



UNIVERSITY OF RICHMOND
SCHOOL CONTINUING STUDIES
EVENING SCHOOL

FOR INFORMATION:

School of Continuing Studies
Special Programs Building
University of Richmond, Virginia 23173
(804) 289-8133
www.richmond.edu/~contstud/

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A MESSAGE FROM THE DEAN

The School of Continuing Studies exists to serve the educational needs of adults living and working in the greater Richmond community. It is also one of the academic units that make up the University of Richmond and, as such, it strives to meet the highest academic standards possible. In short, our goal is to offer quality programs and services in ways that recognize the unique circumstances of adults.

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

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

James L. Narduzzi, Ph.D.
Dean

2000-01 ACADEMIC CALENDAR

FALL SEMESTER 2000

July 5 - Aug. 27.....	Registration
Aug. 24, Thur.	Orientation, Tyler Haynes Commons, Room 201, 6:30-8:00 p.m.
Aug. 28, Mon.	Late fee in effect
Aug. 28, Mon.	Classes begin
Sept. 4, Mon.	Labor Day (No class)
Sept. 8, Fri.	Last day to file for May/August graduation
Oct. 20, Fri.	Mid-semester
Nov. 20, Mon.	Thanksgiving break begins after classes
Nov. 27, Mon.	Classes resume
Dec. 11-15, Mon.-Fri.	Fall term examination period
Dec. 16, Sat.	Fall term ends

SPRING SEMESTER 2001

Nov. 14-Jan.11	Registration
Jan. 11, Thurs.	Orientation
Jan. 15, Mon.	Late Fee in Effect
Jan. 15, Mon.	Classes begin
Mar. 6, Wed.	Mid-semester
Mar. 9, Fri.	Spring break begins after classes
Mar. 19, Mon.	Classes resume
Apr. 30-May 4, Mon.-Fri.	Spring term examination period
May 5, Sat.	Spring term ends
May 12, Sat.	SCS Commencement
May 13, Sun.	Baccalaureate Service

*Each term the Registrar publishes a detailed academic calendar to inform the University community of time schedules and deadlines. Dates shown here are subject to change.

Addendum to the University of Richmond Academic Calendars 2000-2002

The list below is intended to familiarize the University community with major religious holidays affecting many throughout the campus. Inclusion on this list does not imply that the day is a University holiday, but is provided to alert members of the Richmond community to possible scheduling conflicts. See the Class Attendance and University Holidays section of the catalog for details.

Christian Holidays 2000-2002

Holiday	2000-2001	2001-2002
Christmas	Dec 25, Mon, 2000	Dec 25, Tue, 2001
Good Friday	April 13, Fri, 2001	Mar 29, Fri, 2002
Easter Sunday	April 15, Sun, 2001	Mar 31, Sun, 2002
Easter Monday	April 16, Mon, 2001	April 1, Mon, 2002

Jewish Holidays 2000-2002

Holiday	2000-2001	2001-2002
Rosh Hashanah	Sep 30-Oct 1, Sat-Sun, 2000	Sep 18-19, Tue-Wed, 2001
Yom Kippur	Oct 9, Mon, 2000	Sept 27, Thur, 2001
Sukkot	Oct 14-15, Sat-Sun, 2000	Oct 2-3, Tue-Wed, 2001
Shemini Atzeret/Simchat Torah	Oct 21-22, Sat-Sun, 2000	Oct 9-10, Tue-Wed, 2001
Hanukkah**	Dec 22-30, Fri-Sat, 2000	Dec 10-18, Mon.-Tues., 2001
Passover (seders)	April 8-9, Sun-Mon, 2001	Mar 28-29, Thur-Fri, 2002
Passover (ending)	April 14-15, Sat-Sun, 2001	April 3-4, Wed-Thur, 2002
Shavuot	May 28-29, Mon-Tue, 2001	May 17-18, Fri-Sat, 2002

Jewish holy days, religious festivals, and the weekly Sabbath begin at sunset. On these days, observant Jews do not engage in daily activities or fulfill routine commitments.

Many Jews who do not observe all holy days prefer to celebrate at their synagogue or at home on Rosh Hashanah, Yom Kippur, and the first two evenings of Passover.

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

Islamic Holidays 2000-2002

Holiday	2000-2001	2001-2002
Eid-al-Fitr	Dec 27, Wed, 2000	Dec 16, Sun, 2001
Eid-al-Adha	Mar 6, Tue, 2001	Feb 23, Sat, 2002
Islamic New Year	Mar 26, Mon, 2001	Mar 16, Sat, 2002

All Islamic dates begin at sunset the preceding evening.

The Islamic year is based on the lunar cycle, consisting of twelve months of 29 or 30 days each, totaling 353 or 354 days. Each new month begins at the sighting of a new moon. Actual dates may differ by a day or two from the above dates. In many places, the moon sighting is often determined in advance by astronomical calculations.



UNIVERSITY OF RICHMOND

Statement of Purpose

The University of Richmond is an independent, privately-endowed institution of higher education that provides a comprehensive academic program for men and women. It offers the intimacy of a small university and the diverse educational opportunities that derive from undergraduate degree programs in the liberal arts and sciences, business, and leadership studies, as well as graduate and professional programs in law, business, and selected areas of the arts and sciences. The University also provides a variety of credit and continuing education programs as well as cultural events to the larger community.

The educational objectives of the University are:

~ to cultivate in students the interest, capacity, and skills necessary for independent in-

tellectual inquiry and lifelong learning;

- ~ to convey to students a representative portion of that body of knowledge that has accumulated and endured through the history of world cultures;
- ~ to encourage and aid students in the development of basic beliefs, values, and attitudes, including those of cooperation and tolerance;
- ~ to assist students in selecting and preparing for careers and for study in graduate and professional schools;
- ~ to foster in students personal habits that contribute to health and physical fitness.

In order to achieve these objectives, the University is committed to:

- ~ an educational environment conducive to the development of the whole person - in-

- tellectually, socially, spiritually, physically, and morally;
- ~ an academic setting that guarantees and encourages freedom of thought, expression, and association;
 - ~ an undergraduate curriculum that requires mastery of essential intellectual tools, awareness of the diversity of human cultural experiences, extensive knowledge of at least one area of study, and opportunities for interdisciplinary and integrative inquiry;
 - ~ a faculty dedicated to excellent teaching and dialogue with students, an active engagement in scholarship, scientific inquiry, and artistic creativity;
 - ~ a diverse, largely full-time and residential student body that participates in a broad range of University activities including opportunities for research, leadership, and the development of civic responsibility;
 - ~ the essential resources for learning, such as libraries, laboratories, studios, information and communications technology, and media resources;
 - ~ opportunities for internships, social commitment and public service, and other domestic and international learning experiences;
 - ~ a program of varied social, spiritual, and physical activities that provide occasions for growth, fun, and fellowship;
 - ~ an administration and staff that preserve and enhance the University's environment and resources, and that represent the institution to the broader community it serves.

Organization and Accreditation

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

The University enrolls approximately 2,900 full-time undergraduates, 93% of whom live on campus; some 500 full-time law and gradu-

ate students; and 1,300 part-time students, largely from Richmond and the surrounding community.

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

Environment and History

The campus consists of some fifty major buildings of impressive Collegiate Gothic architectural style set amid 350 acres of lawns, a lake and woodlands. Richmond is in a setting of beauty and harmony suggesting an able future as a seminary, later becoming a continuation of the deep roots of its past. Indeed, Richmond's history began almost two centuries ago with Richmond College, founded in 1830 by Virginia Baptists as a college of liberal arts and sciences for men. Around this nucleus were established The T.C. Williams School of Law (1870); Westhampton College, a college of liberal arts and sciences for women (1914); the Graduate School of Arts and Sciences, for advanced study in the liberal arts and sciences (1921); The E. Claiborne Robins School of Business, for undergraduate and graduate study in business (1949); University College, for evening, summer, and continuing education (1962), now called the School of Continuing Studies; and the Jepson School of Leadership Studies, the first school of leadership studies in the United States (1989). In 1990, the academic missions of Rich-

mond College and Westhampton College were combined in a separate school, the School of Arts and Sciences. Richmond College and Westhampton College are the residential colleges for men and women respectively, providing special programming and leadership opportunities in student life.

Richmond benefits from a heritage of ethical and religious values, a residential character, and a commitment to liberal and general education through intimate schools and colleges joined into a substantial whole.

Information Services - Library and Computing Resources

In 1997, the University Libraries and University Computing were combined under one umbrella, Information Services. The two areas work in tandem to provide the University community with access to a wide variety of information, maximizing the use of technology.

Library Resources

The University libraries are the center of intellectual activities outside the classroom. They are composed of the Central Library, Business Information Center and Media Resource Center in Boatwright Memorial Library; the Science Library in the Gottwald Science Center, and the Music Library in the Modlin Center for the Arts. The Law Library in The T.C. Williams School of Law is administered separately.

Boatwright Memorial Library, facing Westhampton Lake and in the center of campus, is the central library containing over 450,000 volumes; nearly 1,800 social sciences, humanities, fine arts, and business periodicals; microform collections; and numerous electronic databases. The University of Richmond has been a designated depository library for U.S. government documents since 1900; Boatwright Library contains over 300,000 items in print, microfiche, and in electronic formats, including publications from Congress, the Department of State, and the Census Bureau.

The Galvin Rare Book Room contains nearly 25,000 rare books, first editions, maps, photographs, and manuscripts. Boatwright Library seats up to 800 students and has individual and group study rooms.

An integral part of the library system is the Business Information Center of The E. Claiborne Robins School of Business, located on the second floor of Boatwright Library. The Center provides reference services to the campus and to the Richmond business community, and contains an extensive reference collection and a number of electronic databases.

The Billikopf Media Resource Center, located on the second and third floors of Boatwright Library, provides audiovisual materials, equipment, and production services to the campus community. The MRC contains collections of films and videos, spoken art audiocassettes, recorded books, and a variety of media equipment. Many international programs are received from satellite transmission and the campus cable system is utilized for instruction and academic assignments. The facilities of the MRC include the Adams Auditorium, classrooms, seminar rooms, and the Curriculum Materials Center located on the third floor of Boatwright Library.

The Music Library holds over 10,000 volumes of printed music, books and journals and nearly 10,000 musical sound recordings on LP, CD, and audiocassette.

The Science Library has a collection of approximately 80,000 volumes, subscribes to over 900 journals and several electronic databases.

The libraries provide individual and group instruction on the use of various library and information resources, including the Internet and other electronic databases. A computer classroom is located in Boatwright Library for both group instruction and individual student use. The on-line catalog provides access to the collections of all the libraries on campus. The libraries belong to several local, state, regional, and national consortia and can obtain materials not held locally. Collections in various Richmond area libraries also are available for research and consultation, including those of Virginia Commonwealth University, the Medical College of Virginia, the Library of Virginia and Archives, Union Theological Seminary, Randolph-Macon College, and the Richmond public libraries.

The Virginia Baptist Historical Society's library contains the finest collection of early

Baptist materials in the South. Housed in a separate wing of Boatwright Memorial Library, the Society's facility is designated as a memorial to the Virginia Baptists who struggled to secure religious liberty in America. The library holdings include some 18,000 books by and about Baptists, 5,000 manuscripts, and over 400 collections of personal papers. The Society is the repository of Virginia Baptist church records, and over 3,100 original church record books are on deposit in the collection, making it one of the largest archives of congregational records of any denomination. The Society also manages the University Archives, a large collection of books, papers, photos, and memorabilia related to the history of the University of Richmond.

Libraries are open to the entire campus community.

The Lora Robins Gallery of Design from Nature, entered separately on the lower level of Boatwright Library, houses an extensive collection of gems and jewels, minerals, seashells and corals, fossils, and cultural artifacts.

Computing Facilities

The largest computing facility on campus is located in Jepson Hall. The ground floor of the building is dedicated to computer services. Jepson Hall houses three IBM-compatible teaching labs equipped with multimedia projection systems. When classes are not in session, these rooms may be opened for general student use. There are two student computing labs open for general use, which are equipped with a combination of Macintosh, IBM-compatible, and SunSPARC stations. University Computing also maintains a training lab that is used primarily for administrative and technology training sessions, and a Technology Learning Center that is largely a faculty resource.

Richmond provides computer lab facilities for teaching, research, and learning at several other campus locations. IBM-compatible systems are the primary platform at the University, although there are Macintosh labs for departments who prefer them. There are com-

puter labs located in many of the academic buildings dedicated to the special requirements of a particular department or discipline. The departments of Physics, Music, Psychology, Journalism, and Education have facilities that are populated primarily with Macintosh computers. The Gottwald Science Center, the departments of Modern Languages and Literatures, Health and Sport Science, and Classical Studies have lab facilities that utilize IBM-compatible systems or a mixture of IBM and Macintosh. Math and Computer Science students have access to systems running Unix and Windows NT.

In the fall of 1997 the Boatwright Memorial Library opened the new Boatwright Computer Classroom. This multimedia classroom has IBM-compatible student stations. When it is not scheduled for classes, this classroom is open for general student use during normal hours of operation.

A major renovation of the building which houses The E. Claiborne Robins School of Business was completed in 1999. The building has ten multimedia classrooms with desktop access to network services, including email and Internet access for all student stations. The building also contains a new IBM-compatible computer lab.

In addition, the University is committed to an on-going initiative to equip classrooms around the campus with multimedia capability, including network and Internet access.

Security

The security of all members of the campus community is of vital concern to the University of Richmond. Information regarding crime prevention advice, the law enforcement authority of the University Police, policies concerning the reporting of any crimes which may occur on the campus, and crime statistics for the most recent 3-year period may be requested from the University of Richmond Police Department, P.O. Box 296, University of Richmond, VA 23173.

SCHOOL OF CONTINUING STUDIES

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

Through the Evening School, the School of Continuing Studies offers bachelor and associate degree programs; certificate programs, pre and postbaccalaureate; and a variety of individual courses to meet the educational, professional and personal growth needs of adults in the Metropolitan Richmond area and beyond. The School of Continuing Studies shares in the tradition of the University of Richmond. It is through the nontraditional educational opportunities of the school that the University offers its strengths and resources to the Richmond area community and beyond.

The origin of the School of Continuing Studies may be traced back to 1920 when the department of economics of Richmond College was formed, eventually to become the department of economics and applied economics. In 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.

Mission Statement

The mission of the School of Continuing Studies is to serve the continuing education needs of the Richmond community by providing exemplary educational opportunities for nontraditional students through degree, certificate and non-credit programs.

Admission

Students seeking admission to a certificate, associate degree or bachelor degree program in the Evening School must show evidence of high school graduation by submission of transcripts or the General Education Development (GED) equivalency; must submit transcripts from each college or university previously attended; and complete the New Student Information Form. Special admission may be granted to non-high school graduates.

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

Admissions Process

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

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

PLEASE TAKE NOTE:

- You may take classes while awaiting your transcripts.
- A transcript from each school that you attended will be required before we can admit you into a program.
- It is recommended that you contact the school(s) in advance to determine the fee, if any, for this service.
- Your application will be processed when all transcripts are received, and you will be contacted by mail at that time.

Admission Acceptance Policy

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

Conditional Admission

The Conditional Admission Policy is applicable for students seeking admission or readmission to the School of Continuing Studies as a degree candidate. Under the Conditional Admission Policy, eligible students may, on a onetime basis, petition the School of Continuing Studies to disregard previously earned grades of *D* and/or *F* for the purpose of admission to the School of Continuing Studies as a degree candidate.

Conditions for conditional admission are:

1. a grade point average of less than 2.0 in previous academic performance;
2. non-enrollment as a full-time student in the past five years;
3. a minimum grade of *C* in each class in the first 12 semester hours of course work in the School of Continuing Studies. Certain course requirements may apply.

All grades previously earned at the University of Richmond will remain on the student’s permanent academic record and will be included in the computation for graduation honors. If aca-

demical amnesty is granted, a statement to that effect will appear on the former University of Richmond student’s permanent academic record.

Students admitted under the Conditional Admission Policy are not eligible for financial aid until the conditions for adjusted admission are met.

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 Evening School, 804/289-8133.

Policies

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

Honor Statute

University Honor Statute governs such behavior as cheating, plagiarism, lying, and academic theft.

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

The determination of whether a policy has been violated and imposition of penalties, when necessary, will be effected according to established procedures, with procedural fairness observed, and with appropriate appeal procedures available. Penalties for violations range from reprimand to expulsion from the University, and if appropriate, legal action may be invoked.

Students may obtain a copy of the policies from the Dean’s Office, or consult the SCS Student Handbook.

Bookstore

The University Bookstore, located on the second floor of the Tyler Haynes Commons, supplies textbooks for all courses scheduled for a given term at the University. A comprehensive selection of reference books, study and research aids, and general reading materials is also available. The store offers desk, office, and art supplies; posters; greeting cards; gift items and clothing. Among the services provided by the bookstore are ring and jewelry special orders and book special orders.

The Bookstore operates extended evening and Saturday hours at the beginning of each semester. For information call 804/289-8491.

Parking

Lighted parking is adjacent to classroom buildings. Parking permits are required. There is a nominal fee.

Student Government Association

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

Human Resource Management Association

The School of Continuing Studies has a Student Chapter of the Richmond Human Resource Management Association.

For information call 289-8137.

Emergency Services Management Network

The Emergency Services Management Majors Network is a student-led professional society for individuals who are taking courses in the emergency services management program. Membership is open to School of Continuing Studies students and alumni to provide opportunities to network, exchange information on academic subjects, and keep up to date on new developments in the School's programs and in the emergency services (emergency management, fire, emergency medical services, law enforcement, business continuity, voluntary agencies, etc.). The Network meets formally at least once a semester with a speaker on a topic of interest and is currently sponsoring the development of a local academic honorary society for emergency services management students.

University College/School of Continuing Studies Alumni Association

The University College/School of Continuing Studies Alumni Association was founded in 1995. It was created by a group of UC/SCS alumni who wanted to have an association which would provide a connection with the University of Richmond and the School of Continuing Studies and represent the unique experience of evening college students. The mission of the Association: *will be to benefit the school, students, and alumni through the adoption of projects that promote scholarship and assistance to students and will provide service and social opportunities for the alumni.*

Current School of Continuing Studies students benefit from the Alumni Association through opportunities to obtain information about careers and obtain financial aid information from the *Financial Aid Resources* booklet, which was prepared by the Association. Further, the Association promotes and supports the Jean H. Proffitt Scholarship and selects the SCS student recipient of this scholarship.

CONFIDENTIALITY OF INFORMATION

CONFIDENTIALITY

University of Richmond procedures and the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380) as amended, 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. The University of Richmond has designated the following items as directory information: student name; permanent, campus, local (off-campus), email address and campus computer network (IP) addresses, and associated telephone numbers; date and place of birth; major and/or minor fields of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; previous schools attended; and photographs. Further information on the University's policy is available on the Office of the University Registrar's web page at <<http://www.richmond.edu/~registr/ferpa.html>> or by contacting the Office of the University Registrar. A student 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. They are:

- 1) *The right to inspect and review the student's education records within 45 days of the date the University receives a request for access.* Students should submit to the University Registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) *The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.*
Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University of Richmond 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/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.* One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University of Richmond has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- 4) *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Richmond to comply with the requirements of FERPA.* The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

STUDENT SERVICES

Academic Skills Center

The Academic Skills Center provides academic support to all students (i.e., undergraduate, graduate, etc.). Using a holistic approach, the Center incorporates counseling and study skills techniques. The Center offers a unique Peer Academic Skills Tutoring (PAST) program staffed with tutors who are trained to simultaneously provide tutorial assistance in a variety of disciplines and study skills.

For information, call 289-8626.

Career Development Center

The Career Development Center, located on the ground level of Richmond Hall, provides comprehensive career services for undergraduates and graduate students. Its mission is to assist students in identifying and implementing self-determined and realistic educational and career goals. Staff members provide individualized career counseling and help students develop a systematic approach to the job or graduate school search. Programs are held throughout the year on such topics as self-assessment, choice of major, job search skills, and diversity in the workplace. Outside speakers regularly participate in career seminars designed to educate students about careers and job search skills.

The center houses a Career Resources Library containing a variety of print and audio-visual materials on career fields, internships and summer jobs, and graduate education. Other resources include Sigi-Plus, a computerized career guidance system, and an alumni advising network containing information about more than 600 UR alumni/ae who are willing to discuss their careers with current students.

The center sponsors the On-Campus Interview Program, which each year attracts more than 200 employers to the UR campus to interview rising graduates for full-time positions. The Center also coordinates Career Expo, a job fair held at the beginning of the second semester.

Students in the School of Continuing Studies who are admitted to a degree program and have completed 12 hours at the University of Richmond are eligible for the services of the Career Development Center. The on-campus recruiting program is limited to students who will be completing their degree within the next two semesters (including summer sessions). Exceptions will be made for students who are immediately work-ready and have completed 12 hours of coursework.

The Speech Center

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

For information, call 804/289-8814 or visit the Speech Center in room 102 of the Webb Tower, Modlin Center for the Arts.

The Writing Center

The Writing Center provides individual tutoring in writing for undergraduate and graduate students in any course or academic discipline. For information, call 804/289-8935 or visit the Center's web page at www.richmond.edu/~writing.



FINANCIAL INFORMATION

Evening School Fees: 2000-2001 Schedule

Tuition per semester hour	\$206
SAIL* non-refundable application fee	100
Tuition for SAIL credit per semester hour	125
Education Internships and Seminars (per credit hour).....	300
Student Activities Fee, per semester	5
Late Registration Fee, per semester	15
Parking Permit, per year	15
<i>*Strategy for Adult Independent Learning (tuition for courses may be different from that shown above).</i>	

A student will be dropped if payment for classes is not received by 5:00 PM on Friday of the first week of class or if arrangements for payment are not on file with the Student Accounts office.

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.

General Fee, Refund

Students are matriculated by semester. If a student withdraws from school or is dropped from the University for whatever cause, a refund of fees for a fall or spring semester shall be made in accordance with the University's Refund Policy. This schedule is adapted for summer terms. Students who withdraw from the University and are receiving any financial assistance may be required to return such assistance per Public Law 668.22. The University Refund Schedule is available in the Bursar's Office or Office of Financial Aid.

Any special fee associated with a particular course is non-refundable after the first day of class.

Refunds are made first to any financial program the student may be receiving, then to any University unsettled account and then to the student. The amount of refund is based on the date that written withdrawal notification is received in the Office of the Dean. Refunds for new students who receive Title IV assistance are governed by public law 668.22.

Appeals Process

The University of Richmond has an appeal process for students and parents who believe individual circumstances warrant exceptions from published policy. All appeals must be in writing and directed to Annemarie Weitzel, Bursar, Box R, University of Richmond, Virginia 23173.

Tuition Payment Options

FULL PAYMENT is due by the end of the first week of class if paying by:

1. MasterCard or Visa. Call (877) 237-9734 - There is a fee for using your credit card.
2. Check payable to the University of Richmond.
3. Cash.

PAYMENT PLAN

The University is offering the services of **FACTS** Management Company for students who desire a payment plan.

1. To qualify for the 4-month payment plan, an application must be received in the Student Accounts Office by August 4 for the fall semester or December 6 for the spring semester.
2. Applications received by September 1 or January 5 will only qualify for a 3-month payment plan.

Contact the Student Accounts Office at 289-8149 or 8147 should you have any questions.

WHAT IS FACTS?

FACTS is a tuition management plan that provides families/students with a low cost plan for budgeting tuition and other education expenses. It is NOT a loan program, therefore, no debt is incurred. There is no interest or finance charge assessed by FACTS on the unpaid balance due to the college. The only fee to budget payments through FACTS is a \$25.00 per semester non-refundable enrollment fee. Payments made through FACTS are considerably less expensive than the cost of obtaining loans, paying with credit cards, or budgeting through other interest or fee charging payment plans. There is no credit search or qualification necessary to use FACTS.

One of the reasons why the cost to budget with FACTS is so affordable is because payments through FACTS are made by using automatic payments from your bank. The automatic payment helps you budget tuition payments in a convenient way which ensures that the college will receive dependable and consistent tuition payments. With FACTS you never miss a payment and you save the time and expense of writing and mailing checks.

HOW DOES THE AUTOMATIC PAYMENT WORK?

Automatic payments are simply payments that you authorize your bank to make on your behalf on a specific date each month. The amount paid by your bank is a pre-determined amount that you have authorized. Your bank will make these payments from either your checking or savings account, according to the instructions you have provided on your agreement with FACTS. Payments will be made until the total amount due to the college is paid in full. Automatic payments are used to pay mortgages, life insurance premiums, car payments, utilities and other types of bills.

When you use FACTS to pay your school tuition, your bank sends your payment on the date you authorize directly to the bank that FACTS uses to collect tuition payments. Before any payment is made, FACTS provides evidence of your authorization for tuition payments to your bank. Your bank will usually verify this authorization with you and then set up the payment schedule. It is important to remember that

FACTS Management Company and your college never see your bank account or have any direct access to your account. You never lose any control of your account. The automatic payment process is strictly controlled by state and federal laws.

With FACTS you can choose to have your payments made on either the 5th or the 20th of each month. This gives you maximum flexibility for budgeting and scheduling payments. It allows you to pay your tuition bill at the time of the month that best fits into your budget.

BUDGET PERIOD

To qualify for the 4-month payment plan, student applications must be received in the Student Accounts Office by August 4 for the fall semester or December 6 for the spring semester. Applications received by September 1 and January 5 will only qualify for a 3-month payment plan. The budget period is September through December for the fall semester, and January through April for the spring semester. The FACTS Payment Plan is not available for courses offered during the summer semester.

APPLICATION FORMS FOR THE FACTS PAYMENT PLAN ARE AVAILABLE IN THE STUDENT ACCOUNTS OFFICE. This form is self-explanatory and easy to complete. Send completed form along with a voided check to FACTS Management Company, P.O. Box 67037, Lincoln, NE 68506.

CAN CHANGES BE MADE TO MY ACCOUNT?

Yes, please notify the Student Accounts Office at the University, of changes resulting from additional Financial Aid, course additions, deletions, etc.

WHAT IF I HAVE QUESTIONS ABOUT MY ACCOUNT?

There is always an account representative who can answer questions about your FACTS account, once it has been established. You can call 1-800-TO-FACTS and speak to your account representative. You may also contact the Student Accounts Office.

Scholarships

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

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

The Richmond Dry Goods/Children's Wear Digest Scholarship was established in 1919 and is aided by the Klaus Family. This scholarship recognizes an Evening School student who is working toward a degree or certificate with an entrepreneurial interest but who is not receiving tuition assistance from his or her employer.

The Larus and Brother Company Scholarship was 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.

The Lawyers Title Insurance Corporation Scholarship was established in 1945 by Lawyers Title Insurance Corporation, a leading title insurance company in Richmond, as a scholarship for the Evening School.

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

The Martin L. Shotzberger Scholarship was established in 1968 by the part-time Evening School faculty, alumni, and friends as recognition of Dr. Shotzberger's years as the first dean of University College, now known as the School of Continuing Studies. He left to become president of Catawba College in Salisbury, N.C. Dr. Shotzberger earned his B.S.B.A., M.B.A., and an honorary Doctor of Laws degree from the University of Richmond.

The Edith W. Nelson/Altrusa Scholarship was established by Altrusa International, Inc. of Richmond, for women who are or will be enrolled in a degree or certificate program in a Richmond-area college or university.

The Retail Merchants Association Scholarship was established in 2000 for degree-

seeking students accepted into the Retail Management Certificate Program.

The Richmond Association of Legal Assistants Jean H. Proffitt Scholarship was established and is funded by the Richmond Association of Legal Assistants to aid individuals who are enrolled in the Legal Assistant Program in the School of Continuing Studies and who have 12 semester hours in the program.

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

The E. B. Sydnor Scholarship was 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.

The Jean H. Proffitt Scholarship was established in 1996 by alumni, students, and friends in honor of Jean H. Proffitt, who has been an inspiration to and advocate for many thousands of Evening School students, upon her retirement after 36 years of service. **This scholarship has no minimum hour requirements and is available to all degree-seeking students.**

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 under the Veterans Readjustment Acts and other public laws for veterans, active servicemen, children, widows or wives of disabled or deceased veterans must submit application to the Veterans Administration (VA) prior to registration to insure maximum benefits. Eligible students must request a Certificate of Enrollment from the VA Coordinator each term, including the summer session. VA checks are then sent directly to the student.

The VA requires both the University and the student to notify the VA 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 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 coordinator in the Office of the University Registrar, 804/289-8395.

Financial Aid

In addition to the scholarships named above, there are other sources of financial assistance available to students in the School of Continuing Studies. Generally, a student must be enrolled or unconditionally accepted for enrollment on at least a half-time basis (six credits) in a degree or certificate program in order to be eligible for consideration for financial aid. 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 certificate.

Two types of need-based financial aid are available. **Federal Pell Grants**, funded by the federal government, are provided to low-income undergraduate students who have not already earned a degree but are working toward a degree. Pell Grant recipients must be enrolled for at least three credits. The grants do not have to be repaid. **Federal Direct Loans** are low-interest loans for students who are enrolled for at least six credits in a degree or certificate program. Eligibility for both Pell Grants and Direct Loans is established by completing the applications for need-based financial aid. These applications are available in the Financial Aid office in Sarah Brunet Hall, or call 804/289-8438.

The **Virginia Tuition Assistance Grant** (TAG) is available to full-time students who are residents of Virginia and who are enrolled in a degree program. (The amount of the grant

for 1999-00 was \$2,700.) TAG applications may be obtained from the Financial Aid office. Deadline for applications: July 31.

The federal government requires that a student be making Satisfactory Academic Progress (SAP) toward his/her degree or certificate in order to remain eligible for financial aid. At the end of the term indicated, School of Continuing Studies students must have earned at least the number of credit hours and cumulative grade point average listed:

Terms of enrollment	Credit hrs.earned (at least 6/term)	Cumulative GPA
1	6	1.50
2	12	1.50
3	18	1.50
4	24	1.50
5	30	1.55
6	36	1.60
7	42	1.65
8	48	1.70
9	54	1.73
10	60	1.77
11	66	1.81
12	72	1.85
13	78	1.88
14	84	1.92
15	90	1.96
16	96	2.00
17	102	2.00
18	108	2.00
19	114	2.00
20	120	2.00

SCS students must attain and maintain a 2.0 GPA. (See Academic Standing, p. 23)

Alumni Discount Policy

Alumni who received a bachelor's degree from the School of Continuing Studies or University College are eligible for a 50% discount in credit classes. Contact the School of Continuing Studies (289-8133) for information regarding registration.



ACADEMIC PROCEDURES

Flexible Ways to Earn Credit

The School of Continuing Studies has a liberal transfer policy and matriculated students can earn credits toward their degree through examination (CLEP and MLA), independent study, or through portfolio assessment of prior learning. Consult your academic advisor for details.

Credit By Examination

The School of Continuing Studies awards credit based on acceptable performance in specified tests of the College Level Examination Program (CLEP) and Modern Language Association (MLA). 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 Continuing Studies.

Independent Study

An Independent Study course 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.

A student who has completed at least 60 semester hours of academic work toward a Bachelor's degree may elect to take up to 12 hours through Independent Study. A student who has completed 30 semester hours of academic work toward an Associate's degree may elect to take up to six hours through Independent Study. Prior permission of the Dean is required.

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 or equivalent of *C* (2.0) or better must have been earned in the particular course. Coursework accepted in transfer shall be applied to specific degree requirements subject to the discretion of the School of Continuing Studies. **No transfer work will be accepted during the final semester of a program. CLEP exams are considered transfer credits.**

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

Credit in English Composition is not automatically transferred. If a student earned a *C* or better, he or she may take the SCS English Challenge Test. If passed, academic credit for English 101U will be transferred pending successful completion of English 100U, The Research Process. *In all cases, English 100U will be required of new and transfer students.*

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 which offered the coursework. If coursework is being transferred from more than one institution, a transcript must be received from each institution.

Portfolio Assessment of Prior Learning

The School of Continuing Studies awards credit for experiential learning through means of a portfolio. Students are eligible to participate in the Strategies for Independent Learning (SAIL program). Credit earned this way involves three steps:

1. The instructing of candidates in the principles of adult learning and in life planning, and organizing and writing of a portfolio: Students must register for ADED 200U Strategies for Adult Independent Learning (3 sem. hrs.). A portfolio handbook is distributed in this class.
2. Registration and recording of grades: Students who have completed ADED 200U, and who wish to seek credit for prior learning through the SAIL program, should register for SAIL 100U, Portfolio Preparation in the subsequent semester and pay the \$100 non-refundable Portfolio Review fee. Once the assessment is complete and notification of the final credit determination is forwarded from the Dean's office to the Office of the University Registrar, the student will be registered for the appropriate course and number of credits and billed \$125 per semester hour. Registration for SAIL 100U must be made during regular registration periods. Generally, students who begin in the summer or fall semesters will receive credit at the end of the spring semester, and those who begin in the spring semester will receive credit at the end of the fall semester.
3. Assessment and grading of portfolio: Qualified faculty members with expertise in the subject matter will review the portfolio. The review process may include an interview with the student. The assessors will recommend credit based on the extent and depth of the student's learning as presented in the portfolio. After reviewing the assessor's recommendation, the associate dean will make the final decision regarding credit. Portfolio credits will carry a *P* for passed, not a letter grade, and do not affect the grade point average. After the initial submission, students may submit additional portfolios throughout their academic career at the University. The portfolio submission dates are: Feb. 15, June 15 and Oct. 15. No more than 30 credits earned through portfolio may be applied toward the bachelor's degree and no more than 15 credits may be applied to the associate's degree. Six hours of portfolio credit may be applied toward the certificate or toward the major.



REGISTRATION

Registrations are accepted on the web via BannerWeb - <https://bannerweb.richmond.edu>. Complete registration instructions are printed in the *Schedule of Classes* and on the web and are available prior to each semester—July for the fall semester and November for the spring semester. Call 289-8133 for the *Schedule of Classes* or view a list on the University of Richmond's Web site at www.richmond.edu

Normal Class Load

The University of Richmond 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.

Changes (Drop/Add/Withdrawal)

Changes in registration must be initiated by the student in the School of Continuing Studies Office within the deadlines specified in the academic calendar.

Withdrawals before the end of the second week of classes are not shown on the academic record; withdrawals after the end of the second week to the mid-semester date carry the grade of *W* on the academic record. After mid-semester, withdrawals carry the grade *W*

(withdraw passing) or *M* (withdraw failing). **All withdrawals must be requested in writing to the School of Continuing Studies. Students who stop attending class without notifying the Dean's 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 the class.**

Audit

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

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

COURSE ADMINISTRATION

Class Attendance

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

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

A student generally will be held responsible for all work of a class or laboratory missed during an absence. Acceptance of any excuse for an absence, other than those excused by the appropriate dean in the previous paragraph, and any provision for 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 below. 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 Continuing Studies courses must attend at least 75% of the class meetings regardless of the reasons for absence to be eligible to receive credit for the course.)

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

University Holidays

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

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

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

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

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

arrangements convenient to both the student and instructor can be made at the earliest opportunity. Students who make such arrangements will not be required to attend classes or take examinations on the designated days, and faculty must provide reasonable opportunities for such students to make up missed work and examinations. To facilitate this, faculty will announce and distribute all anticipated test and examination dates on the course syllabus, distributed at the beginning of each semester. Students should be aware that faculty may need to adjust these dates as necessary.

Class Meetings

Class meeting times and locations are noted in the Schedule of Classes bulletin, and any corrections are noted on the web at <https://bannerweb.richmond.edu/>.

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 289-8760.

Grading Policies

The level of students' performance in classwork 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 nonacademic courses or in a Pass/No credit 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.

I and *Y* mean that a course has not been completed by the term's end. 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 the midsemester of the next regular semester. If the work is not made up during the grace period, the *I* will be converted to *F*. The *Y*, which does not count as a failing grade, is given when the reasons for incomplete work are deemed justifiable by the instructor, or at the end of the first term of a course that continues into a succeeding term. There is no deadline for completion of the work unless the instructor so specifies. In all cases, it is the student's responsibility to make arrangements for and progress to the completion of an incomplete course.

Transcripts

Most colleges and universities require an official transcript to consider transfer credit. If you need a transcript, contact the Office of the University Registrar located in Sara Brunet. Requests must be made in writing.

Residency Requirement

Bachelor's degrees of the School of Continuing Studies require 120 semester hours. At least 60 semester hours must be completed in the School of Continuing Studies including English 100/101 and 102 within the first 13 hours. Students who were previously enrolled in another school of the University of Richmond must complete at least 45 semester hours in the School of Continuing Studies to receive a School of Continuing Studies degree. The last 12 hours must be taken in the School of Continuing Studies.

Associate degrees require 60 semester hours. At least 30 semester hours must be completed in the School of Continuing Studies including English 100/101 and English 102 within the first 13 hours. The last 12 hours must be taken in the School of Continuing Studies.

Certificates and Post-Baccalaureate Certificates in Emergency Services Management, Human Resource Management, Information Systems, Liberal Arts, Retail Management and Transportation and Logistics Management require 30 semester hours. Twenty-four semester hours must be completed in the School of Continuing Studies.

In Education, the Teacher Licensure Program requires 28 hours.

The Paralegal Studies certificate requires 36 semester hours, 30 of which must be completed in the School of Continuing Studies.

The Leadership certificate requires 33 semester hours, 27 of which must be completed in the School of Continuing Studies.

NOTE: No transfer work will be accepted during the final semester.

Credit and Grade Point Average

The University of Richmond uses the semester hour value. A semester hour is the value of one 50-minute class-hour of work a week through a nominal 14-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	B+	3.3	C+	2.3	D+	1.3
A	4.0	B	3.0	C	2.0	D	1.0
A-	3.7	B-	2.7	C-	1.7	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 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 credit, if any, for accepted transfer work.

Academic Reports

Grades are available on *BannerWeb* generally 48 hours after the grade due date published in the Academic Calendar. Students can also check grade changes, incomplete make-ups, and posting of transfer credit throughout the year from any location. Grades are deemed correct unless notification 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

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 Continuing Studies. Once placed on **Suspension (SP)**, a student may reapply for admission after one full academic year from the term of suspension.

Degree-seeking Students

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

Nondegree-seeking and Unclassified Students

Students may earn 12 semester hours within the school as a nondegree-seeking (NDS)/unclassified student after which she or he will be encouraged to declare a major or explore options with a student advisor. Those students who choose not to pursue a degree will remain NDS/unclassified.

To Change a Major

A student must request, in writing, a change of major from the original letter of acceptance. 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 (as of Spring 2000)

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

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 Student Advisor. In the event of continued dispute, the student may formally petition the Dean, then the Academic Council for a decision.

Graduation

The University graduation ceremonies are held in May. Students planning to complete BAS, BLA, AAS, ALA, Certificate or Post-Baccalaureate Certificate requirements in the coming May or August must file a Degree Application form by the **second Friday in September**. Forms may be obtained from the Dean's office. Students who plan to complete requirements in the Summer School (no more than 12 hours) participate in the May ceremony as prospective August graduates. **Attendance at commencement is required unless *absentia status* is approved by the University Registrar prior to commencement. Requests for *absentia status* must be made in writing to the Registrar and received eight working days before the ceremony.**

Degree With Honors (Latin Honors)

General academic honors of three ranks are awarded to graduates receiving associate and 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

Changes in Catalog Information

Caution: The course offerings and requirements of the University of Richmond are under continual examination and revision. This catalog is not a contract; it merely presents the offerings and requirements in effect at the time of publication and in no way guarantees that the offerings and requirements will not change. The University specifically reserves the right to change requirements for any major, minor, and/or program, and to implement them during any particular year.

The student assumes full responsibility for compliance with all academic requirements.

In the event the University adopts new general education and/or major, minor, and program requirements, efforts will be made to accommodate hardships during the transition period.

PROGRAMS OF STUDY

The School of Continuing Studies offers the following programs of study:

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Education - Teacher Licensure Program	26
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Bachelor of Applied Studies	
Associate in Applied Studies	
Certificate and Post Baccalaureate Certificate in Applied Studies	
Certificate in Crisis Management (Online only)	
Minor	
Human Resource Management	30-33
Bachelor of Applied Studies	
Associate in Applied Studies	
Certificate and Post Baccalaureate Certificate in Applied Studies	
Minor	
Information Systems	33-36
Bachelor of Applied Studies	
Associate in Applied Studies	
Certificate and Post Baccalaureate Certificate in Applied Studies	
Minor	
Leadership Studies	36-37
Certificate and Post Baccalaureate Certificate in Applied Studies	
Minor	
Liberal Arts	37-41
Bachelor of Liberal Arts	
Associate in Liberal Arts	
Certificate and Post Baccalaureate Certificate in Liberal Arts	
Minor	
Paralegal Studies	41-45
Bachelor of Applied Studies	
Associate in Applied Studies	
Certificate and Post Baccalaureate Certificate in Applied Studies	
Minor	
Retail Management	45
Certificate and Post Baccalaureate Certificate in Applied Studies	
Minor	
Transportation and Logistics Management	45-46
Certificate and Post Baccalaureate Certificate in Applied Studies	
Minor	

BUSINESS**Minor (18 hours)**

ECON 201U-202U	Micro/Macroeconomics, 3-3
ACCT 300U	Accounting for Non-Accountants, 3
MKT 321U	Principles of Marketing, 3
MGMT 341U	Principles of Management, 3
FIN 365U	Corporation Finance, 3

EDUCATION**Teacher Licensure Program****I. Core Courses: 12 semester hours**

EDUC 310U	Curriculum Methods, 3
EDUC 358U	Classroom Management, 3
EDUC 343U	Computers in the Classroom, 3

One of the following:

EDUC 324U	Reading in the Elementary School, 3
EDUC 449U	Content Area Reading (secondary), 3

II. Field Experiences: 10 semester hours

EDUC 315U	Introductory Internship, 2
EDUC 330U	Midterm Internship, 2
EDUC 460U	Student Teaching, 6

III. Seminars: 6 semester hours

EDUC 317U	Introductory Seminar, 2
EDUC 380U	General Education Seminar, 2

One of the following:

EDUC 332U	Elementary Seminar, 2
EDUC 334U	Secondary Seminar, 2

EMERGENCY SERVICES MANAGEMENT**Bachelor of Applied Studies**

The need for formal education has never been greater in the field of emergency services management. Our program is designed for new entrants as well as experienced practitioners and serves an audience composed of emergency management, law enforcement, fire, emergency medical services, business continuity, and major voluntary agency leaders. (A student may transfer in no more than 60 hours.)

GENERAL EDUCATION: 45 semester hours**English 100U/101U and English 102U must be completed within the first 13 semester hours of the program.****I. Communication Skills: 13 semester hours**

- 1 ENGL100U/101U The Research Process/Composition, 1/3
- 2 ENGL 102U Professional Communication, 3
- 3 SPCH 105U Interpersonal Communications, 3
- 4 ISYS 203U Information Technology, 3

II. Areas of Study: 33 semester hours

Thirty-three semester hours distributed over the following six areas of study but no more than 12 semester hours from any one area.

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

GENERAL DISTRIBUTION: 45 semester hours

Selected from courses across the curriculum. No more than 21 business hours may be included in this section.

MAJOR: 30 semester hours

I. Core Courses: 12 semester hours

- | | |
|--------------|--|
| 1. ESM 300U | Introduction to Emergency Services Management, 3 |
| 2. ECON 381U | Public Budgeting and Finance, 3 |
| 3. HRM 342U | People and Organizations, 3 |
| or | |
| LDSP 200U | Introduction to Leadership Studies, 3 |
| 4. PBAD 338U | Decision Making in Public Administration, 3 |

II. Focus Courses: 15 semester hours

Select 15 semester hours from the following:

- | | |
|-----------|--|
| ESM 301U | Computers in Emergency Services, 3 |
| ESM 302U | Emergency Planning, 3 |
| ESM 303U | Research Practicum, 3 |
| ESM 304U | Current Issues in Emergency Services Management, 3 |
| ESM 305U | Disasters, Characteristics and Physical Impacts, 3 |
| ESM 306U | Law and Ethics for the Emergency Services Manager, 3 |
| ESM 307U | Managing Emergency Operations, 3 |
| ESM 308U | Terrorism, 3 |
| ESM 309U | Social Dimensions of Disaster, 3 |
| ESM 353U | Voluntary Agency Disaster Response and Recovery, 3 |
| ESM 398U | Selected Topics, 3 |
| HRM 350U | Training Design and Facilitation, 3 |
| PBRL 331U | Introduction to Public Relations, 3 |

III. Capstone Course: 3 semester hours

- | | |
|----------|---|
| ESM 495U | Integrated Emergency Services in the Community, 3 |
|----------|---|

EMERGENCY SERVICES MANAGEMENT

Associate in Applied Studies

The Associate in Applied Studies requires 60 semester hours, 30 of which must be taken in the School of Continuing Studies.

GENERAL EDUCATION: 30 semester hours

English 100U/101U and English 102U must be completed within the first 13 semester hours of the program.

I. Communication Skills: 13 semester hours

- | | |
|------------------|---------------------------------------|
| 1. ENGL100U/101U | The Research Process/Composition, 1/3 |
| 2. ENGL 102U | Professional Communication, 3 |
| 3. SPCH 105U | Interpersonal Communications, 3 |

4. ISYS 203U Information Technology, 3

II. Areas of Study: 18 semester hours

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

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

MAJOR: 30 semester hours

I. Core Courses: 12 semester hours

1. ESM 300U Introduction to Emergency Services Management, 3
2. ECON 381U Public Budget and Finance, 3
3. HRM 342U People and Organizations, 3
- or
- LDSP 200U Introduction to Leadership Studies, 3
4. PBAD 338U Decision-Making in Public Administration, 3

II. Focus Courses: 15 semester hours

Select 15 semester hours from the following:

- ESM 301U Computers in Emergency Services, 3
- ESM 302U Emergency Planning, 3
- ESM 303U Research Practicum, 3
- ESM 304U Current Issues in Emergency Services Management, 3
- ESM 305U Disasters, Characteristics and Physical Impacts, 3
- ESM 306U Law and Ethics for the Emergency Services Manager, 3
- ESM 307U Managing Emergency Operations
- ESM 308U Terrorism, 3
- ESM 309U Social Dimensions of Disasters, 3
- ESM 353U Voluntary Agency Disaster Response and Recovery, 3
- ESM 398U Selected Topics, 3
- HRM 350U Training Design and Facilitation, 3
- PBRL 331U Introduction to Public Relations, 3

III. Capstone Course: 3 semester hours

- ESM 495U Integrated Emergency Services in the Community, 3

EMERGENCY SERVICES MANAGEMENT

Certificate and Post Baccalaureate Certificate in Applied Studies

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

I. Core Courses: 12 semester hours

1. ESM 300U Introduction to Emergency Services Management, 3
2. ECON 381U Public Budget and Finance, 3
3. HRM 342U People and Organizations, 3,
- or
- LDSP 200U Introduction to Leadership Studies, 3
4. PBAD 338U Decision-Making in Public Administration, 3

II. Focus Courses: 15 semester hours

Select 15 semester hours from the following:

ESM 301U	Computers in Emergency Services, 3
ESM 302U	Emergency Planning, 3
ESM 303U	Research Practicum, 3
ESM 304U	Current Issues in Emergency Services Management, 3
ESM 305U	Disasters, Characteristics and Physical Impacts, 3
ESM 306U	Law and Ethics for the Emergency Services Manager, 3
ESM 307U	Managing Emergency Operations, 3
ESM 308U	Terrorism, 3
ESM 309U	Social Dimensions of Disasters, 3
ESM 353U	Voluntary Agency Disaster Response and Recovery, 3
ESM 398U	Selected Topics, 3
HRM 350U	Training Design and Facilitation, 3
PBRL 331U	Introduction to Public Relations, 3

III. Capstone Course: 3 semester hours

ESM 495U	Integrated Emergency Services in the Community, 3
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* Post Baccalaureate candidates may transfer in up to six hours (two courses) of degree-related coursework.

EMERGENCY SERVICES MANAGEMENT

Certificate in Crisis Management (ONLINE ONLY)

The Certificate in Crisis Management is designed for online Internet delivery with a focus on courses of specific interest to emergency managers and business continuity professionals.

REQUIRED: 30 semester hours [candidates may transfer in up to six hours (two courses) of degree-related coursework.]

Select 30 semester hours from the following focus courses:

ESM 199U	Emerging Knowledge and Technologies in the Emergency Services, 1
ESM 300U	Introduction to Emergency Services Management, 3
ESM 301U	Computers in Emergency Services, 3
ESM 302U	Emergency Planning, 3
ESM 303U	Research Practicum, 3
ESM 304U	Current Issues in Emergency Services Management, 3
ESM 305U	Disasters, Characteristics and Physical Impacts, 3
ESM 306U	Law and Ethics for the Emergency Services Manager, 3
ESM 307U	Managing Emergency Operations, 3
ESM 308U	Terrorism, 3
ESM 309U	Social Dimensions of Disaster, 3
ESM 351U	Internship in the Emergency Services, 3
ESM 352U	Internship in the Emergency Services, 3
ESM 353U	Voluntary Agency Disaster Response and Recovery, 3

EMERGENCY SERVICES MANAGEMENT**Minor (18 hours)**

- I. Required: 12 semester hours
1. ESM 300U Introduction to Emergency Services Management, 3
 2. ESM 302U Emergency Planning, 3
 3. ESM 305U Disaster, Characteristics and Physical Impacts, 3
 4. ESM 307U Managing Emergency Operations, 3
- II. Electives: 6 semester hours
- Select 6 semester hours from the following:*
- | | |
|-----------|--|
| ESM 301U | Computers in Emergency Services, 3 |
| ESM 303U | Research Practicum, 3 |
| ESM 304U | Current Issues in Emergency Services Management, 3 |
| ESM 306U | Law and Ethics for the Emergency Services Manager, 3 |
| ESM 353U | Voluntary Agency Disaster Response and Recovery, 3 |
| ESM 495U | Integrated Emergency Services in the Community, 3 |
| HRM 350U | Training Design and Facilitation, 3 |
| PBRL 331U | Introduction to Public Relations, 3 |

HUMAN RESOURCE MANAGEMENT**Bachelor of Applied Studies**

Managing people and processes has become an essential skill for today's worker across most professions and across all levels of the organization. The BAS in Human Resource Management is designed for students with a specific interest in the dynamic field of people relations and management. The general focus of this program is to develop strong interpersonal skills as well as a thorough grounding in HRM procedures, training, federal regulations and law. The HRM major meets the need of current HRM practitioners as well as those interested in entering this profession.

No more than 30 business hours may be included in the 120 semester hours for the Bachelor of Applied Studies degree. (A student may transfer in no more than 60 hours.)

GENERAL EDUCATION: 45 semester hours**English 100U/101U and English 102U must be completed within the first 13 semester hours of the program.**

- I. Communication Skills: 13 semester hours
- 1 ENGL100U/101U The Research Process/Composition, 1/3
 - 2 ENGL 102U Professional Communication, 3
 - 3 SPCH 105U Interpersonal Communication, 3
 - 4 ISYS 203U Information Technology, 3
- II. Areas of Study: 33 semester hours
- Thirty-three semester hours distributed over the following six areas of study but no more than 12 semester hours from any one area.*
1. History
 2. Literature
 3. Natural Sciences
 4. Social Sciences and Cultural Studies
 5. Math and/or Logic
 6. The Arts

GENERAL DISTRIBUTION: 45 semester hours

The following non business courses are strongly recommended as General Distribution courses for Human Resource Management majors:

ADED 301U	The Adult Learning Process, 3
ADED 302U	The Consultant, 3
ADED 306U	Skills for Lifelong Learning, 3
HUM 208U	Career and Life Development, 3
HUM 212U	Applied Ethics, 3
LDSP 200U	Introduction to Leadership Studies, 3
LDSP 302U	Leadership and Ethical Action and the Law, 3
LDSP 303U	Skills for Leading Individuals, 3
PSYC 305U	Stress and Its Management, 3
SPCH 206U	Group Communication, 3
SPCH 222U	Business and Professional Speech, 3
SPCH 340U	Cross-Cultural Communications, 3

MAJOR: 30 semester hours

I. Core Courses: 12 semester hours

1. ACCT 300U Accounting for Non-Accountants, 3
2. MGMT 341U Principles of Management, 3
3. MKT 321U Principles of Marketing, 3
4. HRM 343U HR/Personnel Management, 3

II. Focus Courses: 18 semester hours

Select 15 semester hours from the following:

HRM 345U	Organizational Development, 3
HRM 348U	Application of Critical Human Resource Issues, 3
HRM 349U	Contemporary Issues in Human Resource Management, 3
HRM 350U	Training Design and Facilitation, 3
HRM 352U	Quality Management and Process Improvement, 3
HRM 354U	Compensation and Benefits, 3
HRM 360U	HR in IT World, 3
HRM 398U	Selected Topics, 3
PSYC 327U	Industrial Psychology, 3
PSYC 328U	Personnel Psychology, 3
LAW 322U	Survey of Personnel Law, 3

III. Capstone Course: 3 semester hours

HRM 495U	Capstone Seminar in Human Resource Management, 3
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HUMAN RESOURCE MANAGEMENT**Associate in Applied Studies**

The Associate in Applied Science requires 60 semester hours, 30 of which must be taken in the School of Continuing Studies.

GENERAL EDUCATION: 30 semester hours

English 100U/101U and English 102U must be completed within the first 13 semester hours of the program.

I. Communication Skills: 13 semester hours

1. ENGL100U/101U The Research Process/Composition, 1/3
2. ENGL 102U Professional Communication, 3
3. SPCH 105U Interpersonal Communication, 3
4. ISYS 203U Information Technology, 3

II. Areas of Study: 18 semester hours

Eighteen semester hours from the following areas of study but no more than 12 semester hours from any one area and at least four different areas must be represented.

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

MAJOR: 30 semester hours

I. Core Courses: 12 semester hours

1. ACCT 300U Accounting for Non-Accountants, 3
2. MGMT 341U Principles of Management, 3
3. MKT 321U Principles of Marketing, 3
4. HRM 343U HR/Personnel Management, 3

II. Focus Courses: 15 semester hours

Select 15 semester hours from the following:

- | | |
|-----------|---|
| HRM 345U | Organizational Development, 3 |
| HRM 348U | Application of Critical Human Resource Issues, 3 |
| HRM 349U | Contemporary Issues in Human Resource Management, 3 |
| HRM 350U | Training Design and Facilitation, 3 |
| HRM 352U | Quality Management and Process Improvement, 3 |
| HRM 354U | Compensation and Benefits, 3 |
| HRM 360U | HR in IT World, 3 |
| HRM 398U | Selected Topics, 3 |
| PSYC 327U | Industrial Psychology, 3 |
| PSYC 328U | Personnel Psychology, 3 |
| LAW 322U | Survey of Personnel Law, 3 |

III. Capstone Course: 3 semester hours

- | | |
|----------|--|
| HRM 495U | Capstone Seminar in Human Resource Management, 3 |
|----------|--|

HUMAN RESOURCE MANAGEMENT

Certificate and Post Baccalaureate Certificate in Applied Studies

REQUIRED: 30 semester hours*

I. Core Courses: 12 semester hours

1. ACCT 300U Accounting for Non-Accountants, 3
2. MGMT 341U Principles of Management, 3
3. MKT 321U Principles of Marketing, 3
4. HRM 343U HR/Personnel Management, 3

II. Focus Courses: 15 semester hours

Select 15 semester hours from the following:

- | | |
|----------|---|
| HRM 345U | Organizational Development, 3 |
| HRM 348U | Application of Critical Human Resource Issues, 3 |
| HRM 349U | Contemporary Issues in Human Resource Management, 3 |
| HRM 350U | Training Design and Facilitation, 3 |
| HRM 352U | Quality Management and Process Improvement, 3 |
| HRM 354U | Compensation and Benefits, 3 |
| HRM 360U | HR in IT World, 3 |
| HRM 398U | Selected Topics, 3 |

- | | |
|-----------|--------------------------------|
| PSYC 327U | Industrial Psychology, 3 |
| PSYC 328U | Personnel Psychology, 3 |
| LAW 322U | Survey of Personnel Law, 3 |
| LDSP 303U | Skills for Leading Individuals |
- III. Capstone Course: 3 semester hours
- | | |
|----------|--|
| HRM 495U | Capstone Seminar in Human Resource Management, 3 |
|----------|--|
- * Post Baccalaureate candidates may transfer in up to six hours (two courses) of degree-related coursework.

HUMAN RESOURCE MANAGEMENT

Minor (18 hours)

- | | |
|-----------|---|
| HRM 343U | HR/Personnel Management, 3 |
| HRM 345U | Organizational Development, 3 |
| HRM 352U | Quality Management and Process Improvement, 3 |
| HRM 354U | Compensation and Benefits, 3 |
| PSYC 327U | Industrial Psychology, 3 |
| LDSP 303U | Skills for Leading Individuals, 3 |

INFORMATION SYSTEMS

Bachelor of Applied Studies

The explosion in information technology has transformed today's workplace and created incredible opportunities for professionals in the field of information management. The Information Systems major is designed to educate students and train them in the development and implementation of information technologies. Students who complete this program are equipped with a conceptual understanding and technical knowledge needed to become successful and more aware of the larger issues surrounding the application of information technology. Oral and written communication skills, math skills, and analytical skills are emphasized.

No more than 30 business hours may be included in the 120 semester hours for the Bachelor of Applied Studies degree.

(A student may transfer in no more than 60 hours.)

GENERAL EDUCATION: 45 semester hours

English 100U/101U and English 102U must be completed within the first 13 semester hours of the program.

- I. Communication Skills: 13 semester hours
- | | |
|------------------|---------------------------------------|
| 1. ENGL100U/101U | The Research Process/Composition, 1/3 |
| 2. ENGL 102U | Professional Communication, 3 |
| 3. SPCH 105U | Interpersonal Communication, 3 |
| 4. ISYS 203U | Information Technology, 3 |
- II. Areas of Study: 33 semester hours
- Thirty-three semester hours distributed over the following six areas of study but no more than 12 semester hours from any one area.*
1. History
 2. Literature
 3. Natural Sciences
 4. Social Sciences and Cultural Studies
 5. Math and/or Logic (Math 103U is strongly recommended for ISYS majors)
 6. The Arts

GENERAL DISTRIBUTION: 45 semester hours

Selected from courses across the curriculum. No more than 21 business hours may be included in this section.

MAJOR: 30 semester hours

I. Core Courses: 9 semester hours

1. ACCT 300U Accounting for Non-Accountants, 3
2. MGMT 341U Principles of Management, 3
3. MKT 321U Principles of Marketing, 3

II. Focus Courses: 18 semester hours

The following course is recommended prior to taking the focus courses and may be used under General Distribution:

ISYS 201U Software Tools for Communication and Research, 3

Select 18 semester hours from the following:

- ISYS 202U Software Tools for Data Management and Analysis, 3
- ISYS 204U Hardware and Operating Systems, 3
- ISYS 205U Introduction to Problem-Solving with Programming, 3
- ISYS 300U Computer Programming in C++, 3
- ISYS 301U Telecommunications, 3
- ISYS 302U Local Area Networks, 3
- ISYS 303U Visual Basic Programming, 3
- ISYS 304U Computer Programming in COBOL, 3
- ISYS 306U Systems Analysis and Design, 3
- ISYS 307U Information Technology Evaluation and Selection, 3
- ISYS 308U Managing in an Information Age, 3
- ISYS 310U Advanced Computer Programming in C++, 3
- ISYS 311U Database Design, 3
- ISYS 360U Electronic Commerce on the Internet, 3
- ISYS 398U Selected Topics, 3

III. Capstone Course: 3 semester hours

ISYS 495U Directed Study and Senior Seminar, 3

I N F O R M A T I O N S Y S T E M S

Associate in Applied Studies

GENERAL EDUCATION: 30 semester hours

English 100U/101U and English 102U must be completed within the first 13 semester hours of the program.

I. Communication Skills: 13 semester hours

1. ENGL100U/101U The Research Process/Composition, 1/3
2. ENGL 102U Professional Communication, 3
3. SPCH 105U Interpersonal Communication, 3
4. ISYS 203U Information Technology, 3

II. Areas of Study: 18 semester hours

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

1. History
2. Literature
3. Natural Sciences
4. Social Sciences and Cultural Studies

5. Math and/or Logic (Math 103U is strongly recommended for ISYS majors.)
6. The Arts

MAJOR: 30 semester hours

I. Core Courses: 9 semester hours

1. ACCT 300U Accounting for Non-Accountants, 3
2. MGMT 341U Principles of Management, 3
3. MKT 321U Principles of Marketing, 3

II. Focus Courses: 18 semester hours

The following course is recommended prior to taking the focus courses and may be used under General Distribution (It will not count in the Associates Degree.)

- ISYS 201U Software tools for Communication and Research, 3

Select 18 semester hours from the following:

- ISYS 202U Software Tools for Data Management and Analysis, 3
 ISYS 204U Hardware and Operating Systems, 3
 ISYS 205U Introduction to Problem-Solving with Programming, 3
 ISYS 300U Computer Programming in C++, 3
 ISYS 301U Telecommunications, 3
 ISYS 302U Local Area Networks, 3
 ISYS 303U Visual Basic Programming, 3
 ISYS 304U Computer Programming in COBOL, 3
 ISYS 306U Systems Analysis and Design, 3
 ISYS 307U Information Technology Evaluation and Selection, 3
 ISYS 308U Managing in an Information Age, 3
 ISYS 310U Advanced Computer Programming in C++, 3
 ISYS 311U Database Design, 3
 ISYS 360U Electronic Commerce on the Internet, 3
 ISYS 398U Selected Topics, 3

III. Capstone Course: 3 semester hours

- ISYS 495U Directed Study and Senior Seminar, 3

INFORMATION SYSTEMS

Certificate and Post Baccalaureate Certificate in Applied Studies

REQUIRED: 30 semester hours *

I. Core Courses: 9 semester hours

- ISYS 201 U Software Tools for Communication and Research, 3
 or
 ISYS 202U Software Tools for Data Management and Analysis, 3
 ISYS 203U Information Technology, 3
 ISYS 204U Hardware and Operating Systems, 3

II. Focus Courses: 21 semester hours

Select 18 semester hours from the following:

- ISYS 205U Introduction to Problem-Solving with Programming, 3
 ISYS 300U Computer Programming in C++, 3
 ISYS 301U Telecommunications, 3
 ISYS 302U Local Area Networks, 3
 ISYS 303U Visual Basic Programming, 3
 ISYS 304U Computer Programming in COBOL, 3
 ISYS 306U Systems Analysis and Design, 3
 ISYS 307U Information Technology Evaluation and Selection, 3
 ISYS 308U Managing in an Information Age, 3

ISYS 310U	Advanced Computer Programming in C++, 3
ISYS 311U	Database Design, 3
ISYS 360U	Electronic Commerce on the Internet, 3
ISYS 398U	Selected Topics, 3

III. Capstone Course: 3 semester hours

ISYS 495U	Directed Study and Senior Seminar, 3
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* Post Baccalaureate candidates may transfer in up to six hours (two courses) of degree-related coursework.

INFORMATION SYSTEMS

Minor (18 hours)

Select 18 semester hours from the following:

ISYS 202U	Software Tools for Data Management and Analysis, 3
ISYS 204U	Hardware and Operating Systems, 3
ISYS 205U	Introduction to Problem-Solving with Programming, 3
ISYS 300U	Computer Programming in C++, 3
ISYS 301U	Telecommunications, 3
ISYS 302U	Local Area Networks, 3
ISYS 303U	Visual Basic Programming, 3
ISYS 304U	Computer Programming in COBOL, 3
ISYS 306U	Systems Analysis and Design, 3
ISYS 307U	Information Technology Evaluation and Selection, 3
ISYS 308U	Managing in an Information Age, 3
ISYS 310U	Advanced Computer Programming in C++, 3
ISYS 311U	Database Design, 3
ISYS 360U	Electronic Commerce on the Internet, 3
ISYS 398U	Selected Topics, 3

LEADERSHIP STUDIES

Certificate and Post Baccalaureate Certificate in Applied Studies

REQUIRED: 33 semester hours *

I. Core Courses: 18 semester hours

LDSP 200U	Introduction to Leadership Studies, 3
LDSP 301U	Leadership and Organizational Culture, 3
LDSP 302U	Leadership and Ethical Action and the Law, 3
LDSP 303U	Skills for Leading Individuals, 3
LDSP 304U	Leading Groups, 3
LDSP 305U	Leading Change, 3

II. Focus Courses: 12 semester hours

Select 12 semester hours from the following:

HRM 342U	People and Organizations, 3
or	
HRM 345U	Organizational Development, 3
HRM 350U	Training Design and Facilitation, 3
HRM 352U	Quality Management and Process Improvement, 3
HRM 398U	Selected Topics, 3
HUM 312U	Introduction to Future Studies, 3
HUM 340U	Effective Helping Skills, 3
LDSP 398U	Selected Topics, 3

MGMT 341U	Principles of Management, 3
PLSC 205U	Introduction to American Government, 3
PSYC 327U	Industrial and Organizational Psychology, 3
PBAD 338U	Decision-Making in Public Administration, 3
PBRL 331U	Introduction to Public Relations, 3
SPCH 222U	Business and Professional Speech, 3
SPCH 340U	Cross-Cultural Communications, 3

III. Capstone Seminar: 3 semester hours

LDSP 495U	Philosophy of Professional Leadership
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* Post Baccalaureate candidates may transfer in up to six hours (two courses) of degree-related coursework.

LEADERSHIP STUDIES

Minor (18 hours)

LDSP 200U	Introduction to Leadership Studies, 3
LDSP 301U	Leadership and Organizational Culture, 3
LDSP 302U	Leadership and Ethical Action and the Law, 3
LDSP 303U	Skills for Leading Individuals, 3
LDSP 304U	Leading Groups, 3
LDSP 305U	Leading Change, 3

LIBERAL ARTS

Bachelor of Liberal Arts

The Bachelor of Liberal Arts (BLA) is designed for the student who is interested in studying in the general humanities or social sciences areas. It requires 24 semester hours with certain courses in Communication Skills along with a choice of courses in specific Areas of Study, a series of courses across the curriculum, and certain core and focus courses in the major. The specific major is designed by the student, in consultation with an advisor, to reflect a specific focus. (A student may transfer in no more than 60 hours.)

GENERAL EDUCATION: 45 semester hours

English 100U/101U and English 102U must be completed within the first 13 semester hours of the program.

I. Communication Skills: 13 semester hours

1. ENGL100U/101U The Research Process/Composition, 1/3
2. ENGL 102U Professional Communication, 3
3. SPCH 105U Interpersonal Communication, 3
4. ISYS 203U Information Technology, 3

II. Areas of Study: 33 semester hours

Thirty-three semester hours distributed over the following six areas of study but no more than 12 semester hours from any one area.

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

GENERAL DISTRIBUTION: 45 semester hours

Selected from all courses across the curriculum but no more than 30 business hours may be included in the 120 semester hours for the Bachelor of Liberal Arts degree.*

THE LIBERAL ARTS MAJOR: 30 semester hours

I. Core Courses: 12 semester hour

1. HUM 309U-310U Survey of the Western Tradition in the Humanities I-II, 3-3
2. SA 301U-302U Social Analysis I-II, 3-3

II. Focus Courses: 18 semester hours

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

LIBERAL ARTS

Associate in Liberal Arts

The Associate in Liberal Arts requires 60 semester hours of approved academic credit. Thirty hours must be in general education courses in Communication Skills and Areas of Study. The remaining 30 semester hours must be in the major area. The core area within the major requires four courses: HUM 309U, HUM 310U, SA 301U, and SA 302U. The focus area of the major requires 18 semester hours in the Humanities and Social Sciences with at least 12 semester hours at the 300 level.

GENERAL EDUCATION: 30 semester hours

English 100U/101U and English 102U must be completed within the first 13 semester hours of the program.

I. Communication Skills: 13 semester hours

1. ENGL100U/101U The Research Process/Composition, 1/3
2. ENGL 102U Professional Communication, 3
3. SPCH 105U Interpersonal Communication, 3
4. ISYS 203U Information Technology, 3

II. Areas of Study: 18 semester hours

Eighteen semester hours from the following areas of study. At least four different areas must be represented.

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

THE LIBERAL ARTS MAJOR: 30 semester hours

I. Core Courses: 12 semester hours

1. HUM 309U-310U Survey of the Western Tradition in the Humanities I-II, 3-3
2. SA 301U-302U Social Analysis I-II, 3-3

II. Focus Courses: 18 semester hours

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

LIBERAL ARTS**Certificate and Post Baccalaureate in Liberal Arts**

The Certificate in Liberal Arts requires 30 semester hours of approved academic credit and is designed for students wishing to enhance their general educational level. The student must complete 18 semester hours in the focus courses with at least 12 hours at the 300 level. Up to six semester hours may be accepted from approved transfer work. *A student with no prior college is required to take English 100U/101U.*

Bachelor of Liberal Arts Focus Areas

You may design a “focus area” in the major to meet your needs in consultation with your advisor. To assist you in planning your program, we have outlined below typical focus areas. These are composed of recommended courses, optional electives and prerequisites where appropriate.

Focus on Anthropology/Archaeology*

ANTH 205U	Introduction to Cultural Anthropology
ANTH 301U	North American Indians
ANTH 398U	Selected Topics in Anthropology
ARCH 300U	Archaeology of Ancient Civilizations
ARCH 301U	Archaeology of Egypt and Mesopotamia
ARCH 305U	Images of the Past: Introduction to Archaeology
ARCH 398U	Selected Topics in Archaeology

Focus on Art*

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 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 318U	Twentieth-Century Art
HUM 316U	The Age of Jefferson

Focus on Communications*

SPCH 101U	Principles of Speech Communication
SPCH 206U	Group Communication
SPCH 222U	Business and Professional Speech
SPCH 340U	Cross-Cultural Communications
PBRL 331U	Introduction to Public Relations
HUM 300U	Mediation of Interpersonal Conflicts
HUM 340U	Effective Helping Skills

Focus on History*

HIST 105U-106U	Ideas and Institutions of Western Civilization
HIST 205U	The United States to 1865
HIST 206U	The United States Since 1865
HIST 300U	Women and the American Experience
HIST 301U	Women in European Civilization
HIST 305U	Richmond Across Three Centuries
HIST 307U	Social and Cultural History of Virginia
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 314U	Modern South Africa
HIST 316U	The New South
HIST 317U	The Old South
HIST 318U	The Trans-Atlantic World in the Nineteenth Century
HUM 316U	The Age of Jefferson

Focus on Literature*

ENGL 206U	Selected Readings in American Literature
ENGL 207U	Literature and Human Issues
ENGL 222U	Short Fiction
ENGL 225U	Western World Masterpieces
ENGL 229U	The Modern Novel
ENGL 230U	Women in Modern Literature
ENGL 325U	All the World's A Stage
ENGL 330U	Survey of American Literature
ENGL 331U	Twentieth-Century American Literature
ENGL 334U	Literature of the South
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 346U	To Go on Pilgrimage

Focus on Psychology*

PSYC 101U	Introductory Psychology
PSYC 190U	Child Psychology
PSYC 222U	Motivation and Emotion
PSYC 230U	Psychology of Women
PSYC 300U	Principles of Psychological Measurements
PSYC 305U	Stress and Its Management
PSYC 313U	Social Psychology
PSYC 327U	Industrial Psychology
PSYC 328U	Personnel Psychology
PSYC 337U	Psychological Development Across the Life Cycle
SOC 305U	Deviance
SOC 322U	Collective Behavior
HUM 301U	Intimate Relationships
HUM 308U	The Contemporary Family

Focus on Sociology*

SOC 101U	Introduction to Sociology
SOC 305U	Deviance
SOC 322U	Collective Behavior
SOC 324U	Sociology of Law
SOC 328U	Social Gerontology
SOC 342U	Dying, Death and Grief
SOC 309	Social Problems
SOC 316	Race and Ethnicity in America
SOC 398U	Selected Topics
HUM 308U	The Contemporary Family
HUM 340U	Effective Helping Skills
ANTH 205U	Introduction to Cultural Anthropology

Focus on Women's Studies*

ART 328U	Women in the Arts
ENGL 230U	Women in Modern Literature
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
HUM 302U	Women and Culture
HUM 308U	The Contemporary Family
HUM 398U	Selected Topics: Gender in Cross-Cultural Perspective Black Women Writers
LAW 310U	Women and the Law
PSYC 230U	Psychology of Women
WMST 201U	Self and Society
WMST 303	Women in Television: Representations, Images, and Stereotypes

*NOTE: Any course in this subject area offered in the Evening School or Summer School may be used in this focus area. Courses not designated with a "U" are offered through School of Arts and Sciences.

PARALEGAL STUDIES

Bachelor of Applied Studies

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

No more than 30 business hours may be included in the 120 semester hours for the Bachelor of Applied Studies degree. (A student may transfer in no more than 60 hours.)

GENERAL EDUCATION: 45 semester hours

English 100U/101U and English 102U must be completed within the first 13 semester hours of the program.

- I. Communication Skills: 13 semester hours
 - 1. ENGL100U/101U The Research Process/Composition, 1/3
 - 2. ENGL 102U Professional Communication, 3
 - 3. SPCH 105U Interpersonal Communication, 3
 - 4. ISYS 203U Information Technology, 3

II. Areas of Study: 33 semester hours

Thirty-three semester hours distributed over the following six areas of study but no more than 12 semester hours from any one area.

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

GENERAL DISTRIBUTION: 39 semester hours

Selected from courses across the curriculum. No more than 30 business hours may be included in this section.

The following courses are strongly recommended as General Distribution courses for paralegal studies majors:

ACCT 301U-302U	Fundamentals of Accounting, 3-3
ACCT 317U	Tax Accounting, 3
ECON 201U-202U	Principles of Economics, 3
MGMT 341U	Principles of Management, 3

MAJOR: 36 semester hours

I. Core Courses: 15 semester hours

LA 301U	Introduction to Paralegalism, 3
LA 302U	The Judicial System, 3
LA 303U	Legal Research and Library Use, 3
LA 304U	Legal Writing, 3
LA 306U	Litigation I, 3

II. Focus Courses: 18 semester hours

Select 18 semester hours from the following:

LA 307U	Corporate Law, 3
LA 308U	Estate Planning, 3
LA 309U	Administration of Decedents' Estates, 3
LA 310U-311U	Real Estate, 3
LA 312U	Domestic Relations, 3
LA 313U	Litigation II, 3
LA 314U	Creditors' Rights and Bankruptcy, 3
LA 315U	Torts, 3
LA 316U	Contract Law, 3
LA 318U	Administrative Law, 3
LA 320U	Environmental Law, 3
LA 321U	Criminal Law, 3
LA 398U	Selected Topics, 3

III. Capstone Course: 3 semester hours

LA 495U	Paralegal Studies Senior Seminar, 3
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PARALEGAL STUDIES**Associate in Applied Studies****GENERAL EDUCATION: 24 semester hours**

English 100U/101U and English 102U must be completed within the first 13 semester hours of the program.

I. Communication Skills: 13 semester hours

1. ENGL100U/101U The Research Process/Composition, 1/3
2. ENGL 102U Professional Communication, 3
3. SPCH 105U Interpersonal Communication, 3
4. ISYS 203U Information Technology, 3

II. Areas of Study: 12 semester hours

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

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

MAJOR: 36 semester hours

I. Core Courses: 15 semester hours

- | | |
|---------|-----------------------------------|
| LA 301U | Introduction to Paralegalism, 3 |
| LA 302U | The Judicial System, 3 |
| LA 303U | Legal Research and Library Use, 3 |
| LA 304U | Legal Writing, 3 |
| LA 306U | Litigation I, 3 |

II. Focus Courses: 18 semester hours

Select 18 semester hours from the following:

- | | |
|--------------|---|
| LA 307U | Corporate Law, 3 |
| LA 308U | Estate Planning, 3 |
| LA 309U | Administration of Decedents' Estates, 3 |
| LA 310U-311U | Real Estate, 3 |
| LA 312U | Domestic Relations, 3 |
| LA 313U | Litigation II, 3 |
| LA 314U | Creditors' Rights and Bankruptcy, 3 |
| LA 315U | Torts, 3 |
| LA 316U | Contract Law, 3 |
| LA 318U | Administrative Law, 3 |
| LA 320U | Environmental Law, 3 |
| LA 321U | Criminal Law, 3 |
| LA 398U | Selected Topics, 3 |

III. Capstone Course: 3 semester hours

- | | |
|---------|-------------------------------------|
| LA 495U | Paralegal Studies Senior Seminar, 3 |
|---------|-------------------------------------|

PARALEGAL STUDIES

Certificate and Post Baccalaureate Certificate in Applied Studies

MAJOR: 36 semester hours *

I. Core Courses: 15 semester hours

LA 301U	Introduction to Paralegalism, 3
LA 302U	The Judicial System, 3
LA 303U	Legal Research and Library Use, 3
LA 304U	Legal Writing, 3
LA 306U	Litigation I, 3

II. Focus Courses: 18 semester hours

Select 18 semester hours from the following:

LA 307U	Corporate Law, 3
LA 308U	Estate Planning, 3
LA 309U	Administration of Decedents' Estates, 3
LA 310U-311U	Real Estate, 3
LA 312U	Domestic Relations, 3
LA 313U	Litigation II, 3
LA 314U	Creditors' Rights and Bankruptcy, 3
LA 315U	Torts, 3
LA 316U	Contract Law, 3
LA 318U	Administrative Law, 3
LA 320U	Environmental Law, 3
LA 321U	Criminal Law, 3
LA 398U	Selected Topics, 3

III. Capstone Course: 3 semester hours

LA 495U	Paralegal Studies Senior Seminar, 3
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*Post Baccalaureate degree candidates may transfer in up to six hours (two courses) of degree related coursework.

PARALEGAL STUDIES

Minor (18 hours)

I. Core Courses: 12 semester hours

LA 301U	Introduction to Paralegalism, 3
LA 302U	The Judicial System, 3
LA 303U	Legal Research and Library Use, 3
LA 304U	Legal Writing, 3

II. Focus Courses: 6 semester hours

Select 6 semester hours from the following:

LA 306U	Litigation I, 3
LA 307U	Corporate Law, 3
LA 308U	Estate Planning, 3
LA 309U	Administration of Decedents' Estates, 3
LA 310U-311U	Real Estate, 3
LA 312U	Domestic Relations, 3
LA 313U	Litigation II, 3
LA 314U	Creditors' Rights and Bankruptcy, 3
LA 315U	Torts, 3
LA 316U	Contract Law, 3
LA 318U	Administrative Law, 3

LA 320U	Environmental Law, 3
LA 321U	Criminal Law, 3
LA 398U	Special Topics, 3
LA 495U	Paralegal Studies Senior Seminar, 3

*NOTE: The Certified Legal Assistant (CLA) exam may be taken after a student has completed:
An associate degree in paralegal studies; or
A Post Baccalaureate certificate program in paralegal studies; or
A paralegal program which consists of a minimum of 60 semester hours
of which at least 15 semester hours are substantive legal courses.*

RETAIL MANAGEMENT

Certificate and Post Baccalaureate Certificate in Applied Studies

Required: 30 hours (following sequence recommended)

ENGL 104U	Professional Communication in a Retail Environment, 3
RTMT 300U	Managing in the Retail Environment, 3
ISYS 201U	Software Tools for Communication and Research, 3
RTMT 320U	Relationship Marketing, 3
LAW 300U	Business Law, 3
LDSP 305U	Leading Change, 3
RTMT 310U	Retail Information Systems, 3
HRM 342U	People and Organizations, 3
RTMT 330U	Financial Management in the Retail Sector, 3
RTMT 395U	Strategic Retailing, 3

RETAIL MANAGEMENT

Minor (18 hours)

RTMT 300U	Managing in the Retail Environment, 3
RTMT 310U	Retail Information Systems, 3
RTMT 320U	Relationship Marketing, 3
RTMT 330U	Financial Management in the Retail Sector, 3
RTMT 395U	Strategic Retailing, 3
LAW 300U	Business Law, 3

TRANSPORTATION AND LOGISTICS MANAGEMENT

Certificate and Post Baccalaureate Certificate in Applied Studies

MAJOR: 30 semester hours *

I. Core Courses: 9 semester hours

ACCT 300U	Accounting for Non-Accountants, 3
MGMT 341U	Principles of Management, 3
HRM 343U	HR/Personnel Management, 3

II. Focus Courses: 21 semester hours

Select 21 semester hours from the following:

PBAD 338U	Decision-Making in Public Administration, 3
PSYC 327U	Industrial Psychology, 3
TRAN 316U	Freight Loss and Damage Claims, 3
TRAN 351U	Principles of Transportation, 3

TRAN 352U	Industrial Traffic Management, 3
TRAN 353U	Carrier Management, 3
TRAN 354U	Logistics Management, 3
TRAN 358U	Export/Import Management, 3
TRAN 360U	Current Issues in Transportation, 3
TRAN 361U	Transportation Law and Regulations
TRAN 370U	Logistic Systems
ISTY 249U	International Studies/Global Economics

*Post Baccalaureate degree candidates may transfer in up to 6 hours (2 courses) of degree related coursework.

TRANSPORTATION AND LOGISTICS MANAGEMENT

Minor (18 hours)

I. Core Courses: 12 semester hours

TRAN 351U	Principles of Transportation, 3
TRAN 352U	Industrial Traffic Management, 3
TRAN 353U	Carrier Management, 3
TRAN 354U	Logistics Management, 3

II. Elective Courses: 6 semester hours

Select 6 semester hours from the following:

TRAN 316U	Freight Loss and Damage Claims, 3
TRAN 358U	Export/Import Management, 3
TRAN 360U	Current Issues in Transportation, 3
TRAN 361U	Transportation Law and Regulations, 3
TRAN 370U	Logistic Systems, 3
ISTY 249U	International Studies/Global Economics, 3

NOTE: In all programs, no more than 30 credit hours may be earned in Business subjects. Included in that designation are all courses with an Accounting, Finance, Marketing, and Management prefix. Additionally, no more than 60 hours may transfer in for the Bachelor degree, or 30 hours for the Associate degree or 6 hours in the Certificate programs.

COURSE DESCRIPTIONS

Accounting (ACCT)

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

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

314U-315U Intermediate Accounting. Intensive analysis of assets, liabilities, and owners' equity accounts; preparation, analysis, and interpretation of financial statements. *3-3 sem. hrs.*

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

398U Selected Topics. *3 sem. hrs.*

399U Independent Study. *1-3 sem. hrs.*

Adult Education (ADED)

200U Strategies of Adult Independent Learning. Foundations of liberal education explored; students examine basic concepts of self-directed learning. Students attend eight class meetings and conduct independent audit of their prior learning. Required for students planning to request credit under the Strategy for Adult Independent Learning Program (SAIL). *Prerequisite:* a minimum of 12 sem. hrs. completed in the School of Continuing Studies. *3 sem. hrs.*

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

301U The Adult Learning Process. Explores strengths, differences and experiences adult learners bring to classroom. Topics include barriers to learning, motivation, learning theories, and characteristics of adult learners. Provides strong foundation for teachers and trainers of adults as well as adult student. *3 sem. hrs.*

302U The Consultant. Examines many components of consulting process. Topics include client-consultant relationship, multiple roles and functions of consultant, external and internal interventions and stages of consulting process. Ethical issues for consultants covered. *3 sem. hrs.*

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

350U Training Design and Facilitation. (See HRM 350U). *3 sem. hrs.*

398U Selected Topics. *3 sem. hrs.*

399U Independent Study. *1-3 sem. hrs.*

American Sign Language (ASL)

100U American Sign Language. Designed to introduce students to rich and complex language of the Deaf Community. Focuses on basic elements and structure of ASL along with exploration of cultural aspects of the Deaf Community as appropriate. *3 sem. hrs.*

Anthropology (ANTH)

205U Introduction to Cultural Anthropology. Evolution of culture from hunting/gathering bands to modern industrial states. Cross-cultural perspective on social structure, religion, economy, and politics. *3 sem. hrs.*

301U North American Indians. 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 South-eastern kingdoms and confederacies. Daily life before European contact discussed, along with what happened when cultures clashed. *3 sem. hrs.*

398U Selected Topics. *1-3 sem. hrs.*

Archaeology (ARCH)

300U Archaeology of Ancient Civilizations. The rise and fall of ancient civilizations through archaeological investigations. *3 sem. hrs.*

301U Archaeology of Egypt and Mesopotamia. Exploration of these two ancient cultures from anthropology perspective. Includes chronological and thematic elements such as art, ritual, social organization, and daily life; explores how knowledge of these cultures helps us understand aspects of modern world. *3 sem. hrs.*

303U Archaeology of the Holy Land. Explores archaeology of lands that gave birth to three of world's major religions. Focus on early cultures in near East and rise of tribal and state societies, such as Israelites and neighbors Mesopotamia and Assyria. Student initiative required. Preference given to students with previous course in archaeology or anthropology, or students with strong interest. *Prerequisite:* Departmental Approval. *3 sem. hrs.*

305U Images of the Past: Introduction to Archaeology. 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. *3 sem. hrs.*

398U Selected Topics. *3 sem. hrs.*

399U Independent Study. *1-3 sem. hrs.*

Art (ART)

208U Techniques and Aesthetics of Photography. 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. *3 sem. hrs.*

209U Photography as Art. Basic black and white darkroom techniques emphasizing development of aesthetic sensibilities. History of photography through exposure to work of past and contemporary photographers. (Adjustable camera required.) *3 sem. hrs.*

212U Art Appreciation. Introduction to the arts, designed to broaden students' background. *3 sem. hrs.*

225U History of French Art and Architecture. French art and architecture from Romanesque to modern period, specifically styles from early ninth century to 20th century. *3 sem. hrs.*

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

313U American Art: Colonial to 1890. North American art from colonial beginnings. Folk art and crafts, regionalism, romanticism. *3 sem. hrs.*

314U American Art: 1890 to Present. From 1890s through present day, course includes regionalism, abstract expressionist pop art, and contemporary trends. *3 sem. hrs.*

315U Art of the Renaissance. Italian and Northern Renaissance Art. *3 sem. hrs.*

317U Nineteenth-Century Art. Major art trends during 19th century. *3 sem. hrs.*

318U Twentieth-Century Art. Major movements and developments on Continent through current United States trends. *3 sem. hrs.*

300U Color Photography. 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. *3 sem. hrs.*

320U Great American Landscapes. Nineteenth- and twentieth-century American artists' interpretations of landscape theme. Emphasis on Winslow Homer and American impressionists. Required field trips. Seminar format with limited enrollment. *3 sem. hrs.*

324U Impressionism, Post Impressionism. Major European impressionists and post impressionists from 1860-1900. *3 sem. hrs.*

326U Baroque: Art in the Age of Rembrandt. Emphasis on understanding concepts, interrelationships and artistic methods/techniques of this period. Work of selected major artists and its impact on Baroque time period, as well as on development of western art explored. *3 sem. hrs.*

328U Women in the Arts. 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. *3 sem. hrs.*

398U Selected Topics. *1-3 sem. hrs.*

399U Independent Study. *1-3 sem. hrs.*

Astronomy (ASTN)

101U Astronomy. Survey including solar system, the stars, galaxies, cosmology, etc. Historical background with emphasis on current theories, observations, and topics of special interest. Observations of night sky. *3 sem. hrs.*

Banking (BNKG)

301U Analysis of Financial Statements. Survey of quantitative and qualitative financial analysis techniques focusing on industry and business risk, and financial statement performance. Development of analytic methods from viewpoints of manager, investor, and creditor. *3 sem. hrs.*

309U Money and Banking. Study of money, financial markets, and financial structure with emphasis on commercial banks and Federal Reserve System. *Prerequisite:* Economics 201U and 202U. *3 sem. hrs.*

313U International Banking. Focus on both theory and practice of banking in international bank, economic role and operations of international financial markets, strategies and activities of international banks and managerial problems encountered by international banks. *3 sem. hrs.*

NOTE: See Finance 365, 368, Real Estate 375 and International Studies 249.

Biology (BIOL)

221U Environmental Biology. Humankind's position in and influence on ecosystems of world viewed biologically and physically. *3 sem. hrs.*

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

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

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

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

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

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

398U Selected Topics. *3 sem. hrs.*

Counseling (CNSL)

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

303U Understanding Life Crisis and Diversity. Overview of typical life adjustments across the lifespan. Students will gain awareness and appreciation of diverse populations, as well as their personal values and comfort levels in working with individuals who are different from them. *3 sem. hrs.*

Economics (ECON)

201U-202U Principles of Economics. Microeconomics (201U); Macroeconomics (202U). Analysis of consumer and business behavior, money and banking, public finance, public utilities, and economic systems. *Prerequisite:* Economics 201U is prerequisite to Economics 202U. *3-3 sem. hrs.*

380U Economics for Teachers. Focuses on developing understanding of basic economic principles and how various economic systems work, with emphasis on market economy. *3 sem. hrs.*

381U Public Budget and Finance. Introduction to theory and practice of public finance in areas of budgeting, revenues, and expenditures. *3 sem. hrs.*

385U Selected Topics. *3 sem. hrs.*

386U Macroeconomics for Teachers. *3 sem. hrs.*

387U Microeconomics for Teachers. Focuses on developing basic understanding of microeconomic principles, including laws of supply and demand, consumer and business behavior, and role of government in economic decision making. *3 sem. hrs.*

Education (EDUC)

200U Foundations of Education. Social and philosophical foundations of education from historical and contemporary perspectives; overview of roles and responsibilities of teachers and schools of present and future. Introductory course for teacher education program. *3 sem. hrs.*

301U ESL Assessment. Introduction for prospective ESL teachers to assessment tools available for determining a student's language proficiency. Assist ESL teachers in selection of appropriate commercially available classroom materials to ensure intended learning outcomes. One of series of courses required for ESL endorsement. *3 sem. hrs.*

310U Curriculum Methods. Comprehensive introduction to pedagogy to include principles of learning; application of skills in discipline and grade-specific methodology; selection and use of materials; Virginia SOLs and national curriculum standards; and evaluation of student performance. *3 sem. hrs.*

315U Introductory Internship. Involves extended observation experiences of teachers and students in the classroom. (Graded pass/fail.) *2 sem. hrs.*

317U Introductory Seminar. Series of forums for discussion and examination of critical issues related to teaching profession. Topics include Orientation to the Profession; Microteaching (using the Speech Center); Child Development; Teaching Diverse Learners; Legal Issues in Education; and IDEA and Special Education. *2 sem. hrs.*

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

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

332U Elementary Seminar. Series of forums for discussion and examination of critical issues related to the teaching and learning of elementary mathematics, science, social studies and language arts. *2 sem. hrs.*

334U Secondary Seminar. Series of forums for discussion and examination of critical issues related to the teaching and learning of secondary English, social studies, mathematics, science, foreign languages, or computer science. *2 sem. hrs.*

343U Computers in the Classroom. Theory and pedagogy related to using technology for instruction in all areas of the curriculum. Instruction in practical use of computers and multimedia. Introduction to electronic communication and the Internet. *3 sem. hrs.*

358U Classroom Management. Behavioral principles and procedures for reducing classroom problems, increasing motivation, and strengthening desired classroom behavior. *3 sem. hrs.*

380U General Education Seminar. Series of forums for discussion and examination of critical issues related to teaching and learning. Topics may include: Using Cooperative Learning in the Classroom; Promoting Higher-Level Thinking; Alternative Assessment; Working with ESL Students; Working with Gifted and Talented Children; Learning Styles; IEP Planning; Multiculturalism; Writing Across the Curriculum; Advanced Technology; and/or Standardized Testing. *2 sem. hrs.*

398U Selected Topics. *3 sem. hrs.*

NOTE: See PSYC 190U, Child Psychology

449U Content Area Reading. Reading and critical thinking in secondary school content areas. Specific strategies are explored that enhance comprehension, concept development,

and vocabulary knowledge. Effects of text organization and relationship between reading and writing are examined for all content areas. *3 sem. hrs.*

460U Student Teaching. Involves working directly with students in classroom on full-time basis under direction of cooperating teacher and 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:* Cumulative grade point average of at least 2.70. Formal application to student teach must be submitted to Field Placement Director. *6 sem. hrs.*

Emergency Services Management (ESM)

199U Emerging Knowledge and Technology in Emergency Services. Course is 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. *1 sem. hr.*

300U Introduction to Emergency Services Management. Basic overview course on roles and functions of emergency services, and explores major issues in their management. *3 sem. hrs.*

301U Computers in Emergency Services. Use of computers for emergency response management and for management of major service functions, including maintenance, personnel, and training. *Prerequisite:* Information Systems 203U. *3 sem. hrs.*

302U Emergency Planning. 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. *3 sem. hrs.*

303U Research Practicum. Introduction to formal research in emergency services, including guided research project. *Prerequisites:* Emergency Services Management 300U, 302U, 304U and 305U. *3 sem. hrs.*

304U Current Issues in Emergency Services Management. Examination of current issues in field, such as volunteers, emergency communications, grants and fund raising, staffing levels, etc. *Prerequisite:* Emergency Services Management 300U or permission of ESM Academic Program Director. *3 sem. hrs.*

305U Disasters, Characteristics and Physical Impacts. Overview of characteristics of disasters, their impact on population, infrastructure, and economy, and disaster management cycle. *3 sem. hrs.*

306U Law and Ethics for the Emergency Services Manager. Current legal principles and ethical issues which impact emergency services, including both provision of care and services and management of service. *3 sem. hrs.*

307U Managing Emergency Operations. Covers management of complex emergency operations in field using incident management systems and role of emergency operations centers in directing disaster response. *3 sem. hrs.*

308U Terrorism. 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. *3 sem. hrs.*

309U Social Dimensions of Disaster. Course 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. *3 sem. hrs.*

351-352 Internships in the Emergency Services. The internship provides student an opportunity to learn from significant new work or volunteer experiences in the emergency services. Students complete a minimum of 250 hours of work in the internship setting with a 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. *Prerequisite:* Completion of half of degree and 18 hours of ESM course work. *3-3 sem. hrs.*

ESM 353U Voluntary Agency Disaster Response and Recovery. Provides managers of voluntary agencies with disaster roles examination of current issues in identification of agency roles and missions, the influence of evolving characteristics of disasters, government and public response to disasters, and resource planning and management. *3 sem. hrs.*

398U Selected Topics. *3 sem. hrs.*

495U Integrated Emergency Services in the Community. Culminating exercise exploring emergency and non-emergency relationships between emergency services and community. *Prerequisite:* Completion of required core and focus courses. *3 sem. hrs.*

English (ENGL)

100U The Research Process. Introduction to modern on-line library skills and research techniques needed for a successful academic experience. Includes work with on-line library catalogs, indexes, and internet research, and requires a directed research paper. *Corequisite:* English 101U. *1 sem. br.*

101U Composition. Elements of composition, grammar, rhetorical strategy, and reading. Particular emphasis on actual practice in writing, with one documented research paper. *Corequisite:* English 100U. *3 sem. hrs.*

102U Professional Communication. Communication for professional world, with emphasis on memorandum, report, and business letter. *Prerequisite:* English 100U and 101U. *3 sem. hrs.*

104U Professional Communication in a Retail Environment. Communication in the Retail Environment, with emphasis on memorandum, report, and business letter. (Retail Certificate only) *3 sem. hrs.*

205U Selected Readings from Recent Literature in the English Language. Ideological, moral, social, and aesthetic concerns of representative authors in the English-speaking community. *3 sem. hrs.*

206U Selected Readings in American Literature. Primarily for adult student. Readings and discussion topics include influence of religion, work ethic value, developing role of women, and importance of individualism in American literature. *3 sem. hrs.*

207U Literature and Human Issues. Major issues as treated by Western literature, past and present. *3 sem. hrs.*

222U Short Fiction. Analysis of short story from various critical perspectives. *3 sem. hrs.*

225U Western World Masterpieces. Survey of major literary works of western world emphasizing their importance in development of our civilization. *3 sem. hrs.*

229U The Modern Novel. Selected works of 20th century including modern novelists' treatment of family life, rejection of traditional values, sense of alienation, and attempt of artist to create his or her own vision of modern world. *3 sem. hrs.*

230U Women in Modern Literature. Modern woman's search for identity and struggle for self-realization through study of selected figures from 19th- and 20th-century literature. *3 sem. hrs.*

325U All the World's A Stage. Study of Shakespeare's development as playwright through reading and analysis of selected comedies, histories, and tragedies. *3 sem. hrs.*

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

331U Twentieth-Century American Literature. Development of literary form and thought from American experience. *3 sem. hrs.*

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

337U Southern Drama. 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. *3 sem. hrs.*

338U Biblical Themes in Literature. Examines selected texts from *Paradise Lost* to the modern novel. *3 sem. hrs.*

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

342U The Family in Fiction. Students explore representation of family life from variety of genres and literacy periods. *3 sem. hrs.*

344U Major Themes in Literature. 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. *3 sem. hrs.*

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

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

368U Creative Writing: Fiction. *3 sem. hrs.*

369U Creative Writing: Poetry. *3 sem. hrs.* Examines characteristics and functions of artistic invention and poetic form through analysis of literary models and students' own poetry.

398U Selected Topics. *3 sem. hrs.*

399U Independent Study. *1-3 sem. hrs.*

Finance (FIN)

365U Corporation Finance. Forms of business organization, financing of firms, capital markets, techniques of financial management. *Prerequisite:* Accounting 300 or Accounting 301U-302U. *3 sem. hrs.*

368U Investments. Types of corporate securities, mechanics of purchase and sale, security price movements, analysis of financial page, and investment management. *Recommended:* Accounting 301U-302U should be taken prior to Finance 368U. *3 sem. hrs.*

French (FREN)

101-102U Introductory French. Introduction to French language and culture with emphasis on developing basic reading, writing and oral communication. (Must be taken in sequence.) *3-3 hrs.*

Geography (GEOG)

201U World Geography. Study of world by regions, with emphasis on cultural differences among nations. *3 sem. hrs.*

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

399U Independent Study. *1-3 sem. hrs.*

Health Care Administration (HCA)

398U Selected Topics. *3 sem. hrs.*

History (HIST)

105U-106U Ideas and Institutions of Western Civilization. Topical study of European heritage. First semester: Classical Greek through Reformation. Second semester: Age of Absolutism to present. *3-3 sem. hrs.*

205U The United States to 1865. Survey of American history from colonies through Civil War. *3 sem. hrs.*

206U The United States Since 1865. Survey of American history from Reconstruction to present. *3 sem. hrs.*

300U Women and the American Experience. 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. *3 sem. hrs.*

301U Women in European Civilization. In-depth study of place of women in European civilization and how ideas, institutions and practices of civilization determined and/or changed that place. *3 sem. hrs.*

305U Richmond Across Three Centuries. Survey of history of city of Richmond as it developed between 1660 and 1960. *3 sem. hrs.*

307U Social and Cultural History of Virginia. Social, cultural, and political history of Virginia from colonial times to present. Emphasis on literary works by Virginians as source of information as to norms and values of people of the state. Arts as expression of personal and community norms and tastes. *3 sem. hrs.*

308U Social and Cultural History of Nineteenth and Twentieth Century American Women. 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. *3 sem. hrs.*

310U An Age of Giants. Washington, Adams, Jefferson, Madison, Marshall, Hamilton, and Franklin as representative of their age and its ideas, and their roles in shaping new nation. Topical approach includes such issues as structure of society, women, slavery, the Constitution, and development of political parties. *3 sem. hrs.*

312U Great Issues in American History. 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. *3 sem. hrs.*

314U Modern South Africa. Survey of South African history to present with emphasis on political change. *3 sem. hrs.*

316U The New South. 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 and changing role of women. Works of Southern writers examined as sources of norms and values and as agents for changing them. *3 sem. hrs.*

317U The Old South. 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. *3 sem. hrs.*

318U The Trans-Atlantic World in the Nineteenth Century. Explores interrelationships between North and South America, Europe, and Africa during 19th century. Focusing on economics, migration of peoples, and great power politics, explores how Atlantic world developed through colonialism and mercantilism. *3 sem. hrs.*

320U Virginia History. Social, cultural, and political history of Virginia from Colonial period to present. *3 sem. hrs.*

321U Moments in Time: History of Europe. Using important events in European history, explores both content and method of historical study. Generally following teaching principle underlying public radio program *A Moment in Time*, allows student to examine events such as the Titanic sinking, English Civil War, Enlightenment, and Renaissance in their historical context, and take first steps toward becoming historian. *3 sem. hrs.*

322U Moments in Time II: History of the United States. Using important events in American history, exploring both content and method of historical study. Generally following teaching principle underlying public radio program *A Moment in Time*, examines events such as Age of Exploration, American Revolution, Slavery, Civil War, Scopes Monkey Trial, and Trail of Tears and Demise of George Armstrong Custer in their historical context. *3 sem. hrs.*

323 Westward Ho! 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. *3 sem. hrs.*

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

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

398U Selected Topics. *3 sem. hrs.*

399U Independent Study. *1-3 sem. hrs.*

Human Resource Management (HRM)

342U People and Organizations. Practical course on people in organizational settings, providing theory, skills, and applications to real problems. Emphasis on reaching optimal use of human resources to achieve organizational effectiveness. *3 sem. hrs.* NOTE: HRM majors may not receive credit for this course.

343U HR/Personnel Management. 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. *3 sem. hrs.*

345U Organizational Development. Organization's purpose and effectiveness; identifies influencing variables, diagnostic techniques, strategies for planned change, and development of supportive systems; explores large and small-group processes. *3 sem. hrs.*

348U Application of Critical Human Resource Issues. Study of current critical human resource issues in today's business with focus on how to comply with legal requirements and how to apply best practices toward implementation of real-world solutions. Students' actual needs are considered as class explores role of HR in issues such as mergers and acquisitions, today's unions, Equal Employment Opportunity Commission issues, The Family Medical Leave Act, performance management, diversity, harassment, and more. *Prerequisite:* Human Resource Management 343U or permission of instructor. *3 sem. hrs.*

349U Contemporary Issues in Human Resource Management. Contemporary topics of general interest to Human Resource Management students and professionals covered. *3 sem. hrs.*

350U Training Design and Facilitation. 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. *3 sem. hrs.* (Same as ADED 350U)

352U Quality Management and Process Improvement. History and origin of quality movement explored, along with basic tools and hands-on techniques necessary for successful quality and process improvement. *3 sem. hrs.*

354U Compensation and Benefits. Course provides thorough grounding in theory and working knowledge of employment compensation and benefits. *3 sem. hrs.*

360U HR in an IT World. Gives students overview of 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. *3 sem. hrs.*

398U Selected Topics, *3 sem. hrs.*

495U Capstone Seminar in Human Resources. Provides HRM majors opportunity to integrate wide spectrum of coursework they have completed. Allows students to pursue in-depth examination of previous learning and apply this knowledge to the "real world." Reflective in nature, focusing on integration of students' learning and service to the community. Students will play a major role in directing their own learning in areas such as process improvement, employee advocates, understanding yourself, and other topics. *3 sem. hrs.*

NOTE: See LAW 322, Survey of Personnel Law, and PSYC 327, Industrial Psychology

Humanities (HUM)

201U Introduction to Iconology. Introductory approach to understanding symbols, allusions, and metaphors in art and

literature. *3 sem. hrs.*

202U The World of Enchantment: Legends, Romances, and Tales. Exploration of folklore from many lands, from medieval romances to popular worlds of J.R.R. Tolkien and C.S. Lewis. *3 sem. hrs.*

205U Travel Through Literature. Vicarious travel through famous descriptions of journeys, explorations, and voyages, with writings from Marco Polo to Rudyard Kipling, Mark Twain, and Paul Theroux; supplemented by slide presentations and films. *3 sem. hrs.*

208U Career and Life Development. Life/work balancing, understanding of self, world of work, finding the right job, balancing work and family life, stress, plateauing, and life phases. *3 sem. hrs.*

212U Applied Ethics. Study of ethics and ethical decision-making in professional world. Examination of current ethical issues such as privacy and information systems, work place ethics, responsible journalism, and trends in corporate and governmental ethics. Particular emphasis on how individual decision-making can have broad, ethical consequences, both positive and negative. *3 sem. hrs.*

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

300U Mediation of Interpersonal Conflicts. Basic principles and process of mediation as cooperative model to resolve disputes. Focuses on historical development and various models of mediation, practical application to case studies, and factors affecting negotiations in personal and professional encounters. *3 sem. hrs.*

301U Intimate Relationships. 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. *3 sem. hrs.*

302U Women and Culture. Survey of varieties of gender roles played by people in wide range of cultures. Special emphasis on effect these roles have had upon women's power and status. *3 sem. hrs.*

308U The Contemporary Family. Contemporary family has many new forms, e.g., dual-career, step, blended, single-parent and gay and lesbian families. Examines unique and shared aspects of each of these emerging family forms in light of current research on family health. Helps students better understand and appreciate challenges of contemporary family in its many forms. *3 sem. hrs.*

309U-310U Survey of the Western Traditions in the Humanities I-II. Interdisciplinary course designed to introduce student to panorama of western civilization. Literature, art, music and history combined to present "Man's great adventure" from Stone Age to Jet Age. (Must be taken in sequence.) *3-3 sem. hrs.*

311U Advanced Iconology. Further investigate signs, symbols, metaphors and allusions that pervade Western culture. Integrates class readings and independent research. Humanities 201 not required, but highly desirable. *3 sem. hrs.*

312U Introduction to Future Studies. Exploration of possible, probable and preferable futures. Analysis of current data to determine trends which are predictive of future. Emphasis placed on development of global perspective and understanding of relationships between various seemingly unrelated events. *3 sem. hrs.*

314U Issues in Aging. Overview of aging process with respect to oneself, one's associates and loved ones. Emphasis on theories and skills necessary to embrace and maximize

aging process. *3 sem. hrs.*

316U The Age of Jefferson. Comprehensive study of life and times of Thomas Jefferson including historical perspective of him as statesman, politician, and writer as well as study of him as architect and planner. Includes field trips to Monticello, University of Virginia, and Virginia State Capitol. *3 sem. hrs.*

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

398U Selected Topics. *3 sem. hrs.*

399U Independent Study. *1-3 sem. hrs.*

Information Systems (ISYS)

100U PC Basics. For novice end users. Hardware basics; file management and customizing settings in the Windows 95 operating system; basic use of Microsoft Word (word processing) for simple letters, memos, and reports. Computer assignments required. *1 sem. br.*

ISYS 110 Spreadsheets in Excel 97. Use Microsoft Excel 97 for entering/formatting text and numeric data, formulas and calculations, simple functions, customized graphs, sorting data, including macros to facilitate repetitive tasks. Computer assignments required. *Prerequisite:* Information Systems 100U or equivalent proficiency. *1 sem. br.*

ISYS 111 Word Processing Using Microsoft Word 97. Basic and enhanced formatting of documents in Microsoft Word 97: enhancing documents and Web and clip art; newsletters; outlines, tables, styles, and sections; creating HTML documents; object linking and embedding; mail merge. *Prerequisite:* Information Systems 100U or equivalent proficiency. *1 sem. br.*

198U Selected Topics. *1-3 sem. hrs.*

201U Software Tools for Communication & Research. Develop oral and written communication skills, using technology tools commonly required in the classroom and workplace. Use email and online conferencing software for classroom communications. Comprehensive coverage of Microsoft Word and Power Point for writing papers and developing presentations. Use Internet browsers, search engines, and online library databases for research. Build simple web sites presenting information in an accessible format. Computer assignments required. *3 sem. hrs.*

202U Software Tools for Data Management and Analysis. For experienced personal computer users. Develop skills in data organization, analysis, and reporting, using spreadsheet and database software. Use Microsoft Excel to format data, use calculations and functions, perform basic statistics, produce customized graphs and charts for reports. Use Microsoft Access to build multi-table databases with input forms, queries, and reports. *Prerequisite:* ISYS 201 or equivalent proficiency is recommended. Computer assignments required. *3 sem. hrs.*

203U Information Technology. Study of use of information technology in organizations to facilitate decision-making and to achieve competitive advantage. Specification of user requirements for development and enhancement of effective information systems. Computer assignments required. *3 sem. hrs.*

204U Hardware and Operating Systems. Overview of computer systems hardware and operating systems. Includes overview of digital logic, basics of large-scale and very large-scale in-

tegration, and components necessary to create a functioning computer. Operating systems reviewed from primitive functions and inter-process communications through basic program loading, task control, and input/output operations. Computer assignments required. *Prerequisites:* Information Systems ISYS 202U and 203U. (*Math 103U is strongly recommended.*) *3 sem. hrs.*

205U Introduction to Problem-Solving with Programming. Introduction to computer programming concepts applicable to any programming language. Development of analytical and problem-solving skills for programming in Windows environment. Includes top-down design and building blocks of structured programming. Computer assignments required. *Prerequisite:* Information Systems 201U or ISYS 202U. *3 sem. hrs.*

300U Computer Programming in C++. Structured programming using C++, including data types, control structures, functions, arrays, strings, file operations. Introduction to classes and object-oriented programming in C++. Emphasis on effective programming skills to promote software reusability, reliability, and maintainability. Windows environment. *Prerequisite:* Information Systems 204U or permission of instructor (Information Systems 202U and Math 103U are strongly recommended). *3 sem. hrs.*

301U Telecommunications. Foundation knowledge in computer connectivity concepts, data communication standards, telecommunication methods, and serial data communication. Topics include: asynchronous and synchronous data transmission; modems, OSI model, PC communication hardware and software, telephone systems, wide area networks, and introduction to local area networks. *Prerequisite:* Information Systems 204U. *3 sem. hrs.*

302U Local Area Networks. Concepts of shared media local area networking including Ethernet, Token Ring, and Fiber Distributed Data Interface (FDDI). Topics include LAN definition, use, topology, media, standards, network interface cards (NIC), protocols (layer 2,3,4), repeaters, hubs, bridges, switches, and routers. Discussions include network design, design rules, administration, management and TCP/IP. Students present research projects on various networking topics. (Internet access required for current technology research). *Prerequisite:* Information Systems 301U. *3 sem. hrs.*

303U Visual Basic Programming. Concepts of structured and object-oriented programming are introduced, including data types, control structures, functions, arrays, strings, file operations. Development of graphical user interfaces. Emphasis on effective programming skills to promote software reusability, reliability, and maintainability. Windows environment. *Prerequisite:* Information Systems 201U or 202U or equivalent knowledge. *3 sem. hrs.*

304U Computer Programming in COBOL. Structured programming using COBOL, including data types, control structures, subprograms, tables, file operations. Emphasis on effective programming skills to promote software reusability, reliability, and maintainability. Windows environment. *Prerequisite:* Information Systems 201U or 202U or equivalent knowledge. *3 sem. hrs.*

306U Systems Analysis and Design. Methods and techniques necessary for conducting systems project from preliminary investigation of project through system implementation and evaluation. Includes participation in one or more systems design projects. *Prerequisites:* Information Systems 201U or 202U, and 203U. *3 sem. hrs.*

307U Information Technology Evaluation and Selection. Guidelines and techniques for selection of computer hardware

and software. Methods of system performance evaluation, vendor selection, and development of system support requirements for both hardware and software, from management perspective as well as information systems professional. *Prerequisite:* Information Systems 204U. *3 sem. hrs.*

308U Managing in an Information Age. In-depth look at how organizations are coping with challenges of managing in information age. Using case study method, management issues related to the Internet, electronic commerce, information for competitive advantage, designing and managing IT architecture, and approaches to IT implementation. *Prerequisite:* Information Systems 203U. *3 sem. hrs.*

310U Advanced Computer Programming in C++. Object-oriented programming in C++. Techniques for program and object design, evaluation and selection of data structures and algorithms, and the standard template library. Windows environment. *Prerequisite:* Information Systems 300U. *3 sem. hrs.*

311U Database Design. Introduction to concepts used in logical and physical design, implementation, and management of database systems. Computer assignments required. *Prerequisites:* Information Systems 202U and 204U. *3 sem. hrs.*

360U Electronic Commerce on the Internet. Examines current uses of electronic commerce, planning and preparation for assessing electronic commerce solutions for business, and effective implementation of an electronic business web site. *Prerequisites:* Information Systems 201U or 202U, and 203U. *3 sem. hrs.*

398U Selected Topics. *3 sem. hrs.*

399U Independent Study. *3 sem. hrs.*

495U Directed Study and Senior Seminar. Intended for senior Information Systems students. Directed study and seminar course in which each student conducts preliminary research, prepares for approval research proposal for topic in information systems, research in depth, and prepare both written and oral presentations of results of research. *Prerequisite:* 15 semester hours of 300-level course in Information Systems. *3 sem. hrs.*

International Studies (ISTY)

149U International Studies/Global Economics. Focuses on providing an overview of basic economic principles and their application to analyzing the world's economic order. *By special admission only.* *3 sem. hrs.*

249U International Studies/Global Economics. Introduces student to world of international studies and global economics. Covers such factors as U.S. and foreign trade policies, sociocultural factors, international marketing, and impact of international trade on domestic economy. *3 sem. hrs.*

Japanese (JAPN)

101U-102U Elementary Japanese. Introduction to Japanese language. *Prerequisite:* Japanese 101U is prerequisite to 102U. *3-3 sem. hrs.*

Journalism (JOUR)

205U Photojournalism. Theory and practice of news and feature photography, darkroom technique, and properties of light and film. Student must have a 35mm single lens reflex camera. *3 sem. hrs.*

Law (LAW)

300U Business Law. Principles of law relating to legal problems encountered in work environment, including contracts, business organizations, and secured transactions. *3 sem. hrs.*

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

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

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

320U Law of Real Property. Methods of acquiring property: deeds, wills, inheritance; creating estates: fee simple, life, term of years; cotenancy: joint, in-common; liens: common law, mechanics; incorporeal interest in land, profit and easements; licenses; landlord and tenant; examination of title. *3 sem. hrs.*

322U Survey of Personnel Law. Survey of federal and state statutes and laws which govern the employment relationship. *3 sem. hrs.*

398U Selected Topics. *1-3 sem. hrs.*

399U Independent Study. *1-3 sem. hrs.*

Leadership Studies (LDSP)

200U Introduction to Leadership Studies. 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. *3 sem. hrs.*

301U Leadership and Organizational Culture. Examines both cultural principles and practices undergirding leadership. Focuses on parameters of culture and relates it to leader's capacity to lead. Major emphasis on (1) role of trust in both culture formation and leadership success, (2) leader's role in culture creation/maintenance, and (3) leadership implications of multiculturalism. *3 sem. hrs.*

302U Leadership and Ethical Action and the Law. 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. *3 sem. hrs.*

303U Skills for Leading Individuals. Applied course designed to assist students in making transition from theory to application. Focus on what a leader does when leading individuals in the work environment. Emphasis on leader/employee interactions and effective leader behavior in that interaction. *3 sem. hrs.*

304U Leading Groups. To help students develop practical understanding of how groups function and to further develop leadership skills in the context of groups. Will introduce several meth-

ods of observing groups and analyzing group processes and apply these methods to consideration of leadership within groups. Will demonstrate how to facilitate group discussions and allow students opportunity to hone their skills in this area. *3 sem. hrs.*

305U Leading Change. Focuses on leaders as change agents as they initiate change, guide those who are affected by change, and use change to attain personal and corporate goals, strategies, systems, standards, and values. Will analyze planned change process and identify change strategies and tactics. Will identify techniques used by leaders to help their organizations manage change. Course is intended to be a learning laboratory in change. *3 sem. hrs.*

398U Selected Topics. *3 sem. hrs.*

495U Capstone Seminar: Philosophy of Professional Leadership. Integrating seminar giving students opportunity to explore various philosophical/applied leadership orientations, select one, and then integrate previous coursework taken in that orientation. Affords students opportunity to integrate current theory and practice with their own leadership approach while also expanding their knowledge through a thorough examination of selected leadership topics. Offers students a reevaluation and reconceptualization of areas of their interest and concern. *3 sem. hrs.*

Legal Assistant (LA)/Paralegal Studies

301U Introduction to Paralegalism. Orientation and introduction to corporations, estate planning and administration of decedents' estates, real property, domestic relations, criminal law, and role of paralegal. *3 sem. hrs.*

302U The Judicial System. Structure and meaning of courts and their jurisdiction, procedure, and appeal; history and introduction to judicial process. *3 sem. hrs.*

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

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

306U Litigation I. Basic elements of substantive law; investigation of facts, discovery and preparation for trial, commencement of law suit and trial, decision and settlement, file maintenance, and docket control. *3 sem. hrs.*

307U Corporate Law. Types of businesses or organizations, formation and structure of corporations, shareholders' and directors' meetings, bylaws, corporate distributions and securities. *3 sem. hrs.*

308U Estate Planning. Estate planning and drafting; will and trust drafting; planning for estate taxes. *3 sem. hrs.*

309U Administration of Decedents' Estates. Probate and administration of decedents' estates, preparation of federal and state death tax returns, and maintenance of fiduciary records. *3 sem. hrs.*

310U-311U Real Estate. 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; title examination and title insurance; mortgage financing for residential, commercial and construction closings; the secondary mortgage market; foreclosure, settlements and actual closing exercises; condominium; property law with other areas of law, such as domestic relations, corporate, partnership, limited liability com-

pany, tax, will and estates, equity remedies, litigation, and bankruptcy. *Prerequisite:* Legal Assistant 310U is prerequisite to 311U. NOTE: Both courses must be completed to count in the "Focus Courses" requirement for certificate, associate or bachelor degree. *3-3 sem. hrs.*

312U Domestic Relations. Domestic problems requiring legal assistance: marriage, divorce, separation agreements, child custody, and financial obligations; ramifications of legal action. *3 sem. hrs.*

313U Litigation II. In-depth study of selected Rules of Evidence and overview of Code of Professional Responsibility (Ethics). *Prerequisite:* Legal Assistant 306U. *3 sem. hrs.*

314U Creditor's Rights and Bankruptcy. 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). *3 sem. hrs.*

315U Torts. Survey of three traditional categories of torts: intentional, negligence, and strict liability. *3 sem. hrs.*

316U Contract Law. Law of formation, legal construction, execution, and enforcement of and remedies under contracts. *3 sem. hrs.*

318U Administrative Law. Federal and Virginia Administrative agencies, with emphasis on agency history, structure, and function; adjudication and appeals processes. *3 sem. hrs.*

320U Environmental Law. Overview of Federal and Virginia environmental laws and regulations with compliance requirements and documentation. *3 sem. hrs.*

321U Criminal Law. Addresses substantive knowledge, practical skills and competencies and ethical guidelines needed to work in criminal law area. *3 sem. hrs.*

398U Selected Topics. *1-3 sem. hrs.*

399U Independent Study. *1-3 sem. hrs.*

495U Paralegal Studies Senior Seminar. Capstone course to Legal Assistant Program. Emphasizes major areas of legal practice and prepares students for National Certified Legal Assistant examination. *Prerequisite:* Completion of 33 hours in Legal Assistant Program and departmental approval. *3 sem. hrs.*

Management (MGMT)

341U Principles of Management. 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. *3 sem. hrs.*

Marketing (MKT)

321U Principles of Marketing. Institutions involved, functions performed, and problems encountered in getting goods and services from producers to consumers. *3 sem. hrs.*

Mathematics (MATH)

102U-103U Finite Mathematics. Topics in finite mathematics designed to demonstrate the power of mathematical reasoning. *3-3 sem. hrs.*

104U Elementary Probability and Statistics. Probability sufficient to provide introduction to statistics, descriptive statistics, binomial and normal distributions, and hypothesis testing. *3 sem. hrs.*

Music (MUS)

100U Listening Live. Focuses on music being performed by Richmond Symphony Orchestra at three Double Exposure Concerts. Selected topics such as musical genre or works of specific conductors emphasized. Students attend selected live concerts/musical events. *1 sem. br.*

111U Appreciation of Music. For general student. Introduction to listening; present-day repertory and its historical development. *3 sem. brs.*

198U Selected Topics. *1-3 sem. brs.*

Political Science (PLSC)

205U Introduction to American Government. A multimedia, high-tech approach to the study of basic roles, structures, and functions of American political institutions; and introduction to American political process. *3 sem. brs.*

207U Virginia Government and Politics. 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. *3 sem. brs.*

209U Introduction to Public Administration. Structural, functional, and human aspects of formal organization emphasizing relationship between public administration and policy-making process. *3 sem. brs.*

303U Metropolitan Problems and Politics. Analysis of and practical involvement with major issues affecting metropolitan governments. *3 sem. brs.*

310U Public Administration: Intergovernmental Relations. Administration of policy approached from intergovernmental perspective emphasizing relationship of cities to state and federal governments. *3 sem. brs.*

Psychology (PSYC)

101U Introductory Psychology. Scientific principles of behavior. Survey emphasizing psychological methods and research involved in understanding human behavior. Research participation or equivalent required. *3 sem. brs.*

190U Child Psychology. Introduction to biological, social, cognitive, and emotional processes of development during prenatal to preadolescent developmental periods. *3 sem. brs.*

199U Independent Study. *1-3 sem. brs.*

222U Motivation and Emotion. Explanations of behavior and its likelihood of occurrence as well as physiological, cognitive, and social-interactive responses which have tendency to facilitate or obstruct that behavior. *3 sem. brs.*

230U Psychology of Women. 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. *3 sem. brs.*

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

303U Psychology of Gender. Overview of current theory and empirical research on gender, exploring origins of gender identity and impact of gender on systems, individuals, attitudes, and behavior. *3 sem. brs.*

305U Stress and Its Management. Physiological and psychological aspects of stressors and the stress response. Re-

view of principles, research, and methods of stress management. *3 sem. brs.*

313U Social Psychology. Critical overview of current theory and research in social psychology, with emphasis on conceptual and empirical work on social cognition, social influence, affective processes, attraction, altruism, aggression, and group dynamics. *3 sem. brs.*

327U Industrial Psychology. Principles and techniques of psychology as applied to problems in industry and business. *3 sem. brs.*

328U Personnel Psychology. Intensive study of psychological problems of personnel management emphasizing tests, ratings, incentives, emotional factors, and morale. *3 sem. brs.*

337U Psychological Development Across the Life Cycle. Developmental changes and psychobiosocial processes from adolescent through adult life. *3 sem. brs.*

399U Independent Study. *1-3 sem. brs.*

Public Administration (PBAD)

301U Increasing the Productivity of Government. Growth, development, and characteristics of bureaucracy; its strengths and advantages; its particular weaknesses; and strategies for improving performance of bureaucracy. *3 sem. brs.*

338U Decision-Making in Public Administration. 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 an atmosphere that allows decision-making at appropriate level of organization. *3 sem. brs.*

Public Relations (PBRL)

309U Public Relations in Government. Public relations as legislative tool in political campaigns. Role of public relations at all government levels. Case histories of how governments and governmental agencies promote issues and bring about legislation through effective public relations. *3 sem. brs.*

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

331U Introduction to Public Relations. History, principles, and practice of public relations in business, social welfare, governmental agencies, and education; responsibilities and demands on public relations practitioner; how practitioner relates to employer, media, and public. *3 sem. brs.*

332U Copy Editing. Basics of editing copy for print media and electronic media; preparation of copy with emphasis on style, grammar, clarity, and reader interest. *3 sem. brs.*

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

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

Real Estate (RE)

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

Religion (RELG)

200U Patterns in Religion. Methodologies for study of religion, recurring themes and issues, religious expression in both individual and communal focus. *3 sem. hrs.*

201U Introduction to Religion. Religious dimensions of human existence with special attention to basic Jewish-Christian religious motifs, their historical development, and their subsequent impact on Western culture. *3 sem. hrs.*

240U Introduction to the New Testament. Cultural milieu, development, and thought of the New Testament. *3 sem. hrs.*

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

Retail Management (RTMT)

300U Managing in the Retail Environment. Course will survey current environmental trends and retail strategies and the impact that these factors have on the role of the retail store manager. Emphasis will be placed on the building and maintaining of a high performance work environment that can successfully compete in the 21st century. *3 sem. hrs.*

310U Retail Information Systems. A review of the technology applications being utilized by the retail industry will be presented. Students will examine how information systems support the strategic and day-to-day operation of retail environments. Programs such as frequent shopper, shelf management, time and attendance, product decision support, and shrink management will be analyzed. Hands-on experience with several programs will be offered. *3 sem. hrs.*

320U Relationship Marketing. Course will focus on the techniques used to build long-lasting relationships with their customers. Managing and measuring the customer's shopping experience, analyzing their shopping behavior, establishing points of differentiation, goodwill marketing, and methods of customer communication will be reviewed. *3 sem. hrs.*

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

395U Strategic Retailing. Comprehensive course that reviews retail market segmentation and positioning. Emphasis will be given to analyzing the strategies used to build brand image and market this image to the consumer. In addition, students will review techniques used to select store sites, create market entry and defender strategies, and evaluate the success or failure of strategies. Numerous case studies will be used for this class. *3 sem. hrs.*

Social Analysis (SA)

300U Current Domestic and International Issues. Survey course covering issues of greatest concern to American public and its decision makers. Topics include: new world order, crime, welfare, education, social problems, workplace and other topics chosen by students. *3 sem. hrs.*

301U Social Analysis I. Systematic study of individual and group behavior, involving conscious examination of assumptions underlying nature of social life. Necessarily multidisciplinary in focus, drawing on variety of theoretical and empirical approaches to discover patterns of meaning in human life. *3 sem. hrs.*

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

398U Selected Topics. *3 sem. hrs.*

399U Independent Study. *1-3 sem. hrs.*

Sociology (SOC)

101U Introduction to Sociology. Fundamental concepts and principles of sociology; culture, socialization, social structure, stratification, social control, institutions, population, and social change. *3 sem. hrs.*

305U Deviance. 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. *3 sem. hrs.*

322U Collective Behavior. Social interaction in mass behavior; structure and functioning of crowds, audiences, publics, and mass movements. *3 sem. hrs.*

324U Sociology of Law. 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. *3 sem. hrs.*

328U Social Gerontology. Processes of aging and problems of aged; social adjustment, retirement, mobility, living arrangements, and public and private programs of finance and care. *3 sem. hrs.*

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

398U Selected Topics. *3 sem. hrs.*

399U Independent Study. *1-3 sem. hrs.*

Spanish (SPAN)

100U Practical Everyday Spanish. Multifaceted course designed to appeal to individuals interested in using Spanish language for business or for travel. No prerequisite. *3 sem. hrs.*

101U-102U Elementary Spanish. Introduction to Spanish language with special emphasis on skills of reading, writing, speaking and understanding. *3-3 sem. hrs.*

198U Selected Topics. *3 sem. hrs.*

300U Culture and Conversation. Study of Hispanic civilization with emphasis on Spanish America, through readings in Spanish and discussion in both English and Spanish. Students should expect gradual increase in use of Spanish in classroom. *Prerequisite:* Spanish 101 or equivalent. *3 sem. hrs.*

398U Selected Topics. *3 sem. hrs.*

Speech Communication (SPCH)

101U Principles of Speech Communication. Confidence in delivering public speeches. Logical structure of ideas, effective use of language, application of evidence to arguments. Classroom speeches and critiques. *3 sem. hrs.*

105U Interpersonal Communication. Analysis of complex and interacting factors that contribute to effective transmission of ideas; emphasis on understanding underlying principles. *3 sem. hrs.*

206U Group Communication. Modern theory and methodology; student participation in group discussion relating theory to specific communication problems. *3 sem. hrs.*

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

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

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

340U Cross-Cultural Communications. Studies dynamics of cross-cultural communication. Emphasis on familiarizing students with issues relating to diversity and improving student's skills in communication across cultural barriers. *3 sem. hrs.*

398U Selected Topics. *3 sem. hrs.*

399U Independent Study. *1-3 sem. hrs.*

Strategy for Adult Independent Learning (SAIL)

100U Portfolio Preparation. For students who wish to seek credit for prior learning through SAIL program. *Prerequisite:* Adult Education 200U. Requires \$100.00 nonrefundable Portfolio Review fee. *0 sem. hrs.*

Theatre (THTR)

198U Selected Topics. *3 sem. hrs.*

Transportation and Logistics Management (TRAN)

316U Freight Loss and Damage Claims. Covers legal basis for carrier liability, processing claims, limitation of carrier liability, and programs to prevent loss and damage. *3 sem. hrs.*

351U Principles of Transportation. Examines roles of carriers, shippers, and government in transportation. Includes service pricing, carrier operations, government regulation, and current issues in transportation. *3 sem. hrs.*

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

353U Carrier Management. Covers the management decision processes used by an individual to evaluate an existing distribution system involving motor operations. This will include private as well as for-hire alternatives and will examine the cost implications of each choice. *3 sem. hrs.*

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

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

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

361U Transportation Law and Regulations. Includes recent and pending revisions in transportation law and the Department of Transportation, both inter- and intrastate regulations, legal elements of contracts, and introduction to federal agency interaction. *3 sem. hrs.*

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

See ISTDY 249U, International Studies and Global Economics.

Women's Studies (WMST)

201U Self and Society: The Developing Woman. Physical, psychological, and social development of women with emphasis on confronting one's own identity and determining future directions. *3 sem. hrs.*

NOTE: See

ART 328U Women in the Arts

HIST 300U Women and the American Experience

HIST 301U Women in European Civilization

ENGL 230U Women in Modern Literature

ENGL 340U Black Women Writers

LAW 310U Women and the Law

PSYC 230U Psychology of Women

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B.A. (Lycoming College), M.Ed. (The College of William and Mary), Ed.D. (University of Virginia)
- Alexander, Kathleen M.**, *Adjunct Instructor*, 1999
C.A.S. (University of Richmond), B.S. (Virginia Commonwealth University)
- Alley, John R.**, *Adjunct Instructor*, 1995
B.A. (University of Richmond), M.A. (George Mason University), M.F.A. (Virginia Commonwealth University), Instructor, The Steward School
- Anderson, James E.**, *Adjunct Associate Professor*, 1987
B.S. (Fordham University), J. D. (The T.C. Williams School of Law, University of Richmond), Attorney and Counselor at Law
- Anderson, Paul C.**, *Adjunct Instructor*, 1999
B.S. (Norwich University), M.B.A. (Pennsylvania State University), President, Professional Delivery Systems
- Banks, Jada P.**, *Adjunct Assistant Professor*, 1993-1996, 1999
B.A. (University of Richmond), M.Ed. (Virginia Commonwealth University), Independent Consultant and Trainer
- Barnhill, Jerry R.**, *Adjunct Instructor*, 1999
B.A. (University of Texas-Austin), M.A. (Central Michigan University), Certificate (National War College), Technical Instructor, Virginia Department of Emergency Services
- Battle, Leanne B.**, *Adjunct Instructor*, 2000
B.A. (University of Richmond), M.L.I.S. (University of Texas, Austin), Academic Technology Consultant, University of Richmond
- BeVier, Craig A.**, *Adjunct Assistant Professor*, 1999
B.S., M.S., Ph.D. (Clemson University)
- Bowling, Kent C.**, *Adjunct Instructor*, 1996
B.S. (Louisiana State University), M.B.A. (University of Richmond), Information Systems Consultant
- Brooks, ReNee D.**, *Adjunct Instructor*, 1999
B.S. (University of Richmond), J.D. (Vanderbilt School of Law)
- Brown, J. Dewey**, *Adjunct Instructor*, 2000
B.S. (University of Georgia), M.S. (University of Maryland)
- Brown, Patricia Joy Johnson**, Associate Professor, School of Continuing Studies, 1995
B.S. (Michigan State University), M.S. (Indiana University), Ed.D (Virginia Polytechnic Institute and State University), Associate Dean, School of Continuing Studies, University of Richmond
- Bryan, Robert W., Jr.**, *Adjunct Instructor*, 1994
B.S. (Carson-Newman College), M.A. (George Washington University)
- Burke, David G.**, *Adjunct Instructor*, 2000
B.S.B.A. (Georgetown University), M.B.A. (University of North Carolina, Chapel Hill), General Manager, Eastern Virginia, The Pepsi Bottling Group
- Burd, Michael L.**, *Adjunct Instructor*, 1997
B.A. (Gallaudet University), B.A. (North Central Bible College), Consultant and Freelance Teacher, American Sign Language
- Carey, Patricia Bowman**, *Adjunct Instructor*, 1996
B.S. (Longwood College), M.S. (Virginia Commonwealth University), Vice President, Human Resources and Training, East Coast Oil Corporation
- Chala, Chandrashekar D.**, *Adjunct Assistant Professor*, 1997
B.S. (Regional Engineering College, India), M.B.A. (Faculty of Management Studies, India), Ph.D. (Virginia Commonwealth University), Associate Professor, Virginia State University
- Champlin, Michael J.**, *Adjunct Associate Professor*, 1990
B.A. (Wake Forest University), J.D. (Cumberland School of Law, Samford University), Attorney/Partner, Bowen, Champlin, Bryant & Carr
- Chaplin, Stephen A.**, *Adjunct Associate Professor*, 1981
B.S. (University of Connecticut), J.D. (University of Miami School of Law), Attorney, Chaplin, Papa & Gonet
- Childers, Gayle F.**, *Adjunct Assistant Professor*, 1997
B.S. (James Madison University), M.Math (University of South Carolina), Ed.D. (University of Virginia), Professional teacher of mathematics
- Clements, Janet L.**, *Adjunct Instructor*, 1997
B.A. (Longwood College), Public Relations Coordinator, Virginia Department of Emergency Services
- Colestock, Harry E., III**, *Adjunct Instructor*, 1999
B.S., M.A. (Michigan State University), Division Director, Virginia Department of Emergency Services
- Conner, Rodney M.**, *Adjunct Associate Professor*, 1983-1989; 1994
B.S., M.A. (Eastern Michigan University), Manager of Systems Development and Electronic Commerce, MIS Corporate Services
- Corcoran, Jean Larson**, *Adjunct Assistant Professor*, 1997
B.S. (Cornell University), M.A. (Trinity University), M.S., Ph.D. (Virginia Commonwealth University), Psychologist and Business Owner
- Cousins, Taylor K.**, *Adjunct Professor*, 1973
B.S. (University of Richmond), Director, Virginia Center for Entrepreneurial Programs, Inc.
- Dalton, William F.**, *Adjunct Instructor*, 1994
B.S. (North Carolina State), M.S. (Virginia Polytechnic Institute and State University), Technical Staff, AT&T Microelectronics
- Daniels, Jeffrey R.**, *Adjunct Associate Professor*, 1991
B.S. (Wharton), B.A. (University of Pennsylvania), M.B.A. (Baruch College), Computer Consultant
- Davis, McDonald, III**, *Adjunct Associate Professor*, 1997
B.S. (Campbell University), M.B.A., Ph.D. (Virginia Commonwealth University), Senior Project Leader, Philip Morris U.S.A.
- Dertinger, Thomas D.**, *Adjunct Assistant Professor*, 1995
B.S. (SUNY-Oswego), M.S., Certificate of Specialist in Curriculum-Instruction, Ed.D. (SUNY-Albany), Director of Planning, Budget & Research, Virginia Department of Correctional Education
- Dobbs, Mary T.**, *Adjunct Professor*, 1983
B.A. (The College of William and Mary), M.Ed. (University of Virginia), Professional teacher of mathematics
- Durfee, James F.**, *Adjunct Assistant Professor*, 1999
B.S. (Pennsylvania State University), M.B.A. (Loyola University)

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- Edmonds, Martha C.**, *Adjunct Associate Professor*, Advisor to the School of Continuing Studies Student Government Association, Composition Coordinator, 1992
B.A. (Mississippi College), M.A. (University of Mississippi)
- Fields, Randall W.**, *Adjunct Instructor*, 1999
B.S. (Ball State University), M.S. (Clemson University), Consultant, Broughton Systems, Inc.
- Fishel, F. Stephen**, *Adjunct Instructor*, 1999
B.S. (Virginia Commonwealth University), M.B.A. (Virginia Commonwealth University), President, Structured Systems Maintenance
- Foreman, David R.**, *Adjunct Instructor*, 1998
B.S. (Virginia Commonwealth University)
- Foreman, Gregory D.**, *Adjunct Professor*, 1980
B.A. (Hampden-Sydney College), J.D. (The T.C. Williams School of Law, University of Richmond), Partner, Kane, Jeffries, Foreman and Gayle
- Freundt, Robert C.**, *Adjunct Associate Professor*, 1990
B.A. (DePaul University), M.S., ED.S. (Northern Illinois University), Director of Corporate Consulting, The Center for Organizational Effectiveness, J. Sargeant Reynolds Community College
- Garka, John A.**, *Adjunct Instructor*, 1997
B.A. (Cleveland State University), M.A. (University of Virginia), Division of Legislative Services, Commonwealth of Virginia
- Gates, Thomas M.**, *Assistant Professor*, 1990
B.A. (University of Richmond), M.A. (Webster University), M.S. (Virginia Commonwealth University), Senior Vice President, First Union Bank
- Green, Walter**, *Assistant Professor and Academic Program Director, Emergency Services Management*, 1996
B.A. (Duke University), M.P.A. (University of West Florida), M.B.A.A. (Embry Riddle Aeronautical University), Ph.D. (Capella University)
- Hall, Tammy Barnett**, *Assistant Professor*, 2000
B.A. (University of Virginia), M.P.A. (James Madison University), Ph.D. (Virginia Polytechnic and State University), Visiting Assistant Professor, University of Richmond
- Hanson, Debra Williams**, *Adjunct Professor*, 1978
B.A. (Mary Washington College), M.F.A. (East Carolina University), Ph.D. candidate (Virginia Commonwealth University), Professional artist
- Harman, Torrence M.**, *Adjunct Assistant Professor*, 1997
B.S. (Virginia Commonwealth University), J.D. (The T.C. Williams School of Law, University of Richmond), Partner/Shareholder, Harman and Harman, P.C.
- Harrell, John R.**, *Assistant Professor*, 1995
B.S. (University of Virginia), M.S. (University of Virginia), M.B.A. (University of Richmond), Senior Engineer and Nuclear Safety Analyst, Virginia Power
- Harris, Wallace G.**, *Adjunct Assistant Professor*, 2000
B.A., M.B.A. (University of Richmond), Ph.D. (Virginia Commonwealth University), Deputy Director, Virginia Retirement System
- Helms, James M., III**, *Adjunct Professor*, 1976
B.A. (University of Richmond), M.A. (American University), President, Telecom Management Group
- Hendricks, James E.**, *Adjunct Professor*, 1965
B.B.A. (University of Texas, Austin); CTL designation, Director of Transportation Quality and Research, Reynolds Metals Company (retired)
- Herndon, Sheryl L.**, *Adjunct Instructor*, 1999
B.A. (Virginia Polytechnic and State University), J.D. (The T.C. Williams School of Law, University of Richmond), Assistant Commonwealth Attorney, Henrico County, Virginia
- Hocutt, Daniel L.**, *Adjunct Instructor*, 1999
B.A., M.A. (University of Richmond), Director, The Governors Schools, University of Richmond
- Hoerter, Shirley J.**, *Adjunct Instructor*, 1997
B.S., M.Ed. (Virginia Commonwealth University), Instructional Technology Consultant, Chesterfield County Public Schools
- James, Robison B.**, *Adjunct Assistant Professor*, 2000
B.A. (University of Alabama), B.D. (Southern Baptist Seminary), Ph.D. (Duke University), Professor of Religion Emeritus, University of Richmond
- Jernigan, J. Michael**, *Adjunct Assistant Professor*, 2000
B.A. (Old Dominion University), Master of Interdisciplinary Studies, Ph.D. (Virginia Commonwealth University), Assistant Dean, Averett College
- Jones, Margaret L.**, *Adjunct Assistant Professor*, 1997
B.S., M.Ed. (Virginia State University), Ed.D. (Virginia Polytechnic Institute and State University), City of Richmond Public Schools
- Jung, Clarence R.**, *Adjunct Professor*, 1995
B.A. (DePauw University), M.A., Ph. D. (The Ohio State University), Professor of Economics Emeritus, University of Richmond
- Kahn, Leslie M.**, *Adjunct Instructor*, 2000
B.A. (University of Oklahoma), M.S.W. (Washington University), Program Director, Dispute Resolution Center, Better Business Bureau
- Kelley, Robert S.**, *Adjunct Associate Professor*, 1987
B.A. (Florida State University), M.Ed. (Virginia Commonwealth University), Ed.D. (The College of William and Mary), Vice President Operations, Ukrop's Super Markets
- Kendall, Mary-Ellen A.**, *Adjunct Associate Professor*, 1988
B.A. (Virginia Commonwealth University), M.B.A. (University of Richmond), J.D. (The T.C. Williams School of Law, University of Richmond), Financial Program Manager, Department of Environmental Quality, Commonwealth of Virginia
- Kennedy, James P.**, *Adjunct Associate Professor*, 1988
B.S., M.B.A. (Virginia Commonwealth University), Chief Financial Officer, Mooers Volvo
- King, Leslie E.**, *Adjunct Instructor*, 1997
B.A. (Niagara University), M.A. (State University of New York at Albany), Instructor, FBI Academy
- Koebler, Andrew C.**, *Adjunct Instructor*, 1997
B.MUS. (Westminster Choir College), M.A. (Trenton State College), Organist and Choirmaster, All Saints Episcopal Church
- Lane, Kelley**, *Adjunct Instructor*, 2000
B.A. (Williams College), M.F.A. (School of the Art Institute of Chicago), Adjunct Professor, J. Sargeant Reynolds Community College
- Leatherman, Richard W.**, *Assistant Professor and Academic Program Director, Human Resource Management*, 1996
B.S., M.E., Ph.D. (Virginia Commonwealth University), C.E.O., International Training Consultants, Inc.

*Year indicates date of first appointment to Evening School faculty

- Leggett, Lana S.**, *Adjunct Assistant Professor*, 1999
B.A. (Ohio State University), M.A. (Kent State University), M.B.A. (Ashland University), Ph.D. (Kent State University)
- Light, Mark W.**, *Adjunct Instructor*, 1997
B.A. (Mary Baldwin College), M.P.A. (Virginia Polytechnic Institute and State University), Fire Chief, Henrico County
- Marshall, William R., Jr.**, *Adjunct Professor*, 1968
B.B.A. (University of Cincinnati), L.L.B. (The T.C. Williams School of Law, University of Richmond), Attorney, Taylor, Hazen, Kauffman & Pinchbeck, PLC
- Maurakis, Eugene G.**, *Adjunct Assistant Professor*, 1996
B.A., M.S. (University of Richmond), Ph.D. (George Washington University), Staff Scientist, Science Museum of Virginia
- McFarlane, Walter A.**, *Adjunct Professor*, 1977
B.A. (Emory and Henry College), J.D. (The T.C. Williams School of Law, University of Richmond), Superintendent, Department of Correctional Education, Commonwealth of Virginia
- McLaughlin, Julia G.**, *Adjunct Assistant Professor*, 1996
B.S. (University of Virginia), M.S., Ph.D. (Virginia Commonwealth University), Founding Partner, The Westwood Group
- Meinhard, Charlyne A.**, *Adjunct Instructor*, 2000
B.F.A. (Virginia Commonwealth University), M.A. (George Washington University), Vice President, Human Resources and Employment Manager, Wachovia Bank, N.A.
- Moorefield, Jean A.**, *Adjunct Associate Professor*, 1989
B.S. (East Carolina University), M.A.T. (Duke University), Ph.D. (University of Virginia), Transition Counselor, Virginia Department of Correctional Education, Commonwealth of Virginia (retired)
- Morgan, Anne Marie**, *Adjunct Instructor*, 1998
B.A. (The College of William & Mary), M.A. (University of Richmond), Journalist, Capital News Network
- Mulquin, Audrey Jecko**, *Adjunct Assistant Professor*, 1999
B.A. (North Carolina State University), M.Ed. (George Washington University), Ph.D. (North Carolina State University), Psychologist
- Mutchnick, Sheldon**, *Adjunct Instructor*, 1999
B.S., M.A. (University of Alabama), President, SFT Corporation
- Myers, Thomas A.**, *Adjunct Assistant Professor*, 1998
B.A., M.S., D.P.A. (Virginia Commonwealth University), Faculty, Virginia Commonwealth University
- Owen, Donald H., Jr.**, *Adjunct Instructor*, 2000
B.S. (Embry-Riddle Aeronautical University), M.S. (Chapman College), Manager, Human Resources, White Oak Semiconductor
- Perry, Samuel E., Jr.**, *Assistant Professor and Academic Program Director, Teacher Licensure Program*, 2000
B.A., M. Ed. (University of Richmond), Ph.D. (Virginia Polytechnic Institute and State University)
- Peters, P. Barton**, *Adjunct Assistant Professor*, 1989
B.A. (The College of William and Mary), M.S. (Virginia Commonwealth University), President, PRADA Analytics Research/Capital Management
- Petrovovich, Robert L.**, *Adjunct Instructor*, 1997
B.S. (Virginia Commonwealth University), M.B.A. (University of Richmond), Senior Software Engineer, IPC Technologies
- Plunkett, John M.**, *Adjunct Assistant Professor*, 1999
B.A. (University of Richmond), M.A. (Virginia Commonwealth University), Ph.D. (Kennedy-Western University), Information Systems, Capital One
- Prior, William F., III**, *Adjunct Instructor*, 1997
B.S. (College of Charleston), Senior Data Base Administrator, Time-Life Books
- Reilly, Rosalind B.**, *Adjunct Professor*, 1993
B.A. (Adelphi University), M.A. (University of Tennessee), Ph.D. (University of Tennessee), Adjunct Faculty, Department of English, University of Richmond
- Richie, Scott A.**, *Adjunct Associate Professor*, 1987
B.A. (Jacksonville University), J.D. (The College of William and Mary), Counsel for the Clerk's Office, U.S. Court of Appeals for the Fourth Circuit
- Roberts, Daniel M.**, *Assistant Professor and Academic Program Director, Liberal Arts*, 1996
B.A. (Presbyterian College), M.Div. (Princeton Seminary), M.A. (University of Richmond), Ph.D. (University of Virginia)
- Ross, Nancy H.**, *Adjunct Instructor*, 2000
B.A. (Vassar College), M.A. (University of Chicago), Executive Director, Virginia Commission on Youth, General Assembly of Virginia
- Saitta, Joseph V.**, *Adjunct Assistant Professor*, 1999
B.A. (University of Maryland), M.A. (George Washington University), Ed.D. (Virginia Polytechnic Institute and State University), Director, Public Safety Institute
- Satterwhite, Kimberly A.**, *Adjunct Instructor*, 2000
B.S. (Virginia Commonwealth University), J.D. (The T.C. Williams School of Law, University of Richmond), Attorney, Williams, Mullen, Clark & Dobbins
- Schmitz, Virginia S.**, *Adjunct Instructor*, 2000
B.G.S., M.A. (Virginia Commonwealth University), English Instructor, Virginia Commonwealth University
- Schneider, David A.**, *Adjunct Professor*, 1982
B.A. (Virginia Military Institute), J.D. (The T.C. Williams School of Law, University of Richmond), Director-Procurement Legal Services, Virginia Power (retired)
- Scott, Elizabeth S.**, *Adjunct Professor, Academic Area Coordinator-Arts and Sciences*, 1982
B.A. (Longwood College), M. H., M.A. (University of Richmond), Ph.D. candidate (The College of William and Mary), Freelance writer and editor
- Scott, Ernestine H.**, *Adjunct Assistant Professor*, 1997
B.S. (Virginia State University), M.A.E. (Virginia Commonwealth University), Ed.D. (Virginia Polytechnic Institute and State University), Education Specialist, Department of Education, Commonwealth of Virginia
- Selby, Talbot H.**, *Adjunct Instructor*, 1995
B.A. (University of Richmond), Licensed U.S. Custom House Broker, Manager, Schenker International
- Shuford, Veronica P.**, *Adjunct Instructor*, 1999
B.S., M.Ed. (Virginia Commonwealth University), Instructional Designer, Information Systems, Virginia Commonwealth University
- Shumate, Donna M.**, *Adjunct Instructor*, 2000
B.A., M.Ed. (Virginia Commonwealth University), Human Resources Manager, Virginia Retirement System
- Silvers, Dorothy E.**, *Adjunct Professor*, 1976, 1997
B.A. (Swarthmore College), M.A.T. (Yale University), Freelance writer and editor
- Smith, James R.**, *Adjunct Instructor*, 1997
B.A., M.A., M.H. (University of Richmond), M.F.A. (Virginia Commonwealth University), Writer-in-Residence, St. Christopher's School

- Stevens, Lee K.**, *Adjunct Instructor*, 1999
 B.A. (University of Richmond), M.A. (University of Virginia), M.S.L.S. (Catholic University), Reference Librarian, University of Richmond
- Stroman, Sabet**, *Adjunct Assistant Professor*, 1990-1997, 1999
 B.S. (University of South Carolina), M.A. (University of Virginia), Sole Proprietor, Sabet Stroman and Associates
- Stutts, Cynthia H.**, *Adjunct Instructor*, 1997
 B.S., M.S. (Virginia Commonwealth University), Administrative Director, Employee Wellness Services, Bon Secours Richmond Health System
- Taylor, Porcher L., III**, *Assistant Professor and Academic Program Director, Paralegal Studies*, 1996
 B.S. (United States Military Academy at West Point), J.D. (University of Florida College of Law)
- Tennant, Wayne T.**, *Adjunct Instructor*, 1999
 B.A. (Hampden-Sydney College), M.S. (Virginia Commonwealth University), Vice Preseident, Human Resources, Cadmus Communications Corporation
- Thompson, D. Katherine Beidleman**, *Adjunct Assistant Professor*, 1995
 B.A. (Smith College), M.A. (University of Florida-Gainesville), Ph.D. candidate (Catholic University of America)
- Thompson, Patricia L.**, *Adjunct Instructor*, 1999
 B.S. (Virginia Commonwealth University), M.B.A. (University of Richmond), Director of Development and Public Relations, Children's Home Society of Virginia
- Tucci, Joseph M.**, *Adjunct Instructor*, 1998
 B.S. (North Adams State College), Consultant, Atlantic Resource Group
- Tucker, Carson L.**, *Adjunct Instructor*, 1999
 B.A. (Virginia Military Institute), M.A. (The College of William and Mary), M.A. (George Washington University)
- Tunstall, Christopher E.**, *Adjunct Instructor*, 1999
 B.S. (Longwood College), M.S. (Radford University), Human Resources, Circuit City Stores, Inc.
- Waddell, T. Carter**, *Adjunct Assistant Professor*, 1991
 B.A. (Hampden-Sydney College), M.B.A. (University of Richmond), Vice President, International Division, Crestar Bank
- Walk, Ellen M.**, *Assistant Professor and Academic Program Director, Information Systems*, 1997
 B.S. (The College of William and Mary), M.B.A. (University of Richmond), Ph.D. (Virginia Commonwealth University)
- Walker, Daniel B.**, *Adjunct Instructor*, 1995
 B.S. (Virginia Polytechnic Institute and State University), M.B.A. (Virginia Commonwealth University), Director of Transportation, Field Container Company
- White, Monica M.**, *Adjunct Assistant Professor*, 1994
 B.A. (University of Missouri), M.A. (Ohio State University), Ph.D. (Ohio State University), Licensed Clinical Psychologist, private practice
- Whitehead, Marcia E.**, *Adjunct Assistant Professor*, 1999
 A.B. (Brown University), M.L.I.S. (University of Rhode Island), Ph.D. (University of Texas, Austin), Reference Librarian, University of Richmond
- Witcher, Ronald B.**, *Adjunct Instructor*, 1997
 B.S., M.S. (Virginia Polytechnic Institute and State University), President, Profiles of Virginia
- Witter, Susan E.**, *Adjunct Instructor*, 1999
 B.A. (Randolph-Macon Woman's College), M.A. (George Washington University), Human Resource Management Consultant, Lane & Associates, P.C.
- Wray, Elisabeth E.**, *Adjunct Professor*, 1982
 B.A., M.A. (University of Richmond), Adjunct Faculty, Department of History, University of Richmond
- Wright, Delmar P.**, *Adjunct Assistant Professor*, 2000
 B.S., M.S., Ph.D. (Virginia Commonwealth University), Deputy Chief Inspector, U.S. Postal Inspection Service
- Wriston, Michael J.**, *Adjunct Professor*, 1980
 B.A. (University of Delaware), M.Ed. (University of Vermont), Ed.D. (University of Tennessee), President, The Competitive Edge

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