripts need a document to document evaluation.

- Applicants to graduate programs need a document to document evaluation, including cumulative GPA.
- Applicants for undergraduate programs with possible transfer work will need a course by course evaluation, including cumulative GPA.
- Applicants must provide the original mark sheets form. (If the student does not want to part with the originals, they can present the originals in person to the SPCS office to be photocopied.)

SPCS will check with the service to be sure that the evaluation was completed using the same mark sheets provided by the student.

Undergraduate Portfolio Assessment of Prior Learning

Students may also earn academic credit by portfolio assessment of prior learning in selected courses for most disciplines in the SPCS. This involves developing a learning portfolio that demonstrates college-level learning that has occurred on the job or during training, through volunteer work, or by other means of educational experience. By preparing and submitting a learning portfolio, SPCS students can earn up to 15 semester hours toward a bachelor's degree. Three hours of portfolio credit may be applied toward the major. Students are eligible to submit portfolios upon official admission to a degree program in the School of Professional and Continuing Studies and with the prior written approval of the Program Chair in the discipline to be assessed. A selected list of courses that qualify for portfolio credit is available from the Office of Enrollment Management and Student Services or the Program Chair of each discipline.

A portfolio is a formal written communication made up of an introductory essay, a detailed narrative on a specific course and documentation. Portfolios have been successfully submitted in leadership, journalism, English, speech and many other disciplines. Sample portfolios are available for examination in the SPCS office.

Portfolio assessments require that students enroll in ADED 200U Experiential Learning and Portfolio Preparation. This course serves as an elective and provides students with the necessary information to evaluate their experiential learning, match the learning to a course and to prepare a portfolio for evaluation. Following completion of the course, the student will be able to make a decision about whether to proceed in earning credit in this manner. Students who have completed the course are eligible to submit portfolios for more than one course throughout their academic careers at the University.

Students who have completed ADED 200U and wish to earn credit by portfolio assessment register for ADED 201U - Portfolio Submission and Assessment - during the regular registration period and pay the non-refundable assessment fee of \$200. Portfolios can be submitted at any time during the semester in which the student is registered for ADED 201U; however, the following submission dates determine when credit is awarded:

- For credit earned in the fall semester, portfolios must be submitted by October 15.
- For credit earned in the spring semester, portfolios must be submitted by February 15.
- For credit earned in the summer semester, portfolios must be submitted by June 15.

Qualified faculty members, with expertise in the particular discipline and selected in consultation with the appropriate Program Chairs, 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 Senior Associate Dean for Academic Programs will make the final decision regarding credit.

Once the credits have been awarded, students will be billed \$200 per semester hour. Portfolio credits will show a grade of "P" as a passing grade and the specific course in which credit was assigned. Portfolio credits do not carry a letter grade and therefore do not affect the grade point average.

Registration Policies

Registrations are accepted on the Web via [BannerWeb](#). Complete registration instructions are available online. Schedules of classes are available prior to each semester: July for the fall semester and November for the spring semester. View [fall](#), [spring](#) and [summer](#) class schedules online.

Normal Class Load

The University of Richmond School of Professional and Continuing Studies operates on the semester system. A normal course load for students who are employed full time is six semester hours. Some students find it possible to pursue nine semester hours. Your academic advisor will help you determine the appropriate schedule.

During the Fall and Spring semesters, students may not take over 18 credit hours without the dean's approval.

Students may enroll in no more than a total of 18 credit hours during the entire Summer Term without the dean's approval.

Changes (Add/Drop, Withdrawal)

Changes in registration (Add/Drop, withdrawal) must be initiated by the student within the deadlines specified in the academic calendar. Ordinarily, a student may not withdraw from a course after the end of the seventh week of classes except for medical reasons.

Course Drop (using BannerWeb) before the end of the second week of classes is not shown on the academic record. Withdrawal after the end of the second week through the seventh week of classes carries the grade of "W" (withdraw passing/no evaluation) or "M" (withdraw failing) on the academic record.

All withdrawals after the second week of class must be requested in writing to the School of Professional and Continuing Studies. The withdrawal date will be the date the written request is received.

Students who stop attending class without notifying the School of Professional and 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 Professional and Continuing Studies office. The completed form must be filed in the School of Professional and Continuing Studies office by the end of the 10th day of classes. 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

SPCS undergraduate students may enroll in SPCS graduate-level coursework 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 of the School may require additional criteria.

For Graduate Credit

SPCS undergraduate students may enroll in SPCS graduate level coursework for graduate credit, provided they meet the following criteria:

- satisfactory completion (including transfer) of at least 100 semester hours of coursework toward the baccalaureate degree;
- an overall GPA of 3.3 or above; and,
- acceptance into a graduate certificate program as a regular student by its standard procedures.

Until students have completed a bachelor's degree, no more than three courses may be taken for graduate credit and not more than two courses may be taken in any given semester.

Although a student who is accepted in this option may be enrolled in undergraduate and graduate courses simultaneously, the undergraduate and graduate transcripts will be kept separately. Courses taken for graduate credit under this option will not apply to the bachelor's degree.

Note: Specific programs of the School may require additional criteria.

Repeated Courses

Coursework may not be repeated for credit toward graduation except as sanctioned by the University; however, particular coursework may meet more than one requirement for graduation. An example of a sanctioned repeat-for-credit is the subsequent registration for a course in which the content changes from term to term such as Selected Topics (ST) or Independent Studies (IS). Also, certain courses in a major or program may have to be repeated if the grade earned the first time does not meet requirements in such a case, the credit hours will be counted only once but both grades will be calculated in the cumulative grade point average.

Courses taken on an audit basis cannot be repeated for credit unless approved by the appropriate dean.

Except in clear situations, the Office of the University Registrar should be consulted before registration to learn if a proposed repeat is sanctioned for credit or if sanction is possible.

All courses taken at the University of Richmond become a part of the permanent academic record. The grade for a course repeated at the University of Richmond becomes a part of the grade point average if the grade otherwise would be included in the computation.

Tuition will be charged on each attempt at the current rate at the time of registration.

English Course Repeat Policy

A student who fails or withdraws from the same required ENGL class twice can take only that ENGL class in the following semester. If the student is still unable to pass the class, s/he will be permitted to take only that class in subsequent semesters until s/he passes it.

Registration Holds

The following holds will prevent students from registering (students can access BannerWeb to check holds): Admissions Office, Cashier, Dean's Office, Library, Long Distance (student Account Hold), Parking Services (Student Account Hold), Student Credit Service, Perkins Loan in Repayment, Registrar's Office, and Student Accounts. For further information of these types of holds, contact the office from which the hold originated.

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. 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 make-up, will be at the discretion of the instructor provided it is consistent with the announced policy for the course and with the University Holiday Schedule. Missed classes, work, tests and/or excessive 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 Professional and 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 to make up any missed work. Students experiencing difficulty in making reasonable arrangements for make-up work may see their dean.

Class Meetings

Class meeting times and schedule revisions are noted in the [Schedule of Classes](#), and class locations and any corrections are noted on BannerWeb.

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.

Grading Policies

The level of students' performance in class work and examinations is indicated by letters. **A** (excellent), **B**(good), **C** (average), and **D** (poor) indicate that the work has been passed. The foregoing grades may be accompanied by a plus (+) or minus (-) to indicate a relative position within the grade category. **Z** shows that a course was audited. **S** and **U** indicate satisfactory or unsatisfactory performance in non-academic courses or in a noncredit course. **W** indicates that the student withdrew from a course with a passing average. Marks indicating failure and included as such in the grade point average are **F**, **M** (withdrew from a course with a failing average), and **V** (failure because of excessive

absences). The **X** indicates that the grade is not available from the instructor. The assignment of grades is the sole right and responsibility of the instructor. Grades of **D** are not assigned in graduate course work. **I** and **Y** mean that coursework has not been completed by the end of the term. The **I**, which provisionally counts as a failing grade, is given when the reasons for incomplete work are deemed unjustifiable by the instructor. The work is to be made up by the date the instructor specifies, but no later than 45 calendar days (grace period) from the last day of the term in which the **I** was given. If the work is not made up during the grace period, the **I** will be converted to **F**, and cannot be changed. The **Y**, which does not affect the grade point average, is given when the reasons for incomplete work are deemed justifiable (passing, but for medical or personal reasons the student is not able to complete the work) by the instructor, or at the end of the first term of a course that continues into a succeeding term. **Y** grades must be rectified by making up the incomplete work by the end of the succeeding term, unless special arrangements have been made with the instructor, or the instructor will assign an **F**. In the case of either an **I** or **Y**, once the make-up grade is received, it appears to the right of the make-up grade on the permanent record. In all cases, it is the student's responsibility to make arrangements for and progress toward the completion of an incomplete course.

Grades are deemed correct on the permanent record unless notification to the contrary is received by the University Registrar within three (3) months after the close of the term specified.

The assignment of grades is the sole right and responsibility of the instructor. It is recognized that each course and each student in a course has unique characteristics that the instructor alone is in the best position to evaluate; consequently, except in unusual circumstances, formal appeals to others concerning the evaluation on which a grade is based are not appropriate. Instructors establish grading criteria for their courses and prepare and submit the final course reports (using the grades defined under Grading Policies) to the University Registrar for recording.

If the student believes that an error has been made in the grade assigned, the following process will apply:

1. The student must first contact the instructor to discuss the matter.
2. If the issue is not resolved with the instructor, the student may contact the Program Chair to discuss the issue.
3. If the grade is not resolved at the Program Chair level, the student then contacts the Associate Dean for Administration, who will determine if and what further action needs to be taken to decide the matter.

Transcripts

Most colleges and universities require an official transcript to consider transfer credit. Before requesting a transcript, please review the official transcript request policy on the Office of the University Registrar's website. Student records, including the academic transcript, are protected by the FERPA privacy act. Only the student may request a copy of his or her academic record. Family or friends are not permitted access to student records without the written consent of the student.

Transcripts and documents from other institutions are the property of the University of Richmond and, as such, are under the control of the Office of the Registrar. Under federal policy, a student has the right to view the documents in his or her file; the University is not required to provide (or allow the making of) copies of these documents. Transcripts submitted to the University of Richmond for admission or credit transfer become the property of the University of Richmond and cannot be returned to the student or forwarded to other institutions. Requests for a paper copy or an electronic copy of an official transcript must be made in writing and may be requested in person, by mail or fax, or by scanned completed/signed copy of the request form. All requests require the student's signature before they can be processed.

Residency Requirement

Undergraduate students must complete at least 60 semester hours in residence at the University of Richmond, including the Common Seminar and any Communication Core coursework required as a result of admission pathway, to be eligible for any bachelor's degree offered by the School of Professional and Continuing Studies. The last 12 hours of coursework must be taken at the University of Richmond.

Certificates in Paralegal Studies and Information Systems require 21 semester hours. Transfer work into these certificates will be evaluated on a case-by-case basis.

The graduate certificate in Teacher Licensure Preparation requires 32-38 hours depending on credentialing requirements.

Note: Transfer work will be accepted during the final semester of any program only with prior approval.

Time Limitations on Degree Completion

Undergraduate Study

Requirements for degree completion are based on those stated in the SPCS Catalog for the year in which a student matriculates in a specific program. A student will have a maximum of seven (7) years, or fewer if indicated by specific program requirements, to complete a degree based on those catalog requirements at the time of matriculation. Following the initial time period stated in program requirements, a student may be re-admitted to the current program, subject to re-application and approval by the program chair; however, current catalog requirements will be in effect at the time of re-admission to the program. Program chairs will have the final determination, at all times, of current courses that may be substituted for catalog requirements at the time of matriculation.

Graduate Study

All requirements for graduate degree completion must be fulfilled within five (5) years or fewer if indicated by specific program requirements of matriculation in the program. Students may submit a written request for an extension of this statute of limitations to the program chair, subject to approval by the SPCS dean or appointed representative.

Credit and Grade Point Average

The University of Richmond School of Professional and Continuing Studies, School of Law, and Graduate School of Business use 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:

A+ = 4.0	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7

D+ = 1.3	D = 1.0	D- = 0.7
F = 0.0	I = 0.0	M = 0.0
V = 0.0		

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 and truncated, not rounded.

The accumulations and average are shown each term on the permanent academic record. Also shown is the accumulation of Earned Semester Hours. Earned hours are the academic semester hours in which the student has earned passing grades, plus semester hours of credit, if any, for accepted transfer work.

Grade Availability

Grades are due to the registrar's office from instructors as specified in the academic calendar, which is published annually by the Office of the University Registrar. They will be available to students as soon as possible after they have been received by the registrar's office. Students may access grades via the Internet by using BannerWeb. Students will need their network ID number and password. Grades are deemed correct unless notification to 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

Undergraduate Programs

Students are expected to achieve in the classroom and make steady academic progress. Good standing is defined as earning 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 performance. A student remains on AW for one term of attendance, at the end of which time 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 (AP) when the student's cumulative GPA falls below 2.0 for two consecutive terms of attendance. Students on AP are expected to improve their cumulative GPA within two consecutive terms of attendance. 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 Professional and Continuing Studies. Once placed on Suspension (SP), a student may reapply for admission after one full academic year from the term of suspension.

Students with a cumulative GPA of less than 1.0 after two consecutive semesters are automatically suspended from the School of Professional and Continuing Studies. Once suspended, a student may reapply for admission after a minimum of one full academic year.

Graduate Programs

Maintenance of Overall Grade Point Average (GPA)

To qualify for the Master's degree in the School of Professional and Continuing Studies, a candidate must complete the curriculum satisfactorily, with a cumulative Grade Point Average (GPA) of 'B' (3.0) at the time of graduation, and the completion of the curriculum requirements within five years of starting the program. Grades assigned in the program and grading standards will be the prerogative of individual departments.

Maintenance and Intervention for Satisfactory Progress

Students falling below prescribed academic standards for the program in any semester will be placed on Academic Warning, with special advising intervention from the Office of Enrollment Management & Student Services. Notification of this status will be provided to Program Chairs. Students falling below the minimum standards for the program in two or more semesters will not be permitted to continue in the program, and will be suspended. Students may appeal the suspension for failure to maintain prescribed academic standards directly to the Dean who will appoint a committee comprised of the Senior Associate Dean and two Program Chairs to review the appeal and recommend a final decision by the Dean. This appeal must be made in writing to the Dean and received within two weeks of the last day of the term of suspension. If permission is granted to continue, no more than two courses (six semester credits) may be repeated.

Application for Re-admission

Students who have been suspended from the program for failure to maintain satisfactory progress may apply for readmission after the lapse of three academic years. Applicants for readmission must meet current admission requirements and readmission is not guaranteed.

Master of Liberal Arts students who earn less than 'B-' (2.7) in two graduate courses will not be permitted to continue in the MLA program. A student who has been dropped from a MLA program must reapply if readmission is desired. Readmission would not take place before the next application/admission cycle (i.e., one semester).

Students who wish to pursue non-degree graduate study in the School may enroll in a maximum of nine (9) semester credit hours of study at the graduate level provided the following conditions are met:

- The student must submit a completed Application for Non-degree Graduate Study.
- The student must provide an official transcript from the regionally accredited college/university that conferred his/her baccalaureate degree prior to registering for any graduate course. This does not apply to students applying for graduate credit who are in-service educators or the general public who wish to take education courses through the professional development course offerings.
- The student must meet all prerequisite requirements of the course/courses in which they wish to enroll.
- The student must obtain written approval from the program chair of the respective discipline in which enrollment is desired (approval of application for non-degree graduate study).
- The student understands that credits obtained as a non-degree seeking graduate student may or may not apply at a later time to a graduate degree program in the School of Professional & Continuing Studies.

Graduate Course Credit

Graduate credit is allowed only for courses approved for graduate credit in which grades of 'B-' (2.7) or better are received. No credit toward graduation will be given for a SPCS graduate course in which the

student earns a grade lower than 'B-' (2.7). Students enrolled in graduate programs in the School are expected to maintain at least a 'B' (3.0) average to remain in the program. A student who earns less than 'B-' (2.7) in two graduate courses will not be permitted to continue in the degree program.

Courses in Directed Research

Courses in Directed Research are intended for students who wish to further develop their skills in research. Each student accepted to participate in a Directed Research course will work directly with a full time faculty member on a research project chosen by the faculty member. It is expected that such collaborations between the student and faculty member will lead to notable conference papers, and/or jointly authored research articles. Students will be made aware when Directed Research courses are available via an e-mail announcement from their respective departments. In most cases, one student will be chosen at the undergraduate and graduate level to participate in the course each semester according to faculty availability. Students will be selected based on their writing and research skills and their potential to contribute to the research project. Once chosen to participate in this research opportunity, his/her academic advisor will assist the student in registering for the course.

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 SPCS office or online. The minor will appear on the official transcript and all classes in the minor must be completed at the University of Richmond.

Evaluation

Instructors establish grading criteria for their courses and prepare and submit the final course reports (using the grades defined under Grading Policies) to the University Registrar for recording. In the event of a question about the accuracy of the recorded grade, a student should direct inquiries to the instructor and/or the Office of the University Registrar within three months of the specified semester.

It is recognized that each class and each student in a class has unique characteristics that the instructor alone is in the best position to evaluate; consequently, except in unusual circumstances, formal appeals to others concerning the evaluation on which a grade is based are not appropriate.

If unusual circumstances appear to have existed which could have affected the evaluation, the student should first bring the matter to the attention of the instructor (if available). If that informal inquiry is impossible, or if its results are disputed, the student may next bring the matter to the attention of the Academic Advisor. In the event of continued dispute, the student may formally petition the Dean; then the Academic Council for a decision.

Graduation

To graduate, a student must file a degree application with the Office of the University Registrar. The University graduation ceremonies are held in May. Students planning to complete BSPS, BALA, Certificate, Graduate Certificate or Master's degree requirements in the coming May or August must file a degree application by the last Friday in October. Students planning to complete degree requirements in December should file a degree application by the first Friday in February.

Students will be notified through SpiderBytes, the University's e-communication tool, to apply for the upcoming December, May and August graduations by the deadline date. Students who plan to complete requirements in the Summer School (for undergraduate students no more than 6 hours) participate in the May ceremony as prospective August graduates.

Degree applications are available online via BannerWeb at specified times or on the Registrar's website.

Note: Transfer work will be accepted during the semester prior to graduation only with prior approval. CLEP examinations are considered transfer credits.

Graduation Attendance Policy

Students are required to attend the commencement ceremony for the award of the degree in person except by decision of the University not to do so. A student who expects to have a degree awarded at the spring commencement may request absentia status from the graduation ceremony by explaining in writing the circumstance that prevents participation. Students who have a degree application on file and anticipate summer completion of degree requirements are also expected to participate in the spring graduation ceremony. December School of Professional and Continuing Studies degree candidates are expected to participate in the graduation ceremony the May following degree completion. If a winter or summer degree candidate does not intend to participate in the ceremony a written statement requesting absentia must be submitted. The request should be addressed to the University Registrar and should be received no later than eight working days before the ceremony. The University Registrar will notify the degree candidate of the status granted by the University. Unless approved as absentia, a candidate for graduation who does not participate in the commencement ceremony does not graduate. Such candidate may graduate by again filing a degree application and by following the appropriate graduation attendance policy.

August degrees are conferred as of the date specified in the academic calendar, and diplomas are mailed to those qualified. December degrees are conferred as of the date specified in the academic calendar. Diplomas for December graduates are mailed to students who have previously participated in the commencement ceremony. Those who will be participating in a future ceremony will receive their diploma at that time.

Note: No degree is conferred if the student's responsibilities to the University have not been met. These responsibilities include, but are not limited to, such matters as the payment of fees, parking fines and library fines, and the return of library books.

Degree With Honors (Latin Honors)

General academic honors of three ranks are awarded only to graduates receiving baccalaureate degrees on the basis of their cumulative grade point average of work completed at the University of Richmond.

- Cum Laude: 3.20-3.49
- Magna Cum Laude: 3.50-3.79
- Summa Cum Laude: 3.80-4.00

Withdrawal from the University

Students who plan to withdraw from the University of Richmond must submit an official withdrawal letter to their Dean. The Dean's Office will notify the appropriate offices of the student's withdrawal from the University of Richmond including the actual withdrawal date.

The Higher Education Opportunity Act

The Higher Education Opportunity Act (HEOA) requires that institutions offering distance education or correspondence courses or programs have processes in place to ensure that the student registering for a

course is the same student who participates in the course or receives course credit. The Act requires that institutions use one of the following three methods:

- A secure login and pass code
- Proctored examinations
- New or other technologies and practices that are effective in verifying student identification

Secure Login and Pass Code

The University of Richmond (UR) meets these requirements by assigning a secure login and pass code to each student. All students registering for a course through our administrative system are assigned unique identification numbers, which correspond with a specific username for each student. These usernames or accounts use the Lightweight Directory Access Protocol (LDAP) to authenticate each user. Each student establishes his or her own password using the Strong Password Policy. As part of this policy, all students are required to change their password once each semester.

In addition, the UR email policy requires all faculty communication with students regarding UR business be conducted via the official UR email account, which also requires a secure login. Review the electronic mail policies.

Visit these pages for additional details: [Information Services Policies](#), [Official University Communications](#) and the [Higher Education Opportunity Act](#).

Off-Campus Locations

Weekend College

- **Fredericksburg:** Germanna Community College, 10000 Germanna Point Drive, Fredericksburg, Va. 22408
- **Southside Virginia:** Danville Community College, 1008 South Main Street, Danville, Va. 24541

FERPA

Directory Information

University of Richmond procedures and the Family Educational Rights and Privacy Act (FERPA) prohibit the unauthorized release of confidential information about individual students. However, directory information is not considered to be confidential and may be published or otherwise released. Directory information includes: name; addresses, including permanent, campus, local (off-campus), email, and campus computer network (IP) address; associated telephone numbers; date and place of birth; school or college; major and/or minor fields of study; degree sought; expected date of completion of degree requirements and graduation; degrees conferred; awards and honors (e.g., dean's list); full- or part-time enrollment status; dates of attendance; previous institutions attended; participation in officially recognized activities and sports; weight and height of members of an athletic team; and photograph. A full list of information considered directory information is available on the Office of the University Registrar's website at registrar.richmond.edu/ferpa/statement or by contacting the Office of the University Registrar. Students may opt to have their directory information withheld. To exercise this option, the appropriate form must be obtained from the Office of the University Registrar, completed, and returned to that office. Once filed, this form remains in effect until withdrawn by the student in writing to the Office of the University Registrar. For further information, contact the Office of the University Registrar.

Rights with Respect to Education Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- 1. Access to Education Records:** students have the right to inspect and review their education records within 45 days of the day the University receives a written request for access. Students should submit their request to the Office of the University Registrar and specify the record(s) they wish to inspect. Arrangements will be made for access and the student notified of the time and place where the records may be inspected.
- 2. Request for Amendment of Education Records:** students have the right to request amendment of their education records if they believe the records are inaccurate. They should write the University Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.
- 3. Disclosure of Education Records:** students have the right to consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses records without consent to officials of another school in which a student seeks or intends to enroll.

4. **Right to File a Complaint:** Students have 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 is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, [DC 20202-4605](#).

The University's complete policy statement can be found on the University Registrar's website at registrar.richmond.edu/ferpa/statement

Note: Because of the access afforded by a University ID, this number is not considered directory information and will not be released without a student's consent except in situations as listed above. Students should treat the University ID as confidential-it should be protected and not carelessly shared with others. It will be used for a student's entire time at the University of Richmond, so it should always be treated in a confidential manner.

Right To Know

In accordance with the Student Right to Know and [Campus Security Act](#), the University of Richmond makes graduation rates available to all current and incoming students. These figures can be found at richmond.edu/facts/consumer-info/graduation.html.

Undergraduate Programs of Study

Bachelor of Arts in Liberal Arts

General Education

30 semester hours. Includes Common Seminar, Areas of Study and Language and Cultural Studies.

Common Seminar

6 semester hours

- ADED 300U Knowledge Management: Seminar Across the Disciplines (Weekend College only, included in Interdisciplinary Studies major) or
- ADED 301U Knowledge Management: Seminar Across the Disciplines I and
- ADED 302U Knowledge Management: Seminar Across the Disciplines II

Areas of Study

18 semester hours. At least one 3-hour course from each of the following areas:

- History
- Literature
- Natural Sciences
- Social Sciences and Cultural Studies
- MATH 103U Finite Mathematics (or higher)
- The Arts

Language and Cultural Studies

6 semester hours

- IDST 306U Understanding Culture and Language (Weekend College only, included in Interdisciplinary Studies major)
or
- IDST 304U Understanding Culture and Language I and
- IDST 305U Understanding Culture and Language II

Language and Cultural Studies Exemptions

Students majoring in Liberal Arts who have completed six (6) semester hours (or equivalent) in language coursework with a grade of “C” or better may earn waivers for IDST 304U and IDST 305U. Credits from a study abroad experience may also count toward the six-hour requirement (IDST 304U and IDST 305U).

Students majoring in Interdisciplinary Studies (Weekend College) must take IDST 306U as part of the course of study.

Students who wish to switch from the major in Interdisciplinary Studies to the major in Liberal Arts and who have passed IDST 306U with a grade of 'C' or better may earn waivers for IDST 304U and IDST 305U.

Students who pass IDST 304U, IDST 305U or IDST 306U may not take the courses again for repeated credit in the BALA program (to include both Liberal Arts and Interdisciplinary Studies majors).

General Distribution

60 semester hours. Coursework selected from across the curriculum. Undergraduate minors (combined with the major in Liberal Arts only) may be drawn from this area. Foundation Coursework, if required, counts toward General Distribution.

Weekend College Exceptions

Weekend College students combine General Education and General Distribution requirements. 60 semester hours total required, 45 hours prior to transfer to University of Richmond. Foundation Coursework requirements except MATH 103U are built in the 60-hour Interdisciplinary Studies major for Weekend College students.

Foundation Coursework

The student's placement test score, along with advising recommendations, will determine the pathway of foundation courses before other required coursework.

- ENGL 101U Strategic Reading and Writing
- ENGL 201U Critical Writing and Research I
- ENGL 202U Critical Writing and Research II
- MATH 103U Finite Mathematics

Major

30 semester hours (Liberal Arts) or 60 semester hours (Interdisciplinary Studies).

Select from Liberal Arts or Weekend College Interdisciplinary Studies

Undergraduate Major in Liberal Arts

The undergraduate major in liberal arts is available for the Bachelor of Arts in Liberal Arts (BALA).

Required Core

12 semester hours

- IDST 301U The Realm of Ideas I: Context and Chronology
- IDST 302U The Realm of Ideas II: Self, Society and Science
- IDST 303U The Realm of Ideas III: Human Expression
- IDST 395U The Realm of Ideas IV: Capstone Seminar for Liberal Arts Majors

Liberal Arts Concentration (or equivalent)

18 semester hours. An optional concentration may be selected from among those listed. 12 semester hours must be taken at or above the 300U level. Otherwise, select 18 hours of coursework from across the humanities and social sciences, 12 hours of which must be at or above the 300U level. 100U- and 200U-level courses may be taken prior to or concurrent with the Knowledge Management (ADED 301U and ADED 302U).

Concentration in American Studies

18 semester hours. To be earned with the BALA major in Liberal Arts. At least 12 semester hours must be at the 300U level.

- ANTH 301U North American Indians
- ART 313U American Art: Colonial to 1890
- ART 314U American Art: 1890 to Present

- ART 347U The Age of Jefferson
- ENGL 331U Twentieth-Century American Literature
- ENGL 332U The American Short Story
- ENGL 340U Black Women Writers
- ENGL 347U Edgar Allan Poe
- HIST 300U Women and the American Experience
- HIST 305U Richmond Across the Centuries
- HIST 308U Social and Cultural History of Nineteenth- and Twentieth-Century American Women
- HIST 310U An Age of Giants
- HIST 312U Great Issues in American History
- HIST 315U Great Disasters and Their Impact in the History of the U.S.: 1861 to the Present
- HIST 316U The New South
- HIST 317U The Old South
- HIST 320U Virginia History
- HIST 322U Moments in Time II: History of the Americas
- HIST 323U Westward Ho!
- HIST 327U Belles, Steel Magnolias and Good Ol' Gals
- HIST 329U Americans on the Move
- HIST 347U The Age of Jefferson
- LA 302U The Judicial System
- LAW 303U Constitutional Law
- LAW 304U First Amendment Law
- PHIL 302U Thinking About the Paranormal
- PHIL 303U Beyond Death
- PLSC 205U Introduction to American Government
- PLSC 207U Virginia Government and Politics
- PLSC 302U Modern Conservative Political Theory
- SOC 309U Social Problems
- SOC 310U Criminology
- SOC 316U Race and Ethnicity in America
- SOC 320U Alternative Lifestyles and Contemporary Families

Concentration in Art

18 semester hours. To be earned with the BALA major in Liberal Arts. At least 12 semester hours must be at the 300U level.

- ART 208U Techniques and Aesthetics of Photography
- ART 209U Photography as Art
- ART 212U Art Appreciation
- ART 225U History of French Art and Architecture
- ART 300U Color Photography
- ART 301U Introduction to Photoshop
- ART 302U Advanced Photoshop for Photographers
- ART 313U American Art: Colonial to 1890
- ART 314U American Art: 1890 to Present
- ART 315U Art of the Renaissance
- ART 317U Nineteenth-Century Art
- ART 324U Impressionism, Post Impressionism

- ART 328U Women in the Arts
- ART 345U Philanthropy in the Arts
- ART 347U The Age of Jefferson
- ART 360U Victorian England: Whistler, Ruskin and the Nature of Truth
- ART 398U Selected Topics

Undergraduate Concentration in Education

Undergraduate students may opt for an additional concentration in education toward elementary teacher licensure preparation while working toward a Bachelor of Arts in Liberal Arts (BALA) degree.

Professional Studies

12 semester hours. All candidates must complete the following courses.

- EDUC 317U Foundations of Education
- EDUC 318U Diverse Learners
- EDUC 338U Instructional Technology Applications for the Classroom
- EDUC 358U Classroom and Behavior Management

Professional Studies—Elementary

12 semester hours. Elementary candidates only.

- EDUC 306U Content and Pedagogy for Elementary Science and Social Studies
- EDUC 324U Reading Foundations for Early Literacy Instruction
- EDUC 326U Assessment, Intervention and Literacy Strategies for Elementary Readers
- EDUC 327U Content and Pedagogy for Elementary Mathematics

Professional Studies—Secondary & Comprehensive

9 semester hours. Secondary and comprehensive candidates only.

- EDUC 342U Teaching in Middle and Secondary Schools
- EDUC 343U Seminar in Middle and Secondary Teaching
- EDUC 350U Content Area Literacy

Field Experience

14 semester hours (includes EDUC 485U Teaching Seminar)

- EDUC 475U Student Teaching, Elementary (PreK-6)
- EDUC 477U Student Teaching, Secondary (6-12)
- EDUC 478U Student Teaching, Comprehensive (PreK-12)
- EDUC 485U Student Teaching Seminar

Concentration in History

18 semester hours. To be earned with the BALA major in Liberal Arts. At least 12 semester hours must be at the 300U level.

- HIST 300U Women and the American Experience
- HIST 301U Women in European Civilization
- HIST 305U Richmond Across the Centuries
- HIST 308U Social and Cultural History of Nineteenth- and Twentieth-Century American Women
- HIST 310U An Age of Giants
- HIST 312U Great Issues in American History

- HIST 315U Great Disasters and Their Impact in the History of the U.S.: 1861 to the Present
- HIST 316U The New South
- HIST 317U The Old South
- HIST 320U Virginia History
- HIST 321U Moments in Time I: World History
- HIST 322U Moments in Time II: History of the Americas
- HIST 323U Westward Ho!
- HIST 324U Women and the American West
- HIST 327U Belles, Steel Magnolias and Good Ol' Gals
- HIST 328U Southern Women's Civil War
- HIST 329U Americans on the Move
- HIST 337U Tudor England
- HIST 338U Stuart England
- HIST 347U The Age of Jefferson
- HIST 360U Victorian England: Whistler, Ruskin and the Nature of Truth
- HIST 398U Selected Topics

Concentration in Literature

18 semester hours. To be earned with the BALA major in Liberal Arts. At least 12 semester hours must be at the 300U level.

- ENGL 222U Short Fiction
- ENGL 229U The Modern Novel
- ENGL 325U All the World's A Stage
- ENGL 326U Shakespeare and Film I
- ENGL 327U Shakespeare and Film II
- ENGL 331U Twentieth-Century American Literature
- ENGL 332U The American Short Story
- ENGL 336U Selected Works of Tennessee Williams
- ENGL 337U Southern Drama
- ENGL 338U Biblical Themes in Literature
- ENGL 340U Black Women Writers
- ENGL 342U The Family in Fiction
- ENGL 344U Major Themes in Literature
- ENGL 345U Gothic Literature
- ENGL 347U Edgar Allan Poe
- ENGL 348U The Legend of King Arthur
- ENGL 349U Tracking Contemporary Trickster
- ENGL 354U The Global Short Story
- ENGL 360U Women of the Bible
- ENGL 368U Creative Writing: Fiction
- ENGL 369U Creative Writing: Poetry
- ENGL 398U Selected Topics

Concentration in Psychology

18 semester hours. To be earned with the BALA major in Liberal Arts. At least 12 semester hours must be at the 300U level.

- PSYC 101U Introductory Psychology

- PSYC 190U Child Psychology
- PSYC 222U Motivation and Emotion
- PSYC 230U Psychology of Women
- PSYC 302U Psychology of Terrorism
- PSYC 303U Psychology of Gender
- PSYC 304U Psychology of Relationships
- PSYC 305U Stress and Its Management
- PSYC 313U Social Psychology
- PSYC 327U Organizational Psychology
- PSYC 337U Psychological Development Across the Life Cycle
- PSYC 338U Forensic Psychology
- PSYC 339U Abnormal Psychology
- PSYC 398U Selected Topics
- SOC 305U Deviance
- SOC 309U Social Problems
- HUM 301U Intimate Relationships

Concentration in Sociology

18 semester hours. To be earned with the BALA major in Liberal Arts. At least 12 semester hours must be at the 300U level.

- SOC 101U Introduction to Sociology
- SOC 305U Deviance
- SOC 309U Social Problems
- SOC 310U Criminology
- SOC 316U Race and Ethnicity in America
- SOC 320U Alternative Lifestyles and Contemporary Families
- SOC 324U Sociology of Law
- SOC 328U Social Gerontology
- SOC 342U Dying, Death and Grief
- SOC 398U Selected Topics

Concentration in Speech Communications

18 semester hours. To be earned with the BALA major in Liberal Arts. At least 12 semester hours must be at the 300U level.

- SPCH 101U Principles of Speech Communication
- SPCH 105U Interpersonal Communication
- SPCH 206U Group Communication
- SPCH 222U Business and Professional Speech
- SPCH 328U Gendered Relationships - An Overview
- SPCH 340U Cross-Cultural Communications
- SPCH 398U Selected Topics
- SPCH 399U Independent Study

Concentration in Women's Studies

18 semester hours. To be earned with the BALA major in Liberal Arts. At least 12 semester hours must be at the 300U level.

- ART 328U Women in the Arts
- ENGL 340U Black Women Writers
- ENGL 360U Women of the Bible
- HIST 300U Women and the American Experience
- HIST 301U Women in European Civilization
- HIST 308U Social and Cultural History of Nineteenth- and Twentieth-Century American Women
- HIST 324U Women and the American West
- HIST 327U Belles, Steel Magnolias and Good Ol' Gals
- HIST 328U Southern Women's Civil War
- HUM 398U Selected Topics
- PSYC 230U Psychology of Women
- PSYC 304U Psychology of Relationships

Undergraduate Major in Interdisciplinary Studies (Weekend College)

The undergraduate major in interdisciplinary studies is available only for the Weekend College Bachelor of Arts in Liberal Arts (BALA).

Major in Interdisciplinary Studies

60 semester hours

- ADED 300U Knowledge Management - Methods of Learning and Thinking
- IDST 306U Understanding Culture and Language
- HIST 345U The History of Ideas
- HUM 346U The History of Human Expression
- PLSC 301U The Rights and Responsibilities of Citizenship
- GSCI 301U The Role of Science and Technology in Shaping the Modern Era
- MGMT 345U Business Literacy
- LDSP 310U Leadership and Ethical Decision Making
- IDST 310U The Examined Life
- IDST 495U Capstone Course: Senior Seminar

Bachelor of Science in Professional Studies

General Education

30 semester hours. Includes Common Seminar and Areas of Study.

Common Seminar

6 semester hours

- ADED 301U Knowledge Management: Seminar Across the Disciplines I
- ADED 302U Knowledge Management: Seminar Across the Disciplines II

Areas of Study

24 semester hours. At least one 3-hour course from each of the following areas:

- History
- Literature
- Natural Sciences
- Social Sciences and Cultural Studies

- MATH 103U Finite Mathematics (or higher)
- The Arts

General Distribution

60 semester hours. Coursework selected from across the curriculum. Minors may be drawn from this area. Foundation Coursework applies toward General Distribution.

Foundation Coursework

The student's placement test score, along with advising recommendations, will determine the pathway of foundation courses before other required coursework.

- ENGL 101U Strategic Reading and Writing
- ENGL 201U Critical Writing and Research I
- ENGL 202U Critical Writing and Research II
- MATH 103U Finite Mathematics

Major

30 semester hours. Select from Human Resource Management, Information Security, IT Management or Paralegal Studies.

Undergraduate Major in Human Resource Management

The major in Human Resource Management is available for the Bachelor of Science in Professional Studies (BSPS).

Professional Core

9 semester hours

- LDSP 368U Leadership in the Global Environment
- HUM 300U Applied Ethics
- MATH 300U Critical Thinking and Analysis

Required Core

6 semester hours

- HRM 343U Human Resource Management
- HRM 499U Senior Seminar in HRM

Focus Courses

15 semester hours selected from the following courses

- HRM 345U Human Resource Development
- HRM 388U Internship
- HRM 398U Selected Topics
- PSYC 327U Organizational Psychology
- HRM 452U Quality Management
- HRM 454U Compensation and Benefits
- HRM 460U HR in an IT World
- HRM 467U International Human Resource Management
- HRM 496U Directed Research

- HRM 498U Selected Topics
- LAW 322U Employment Law and Policy
- CLAC 250U Spanish: Cultures and Languages Across the Curriculum

Undergraduate Major in IT Management

The undergraduate major in IT Management is available for the Bachelor of Science in Professional Studies (BSPS).

Professional Core

9 semester hours

- LDSP 368U Leadership in the Global Environment
- HUM 300U Applied Ethics
- MATH 300U Critical Thinking and Analysis

Required Core

10 semester hours. Select one of the following: ISYS 450U or ISYS 490U.

- ISYS 306U Systems Analysis and Design
- ISYS 311U Database Design/Business Intelligence
- ISYS 450U Project Management
- ISYS 490U Managing IT

Focus Courses

11-12 semester hours selected from the following courses

- ISYS 301U Global Telecommunications Tech and Policy
- ISYS 302U Local Area Networks
- ISYS 303U IT Security
- ISYS 307U IT Evaluation and Selection
- ISYS 351U Web Design and Development
- ISYS 353U Advanced Tools for Web Design and Development
- ISYS 355U Computer Programming in Java
- ISYS 360U Electronic Commerce
- ISYS 398U Selected Topics
- ISYS 399U Independent Study
- ISYS 402U Advanced Networking Topics
- ISYS 450U Project Management
- ISYS 490U Managing IT
- ISYS 492U Consulting and Design of Online Systems
- LAW 325U CyberLaw
- MGMT 342U Managing Business Processes

Undergraduate Major in Paralegal Studies

Professional Core

9 semester hours.

- LDSP 368U Leadership in the Global Environment
- HUM 300U Applied Ethics

- MATH 300U Critical Thinking and Analysis

Required Core

12 semester hours.

- LA 301U Introduction to Paralegal Studies
- LA 302U The Judicial System
- LA 303U Legal Research
- LA 304U Legal Writing

Focus Courses

9 semester hours selected from the following courses.

- LA 306U Litigation
- LA 310U Real Estate
- LA 312U Family Law
- LA 315U Torts
- LA 316U Contract Law
- LA 319U Paralegal Ethics
- LA 320U Environmental Law
- LA 321U Criminal Law
- LA 398U Selected Topics
- LAW 300U Business Law
- LAW 303U Constitutional Law
- LAW 325U CyberLaw
- LAW 326U Intellectual Property
- LAW 398U Selected Topics

Certificate of Applied Studies in Information Systems

An earned bachelor's degree is prerequisite to enrollment in this certificate program.

Certificate

21 semester hours from the courses listed. Students considering future graduate study should check entrance requirements for several programs before making selections. Graduate programs generally require ISYS 302U, ISYS 306U, ISYS 311U, and/or ISYS 355U as undergraduate prerequisites.

- ISYS 202U Software Tools for Business
- ISYS 203U Collaborative Technologies
- ISYS 301U Global Telecommunications Tech and Policy
- ISYS 302U Local Area Networks
- ISYS 303U IT Security
- ISYS 306U Systems Analysis and Design
- ISYS 307U IT Evaluation and Selection
- ISYS 311U Database Design/Business Intelligence
- ISYS 351U Web Design and Development
- ISYS 353U Advanced Tools for Web Design and Development
- ISYS 355U Computer Programming in Java
- ISYS 360U Electronic Commerce
- ISYS 398U Selected Topics

- ISYS 450U Project Management
- ISYS 490U Managing IT
- ISYS 492U Consulting and Design of Online Systems
- LAW 325U CyberLaw
- MGMT 342U Managing Business Processes

Review [information](#) about this and other certificate program graduation rates, the median debt of students who completed the program, and other important information.

Certificate of Applied Studies in Paralegal Studies

An earned bachelor's degree is prerequisite to enrollment in this certificate program.

Core Courses

18 semester hours.

- LA 301U Introduction to Paralegal Studies
- LA 302U The Judicial System
- LA 303U Legal Research
- LA 304U Legal Writing
- LA 306U Litigation
- LAW 303U Constitutional Law

Elective

3 semester hours from LA and LAW courses.

- LA 307U Corporate Law
- LA 308U Estate Planning
- LA 309U Administration of Decedents' Estates
- LA 312U Family Law
- LA 313U Evidence
- LA 314U Bankruptcy and Creditor's Rights
- LA 315U Torts
- LA 316U Contract Law
- LA 320U Environmental Law
- LA 321U Criminal Law
- LA 398U Selected Topics
- LAW 300U Business Law
- LAW 304U First Amendment Law
- LAW 305U Consumer Law
- LAW 321U Land Use Law
- LAW 322U Employment Law and Policy
- LAW 325U CyberLaw
- LAW 326U Intellectual Property
- LAW 398U Selected Topics

Review [information](#) about this and other certificate program graduation rates, the median debt of students who completed the program, and other important information.

Undergraduate Minor in Emergency Management

The undergraduate minor in Emergency Management is available for the BSPS and BALA.

Minor

18 semester hours. EM 322U is an elective.

- EM 302U Emergency Planning
- EM 305U Disasters, Characteristics and Physical Impacts
- EM 307U Managing Emergency Operations
- EM 312U Emergency Management Systems and Theory
- EM 313U Disaster Exercises
- EM 314U Defending Communities - Integrating Mitigation, Preparedness and Recovery
- EM 322U Emergency Operations Center Design, Management and Operation

Undergraduate Minor in Human Resource Management

The undergraduate minor in HR Management is available for the BSPS and BALA.

Minor

18 semester hours

- HRM 343U Human Resource Management
- HRM 345U Human Resource Development
- HRM 454U Compensation and Benefits
- HRM 460U HR in an IT World
- HRM 467U International Human Resource Management
- LAW 322U Employment Law and Policy

Undergraduate Minor in Information Systems

The undergraduate minor in Information Systems is available for the BSPS and BALA.

Minor

18 semester hours from the courses listed. Students considering future graduate study should check entrance requirements for several programs before making selections.

- ISYS 301U Global Telecommunications Tech and Policy
- ISYS 302U Local Area Networks
- ISYS 303U IT Security
- ISYS 306U Systems Analysis and Design
- ISYS 307U IT Evaluation and Selection
- ISYS 311U Database Design/Business Intelligence
- ISYS 351U Web Design and Development
- ISYS 353U Advanced Tools for Web Design and Development
- ISYS 355U Computer Programming in Java
- ISYS 360U Electronic Commerce
- ISYS 398U Selected Topics
- ISYS 402U Advanced Networking Topics
- ISYS 450U Project Management
- ISYS 490U Managing IT
- EM 316U Information Technology Disaster Recovery
- LAW 325U CyberLaw
- MGMT 342U Managing Business Processes

Undergraduate Minor in Paralegal Studies

The undergraduate minor in Paralegal Studies is available for the BSPS and BALA.

Core Courses

12 semester hours.

- LA 301U Introduction to Paralegal Studies
- LA 302U The Judicial System
- LA 303U Legal Research
- LA 304U Legal Writing

Focus Courses

6 semester hours from the courses listed.

- LA 306U Litigation
- LA 307U Corporate Law
- LA 308U Estate Planning
- LA 309U Administration of Decedents' Estates
- LA 310U Real Estate
- LA 312U Family Law
- LA 313U Evidence
- LA 314U Bankruptcy and Creditor's Rights
- LA 315U Torts
- LA 316U Contract Law
- LA 320U Environmental Law
- LA 321U Criminal Law
- LA 398U Selected Topics

Graduate Programs of Study

Master of Education in Curriculum & Instruction

Core Courses*

12 semester hours

- EDUC 650U Advanced Educational Psychology
- EDUC 651U Assessment and Evaluation in Education
- EDUC 652U Differentiated Instruction
- EDUC 660U Curriculum Development

Additional Courses

6 semester hours

- EDUC 653U Issues, Ethics and Policy in Education
- EDUC 661U Instructional Leadership

Reflective Experience

6 semester hours

- EDUC 675U Reflective Teaching Experience
- EDUC 676U Reflective Practitioner Seminar

Research Experience

6 semester hours

- EDUC 680U Content Specialization and Research I
- EDUC 681U Content Specialization and Research II

Capstone Experience

Comprehensive Written Examination to be completed during the final semester.

TLP to Master of Education in Curriculum & Instruction (Degree Completion)

After earning the Graduate Certificate in Teacher Licensure Preparation, continue coursework to earn the M.Ed. in Curriculum & Instruction.

TLP Program Professional Studies & Research Experience

32-38 semester hours of completed Graduate Certificate in Teacher Licensure Preparation (Professional Studies and Field Experience courses) required as prerequisite to the following coursework.

Core Courses

12 semester hours

- EDUC 650U Advanced Educational Psychology
- EDUC 651U Assessment and Evaluation in Education
- EDUC 652U Differentiated Instruction

- EDUC 660U Curriculum Development

Reflective Experience—Employed in School

6 semester hours. For TLP graduates with a contractual school position.

- EDUC 675U Reflective Teaching Experience
- EDUC 676U Reflective Practitioner Seminar

Research Experience—Not Employed in School

6 semester hours. For TLP graduates without a contractual school position.

- EDUC 680U Content Specialization and Research I
- EDUC 681U Content Specialization and Research II

Master of Education in Educational Leadership & Policy Studies

Core

15 semester hours. All candidates must complete the following courses. Each course includes a 30-hour practicum.

- EDUC 601U Foundations of Educational Leadership Studies
- EDUC 602U Data for Decision-Making
- EDUC 603U Leading and Supervising Instruction
- EDUC 604U Communicating and Leading
- EDUC 605U School Law and Ethics

Professional Studies

15 semester hours. All candidates must complete the following courses. Each course includes a 10-hour practicum.

- EDUC 630U School Technology
- EDUC 631U Fiscal Leadership
- EDUC 632U Leading Change in Educational Settings
- EDUC 633U School Culture and Human Resource Leadership
- EDUC 634U Context of Educational Public Policy and Politics

Field Experience

7 semester hours. All candidates must complete the following courses. Reflective Leadership Seminar residency includes 170 hours in practicum.

- EDUC 610U Reflective Leadership Seminar I
- EDUC 611U Reflective Leadership Seminar II

Capstone Experience

All candidates must complete a Comprehensive Written Examination.

Master of Human Resource Management

Core Courses

18 semester hours

- HRM 531U Human Resource Management
- HRM 532U Legal Issues in Human Resource Management
- HRM 533U Quantitative Analysis and Research in HRM
- HRM 534U Strategic Human Resource Development
- ECON 507U Labor Economics
- PSYC 530U Organizational Psychology

600-Level Courses

18 semester hours. HRM 657U and HRM 697U are required. Students may then choose 4 of the remaining 600-level courses to complete the requirement.

- HRM 657U HRM in the Global Environment
- HRM 697U Strategy and Policy
- HRM 635U Managing Compensation and Benefits
- HRM 638U HRM Leadership Theory and Application
- HRM 639U Recruitment and Retention
- HRM 647U Human Resource Information Systems
- HRM 650U Labor Relations
- HRM 696U Directed Research

Master of Liberal Arts

Required Core

15 semester hours. All candidates must complete the following courses.

- MLA 500U Methods and Themes in Liberal Studies
- MLA 506U Humanities Seminar
- MLA 507U Social Sciences Seminar
- MLA 508U Science Seminar
- MLA 599U Seminar in Liberal Arts

Required Focus

15 semester hours. All candidates must select 5 additional graduate courses in consultation with the program coordinator.

Graduate Certificate in Human Resource Management

Certificate

18 semester hours

- HRM 531U Human Resource Management
- HRM 532U Legal Issues in Human Resource Management
- HRM 534U Strategic Human Resource Development
- HRM 635U Managing Compensation and Benefits
- HRM 647U Human Resource Information Systems
- HRM 657U HRM in the Global Environment

Review [information](#) about this and other certificate program graduation rates, the median debt of students who completed the program, and other important information.

Graduate Certificate in Teacher Licensure Preparation (TLP)

Professional Studies - All Candidates

12 semester hours. All candidates must complete the following courses.

- EDUC 517U Foundations of Education
- EDUC 518U Diverse Learners
- EDUC 538U Instructional Technology Applications for the Classroom
- EDUC 558U Classroom and Behavior Management

Professional Studies—Elementary

12 semester hours. Elementary candidates only.

- EDUC 506U Content and Pedagogy for Elementary Science and Social Studies
- EDUC 524U Reading Foundations for Early Literacy Instruction
- EDUC 526U Assessment, Intervention and Literacy Strategies for Elementary Readers
- EDUC 527U Content and Pedagogy for Elementary Mathematics

Professional Studies—Secondary & Comprehensive

9 semester hours. Secondary and comprehensive candidates only.

- EDUC 542U Teaching in Middle and Secondary Schools
- EDUC 543U Seminar in Middle and Secondary Teaching
- EDUC 550U Content Area Literacy

Field Experience

14 semester hours (appropriate Student Teaching plus EDUC 585U Seminar)

- EDUC 575U Student Teaching, Elementary (PreK-6)
- EDUC 577U Student Teaching, Secondary (6-12)
- EDUC 578U Student Teaching, Comprehensive (PreK-12)
- EDUC 585U Student Teaching Seminar

Review [information](#) about this and other certificate program graduation rates, the median debt of students who completed the program, and other important information.

TLP Endorsements

Initial Endorsement Areas

Students in the TLP program must select an initial endorsement area.

Elementary Education (PreK-6)

Requires UR BALA or any qualifying bachelor's degree major

Secondary Content Areas (6-12)

Requires qualifying bachelor's degree major

- English
- History & Social Sciences
- Mathematics
- Science: Biology, Chemistry, Physics

Comprehensive Content Areas (PreK-12)

Requires qualifying bachelor's degree major

- Foreign Language: French, German, Latin, Spanish
- Theater Arts
- Visual Arts

Dual Endorsement Areas

Graduate TLP program students may select a dual endorsement area in addition to the initial endorsement. Dual endorsement requires additional coursework and student teaching experience. Consult your academic advisor to develop a personalized plan of study.

English as a Second Language

12 semester hours. In consultation with the program coordinator, complete the following courses in addition to TLP requirements.

- EDUC 551U Cross Cultural Communications
- EDUC 552U English Linguistics for TESOL (Teachers of English to Speakers of Other Languages)
- EDUC 554U Assessment of English Learners
- EDUC 580U Curriculum Development and Instructional Strategies for Teaching English Learners

Gifted Education

12 semester hours. In consultation with the program coordinator, complete the following courses in addition to TLP requirements.

- EDUC 555U Curriculum for Talented and Gifted Education
- EDUC 561U Perspectives in Gifted Education, Talent Development and Creativity
- EDUC 562U Special Populations of Gifted Students
- EDUC 570U Talented and Gifted: Working with High Achievers

Special Education: General Curriculum

12 semester hours. In consultation with the program coordinator, complete the following courses in addition to TLP requirements.

- EDUC 565U Foundations and Legal Aspects of Special Education
- EDUC 568U Successful Transition through Consultation and Collaboration
- EDUC 569U Recognizing and Teaching Students with Disabilities - Accessing the General Education Curriculum
- EDUC 571U Assessment and Evaluation in Special Education

Courses

Accounting (ACCT)

ACCT 300U Survey of Accounting Principles

Semester hours: 3

Analytical and interpretative approach to the study of financial and managerial accounting. Emphasizes effects of transactions on financial statements; interrelationships among financial statements; use of financial statements, cost accounting, and budgets for decision-making.

ACCT 301U Fundamentals of Financial Accounting

Semester hours: 3

Basic theory, concepts, and procedures necessary to develop and interpret publicly reported financial accounting data.

ACCT 302U Fundamentals of Managerial Accounting

Semester hours: 3

Basic theory, concepts, and procedures necessary to develop and interpret managerial accounting data, including cost and budget information, and capital project evaluations, for managerial decision-making.

Prerequisites: ACCT 300U or ACCT 301U recommended.

ACCT 398U Selected Topics

Semester hours: 1-6

ACCT 399U Independent Study

Semester hours: 1-6

Adult Education (ADED)

ADED 200U Experiential Learning and Portfolio Preparation

Semester hours: 3

Exploration of experiential learning, portfolio assessment and other alternative methods of earning college credit. Students gain confidence in critical thinking, organizing, and writing and a clearer sense of educational goals. In preparation for submitting a portfolio, students learn 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.

ADED 201U Portfolio Submission/Assessment

Semester hours: 0

For students who wish to seek credit for prior learning through the Portfolio program.

Prerequisites: ADED 200U

ADED 299U Independent Study

Semester hours: 1-3

ADED 300U Knowledge Management - Methods of Learning and Thinking

Semester hours: 6

Exploring techniques of learning and developing access skills and opportunities for critical thinking.

ADED 301U Knowledge Management: Seminar Across the Disciplines I

Semester hours: 3

ADED 301U develops advanced reading, writing, and research techniques, using a variety of disciplinary approaches. It will require students to read a range of primary and scholarly texts related to the content of the course, synthesizing them in assignments of varying medium, length, and purpose. It will also require them to locate, evaluate, and incorporate a wide range of research sources. Explicit writing instruction will be central to the course.

Prerequisites: ENGL 203U with a grade of 'C' or better.

ADED 302U Knowledge Management: Seminar Across the Disciplines II

Semester hours: 3

ADED 302U builds upon the skills developed in ADED 301U, culminating with a significant research project. It will require students to read a range of primary and scholarly texts related to the content of the course, synthesizing them in assignments of varying medium, length, and purpose - including a research-driven essay and presentation. Explicit research instruction will be central to the course.

Prerequisites: Completion of ADED 301U with a grade of 'C' or better.

ADED 350U Training Design and Facilitation

Semester hours: 3

Design, implementation, and evaluation of adult training programs, with emphasis on increasing individual and organizational effectiveness. Includes adult learning theory, presentation methods, and techniques to measure trainer's effectiveness.

ADED 398U Selected Topics

Semester hours: 1-6

ADED 399U Independent Study

Semester hours: 1-6

ADED 598U Selected Topics

Semester hours: 1-6

Anthropology (ANTH)

ANTH 301U North American Indians

Semester hours: 3

By 1492 Native Americans lived in wide variety of cultures all over North America. Focuses on specific groups in each region from Arctic hunters to Southeastern kingdoms and confederacies. Daily life before European contact discussed, along with what happened when cultures clashed.

ANTH 315U Introduction to Physical Anthropology

Semester hours: 3

Combines research and data from biological and social sciences. Primarily concerned with human beings as biological entities and the relationship between human biology and culture. In addition to basic evolutionary theory and principles of biological inheritance, topics include hominid evolution, primate studies, biological and cultural adaptation to new and/or changing environments, and forensic anthropology. Current issues include cloning, DNA manipulation, Out of Africa vs. Multi-evolution theories, race as a cultural, non-biological construction.

ANTH 398U Selected Topics

Semester hours: 1-6

ANTH 598U Selected Topics

Semester hours: 1-6

Archaeology (ARCH)

ARCH 300U Archaeology of Ancient Civilizations

Semester hours: 3

The rise and fall of ancient civilizations through archaeological investigations.

ARCH 305U Images of the Past: Introduction to Archaeology

Semester hours: 3

Around the world - across four million years. Focus on archaeological sites that have had major impact on knowledge of ourselves. Journey begins with origins of human beings and ends with rise of great civilizations in Asia, Europe, Africa, and the Americas. Investigation of how archaeologists have interpreted artifacts and bones to tell story of human prehistory.

ARCH 398U Selected Topics

Semester hours: 1-6

ARCH 399U Independent Study

Semester hours: 1-6

Art (ART)

ART 208U Techniques and Aesthetics of Photography

Semester hours: 3

Hands-on explanation of technical process involved with black and white photography from exposure to finished print with detailed instruction of processing and printing, classroom critique of students' and other professional work, and introduction to different types of photography. Students encouraged to express desires, emotions, and intentions visually through photographic medium.

ART 209U Photography as Art

Semester hours: 3

Basic black and white darkroom techniques emphasizing development of aesthetic sensibilities. History of photography through exposure to work of past and contemporary photographers.

ART 212U Art Appreciation

Semester hours: 3

Introduction to the arts, designed to broaden students' background.

ART 299U Independent Study

Semester hours: 1-6

ART 300U Color Photography

Semester hours: 3

Introduction to technical considerations and development of artistic expression with color materials. Student work discussed in context of larger aesthetic history of color photography. Focus placed on new media and electronic darkroom.

ART 301U Introduction to Photoshop

Semester hours: 3

An introduction to using Photoshop as a digital darkroom and a powerful means of processing images using digital and traditional photography. Topics will include navigation and tools, selections and layer masks, history palette and history brush, file formats, color correction, digital zone system, and image resolution.

ART 302U Advanced Photoshop for Photographers

Semester hours: 3

This course is designed as an online course for students who have a strong understanding of the fundamentals of Photoshop and an interest in taking their study further. The software program will be used as a creative tool to achieve aesthetic results through digital techniques.

ART 313U American Art: Colonial to 1890

Semester hours: 3

North American art from colonial beginnings. Folk art and crafts, regionalism, romanticism.

ART 314U American Art: 1890 to Present

Semester hours: 3

From 1890s through present day, course includes regionalism, abstract expressionist pop art, and contemporary trends.

ART 315U Art of the Renaissance

Semester hours: 3

Italian and Northern Renaissance Art.

ART 316U Great Disasters and Their Impact in the History of the U.S.: 1861 to the Present

Semester hours: 3

Certain terrible catastrophes/disasters that America has suffered from 1861 to the present have had particularly strong influences on the nation. This course examines several such events, their impact, and how and why that impact took shape as it did. The role of presentation of the disasters through media, literature, government action, and especially the arts will be analyzed.

ART 317U Nineteenth-Century Art

Semester hours: 3

Major art trends during 19th century.

ART 324U Impressionism, Post Impressionism

Semester hours: 3

Major European impressionists and postimpressionists from 1860-1900.

ART 328U Women in the Arts

Semester hours: 3

From Renaissance through twentieth century, course focuses on relationship of female artists to society and culture in which they lived and worked. While emphasis is on female artists, male artists' images related to women explored.

ART 329U Americans on the Move

Semester hours: 3

Course examines the patterns, meanings, causes and effects of migrations to and within America from the 17th century to the present. Among the topics covered are the 17th century European incursions into North America, the first westward movement in and from the Virginia colony, slavery and the Middle Passage, the great movement west following the Lewis and Clark expedition, the 'Trail of Tears,' the 'Great Migration' of African-Americans after the Civil War and in the 20th century, the displacement of Americans during the Dust Bowl and the Great Depression, the forced migration of Japanese Americans from their west coast homes during World War II, and the more recent movement of Americans to Sunbelt states, and as the result of natural disasters. The inspiration or other emotional impact of the arts - plastic, literary, and performing -- on immigration and migration is an integral part of the course.

ART 345U Philanthropy in the Arts

Semester hours: 3

Survey of strategies, tools and techniques involved in generating contributed income for arts organizations from private individuals, foundations, corporations, businesses and government agencies. Central issues addressed include the underlying psychological and practical bases of fundraising in the arts and exposure to the research methods involved in developing donor prospects. Students will learn a variety of techniques for soliciting contributions, including direct mail, telemarketing, grant writing, personal appeals, major gift solicitations, special events, capital campaigns, endowment campaigns, sponsorships and planning.

Prerequisites: MUS 310U or permission of the instructor.

ART 347U The Age of Jefferson

Semester hours: 3

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 planner. Includes field trips to Monticello, University of Virginia, and Virginia State Capitol.

ART 360U Victorian England: Whistler, Ruskin and the Nature of Truth

Semester hours: 3

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.

ART 398U Selected Topics

Semester hours: 1-6

ART 399U Independent Study

Semester hours: 1-6

ART 516U Great Disasters and Their Impact in the History of the U.S.: 1861 to the Present

Semester hours: 3

Certain terrible catastrophes/disasters that America has suffered from 1861 to the present have had particularly strong influences on the nation. This course examines several such events, their impact, and how and why that impact took shape as it did. The role of presentation of the disasters through media, literature, government action, and especially the arts will be analyzed.

ART 529U Americans on the Move

Semester hours: 3

Course examines the patterns, meanings, causes and effects of migrations to and within America from the 17th century to the present. Among the topics covered are the 17th century European incursions into North America, the first westward movement in and from the Virginia colony, slavery and the Middle Passage, the great movement west following the Lewis and Clark expedition, the 'Trail of Tears,' the 'Great Migration' of African-Americans after the Civil War and in the 20th century, the displacement of Americans during the Dust Bowl and the Great Depression, the forced migration of Japanese Americans from their west coast homes during World War II, and the more recent movement of Americans to Sunbelt states, and as the result of natural disasters. The inspiration or other emotional impact of the arts - plastic, literary, and performing -- on immigration and migration is an integral part of the course.

ART 547U The Age of Jefferson

Semester hours: 3

Comprehensive study of the life and times of Thomas Jefferson, including historical perspective of Jefferson as statesman, politician, writer, architect and planner. Use of primary sources is emphasized in the course. Includes field trips to Monticello, University of Virginia, and Virginia State Capitol.

ART 598U Selected Topics

Semester hours: 1-6

Studio Arts (ARTS)

ARTS 105U Art for Non-Majors: Introduction to Drawing

Semester hours: 3

An introduction to drawing materials and techniques; the basics of two-dimensional design, including a brief introduction to color theory. The semester will culminate in the execution of a three-dimensional work of art. No previous experience will be assumed; a hands-on, lab-style course.

ARTS 115U Art for Non-Majors: Introduction to Painting

Semester hours: 3

Students will explore the traditional use of oil paints and techniques through both still life and abstract painting assignments. Lectures on art history, technical demonstrations. Some previous drawing experience is suggested; it is not required.

ARTS 125U Art for Non-Majors: Introduction to Design

Semester hours: 3

An introduction to the basic elements of design (line, shape, value, texture, and hue), the principles of design (unity and variety, balance, repetition, rhythm, movement, and emphasis), the elements of color (hue, value, and saturation), and the basics of drawing (proportion and tone) through lectures, demonstrations and assignments.

ARTS 126U Drawing Materials and Techniques

Semester hours: 3

Introduction for both beginners and more advanced students to explore a wide variety of drawing materials and techniques. The materials introduced will include graphite, charcoal, pastels, ink, conte, and silverpoint. Techniques covered will be hatching and cross-hatching, stippling, additive and subtractive drawing, working with washes, monoprinting and more. Students will work representationally for the majority of the semester. The objective is for students to explore a wide range of drawing possibilities as a means of expressing themselves visually.

ARTS 127U Watercolors

Semester hours: 3

Exploration of the use of traditional and experimental watercolor painting techniques. Landscape, still life, and architecture will serve as the subjects of the students' paintings. Students will also work on abstract and non-objective projects. Previous painting and drawing experience is not required. Effort and attendance are essential to the student's success.

ARTS 198U Selected Topics

Semester hours: 1-3

ARTS 305U Digital Photography

Semester hours: 3

This course is designed as an introduction to creative digital photography as a fine art. Students will learn the basics of camera controls, exposure, lighting, and composition. The class will participate in discussions on the concept of a digital aesthetic. The software program Adobe Photoshop will be used as a digital darkroom preparing images to print. Topics will include digital adjustments and output along with digital printing. The genres of portraiture, nature, action, and landscape will be explored through hands-on assignments. A digital camera with manual adjustments for exposure is required.

Biology (BIOL)

BIOL 221U Environmental Biology

Semester hours: 3

Humankind's position in and influence on ecosystems of world viewed biologically and physically.

BIOL 299U Independent Study

Semester hours: 1-3

BIOL 301U Environmental Ethics

Semester hours: 3

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. Will explore alternative solutions to environmental problems from multiple perspectives through various value/moral systems.

BIOL 302U Global Sustainability

Semester hours: 3

Global Sustainability examines the twenty-five global issues that the United Nations Commission on Sustainable Development has identified as the most critical global social, economic and environmental challenges that are driving global change. Having gained an understanding of these forces and how societies can adapt to become more sustainable, students learn how to develop approaches to address the challenges.

BIOL 398U Selected Topics

Semester hours: 1-6

BIOL 502U Global Sustainability

Semester hours: 3

Global Sustainability examines the twenty-five global issues that the United Nations Commission on Sustainable Development has identified as the most critical global social, economic and environmental challenges that are driving global change. Having gained an understanding of these forces and how societies can adapt to become more sustainable, students learn how to develop approaches to address the challenges.

BIOL 598U Selected Topics

Semester hours: 1-6

Cultures and Languages Across the Curriculum (CLAC)

CLAC 250U Spanish: Cultures and Languages Across the Curriculum

Semester hours: 1

Students will be guided in their study and discussion of authentic Spanish materials relevant to materials in the primary course.

Prerequisites: Proficiency in Spanish or permission of instructor and registration in the course to which the CLAC section is connected or having taken the primary course in the past. Some exceptions might be made.

CLAC 251U French: Cultures and Languages Across the Curriculum

Semester hours: 1

Students will be guided in their study and discussion of authentic French materials relevant to materials in the primary course.

Prerequisites: Proficiency in French or permission of instructor and registration in the course to which the CLAC section is connected or having taken the primary course in the past. Some exceptions might be made.

CLAC 257U Cultures and Languages Across the Curriculum: Other

Semester hours: 1

Students will be guided in their study and discussion of authentic materials in another language relevant to materials in the primary course.

Prerequisites: Permission of department and registration in the course to which the CLAC section is connected or having taken the primary course in the past. Some exceptions might be made.

CLAC 299U Cultures and Languages Across the Curriculum: Independent Study

Semester hours: 1

Prerequisites: Registration in the course to which the CLAC section is connected or having taken the primary course in the past.

CLAC 550U Spanish: Cultures and Languages Across the Curriculum

Semester hours: 1

Students will be guided in their study and discussion of authentic Spanish materials relevant to materials in the primary course.

Prerequisites: Proficiency in Spanish or permission of instructor and registration in the course to which the CLAC section is connected or having taken the primary course in the past. Some exceptions might be made.

CLAC 551U French: Cultures and Languages Across the Curriculum

Semester hours: 1

Students will be guided in their study and discussion of authentic French materials relevant to materials in the primary course.

Prerequisites: Proficiency in French or permission of instructor and registration in the course to which the CLAC section is connected or having taken the primary course in the past. Some exceptions might be made.

CLAC 557U Cultures and Languages Across the Curriculum: Other

Semester hours: 1

Students will be guided in their study and discussion of authentic materials in another language relevant to materials in the primary course.

Prerequisites: Permission of department and registration in the course to which the CLAC section is connected or having taken the primary course in the past. Some exceptions might be made.

CLAC 599U Cultures and Languages Across the Curriculum: Independent Study

Semester hours: 1

Prerequisites: Registration in the course to which the CLAC section is connected or having taken the primary course in the past.

Economics (ECON)

ECON 201U Microeconomics

Semester hours: 3

Study of supply and demand, market structure, production, market failure (e.g., pollution), and benefits and costs of government intervention.

ECON 202U Macroeconomics

Semester hours: 3

Study of inflation, unemployment, GDP determination, money supply, balance of payments, currency markets, role of fiscal and monetary policies.

ECON 285U Teacher Summer Economics Institute

Semester hours: 3

Survey course designed to introduce classroom educators to the field of economics and economic thought. Introduction to both micro and macro principles, and the economic way of thinking. Topics include discussions on scarcity, supply and demand, economic growth, specialization and economic cooperation, interdependence and trade, employment and unemployment, prices, inflation and deflation, competitiveness and productivity, money and banking, and monetary policy. Instruction will also include hands-on sessions to allow participants to learn how to integrate economics into their classroom instruction.

ECON 377U Principles of Economics

Semester hours: 3

A survey course which introduces students to the general economic principles that guide the nation's economy and influences HRM. Topics will include such things as inflation, exchange rates, consumer price index, and supply and demand. Focus will be placed on how economic variables influence such things as supply of labor, compensation, recruitment, and retention.

ECON 398U Selected Topics

Semester hours: 1-6

ECON 507U Labor Economics

Semester hours: 3

A survey course that introduces students to the general economic principles that guide the nation's economy and influences HRM. Topics will include such things as inflation, exchange rates, consumer price index, and supply and demand. Focus will be placed on how economic variables influence such things as supply of labor, compensation, recruitment, and retention.

ECON 598U Selected Topics

Semester hours: 1-6

Education (EDUC)

EDUC 303U Partners in the Arts

Semester hours: 3

Explores theory and pedagogy of integrating all arts form (visual, music, drama, dance, literary) across the curriculum and throughout the teaching and learning environment. Includes best practices, skill building, and exploration of resources to provide educators the tools and ability to effectively address and variety of students' learning styles while promoting curiosity, mastery of content and collaborative problem-solving skills.

EDUC 306U Content and Pedagogy for Elementary Science and Social Studies

Semester hours: 3

In-depth examination of core elementary science and social studies concepts and subject-specific pedagogy. Course content emphasizes and integrates state and national standards, problem-solving approaches, curriculum integration strategies, content area literacy, and current research.

EDUC 317U Foundations of Education

Semester hours: 3

Introduction to the American educational system. Explores the philosophical, sociological, historical, and political roots of schools today. Attention also given to the legal status of teachers and students, including federal and state laws and regulations, school as an organization/culture, and contemporary issues in education.

EDUC 318U Diverse Learners

Semester hours: 3

Introduction to the wide range of diversity that exists across today's general school population and examination of the increased professional demands that inclusion makes upon teachers. Exploration of physical, social, emotional, intellectual development, individual learning styles, and prior learning as well as language, culture, family and community values, and how they influence student learning.

EDUC 324U Reading Foundations for Early Literacy Instruction

Semester hours: 3

In-depth examination of the teaching methods, literacy concepts and development, and materials that are used to support and scaffold children's literacy acquisition from birth to the primary grades. A foundational understanding of the components of reading including phonemic awareness, concepts of print, phonics, fluency, comprehension, vocabulary, and writing will be addressed. Participants will examine early literacy assessment tools and will determine how to implement interventions for diverse learners. Language development, children's literature, and classroom strategies for early literacy instruction will also be investigated.

EDUC 326U Assessment, Intervention and Literacy Strategies for Elementary Readers

Semester hours: 3

In-depth examination of reading comprehension, vocabulary development, critical thinking, word study, and writing instruction within elementary classrooms. Study of the methods, materials, and assessment tools associated with elementary literacy instruction will be explored across the components of reading. Participants will examine assessment tools and learn techniques for meeting the needs of struggling readers. A supervised practical experience will be incorporated into the course. Emphasis is placed on making decisions based upon students' individual needs and critical reflection to improve instructional effectiveness. Participants will learn to analyze assessment data and use this information to inform instructional practices including developing reading and writing interventions. Effective literacy techniques designed to support diverse learners will be studied.

Prerequisites: EDUC 324U.

EDUC 327U Content and Pedagogy for Elementary Mathematics

Semester hours: 3

In-depth examination of fundamental mathematics concepts and subject-specific pedagogy. Course content emphasizes and integrates state and national standards, problem-solving approaches, use of manipulatives and technology, current research, and learning theory.

EDUC 338U Instructional Technology Applications for the Classroom

Semester hours: 3

Theory and pedagogy of integrating common and practical instructional technologies within the teaching and learning environment and across the curriculum. Includes current practice, skill building and exploration of resources to better prepare educators to fully understand the potential, the consequences and future uses of instructional technology to address the needs of all learners.

Prerequisites: EDUC 306U and EDUC 342U.

EDUC 342U Teaching in Middle and Secondary Schools

Semester hours: 3

Comprehensive introduction to pedagogy to include principles of learning; application of skills in discipline and grade-specific methodology; selection and use of materials; state and national curriculum standards; and evaluation of student performance.

EDUC 343U Seminar in Middle and Secondary Teaching

Semester hours: 1

Overview of content-specific assessment strategies for middle and high school teachers. Course will include a review of standards-based testing items as well as strategies for improving teacher-made tests. In addition, the seminar will utilize peer review of content-specific lesson plans and instructional strategies, and provide opportunities for microteaching using the University of Richmond lesson plan template.

Prerequisites: Concurrent registration in EDUC 342U.

EDUC 350U Content Area Literacy

Semester hours: 3

Examination of reading, writing and critical thinking in secondary content areas. Specific techniques for teaching and assessing comprehensions, vocabulary knowledge, and study skills will be addressed. The effects of text organization and relationship between reading and writing are investigated. The course integrates theory with practice and is designed to help content area instructors learn how to integrate literacy principles into subject matter instruction. A strong emphasis will be placed on the elements of effective comprehension instruction. Literacy techniques designed to support the needs of diverse learners will be studied. Participants will learn strategies to foster motivation and appreciation of a variety of types of literature utilized for independent and collaborative reading.

EDUC 358U Classroom and Behavior Management

Semester hours: 3

Behavioral principles and procedures for reducing classroom problems, increasing motivation, and strengthening desired classroom behavior.

EDUC 398U Selected Topics

Semester hours: 3

EDUC 475U Student Teaching, Elementary (PreK-6)

Semester hours: 12

Direct contact with students in a classroom on a full-time basis for 15 weeks under the direction of a cooperating teacher and a University supervisor. Student assumes full teacher responsibility for all instructional periods and school activities. Graded pass/fail; however a comprehensive evaluation is completed for each student teacher.

Prerequisites: Completion of all core courses.

EDUC 477U Student Teaching, Secondary (6-12)

Semester hours: 12

Direct contact with students in a classroom on a full-time basis for 15 weeks under the direction of a cooperating teacher and a University supervisor. Student assumes full teacher responsibility for all instructional periods and school activities. Graded pass/fail; however a comprehensive evaluation is completed for each student teacher.

Prerequisites: Completion of all core courses.

EDUC 478U Student Teaching, Comprehensive (PreK-12)

Semester hours: 12

Direct contact with students in a classroom on a full-time basis for 15 weeks under the direction of a cooperating teacher and a University supervisor. Student assumes full teacher responsibility for all instructional periods and school activities. Graded pass/fail; however a comprehensive evaluation is completed for each student teacher.

Prerequisites: Completion of all core courses.

EDUC 485U Student Teaching Seminar

Semester hours: 2

This weekly seminar for student teachers provides a forum for discussion and examination of critical issues related to students' teaching responsibilities and competence. Also provides guidance in the preparation of the Teacher Work Sample.

EDUC 503U Partners in the Arts

Semester hours: 3

Explores theory and pedagogy of integrating all arts form (visual, music, drama, dance, literary) across the curriculum and throughout the teaching and learning environment. Includes best practices, skill building, and exploration of resources to provide educators the tools and ability to effectively address and variety of students' learning styles while promoting curiosity, mastery of content and collaborative problem-solving skills.

EDUC 504U The Story of Virginia, an American Experience

Semester hours: 3

The course provides an overview of the history of Virginia from earliest habitation to the present and follows the curriculum framework for Virginia Studies. Participants will work with the staff of the Virginia Historical Society and outside pedagogical specialists and engage the topic through lectures, discussions of readings, written exercises, workshops, and interactive gallery activities.

EDUC 505U Geography of the Commonwealth

Semester hours: 3

The objective of this course is to provide a general understanding of the Geography of the Commonwealth of Virginia and explore various spatial interests in depth. No textbooks or lab manuals are required for this course, only the ability to use Blackboard and explore the web. You will also learn how to use ArcGIS Online.

EDUC 506U Content and Pedagogy for Elementary Science and Social Studies

Semester hours: 3

In-depth examination of core elementary science and social studies concepts and subject-specific pedagogy. Course content emphasizes and integrates state and national standards, problem-solving approaches, curriculum integration strategies, content area literacy, and current research.

EDUC 509U Teaching Students from Poverty

Semester hours: 3

An overview of the challenges of teaching students from poverty. Dr. Ruby Payne's groundbreaking book will be the centerpiece for teachers (K-12). Teachers will learn skills and techniques to manage behavior, build relationships and raise achievement.

EDUC 517U Foundations of Education

Semester hours: 3

Introduction to the American educational system. Explores the philosophical, sociological, historical, and political roots of schools today. Attention also given to the legal status of teachers and students, including federal and state laws and regulations, school as an organization/culture, and contemporary issues in education.

EDUC 518U Diverse Learners

Semester hours: 3

Introduction to the wide range of diversity that exists across today's general school population and examination of the increased professional demands that inclusion makes upon teachers. Exploration of physical, social, emotional, intellectual development, individual learning styles, and prior learning as well as language, culture, family and community values, and how they influence student learning.

EDUC 524U Reading Foundations for Early Literacy Instruction

Semester hours: 3

In-depth examination of the teaching methods, literacy concepts and development, and materials that are used to support and scaffold children's literacy acquisition from birth to the primary grades. A foundational understanding of the components of reading including phonemic awareness, concepts of print, phonics, fluency, comprehension, vocabulary, and writing will be addressed. Participants will examine early literacy assessment tools and will determine how to implement interventions for diverse learners. Language development, children's literature, and classroom strategies for early literacy instruction will also be investigated.

EDUC 526U Assessment, Intervention and Literacy Strategies for Elementary Readers

Semester hours: 3

In-depth examination of reading comprehension, vocabulary development, critical thinking, word study, and writing instruction within elementary classrooms. Study of the methods, materials, and assessment tools associated with elementary literacy instruction will be explored across the components of reading. Participants will examine assessment tools and learn techniques for meeting the needs of struggling readers. A supervised practical experience will be incorporated into the course. Emphasis is placed on making decisions based upon students' individual needs and critical reflection to improve instructional effectiveness. Participants will learn to analyze assessment data and use this information to inform instructional practices including developing reading and writing interventions. Effective literacy techniques designed to support diverse learners will be studied.

Prerequisites: EDUC 524U.

EDUC 527U Content and Pedagogy for Elementary Mathematics

Semester hours: 3

In-depth examination of fundamental mathematics concepts and subject-specific pedagogy. Course content emphasizes and integrates state and national standards, problem-solving approaches, use of manipulatives and technology, current research, and learning theory.

EDUC 529U Improving Elementary Math

Semester hours: 3

Exploration of teachers' content knowledge and pedagogical skills in teaching elementary math with a focus on differentiated instruction using developmental grouping (math workshop and work stations) to improve elementary math achievement. Class sessions will involve participants in activities that address concrete, representational, and abstract stages of learning.

EDUC 530U Teaching Middle School Life Science: Content and Pedagogy

Semester hours: 3

This graduate course will examine the psychology of the middle school learner, the instructional strategies and practices essential to developing successful student learners, including knowledge and understanding of the life science curriculum and the application of its standards.

EDUC 531U Teaching Middle School Earth Science: Content and Pedagogy

Semester hours: 3

This graduate course will examine the psychology of the middle school learner, the instructional strategies and practices essential to developing successful student learners, including knowledge and understanding of the earth science curriculum and the application of its standards.

EDUC 532U Teaching Middle School Physical Science: Content and Pedagogy

Semester hours: 3

This graduate course will examine the psychology of the middle school learner, the instructional strategies and practices essential to developing successful student learners, including knowledge and understanding of the physical science curriculum and the application of its standards.

EDUC 533U Sustainability and Nature Institute

Semester hours: 3

An exploration of the science and design behind creating a successful outdoor classroom and is suited for classroom teachers, administrators, PTA representatives and Not for Profit educators. Participants will work with other educators from throughout the mid-Atlantic region to develop a plan for an outdoor classroom where students can explore opportunities for decision making, learning, social development, and establishing sustainable practices grounded in the natural world. Central to the program will be hands-on lab work emphasizing the science of soil, plant biology, and proper planting practices, which are increasingly important as we move towards a more sustainable future in the outdoor world.

EDUC 536U Human Growth and Development

Semester hours: 3

This course explores the theory and research related to education, human development and counseling. A strong emphasis is placed on the adolescent period of development and the psychological, emotional, physical and social changes that occur. Meets the criteria for a licensure class and is provided for current K-12 teachers and teachers who are seeking initial licensure.

EDUC 538U Instructional Technology Applications for the Classroom

Semester hours: 3

Theory and pedagogy of integrating common and practical instructional technologies within the teaching and learning environment and across the curriculum. Includes current practice, skill building and exploration of resources to better prepare educators to fully understand the potential, the consequences, and future uses of instructional technology to address the needs of all learners.

Prerequisites: EDUC 506U and EDUC 542U.

EDUC 542U Teaching in Middle and Secondary Schools

Semester hours: 3

Comprehensive introduction to pedagogy to include principles of learning; application of skills in discipline and grade-specific methodology; selection and use of materials; state and national curriculum standards; and evaluation of student performance.

EDUC 543U Seminar in Middle and Secondary Teaching

Semester hours: 1

Overview of content-specific assessment strategies for middle and high school teachers. Course will include a review of standards-based testing items as well as strategies for improving teacher-made tests. In addition, the seminar will utilize peer review of content-specific lesson plans and instructional strategies, and provide opportunities for microteaching using the University of Richmond lesson plan template.

Prerequisites: Concurrent registration in EDUC 542U.

EDUC 544U Tools for Teaching

Semester hours: 3

An integrated discipline, instruction and motivation system. Intended for the practicing teacher (K-12), participants will learn how to organize a classroom to reduce disruption and increase time on task, increase learning and retention of material with the Say, See, Do instructional approach and Visual Instruction Plans (VIPs), eliminate backtalk and teacher nagging, and turn problem students around with an incentive system that builds responsible behavior.

EDUC 548U Emergent Reading

Semester hours: 3

This course is designed for teachers to develop language acquisition skills and methodologies that nurture emerging reading and writing abilities of young learners. Emphasis is placed on the critical issue of early

intervention for students at-risk for falling behind in the development of reading and comprehension skills and on current research of the developmental nature of reading and writing. Sound educational practices for beginning readers and writers and intervention techniques for children who need support are explored. This course is recommended for professional educators seeking to expand their skills for working with young learners.

EDUC 550U Content Area Literacy

Semester hours: 3

Examination of reading, writing and critical thinking in secondary content areas. Specific techniques for teaching and assessing comprehensions, vocabulary knowledge, and study skills will be addressed. The effects of text organization and relationship between reading and writing are investigated. The course integrates theory with practice and is designed to help content area instructors learn how to integrate literacy principles into subject matter instruction. A strong emphasis will be placed on the elements of effective comprehension instruction. Literacy techniques designed to support the needs of diverse learners will be studied. Participants will learn strategies to foster motivation and appreciation of a variety of types of literature utilized for independent and collaborative reading.

EDUC 551U Cross Cultural Communications

Semester hours: 3

After completing this course, candidates will know, understand, and use the major concepts, principles, theories, and research related to the nature and role of culture and cultural groups to construct supportive learning environments for ELLs (Domain 2. Culture). Candidates will keep current with new instructional techniques, research results, advances in the ESL field, and education policy issues, and demonstrate knowledge of the history of ESL teaching. They use such information to reflect on and improve their instruction and assessment practices. Candidates work collaboratively with school staff and the community to improve the learning environment, to provide support, and to advocate for ELLs and their families (Domain 5. Professionalism).

EDUC 552U English Linguistics for TESOL (Teachers of English to Speakers of Other Languages)

Semester hours: 3

After completing this course, candidates will know, understand, and use the major theories and research related to the structure and acquisition of language to help English language learners (ELL) develop language and literacy and achieve in the content areas (Domain 1. Language).

EDUC 553U Methods of Teaching a Foreign Language

Semester hours: 3

This introductory course addresses the effects of language acquisition theories and learner development on instructional planning and practice and builds upon the relationship of foreign language program models and language outcomes. Participants will become familiar with the state standards for foreign language learning and recognize the connection between the state and national standards.

EDUC 554U Assessment of English Learners

Semester hours: 3

Addresses issues and concepts of assessment and using standards based procedures with English Language Learners (ELL). Identifies purposes of assessment (e.g., diagnostic, language proficiency, academic achievement) and basic concepts of assessment in order to assess ELL. Examines national and state requirements, procedures, and instruments for ELL identification, reclassification, and exit from language support programs. Covers the interdependent relationship between teaching and assessment and developing instructional tasks and assessment tools that promote and measure student learning. (Domain 4. Assessment)

EDUC 555U Curriculum for Talented and Gifted Education

Semester hours: 3

This course focuses on curriculum adjustments, methods and techniques, as well as classroom organization necessary for teaching gifted and talented students. Emphasis is on curriculum in gifted programs within the context of school reform and restructuring. Topics include development of learner outcomes, selection of resources, and classroom management.

EDUC 556U Differentiated Instruction and Research-Based Strategies for Gifted Students

Semester hours: 3

Exploration of the philosophy of differentiation and strategies that are used to meet the needs of gifted students. Instructional decision-making based on the educational characteristics and subsequent modification within the classroom environment will be the emphasis through this online course. Research-based instructional strategies for gifted and talented learners will be explored in addition to classroom-based differentiated instruction; individualization; flexible grouping strategies; dialogue and questioning strategies; enrichment, and instructional responsiveness to the affective needs of gifted learners.

EDUC 558U Classroom and Behavior Management

Semester hours: 3

Behavioral principles and procedures for reducing classroom problems, increasing motivation, and strengthening desired classroom behavior.

EDUC 559U Politics and Legal Issues in Education

Semester hours: 3

Provides historical and contemporary perspectives regarding how the American political and legal systems affect the care and instruction of students in today's schools; and an understanding of the political issues and laws that govern the operation and conduct of American schools.

EDUC 561U Perspectives in Gifted Education, Talent Development and Creativity

Semester hours: 3

This course explores the concepts of Gifted Education, Talent Development and Creativity (GETDC), and examines their factors, measurement, and application to education. Topics include characteristics of creative individuals, barriers to creative productivity, strategies to increase creative and critical thinking, and teaching creativity in special populations of gifted learners.

EDUC 562U Special Populations of Gifted Students

Semester hours: 3

This course provides a critical survey of the research, issues, policy, ethics, and practices related to culturally diverse, economically disadvantaged, limited English proficient, twice exceptional, highly gifted, or very young gifted and talented students. Includes examination of topics such as personal attitudes about diversity, identification of students from special populations, differentiated instruction for students from special populations.

EDUC 563U Social and Emotional Needs of the Gifted Student

Semester hours: 3

This course examines the social, emotional, and psychological aspects of gifted children, adolescents, and adults. The course reviews current literature on affective growth and potential adjustment issues such as self-concept, self-acceptance and understanding, peer relations, and perfectionism. Family relations and potential sources of problems such as underachievement and career and college planning are also included. Classroom adjustments to facilitate development will also be reviewed.

EDUC 564U School-wide Positive Behavior Support

Semester hours: 3

Examines positive behavioral interventions and support (PBIS) with emphasis on school-wide approaches designed to enhance school climate and emotional well-being of all students. Covers creating and

nurturing a problem-solving team of professionals responsible for developing evidence-based strategies for improving the behavior and academic achievement of students.

EDUC 565U Foundations and Legal Aspects of Special Education

Semester hours: 3

This is an introductory course that provides an overview of the nature and educational implications of serving students with disabilities and emphasizes the legal aspects of special education at national, state, and local levels. Relevant legislation associated with the identification, education and evaluation of students with disabilities will be included in this foundations course.

EDUC 566U Response to Intervention

Semester hours: 3

This course is designed to provide participants with the knowledge and skills needed to effectively implement a Response To Intervention approach for academics and behavior. Response to Intervention is the practice of providing high quality instruction and interventions matched to students.

EDUC 567U Questions of Conscience: Teaching about the Holocaust and Genocide

Semester hours: 3

The Teacher Education Institute (TEI) is taught by museum staff, including university, research, and classroom educators. TEI assists history, English/language arts, music, art, science, math, foreign language and administrators with their understanding of the Holocaust and modern genocide and the application of it within their classrooms and schools and considers the Virginia Standards of Learning requirements as well as the requirements of the Holocaust Education Bill, HB2409 recently passed by the General Assembly.

EDUC 568U Successful Transition through Consultation and Collaboration

Semester hours: 3

This course is designed to prepare teacher candidates with the ability to prepare their students and work with families to provide successful student transitions throughout the educational experience. Additionally, teacher candidates will learn strategies for successful consultation, case management and collaboration for establishing an effective school environment, postsecondary training, employment, and independent living that address an understanding of long-term planning, career development, life skills, community experiences and resources, self-advocacy, and self-determination, guardianship and legal considerations.

EDUC 569U Recognizing and Teaching Students with Disabilities - Accessing the General Education Curriculum

Semester hours: 3

This course explores the characteristics and supports needs of students with disabilities in the general education setting and delves into the development of individual education planning and group instruction at the elementary, middle, and high school levels. Specific learning strategies, multisensory approaches, and organizational and environmental considerations will be investigated through the scope and sequence of the general education curriculum. Alternative ways of instruction and assessment will be examined to support student learning needs with effective and student-appropriate strategies and accommodations to promote successful integration with nondisabled peers in general education classrooms and, as appropriate, in other instructional settings, representing the continuum of special education services.

EDUC 570U Talented and Gifted: Working with High Achievers

Semester hours: 3

This course provides information on the history of exceptional students in relation to education, current law, and accepted methods for referral, assessment, and identification. It covers major program models and methods of differentiating instruction to meet the rate and level of learning of those students

identified. The course gives the learner an understanding of ways to meet the affective needs of the gifted and talented student in the regular classroom and lists resources for teachers and parents who would like more information about the talented and gifted.

EDUC 571U Assessment and Evaluation in Special Education

Semester hours: 3

This course is designed to introduce teacher candidates to the variety of assessment and evaluation techniques and their specific purposes, including eligibility for students with disabilities, instructional decision making, and program improvement. This course explores the relationship among the general curriculum, formal and informal assessment results, and instruction for students with disabilities to support instructional planning, decision-making and self-reflection.

EDUC 572U Effective Instruction for an Inclusive Classroom

Semester hours: 3

A survey of models, history, current issues and strategies in providing collaborative supports, accommodations, and differentiated curriculum to students with disabilities, special needs, as well as mainstream students with multiple abilities in general education classes.

EDUC 575U Student Teaching, Elementary (PreK-6)

Semester hours: 12

Direct contact with students in a classroom on a full-time basis for 15 weeks under the direction of a cooperating teacher and a University supervisor. Student assumes full teacher responsibility for all instructional periods and school activities.

Prerequisites: Completion of all professional studies coursework.

EDUC 577U Student Teaching, Secondary (6-12)

Semester hours: 12

Direct contact with students in a classroom on a full-time basis for 15 weeks under the direction of a cooperating teacher and a University supervisor. Student assumes full teacher responsibility for all instructional periods and school activities.

Prerequisites: Completion of all professional studies coursework.

EDUC 578U Student Teaching, Comprehensive (PreK-12)

Semester hours: 12

Direct contact with students in a classroom on a full-time basis for 15 weeks under the direction of a cooperating teacher and a University supervisor. Student assumes full teacher responsibility for all instructional periods and school activities.

Prerequisites: Completion of all professional studies coursework.

EDUC 580U Curriculum Development and Instructional Strategies for Teaching English Learners

Semester hours: 3

A training class for those wishing to gain appropriate skills for teaching ESL students. This class will focus on understanding the method of teaching conversational English; understanding the international Phonetic Alphabet; application of target language groups; essentials of English - know what you teach; methods of instruction (includes drills, activities, lesson resources); and application of knowledge as students have guided practice in developing skills.

EDUC 585U Student Teaching Seminar

Semester hours: 2

This weekly seminar for student teachers provides a forum for discussion and examination of critical issues related to students' teaching responsibilities and competence. Also provides guidance in the preparation of the Teacher Work Sample.

Prerequisites: Completion of all professional studies coursework.

EDUC 598U Selected Topics

Semester hours: 3

EDUC 599U Independent Study

Semester hours: 1-6

EDUC 601U Foundations of Educational Leadership Studies

Semester hours: 3

A survey of the fundamental leadership theories and models as they apply to educational leadership. Includes historical and contemporary conceptions, collaborative case study work on current educational leadership approaches, personal reflection and leadership development, and bridging theory and practice in twenty-first century schools.

EDUC 602U Data for Decision-Making

Semester hours: 3

A survey of tools and techniques used in conducting and utilizing assessment data. Includes current research approaches, project design, and data collection. Also included are methods for using data to identify school needs, evaluate personnel, track student performance, and develop strategies for increasing performance as necessary.

Prerequisites: EDUC 601U.

EDUC 603U Leading and Supervising Instruction

Semester hours: 3

This course will prepare students to effectively oversee instructional practices in their school. These include aligning curriculum and instruction with assessment to achieve high academic success, innovative instructional techniques, strategies for monitoring instruction and providing feedback, and encouraging academic freedom and innovation while respecting benchmarks and standards.

Prerequisites: EDUC 601U.

EDUC 604U Communicating and Leading

Semester hours: 3

A broad review of communication as a critical skill in effective school leadership. This includes understanding how students communicate with each other and their instructors, helping students develop basic communication techniques and strategies, communicating effectively with teachers and administrators, and understanding the impact of the new communications age as well as how to effectively use it to improve communication within schools.

Prerequisites: EDUC 601U.

EDUC 605U School Law and Ethics

Semester hours: 3

This course will examine the legal and moral aspects of educational leadership. Includes evolution of school law, major ethical spheres of thought, current trends and school law, and critical thinking and problem-solving strategies. Course will utilize case studies and consider Virginia School Code.

Prerequisites: EDUC 601U.

EDUC 610U Reflective Leadership Seminar I

Semester hours: 1

Students will apply their coursework to modern education settings and reflect on where and how the lessons and theory from those courses are relevant to working and leading in today's schools. This includes assessing how and where strategies and ideas explored in previous coursework can be infused into school leadership.

Prerequisites: EDUC 601U.

EDUC 611U Reflective Leadership Seminar II

Semester hours: 6

The second of two required seminars to complete the practicum. Students will continue the reflective process by studying leadership first-hand in a school. Students will spend a minimum of 170 hours in a designated school and regularly report on a series of online reflection prompts addressing various issues affecting educational leadership.

Prerequisites: EDUC 601U.

EDUC 620U Children's Literature

Semester hours: 3

The course provides a survey of children's literature with emphasis on recent trends and evaluative criteria used in selecting books based on school and recreational needs and interests of young readers. Course participants will explore multiple genres, including historical fiction, realistic fiction, fantasy, traditional literature, nonfiction, and multicultural, and ways of integrating these books into curricula.

EDUC 621U Young Adult Literature

Semester hours: 3

The course provides a survey of young adult literature with emphasis on recent trends and evaluative criteria used in selecting books based on school and recreational needs and interests of adolescent readers. Course participants will explore multiple genres, including historical fiction, realistic fiction, fantasy, traditional literature, nonfiction, graphic novels, and multicultural, and ways of integrating these books into curricula.

EDUC 630U School Technology

Semester hours: 3

This course is designed to advance technological literacy for school leaders. This includes running software, using programs to generate and manipulate data, compiling data in order to present it, troubleshooting basic computer challenges, using technology to communicate and collaborate with others, and using technology to support instruction.

Prerequisites: EDUC 601U.

EDUC 631U Fiscal Leadership

Semester hours: 3

This course will introduce students to the principles of human resource and financial management. This includes recruiting and developing quality personnel, the budgeting process, and fiscal decision-making.

Prerequisites: EDUC 601U.

EDUC 632U Leading Change in Educational Settings

Semester hours: 3

This course will focus on identifying new trends in schools and education policy as well as preparing for and successfully embracing change. This includes demographic shifts, the impact of globalization and the computer age, the evolving relationship between schools and their greater communities, implementing new policy, and ensuring successful transitions to changes involving policy, personnel, and student body.

Prerequisites: EDUC 601U.

EDUC 633U School Culture and Human Resource Leadership

Semester hours: 3

This course will explore the sociological trends impacting the modern school environment and how to lead various groups within a school. This includes conflict resolution, balancing interests and decision-

making, promoting a learning environment that maximizes student performance, and managing relationships among groups operating within a school as well as the larger community.

Prerequisites: EDUC 601U.

EDUC 634U Context of Educational Public Policy and Politics

Semester hours: 3

A survey of contemporary issues and legislation affecting education policy. Includes review of current and emerging issues, strategies for influencing policy, and techniques for adopting new policy into current school culture and process.

Prerequisites: EDUC 601U.

EDUC 637U Education and Public Policy

Semester hours: 3

Survey of contemporary issues and examination of legislation affecting educational policy at both the state and local level. In depth examination of current and emerging policy issues, strategies for influencing policy, and techniques for adapting new policy into current school culture and processes.

EDUC 650U Advanced Educational Psychology

Semester hours: 3

Advanced study of the basic principles of cognitive psychology and its position in education, to include cognitive processes, knowledge acquisition and transfer, beliefs and motivation, and the application of these ideas to classroom instruction.

EDUC 651U Assessment and Evaluation in Education

Semester hours: 3

Introduction to testing, measurement, and evaluation related to instruction, the construction and use of teacher-made tests, a survey of standardized tests, test interpretation, and basic statistical procedures.

EDUC 652U Differentiated Instruction

Semester hours: 3

Introduction to differentiated instruction and examination of why it is appropriate for all learners, how to plan for it, and how to become comfortable enough with student differences to make school comfortable for every learner in the classroom.

EDUC 653U Issues, Ethics and Policy in Education

Semester hours: 3

Examination and reflection on the critical issues in policy, ethics, and law that teachers need in order to make informed decisions regarding a variety of issues facing schools today.

EDUC 660U Curriculum Development

Semester hours: 3

Identification and understanding of the underlying philosophical principles, societal expectations, and practical demands that must be reflected in the development, delivery and evaluation of school curricula.

EDUC 661U Instructional Leadership

Semester hours: 3

This course emphasizes techniques of improving instruction through application of research on effective schools and models of instruction. Topics covered include foundations of leadership, leadership for curriculum instruction and assessment, leadership for supervision and professional development, leadership for communication and community partnerships, and leadership for organizational management.

EDUC 675U Reflective Teaching Experience

Semester hours: 3

Involves full time teaching and working closely with a mentor/coach to further develop skills in curriculum planning and delivery, reflection and self-assessment. Encompasses an entire semester.

EDUC 676U Reflective Practitioner Seminar

Semester hours: 3

This biweekly seminar for teachers provides a forum for discussion of and reflection on critical issues related to their daily responsibilities as classroom teachers. Also provides guidance in the development and implementation of a Professional Growth Plan.

Prerequisites: EDUC 675U.

EDUC 680U Content Specialization and Action Research I

Semester hours: 3

Review of basic knowledge and skills required for reading, interpreting, and evaluating, followed by the examination of step-by-step procedures for planning, implementing, and evaluating classroom research.

EDUC 681U Content Specialization and Action Research II

Semester hours: 3

Fieldwork and implementation of research project conceived during Content Specialization and Action Research I, to include the formal dissemination of research results.

Prerequisites: EDUC 680U

Emergency Management (EM)

EM 101U When Disaster Strikes - Introduction to Emergency Management and Homeland Security/Summer Scholars

Semester hours: 4

When bad things happen to good communities the emergency management and homeland security programs are responsible for effective actions to control the impacts and return the community to stable functionality. This course presents a detailed view of the knowledge set required for local governmental emergency managers in dealing with disasters.

EM 199U Emerging Knowledge and Technology in Emergency Services

Semester hours: 1

Offered at selected major emergency services educational conferences to provide students exposure to new and developing theories, practices, and technology in the emergency services. Students who complete a minimum of 15 hours in conference presentations document their learning in a reflective workbook. Completion of the workbook provides insights into the most effective ways to learn from professional symposia.

EM 300U Integrated Emergency Services in the Community

Semester hours: 3

Basic overview of roles and functions of emergency services. Explores major issues in their management.

EM 301U Technologies for Emergency Management

Semester hours: 3

Explores how to select, implement, manage, and employ technology systems (including Internet applications) to increase the effectiveness of incident detection and location, response management, and recovery.

Prerequisites: ISYS 203U.

EM 302U Emergency Planning

Semester hours: 3

Exposes students to basic emergency planning concepts at federal, state, local, and business level. Also introduces students to design and use of exercises to test and refine plans.

Prerequisites: EM 312U, EM 331U.

EM 303U Research Practicum

Semester hours: 3

Introduction to formal research in emergency services, including a guided research project.

EM 304U Current Issues in Emergency Services Management

Semester hours: 3

Examination of current issues in field, such as volunteers, emergency communications, grants and fund raising, staffing levels, etc.

Prerequisites: EM 300U or permission of EM Academic Program Director.

EM 305U Disasters, Characteristics and Physical Impacts

Semester hours: 3

Overview of characteristics of disasters, their impact on population, infrastructure, and economy, and disaster management cycle.

EM 306U Law and Ethics for the Emergency Services Manager

Semester hours: 3

Current legal principles and ethical issues which impact emergency services, including both provision of care and services and management of service.

Prerequisites: EM 312U, EM 331U.

EM 307U Managing Emergency Operations

Semester hours: 3

Covers management of complex emergency operations in field using incident management systems and role of emergency operations centers in directing disaster response.

Prerequisites: EM 312U, EM 331U.

EM 308U Terrorism

Semester hours: 3

Examines political basis for terrorism and identifies potential motivations of terrorists and their operational implications. Explores terrorist weapons and tactics. Discusses courses of action for terrorism prevention, detection, and response.

Prerequisites: EM 312U, EM 331U.

EM 309U Social Dimensions of Disaster

Semester hours: 3

Examines how populations respond to disasters including such areas as response to warnings, evacuation reactions, and looting. Suggests strategies for management of formal and emergent organizations and disaster stressors on individuals, organizations, and groups. Discusses development of effective programs for management of community change to increase disaster resistance.

Prerequisites: EM 312U, EM 331U.

EM 310U Business Continuity Planning

Semester hours: 3

Explores the role, organization, and management of business continuity planning in surviving the impact of disaster, continuing to operate to serve clients or customers, and rapidly recovering to full operations.

EM 311U Advanced Planning Practicum

Semester hours: 3

Focus on complete planning process for an organization or community resulting in the drafting of a complete agency or jurisdiction emergency operations plan or business continuity plan.

Prerequisites: EM 302U or instructor permission.

EM 312U Emergency Management Systems and Theory

Semester hours: 3

Examines the structure and missions of local, state, national, and international emergency management agencies and their relationship with public safety and voluntary organizations and other government departments. Relates structure and processes to legal requirements for disaster management. Discusses current theoretical approaches to disasters and to emergency management program management. Based on structure, legal requirements, and theory; suggests courses of action for effective local program management.

EM 313U Disaster Exercises

Semester hours: 3

Examines the role of disaster exercises and tests in an emergency management or business continuity program and addresses how to design and conduct exercises for training and for evaluation. Identifies strategies for use of lessons learned to improve operations and teaches principles of management of an exercise program.

EM 314U Defending Communities - Integrating Mitigation, Preparedness and Recovery

Semester hours: 3

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.

Prerequisites: EM 312U, EM 331U.

EM 315U Business Community Program Management

Semester hours: 3

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.

EM 316U Information Technology Disaster Recovery

Semester hours: 3

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.

EM 317U Enterprise Risk Management

Semester hours: 3

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.

Prerequisites: EM 312U, EM 331U.

EM 318U Weapons of Mass Destruction

Semester hours: 3

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.

Prerequisites: EM 312U, EM 331U.

EM 319U Writing for Decisions

Semester hours: 3

Emergency management requires skills in preparing a wide variety of written communications that will be used for decision by varied audiences from senior elected officials to members of the general public. This scenario based course requires students to develop skills in identifying information requirements for decision making, analyzing the ways information can be presented, identifying outside factors that influence how communications are perceived, and selecting the right format for the message. Addresses both routine day to day situations and emergency operations.

EM 321U Crisis Communications

Semester hours: 3

Overview of the strategies, tactics and tools needed to identify audiences for crisis communications, select the appropriate media, method and time table for communications and frame the message for maximum positive impact. Identification of hostile agendas and methods for reducing the effectiveness of media driven campaigns against the organization will also be addressed.

EM 322U Emergency Operations Center Design, Management and Operation

Semester hours: 3

Emergency operations centers are the core of governmental and business response to disaster. The course examines how they are designed, organized, managed, and operated to coordinate response during a disaster.

EM 323U Protecting the Responder: Managing Safety and Health During Emergency Response

Semester hours: 3

The public looks to emergency services for protection and response during times of crisis. But, who is protecting the protector? This course explores occupational safety and health regulatory requirements and management aspects necessary for the successful protection of first responders and disaster site workers. Issues specific to private sector, non-governmental and volunteer organizations including all branches of public emergency response will be addressed.

EM 331U Homeland Security Policy and Programs

Semester hours: 3

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

EM 350U Externship

Semester hours: 3

Basis for student's 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.

EM 351U Internship in the Emergency Services

Semester hours: 3

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. Students learn how to evaluate and document their own learning on the job.

Prerequisites: Completion of half of degree and 18 hours of EM course work.

EM 352U Internship in the Emergency Services

Semester hours: 3

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. Students learn how to evaluate and document their own learning on the job.

Prerequisites: Completion of half of degree and 18 hours of EM course work.

EM 353U Voluntary Agency Disaster Response and Recovery

Semester hours: 3

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.

EM 354U Organization and Management of Public Agencies

Semester hours: 3

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.

Prerequisites: EM 312U, EM 331U.

EM 355U Management by Fact

Semester hours: 3

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.

EM 356U Public Budget and Finance

Semester hours: 3

Introduction to theory and practice of public finance in areas of budgeting, revenues, and expenditures.

Prerequisites: EM 312U, EM 331U, EM 354U.

EM 398U Selected Topics

Semester hours: 1-6

Prerequisites: EM 312U, EM 331U.

EM 399U Independent Study

Semester hours: 1-6

EM 401U Honors Directed Research

Semester hours: 3

Guided research on specific topics of significance in the field under supervision by a faculty member. Topics are required to have a significant theoretical component. Student work will result in an article acceptable for publication.

Prerequisites: Invitation of the instructor as approved by the Program Director.

EM 495U Hazards and Threats for the Future

Semester hours: 3

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.

Prerequisites: For undergraduates, completion of required core and focus courses.

EM 499U Post-Baccalaureate Practicum

Semester hours: 1

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.

EM 503U Research Practicum

Semester hours: 3

Introduction to formal research in emergency services, including guided research project.

EM 505U Disasters, Characteristics and Physical Impacts

Semester hours: 3

Overview of characteristics of disasters, their impact on population, infrastructure, and economy, and disaster management cycle.

EM 509U Social Dimensions of Disasters

Semester hours: 3

Examines how populations respond to disasters including such areas as response to warnings, evacuation reactions, and looting. Suggests strategies for management of formal and emergent organizations and disaster stressors on individuals, organizations, and groups. Discusses development of effective programs for management of community change to increase disaster resistance.

EM 539U Professional Seminar

Semester hours: 3

An introduction to writing, reading, basic statistics, research, and critical thinking at the graduate level for students returning to college after an extended absence.

EM 540U The History of Emergency Management Organizations and Theory

Semester hours: 3

Will examine 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.

EM 541U The Politics of Disaster

Semester hours: 3

Will examine how disasters have shaped political process and institutions, and how political considerations at the organizational, national, and international level have influenced disaster responses.

EM 542U Economic Impacts of Disaster

Semester hours: 3

Will examine impact of disasters on economy of impacted areas and relative costs and benefits of various strategies for disaster mitigation, response, and recovery.

EM 543U Religion in Disaster

Semester hours: 3

Examines the role of disasters in shaping religious beliefs, how modern religions transmit memories of ancient disasters, and the role of religion in preparing for, responding to, and recovering from disaster events.

EM 544U The Law of Disaster

Semester hours: 3

Examines the structure and sources 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.

EM 546U Concentration I

Semester hours: 3

Review of current literature, theory, management practices, and evolving issues of a particular area of professional application. Comparison with other disaster management disciplines. Areas of concentration may include governmental emergency management, business continuity, health care contingency planning, and voluntary agency disaster response.

EM 547U Concentration II

Semester hours: 3

Review of current literature, theory, management practices, and evolving issues of a particular area of professional application. Comparison with other disaster management disciplines. Areas of concentration may include governmental emergency management, business continuity, health care contingency planning, and voluntary agency disaster response.

Prerequisites: EM 546U.

EM 548U Thesis

Semester hours: 6

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.

EM 549U Comparative International Disasters

Semester hours: 3

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, and natural disasters in resource-poor nations, famine, war, and climate change.

EM 550U War, Terrorism, and Conflict and Their Impact

Semester hours: 3

This course explores the spectrum of conflict from civil discord to regional and global war. It focuses on the third type of disaster and highlights the impact of conflict on natural and built environments, economic, social, and political systems, and national response to disaster.

EM 551U Disasters and the Corridors of Production - Globalism and its Impact

Semester hours: 3

This course examines how globalization has made international commerce and communication vital to any single nation and explores how these systems are increasingly vulnerable to disruption by disaster. A focus on case studies allows the student to better understand the effectiveness of various disaster prevention strategies.

EM 560U Sources of Knowledge: How to Understand and Apply Research and the Sciences to Disaster Problems

Semester hours: 3

The course examines how we know what we know and whether what we know to be true is really true in the context of emergency management problems. Students learn how to read, evaluate, and apply research findings and how to identify shortfalls in knowledge that may be productive areas for further study.

EM 561U Managing Governmental Organizations

Semester hours: 3

Emergency managers work in the context of the organization and culture of the government that employs them. This course addresses the interplay of organization, legislation, staffing, the budget, and politics on emergency management.

EM 562U Volunteer Organizations in Disaster

Semester hours: 3

The role of volunteers in emergencies is complex. This course addresses the nature of voluntary agencies and their response, and the differences between non-governmental disaster programs and governmental efforts to mobilize volunteers for a variety of reasons.

EM 563U Hazard, Vulnerability, and Risk Analysis

Semester hours: 3

Emergency management is a profession of risk - risk definition, risk acceptance, and risk management. This course examines the interplay between hazards, threats, vulnerabilities, impacts, and risk with an emphasis on the development of effective tools the emergency manager can use to address these key factors in the context of the community.

EM 564U Defense of Communities: An Integrated Approach

Semester hours: 3

How we prepare communities to resist disaster impacts determines how bad the outcome of the disaster will be. The course addresses how to integrate mitigation and preparedness activities and to use the recovery and reconstruction periods to prevent future disaster impacts as part of an overall strategy for community survival.

EM 565U Disaster Planning

Semester hours: 3

Disasters impose significant stress on managers and lead to confused decision making. This course addresses how to make critical decisions ahead of the event and how to incorporate those decisions in an effective emergency operations plan.

EM 566U Disaster Exercises and Tests

Semester hours: 3

Exercises provide a vital tool for improving plans and operations. This course examines the exercise process and highlights ways in which exercises can be better designed to meet specific training and testing needs.

EM 567U Managing Emergency Operations

Semester hours: 3

When bad things are happening emergency managers must be able to implement their plans, use the organization and physical facilities of the emergency operations center to manage the response, and effectively allocate resources and track task completion. The course provides an overview of current practice and challenges students to develop more effective models.

EM 568U Disaster Logistics

Semester hours: 3

Disasters require staff, lots of it, for their resolution. Integrating and supporting internal and outside resources, displaced persons, and the emergency recovery, and reconstruction of impacted communities is a demanding logistics task. The course examines the role of emergency management agencies as logistics coordinators.

EM 595U Hazards and Threats for the Future

Semester hours: 3

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.

EM 598U Selected Topics

Semester hours: 1-6

English (ENGL)

ENGL 101U Strategic Reading and Writing

Semester hours: 3

This course focuses on critical reading and writing, providing instruction in grammar and mechanics, organizational and paragraph development skills, rhetorical techniques, and basic research. It will provide a collaborative environment in which students will employ a range of comprehension strategies to a variety of assigned texts, and it will encourage students to approach writing as a process by requiring prewriting, editing, and revision. It will also introduce basic research skills.

ENGL 201U Critical Writing and Research I

Semester hours: 3

This course focuses on academic writing, critical reading, and research. Throughout the semester, it will require students to write on a range of topics for a variety of purposes and audiences, emphasizing writing as a process. It will also introduce a broad array of texts that are intended to improve students' critical reading skills. Finally, it will include training in research and proper methods of documentation.

Prerequisites: Satisfactory ACCUPLACER score or completion of ENGL 101U with a grade of 'C' or better.

ENGL 202U Critical Writing and Research II

Semester hours: 3

This course focuses on academic writing, critical reading, and research, building on the skills developed in ENGL 201U. Throughout the semester, it will require students to write essays of varying length and purpose, culminating in a research-driven persuasive essay. It will also introduce a broad array of cultural texts that are intended to improve students' critical reading and analytical skills. Finally, it will include additional training in research and documentation.

Prerequisites: Completion of ENGL 201U with a grade of 'C' or better.

ENGL 203U Research Process

Semester hours: 3

This course will cover the process of researching and writing a documented argument paper. Topics covered will include forming a strategy, learning the library's resources, incorporating evidence, avoiding plagiarism and writing correct citations.

Prerequisites: ENGL 201U and ENGL 202U

ENGL 222U Short Fiction

Semester hours: 3

Analysis of short story from various critical perspectives.

ENGL 229U The Modern Novel

Semester hours: 3

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.

ENGL 325U All the World's A Stage

Semester hours: 3

Study of Shakespeare's development as playwright through reading and analysis of selected comedies, histories, and tragedies.

Prerequisites: BALA students: ADED 301U; BLA students: ENGL 203U.

ENGL 326U Shakespeare and Film I

Semester hours: 3

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.

Prerequisites: BALA students: ADED 301U; BLA students: ENGL 203U.

ENGL 327U Shakespeare and Film II

Semester hours: 3

Students will read Shakespearean drama, screen alternative film approaches to the plays, explore film analysis techniques and work in groups on a film project.

Prerequisites: BALA students: ADED 301U; BLA students: ENGL 203U.

ENGL 331U Twentieth-Century American Literature

Semester hours: 3

Development of literary form and thought from American experience.

Prerequisites: BALA students: ADED 301U; BLA students: ENGL 203U.

ENGL 332U The American Short Story

Semester hours: 3

Students will read selected short stories by American writers including, among others: Hawthorne, Poe, Twain, Gilman, Wharton, London, Hemingway, Faulkner, Hughes, Hurston, Bradbury, Walker, Silko, and Leavitt. Through these readings both the development of the short story and the unfolding of the social and cultural history of our country will be examined.

Prerequisites: BALA students: ADED 301U; BLA students: ENGL 203U.

ENGL 336U Selected Works of Tennessee Williams

Semester hours: 3

Readings and analysis of selected major plays by Tennessee Williams and a comparative study of the plays adapted into screenplays and film.

Prerequisites: BALA students: ADED 301U; BLA students: ENGL 203U.

ENGL 337U Southern Drama

Semester hours: 3

Study and comparative analysis of plays and films set in South, written by Southerners. Focus on William Faulkner, Tennessee Williams, Carson McCullers, Beth Henley, and Robert Harling.

Prerequisites: BALA students: ADED 301U; BLA students: ENGL 203U.

ENGL 338U Biblical Themes in Literature

Semester hours: 3

Examines selected texts from Paradise Lost to the modern novel.

Prerequisites: BALA students: ADED 301U; BLA students: ENGL 203U.

ENGL 340U Black Women Writers

Semester hours: 3

Exploration of literary careers of Zora Neale Hurston, Alice Walker and Toni Morrison.

Prerequisites: BALA students: ADED 301U; BLA students: ENGL 203U.

ENGL 342U The Family in Fiction

Semester hours: 3

Students explore representation of family life from variety of genres and literary periods.

Prerequisites: BALA students: ADED 301U; BLA students: ENGL 203U.

ENGL 343U Science Fiction

Semester hours: 3

Course examines selected representational and exceptional works of science fiction and considers its major categories and subgenres.

Prerequisites: BALA students: ADED 301U; BLA students: ENGL 203U.

ENGL 344U Major Themes in Literature

Semester hours: 3

Study of fiction, poetry and drama with emphasis on basic literary themes of innocence and experiences, conformity and rebellion, love and hate, and presence of death.

Prerequisites: BALA students: ADED 301U; BLA students: ENGL 203U.

ENGL 345U Gothic Literature

Semester hours: 3

Overview of Gothic classics and their connection to gender politics, depth psychology, and the anti-realistic character of both romantic and modernist writings.

Prerequisites: BALA students: ADED 301U; BLA students: ENGL 203U.

ENGL 346U Banned Books

Semester hours: 3

For centuries, works of literature have been banned for political, social, sexual, and religious reasons. This course will examine some important and familiar works of literature that have been banned, and sometimes even burned, with a goal of understanding how book banning and burning can happen and their impact on societies.

Prerequisites: BALA students: ADED 301U; BLA students: ENGL 203U.

ENGL 347U Edgar Allan Poe

Semester hours: 3

Examines the work of a writer who, although one of the remarkable rationalists of his time, has become a popular symbol of the deranged and depraved. Focuses on Poe's fiction, poetry, and criticism and explores roots of Poe's art, as well as the interplay between rational and irrational forces in that art.

Central questions: Within the world of a given Poe tale or poem, which things actually exist and which

things are only illusions? Within Poe's created worlds, what are the true sources of knowledge? What can be known with certainty? What must be doubted and why?

Prerequisites: BALA students: ADED 301U; BLA students: ENGL 203U.

ENGL 348U The Legend of King Arthur

Semester hours: 3

Examines evolution of the legend from medieval times to present, with special emphasis on Malory, Tennyson, and the modern novel.

Prerequisites: BALA students: ADED 301U; BLA students: ENGL 203U.

ENGL 349U Tracking Contemporary Trickster

Semester hours: 3

Examines archetypal tricksters in literature, mythology, and cultural history in an effort to identify contemporary tricksters. Begins study with Hermes, Eshu, Coyote and more, then shifts to identifying potential contemporary tricksters from across the globe. Analysis of old media, like texts and the oral tradition, and new media, like film and social media, fleshes out characteristics of the trickster archetype as it applies to the modern age.

Prerequisites: ADED 301U or ENGL 203U

ENGL 354U The Global Short Story

Semester hours: 3

Covers the short story in a global context, examining the ways authors from a variety of eras and cultures have approached short fiction. From the dark romanticism of Hawthorne to the magical realism of Marquez - and many stops in between - the course features works with a broad range of themes, styles, and techniques, all to demonstrate the ways that short fiction has been a unique laboratory for literary experimentation and innovation. The course places an emphasis on class discussion.

Prerequisites: ADED 301U or ENGL 203U

ENGL 360U Women of the Bible

Semester hours: 3

The Bible presents many cases in which women took active roles in the history of Ancient Israel, which is often regarded as having been a repressive social and political environment for women. The course will examine how women of the Bible transcended the traditional roles of wives, mothers, and daughters. Students will examine the depiction of women in the Old and New testaments, and how they have contributed to gender construction in western religion and society.

Prerequisites: BALA students: ADED 301U; BLA students: ENGL 203U.

ENGL 368U Creative Writing: Fiction

Semester hours: 3

Prerequisites: BALA students: ADED 301U; BLA students: ENGL 203U.

ENGL 369U Creative Writing: Poetry

Semester hours: 3

Examines characteristics and functions of artistic invention and poetic form through analysis of literary models and students' own poetry.

Prerequisites: BALA students: ADED 301U; BLA students: ENGL 203U.

ENGL 398U Selected Topics

Semester hours: 1-6

Prerequisites: BALA students: ADED 301U; BLA students: ENGL 203U.

ENGL 399U Independent Study

Semester hours: 1-6

Prerequisites: BALA students: ADED 301U; BLA students: ENGL 203U.

ENGL 538U Biblical Themes in Literature

Semester hours: 3

Examines selected texts from Paradise Lost to the modern novel.

ENGL 547U Edgar Allan Poe

Semester hours: 3

Examines the work of a writer who, although one of the remarkable rationalists of his time, has become a popular symbol of the deranged and depraved. Focuses on Poe's fiction, poetry, and criticism and explores roots of Poe's art, as well as the interplay between rational and irrational forces in that art.

Central questions: Within the world of a given Poe tale or poem, which things actually exist and which things are only illusions? Within Poe's created worlds, what are the true sources of knowledge? What can be known with certainty? What must be doubted and why?

ENGL 554U The Global Short Story

Semester hours: 3

Covers the short story in a global context, examining the ways authors from a variety of eras and cultures have approached short fiction. From the dark romanticism of Hawthorne to the magical realism of Marquez - and many stops in between - the course features works with a broad range of themes, styles, and techniques, all to demonstrate the ways that short fiction has been a unique laboratory for literary experimentation and innovation. The course places an emphasis on class discussion.

ENGL 598U Selected Topics

Semester hours: 1-6

Finance (FIN)

FIN 360U Financial Management

Semester hours: 3

The foundations and tools of finance, including examination of financial markets, investments, and financial management in large corporations, small businesses, and personal financial planning.

Prerequisites: MATH 103U or higher, and ACCT 301U or equivalent preparation in financial accounting are required. Statistics course also recommended; may be taken concurrently.

FIN 398U Selected Topics

Semester hours: 3

French (FREN)

FREN 399U Independent Study

Semester hours: 1-6

Geography (GEOG)

GEOG 201U World Geography

Semester hours: 3

Study of world by regions, with emphasis on cultural differences among nations.

GEOG 202U Introduction to Geo-Politics

Semester hours: 3

Current and emerging issues at the confluence of geography and international relations are examined. Emphasis on areas in transition or which pose a threat to global peace. Issues covered are globalization, terrorism, fundamentalism, multi-lateral organizations, modern warfare, economic development, and cultural and ethnic conflict.

GEOG 215U Urban Geography

Semester hours: 3

Global pattern of increased urbanization and the features and structure of selected major cities are examined. Contrasts differences between cities in richer vs. poorer countries. Issues may include: overcrowding, slums and urban poverty, mass transportation, traffic congestion, segregation, environmental problems, culture, urban planning, gentrification, and urban sprawl.

GEOG 299U Independent Study

Semester hours: 1-6

GEOG 399U Independent Study

Semester hours: 1-6

Geology (GEOL)

GEOL 320U The Geology of Disaster

Semester hours: 3

On completing this course, students will have a clear overview of how basic geological principles may be applied to help predict the occurrence and impact of natural disasters. Students will be encouraged to consider the application of basic scientific principles to earth science. Exploration of the impact of the earth's varied internal processes will give students a new perspective on environmental change and human evolution.

GEOL 321U Volcanology

Semester hours: 3

This course is an introduction to the fascinating topic of volcanoes. Students will study the origins, ascent, crystallization, emplacement, and eruption of molten rock (magma) and the impact of volcanic activity on earth resources, the environment, and civilization.

GEOL 322U The Global Impact of Climate Change

Semester hours: 3

Recent climate change and concern about global warming has been described as a threat to global security by some and as a great hoax by others. This course takes a dispassionate look at the evidence for climate change and considers the charge that manmade greenhouse gas emissions are to blame. First, students will review the evidence for global warming and climate change. Then they will explore the science behind climate change and investigate the impact of global warming around the world. Students will contrast the development of climate change policy in the United States, United Nations, Europe, and the developing world, and identify some of the economic and ethical issues involved. Next, they will use their knowledge to suggest changes in energy policy that could help mitigate the worst impacts of climate change and then finally recommend how society can adapt to climate change in the future.

GEOL 398U Selected Topics

Semester hours: 1-6

GEOL 522U Global Impact of Climate Change

Semester hours: 3

Rapid climate change is causing an increase in the temperature of the atmosphere and oceans. This is a truly global problem that requires international research and collaboration to resolve. The USA is a major

producer of the atmospheric "greenhouse" gases that make a significant contribution to this global "anthropogenic" warming. The aim of this course is to introduce students to the global environmental impact of anthropogenic climate change, and to challenge students to think about the possible impact of the way we live in the USA on poor, marginalized and at risk communities around the world.

GEOL 598U Selected Topics

Semester hours: 1-6

General Science (GSCI)

GSCI 301U The Role of Science and Technology in Shaping the Modern Era

Semester hours: 6

The opportunities and perils of scientific inquiry.

GSCI 302U Great Ideas in Science

Semester hours: 3

This course is designed for non-science majors. The non-technical course integrates and focuses on major events of biology, chemistry, and physics that have shaped the course of science through the centuries. The idea behind each major advance is treated in its historic context, with special attention to its importance in mankind's understanding of the nature of the universe. Everyday examples will be incorporated in the course to help students understand the relationship between individuals and the natural world.

GSCI 398U Selected Topics

Semester hours: 1-6

GSCI 399U Independent Study

Semester hours: 1-6

Health Care Administration (HCA)

HCA 398U Selected Topics

Semester hours: 3

History (HIST)

HIST 300U Women and the American Experience

Semester hours: 3

Survey of unique experience of women in history of U.S. from colonial times to present; attitudes held by and toward them; varied roles they have played in nation's development.

HIST 301U Women in European Civilization

Semester hours: 3

In-depth study of place of women in European civilization and how ideas, institutions and practices of civilization determined and/or changed that place.

HIST 305U Richmond Across the Centuries

Semester hours: 3

Survey of history of city of Richmond as it developed between 1660 and 1960.

HIST 308U Social and Cultural History of Nineteenth- and Twentieth-Century American Women

Semester hours: 3

Place and role of women in family, religion, education, reform movements, entertainment, literature and the arts. Impact of institution of slavery in women's lives. Particular attention given to work of women writers and artists in their historic context.

HIST 310U An Age of Giants

Semester hours: 3

Washington, Adams, Jefferson, Madison, Marshall, Hamilton, and Franklin as representative of their age and its ideas and their roles in shaping a new nation. Topical approach includes such issues as structure of society, women, slavery, the Constitution, and development of political parties.

HIST 312U Great Issues in American History

Semester hours: 3

Introductory course explores three central issues in American history: revolution and formation of constitutional government, causes of Civil War and process of Reconstruction; and rise of United States to role of world power.

HIST 315U Great Disasters and Their Impact in the History of the U.S.: 1861 to the Present

Semester hours: 3

Certain terrible catastrophes/disasters that America has suffered from 1861 to the present have had particularly strong influences on the nation. This course examines several such events, their impact, and how and why that impact took shape as it did. The role of presentation of the disasters through media, literature, government action, and especially the arts will be analyzed.

HIST 316U The New South

Semester hours: 3

Growth of New South from Reconstruction to present. Examines life in South under Reconstruction, economic, social, and political developments that created New South. Race relations, Jim Crow laws, segregation, civil rights and integration examined historically as well as the changing role of women. Works of Southern writers examined as sources of norms and values and as agents for changing them.

HIST 317U The Old South

Semester hours: 3

Historical examination of South from colonial days through Civil War. The Southern family, role of women, importance of religion in region, literature, arts, and architecture as both expression of values and tastes and as agent to form them. Political life. Development and impact of slavery.

HIST 320U Virginia History

Semester hours: 3

Social, cultural, and political history of Virginia from Colonial period to present.

HIST 321U Moments in Time I: World History

Semester hours: 3

Using important events in world history, the course explores both content and method of historical study. Generally following the underlying teaching principle of the public radio program 'A Moment in Time' allows students to examine events in their historical context and take first steps toward becoming historians.

HIST 322U Moments in Time II: History of the Americas

Semester hours: 3

Using important events in the history of the Americas, the course explores both content and method of historical study. Generally following the underlying teaching principle of the public radio program 'A Moment in Time' allows students to examine significant events in the Americas in their historical context.

HIST 323U Westward Ho!

Semester hours: 3

Forging westward was part of American experience from colonial times. Examines causes, course, and results of drive West through events and developments including Lewis & Clark's Expedition, Manifest Destiny, Gold Rush, railway building, and conflict with Indian tribes. Popular literature on West and classic Westerns used to assess commonly held views of Americans on the Great West.

HIST 324U Women and the American West

Semester hours: 3

American Women - White, Native American, Black, Hispanic, and Asian - played important and varied roles in the settlement and development of the American west. Women and the American West examines and assesses their lives, influences, and contributions - especially during the second half of the 19th century - in the larger context of the history of the American west.

HIST 327U Belles, Steel Magnolias and Good Ol' Gals

Semester hours: 3

The history of Southern women from the colonial period to the present. Understanding class differences and regional differences within the south, the institution of slavery and its impact on the lives of all southern women, the Civil War, emancipation, Reconstruction, and modern issues of race, class, and gender that uniquely affect southern women are among the topics to be examined.

HIST 328U Southern Women's Civil War

Semester hours: 3

Southern Women's Civil War is designed to examine what in their pre-war lives shaped the views of southern women - white and black, free and slave - on slavery, secession, and the war; some of the many ways in which those women experienced the Civil War years; and something of the impact of the war and its outcome on their post-war lives.

HIST 329U Americans on the Move

Semester hours: 3

Course examines the patterns, meanings, causes and effects of migrations to and within America from the 17th century to the present. Among the topics covered are the 17th century European incursions into North America, the first westward movement in and from the Virginia colony, slavery and the Middle Passage, the great movement west following the Lewis and Clark expedition, the 'Trail of Tears,' the 'Great Migration' of African-Americans after the Civil War and in the 20th century, the displacement of Americans during the Dust Bowl and the Great Depression, the forced migration of Japanese Americans from their west coast homes during World War II, and the more recent movement of Americans to Sunbelt states, and as the result of natural disasters. The inspiration or other emotional impact of the arts - plastic, literary, and performing -- on immigration and migration is an integral part of the course.

HIST 330U Road to the Presidency

Semester hours: 3

The process of selecting an American president provides a window through which one can explore the political, social, cultural, and economic climate of the nation. By studying how the process was constructed and how that process has changed over time, in the context of specific noteworthy elections, memorable elements of the electoral process that have impacted presidential elections becomes apparent.

HIST 337U Tudor England

Semester hours: 3

Political, institutional, social, and cultural study emphasizing reigns of Henry VIII and Elizabeth I.

HIST 338U Stuart England

Semester hours: 3

Emphasis on conflict between Stuarts and Parliament. Cromwell and the Civil War, the Restoration and Revolutionary settlement.

HIST 345U The History of Ideas

Semester hours: 6

Exploring the intellectual development within the western tradition.

HIST 347U The Age of Jefferson

Semester hours: 3

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 planner. Includes field trips to Monticello, University of Virginia, and Virginia State Capitol.

HIST 360U Victorian England: Whistler, Ruskin and the Nature of Truth

Semester hours: 3

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.

HIST 398U Selected Topics

Semester hours: 1-6

HIST 515U Great Disasters and Their Impact in the History of the U.S.: 1861 to the Present

Semester hours: 3

Certain terrible catastrophes/disasters that America has suffered from 1861 to the present have had particularly strong influences on the nation. This course examines several such events, their impact, and how and why that impact took shape as it did. The role of presentation of the disasters through media, literature, government action, and especially the arts will be analyzed.

HIST 522U Moments in Time II: History of the Americas

Semester hours: 3

Using important events in the history of the Americas, the course explores both content and method of historical study. Generally following the underlying teaching principle of the public radio program 'A Moment in Time' allows students to examine significant events in the Americas in their historical context.

HIST 529U Americans on the Move

Semester hours: 3

Course examines the patterns, meanings, causes and effects of migrations to and within America from the 17th century to the present. Among the topics covered are the 17th century European incursions into North America, the first westward movement in and from the Virginia colony, slavery and the Middle Passage, the great movement west following the Lewis and Clark expedition, the 'Trail of Tears,' the 'Great Migration' of African-Americans after the Civil War and in the 20th century, the displacement of Americans during the Dust Bowl and the Great Depression, the forced migration of Japanese Americans from their west coast homes during World War II, and the more recent movement of Americans to Sunbelt states, and as the result of natural disasters. The inspiration or other emotional impact of the arts - plastic, literary, and performing -- on immigration and migration is an integral part of the course.

HIST 537U Tudor England

Semester hours: 3

Political, institutional, social and cultural study emphasizing the reigns of Henry VII and Elizabeth I.

HIST 538U Stuart England

Semester hours: 3

Emphasis on conflict between Stuarts and Parliament, Cromwell and the Civil War, the Restoration and Revolutionary settlement.

HIST 547U The Age of Jefferson

Semester hours: 3

Comprehensive study of the life and times of Thomas Jefferson, including historical perspective of Jefferson as statesman, politician, writer, architect and planner. Use of primary sources is emphasized in the course. Includes field trips to Monticello, University of Virginia, and Virginia State Capitol.

HIST 548U Questions of Conscience: Teaching about the Holocaust and Genocide

Semester hours: 3

The course is designed to educate middle and high school teachers in Holocaust and genocide. It provides excellent tools necessary to teach such sensitive subjects to students. The course addresses many sections of the Virginia Standards of Learning for history, English, civics, economics, biology, art and music. Teachers will have the opportunity to delve into a wider range of topics, from the History of anti-Semitism, the Rise of Hitler and the Nazis, to Defining Genocide in the Contemporary Era.

HIST 598U Selected Topics

Semester hours: 1-6

Human Resource Management (HRM)

HRM 343U Human Resource Management

Semester hours: 3

Survey of traditional human resources functions and their relation to effective personnel and organizational results. Examines recruitment and selection, performance appraisal, collective bargaining, labor relations, training, human resource and management development, salary administration, and promotions and their relationship to communication, motivation, and leadership in organization.

HRM 345U Human Resource Development

Semester hours: 3

Design, implementation, and evaluation of training programs, with emphasis on increasing individual and organizational effectiveness. Includes adult learning theory, needs assessment, delivery methods, and techniques to measure trainer's effectiveness.

HRM 388U Internship

Semester hours: 3

Applied experience in Human Resource Management in an organizational setting. Working closely with an assigned faculty member and a site supervisor, the 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 Professional and Continuing Studies.

Prerequisites: Student must complete the HRM Core Courses (15 credits) and application process prior to being considered for an internship.

HRM 398U Selected Topics

Semester hours: 1-6

HRM 399U Independent Study

Semester hours: 1-6

HRM 452U Quality Management

Semester hours: 3

History and origin of quality movement explored, along with basic tools and hands-on techniques necessary for successful quality and process improvement.

HRM 454U Compensation and Benefits

Semester hours: 3

Course examines the 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.

HRM 460U HR in an IT World

Semester hours: 3

Course offers an integration of human resource management with information technology. Provides insight and hands-on experience in evaluation, design, and implementation of use of automation with major functional areas of HR. Additionally, exploration of various resources such as software, platforms, intranet, and Internet will be included. Will use a practical versus theoretical approach.

HRM 467U International Human Resource Management

Semester hours: 3

This course allows the student to place the role of HRM within a global perspective and demonstrates the borderless and fluid workforce which is emerging today. Aspects of the course will include issues such as outsourcing, worker visas, multi-national companies, cultural differences, immigration patterns and other global issues effecting HRM efforts today.

Prerequisites: Complete a minimum of 18 hours in the HRM curriculum to include HRM 343U before enrolling.

HRM 496U Directed Research

Semester hours: 3

Courses in Directed Research are intended for students who wish to further develop their skills in research. Each student accepted to participate in a Directed Research course will work directly with a full time faculty member on a research project chosen by the faculty member. It is expected that such collaborations between the student and faculty member will lead to notable conference papers, and/or jointly authored research articles. Students will be made aware when Directed Research courses are available via an e-mail announcement from their respective departments. In most cases, one student will be chosen at the undergraduate and graduate level to participate in the course each semester according to faculty availability. Students will be selected based on their writing and research skills and their potential to contribute to the research project. Once chosen to participate in this research opportunity, his/her academic advisor will assist the student in registering for the course. Each student who is chosen to participate in the Directed Research opportunity will receive three credits hours in his or her academic program which can then be used toward the requirements for graduation. Please contact your academic advisor for further information.

Prerequisites: Students must be in their senior year of undergraduate study with a minimum GPA of 3.25 or above. Departmental approval required.

HRM 498U Selected Topics

Semester hours: 1-3

HRM 499U Senior Seminar in HRM

Semester hours: 3

Course represents the summary experience for graduating seniors. The course includes a collection of case studies that allows the student to apply the knowledge obtained in previous HRM courses contained within the undergraduate curriculum.

Prerequisites: Complete a minimum of 18 hours in the HRM curriculum to include HRM 343U before enrolling.

HRM 531U Human Resource Management

Semester hours: 3

This course in human resources uses an HR development point of view in which employees are considered assets to be developed rather than costs to be minimized. Topics include recruiting, hiring, training, retaining, rewarding, and promoting employees; employment planning, performance management systems, and succession planning; and managing outsourced relationships. Special attention is given to quality of working life issues; the balance between work and non-work; traditional and nontraditional incentives; and generational, cultural, and ethnic differences in employees' needs and values.

HRM 532U Legal Issues in Human Resource Management

Semester hours: 3

Every manager and HR professional will face numerous legal challenges to managing people in a workplace. In fact, employment-related litigation is one of the greatest financial risks facing any organization. This class will explore in a practical way the federal and state laws associated with hiring, firing and discipline, medical leave (including FMLA, ADA and worker's compensation), discrimination, harassment, immigration, labor law, unemployment compensation, religion in the workplace and state law torts including defamation and privacy. The course will also explore workplace investigations, workplace violence and employment-related legal processes, including EEOC Charges and lawsuits.

HRM 533U Quantitative Analysis and Research in HRM

Semester hours: 3

This course exposes the student to the skills needed in order to analyze data pertaining to the HRM field such as retention patterns, compensation differences, performance measurements, etc. Attention will also be given to various research designs used to investigate issues within HRM. Topics covered will include descriptive statistics, regression, analysis of variance and research designs. Focus will be placed on finding answers to HRM questions.

HRM 534U Strategic Human Resource Development

Semester hours: 3

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, reengineering, divesting, merging, acquiring, and downsizing are examined from a strategic and operational human resource perspective. Students will learn project management skills and integrate their course work by undertaking a major company-based project.

HRM 598U Selected Topics

Semester hours: 1-6

HRM 635U Managing Compensation and Benefits

Semester hours: 3

Course examines the 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.

Prerequisites: HRM 531U.

HRM 638U HRM Leadership Theory and Application

Semester hours: 3

This course explores leadership theory as it pertains to the HRM environment. Focus will be given to the application of various leadership theories to address current challenges within the HRM field.

Prerequisites: HRM 531U.

HRM 639U Recruitment and Retention

Semester hours: 3

Various methods for recruiting, selecting, and retaining employees are examined. Topics may include equal employment opportunity, human resource planning, determination of staffing needs, internal and external recruitment strategies, selection interviews, tests and assessment procedures, placement, promotion, transfer policies, and retention strategies.

Prerequisites: HRM 531U.

HRM 647U Human Resource Information Systems

Semester hours: 3

Application of computer and communications technologies to solving HRM problems, e.g., labor sourcing; employee collaboration, training, and development; knowledge management; managerial decision-making. Use of multimedia, storage, and mobile devices, networks, HRIS database technologies, and collaborative Internet technologies supporting the contemporary workplace.

Prerequisites: HRM 531U.

HRM 650U Labor Relations

Semester hours: 3

This course examines the historical relationship between management and labor unions as well as current and future issues facing the labor movement in the U.S. Specific emphasis will be placed on collective bargaining, grievance process, arbitration and negotiation. Differences and similarities between public and private sector labor relations will also be examined as well as comparisons of labor relations in other countries.

Prerequisites: HRM 531U.

HRM 657U HRM in the Global Environment

Semester hours: 3

Survey course which introduces students to the impact of the global environment on HRM efforts. Aspects of the course will include strategic positioning in the face of such issues such as outsourcing, worker visas, multi-national companies, cultural differences, and immigration.

Prerequisites: Complete a minimum of 18 hours in the MHRM curriculum to include ECON 507U and HRM 531U before enrolling.

HRM 696U Directed Research

Semester hours: 3

Courses in Directed Research are intended for students who wish to further develop their skills in research. Each student accepted to participate in a Directed Research course will work directly with a full time faculty member on a research project chosen by the faculty member. It is expected that such collaborations between the student and faculty member will lead to notable conference papers, and/or jointly authored research articles. Students will be made aware when Directed Research courses are available via an e-mail announcement from their respective departments. In most cases, one student will be chosen at the undergraduate and graduate level to participate in the course each semester according to faculty availability. Students will be selected based on their writing and research skills and their potential to contribute to the research project. Once chosen to participate in this research opportunity, his/her academic advisor will assist the student in registering for the course. Each student who is chosen to participate in the Directed Research opportunity will receive three credits hours in his or her academic

program, which can then be used toward the requirements for graduation. Please contact your academic advisor for further information.

Prerequisites: HRM 531U, and students must be in their second year of graduate study with a minimum GPA of 3.25 or above. Departmental approval is required.

HRM 697U Strategy and Policy

Semester hours: 3

A capstone master's level course which uses a case study approach to integrate the skills and knowledge obtained within the curriculum to solve real HRM problems. Emphasis will be placed on developing effective strategy and policy from a senior managerial perspective.

Prerequisites: Complete a minimum of 18 hours in the MHRM curriculum to include ECON 507U and HRM 531U before enrolling.

HRM 699U Independent Study

Semester hours: 1-6

Humanities (HUM)

HUM 201U Introduction to Iconology

Semester hours: 3

Introductory approach to understanding symbols, allusions, and metaphors in art and literature.

Prerequisites: ENGL 100U & ENGL 101U or ENGL 201U, 202U & 203U.

HUM 202U The World of Enchantment: Legends, Romances, and Tales

Semester hours: 3

Exploration of folklore from many lands, from medieval romances to popular worlds of J.R.R. Tolkein and C.S. Lewis.

HUM 300U Applied Ethics

Semester hours: 3

Examination of ethical choices, omissions, dilemmas and crises faced by individuals and organizations in the nonprofit, government, corporate, media, technology, environmental, and sports sectors. Use of ethics theories and the law as a framework to analyze case studies. This course will foster skills in ethical reasoning by encouraging students to analyze critically the consequences of individual and collective actions.

Prerequisites: ENGL 201U

HUM 301U Intimate Relationships

Semester hours: 3

Basic concepts and ideas in marriage and family to help students understand better their individual attitudes, behavior, socialization experiences, and present and future life options as they relate to their particular families and general social order.

HUM 311U Advanced Iconology

Semester hours: 3

Further investigate signs, symbols, metaphors and allusions that pervade Western culture. Integrates class readings and independent research.

HUM 313U Career and Life Development

Semester hours: 3

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.

HUM 346U The History of Human Expression

Semester hours: 6

Examination of the arts in their wide variety: visual, literary, plastic and melodic.

HUM 398U Selected Topics

Semester hours: 1-6

HUM 598U Selected Topics

Semester hours: 1-6

Interdisciplinary Studies (IDST)

IDST 301U The Realm of Ideas I: Context and Chronology

Semester hours: 3

An introduction to selected major ideas in ancient and modern world history, including philosophies, systems of belief, political ideologies, and concepts of social order; institutions through which the ideas have been manifested and implemented; methodologies used in the academic disciplines examined.

IDST 302U The Realm of Ideas II: Self, Society and Science

Semester hours: 3

An introduction for liberal arts majors to important ideas in selected modern natural and social sciences, and methodologies used in their study and application.

IDST 303U The Realm of Ideas III: Human Expression

Semester hours: 3

An introduction for Liberal Arts majors to important themes in selected significant movements in world literatures and arts; the methodologies used in their study and application.

IDST 304U Understanding Culture and Language I

Semester hours: 3

Understanding Language and Culture I is designed to offer students an examination of the importance of language as the most critical component of a peoples' common culture and the key to understanding it. In the context of our pluralistic American society and the rapid globalization taking place in today's world such understanding of the relationship between language and the perspectives, practices, and products of cultures is increasingly important politically, economically, and socially.

IDST 305U Understanding Culture and Language II

Semester hours: 3

Understanding Language and Culture II is designed to offer students an examination of the importance of language as the most critical component of a peoples' common culture and the key to understanding it. In the context of our pluralistic American society and the rapid globalization taking place in today's world such understanding of the relationship between language and the perspectives, practices, and products of cultures is increasingly important politically, economically, and socially.

IDST 306U Understanding Culture and Language

Semester hours: 6

Understanding Language and Culture is designed to offer students an examination of the importance of language as the most critical component of a peoples' common culture and the key to understanding it. In the context of our pluralistic American society and the rapid globalization taking place in today's world

such understanding of the relationship between language and the perspectives, practices, and products of cultures is increasingly important politically, economically, and socially.

IDST 310U The Examined Life

Semester hours: 6

Exploring human behavior and the uniqueness of the human condition.

IDST 395U The Realm of Ideas IV: Capstone Seminar for Liberal Arts Majors

Semester hours: 3

The capstone seminar for the Liberal Arts major: The culminating academic experience for liberal arts majors; emphasis on demonstrating through a substantive paper understanding of the connections among the liberal arts; also emphasis on relevant experiential learning opportunities.

Prerequisites: IDST 303U

IDST 398U Selected Topics

Semester hours: 1-6

IDST 399U Independent Study

Semester hours: 1-6

IDST 495U Capstone Course: Senior Seminar

Semester hours: 6

Capstone course for Weekend College.

IDST 598U Selected Topics

Semester hours: 1-6

International Studies (ISTY)

ISTY 149U International Studies/Global Economics

Semester hours: 3

Focuses on providing an overview of basic economic principles and their application to analyzing the world's economic order.

Prerequisites: By special admission only.

ISTY 249U International Studies/Global Economics

Semester hours: 3

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.

ISTY 301U Understanding the Global Village

Semester hours: 6

Interdisciplinary course focusing on the trends in an increasingly interdependent yet fragmented world.

ISTY 399U Independent Study

Semester hours: 1-6

Information Systems (ISYS)

ISYS 101U Using Campus Technologies

Semester hours: 1

Basic computer competencies needed to succeed in college academics, live and work efficiently in the digital age. Microsoft Word and PowerPoint, browsers, anti-virus software, Adobe Reader, file and folder

management on campus network servers. Blackboard online course tools for obtaining assignments, collaborating, and exchanging files with instructors or classmates. Orientation to the Help Desk and Academic Technology Services.

Prerequisites: Departmental permission required.

ISYS 198U Selected Topics

Semester hours: 1-3

ISYS 201U Software Tools - Office

Semester hours: 3

Application of basic and advanced software features for research papers, advanced documents, and oral presentations in Word and PowerPoint. Basic spreadsheet features for data tables and reporting in an academic or business environment using Excel. Computer assignments required.

ISYS 202U Software Tools for Business

Semester hours: 2

Computer lab course using software and online tools supporting business decision-making. Emphasis on using Microsoft Excel spreadsheets for data display, cell addressing, formulas; commonly-used statistical, logical, and data management functions; data analysis tools. Online business library reference databases for economic, marketing, financial, technology and human resource information.

ISYS 203U Collaborative Technologies

Semester hours: 3

The application of information technologies in organizations to work collaboratively, facilitate decision-making, and achieve competitive advantage. Use of multimedia, storage, and mobile devices, networks, databases, and collaborative Internet technologies supporting work and academics.

ISYS 301U Global Telecommunications Tech and Policy

Semester hours: 4

Junior-level course in computer network communications external to organizations. Fundamental coverage of computer connectivity, data communication standards, telecommunication standards and methods, and data transfer requirements. Additional topics include transmission techniques, network interfacing, OSI model, PC and network server hardware and software, telephone systems, wide area networks. Emphasis on business and regulatory issues, and telecommunications challenges for multinational firms, as well as information and network security.

Prerequisites: College writing and mathematics, and foundation coursework or experience in IT.

ISYS 302U Local Area Networks

Semester hours: 4

Junior-level course on concepts of shared and switched media local area networking including Ethernet (802.3), and Wireless (802.11). Topics include LAN definition, use, topologies, media, standards, network interface cards, protocols, repeaters, hubs, bridges, switches, and routers. Discussions include network design, the OSI Model, design rules, component selection, administration, management and TCP/IP. Students may present research projects on various networking topics.

Prerequisites: College writing and mathematics and foundation course work or experience in IT.

ISYS 303U IT Security

Semester hours: 3

The study of computer and network security threats, prevention and response, from technology and management perspectives. Development of security plans and architectures reflecting organizational requirements.

Prerequisites: ISYS 302U or LAN background/experience.

ISYS 306U Systems Analysis and Design

Semester hours: 3

Methods and techniques necessary for conducting systems project, from feasibility analysis and specification of functional requirements through system implementation and evaluation. Includes participation in one or more systems design projects.

Prerequisites: College writing and mathematics and foundation course work or experience in IT.

ISYS 307U IT Evaluation and Selection

Semester hours: 4

Junior-level course on guidelines and techniques for the selection and acquisition of computer hardware and software. Methods of computer device evaluation, vendor selection, and development of system requirements for both hardware and software, from management and technical perspectives. The Request for Proposal (RFP) process in universal use by firms acquiring IT equipment and systems is used as a practical method of demonstrating commercial practices.

Prerequisites: College writing and mathematics and foundation course work or experience in IT.

ISYS 311U Database Design/Business Intelligence

Semester hours: 4

Junior-level course in logical and physical design of database systems: rules of normalization in data modeling, SQL programming, and physical design issues impacting the I/O performance of commercial-level database management systems in Oracle. Introduction to data warehousing and business intelligence tools for corporate decision-making using Oracle Discoverer.

Prerequisites: College writing and mathematics and foundation course work or experience in IT.

ISYS 351U Web Design and Development

Semester hours: 3

Focus on planning and development of Web sites using proper design techniques, with design elements such as page layouts using CSS, graphics, color, lists, tables, formatting, links, basic forms, and templates. Topics include graphics techniques and editing modification of digital pictures. XHTML coding will be used during the first half of the semester and Dreamweaver after midterm.

ISYS 353U Advanced Tools for Web Design and Development

Semester hours: 3

Contemporary advanced tools for web design and development. Each student selects tools for a major semester project, with approval and supervision by the instructor.

Prerequisites: ISYS 351U or equivalent proficiency.

ISYS 355U Computer Programming in Java

Semester hours: 4

Concepts of structured and object-oriented programming, including data types, control structures, methods, arrays, strings, file operations, classes, and inheritance. Emphasis on effective programming skills to promote software reusability, reliability, and maintainability. Windows environment.

Prerequisites: MATH 103U, college algebra or higher, or programming experience.

ISYS 360U Electronic Commerce

Semester hours: 3

Introduction to electronic commerce terms, definitions, and concepts. Technological and strategic business aspects of successful e-commerce. Evaluation of e-commerce applications and the vital role they play in modern business practice. Students develop a business proposal for a commercial web site.

Prerequisites: College writing and mathematics, and foundation course work or experience in IT.

ISYS 398U Selected Topics

Semester hours: 1-6

Selected topics in Information Systems

ISYS 399U Independent Study

Semester hours: 1-6

Independent studies in Information Systems.

ISYS 402U Advanced Networking Topics

Semester hours: 3

Preparation for advanced certifications such as Network+, with course review, prep materials, and sample test. Does not include the test or test fee.

Prerequisites: ISYS 302U

ISYS 450U Project Management

Semester hours: 3

Practical and theoretical foundation for IT project management. Concepts and techniques for evaluating business strategies and developing projects to align with strategic plans. Project planning and estimation, scheduling, staffing and teamwork, costing and budgeting, managing change. Use of computerized tools for project management, resource tracking, and reporting.

Prerequisites: ENGL 201U or equivalent.

ISYS 490U Managing IT

Semester hours: 3

Analysis of case studies focusing on the real-life successes and failures of organizations as they manage situations impacted by information technology. Students take on the role of manager, consultant or other decision maker to identify strengths, weaknesses, opportunities and threats, and propose actionable solutions to resolve problems. Case studies cover a broad range of current information technology topics as well as business issues, technical issues and project management issues.

Prerequisites: ENGL 201U or equivalent.

Journalism (JOUR)

JOUR 205U Photojournalism

Semester hours: 3

Theory and practice of news and feature photography, darkroom technique, and properties of light and film.

Prerequisites: Student must have a 35mm single lens reflex camera.

JOUR 399U Independent Study

Semester hours: 1-6

Legal Assistant/Paralegal Studies (LA)

LA 301U Introduction to Paralegal Studies

Semester hours: 3

The role of the paralegal and how law offices are managed. Introduction to the judicial system, contract law, torts, criminal law, corporate law, real property, family law, estate planning, legal research, legal writing, litigation, and paralegal ethics.

LA 302U The Judicial System

Semester hours: 3

Structure and meaning of courts and their jurisdiction, procedure, and appeal; history and introduction to judicial process.

LA 303U Legal Research

Semester hours: 3

Law libraries and basic legal research methods; where and how to gather information.

LA 304U Legal Writing

Semester hours: 3

Legal terminology and writing styles, case analysis, development of analytical skills, exercises in legal composition and drafting.

Prerequisites: LA 303U.

LA 306U Litigation

Semester hours: 3

It is NOT like television! A reality check on what real litigation looks like, this course provides an introduction to the field of litigation. Covers organization of the generic law office, fact investigation, flow of litigation, court system, commencement and defense of a law suit, discovery, evidence, motions practice, trial and trial preparation. Also touches on settlement and post-trial practice.

LA 307U Corporate Law

Semester hours: 3

Types of businesses or organizations, formation and structure of corporations, shareholders' and directors' meetings, bylaws, corporate distributions and securities.

LA 308U Estate Planning

Semester hours: 3

The study of the laws governing wills, trusts, gifts, intestacy, probate administration, Federal and state taxation, insurance, property and employee benefits with the purpose of estate planning being to identify, preserve, and expand or increase the assets owned by an individual and to provide for distribution of those assets, with the least possible tax expense, to those persons and charities the owner wishes to benefit during life and after death. Course content also includes an overview of crucial aspects of elder law.

LA 309U Administration of Decedents' Estates

Semester hours: 3

Probate and administration of decedents' estates, preparation of federal and state death tax returns, and maintenance of fiduciary records.

LA 310U Real Estate

Semester hours: 3

Land and its elements; law of fixtures; types of easements and how they are created; acquisition of title and other interest in real estate property by deed, will, inheritance and adverse possession; co-ownership and marital rights; the legal and practical matters of real estate contracts for residential, commercial and construction transactions; plats of survey and legal descriptions; form and substance of deeds; recording priorities; and title examination and title insurance.

LA 312U Family Law

Semester hours: 3

This course will cover all areas of family law, including marriage, divorce, annulment, division of property, child custody and support, spousal support and adoption.

LA 313U Evidence

Semester hours: 3

In-depth study of selected Rules of Evidence and overview of Code of Professional Responsibility (Ethics).

Prerequisites: LA 306U.

LA 314U Bankruptcy and Creditor's Rights

Semester hours: 3

Legal processes for enforcing creditors' rights including warrants-in-debt, motions for judgment, liens, levies, attachments and garnishments. Debtor exemptions such as homestead. Bankruptcy law including Chapter 7 (Liquidation), Chapter 11 (Business Reorganization), and Chapter 13 (Wage Earner Plans).

LA 315U Torts

Semester hours: 3

Rooted in the blood feud, tort law remains one of the most active areas in the law. Provides an overview of tort law, the tort case, and the three broad areas of intentional torts, negligence, and strict liability (with a focus on the elements of negligence). Also explores products liability, defamation, misrepresentation, malpractice and nuisance.

LA 316U Contract Law

Semester hours: 3

Law of formation, legal construction, execution, and enforcement of and remedies under contracts.

LA 319U Paralegal Ethics

Semester hours: 3

This course will provide the tools to understand the ethical requirements governing both attorneys and paralegals. Classes will use 'real world' experiences with studies and hypotheticals addressing, to name a few, the unauthorized practice of law, confidentiality, conflicts of interest, law firm management, attorney advertising, and maintaining the integrity of the paralegal profession.

LA 320U Environmental Law

Semester hours: 3

Survey of issues involved in the field through examination of major cases that have shaped the implementation of major federal environmental statutes since their passage beginning in the 1960s. Topics covered include the common law basis for environmental protection, constitutional and statutory authority to protect the environment, standing to bring environmental cases, the rules of judicial review, and substantive issues involving major environmental statutes and their implementing regulations. The cases are predominantly federal, but Virginia cases are used where appropriate.

LA 321U Criminal Law

Semester hours: 3

Addresses substantive knowledge, practical skills and competencies and ethical guidelines needed to work in criminal law area.

LA 398U Selected Topics

Semester hours: 1-6

LA 399U Independent Study

Semester hours: 1-6

Law (LAW)

LAW 300U Business Law

Semester hours: 3

Principles of law relating to legal problems encountered in work environment, including contracts, business organizations, and secured transactions.

LAW 303U Constitutional Law

Semester hours: 3

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, war powers, property rights, civil rights, right to bear arms, separation of church and state, separation of powers among branches of the federal government, impeachment and other significant areas.

LAW 304U First Amendment Law

Semester hours: 3

An overview and analysis of the laws protecting freedom of speech, religion, the press and privacy.

LAW 305U Consumer Law

Semester hours: 3

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.'

LAW 310U Great Trials in American History

Semester hours: 3

This class investigates the great trials of the American judicial system in an effort to explore the emergence of the current justice system, including the development of trial record keeping, strategy and skills; the effect of the contemporary culture on the outcome of trial proceedings; and the divisive impact of some trials on the population of the United States. We will observe the impact of child testimony, media influence, jury bias, political influence and religious beliefs in the courtroom. The course will also consider the great orators in American law and their influence on trial outcomes and the development of the justice system.

LAW 321U Land Use Law

Semester hours: 3

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 included.

LAW 322U Employment Law and Policy

Semester hours: 3

Survey of federal and state statutes and laws that 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.

LAW 325U CyberLaw

Semester hours: 3

Overview of federal and state laws, regulations and policies regarding operation and security of the Internet. Includes copyright, e-commerce and privacy issues.

LAW 326U Intellectual Property

Semester hours: 3

Focus on building an understanding of trademarks, copyrights, patents and trade secrets and ownership thereof.

LAW 330U Terrorism Law

Semester hours: 3

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.

LAW 398U Selected Topics

Semester hours: 1-6

LAW 399U Independent Study

Semester hours: 1-6

Leadership Studies (LDSP)

LDSP 200U Introduction to Leadership Studies

Semester hours: 3

Introduction to history and theory of leadership, to critical thinking and methods of inquiry as they bear on subject of leadership, to ethics of leadership, to basic leadership competencies, to relevant leadership contexts, and to leading groups and individuals.

LDSP 278U Communication in Leadership

Semester hours: 3

Applied course to aid in the personal development of listening, writing, and speaking skills. Examination of leadership communication in organizational, group, and public contexts. Students will analyze their personal leadership styles and develop leadership communication skills through team projects and classroom exercises.

Prerequisites: LDSP 200U.

LDSP 302U Leadership and Ethical Action and the Law

Semester hours: 3

Examines current ethical issues such as privacy, legal dilemmas, work place ethics, and trends in corporate and governmental ethics. Applied ethics course where students will attempt to resolve ethical dilemmas faced by leaders in specific situations common to various work place environments. Focus on understanding ethical meanings, contexts, paradigms, and models associated with executive decision making. Emphasizes critical thinking, and oral and written communication skills as students read, analyze, debate in small groups, and make formal presentations.

Prerequisites: LDSP 200U.

LDSP 310U Leadership and Ethical Decision Making

Semester hours: 6

Role of leader in commerce and service is examined.

LDSP 348U Leadership, Conflict Management and Group Dynamics

Semester hours: 3

Examines the factors that contribute to the performance of effective groups. This includes exploring the kinds of interactions and human experiences typical in organizations and groups, how those interactions and experiences can facilitate achieving collective ends, and how they can impede accomplishing those ends. In addition, the causes of conflict and conflict-resolution strategies are covered via experiential exercises and research projects.

Prerequisites: LDSP 200U.

LDSP 358U Historical Perspective of Leadership

Semester hours: 3

Analyzes leadership through the centuries by examining well-known leaders throughout history. Discusses the evolution of leadership thought through the ages. In addition, the role of long-term social, political, economic forces will be examined. Emphasis will be on application to actual leaders within their respective contexts.

Prerequisites: LDSP 200U.

LDSP 368U Leadership in the Global Environment

Semester hours: 3

Explores leadership within a global context weighing issues such as culture, laws, language, and other differences. This course provides practical insights into leadership in the global environment. Topics covered include an analysis of global leading across cultures in modern societies.

Prerequisites: ENGL 201U

LDSP 398U Selected Topics

Semester hours: 3

LDSP 478U Strategic Thinking for Leaders

Semester hours: 3

Provides the necessary skills for the individual to begin thinking more strategically about their respective industries. This course provides an understanding of how strategic thinking relates to design, planning and implementation of strategies and tactics meant to accomplish the organization's goals and objectives.

Prerequisites: LDSP 200U.

LDSP 499U Post-Baccalaureate Practicum

Semester hours: 1

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 under the supervision of a faculty member.

Mathematics (MATH)

MATH 103U Finite Mathematics

Semester hours: 3

Logical thinking and problem-solving using sets, logic, numeration and mathematical systems, real number system, algebra, counting methods.

Prerequisites: ENGL 201U (may be taken concurrently) or equivalent

MATH 140U Algebra with Applications

Semester hours: 3

Sets, functions, exponents, logarithms, matrix algebra, systems of linear equations, inequalities, binomial theorems, sequences, series, complex numbers and linear programming.

Prerequisites: Departmental approval required.

MATH 150U Pre-calculus and Trigonometry

Semester hours: 3

Concepts and applications of algebra and trigonometry. Topics include graphics, transformations and inverses of functions, linear, exponential, logarithmic, power, polynomial, rational and trigonometric functions.

Prerequisites: College algebra or departmental permission.

MATH 265U Applied Statistics

Semester hours: 3

Fundamentals of statistical methods supporting data analysis for decision-making in social sciences, life sciences, and business. Descriptive statistics measuring central tendency and dispersion, basic probability, random variables, sampling distributions and statistical inference, confidence intervals, hypothesis testing, regression and correlation.

Prerequisites: MATH 103U or higher recommended.

MATH 270U Applied Calculus

Semester hours: 3

Course content includes limits, continuity, differentiation, partial differentiation and integration of single and multi-variable functions with applications to managerial, life and social sciences.

Prerequisites: Pre-calculus or permission of the instructor.

MATH 300U Critical Thinking and Analysis

Semester hours: 3

Analysis of quantitative and qualitative data for decision-making in the business, law, governmental, and non-profit sectors. Application of common algebra, statistics, and basic calculus to solve common classes of problems.

Prerequisites: MATH 103U, Finite Mathematics, or college algebra or higher.

MATH 307U Quantitative Methods in Social Science

Semester hours: 3

This course introduces the skills needed in order to analyze data pertaining to the HRM field such as retention patterns, compensation differences, performance measurements, etc. Topics covered will include descriptive statistics as well as regression and analysis of variance. Focus will be placed on finding answers to HRM questions and problems using a quantitative approach.

MATH 398U Selected Topics

Semester hours: 1-6

MATH 399U Independent Study

Semester hours: 1-6

Management (MGMT)

MGMT 341U Principles of Management

Semester hours: 3

Fundamentals of management emphasizing application of scientific methods to solution of business problems; illustrations from various types of organizations, including manufacturing and service industries, government, charitable, and other social institutions.

MGMT 342U Managing Business Processes

Semester hours: 4

Analysis, design, control, and improvement of business processes producing goods and services in business, legal, government, and non-profit organizations. Quantitative metrics and models to analyze operations, plan capacity, manage bottlenecks, and improve process flow rates for improved financial results. Cases and problems in process analysis, statistical process control, inventory, waiting lines, lean operations.

Prerequisites: MATH 103U (finite math) or higher.

MGMT 345U Business Literacy

Semester hours: 6

Providing an overview of the issues facing those involved in domestic and international commerce.

MGMT 398U Selected Topics

Semester hours: 1-6

Marketing (MKT)

MKT 321U Marketing

Semester hours: 3

Activities by which the planning and exchange of ideas, goods, and services are explained from inception to final consumption. Analysis of markets and their environments, development of marketing strategy, evaluation and control of marketing programs.

Master of Liberal Arts (MLA)

MLA 500U Methods and Themes in Liberal Studies

Semester hours: 3

This core course will provide an overview of modes of inquiry, analysis and research particular to at least two of the following fields of study: Historical Studies, Literary Studies, Social Analysis, and the Visual and Performing Arts. A special theme (which may vary from term to term) will provide focus for the practical application of these methodologies. It will also emphasize writing skills, relevant computer technologies and library use. Topics vary from semester to semester. This course may be repeated, with the approval of the Coordinator, for credit.

MLA 506U Humanities Seminar

Semester hours: 3

An interdisciplinary graduate seminar in the humanities. Topics vary from semester to semester. May be repeated for credit.

MLA 507U Social Sciences Seminar

Semester hours: 3

An interdisciplinary graduate seminar in the social sciences. Topics vary from semester to semester. May be repeated for credit.

MLA 508U Science Seminar

Semester hours: 3

An interdisciplinary graduate seminar in science. Topics vary from semester to semester. May be repeated for credit.

MLA 510U Great Trials in American History

Semester hours: 3

This class investigates the great trials of the American judicial system in an effort to explore the emergence of the current justice system, including the development of trial record keeping, strategy and skills; the effect of the contemporary culture on the outcome of trial proceedings; and the divisive impact of some trials on the population of the United States. We will observe the impact of child testimony, media influence, jury bias, political influence and religious beliefs in the courtroom. The course will also consider the great orators in American law and their influence on trial outcomes and the development of the justice system.

MLA 570U Independent Research

Semester hours: 1-3

MLA 598U Selected Topics

Semester hours: 1-6

MLA 599U Seminar in Liberal Arts

Semester hours: 3

Discussion of selected readings designed to assist student's drawing meaningful closure to the MLA program. Each student will develop a final project growing out of theme, interest or topic that has served to integrate student's program. Sharing of preparation and results of the projects will be an essential component of the course.

Music (MUS)

MUS 111U Appreciation of Music

Semester hours: 3

For general student. Introduction to listening; present-day repertory and its historical development.

MUS 310U Managing Performing Arts Organizations

Semester hours: 3

Reviews topics essential for successful management of performing arts organizations. Studies will include organizational structure, budget development and management, strategic planning, trustee development, trustee/staff relations, marketing, audience development, development of outreach programming, box-office management, mailing list and membership management, human resource management, union labor relations and contract negotiation.

MUS 398U Selected Topics

Semester hours: 1-6

MUS 598U Selected Topics

Semester hours: 1-6

Public Administration (PBAD)

PBAD 338U Decision Making in Public Administration

Semester hours: 3

Assists student to recognize decision-making process in public management/administration and to develop techniques to ensure timely decisions with accountability for action. Emphasis on determining methods of controlling administrative decisions within an organization while fostering atmosphere that allows decision making at appropriate level of organization.

PBAD 398U Selected Topics

Semester hours: 1-6

PBAD 399U Independent Study

Semester hours: 1-6

Public Relations (PBRL)

PBRL 398U Selected Topics

Semester hours: 1-6

PBRL 399U Independent Study

Semester hours: 1-6

Philosophy (PHIL)

PHIL 302U Thinking About the Paranormal

Semester hours: 3

A recent Gallup Poll shows that about three in four Americans hold some paranormal belief - in at least one of the following: extrasensory perception, haunted houses, ghosts, mental telepathy, clairvoyance, astrology, communicating with the dead, witches, reincarnation, and channeling. How reasonable are these beliefs? Can they be supported or discounted via modern science or are they purely a matter of faith or personal opinion? What makes one belief or explanation more reasonable than another? Is it immoral to hold beliefs that are not supported by strong evidence? This course examines these and other questions.

PHIL 303U Beyond Death

Semester hours: 3

Is there any evidence to support claims of life after death? This course will begin with a critical examination of some of the purported evidence, based on claims of: Reincarnation, Mediumship, and Near Death Experiences. Philosophical underpinnings of the question will also be studied: What could count as evidence of life after death? What specifically about ourselves do we believe (or want to believe) survives death? What is a human soul? Finally, an examination of the psychological and moral implications of the belief in life after death will be made: Is it necessary or helpful for alleviating anxiety concerning death? Is there anything morally wrong with maintaining beliefs that are not supported by empirical evidence? Is belief in immortality necessary for a meaningful life?

PHIL 304U Asian Philosophy

Semester hours: 3

Introduces some of the methods, issues, and theories associated with major Asian philosophical religious systems, focusing on Hinduism, Early Buddhism, Taoism, and Zen Buddhism. Addresses issues such as the nature of the sacred; the relationship between the Sacred and the self, life and death, happiness and meaning; and morality. Compares and contrasts approaches and answers to these issues between these traditions, as well as between these systems and "Western" philosophy and religion.

PHIL 305U The Problem of Evil

Semester hours: 3

Traditionally in western philosophy of religion, the problem of evil is the problem of reconciling the existence of evil (or suffering) in the world with the existence of an omniscient (all-knowing), omnipotent (all-powerful) and omnibenevolent (all-good) God. Proponents of the problem assert: if God exists and has all these attributes, then there would be no evil; yet evil (i.e., tremendous suffering) clearly exists. In this course, we will examine various versions of this problem as well as various traditional and contemporary responses to it. Moreover, since the problem of reconciling evil/suffering with a conception of "the Sacred" extends beyond monotheism, we will also examine approaches to this general and deep problem from other major world religions.

PHIL 306U Religion and Science: Examining Big Questions

Semester hours: 3

Throughout history, humans have appealed to religion to understand the universe and our place in it. In the eyes of many, modern science has taken over this role. But, are science and religion locked in a mortal struggle, or are they completely separate domains of the human experience, or are there actually points of concordance between the two? This course examines the relationship between religion and science, exploring the apparent conflicts in their methodologies and answers to life's biggest questions, including: the origin of everything, the nature of the self, the prospects of life after death, the existence of nature of the "Sacred," the foundation of morals, the essence of a "meaningful life," and the role of faith and reason in our lives.

PHIL 398U Selected Topics

Semester hours: 1-6

PHIL 502U Thinking About the Paranormal

Semester hours: 3

A recent Gallup Poll shows that about three in four Americans hold some paranormal belief - in at least one of the following: extrasensory perception, haunted houses, ghosts, mental telepathy, clairvoyance, astrology, communicating with the dead, witches, reincarnation, and channeling. How reasonable are these beliefs? Can they be supported or discounted via modern science or are they purely a matter of faith or personal opinion? What makes one belief or explanation more reasonable than another? Is it immoral to hold beliefs that are not supported by strong evidence? This course examines these and other questions.

PHIL 503U Beyond Death

Semester hours: 3

Is there any evidence to support claims of life after death? This course will begin with a critical examination of some of the purported evidence, based on claims of: Reincarnation, Mediumship, and Near Death Experiences. Philosophical underpinnings of the question will also be studied: What could count as evidence of life after death? What specifically about ourselves do we believe (or want to believe) survives death? What is a human soul? Finally, an examination of the psychological and moral implications of the belief in life after death will be made: Is it necessary or helpful for alleviating anxiety concerning death? Is there anything morally wrong with maintaining beliefs that are not supported by empirical evidence? Is belief in immortality necessary for a meaningful life?

PHIL 504U Asian Philosophy

Semester hours: 3

Introduces some of the methods, issues, and theories associated with major Asian philosophical religious systems, focusing on Hinduism, Early Buddhism, Taoism, and Zen Buddhism. Addresses issues such as the nature of the sacred; the relationship between the Sacred and the self, life and death, happiness and meaning; and morality. Compares and contrasts approaches and answers to these issues between these traditions, as well as between these systems and "Western" philosophy and religion.

PHIL 505U The Problem of Evil

Semester hours: 3

Traditionally in western philosophy of religion, the problem of evil is the problem of reconciling the existence of evil (or suffering) in the world with the existence of an omniscient (all-knowing), omnipotent (all-powerful) and omnibenevolent (all-good) God. Proponents of the problem assert: if God exists and has all these attributes, then there would be no evil; yet evil (i.e., tremendous suffering) clearly exists. In this course, we will examine various versions of this problem as well as various traditional and contemporary responses to it. Moreover, since the problem of reconciling evil/suffering with a conception of "the Sacred" extends beyond monotheism, we will also examine approaches to this general and deep problem from other major world religions.

PHIL 506U Religion and Science: Examining Big Questions

Semester hours: 3

Throughout history, humans have appealed to religion to understand the universe and our place in it. In the eyes of many, modern science has taken over this role. But, are science and religion locked in a mortal struggle, or are they completely separate domains of the human experience, or are there actually points of concordance between the two? This course examines the relationship between religion and science, exploring the apparent conflicts in their methodologies and answers to life's biggest questions, including: the origin of everything, the nature of the self, the prospects of life after death, the existence of nature of the "Sacred," the foundation of morals, the essence of a "meaningful life," and the role of faith and reason in our lives.

PHIL 598U Selected Topics

Semester hours: 1-6

Physics (PHYS)

PHYS 398U Selected Topics

Semester hours: 1-3

Political Science (PLSC)

PLSC 205U Introduction to American Government

Semester hours: 3

A multimedia, high-tech approach to the study of basic roles, structures, and functions of American political institutions; and introduction to American political process.

PLSC 207U Virginia Government and Politics

Semester hours: 3

A multimedia, high-tech approach to the study of Virginia government at state, county, municipal, and special district levels emphasizing legislative, executive, and judicial organization; and state politics and intergovernmental relations.

PLSC 301U The Rights and Responsibilities of Citizenship

Semester hours: 6

Exploring the history and importance of civic participation in the American tradition. Service learning component.

PLSC 302U Modern Conservative Political Theory

Semester hours: 3

An examination of the concepts of modern conservative political philosophy, their importance and influence.

PLSC 303U Metropolitan Problems and Politics

Semester hours: 3

Analysis of and practical involvement with major issues affecting metropolitan governments.

PLSC 398U Selected Topics

Semester hours: 1-6

PLSC 598U Selected Topics

Semester hours: 1-6

Psychology (PSYC)

PSYC 101U Introductory Psychology

Semester hours: 3

Scientific principles of behavior. Survey emphasizing psychological methods and research involved in understanding human behavior.

PSYC 190U Child Psychology

Semester hours: 3

Introduction to biological, social, cognitive, and emotional processes of development during prenatal to preadolescent developmental periods.

PSYC 222U Motivation and Emotion

Semester hours: 3

Explanations of behavior and its likelihood of occurrence as well as physiological, cognitive, and social-interactive responses that have tendency to facilitate or obstruct that behavior.

PSYC 230U Psychology of Women

Semester hours: 3

Analysis of gender as function of biological and environmental forces. Emphasis on traditional and modern roles, developmental patterns of women, and psychological problems unique to women.

PSYC 302U Psychology of Terrorism

Semester hours: 3

In the past decade, terrorism has emerged as a dynamic force dramatically impacting individuals and social systems. During this course we will review the history of terrorism, seek to understand the radicalization of terrorists, investigate the immediate and long-term reactions to acts of terrorism and explore the social and psychological implications of the war on terrorism.

PSYC 303U Psychology of Gender

Semester hours: 3

Overview of current theory and empirical research on gender, exploring origins of gender identity and impact of gender on systems, individuals, attitudes, and behavior.

PSYC 304U Psychology of Relationships

Semester hours: 3

This course in social psychology is designed as an overview of the fundamental areas of the psychology of intimate and non-intimate relationships between people and the effects of these relationships on them. How and why are interpersonal relationships formed? What effects do they have on us? What do individuals do to relationships? Such questions will be explored in the course.

PSYC 305U Stress and Its Management

Semester hours: 3

Physiological and psychological aspects of stressors and the stress response. Review of principles, research, and methods of stress management.

PSYC 306U Benign Bigotry: Psychology of Subtle Prejudice

Semester hours: 3

Focuses on social problems concerning diversity and prejudices in today's society. Topics range from racism to gay rights, paying special attention to hostility, bigotry, and prejudice. Explores the feminist movement, racism, and the "neutrality zone," and zeroes in on perceptions of underground prejudice and internal conflicts. Differentiates between societal beliefs and misconceptions that contribute to human behaviors. Investigation includes current research and problems and challenges in today's society.

PSYC 307U Psychology of Faith

Semester hours: 3

Study of reflections in faith, personal behavior, and social well-being. Topics include questions that college students encounter in basic psychology class. Is there a connection with faith psychology and other issues that have been taught? This class offers information concerning recent research within the major areas of psychological science and with the values of society. Investigations will be about the ideas of human nature and individual learning. Course will investigate behavior and attitudes and will look at science and spiritually. It will also identify major insights regarding human behavior and attitudes about positive belief systems and their individual intuition concerning their approach.

PSYC 313U Social Psychology

Semester hours: 3

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.

PSYC 327U Organizational Psychology

Semester hours: 3

Examination of industrial/organizational theories and psychological principles as applied to the workplace. Will examine job analysis, the screening, selection, training and development of employees, the performance appraisal process, motivation and job satisfaction, stress, leadership, and organizational development.

PSYC 336U Human Growth and Development

Semester hours: 3

The purpose of this course is to provide the student with a foundation in the study of human growth and development. Theory and research related to education, human development and counseling will be examined. A strong emphasis will be placed on the adolescent period of development and the psychological, emotional, physical and social changes that occur. The goal for students is to examine ways in which research in human development contributes to an understanding of their field of study.

PSYC 337U Psychological Development Across the Life Cycle

Semester hours: 3

Developmental changes and psycho-biosocial processes from adolescent through adult life.

PSYC 338U Forensic Psychology

Semester hours: 3

Forensic Psychology is designed to give students an understanding of the interaction between our legal system and psychology. Roles and responsibilities of forensic psychologists will be examined. Topics covered will include criminal profiling with a focus on serial killers; the insanity defense; criminal competencies; child custody cases; eyewitness and expert testimonies; civil commitment for dangerous offenders; and victimization.

PSYC 339U Abnormal Psychology

Semester hours: 3

Abnormal Psychology offers students an examination of theories and psychological principles underlying the study of abnormal psychology, the field, research methods, classification models, ethics and legal issues.

PSYC 340U Getting Away with Murder

Semester hours: 3

Examines deception, manipulation, and malingering within the context of violent and anti-social acts. Emphasizes psychological, social, and biological factors associated with extreme violence among clinical and non-clinical (normal) populations. Explores development of criminal behavior and moral development. Introduces techniques for detecting deception and preventing manipulation.

PSYC 398U Selected Topics

Semester hours: 3

PSYC 399U Independent Study

Semester hours: 1-6

PSYC 502U Psychology of Terrorism

Semester hours: 3

In the past decade, terrorism has emerged as a dynamic force dramatically impacting individuals and social systems. During this course we will review the history of terrorism, seek to understand the

radicalization of terrorists, investigate the immediate and long-term reactions to acts of terrorism and explore the social and psychological implications of the war on terrorism.

PSYC 530U Organizational Psychology

Semester hours: 3

The Organizational Psychology class will allow students to gain a broad understanding of many areas critical to effective human resource management. Further, the graduate level course will allow an in-depth understanding of many social sciences grounded theories and practices as applied to the real world business setting. The course will help students when faced with real world decisions including: determining selection strategies and selecting valid tools, how to drive performance and development with a performance appraisal tool, how to assess needs and train for results, how to develop and select effective leaders, how to design teams and deal with conflict, how to impact morale through satisfaction and motivation strategies, and how to manage and cope with work-related stress. The ultimate intention of the course is to equip students with the knowledge and tools they will need to positively impact their organizations.

PSYC 538U Forensic Psychology

Semester hours: 3

Forensic Psychology is designed to give students an understanding of the interaction between our legal system and psychology. Roles and responsibilities of forensic psychologists will be examined. Topics covered will include criminal profiling with a focus on serial killers; the insanity defense; criminal competencies; child custody cases; eyewitness and expert testimonies; civil commitment for dangerous offenders; and victimization. Graduate students will write an 8-10 page research paper on a controversial topic in forensic psychology and will develop and deliver a 15-30 minute presentation to the class on the research paper.

PSYC 540U Getting Away with Murder

Semester hours: 3

Examines deception, manipulation, and malingering within the context of violent and anti-social acts. Emphasizes psychological, social, and biological factors associated with extreme violence among clinical and non-clinical (normal) populations. Explores development of criminal behavior and moral development. Introduces techniques for detecting deception and preventing manipulation.

PSYC 598U Selected Topics

Semester hours: 1-6

Religious Studies (RELG)

RELG 200U Patterns in Religion

Semester hours: 3

Methodologies for study of religion, recurring themes and issues, religious expression in both individual and communal focus.

RELG 301U The Bible as Literature

Semester hours: 3

An examination of the diverse genres of Biblical literature, viewing passages in historical context to understand the multiple layers of the intended message: period about which written, the time of the writer, and the time of the expected recipient. Within Biblical exegesis, primary emphasis is given to literary and historical criticism.

RELG 398U Selected Topics

Semester hours: 1-6

RELG 501U The Bible as Literature

Semester hours: 3

An examination of the diverse genres of Biblical literature, viewing passages in historical context to understand the multiple layers of the intended message: period about which written, the time of the writer, and the time of the expected recipient. Within Biblical exegesis, primary emphasis is given to literary and historical criticism.

RELG 598U Selected Topics

Semester hours: 1-6

Social Analysis (SA)

SA 320U How to Be a Skeptic: Critical Thinking for Critical Times

Semester hours: 3

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 100U & ENGL 101U or ENGL 201U, 202U & 203U.

SA 398U Selected Topics

Semester hours: 1-6

SA 399U Independent Study

Semester hours: 1-6

Sociology (SOC)

SOC 101U Introduction to Sociology

Semester hours: 3

Fundamental concepts and principles of sociology; culture, socialization, social structure, stratification, social control, institutions, population, and social change.

SOC 305U Deviance

Semester hours: 3

Social deviance at micro-sociological 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.

SOC 309U Social Problems

Semester hours: 3

Personal-social disorganization and maladjustment: physical and mental handicaps; economic inadequacies; programs and methods of social treatment and control.

SOC 310U Criminology

Semester hours: 3

Laws, prevalence and distribution of crime; theories of crime; types of criminal behavior; police actions; court actions; the penal system.

SOC 316U Race and Ethnicity in America

Semester hours: 3

Native peoples; immigration and settlement of U.S.; racial and ethnic groups; prejudice and discrimination; race relations in racially and culturally diverse society.

Prerequisites: SOC 101U.

SOC 320U Alternative Lifestyles and Contemporary Families

Semester hours: 3

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 marriages, gender roles and divorce are among the topics to be examined.

SOC 324U Sociology of Law

Semester hours: 3

Introduction to development of laws within societies, including philosophy and development of U.S. Court System. Laws regarding both criminal and civil proceedings, legal terms and concepts, and issues within legal system today. Strongly recommended for students planning career in law or criminal justice.

SOC 328U Social Gerontology

Semester hours: 3

Processes of aging and problems of aged; social adjustment, retirement, mobility, living arrangements, and public and private programs of finance and care.

SOC 342U Dying, Death and Grief

Semester hours: 3

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.

SOC 398U Selected Topics

Semester hours: 1-6

SOC 399U Independent Study

Semester hours: 1-6

SOC 542U Death, Dying and Grief

Semester hours: 3

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.

SOC 598U Selected Topics

Semester hours: 1-6

Spanish (SPAN)

SPAN 100U Practical Everyday Spanish

Semester hours: 3

Multifaceted course designed to appeal to individuals interested in using Spanish language for business or for travel.

SPAN 198U Selected Topics

Semester hours: 3

Speech Communications (SPCH)

SPCH 101U Principles of Speech Communication

Semester hours: 3

Confidence in delivering public speeches. Logical structure of ideas, effective use of language, application of evidence to arguments. Classroom speeches and critiques.

SPCH 105U Interpersonal Communication

Semester hours: 3

Analysis of complex and interacting factors that contribute to effective transmission of ideas; emphasis on understanding underlying principles.

SPCH 206U Group Communication

Semester hours: 3

Modern theory and methodology; student participation in group discussion relating theory to specific communication problems.

SPCH 222U Business and Professional Speech

Semester hours: 3

Making business presentation and giving corporate advocacy speech. Application to workplace of skills in listening, problem solving, interviewing, conducting meetings.

SPCH 328U Gendered Relationships - An Overview

Semester hours: 3

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 is maximized.

SPCH 329U The Dark Side of Communication

Semester hours: 3

Relies on scholarly research to ignite discussion and debate on the value of the "dark side" paradigm, a metaphor used to examine immoral, abusive, dysfunctional, destructive and criminal dimensions of interpersonal communication. Topics include infidelity, bullying, intimate partner abuse, jealousy, stalking, child abuse, parent abuse, deception, and secrets.

SPCH 340U Cross-Cultural Communications

Semester hours: 3

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.

SPCH 398U Selected Topics

Semester hours: 1-6

SPCH 399U Independent Study

Semester hours: 1-6

Theatre (THTR)

THTR 398U Selected Topics

Semester hours: 1-6

Women's Studies

WMST 598U Selected Topics

Semester hours: 1-6

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- *Assistant Chair, Graduate Education - Teacher Licensure Preparation*

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- *Associate Professor, Continuing Studies*

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- *Assistant Chair, Graduate Education - Educational Leadership & Policy Studies*

Christine Contrada

- *Assistant Professor, Liberal Arts*
- *Coordinator, Liberal Arts*

Wallace G. (Bo) Harris

- *Interim Chair, Human Resource Management, Graduate*
- *Program Chair, Emergency Management*
- *Assistant Professor, Emergency Management*

David E. Kitchen

- *Associate Dean, Strategic Planning and Summer Programs*
- *Associate Professor, Continuing Studies*

Laura M. Kuti

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- *Assistant Chair, Graduate Education - Curriculum & Instruction*

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