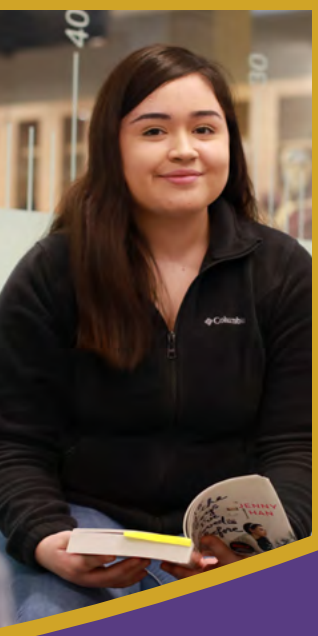
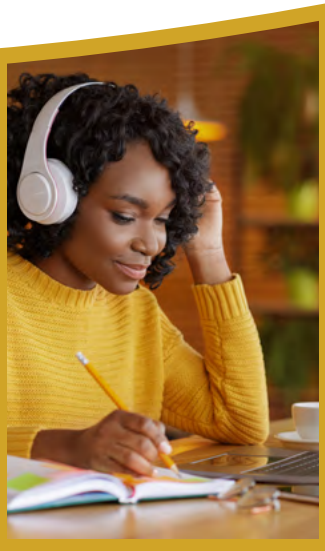
2023–2025 Bellevue University

Academic Catalog and Student Handbook

Volume 1

BELLEVUE UNIVERSITY

About Bellevue University

Bellevue University was founded by community leaders in 1966 to help military personnel and working adult learners advance their careers. Today, the University continues its dedication to providing an education that offers:

- Deep, relevant knowledge that relates to current and future in-demand careers.
- Powerful, professional skills that prepare graduates to excel in the workplace.
- Effective, engaging active learning that maximizes students' work experience and helps them build confidence in their performance.
- Access that makes all of this possible for busy, working adults, as well as those just starting out in their careers.

For more than five decades Bellevue University has been an innovator of programs, learning models, and support services for motivated students intent on bettering themselves in a variety of careers. Our Real Mastery® approach helps students not only learn, but master, the knowledge and skills employers expect. Students apply learning to real-world situations, giving them the confidence to showcase their talents to a current or future employer. Today we offer more than 80 degrees at the undergraduate, graduate, and doctoral levels in business, information technology, healthcare, and more.

More than 60,000 graduates have benefited from Bellevue University's mission and commitment. Our graduates work in fulfilling careers in the United States and throughout the world. We stand ready to help you reach your goals, too. For additional information, please visit bellevue.edu.

Mission

To deliver career-focused, cost-effective education, with unmatched care and respect for our learners.

Vision

To boldly adapt to a rapidly changing world to ensure our learners have the skills and support they need to make an impact in the global workforce.

Values

INTEGRITY
We keep our promises

EMPATHY
We listen intently and embrace everyone and their ideas.

COURAGE
We are willing to go farther and act fearlessly to help our learners achieve their goals.

INNOVATION
We move with urgency and don't wait for others to take action.

COLLABORATION
We step up and work together to create a better world.

2023 I 2025 Academic Catalog and Student Handbook

This Academic Catalog and Student Handbook contains official announcements of policies and practices for the academic years 2023-2025, effective July 1, 2023 – June 30, 2025. The University reserves the right to repeal, change, or amend the rules, regulations, and provisions contained in this Academic Catalog and Student Handbook. This publication is not an offer to enter into a contract. The Academic Catalog and Student Handbooks are available online at www.bellevue.edu/degrees/academic-catalog.

These academic policies will apply to all students who begin their academic program during the period of this catalog. Students currently enrolled under a previous Academic Catalog and Student Handbook have the option of remaining under that Academic Catalog and Student Handbook or substituting this new catalog. This option may be exercised by informing the Registrar of the requested change in writing.

Students are expected to maintain the Standard of Progress included in this Academic Catalog and Student Handbook. The academic stipulations listed shall remain in effect for seven years from the expiration date of this catalog. Students who have not graduated in this seven-year period will be subject to the provisions of a later Academic Catalog and Student Handbook.

As a post-secondary institution of higher education, Bellevue University protects information and personal records in compliance with the regulations of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

Bellevue University is accredited by the Higher Learning Commission (hlcommission.org). Bellevue University is committed to providing an environment that is free from harassment and discrimination based upon race, color, religion, sex, national origin, age, disability, genetic information, military obligations, or status in any other group protected by local, state, or federal law.

Bellevue University complies with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) (20 U.S.C. § 1092(f); 34 CFR 668.46). The Director of Compliance is responsible for administering this Act.

Those with inquiries concerning Bellevue University's compliance with the regulations implementing Title VI, Title IX, or Section 504, contact the Title IX Office at 402-557-5299. Inquires may also be addressed to the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Bellevue University's compliance with the regulations implementing Title VI, Title IX, or Section 504.

The Higher Learning Commission may also be contacted, directly, once internal complaint procedures have been exhausted.

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Colleges

College of Arts and Sciences

Dean
Michelle Kempke Eppler, Ed.D.

Assistant Dean
Karen Robinson, Ph.D.

Assistant Dean

Renea Gernant, Ph.D.

The mission of the College of Arts and Sciences (CAS) is to educate, enrich, and empower through meaningful, interdisciplinary, educational journeys. We develop the knowledge, skills and competencies that contribute to success and growth throughout one's personal, professional, and community life for the greater good. To achieve this mission, the College focuses on an array of traditional and accelerated undergraduate and graduate programs. The College also oversees teaching and innovation in courses offered in the Bellevue University Integrative General Education Program.

College of Business

Dean
Rebecca T. Murdock, Ed.D., M.B.A.

Assistant Dean
Jane Schaefer, Ph.D., M.P.A.

Assistant Dean
Sharon Rea, Ph.D., M.B.A.

Assistant Dean, Academic Services and Support
Sarah Kloewer, M.F.A.

The mission of the College of Business (COB) is to develop high-performing, lifelong learners ready to innovate and lead in a competitive and international business environment. To achieve this, we deliver high-quality programs designed to engage students and build their value as professionals. COB focuses on applied learning and reinforcement of business principles and practices. Individual courses and entire academic programs have clear performance goals and are designed to introduce, reinforce, and master critical concepts and skills. Market-oriented in its program offerings and in the design and development of programs for our students, COB emphasizes and cultivates innovation, strengthens leadership skills, and emphasizes high-quality performance for our students.

College of Science and Technology

Dean
Mary Dobransky, Ed.D., M.S.

Assistant Dean
James Lewis, M.S.

Assistant Dean
Lou Gruneiro, M.A., M.S.

Assistant Dean

Phillip Fitzpatrick, M.S.

The mission of the College of Science and Technology (CST) is to meet the education needs of professionals in science, health, technology, security, math, graphic design, project management, and data science disciplines; to provide an active learning environment that fosters critical thinking, intellectual capability, and professional competence. This mission is achieved by specializing in both undergraduate and graduate programs and courses that concentrate on the knowledge, skills, and understanding vital to being a valuable contributor to the science, technology, and security professions and to our local, national, and global society.

College of Engineering, Technology and Management

Dean
Matthew Davis, Ph.D.

Assistant Dean

Kent Burkholder, M.B.A.

The mission of the College of Engineering, Technology and Management (CETM) is to provide sustainable, affordable, and accessible education in engineering, technology, and management that aligns with student, partner, and industry needs. Through the integration of outstanding faculty, working adult-centered learning design, and teaching, we deliver the skills, courses, certifications, career and technical education, and degrees needed to accelerate the career mobility of our diverse community of students and enhance the organizational performance of our partners around the globe.

Accreditation

In the United States, schools and colleges voluntarily seek accreditation from nongovernmental bodies. Accreditation provides assurance to the public, in particular to prospective students, that an organization has been found to meet clearly stated requirements and criteria and that there are reasonable grounds for believing that it will continue to meet them.

The U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA) independently evaluate the work of accrediting agencies and officially recognize those who have been found to be reliable in their review of colleges and universities. The USDE focuses on accreditation as a requirement for distributing financial aid, while the CHEA focuses on accreditation as a way to measure academic quality. It's important to understand that the USDE and CHEA do not accredit schools and programs themselves. List of CHEA- and USDE-recognized accrediting agencies.

Colleges, universities, and programs are accredited. In the U.S., colleges and universities are accredited by one of 19 recognized institutional accrediting organizations. Programs are accredited by one of approximately 60 recognized programmatic accrediting organizations. CHEA Database of Institutions and Programs Accredited by Recognized United States Accrediting Organizations

Bellevue University is **accredited** by the Higher Learning Commission (HLC or the Commission).
Status: In good standing

Bellevue University programs are accredited by a number of specialized agencies:

International Accreditation Council for Business Education (IACBE)

The College of Business at Bellevue University has received specialized accreditation for its business programs through the International Accreditation Council for Business Education (IACBE) located at 11960 Quivira Road in Overland Park, Kansas, USA. For a list of accredited programs please view our IACBE member status page. IACBE Public Disclosure of Student Achievement **Status:** In good standing.

Global Accreditation Center for Project Management Education Programs

Bellevue University's Bachelor of Science in Project Management, Master of Project Management (MPM) and Master of Management in Information Systems (MS-MIS) – concentration in Information Technology Project Management are accredited by the Global Accreditation Center for Project Management Education Programs. **Status:** In good standing.

Commission on Collegiate Nursing Education (CCNE)

The baccalaureate degree program in nursing at Bellevue University is accredited by the Commission on Collegiate Nursing Education. **Status:** In good standing.

Council for Accreditation of Counseling and Related Educational Programs (CACREP)

The Master of Science in Clinical Mental Health Counseling program is accredited through the Council for Accreditation of Counseling and Related Educational Programs (CACREP). **Status:** In good standing.

Designated National Center of Academic Excellence in Information Assurance/Cybersecurity

Bellevue University has been designated as a National Center of Academic Excellence in Cyber Defense (CAE-CD) for the validated program(s) of study through academic year 2027.

Campus Facilities

Bellevue University hosts numerous events on campus. In addition, University facilities can be reserved by students, faculty, employees, and outside organizations. Facilities may be rented for meetings, training sessions, or private functions. For more information, contact the Event Coordinator at 1-800-756-7920, ext. 557-7013 or EventsSupport@bellevue.edu.

The University strives to provide a quality learning environment. All Bellevue University main campus facilities have been built or renovated since 1993.

John B. Muller Administrative Services Building opened in the fall of 2011. The six-story (including garden level) building occupies 130,000 square feet. Bruin Support Services is located just inside the front doors on the first floor. The building also houses many student-facing administrative functions such as Enrollment, Advising, Financial Services, Registrar, Student Support, Marketing, Accommodations Resource Center, and Professional Education. The facility is located at 812 Bruin Blvd.

Educational Services Building, located at 818 Bruin Blvd, was completed in late 2006 and is a 72,000-square-foot building connected to the Muller Administrative Services Building. Its classrooms, meeting rooms, and faculty offices serve the University's growing student and employee populations. The building is also home to the College of Science and Technology. Its proximity to the ASB allows students quick access to all support services.

Baright Bookstore, located at 815 Bruin Blvd, was opened in February 2008, thanks to the generosity of the Hollis and Helen Baright Foundation. The 6,700-square-foot building is operated by Follett Corporation and specializes in textbooks, education supplies, Bellevue University-branded clothing, and promotional items. The Bookstore is also accessible to online students, offering online ordering of required texts and materials at efollett.com.

Freeman/Lozier Library houses the University's Integrated Media Center and Collaborative Learning/Study Areas. The Integrated Media Center offers access to computerized and web-based resources, with training facilities and workshops on how to effectively use these resources. The Learning Commons area, which holds the Tutor Center, Writing Center, and library offices, is located in the library building. The library contains more than 61,000 print volumes, as well as periodicals and audio/visual materials. The online collection consists of more than 542,000 e-books, 52,000 e-journals, and 130,000 e-videos. Group and individual study tables are available for both serious study and leisure reading. Bellevue University and its librarians provide the academic services necessary to support and maintain quality education. The library is located at 1028 Bruin Blvd.

Gordon Lozier Athletic Center, located at 1024 Bruin Blvd, provides facilities for basketball, volleyball, weightlifting, and fitness programs.

Hitchcock Humanities Center, opened in 1982, includes the College of Business, classrooms, and faculty offices. In 2004, a major upgrade included a new look and feel for the building and evolving the Criss Auditorium into a high-tech presentation center with web-conferencing capability. The center is also home to the Joyce Norene Wilson Art Gallery, in honor of Professor Wilson, who dedicated 42 years of service to the University prior to her retirement. The facility is located at 1040 Bruin Blvd.

Margre H. Durham Student Center, located at 1008 Bruin Blvd, was dedicated in December 1986. The facility was originally known as the Richard D. Winchell Student Center. This facility has been remodeled three times to accommodate changing student needs. The last renovation was completed in 2017. The Student Center includes food service, game rooms, and a quiet lounge. The building is also available for rental to accommodate meetings, training, or private functions.

R. Joe Dennis Learning Center, dedicated in 1993, is located at 1004 Bruin Blvd. This 40,500-square-foot facility is home to the College of Arts and Sciences, the College of Engineering, Technology, and Management, Faculty offices, the Test Center, the MathX Learning Lab, Science labs, and 18 classrooms.

Riley Technology Center is a 12,000-square-foot building that opened in the fall of 1999. It is located at 1012 Bruin Blvd.

Durham Administration Building features a 50-foot-high clock and bell tower and is home to Residence and Student Life, International Student Services, faculty offices, and the Bellevue Chamber of Commerce. It is located at 1036 Bruin Blvd.

Rotert Building was acquired in 2009 thanks to the generosity of Alice and Bill Rotert. The Rotert building is home to the Military Veterans Service Center and is located at 2108 Harvell Circle.

The Wellness Center was also acquired in 2009 thanks to the generosity of Alice and Bill Rotert. The Wellness Center houses the weight room and exercise room for students, faculty, and staff, it is located at 2104 Harvell Circle.

Bruin Village Student Housing was added in 2017. Students can live on campus at two different complexes which make up Bruin Village: Betz Road and Lloyd St. Both complexes feature fully-furnished apartment-style units. Students enjoy their own bedrooms, with all utilities, Wi-Fi, and laundry included. Buildings are secured entry, with Resident Assistants on-site, and a short walk to campus dining, student activities, and classes.

The Outdoor Sustainability Learning Lab, located at 1002 Bruin Blvd. is set on a 7,000-square-foot site adjacent to indoor science facilities on the University's campus. Key Components are:

- A 1,700-square-foot greenhouse with integrated hydroponics and other growing demonstration areas, and a vestibule entrance linked to existing indoor lab areas
- Solar generation stations, a 600-square-foot algae biofuel pond, and automated, web-linked weather monitoring stations.
- A seasonal pond/wetland area, native plant gardens, interpretive spaces, and additional outdoor plantings.

Premier Partner Locations

A Premier Partner is a community college or military base where the University is an integral partner in student success and where a Bellevue University representative is on site to assist the transfer students full-time.

COMMUNITY COLLEGES

Bluegrass Community Technical College
500 Newtown Pike
Classroom Bldg Rm 012
Lexington, KY 40508
859.533.7803

Central Community College
3134 W. Hwy 34, Room 247
Grand Island, NE 68802
308.381.8988

Chattanooga State Community College
4501 Amnicola HWY CAT CF71
Chattanooga, TN 37406
423.309.2687

Community College of Alleghany County
808 Ridge Avenue
SSC Suite 211
Pittsburgh, PA 15212
724.987.0680

Eastern Iowa Community College
C/O Bellevue University
500 Belmont Road
Room 2417
Bettendorf, IA 52722
563.723.2139

Elizabethtown CTC
610 College Street Road
RPC Room 139
Elizabethtown, KY 42701
606.831.1423

Forsyth Tech Community College
2100 Silas Creek Parkway
Hauser Building Room 242
Winston-Salem, NC 27103
276.288.4264

Gateway Technical College
1001 S. Main Street
Racine Building R117
Racine, WI 53403
262.619.6580

Indian Hills Community College
Advanced Technology Center
Room 128
721 N. First Street
Centerville, IA 52544
515.782.6315

Iowa Western Community College
2700 College Road
Ashley Hall #121C
Council Bluffs, IA 51503
712.388.7200

Jamestown Community College
Hamilton Collegiate Center
BU Office
525 Falconer Street
Jamestown, NY 14701
607.778.5071

Lehigh Carbon Community College
Transfer and University
Center-Student Services Center
4525 Education Park Drive
Schnecksville, PA 18078
484.656.1043

Lone Star College
The University Center at the Woodlands
3232 College Park Drive
Conroe, TX 77384
832.381.7342

Metropolitan Community College
5300 North 30th Street
Building 10, Room 202
Omaha, NE 68111
402.650.9885

Mid-Plains Community College
Walsh Brady Hall, Room 213Z
1205 East Third Street
McCook, NE 69001

Mid-Plains Community College
Room 140
601 West State Farm Road
North Platte, NE 69101
308.535.3730

Mohawk Valley Community College
1101 Sherman Drive
Wilcox Hall 129K
Utica, NY 13501
607.778.5071

Mott Community College
Mott Memorial Building
Room 1012
1401 East Court Street
Flint, MI 48503
810.762.0451

Mount San Jacinto College
Bldg. 2008 Room G
28237 La Piedra Road
Menifee, CA 92584
951.639.5669

Northeast Community College
Lifelong Learning Center
601 East Benjamin Avenue
Suite 0150
Norfolk, NE 68701
402.690.9698

Pellissippi State Community College
Transfer Hub Alexander Bldg
Rm 252J
10915 Hardin Valley Road
Knoxville, TN 37932

South Texas College
University Relations,
Transfer and Articulation Center
Room H105-A
3201 W. Pecan Blvd
McAllen, TX 78504
956.359.8504

Southeast Community College
Room U8
8800 O Street
Lincoln, NE 68520
402.475.2255

Southeast Technical College
Technology Center,
Room 116
2320 N. Career Avenue
Sioux Falls, SD 57107
605.335.8010

SUNY Broome Community College
907 Front Street
Library 204
Binghamton, NY 13905
607.778.5071

Tarrant County College District
682.305.6623

Western Iowa Tech Community College
Dr. Robert H. Kiser Building
Room A221
4647 Stone Avenue
Sioux City, IA 51102
712.274.8043

Western Nebraska Community College
Office G 154
1601 East 27th Street
Scottsbluff, NE 69361
308.635.6772

MILITARY BASES

Keesler AFB
500 Fisher St Sablich Center
Suite 224, Room c219
Keesler AFB, MS 39534
228.365.7924

Larry Thorpe
Relationship Manager
228.376.8750

Offutt Air Force Base
Building C Room 222
106 Peacekeeper
Drive Ste. 323C
Offutt AFB, NE 68113
402.291.8853

Jeanette Harper
Relationship Manager
402.291.8853

For additional information on these locations go to https://www.bellevue.edu/about/state-authorization/state-authorizations

University Policies, Regulations, and Expectations

Annual Notification of Student Privacy (FERPA)

Section 99.7 of the Family Educational Rights and Privacy Act (FERPA) requires students be informed of their rights under the FERPA regulations. Student rights include the following:

1. The right to inspect and review their education records. (See Inspection and Review of Education Records.)
2. The right to request the amendment of their education records to ensure that they are not inaccurate, misleading, or otherwise in violation of their privacy or other rights. (See Amendment of Education Records.)
3. The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent the Act and regulations in this part authorize disclosure without consent such as University officials with legitimate education interest.
4. The right to file with the U.S. Department of Education a complaint under Sections 99.63 and 99.64 concerning alleged failures by the University to comply with the regulations of the Act. The office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Ave., SW
   Washington, D.C. 20202

The following has been identified as Directory Information and may be released without the student's written consent:

- Student name
- Student address
- Date of birth
- Place of birth
- Major field of study
- Participation in recognized activities and sports
- Height and weight of members of athletic teams
- Photos of students
- Current employer
- Current employer location
- Job title
- Dates of attendance
- Degree and awards received
- Most recent previous school attended
- Telephone number
- Email address
- Grade level
- Enrollment status

Note: Bellevue University reserves the right to exercise its discretion to limit disclosure of directory information "to specific parties, for specific purposes, or both."

Under FERPA, a student may request that their directory information not be released. In doing so, directory information required for instances including, but not limited to, classroom administration and Internal Revenue Service remain exempt.

Bellevue University does not assume any responsibility for contacting a student for ongoing permission to release directory information and does not assume liability for honoring a student's request to restrict disclosure of directory information. Please contact the Registrar's Office at sssstudentrecordsteam@bellevue.edu for more information on restricting directory information.

Note: Those with restricted directory information wanting to participate at the graduation ceremony, please know the ceremony will be streamed live and will be available on our website for a period of time.

As a part of FERPA policy, Bellevue University defines University official as: members of the University in an administrative, supervisory, academic, research, support position, or a person employed by (or under contract to) the University to perform a special task, such as an agent, attorney, or auditor. A University official has a legitimate interest if the official has the need to know within the limitations typically required to fulfill his or her official responsibilities or by a contract agreement related to a student's education experience.

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in 99.31 of the FERPA regulations. Except for disclosures to University officials, disclosures of directory information, and disclosures to the student, 99.32 of FERPA regulations require Bellevue University to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

A postsecondary institution may disclose personally identifiable information from the education records without obtaining prior written consent of the student:

1. The disclosure is to other school officials, including teachers, within the institution whom the institution has determined to have a legitimate education interest.
2. The disclosure is to officials of another institution of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment transfer.
3. The disclosure is to authorized representatives of federal, state, or local education authorities.
4. Disclosure is to the student.
5. In connection with the student's request for/receipt of financial aid.
6. If required by a state law requiring disclosure that was adopted before November 19, 1974.
7. To organizations conducting certain studies for, or on behalf, of the University.
8. To accrediting organizations to carry out their functions.

9. To the student's parents if they claim the student as a dependent for income tax purposes.
10. To comply with a judicial order or lawfully issued subpoena.
    Note: The University will make a reasonable effort to notify the student or a designee of the order or subpoena in advance of compliance.
11. To appropriate parties in a health or safety emergency.
12. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (99.31 9(a)(13))
13. To the general public, the final results of a disciplinary proceeding, subject to the requirements of 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (99.31 (a)(14))
14. To parents of a student regarding the student's violation of any federal, state, or local law, or any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (99.31 (a)(15))
15. Information the school has designated as "directory information" under 99.37. (99.31 (a)(11))

Inspection and Review of Education Records

A student may inspect and review their education records upon request to the appropriate record custodian.

A student may submit a written request which identifies as precisely as possible the record or records they wish to inspect to the record custodian or an appropriate University staff member. The record custodian or staff member will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When records contain information about more than one student, the requesting student may inspect and review only the records which relate to them. Bellevue University reserves the right to refuse to permit a student to inspect the following:

- The financial statement of their parents.
- Letters and statements of recommendation for which the student has waived their right of access, or which were placed in file before January 1, 1975.
- Records connected with an application to attend Bellevue University if that application was denied.
- Those records which are excluded from the FERPA definition of education records.
- Bellevue University reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:
  - The student has an unpaid financial obligation to the University.
  - There is an unresolved disciplinary action against the student.

Types, Locations, and Custodians of Education Records

Type	Location	Custodian
Admissions Records	Registrar's Office	Registrar
Cumulative Acad. Records	Registrar's Office	Registrar
Financial Records	Student Finan. Srv.	Director
Financial Aid Records	Financial Aid Office	Director

Amendment of Education Records

A student must ask the appropriate University official (Registrar or Chief Academic Officer) to amend a record. The student should identify the part of the record they want amended and specify why they believe it is inaccurate, misleading, or in violation of their privacy or other rights. Please note this procedure excludes grades. (See Grade Appeals on page 67 for more information.)

Bellevue University may comply with the request or decide not to comply. If the University decides not to comply, the student will receive notification of the decision and advice on their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of their rights. Upon request to the Chief Academic Officer, the University will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.

The hearing will be conducted by a hearing officer (who is a neutral party). The hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend their education records. Bellevue University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If the University decides the challenged information is not accurate, misleading, or in violation of the student's right to privacy, we will notify the student that they have a right to submit a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision for placement in the record. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Bellevue University discloses the contested portion of the record, it must also disclose the statement. If Bellevue University decides the information is inaccurate, misleading, or in violation of the student's right to privacy, the University will amend the record and notify the student in writing that the record has been amended.

Contact the Registrar in writing with questions regarding FERPA or to file a complaint with the University.

The Solomon Amendment

The Solomon Amendment (1998) is a federal law authorizing institutions that receive federal funding to allow the Department of Defense:

- Entry to campus
- Access to students on campus
- Access to lists containing recruiting information on students

The Solomon Amendment identifies certain information that military recruiters may request about students if the student is aged 17 years or older, and is registered for class(es).This information is known as Student Recruiting Information.

This information includes only:

- Name
- Address
- Telephone number
- Age
- Class level
- Academic major
- Place of birth
- Degrees received
- Most recent education institution attended
- Email address

If the student restricts the release of directory information under FERPA, then the University may not release such information to the military either (FERPA supersedes the Solomon Amendment.) There are additional guidelines for the release of data. The Office of the Registrar authorizes all data released to the requesting units. Please refer any requests to the Registrar.

Student Academic Honesty Policy

Academic honesty includes adherence to guidelines established by the instructor in a particular course for both individual and group work. It prohibits representing the work of others to be one's own (plagiarism); receiving unauthorized aid on an assignment (cheating); using similar papers or other work product to fulfill the obligations of different classes without the instructor's permission; tampering with library, computer, or student materials; or facilitating dishonesty by others.

In the event an instructor believes an incidence of academic dishonesty occurred, the instructor will inform and discuss the incident with the student, including which disciplinary action, if any, he/she shall initiate. Penalties for academic dishonesty or plagiarism may include a warning, reduction in grade, grade of "F" for the work in question, or for the course. In addition, if the student is engaged in academic dishonesty, they may be subject to disciplinary action including reprimand, suspension, and/or expulsion from the University. Policy Statement 1035 provides detailed information pertaining to academic honesty, including procedures for determining disciplinary action, and a student's right to appeal.

Copyright Protection

It is the intent of Bellevue University that all members of the University community adhere to the provisions of the United States Copyright Law (Title 17, United States Code, Sect. 101, et seq.) 1980 Patent Law, and Off-Air Guidelines. The following policy statements and guidelines constitute a manual for anyone at the University who wishes to reproduce, alter, or perform works that are protected by copyright. Since copyright protection applies to a variety of creative works—printed materials, sound and video recordings, artworks, computer software, and others—this policy has been constructed to address issues related to particular types of media.

What Copyright Is

Copyright is a form of legal protection for authors of original works, including literary, dramatic, musical, artistic, and other intellectual products. Publication is not essential for copyright protection, nor is the well-known symbol ©, however, pre-1976 works must be published and be identified as copyrighted in order to have copyright protection. Section 106 of the Copyright Act (90 Statute 2541) generally gives the owner of the copyright the exclusive right to do and to authorize others to do the following:

1. Reproduce copies of the work.
2. Prepare derivative works based on the copyrighted work.
3. Distribute copies of the work by sale, rental, lease, or lending.
4. Publicly perform the work (if it is a literary, musical, dramatic, or choreographic work or a pantomime, motion picture, or audiovisual work).
5. Publicly display the work (if it is a literary, musical, dramatic, choreographic, sculptural, graphic, or pictorial work—including the individual images of a film—or a pantomime).

The copyright owner retains these rights even when the work itself belongs to someone else. However, the rights are not absolute. They are subject to "Fair Use" limitations, which apply to all media, and medium-specific limitations. For further information, visit the Bellevue University Library's Copyright Center at http://libguides.bellevue.edu/copyright.

Drug/Alcohol Policy

Bellevue University subscribes to the Drug-Free Work Place Act of 1988 (34 CFR, Part 85, Subpart F), the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), and section 5301 of the Anti-Drug Abuse Act of 1988. In the State of Nebraska, possession or use of alcohol by an individual under the age of 21 is illegal.

Bellevue University strictly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of any of its activities. The University will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), up to and including dismissal from the University or termination of employment and referral for prosecution, for violation of these standards of conduct. Disciplinary sanctions may include the completion of an appropriate rehabilitation program.

Possession or use of drugs/alcohol on University property is prohibited. Empty or partially empty containers, caps, or drug/alcohol related items are considered possession. All drugs/alcohol found in University facilities will be confiscated.

Policy Statement PS 11 Drugs and Alcohol is included in all pertinent school publications, including faculty/staff handbooks and the University's website: Drug and Alcohol Policy. Members of the University community who may need drug or alcohol abuse counseling may contact the Human Resources department or the Office of Student Affairs for appropriate referral.

Tobacco-Free Policy

Bellevue University is a tobacco-free institution. Therefore, tobacco products (including but not limited to cigarettes, pipes, hookahs, cigars, e-cigarettes, chew, snuff, snus, and other non-combustible tobacco products or devices) are prohibited in any campus building or on any campus grounds. Students found in violation of this policy may be subject to discipline up to and including expulsion. Legal tobacco products will be permitted in personal vehicles, but discretion must be practiced at all times.

Student Rights and Responsibilities

The University recognizes the following rights as those which the University has a duty to foster and protect for the student:

1. The right to pursue education goals and activities consistent with the mission of the University.
2. The right to bring forth complaints per the guidelines set by University policies listed within this catalog.
3. The equal right with others to appropriate, available services of the faculty, administrative offices, and counseling agencies of the University.
4. The right to fair and impartial evaluation of the student's academic work.
5. The right to due process in the University's appeal and disciplinary procedures.
6. The right to have the University maintain and protect the confidential status of the student's academic conduct and counseling records. Except under legal compulsion, information contained in such records with the exception of directory information shall not be released to agencies outside the University without the student's expressed consent. The student shall specify what categories, if any, of their records are excluded from such permission; otherwise the permission will be deemed to be general. If the permission is limited, this fact may be noted on the release. Recognition of this right of confidence shall not, however, infringe on the right of an individual to express his or her unofficial personal judgment within a professional framework as to the student's ability and character based on personal knowledge and the public reputation the student may have made for themselves in the University community.

A student may obtain a copy of the University's FERPA policy from the Registrar's Office. The following are among the student's recognized responsibilities as a student:

1. The responsibility to exercise initiative in contributing to and maintaining standards of academic performance as established by the faculty and governing authorities of the University.
2. The personal responsibility for acting in such a manner as to promote and ensure for fellow students and members of the University family the rights outlined above.
3. Individual responsibility for the student's actions with respect to University rules and regulations.
4. Individual responsibility for the student's actions with respect to the provisions of local, state, and federal laws.
5. Responsibility for conducting themselves in a manner that helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the University community are respected.
6. Responsibility to refrain from individual and group action that causes loss or damage to property and rights therein of the University, fellow students, or any other member of the University community.
7. Students are expected to attend all class sessions or to actively participate in online classes, except in cases of significant circumstances (i.e. illness or death in the family). Notify faculty as soon as potential absences may occur.
8. Students are obligated to follow and be knowledgeable of the rules, regulations, processes, and requirements listed within the applicable catalog, and as provided in the Bellevue University website Terms and Conditions of use.

Policy for Missing Students

Students, faculty, or staff members who believe that a student is missing should contact the Security Department at 402-557-5000.

Once the University has been notified, University staff will attempt to contact the student. If the student is unable to be contacted, the University will, within 24 hours of being notified that the student is missing, notify local law enforcement that a student is missing. The University will also contact the student's confidential emergency contact on record.

If the student is under the age of 19, and is not emancipated, the parents or guardians of the student will be contacted, in addition to any other emergency contact person listed.

Student Code of Conduct

University Policy Statement 1901 details the Student Code of Conduct, which follows below:

1. General Principles:

a. Bellevue University is committed to the philosophy that people should be given an opportunity to develop their skills and knowledge, as well as an awareness of their roles and responsibilities in society.

b. Enrollment at the University means a commitment to seriousness of purpose, academic integrity, and high standards of personal and social behavior. Students are expected to be cooperative and responsible members of the University community, to comply willingly with University regulations, and to abide by local, state, and federal laws. Students are expected to know their responsibilities as defined by the Academic Catalog & Student Handbook, Student Code of Conduct, and any additional Bellevue University policies. It is to the above philosophy that these student conduct and discipline procedures have been developed.

c. Proof of policy violations obtained via electronic media, including, but not limited to, video, photographs, emails, social networking sites, or other electronic means can be used as evidence and give rise to a finding that a policy has been violated.

2. Definitions

a. University: The University means Bellevue University.

b. Student: Refers to all persons taking courses from the University: full-time and part-time; residential or online; enrolled in undergraduate, graduate, professional, special topic, and certificate of completion programs or courses.

c. Staff: Refers to any non-faculty employee of Bellevue University.

d. Faculty: Refers to any full-time or part-time hired by the University to conduct classroom, online, or other academic activities.

e. University Premises: Refers to all land, buildings, facilities, online academic and support systems, and other property in the possession of or owned, used, or controlled by the University including applicable adjacent streets and sidewalks.

f. University Community: Refers to all students, staff, faculty, and guests at the University.

g. Dean of Students Office (DSO): This office will investigate allegations of misconduct or assign members of the University to investigate depending upon the nature of the allegation. The DSO may refer investigation to appropriate departments if academic or Title IX complaints.

h. Respondent: Refers to student(s), student groups, or student organizations against whom a conduct charge(s) has been brought.

i. Complainant: Member of the University community who has alleged a violation of code by any student(s), student group(s), or student organization(s) in violation of this code of conduct.

3. Academic Dishonesty Violations

a. Bellevue University is committed to academic excellence. The University expects academic honesty from all members of the University community and believes it is essential for academic excellence and integrity. Academic honesty includes adherence to guidelines established by the instructor in a particular course for both individual and group work. It prohibits representing the work of others to be one's own (plagiarism); receiving unauthorized aid on an assignment (cheating); and using similar papers or other work product to fulfill the obligations of different classes without the instructor's permission.

b. When a faculty member believes a student's conduct constitutes academic dishonesty, the faculty member will have a discussion with the student to give the student an opportunity to provide an explanation. If the student provides an adequate explanation to the satisfaction of the faculty member, the matter will be deemed resolved. If, in the opinion of the faculty member, an adequate explanation is not provided by the student, the faculty member may sanction the student in accordance with the Academic Dishonesty Penalties section below. The faculty member is responsible for documenting this decision and notifying the Dean of Students Office. The Dean of Students Office is responsible for notifying the student of the decision, the sanction being imposed, and the right to appeal.

4. Academic Dishonesty Penalties

a. Penalties for academic dishonesty may include a warning, reduction in grade, a grade of "F" for the work in question, or, with Dean approval, for the course.

b. In addition, any student engaged in academic dishonesty may be subject to further disciplinary action up to and including formal reprimand, short-term suspension, long–term suspension, and/or expulsion according to the policies and procedures of the University (PS 1035). These penalties can only be imposed by the appropriate administrator at the University.

5. Academic Dishonesty Grade Appeals

a. If the student disagrees with the determination or the sanctions imposed by the instructor described in item 4.a., above, he or she may appeal the decision within thirty calendar (30) days of the grade posting in BRUIN per the Grade Appeal process in the Academic Catalog.

6. Violations of the Code of Conduct

As a general matter, all members of the University community are expected to conduct themselves in a way that is conducive to an academic environment. With that in mind, Bellevue University prohibits the following:

a. Knowingly furnishing false information to the University; forgery or alteration of University documents, records, or instruments of identification; use of University documents or instruments of identification with intent to mislead or defraud.

b. Theft of property or services; or knowingly having possession of stolen property.

c. Failure to comply with the directives of University officials or Security Officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

d. Disrupting or obstructing any University-related business or activities, including disorderly or disruptive classroom conduct.

e. Unauthorized entry into any University office or area or unauthorized accessing of University records.

f. Threatening, harassing, or discriminating against any person based on race, color, religion, sex, national origin, age, disability, genetic information, military obligations, or status in any other group protected by local, state, or federal law. (Alleged violations falling within the scope of University discrimination and harassment policies will be addressed pursuant to those applicable policies and procedures).

g. Stalking which is defined as: engaging in a knowing and willful course of conduct directed at a specific person which seriously terrifies, threatens, or intimidates the person and which serves no legitimate purpose.

h. Participation in hazing. Hazing includes any activity intended to test another person's willingness or readiness to join a group (or to maintain full status in a group) by subjecting that person to humiliation, degradation, or other risks of emotional or physical harm. Willing participation in a hazing exercise by the person being hazed does not excuse hazing.

i. Students have the right to be free from retaliation. Threats or other forms of intimidation or retribution against a student who files a complaint, participates in an investigation, appears as a witness at an administrative hearing, or opposes an unlawful act, discriminatory practice or policy, are prohibited and subject to University student discipline procedures.

j. Participating in or inciting a riot or disturbance, or a disorderly assembly which disrupts or obstructs any University activity or function.

k. Seizing, holding, taking, commandeering, or damaging any property or facilities of the University, or threatening to do so.

l. Gambling or holding a raffle or lottery on campus or at any University or University-affiliated function or premises without the written approval of the University is prohibited.

m. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency.

n. Any action or conduct which improperly or unlawfully interferes with any person's lawful and permitted personal, academic, or employment pursuits.

o. Unauthorized possession, use or duplication of keys, key cards, or passwords to University vehicles, buildings, computer system(s), or other property.

p. Bellevue University subscribes to the Drug-Free Work Place Act of 1988 (34 CFR, Part 85, Subpart F), the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and section 5301 of the Anti-Drug Abuse Act of 1988. Possessing, using, or being under the influence of alcoholic beverages on University property, other than at an event where consumption of alcoholic beverages has been approved by the University in advance. Bellevue University strictly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. The University will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), up to and including dismissal from the University or termination of employment and referral for prosecution, for violation of these standards of conduct. Disciplinary sanctions may also include the completion of an appropriate rehabilitation program.

q. Possessing on University property, or at any University or University-affiliated function or activity, any dangerous chemical or explosive element or any weapon, not required for lawful University studies, without the authorization of the President of the University. (Pocket knives are permitted as long as the blade is no longer than three inches in length.)

r. Physically detaining or restraining, however briefly, any other person against his or her will; removing any person against such person's will from any place where the person is authorized to remain; or in any way purposely obstructing the free movement of persons or vehicles on University premises or at University or University-affiliated functions or activities.

s. Obscene or indecent behavior, which includes but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others, as well as the viewing of pornography on University computers, University networks, personal devices, or personal networks while on University property or University sanctioned events.

t. Littering, or willfully or recklessly defacing, destroying, or damaging property of the University (or property under its jurisdiction or control), or property of another person or entity, or removing or using such property without proper authorization.

u. Violating any local, state, or federal law, ordinance, or regulation (a) while on University property, or (b) while in the course of any University or University-affiliated function or activity, or (c) which violation adversely affects or adversely reflects upon the University's pursuit of its education activities or the pursuit of education, employment, or other lawful activities of any student, visitor, or employee of the University.

v. Violating any rule or regulation not contained or referred to within the official University catalog, after notice of such rule or regulation, or after publication on University bulletin boards and online (or otherwise) of such rule or regulation.

w. Violating campus or University parking regulations.

x. Physical violence towards another person or group. Causing or attempting to cause or threatening to cause physical injury to a University employee, official, student, visitor, or guest.

y. Making derogatory, offensive, inappropriate, or intimidating comments toward other campus community members. This includes comments made on social media.

z. Bellevue University has the responsibility for securing its computing and networking systems (both academic and administrative) to a reasonable and economically feasible degree against unauthorized access, while making the systems accessible for legitimate and innovative uses. The Bellevue University data network is a private network and may only be used for authorized purposes by authorized individuals. Unauthorized use, access, or modification of any information on this system may result in prosecution. All data transmitted or stored on any location within this network is the sole property of Bellevue University that will be monitored and audited at the discretion of the University. All individuals gaining access to this system are hereby notified that use of this system constitutes consent to such monitoring and auditing. It is important for the user to practice ethical behavior in computing activities. The sharing of passwords or logins is forbidden. Bellevue University authorizes user accounts solely for use in conducting course-related research and University business.

aa. Knowingly encouraging, aiding, assisting, or abetting any other person(s) to commit any act of misconduct prohibited above.

bb. Bellevue University is a tobacco-free institution. Therefore, tobacco products (including but not limited to cigarettes, pipes, hookahs, cigars, e-cigarettes, chew, snuff, snus, and other non-combustible tobacco products or devices) are prohibited in any campus building or on any campus grounds, except for inside personal vehicles (PS 80).

cc. Any violation of the Student Code of Conduct by a student's non-University guest. "Guest" is defined as any non-student present on University premises at the invitation and/or hosting of the student. The hosting student shall be held responsible for the actions of their invited guest.

dd. Violations related to fire safety, including but not limited to:

i. Failure to properly evacuate during a fire alarm.

ii. Intentional sounding of a fire alarm without cause.

iii. Illegal possession of, or removal of, damage to, or tampering with fire safety or other emergency warning equipment.

iv. Arson or unauthorized setting of fires on University property.

ee. Conduct on or off campus which reflects poorly on the University, or other conduct prejudicial to the best interests of the University or other students.

ff. Violating any policy or rule governing the conduct of students which has been adopted by the University.

gg. Failure to cooperate in the investigation and resolution of an alleged violation of the Student Code of Conduct.

hh. Violations of published requirements of specific academic programs. Specific programs may have additional requirements for accreditation, professional/ethical code obligations, licensing requirements, or other reasons that may also be considered a violation of this Student Code of Conduct.

The purpose of the Student Code of Conduct is to establish clear expectations for student behavior and to outline the consequences for violating those expectations. The Student Code of Conduct may cover a wide range of topics, including academic integrity, plagiarism, cheating, and other forms of misconduct. However, the University reserves the right to right to address other inappropriate behavior that does not clearly fall within the identified standards of conduct outlined above. It is important for students to familiarize themselves with the Student Code of Conduct in the Bellevue University Academic Catalog, Student Handbook, and other published policy/procedure documents and to understand their responsibilities and obligations of University and program-specific requirements and conduct.

The University reserves the right to address other inappropriate behavior that does not clearly fall within the identified standards of conduct outlined above.

7. Determining Violations and Sanctions

a. The Dean of Students Office is responsible for determining violations of the Student Code of Conduct. All conduct meetings are private and students are not allowed to have electronic devices.

b. The following sanctions may be imposed for violations of the Student Code of Conduct by the Dean of Students Office. In each case, the sanction(s) to be imposed will be determined by examining the nature and severity of the violation. The cumulative effect of a student's prior violations of the Student Code of Conduct and the student's prior disciplinary records may also be considered in determining the appropriate sanction.

i. **Warning** – A verbal or written statement that the student has violated University rules, and may be subject to more severe disciplinary action if such behavior continues or is repeated.

ii. **Restitution** – Required reimbursement for damage to or misappropriation of University or any other public or private property. Where this sanction is imposed, the decision shall direct that restitution be made by a certain date. The consequences of failure to make such restitution shall be stated in writing. Restitution may take the form of appropriate services or other compensation.

iii. **Non-Academic Reflective Activity** – Work assignments, essays, service to the University, or other related discretionary assignments.

iv. **Academic Sanctions** – Penalties may include a reduction in coursework grade(s), including, but not limited to participation, assignments, or presentations based on inappropriate classroom conduct.

v. **Disciplinary Probation** – Exclusion from the privilege of using specified facilities of the University or from participating in extracurricular activities of the University, including the holding of any student or student organization office, for a specified period of time, or other terms of disciplinary probation deemed appropriate under the circumstances. The terms of any such disciplinary probation imposed will be specified in writing, and may include the withdrawal of any privileges or services otherwise provided by the University.

vi. **Interim Suspension** – Immediate exclusion from all University property, University-sponsored events, or designated courses, curriculum offerings or class sections pending a hearing.

vii. **Suspension** – Exclusion from all University property, University-sponsored events, or designated courses or curriculum offerings or class sections as a student for a definite period of time, not to exceed one year.

viii. **Expulsion** – Termination of student status and resulting exclusion from attending all University property, functions, or from attending or enrolling in designated courses, curriculum offerings, class sections, programs, or University-sponsored events for an indefinite period of time. If any conditions of readmission are established, they may be stated in the order of dismissal. The President or Board of Directors of Bellevue University may also establish, at any time, conditions upon which a dismissed student may be readmitted to the University.

ix. **Ban and Bar** – The Security Department may issue written notices to any person who has been contacted or observed on University property while engaged in any unlawful or unauthorized activity banning and barring such person from University property. Violation of any such notice will be deemed to be trespassing on University property, and the offending party may be cited and subject to prosecution for criminal trespass in violation of Neb. Rev. Stat. § 28-520 or § 28-521. The term "unlawful or unauthorized activity" shall mean any conduct, act, or omission by any person that is in violation of (i) any law, rule, regulation, or order of the State of Nebraska or of the United States, or (ii) any policy, rule, or regulation of Bellevue University.

8. Non-Academic Appeals

a. The student may appeal the Dean of Students Office's conduct decision based on the basis of one or more of the grounds listed below. The appeal must be in writing, a must be filed with the Dean of Students Office not later than ten (10) calendar days after the date of the decision. The appeal will be considered on if based upon one of the following grounds:

i. Procedural irregularity that affected the outcome of the matter;

ii. New evidence that was not reasonably available at the time the conduct decision was made, that could affect the outcome of the matter; and/or

iii. The Dean of Students Office had a conflict of interest or bias for or against the student that affected the outcome of the matter.

b. The Appeal Officer will be designated by the President. Postponement of any sanctions pending review by the Appeal Office is at the discretion of the Appeal Officer.

c. Review by the Appeal Officer will be limited to a review of the documents submitted as evidence at the meeting and a review of all relevant material. Opportunity for the student to personally discuss the matter with the Appeal Officer shall be at the discretion of the Appeal Officer.

d. The Appeal Officer shall send the decision on the appeal in writing to the student by University email. The appeal decision is typically issued within fifteen (15) business days, but may be subject to reasonable extensions by the Appeal Officer, with or without notice, based upon the complexity of the case. The Appeal Officer is also responsible for placing a copy of his or her appeal decision in the student's file.

e. The decision of the Appeal Officer shall be final and not subject to further appeal.

Discrimination and Harassment Policy

University policies PS 06 (Non-Discrimination Policy) and PS 04 (Title IX Policy) prohibit discrimination, harassment and retaliation on the basis of a protected category (as defined within the policies) in all of Bellevue University's education programs and activities. In keeping with our education mission, the University will foster open learning and working environments. To meet moral as well as legal obligations, the University has developed procedures in alignment with the policies cited above to protect both students and employees from discrimination and harassment, as well as established an environment in which such unacceptable behavior will not be tolerated.

The University's ethical obligation to provide an environment that is free from discrimination and harassment and from the fear that it may occur is implicit. The entire collegiate community suffers when discrimination or harassment is allowed to pervade the academic atmosphere through neglect, or through the lack of programs designed to clarify appropriate professional behavior and promote understanding of what constitutes discrimination or harassment. Bellevue University is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from discrimination, harassment, and retaliation.

Security Department – ID/Access Badge Control and Access Policy

Bellevue University issues ID/Access Badges to employees and students. ID/Access Badges serve as identification of an individual as a BU student and are valid as long as the individual remains a registered student at BU. ID/Access Badges also

interface with various systems such as door access for controlled areas, student housing access, and meal plans.

ID/Access Badges must be worn at all times and presented to any BU employee when asked to verify identity or student status. The ID/Access Badge is for sole use by the individual to whom it is issued (the "Badge Holder") and may not be given out to any other person(s) regardless of the other person's student or employee status with BU.

Various areas of campus are accessible only with badge access ("controlled areas"). An individual must swipe/use his/her own ID/Access Badge to gain entrance into ID/Access Badge controlled areas. A Badge Holder may not use his/her ID/Access Badge to allow others to access controlled areas, regardless of the other's student or employee status with BU. Each individual must swipe/use his/her own ID/Access Badge for entry into controlled areas.

ID/Access Badges remain the sole and exclusive property of the University while in a Badge Holder's possession and must be returned to BU upon request.

Lost ID/Access Badges

Bellevue University issues the first ID/Access Badge and no more than one replacement badge at no cost to the student. In the event any University ID/Access Badge is lost or stolen, the ID/Access Badge Holder is responsible for reporting such loss or theft immediately to the BU Security Office and, if the Badge Holder is a BU employee, to his/her immediate supervisor. For the second and all subsequent lost/stolen ID/Access Badge, students must pay a replacement fee of $15 per replacement badge. Students with an excessive amount or a demonstrated pattern of repeated lost/stolen ID/Access Badges may be subject to further disciplinary/corrective action under the Student Code of Conduct.

Security Department – Reporting a Crime

It is the goal of Bellevue University to provide a secure, safe campus and workplace for its students and employees. Students, faculty, and staff at Bellevue University who observe or are involved in any crime or incident on campus should report the incident to the Security Department as soon as possible by calling 402-557-5000, by using one of the blue phones in the parking lots located on campus, or in person at the Security Office in the Student Resource Center. Reports can be anonymous.

Student Complaint Procedures

Bellevue University affirms the right to bring forth complaints and is committed to resolving these matters in a fair, equitable, and timely manner, so as to protect the rights of both the individual and the community.

This complaint procedure applies to complaints that are not addressed by the Academic Appeals Procedures, Americans with Disabilities Act, Student Academic Honesty (Plagiarism), Student Code of Conduct, Discrimination and Harassment Policy, Student Records Policies, or any other existing formal procedure under which a complaint may fall.

Students are encouraged to attempt to resolve the issue directly with the member of the faculty, staff, or administration involved in an informal manner. If a satisfactory resolution cannot be reached informally or the student does not feel comfortable attempting to resolve the issue directly, the student needs to submit the complaint to https://bellevue-advocate.symplicity.com/public_report/index.php. After submitting the complaint the appropriate staff will be in contact within two business days.

If a satisfactory resolution is still not reached, an appeal may be submitted in writing to the appropriate University Vice President, whose decision will be final.

The Higher Learning Commission may be contacted directly, once internal complaint procedures have been exhausted.

Reporting and Disclosure of Information

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. Bellevue University is in compliance with the Clery Act requirements by publishing this information online at http://www.bellevue.edu/student-support/consumer-information/consumer-information. Paper copies are located on-campus in the OneStop Welcome Center and Office of Student Affairs, or available by request from the Director of Campus Security who can be reached at 402-557-7581. For all disclosure information, please visit http://www.bellevue.edu/student-support/consumer-information/consumer-information.

Electronic Device Expectations

Electronic devices, other than those approved for class, are not allowed during class time. All cell phones, pagers, music players, etc. need to be put on silent mode when in the classroom or library. If there are job-related (on-call) or medical reasons (illness at home) to have the device active in the classroom/library, the instructor/librarian needs to be informed. In those cases, if a student is contacted, they will be required to leave the classroom/library to have the conversation. Electronic devices are not allowed within the testing rooms of the test center at any time.

Determination of Student Location

Bellevue University will determine the location of a student for all purposes, including providing accurate professional licensure disclosures, in the following way. The "Home Address" field within the University's Student Information System (SIS) will be recorded as each student's location. The University defines the Home Address as, "a physical address that is the student's current, true, and principal home where the student primarily resides during the time they are enrolled in courses at Bellevue University. It is a place of residence where the student intends to remain unless/until relocating to another location with the intent to remain there. The Home Address is where someone would be most likely to find the student; where the student primarily puts their head down at night."

A student's Home Address is provided by the student. Each student is responsible for ensuring their Home Address is current and accurate throughout their enrollment at Bellevue University.

All degree-seeking students need to keep their Home Address up to date. To update your Home Address, go to www.bellevue.edu. Click on **Help** at top of page. Type "How to update my address". Scroll down and follow instructions.

Student Email Regulations

All Bellevue University students receive a lifetime email address. This is a secure email account and the primary method of communication with instructors and other University departments. Email is an official means of communication within Bellevue University. Therefore, the University has the right to send the student communications via email and the right to expect that those communications are received and read in a timely fashion.

University email accounts are assigned to all registered students and alumni. All University communications will be sent to the student's official University email address. The student is expected to check their University email account on a frequent and consistent basis to stay current with University-related communications.

Faculty may determine how email will be used in their classes. Faculty may expect that the student's official email addresses are being accessed and faculty may use email for their courses accordingly.

The University recommends checking email once a week (at a minimum), in recognition that certain communications may be time-critical. Course-specific requirements may necessitate the student access their email more frequently than once a week. The student needs to ensure there is sufficient space in their account to allow for email to be delivered. Emails that have been in the "trash can" for 30 days or more will automatically be removed.

The student may have email electronically redirected to another email address. To have email redirected from the official address to another email address (e.g., @aol.com, @hotmail.com), the student may do so, but at their own risk. The University will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve the student from the responsibilities associated with communication sent to their official email address.

In general, email is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security.

Confidentiality regarding student records is protected under the Family Education Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA.

Email shall not be the sole method for notification of any legal action. While incidental personal use of email is acceptable, conducting business for profit using University resources is forbidden.

Examples of Inappropriate Use

Use of the University's email system for inappropriate purposes is strictly prohibited. Inappropriate uses include, but are not limited to, the following examples:

- The creation and exchange of harassing, obscene, or threatening messages.
- The unauthorized exchange of proprietary information or any other privileged, confidential sensitive information.
- The creation and exchange of advertisements, solicitations, chain letters, and other unofficial, unsolicited email.
- The creation and exchange of information in violation of any laws, including copyright laws, or University policies.
- The knowing transmission of a message containing a computer virus.
- The misrepresentation of the identity of the sender of an email.
- The use or attempt to use the accounts of others without their permission.

Users who experience such inappropriate uses or who receive email related thereto, should immediately submit their concern to https://bellevue-advocate.symplicity.com/public_report. Material that is fraudulent, harassing, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by email or another form of electronic communication. Those that engage in this type of behavior will be considered in violation of the policy and may result in disciplinary action; including termination of the student's email account.

Computer and Network Use Policy

Bellevue University has the responsibility for securing its computing and networking systems (both academic and administrative) to a reasonable and economically feasible degree against unauthorized access, while making the systems accessible for legitimate and innovative uses. This responsibility includes informing persons who use the Bellevue University computer and network systems of expected standards of conduct.

The Bellevue University data network is a private network and may only be used for authorized purposes by authorized individuals. Unauthorized use, access, or modification of any information on this system may result in prosecution.

All data transmitted or stored on any location within this network is the sole property of Bellevue University that will be monitored and audited at the discretion of the University. All individuals gaining access to this system are hereby notified that use of this system constitutes consent to such monitoring and auditing.

It is important for the user to practice ethical behavior in computing activities because the user has access to many valuable and sensitive resources, and the user's computing practices can adversely affect the work of others. For the good

of all users, improper use and abuse of computer and network privileges will not be tolerated. Bellevue University authorizes user accounts solely for use in conducting course-related research and University business.

The use of Peer to Peer (P2P) software for downloading, copying, and sharing material such as music, movies, games, software, or other copyrighted materials for which the copyright holder has not given rights, is both against the law and Bellevue University's Computer and Network Use Policy. Penalties for copyright infringement include civil and criminal penalties that may include both fines and imprisonment. For more information, please see the Bellevue University Copyright Center at http://libguides.bellevue.edu/copyright.

Individuals accessing the Internet via a computer located within the University's network are warned that the University has no control over what quality content may be found through even the simplest search of the Internet and that many of the available pages may contain offensive, sexually explicit, or inappropriate material. The University does not condone intentionally accessing this information of this nature via the Internet connection.

Any person using a University computer or network resources does so within the bounds of this authorization. Persons who violate this policy will lose their access privileges to Bellevue University's computing systems, pending an investigation of the alleged violations.

For additional information, a complete copy of the policy statement is available online at www.bellevue.edu/about/consumer-information/computer-network-policy.aspx. The policy statement is also posted on the bulletin board in the student computer labs. The use of **bellevue.edu** and affiliated websites is further subject to the Bellevue University website Terms and Conditions of Use.

Bellevue Real-Time User Information Network (BRUIN)

BRUIN provides secure online access to account information and web services at the University. Upon completion of an application, the student's BRUIN account is created. As the student progresses through admissions, becomes a student, and graduates, BRUIN provides resources to meet their education needs. See bellevue.edu for more information.

Cyber-Active® Online Classroom

Blackboard™ is a course management system used campus-wide at Bellevue University. All currently-enrolled students have access to the Blackboard system and will be required to use the online classroom in every course. For resources on how to get acquainted with the functions of Blackboard, visit the Student Blackboard Training Library at buonline.bellevue.edu/Bbstudentlibrary.html. To log into a course through Blackboard, visit cyberactive.bellevue.edu.

Online Education Disclaimer

Bellevue University does not warrant that the functions or information contained on bellevue.edu or affiliated websites or online environments will meet any requirements or needs the student may have; that such websites will operate error free or in an uninterrupted fashion; that any defects or errors in such websites will be corrected; or that such websites will be compatible with any particular platform. In the event data/documents that are loaded directly to an online classroom or as an attachment to the learning management system are lost or in some way altered, every attempt will be made to recover the original data. However, to the extent such recovery is impossible or not feasible; the student agrees to hold Bellevue University harmless. Students are advised to keep copies of all assignments.

Bellevue University may provide online classroom environments and other education opportunities under agreements with software, hardware, or Internet service providers. In no event will Bellevue University be liable to the student or other users for any incidental or consequential damages (including, without limitation, indirect, special, punitive, or exemplary damages) arising out of any use of, inability to use Bellevue University online, or for any claim by any party, even if Bellevue University had been advised of the possibility of such damages. Bellevue University's total liability with respect to Bellevue University online shall not exceed the tuition paid by the student or users for online courses. Please refer to the Bellevue University website Terms and Conditions of Use for further information regarding Bellevue University's online policies.

According to Federal Regulations, institutions must disclose certain information to enrolled students, prospective students, parents, and employees. On the following page is a list of available disclosures, a brief description, contact, department, phone number, or where detailed information can be located.

For full disclosure information, please visit http://www.bellevue.edu/student-support/consumer-information/consumer-information. You may also obtain a paper copy of the consumer information disclosures by contacting Bruin Support Services at 1-800-756-7920, option 0, or BRUINSupportServices@Bellevue.edu.

Policy Waiver Disclaimer

Unless an academic rule specifies otherwise, the University President or authorized designee may grant exceptions or waivers from academic policies in exceptional circumstances on a case-by-case basis if permitted by legal, accreditation, and other external requirements. Exceptions or waivers are in the sole discretion of the University President or designee. Examples of when exceptions or waivers may be granted include, but are not limited to: situations where a specific policy waiver is required to comply with applicable state laws in individual cases or when the University determines that circumstances outside a student's control would result in a policy's inequitable adverse impact on a student.

Federal Disclosure Information

Disclosure	Description	Contact	Department	Phone	More Information
Rights Under Family Education Rights and Privacy Act (FERPA)	Student's right to review education records	Colette Lewis	Registrar's Office	402-557-7287	University Catalog
FFEL/Direct Loan Deferment for Peace Corps or Volunteer Services	Eligibility to defer loan payments for services performed in these areas	Christopher Simpson	Financial Aid	402-557-7095	Financial Aid
Available Financial Assistance	Types of Financial Aid Programs available at BU	Kim Loffer Christopher Simpson	Student Accounts Financial Aid	402-557-7094 402-557-7095	Student Accounts Financial Aid
Completion Rate, Graduation Rate, Transfer Out Rate	Statistics on completion, graduation, and transfer rates of BU students	Dr. Peter Heineman Christopher Simpson	Quality Assurance Financial Aid	402-557-7146 402-557-7095	Enterprise Services
Institutional Information	Information about schools costs, policies, and procedures	Dr. James Smith	Dean of Students Office	402-557-7744	President's Office
Athletic Program Participation Rates and Financial Support Data	Statistics/student gender, operating expenses, gender/head coach, full/part-time for both student and coach	Ed Lehotak	Athletics	402-557-7050	President's Office
Athletic Program Completion Graduation Rates, Transfer Out Rate	Statistics on completion, graduation, and transfer rates of BU students	Ed Lehotak	Athletics	402-557-7050	President's Office
Annual Security and Fire Safety Report	Crime stats, fire safety info, safety pol/pro	Dr. James Smith	Dean of Students Office	402-557-7744	University Website
Title IX Coordinator	Title IX Coordinator	Kevin Cleary	Compliance	402-557-5299	Compliance
Emergency Response and Evacuation Procedures	University emergency response procedures	Scott Altic	Security Department	402-557-7352	Security Department
State Authorization	Degree Program and State Licensing/Certification Requirements	Colette Lewis	Registrar's Office	402-557-7287	University Website

Outreach and Partnerships

Outreach Scholarship Initiatives

The DREAM Scholarship mainly targets residents of the States of Nebraska and Iowa with an emphasis on local students in the eastern counties of Nebraska and western counties of Iowa who are non-traditional age, transfer students, single parents, first-generation students, racial and/or ethnic minorities, and those who have the most financial need. This scholarship also provides support services and programming designed to meet students where they are and to give them the tools to be successful both in and outside of the classroom and long after graduation.

All scholarship program students receive funding annually for up to five years or until the student completes their first undergraduate degree (whichever comes first).

Eligibility is determined by the following criteria:

- Student can be a graduating high school senior, first-time freshman, transfer, or continuing undergraduate student already in attendance.
- Student must demonstrate financial need through the completion of the FAFSA or College Funding Estimator (found on EducationQuest.org) each academic year.
- Student needs to meet the minimum academic requirements for the scholarship.
- Student must plan on matriculating on a full-time basis throughout the duration of the scholarship.
- Student will be required to successfully complete a number of additional programmatic pieces each term in order to maintain the receipt of the scholarship.

First priority is given to ethnic/racial minorities, single parents, and first-generation students.

TeamMates Mentoring Program

Bellevue University continues to create strong community relationships to offer additional scholarship opportunities to students most in need. The University enhanced the partnership with the TeamMates Mentoring Program to create a specific TeamMates DREAM Scholarship. Up to four (4) new students are awarded per academic year and the scholarship is restricted to current/active TeamMates mentees. The remainder of the criteria mirrors The DREAM Scholarship. One added benefit of the TeamMates DREAM Scholarship is that the recipients are also assigned a post-secondary mentor to continue what the TeamMates Mentoring Program initially provided to them.

Partnership 4 Kids

A second partnership that continues to build momentum is with the Partnership 4 Kids (P4K) organization. The University in collaboration with P4K has developed a scholarship program geared at providing full scholarships for up to two (2) new students each academic year. The goal of the partnership is to provide a comprehensive pathway for Partnership 4 Kids participants to earn an undergraduate degree from Bellevue University. This scholarship requires a nomination form be submitted to the University on behalf of a student from a P4K representative in order for a student to apply. Additionally, students must demonstrate financial need specifically through Pell eligibility. The remainder of the criteria mirrors the other outreach scholarship initiative programs; and the students from both of these scholarship programs receive the same support, services, and professional and personal career development as the others.

The Consulate of Mexico in Omaha

Over the last several years the University has built a relationship with the Mexican Consulate in Nebraska. This partnership is very unique. A Bellevue University employee staffs the Education Orientation Window at the Consulate. This is the fourth year the Education Orientation Window has been open and the University employee shares knowledge and information of education programs and services that are available to local residents in the Mexican community. Hundreds of people have received guidance to improve educational opportunities for their children and themselves through this service. To improve opportunities information on local educational services in the U.S. including financial aid and scholarship applications is shared along with courses for immigrant parents. The Coordinator of the Education Orientation Window also provides information on access to education in Mexico for students returning from the United States and education opportunities from the Government of Mexico for Mexican residents in the United States.

IME Becas is an economic incentive program funded by the Government of Mexico through the Institute for Mexicans Abroad and matched by Bellevue University. The purpose of this scholarship program is to expand educational opportunities for Mexican students and/or students of Mexican origin living abroad, by assisting with tuition, fees, and textbooks while earning a Bellevue University degree.

Community College Promise Grant

The Community College Promise Grant encourages students to finish their associate's degree before transferring into Bellevue University to maximize their credit transfer option and to save time and money. This effort supports increasing the graduation rate at the University's community college partner schools, while also supporting transfer students by providing a source of additional funding.

Qualifying transfer students, from select partner locations, are awarded a persistence grant in the amount of their community college tuition, to be used towards their Bellevue University bachelor's degree. Specific criteria exist to be eligible. For more information please contact an admissions counselor at 1-800-756-7920 or www.bellevue.edu.

El Camino Latino Center

El Camino Latino Center works with local businesses in the Omaha metropolitan area to provide services to Latino youth attending Bellevue University and their families. Organizations like Goodwill Industries, Heartland Workers Center, CNW Alliance, U.S. Bank, and Omaha Bridges have collaborated with Bellevue University to assure that Latino students and their families reach their full potential and have the opportunity to have access to training, volunteer opportunities, and employment. When a student receives an El Camino Latino Scholarship they automatically have access to the services provided by the center.

Additional Scholarship Programs

Bellevue Community Scholarship

A new partnership developed between Bellevue University and the Bellevue Public Schools Foundation to create a scholarship geared at supporting graduates from Bellevue's two public high schools, Bellevue East and Bellevue West. This scholarship awards up to two (2) full tuition and fee scholarships each year to graduating seniors. The scholarship is intended to provide an opportunity to obtain a four-year degree for two local high school students with notable potential in the classroom, active community engagement, or demonstrated perseverance through hardship.

Quest Forward Academy Scholarship

As a non-traditional, forward-thinking high school, Quest Forward Academy is designed to combine rigorous academics with a solid framework of real-life, valuable skills. Quest Forward Academy Omaha is part of a global network of schools and is located on the Bellevue University campus. While operating independently from Bellevue University, Quest Forward Academy students have access to campus resources such as state-of-the-art science labs, university library and media, art studios, and more. Additionally, Quest Forward Academy graduates, part of the Pathways Program, have an opportunity to enroll at Bellevue University to earn a post-secondary degree with access to the Quest Forward Academy Scholarship. This scholarship varies by student but is intended to keep overall college loan debt down so that students may graduate without the weight of large student loans.

Other Partnerships

There are many other partnerships that Bellevue University has built with Nebraska organizations over the years to serve students and the community with scholarship dollars to pay for college. A few of them are:

- Horatio Alger - Aksarben Scholars Program
- Bellevue Invitational Drill Meet
- Christ Child Society of Omaha
- Greater Omaha-Council Bluffs Youth Salute
- Kids Can Community Center
- Miss Nebraska Organization
- Miss Omaha / Miss Douglas County Scholarship Program
- Metro Young Latino Professionals Association

Transfer Agreements – Post-Secondary Institutions

Bellevue University has articulation agreements with over 150 U.S. colleges and institutions and with universities abroad. These agreements may allow students with transfer courses or degrees in technical, career, or liberal arts fields to transfer directly to Bellevue University to complete an undergraduate degree program.

Under agreements with two-year and four-year colleges, students will receive maximum program flexibility at a minimum cost, by receiving full academic value for completed coursework. If previously earned Bellevue University credit hours are included in the associate's degree, they are not counted in the total number of transfer hours.

Students must complete the remaining specified coursework to obtain their declared program.

Visit http://www.bellevue.edu/admissions-tuition/transfer-credits/articulation-agreements for a list of institutions.

If a transfer student has earned an Associate of Science (A.S.), Associate of Arts (A.A.), Associate of General Science (A.G.S.), or Associate of Applied Science (A.A.S.), or any other accredited degree earned from a community college that is not listed here, the student may be admitted to Bellevue University under the same transfer arrangements.

Transfer of Credit to Another Institution

The transferability of credits earned at Bellevue University is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Bellevue University will be accepted by the receiving institution. Similarly, the ability of a degree or other academic credential earned at Bellevue University to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Bellevue University will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees or certificates earned.

Military Students

Active duty, National Guard, Reserve, Veterans (retired, and those having served), as well as spouses and dependents, are an important part of the Bellevue University community. The Enrollment Department, the Military Veteran Services Center on the main campus, our representatives at the Education Offices, or our nationwide outreach team can assist in continuing an education at Bellevue University. These representatives can assist with registration for classes offered on base, on campus, or online.

The representatives can help determine education options, select courses, evaluate transfer credits, and counsel students on programs. This institution will inquire about each veteran's

previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework, and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate. Military Tuition Assistance information is available at the Base Education Office. At most installations, the registration process will be completed online.

Students who are military or military-related are welcome to use their Veterans Education Benefits (either in-service or out-of-service), Military Tuition Assistance, scholarships, grants, student loans, and military education benefits. Veteran Services representatives are available in the Student Accounts Office at Bellevue University's main campus or via email at VA@bellevue.edu. Students, who are military or military-related, are welcome to use all student services available at Bellevue University, whether taking courses on base, on campus, or online. These services include but are not limited to: the Military Veteran Services Center, library, recreation rooms, gym, student center, and University activities.

Military Education and Training

Credit is accepted for military training. Bellevue University has a long-standing tradition of supporting military students. As a part of this tradition, Bellevue University has entered into numerous agreements and joined the following military education initiatives to support students: ArmyIgnitED, DANTES, and Air University – Associate to Baccalaureate Cooperative Program (AU ABC). Visit bellevue.edu/military for complete information on ways of earning credit.

Military Installation Student Services

Bellevue University has military enrollment counselors working with Education Offices supporting in-class residents and online students at the following military installations:

Keesler Air Force Base Mississippi
228-376-8750

Offutt Air Force Base Nebraska
402-291-8853 / 402-294-0582

Military Veteran Services Center

Military and Veteran Students attending Bellevue University can take advantage of the many services available at the Military Veteran Services Center. Located adjacent to the University's main entrance, this beautiful 6,000-square-foot facility stands as yet another example of the University's continued commitment to the men and women who don the uniform of our nation's armed services and have served us all.

Services include employment assistance, coaching, tutoring, mentoring, housing assistance, counseling, military and veteran support group, and access to quiet study rooms, conference rooms, spacious lounge, internet café, and much more. Bellevue University continuously consults with the true experts – our military and veteran students – to bring meaningful services that aid in professional development, enhance the higher education experience, and help with the transition to a rewarding civilian career. Contact the MVSC at mvsc@bellevue.edu or 402-557-7820.

DANTES Distance Learning Program

Bellevue University's online programs are approved DANTES distance learning programs. Prior to enrolling, students must receive counseling from their installation Education Counselor regarding service-specific policies. For more information, contact the Military Team at military@bellevue.edu or the office at Offutt AFB, DANTES at 850-452-1111, or visit www.dantes.mil.

ROTC: Aerospace Studies (Air Force) and Military Science (Army)

Students may participate in Air Force ROTC through cross-town enrollment with the University of Nebraska at Omaha or Army ROTC through cross-town enrollment with Creighton University. For further information, contact our Military Programs Department, military@bellevue.edu 866-676-3614.

Military Tuition Assistance

Government Tuition Assistance may be used by submitting an approved Tuition Assistance Form to the Student Accounts Department. The form may be submitted to MilitaryTA@bellevue.edu. Students are responsible for payment of books, fees, and tuition not covered by Tuition Assistance. For more information, please contact MilitaryTA@bellevue.edu.

Use of Military Tuition Assistance (TA), TA Top-Up (TATU), and VA Education Benefits

If a student is an active-duty military member, they have the option of using Tuition Assistance (TA), TA Top-Up (TATU), or Veterans Education Benefits. They may use TA or TATU for one class and their Veterans Education Benefits for another. Military TA currently has certain restrictions, depending upon the branch of service, i.e., an aggregate limit of $4,500 per fiscal year and a cap of $250 per credit hour, that must be considered when exploring which option to use. Contact the Veteran Services Office for an explanation of each option.

Military Student Call to Active Duty

Special provisions are available to military students requiring a leave of absence as a result of being called to active duty while attending Bellevue University. The student must provide notice and documentation of active duty to Bellevue University to establish eligibility for late withdrawal or refunds under this policy. Acceptable documentation includes official military orders or other documentation from an official military source deemed sufficient by Bellevue University.

Initiating Requests – A student may contact military@bellevue.edu or their Student Coach for more information on these options or to initiate a request for withdrawal based on a call to active duty.

Options for students called to active duty include:

- **Incomplete** – A military student called to active duty may make arrangements with each instructor for an "I" or Incomplete grade in each of their courses under the existing policy on Incompletes in [this catalog / the Academic Catalog]. Students who arrange for "I" grades have a limited time to complete coursework. Students are encouraged to review the existing policy on Incompletes and/or speak with their Student Coach or instructors for more information. Courses in which the grade of "I" is assigned are not eligible for tuition or fee refunds.
- **Graded Courses** – If a military student is called to active duty late in the term and can achieve a passing final grade based on work completed to the date of withdrawal, the student may alternatively request that the faculty in each course assign a final grade in the course based on work completed. Students are strongly encouraged to discuss their academic standing and final grade with each instructor for a full understanding of the final grade that will be assigned before requesting this option. Courses in which a final grade is assigned are not eligible for tuition or fee refunds.
- **Active Duty Withdrawal** – At a military student's option or if arrangements with instructors for the assignment of an "I" grade or final grade is not possible, a military student called to active duty may request to withdraw from or drop courses. For courses dropped under this policy, no course credit and no course grades will be awarded to the student. Regardless of the date of withdrawal, a military student subject to a call to active duty will receive a full refund of tuition and fees for any courses dropped under this policy. Federal financial aid awards may be subject to a return of some of the funds based on the withdrawal date under the return of Title IV funds policies in this catalog.

The options above can be carried out on a course-by-course basis or on a student's entire course registration. For example, if a student wishes to request an "I" grade or final grade assignment in one course and withdraw from all other courses, the student will be allowed to exercise that option subject to instructor agreement for an assignment of an "I" grade.

Readmission – Military students are eligible for readmission with the same enrollment status, number of credits, and academic standing as when they were last in attendance, subject to existing policies and limitations on the effective periods of Academic Catalogs. Military students should contact military@bellevue.edu or their Student Coach for more information or to initiate readmission.

Veteran Services

Veteran advising is available in the Veteran Services Office, Monday – Friday, from 8 a.m. to 5 p.m. CST to assist veteran students with any University or education benefit matter, by phone or in person. The Veteran Services Office is located in the Student Accounts Office in the Educational Services Building. The Veteran Services Office provides certification of enrollment and helps arrange for tutorial assistance, part-time employment of veterans, and other special programs and services as needed. Payment of tuition is not contingent upon receipt of Veterans Administration (VA) benefits. For more information please visit http://www.bellevue.edu/student-support/military-veteran-services/veteran-services.

Bellevue University requires all students who plan to utilize Veterans Education Benefits* to submit a Veterans Education Form (VEF) located under VA Education Benefits at https://bellevue-transform-prod.perceptivecloud.com/iFiller/iFiller.jsp?fref=2fb06064-955a-4032-bc4f-bc31ac6a8b8f prior to the start of term and annually thereafter. Additionally, Bellevue University requests a Certificate of Eligibility (COE) or Award Letter to VA@bellevue.edu prior to the start of term and annually thereafter.

*This requirement does not apply to Chapter 31 Vocational Rehabilitation and Employment (VR&E).

View Bellevue University's Degree Programs and Certificate Programs of study approved for Veterans Education Benefits. https://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do

Yellow Ribbon Program

Bellevue University is a Yellow Ribbon Program participant. That means students may be eligible for additional funds to cover costs. Post-9/11 pays up to a national yearly maximum that is set by the Department of Veteran Affairs on an annual basis. The Yellow Ribbon Program helps pay for tuition and fees in excess of that amount. For more information, email VA@bellevue.edu.

Veteran Work-Study Program

Some veteran students qualify for the VA Work-Study Program, which provides funds for part-time positions at various locations on campus. Direct any questions to the Veteran Services Office.

Veteran Enrollment Status

Students may check with the Veteran Services Office if they are not sure of enrollment status. As a general rule for VA purposes, the following applies:

Undergraduate Students	Graduate (Traditional)
Full-time = 8 credit hours	Full-time = 6 graduate credit hours
3/4 Time = 6 credit hours	
1/2 Time = 4 credit hours	1/2 Time = 3 graduate credit hours

Principles of Excellence

The faculty, staff, and administrators of Bellevue University are dedicated to continuing our long-standing partnership of serving Service Members, Veterans, Spouses, and Family members. Bellevue University affirms its commitment to assisting our veteran student population while exercising transparency and full compliance with the individual principles outlined in Executive Order 13607, Principles of Excellence.

Bellevue is a signatory and abides by the Presidential Executive Order 13607

- Provide students with a personalized form covering the total cost of an education program.
- Inform eligible students of Federal financial aid and have a policy to alert students prior to packaging or arranging private student loans or alternative financing programs.
- Abstain from fraudulent and aggressive recruiting techniques and misrepresentations.
- Ensure accreditation of all new programs prior to enrolling students.
- Accommodate Service Members and Reservists while absent due to service requirements.
- Align institutional refund policies with those under Title IV, which governs the administration of federal student financial aid programs.
- Provide educational plans for all military and veteran education beneficiaries.
- Designate a point of contact to provide academic and financial advice.

Public Law 115–407 – Veterans Benefits and Transition Act of 2018, Section 103:

For any students using VA Chapter 33 (Post 9/11) or Chapter 31 (Vocational Readiness & Employment) Education Benefits*, payment to the institution is pending from the VA (up to 90 days), the school will not:

- Prevent their enrollment.
- Assess a late penalty fee.
- Require they secure alternative or additional funding.
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

To qualify for this provision, such students are required to:

- Produce a VA Certificate of Eligibility or a VA Statement of Benefits by the first day of class.
- Provide the school with a request to be certified. Bellevue University Veteran Education Form, https://bellevue-transform-prod.perceptivecloud.com/iFiller/iFiller.jsp?fref=2fb06064-955a-4032-bc4f-bc31ac6a8b8f
- Provide any additional information needed to properly certify the enrollment as described in the school's institutional policies.

**This restriction does not apply in cases where the student owes additional payment to Bellevue University beyond the amount of the tuition and fee payment from the VA.*

Bellevue University, a private non-profit institution, does not have separate tuition rates for in-state or out-of-state students. Tuition rates applicable to all students, regardless of state of residency, can be accessed online at: https://www.bellevue.edu/admissions-tuition/tuition-fees/tuition-and-fees.

Section 1018 of Public Law 116–315, Johnny Isakson and David P. Roe, M.D. Veterans' Health Care and Benefits Improvement Act of 2020:

Bellevue University provides a personalized College Financing Plan for every new student eligible for Veterans Education Benefits prior to enrollment in classes.

Updated College Financing Plans are provided to continuing students 15 days after publishing tuition rates for each new fiscal year. Students may request an updated College Financing Plan from Bellevue University through their Student Coach at any time to incorporate new or updated information.

Bellevue University maintains policies that inform students eligible for Veterans Education Benefits of the availability of federal financial aid, not administered by VA that is offered by the institution.

Bellevue University informs students eligible for Veterans Education Benefits of the potential eligibility for other federal financial aid before packaging or arranging student loans or alternative financing.

Bellevue University prohibits automatic renewal in a course and/or programs for students eligible for Veterans Education Benefits. https://www.bellevue.edu/student-support/academic-advising/academic-advising

Bellevue University maintains policies to ensure that each covered individual approves of the enrollment of the individual in a course. https://www.bellevue.edu/student-support/academic-advising/academic-advising

Bellevue University allows enrolled members of the Armed Forces, including reserve components and National Guard, to be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces. See Military Student Call to Active Duty: https://www.bellevue.edu/admissions-tuition/military/dropping-classes

Bellevue University accommodates short absences for such services in the Armed Forces.

Bellevue University provides covered individuals with the requirements for graduation and a graduation timeline.

Bellevue University, as an accredited educational institution, obtains approval of the respective accrediting agency for each new course or program.

Bellevue University assigns a designated employee of the educational institution to serve as a point of contact for students eligible for Veterans Education Benefits and family members seeking assistance with Academic Counseling, Financial Counseling, Disability Counseling, and other information regarding completing a course of education at the education institution.

Admissions

When applying for admission to a Bellevue University offering, applicants are required to submit an application for admission. Admission is considered when the applicant has met all requirements. Once admission has been granted students are eligible to begin the enrollment process into the appropriate courses. If unexplained discrepancies appear between statements or documents, applicants may be rejected for admission or admission may be revoked.

Additional Admission Requirements

Due to accreditation, licensing, or other determining factors additional admission requirements may apply. After meeting these qualifications the student may be granted full admittance.

Admission Requirements for Undergraduate Degrees and Certificate Programs

Major	Necessary Official Transcripts to Satisfy Program Admission Requirements	Completion of High School or Equivalent	Licensure Disclosure	Letter of Recomm. and/or Employment Verification Form	Readiness Survey	Work Experience Where Academic Content of Major can be Applied	Assoc. Degree or 60 Credit Hour Minimum	Req. Academic Background	Additional Admission Requirements[3]	Req. Official Finan. Doc. Received
Accounting	•	•			•					•
Behavioral Science	•	•			•		•			•
Biology	•	•			•					•
Business AS	•	•			•					•
Business BS	•	•			•	3+ yrs work experience in professional and/ or academic environment, recommended, not required.	•			•
Business Administration	•	•			•					•
Business Analysis and Management	•	•			•		•			•
Business Analytics	•	•			•					•
Business Management and Leadership	•	•			•				•	•
Child Protection and Juvenile Justice	•	•			•		•			•
Communication Studies	•	•			•					•
Computer Information Systems	•	•			•					•
Computer Science	•	•			•					•
Criminal Justice (Cohort)	•	•			•		•			•
Criminal Justice (Traditional)	•	•			•					•
Cybersecurity (Cohort)	•	•			•					•
Cybersecurity (Traditional)	•	•			•					•
Data Science	•	•			•					•
Digital Marketing		•			•					•
Education	•	•			•			See Admission to the Teacher Education Program on page 29 for additional requirements.		•
Emergency Management	•	•			•					•

Admission Requirements for Undergraduate Degrees and Certificate Programs

Major	Necessary Official Transcripts to Satisfy Program Admission Requirements	Completion of High School or Equivalent	Licensure Disclosure	Letter of Recomm. and/or Employment Verification Form	Readiness Survey	Work Experience Where Academic Content of Major can be Applied	Assoc. Degree or 60 Credit Hour Minimum	Req. Academic Background	Additional Admission Requirements[3]	Req. Official Finan. Doc. Received
Finance	•	•			•					•
Graphic Design	•	•			•					•
Health & Human Performance	•	•			•					•
Health Science	•	•			•					•
Health Studies	•	•		•	•	Currently employed in a health-related discipline.	•			•
Healthcare Management	•	•		•	•		•			•
History	•	•			•					•
Hospitality Management	•	•			•	3+ yrs work experience in professional and/ or academic environment, recommended, not required.	•			•
Information Technology	•	•			•					•
Intelligence and Security Studies	•	•			•					•
International Business Administration	•	•			•					•
Leadership	•	•			•	3+ yrs work experience in professional and/ or academic environment, recommended, not required.	•			•
Legal Studies	•	•			•		•			•
Management	•	•			•	Currently employed in a work setting in which academic content can be applied.	•			•
Management Information Systems	•	•			•	2 yrs exp in IT related field or currently working in IT related field for 1 yr.				•
Management of Human Resources	•	•			•	Current employ/ past employ hist.	•			•
Marketing	•	•			•	Currently employed in a work setting in which academic content can be applied.	•			•
Mathematics	•	•			•					•
Medical Cannabis	•	•			•					•
Mental Health Technician	•	•			•					•
Multidisciplinary Studies	•	•			•					•
Natural Resource Management	•	•			•					•

Admission Requirements for Undergraduate Degrees and Certificate Programs

Major	Necessary Official Transcripts to Satisfy Program Admission Requirements	Completion of High School or Equivalent	Licensure Disclosure	Letter of Recomm. and/or Employment Verification Form	Readiness Survey	Work Experience Where Academic Content of Major can be Applied	Assoc. Degree or 60 Credit Hour Minimum	Req. Academic Background	Additional Admission Requirements[3]	Req. Official Finan. Doc. Received
Nursing (RN to BSN)	•	•	•	•	•	Currently practicing as a licensed RN.	•	• English Comp (3 sem Cr or equiv) • College-Level Mathematics (3 sem Cr or equiv) • Physical or Life Sciences (6 sem Cr or equiv) • Soc Sciences (3 sem Cr or equiv)		•
Professional Psychology	•	•			•		•			•
Project Management	•	•			•		•			•
Psychology	•	•			•					•
Public Health	•	•			•					•
Security Management	•	•			•		•			•
Software Development	•	•			•	1 year computer programming experience OR Associate's Degree OR 60 credit hour minimum.		See work experience.		•
Sport Management	•	•			•					•
Supply Chain and Logistics Management (Traditional)		•			•					•
Supply Chain, Transportation and Logistics Management (Cohort)	•	•			•	Currently employed, past employment history, or significant volunteer experience.	•			•
Sustainability Management	•	•			•					•
Web Development	•	•			•					•

Note: 1. Verification of high school completion. Verification can include an official transcript, self-certification on application, GED certificate, a certificate demonstrating that the student has passed a state-authorized examination which is considered equivalent to a high school diploma, a home school letter, official transcripts which reflect successful completion of at least 60 semester credit hours. Students who submit an official transcript that reflects a two-year degree from a regionally accredited post-secondary institution are not required to show proof of high school completion.

2. In select majors within the College of Business significant volunteer experience may substitute for work experience.

3. Please check with an Admissions Counselor for details.

Admission of Athletes

1. To apply for admission to Bellevue University, athletes are required to submit an Application for Admission accompanied by a one-time application fee for undergraduate programs. (International student-athletes, please see section titled, "Admission of International Students for Undergraduate Programs".)
2. Verification of High School completion. Verification can include an official high school transcript, self-certification on application, GED transcript, or home school letter of completion.
3. Register with the National Association of Intercollegiate Athletics (NAIA) Eligibility Center at playnaia.org and submit all required official documentation including documentation of high school completion and official transcripts from all previously attended higher education institutions (inclusive of institutions where the student-athlete might have earned A.P. credit). Freshman eligibility documentation requirements include: ACT (18 or higher) or SAT (970 or higher) scores sent to the Center (NAIA code 9876) and class rank of 50 percent or higher (if not included on the high school transcript, a letter from the school is sufficient).

Home-schooled students who complete a home schooling program conducted in accordance with the laws of the student's state of residence and achieve a minimum score of 20 on the ACT or 1040 (Evidence-Based Reading and Writing and Math) on the SAT will meet entering freshman requirements.

Note: Both Bellevue University and the NAIA Eligibility Center require their own original official copies of the student-athlete's academic records for determination of admission and eligibility.

If the student-athlete is transferring from another institution of higher education, they also must satisfy the following requirements:

4. Submit an official transcript from each regionally accredited institution previously attended (the transcript must be mailed directly from the previous institution to the Bellevue University Registrar's Office or electronically sent from authorized sending partners/schools).Transcripts must be submitted even though credit may not have been earned at the previous institution, and even though transfer credit may not be granted. Student-athletes transferring credit into Bellevue University from a foreign institution will need to order a course-by-course evaluation through Incred https://www.incredevals.org/.
5. NAIA Eligibility Center includes the evaluation of transfer student eligibility requirements which mandates students who have never participated in athletics at an NAIA school or in college to register as well as freshmen. Please see the NAIA Eligibility Center website and the Bellevue University coaching staff for guidance.

Admission to the Teacher Education Program

To be accepted into the Teacher Education Program, candidates must meet the following requirements:

- Completion of minimum 24 credits of college coursework.
- Cumulative GPA of 2.5 required for admission into the Teacher Education program.
- Students must have earned a 2.75 cumulative GPA prior to student teaching.
- Required: Attempt the Praxis CORE Academic Skills for Educators test. Students must sign a form acknowledging that passing Praxis Core scores are required for full Nebraska certification.
  - 156 in Reading
  - 162 in Writing
  - 150 in Mathematics
- Praxis CORE scores for Reading, Writing, and Mathematics must be on file in the Teacher Education Program office prior to application to Student Teaching.
- Successful completion of a background check. Once the background check is completed, students will be evaluated based on the criteria identified by the Nebraska Department of Education in Rule 20 (004.06 A, B, and C).
- Completion of Personal and Professional Fitness Form and Good Conduct Policy Statement.
- A minimum of one field endorsement or one subject endorsement must be declared.
- Two professional progress reports recommending the candidate for admission.
- Completion and submission of the application for admission to the program.
- Approval of acceptance by the Teacher Education Department.

Definition of International Student at Bellevue University

For purposes of admission and student accounts, international student is defined as any person in the United States on a non-immigrant visa (including but not limited to: F-1, F-2, J-1, J-2, H-4, H-1B, etc.) or any non-U.S. Citizen taking classes online from abroad.

Bellevue University is authorized under Federal law to enroll nonimmigrant alien students.

Admission of International Students for Undergraduate Degrees

These guidelines and regulations apply to all international students applying to Bellevue University (see definition of international student above).

In compliance with federal regulations, international students on F-1 or J-1 status must be enrolled full-time. If the student is a Bellevue-University-Sponsored F-1 or J-1 international student planning to attend Bellevue University classes in the United States, they will need to apply for admission to Bellevue University as a degree-seeking, full-time traditional student. All other international students in statuses other than F-1 or J-1 must abide by their immigration status restrictions for study. Questions can be directed to International Student Services at iss@bellevue.edu.

An international student applying for admission to the University's undergraduate degree programs should inquire at http://www.bellevue.edu/request-information/.

To receive admission as an international student, applicants must meet all program-specific admission requirements (see "Admission Requirements for Undergraduate Degrees and Certificate Programs") and the following international student application requirements:

1. Completed Application Form
2. Official National Association of Credential Evaluation Services (NACES) reviewed credentials, if applicable
3. Proof of English Proficiency (see "English Proficiency for Undergraduate Students" section below)
4. One-time, non-refundable international application fee

Admission is considered when all of the above requirements are met. Visit http://www.bellevue.edu/prospective-students/international for more information on International Student Services and https://www.bellevue.edu/admissions-tuition/admission-requirements/international-bachelor-admissions for more details on admission requirements.

English Proficiency for International Undergraduate Students

Undergraduate International Students (including those who are taking classes online only) must prove English proficiency for admission in one of the following ways:

1. Provide English Proficiency scores with a minimum score in one of the following English Proficiency tests, or an approved equivalent:
    a. TOEFL test results with a minimum score of 500 (paper-based) and/or 61 (internet-based)
    b. IELTS test results with a minimum score of 5.5
    c. Duolingo Language Test results with a minimum score of 85
    d. ITEP test scores with a minimum score of 3.5
    e. Aptis test scores with an overall CEFR score of B2; OR
2. Identify as a native speaker from one of the select exempt English-speaking countries, or an approved equivalent. Complete information can also be found on our website at https://www.bellevue.edu/student-support/international-services/toefl-exempt-countries; OR
3. Provide transcripts with at least 60 credits at an accredited university in the U.S. or an institution of higher education whose language of instruction is English; OR
4. Provide transcripts with a passing grade for the equivalent of EN 101 at an accredited U.S. school; OR
5. Provide proof of a completed and passed English as a Second Language (ESL) program; OR
6. Under extraordinary circumstances, an exception may be made only through approval from the Director of Admissions.

Additional Immigration Document Requirements for F-1 and J-1 Students

Students who are requesting F-1 or J-1 status from Bellevue University must meet the requirements for the respective immigration document (I-20 or DS-2019). This requirement is separate from admission.

Once admitted to a Bellevue University program, students requesting F-1 or J-1 status through Bellevue University will be contacted by International Student Services for the additional documents required for the I-20 or DS-2019. All students requesting an I-20 or DS-2019 must meet these additional requirements before an I-20 or DS-2019 can be created:

1. Verification of funds: International students requesting F-1 status must submit financial documentation to prove that enough funds are readily available for the first year of estimated expenses. Students requesting J-1 status must submit financial documentation to prove that funding is available for the entire J-1 program. (See cost estimates on the Bellevue University web page: https://www.bellevue.edu/admissions-tuition/admission-requirements/international-bachelor-admissions).
2. A copy of your passport (or government ID, if your passport is not available).
3. If you are currently on F-1 or J-1 status at another school within the U.S. and plan to transfer to Bellevue University, a completed SEVIS Transfer-In Form is required and the SEVIS record must be transferred to Bellevue University before an I-20 or DS-2019 can be created.
4. Information about your dependents, including a copy of their passport, if you are bringing your child or spouse to the United States on F-2 or J-2 status. Additional proof of finances will be required for each dependent.

Immigration documents cannot be created unless all of the above documents have been submitted and reviewed. Bellevue University reserves the right to verify the validity of all documentation provided.

Students who are not able to meet the deadlines for document production and visa issuance will be encouraged to defer their admission. See document production and visa issuance deadlines on the Bellevue University web page: https://www.bellevue.edu/admissions-tuition/admission-requirements/international-bachelor-admissions.

Foreign Credential Evaluation Process

A prospective student with foreign academic credentials will need to have the documentation evaluated prior to being accepted and matriculated at Bellevue University. Bellevue University accepts evaluations completed by an approved National Association of Credential Evaluation Services (NACES) http://www.naces.org member which includes but is not limited to Educational Credential Evaluators, Inc. (ECE) and World Education Services, Inc. (WES). Students who wish to transfer credit into Bellevue University from a foreign institution will need to order a course-by-course evaluation.

NACES members will verify institutional accreditation status and complete a course-by-course evaluation containing the following: a description of credentials, including name and year awarded, name of institution attended, and major field of study. It also provides the U.S. equivalent for each credential and lists all post-secondary subjects with their corresponding value expressed in the terms of U.S. semester credit and grade equivalents.

In select instances, foreign credentials may be submitted for review directly to Bellevue University. Reviews conducted by Bellevue University are limited to determining degree equivalency and may incur an evaluation fee. Requests for course-by-course evaluation of foreign credentials must be submitted to an approved NACES member http://www.naces.org. Please contact your Admissions Counselor for more information.

Admission Requirements for Non-Degree-Seeking Students

Students who do not intend to earn a degree with Bellevue University will be asked to provide verification of high school completion. Please contact Enrollment Management for more information on the documentation that can be utilized to satisfy this requirement for non-degree-seeking students. Students will be required to provide evidence that course prerequisites have been met in full upon registration.

In addition, it is important to note, if the student changes their intent and wishes to become a degree-seeking student, they will be required to submit a new application, declare the degree they wish to pursue, meet all of the admission requirements, and provide all official transcripts necessary to satisfy the prevailing admission requirements for the declared major (described previously) to be fully accepted as a degree-seeking student.

At this time, a form I-20 cannot be issued for F-1 international students who have been admitted as non-degree seeking.

Post-Secondary Transfer Students

Students suspended or dismissed from any post-secondary institution within the last five years may be accepted under Academic Probation status. If it has been less than one year from the date of suspension or dismissal a student may be admitted with approval from the Chief Academic Officer or Designee.

For details relative to academic credit transfer please see the Modes and Methods section of the course catalog.

Conditional Admission

In certain situations applicants who have not satisfied the undergraduate or graduate admission requirements may be granted conditional admission. Conditional admission allows the student to begin their course of study while continuing the application process. This admission status is temporary and students who fail to complete the admission process in the required time may be administratively withdrawn.

A form I-20 cannot be issued for F-1 international students who have been conditionally admitted.

Admission Requirements for Graduate Degrees

Admission is considered when the applicant has met all requirements and the University has received official and verified documents. The Graduate Enrollment Director reviews all completed applications. In special circumstances, the college Dean may recommend a conditional admission if the student has not yet been able to complete or fully satisfy all requirements. Students possessing a graduate degree from a regionally accredited institution may be accepted without providing undergraduate transcripts. Select Graduate Majors may require submission of undergraduate transcripts.

Admission of International Students for Graduate Degrees

These guidelines and regulations apply to all international students applying for graduate admission (see definition of international student above).

In compliance with federal regulations, international students on F-1 or J-1 status must be enrolled full-time. If the student is a Bellevue-University-Sponsored F-1 or J-1 international student planning to attend Bellevue University classes in the United States, they will need to apply for admission to Bellevue University as a degree-seeking, full-time traditional student. All other international students in statuses other than F-1 or J-1 must abide by their immigration status restrictions for study. Questions can be directed to International Student Services at iss@bellevue.edu. An international student applying for admission to the University's degree programs should inquire at http://www.bellevue.edu/request-information.

To receive admission as an international student, applicants must meet all program-specific admission requirements (see "Admission Requirements for Graduate Degrees") and the following international student application requirements:

1. Completed Application Form
2. Official National Association of Credential Evaluation Services (NACES) reviewed credentials (see Foreign Credential Evaluation Process section for more details)
3. Proof of English Proficiency (see "English Proficiency for Graduate Students" section below)
4. Application Fee, which is non-refundable

Admission is considered when all of the above requirements are met. Visit https://www.bellevue.edu/prospective-students/international for more information on International Student Services and https://www.bellevue.edu/admissions-tuition/admission-requirements/international-master-admissions for more details on admission requirements.

English Proficiency for International Graduate Students

Graduate International Students (including those who are taking classes online only) must prove English proficiency for admission in one of the following ways:

1. Provide English Proficiency scores with a minimum score in one of the following English Proficiency tests or an approved equivalent:
    a. TOEFL test results with a minimum score of 500 (paper-based) and/or 61 (internet-based)
    b. IELTS test results with a minimum score of 5.5
    c. Duolingo Language Test results with a minimum score of 85
    d. ITEP test scores with a minimum score of 3.5
    e. Aptis test scores with an overall CEFR score of B2; OR
2. Identify as a native speaker from one of the select exempt English-speaking countries, or an approved equivalent. Complete information can also be found on our website at https://www.bellevue.edu/student-support/international-services/toefl-exempt-countries; OR
3. Provide official transcripts of an awarded degree from an accredited U.S. institution of higher education or an institution of higher education whose language of instruction is English showing successful completion of coursework; OR
4. Provide transcripts with at least 60 credits at an accredited university in the U.S. or an institution of higher education whose language of instruction is English; OR
5. Provide transcripts with a passing grade for the equivalent of EN 101 at an accredited U.S. school; OR
6. Provide proof of a completed and passed English as a Second Language (ESL) program; OR
7. Under extraordinary circumstances, an exception may be made only through approval from the Director of Admissions.

Additional Immigration Document Requirements for F-1 and J-1 Students

Students who are requesting F-1 or J-1 status from Bellevue University must meet the requirements for the respective immigration document (I-20 or DS-2019). This requirement is separate from admission.

Once admitted to a Bellevue University program, students requesting F-1 or J-1 status through Bellevue University will be contacted by International Student Services for the additional documents required for the I-20 or DS-2019. All students requesting an I-20 or DS-2019 must meet these additional requirements before an I-20 or DS-2019 can be created:

1. Verification of funds: International students requesting F-1 status must submit financial documentation to prove that enough funds are readily available for the first year of estimated expenses. Students requesting J-1 status must submit financial documentation to prove that funding is available for the entire J-1 program. (See cost estimates on the Bellevue University web page: https://www.bellevue.edu/admissions-tuition/admission-requirements/international-master-admissions).
2. A copy of your passport (or government ID if your passport is not available).
3. If you are currently on F-1 or J-1 status at another school within the U.S. and plan to transfer to Bellevue University, a completed SEVIS Transfer-In Form is required and the SEVIS record must be transferred to Bellevue University before an I-20 or DS-2019 can be created.
4. Information about your dependents, including a copy of their passport, if you are bringing your child or spouse to the United States. Additional proof of finances will be required for each dependent.

Immigration documents cannot be created unless all of the above documents have been submitted and reviewed. Bellevue University reserves the right to verify the validity of all documentation provided.

Students who are not able to meet the deadlines for document production and visa issuance will be encouraged to defer their admission. See document production and visa issuance deadlines on the Bellevue University web page: https://www.bellevue.edu/admissions-tuition/admission-requirements/international-master-admissions.

Admission Requirements for Graduate Degrees

Major	Letter of Recomm.	Admission Essay Which May Include Topic Proposal & Portfolio	Interview or Faculty Review	Readiness Survey**	Background Check	Work Experience or Resume Review	Offic. Tr. from Conferred Undergraduate or Grad Deg.	2.5+ GPA in Last 60 UGrad Credit Hours toward Undergraduate degree or 3.0 in previous Grad degree.	Previous Academic Background	Additional Admission Requirements[1]	Req. Official Finan. Doc. Received
Accounting			•				•	•			•
Acquisition and Contract Management			•			Resume	•	•	5 yrs in contract-related field		•
Business Administration (DBA)		•	•			Resume, 5 yrs	•	•	MBA or equivalent graduate degree		•
Business Administration (MBA) - Traditional			•				•	•			•
Business Administration (MBA) - Cohort			•				•	•			•
Business Analytics			•				•	•			•
Business and Professional Communication			•				•	•			•
Child, Youth, and Family Studies			•				•	•			•
Clinical Mental Health Counseling	•	•	•	•	•	Resume	•	•	6 Credit hours Behav. Science		•
Computer Information Systems			•				•	•	3 Credit hours in Appllied Stats* and Intro to Java *OR Intro to C#*		•
Criminal Justice			•				•	•	Completed High School		•
Cybersecurity			•			Trad - None; Cohort - Min 3 years in IT, recommend at least 5 years	•	•			•
Data Science			•				•	•			•
Emergency Management			•				•	•			•
Healthcare Administration			•			Currently work 20+ hours in Healthcare and resume or Letter of Commitment. All letters of commitment will be reviewed and approved by the Program Director.	•	•			•
Human Capital Management (Doctoral)		•	•	•		5 years		•	•		•
Human Capital Management (MS)[1]				•			•	•			•
Human Resource Strategic Management				•			•	•			•

Admission Requirements for Graduate Degrees

Major	Letter of Recomm.	Admission Essay Which May Include Topic Proposal & Portfolio	Interview or Faculty Review	Readiness Survey**	Background Check	Work Experience or Resume Review	Offic. Tr. from Conferred Undergraduate or Grad Deg.	2.5+ GPA in Last 60 UGrad Credit Hours toward Undergraduate degree or 3.0 in previous Grad degree.	Previous Academic Background	Additional Admission Requirements[1]	Req. Official Finan. Doc. Received
Human Services			•				•	•	6 Credit hours Behav. Science		•
Industrial and Organizational Psychology			•				•	•			•
Instructional Design and Technology			•				•	•			•
Intelligence and Security Studies			•				•	•			•
Management			•				•	•			•
Management of Information Systems			•				•	•			•
Organizational Leadership			•				•	•			•
Organizational Performance			•				•	•			•
Professional Studies		•	•				•	•			•
Project Management			•			Requires one or more of the following: accredited Bachelor degree in related field; 3 yrs of experience in project or program management; PMP or CAPM certification; successfully completed CIS 633 IT Project Management	•	•			•
Security Management			•				•	•			•
Strategic Finance			•				•	•			•
Strategic Marketing			•				•	•			•

Note: 1. *Program available to Ph.D. in Human Capital Management students who do not meet dissertation requirements but meet the M.S. in Human Capital Management degree requirements.*

** Or equivalent.*

*** Exception: students who already possess a graduate degree.*

Student Accounts

Bellevue University reserves the right to modify all charges should such action be required.

Tuition for Undergraduate and Graduate Term-Based Programs

To view tuition and fees for the current academic year, please log in at http://www.bellevue.edu/admissions-tuition/tuition-fees/tuition-and-fees.

General College Fee

Fee for academic and administrative support services and student activities.

Graduation Fee

Fee is assessed to students when approaching graduation. The non-refundable fee covers some of the cost associated with graduation including, but not limited to, final degree audit, diploma, postage, program expenses, and the commencement ceremony. Students are charged the fee regardless of participation/attendance at the commencement ceremony.

Withdrawal Refund Schedule for Tuition and Fees

The following refund schedule uses a pro-rata refund up to 60% of the enrollment period and will be used to calculate refunds for all students who withdraw from class(es).

A student may find it necessary to withdraw/drop from the University before the end of a term or class. Withdrawals could impact the student's account, financial aid, tuition assistance, and veteran benefit status. The date that students start the withdrawal process and drop class(es) is the official withdrawal date for the class(es) and will be used to calculate the percentage of time the student was enrolled in the term and the percentage of tuition charged. The calculation will use the total number of calendar days attended divided by the total number of calendar days of the enrollment period (minus authorized breaks of five days or more). If a student drops after the 60 percent point in the enrollment period, there is no tuition or fee refund; the student is responsible for the full amount.

Example (Traditional Based Student in 12-Week Session): Student A has total institutional charges of $2,381, which include $2,250 in tuition and fees and $131 in books and/or supplies charged at the bookstore. The student enrolled in the Fall 12-Week session but withdraws from all classes after attending for 26 days.

The 12-Week session is 83 calendar days in length. The student will be charged for (has earned) 31.33 percent of the tuition (26 days/83 days = 31.33 percent). The unearned percentage of tuition is 68.67 percent and will be credited off of the student's account.

Refund Appeal Process

Some circumstances may warrant an exception from Bellevue University's published refund policy. In such cases, the student should send an appeal, including necessary documentation to:

Kim Loffer, Director, Student Accounts
Bellevue University
1000 Galvin Road South
Bellevue, NE 68005-3098

Email: kim.loffer@bellevue.edu

Refund Policy

Students eligible to receive a refund based on excess financial aid (for living expenses), from third-party funds, or withdrawal from class, will be issued a refund. Excess credits will be used to pay a past-due balance within a current award year prior to refunding any remaining credit amount to the student/parent. For those who receive financial aid disbursement prior to third-party funds, all tuition, fees, and books will be deducted from the financial aid refund first. If Bellevue University refunds more money than the student is eligible to receive, the student is responsible for payment back to Bellevue University.

Payment Options

Bellevue University offers three primary payment options. In some cases, the primary option will not cover 100% of the educational cost so a secondary option will need to be determined. The Student Accounts team will work collaboratively to deliver information to ensure financing is secure, therefore, turning the student's focus to their learning experience. Studies have shown students who have their financing in place prior to beginning their studies are far more successful in obtaining their goals. For more information, visit https://www.bellevue.edu/admissions-tuition/tuition-fees/tuition-and-fees.

Registration

Students can register for classes when registration opens. The class schedule can be found at https://www.bellevue.edu/degrees/schedule/class-schedule.

Cash – Self Pay

This option is for students who plan to pay all or a portion of their education costs without alternative funding. Payment is due 45 days after class/session start.

Organizational Tuition Assistance

There are two categories students can use under this option.

1. Employee Sponsored Option would be used if payment is made directly to Bellevue University by the student's employer. This option may apply to students who are using:
   - Military Tuition Assistance
   - Corporate Billing Authorization
   - Letter of Credit (LOC)
2. Deferral Option would be used if payment is made directly to the student from the student's employer and in turn, the student is responsible to pay Bellevue University directly. This option may apply to students who are using Corporate Reimbursement. It is the student's sole responsibility to provide the deferral authorization on an annual basis.

Federal Financial Aid

If there is still a balance due, and financial aid does not cover the entire cost, the student will be required to pay the remaining balance using another payment option. Payment due dates will be 45 days from the start of the class or session.

Payment Plans

Although the student is not required to pay the entire balance upon registration, they must understand their financial obligation for all tuition and fees at the time of registration. Payment is due 45 days from the start of the term for traditional terms. Students must request a payment plan. For students enrolled in Cohort Programs, the number of payments is based on the number of classes in their program. International students are required to pay in full for each term upon registration or due date.

International Students

Due date is 14 days prior to term start. International students using an international draft drawn on a bank outside of the continental U.S., or wire transfer in excess of their cost, will have the draft posted to their student account. Any excess funds remaining once the account is paid in full will be refunded less any bank service charges once the check has been paid by the bank. If the draft is drawn on a bank inside the continental U.S. in excess of the student's cost, the refund will be issued according to the University's refund policy. Checks must indicate they are in USD (United States Dollars). Future classes/sessions may be impacted until all outstanding balances are paid in full.

Late Payment Fee for Undergraduate and Graduate

Past due accounts may be charged a late payment fee. http://www.bellevue.edu/admissions-tuition/tuition-fees/tuition-and-fees. The student may also be administratively withdrawn from all future terms if any amount becomes past due or delinquent.

The student is responsible for informing the University of any change of address.

Military Tuition Assistance

Please see the Military Student section.

Corporate Tuition Assistance / Company Billing

Students using Corporate Tuition Assistance (where the company pays Bellevue University directly), may do so by providing Student Accounts with an official letter of credit from their employer on official letterhead. This letter should explain exactly what the employer is willing to pay (tuition, books, and fees). If the company pays in full, the student is not responsible for any payment. The student is responsible to pay any portion not covered by their employer based upon the applicable payment schedule.

Students who use corporate tuition assistance/company billing must complete a FERPA Information Release to their employer before Bellevue University can bill or speak to their employer regarding their student account.

Deferral Payment Option

Students may use the Deferral Payment Option if they receive reimbursement from corporations or businesses of at least 50 percent of the total cost of tuition and fees. To utilize Bellevue University's deferral program students must provide all applicable required documents. Bellevue University will defer payment of tuition and fees for 45 days from the end of class/session if approved. If a student receives financial aid the balance owed to Bellevue University will be taken out of the financial aid disbursement prior to any refund.

Participation is voluntary and the terms and conditions of the deferral agreement are not contingent upon the receipt of a grade or reimbursement by the student's tuition assistance provider. Under all circumstances, the student is solely responsible for all tuition and fees due. Enrollment in future classes/sessions may be impacted until all outstanding balances are paid in full. Deferral Authorizations are valid for one year. It is the student's sole responsibility to provide the deferral authorization on an annual basis.

Additional Policies

Dropping or Withdrawal – Traditional-Based

A student's account (refund/credit/obligation) may be impacted if they withdraw. The amount of credit to be refunded or obligation to be paid by the student will be determined by the tuition credit/refund policy in effect at the time of the drop or withdrawal action. See the Withdrawal Refund Schedule Section for more information.

Dropping or Withdrawal – Cohorts

If the student needs to interrupt their commitment (financial and academic) after the cohort program has begun, they may be able to recapture some of their investment through the Drop/Add Process. This allows the student to re-enroll with a later cohort group, continuing their studies at the point at which they were interrupted. The financial consequences will vary from student to student based on the withdrawal refund schedule.

What are the consequences of non-payment? – If payment is not received by the due date, the student's account will be considered past due. A hold will be placed on their account, preventing future registration and potentially the release of transcripts and diplomas. If payment is not made the student will also be at risk for withdrawal from all future terms. If a balance cannot be paid in full, payment arrangements can be made by contacting an Account Resolution Specialist at 1-866-664-7008 or ar1@bellevue.edu. After all internal resolution activity has been exhausted and a past due balance still remains, the student's account will be turned over to a collection agency.

How can a student get re-enrolled after Non-Payment Withdrawal? – To be re-enrolled in a course(s), payment must be made immediately. Once payment is made, it is critical for the student to contact their Admissions Counselor or Student Coach as soon as possible. This contact is a critical step in the re-enrollment process. Resolving a past-due account balance does not automatically re-enroll the student into their future course(s).

Re-enrollment may only occur if the student's next scheduled class has not started. Re-enrollment is also contingent on the availability of course(s). For more information, contact an Account Resolution Specialist at 1-866-664-7008 or ar1@ bellevue.edu.

Credit Balance Policy

If the student has a credit balance, they will automatically be refunded eligible refunds within 14 days. If the student wishes to leave the credit balance for non-Title IV funds on their account for future enrollment, they may do so by completing and turning in a Student Authorization Statement Form to Student Accounts via fax at 402-557-5410 or email to stuacct@bellevue.edu. This Authorization Statement is good for the academic year it is signed; any credit balance will be refunded at the end of the authorized academic year.

Statement of Account

A Statement of Account may be used for a variety of reasons such as reimbursement by an employer.

Students can generate a Statement of Account via self-service in BRUIN. For assistance, please contact the Bruin Support Services at 1-800-756-7920, option 0, or BRUINSupportServices@Bellevue.edu.

Tax Credit Reporting

Education institutions are required to file a Form 1098-T, Tuition Statement, with the IRS and to provide a copy of the form to the student, for each enrolled student for whom there is a reportable transaction. There are some exceptions where an education institution is not required to file and provide Form 1098-T. These exceptions include:

- Courses for which no academic credit is offered, even if the student is otherwise enrolled in a degree program.
- Non-resident alien students, unless the student requests the institution to file Form 1098-T.
- Students whose tuition and related expenses are waived entirely or paid entirely with scholarships or grants.
- Students whose tuition and related expenses are covered by a formal billing arrangement with the student's employer or a government agency such as the Department of Veterans Affairs or the Department of Defense.

Stop Payment Charge

The University is not responsible for refund checks lost in the mail, not received by the student, mailed to the wrong address because the student did not update their address in our system, or was lost or destroyed while in the student's possession. Stop payment requests on refund checks will only be processed once the check has been missing for 10 business days from the date of mailing. A stop payment fee http://www.bellevue.edu/admissions-tuition/tuition-fees/tuition-and-fees will be charged for stop payments on refund checks.

Returned Check and ACH Payments

All returned check and ACH payments will be assessed a return check/ACH fee. http://www.bellevue.edu/admissions-tuition/tuition-fees/tuition-and-fees.

Financial Obligations

All financial obligations to Bellevue University need to be paid in full, unless payment arrangements are made with the account resolution department, before official transcripts or diplomas are released. If the student is past due, they may be denied continuation of their classes/program and any future enrollment.

Financial Aid

Financial Aid is money available to assist the student with the costs of attending college. This assistance comes from the federal and state government, the institution, and private sources. Financial aid includes grants, scholarships, work-study programs, and student loans. Grants and scholarships are funds that do not have to be repaid.

Federal Work-Study allows the student to work and earn money. Student loans and loans to parents for students must be repaid. In general, all U.S. citizens and eligible non-citizens enrolled in an approved degree program may apply for financial aid. Refer to the eligibility criteria listed on the Free Application for Federal Student Aid (FAFSA) www.fafsa.gov (Bellevue University Code is 002538).

Some scholarships are available if the student does not qualify for other forms of financial aid. The University uses the federal methodology formula to determine financial need. The student is encouraged to submit a FAFSA as early as possible after October 1.

Financial assistance disclosure information is available from any staff member of the Financial Aid Office or Bruin Support Services during normal operating hours. This information also is available on the University website bellevue.edu.

The Financial Aid Office prepares a personalized need analysis for each student interested in receiving aid. Individualized need analysis assures the student full consideration for all types of assistance for which they may qualify. Determination of sources and amounts of the student's financial assistance is made through the calculation of:

- Expected student/family contribution
- Estimated education expenses
- Other aid available to the student

The difference between student/family contribution and any other aid or education expenses is the amount of unmet need. The financial aid package explains all sources of financial assistance for which the student may be eligible including Title IV programs, grants, and University-funded programs.

Financial aid materials are contained on the Bellevue University website. Please begin the application process for financial aid eight to twelve weeks prior to the start date of the desired program. For additional information, please contact Bruin Support Services at 1-800-756-7920, option 0, or BRUINSupportServices@Bellevue.edu.

Financial Services Philosophy

The fundamental philosophy guiding our Financial Aid Department is that no student should be denied an education due to a lack of financial resources. Financial need is determined and awards are made without regard to race, color, religion, sex, national origin, age, or disability. We are committed to assisting students with obtaining financial assistance sufficient to meet primary financial needs (tuition, books, fees, and transportation). Secondary costs of education (room, board, and personal expenses) may be considered in financial aid packages based on the availability of funds.

Federal Work-Study Program

This program provides financial assistance through part-time employment on and off campus. The student may participate in the work-study program if they have documented unmet need. Work-study is awarded to a student if they mark their interest on the FAFSA and they live in the Omaha metro area. A work-study award is the total amount of money that the student may earn during the school year. If the student is hired in a work-study position, their earnings are drawn from the work-study award.

Depending on hours worked during the year, the student may or may not earn the total amount awarded. Federal Work-Study offers off-campus community service job opportunities in a variety of fields and locations. Please contact the Financial Aid Office for work-study assistance early in the school year, as positions are limited.

Scholarships

The overall University scholarship program awards both needs and merit-based scholarships. The program is primarily designed to assist financially needy incoming and continuing students at the undergraduate level. Fewer options exist for international students, students pursuing Graduate and Post-Graduate degrees, and students studying at a distance.

Merit scholarship requirements vary by the source of funding; however, awards are generally based on a combination of factors with scholastic achievement being the primary. Other considerations may include a student's involvement in extracurricular activities, community service, personal recommendations, and financial need. Special ability scholarships are awarded in selected areas such as athletics, special programs of study, research, and special projects. For scholarship consideration that requires financial need, students will need to process a FAFSA each academic year. These applications are available through the Financial Aid Office and online in the Admissions and Tuition, Tuition and Financing, Financial Aid section of www.bellevue.edu.

Scholarship funds are provided through a variety of sources and donors. Applications are reviewed throughout the academic year and specific deadlines are posted on the individual scholarships and online under the Admissions and Tuition, Tuition and Financing section of www.bellevue.edu under Scholarships. Bellevue University utilizes CommunityForce for its scholarship application system. Students can manage their own scholarship information, apply for multiple scholarships, and check award status from any computer. The link to CommunityForce can be found online under the Admissions and Tuition, Tuition and Financing section of www.bellevue.edu under Scholarships.

In determining specific priorities for the award of University based/funded scholarships and grants, students are evaluated using the following guidelines:

- Student needs to be entering as a first-time freshman or transfer student. For special programs or project scholarships, students must meet the qualifying status in order to be considered.
- Student needs to meet the specific criteria (i.e. academic achievement, special ability, etc.) as established for the particular financial assistance program for which they may qualify.
- Student must plan on matriculating on a full-time basis throughout the duration of the scholarship.

In determining specific priorities for the award of donor based/funded scholarships, students are evaluated using the following guidelines:

- Student can be a first-time freshman, transfer, graduate, or continuing student already in attendance.
- Student must demonstrate financial need through the completion of the FAFSA or College Funding Estimator (found on the EducationQuest.org website).
- Student needs to meet the specific criteria (i.e. academic achievement, program enrollment, involvement in the community, etc.) as established for the particular scholarship for which they may qualify.
- First priority and preference is given to local, undergraduate, Nebraska residents.

Bruin Advantage Scholarship

The Bellevue University Academic Scholarship has been sunset and a new opportunity for true freshmen is available.

It is still a 4-year renewable scholarship based on the following criteria:

- Student needs to be a first-time freshman enrolling at the University within 12 months of completing a high school diploma.
- Student must plan to enroll in courses offered residentially/on-campus.
- Student will be required to maintain a minimum cumulative GPA for each year of renewal.

Student will be required to successfully complete additional programmatic pieces each term in order to maintain the scholarship.

Mascot Scholarship

Brutus Bruin is the ferocious, yet friendly mascot of Bellevue University. A key aspect of the mascot is to promote school spirit and provide a fun fan experience at home athletic events, campus activities, and through a variety of other events on and off campus. As the University's residential programs continue to expand, the mascot plays a vital role in continually creating campus community, engagement, and fun. The Mascot Scholarship is a 4-year renewable scholarship based on the following criteria:

- Student must be approximately 5'8" to 6' in height.
- Student must be physically able to manage extended periods of time in the suit (standing and actively moving around).
- Student must be outgoing, creative, and excited to promote school spirit.
- Experience in cheerleading, dance, gymnastics, martial arts, or mascoting preferred.
- Ideally the mascot should not be pursuing other collegiate athletics due to conflicts.
- Student must be a traditional, undergraduate or graduate student.

Teacher Education Program Scholarship

The purpose of the Teacher Education Scholarship is to stimulate interest from prospective students and to promote overall program growth of the Teacher Education Program through the Bachelor of Science in Education. The program is designed to prepare students to earn the certification needed to teach at the elementary or secondary level in the State of Nebraska. The scholarship is a university-funded, 4-year renewable scholarship based on the following criteria:

- Student needs to be an incoming first-time freshman, transfer, or post-baccalaureate student.
- Student needs to meet the specific academic requirements for the scholarship.
- Student must plan to matriculate on a full-time basis throughout the duration of the scholarship
- Student will need to declare the Bachelor of Science in Education major/degree upon admittance to the University.
- Student will be required to successfully complete a number of additional requirements as part of the Teacher Education program to ensure continued progression.

Please refer to the Teacher Education Program on page 29 and online under the Degrees & Majors section of www.bellevue.edu under Education & Training for more information on program requirements.

*The Teacher Education Scholarship is being sunset and the TEACH Grant will be offered in its place for students pursuing a degree in Education at Bellevue University.

Emergency Grants

Bellevue University recognizes students may face unexpected emergencies that impact their finances. Student Emergency Grants, typically between $500 and $1,000, are designed to help students overcome obstacles such as unanticipated health or family situations, temporary job loss, auto repairs, and more. The ultimate goal is to keep students enrolled at Bellevue University and advancing toward graduation.

Students who are facing one-time, unexpected financial emergencies can learn more about the Emergency Grant program online under the Admissions and Tuition, Tuition and Financing, Scholarships section of www.bellevue.edu under Types of Scholarships. If a student would like to apply for an Emergency Grant they should check their eligibility with their Student Coach and request access to the application.

Financial Aid Policies

Class Participation Verification Policy

Prior to the release of financial aid funds, the University must verify the student has participated in an academically related activity in each of the classes in which they are enrolled. Federal regulations define academic-related activities as physically attending a class with direct interaction between the instructor and students, submitting an academic assignment, taking an exam, an interactive tutorial, participating in an online discussion about academic matters, etc. If participation cannot be verified, all Title IV funds (Pell Grants, student loans, and other grants or scholarships) will not be disbursed. At Bellevue University, participation is confirmed when a student completes the syllabus acknowledgment in Blackboard.

If the student receives financial aid and does not continue participating in classes (family emergency, illness, etc.), the student needs to notify their Student Coach immediately. If the student fails to participate, the Financial Aid Office will place the student's financial aid on hold until participation is verified. If participation is not verified, Title IV funds will be canceled and the student will not be eligible.

Academic Transcripts

All official academic transcripts from each institution previously attended need to be submitted to the Bellevue University Registrar so that formal evaluation can be completed and financial aid can award the student's grade level correctly based on official transcripts. Failure to do so may result in a delay in awarding as well as a change to non-degree status and termination of financial aid eligibility (see Degree Status below).

Overlapping Enrollment

When a student receives financial aid at more than one institution during the same academic period, an overlapping loan period may occur. In the case of overlapping loan periods, financial aid eligibility at the second institution may be affected by the amount of aid received at the first institution. If the student has an overlapping enrollment period (even one day), it can severely impact the student's financial aid eligibility. The student should contact their Admissions Counselor or Student Coach with questions about overlapping enrollment periods.

Degree Status

To be eligible for financial aid at Bellevue University, the student must be degree-seeking.

Enrollment Status

Undergraduate Students

12, 11, 10 week Term: Full-time = 8 credit hours
3/4 Time = 6 credit hours
1/2 Time = 4 credit hours

Graduate Students

Full-time = 6 graduate credit hours
1/2 Time = 3 graduate credit hours

Computer Proficiency Tests and ELA/CLEP/DSST/NYU

Foreign Language Proficiency credits do not count toward enrollment status for financial aid purposes. Enrollment status (full, 3/4, 1/2) determines eligibility for grant and loan money. Financial need is determined by subtracting expected family contribution plus other financial aid from cost of attendance. Cost of attendance is determined by enrollment status.

Examples of Cost of Attendance

The following are examples of cost of attendance budgets and are provided for information only (figures are rounded for these examples).These examples may not reflect the student's individual case.

Independent* Student Full-time Example

Tuition, Fees, Books	$8,000
Living Expenses	$8,000
Total Cost of Attendance	$16,000
Expected Family Contributions (EFC)	$2,000
Financial Aid (Pell Grant)	$4,000
Financial Aid (Scholarship)	$1,000
Financial Need	$9,000

In this example, the student may have loan eligibility of $9,000

Independent* Student Half-time Example

Tuition, Fees, Books	$4,000
Living Expenses	$4,000
Total Cost of Attendance	$8,000
Expected Family Contributions	$0
Financial Aid (Pell Grant)	$3,000
Financial Aid (Scholarship)	$1,000
Financial Need	$4,000

In this example, the student may have loan eligibility of $4,000

Dependent* Student Full-time Example

Tuition, Fees, Books	$8,000
Living Expenses	$4,000
Total Cost of Attendance	$12,000
Expected Family Contributions	$5,000
Financial Aid (Scholarship)	$2,000
Financial Need	$5,000

In this example, the student may have loan eligibility of $5,000

Dependent* Student Half-time Example

Tuition, Fees, Books	$4,000
Living Expenses	$2,000
Total Cost of Attendance	$6,000
Expected Family Contributions	$4,000
Financial Aid (Scholarship)	$1,000
Financial Need	$1,000

In this example, the student may have loan eligibility of $1,000

*By federal definition, the student is an Independent Student if they meet at least one of the following:

- are at least 24 years of age
- are a veteran of the U.S. Armed Forces
- are serving on active duty in the U.S. Armed Forces for purposes other than training
- are enrolled in a graduate program
- are married
- are a ward of the court/orphan
- have children who receive more than half of their support from the student
- have dependents (other than children or spouse) who live with the student and who receive more than half of their support from the student

Note: Loan amounts are determined by grade level (freshman, sophomore, etc.).

Why is the Cost of Attendance Lower for Military Students?

Effective July 1, 2010, the Higher Education Opportunity Act (HEOA) implemented a change that affects military students. Specifically, the HEOA, section 471 HEA Section 472(3) states:

> *The HEOA specifies that, for students living in housing located on a military base or housing for which they receive a basic allowance under Title 37 of the U.S.C. – Pay and Allowances of the Uniformed Services, the room and board allowance shall include an allowance based on the expenses reasonably incurred for board only.*

Because the housing allowance is not required to be reported on the FAFSA, the housing allowance must be excluded as part of the cost of attendance. (The cost of attendance is an estimate of a student's education expenses for the period of enrollment.) All monies awarded (including loans, grants, scholarships, and military tuition assistance) cannot exceed the estimated cost of attendance. Effectively, the removal of BAH or Basic Allowance for Housing lowers a student's cost of attendance figure.

How can students, who are not receiving a military housing allowance, have cost of attendance adjusted?

Students must send a request to have cost of attendance reviewed for adjustment. The student must provide the reason they are no longer receiving a military housing allowance along with the written request. All requests should be sent to finaid@bellevue.edu.

Loan Proration

Federal Direct Loan Program Loan Proration – Federal regulations require that when a student is enrolled in a program that is one academic year or more in length, but is in a remaining period of study that is shorter than a full academic year, the loan amount must be prorated.

Students who graduate in the middle of the academic year will have their Federal Direct Loans prorated during their final term of study. The loan limit proration determines the maximum loan amount that a student may borrow for the final term of study.

Calculating loan limits – The limit for the student's grade level is multiplied by the following fraction to determine the prorated loan limit:

> Credit hours left in program / Credit hours in academic year

Borrower-Based Academic Year (BBAY) Verses Scheduled Academic Year (SAY)

Borrower-Based Academic Year (BBAY) – An academic year that is individualized for each Federal Stafford Loan Borrower. A borrower-based academic year may be used as an alternative to the scheduled academic year to determine the period during which a student borrower may receive no more than the annual loan limit applicable to the student's grade level. A BBAY needs to consist of at least 30 weeks of instruction and 24 credits. All Grad and Undergrad Cohort students will be using BBAY.

Scheduled Academic Year (SAY) – A period of time that begins and ends at the same point during the calendar year during which a Federal Stafford Loan borrower may receive no more than the annual loan limit applicable to the student's grade level. Our traditional terms will continue to use the SAY.

Which aid year will be associated to the BBAY?

If a BBAY starts after July 1, that BBAY will be awarded in the corresponding Financial Aid year.

How is a Pell Grant awarded?

Pell grants will be awarded per BBAY by the number of terms in the BBAY. For example, two terms: 50% per term; three terms: 33% per term.

There will be awarded one Pell grant award per financial aid year. So if a BBAY student is awarded two loan BBAYs in one aid year, they will still need to reapply for the 2nd Pell grant award with next year's FAFSA.

How is NOG/SEOG awarded?

NOG & SEOG will follow the Pell grant rules.

What happens if a student goes from a cohort program to a traditional term?

If 30 weeks have elapsed from the start of the student's BBAY, they will have full loan eligibility for the SAY. If 30 weeks have not elapsed then their loans will be awarded up to the annual aggregate limits for the remaining SAY.

Pell grants would be awarded for any aid year with remaining eligibility.

What happens if a student goes from traditional term to a cohort program?

If 30 weeks have elapsed from the start of the traditional term start (loan period for award), they will have full loan eligibility for the BBAY. If 30 weeks have not elapsed then their loans will be awarded up to the annual aggregate limits for the remaining BBAY. The additional BBAY will have full eligibility for that BBAY.

Pell would be awarded for any aid-year eligibility left.

Co-Enrolled and Consortium Students

Federal financial aid regulations stipulate that the student cannot receive aid at more than one institution for any given period of enrollment (such as a quarter or semester). The student may receive financial aid at Bellevue University while also taking classes at another regionally accredited post-secondary school. Bellevue University must have a consortium agreement with the other school and the classes must count toward the student's degree requirements at Bellevue University.

In order to complete this process the student will need to complete the Co-Enrollment/Consortium Forms: https://www.bellevue.edu/admissions-tuition/financing-options/pdfs/certification-release-finanical-aid.pdf

https://www.bellevue.edu/admissions-tuition/financing-options/pdfs/financial-aid-release.pdf

The student will also need to complete the Certificate for Student to Enroll at Other Institution, Financial Aid Release Form, and submit an official copy of their registration/enrollment from the non-funding Institution. The student's enrollment at Bellevue University and the non-funding Institution are compiled together to determine the student's enrollment status and financial aid eligibility. It is the student's responsibility to resolve their balance at both institutions. Bellevue University will not pay any of the student's financial aid directly to the other Institution.

If the student will be co-enrolling, the student must plan ahead and complete all necessary paperwork in a timely manner in order to receive their financial aid. Because of the additional paperwork involved when the student co-enrolls, the student may experience a slight delay in receiving their aid each term.

Verification

This is the process where Bellevue University validates the data reported on the student's FAFSA. Bellevue University has the authority to contact the student for documentation that supports income and other information that the student reported. The student could be selected by the U.S. Department of Education or by the Bellevue University Financial Aid Office at any time, for verification based upon the information the student has provided. Bellevue University is required to make sure that all aid is awarded to students according to federal, state, and institutional regulations. If selected, the verification process must be completed before financial aid can be awarded and disbursed.

The documents that Bellevue University accepts to verify the student's tax information have changed based on policy changes from the U.S. Department of Education. Either a tax transcript from the IRS or the FAFSA filed using the IRS Data Retrieval Tool are the only two ways to verify tax data. It is strongly recommended that the IRS Data Retrieval Tool be used to download the student's tax information onto the student's FAFSA. If the student has filed their taxes with the IRS, they should log into their FAFSA at www.fafsa.gov and make a correction to use the IRS Data Retrieval Tool to update their tax information. If they do not, or cannot use the IRS Data Retrieval Tool, the student will be required to obtain a tax transcript from the IRS and submit it to the Financial Aid Office. Personal copies of tax returns can no longer be accepted.

The fastest way to request Tax Transcripts is either by phone or online. Be sure to request a Tax Transcript. DO NOT request a Tax Account Transcript or Record of Account.

Ordering a Tax Transcript by Phone:

Call the IRS at 1-800-829-1040, then select a prompt:

> Option 2 (Personal Income Taxes)

> Option 1 (Tax History)

> Option 2 (Tax Return Transcript)

> Enter and verify Social Security number (if joint return both SSN's required)

> Enter and verify number of street address

> Press 2 for Tax Transcript and indicate which year

Ordering a Tax Transcript Online:

Go to https://www.irs.gov/individuals/get-transcript, then select the following:

> Click "Get Transcript Online" or "Request by Mail"

> The student should enter their SSN, Date of Birth, Street Address, and Zip Code (Be sure to use the address currently on file with the IRS; generally this is the address listed on the latest tax return filed; however, if an address change has been completed through the U.S. Postal Service, the IRS may have updated the address on file.)

> Click Continue

> In the TYPE OF TRANSCRIPT field, select "Return Transcript" and in the TAX YEAR field, select the appropriate year (i.e., 2013)

> Click Continue

If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request—within 5 to 10 days from the time the IRS received the request.

Book Waiver

A book waiver allows eligible students to purchase all or a portion of their books from the Bellevue University Bookstore

using their excess financial aid funds. The amount spent is then added to the student's tuition account to be paid for when their aid is disbursed to their student account.

Students must have their financial aid award completed. If their combined Federal Direct Student Loans, Pell, SEOG, and Nebraska Opportunity Grants exceed the cost of their tuition and fees, they may qualify for a Book Waiver to help with the cost of books.

The maximum total allowable waiver is $800 each term, or the total of their excess funds, whichever is less. Book waiver amounts are subject to change due to changes in enrollment, academic standing, or status.

No earlier than 30 days prior to a student's class start, a student can contact the Bruin Support Services at 1-800-756-7920, option 0, or BRUINSupportServices@Bellevue.edu.

Award Acceptance

Bellevue University participates in a passive confirmation process in regards to Student Financial Aid. This means that Bellevue University will accept Student Loans that a student is eligible for on their behalf. It is the student's responsibility to review their award eligibility. If the student wishes to decline or reduce their loans, they can make the applicable adjustment(s) on their financial aid portal. If for whatever reason the student cannot make the changes using their financial aid portal, the student will need to contact the Financial Aid Office at finaid@bellevue.edu with their request. Students will also need to read their entire Award Notification to ensure that they are aware of all the policies regarding their Financial Aid. Students also need to complete a Direct Loan Master Promissory Note (and PLUS Loan Master Promissory Note if applicable) along with Direct Loan Entrance Counseling (and PLUS Loan Counseling if applicable) in order to be eligible for disbursement of the loan funds.

Loans

Federal Subsidized Direct Loan – A low-interest, need-based federal loan that is not credit-based. The federal government pays the interest on the loan while the student is enrolled in school and during the six-month grace period. Repayment on the loan begins six months after the date the student ceases at least half-time enrollment. The loan may be paid back over the course of up to 10 years.

Federal Unsubsidized Direct Loan – A low-interest, non-need-based federal loan that is not credit-based. The student has the option to defer payment on the loan and interest while enrolled in school; however, interest accrues while the student is in school. The loan may be paid back over the course of up to 10 years.

Federal Direct Parent PLUS Loan – A low-interest, non-need-based federal loan made to a dependent student's parent. This loan is credit-based. Repayment begins 60 days from the date the loan is fully disbursed. The loan is paid back over the course of up to 10 years.

Federal Direct Graduate PLUS Loan – A low-interest, non-need-based federal loan made to a graduate student. This loan is credit-based. If a student accepts a Graduate PLUS loan, a credit check is completed by the U.S. Department of Education to determine eligibility. Students will also need to complete a PLUS Loan Master Promissory Note and PLUS Entrance Interview. Repayment begins 60 days from the date the loan is fully disbursed. The loan is paid back over the course of up to 10 years. Students need to complete the PLUS Loan entrance interview.

** If the Student or the Parent has an adverse credit history, but qualify for a Direct PLUS Loan by documenting extenuating circumstances or obtaining an endorser, they will need to complete additional Loan Counseling provided by the U.S. Department of Education.*

For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit www.wsac.wa.gov/loan-advocacy or contact the Student Loan Advocate at loanadvocate@wsac.wa.gov.

Direct Subsidized Loan 150% Loan Limit Rule

As of July 1, 2013, any first-time borrower, (which is defined as someone who has no outstanding balance on a FFELP or Direct Loan when receiving a Direct Loan on or after July 1, 2013), will only be able to obtain federal Direct Subsidized loans for a maximum of 150% of the published program length in which they are enrolled. Additionally, the subsidized loans that had been borrowed up to the 150% point will lose further government subsidy and interest will become the student's responsibility. If they do not graduate by the 150% point (and continue to be enrolled in the same or a shorter undergraduate program), from that point forward, these subsidized loans will become unsubsidized loans.

Here are a few facts that students need to know:

- Students may receive Direct Subsidized loans for no more than 150% of the length of the current academic program. For example, a student enrolled in a two-year program will have three years' worth of subsidized loan eligibility and a student enrolled in a four-year program will have six years' worth of subsidized loan eligibility.
- Once a student reaches the 150% mark in a particular program, their future subsidized loan eligibility in that program will end. They may, however, be eligible for unsubsidized loans.
- A student who reaches the 150% limitation will have their interest subsidy end for all outstanding subsidized loans if the student does not graduate and continues to be enrolled in the same or a shorter undergraduate program. Repayment does not begin, but like unsubsidized loans, the student (rather than the government) would become responsible for interest that accrues from this point forward.
- Unlike other measures in determining continued aid eligibility, this provision is not affected by the total dollar

amount borrowed. Any and all periods of subsidized loan borrowing will count against the 150% time limit.

- This policy is in addition to, and not in place of, the lifetime aggregate loan limits that are currently in place.

Pell Grants

Pell Grants are federal student financial aid grants that do not have to be repaid. The grants are for low-income college students and are awarded based on financial need. Every student who is eligible for a Pell Grant will get one. Pell Grant funds must be used to pay for education expenses.

The student may be eligible for a Pell Grant if:

- the student is an undergraduate student and has not received an undergraduate or professional degree, or the student is in a postgraduate teaching certificate program
- the student is a U.S. citizen or eligible noncitizen
- the student has a valid Social Security number
- the student has a high school diploma or GED or recognized equivalent
- the student has financial need
- the student makes satisfactory academic progress once enrolled
- the student has not defaulted on a federal student loan or owe repayment of a federal student aid grant

Funding for Pell Grants is not limited.
All eligible students get a grant.

Financial need for Pell Grants is calculated by comparing the student's Expected Financial Contribution to the Cost of Attendance (tuition, fees, room and board, books, etc.).

The Expected Family Contribution (EFC) is the amount that the U.S. Department of Education calculates that the student's family is able to pay toward the student's college expenses. The EFC is based on the information that the student reports about their family's financial resources and expenses.

To apply for a Pell Grant, the student must complete the Free Application for Federal Student Aid (FAFSA). Pell Grants are awarded for one financial aid year at a time. The student must reapply each year by filing a new FAFSA.

Pell Grant Lifetime Eligibility

Students are limited to 12 semesters (or 600%) of Federal Pell Grant eligibility during their lifetime. This affects all students regardless of when or where they received their first Federal Pell Grant.

If the student has attended college for 4 years or longer and received the Federal Pell Grant each semester of attendance, the student is likely to exhaust or have already exhausted their lifetime limit of 12 semesters of Federal Pell Grant eligibility.

The percentages are based on the annual award at full-time enrollment status.

For example:

- A student attending in the academic year 2023–2025 at full-time status and receiving their maximum annual award, the percentage used for 2023–2025 is 100%.
- If the student attends only 9 credits (3/4 time) for each semester, the percentage used is 75%.
- If the student attends only 6 credits (1/2 time) for each semester, the percentage used is 50%.

The student will be notified by the U.S. Department of Education via email if they appear to be Federal Pell Grant eligible and have reported Federal Pell Grant disbursements that are in excess of 450% of their Federal Pell Grant lifetime eligibility.

TEACH Grants

A Teacher Education Assistant for College and Higher Education grant is different from other federal student grants because it requires you agree to complete a teaching service obligation as a condition for receiving the grant, and if you don't complete the service obligation, the TEACH Grant will be converted to a loan that you must repay, with interest.

The TEACH Grant Program provides grants of up to $4,000 a year to students who are completing or plan to complete coursework needed to begin a career in teaching.

To be eligible for a TEACH Grant, you must do the following:

- Meet the basic eligibility criteria for the federal student aid programs.
- Complete the Free Application for Federal Student Aid (FAFSA) form.
- Be enrolled in a TEACH-Grant-eligible program.
- Meet certain academic achievement requirements (generally, scoring above the 75th percentile on one or more portions of a college admissions test or maintaining a cumulative GPA of at least 3.25).
- Receive TEACH Grant counseling that explains the terms and conditions of the TEACH Grant service obligation. You must complete counseling each year that you receive a TEACH Grant.
- Sign a TEACH Grant Agreement to Serve or Repay.

Tracking Lifetime Eligibility Used on NSLDS

The student can find their Lifetime Eligibility Used for the Federal Pell Grant by going to https://nsldsfap.ed.gov and creating a student account. The National Student Loan Data System (NSLDS), tracks the student's lifetime Pell Grants, loan usage, and overpayment status. If the student has loans, they may also view how much they owe and to whom.

The National Student Loan Data System (NSLDS)

Step 1 – Obtain an FSA ID from the U.S. Department of Education. The student's FSA ID serves as their electronic signature and provides access to their personal records with the U.S. Department of Education systems. The student can request an FSA ID via the U.S. Department of Education's Web site at https://studentaid.gov/fsa-id/create-account/launch

Step 2 – Access NSLDS by going to https://nsldsfap.ed.gov. On the NSLDS screen, click on Financial Aid Review.

Step 3 – Read the privacy statement. To agree, click Accept to find the Lifetime Eligibility Used. A security configuration question may or may not prompt depending on the student's browser security configuration. If the student is comfortable with their browser's current security configuration, they should click Accept to continue. The Confirming Your Identity screen will appear after the student clicks Accept.

Step 4 – Enter the student's Social Security Number (SSN), the first two letters of their last name, their date of birth, and their FSA ID to confirm the student's identity.

Step 5 – View the Financial Aid Review screen listing the student's total Lifetime Eligibility Used.

For additional information on Pell Grant Lifetime Eligibility contact - Federal Student Aid Information Center (FSAIC) 1-800-4-FED-AID (1-800-433-3243).

Entrance Counseling

This counseling defines what a Direct Loan is and how the loan process works, helps the student in managing their education expenses, lets the student know of other financial resources to consider to help pay for their education, and lets the student know their rights and responsibilities as a borrower.

All students taking out Direct Subsidized Loans or Direct Unsubsidized Loans are required to complete entrance counseling.

Graduate students taking out Direct PLUS Loans: If the student has not previously received a PLUS loan under the Direct Loan Program or the FFEL Program, they'll be required to complete entrance counseling—even if they previously completed it for subsidized or unsubsidized loans.

Entrance Counseling is available online at studentaid.gov or in person.

Student Loan Disbursement

Federal regulations require student loans to be disbursed equally throughout the student's enrollment period and that disbursements are made per term. Disbursement dates are determined by the program or term in which the student is enrolled.

Disbursement dates are approximately one week after the beginning of each semester to allow time for class participation verification. Contact Bruin Support Services or refer to BRUIN for more information on specific dates. The student will be notified in writing when student loan money arrives. In accordance with the Family Education Rights and Privacy Act (FERPA), information regarding the arrival of loan proceeds is not discussed over the phone.

Withdrawing or Dropping Classes

The student may find it necessary to withdraw/drop from the University before the end of a term. If the student drops a class or totally withdraws, they may cease to be eligible for financial aid or for a refund. A portion of the financial aid may have to be recovered and refunded (sent back) to the appropriate federal program. Federal regulations may require the student to repay part or all of the grant money they were given under the return of Title IV funds rule. The student is encouraged to seek solutions to academic problems by utilizing the advising resources available through the Office of Student Affairs.

Timeframe for the return of Title IV funds - Bellevue University will start the process upon withdrawal but has 45 days from the date the institution determines that the student withdrew to return all unearned funds that the school is required to return.

When considering withdrawal from the University, the student should consult with their instructors and Student Coach first to determine if this is the best course of action.

Withdrawals could impact their student account, financial aid, tuition assistance, and veteran benefit status. The student's withdrawal date is the date they began the institution's withdrawal process or officially notify the institution of their intent to withdraw; or their last date of attendance at a documented academically-related activity. See the Academic Information section for more information.

Official Withdrawals

(See Withdrawing or Dropping Classes section above.)

When the student officially withdraws from all classes for the term, the Financial Aid Office will perform three steps in calculating how much of their Federal Financial Aid must be returned to the U.S. Department of Education or a student loan lender. This process is not related to the institutional refund policy that may be in effect at the time of the student's withdrawal.

Step 1 – Bellevue University determines how much aid the student is entitled to, or has "earned" by participating in classes. The date that the student starts the withdrawal process and drops all classes is the official withdrawal date and will be used to calculate the percentage of time they were enrolled in the term and how much aid they are entitled to receive. The calculation used for this policy will use the total number of calendar days the student attended divided by the total number of calendar days of the enrollment period (minus authorized breaks of five days or more).The amount of aid includes funds actually disbursed plus those funds authorized but not disbursed at the time the student withdrew.

Step 2 – Determine how much of the federal aid must be returned. The earned percentage is subtracted from 100% and determines the "unearned" amount of federal aid. This percentage called "earned aid" shall be subtracted from 100%, and the results called "unearned aid" shall be used to determine the amount of Title IV money that Bellevue University must return from institutional costs to the Title IV programs. Institutional costs are defined as charges that Bellevue University assesses the student for education expenses that are paid to the University directly. The following education expenses are considered institutional costs: tuition, lab fees, and book charges. If the student drops after the 60% point in the enrollment period, the percentage of Title IV funds earned is 100%. A Return to Title IV calculation will be completed but no Title IV funds are required to be returned. Prior to the 60% point, Bellevue University must determine the percentage of Title IV funds earned. Bellevue University shall return the unearned amount of aid to all aid programs in a timely manner and in a specified order.

Step 3 – Determine who must return the unearned aid. This could be the University, the student, or, in some cases, both the University and the student. The unearned percentage also is used to determine, if necessary, how much the University must return of the federal funds it received as payment for tuition, fees, and bookstore charges. In the case where the student receives Title IV funds greater than the "earned aid" amount, the student may be subject to a return of some of the funds.

There are special rules for the return of money that the student has received:

Loan proceeds – The student (or their parent, in the case of a PLUS Loan), repays the proceeds according to the terms of the promissory note.

Federal grants (Pell/SEOG) – Fifty percent of the amount due in the return calculation is expected to be returned to the appropriate grant program. The student needs to repay these funds to Bellevue University within 45 days of notification or make arrangements for repayment with the U.S. Department of Education. After 45 days, the student will be placed in overpayment status and will not be eligible for further Title IV funds until this situation is resolved. Once the returned amount is determined, the federal funds must be returned in an order specified by law.

This order is: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal Perkins Loan, Federal PLUS Loan, Federal Pell Grant, Federal SEOG, and other Title IV Programs. Federal Work-Study earnings are not affected. Below is an example of the Return of Federal Funds procedures if the student officially withdraws. Copies of this and other samples of Return of Title IV Funds calculations are available from the Financial Aid Office.

Example (12-Week Session):

Student A has total institutional charges of $1,900, which include $1,619 in tuition and lab fees, and $281 in books and supplies charged at the bookstore. The student is enrolled in the Fall 12-Week session but withdraws from all classes after attending for 34 days. The 12-Week session is 83 calendar days long. The student received a student loan for $2,000 and was awarded an $800 Federal Pell Grant.

Step 1 – The student has earned 41% (34 days/83 days = 41%) of the financial aid that he/she already received. The amount of aid the student received was $900 (Total aid was $2,800 minus institutional charges of $1,900 leaves $900). The institution has earned the same 41% of the $1,900 it kept.

Step 2 – The unearned percentage is 59% (100% minus 41% = 59%).This is the percentage of federal funds that must be returned to the Title IV programs. The total to be repaid to the Title IV programs is $1,652 (Total Federal Aid is $2,800 multiplied by 59% = $1,652). The amount of unearned aid, which must be returned by Bellevue University is $1,121 ($1,900 institutional charges multiplied by 59% = $1,121).The amount of unearned aid that must be returned by the student is $531 ($900 refunded to student multiplied by 59% = $531).

Step 3 – The institution must return the $1,121 to the student loan lender because student loans have the highest priority in the Return of Federal Funds order.

The student must repay his or her portion to their student loan lender under the terms and conditions of their promissory note.

Exit Counseling

Exit Counseling is a mandatory information session that takes place when the student graduates, transfers, or stops attending Bellevue University at least a less than half-time enrollment status. The exit counseling session explains the student's loan repayment responsibilities and when repayment begins.

Exit Counseling is available online at studentaid.gov or in person.

For questions on student loans contact the lender, servicer, or guarantee agency. For serious problems or unresolved disputes, contact the U.S. Department of Education Student Loan Ombudsman at 877-557-2575 or studentaid.gov.

Satisfactory Academic Progress (SAP)

As the cost of education rises and schools receive fewer financial aid dollars, it becomes imperative that those dollars go to students meeting the requirements of the financial aid standards of progress policy. The following financial aid satisfactory academic progress policy is in effect at Bellevue University.

The Federal Title IV Programs governed by this policy include: Federal Pell Grant, Federal Supplemental Opportunity Grant (FSEOG), TEACH Grant, Federal Work-Study (FWS), Federal Stafford (Subsidized and Unsubsidized) Loans, and PLUS Loans. The state grant program governed by this policy is the Nebraska Opportunity Grant (NOG).

In order to receive Title IV funds, the student must be making satisfactory progress in his or her course of study according to Bellevue University's Satisfactory Progress Policy. Satisfactory progress is defined as an effective measure of evidence of positive movement toward a student's degree or credential. This measurement has three components:

1. Qualitative Component

The student must meet minimum standards for quality work (GPA). For example:

Undergraduate: A student must maintain a 2.0 GPA or better to meet minimum standards.

Graduate: A student in a graduate program must maintain a 3.0 GPA or better to meet minimum standards.

2. Pace Component

The student must produce a sufficient quantity of credit hours to ensure completion within the maximum timeframe. On a cumulative basis, a student must successfully complete two-thirds of the credit hours attempted each term. Hours attempted are those for which a student is registered as of the start date of any session, plus hours added during late registration. Hours dropped or audited after the start date of a session will be counted as "hours attempted" whether or not financial aid was received for those hours.

3. Maximum Time-Frame Component

Students at Bellevue University are required to complete their degree in a maximum time frame. The calculation includes transfer credits from previous Colleges and Universities.

Undergraduate programs – The completion of these undergraduate programs will take no longer than six years of full-time attendance. A 1/2-time student will take no longer than twelve years to complete an undergraduate program. An explanation will be required of students who exceed 144 semester hours (six years x 24 credit hours = 144 credit hours).

Graduate programs – The completion of these programs will take no longer than three years of full-time attendance.

These standards apply to all periods of enrollment including those in which financial aid was neither applied for nor received. These standards must be met for the student to be eligible for any of the Federal Title IV Student Aid Programs. Students who do not meet minimum requirements will be suspended from receiving consideration for financial aid. The Financial Aid Office uses warning, probation, and suspension statuses. While every student situation is unique, and appeal outcomes are determined on a case-by-case basis, the Financial Aid Office uses the following guidelines when reviewing satisfactory academic progress. These guidelines are followed for both graduate and undergraduate students.

First Offense – Warning – Written Notice

A Financial Aid warning lasts one term, during which time the student can still receive Title IV funds.

Second Offense – Probation – Appeal Needed

If the student is already on warning and fails SAP again, the student's SAP status will update to a Suspended status. However, the student has the option to submit an appeal to have their eligibility for aid reinstated. If the student chooses to submit an appeal and if the appeal is approved, the student will be placed on probation. Financial Aid probation lasts one term, during which time the student can still receive Title IV funds.

Third Offense – Suspension

If the student is already on probation and fails SAP, they will be placed on Financial Aid suspension. Once the student is placed on suspension, they will no longer be eligible for financial aid until their cumulative GPA meets standards.

Procedures for Appeals

Any student who needs to appeal will be required to submit, in writing, an explanation of the mitigating circumstances and reason(s) for failure to make satisfactory progress. The student should also provide any supporting documentation that verifies why the student was not successful in his/her classes, and provide an explanation of how the circumstances have been resolved which will allow the student to meet the SAP requirements. If the student's appeal is approved, the SAP status will be updated to "Probation" and the student will receive aid during the probationary term. The student will have the probationary term to improve their academic standing to align with the SAP policy requirements. The student will be notified of the appeal outcome via email. Students are allowed one appeal per award year.

Remedial Courses

Bellevue University does not offer any remedial courses, so Satisfactory Academic Process (SAP) regulations 34 CFR 668.20 and 668.34(a)(5)(i),(ii) and (b) are not required.

Incompletes, Withdrawals, Repetitions, and Audits

Incompletes (I) – This is not a final grade. The Financial Aid Office considers the grade of "I" as a temporary grade in which the student and faculty member have contracted for some ending documentation to have the temporary grade changed to a permanent grade. The "I" grade will change to an "IF" if this work is not completed within the allotted time frame.

Official Withdrawals (W, WP, WC) – These hours will be counted toward the two-thirds completion rate for the year. No after-the-fact financial aid will be paid for classes in which a grade of W, WP, or WC is assigned. Financial aid will be denied to students who repeatedly drop courses or withdraw from the University.

Repetitions – Financial aid will be paid for classes a student chooses to repeat, as long as the student previously failed the course and the course counts toward completion of the degree program. It may be academically sound for a student to repeat certain classes to raise his or her GPA to acceptable standards, but financial aid will only pay for a class that has been previously passed once. (For a graduate student, a previously passed class is counted as anything that the student receives a D- or above in.)

Audits (AU) – No financial aid will be given for classes taken in this status. No credit is earned toward completion of degree requirements; therefore, the student is not eligible for any financial aid.

Students that have met degree requirements but choose not to apply for graduation will be denied further Federal Title IV financial aid.

Procedures for Satisfactory Academic Progress (SAP) Review:

The Financial Aid Office will adhere to the guidelines for checking SAP:

- For all students, the qualitative component is checked at the end of each term.
- For all students, the pace component is checked at the end of each term.

Deferment

A deferment allows the student to postpone loan repayment. The federal government pays the interest charges during the deferment period on subsidized loans. The student is responsible for the interest accrued during deferment on unsubsidized loans. The student may delay paying interest charges by capitalizing the interest, thereby increasing the loan amount. Most federal loan programs allow the student to defer loans while attending school a minimum of half time. Deferrals of principal and interest also are available for service under the Peace Corps Act, service under the Domestic Volunteer Service Act of 1973, or comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service (deferment forms are available from the lender, servicer, guarantee agency, or the Financial Aid Office). Deferment is not permitted for loans in default.

If the student wishes to defer their loans, contact the lender(s) on the steps to complete that process as each lender is different. If the student has in-school deferment loan paperwork to complete, send the request to the Registrar's Office to complete.

Forbearance

Forbearance is the temporary postponement or reduction of student loan repayment while interest charges continue to accrue, even on subsidized loans. The student must pay the interest charges during the forbearance period. Forbearances are granted at the lender's discretion, usually in cases of extreme financial hardship or other unusual circumstances when the student does not qualify for a deferment. Forbearance is not permitted for loans in default.

Study Abroad

Students should contact the Financial Aid Office if they intend to study abroad. The student will be required to provide the Financial Aid Office with documentation of their application for admission and acceptance to their choice of study abroad program. This documentation will indicate class(es) to be taken, enrollment period, and relevant cost for the program. The student will provide the Course Pre-Approval form signed by the appropriate personnel indicating that their study abroad classes will transfer to Bellevue University toward their degree completion. Course Pre-Approval forms can be obtained from the Study Abroad Office. The student will complete a Certificate for Dual Enrolled Students and submit it to the Financial Aid Office.

Student Financial Aid will prepare a consortium agreement as the home institution with the visiting institution for the purposes of eligibility for Title IV Federal Aid. The student will make arrangements with Student Accounts to have the financial aid applied to their account and any credit balances mailed to an address of their choice.

Referrals to the Office of Inspector General

When a Bellevue University student is suspected, reported, or otherwise identified as being a potential victim or perpetrator of financial aid fraud, their account may be placed on hold. This hold prevents the student from enrolling and receiving official transcripts, and prevents the disbursement of any pending financial aid funds on the student's account. Financial aid funds for the current term may also be revoked pending resolution. The hold will remain in place until the student has provided any documents or other identity verification that Bellevue University may request. Bellevue University reserves the right to leave the hold in place until satisfactory documents or other identity verification tasks are provided by the student and deemed sufficient by Bellevue University.

In cases where Bellevue University finds that there is significant reason to be concerned that financial aid fraud is occurring, the University has an obligation to refer that information to the Office of The Inspector General of the U.S. Department of Education. In these instances, the college will leave the hold in place until receiving information from the Department of Education that it is appropriate to lift the hold.

Additionally on a case-by-case basis and at Bellevue University's sole discretion, any student may be requested to authenticate his/her identity. Students may be requested to provide identity verification such as a notarized proof of identity, signature, and address.

Academic and Student Resources

Bellevue University provides services to meet the many academic and non-academic needs of its diverse student body. Whether the student is entering Bellevue University directly from high school, transferring, or as an adult student returning to earn their degree (in class or online), Bellevue University is focused on their success. Below are the functions and services we provide to support the student academically.

Academic Advising

The Student Coach role extends beyond course and program scheduling. Student Coaches can assist the student with many aspects of the academic experience and provide information regarding campus resources as needed. Examples of the responsibilities of Student Coaches include but are not limited to:

- Selection of education program
- Monitoring academic progress
- Clarification of academic and institutional policies
- Assistance with academic issues
- Assistance with personal concerns
- Navigation within the campus environment
- Assistance with campus resource identification & utilization

Bellevue Real-Time User Information Network (BRUIN)

BRUIN provides secure online access to account information and web services at the University. Upon completion of an application, the applicant's BRUIN account is created. As the applicant progresses through the admissions process, becomes a student, and graduates with a degree, BRUIN provides resources and self-service tools to meet their education needs. See bellevue.edu for more information.

For information about your Academic Progress go to https://www.bellevue.edu/student-support/academic-advising/degree-progress.

Career Services

Career Services provides assistance and resources in career exploration and planning, resume writing, networking, and job search strategies that enable a successful transition from college to career. Career Services is available to help whether deciding your career or academic major, considering a career change, or seeking to find that "right" job or internship. We also connect students with employers through our annual career fairs, employer hiring event opportunities, micro-internship program, and online job platform, Handshake. Please connect with us (Bellevue University Career Services) through our social media channels (LinkedIn, Facebook, and Twitter) to stay current on the latest career resources, trends, and events. For more information about Career Services and our available services, visit http://www.bellevue.edu/student-support/career-services/career-services. Career Services does not guarantee placement.

Accommodations Resource Center

Bellevue University is committed to ensuring equal access to all programs for people with disabilities. Program access is provided in the most integrated setting appropriate to the needs of the individual and to the maximum extent feasible. Bellevue University prohibits disability discrimination, and assures equal opportunity to access the institution, to include participation in education activities, and access to academic programs.

The Accommodations Resource Center provides appropriate accommodations to all students with documented disabilities. To request disability support services, students must submit complete and appropriate documentation that verifies eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990/ADA Amendments Act of 2008. Students are encouraged to register with the Accommodations Resource Center as early as possible, as eligibility must be established before services may be provided and as accommodations are not retroactive.

Further information regarding the Accommodations Resource Center is available at http://www.bellevue.edu/student-support/disability-services/disability-services or visit the Accommodations Resource Center office on Bellevue University's main campus.

Accommodations Resource Center
John B. Muller Administrative Services Building
OneStop Welcome Center
Phone: 402-557-7422 or 402-557-7417
Fax: 402-557-5405
Email: disability@bellevue.edu

Gordon Lozier Athletic Center and Bruin Training and Activity Center (BTAC)

The Gordon Lozier Athletic Center and BTAC are committed to providing events and education that meet the needs of the Bellevue University community, including health, fitness, and student activities. The facility is free of charge with a student ID.

Hollis and Helen Baright Bookstore

Operated by Follett, the bookstore specializes in textbooks, school supplies, and promotional items. The store is also accessible to those studying online, offering online ordering of required texts and materials at www.bellevue.bkstr.com.

Intercollegiate Athletics

Bellevue University is a member of the National Association of Intercollegiate Athletics (NAIA), a governing body of small athletics programs that are dedicated to character-driven intercollegiate athletics. The University also is a member of the North Star Athletic Association (NSAA). The NSAA includes colleges in Iowa, Nebraska, Wisconsin, and North and South Dakota. The University's mascot is Brutus, the Bruin Bear. The University competes in men's and women's basketball, baseball, men's and women's soccer, men's and women's golf, women's volleyball, eSports, men's and women's cross country, and softball. A freshman interested in participating in athletics must meet two of the three following requirements:

- ACT score of 18 or SAT score of 970
- Upper half of high school graduating class
- 2.0 cumulative grade point average (on a 4.0 scale)
- EXCEPTIONS:
  - If the entering freshman has an overall 2.3/4.00 GPA
  - The student-athlete can apply for early determination through the Eligibility Center, if:
    - 6 high school semesters completed, 3.3 GPA
    - 7 high school semesters completed, 2.8 GPA

A transferring or continuing student will need to accumulate a minimum of 24 institutional credit hours during the two immediately previous terms of attendance and maintain a 2.0-grade point average to participate in athletics. The University's sports programs are designed to allow student-athletes to participate in athletics while attending classes and working toward a degree in a specific area of study. Athletic scholarships are available at the coach's discretion for student-athletes planning to be involved with any of the following intercollegiate sports. BUBruins.com is the official website of Bellevue Athletics. It is routinely updated to include the latest schedules, results, news, rosters, statistics, live video streaming, and archived historical information. For more information, contact the Athletic Department at 402-557-7058.

Baseball

Bellevue University's baseball program began in 1968 and has since emerged as a national powerhouse. The Bruins have made the national tournament 24 of the past 27 years, including winning the NAIA World Series in 1995, and finishing as national runner-up in 1997. The Bruins returned to the World Series for the 15th time in 2022, finishing seventh in the nation. The 1995 national championship was the first of its kind for any Bellevue University athletic program and remains the only one to this day.

Men's Basketball

The Bruin men's basketball team has qualified for the NAIA National Tournament 21 times since its first appearance in 1998, finishing as the national runner-up in 2004 and 2008. In 2007, the Bruins completed their most successful regular season posting a 32-2 record and finishing the regular season ranked No. 1 in the country – a first for a Bellevue University athletic team. Bellevue University has advanced to the Final Four a total of four times and has won a conference championship (regular-season, tournament, or both) in 13 straight seasons.

Women's Basketball

The Bruin women's basketball team completed its inaugural season in 2016-17, finishing with a 16-15 overall record and a 9-7 league mark. In just its third season of existence, the 2018-2019 team earned the program's first-ever berth into the NAIA National Tournament after capturing the NSAA Tournament championship and a share of the conference regular-season title. Bellevue University earned a share of their second-straight NSAA regular-season crown in 2019-20 and the top seed in the conference tournament, another program first.

Men's Golf

In its first 11 seasons as a collegiate sport, Bellevue University has won nine conference tournament titles, and advanced to the NAIA National Tournament six-straight years. Head coach Rob Brown has been named the conference Coach of the Year on nine occasions. Men's golf was ranked as high as No. 1 in the nation during the 2012-2013 season, finishing the season at No. 5 and producing two All-Americans. The Bruins had their highest overall finish in 2021-22, placing third at the NAIA National Tournament.

Women's Golf

The Bellevue University women's golf team began competing in the 2011-2012 academic year. The Bruins have won nine conference tournament titles and advanced to the NAIA National Tournament on eight occasions. The Bruins have produced 12 All-Americans in school history. Bellevue University had its highest finish during the 2013-14 season, placing third at the NAIA National Tournament.

Softball

The Bruin softball program began in 1997, making its first of ten national tournament appearances a season later, in 1998. The softball program has reached the NAIA post-season 10 times, winning 12 regular-season conference titles and 13 conference tournament titles. The softball program averages more than 35 wins per season.

Men's Soccer

The men's soccer program was introduced in 1995 and has since enjoyed great success. The Bruins have won the regular-season conference championship 11 times, the conference tournament 12 times, and have qualified for the NAIA National Tournament nine times. Bellevue University turned in the program's best season in 2018 as they won 18 games – including posting an unbeaten (16-0-2) regular season – and hosted an NAIA Opening Round for the first time ever.

Women's Soccer

Incepted in 1994, the Bruin women's soccer program has enjoyed great success in recent years. In 2006, the team won its first-ever conference tournament title, tying a school record with 16 victories and ranked as high as No. 10 in the country. In 2007, the program laid claim to its first regular-season conference title. The Bruins qualified for the program's fifth-straight national tournament in 2014 and have won nine conference tournament titles with seven NAIA National Tournament appearances.

Volleyball

The Bruin volleyball program began in the mid-80s as a club team and was added as an intercollegiate program in the early 1990s. The volleyball team has advanced to the NAIA National Tournament 15 times, including seven straight from 2007-2013. The team finished the 2008 season ranked No. 4 nationally, the highest final ranking for Bellevue University volleyball to date. The 2021 squad advanced to the NAIA Final 8 for the second time in school history.

eSports

Bellevue University added eSports, which is the Bruins' only co-ed sport, as an official varsity program in 2017-18. The Bruins began competing against intercollegiate programs from across the nation in September of 2017. Bellevue University built a gaming arena for competition inside the Gordon Lozier Athletic Center. Bellevue University's eSports program has won championships at several conventions and quickly emerged as a contender at the national level in Overwatch.

Women's Cross Country

Women's cross country began competing in 2018, culminating with a sixth-place finish at the conference championships. The Bruins had their first-ever individual qualifier for the NAIA National Championships in 2019. Madison Nelson became the school's first cross country All-American in 2022 and has won two-straight NSAA individual titles.

Men's Cross Country

Men's cross country began competing in 2018, culminating with a fifth-place showing at the conference championships. The Bruins had their first-ever individual qualifiers for the NAIA National Championships in 2021.

Bruins Battle March

By Joshua Narofsky

All behold the purple and gold
We play with all our MIGHT—
for Victory! (ONE, TWO, THREE)…
BEWARE, OUR BRUINS MAY BITE!
B-U stands true in all we do,
We never give up the FIGHT, FIGHT, FIGHT!
Once a Bruin, always a Bruin
Be True! BE WHAT? B-U!

Library

The Library provides access to computerized and web-based resources along with the training facilities to teach students how to effectively use these resources. Bellevue University and its professional librarians provide the academic services necessary to support and maintain quality undergraduate, graduate, and online education. Access to the library's collection is available electronically through the library's website. Online access to information is provided free of charge to students and faculty of Bellevue University through various databases. These databases can be searched through the "Discovery Search Tool" capable of searching all available full-text databases or those by academic subject area.

Additional valuable services and resources:

24/7 Librarian – Chat or email reference experts live and around the clock.

BUILD IT (Bellevue University Information Literacy Development Interactive Tutorial) – This online tutorial was developed to introduce students to all the services and resources available from the University library and guide students through the research process. The five modules each focus on a different aspect of research, and it offers interactive quizzes and database searching.

Copyright Center – The Copyright Center can be found on the library web page at http://libguides.bellevue.edu/copyright.

Digital Archives – These digital materials were created by the University for students, faculty, staff, and alumni. Items include newsletters, news clippings, books, documents, videotapes, microfilm, photographs, DVDs, and CDs.

A - Z Journal List – This list of the library's electronic and print periodical titles gives students a simple way to locate specific journals from among all of the library's databases.

LibGuides – Compiled by the University Librarians, LibGuides include research assistance, subject guides, and program/course-specific resources.

Library Research Tutorials – Access these tutorials, complete with screenshots and audio, to learn more about using the various library databases.

NoodleTools – Create and edit MLA and APA style source lists (i.e. MLA Works Cited Lists, APA Reference Lists, etc.) with this user-friendly citation and research management platform.

Research Assistance Program (RAP) – A program where Bellevue University Reference Librarians will personally work with current students to help answer questions regarding database navigation, library resources, citations, and more. If interested please visit the library website at: http://library.bellevue.edu/services/research-assistance-program/

Turnitin.com – Faculty may require students to use this web tool, recognized worldwide as the standard in online plagiarism prevention.

Students may borrow library materials with their Bellevue University ID card. A reciprocal borrowing agreement allows students to check out materials from more than 20 other Nebraska College and University libraries if materials are not available at Bellevue University. Community users may obtain borrower's cards for an annual fee. Staff will assist with many aspects of information retrieval. Reference librarians provide formal instruction to classes and can help with research projects. Materials not owned by the library may be borrowed for a small fee through Interlibrary Loan.

Other valuable resources include: *More Than Books* newsletter and podcast, *Facts From the Stacks* blog, and our social media outlets (Facebook, Pinterest, and Instagram). For more information, stop in or contact us at 402-557-7314, or email library@bellevue.edu.

MathX Learning Lab

The MathX Learning Lab serves all students at Bellevue University. The lab is located in the Learning Center. Students can work individually, in groups, or with a professor on improving their mathematical competency. No appointment is needed and technology is available for checkout from the lab attendants. The focus of MathX is helping students develop mathematical understanding and application. For more information email mathx@bellevue.edu.

New Student Orientation (NSO)

Participation in NSO is the first step in becoming a successful Bellevue University student. NSO is held on the main campus each Fall term and via webinar each Fall, Winter, and Spring term. NSO eases the student's transition to Bellevue University by helping them become familiar with the layout of the campus and support services available. NSO attendees have the opportunity to meet administrators, faculty, staff, and fellow classmates. The knowledge students acquire and relationships they begin to form at NSO will help them achieve their education goals. Distance learners may participate in the online version at http://libguides.bellevue.edu/newstudentorientation.

International Student Orientation (ISO)

All new international students who have an F-1 or J-1 status through Bellevue University are required to attend ISO. The ISO will welcome international students to their International Student Services team and campus. In addition, ISO will inform international students about their immigration status while they are attending Bellevue University. The knowledge students acquire at ISO will help them better understand their requirements and benefits as international students and get them acquainted with the team that will assist them throughout their time at Bellevue University. Orientation is held either the week before classes or during the first week of classes. Information about ISO dates can be found at https://www.bellevue.edu/student-support/international-services/arrival-dates.

Bruin Support Services

Bruin Support Services is located in the Welcome Center of the John B. Muller Administrative Services Building on the main campus. The Welcome Center provides prospective students, current students, alumni, and visitors with an array of services to resolve their most common questions related to Bellevue University. Bruin Support Services is also available via the following methods:

Phone: 1-800-756-7920, option 0

Email: BRUINSupportServices@Bellevue.edu

Web: Click on the Help link at the top right-hand corner of bellevue.edu

Personal Enrichment Program (PEP)

The Personal Enrichment Program (PEP) is a series of workshops designed to enhance students' academic, professional, and personal success. Whether they need information on how to study for a test, learn how to reduce stress, or how to manage their finances, the PEP program has a workshop that can help. Workshops are available in-person or online in Blackboard under the Community tab. Students may view the schedule via the PEP website at http://www.bellevue.edu/student-support/student-life/pep or by email at studentlife@bellevue.edu.

Residence Life

Bellevue University has some student housing opportunities available through our Residence and Student Life department. Student housing at Bellevue University is intended to facilitate an engaged and supportive community of peers for undergraduate, degree-seeking students. Students who are eligible to be enrolled as a full-time undergraduate student, under the age of 24, will receive priority placement. Pending availability, accommodations may be provided for graduate students. At this time, married or family housing is not available. For information about student housing, visit bellevue.edu/student-support/housing.

Dining Services

Bellevue University dining services provides the campus community with a delicious variety of options, located in the Student Center. Dining service is available for lunch and dinner Monday through Thursday. Students can purchase a meal plan on their student account or pay cash or card per meal. For information regarding hours of operation, meal plans, and menus visit bellevue.edu/student-support/dining-services.

Student Center

The Margre H. Durham Student Center was renovated in 2017 and is a focal point for student activities. The building accommodates social, recreational, and leisure-time needs and interests. The Student Center is the main location for functions sponsored by the Residence and Student Life Team and Student Organizations. Facilities and offices located in the Student Center include the Cafeteria, Quiet Lounge, Game Room, and Security Office.

Student Activities and Organizations

The Residence and Student Life Team leads University programming efforts in partnership with faculty, staff, and student leaders. Together, they sponsor special events as part of the BRUIN Experience throughout the year. Events and activities such as BRUIN Week, workshops, prevention programs, or cultural celebrations are offered to enhance students' social, academic, and professional development. For more information regarding active student organizations or upcoming events, please visit http://www.bellevue.edu/student-support/student-life.

Student Email Accounts

All Bellevue University students receive a lifetime email address. This is a secure email account and the primary method of communication with instructors and other university departments. University email account usage is subject to policies outlined in the policies section of this catalog on page 18.

Test Center

The Bellevue University Test Center is a National College Testing Association (NCTA) Certified Test Center. The Test Center offers CLEP and DSST testing to students as well as members of the local community. The Test Center administers make-up exams for Bellevue University classes and offers proctoring services to faculty. For a complete list of services offered or to schedule a test, go to https://www.bellevue.edu/student-support/testing-center/test-center, email testing@bellevue.edu, or call 1-800-756-7920, ext. 557-7428.

Tutoring and Study Skills Program

Bellevue University's student tutors are here to assist students who have made an attempt to understand their academic subject through on-campus or online classroom attendance and personal effort. Tutors are trained to work with students one-on-one or in a group setting. Tutor assistance is available for a variety of subject areas via video chat and in person. Walk-in tutoring is available on a first-come, first-served basis. To schedule an appointment, visit https://bellevue.mywconline.com, stop by the Tutor Center, located in the Learning Commons, or call 1-800-756-7920, ext. 557-7430. All services are available to Bellevue University students free of charge. For more information please visit http://www.bellevue.edu/student-support/tutoring-services/tutoring-and-study-skills.

International Student Services (ISS)

The International Student Services (ISS) department provides a range of support services and opportunities for international and domestic students to enrich global student experiences. Staff members provide comprehensive services focused on the student's success to include: new international student orientation, arrival assistance, and guidance and support regarding visa requirements, benefits, and responsibilities. In addition, ISS provides opportunities for all students to volunteer with them at events. Please contact ISS at iss@bellevue.edu if you have questions or concerns.

Study Abroad

Students can select a study abroad program to earn academic credit toward a degree. The opportunity to add an international experience to a student's time at Bellevue University is a great way to gain first-hand experience in another culture and increase knowledge in a field of study. Courses taken through study abroad programs may meet major, elective, or general education requirements. Visit this page to learn more about study, volunteer, and internship opportunities around the world: http://www.bellevue.edu/student-support/study-abroad/study-abroad.

Writing Center

In the Writing Center, the goal is to make anyone a better writer, whether students, faculty, or staff. Our one-to-one consultant model explores ideas, uncovers unstated assumptions that might shut down one's readers, and organizes claims before uncovering the rules behind common error patterns in grammar and mechanics. That's right! Writing is a process, much more than fixing a comma splice or spelling error. Consultants work with students face to face, through video and audio, on the telephone, and online in the form of a review. To schedule any of the four types of appointments, please follow this link: https://bellevue.mywconline.com/. Contact the Writing Center for additional details on the waiting list, walk-in assistance, and the waiting room: (402) 557-5449; Library Learning Commons, Room 439; or http://www.bellevue.edu/student-support/writing-center/writing-center.

Courses, Degrees, and Programs

Undergraduate Degree Requirements

Undergraduate Degrees

- **Associate of Science (A.S.)**
- **Bachelor of Arts (B.A.)**
- **Bachelor of Applied Science (B.A.S.)**
- **Bachelor of Science (B.S.)**

All degree programs are designed to provide both breadth and depth in the academic experience. Bellevue University considers both Associate's and Bachelor's degrees as undergraduate degrees. The length of time to complete an undergraduate degree for most students attending full-time, each term from start to finish is two years for an associate's degree and four years for a bachelor degree. This time could decrease based on the number of transfer credits accepted and number of courses taken each term.

Degree requirements include Integrative General Education, major requirements, and electives. Students are required to complete the Integrative General Education providing background and foundation knowledge to build academic excellence and career flexibility. In addition to the Integrative General Education, students will complete a major in at least one academic area. Courses taken in a major area may also meet the Integrative General Education requirements. Elective courses are taken to satisfy the credit hour requirement of the degree once the Integrative General Education and major requirements are fulfilled. It is highly recommended that students complete as many of the Integrative General Education courses as possible during their freshman and sophomore years. This will provide the student with the foundation needed to be successful in their upper-level courses.

Undergraduate Degree Requirements

To earn an undergraduate degree, the student is required to:

Degree	Satisfy Admission Requirements	Credit Hour Minimum	Satisfactorily Compl Gen Ed Core/ Kirkpatrick Signature Series[4]	Satisfactorily Complete Course Requirements in at Least One Major	Cumulative GPA Minimum	Major GPA Minimum	Cumulative In-residence[3] Credit Hours	Upper-level (300-400) Credit Hours	Upper-level Major Credit Hours In Residence[2]
Associate of Science (A.S.)	•	60	•	•	2.0	2.5	15	NA	NA
Bachelor of Arts (B.A.)	•	127	•	•	2.0	2.5	30	30	12
Bachelor of Applied Science (B.A.S.)	•	124	•	•	2.0	2.5	30	30	12
Bachelor of Science (B.S.)	•	127[1]	•	•	2.0	2.5	30	30	12

Note: 1. Select Bachelor of Science majors require a minimum of 120 credit hours.

2. The Business Administration and Accounting majors require 21 upper-level credit hours completed in residence.

3. Resident credit hours are credits earned at Bellevue University in all approved delivery formats.

4. The Kirkpatrick Signature Series is not required for the Associate of Science degree.

Program and Course Availability

Optimal learning occurs within an enrollment range: it is not feasible or educationally sound to teach certain courses if enrollments are either too small or too large. Because of this Bellevue University reserves the right to adjust course scheduling, including class cancellation, when enrollment or other circumstances require this action. Enrolled students will be notified at the earliest opportunity

Note that if a course is canceled, your tuition is refunded in full, however, you are responsible for textbooks and other incurred expenses.

Go to www.bellevue.edu/degrees/schedule/class-schedule for up-to-date schedule course offerings.

Undergraduate Students Taking Graduate Courses

Undergraduate students in their senior year, with a 3.0 or better GPA, and a minimum of 30 hours in residence may be allowed to enroll in select graduate courses. This coursework may be applied to both to satisfy undergraduate and graduate degree requirements. It is recommended that students enroll in one graduate class per enrollment period. Students may seek approval from the Dean to enroll in an additional course in an enrollment period. Contact Academic Advising for more information.

Non-Degree Seeking Status

Students can enroll as non-degree seeking. To change status from "non-degree-seeking" to "degree-seeking", complete a degree-seeking application with the Enrollment Management Department. The student will be subject to the requirements for graduation contained in the catalog in effect at the time the student became "degree-seeking." If evaluation and review of the student's credentials indicate that they have misrepresented themselves, the student's admission, registration, and degree status may be invalidated.

Academic Credit Evaluation

The Registrar's Office conducts initial evaluations of students' academic records, to ensure all required academic documentation is on file, and to apply transfer credit to Bellevue University degree programs in accordance with established policies. Complete reevaluations of these records are conducted when the student changes degree programs, majors, new credentials are submitted, and/or when the student changes University catalogs. A final audit of the student's academic records is conducted by the Registrar's Office. The audit ensures all required academic documentation is on file, and all degree requirements are completed prior to the student receiving their Bellevue University diploma.

Undergraduate Academic Offerings Residence Requirements

Residency in the State of Nebraska is not required. The only residence requirements relate to courses taken through Bellevue University.

Certificate programs require all courses to be taken in residence. To earn an associate's degree, a student is required to have at least 15 credit hours of in-residence courses at Bellevue University. To earn a bachelor's degree, a student is required to have at least 30 credit hours of in-residence courses at Bellevue University; including a minimum of 12 hours in upper-level (300-400) courses in their major area (21 hours for Accounting and Business Administration majors). Online and in-class courses count toward residence hours; PLA credits, transfer hours, or credits earned through testing do not count toward residence.

Subsequent Undergraduate Degree

Upon completion of an undergraduate degree at Bellevue University recipients are eligible to earn a subsequent undergraduate degree when the following conditions are met:

1. Have earned a conferred undergraduate degree from Bellevue University
2. Submission of an admission application for the subsequent undergraduate degree
3. Satisfy all prevailing degree requirements of the subsequent undergraduate degree
4. Previous Bellevue University undergraduate credit earned in residence and not applied towards a conferred degree may be applied toward subsequent Undergraduate degrees
5. Subsequent Undergraduate degree is comprised of a minimum of 30 credit hours in residence
6. Two degrees of any type may not be awarded simultaneously

Declaring a Major

Each candidate for graduation must select a major. It is strongly recommended that this selection be made by the end of the sophomore year. A decision will facilitate Academic Advising for the junior and senior year programs. The student should officially declare a major field of concentration by the time they have completed 60 credit hours.

Majors are classified in two ways:

Single – To major in a single area of study, the student is required to complete all the courses specified by that area in addition to the General Degree Requirements.

Multiple – To earn multiple degrees in more than one area of study, the student will need to fulfill the General Degree Requirements and the requirements of each major field selected. Multiple degrees must be of the same degree type. The student's permanent records will reflect each major area.

Prerequisite for the Accelerated Major

Bellevue University offers Accelerated Undergraduate Degree Completion Programs for working adult students who have completed an associate's degree or a minimum of 60 semester hours of transferable credit from regionally accredited institutions of higher education. Prior to beginning the cohort-based major, the student needs to:

1. Possess an associate's degree, or 60 semester hours completed with a grade of "C-" or higher from an accredited institution of higher learning. Provide all official transcripts necessary to satisfy the prevailing admission requirements for the declared major.
2. Some programs require students to be currently employed in a work setting where academic content of the major can be applied (an admissions counselor will advise accordingly);
3. Some programs require students to possess three years of significant work experience relevant to the major (an admissions counselor will advise accordingly); and
4. Submit an Application for Admission, completed, signed, and accompanied by the application fee.

Certificate Programs

Certificate programs are stand-alone non-degree programs that are awarded a formal credential upon completion of an organized program of study. These programs are designed to prepare students for employment in a recognized occupation.

The organized program of study is typically 18 credit hours or less which typically can be completed in one year or less for students who attend full-time each term from start to finish. Certificate program courses are applicable towards Bellevue University's undergraduate degree programs. A minimum GPA of 2.0 is required.

Minors

A minor is a recognized group of courses in a specific discipline that enhances general learning, enriches education focus, and complements the student's major. Selection of a minor is not a requirement for graduation. Please consult with a Student Coach about minor selection.

A student may declare a minor any time after they have submitted the admission application. Minors typically require between 18 and 27 credit hours to complete. A minimum GPA of 2.5, nine upper-division credit hours, and three courses (9 credit hours) in residence at Bellevue University (excluding the business minor) are required. Upper-level courses need to represent six of the residence credit hours.

Emphases

At the undergraduate level, emphases provide an area of focus and a choice of options for more in-depth study within an undergraduate degree program. Emphases are generally 9 to 30 credit hours and are designed to provide the student with choices in a disciplinary area of interest. The student should consult with their Student Coach to effectively design a degree plan that integrates one or more emphases in their degree program.

Certificates of Completion

Certificates of completion are awarded for a set of courses that define a specialization that is generally recognized in the workplace. A certificate of completion is not an academic award, but rather, recognition of the student's learning in a content domain. A student may declare a certificate of completion any time after they submitted an application for admission. A minimum of six credit hours in residence at Bellevue University is required. The courses will be included on their transcript, and upon request, on a printed certificate of completion.

Note: Minors, Emphases, and Certificates of Completion may be completed after a degree has been conferred.

Ordering An Official Bellevue University Transcript

Information on how a student can obtain official or unofficial Bellevue University Transcripts can be found at https://www.bellevue.edu/student-support/registrar/transcripts.

Substitutions, PLA, CLEP/DSST

The substitution of transfer courses and the use of Prior Learning Assessment (PLA) credit is made as designated by the office of the appropriate college Dean. There is a designated CLEP/DSST examination or in-house examination available for each of the Integrative General Education requirements, except for the Kirkpatrick Signature Series requirement. There are no substitutions, PLA, or transfer courses for the Kirkpatrick Signature Series.

Teacher Education Program

Bellevue University offers several academic programs that provide students the opportunity to become certified in Elementary, Middle Level, and Secondary Education. There are two ways students can become certified to teach elementary, middle, or high school. First, students who wish to obtain Initial Certification in order to teach any of the subject or field endorsement area(s) may complete the requirements of the BS in Education degree plus the requirements of the endorsement area(s).

In the second option, students may also obtain Initial Certification by completing an Academic Major in an endorsement content area (such as Biology, Math, History, Business Administration, etc.). They would also be required to take the Professional Teacher Education courses and some select courses required for the endorsement(s).

To be fully accepted into the Teacher Education Program, candidates must have met the minimum standards of progress and minimum cumulative GPA requirements. Complete details regarding endorsement options, admission requirements, and other guidelines for progression through the program can be found on the University's website.

Integrative General Education

Program Description

The Integrative General Education program is central to the mission of Bellevue University bachelor education. The program is composed of Foundational Courses, Integrative Courses, and the Kirkpatrick Signature Series. It serves to develop the broad knowledge, the skills, and the habits of mind necessary both to professional success and to active participation in the responsibilities of citizenship. Integrative General Education courses also establish a strong platform for lifelong learning.

Integrative General Education

(36-37 credit hours)

All credit hours are stated in semester hours

Foundational Courses (15-16 credit hours)

LA 105 Success in Higher Education (1 credit hour)

This introduction to college course is required for students who have 0-15 previous hours of college credit. The course must be taken in the first semester of enrollment at Bellevue University.

Note: LA 105 is not required for the Associate of Science in Multi-disciplinary Studies that includes STS 110 Skills for Success in its requirements.

Mathematics (MA) (3 credit hours)

The study of critical thinking and quantitative relationships.

Choose one course from the following:

- Math in Everyday Life (MA 135)
- Intermediate Algebra (MA 101)
- A more advanced skill-level mathematics course (excludes MA 100 and MA 140 – Business Math)

Note: Students who have not previously satisfied MA 135 Math in Everyday Life, MA 101 Intermediate Algebra or MA 102 College Algebra through transfer credit may be required to take a math assessment survey. The results of the assessment survey will be utilized to determine placement relative to in-residence lower-level math courses, which include MA 100 Introduction to Algebra.

Oral Communication (CA) (3 credit hours)

The study of skills required for effective oral communication

- Public Speaking in the Digital Age (CA 107 or CA 103 transfer)

Written Communication (BC) (6 credit hours)

The study of skills required for effective written communication.

1) Choose one course from the following:

- Composition I (EN 101)
- Composition and the Pursuit of Happiness (EN 111)

2) Choose one course from the following:

- Composition II (EN 102)
- Writing the Future Today (EN 112)
- Any approved Writing in the Disciplines course

Notes: Writing in the Discipline (WID) courses may be in any discipline, at any undergraduate level, but writing instruction and writing assignments in WID courses must be distributed throughout the length of the courses and not concentrated at the end of the term. They must meet the defined writing intensive criteria, including but not limited to the following:

- Papers based in research
- Written proposals
- At least two submitted drafts (which receive instructor feedback)
- Instruction on the appropriate writing strategy or strategies (e.g., argumentation, analysis, critique, and so on), paraphrase, summary, citation procedure, and the references page.

Technology (TN) (3 credit hours)

The application of technology to create solutions, adapt to new tools, and engage in a connected world.

Choose one course from the following categories:

- Any 100- or 200-level Interdisciplinary Computing course. Interdisciplinary Computing is the study of computing as it applies to other academic disciplines, such as business, sociology, design, or sciences, and with emerging fields that involve a substantial computing component, such as analytics, bioinformatics, cognitive science, and digital arts. Other courses may qualify.
- Computer Science
  Any 100- or 200- level CIS, BSIT, CYBR, or WEB course. Other courses may qualify.

Integrative Courses (12 credit hours)

Human Behavior (HB) (3 credit hours)

The application of the scientific method to the study of society and of human behavior and mental processes.

Choose one course from the following areas:

- Anthropology (any course)
- Economics (any course)
- Political Science (any course)
- Psychology (any course) or EDUC 241 Principles of Educational Psychology/Human Growth and Development and EDUC 242 Principles of Educational Psychology/ Human Growth and Development Practicum
- Sociology (any course)

Human Civilization (HC) (3 credit hours)

The study of the changes in and varieties of culture – a society's practices, beliefs, and values – from prehistoric to contemporary times.

Choose one course from the following areas:

- Culture (any course)
- Human Geography
  (any course except GE 105, GE 205, GE 305, GE 410)
- History (any course)
- International Studies (any course)
- Women's Studies (any course)

Human Thought and Expression (HTE) (3 credit hours)

The use of reason to speculate on the nature of reality and the study of the means by which human beings communicate their understanding of their times and use symbol systems to create meaning and share it across time.

Choose one course from the following areas:

- American Sign Language (any course)
- Art (any course)
- Art History (any course)
- Communication (any CA course CA 202 or higher)
- Dramatic Arts (any course)
- English (any course EN 186 or higher, excludes EN 101, EN 102, EN 111, EN 112)
- Foreign Languages (any course)
- Graphic Design (GD 116, GD 210, or GD 211 only)
- Humanities (any course)
- Literature (any course)
- Music (any course)
- Philosophy (any course)
- Religion (any course)

Note: Writing in the Disciplines courses are excluded from consideration for Human Thought and Expression.

Natural Science (NS) (3 credit hours)

The application of the scientific inquiry to the study of physical processes.

Choose one course from the following areas:

- Biology (any course)
- Chemistry (any course)
- Geology (any course)
- Geography (courses in Physical Geography, Environmental Geography, or Meteorology)
- Natural Science (any course)
- Physics (any course)
- Public Health Education (PHE 360)

The Kirkpatrick Signature Series (9 credit hours)

The Kirkpatrick Signature Series is a nonpartisan exploration of the importance of engaged citizenship in the American model of self-governance: a Constitutional Republic based on democratic principles. Students read and discuss the importance of the founding documents and how individual values and behaviors define our pluralistic society. Must be taken through Bellevue University and may not be applied to any other area of the core.

- LA 400 American Vision and Values
- LA 410 Tradition and Change
- LA 420 Freedom and Responsibility

Note: The Kirkpatrick Signature Series is not required for the completion of any Bellevue University Associate of Science degree.

Graduate Degree Requirements

1. To earn a graduate degree at Bellevue University, the student is required to:
    a. Satisfy graduate admissions requirements for the desired graduate major.
    b. Satisfactorily complete all course requirements in the graduate major.
    c. Earn a "C" or better in all required graduate courses.
    d. Attain a minimum grade point average (GPA) of 3.0 in the graduate major.
2. In addition, the student is required to meet the following Minimum and Cumulative Credit Hour requirements for their degree type:

Degree Type	Minimum Graduate Credit Hours	Cumulative Graduate Credit Hours Earned Through Bellevue University Coursework
Master of Arts (M.A)	36	30
Master of Science in Information Technology and Business	36	21
Master of Science in Strategic Management	30	30
Master of Science (M.S.) – All Other Master of Science	36	30
Master of Business Administration (M.B.A)	36	30
Master of Healthcare Administration (M.H.A)	36	30
Master of Project Management (M.P.M)	36	30
Master of Professional Studies (M.P.S)	30	18

All credit hours are stated in semester credit hours.

The length of time to complete a graduate degree for most students attending full-time, each term from start to finish is two years. This time could decrease based on the number of transfer credits accepted and number of courses taken each term.

Subsequent Graduate Degrees

Subsequent Graduate Degree Upon completion of a graduate degree at Bellevue University recipients are eligible to earn a subsequent graduate degree when the following conditions are met:

1. Have earned a conferred graduate degree from Bellevue University.
2. Submission of an admission application for the subsequent graduate degree.
3. Satisfy all prevailing degree requirements of the subsequent graduate degree.
4. Previous Bellevue University graduate credit earned in residence and not applied towards a conferred graduate degree may be applied toward subsequent graduate degrees.
5. Subsequent graduate degree is comprised of a minimum of 18 credit hours in residence.
6. Two graduate degrees may not be awarded simultaneously.

Concentrations

Concentrations provide an area of focus and a choice of various options in content areas for in-depth study within the student's graduate degree program. Concentrations are generally 9 credit hours (although some concentrations may be more than 9 credit hours) and may be taken in addition to the graduate degree requirements or, in some degree programs, they may be taken as part of the required credit hours.

Doctoral Degree

- **Human Capital Management (Ph.D.)**
- **Business Administration (DBA)**

To receive their doctoral degree, the student is required to:

1. Meet all admission requirements.
2. Complete all curriculum requirements listed in the assigned University catalog.
3. Pass all degree-required doctoral courses with a grade of "C" or better.
   - A maximum of six credits with a grade below a "B-" and no grade below a "C".
4. Attain an overall GPA of 3.0 or higher in the doctoral degree program.
5. Have at least 49 credit hours in residence courses at Bellevue University (online courses are in residence).

Note: Because of the cohort and concentrated nature of the Doctoral programs, doctoral-level credit hours from other University programs will typically not be accepted in transfer.

The length of time to complete the Human Capital Management (Ph.D.) and Business Administration (D.B.A.) programs for most students attending full-time, each term from start to finish is three years.

Modes and Methods of Earning Credit

Formats

Traditional – Traditional programs are offered in a format following the conventional Fall, Winter, Spring, and Summer terms. In a traditional format, the student is required to register for classes prior to the start of each term.

Cohort – A cohort is a group that works together to complete a degree; students complete each of their courses with the individuals in their cohort. All accelerated and some non-accelerated programs are offered in the cohort-based format.

Accelerated – The accelerated programs are offered in the cohort-based format that emphasizes applied, active learning. Requirements allow flexibility in sources of learning and specific coursework. This allows the student to tailor their undergraduate education, taking into account personal career or life goals, time or schedule constraints, and credits previously earned.

Note: Programs are offered as blended, in-class, and online.

Course Delivery Format

The following are course delivery formats offered by Bellevue University:

Face-to-face – at a Bellevue University campus, satellite or outreach centers, corporate locations, or other college sites.

Online – via the University's online learning platform.

Connected Learning – A course offering that meets at a specific scheduled date and time which utilizes technology to connect students and classrooms synchronously across distances. Attendance is required.

All for-credit delivery formats require regular and substantive interaction in all courses as such terms are further defined in University Policy Statement 1031. BU ensures regular interaction between a student and an instructor or instructors by: providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; and monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.

Online and connected learning students are automatically assigned to an introductory course in Blackboard titled "Pathway to Success," which covers prerequisite technology competencies and skills, time commitment, and the resources available at Bellevue University. In general, the technical competencies required for online or connected learning require essential skills of: knowledge of computer terminology, such as browser, operating system, application, software, files, documents, etc.; understanding of basic computer hardware and software and the ability to perform basic computer operations; internet skills; ability to use online communication tools such as email, discussion boards, chats, messengers, video conferencing, etc.; ability to perform online research using various search engines and databases; and ability to create online accounts.

Other options for earning credit are described below.

Transfer of Graduate Credits

A student who has successfully completed graduate coursework at other accredited institutions may request an evaluation of these credits. A maximum of 6 graduate credits with a minimum grade of "B" may be transferred to Bellevue University. In cohort-based programs, no transfer credits will be accepted.

Note: Select majors will allow up to 12 graduate credits with a minimum grade of "B" to be transferred.

Transfer of Undergraduate Credits or Degrees

A student who has successfully completed undergraduate courses at other accredited institutions may request an evaluation of these credits. Course transfer guides and articulation agreement information can be found on the University website and are available in the Enrollment Management Department. Upon receipt of all official transfer documentation, a transfer credit evaluation will be completed. This is useful in selecting a major, and understanding what is needed to complete a declared program of study.

Acceptance of Associate's and Non-Resident Undergraduate Degrees

An associate's or bachelor's degree from any accredited institution may enter into Bellevue University degree programs under the following conditions:

- An associate's or bachelor's degree from another accredited institution, all credits earned under the degree, by the time of that degree's completion, may be accepted for matriculation at Bellevue University.
- A student will need to take those courses comprising the major, concentration and any prerequisites to that concentration, and meet all other degree completion requirements.

Specific articulation requirements between the first and second degree include:

Associate's Degrees – A student with an associate's degree in any discipline may enter any undergraduate degree program at Bellevue University and have no separate Integrative General Education Curriculum requirements to meet, but must satisfy Kirkpatrick Signature Series requirements. There may be additional elective credits required.

Bachelor's Degrees – A student with a bachelor's degree may enter a second bachelor's degree program at Bellevue University and have no separate Integrative General Education Curriculum or Kirkpatrick Signature Series requirements to meet.

Application of Transfer Credit and Credit for Post-traditional Learning

A student may earn academic credit for learning acquired through sources other than college classes and/or be granted credit for college-level learning acquired outside of a regionally accredited college setting. Assessment of such learning will be conducted or validated by Bellevue University based on the standards promulgated by nationally recognized educational agencies such as the American Council on Education (ACE), the Higher Learning Commission, and the Council for Higher Education Accreditation (CHEA).

A student may earn credits toward Integrative General Education Curriculum, majors, and electives through:

1. Bellevue University courses.
2. Transfer credit, with a grade of "C-" or higher, from accredited post-secondary institutions, or earned as part of an associate's or bachelor's degree. Developmental/ remedial coursework is not accepted. The Kirkpatrick Signature Series courses must be completed in residence.
3. Credits from CLEP, DSST, NYU Foreign Language Proficiency exams, or ACT/RCE testing.
4. Credits accepted by articulation agreement with Bellevue University.
5. ACE high school Advanced Placement tests.
6. Military experience and training.
7. Credits accepted through Prior Learning Assessment (PLA).
8. Other accredited and approved forms of learning.

Note: Transfer credit, PLA, CLEP/DSST, and NYU Foreign Language Proficiency exams are not computed into the Bellevue University grade point average.

CLEP/DSST Testing

CLEP tests and DSST tests offer a wide range of testing opportunities to earn college credit without affecting GPA. Please visit the Test Center for detailed information about CLEP tests and DSST tests such as the tests offered, the number of credits that may be earned for each successfully completed test, the required score, and important links to the CLEP and DSST websites. Contact your Student Coach, Admissions, or the Test Center Team for information about these testing programs. For more information about the specific CLEP/DSST tests accepted/available at Bellevue University go to https://www.bellevue.edu/admissions-tuition/clep-dsst/clep-listing.

New York University (NYU) Foreign Language Proficiency Exams

Bellevue University is an authorized test center for NYU Foreign Language Proficiency exams offering the opportunity to earn college credit for advanced learning in foreign languages. NYU Foreign Language Proficiency exams are ordered from NYU by the Test Center. The entire process of ordering, administering, and receiving results may take up to 16 weeks. NYU Foreign Language Proficiency exams are Pass or Fail. These scores do not affect GPA. Please visit the Test Center for a complete list of available languages and additional details about this test. For more information about the specific New York University Foreign Language Proficiency Exams accepted/available at Bellevue University go to https://www.bellevue.edu/student-support/testing-center/nyu-foreignlanguage-proficiency-exams.

Note: French, German, and Spanish are only available as CLEP tests.

Prior Learning Assessment (PLA)

Prior Learning Assessment (PLA) is a directed method that enables students to earn credit for college-level learning through work, outside activities, and life experiences. Credit granted for post-traditional learning will not apply toward the residency requirement, nor will credits be computed into the Bellevue University GPA. This learning can be evaluated for credit through testing or Prior Learning Assessment.

Credit for Prior Learning

Bellevue University has a long tradition of providing opportunities for students to earn credit for their prior learning. To do so, we assist students in three primary ways:

Transfer Credits – applied via the Office of the Registrar.

Testing – administered through the University Test Center.

Experiential Learning Assessment – administered by the Director of Prior Learning Assessment

Credit granted through PLA will not apply toward the residency requirement nor will credits be computed in the Bellevue University GPA.

The Registrar, in accordance with University policy, will determine whether such awarded credits satisfy major, core, or general elective requirements toward a bachelor's degree. Awarded credit(s) may decrease a student's program cost and length. Please reach out to your Student Coach or visit bellevue.edu for more information.

Independent Study

Courses regularly scheduled during normal matriculation usually will not be approved for Independent Study. Under the Independent Study option, the student must obtain permission to register for up to a maximum of 18 undergraduate credit hours (or 6 graduate credit hours) through special arrangement with the Dean's Office of the sponsoring college. This option allows the student to contract (under certain circumstances) to take Bellevue University courses on an individual basis if approved. The student is required to register prior to the last day for late registration. The Dean of the sponsoring college must approve any other procedure.

Topics Courses

Some areas of study have an experimental course labeled "Topics" for use in exploring a particular area of interest in the form of a directed reading, practicum, internship, thesis, or other independently arranged course not otherwise offered at Bellevue University. Courses are identified by the selected area of study (CA, BA, etc.), followed by a three-digit number, with the first digit signifying the course level and the last two digits (e.g. "99") indicating that it is a topics offering. Course titles are formatted as "Topics in (area of study)." Each course is assigned its own unique designation. The student selects course content in conjunction with the sponsoring college Dean if offered as Independent Study, or by a full-time faculty member planning an experimental course if offered as a class. A brief syllabus or course outline must be approved by the appropriate college Dean, and forwarded to the Registrar for inclusion in the University's master schedule. A topics course may be offered two times under the conditions of this policy. Should the course be requested for a third time, it must be approved by the Chief Academic Officer and it must follow the established procedures for adding a new course on a permanent basis to the University curriculum/catalog.

Course Clusters

Course clusters offer an intensive, interdisciplinary examination of a particular subject from interlocking perspectives or an integrated view of a particular time in history from literary, social, historical, or other relevant perspectives. The goal of a course cluster is to link these perspectives holistically to encourage real-world thinking about complex topics, and to broaden the student's comprehensive knowledge of the chosen content area or the historical significance of events and developments. Course clusters also may include a skills-based and an application-based course that, offered together, provide a more meaningful learning experience. Course clusters are 9 credit hours and are used to meet general education and elective course requirements.

Online Courses and Programs

The University has developed an award-winning online learning environment that:

- provides a highly interactive learning experience
- utilizes assessment technology with feedback from students and instructors
- integrates applied concepts into the learning process
- sets and monitors participation levels for the student and their instructors
- treats the classroom as a dynamic, resource-rich environment that takes the student beyond the limits of traditional classroom walls to become an information-age learner

By using the easy-to-follow links, the student can:

- attend class
- meet with fellow students
- discuss lessons with instructors
- complete assignments
- conduct research

Online classroom access is available 24 hours a day, seven days a week* from almost anywhere there is an internet connection**. Online courses count toward the 30-credit hour residency requirement. There is no requirement to come on campus.

Some degree programs/courses may require students to use a webcam and/or other software to participate in course requirements.

** System maintenance excluded.*
*** All courses are conducted in English.*

Academic Information

Academic Classification

The number of semester credit hours earned determines a student's academic classification.

Freshman	0-29 hours
Sophomore	30-59 hours
Junior	60-89 hours
Senior	90 hours and above

Course Numbers

100-199 – lower-division courses for freshmen and other students satisfying prescribed curricular requirements.

200-299 – lower-division courses for sophomores, freshmen of proven ability, and juniors and seniors satisfying prescribed curricular requirements.

300-499 – upper-division courses for juniors, seniors, and qualified lower-classmen of proven ability.

500-699 – upper-division courses for students enrolled in graduate-level studies.

700-799 – entry-level courses for students enrolled in doctoral programs.

800-899 – upper- and seminar-level courses for students enrolled in doctoral programs.

Note: Regardless of delivery method, there is only one course number assigned per individual course.

Alpha Numeric System

Alpha Numeric System for Bellevue University courses are located at https://www.bellevue.edu/degrees/academiccatalog/courses

Cross-listed Courses

Courses in which both graduate and undergraduate students attend the same course but receive credit under different course numbers are referred to as cross-listed. Cross-listed courses are required to have separate and distinct syllabi for each degree level specifying the differences in performance expectations. Ordinarily, cross-listed courses occur at 400- and 600-level, however, there may be instances in which 600- and 800-level courses are cross-listed. Cross-listed courses taken at one level may not be repeated at the cross-listed level for credit.

Class Load – Undergraduate Programs

The normal class load for undergraduate students is between 9-12 credit hours depending on length of course and delivery method. Students wishing to carry more than 15 credits at any given time must obtain the written permission of their Student Coach and Dean of their college, or designated representative, prior to registration. Students must keep in mind that most courses require two hours of study outside the classroom for every hour of class instruction.

A credit hour is a unit of measure that gives value to the level of instruction, academic rigor, and time requirements for a course taken at an educational institution. In keeping with the original purpose of providing a consistent measure of at least a minimum quantity of a student's academic engagement and in compliance with the U.S. Department of Education's regulations for definition of a credit hour, Bellevue University has adopted the federally-approved definitions – 600.2(1) and 600.2(2) – as the minimum standard for awarding of credit to its programs and courses. Students can expect one hour of classroom or direct faculty instruction each week for approximately 15 weeks for one semester hour of credit, or the equivalent amount of classroom time or direct faculty instruction over a different amount of time.

Undergraduate Term:	**12 Week**	**11 Week**	**10 Week**
Full-time Status*	8	8	8
¾ Time Status	6	6	6
½ Time Status	4	4	4
Normal Class Load	12	9	9
Max. w/out permission	15	15	15

** To be considered full-time status, students must be enrolled in at least the minimum full-time credit hour amount. These credits may be comprised of day or evening courses, or a combination between the two.*

Only one online class per term (up to 3 credit hours) may count toward full-time enrollment for students on an F-1 or J-1 visa. In accordance with immigration regulations, F-1 and J-1 students must maintain full-time enrollment in the appropriate course delivery during designated required terms. Required terms at Bellevue University are Fall, Winter, and Spring. Summer is considered an optional term unless beginning or ending in summer. Failure to maintain full-time enrollment status may have an impact on the student's immigration status. Please contact International Student Services at iss@bellevue.edu for questions.

Class Load – Graduate (Graduate and Doctoral) Programs

The normal class load for graduate students is 6 credit hours per session. If a student wishes to carry more than the maximum at any given time, they must contact their Student Coach. The Student Coach will then contact the Dean of the student's College, or designated representative, to obtain the written permission prior to registration. Once the request has been reviewed, the Student Coach will contact the student with the decision.

Graduate	**Session**
Full-time status	6
Part-time status	3
Max. w/out permission	7

During doctoral dissertation, students must take at least 3 credit hours to be active.

Waitlist

In select courses, if a class is full students have the option to choose to be on the waitlist. If a space in the class becomes available prior to the last date to register, students will be enrolled based on their order. Items including but not limited to the student's overall class load and the status of the selected payment method may prevent enrollment. Students enrolled in a course that do not have their selected payment option satisfied may be removed from the class.

Attendance

All academic programs require active participation. Students are encouraged to contact their instructor when they are absent from class. For more information please see the applicable course syllabus.

Documentation of the cause of excessive absences will be requested from the student. If a student is experiencing medical issues or family health issues, they should contact the Accommodations Resource Center. Unexcused absences are never acceptable and could result in a significantly lower grade or failure for the course.

Attendance standards for international students and students receiving Title IV funds (financial aid) are established by federal regulation. Bellevue University complies with these federal regulations.

Note: Failure to meet participation expectations for two or more classes without the approval of the instructor could be grounds for an administrative withdrawal.

Change of Schedule

Students are advised to keep any schedule changes to a minimum. For term-based courses, students may contact Bruin Support Services or utilize self-service through the Bellevue Real-Time User Information Network (BRUIN). For questions on course selection or how changing a schedule may impact an academic plan, contact Academic Advising. International students on an F-1 or J-1 visa must maintain full-time status at all times, unless they have received prior authorization from International Student Services.

Students may drop/add a class through the first week and the dropped course will not appear on the student's academic transcript. For more information, please contact Bruin Support Services at 1-800-756-7920, option 0, or BRUINSupportServices@Bellevue.edu.

An undergraduate student in a cohort major or graduate student in a cohort program who wishes to drop/add must work with Academic Advising. Changes of schedule may affect financial aid. Students must work closely with their Student Coach to minimize the impact of the rescheduling on financial aid and tuition payment schedules. Written authorization from Student Accounts indicating prior financial arrangements for tuition payment will be required for completion of the rescheduling process. Tuition for courses following the reschedule is assessed at the current tuition rate. Please see the Financial Aid section on page 38.

Withdrawal/Dropping a Course

Students are encouraged to seek solutions to academic problems by utilizing Academic Advising resources. When considering withdrawal from the University, students should consult with their instructors and Student Coach to determine if this is the best course of action. International students in an F-1 or J-1 immigration status should also confer with an immigration advisor in International Student Services to determine how withdrawing may impact their immigration status.

Withdrawals usually impact the student's accounts, financial aid, tuition assistance, and veterans' benefits status; thus they are encouraged to consult with their student financial counselor prior to withdrawal.

Responsibility for Withdrawal

Students are responsible for initiating and ensuring the withdrawal process is complete. Merely ceasing to attend classes does not constitute an official withdrawal. Any student who has not been withdrawn from a course will be assigned the grade earned as of the end of the course. If they have not received a confirmation of the withdrawal, please contact Bruin Support Services at 1-800-756-7920, option 0, or BRUINSupportServices@Bellevue.edu. Students who wish to withdraw from a class after the "last day to withdraw or change to audit," must obtain the Dean's approval through their Student Coach. International Students in F-1 or J-1 status must secure an authorization from an immigration advisor in International Student Services prior to any course load adjustment.

Withdrawal From a Program

Prior to withdrawing from a program, students are encouraged to meet with their professor and their Student Coach, to discuss alternatives. If the student must withdraw from an accelerated, cohort-based program, they will follow the withdrawal schedule as stipulated in their financial agreement. A student may initiate the withdrawal through their Student Coach; however, it is the student's responsibility to ensure the proper withdrawal forms are provided to the Student Accounts Office.

The academic goals of a student experiencing dramatic changes in their work or life situations during the year may be affected. Students in this situation are encouraged to meet with their major professor, and with their Student Coach, to discuss alternatives.

A student experiencing medical or family health issues is encouraged to contact the Accommodations Resource Center. An international student on F-1 or J-1 status should confer with their immigration advisor in International Student Services to determine if they are eligible for a medical hardship or other exception based on their current immigration status prior to contacting the Accommodations Resource Center.

Medical Hardship/Compassionate Withdrawal Policy

A student may submit a request for a medical hardship withdrawal and/or a compassionate withdrawal in extraordinary cases in which serious illness or injury (medical hardship) or another significant personal situation, for example, care of a seriously ill child or spouse, or death of the student's immediate family member* and/or a domestic partner** (compassionate) prevents a student from continuing his or her classes in a particular term. If arrangements with instructors for an extension or incomplete grade are not possible a request may be made for a medical hardship or compassionate withdrawal. The medical hardship withdrawal policy is not intended to apply in situations of chronic or ongoing medical, emotional, or psychological distress. To the extent that Bellevue University protocol applies in compliance with the Americans with Disabilities Act, if a student has a chronic or ongoing medical, emotional, or psychological condition, they may apply to the Accommodations Resource Center.

** Family member is defined as parent, sister, brother, spouse, mother-in-law, father-in-law, grandparent, grandchild, son, daughter, stepchild, a child in custody of and residing in the home of a student.*

*** Domestic partners are defined as persons who reside in the same home who have reciprocal duties to and do provide financial and/or emotional support for one another.*

A student can secure more information about the University's Medical Hardship and Compassionate Withdrawal Policy from their Student Coach. Prior to withdrawing, the student is strongly encouraged to visit with their Student Coach to discuss possible options in lieu of withdrawal and Financial Aid Counselor to identify and understand the financial assistance/monetary implications of processing this withdrawal. A student must request a medical hardship or compassionate withdrawal within 60 days of the end of the requested course(s).

Administrative Withdrawals

The University reserves the right to withdraw students who fail to meet financial or academic obligations including participation or who, because of misconduct, disrupt the academic process. Administrative Withdrawals are reflected on the student's transcript as appropriate. For more information on administrative withdrawals, please contact a Student Coach.

Grading Systems and Policies

Grading System

Instructors use the following grading system when reporting final grades in each course. The faculty report final grades to the Registrar at the end of each course. They become part of the student's permanent record and are included in the computations of grade points earned and the grade point average.

Letter grades for courses with their respective grade point equivalence are:

A **4.0** – Work of exceptional character.

A- **3.67**

B+ **3.33**

B **3.0** – Superior work and distinctly above average.

B- **2.67**

C+ **2.33**

C **2.0** – Work of average quality.

C- **1.67**

D+ **1.33**

D **1.00** – Work falls below average, but clearly above failure.

D- **0.67**

F **0.0** – Work fails to meet minimum requirements. No academic credit awarded.

IF **0.0** – Incomplete that turns into an F.

P
Pass – Used on a limited basis for specified courses. It is not calculated in GPA.

N/NP
No Pass – Work fails to meet minimum requirements. No academic credit awarded. Not calculated in GPA.

W **Student Withdrawal** – Student initiated withdrawal from the course. It is not calculated in GPA.

WP **Administrative Withdrawal** for Non-Participation

WC **Administrative Withdrawal** for Cause

AU **Audit** – No academic credit awarded.

I
Incomplete – If a student is assigned a grade of "I" or Incomplete, this is not calculated in their GPA. It is a temporary grade the instructor gives at the end of the course to indicate that the student has not completed the required coursework. Students will have 12 weeks after the last day of the course for which the "I" was given to complete the work. If after the 12-week period the student has not completed the work as agreed, the "I" will change to an "IF".

Pass/No Pass Courses

A student may elect to take specified courses on a Pass/No Pass basis. A maximum of 15 hours of Pass/No Pass courses may count toward the credit hours required for graduation and toward the 30 credit hour residency requirement. However, Pass/No Pass courses do not count toward graduation honor calculations because no grade points are assigned. Additional limitations on student-elected Pass/No Pass courses are:

1. Courses elected on a Pass/No Pass basis are limited to those outside the Integrative General Education Curriculum (elective courses only) and to courses outside the student's major and/or minor, with the exception of those courses offered only on a Pass/No Pass basis. In all Pass/No Pass courses, prerequisites must be met.
2. Some courses, beyond those discussed in item 1, will not be eligible for a Pass/No Pass basis. For specific exclusions, contact the appropriate Dean.
3. Approval to take a class as Pass/No Pass must be obtained from the appropriate College Dean no later than the last date to drop/add. Approval to change a course from a Pass/No Pass to regular grading must be made within the same time frame.
4. The Pass grade indicates performance at a "C" level or above in all Pass/No Pass classes. The Pass grade will count toward hours for graduation but will not be included in the GPA calculation.
5. Professional seminars and workshops offered for credit may be awarded a grade of Pass/No Pass. For additional information please contact a Student Coach.

Auditing of Undergraduate Courses

When auditing a course, the student is not required to participate in class recitation, turn in papers, or take examinations, but is expected to attend class meetings. The student may be asked to join group discussions to maintain the flow of the course. Academic credit is not awarded for an audited course. The tuition and fees for auditing are the same as regular course tuition and fees.

A student wishing to audit a course must register for that course as an audit prior to the end of the add/drop period. Once the add/drop period has passed, no student may change from audit to credit or credit to audit. The change must be approved, in writing, by the instructor of the course and the Registrar. Students on an F-1 or J-1 visa, or students enrolled in cohort or graduate programs are not eligible to audit courses.

Repetition of Courses

Only coursework completed at Bellevue University is considered in the GPA for repeated courses. A student may repeat a course to raise a previously earned grade. Only the highest grade earned is computed in the Grade Point Average (GPA), and course credits are counted only once toward the required hours for graduation. A student may not retake an individual course after three failures (grade of "F" undergraduate-standing; "C-" or below graduate-standing). The first failed grade per course is included in calculating GPA subsequent failed grades for course are excluded from GPA calculation.

Undergraduate courses taken at other institutions, for which a grade of "A" through "C-" has been earned, are eligible for transfer to Bellevue University. However, if the transfer is a repeat of a failed course at Bellevue University, the original grade of "F" will remain on the student's record and GPA will not be adjusted.

Grade Appeals

The student has the responsibility and right to call to the attention of an instructor any grade which they believe to be in error. If a student wishes to appeal a final grade, submit the initial written appeal of the instructor's grade through https://bellevue-advocate.symplicity.com/public_report/index.php within 30 calendar days of the posting of grades in BRUIN.

Within fifteen (15) University business days upon receipt of the request for a grade appeal, the Dean or designee will contact the student. If a determination is not reached at this time, the Dean's contact with the student will give the timeline for review and determination of the grade appeal. A student may appeal the Dean's decision to the Chief Academic Officer (CAO) (or designee), in writing, within fifteen (15) University business days of the decision by the Dean. The appeal of the Dean's decision will be considered only if one of the following conditions is met:

i. Procedural irregularity that affected the outcome of the matter;

ii. New evidence that was not reasonably available at the time the decision was made, that could affect the outcome of the matter; and/or

iii. The Dean had a conflict of interest or bias for or against the student that affected the outcome of the matter.

Grade Point Average (GPA)

Academic performance is measured by computation of the Grade Point Average (GPA). The GPA is determined by multiplying the grade point value earned in each course by the number of credits assigned to each course, summing the products of the courses attempted, and dividing by the total number of credits attempted. The average is computed only on academic work completed at Bellevue University. The effect of an "F" grade on the cumulative GPA can be changed by successfully repeating the course at Bellevue University, but will remain on the transcript as an "F."

Note: Transfer credit, ELA credit, CLEP/DSST, NYU Foreign Language Proficiency exams, Computer, and other proficiency tests are not computed into the Bellevue University grade point average.

Dean's List – Undergraduate Only

Bellevue University believes in rewarding excellence for academic performance in undergraduate programs. The dean's list recognizes achievement of high academic standards. Degree-seeking undergraduate students are eligible for the Dean's List after completing 9 credit hours and earning a GPA of 3.6 or higher each term.

Note: The Dean's List does not determine graduation honors.

Term Start	Date Range	Dean's List Determined
Fall	July 1 – Sept. 30	Feb. 1
Winter	Oct. 1 – Dec. 31	May 1
Spring	Jan. – Mar. 31	Aug. 1
Summer	Apr. 1 – July 31	Nov. 1

Academic Standards of Progress

To complete the requirements for the declared academic offering, a student will need to maintain a grade point average that meets or exceeds a minimum Standard of Progress. Academic Standard of Progress standing is based on cumulative GPA. The Standard of Progress stipulated in this catalog may remain in effect for seven years from the date of matriculation. If the Standard of Progress is amended during this period, the student is subject to the conditions of the prevailing practice effective at that time.

Academic Standing – Undergraduate

Students meeting academic Standard of Progress are considered in Good Standing. A student in Good Standing must satisfy all degree requirements, including but not limited to, maintaining a major GPA of 2.5 or higher, in order to be conferred. If a student is not meeting the Minimum Standard of Progress they will be placed on Academic Warning, Probation, or Suspension. See the corresponding table to determine academic standing.

Undergraduate Minimum Standard of Progress

	Cumulative GPA		Academic Standings
Term with Cumulative GPA Below 2.0	**< 2.0 Warning**	**≥ 2.0 Good Standing**	*If an academic term is completed with a cumulative GPA less than the minimum standard of progress for graduation (2.0) a student may be placed on academic warning.*
2nd Consecutive Term with Cumulative GPA Below 2.0	**< 2.0 Probation**	**≥ 2.0 Good Standing**	*If a consecutive term is completed with a cumulative GPA less than the minimum standard of progress for graduation (2.0) a student may be placed on academic probation.*
3rd Consecutive Term with Cumulative GPA Below 2.0	**< 2.0 Suspension**	**≥ 2.0 Good Standing**	*If the consecutive term is completed with a cumulative GPA less than the minimum standard of progress for graduation (2.0) a student may be placed on academic suspension. Students placed on academic suspension may appeal. If the appeal is approved the student may continue in their course of study as long as the academic conditions of the appeal are met or until the student's cumulative GPA is at or above good standing.*

Academic Warning is an action reminding a student that graduation is impossible unless the academic record is improved. If an academic session is completed with a cumulative grade point average (GPA) less than the 2.0 required for graduation they will be placed on Academic Warning.

Academic Probation is an action that occurs if a student does not meet the cumulative 2.0 GPA two consecutive terms.

Students must contact their Student Coach to determine the exact number of hours and GPA needed to return to Good Standing before enrollment in the next session.

Students placed on Academic Probation are not permitted to participate in organized University activities except as part of class work.

Academic Suspension is an action that occurs if a student does not meet the cumulative 2.0 GPA three consecutive terms.

Students suspended from Bellevue University will not be re-admitted for a period of 12 months. This one-year period begins at the end of the last session of enrollment prior to suspension.

Graduate Academic Performance Standards

The completion of a graduate degree program requires an overall GPA of 3.0 or better to be maintained in the program. Graduate degree students are required to have no individual course below a 2.0. Only courses in which a 2.0 or better is earned will be used to meet graduate degree requirements. Guidelines may be obtained from a Student Coach.

Academic Standing – Graduate

Students meeting academic Standard of Progress are considered in Good Standing. If they are not meeting the Minimum Standard of Progress in a graduate program, they will be placed on Academic Warning, Probation, or Suspension. See the corresponding table to determine academic standing.

Graduate Minimum Standard of Progress

	Cumulative GPA		Academic Standings
Term with Cumulative GPA Below 3.0	**< 3.0 Warning**	**≥ 3.0 Good Standing**	*If an academic term is completed with a cumulative GPA less than the minimum standard of progress for graduation (3.0) a student may be placed on academic warning.*
2nd Consecutive Term with Cumulative GPA Below 3.0	**< 3.0 Probation**	**≥ 3.0 Good Standing**	*If a consecutive term is completed with a cumulative GPA less than the minimum standard of progress for graduation (3.0) a student may be placed on academic probation.*
3rd Consecutive Term with Cumulative GPA Below 3.0	**< 3.0 Suspension**	**≥ 3.0 Good Standing**	*If the consecutive term is completed with a cumulative GPA less than the minimum standard of progress for graduation (3.0) a student may be placed on academic suspension. Students placed on academic suspension may appeal. If the appeal is approved the student may continue in their course of study as long as the academic conditions of the appeal are met or until the student's cumulative GPA is at or above good standing.*

Academic Warning is an early intervention status action reminding a student that graduation is not possible unless they are meeting graduate academic standard of progress and academic record is improved.

Academic Probation is an action taken when a student must raise their cumulative GPA to 3.0 to qualify for graduation. While on Academic Probation, they may not register for more than the minimum number of hours recognized by the University as constituting full-time status for a term.

Academic Suspension is an action taken when cumulative GPA falls below the Graduate Minimum Standard of Progress. Students suspended from Bellevue University will not be re-admitted for a period of 12 months. This one-year period begins at the end of the last session of enrollment prior to suspension.

Academic Standing – Doctoral

If a student is not meeting the Minimum Standard of Progress in the Doctoral program, they will be placed on Academic Probation or Suspension. See the corresponding table to determine academic standing.

Doctoral Minimum Standard of Progress

Cumulative GPA		Academic Standings
< 3.0 Probation	**≥ 3.0 Good Standing**	*If an academic term is completed with a cumulative GPA less than the minimum standard of progress for graduation (3.0) a student may be placed on academic probation.*
< 3.0 Suspension	**≥ 3.0 Good Standing**	*If a consecutive term is completed with a cumulative GPA less than the minimum standard of progress for graduation (3.0) a student may be placed on academic suspension. Students placed on academic suspension may appeal. If the appeal is approved the student may continue in their course of study as long as the academic conditions of the appeal are met or until the student's cumulative GPA is at or above good standing.*

Academic Probation occurs if a student completes an academic term with a cumulative GPA less than the applicable Minimum Standard of Progress for doctoral programs. Doctoral students on academic probation must raise their cumulative GPA to 3.0 in order to qualify for degree conferral. While on probation, they cannot register for more than the minimum number of hours recognized by the University as full-time status for a term. Students must contact their Student Coach to determine the exact number of hours and GPA needed to return to Good Standing before enrolling in their next term. Additional information may be obtained from a Student Coach.

Academic Suspension is an action that occurs if a student does not meet the cumulative 3.0 GPA required for graduation after taking 9 additional hours of coursework while on Academic Probation. Students suspended from Bellevue University will not be re-admitted for a period of 12 months. This one-year period begins at the end of the last term of enrollment prior to suspension.

Academic Suspension Appeal for Undergraduate and Graduate Students

If a student is placed on Academic Suspension, they have 15 days to file a written appeal if they wish to be re-admitted before the 12-month suspension period has ended. Students are required to meet with a Student Coach when filing a suspension appeal. They will be informed of a decision within 15 days of receipt of the appeal. A final appeal may be made to University's Executive Vice President for University and Academic Affairs or Chief Academic Officer, within 15 days of the Registrar's response. The Executive Vice President for University and Academic Affairs or Chief Academic Officer's response is final.

Graduation

Degree Conferral

Degree conferral is the official awarding of academic degrees, which is reflected on academic transcripts. Degrees are conferred on the last day of each month upon verification that all graduation requirements have been met. For more information regarding degree requirements, please see the Courses, Degrees, and Programs section, page 54.

Diplomas

Once the Registrar's Office has verified that all degree requirements have been satisfied, Bellevue University will notify the student. Students are encouraged to order their diploma online at that time. The diploma will arrive approximately 45 days after the diploma order form is received and degree conferral is verified. All financial and academic obligations to the University must be satisfied prior to receiving the diploma.

Note: Associate, Bachelor and Graduate level participants in the commencement ceremony receive diploma covers, not the diploma, at the time of ceremony. Doctoral participants typically receive their diploma at the hooding ceremony.

Commencement Ceremony

Students are allowed to participate in only one commencement ceremony per degree. Students completing a certificate program are not eligible for the commencement ceremony. Undergraduate or graduate degree students do not need to be conferred prior to participating. Degree conferral is required for doctoral graduates. Students are required to register by specific deadlines to participate in a commencement ceremony. For more information, please visit bellevue.edu/graduation.

- The deadline for registering to participate in the Winter Commencement is November 15.
- The deadline for registering to participate in the Spring Commencement is April 1.

Academic Regalia

The approved "regalia" consists of a black cap, a black gown for both men and women, and a tassel. Doctoral students have a formal hooding during the ceremony. Graduates receiving master's degrees wear a master's hood during the ceremony. Undergraduate participants meeting the criteria wear cords designating honors, if applicable. All ceremony participants who have served or are currently serving in the United States Armed Forces wear red, white, and blue military recognition cords as part of their commencement regalia. Student-Athletes who are in good standing wear purple cords as part of their commencement regalia. Students who wish to wear items other than the approved regalia will need to submit a written request to the Chief Academic Officer 60 days prior to the commencement ceremony. Failure to comply with standards for regalia will result in being barred from participation in commencement exercises.

Commencement Dates

All ceremonies begin at 9:10 a.m. (All dates subject to change)

- 2024 Winter Commencement – Sat., Jan. 27, 2024
- 2024 Spring Commencement – Sat., June 1, 2024
- 2025 Winter Commencement – Sat., Jan. 25, 2025
- 2025 Spring Commencement – Sat., June 7, 2025
- 2026 Winter Commencement - Sat., Jan. 31, 2026
- 2026 Spring Commencement - Sat., June 6, 2026

Graduation Honors – Undergraduate

To be eligible for graduation honors, students need to complete a minimum number of credit hours at Bellevue University. Associate graduation honors require 30 credit hours in residence. Bachelor graduation honors require 60 credit hours in residence. Computer proficiency tests, CLEP/DSST, NYU Foreign Language Proficiency Exams, PLA, or any other transfer credits also do not count toward honors. Degrees with honors are awarded to candidates whose cumulative GPA in courses taken at Bellevue University fall within the following limits:

Associate Honors Distinction	Cumulative GPA*
Highest Honors	3.95 and above
High Honors	3.76 through 3.94
Honors	3.60 through 3.75

**30 credit hours in residence*

Bachelor Honors Distinction	Cumulative GPA*
Summa Cum Laude	3.95 and above
Magna Cum Laude	3.88 through 3.94
Cum Laude	3.76 through 3.87
With Distinction	3.60 through 3.75

**60 credit hours in residence*

Graduation Honors – Graduate

Graduation honors are not awarded for graduate or doctoral degrees. Rigorous academic standards must be maintained in all graduate programs. In the academic tradition, there is no higher honor than to be admitted as a graduate student and ultimately receive a graduate degree.

Alumni Benefits

Graduates of Bellevue University join alumni worldwide and are entitled to a variety of benefits, such as: free lifetime access to the University's extensive library databases and services with the exception of Gartner, free admission to regular season home athletic events, a 50% tuition discount on undergraduate classes (6 hours per academic year and excluding accelerated programs and independent study courses), and waived application fee, at time of submission, for Bellevue University graduate degree programs. Alumni receive news about the University in the digital online version of *The View*, as well as the monthly AlumniLink email newsletter.

The Alumni Achievement Award is presented to alumni who distinguish themselves in their chosen field of endeavor, by active participation in community service and volunteer organizations, and by generous and selfless giving of time, efforts, talents, and financial support to further the mission of Bellevue University.

Alumni can access career and social networking sites and blogs at https://www.bellevue.edu/about/about-us/social-networking/. A complete listing and more details of alumni benefits at Bellevue University are at bellevue.edu/alumni-and-friends.

Contact the Alumni Office at 402-557-7293 or toll-free at 1-800-756-7920, ext. 557-7293, or email alumni@bellevue.edu.

Academic Calendar

Graduation conferrals occur monthly.

Fall Session: 2023

8/28/23 . . . . . Classes Begin
9/3/23 . . . . . Last Day for Late Registration or Adding a Class
9/4/23 . . . . . Labor Day – University Closed
10/17/23 . . . . . Last Day to Drop a Class or Change to "Audit"
11/18/23 . . . . . Fall Session Ends

Winter Session: 2023 – 2024

11/27/23 . . . . . Classes Begin
12/3/23 . . . . . Last Day for Late Registration or Adding a Class
12/20/23 . . . . . Holiday Break Begins at 8:00 a.m.
1/3/24 . . . . . Classes Resume
1/30/24 . . . . . Last Day to Drop a Class or Change to "Audit"
1/27/24 . . . . . Winter Commencement Ceremony
3/2/24 . . . . . Winter Session Ends

Spring Session: 2024

3/11/24 . . . . . Classes Begin
3/17/24 . . . . . Last Day for Late Registration or Adding a Class
4/30/24 . . . . . Last Day to Drop a Class or Change to "Audit"
5/27/24 . . . . . Memorial Day – University Closed
6/1/24 . . . . . Spring Commencement Ceremony
6/1/24 . . . . . Spring Session Ends

Summer 10-Week Session: 2024

6/3/24 . . . . . Classes Begin
6/9/24 . . . . . Last Day for Late Registration or Adding a Class
7/4/24 . . . . . Independence Day – University Closed
7/15/24 . . . . . Last Day to Drop a Class or Change to "Audit"
8/10/24 . . . . . Summer Session Ends

Summer 11-Week Session: 2024

6/3/24 . . . . . Classes Begin
6/9/24 . . . . . Last Day for Late Registration or Adding a Class
7/4/24 . . . . . Independence Day – University Closed
7/19/24 . . . . . Last Day to Drop a Class or Change to "Audit"
8/17/24 . . . . . Summer Session Ends

Fall Session: 2024

8/26/24 . . . . . Classes Begin
9/1/24 . . . . . Last Day for Late Registration or Adding a Class
9/2/24 . . . . . Labor Day - University Closed
10/16/24 . . . . . Last Day to Drop a Class or Change to "Audit"
11/17/24 . . . . . Fall Session Ends

Winter Session: 2024 – 2025

11/25/24 . . . . . Classes Begin
12/1/24 . . . . . Last Day for Late Registration or Adding a Class
12/23/24 . . . . . Holiday Break Begins at 8:00 a.m.
1/6/25 . . . . . Classes Resume
1/25/25 . . . . . Winter Commencement Ceremony
1/29/25 . . . . . Last Day to Drop a Class or Change to "Audit"
3/2/25 . . . . . Winter Session Ends

Spring Session: 2025

3/10/25 . . . . . Classes Begin
3/16/25 . . . . . Last Day for Late Registration or Adding a Class
4/30/25 . . . . . Last Day to Withdraw from Class
5/26/25 . . . . . Memorial Day – University Closed
6/1/25 . . . . . Spring Session Ends
6/7/25 . . . . . Spring Commencement Ceremony

Summer 10-Week Session: 2025

6/2/25 . . . . . Classes Begin
6/8/25 . . . . . Last Day for Late Registration or Adding a Class
7/4/25 . . . . . Independence Day – University Closed
7/15/25 . . . . . Last Day to Drop a Class or Change to "Audit"
8/10/25 . . . . . Summer Session Ends

Summer 11-Week Session: 2025

6/2/25 . . . . . Classes Begin
6/8/25 . . . . . Last Day for Late Registration or Adding a Class
7/4/25 . . . . . Independence Day – University Closed
7/19/25 . . . . . Last Day to Drop a Class or Change to "Audit"
8/17/25 . . . . . Summer Session Ends

Certificate Programs

Majors	Academic Offering	Accelerated	Cohort	In-Class	Online
Digital Marketing	Certificate		•		•
Medical Cannabis	Certificate		•		•
Mental Health Technician	Certificate		•		•
Natural Resource Management	Certificate		•		•

Note: For objectives and outcomes of each major visit the Degree and Program page at www.bellevue.edu. To view the course descriptions and course credits go to pages 143–239.

Digital Marketing

College of Business

The Digital Marketing Certificate program is designed to equip students with in-demand digital marketing skills applicable to a wide range of career pathways and industries. Foundational digital marketing concepts and skills are emphasized throughout the program. Students complete the coursework in an environment that simulates a work environment where students complete tasks and projects that build toward the completion of a portfolio of work.

Certificate Requirements (18 credit hours)
All course requirements listed below are 3 credit hours each unless otherwise indicated.

BA 235 Foundations and Strategy of Marketing
BA 303 Marketing Content Strategy and Branding
BA 304 Marketing Analytics and Performance Optimization
BA 306 Social Media Marketing
BA 320 Search and Display Advertising
BA 325 Email Marketing

Medical Cannabis

College of Science and Technology

The certificate is taught online and is designed for learners who wish to enter the medical or adult cannabis market, work in dispensaries, CBD stores, or at other retail or medical outlets that require an understanding of medical cannabis. It provides an introduction to key terms and aspects of the cannabis industry, and the legal landscape of cannabis products. This certificate is ideal for learners and health professionals who want to gain an understanding of how cannabis works in the body, the therapeutic and medicinal uses, and how it can be used in their professional practice and personal life to treat disease and improve life. This certificate does not provide hands-on experiential learning such as cultivation or processing. Learners must consult federal, state, and local laws to determine which part of the certificate content is applicable to operate legally.

This certificate/instruction does not qualify learners to provide medical advice, diagnosis, or treatment. instruction does not, and is not intended to, constitute legal advice. Bellevue University does not promote or condone illegal possession, consumption, use, cultivation, or sale of cannabis in any way. Learners should consult an attorney to obtain legal advice with respect to federal, state, and local laws concerning cannabis.

Certificate Requirements (16 credit hours)
All course requirements listed below are 3 credit hours each unless otherwise indicated.

CAN 100 Cannabis industry
CAN 110 Cannabis and Women's Health (1 credit hour)
CAN 112 Cannabis and Men's Health (1 credit hour)
CAN 114 Cannabis and Child and Adolescent Health (1 credit hour)
CAN 116 Cannabis and Senior Health (1 credit hour)
CAN 118 Formulating with Cannabis (1 credit hour)
CAN 120 Cannabis and Animal Health (1 credit hour)
CAN 122 The Next Wave of Botanical Supplements (1 credit hour)
CAN 124 Legal Landscape of Cannabis Products (2 credit hours)
CAN 200 Medical Cannabis
CAN 210 Cannabis Palliative Care (1 credit hour)

Mental Health Technician

College of Arts and Sciences

Prepares students to address the health needs of patients with emotional or mental disabilities, and their families. Students learn to address the emotional and physical well-being of individuals professionally and ethically in hospitals, service agencies, schools, and other organizations that provide emotional or mental health care. Courses focus on standards of practice, identification of needs, treatment planning, and service delivery. Skills include communication, planning, and collaboration to assist clients and families.

Certificate Requirements (16 credit hours)
All course requirements listed below are 4 credit hours each unless otherwise indicated.

- HS 110 Professional Standards of Practice
- HS 111 Psychiatric Disorders
- HS 220 Treatment Planning and Implementation
- HS 222 Functions of Service Delivery

This certificate program is not designed or intended to lead to or qualify students for any type of professional licensure or certification.

Natural Resource Management

College of Science and Technology

The Certificate Program in Natural Resource Management is designed for those who are seeking skills important for a career in natural resource management or a related environmental field. The program offers a broad understanding of the ecological, social, and legal considerations in managing and addressing natural resource issues in the United States. Policies that govern natural resource management will also be discussed. This certificate is also appropriate for those who have a cross-disciplinary interest in this field.

Certificate Requirements (16 credit hours)
All course requirements listed below are 4 credit hours each unless otherwise indicated.

- BI 316 introduction to Environmental Laws
- BI 317 Society and the Environment
- BI 318 Natural Resource Management and Conservations
- BI 319 introduction to Geographic information Systems

Associate's Degree Programs

Majors	Academic Offering	Accelerated	Cohort	In-Class	Online
Business	AS				•
Multidisciplinary Studies	AS				•

Note: For objectives and outcomes of each major visit the Degree and Program page at www.bellevue.edu. To view the course descriptions and course credits go to pages 143–239.

Business

College of Business

The 60-credit hour Associate of Science in Business degree is designed to prepare students for a wide range of entry-level business career occupations. The program builds fundamental knowledge, skills and abilities in core business functions and operations, leadership and management practices, data literacy and technology skills, and ethical marketing communications in a global environment. Students will develop business career readiness and may choose electives which align with their career interests.

Business (AS) (60 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Foundation Courses (13 credit hours)

EN 101 Composition I
OR
EN 111 Composition and the Pursuit of Happiness
EN 102 Composition II
OR
EN 112 Writing the Future Today
LA 105 Success in Higher Education (1 credit hour)
MA 101 Intermediate Algebra
OR
MA 102 College Algebra
OR
MA 215 Applied Statistics
CA 107 Public Speaking in the Digital Age

Integrative Courses (12 credit hours)

Human Civilization

BA 206 Foundations of International Business

Human Thought and & Expression

CA 208 Critical Thinking and Communication
OR
CA 209 Diversity, Inclusion and Communication

Technology

CIS 121 Microsoft office 365

Human Behavior

ECN 202 Microeconomics

Major Requirements (23 credit hours)

AC 205 Financial Accounting
BA 101 Introduction to Business
BA 102 Financial and Data Skills for Managers
BA 103 Applied Business in Action (1 credit hour)
BA 203 Business Dynamics/Simulation (1 credit hour)
BA 232 Principles of Management
BA 252 Principles of Marketing
MGMT 150 Essential Management Skills
MGMT 175 Effective Leadership Practices

Electives Requirements (12 credit hours)

Choose 12 credit hours

AC 206 Managerial Accounting
BA 110 Personal Finance
BA 212 Customer Service Essentials
BA 222 Intermediate Computer Concepts and Applications
BA 230 Introduction to Entrepreneurship
BHMC 200 Healthcare Operations Management
CA 105 Introduction to Business and Professional Communication
CIS 122 Emerging Technologies
CIS 133 Introduction to Project Management
ECN 201 Macroeconomics
HR 101 Employment Law: Equal Employment
HR 102 Employment Law: Compensation, Benefits, Safety, and Employee Relations Related Laws
HR 103 HR Current Trends and Topics
SM 105 Introduction to Sport Management
SM 210 Sport Public Relations and Communications
SM 240 Sport Ethics

Multidisciplinary Studies

College of Science and Technology

The Associate of Science in Multidisciplinary Studies degree is designed for students who want to apply information from multiple disciplines to better understand and solve problems in their workplace environment. Courses in areas such as technology, business, communication, science, critical thinking, math, and history allow students to develop a variety of skills applicable to many workforce settings. The AS MS allows students to discover areas of strength and interest while developing a multidisciplinary base of knowledge that prepares them to seamlessly transition into a Bachelor's degree program.

Multidisciplinary Studies with an Emphasis in Workforce Development (AS) (60 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Framework Requirements (9 credit hours)

MA 100 Introduction to Algebra I
EN 100 Introduction to English
STS 110 Skills for Success

Integrative General Education Requirements (27 credit hours)

Basic Communication (9 credit hours)

EN 101 Composition I
OR
EN 111 Composition and the Pursuit of Happiness
EN 102 Composition II
OR
EN 112 Writing the Future Today – 3 credits
CA 107 Public Speaking in the Digital Age

Mathematics (3 credit hours)

MA 101 intermediate Algebra
OR
MA 135 Math in Everyday Life
OR
Any Mathematics course at 100 or 200 level (excluding MA 100 and MA 140 Business Math)

Technology (3 credit hours)

Select one 100- or 200-level course in Computer Science or interdisciplinary Computing.

Human Behavior (3 credit hours)

Choose one course at the 100 or 200 level from the following areas:

- Anthropology
- Economics
- Political Science
- Psychology
- Sociology
- EDUC 240 Educational Psychology/Human Growth and Development

Human Civilization (3 credit hours)

Choose one course at the 100 or 200 level from the following areas:

- Culture
- History
- Human Geography (except for GE 105 or GE 205)
- International Studies
- Women's Studies

Human Thought & Expression (3 credit hours)

Choose one course at the 100 or 200 level from the following areas:

- American Sign Language
- Art
- Art History
- Communication (any CA course CA 202 or higher)
- Dramatic Arts
- English
- Foreign Languages
- Graphic Design (GD 116, GE 210, or GD 211 only)
- Humanities
- Literature
- Music
- Philosophy
- Religion

Natural Science (3 credit hours)

Choose one course at the 100 or 200 level from the following areas:

- Biology
- Chemistry
- Geology
- Geography (courses in Physical Geography, Environmental Geography, or Meteorology)
- Natural Science
- Physics

Multidisciplinary Studies Major and Workforce Development Emphasis (24 credit hours)

Quantitative, Problem-Solving, and Technology (6 credit hours)

Select two of the following courses:

(Course selections must be beyond those already taken to fulfill other requirements.)

BSIT 200 Computer Hardware and Software Management
CIS 103 Digital Media Storytelling
CIS 111 Computer Fundamentals
CIS 115 Information Privacy and Security
CIS 121 Microsoft office 365
CIS 212 Communicating in a Digital World
CIS 245 Introduction to Programming
CYBR 250 Introduction to Cyber Threats, Technologies and Security
DSC 101 Intro to Data Science
ECN 201 Macroeconomics
ECN 202 Microeconomics
GD 116 Problem Solving + Idea Generation
GD 210 Design Basics

GD 211 Design Basics II
MA 215 Applied Statistics
SYS 101 Critical Thinking and Problem Solving
SYS 215 Design Thinking

Communication, Collaboration, and Leadership
(6 credit hours)

Select two of the following:

AC 205 Financial Accounting
BA 110 Personal Finance
BA 230 Introduction to Entrepreneurship
BA 232 Principles of Management
BA 252 Principles of Marketing
CA 105 Introduction to Business and Professional Communication
CA 110 Working with Emotional intelligence
CA 209 Diversity, inclusion, and Communication
CIS 133 Introduction to Project Management
FMLD 175 Business Leadership
FMLD 150 Business Management
PBLR 150 Business Management
PBLR 175 Business Leadership
PH 106 Ethics in America
PY 101 Introduction to Psychology
SO 101 Introduction to Sociology

Additional Requirements (12 credit hours)

Select four courses from the following:

(Course selections must be beyond those already taken to fulfill other requirements.)

SYS 215 Design Thinking
DSC 101 Intro to Data Science
SYS 101 Critical Thinking and Problem Solving
MA 215 Applied Statistics
MA 135 Math in Everyday Life
CIS 245 Introduction to Programming
ECN 201 Macroeconomics
CYBR 250 Introduction to Cyber Threats, Technologies and Security
CIS 111 Computer Fundamentals
CIS 115 Information Privacy and Security
CIS 121 Microsoft office 365
CIS 212 Communicating in a Digital World
CA 105 Introduction to Business and Professional Communication
FMLD 175 Business Leadership
FMLD 150 Business Management
CIS 133 Introduction to Project Management
CA 110 Working with Emotional intelligence
CA 209 Diversity, inclusion, and Communication
NS 110 Environmental Science in Modern Culture
PBLR 150 Business Management
PBLR 175 Business Leadership
PY 101 Introduction to Psychology
SO 101 Introduction to Sociology
PH 106 Ethics in America

Bachelor's Degree Programs

Majors	Academic Offering	Accelerated	Cohort	In-Class	Online
Accounting	BS			•	•
Behavioral Science	BS	•	•	•	•
Biology	BS			•	
Business	BS	•	•	•	•
Business Administration	BS			•	•
Business Analysis and Management	BS	•	•		•
Business Analytics	BS				•
Business Management and Leadership	BS	•	•		•
Child Protection and Juvenile Justice	BS	•	•		•
Communication Studies	BA			•	•
Computer Information Systems	BS/BAS			•	•
Computer Science	BS				•
Criminal Justice (Cohort)	BS	•	•	•	•
Criminal Justice (Traditional)	BS	•	•	•	•
Cybersecurity (Cohort)	BS	•	•	•	•
Cybersecurity (Traditional)	BS			•	•
Data Science	BS				•
Education	BS			•	
Emergency Management	BS	•	•	•	•
Finance	BS			•	•
Graphic Design	BA				•
Health and Human Performance	BS			•	
Health Science	BS				•
Health Studies	BS	•	•		•
Healthcare Management	BS	•	•	•	•
History	BS			•	•
Hospitality Management	BS		•	•	•
Information Technology	BS				•
Intelligence and Security Studies	BS				•
International Business Administration	BS			•	•
Leadership	BS	•	•	•	•
Legal Studies	BS	•	•	•	•
Management	BS	•	•		•
Management Information Systems	BS	•	•	•	•
Management of Human Resources	BS	•	•	•	•
Marketing	BS	•	•		•
Mathematics	BS			•	•
Nursing (RN to BSN)	BS	•	•		•
Professional Psychology	BS	•	•		•
Project Management	BS	•	•	•	•
Psychology	BA/BS			•	•
Public Health	BS			•	•
Security Management	BS	•	•	•	•
Software Development	BS		•		•
Sport Management	BA/BS			•	•
Supply Chain and Logistics Management (Traditional)	BS			•	•
Supply Chain, Transportation and Logistics Management	BS	•	•	•	•
Sustainability Management	BS	•	•	•	•
Web Development	BS		•		•

Note: For objectives and outcomes of each major visit the Degree and Program page at www.bellevue.edu. To view the course descriptions and course credits go to pages 143–239.

Behavioral Science

College of Arts and Sciences

The Bachelor of Science in Behavioral Science major is an accelerated cohort program alternative to the traditional BA/BS program. The Behavioral Science Degree is for students who want to work in the human services field. In addition, this curriculum provides the foundation for students who wish to pursue the Master of Arts in Human Services (a program designed for human service agency administrative leadership) or Master of Science in Clinical Mental Health Counseling (a program designed for licensure preparation in mental health fields).

The BSA program incorporates a full range of "learning skills" needed by all professionals and involves students in assessment processes that lead to quality "integrated" performances. The emphasis on activities, assignments, and projects that lead to transferable learning outcomes is a significant educational feature in preparation for future professional and educational opportunities.

The foundation knowledge includes major concepts and theories of psychology, sociology, and counseling, with emphasis on applications to examples in human services or to personal areas of improvement. Applied experience is an important component that helps the student deepen a reflective understanding of self, of diverse populations of clients, and of agencies that provide services.

Major Requirements (40 credit hours)
All course requirements listed below are 4 credit hours each unless otherwise indicated.

HS 302 Foundations for Professional Success in Behavioral Science
HS 311 Introduction to Human Services
HS 321 Research and Data Analysis
HS 350 Multicultural and Diversity in Human Services
HS 314 Social Deviance and Psychopathological Perspectives
HS 412 Counseling Microskills for Human Service Professionals
HS 339 Counseling Theories
HS 421 Applied Human Growth and Development
HS 442 Treatment Strategies and Ethical Considerations
HS 461 Behavioral Science Capstone

In addition to the Behavioral Science major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (50 credits). Total degree requirements are 127 credit hours.

Child Protection and Juvenile Justice

College of Arts and Sciences

The Child Protection and Juvenile Justice accelerated cohort program develops the skills and knowledge base needed for a career in working with at-risk children, juveniles, and their families. Areas of study include assessment, intervention, negotiation, victimology, and psychological disorders that affect children and adolescents. The juvenile justice system is introduced, with a focus on legal concepts and procedures. The complexity and diversity of working with families in relation to community resources are emphasized.

Major Requirements (40 credit hours)
All course requirements listed below are 4 credit hours each unless otherwise indicated.

CPJJ 300 Foundations for Professional Success in Child Protection and Juvenile Justice
CPJJ 301 Introduction to Case Management and Assessment
CPJJ 310 Intervention Strategies
CPJJ 320 Interviewing and Negotiating
CPJJ 330 Introduction to Juvenile Justice
CPJJ 402 Child and Juvenile Protection Law
CPJJ 411 Victimology and Trauma
CPJJ 421 Child and Adolescent Psychopathology
CPJJ 342 Family Dynamics and Community Involvement
CPJJ 435 Child Protection/Juvenile Justice Capstone

In addition to the Child Protection and Juvenile Justice major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (50 credits). Total degree requirements are 127 credit hours.

Communication Studies

College of Arts and Sciences

Communication Studies students develop essential communication skills necessary for success in our society. Central to the communication discipline is the understanding and application of theory required for effective oral and written discourse. A major in Communication Studies provides a firm foundation for careers requiring strong communication skills. A minor in Communication Studies complements and strengthens virtually every selected field of study. You should complete the Oral Communication and Written Communication requirements of the Integrative General Education Core Curriculum in the first 30 credit hours of study at Bellevue University. The dynamic communication skills these Integrative General Education Core Curriculum courses provide enhance your performance throughout the educational process.

Major Requirements (36 credit hours)
All course requirements listed below are 3 credit hours each unless otherwise indicated.

Communication Core (15 credit hours)

CA 107 Public Speaking in the Digital Age
CA 208 Critical Thinking and Communication
CA 309 Communication: Putting Theory Into Practice
CA 351 Communication in the Digital Age
CA 460 Communication Studies Capstone

Additional Courses (21 credit hours)

Select seven additional Communication Arts Courses (21 credit hours; 12 hours must be upper-level) to complete the major requirements or complete Emphasis in Mass Media or Organizational and Strategic Communications Emphasis requirements.

Emphasis in Mass Media Requirements (21 credit hours)

CA 203 Understanding Mass Media
CA 228 Writing for Media
CCA 312 Media Literacy

Select four additional Communication Arts Courses (12 credit hours) to complete the major requirements; 6 of these hours must be upper-level courses.

Emphasis in Organizational and Strategic Communication Requirements (21 credit hours)

CA 105 Introduction to Business and Professional Communication
CA 308 Business Communication
CA 323 Public Relations
CA 325 Organizational Communications
AND
Corporate Communication Cluster
CA 326 Introduction to Corporate Communication
CA 400 Managing Internal Communications
CA 426 Building Effective Organizations

In addition to the Communication Studies major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (54 credits). Total degree requirements are 127 credit hours.

Communication Studies Minor

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Minor Requirements (18 credit hours)

CA 107 Public Speaking in the Digital Age
CA 208 Critical Thinking and Communication
CA 309 Communication: Putting Theory Into Practice
CA 351 Communication in the Digital Age
CA 460 Communication Studies Capstone
Select one additional Communication Arts course (3 credit hours).

Organizational Communication Minor

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Minor Requirements (18 credit hours)

CA 107 Public Speaking in the Digital Age
CA 208 Critical Thinking
CA 309 Communication: Putting Theory Into Practice
CA 351 Communication in the Digital Age
CA 460 Communication Studies Capstone
Select one additional Communication Arts Course (3 credit hours) to complete minor requirements.

Health and Human Performance

College of Arts and Sciences

The Health and Human Performance degree is designed for students to gain the knowledge and skills needed for success in careers related to health, fitness, and physical performance. Students will learn to analyze current situations related to health or performance, and then create recommendations for improvement. Due to a wide range of careers available within this industry, students have the opportunity to choose an individualized path associated with teaching physical education, fitness/coaching, or as a pre-professional.

Major Requirements (36-42 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Core (15 credit hours)

HHP 201 Foundations of Health and Human Performance
HHP 310 Exercise Physiology
HHP 350 Kinesiology and Body Movement
HHP 405 Fitness Management
PHE 360 Personal and Community Health

Choose one Track below:

Pre-Professional (26 credit hours)

BI 201 Anatomy and Physiology I (4 credit hours)
BI 202 Anatomy and Physiology II (4 credit hours)
HHP 230 Functional Anatomy
HHP 270 Care and Prevention of Athletic Injuries
HHP 490 Internship in Health and Human Performance
HHS 240 Nutrition for Healthy Living
MA 215 Applied Statistics
PY 101 Introduction to Psychology

Fitness & Coaching Track (27 credit hours)

CA 315 Health Communication
HHP 210 Sport Psychology
HHP 230 Functional Anatomy
HHP 325 Pathophysiology
HHP 375 Motor Learning
HHP 490 Internship in Health and Human Performance
HHS 240 Nutrition for Health Living
SM 310 Contemporary Issues in Sport
SM 360 Legal Aspects of Sport and Physical Activity

Physical Education Track (21 credit hours)

In order to complete the Physical Education Track, students must have declared the Secondary Teacher Education Program.

HHP 220 Physical Activity I
HHP 221 Physical Activity II
HHP 230 Functional Anatomy
HHP 320 Adapted Physical Education
HHP 375 Motor Learning
HHP 380 Administration & Evaluation of Physical Education

*Choose one of the following***:**

CA 315 Health Communication
HHS 240 Nutrition for Healthy Living
SM 310 Contemporary Issues in Sport

In addition to the Health and Human Performance major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (48-54 credits). Total degree requirements are 127 credit hours.

Athletic Coaching Minor (18 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Minor Requirements

HHP 210 Sport Psychology
HHP 260 Athletic Coaching Theory I
HHP 360 Athletic Coaching Theory II
HHP 375 Motor Learning
SM 310 Contemporary Issues in Sport

Select one course from the following:

CA 204 Interpersonal Communication
HHP 252 American Red Cross: Responding to Emergencies
HHP 270 Care and Prevention of Athletic Injuries

History

College of Arts and Sciences

This program is intended to attract individuals seeking a foundational degree in the study of the history of Western Civilization. The degree will serve students seeking employment in a variety of professions including park services, museum curatorship, historical societies, and international relations. Students wishing to study advanced degrees in education, political science, or law will also find this degree highly useful.

History Major Requirements (30 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

HI 110 World History I
HI 111 World History II
HI 151 American History to 1877
HI 152 American History from 1877
HI 205 History of Nebraska
HI 323 Civil War and Reconstruction
HI 353 America since 1945
HI 375 The Second World War
HI 408 Foundations of Eastern Civilization
HI 411 Social and Political Movements in Western Civilization

In addition to the History major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (60 credits). Total degree requirements are 127 credit hours.

History Minor Requirements (18 credit hours)

Complete 18 credit hours of HI courses; 9 credits must be upper-level to complete the minor requirement**.** See pages 190–191 for a listing of all History courses.

Interdisciplinary Minor

Minor Requirements (18 credit hours)

- 9 in-residence credit hours
- 9 upper-level credits with a minimum of 6 upper-level in residence
- Students must achieve a GPA of 2.5 or above in courses taken in the Interdisciplinary Minor.

Additional Stipulations

- Students must have completed 30 credit hours and have a declared major in order to declare the Interdisciplinary Minor.
- No more than 9 credit hours from a major or another minor may apply toward the Interdisciplinary Minor
- Students may only take one Interdisciplinary Minor per undergraduate degree.

Kinesiology

College of Arts and Sciences

The Kinesiology degree is designed for students to gain the knowledge and skills needed for success in professional careers related to health.

Major Requirements (57 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

HHP 201 Foundations of Health and Human Performance
HHP 230 Functional Anatomy
HHP 310 Exercise Physiology
HHP 350 Kinesiology and Body Movement
PHE 360 Personal and Community Health
BI 100 Introduction to Biological Systems
BI 105 Biological Investigation Laboratory (1 credit hour)
BI 201 Anatomy and Physiology I (4 credit hours)
BI 202 Anatomy and Physiology II (4 credit hours)
HHP 270 Care and Prevention of Athletic Injuries
HHP 490 Internship in Health and Human Performance
HHP 375 Motor Learning
HHS 240 Nutrition for Healthy Living
MA 215 Applied Statistics
PY 101 Introduction to Psychology
CH 115 Chemistry I (4 credit hours)
CH 116 Chemistry II (4 credit hours)
PC 115 General Physics I (4 credit hours)

In addition to the Kinesiology major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (33 credits). Total degree requirements are 127 credit hours.

Professional Psychology

College of Arts and Sciences

Applied psychology offers a broad set of opportunities in today's workforce. The Bachelor of Science in Professional Psychology is designed to provide a general knowledge base in psychology while allowing you to focus study in the areas of counseling, aging studies, and industrial/organizational psychology.

This accelerated, cohort format gives you opportunities to network with others and improve your skills in critical thinking, scientific reasoning, communication, and professional decision-making. This accelerated psychology degree program is available online and includes a capstone course in which students prepare for the workforce or future education.

Major Requirements (36 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

Core (28 credit hours)

PPSY 300 Psychology Basics
PPSY 311 Human Development across the Lifespan
PPSY 321 Abnormal Psychology
PPSY 330 Contemporary Psychology
PPSY 340 Ethics, Responsibility, and Professionalism
PPSY 400 Research and Data Analysis
PPSY 440 Capstone – Professional Psychology

Emphases (8 credit hours)

Select an 8-credit hour emphasis.

Industrial and Organizational Psychology Emphasis

PPSY 406 Human Resources and Organizational Psychology
PPSY 410 Industrial/Organizational Psychology

Aging Studies Emphasis

PPSY 415 Successful Aging
PPSY 420 Programs and Services

Foundations for Counseling Emphasis

PPSY 425 Premises of Mental Health
PPSY 430 Mental Health Practices

In addition to the Professional Psychology major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (55 credits). Total degree requirements are 127 credit hours.

Psychology

College of Arts and Sciences

Psychology majors learn about human behavior from a variety of theoretical and applied orientations both traditional and contemporary. The major is designed for you if you plan on pursuing graduate school, or if you plan to enter a career in psychology or human services following your bachelor's degree work, Emphasis is placed on developing the ability to understand and apply research design and to evaluate psychological concepts and applications. You will conduct your own empirical or scholarly research in preparation for graduate study, and as a means to demonstrate good evidence-based practice skills. You also may choose to work in internship settings as a way to learn more about applications of psychology in human service agencies or other settings. As a psychology major or minor, you are encouraged to seek advising on all aspects of your future career from the psychology faculty.

Many of you will present your research at conferences sponsored by the Nebraska Psychological Society, the Nebraska Psychological Association, and regional organizations. These conferences provide opportunities for you to not only present their work but to interact and network with students and faculty from other colleges and universities in Nebraska and nearby states. Bellevue University psychology majors have also had their research published in the Journal of Psychological Inquiry, one of only three journals in the United States dedicated to undergraduate research.

Psychology (BA)

Major Requirements (40 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

PY 101 Introduction to Psychology
PY 200 Careers in Psychology (1 credit hour)
PY 250 Statistics for the Behavioral Sciences (4 credit hours)
OR
MA 215 Applied Statistics
PY 340 Culture and Psychology
PY 353 Introduction to Psychological Research (4 credit hours)
PY 354 Experimental Psychology (4 credit hours)
PY 400 Advanced Studies in Psychology

Group A – Select one course from the following:

PY 211 Human Development
PY 222 Human Sexuality
PY 235 Fundamentals of Counseling

Group B – Select one course from the following:

PY 311 Abnormal Psychology
PY 345 Social Psychology
PY 382 Psychology of Women
PY 444 Psychology and Religion

Group C – Select two courses from the following:

PY 301 Personality Theory
PY 318 Health Psychology
PY 320 Human Memory and Cognition
PY 368 Learning Theory
PY 371 Biological Psychology
PY 375 History of Psychology

Students choosing to complete a BA in Psychology must also complete the following courses (can be completed as part of the Integrative General Education Core requirements):

BI 203 Genetics & Cellular Biology
OR
BI 206 Nutrition through the Life Span
SP 101 Elementary Spanish 1
OR
A culture course

Psychology (BS)

Major Requirements (41 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

PY 101 Introduction to Psychology
PY 200 Careers in Psychology (1 credit hour)
PY 250 Statistics for the Behavioral Sciences (4 credit hours)
OR
MA 215 Applied Statistics
PY 340 Culture and Psychology
PY 353 Introduction to Psychological Research (4 credit hours)
PY 354 Experimental Psychology (4 credit hours)
PY 400 Advanced Studies in Psychology

Group A – Select one course from the following:

PY 211 Human Development
PY 222 Human Sexuality
PY 235 Fundamentals of Counseling

Group B – Select one course from the following:

PY 311 Abnormal Psychology
PY 345 Social Psychology
PY 382 Psychology of Women
PY 444 Psychology and Religion

Group C – Select two courses from the following:

PY 301 Personality Theory
PY 318 Health Psychology
PY 320 Human Memory and Cognition
PY 368 Learning Theory
PY 371 Biological Psychology
PY 375 History of Psychology

Students choosing to complete a BS in Psychology must also complete the following courses (can be completed as part of the Integrative General Education Core requirements):

MA 102 College Algebra
One laboratory science course in Biology or Chemistry

In addition to the Psychology major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (50-51 credits). Total degree requirements are 127 credit hours.

Psychology Minor

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Minor Requirements (19 credit hours)

PY 101 Introduction to Psychology
PY 353 Introduction to Psychological Research (4 credit hours)

Choose one of the following PY Courses:

PY 301 Personality Theory
PY 318 Health Psychology
PY 320 Human Memory & Cognition
PY 345 Social Psychology
PY 368 Learning Theory
PH 371 Biological Psychology

Three additional PY courses (300-400 level)

Public Health

College of Arts and Sciences

The Bachelor of Science Degree in Public Health is a degree program that will prepare students for a career in health education in positions with federal, state and local health agencies, education systems, community agencies, and other public service agencies.The program includes content on health behavior, health literacy, and program planning for health education as well as emphasizing critical thinking, problem-solving skills, and communication skills.

Major Requirements (50 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Core (41 credit hours)

BI 201 Anatomy and Physiology I (4 credit hours)
BI 202 Anatomy and Physiology II (4 credit hours)
BI 206 Nutrition Through the Lifespan
CA 315 Health Communication
HHS 260 Gender and Culture
PHE 200 Introduction to Public Health Education
PHE 210 Understanding Health Research
PHE 230 Foundations of Health Behavior
PHE 310 Public and Consumer Health Literacy
PHE 330 Epidemiology
PHE 360 Personal and Community Health
PH 410 Medical Ethics and Leadership
PY 211 Human Development

Electives (9 credit hours)

Choose three courses from the following:

PHE 410 Foundations of School Health
PHE 415 Public Health Disaster Management
PHE 430 School Health Education and Planning
PHE 420 Program Planning for Community Health
PHE 450 School Program Evaluation
PHE 460 Evaluate Methods for Community Health
PHE 480 Health Education Program Administration

In addition to the Public Health major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (33 credits).Total degree requirements are 127 credit hours.

Sport Management

College of Arts and Sciences

The Sport Management program prepares students to enter sport management careers with the knowledge and skills, including critical thinking, communication, management, problem-solving, and leadership, required to be successful in today's sport industry. Students are encouraged to pursue a Business Administration minor, which enhances the knowledge and skills of the Sport Management major.

Sport Management (BA)

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

AC 205 Financial Accounting
EN 321 Business Communication: Professional Writing, Speaking, and Research
SM 105 Introduction to Sport Management
SM 210 Sport Public Relations and Communication
SM 240 Sport Ethics
SM 310 Contemporary Issues in Sport
SM 350 Sport Facility and Event Management
SM 360 Legal Aspects of Sport and Physical Activity

SM 405 Sport Management
SM 410 Sport Marketing
SM 465 Sport Finance
SM 490 Internship in Sport Management

Sport Management (BS)

Major Requirements (39 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

AC 205 Financial Accounting
EN 321 Business Communication: Professional Writing, Speaking, and Research
SM 105 Introduction to Sport Management
SM 210 Sport Public Relations and Communication
SM 240 Sport Ethics
SM 310 Contemporary Issues in Sport
SM 350 Sport Facility and Event Management
SM 360 Legal Aspects of Sport and Physical Activity
SM 405 Sport Management
SM 410 Sport Marketing
SM 465 Sport Finance
SM 490 Internship in Sport Management
MA 215 Applied Statistics

In addition to the Sport Management major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (51-54 credits). Total degree requirements are 127 credit hours.

Sport Management Minor

Minor Requirements (18 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

SM 105 Introduction to Sport Management
SM 210 Sport Public Relations and Communication
SM 350 Sport Facility and Event Management
SM 360 Legal Aspects of Sport and Physical Activity
SM 405 Sport Management
SM 410 Sport Marketing

Women's Studies Minor

Minor Requirements (18 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Nine of the credit hours for the minor must be upper-level courses.

WS 101 Introduction to Women's Studies
WS 401 Women's Studies Seminar

Choose six credit hours from the following courses:

BI 340 Biology of Women
CA 304 Gender Communications
PY 382 Psychology of Women
SO 250 Women in American Society
OR
Minor may include other Women's Studies courses as designated by the Program Director.

Plus, no more than 6 credits hours from:

BI 204 Human Genetics
BI 206 Nutrition Through the Lifespan
PY 211 Human Development
PY 222 Human Sexuality
SO 131 Marriage and Family
SO 142 Sociology of Race and Ethnicity
SO 310 Social Problems

Accounting

College of Business

The Bellevue University bachelor's degree in accounting is designed to prepare students to work in a wide variety of accounting settings, using expertise in financial accounting, cost accounting, auditing, tax accounting, and analysis.

Major Requirements (72 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Common Business Core

AC 205 Financial Accounting
AC 206 Managerial Accounting
BA 222 Intermediate Computer Concepts and Applications
BA 232 Principles of Management
BA 252 Principles of Marketing
BA 312 Principles of Finance
BA 426 Managing Operations in a Changing Economy
BA 439 Business Policy and Strategy†
BA 450 Business Ethics
BA 465A Business Law
CA 308 Business Communication
OR
EN 321 Business Communication: Professional Writing, Speaking and Research
ECN 201 Macroeconomics
ECN 202 Microeconomics
MA 102 College Algebra
MA 215 Applied Statistics

† Must be taken in residence.

Accounting Major Requirements

AC 311 Intermediate Accounting*
AC 312 Intermediate Accounting II*
AC 321 Cost Accounting*
AC 331 Income Tax Accounting*
AC 341 Accounting Information Systems*
AC 416 Advanced Accounting Problems*
AC 442 Financial Auditing*

Plus an additional 6 hours of upper-level accounting electives – Only one upper level tax course can be used for an upper level elective. You can choose one from tax course electives, AC 433 or AC 434 or AC 435 or AC 439.

AC 396 Accounting Internship*
AC 403 Accounting Information Security - Investigations and Analytics
AC 424 Advanced Cost Accounting*
AC 433 Advanced Individual Tax*

AC 434 Taxation of Business Entities*
AC 435 Taxation of Flow-Through Entities *
AC 439 Tax Planning and Strategies*
AC 452 Accounting for Governmental and Non-Profit Entities*
AC 499 Topics in Accounting*

**Courses are the Accounting Major courses (27 credit hours). The overall GPA must be 2.5 or better for these courses and does not include the Common Business Core (45 credit hours).*

Emphasis Option

Business Analytics Emphasis (9 credit hours)

In addition to the requirements of the Accounting major, students who have elected the Business Analytics Emphasis will select three courses from the following:

BAN 200 Statistics for Analytics
BAN 302 Foundation to Business Analytics
BAN 303 SQL for Analytics
BAN 402 Data Visualization

Business Finance Emphasis (10 credit hours)

AC 499 Topics in Accounting*
STS 280 United States Business Culture
STS 290 English Oral Intensive for Business
BA 412A Intermediate Finance
BA 402 Risk Management

In addition to the Accounting major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (27 credits). Total degree requirements are 127 credit hours.

Accounting Minor

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Minor Requirements (15 credit hours)

AC 311 Intermediate Accounting I
AC 312 Intermediate Accounting II
AC 321 Cost Accounting

Plus, two additional accounting courses from the following:

AC 331 Income Tax Accounting
AC 341 Accounting Information Systems
AC 416 Advanced Accounting Problems
AC 424 Advanced Cost Accounting
AC 433 Advanced Individual Tax
AC 434 Taxation of Business Entities
AC 435 Taxation of Flow-Through Entities
AC 439 Tax Planning and Strategies
AC 442 Financial Auditing
AC 452 Accounting for Governmental and Non-Profit Entities

Tax Minor

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Minor Requirements (15 credit hours)

AC 331 Income Tax Accounting
AC 433 Advanced Individual Tax
AC 434 Taxation of Business Entities
AC 435 Taxation of Flow-Through Entities
AC 439 Tax Planning and Strategies

Business

College of Business

The Bachelor of Business Degree Program prepares students to communicate, think, and perform like a business professional.

Major Requirements (40 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

BUSC 384 Foundations of Business
BUSC 387 Applied Business Project 1 (1 credit hour)
BUSC 394 Communications in Business
BUSC 397 Applied Business Project 2 (1 credit hour)
BUSC 404 Management
BUSC 407 Applied Business Project 3 (1 credit hour)
BUSC 414 Human Resources
BUSC 417 Applied Business Project 4 (1 credit hour)
BUSC 424 Marketing
BUSC 427 Applied Business Project 5 (1 credit hour)
BUSC 434 Economics Principles
BUSC 437 Applied Business Project 6 (1 credit hour)
BUSC 444 Finance and Accounting Principles
BUSC 447 Applied Business Project 7 (1 credit hour)

In addition to the Business major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (50 credits). Total degree requirements are 127 credit hours.

Business Administration

College of Business

The Bachelor of Science in Business Administration (BSBA) degree equips students to become valuable contributors to the performance of businesses and organizations. The BSBA provides a strong foundation for career advancement, as well as for advanced graduate business studies such as the MBA. Critical skill development in areas such as communication, problem-solving, and data analysis, integrates with core business knowledge in areas such as accounting, marketing, management, organizational behavior, operations management, finance, and strategic management to establish a strong foundation for application in the business world. Additionally, students apply legal, ethical, and economic standards of business to global business scenarios.

Major Requirements (63 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Common Business Core (45 credit hours)

AC 205 Financial Accounting
AC 206 Managerial Accounting
BA 222 Intermediate Computer Concepts and Applications
BA 232 Principles of Management
BA 252 Principles of Marketing
BA 312 Principles of Finance
BA 426 Managing Operations in a Changing Economy

BA 439 Business Policy and Strategy†
BA 450 Business Ethics
BA 465A Business Law
ECN 201 Macroeconomics
ECN 202 Microeconomics
CA 308 Business Communication
OR
EN 321 Business Communication: Professional Writing, Speaking and Research
MA 102 College Algebra
MA 215 Applied Statistics

† Must be taken in residence.

Business Administration Major Requirements
(18 credit hours)

BA 412A Intermediate Finance
BA 433 Organizational Behavior
BA 437 International and Global Business

Plus an additional 3 courses (9 credit hours) of BA courses selected from any upper-level courses not already required or choose from the Emphases options listed below.

Emphases (9 credit hours)

Accounting Emphasis
Select three courses from the following:

AC 311 Intermediate Accounting I
AC 312 Intermediate Accounting II
AC 321 Cost Accounting
AC 331 Income Tax Accounting
AC 341 Accounting Information Systems

Business Analytics Emphasis

Select three courses from the following:

Students who want the Tableau Business and Data Analytics Certification of Completion will have to take all 4 courses.

BAN 200 Statistics for Analytics
BAN 302 Foundation to Business Analytics
BAN 303 SQL for Analytics
BAN 402 Data Visualization

Finance Emphasis

Select three courses from the following:

BA 402 Risk Management
BA 416A Investments
BA 417 International Finance
BA 418 Cash Management
BA 487 Finance Internship

Human Resource Management Emphasis

Select three courses from the following:

BA 403 Introduction to Human Resource Management
BA 405 Total Rewards: Compensation and Benefit Administration
BA 406 Talent Management: Recruitment/Selection and Training/Development
BA 488 Human Resources Internship

Interdisciplinary Business Emphasis

Select a minimum of 9 credit hours of business administration level coursework (300 or above) not already required from the Business Core Courses or Business Administration Major.

International Management Emphasis

Select three courses from the following:

BA 417 International Finance
BA 456 International Consumer Behavior
BSCL 430 Global Business Law

Marketing Emphasis

Select three courses from the following:

BA 455 Internet Marketing
BA 456 International Consumer Behavior
BA 458 Sales Management
BA 463 Global Brand Marketing
BA 493 Marketing Internship

Supply Chain Emphasis

Select three courses from the following:

BSCL 305 Principles of Supply Chain Management and Logistics
BSCL 310 Supply Chain Sourcing
BSCL 420 Global Logistics Management

In addition to the Business Administration major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (27 credits). Total degree requirements are 127 credit hours.

Business Administration Minor

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Minor Requirements (18 credit hours)

AC 205 Financial Accounting
AC 206 Managerial Accounting
BA 232 Principles of Management
BA 252 Principles of Marketing
BA 312 Principles of Finance
BA 426 Managing Operations in a Changing Economy

Digital Marketing Minor

Minor Requirements (18 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

BA 235 Foundations and Strategy of Marketing
BA 303 Marketing Content Strategy and Branding
BA 304 Marketing Analytics and Performance Optimization
BA 306 Social Media Marketing
BA 320 Search and Display Advertising
BA 325 Email Marketing

Education

College of Business

The Teacher Education Program at Bellevue University is a performance-based program designed to facilitate the personal and professional growth of aspiring teachers and to prepare pre-service teachers to enter the teaching profession. Embedded within the Teacher Education Program the Bachelor of Science in Education major consists of 36 credits of professional education coursework. Also required is a minimum of 125 hours of field experience followed by a semester of clinical practice teaching (student teaching). The curriculum of the Teacher Education Program is designed to conform to the Nebraska Department of Education (NDE) requirements and to Interstate Teacher Assessment and Support Consortium (InTASC) principles, a national set of core teaching standards. These standards are grouped into four categories: The Learner and Learning; Content; Instructional Practice; and Professional Responsibility.

Teacher Education Program

Bellevue University was granted Standard Approval by the Nebraska Department of Education to offer a program that gives students an opportunity to complete a bachelor's degree and become certified in elementary, middle, and secondary education. In addition to completing the 36 credit hours of required major courses, students who seek the Bachelor of Science in Education degree must complete at least 127 credit hours to graduate. They must also obtain initial certification in order to teach in elementary, middle and high schools.

S*tudents applying for professional license or certification should verify the University's offerings meet the requirements with the professional organization.*

Bellevue University has designed this program to meet educational requirements for teacher certification in the state of Nebraska only. In 2022, a change was made to Nebraska state law impacting teacher education preparation and certification with regard to the requirement to take a basic skills competency exam. Based on this change to state law, Bellevue University discontinued the requirement to take basic skills competency exams. However, the Nebraska Department of Education (NDE) has not yet released information on how it will assess and approve candidates for teacher certification without a basic skills competency exam. Bellevue University, along with all other teacher education stakeholders in the state, is awaiting further information from the NDE on how this change to state law will be implemented and precisely how it will impact candidates for teacher certification in the state. This information will be updated upon further action and guidance from the NDE. In the interim, Bellevue University cannot make any representations about the ability to attain teacher certification in the State of Nebraska without passing basic competency exams. Students should contact the NDE for additional information or questions on the changing certification requirements.

This degree program has not been specifically designed to meet the licensure or certification requirements of any other states or jurisdictions. Bellevue University has not determined and does not make any representations regarding this curriculum meeting the educational requirements for licensure or certification in any jurisdictions other than the state of Nebraska. Students are responsible for determining if the program meets their licensure or certification needs in other jurisdictions.

*Consult with an admissions counselor to determine your eligible credits, as well as to verify minimum graduation requirements for this degree. Transfer credits must be from a regionally accredited college or university. Bellevue University makes no promises to prospective students regarding the acceptance of credit awarded by examination, credit for prior learning, or credit for transfer until an evaluation has been conducted.

Major Requirements (36–38 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

EDUC 201 Foundation of Education Principles (2 credit hours)
EDUC 202 Practice of Foundation of Education (1 credit hour)
EDUC 210 Introduction to Teaching (1 credit hour)
EDUC 220 Instructional Technology for Teachers (2 credit hours)
EDUC 230 Human Relations (2 credit hours)
EDUC 241 Principles of Educational Psychology/Human Growth and Development (2 credit hours)
EDUC 242 Principles of Educational Psychology/Human Growth and Development Practicum (1 credit hour)
EDUC 261 Principles of the Exceptional Learner (2 credit hours)
EDUC 262 Principles of the Exceptional Learner Practicum (1 credit hour)
EDUC 361 Reading and Writing Across the Curriculum
EDUC 400 Classroom Management (2 credit hours)
EDUC 410 Assessment and Evaluation in the Classroom (2 credit hours)
EDUC 454 Student Teaching and Seminar* (9 credit hours)
Additional student teaching hours may be required.

Select One Pathway (Secondary Education or Elementary Education):

Secondary Education

Complete the following 2 courses:

EDUC 340 Intermediate Educational Field Experience and Seminar
EDUC 420 Secondary Methods and Practicum

Elementary Education

Complete the following 3 courses:

EDUC 330 Teaching Social Studies in Elementary/Middle Level
EDUC 350 Teaching Language Arts in Elementary/Middle School
EDUC 351 Practicum in Social Studies/Language Arts (2 credit hours)

In addition to the Education major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), a minimum of one field or subject endorsement (31-60 hours), and electives (0-23 hours). Total degree requirements are 127 hours.

Endorsements

Teaching Endorsements are divided into two main categories: Subjects and fields. Subject endorsements are specific to one content area, while field endorsements are broader and enable one to teach in multiple related content areas. Candidates must complete at least one subject endorsement or one field endorsement to become certified. A third category, Supplemental endorsement, may be added to a field or a subject endorsement. Students getting a BS Education degree are required to take select courses unique to each endorsement area. Available endorsements are as follows:

Endorsement	Endorsement Type	Credit Hours Required	Grade Level
006.10 Biology	Subject	40	7-12
006.11 Business, Marketing and Technology	Field	54	6-12
006.13 Chemistry	Subject	41	7-12
006.14 Coaching	Supplemental	15	7-12
006.20 Elementary Education	Field	42	K-6
006.23 English as a Second Language	Supplemental	15	PK-12
006.28 Health Education	Subject	31	7-12
006.31 History	Subject	36	7-12
006.35 Information Technology	Supplemental	18	PK-12
006.39 Mathematics	Field	36	6-12
006.36 Middle Level Education	Subject	38 – 40	5-9
006.42 Physical Education	Subject	33	7-12
006.45 Psychology	Subject	40	7-12
006.53 Science	Field	48	7-12
006.51 Secondary English	Subject	45	7-12
006.54 Social Science	Field	60	7-12
006.57 Special Education Generalist	Field	42	7-12
006.27 Health and Physical Education	Field	58	PK-12
006.68 Work-Based Learning	Supplemental	3 plus required work experience documentation	9-12

Note: Some endorsements require more credit hours than others. Thus, it is possible that a student may need to complete more than 127 hours to graduate with a particular teaching endorsement.

Students must sign the Pre-admission Disclosure and Acknowledgement Form. Students should contact their student coach for information about the specific endorsement course requirements.

A minimum of one field endorsement or one subject endorsement is required. Students may also choose to become endorsed in one field and one subject or two subjects. Supplemental endorsements must be added to a field or a subject endorsement.

Biology Endorsement (40 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

BI 100 Introduction to Biological Systems (3 credit hours)
BI 105 Biological Investigations I Laboratory (1 credit hour)
BI 201 Anatomy and Physiology I
BI 202 Anatomy and Physiology II
BI 203 Genetics and Cellular Biology
BI 210 Zoology
OR
BI 211 Botany
BI 309 Microbiology
CH 115 General Chemistry I
CH 116 General Chemistry II
PC 115 General Physics I
GL 210 Introduction to Earth Science

Business, Marketing and Information Technology Endorsement (54 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

AC 205 Financial Accounting
BA 101 Introduction to Business
BA 110 Personal Finance
BA 230 Introduction to Entrepreneurship
BA 222 Intermediate Computer Concepts and Applications
BA 232 Principles of Management
BA 450 Business Ethics
BA 465A Business Law
EN 321 Business Communications: Professional Writing, Speaking & Research
ECN 201 Macroeconomics
BA 252 Principles of Marketing
BA 455 Internet Marketing
BA 456 International Marketing
CIS 103 Digital Media Storytelling
CIS 212 Communicating in a Digital World
CIS 245 Introduction to Programming
CIS 209 Foundation of Information Systems
EDUC 305 Work-Based Learning & Coordination Techniques

Chemistry Subject Endorsement (41 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

CH 115 General Chemistry I
CH 116 General Chemistry II
CH 220 Analytical Chemistry
CH 210 Organic Chemistry I
CH 211 Organic Chemistry II
CH 315 Biochemistry (3 credit hours)
CH 316 Biochemistry & Molecular Biology Lab (2 credit hours)
BI 100 Introduction to Biological Investigations (3 credit hours)
BI 105 Biological Investigations I Laboratory (1 credit hour)
BI 203 Genetics and Cellular Biology
PC 115 General Physics I
GL 210 Introduction to Earth Science

Coaching Supplemental Endorsement (15 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

HHP 210 Sport Psychology
HHP 252 American Red Cross: Responding to Emergencies
HHP 260 Athletic Coaching Theory I
HHP 270 Care and Prevention of Athletics Injuries
HHP 360 Athletic Coaching Theory II

Elementary Education Field Endorsement (42 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

EDUC 330 Teaching Social Studies in Elementary/Middle School
EDUC 350 Teaching Language Arts in Elementary/Middle School
EDUC 351 Practicum in Social Studies/Language Arts (2 credit hours)
EDUC 383 Teaching Math in Elementary/Middle School
EDUC 385 Teaching Science in Elementary/Middle School
EDUC 390 Practicum in Math and Science (2 credit hours)
EDUC 265 Foundations of Teaching English as a Second Language
EDUC 270 Linguistics for Teachers
EDUC 315 Assessment of Learners Who are Bilingual
EDUC 415 Methods and Materials in Reading, Writing, and Oral Language for English Language Learners
EDUC 436 English as a Second Language Practicum
HHP 420 Elementary Physical Education Methods
SPED 300 Diagnostic and Remedial Reading
EDUC 370 Literature for Children and Adolescents
EDUC 382 Literacy Practicum (2 credit hours)

A minimum of 30 semester credit hours of academic coursework distributed across the four curriculum areas of English language arts, mathematics, science, and social studies/history.

A minimum of six (6) semester credit hours is required in each of the four areas. Coursework in the four core areas includes*:

- Communication, including literature, composition, speech, and reading instruction to include identification of deficiencies and effective instructional and intervention strategies
- Mathematics, including identification of deficiencies and effective instructional and intervention strategies.
- Natural Sciences
- Social Sciences

One additional course (3 credits) is required in each of the following areas:

- Fine Arts and Humanities (met through Human Thought and Expression Art course)
- Health and Wellness (met through Elementary PE Methods Course above)

*ALL OF THESE REQUIREMENTS ARE MET THROUGH ENDORSEMENT COURSES ABOVE AND/OR GENERAL EDUCATION REQUIREMENTS.

English as a Second Language Supplemental Endorsement (15 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

EDUC 265 Foundations of Teaching English as a Second Language
EDUC 270 Linguistics for Teachers
EDUC 315 Assessment of Learners Who are Bilingual
EDUC 415 Methods and Materials in Reading, Writing, and Oral Language for English Language Learners
EDUC 436 English as a Second Language Practicum

Health Education Subject Endorsement (31 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

BI 201 Anatomy and Physiology I (4 credit hours)
HHP 252 American Red Cross: Responding to Emergencies
PY 211 Human Development
BI 206 Nutrition Through the Life Span
PHE 310 Public and Consumer Health Literacy
PHE 330 Epidemiology
PHE 360 Personal and Community Health
PHE 410 Foundations of School Health
PHE 430 School Health Education and Planning
PHE 450 School Program Evaluation

Health and Physical Education Field Endorsement (58 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

BI 201 Anatomy and Physiology I (4 credit hours)
BI 206 Nutrition through the Life Span
HHP 201 Foundations of Health and Human Performance
HHP 220 Physical Activity I
HHP 221 Physical Activity II
HHP 252 American Red Cross: Responding to Emergencies
HHP 310 Exercise Physiology
HHP 320 Adapted Physical Education
HHP 350 Kinesiology and Body Movement
HHP 375 Motor Learning
HHP 380 Administration & Evaluation of Physical Education
HHP 405 Fitness Management
HHP 420 Elementary Physical Education Methods
PHE 310 Public and Consumer Health Literacy
PHE 360 Personal and Community Health
PHE 410 Foundations of School Health
PHE 430 School Health Education and Planning
PHE 450 School Program Evaluation
PY 211 Human Development

History Subject Endorsement (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

HI 110 World History I
HI 111 World History II
HI 151 American History to 1877
HI 152 American History from 1877
HI 205 History of Nebraska
HI 323 Civil War and Reconstruction
HI 353 America since 1945
HI 375 The Second World War
HI 408 Foundations of Eastern Civilization
HI 411 Social and Political Movements in Western Civilization

Choose 6 credit hours in Economics, Geography, Political Science, Psychology, Anthropology, or Sociology.

Information Technology Supplemental Endorsement (18 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

CIS 103 Digital Media Storytelling
CIS 122 Emerging Technologies
CIS 212 Communicating in a Digital World
CIS 245 Introduction to Programming
CIS 305 Management and Design of Database Systems
CIS 310 Information Systems

Mathematics Field Endorsement (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

MA 205 Calculus I (4 credit hours)
MA 206 Calculus II (4 credit hours)
MA 215 Applied Statistics
CIS 245 Introduction to Programming
MA 315 Discrete Mathematics
MA 320 Linear Algebra
MA 420 Abstract Algebra
MA 335 Combinatorics (4 credit hours)
MA 330 History of Mathematics
MA 405 Modern Geometry
MA 475 Mathematics Education Capstone

Middle-Level Education Subject Endorsement (38–40 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

EDUC 241 Principles of Educational Psychology/Human Growth and Development (2 credit hours)
EDUC 242 Principles of Educational Psychology/Human Growth and Development Practicum (1 credit hour)
EDUC 340 Intermediate Educational Field Experience and Seminar
EDUC 380 Middle-Level Design and Instruction
EDUC 410 Assessment and Evaluation in the Classroom (2 credit hours)
EDUC 420 Secondary Methods and Practicum

Choose One Core Academic Area below:

English Language Arts (24 credit hours)

EDUC 270 Linguistics for Teachers
EDUC 320 Teaching Writing for Secondary Learners
EDUC 326 Teaching Adolescent Literature and Social Justice
EDUC 361 Reading and Writing Across the Curriculum

EDUC 415 Methods and Materials in Reading, Writing and Oral Language for English Language Learners
EN 186 The Contemporary Short Story
EN 300 Tradition and Revolt in British Literature
EN 316 American Literature, Human Rights, and the Quest for Freedom

Mathematics (26 credit hours)

MA 205 Calculus I (4 credit hours)
MA 206 Calculus II (4 credit hours)
MA 215 Applied Statistics
MA 315 Discrete Mathematics
MA 320 Linear Algebra
MA 330 History of Mathematics
MA 405 Modern Geometry
MA 475 Mathematics Education Capstone

Science (24 credit hours)

BI 100 Introduction to Biological Systems
BI 105 Biological Investigations I Laboratory (1 credit hour)
BI 203 Genetics and Cellular Biology (4 credit hours)
CH 115 General Chemistry I (4 credit hours)
CH 116 General Chemistry II (4 credit hours)
PC 115 General Physics I (4 credit hours)

Choose one from the below:

BI 210 Zoology (4 credit hours)
BI 211 Botany (4 credit hours)
BI 201 Anatomy and Physiology I (4 credit hours)
BI 202 Anatomy and Physiology II (4 credit hours)

Social Science (24 credit hours)

HI 110 World History I
OR
HI 111 World History II
Hi 151 American History to 1877 or HI 152 American History from 1877
PS 151 Introduction to American Institutions
PS 208 Introduction to National Security
ECN 201 Macroeconomics
ECN 202 Microeconomics
GE 101 World Regional Geography
GE 104 Introduction to Human Geography

Physical Education Subject Endorsement (33 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

HHP 201 Foundations of Health and Human Performance
PHE 360 Personal and Community Health
HHP 230 Functional Anatomy
HHP 310 Exercise Physiology
HHP 320 Adapted Physical Education
HHP 350 Kinesiology and Body Movement
HHP 375 Motor Learning
HHP 220 Physical Activity I
HHP 221 Physical Activity II
HHP 380 Administration & Evaluation of Physical Education
HHP 405 Fitness Management

Psychology Subject Endorsement (40 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

PY 101 Introduction to Psychology
PY 200 Careers in Psychology (1 credit hour)
PY 250 Statistics for the Behavioral Sciences (4 credit hours)
PY 340 Culture and Psychology
PY 353 Introduction to Psychological Research (4 credit hours)
PY 354 Experimental Psychology (4 credit hours)
PY 400 Advanced Studies in Psychology
PY 211 Human Development
OR
PY 222 Human Sexuality
PY 311 Abnormal Psychology
OR
PY 345 Social Psychology

Choose two courses below for six credits:

PY 301 Personality Theory
PY 318 Health Psychology
PY 320 Human Memory and Cognition
PY 368 Learning Theory
PY 371 Biological Psychology

Choose six credit hours in Economics, History, Geography, Political Science, Anthropology, or Sociology.

Science Field Endorsement (48 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

BI 100 Introduction to Biological Systems (3 credit hours)
BI 105 Biological Investigations I Laboratory (1 credit hour)
BI 201 Anatomy and Physiology I
BI 203 Genetics and Cellular Biology
BI 309 Microbiology
CH 115 General Chemistry I
CH 116 General Chemistry II
CH 210 Organic Chemistry I
CH 211 Organic Chemistry II
PC 115 General Physics I
PC 116 General Physics II
SUST 310 Energy, Environment, and Sustainability
GL 210 Introduction to Earth Science

Secondary English Subject Endorsement (45 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

EN 101 Composition I
EN 102 Composition II
EN 186 The Contemporary Story
EN 228 Creative Non-Fiction Writing
EN 271 Autobiography and Biography
EN 272 Research and Writing Your Life
EN 300 Tradition and Revolt in British Literature
EN 316 American Literature, Human Rights, and the Quest for Freedom
CA 109 Oral Communications Skills
CA 351 Communication in the Digital Age

EDUC 361 Reading and Writing Across the Curriculum
EDUC 270 Linguistics for Teachers
EDUC 320 Teaching Writing for Secondary Learners
EDUC 326 Teaching Adolescent Literature and Social Justice
EDUC 415 Methods and Materials in Reading, Writing, and Oral Language for English Language Learners

Social Science Field Endorsement (60 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

ECN 201 Macroeconomics
ECN 202 Microeconomics
GE 101 World Regional Geography
GE 104 Introduction to Human Geography
HI 110 World History I
HI 111 World History II
HI 151 American History to 1877
HI 152 American History from 1877
HI 205 History of Nebraska
HI 353 America Since 1945
PS 151 Introduction to American Institutions
PS 208 Introduction to National Security
PY 101 Introduction to Psychology
PY 211 Human Development
PY 320 Human Memory and Cognition
SO 101 Introduction to Sociology
SO 230 Research Methods of the Social Sciences
SO 131 Marriage and Family or SO 250 Women in American Society

Choose two additional World History Classes:

HI 366 The Holocaust in History
HI 375 The Second World War
HI 408 Foundations of Eastern Civilization
HI 411 Social and Political Movements in Western Civilizations

Special Education Generalist Subject Endorsement (40 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

EDUC 261 Principles of the Exceptional Learner (2 credit hours)
EDUC 262 Principles of the Exceptional Learner Practicum (1 credit hour)
SPED 210 Co-Teaching in an Inclusion Model (3 credit hours)
SPED 310 Assessment & Intervention of Students with Disabilities
SPED 320 Special Education Practicum – Middle School (2 credit hours)
SPED 220 Teaching Strategies for Exceptional Students
SPED 400 Advanced Instructional Adaptations
SPED 300 Diagnostic and Remedial Reading
EDUC 361 Reading and Writing Across the Curriculum
PY 368 Learning Theory
EDUC 415 Methods and Materials in Reading Writing, & Oral Language for English Language Learners
SPED 330 Special Education Practicum III (2 credit hours)
SPED 410 Transition Strategies and Planning
SPED 405 Behavior Management
SPED 420 Programming for Exceptional Students

Work-Based Supplemental Endorsement (3 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

EDUC 305 Work-Based Learning & Communication Techniques

This endorsement is available only to those who have either 100 verified hours of paid work-based experience, or at least 300 hours of supervised work experience under the direction of the college or university recommending the endorsement.

Finance

College of Business

The Bachelor of Science in Finance program focuses on the knowledge, skills, and abilities for successful financial management, analysis, and decision-making in a global environment. Students develop skills to evaluate financial performance and to communicate and ethically apply financial management strategies in valuation, investments, cash and treasury, international finance, and risk management. Emphasis is on identifying risks, strengths, and opportunities for long-term value creation.

Major Requirements (51 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Foundation Requirements (12 credit hours)

MA 102 College Algebra – 3 credits
MA 215 Applied Statistics – 3 credits
BA 222 Intermediate Computer Concepts and Applications – 3 credits
EN 321 Business Communication: Professional Writing, Speaking, and Research
OR
CA 308 Business Communications – 3 credits

Core Requirements (39 credit hours)

AC 205 Financial Accounting
AC 206 Managerial Accounting
AC 321 Cost Accounting
AC 341 Accounting Information Systems
BA 312 Principles of Finance
BA 402 Risk Management
BA 412A Intermediate Finance
BA 416A Investments
BA 417 International Finance
BA 418 Cash Management
BA 450 Business Ethics
ECN 201 Macroeconomics
ECN 202 Microeconomics

In addition to the Finance major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (39 credits). Total degree requirements are 127 credit hours.

Healthcare Management

College of Business

The Healthcare Management program is offered in the accelerated, cohort-based format, concentrating on the knowledge necessary for managing healthcare services and providing organizational leadership. Emphasis is on integrating organizational systems in a highly regulated environment with the larger healthcare community, focusing on building community coalitions for the purpose of maintaining health service access, quality, and cost containment.

Major Requirements (40 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

BHMC 300 Foundations for Professional Success in Healthcare Management
BHMC 313 Health Information Technology
BHMC 323 Operations Management
BHMC 333 Human Resources in Healthcare
BHMC 346 Evidence-Based Management
BHMC 353 Marketing Healthcare Services
BHMC 413 Fiscal Management
BHMC 423 Legal and Regulatory Issues
BHMC 433 Principles of Healthcare Management
BHMC 445 Applied Decision Making in Healthcare Management

In addition to the Healthcare Management major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (50 credits). Total degree requirements are 127 credit hours.

Hospitality Management

College of Business

The Bachelor of Science in Hospitality Management degree program combines the building blocks and practical tools of customer service, talent management, and marketing with creativity, innovation, and cultural competence that students need to succeed in the hospitality, leisure, tourism, and travel industries.

Major Requirements (40 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

HMGT 300 Foundations for Professional Success
HMGT 310 Interpersonal Leadership & Communication
HMGT 320 Anthropology of Tourism
HMGT 330 Innovation & Creativity in Hospitality and Tourism
HMGT 340 New Media Marketing for Hospitality Services
HMGT 410 Managing the Customer Experience
HMGT 420 Talent Management Essentials
HMGT 430 Leading a Team
HMGT 440 Financial Skills for Managers
HMGT 450 Hospitality Management Innovation Capstone

In addition to the Hospitality Management major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (50 credits). Total degree requirements are 127 credit hours.

International Business Administration

College of Business

The Bachelor of Science in Hospitality Management combines the building blocks and practical tools of customer service, talent management, and marketing with creativity, innovation, and cultural competence that students need to succeed in the hospitality, leisure, tourism, and travel industries.

Major Requirements (54 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Foundation (3 credit hours)

STS 280 United States Business Culture (1 credit hour)
STS 290 English Oral Intensive for Business (2 credit hours)

Professional Business Core (45 credit hours)

BSCL 305 Principles of Supply Chain Management and Logistics
BSCL 325 Business Law & International Governance
BSCL 310 Supply Chain Sourcing
BSCL 315 Supply Chain Management Systems
AC 206 Managerial Accounting
BSCL 320 Business Systems Analytics/Operations Management
BA 312 Principles of Finance
BA 222 Intermediate Computer Concepts and Applications
OR
BA 230 Introduction to Entrepreneurship
BA 417 International Finance
BSCL 330 Transnational Marketing Strategies
BSCL 420 Global Logistics Management
BA 439 Business Policy and Strategy
BA 456 International Consumer Behavior
BSCL 415 International Trade Policy, Regulations and Ethics

Emphases (9 credit hours)

Choose one emphasis from the following:

Supply Chain Logistics Emphasis

BSCL 435 Emerging Trends in Supply Chain and Logistics Management
BSCL 445 Capstone
BSCL 440 Supply Chain Strategy

Marketing Emphasis

BA 455 Internet Marketing
BA 463 Global Brand Marketing
BA 458 Sales Management

Management and Human Resource Emphasis

BA 403 Introduction to Human Resource Management
BA 405 Total Rewards: Compensation and Benefit Administration
BA 406 Talent Management Recruitment/Selection and Training/Development

Finance Emphasis

Select three courses from the following:

BA 402 Risk Management
BA 412A Intermediate Finance
BA 416A Investments
BA 418 Cash Management

In addition to the International Business Administration major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (36 credits). Total degree requirements are 127 credit hours.

Leadership

College of Business

The undergraduate leadership major provides a multidisciplinary approach to the study and practice of leadership. Perspectives from a variety of disciplinary approaches – ranging from business, social science, psychology, philosophy, and history – are used to examine leaders and the leadership process in individuals, groups, and organizations. Students will learn how to diagnose leadership problems and recommend or apply appropriate ethical solutions based on sound theoretical concepts and practitioner-level principles.

Major Requirements (40 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

LDR 300 Foundations for Professional Success
LDR 312 Principles of Leadership
LDR 332 Interpersonal Leadership
LDR 342 Organizational Leadership
LDR 352 Leadership Ethics
LDR 405 Psychology of Leadership
LDR 415 Extreme Leadership
LDR 422 Global Leadership
LDR 435 Classic Figures in Leadership
LDR 455 Contemporary Issues in Leadership

In addition to the Leadership major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (50 credits). Total degree requirements are 127 credit hours.

Management

College of Business

The Bellevue University Bachelor of Science in Management accelerated cohort degree focuses on developing the skills to performance needed to perform successfully in the industry. Whether operating in a corporate environment or a small entrepreneurial venture, this program supports the development of skills and performance needed by managers to succeed in the rapidly changing environments, organizations, and industries to operate in. Throughout the course, you will build an e-portfolio to support your learning.

Major Requirements (40 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

MGMT 301 Foundations for Professional Success
MGMT 300 Critical Business Communications
MGMT 305 Problem Solving and Analysis
MGMT 310 Fiscal Management
MGMT 400 Leadership and Management Skills
MGMT 405 Organizational Behavior
MGMT 410 Global Business
MGMT 415 Leading and Managing Change
MGMT 420 Ethical Management and Sustainability
MGMT 430 Management Capstone

In addition to the Management major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (50 credits). Total degree requirements are 127 credit hours.

Management of Human Resources

College of Business

This cohort degree program in Management of Human Resources is designed to provide a foundation of the professional skills needed to become a successful global business manager. Coursework emphasizes the management of human capital and the mastery of knowledge and skills associated with human resource planning and analysis; Equal Employment Opportunity compliance; staffing; human resource development; compensation; benefits; and employee and labor/management relations. This program is based on the common body of knowledge for the PHR/SPHR certifications.

Major Requirements (4 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

MHRC 311 Foundations for Professional Success
MHRC 312 Introduction to Human Resource Management
MHRC 322 Employment and Labor Laws
MHRC 329 Recruitment, Selection and Placement of Human Resources
MHRC 426 Training and Development of Human Resource
MHRC 436 Employee and Labor Relations
MHRC 446 Compensation Administration
MHRC 456 Benefits Administration
MHRC 467 Business and HR Analytics
MHRC 476 Human Resource Management Capstone Project

In addition to the Management of Human Resources major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (50 credits). Total degree requirements are 127 credit hours.

Marketing

College of Business

The Marketing accelerated cohort degree focuses on developing the skills to performance needed to perform successfully in the industry. Using a mixture of case studies and your own organizational experiences, the program develops marketing competencies needed to succeed in the rapidly changing environments of the marketing world. Throughout the course, you will build an e-portfolio to support your learning.

Major Requirements (40 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

MKTG 301 Foundations for Professional Success
MKTG 300 Critical Business Communications
MKTG 305 Problem Solving and Analysis
MKTG 310 Fiscal Management
MKTG 400 Marketing Management
MKTG 405 Marketing Research
MKTG 410 Segmentation, Consumer Behavior and Relationship Management
MKTG 415 Marketing Channels
MKTG 420 Global Marketing
MKTG 425 Capstone-Marketing Strategy

In addition to the Marketing major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (50 credits). Total degree requirements are 127 credit hours.

Supply Chain and Logistics Management

College of Business

The undergraduate program in Supply Chain and Logistics Management is designed in response to a steadily growing demand for professionals capable of executing and managing operations in the procurement, warehousing, inventory management, and transporting of goods in an increasingly global market and business environment. The program includes coverage of global sourcing, quality, demand planning, order fulfillment, information systems relevant to resource planning, and the international regulatory framework governing the global movement of goods. This program will look at all types of supply chains to include service sector, reverse logistics, sustainability, and green logistics. To develop a well-rounded business professional, the program also incorporates foundational knowledge in several related disciplines including, but not limited to, accounting, economics, finance, information systems, and management.

Major Requirements (54 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Foundation (3 credit hours)

STS 280 United States Business Culture (1 credit hour)
STS 290 English Oral Intensive for Business (2 credit hours)

Professional Business Core (54 credit hours)

BA 312 Principles of Finance
BSCL 305 Principles of Supply Chain Management and Logistics
BSCL 310 Supply Chain Sourcing
BSCL 315 Supply Chain Management Systems
BSCL 320 Business Systems Analytics/Operations Management
BSCL 325 Business Law & International Governance
BSCL 330 Transnational Marketing Strategies
BSCL 335 Quality Management
AC 206 Managerial Accounting
BSCL 410 Electronic Commerce and Distribution Channels
BSCL 415 International Trade Policy, Regulation and Ethics
BSCL 420 Global Logistics Management
BSCL 425 Global Procurement and Strategic Sourcing
BSCL 430 Global Business Law
BSCL 435 Emerging Trends in Supply Chain and Logistic Management
BSCL 440 Supply Chain Strategy
BSCL 445 Capstone

In addition to the Supply Chain and Logistics Management major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (36 credits). Total degree requirements are 127 credit hours.

Supply Chain, Transportation and Logistics Management

College of Business

This cohort degree program in Supply Chain and Logistics Management is designed to provide a foundation to supply chain and logistics management from both a U.S. perspective and a global perspective. The analytical and problem-solving skills necessary for solving a variety of supply chain and logistical problems will be presented. Topics include inventory management, transportation, procurement, and warehousing. Leading-edge supply chain strategies including global logistics management, and RFID are explored. A foundation in basic business concepts, business communication, problem-solving, and decision-making is also provided.

Major Requirements (40 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

SCLM 300 Foundations for Professional Success
SCLM 305 Supply Chain Fundamentals
SCLM 319 Decision Making in a Global Environment
SCLM 329 Fiscal Management for Supply Chain Management
SCLM 426 Management and the International Organization
SCLM 436 Introduction to Supply Chain and Logistics Management
SCLM 446 Global Logistics and Transportation
SCLM 456 Business Logistics Systems Analysis
SCLM 466 Supply Chain Management Financial, Economics, Capital, Cash and Legal Considerations
SCLM 476 Capstone and Public Relations

In addition to the Supply Chain, Transportation and Logistics Management major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (50 credits). Total degree requirements are 127 credit hours.

Business Management and Leadership

College of Engineering, Technology and Management

The Business Management and Leadership program uses an engaging, interactive learning model to help prepare learners for leadership roles in their organizations. Following are some of the skills taught in the program: recognizing and explaining fundamental management and leadership principles; understanding and describing common environmental factors that affect business operations; identifying how various management functions work together to achieve organizational goals; creating communication products appropriate for leaders; describing basic marketing and merchandising concepts; thinking critically to analyze information and make data-driven decisions; identifying leadership best practices to improve team performance.

Major Requirements (40 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

BMAL 211 Business Communication in a Digital World
BMAL 222 Talent Management
BMAL 233 Effective Leadership
BMAL 244 Introduction to Business Intelligence with MS Excel
BMAL 305 Financial Analysis for Managers
BMAL 311 Optimizing Operations
BMAL 322 Coaching to Maximize Performance
BMAL 333 Multi-channel Marketing
BMAL 344 Visual Merchandising
BMAL 355 Leading Customer-Centric Teams

In addition to the Business Management and Leadership major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (50 credits). Total degree requirements are 127 credit hours.

Biology

College of Science and Technology

The Biology program provides students with a fundamental knowledge of the principles and practices of the biological sciences. A variety of courses are offered, including courses that support the Integrative General Education Core Curriculum. Students with a Biology major have the foundations to continue on to professional or graduate schools and pursue careers in the allied health fields.

Major Requirements (70-71 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

Core Courses (42 credit hours)

BI 100 Introduction to Biological Systems (3 credit hours)
BI 105 Biological Investigation I Laboratory (1 credit hour)
BI 205 Biological Investigation II Laboratory (1 credit hour)
BI 201 Anatomy and Physiology I
BI 202 Anatomy and Physiology II
BI 203 Genetics and Cellular Biology
BI 210 Zoology
BI 211 Botany
BI 305 Biological Investigations III Laboratory (1 credit hour)
BI 314 Molecular Biology (3 credit hours)
BI 309 Microbiology
BI 310 Immunology (3 credit hours)
BI 410 Developmental Biology
BI 499 Senior Thesis in Biology (1-3 credit hours)

Additional Required Courses (28 -29 credits)

CH 115 General Chemistry I
CH 116 General Chemistry II
CH 210 Organic Chemistry I
CH 211 Organic Chemistry II
CH 315 Biochemistry (3 credit hours)
CH 316 Biochemistry and Molecular Biology Lab (2 credit hours)
PC 115 General Physics I
MA 215 Applied Statistics (3 credit hours)
OR
PY 250 Statistics for the Behavioral Sciences

In addition to the Biology major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (19-20 credits). Total degree requirements are 127 credit hours.

Biology Minor

Minor requirements (21 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

BI 100 Introduction to Biological Sciences (3 credit hours)
BI 105 Biological Investigation I Laboratory (1 credit hour)
BI 203 Genetics and Cellular Biology
BI 210 Zoology
OR
BI 211 Botany

Plus 9 additional upper-level BI or CH credit hours.

Chemistry Minor

Minor Requirements (24 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

CH 115 General Chemistry I
CH 116 General Chemistry II
CH 210 Organic Chemistry I
CH 211 Organic Chemistry II
CH 315 Biochemistry (3 credit hours)
CH 316 Biochemistry and Molecular Biology Lab (2 credit hours)
BI 314 Molecular Biology (3 credit hours)

Business Analysis and Management

College of Science and Technology

The Business Analysis and Management program is intended for information technology or business professionals and will prepare and enhance students' skills in business analysis, process analysis, requirements analysis, and project management. The program provides a solid foundation in business analysis, planning and monitoring, elicitation and collaboration, requirements life cycle management, strategy analysis, design definition, solution evaluation, techniques and competencies including intermediate Excel, and project management within an agile methodology. The program is aligned with the knowledge areas outlined by the IIBA Body of Knowledge and is well-suited for students who intend to pursue certifications with IIBA.

Major Requirements (36 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

- BAMC 302 Foundations of Business Analysis
- BAMC 312 Planning and Monitoring
- BAMC 322 Elicitation and Collaboration
- BAMC 332 Requirements Lifecycle Management
- BAMC 342 Strategy Analysis
- BAMC 402 Design Definition
- BAMC 405 Solution Evaluation
- BAMC 412 Techniques and Competencies
- BAMC 430 Project Management

In addition to the Business Analysis and Management major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (54 credits). Total degree requirements are 127 credit hours.

Business Analytics

College of Science and Technology

The Bachelor of Science in Business Analytics degree program is designed to meet the increasing demand for business analytics professionals who possess a deep understanding of statistics, data management, and data modeling in order to align and drive business strategies.

A business analytics professional requires a unique blend of skills in areas pertaining to business acumen, information technologies and systems, and statistical and quantitative problem-solving The Bachelor of Science in Business Analytics program helps students to attain that unique blend by developing mastery in skills such as SAS programming and Enterprise Miner, Structured Query Language (SQL), C# Programming, data visualization, forecasting, marketing, accounting, and business intelligence. With these skills, students will be able to analyze, design, and implement business analytics projects that enable decision-making.

Graduates of the program will be well-positioned for a variety of entry to mid-level careers in business analytics including business analyst, data analyst, business analytics project manager, and junior data scientist. The program also provides a foundation for students who wish to pursue graduate studies in a diversity of areas such as Business Analyst, Business, Data Science, and information systems.

Major Requirements (45 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Business Foundation Courses (12 credit hours))

Choose four courses from the following:

- ECN 202 Microeconomics
- AC 205 Financial Accounting
- AC 206 Managerial Accounting
- BA 252 Principles of Marketing
- BA 312 Principles of Finance
- BA 426 Managing Operations in a Changing Economy

Information Systems Foundation Courses (12 credit hours)

- CIS 245 Introduction to Programming
- CIS 321 Structure System Analysis and Design
- CIS 344 IT Infrastructure
- CIS 458 IS Management and Strategy

Business Analytics Courses (21 credit hours)

- BAN 200 Statistics for Analytics
- BAN 300 BASE SAS Programming
- BAN 302 Foundations to Business Analytics
- BAN 303 SQL for Analytics
- BAN 400 Introduction to Business Analytics
- BAN 401 Data Warehousing and Mining Applications
- BAN 402 Data Visualization

In addition to the Business Analytics major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (50 credits). Total degree requirements are 127 credit hours.

Computer Information Systems

College of Science and Technology

The Computer Information Systems (CIS) program focuses on analyzing, designing, implementing, and managing information technology solutions that solve complex business challenges. The program consists of a strong IS foundation consisting of five core areas, including software development, IS management/strategy, IS project management, infrastructure/secure computing, and data management. In addition to these core areas, students specialize in areas of IS including software development, business analytics, data science, IT infrastructure, and cybersecurity. The CIS program prepares students for a variety of IS careers and provides a foundation to pursue graduate studies.

Computer Information Systems (BS)

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Core (27 credit hours)

MA 215 Applied Statistics
CIS 209 Foundations of Information Systems
CIS 245 Introduction to Programming
CIS 309 Data and Information Management
CIS 321 Structured System Analysis and Design
CIS 344 IT Infrastructure
CIS 458 IS Management and Strategy
CYBR 250 Introduction to Cyber Threats, Technologies and Security

Electives (9 credit hours)

Beyond the Core courses, choose three elective courses (9 credits). Select from any 300- or 400-level CIS, CS, CSD, BSIT (except BSIT 433), BAN, DS, or CYBR courses offered beyond the Core requirements.

In addition to the Computer Information Systems major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (54 credits). Total degree requirements are 127 credit hours.

Computer Information Systems (BAS)

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Core (27 credit hours)

MA 215 Applied Statistics
CIS 209 Foundations of Information Systems
CIS 245 Introduction to Programming
CIS 309 Data and Information Management
CIS 321 Structured System Analysis and Design
CIS 344 IT Infrastructure
CIS 458 IS Management and Strategy
CYBR 250 Introduction to Cyber Threats, Technologies and Security

Electives (9 credit hours)

Beyond the Core courses, choose three elective courses (9 credits). Select from any 300- or 400-level CIS, CS, CSD, BSIT (except BSIT 433), BAN, DS, or CYBR courses offered beyond the Core requirements.

In addition to the Computer Information Systems major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (47 credits). Total degree requirements are 120 credit hours.

Computer Information Systems Minor

Minor requirements (18 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

CIS 321 Structured System Analysis and Design
CIS 344 IT Infrastructure

Select four courses from the following courses:

CIS 209 Foundations of Information Systems
CIS 245 Introduction to Programming
CIS 309 Data and Information Management
CIS 433 Information Technology Project Management
CIS 458 IS Management and Strategy
CYBR 250 Introduction to Cyber Threats, Technologies and Society

Computer Science

College of Science and Technology

The Bachelor of Science in Computer Science program provides a strong foundation in computing principles such as algorithms, data structures, programming languages, cybersecurity, and databases. These skills may be applied to develop solutions to a wide variety of computational challenges. The program provides an opportunity to study computer science more broadly by choosing from elective courses that will deepen your skills in areas such as programming, data analysis and visualization, artificial intelligence, and cloud computing.

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Core (27 credit hours)

CS 200 Systems Fundamentals
CIS 245 Introduction to Programming
CYBR 250 Introduction to Cyber Threats, Technologies and Security
CS 300 Programming Languages
CIS 309 Data and Information Management
CS 410 Algorithm Design and Analysis
CS 420 Data Structures
CS 430 Software Engineering
MA 215 Applied Statistics

Electives (9 credit hours)

Beyond the Core courses, choose three elective courses (9 credits). Select any three from the following courses beyond the Core requirements. Other electives may be available upon request.

CS 440 Artificial Intelligence
CS 490 Computer Science Project
CS 310 Programming with C++
CIS 313 Cryptography
CIS 312 Security Access Control
DSC 320 Math for Data Science
DSC 300 Data Science Analysis and Methodologies
DSC 310 Data Analysis and Visualization
DSC 350 Data Wrangling for Data Science

In addition to the Computer Science major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (54 credits). Total degree requirements are 127 credit hours.

Criminal Justice

College of Science and Technology

The Bachelor of Science degree in Criminal Justice is a comprehensive program that examines the fundamental foundations of the criminal justice system, with an interdisciplinary focus on agency operations, public policy, and the application of critical thinking in addressing crime and contemporary social problems.

Major Requirements (Cohort) (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

CJUS 210 Crime and Justice in America
CJUS 220 Policing America
CJUS 310 Crime Theory and Causes
CJUS 320 Criminal Courts and Social Policy
CJUS 330 Forensics and Investigative Techniques
CJUS 340 Criminal Law, Evidence, and Constitutional Procedure
CJUS 350 Understanding Violent Crime
CJUS 360 Delinquency and the Juvenile Justice System
CJUS 410 Ethics and Values in Criminal Justice
CJUS 420 Punishment and Criminal Sanctions
CJUS 430 Family Crime and Victimization
CYBR 250 Introduction to Cyber Threats, Technologies and Society

Major Requirements (Traditional) (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

CJUS 210 Crime and Justice in America
CJUS 220 Policing America
CJUS 310 Crime Theory and Causes
CJUS 320 Criminal Courts and Social Policy
CJUS 330 Forensics and Investigative Techniques
CJUS 340 Criminal Law, Evidence, and Constitutional Procedure
CJUS 350 Understanding Violent Crime
CJUS 410 Ethics and Values in Criminal Justice
CJUS 420 Punishment and Criminal Sanctions
CJUS 430 Family Crime and Victimization

Choose 2 courses from the following:

CYBR 250 Introduction to Cyber Threats, Technologies and Society
CYBR 433 Cybercrime and Business
CJUS 360 Delinquency and the Juvenile Justice System
CJUS 440 Internship in Criminal Justice
SO 142 Sociology of Race and Ethnicity
SO 310 Social Problems

In addition to the Criminal Justice major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (54 credits). Total degree requirements are 127 credit hours.

Criminal Justice Minor

Minor Requirements (18 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

CJUS 210 Crime and Justice in America
CJUS 220 Policing America
CJUS 310 Crime Theory and Causes
CJUS 320 Criminal Courts and Social Policy
CJUS 340 Criminal Law, Evidence, and Constitutional Procedure

Select one course from the following:

CJUS 330 Forensics and Investigative Techniques
CJUS 350 Understanding Violent Crime
CJUS 420 Punishment and Criminal Sanctions
CJUS 430 Family Crime and Victimization

Cybersecurity

College of Science and Technology

The Bachelor of Science in Cybersecurity program is an inclusive education in the theory and application of technical and non-technical security skills. The program covers an array of abilities required by the quickly evolving cybersecurity industry. These skills include applying protection, detection, and response technologies and procedures to identify threats, vulnerabilities, exploits, and controls in various cyber environments. Emphasis is placed on identifying, analyzing, mitigating, and communicating risks to cyber systems using various tools, techniques, and technologies.

Major Requirements (Cohort) (39 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Core (33 credit hours)

CYBR 250 Introduction to Cyber Threats, Technologies and Security
CIS 245 Introduction to Programming
CIS 311 Network Security
CIS 312 Securing Access Control
CIS 411 Assessments and Audits
CYBR 320 Operational Security
CYBR 340 Operating Systems and Mobile Device Security
CYBR 350 Web, Commerce and Application Security
CYBR 410 Data/Database Security
CYBR 420 Cyber Investigations and Forensics
CYBR 430 Penetration Testing and Incident Response

Protect and Defend Emphasis (6 credit hours)

CYBR 440 Intrusion Detection and Response
CYBR 445 Advanced Intrusion Detection and Response

Major Requirements (Traditional) (39 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Core (33 credit hours)

CYBR 250 Introduction to Cyber Threats, Technologies and Security
CIS 245 Introduction to Programming
CIS 311 Network Security
CIS 312 Securing Access Control
CIS 411 Assessments and Audits
CYBR 320 Operational Security
CYBR 340 Operating Systems and Mobile Device Security
CYBR 350 Web, Commerce and Application Security
CYBR 410 Data/Database Security
CYBR 420 Cyber Investigations and Forensics
CYBR 430 Penetration Testing and Incident Response

Emphases (6 credit hours)

Beyond the Core courses, choose one Emphasis (6 credits) or choose two elective courses (6 credits).

Protect and Defend Emphasis

CYBR 440 Intrusion Detection and Response
CYBR 445 Advanced Intrusion Detection and Response

Securely Provision Emphasis

CIS 313 Cryptography
CIS 321 Structured Systems Analysis and Design

Oversee and Govern Emphasis

CIS 433 Information Technology Project Management
CIS 436 Ethics for IT Professionals

Elective Courses

Choose two courses if not choosing an emphasis option.

CSD 320 Programming with Java
CIS 338 Linux I
CIS 339 Linux 2
AC 341 Accounting Information Systems
PS 208 Introduction to National Security
PS 209 Foundations in Intelligence and Counterintelligence
PS 210 Ethical Controversies in Security and Intelligence
CYBR 450 Advanced Cybersecurity Concepts
CYBR 433 Cybercrime and Business

In addition to the Cybersecurity major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (51 credits). Total degree requirements are 127 credit hours.

Data Science

College of Science and Technology

The Bachelor of Science in Data Science is designed to meet the high demand for professionals who are able to provide data-driven insights and apply evidence-based problem-solving to challenging and interesting business questions. Data Science has become a critical enabler for those who want to successfully capitalize on the wealth of data available in environments such as banking, health care, information technology, construction, retail, social media, sports, logistics, manufacturing, education, and many others. This interdisciplinary program consists of courses in data science foundations, data preparation and analysis, statistics, data visualization, data wrangling, big data, programming, and predictive analytics. The program's capstone allows students to apply the entire data science process to answer questions and present evidence-based results. Throughout the program students will be exposed to various scenarios that require them to use data responsibility in order to make ethically sound recommendations.

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

DSC 101 Introduction to Data Science
DSC 200 Computer Systems for Data Science
MA 215 Applied Statistics
CIS 245 Introduction to Programming
DSC 300 Data Science Analysis and Methodologies
DSC 310 Data Analysis and Visualization
DSC 320 Math for Data Science
DSC 350 Data Wrangling for Data Science
DSC 360 Data Mining: Text Analytics and Unstructured Data
DSC 400 Big Data, Technology, and Algorithms
DSC 410 Predictive Analytics
DSC 450 Applied Data Science

In addition to the Data Science major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (54 credits). Total degree requirements are 127 credit hours.

Emergency Management

College of Science and Technology

The Bachelor of Science degree in Emergency Management provides a necessary option to students seeking careers in public service or the private sector. The degree includes subjects pertaining to natural and man-made threats and disasters, policies and procedures, command structure, planning, legal issues, technology, communications, exercise design, and risk assessment with regard to emergency management. The program should provide the necessary knowledge to prepare students for a career in the emergency management field.

Major Requirements (40 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

LA 300 Foundations for Professional Success
EMGT 300 Introduction to Emergency Management
EMGT 310 Natural Disasters
EMGT 320 Terrorism
EMGT 330 The National Incident Management System
EMGT 340 Emergency Communications
EMGT 400 Emergency Planning
EMGT 410 Exercise Design
EMGT 420 Legal Issues in Emergency Management
EMGT 430 Capstone Project

In addition to the Emergency Management major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (50 credits). Total degree requirements are 127 credit hours.

Graphic Design

College of Science and Technology

Graphic Design is a multidisciplinary program in which you gain a solid understanding of the fundamentals of design and develop creative visualization, problem-solving, and critical thinking skills. Using Industry standard software and hardware, you will build diverse portfolios with a wide range of print and web projects. Explore the global, social, and ethical issues of graphic design at each stage of the program.

Major Requirements (49 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

GD 116 Problem-solving + Idea Generation
GD 210 Design Basics
GD 211 Design Basics II
GD 215 History of Contemporary Graphic Design
GD 220 Fundamentals of Print Design
GD 230 Fundamentals of Web Design
GD 260 Typography
GD 332 Interactivity Basics
GD 362 Typography II
GD 320 Single Page Design
GD 350 Branding
GD 430 Web Page Design
GD 420 Publication Design
GD 355 Identity Design
GD 435 Website Development
GD 495 Portfolio

In addition to the Graphic Design major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (41 credits). Total degree requirements are 127 credit hours.

Graphic Design - Print Minor

Minor Requirements (24 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

GD 116 Problem-solving + Idea Generation
GD 211 Design Basics II
GD 210 Design Basics
GD 220 Fundamentals of Print Design
GD 260 Typography
GD 320 Single Page Design
GD 350 Branding
GD 420 Publication Design

Graphic Design - Web Minor

Minor Requirements (24 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

GD 116 Problem-solving + Idea Generation
GD 211 Design Basics II
GD 210 Design Basics
GD 230 Fundamentals of Web Design
GD 260 Typography
GD 332 Interactivity Basics
GD 430 Web Page Design
GD 435 Website Development

Health Science

College of Science and Technology

Students' passion for healthy communities and the people who reside there can lead to a professional career in the healthcare industry. A Bachelor of Science in Health Science degree covers the foundational knowledge across a wide range of healthcare professions, from physician assistants to clinical informatics specialists to patient advocates. Bellevue University's innovative Health Science degree program will provide students with the knowledge, skills, and abilities required for professional success within the healthcare setting. It can also be the starting point of students' paths toward continued education in a medical or allied health professional program.

The Bellevue University Bachelor's in Health Science degree integrates a multi-disciplinary approach to the student of health, illness, and disease prevention for individuals and communities. As a part of the Health Science degree program, students have a choice of flexible emphases to hone knowledge and critical thinking skills for specific career goals.

Major Requirements (57 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

HLS 101 Introduction to Health Science Seminar
BI 201 Anatomy and Physiology I (4 credit hours)
BI 202 Anatomy and Physiology II (4 credit hours)
CH 115 General Chemistry I (4 credit hours)
HHS 240 Nutrition for Health Living
PY 211 Human Development
PC 115 General Physics I (4 credit hours)
PY 101 Introduction to Psychology
HLS 256 Medical Terminology
BI 309 Microbiology (4 credit hours)
PY 311 Abnormal Psychology
CA 315 Health Communication
MA 215 Applied Statistics
PHE 210 Understanding Health Research
HHS 315 Normal Aging and Disease Changes
PH 410 Medical Ethics and Leadership
HLS 490 Advanced Concepts in Health Sciences (4 credit hours)

In addition to the Graphic Design major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (33 credits). Total degree requirements are 127 credit hours.

Information Technology

College of Science and Technology

The Bachelor of Science in Information Technology program is designed to provide the foundational skills needed to enter the IT profession. It is a technical program with coursework that aligns with skills widely recognized and respected IT certifications. The program focuses on fundamental principles

of network, servers, and cloud environments; best practices for installation, configuration, and upgrading of personal computers and operating systems; analysis and integration of networks, servers, and cloud architectures; legal and ethical policies, standards, and guidelines for cloud and local server environments; and effective communication practices within IT business environments. The program emphasizes practical knowledge and skills essential for a variety of IT positions such as help desk technicians, hardware and software technicians, and system and network administrators.

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

BSIT 200 Computer Hardware and Software Management
BSIT 220 Network Management and Infrastructure
BSIT 310 Computer and Network Security Fundamentals
BSIT 320 Computer Server Environments
BSIT 340 Cisco Routing Fundamentals
BSIT 341 Cisco Network and Routing Infrastructures
BSIT 350 Microsoft Networking Fundamentals
BSIT 380 System Hardening and Network Risk Assessment
BSIT 400 Cloud Computing and Governance
BSIT 420 Microsoft Operating System Management
BSIT 433 Information Technology Project Management
BSIT 450 Microsoft Security Management

Elective course recommended:

BSIT 499 Certification Component
CIS 436 Ethics for IT Professionals
CIS 456 Service Component
CIS 338 Linux 1
CIS 339 Linux 2

In addition to the Information Technology major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (54 credits). Total degree requirements are 127 credit hours.

Intelligence and Security Studies

College of Science and Technology

The undergraduate program in Intelligence and Security Studies delivers current knowledge of the emerging national security/intelligence field. The degree program trains and equips students with theoretical, policy, and practical perspectives. Students will become proficient with the key concepts, functions, and operations of the national and international security infrastructure and agile in analyzing complex global interrelationships. Students will clearly comprehend the evolution and transformation of the international threat environment. They will compare and contrast conflict/peace theory with national security policy and consider practical intelligence applications. Intelligence and Security Studies graduates will exemplify adaptive, intuitive, and innovative learning. The depth and breadth of expertise gained from the degree program will uniquely position students for careers within the U.S. national security relevant organizations, including the intelligence community.

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Core (27 credit hours)

PS 208 Introduction to National Security
PS 209 Foundations in Intelligence and Counterintelligence
PS 210 Ethical Controversies in Security and Intelligence
PS 317 Introductory Geostrategy
PS 318 Essentials in Strategic Thought
PS 320 Security Concepts in Science and Technology
PS 403 Guns, Sex, Drugs: Illicit Activity in Global Politics
PS 406 Rogue Leaders and Outlaw States
PS 411 Radical Religion and Political Extremism

International Relations Sub-specialization (6 credit hours)

Choose 2 courses from below:

PS 404 Freedom's Curse: Problems in Democratization and Development
PS 408 Rebellion, Insurgency, and War
PS 413 Power, Ideology, and Legitimacy
PS 422 Disinformation, Misinformation, and the Post-Truth Society

Comparative Politics Sub-specialization (3 credit hours)

Choose one course from below:

PS 407 Eurasian Political Cultures and Security
PS 415 Latin American Political Culture and Security
PS 420 Middle East Political Culture and Security

In addition to the Intelligence and Security Studies major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (54 credits). Total degree requirements are 127 credit hours.

Legal Studies

College of Science and Technology

The accelerated undergraduate Bachelor of Science in Legal Studies presents material of both practical and theoretical import for those anticipating graduate or professional school and those considering a broad range of career options in both the public and private sectors. The curriculum provides a defined base in legal principles and practice, with emphasis on the application of legal theory to real practice.

Major Requirements (40 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

LA 300 Foundations for Professional Success
LGLS 305 Theory and Practice of Law
LGLS 315 The American Criminal and Civil Legal Systems
LGLS 325 Professional Responsibility and Ethics in Law
LGLS 335 The U.S. Legal System and the Judicial Process
LGLS 345 Legal Research, Analysis and Writing
LGLS 405 Constitutional Law, Liberty and Emerging Policy
LGLS 415 Judicial and Administrative Practices: Civil and Criminal Procedure
LGLS 425 Legal Applications for Contemporary American Business and Social Organizations
LGLS 435 The Rule and Role of Law in Matters of Life and Death

In addition to the Legal Studies major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (50 credits). Total degree requirements are 127 credit hours.

Management Information Systems

College of Science and Technology

Management Information Systems (MIS) combines technology with the organization and structure of business management. The MIS program allows information technology (IT) professionals the opportunity to broaden and strengthen their current IT and management skills. The MIS curriculum focuses on the business, technology, leadership, and communication skills needed to manage IT systems and lead IT teams and projects effectively. Coursework emphasizes information security as an integral part of IT Management.

Major Requirements (36 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

- MISC 303 Strategic Management
- MISC 313 Business Communications and Research
- MISC 322 Leadership and Team Building
- MISC 330 Information Systems Infrastructure
- MISC 351 Fiscal and Contract Management
- MISC 404 Information Security Management
- MISC 442 IT Project Management
- MISC 450 IT Crisis Management
- MISC 480 IT Strategy, Management and Delivery

In addition to the Management Information Systems major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (54 credits). Total degree requirements are 127 credit hours.

Mathematics

College of Science and Technology

The Bachelor of Science in Mathematics program is designed to provide the foundational skills needed to enter the workforce and meet the increasing demand for Mathematicians in business, education, engineering, and science fields. The program includes coverage of calculus, applied statistics, programming, discrete mathematics, linear and abstract algebra. The program emphasizes critical thinking, quantitative analysis, and problem-solving skills. Graduates from the program will have a comprehensive understanding of mathematics and be able to apply mathematical principles to conduct and support research for both scientific and business purposes. They will be able to develop mathematical and statistical models to analyze data, interpret data, report conclusions drawn from their analyses, and use data analysis to improve business decisions and solve real-world problems. Graduates will be well-positioned for a variety of entry to mid-level careers in mathematics, including Modelling and Simulation, Research, Education, Business Analytics, or Predictive Modeling.

Major Requirements (32-36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Core Courses (23 credit hours)

- MA 205 Calculus I (4 credit hours)
- MA 206 Calculus II (4 credit hours)
- MA 215 Applied Statistics
- CIS 245 Introduction to Programming
- MA 315 Discrete Mathematics
- MA 320 Linear Algebra
- MA 420 Abstract Algebra

Emphases (9-13 credit hours)

Choose one emphasis from below.

Business Analytics Emphasis (12 credit hours)

This emphasis is designed for students wishing to specialize in the field of business analytics. This sequence focuses on the programming and reporting tools used in this field. BAN 200 Statistics for Analytics.

- BAN 200 Statistics for Analytics
- BAN 302 Foundations to Business Analytics
- BAN 303 SQL for Analytics
- BAN 402 Data Visualization

Data Science Analysis Emphasis (12 credit hours)

Data science is an interdisciplinary field that uses scientific methods, processes, algorithms, and systems to extract knowledge and insights from structured and unstructured data. Ideas from mathematics, statistics, and computer science are synthesized to extract useful information contained within data sets. This emphasis will provide students with a foundation in data collection, cleaning, visualization, and analysis, as well as model building.

- DSC 101 Introduction to Data Science
- DSC 310 Data Analysis and Visualization
- DSC 350 Data Wrangling for Data Science
- DSC 360 Data Mining: Text Analytics and Unstructured Data

Education Emphasis (13 credit hours)

This emphasis is for those interested in teaching mathematics at the middle or secondary level. The courses were selected to meet the state mathematics requirements for those wishing to teach mathematics in grades 6-12 in Nebraska, though the mathematics requirements are similar in most states. If the student plans to teach in a state other than Nebraska, the student is responsible for ensuring that this course plan will fulfill the mathematics requirements of that state. Education courses are typically also required to obtain state teaching certification. Students who wish to obtain an endorsement to teach mathematics in secondary schools in Nebraska must complete the professional teacher education course sequence (35 credits) offered on campus.

- MA 335 Combinatorics (4 credit hours)
- MA 330 History of Mathematics
- MA 405 Modern Geometry
- MA 475 Mathematics Education

Predictive Modeling Emphasis (13 credit hours)

This emphasis is designed for students wishing to specialize in the field of predictive analytics and offers credit for the following courses completed through the course provider Statistics.com at The Institute for Statistics Education. These courses are not offered by Bellevue University and financial aid may not be available in all cases.

MA 335 Combinatorics (4 credit hours)
Introduction to R Programming (L3 credits)
Predictive Analytics I – Machine Learning Tools using R (U3 credits)

Choose one of the following courses:

Forecasting Analytics (U3 credits)
Predictive Analytics 2 (U3 credits)

Programming Emphasis (9 credit hours)

This emphasis gives students a deeper understanding of two common programming languages, Python and C#, used in the field of computer programming and application development as well as other mathematical fields such as statistics.

CSD 320 Programming with Java
CSD 405 Intermediate Java Programming
DSC 350 Data Wrangling for Data Science

In addition to the Mathematics major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (54-58 credits). Total degree requirements are 127 credit hours.

Mathematics Minor

Minor Requirements (20-21 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

MA 205 Calculus I (4 credit hours)
MA 206 Calculus II (4 credit hours)
MA 215 Applied Statistics
Choose three courses from the following:
MA 315 Discrete Mathematics
MA 320 Linear Algebra
MA 420 Abstract Algebra
MA 335 Combinatorics (4 credit hours)
MA 405 Modern Geometry

Natural Resource Management Minor

Minor Requirements (24 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

BI 210 Zoology
BI 211 Botany
BI 316 Introduction to Environmental Laws
BI 317 Society and the Environment
BI 318 Natural Resource Management and Conservation
BI 319 Introduction to Geographic Information Systems

Nursing

College of Science and Technology

The RN to BSN degree completion program provides the experienced registered nurse with a professional degree and preparation for a broadened role in healthcare through knowledge and skill development necessary for decision-making, leadership, management, and health promotion. Emphasis is on professional development, fundamentals of effective leadership, and a better understanding of the cultural, political, economic, and social issues that influence the delivery of healthcare and patient outcomes.

Major Requirements (36 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

BSNU 360 Fundamentals of Professional Nursing
BSNU 380 Professional Collaborative Strategies for Nurses
BSNU 400 Nursing Leadership
BSNU 410 Nursing Informatics
BSNU 420 Nursing Research and Evidence Based Practice
BSNU 435 Population Health
BSNU 440 Healthcare Regulation
BSNU 470 Quality Healthcare for Professional Nursing
BSNU 490 Strategic Nursing Leadership

In addition to the Nursing major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (54 credits). Total degree requirements are 127 credit hours.

Project Management

College of Science and Technology

The Bachelor of Science in Project Management program is designed to provide a quality educational experience that prepares its graduates to manage and lead project teams across a spectrum of business areas. The program blends business and leadership principles with project management strategies and skills, building on competencies gained through an associate's degree or work experiences. The program is offered in a cohort format which guides students as project managers and introduces the tools needed to develop and implement project management planning from both strategic and tactical perspectives. The program is aligned with the core processes found n the Project Management Body of Knowledge (PMBOK® Guide). All aspects of the planning and decision-making process are analyzed with an emphasis in project management development processes including initiating, planning, executing, controlling, and closing. The curriculum provides a framework for the business functions, values, decision-making abilities, and leadership skills that are needed by successful project managers in any organization.

Major Requirements (40 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

LA 300 Foundations for Professional Success
PMGT 305 Fundamentals of Project Management
PMGT 310 Business Communications
PMGT 320 Project Leadership
PMGT 335 Project Cost
PMGT 340 Project Quality
PMGT 400 Project Procurement Management
PMGT 410 Project Risk Management
PMGT 425 Applied Project Management
PMGT 430 Advanced Project Management

In addition to the Project Management major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (54 credits). Total degree requirements are 127 credit hours.

Security Management

College of Science and Technology

The Security Management program is offered in the accelerated, cohort-based format, concentrating on preparing individuals for security and managerial positions in both the private and public sectors. It is designed with a focus on five general areas of expertise considered to be critical to management and the security field: Principles of Homeland Security, Personnel Management, Organizational Interaction, Infrastructure Security and Threat Assessment, and Communications Skills. Within each of these respective areas are developed learning outcomes according to which students who graduate will be expected to be able to 1) analyze and apply basic security theories to Homeland Security policies and activities; 2) prepare, manage, and critique personnel involved in emergency response situations; 3) compare and integrate organizational standard operating procedures (SOPs); 4) analyze and construct risk analyses and threat assessment reports; and 5) appraise and produce emergency response plans.

Major Requirements (40 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

LA 300 Foundations for Professional Success
SMGT 305 Theory and Practice of Security
SMGT 315 The American Criminal and Civil Legal Systems
SMGT 325 Professional Responsibility and Ethics in Security
SMGT 335 Infrastructure Security and National Defense
SMGT 345 Risk Analysis and Organizational Security
SMGT 405 Security Administration and Management
SMGT 415 Physical and Technical Components of Security Management
SMGT 425 Homeland Security and Terrorism
SMGT 435 Principles and Practices of Effective Emergency Planning

In addition to the Security Management major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (51 credits). Total degree requirements are 127 credit hours.

Software Development

College of Science and Technology

The Bachelor of Science in Software Development program is designed for students seeking to develop their skills in software application development. The program emphasizes design principles, database fundamentals, and frameworks used in development. Students will learn and use several contemporary programming languages such as Java, JavaScript, Python, and others. Students will emerge from the program with a broad understanding of the environment in which software developers operate, the best practices for development, and the skills needed to design, develop, and test software applications.

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

CSD 200 Foundations of Software Development
CSD 205 Introduction to Programming with Python
CSD 310 Database Development and Use
CSD 320 Programming with Java
CSD 340 Web Development with HTML and CSS
CSD 405 Intermediate Java Programming
CSD 370 Secure Software Development
CSD 420 Advanced Java Programming
CSD 380 DevOps
CSD 430 Server-Side Development
CSD 440 Server-Side Scripting
CSD 460 Capstone in Software Development

In addition to the Software Development major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (54 credits). Total degree requirements are 127 credit hours.

Sustainability Management

College of Science and Technology

The Bachelor of Science in Sustainability Management program is designed for professionals working in a variety of fields who wish to enhance their educational and career goals by attaining the skills needed to analyze, design, implement, and manage sustainable projects. Students will gain exposure to the LEED certification (Leadership in Energy and Environmental Design) process. The Bachelor of Science in Sustainability Management program focuses on (a) evaluating the sustainability of current technology innovations related to environment, energy, and natural resource management; (b) developing sustainable strategies for water, energy, land, and urban management at the local and global level; and (c) creating strategies for engaging stakeholders in sustainable projects. The program prepares students for a variety of careers in sustainability and provides a foundation to pursue graduate studies in areas such as Professional Science, Project Management, Business, and Environmental Science.

Major Requirements (36 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

SUST 300 Environmental Sustainability
SUST 350 Current Trends in Energy Technology
SUST 360 Green Technologies and Natural Resource Conservations
SUST 390 Green Project Management
SUST 400 Cost of Sustainability
SUST 410 Regulation, Policy and Governance of Sustainable System
SUST 420 International Development and Sustainability
SUST 430 Leadership in Sustainability
SUST 450 Sustainable Construction and Design

In addition to the Sustainability Management major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (54 credits). Total degree requirements are 127 credit hours.

Web Development

College of Science and Technology

The Bachelor of Science in Web Development program is designed by developers, for developers. It is for students seeking to develop their skills in full-stack web application development. The program emphasizes design principles, client- and server-side languages, database fundamentals, and frameworks used in web stacks. Students will emerge from the program with a broad understanding of the environment in which web applications operate, the best practices for development, and the skills needed to design and develop dynamic web applications. The program emphasizes the value of immersive and collaborative coding experiences.

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

WEB 200 Fundamentals of Web Development
WEB 201 Internet Systems Architecture
WEB 231 Enterprise JavaScript I
WEB 321 Business Environment for Web Professionals
WEB 330 Enterprise JavaScript II
WEB 340 Node.js
WEB 335 Introduction to NoSQL
WEB 420 RESTFul APIs
Web 425 Angular with TypeScript
WEB 430 DevOps
WEB 450 Mastering the MEAN Stack Bootcamp (6 credit hours)

In addition to the Web Development major requirements, students must complete the Integrative General Education Core Curriculum (37 credits), and electives (54 credits). Total degree requirements are 127 credit hours.

Master's Degree Programs

Majors	Degree	Accelerated	Cohort	In-Class	Online
Accounting	MS			•	•
Acquisition and Contract Management	MS				•
Business Administration	MBA	•	•	•	•
Business Analytics	MS				•
Business and Professional Communication	MA				•
Child, Youth, and Family Studies	MS		•		•
Clinical Mental Health Counseling	MS		•	•	•
Computer Information Systems	MS			•	•
Criminal Justice	MS	•	•		•
Cybersecurity (Cohort)	MS		•		•
Cybersecurity (Traditional)	MS			•	•
Data Science	MS				•
Emergency Management	MS	•	•		•
Healthcare Administration	MHA	•	•		•
Human Capital Management	MS[1]			•	•
Human Resource Strategic Management	MS	•	•	•	•
Human Services	MA	•	•		•
Industrial and Organizational Psychology	MS	•	•		•
Instructional Design and Technology	MS	•	•		•
Intelligence and Security Studies	MS				•
Management	MS				•
Management of Information Systems	MS			•	•
Organizational Leadership	MS		•	•	•
Organizational Performance	MS	•	•	•	•
Professional Studies	MPS		•	•	•
Project Management	MPM				•
Security Management	MS	•	•	•	•
Strategic Finance	MS			•	•
Strategic Marketing	MS	•	•		•

Note: For objectives and outcomes of each major visit the Degree and Program page at www.bellevue.edu. To view the course descriptions and course credits go to pages 143–239.

1. Program available to Ph.D. in Human Capital Management students who do not meet dissertation requirements but meet the M.S. in Human Capital Management degree requirements.

Pre-Professional Programs

Bellevue University's pre-professional programs offer a number of the foundation courses required by most professional programs, including Allied Health; Architecture; Chiropractic Medicine; Dentistry; Divinity; Engineering; Law; Medicine; Mortuary Science; Nursing; Occupational Therapy; Optometry; Pharmacy; Physical Therapy; and Veterinary Medicine. Students are encouraged to directly follow the catalogs of professional schools to ensure that specific degree requirements are met. Admissions Counselors will assist in coordinating programs between institutions.

Master of Arts in Business and Professional Communication

College of Arts and Sciences

The Master of Arts in Business and Professional Communication provides a communication core with an emphasis on leadership skills. You will complete a 24-credit core, then select a 12-credit concentration from one of several disciplines to complete an interdisciplinary degree with career flexibility. The degree is offered online.

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Core

Students should begin the program with any 500-level MBPC course or courses.

MBPC 500 Introduction to Business and Professional Communication
MBPC 521 Writing on Purpose
MBPC 540 Twenty-First Century Communication Technologies
MBPC 580 Leadership and Organizational Communication
MBPC 610 Conflict and Negotiation
MBPC 640 Ethics and Decision Making
MBPC 660 Interpersonal and Intercultural Communication
MBPC 680 Business and Professional Communication Capstone

Concentrations

Select a 12-credit hour concentration.

Business Concentration

MBA 500 Business Performance Management
MBA 520 Financial Reporting and Analysis
MBA 615 Human Capital and Organizational Performance
MBA 635 Marketing and New Media Strategy

Computer Information Systems Concentration

CIS 515 Information Technology Infrastructure
CIS 611 Cloud Computing
CIS 612 Computing Platforms and Network Technologies
CIS 633 Information Technology Project Management

Human Resource Management Concentration

BA 603 Introduction to Human Resource Management
BA 605 Total Rewards: Compensation and Benefit Administration
BA 606 Talent Management: Recruitment/Selection and Training/Development
MBA 615 Human Capital and Organizational Performance

Project Management Concentration

CIS 633 Information Technology Project Management (REQUIRED)

Choose three courses (9 credit hours) from the following four courses:

CIS 644 Managing Project Risks
CIS 663 Project Communications Management and Leadership
CIS 664 Project Management in Global and Virtual Workplaces
CIS 665 Defining and Managing Requirements and Project Success

Transnational and Cross-Cultural Communication Concentration

PS 505 Comparative Intelligence Cultures
PS 515 Comparative Foreign Policy
PS 625 Analyzing Anti-Americanism
PS 690 Democracy, Gender, and Reform Across the Middle East

Interdisciplinary Studies Concentration

The Interdisciplinary Studies Concentration requires any 12 graduate-level credit hours in at least two disciplines or fields of study. No more than nine credit hours in a single discipline or field will apply to the concentration.

Master of Science in Child, Youth, and Family Studies

College of Arts and Sciences

The Child, Youth, and Family Studies Program prepares and empowers students to be leaders in the field servicing child, youth, and their families. Students are prepared to apply leadership skills in agencies, schools, and other organizations that serve children, youth, and their families. Areas of emphasis include child and youth development, child and youth policies, family units, and the administration, leadership, and management of agencies.

Major Requirements (36 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

CYFS 510 Child and Youth Development
CYFS 520 Community Child and Youth Development
CYFS 530 Child and Youth Policy
CYFS 545 Families Across the Lifespan
CYFS 550 Children, Youth, and Families in Cultural Context
CYFS 610 Contemporary Child, Youth, and Family Issues
CYFS 620 Program Design, Evaluation, and Implementation
CYFS 625 Program Administration and Management
CYFS 640 Child, Youth, and Family Studies Capstone

Master of Science in Clinical Mental Health Counseling

College of Arts and Sciences

The Master of Science in Clinical Mental Health Counseling (MSCMHC) is a 60-credit CACREP accredited graduate program modeled on national licensing standards for individuals who are preparing to deliver direct mental health services and are pursuing mental health licensure to deliver those services. The MSCMHC is inclusive of 100 hours of practicum and 600 hours of clinical internship. Students are responsible to complete practicum and internship hours under the supervision of a licensed counselor. Students who are admitted for summer 2016 and beyond must complete two on-campus residency experiences. Students are expected to complete the first residency in the first available term after admission to the MSCMHC program and must complete the second residency prior to beginning an internship.

Education requirements for licensure vary from state to state. It is the responsibility of the student to evaluate whether the Master of Science in Clinical Mental Health Counseling meets the licensure requirements particular to the state in which they plan to practice. It is the student's responsibility to confirm with the Department of Human Services (or similar agency) in his/her respective state to guarantee necessary coursework meets the state's current licensure requirements.

Major Requirements (60 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Residency Courses (Non-credit courses)

MCC 698 Residency I
MCC 699 Residency II

Foundation Courses (21 credit hours)

MCC 501 Helping Relationships and Orientation to the Counseling Profession
MCC 502 Introduction to Counseling Theories
MCC 507 Research Methods and Program Evaluation in Counseling
MCC 520 Human Development Throughout the Lifespan
MCC 530 Ethical, Legal and Professional Issues in the Practice of Counseling
MCC 540 Assessment
MCC 550 Theories of Psychopathology

Advanced Courses (27 credit hours)

MCC 600 Diagnosis of Mental and Behavioral Disorders
MCC 605 Counseling Practicum
MCC 610 Group Processes and Facilitation
MCC 638 Social and Cultural Diversity
MCC 642 Foundations of Addictions Counseling
MCC 645 Career Development
MCC 650 Couples and Family Counseling
MCC 664 Trauma, Crisis, and Traumatic Stress Counseling
MCC 670 Advanced Counseling Skills, Techniques, and Practices

Advanced Elective Courses (3 credit hours)

Choose one – 3 credit hour course

MCC 661 Applied Neuroscience and Psychopharmacology
MCC 662 Treatment of Child and Adolescent Disorders
MCC 663 Human Sexuality
MCC 664 Trauma, Crisis, and Traumatic Stress Counseling
MCC 665 Orthodox Judaic Theoretical Perspectives

Internship Courses (9 credit hours)

MCC 691 Clinical Internship I
MCC 692 Clinical Internship II
MCC 693 Clinical Internship III
MCC 694 Clinical Internship IV

Limit on Age of Coursework

The counseling field is constantly changing. For instance, practices are being updated, ethical codes are evolving, and mental health diagnostic criteria and treatment approaches are changing. Our courses are regularly reviewed and updated to reflect changes in the field. It is important that our graduates are up to date and practicing with the most current level of knowledge and skill. For this reason:

- Students who take longer than 5 years (calendar years) to complete the program will need to repeat all coursework that is older than 4 years (calendar years) unless otherwise approved by the Program Director.
- Former students who apply and are accepted to return to the program will come in under the current catalog and will need to repeat all coursework that was completed prior to June of 2016.

Counselor Preparation Comprehensive Examination

Students will be required to take the Counselor Preparation Comprehensive Examination during their third internship class (MCC 693) in order to pass the class. The CPCE is a zero-credit hour graduation requirement.

Returning Students

All students who are returning from a 4-term or more absence need to complete the application process, regardless of which catalog they are requesting to complete; else waived.

Non-Degree Seeking Students

Non-degree seeking students may take a maximum of 4 non-degree seeking courses; no clinical courses (practicum or internship) and all must have approval of Program Director to register.

Master of Arts in Human Services

College of Arts and Sciences

The Master of Arts in Human Services is designed to provide strong management skills, a foundation of ethics, leadership, and management theory in the administration of human service organizations. Students will assess funding strategies and financial impact on nonprofit organizations and analyze the role of community engagement in the human services field. By emphasizing broad-based analytical and managerial courses, the MAHS program prepares students for careers that provide an opportunity for upward movement to become administrators and managers at all levels of a nonprofit organization. Candidates for the MAHS must satisfy prerequisite requirements of 6 credit hours in the behavioral sciences.

Major Requirements (36 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

MHS 510 Introduction to Human Services Administration
MHS 521 Communications for Human Services
MHS 638 Social and Cultural Diversity
MHS 530 Ethics for Human Services
MHS 580 Community Engagement
MHS 628 Sustainable Funding
MHS 635 Nonprofit Administration
MHS 640 Leadership and Application for Human Services
MHS 645 Career Development

Master of Science in Industrial and Organizational Psychology

College of Arts and Sciences

The Industrial/Organizational (I/O) Psychology Program is designed for students who are interested in the function of this field of study in corporate settings, combining theory and practice. The program emphasizes the practitioner model through applied assessments, real-world organizational projects, and networking opportunities with professionals in the I/O community.

Graduates of this program will be well-equipped to bring a strategic, thoughtful approach to employee engagement, personnel selection, talent management, measurement and design, and succession planning while also being empowered with statistical and analytical tools to tackle complex organizational challenges. Students are encouraged to hone an area of interest within I/O that will guide their practicum experience and the applied research capstone project to deepen the understanding of how research translates into the workplace.

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

MIOP 501 Profession of Industrial/Organizational Psychology
MIOP 506 Social Psychology
MIOP 511 Job Analysis and Performance Appraisal
MIOP 516 Applied Organizational Psychology
MIOP 521 Organizational Development
MIOP 526 Statistical Methods I
MIOP 531 Personnel Selection
MIOP 536 Measurement and Design
MIOP 621 Practicum and Skills Development
MIOP 626 Statistical Methods II: Multiple Regression
MIOP 631 Applied Research Methods
MIOP 660 Advanced Industrial and Organizational Psychology Practice

Master of Professional Studies

College of Arts and Sciences

The Master of Professional Studies 30-credit hour curriculum contains three academic components:

A three-hour individualized learning portfolio course that extends throughout a student's entire enrollment period. The portfolio will include submissions that:

1. Support evidence of applied learning in declared occupational, personal, and/or learning goals (documented in the IP),
2. Demonstrate application of broad knowledge and experiential learning experiences such as action research projects or problem-based learning projects,
3. Summative reflection on what the program meant to them, what they learned, and whether they met their declared goals.

Prior Learning Assessment (e.g. graduate transfer credit, ELA, corporate articulations) up to 12 hours of graduate credit may be transferred into the MPS.

Up to 27 graduate credit hours of individually selected course credits that meet student-declared goals documented in the student's individualized Plan of Study (IP). Course selection may include a certificate of completion. All prerequisites for any course selected within an MPS student IP must be met.

Major Requirements (30 credit hours)

All course requirements listed below are 1 credit hour each unless otherwise indicated.

Individually Selected Graduate Courses (27 credit hours)

Portfolio Course (3 credit hours)

MPSD 500A Portfolio: Master of Professional Studies
MPSD 500B Portfolio: Master of Professional Studies
MPSD 500C Portfolio: Master of Professional Studies

Master of Science in Accounting

College of Business

The Bellevue University Master of Science Degree in Accounting is designed to help students bolster their careers with advanced technical accounting knowledge, strong analytical skills, and exceptional written and oral communication skills. Students will develop high-level skills in auditing, tax accountancy, advanced cost accounting, and accounting theory.

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Core (27 credit hours)

AC 616 Advanced Accounting Problems
AC 618 Accounting Theory
AC 603 Accounting Information Security – Investigations and Analytics
AC 624 Advanced Cost Accounting
AC 634 Taxation of Business
AC 642 Financial Auditing
AC 643 Advanced Auditing
AC 645 Accounting Information Systems: Controls and Forensics
AC 685 Accounting Internship
BAN 600 Advanced Business Analytics

Required MBA Courses (9 credit hours)

MBA 610 Business Analysis for Decision Making
MBA 612 Financial Management & Strategy
MBA 626 Operations & Logistics in the Value Chain

Concentrations

Tax Concentration (9 credit hours)

AC 633 Advanced Individual Tax Accounting
AC 635 Taxation of Flow-through Entities
AC 639 Tax Planning and Strategies

Finance Concentration (9 credit hours)

Select a minimum of 9 credit hours

BA 602 Risk Management
BA 616A Investments
BA 617 International Finance
BA 618 Cash Management

Data Analytics Concentration (9 credit hours)

Select a minimum of 9 credit hours

BAN 500 SAS Programming for Business Analytics
BAN 520 Enterprise Data and Information Management
BAN 620 Advanced Data Mining Applications

Master of Science in Acquisition and Contract Management

College of Business

The Master of Science in Acquisition and Contract Management enables members of the federal acquisition community and its contracting partners to enhance their acquisition managerial practices. Additional emphasis is placed on the understanding of the acquisition processes, as well as statutory and regulatory requirements. The program requires 36 graduate-level credit hours to complete the degree. The schedule of course offerings permits an individual working full-time to complete all the requirements for the master's degree in 18 months (two classes per term).

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Note: The program requires 36 graduate credit hours of coursework. No undergraduate courses will count toward the Master of Science in Acquisition and Contract Management. Students applying for professional license or certification should verify the University's offerings meet the requirements with the professional organization.

MBA 520 Financial Reporting & Analysis
MBA 624 Business Analysis for Decision Making
MAQC 620 Project Management
MAQC 660 Business Decision for Contracting+
MAQC 670 Legal Considerations in Contracting+
MAQC 675 Cost Analysis and Negotiation Techniques+
MBA 615 Human Capital & Organizational Performance
MBA 641 Accounting for Performance Management
MBA 675 Operations & Logistics in the Value Chain
MBA 670 Essentials of Supply Chain Management in a Global Environment
MBA 677 Logistics Management
MBA 665 Advanced Law
OR
MMC 610 Conflict and Negotiation

+A Level 2 DAWIA certification for the contracting career field through DAU/FAI may be used to transfer 9 credit hours to the Master of Science in Acquisition and Contract Management for MAQC 660, 670, and 675.

Master of Business Administration

College of Business

Bellevue University's MBA is designed for new and emerging business professionals with a wide range of incoming academic backgrounds. In today's highly collaborative and dynamic business environment, performance resulting in successful business outcomes is essential. Leaders with strong decision-making skills, clear values, and ability to apply business concepts effectively are in professional demand. The 36-39 credit hour MBA equips students to achieve successful business results by developing strong problem-solving, decision-making, team-building, and technical skills. Emphasis is placed on building and practicing the performance skills necessary to achieve successful business outcomes by applying relevant business skills synergistically in areas including finance, strategy and human capital management. The MBA is designed for students committed to becoming innovative contributors to high-performing businesses and entrepreneurial ventures. The 36-39 credit hour MBA includes the choice of several concentration areas including Project Management, International Business, and Entrepreneurship.

Master of Business Administration (Cohort)

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

MBA 500 Business Performance Management
MBA 520 Financial Reporting & Analysis
MBA 615 Human Capital & Organizational Performance
MBA 624 Business Analysis for Decision Making
MBA 628 Opportunity Analysis, Creativity, & Sustainability
MBA 641 Accounting for Performance Management
MBA 635 Marketing & New Media Strategy
MBA 634 Advanced Organizational Management and Theory
MBA 655 Financial Management & Strategy
MBA 638 Applied Leadership Dynamics
MBA 675 Operations & Logistics in the Value Chain
MBA 680 Strategy Innovation & Integration

Master of Business Administration (Traditional)

Major Requirements (Traditional) (36–39 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Core (27 credit hours)

MBA 500 Business Performance Management
MBA 520 Financial Reporting & Analysis
MBA 615 Human Capital & Organizational Performance
MBA 624 Business Analysis for Decision Making
MBA 635 Marketing & New Media Strategy
MBA 641 Accounting for Performance Management
MBA 655 Financial Management & Strategy
MBA 675 Operations & Logistics in the Value Chain
MBA 680 Strategy Innovation & Integration

Concentrations (9–12 credit hours)

Choose one concentration area.

Accounting Concentration

Select a minimum of 9 credit hours.

AC 616 Advanced Accounting Problems
AC 618 Accounting Theory
AC 624 Advanced Cost Accounting
AC 634 Taxation of Business Entities
AC 642 Financial Auditing
AC 643 Advanced Auditing
AC 645 Accounting Information Systems: Controls and Forensics
AC 652 Accounting for Governmental and Non-Profit Entities
AC 685 Accounting Internship

Acquisition and Contract Management Concentration

Select a minimum of 9 credit hours.

Note: Level 2 or Level 3 DAWIA certification may be used to transfer 9 credit hours to the concentration.

MAQC 660 Business Decision for Contracting
MAQC 670 Legal Considerations for Contracting
MAQC 675 Cost Analysis and Negotiation Techniques

Business Analytics Concentration

Select a minimum of 9 credit hours.

BAN 500 SAS Programming for Business Analytics
BAN 520 Enterprise Data and Information Management
BAN 600 Advanced Business Analytics
BAN 620 Advanced Data Mining Applications

Internship Option – CIS 698 provides an opportunity for students to expand their learning by gaining new skills and experiences in the workplace. The CST Program Director and CST Dean approval are required prior to enrolling in the course and any CPT activities must comply with other eligibility requirements.

Cybersecurity Concentration

Select a minimum of 9 credit hours.

CIS 607 Computer Forensics
CIS 608 Information Security Management
CIS 610 Information Warfare
CIS 611 Cloud Computing
CYBR 515 Security Architecture and Design
CYBR 525 Ethical Hacking and Response

Internship Option – CIS 698 provides an opportunity for students to expand their learning by gaining new skills and experiences in the workplace. The CST Program Director and CST Dean approval are required prior to enrolling in the course and any CPT activities must comply with other eligibility requirements.

Entrepreneurship Concentration

Select a minimum of 9 credit hours.

MSM 601 Entrepreneurship and Business Plan Development (REQUIRED)

Select a minimum of 6 credit hours

MSM 602 Entrepreneurial Finance
MSM 603 Creativity, Sustainability and Innovation
MSM 604 Family Business & Self Employment
MSM 605 Small Business Operations

Finance Concentration

Select a minimum of 9 credit hours.

BA 602 Risk Management
BA 616A Investments
BA 617 International Finance
BA 618 Cash Management

Global Economic Threat Environment Concentration

Select a minimum of 9 credit hours.

PS 605 Green Security: Eco-conflict and its Challenges
PS 610 Hard and Soft Power: Balancing Hawks and Doves
PS 620 Transnational Crime and Corruption: The Dark Side of Globalization
PS 660 Democracy, Political Economy, and Human Rights Across Asia

Healthcare Concentration

Select a minimum of 12 credit hours.

MHA 627 Legal, Ethical and Compliance Issues (4 credit hours)
MHA 628 Organizational Design and Delivery Systems (4 credit hours)
MHA 662 Healthcare Finance (4 credit hours)

Human Capital Management Concentration

Select a minimum of 9 credit hours.

MSM 500 Management of People in Society (REQUIRED)
MSM 610 Management of Organizational Relationships
BA 646 Strategies for Recruitment and Selection of Human Resources

Human Resource Management Concentration

Select a minimum of 9 credit hours.

BA 603 Introduction to Human Resource Management
BA 605 Total Rewards: Compensation and Benefit Administration
BA 606 Talent Management: Recruitment/Selection and Training/Development

Information Security Management Concentration

Select a minimum of 9 credit hours.

CIS 608 Information Security Management
CYBR 510 Physical, Operations, and Personnel Security
CYBR 520 Human Aspects of Cybersecurity
CYBR 610 Risk Management Studies
CYBR 615 Cybersecurity Governance and Compliance
CYBR 625 Business Continuity and Recovery Planning

Internship Option – CIS 698 provides an opportunity for students to expand their learning by gaining new skills and experiences in the workplace. The CST Program Director and CST Dean approval are required prior to enrolling in the course and any CPT activities must comply with other eligibility requirements.

Interdisciplinary Business Concentration

Select a minimum of 9 credit hours.

NOTE: In addition to the courses listed below, MBA 606 and MBA 608 may be used in the Interdisciplinary Business concentration for those enrolled in the MBA program Spring 2015 term or after.

MBA 611 Economics
MBA 634 Advanced Organizational Management and Theory
MBA 665 Advanced Law

Interdisciplinary Concentration

Select a minimum of 9 credit hours of graduate-level coursework (500 or above) not already required from the MBA, AC, BA or MSF disciplines, or from any of the MBA Concentrations.

- MBA course options
- AC course options
- BA course options
- MSF course options

International Management Concentration

Select a minimum of 9 credit hours.

BA 617 International Finance
BA 637 International and Global Business
BA 656 International Consumer Behavior
MBA 667 Regulation and Ethics for International Business

Management Concentration

This concentration is only available if you are a Master of Arts in Management (MAM) graduate from Bellevue University. Graduates are required to take the following 18 credit hours to obtain a second Master's degree. MAM grads with an undergrad in Accounting can have MBA 520 waived; however, 18 credit hours would still be required for a second MBA. If MBA 520 is waived, the student must complete an additional course from the approved MBA program courses.

MBA 520 Financial Reporting & Analysis
MBA 655 Financial Management & Strategy
MBA 675 Operations & Logistics in the Value Chain
MBA 641 Accounting for Performance Management
MBA 635 Marketing & New Media Strategy
MBA 680 Strategy Innovation & Integration

Management Information Systems Concentration

Select a minimum of 9 credit hours.

CIS 515 IT Infrastructure (REQUIRED)
CIS 521 Systems Development and Deployment (REQUIRED)

Select a minimum of 3 credit hours.

CIS 627 Integrating Technologies with Business Strategies
CIS 633 Information Technology Project Management

Internship Option – CIS 698 provides an opportunity for students to expand their learning by gaining new skills and experiences in the workplace. The CST Program Director and CST Dean approval are required prior to enrolling in the course and any CPT activities must comply with other eligibility requirements.

Marketing Concentration

Select a minimum of 9 credit hours.

BA 655 Internet Marketing
BA 656 International Consumer Analysis
BA 658 Sales Management
BA 663 Global Brand Marketing
BA 664 Marketing Research

Professional Communication Concentration

Select a minimum of 9 credit hours.

MBPC 500 Introduction to Business and Professional Communication (REQUIRED)
MBPC 660 Interpersonal and Intercultural Communication (REQUIRED)

Select a minimum of 3 credit hours.

MBPC 580 Leadership and Organizational Communication
MBPC 610 Conflict and Negotiation

Project Management Concentration

Select a minimum of 9 credit hours.

CIS 633 Information Technology Project Management
CIS 644 Managing Project Risks
CIS 663 Project Communications Management and Leadership
CIS 664 Project Management in Global and Virtual Workplaces
CIS 665 Defining and Managing Requirements and Project Success

Supply Chain Management Concentration

Select a minimum of 9 credit hours.

MBA 670 Essentials of Supply Chain Management in a Global Environment
MBA 674 Emerging Topics in Supply Chain Management
MBA 676 Information Technology Practices for Managing the Supply Chain
MBA 677 Logistics Management

Tax Concentration

Select a minimum of 9 credit hours

AC 633 Advanced Individual Tax Accounting
AC 634 Taxation of Business Entities
AC 635 Taxation of Flow-through Entities
AC 639 Tax Planning and Strategies

Master of Healthcare Administration

College of Business

The Master of Healthcare Administration is designed to develop a specific set of competencies deemed critical for contributing to the viability and success of organizations within the healthcare industry. The competencies are reflective of knowledge and skills identified by the Healthcare Leadership Alliance (HLA) as desirable for ensuring quality healthcare delivery within a changing and dynamic industry.

Major Requirements (36 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

MHA 649 Leadership and Team Development
MHA 603 Health Information Technology and Administration
MHA 632 Quality Management
MHA 627 Legal, Ethical, and Compliance Issues
MHA 628 Organizational Design and Delivery Systems
MHA 662 Healthcare Finance
MHA 672 Operations Management
MHA 674 Strategic Management for Healthcare Organizations
MHA 677 Human Resource Management

Master of Science in Human Resource Strategic Management

College of Business

The Master of Science in Human Resource Strategic Management examines functions of the Human Resource Management field and how to view and apply each function from a strategic/competitive advantage perspective. Emphasis is placed on becoming a "strategic business partner" with other organizational functions. A focus is placed on how analytics can be developed, analyzed, and utilized effectively in Human Resources to support and promote human capital and other organizational initiatives and investment.

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

MSHR 600 Fundamentals of HR Management
MSHR 605 Human Resource Law
MSHR 612 Organizational Behavior and Effectiveness
MSHR 615 Global HR Management
MSHR 620 Contemporary Issues
MSHR 625 Talent Management: Recruitment
MSHR 630 Talent Management: Human Capital Management and Development
MSHR 635 Total Rewards: Compensation
MSHR 640 Total Rewards: Benefits
MSHR 645 Human Resource Metrics and Evaluation and Action Planning
MSHR 650 Strategic Business Partnerships
MSHR 655 Capstone

Master of Science in Instructional Design and Technology

College of Business

The Master of Science in Instructional Design & Technology prepares students to integrate technology into learning and educational experiences, as well as evaluate and implement emerging technologies for use in learning and educational settings. Students will critically examine emerging technologies for practical applications within their organizations. Emphasis is placed on understanding the difference in the ways individuals learn and the different needs for face-to-face, blended, and distance learning experiences.

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

IDT 605 Introduction to Instructional Design
IDT 670 Advanced Online and Blended Learning
IDT 616 Instructional Audio e-Portfolio Project (1 credit hour)
IDT 610 Foundations of Education and Training
IDT 620 Applied Research and Analysis
IDT 631 Instructional Graphics and Photography e-Portfolio Project (1 credit hour)
IDT 625 Introduction to Instructional Technology
IDT 635 Technology Integration into Core Teaching & Training Standards
IDT 646 Instructional Video e-Portfolio Project (1 credit hour)
IDT 640 Introduction to Emerging Technologies
IDT 650 Applied Leadership in Instructional Settings
IDT 661 Instructional Print e-Portfolio Project (1 credit hour)
IDT 655 Information Technology Project Management
IDT 665 Evaluation and Assessment of Educational Systems
IDT 676 Interactive Instructional Media e-Portfolio Project (2 credit hours)

Master of Science in Management

College of Business

The mission of the Master of Science in Management degree is to prepare students to manage people in the knowledge worker age and the new economy where work takes place at multiple locations and workers are expected to manage multiple tasks. This is a program for practitioners to develop people management skills via hands-on, diagnostics-rich learning

activities that are focused on real workplace issues which can be mastered with practice. It is mentor rich and promotes awareness of self and others as leaders, managers, and innovators. Emphasis is on strong people skills and leveraging, learning, and allocating resources to increase organizational effectiveness. During the program, students will prepare performance-based projects such as a personal reflection log, a performance portfolio, and standard business plans. Creating reports related to resource allocation, negotiation, coaching, counseling, mentoring, and developing people will also be included.

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Core (21 credit hours)

MSM 500 Management of People in Society
MSM 510 Foundations of Management Processes
MSM 520 Management of Resources
MSM 610 Management of Organizational Relationships
MSM 620 Learning Management & Mastery
MSM 630 Management of Metrics & Measurement
MSM 650 Portfolio Development – Capstone

Concentrations (15 credit hours)

Choose one concentration area.

Project Management Concentration

CIS 633 Information Technology Project Management
CIS 644 Managing Project Risks
CIS 663 Project Communications Management & Leadership
CIS 665 Defining and Managing Requirements and Project Success
CIS 664 Project Management in Global and Virtual Workplaces

Executive Coaching Concentration

Note: You must complete all three Executive Coaching courses. An internship course (listed below) must be taken with an Executive Coaching course.

MCL 650 Ethical and Professional Principles of Executive Coaching
MCL 651 Executive Coaching Communication Skills and Assessment
MCL 652 The Role and Relationship Dynamics of Executive Coaching
MCL 654 Executive Coaching Internship Performance (1 credit hour)
MCL 655 Executive Coaching Internship Skills (1 credit hour)
MCL 656 Executive Coaching Internship Competencies (1 credit hour)
MMC 610 Conflict and Negotiation

Human Resource Management Concentration

BA 636 Compensation and Performance Management
BA 638 Human Resource Law
BA 646 Strategies for Recruitment & Selection of Human Resources
MBA 615 Human Capital & Organizational Performance
MBA 634 Advanced Organizational Management and Theory

Entrepreneurship Concentration

MSM 601 Entrepreneurship and Business Plan Development
MSM 602 Entrepreneurial Finance
MSM 603 Creativity, Sustainability and Innovation
MSM 604 Family Business & Self Employment
MSM 605 Small Business Operation

Marketing Concentration

MBA 635 Marketing & New Media Strategy
BA 655 Internet Marketing
BA 656 International Consumer Behavior
BA 663 Global Brand Marketing
MBA 664 Marketing Research

Master of Science in Organizational Leadership

College of Business

The Masters of Science in Organizational Leadership (MOL) program prepares students to meet leadership challenges by applying contemporary leadership theories and ethical practices for individual, group, and organizational effectiveness.

Major Requirements (36 credit hours)

All course requirements listed below are 5 credit hours each unless otherwise indicated.

MOL 645 Foundations of Organizational Leadership
MOL 646 Organizational Leadership Applied Project (1 credit hour)
MOL 647 Social Psychology of Leadership
MOL 648 Social Psychology of Leadership Applied Project (1 credit hour)
MOL 649 Leadership Ethics
MOL 650 Leadership Ethics Applied Project (1 credit hour)
MOL 651 Strategic Leadership
MOL 652 Strategic Leadership Applied Project (1 credit hour)
MOL 653 Advanced Leadership Dynamics
MOL 654 Advanced Leadership Dynamics Applied Project (1 credit hour)
MOL 655 Leadership Creativity and Innovation
MOL 656 Leadership Creativity and Innovation Applied Project (1 credit hour)

Master of Science in Organizational Performance

College of Business

The Master of Science in Organizational Performance Program prepares students to meet the changing roles and demands of management by preparing them to become effective leaders and facilitators of performance improvement initiatives, organizational development projects, and change management strategies.

Major Requirements (36 credit hours)

All course requirements listed below are 5 credit hours each unless otherwise indicated.

MSOP 603 Performance Improvement
MSOP 604 Performance Improvement Applied Project (1 credit hour)
MSOP 607 Business Innovation & Efficiency
MSOP 608 Business Innovation & Efficiency Applied Project (1 credit hour)
MSOP 611 Project Management Essentials
MSOP 612 Project Management Essentials Applied Project (1 credit hour)
MSOP 615 Process Management & Scenario Planning
MSOP 616 Process Management & Scenario Planning Applied Project (1 credit hour)
MSOP 619 Predictive Analytics & Analysis
MSOP 620 Predictive Analytics & Analysis Applied Project (1 credit hour)
MSOP 627 Business Intelligence Essentials
MSOP 628 Business Intelligence Essentials Applied Project (1 credit hour)

Master of Science in Strategic Finance

College of Business

The program views financial management as a key strategic discipline networking within a broad range of stakeholders in a dynamic international marketplace to allocate resources to maximize economic value. The curriculum is designed to enhance business leaders' enterprise-wide financial decision-making skills and insights by focusing on the application of value optimization, enterprise risk management, and business strategy in a holistic context. Participants study a broad range of financial and business decisions that managers and executives face, regardless of whether their role is within the firm, a financial intermediary, or in investment management. The program presents tools and applications necessary to add value within the exciting and dynamic field of financial management in today's global business environment.

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Core (27 credit hours)

MSF 520 Financial Reporting & Analysis
MSF 624 Business Analysis for Decision Making
MSF 641 Accounting for Performance Management
MSF 611 Economics
MSF 655 Financial Management & Strategy
MSF 602 Risk Management
MSF 616 Investments
MSF 618 Cash Management
MSF 650 Leadership and Communication in Business: Holistic Financial Strategies for Value Optimization

Concentrations (9–12 credit hours)

Choose one concentration area.

Accounting Concentration

Select a minimum of 9 credit hours.

AC 616 Advanced Accounting Problems
AC 618 Accounting Theory
AC 619 International Accounting
AC 624 Advanced Cost Accounting
AC 634 Taxation of Business Entities
AC 642 Financial Auditing
AC 643 Advanced Auditing
AC 645 Accounting Information Systems: Controls and Forensics
AC 652 Accounting for Governmental and Non-Profit Entities
AC 661 Seminar in Contemporary Accounting: Selected Topics
AC 685 Accounting Internship

Acquisition and Contract Management Concentration

Select a minimum of 9 credit hours.

Note: Level 2 or Level 3 DAWIA certification may be used to transfer 9 credit hours to the concentration.

MAQC 660 Business Decision for Contracting
MAQC 670 Legal Considerations for Contracting
MAQC 675 Cost Analysis and Negotiation Techniques

Business Analytics Concentration

Select a minimum of 9 credit hours.

BAN 500 SAS Programming for Business Analytics
BAN 520 Enterprise Data and Information Management
BAN 600 Advanced Business Analytics
BAN 620 Advanced Data Mining Applications

Cybersecurity Concentration

Select a minimum of 9 credit hours.

CIS 607 Computer Forensics
CIS 608 Information Security Management
CIS 610 Information Warfare
CIS 611 Cloud Computing
CYBR 515 Security Architecture and Design
CYBR 525 Ethical Hacking and Response

Entrepreneurship Concentration

Select a minimum of 9 credit hours.

MSM 601 Entrepreneurship and Business Plan Development (REQUIRED)

Select a minimum of 6 credit hours.

MSM 602 Entrepreneurial Finance
MSM 603 Creativity, Sustainability and Innovation

MSM 604 Family Business & Self Employment
MSM 605 Small Business Operations

Finance Concentration

Select a minimum of 9 credit hours.

AC 624 Advanced Cost Accounting
BA 617 International Finance
BA 637 International & Global Business
BA 695 Independent Study in Finance

Global Economic Threat Environment Concentration

Select a minimum of 9 credit hours.

PS 605 Green Security: Eco-conflict and Its Challenges
PS 610 Hard and Soft Power: Balancing Hawks and Doves
PS 620 Transnational Crime and Corruption: The Dark Side of Globalization
PS 650 Democracy, Ethnicity, and Development in Africa
PS 660 Democracy, Political Economy, and Human Rights Across Asia

Healthcare Concentration

Select a minimum of 12 credit hours.

MHA 627 Legal, Ethical and Compliance Issues
MHA 628 Organizational Design and Delivery Systems
MHA 662 Healthcare Finance

Human Capital Management Concentration

Complete the following of 9 credit hours:

MSM 500 Management of People in Society (REQUIRED)
MSM 610 Management of Organizational Relationships
BA 606 Talent Management: Recruitment/Selection and Training/Development

Human Resource Management Concentration

Select a minimum of 9 credit hours.

BA 603 Introduction to Human Resource Management
BA 605 Total Rewards: Compensation and Benefit Administration
BA 606 Talent Management: Recruitment/Selection and Training/Development

Information Security Management Concentration

Select a minimum of 9 credit hours.

CIS 608 Information Security Management
CYBR 510 Physical, Operations, and Personnel Security
CYBR 520 Human Aspects of Cybersecurity
CYBR 610 Risk Management Studies
CYBR 615 Cybersecurity Governance and Compliance
CYBR 625 Business Continuity and Recovery Planning

Interdisciplinary Business Concentration

Select a minimum of 9 credit hours.

NOTE: In addition to the courses listed below, MBA 606 and MBA 608 may be used in the Interdisciplinary Business concentration for those enrolled in the MBA program Spring 2015 term or after.

BA 623 Business Modeling and Planning
MBA 634 Advanced Organizational Management and Theory
MBA 665 Advanced Law

Interdisciplinary Concentration

Select a minimum of 9 credit hours of graduate credit hours (500 or above) not already required from the MBA, AC, BA or MSF disciplines, or from any of the MSSF concentrations.

International Management Concentration

Select a minimum of 9 credit hours.

BA 617 International Finance
BA 637 International and Global Business
BA 656 International Consumer Behavior
MBA 667 Regulation and Ethics for International Business

Management Information Systems Concentration

Select a minimum of 9 credit hours.

CIS 515 IT Infrastructure
CIS 521 Systems Development and Deployment
CIS 627 Integrating Technologies with Business Strategies

Marketing Concentration

Select a minimum of 9 credit hours.

BA 655 Internet Marketing
BA 656 International Consumer Analysis
BA 658 Sales Management
BA 663 Global Brand Marketing
BA 664 Marketing Research

Project Management Concentration

Select a minimum of 9 credit hours.

CIS 633 Information Technology Project Management
CIS 644 Managing Project Risks
CIS 663 Project Communications Management and Leadership
CIS 664 Project Management in Global and Virtual Workplaces
CIS 665 Defining and Managing Requirements and Project Success

Supply Chain Management Concentration

Select a minimum of 9 credit hours.

MBA 670 Essentials of Supply Chain Management in a Global Environment
MBA 674 Emerging Topics in Supply Chain Management
MBA 676 Information Technology Practices for Managing the Supply Chain
MBA 677 Logistics Management

Tax Concentration

Select a minimum of 9 credit hours.

AC 633 Advanced Individual Tax Accounting
AC 634 Taxation of Business Entities
AC 635 Taxation of Flow-through Entities
AC 639 Tax Planning and Strategies

Master of Science in Strategic Marketing

College of Business

The focus of this master's program will include strategically determining the demand for products and services offered by a firm and identifying potential customers and market opportunities. Creating synergy in advertising and promotion strategies utilizing digital and traditional methods represents an important facet of program design. Students in this major will also gain experience in the development of pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. in addition, they will gain the acumen to oversee product development and monitor trends that indicate the need for new products and services.

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

MSMK 600 Marketing Strategies
MSMK 605 Buyer Behavior
MSMK 610 Strategic Internet Marketing
MSMK 615 Ethical and Legal Issues in Marketing
MSMK 620 Marketing Analytics
MSMK 625 Qualitative Analysis
MSMK 630 Social Media
MSMK 635 Social Media Marketing Campaigns
MSMK 640 Website and Search Engine Marketing/Search Engine Optimization/SEO
MSMK 645 Marketing Finance
MSMK 650 Brand Management
MSMK 655 Advertising and Promotions Management

Master of Science in Supply Chain Management

College of Business

The Master of Science in Supply Chain Management degree is designed to develop employees who wish to advance their careers and provide value in the supply chain industry. The program is built on critical supply chain core knowledge and emphasizes the application of financial and operational metrics to establish decisions in a complex global supply chain network. The program concentrates on the analysis of the global supply chain based on the supply chain operations reference (SCOR) model: Plan, Source, Make, Deliver, Return, and Enable. Relevant knowledge in risk management, problem-solving, and technology throughout an emerging global supply chain environment is highlighted. An Advanced Lean Six Sigma Green Belt course is embedded within the core program.

Major Requirements (30 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

MSCM 500 Management of Supply Chain Operations
MBA 520 Financial Reporting and Analysis
MBA 624 Business Analysis for Decision Making
MSCM 550 Advanced Lean Six Sigma Green Belt
MBA 670 Essentials of SCM in a Global Environment
MBA 675 Operations and Logistics in the Value Chain
MSCM 600 Transportation and Logistics Management
MSCM 620 Reverse Logistics and Sustainability
MBA 667 Regulation and Ethics for International Business
MSCM 680 Supply Chain Risk Management and Disruption

Master of Science in Business Analytics

College of Science and Technology

The Master of Science in Business Analytics program is designed to meet the increasing demand for business analytics professionals from the business community. The goal of the program is to enable professionals working in a variety of fields to enhance their educational and career goals by attaining the skills needed to analyze, design, and implement business analytics projects. A business analytics professional requires a unique blend of skills including business acumen, understanding of information technologies and systems, and mastery of statistical and quantitative techniques. The program includes coverage of business and information systems issues and advanced business analytics concepts and techniques. Graduates from the Master of Science in Business Analytics program will be well-positioned for a variety of mid- to advanced-level careers in business analytics including lead business analyst, business analytics consultant, business analytics project manager, and data scientist. Graduates will be well prepared to pursue various industry certifications in analytics.

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Business Foundation Courses (15 credit hours)

MBA 500 Business Performance Management
MBA 520 Financial Reporting & Analysis
MBA 615 Human Capital & Organizational Performance
MBA 624 Business Analysis for Decision-making
MBA 635 Marketing & New Media Strategy

Information Systems Foundation Courses (9 credit hours)

Choose 3 courses (9 credit hours) from the following list:

CIS 515 IT Infrastructure
CIS 519 IT Strategy and Policy
CIS 521 Systems Development and Deployment
CIS 608 Information Security Management
CIS 627 Integrating Technologies with Business Strategies
CIS 633 Information Technology Project Management

Business Analytics Courses (12 credit hours)

BAN 500 SAS Programming for Business Analytics
BAN 520 Enterprise Data and Information Management
BAN 600 Advanced Business Analytics
BAN 620 Advanced Data Mining Applications

Master of Science in Computer Information Systems

College of Science and Technology

The Master of Science in Computer Information Systems (MSCIS) is designed to meet the high demand for computer information systems professionals. The program focuses on organizational information systems, application technologies, storage systems, software methods and technologies, and systems infrastructure. The goal of the program is to enable professionals to effectively implement the latest information system tools and techniques. Combining theory with active learning, the program includes advanced concepts and techniques for the selection, creation, application, integration, and administration of computing technologies and resources. Graduates will be prepared for careers in a variety of areas such as systems development, information systems management, software development, project management, database analysis and design, and information systems security.

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Core (27 credit hours)

Students must successfully complete CIS 515, CIS 519, and CIS 521 prior to taking CIS 600-level courses.

- CIS 515 IT Infrastructure
- CIS 519 IT Strategy and Policy
- CIS 521 System Development and Deployment
- CIS 535 Management and Design of Database Systems
- CIS 611 Cloud Computing
- CIS 613 Software Development
- CIS 614 Storage Systems
- CIS 623 Software Testing and Quality
- CIS 633 Information Technology Project Management

Note: Students who have successfully completed CIS 309 with a minimum grade of "B" may not also receive credit for CIS 535. These students must substitute another graduate-level course within the MSCIS program that is not taken as part of their major or concentration.

Concentrations (9 credit hours)

Choose one concentration area.

Cybersecurity Concentration

Choose three of the following:

- CIS 607 Computer Forensics
- CIS 610 Information Warfare
- CYBR 515 Security Architecture and Design
- CYBR 525 Ethical Hacking and Response

Data Science Concentration

Choose three of the following:

- DSC 530 Data Exploration and Analysis
- DSC 540 Data Preparation
- DSC 640 Data Presentation and Visualization
- DSC 650 Big Data

Database Concentration

- CIS 605 Advanced Database Management
- CIS 616 Planning, Designing and Implementing ETL Solutions
- CIS 691 Database Capstone

Software Development Concentration

- CIS 505 Intermediate Java Programming
- CIS 530 Server-Side Development
- CIS 692 Software Development Capstone

Master of Science in Criminal Justice

College of Science and Technology

The Master of Science in Criminal Justice degree program examines the criminal justice system from a multidisciplinary perspective, providing students with the knowledge and skills necessary to succeed as first-line practitioners, supervisors, managers, and administrators. Emphasis is placed on creating effective criminal justice strategies by analyzing problems and addressing challenges within the system.

Major Requirements (30 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

- CJUS 515 Administration of Justice
- CJUS 525 Criminal Behavior Analysis
- CJUS 535 Police Operations and Strategies
- CJUS 545 Crime Analysis and Case Management
- CJUS 555 Law and Social Policy
- CJUS 565 Correctional Concepts
- CJUS 615 Leadership and Management in Criminal Justice
- CJUS 625 Criminal Justice Organizational Analysis, Planning, and Budgeting
- CJUS 635 Special Topics in Criminal Justice
- CJUS 645 Criminal Justice Problem Analysis

Master of Science in Cybersecurity

College of Science and Technology

The Master of Science in Cybersecurity program is designed to meet the high demand for Cybersecurity professionals in both the public and private sectors. Combining theory with active learning, the program provides a framework for protecting an organization's information and technology assets. The program is designed for professionals who want to build and expand their knowledge of protection and risk management techniques in the realm of cyber technologies. The program focuses on network and software security, risk management, protection mechanisms, business continuity planning, disaster recovery, and governance of information systems.

Major Requirements (Cohort) (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

- CIS 607 Computer Forensics
- CIS 608 Information Security Management
- CIS 610 Information Warfare
- CYBR 510 Physical, Operations and Personnel Security
- CYBR 515 Security Architecture and Design

CYBR 520 Human Aspects of Cybersecurity
CYBR 525 Ethical Hacking and Response
CYBR 545 White Collar Crime
CYBR 610 Risk Management Studies
CYBR 615 Cybersecurity Governance and Compliance
CYBR 625 Business Continuity and Recovery Planning
CYBR 650 Current Trends in Cybersecurity

Major Requirements (Traditional) (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Core (27 credit hours)

CIS 607 Computer Forensics
CIS 608 Information Security Management
CYBR 510 Physical, Operations, and Personnel Security
CYBR 515 Security Architecture and Design
CYBR 520 Human Aspects of Cybersecurity
CYBR 525 Ethical Hacking and Response
CYBR 610 Risk Management Studies
CYBR 615 Cybersecurity Governance and Compliance
CYBR 650 Current Trends in Cybersecurity

Electives (9 credit hours)

Choose three courses from those listed below. PS 639 or CIS 610 may be taken but not both.

CIS 519 IT Strategy and Policy
CIS 521 System Development and Deployment
CIS 537 Introduction to Cyber Ethics
CIS 605 Advanced Database Management
PS 639 Cyberwar and Cyberdeterrence
OR
CIS 610 Information Warfare
CIS 611 Cloud Computing
CIS 633 Information Technology Project Management
CIS 623 Software Testing and Quality
CYBR 545 White Collar Crime
CYBR 613 Control System Security
CYBR 623 Advanced Computer Forensics
CYBR 625 Business Continuity and Recovery Planning
CYBR 627 Advanced Cybersecurity Testing
CIS 644 Managing Project Risks

Master of Science in Data Science

College of Science and Technology

The Master of Science in Data Science is an interdisciplinary program designed for students who want to apply the data science discipline to solve problems and answer critical questions in their industry domain. The program consists of courses in the foundations of data science, data preparation, data modeling, and applied data science. The program culminates with a capstone which will allow the student to apply the entire suite of data science tools to answer questions and enable informed decision-making.

Major Requirements (30 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

DSC 500 Introduction to Data Science
DSC 510 Introduction to Programming
DSC 520 Statistics for Data Science
DSC 530 Data Exploration and Analysis
DSC 540 Data Preparation
DSC 550 Data Mining
DSC 630 Predictive Analytics
DSC 640 Data Presentation and Visualization
DSC 650 Big Data
DSC 680 Applied Data Science

Master of Science in Emergency Management

College of Science and Technology

The Master of Science Degree in Emergency Management provides a necessary option to students seeking mid to upper-level careers in public or the private sector of emergency management. The master's degree will focus on emergency planning including the topics of threats, command structure, resource allocation, emergency communications, grant proposals and funding, The degree will also prepare students to utilize necessary leadership skills to maintain legal and ethical standards in management level positions.

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

MSEM 501 Fundamentals of Emergency Management
MSEM 511 Emergency Management and the Law
MSEM 521 Project 1 (1 credit hour)
MSEM 531 Emergency Disaster Preparedness
MSEM 541 Strategic Planning
MSEM 551 Project 2 (1 credit hour)
MSEM 601 Disaster Response and Recovery
MSEM 611 Project Management
MSEM 621 Project 3 (1 credit hour)
MSEM 631 Risk Management
MSEM 641 Business Practices in Communications and Budgeting
MSEM 651 Project 4 (1 credit hour)

Master of Science in Intelligence and Security Studies

College of Science and Technology

The Master in Intelligence and Security Studies equips students with in-depth competitive knowledge and practical intelligence skills for entry and career advancement positions within the U.S. government, Intelligence Community, academia, and the private sector. The multidisciplinary program aims to provide students with a well-founded theoretical and practical understanding of the meaning of intelligence, the history of intelligence, and the role of intelligence in national security policy planning. The program exposes students to theoretical knowledge of security and intelligence as a discipline and practice within the field of military history, intelligence history, international relations, and social sciences. Through the frames of globalization, regions, regionalism, and governance, students will focus on

the transformations of the global security environment, threats, dilemmas, failures, and strategic thinking of security and intelligence. The MS program provides students with analytical, and critical thinking skills, in addition to open source research skills necessary to use the intelligence cycle process to perform threat assessments on insidious adversaries.

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Core (27 credit hours)

PS 500 National Security, Transnational interests
PS 505 Comparative Intelligence Cultures
PS 510 Post-Conflict Politics: Peacekeeping and Peacebuilding
PS 605 Green Security: Eco-Conflict and its Challenges
PS 615 Political Islam and Terrorism: Understanding Martyrs and Messiahs
PS 620 Transnational Crime and Corruption: The Dark Side of Globalization
PS 625 Analyzing Anti-Americanism
PS 633 Strategic Deterrence: Past, Present, Future
PS 639 Cyberwar and Cyberdeterrence

Comparative Politics Specialization (3 credit hours)

Choose 1 course from this specialization

PS 650 Democracy, Ethnicity, and Development Africa
PS 660 Democracy, Political Economy, and Human Rights Across Asia
PS 690 Democracy, Gender, and Reform Across the Middle East

International Relations Specialization (6 credit hours)

Choose 2 courses from this specialization

PS 515 Comparative Foreign Policy
PS 522 Disinformation
PS 610 Hard and Soft Power: Balancing Hawks and Doves
PS 636 Deterring the Enemy: Case Studies in Strategic Deterrence

Master of Science in Management Information Systems

College of Science and Technology

The MSMIS program is a STEM-designated degree that equips graduates with the knowledge and skills needed to evaluate current and emerging technologies along with creating strategies that align technology with an organization's strategic objectives and vision.

The curriculum focuses on critical areas in the Information Systems profession including information systems security, infrastructure, services, information technology, strategy and policy, enterprise architecture, and project management. Development of managerial skill sets necessary to lead organizations is also emphasized.

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

Core (27 credit hours)

Students must successfully complete CIS 515, CIS 519, and CIS 521 Prior to taking CIS 600 level courses.

CIS 515 IT Infrastructure
CIS 519 IT Strategy and Policy
CIS 521 Systems Development and Deployment
CIS 608 Information Security Management
CIS 626 Enterprise Architecture Design & Deployment
CIS 627 Integrating Technologies with Business Strategies
CIS 632 Managing IS Organizations
CIS 633 Information Technology Project Management
CIS 690 MIS Integrated Capstone

Concentrations (9 credit hours)

Choose one concentration.

Business Administration Concentration

MBA 500 Business Performance Management
MBA 615 Human Capital & Organizational Performance
MBA 635 Marketing & New Media Strategy

Cybersecurity Concentration

Select three courses from those below, beyond those required by the major or other concentrations:

NOTE: Students must complete CIS 608 prior to taking any of the following courses.

CIS 607 Computer Forensics
CIS 610 Information Warfare
CIS 611 Cloud Computing
CYBR 515 Security Architecture and Design
CYBR 525 Ethical Hacking and Response

Information Security Management Concentration

Select three courses from those below, beyond those required by the major or other concentrations:

NOTE: Students must complete CIS 608 prior to taking any of the following courses.

CYBR 510 Physical, Operations, and Personnel
CYBR 520 Human Aspects of Cybersecurity
CYBR 610 Risk Management Studies
CYBR 615 Cybersecurity Governance and Compliance
CYBR 625 Business Continuity and Recovery Planning

Information Technology Project Management Concentration

Select three courses from those below, beyond those required by the major or other concentrations:

NOTE: Students must complete CIS 633 prior to taking any of the following courses.

CIS 644 Managing Project Risks
CIS 663 Project Communications Management and Leadership
CIS 664 Project Management in Global and Virtual Workplaces
CIS 665 Defining and Managing Requirements and Project Success

Business Analytics Concentration

Select three courses from those below, beyond those required by the major or other concentrations:

BAN 500 SAS Programming for Business Analytics
BAN 520 Enterprise Data and Information Management
BAN 600 Advanced Business Analytics
BAN 620 Advanced Data Mining Applications

Master of Project Management

College of Science and Technology

The Master of Project Management (MPM) program is designed for professionals who wish to develop or expand their project management skills for interdisciplinary application. Combining theory with active learning, the program provides a strong foundation of the business, communication, and leadership skills, needed to plan, execute, and manage projects and portfolios in today's competitive and global environments. The program is aligned with the Project Management Institute's globally-recognized standards and covers key areas contained in the Project Management Body of Knowledge (PMBOK® Guide). Students will work with instructors who have achieved the Project Management Professional (PMP) designation and are actively working in the field.

Major Requirements (36 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

CIS 644 Managing Project Risks
CIS 663 Project Communications Management and Leadership
CIS 664 Project Management in Global and Virtual Workplaces
CIS 665 Defining and Managing Requirements and Project Success
MPM 606 Organizational Structures and Practices
MPM 613 Emerging Trends in Project Management
MPM 633 Schedule Management
MPM 643 Cost Control in Projects
MPM 663 Quality in Projects
MPM 673 Procurement and Contract Management
MPM 683 Agile Project Management
MPM 699 Applied Project Management Capstone

Master of Science in Security Management

College of Science and Technology

The Master of Science in Security Management degree program will utilize an active learning format to help you develop a leadership style consistent with the principles and practices necessary for security management methods, as well as emergency preparedness. You will be prepared to utilize the Homeland Security philosophy through their management skills within an organization. This program is offered in class and online. The courses in this cohort program are designed to be taken in the order listed.

Major Requirements (36 credit hours)

All course requirements listed below are 4 credit hours each unless otherwise indicated.

MSSM 501 Homeland Security Principles and Practices
MSSM 506 Terrorism and Homeland Defense Fundamentals
MSSM 512 Homeland Security Project One (1 credit hour)
MSSM 517 Critical Infrastructure: Analysis and Strategies
MSSM 523 Emergency Preparedness and Management
MSSM 528 Homeland Security Project Two (1 credit hour)
MSSM 602 Principles and Theories of Security Management
MSSM 607 Cybersecurity and Information Protection
MSSM 613 Security Management Project One (1 credit hour)
MSSM 618 Evaluation of Security Programs
MSSM 624 Vulnerability and Risk Analysis
MSSM 629 Security Management Project Two (1 credit hour)

Doctoral Degree Programs

Majors	Degree	Accelerated	Cohort	In-Class	Online
Business Administration	DBA		•		•
Human Capital Management	PhD				•

Note: For objectives and outcomes of each major visit the Degree and Program page at www.bellevue.edu.
To view the course descriptions and course credits go to pages 143–239.

Doctor of Business Administration

College of Business

Bellevue University's Doctorate of Business Administration program is designed for individuals who aspire to influence persons, organizations, and communities through positive and ethical leadership informed by scholarly and applied knowledge. Our students learn advanced and mindful skills in leadership, communication, research, environment awareness, problem identification, problem-solving, and policy formation. The program emphasizes integrative thinking with a focus on economic value creation, conscientious capitalism, and virtuous leadership.

Major Requirements (55 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

DBA 705 Residency (1 credit hour)
DBA 710 Business and Society
DBA 715 Leadership in Global Organizations
DBA 720 Human Capital Development
DBA 725 Doctoral Research Project I
DBA 730 Organizational Communication
DBA 805 Applied Research I
DBA 810 Applied Research II
DBA 815 Doctoral Research Project II Part A
DBA 820 Sustainable Business Development
DBA 825 Doctoral Research Project II Part B
DBA 830 Finance for Business Leaders
DBA 835 Business Policy & Strategy
DBA 840 Doctoral Research Project III Part A
DBA 845 Strategic Marketing Decisions
DBA 850 Doctoral Research Project III Part B
DBA 855 Innovation, Creativity & Market Disruption
DBA 860 Doctoral Research Project III Part C
DBA 865 Managing the Challenges of Organizational Development & Change

Doctor of Philosophy in Human Capital Management

College of Business

The Ph.D. in Human Capital Management is designed to equip graduates to be effective in designing human capital development programs, measuring the effectiveness of human capital investment, and communicating/collaborating with organizational leaders. The program is focused on the latest knowledge and practice related to the development of human capital and other human-derived sources of capital with the goal of advancing organizational performance. Curriculum for the program is based on extant literature, original research, and the experience of Bellevue University's College of Business faculty and practicing scholars.

Major Requirements (49-61 credit hours)

All course requirements listed below are 3 credit hours each unless otherwise indicated.

PCAP 712 Strategic Management of Human-Derived Sources of Capital
PCAP 720 Human Capital Development and Productivity
PCAP 732 Economics of Human Capital Valuation Issues
PCAP 742 Seminar in Leadership Theory
PCAP 752 Human Learning and Decision Making
PCAP 760 Seminar in Technology, Social Learning, and Innovation
PCAP 772 Research in Organizations
PCAP 810 Introduction to Human Capital Modeling and Research
PCAP 820 Seminar in Leading and Aligning Human Capital
PCAP 832 Seminar in Qualitative Methods
PCAP 840 Seminar in Performance
PCAP 850 Advance Analysis and Presentation Methods
PCAP 862 Comprehensive Exams (1 credit hour)
PCAP 89 Dissertation (1-18 credit hours)

State Regulatory Information

Bellevue University is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education. In accordance with state regulations regarding authorization to provide postsecondary education through distance or correspondence education in a state in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, Bellevue University makes the following disclaimers per authorization by each state regulatory agency.

Students, especially those seeking to enroll in a Bellevue University distance education program that includes clinical, internships or practicums residing outside the state of Nebraska, but within the United States, District of Columbia, and U.S. Territories (excludes International locations), should check the University's authorization status before applying. We will continue to serve out-of-state students while working with individual state authorization agencies to secure institutional authorization requirements; unless otherwise indicated.

Bellevue University is a proud member of the National Council for State Authorization Reciprocity Agreements (NC-SARA). The consortium provides reciprocity to member states relative to being an education option for residents of member states. For more information, please visit: http://www.nc-sara.org/what-are-student-benefits, or download the https://nc-sara.org/sites/default/files/files/2020-10/Student_Complaints_FAQ_10.26.20.pdf or visit https://www.nc-sara.org/state-actions-regarding-sara for a list of states participating in SARA.

Though SARA authorizes the University to offer its programs in member states, there is the possibility that other state requirements not covered by SARA (such as requirements from state licensing boards) could necessitate the restriction of certain programs in certain states. Please note that should a student choose to enroll in a restricted program in a particular state, there may be restrictions that could affect the student.

Examples could include:

- inability to sit for local licensing in that state
- ineligible for consumer protection in that state
- A student may not be able to complete field placements (practicum, internship, clerkship, etc.). This could affect licensure or recognition of the degree to meet particular requirements.

For more information about SARA, please visit https://nc-sara.org/.

Initial responsibility for the investigation and resolution of complaints resides with the institution against which the complaint is made. All complaints are submitted by going to https://bellevue-advocate.symplicity.com/public_report/index.php/pid654235. Further consideration and resolution, if necessary, is the responsibility of the home institution's SARA portal entity, and other responsible agencies of the institution's home state.

Therefore, in the event that a student complaint cannot be resolved at the University level, a student may contact the Nebraska State Authorization Reciprocity Agreement (SARA) portal agency at https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions. Please note that the Commission cannot, by law, review complaints related to course grades, academic sanctions, or discipline/conduct matters.

Complaint information is found on each of the states below. For states that our only relationship with the state is SARA you will find the Nebraska State Authorization Reciprocity Agreement (SARA) portal agency information for complaints that cannot be resolved at the University level. For states where Bellevue University has additional approval beyond SARA approval you will find that state's complaint link information. For states that are not part of SARA, or those that Bellevue University has an authorization type other than SARA; you will find that state's complaint contact information under the state.

For specific information regarding state authorization, approval, licensure, or exemption, please email state_authorizations@bellevue.edu

Higher Learning Commission

https://www.hlcommission.org/Student-Resources/complaints.html may be contacted directly, once internal complaint procedures have been exhausted.

State Licensing/Certification Requirements

NOTICE FOR PROGRAMS LEADING TO PROFESSIONAL LICENSURE OR CERTIFICATION

Professional licensure and certification requirements are established by each jurisdiction's designated agency or board and must be met to be licensed or certified in order to work in certain professions, even after degree completion. Students pursuing a program or career path requiring professional licensure or certification are advised to contact their applicable licensing and/or certification board(s) to determine if their program meets educational requirements for licensure or certification in the student's state of residence. Students should monitor their state licensing/certification board's website and requirements often since requirements for licensure or certification are subject to change. Use the tool at https://www.bellevue.edu/about/state-authorization/state-authorizations to select your state and degree program type for additional information about whether or not a Bellevue University degree is in this program has been determined to meet the educational requirements for licensure/certification in your state. This information is provided in compliance with 34 CFR § 668.43(a)(5)(v).

Alabama

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D, Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Alaska

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Arizona

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Arkansas

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

California

In the event that a complaint cannot be resolved at the University level, a California resident enrolled in an online program at a public or private nonprofit out-of-state college or university should notify DCA. A complaint may be filed by writing to DCA or calling DCA's Consumer Information Center (CIC) at:

California Department of Consumer Affairs
Consumer Information Center
1625 North Market Blvd., Suite N-112
Sacramento, California 95834
1.833.942.1120
dca@dca.ca.gov

Students may also:

Print and File Complaint Form: https://www.dca.ca.gov/consumers/complaints/compl-ccru.pdf

Use the Online Complaint Form: https://www.dca.ca.gov/webapplications/apps/complaint/index.shtml

On behalf of California student residents, DCA will evaluate complaints, identify the appropriate accrediting agency or governmental entity to handle the compliant, and request a response from the entity regarding the final disposition of the complaint.

Colorado

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Connecticut

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Delaware

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Florida

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Georgia

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Hawaii

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Idaho

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O.Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Illinois

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Indiana

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Iowa

Bellevue University is registered to operate in Iowa with the Iowa College Student Aid Commission.

In the event that a complaint cannot be resolved at the University level, a student may contact the Iowa state portal agency.

Iowa College Student Aid Commission
475 SW Fifth St., Suite D
Des Moines, IA 50309
Phone: 515.725.3400
Fax: 515.725.3401
https://www.iowacollegeaid.gov/StudentComplaintForm

State Portal Agency Contact:
Lisa Pundt
Postsecondary Authorization Administrator / SARA State Portal Agent
Iowa College Student Aid Commission
475 SW Fifth Street, Suite D
Des Moines, IA 50309-4608
Phone: 515.725.3426
Fax: 515.725.3401
lisa.pundt@iowa.gov

Kansas

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Kentucky

In the event that a complaint cannot be resolved at the University level, a student may contact the Kentucky state portal agency.

Kentucky Council on Postsecondary Education
100 Airport Road, Third Floor
Frankfort, KY 40601
502.573.1555
http://cpe.ky.gov/campuses/consumer_complaint.html

State Portal Agency Contact:
Sarah Levy, J.D.
Executive Director, Postsecondary Licensing
Kentucky Council on Postsecondary Education
100 Airport Road, Third Floor
Frankfort, KY 40601
Phone: 502.892.3034
Fax: 502.573.1535
sarah.levy@ky.gov

Louisiana

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Maine

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Maryland

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Massachusetts

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Michigan

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Minnesota

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Mississippi

In the event that a complaint cannot be resolved at the University level, a student may contact the Mississippi state portal agency.

Mississippi Institutions of Higher Learning
Mississippi Commission on College Accreditation
3825 Ridgewood Road
Jackson, MS 39211
601.432.6198
http://www.mississippi.edu/mcca/student_complaint_process.asp

State Portal Agency Contact:
Menia Dykes
Director of Accreditation
Mississippi Institutions of Higher Learning
3825 Ridgewood Road
Jackson, MS 39211
601.432.6198
mdykes@mississippi.edu

For non-military, nearby healthcare services are available at Gulf Med Health Services Network, 150 Reynoir St, Biloxi, MS 39530, 228.436.1688 (for military), nearby 81st Medical Group, 301 Fisher St Ste 1A132, Keesler AFB, MS 39534 228.376.2550

Missouri

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Montana

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Nebraska

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Nebraska Office of the Attorney General
2115 State Capitol
Lincoln, NE 68509
402.471.2682
ago.consumer@nebraska.gov
https://www.nebraska.gov/apps-ago-complaints/?preSelect=CP_COMPLAINT

Nevada

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

New Hampshire

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

New Jersey

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

New Mexico

In the event that a complaint cannot be resolved at the University level, a student may contact the New Mexico portal agency.

New Mexico Higher Education Department
2044 Galisteo Street, Suite 4
Santa Fe, NM 87505-2100
Phone: 505-476-8400
https://hed.nm.gov/students-parents/student-complaints

State Portal Agency Contact:
Alicia Armijo, New Mexico SARA Coordinator
New Mexico Higher Education Department
2044 Galisteo Street, Suite 4
Santa Fe, NM 87505-2100
505.476.8411
Alicia.Armijo@hed.nm.gov

New York

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

North Carolina

In the event that a complaint cannot be resolved at the University level, a student may contact the North Carolina portal agency.

University of North Carolina Board of Governors
UNC System Office
223 S. West Street
Suite 1800
Raleigh, NC 27603
Phone: 919.962.1000
https://studentcomplaints.northcarolina.edu

State Portal Agency Contact:
Terrance R. Scarborough, M.P.A.
Director of SARA North Carolina
North Carolina State Education Assistance Authority
P.O. Box 41349
Raleigh, NC 27629
919.248.4660
terrance@saranc.org

Nearby healthcare services are available at Novant Health Forsyth Medical Center 3333 Silas Creek Pkwy, Winston-Salem, NC 27103, 336.718.5000

Bellevue University has been evaluated by the University of North Carolina (910 Raleigh Rd., Chapel Hill, NC 27515, 919.962.4559) and is licensed to open administrative campuses in North Carolina to recruit online students. The School's guaranty bond for unearned prepaid tuition is on file with the Board of Governors of the University of North Carolina and may be viewed by contacting the Registrar's Office at Bellevue University.

North Dakota

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Ohio

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
Nebraska Coordinating Commission for Postsecondary Ed.
P.O. Box 95005
Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Oklahoma

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
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Oregon

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Students should attempt to resolve any grievances they may have with their school first. Should attempts to resolve these problems with appropriate school officials fail, or should the student be dissatisfied with the final outcome of the college complaint process, then the Higher Education Coordinating Commission (HECC) can respond to a formal complaint. Students may contact the Higher Education Coordinating Commission at:

Higher Education Coordinating Commission
3225 25th St. SE
Salem, OR 97302
complaints@hecc.oregon.gov

Students may also access the HECC Complaints web page for information at https://www.oregon.gov/highered/about/Pages/complaints.aspx, or visit the complaints page at NC-SARA's website: https://nc-sara.org/student-complaints.

Pennsylvania

In the event that a complaint cannot be resolved at the University level, a student may contact the Pennsylvania portal agency.

Pennsylvania Department of Education
Postsecondary and Adult Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333
Phone: 717.783.6788
Fax: 717.722.3622
https://www.education.pa.gov/Documents/Postsecondary-Adult/College%20and%20Career%20Education/Private%20Licensed%20Schools/Student%20Complaint%20Form.pdf

State Portal Agency Contact:
Gina Wetten
Higher Education Associate II
Department of Education
Division of Higher Education, Access, and Equity
333 Market Street, 12th Floor
Harrisburg, PA 17126
717.265.7723
giwetten@pa.gov

Rhode Island

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
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South Carolina

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
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https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

South Dakota

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
Kathleen L. Fimple, Ph.D., Acad. Programs Officer
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https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Tennessee

Bellevue University is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

In the event that a complaint cannot be resolved at the University level, a student may contact the Tennessee state portal agency.

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

Tennessee Higher Education Commission
312 Rosa Parks Ave, 9th Floor
Nashville, TN 37243
615.741.3605
https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html

State Portal Agency Contact:
Julie Woodruff
Assistant Executive Director and Lead Attorney for DPSA
Tennessee Higher Education Commission
312 Rosa L. Parks Ave, 9th FL
Nashville, TN 37243
615.253.8857
julie.woodruff@tn.gov

Texas

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
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Utah

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
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Vermont

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
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Virginia

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
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https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Washington

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
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West Virginia

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
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P.O. Box 95005
Lincoln, NE 68509-5005
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kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Wisconsin

State Provided Information
The following information is provided at the request of the state. To review the Wisconsin Statutes and Annotations in full, please visit

https://dsps.wi.gov/Pages/Programs/EducationalApproval

http://www.bellevue.edu/about/state-authorization/pdfs/wisconsin-state-auth.pdf

Student can file a complaint through the Dean of Students Office by submitting your complaint to: https://bellevue-advocate.symplicity.com/public_report/index.php/

If Wisconsin residents are not satisfied with this option or the resolution offered by Bellevue University they can contact

Wisconsin Educational Approval Program – Department of Safety and Professional Services:
4822 Madison Yards Way, 3rd Floor
Madison, WI 53705
608.266.2112
DSPSEAP@wisconsin.gov
https://dsps.wi.gov/Pages/Programs/EducationalApproval/EAPFileAComplaint.aspx

State Portal Agency Contact:
Paige Smith
Chief Compliance Officer
University of Wisconsin System Administration, Office of Compliance & Integrity
1220 Linden Drive, Room1840
Madison, WI 53706
608.265.2273
psmith@uwsa.edu

Wyoming

In the event that a complaint cannot be resolved at the University level, a student may contact the Wyoming state portal agency.

Wyoming Dept. of Ed.
122 W. 25th St. Suite E200
Cheyenne, WY 82002
Phone: 307.777.7675
Fax: 307.777.6234
https://edu.wyoming.gov/for-district-leadership/school-programs/private-school-licensing/

State Portal Agency Contact:
Rob Dennis
Chief Operating Officer
Wyoming Community College Commission
2300 Capitol Ave., 5th Floor, Suite B
Cheyenne, WY 82002
307.777.7013
rob.dennis@wyo.gov

District of Columbia

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
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Lincoln, NE 68509-5005
402.471.0030
kathleen.fimple@nebraska.gov
https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Puerto Rico

The Puerto Rico Council on Education
P.O. Box 19900
San Juan, PR 00910-1900

Puerto Rico Dept. of Justice
Torre Chardon, Suite 1201
350 Carlos Chardon Street
San Juan, PR 00918
http://www.agencias.pr.gov/agencias/cepr/inicio/DocumentosCEPR/Documents/SARA/SARA_Complaint_Process.pdf

State Portal Agency Contact:
Neydaliz Vega
Economic Program Analyst
Puerto Rico State Department – Education Department
PO Box 9023271
San Juan, PR 00902-3271
787.722.2121 ext. 3809
nvega@estado.pr.gov

Guam

Not yet developed

U.S. Virgin Islands

In the event that a complaint cannot be resolved at the University level, a student may contact the State Authorization Reciprocity Agreement (SARA) portal agency.

State Portal Agency Contact:
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https://ccpe.nebraska.gov/student-complaints-against-postsecondary-institutions

Full-Time Faculty and Faculty Status

At Bellevue University, our students graduate with both the relevant knowledge and workplace skills needed for career advancement. Throughout their education journeys, students work closely with faculty who offer practical, real-world experience. This perspective helps students confidently apply learning to their current job, as well as prepare them for the future.

For the most up-to-date list of our full-time and adjunct faculty, please visit our website at https://www.bellevue.edu/about/leadership/faculty-information. You can read about their real-world experience and professional publications, along with awards from professional associations and/or recognition from Bellevue University.

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Chris L. Carver
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Julia M. Cronin-Gilmore
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B.S. Bellevue University, 2000
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Jonathan Dahlem
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B.A. The Ohio State University, 2011
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M.P.H. University of Nebraska Medical Center, 2003

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Contract Management College of Business
B.T. Peru State University, 2001
M.B.A. Webster University, 2003
M.A. Webster University, 2005
Graduate Certificate, 2005
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College of Business
A.A.S. Metropolitan Community College, 1998
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D.B.A. Northcentral University, 2017

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B.A. Florida Atlantic University, 2004
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B.S. Wayne State College, 2001
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B.S. SUNY Empire State College, 2002
M.S. Colorado Technical University, 2005
D.M. Colorado Technical University, 2009
Post-Doctorate Diploma Tulane University, 2011
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B.S. North Dakota State University, 1988
M.S. Southwest Texas State University, 1996
M.M. Air University, 2003

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B.A. University of Nebraska-Omaha, 2011
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B.A. University of Connecticut, 1987
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B.S. Southern Illinois University-Carbondale, 1977
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B.S. Georgetown University, 2004
M.B.A. Sullivan University, 2007
M.S. Sullivan University, 2008
M.S. Strayer University, 2015
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B.S. Morningside College, 1986
M.S. University of Utah, 1990
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B.B.A. Northwood University, 2002
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B.A. Stefan cel Mare University, 1999
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L.L.M. St. Thomas University, 2003

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B.S. Morningside College, 2003
M.S. University of Denver, 2005
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B.S. University of Illinois, 1998
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M.B.A Benedictine University, 2006
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B.A. Columbia University, 2003
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B.A. American University-Cairo, 1998
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Ph.D. University of Nebraska-Lincoln, 2004

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M.S. Bellevue University, 2007
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B.A. State University of New York-Binghamton, 1985
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B.A. Jersey City State College, 1992
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B.S. Bellevue University, 2022

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B.A. Miami University, 1991
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NE Secondary Ed. Teaching Certificate, 1991
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Ph.D. Iowa State University, 2009

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Ed.D. University of South Dakota, 2015

University Board of Directors

Statement of Legal Control

Bellevue University is a non-profit university incorporated under the laws of the state of Nebraska. Bellevue University's main campus is located in Bellevue, Nebraska. The University operates under the policies established by its Board of Directors and its day-to-day operations are administered by the University President, who has the responsibility of managing all aspects of the University. The University President has the authority to exercise policies established by the Board of Directors, execute legal documents, and perform functions as required of corporate officers by law.

Jerry Adams
CEO
Adams Land and Cattle Company

Cindy Bay - Emeritus
Civic Leader

Lynne Durham Boyer - Emeritus
Civic Leader

Scott R. Carlson
Chairman and CEO
Westin Foods

Michael S. Cassling
President and CEO
CQuence Health Group

Larry J. Courtnage - Emeritus
Chairman
C&A Industries

Henry Davis - Emeritus
President
Greater Omaha
Packing Company, Inc.

Susan J. Dennis
President
Freeman Company, Inc.

Sid Dinsdale - Emeritus
President
Pinnacle Bancorp, Inc.

Ryan Downs
President and CEO
Proxibid

William F. Dyer
President
Standard Nutrition Company

Keith B. Edquist
Owner
North Omaha Airport

William P. Esping - Emeritus
EFO Holdings, LP

Marshall E. Faith - Emeritus
Chairman
The Scoular Company

L. Javier Fernandez
President and Chief Financial Officer
Omaha Public Power District

Steven L. George
CEO
Fremont Farms of Iowa, LLP

Daniel A. Hamann
Chairman
Spectrum Financial Services, Inc.

Deryl F. Hamann - Emeritus
Senior Partner
Baird Holm Law Firm

Carey Hamilton
President
Beardmore Chevrolet

Dr. Mary B. Hawkins
(Ex-officio) President
Bellevue University

Robert S. Howard
Vice President Investments
Morgan Stanley Smith Barney

Frederick R. Hunzeker
President and CEO
Tenaska Marketing Group

Stephen G. Kaniewski
President & CEO
Valmont Industries, Inc.

Audie Keaton
President
James Skinner Baking Company

John F. Kotouc
Executive Chairman
American National Bank

Michael C. Lebens
Consultant and Executive - Retired
Tenaska, Inc.

Diva R. Mejias
Owner & President
DM Financial Services

Elizabeth Murphy
Civic Leader

Andrew C. Nelsen
President
A.C. Nelsen Enterprise, Inc.

John P. Nelson
Chairman and CEO
SilverStone Group, Inc.

Murray H. Newman - Emeritus
Newman Investments

Larry D. Rasmussen
President
Rage Energy

J. Peter Ricketts - Emeritus
Founder Drakon, LLC

Gail S. Seaton
Partner and Chief Operating
Officer (Retired)
RCG Advertising and Media

Michael A. Summers
Chief Financial Officer
First National Bank of Nebraska

David G. Thrasher
President
SupportWorks, Inc.

Gordon T. Watanabe
President
Nobbies, Inc.
Alumnus, 1997

Hong Zheng
Owner
Asian Market / China Buffet

Course Descriptions

COURSE NUMBERING SYSTEM: Courses numbered 100–299 are lower level (freshman and sophomore) and 300–499 are upper level (junior and senior). This numbering system applies to all undergraduate degree programs. Courses numbered; 500–699 are upper-division courses for students enrolled in graduate-level studies, 700–799 are typically entry-level doctoral courses, and 800–899 are upper- and seminar-level doctoral courses.

AC 205 Financial Accounting (3 credit hours)
This course is an introduction to accounting concepts and the elements of financial statements including basic accounting vocabulary and analysis of business transactions from an accounting viewpoint. Students will be required to recognize, record, and classify new accounting data. Emphasis is placed on corporate accounting. Introductory financial statement analysis and interpretation are also covered.

AC 206 Managerial Accounting (3 credit hours)
Managerial accounting is designed to introduce the fundamentals of managerial accounting to both accounting and non-accounting majors. It covers accounting and management decision-making in both short-term and long-term strategic situations. Students will be expected to explain and apply accounting concepts including basic costing and processes, cost classifications, responsibility accounting, and ethical behavior of the managerial accountant.
Prerequisite: AC 205

AC 311 Intermediate Accounting I (3 credit hours)
This course is designed for students pursuing accounting or business careers who are interested in gaining a more thorough knowledge of accounting principles and procedures to analyze financial data. Topics of study include articulation of statements, time value of money, the conceptual framework of accounting, cash and receivables analysis, inventory measurement, long-term asset analysis (tangible operational assets), and intangible assets.
Prerequisites: AC 205 and BA 222 or CIS 101

AC 312 Intermediate Accounting II (3 credit hours)
This course is a continuation of AC 311 and is designed for students interested in gaining a more thorough knowledge of financial accounting principles and procedures. Topics include income recognition, long-term liabilities, shareholder equity and retained earnings, investments, leases, pensions, cash-flows (direct and indirect analysis), and segment reporting.
Prerequisite: AC 311

AC 321 Cost Accounting (3 credit hours)
This course will examine the theory and practice of cost accounting. Topics covered include cost accounting system, responsibility accounting, job order costing, process costing, variable costing, budgeting, cost variance, cost behavior analysis, and decision-making processes. Students will have opportunities to experience how cost accounting is used within an organization through problem and case analyses.
Prerequisites: AC 206 and BA 222 or CIS 101

AC 331 Income Tax Accounting (3 credit hours)
This course focuses on federal income tax provisions and procedures used to compute tax liability for individuals. Included in the course are the concepts of income tax determination, problems of computing gross income, deductions and losses, tax credits, capital gains and losses, tax liability, and preparation of tax returns. Students will be expected to prepare basic tax forms and research tax issues using appropriate research materials.
Prerequisite: AC 206

AC 341 Accounting Information Systems (3 credit hours)
Accounting Information Systems (AIS) is an applied course focusing on processing data into information. Focus is placed on accounting cycles, source documents, cleaning data, emerging technology, data analysis, data visualization, and internal controls. Students will also become knowledgeable of information technology (IT) terminology, commonly used software applications, and computer-based control issues. Emphasis is placed on IT controls and security.
Prerequisites: AC 206 and BA 222

AC 396 Accounting Internship (1-3 credit hours)
The course provides students with an opportunity to receive practical training in accounting.
Prerequisites: (1.) Students must have junior or senior status. (2.) Students must complete 18 credit hours in residency in the College of Business. (3.) A minimum of 9 of the 18 hours must be in upper level (300-400) accounting courses. (4.) Students must have a minimum GPA of 3.0 in the College of Business. (5.) Faculty approval is required.

AC 403 Accounting Information Security – Investigations and Analytics (3 credit hours)
This course is designed for accounting students to gain the ability to assess system security using an investigative and data-driven approach. Security frameworks, investigation techniques, and data analytics will be used to identify and assess risk.

AC 416 Advanced Accounting Problems (3 credit hours)
This course covers advanced financial accounting topics relevant to professional exams as well as practice. Such topics include: Business combinations and consolidated financial reporting; foreign currency transactions; hedging and related derivatives; partnerships and LLCs; and SEC reporting. Authoritative accounting research is also incorporated.
Prerequisite: AC 312

AC 424 Advanced Cost Accounting (3 credit hours)
This course is a continuation of cost accounting and is designed for those interested in gaining a more thorough knowledge of advanced managerial and cost accounting concepts and practices. Topics include current managerial and cost accounting issues such as the balanced scorecard, responsibility accounting, inventory and production management, strategic cost management, capital budgeting, and quality and performance measurement.
Prerequisites: AC 321 Cost Accounting or MBA 641

AC 433 Advanced Individual Tax Accounting (3 credit hours)
This course covers advanced topics for the individual taxpayer including: Working under the tax code and related ethical frameworks; various deductions and losses; property transaction gains and losses; investor losses; depreciation, amortization, and depletion; the qualified business income (QBI) deduction; and accounting periods and methods. Tax research and planning are also incorporated.
Prerequisite: AC 331

AC 434 Taxation of Business Entities (3 credit hours)
This course covers the creation, formation, and liquidation of C corporations as well as tax practices and ethics as they relate to C corporations. Also covered will be taxation across state lines, business tax credits, and international tax.
Prerequisite: AC 331

AC 435 Taxation of Flow-through Entities (3 credit hours)
This course will cover tax issues for flow-through entities such as Subchapter S corporations, partnerships, Limited Liability Companies, trusts, and estates. Also addressed will be estate and gift taxes, tax planning issues, tax practice, and ethics. Sources and applications of federal tax law are also covered. The course also emphasizes tax research processes including appropriate communication.
Prerequisite: AC 331

AC 439 Tax Planning and Strategies (3 credit hours)
This course covers tax issues relating to investments, charitable giving, estate planning, business succession planning, ethics, and cross-border tax considerations. Sources and applications of federal tax law are also covered. The course emphasizes tax research processes including appropriate communication.
Prerequisite: AC 331

AC 442 Financial Auditing (3 credit hours)
This course addresses auditing standards and techniques as prescribed by the PCAOB and ASB. Emphasis is placed on internal control, developing audit evidence, evaluating audit risks, and preparing audit reports. Also covered are professional standards, ethics, and legal liability; internal, operational, and compliance auditing; and other assurance services such as reviews, compilations, and agreed-upon procedures.
Prerequisite: 12 credit hours of accounting including AC 312

AC 452 Accounting for Government and Non-Profit Entities (3 credit hours)
Accounting for Governmental and Non-Profit Entities covers governmental accounting and the various funds associated with non-profit enterprises. This course is a study of accounting techniques as applied to federal and state governmental units, voluntary and welfare organizations, and other non-profit organizations.
Prerequisite: AC 312

AC 499 Topics in Accounting (1-3 credit hours)
This course explore(s) a special topic(s) not treated or briefly treated in other accounting courses. This course can be used to add a career component for your major.
Prerequisites: Permission from Accounting Director and a minimum of 12 hours in accounting

AC 603 Accounting Information Security – Investigations and Analytics (3 credit hours)
This course is designed for accounting students to gain the ability to assess system security using an investigative and data-driven approach. Security frameworks, investigation techniques, and data analytics will be used to identify and assess risk.

AC 616 Advanced Accounting Problems (3 credit hours)
This course covers advanced financial accounting topics relevant to professional exams as well as practice. Such topics include: Business combinations and consolidated financial reporting; foreign currency transactions; hedging and related derivatives; partnerships and LLCs; and SEC reporting. Authoritative accounting research is also incorporated.
Prerequisite: AC 312

AC 618 Accounting Theory (3 credit hours)
Accounting Theory is a course in basic accounting theory or the "whys" of the current reporting standards. The course reviews the historical development of accounting theory and explores its impact on current accounting practices. Current reporting standards are reviewed regarding the theoretical rational for such and the tie-in to the conceptual framework. Other areas of discussion will include the policy-making process, contemporary accounting issues, and some comparisons of U.S. reporting standards to international accounting requirements.
Prerequisite: AC 312

AC 624 Advanced Cost Accounting (3 credit hours)
This course is a continuation of cost accounting and is designed for those interested in gaining a more thorough knowledge of advanced managerial and cost accounting concepts and practices. Topics include current managerial and cost accounting issues such as the balanced scorecard, responsibility accounting, inventory and production management, strategic cost management, capital budgeting, and quality and performance measurement.
Prerequisite: AC 321 Cost Accounting or MBA 641

AC 633 Advanced Individual Tax Accounting (3 credit hours)
This course covers advanced topics for the individual taxpayer including: Working under the tax code and related ethical frameworks; various deductions and losses; property transaction gains and losses; investor losses; depreciation, amortization, and depletion; the qualified business income (QBI) deduction; and accounting periods and methods. Tax research and planning are also incorporated.
Prerequisite: AC 331

AC 634 Taxation of Business Entities (3 credit hours)
This class covers the creation, formation, and liquidation of C corporations as well as tax practices and ethics as they relate to C corporations. Also covered will be taxation across state lines, business tax credits, and international tax.
Prerequisite: AC 331

AC 635 Taxation of Flow-through Entities (3 credit hours)
This course will cover tax issues for flow-through entities such as Subchapter S corporations, partnerships, Limited Liability Companies, trusts, and estates. Also addressed will be estate and gift taxes, tax planning issues, tax practice, and ethics. Sources and applications of federal tax law are also covered. The course also emphasizes tax research processes including appropriate communication.
Prerequisite: AC 331

AC 639 Tax Planning and Strategies (3 credit hours)
This course covers tax issues relating to investments, charitable giving, estate planning, business succession planning, ethics, and cross-border tax considerations. Sources and applications of federal tax law are also covered. The course emphasizes tax research processes including appropriate communication.
Prerequisite: AC 331

AC 642 Financial Auditing (3 credit hours)
This course addresses auditing standards and techniques as prescribed by the PCAOB and ASB. Emphasis is placed on internal control, developing audit evidence, evaluating audit risks, and preparing audit reports. Also covered are professional standards, ethics, and legal liability; internal, operational, and compliance auditing; and other assurance services such as reviews, compilations, and agreed-upon procedures.
Prerequisite: 12 credit hours of Accounting to include AC 312

AC 643 Advanced Auditing (3 credit hours)
This course integrates basic auditing with an advanced application of related concepts and standards. Topics of exploration may include: audit sampling, ethical dilemmas, professional discipline, fraud detection, special purpose frameworks, and particular assurance engagements, among others.
Prerequisite: AC 442

AC 645 Accounting Information Systems: Controls and Forensics (3 credit hours)
This course examines current concepts in accounting information systems emphasizing the security/control of systems as well as digital forensic information and investigation. Focus is placed on security and control issues from an accounting and auditing perspective along with the related technology issues and the impact on business cycles. The processing of accounting data and controls necessary to assure accuracy and reliability of data by a responsive accounting system are also emphasized. Technology issues used by auditors and forensic accountants and highlighted by the American Institute of Certified Public Accountants (i.e. data mining) are an integral part of this course.
Prerequisite: AC 312

AC 652 Accounting for Governmental and Non-Profit Entities (3 credit hours)
Accounting for Governmental and Non-Profit Entities covers governmental accounting and the various funds associated with non-profit enterprises. This course is a study of accounting techniques as applied to federal and state governmental units, voluntary and welfare organizations, and other non-profit organizations.
Prerequisite: AC 312

AC 685 Accounting Internship (3 credit hours)
This course provides an opportunity for students to expand their learning by gaining experience in the workplace. The learning objectives and specific program of study must be developed in consultation with and should be approved and sponsored by a full-time College of Business Accounting faculty member and the work supervisor of the intern prior to the start of the internship.

AR 104 Understanding Art (3 credit hours)
This course is a comprehensive study of art forms, principles, and methods. Using the works of a diverse and inclusive body of artists and thinkers, the course explores aspects of creative experience, thinking, and practice. Students develop skills in comprehension, appreciation, and expression. They gain an understanding of art that prepares them for further academic study of the arts, participation in art studio classes, and life in the professional world.

AR 109 Contemporary Art and Design (3 credit hours)
This course focuses on contemporary trends in the worlds of art and design in diverse global contexts. Students study the unique ways in which art and design bring to light and shape current cultural, political, social, and technological realities. Students develop an ability to decode and fathom the abundant creative culture, both real and virtual, of our present world.

AR 110 World Art (3 credit hours)
This course explores how the world has been experienced, interpreted, and recorded in the various arts of the world. Students examine art as a cross-cultural exchange and creative response to local and global circumstances. Through the works of a diverse and inclusive body of artists and thinkers, students develop an awareness and appreciation of the artistic practices and concepts that bear upon the direction and role of the arts in the material and digital culture of the world today. They gain an understanding of art that prepares them for further academic study of the arts, participation in art studio classes, and life in the professional world.

AR 204 Introduction to Painting (3 credit hours)
This course introduces students to the basic principles and techniques of painting. It blends creative and theoretical approaches to this art form. Students focus on creating thoughtful and original bodies of work that demonstrate their unique artistic voice. It is designed to develop a student's ability to express themselves through the medium of painting and gain a general understanding of the importance of creativity in the present cultural moment.

AR 210 Beginning Photography (3 credit hours)
This course introduces students to the basic principles and techniques of the digital photographic medium. It is designed to develop a student's ability to think in terms of images and gain a general understanding of the importance of visual literacy in the present cultural moment. Students must supply their own smartphone, DSLR, or mirrorless camera.

AR 225 Flat Studio: Explorations in Two Dimensions (3 credit hours)
This course invites students to explore their creativity in thoughtful and unexpected ways through art studio practice. Students discover and cultivate their unique artistic voice in exercises and projects involving multi-disciplinary, often intersecting two-dimensional media including but not limited to drawing, painting, photography, and collage. They create original works with a sense of purpose, experimentation, ingenuity, focus, and appeal. They develop transferable skills through integrative creative and conceptual inquiry.

AR 226 Deep Studio: Explorations in Three Dimensions (3 credit hours)
This course invites students to explore their creativity in thoughtful and unexpected ways through art studio practice. Students discover and cultivate their unique artistic voice in exercises and projects involving multi-disciplinary, often intersecting three-dimensional media including but not limited to sculpture, assemblage, casting, and relief. They create original works with a sense of purpose, experimentation, ingenuity, focus, and appeal. They develop transferable skills through integrative creative and conceptual inquiry.

AR 227 Time and Motion Studio: Explorations in Four Dimensions (3 credit hours)
This course invites students to explore their creativity in thoughtful and unexpected ways through art studio practice. Students discover and cultivate their unique artistic voice in exercises and projects involving multi-disciplinary, often intersecting four-dimensional media including but not limited to sound, video, and performance. They create original works with a sense of purpose, experimentation, ingenuity, focus, and appeal. They develop transferable skills through integrative creative and conceptual inquiry.

AR 310 Intermediate Photography (3 credit hours)
This course expands upon the formal and conceptual approaches to photography introduced in AR 210 Beginning Photography. It explores the various elements of photographic storytelling, meaning, and style. Students focus on creating original bodies of work that demonstrate their unique artistic voice. Topics include evolving technologies, image editing, sequencing, photographic literacy, and historical precedence. Students must supply their own smartphone, DSLR, or mirrorless camera.

AR 320 Egyptian Tombs and Treasures (3 credit hours)
This course is a study of visual art in ancient Egypt, with emphasis on architecture, painting, sculpture, and the minor arts. It examines why the ancient Egyptians invested such wealth and effort in the production of art and ways in which social, religious, and historical changes relate to change in that art.

AR 326 Masters of the Italian Renaissance (3 credit hours)
This course introduces the art of the Italian Renaissance from the early 14th century to the early 16th century. It includes painting, sculpture, and architecture of the early, high, and late Renaissance, also known as Mannerism. Students are also exposed to historical, political, and cultural events that influenced the art and artists of this period.

BA 101 Introduction to Business (3 credit hours)
This course will familiarize students with the terminology, structure, and function of the American business system. It covers a variety of topics in today's dynamic business environment mapping a path through ethics, world markets, and forms of business organizations, accounting, management, finance, law, technology, marketing, and e-commerce. Students who are interested in expanding their appreciation of the world of commerce or wish to pursue a career in business may find this course an appropriate starting point.

BA 102 Financial and Data Skills for Managers (3 credit hours)
This course provides an introduction to the basic financial, accounting, and data skills necessary for managers in a modern business environment. Students will apply basic data analysis techniques using financial and accounting data to inform common business decisions facing managers, including budgeting versus actual performance, gross profit analysis, pricing analysis, and ad-hoc data-informed decision-making. Students will gain an appreciation of how financial reporting influences their roles as managers.

BA 103 Applied Business in Action (3 credit hours)
Students will complete applied business activities using applied methods to learn about how business organizations function in the real world. Students will complete applied actions such as organizational research, informational interviews, job shadows, etc. Students will incorporate career industry information, as well as their own work-based experience, into their applied learning summation.
Prerequisite: BA 101

BA 110 Personal Finance (3 credit hours)
Students evaluate and determine appropriate goals of individuals relative to their life cycle and acquire knowledge of key financial concepts and related products that can be applied to optimize personal financial well-being. Specific elements of the course include goal-making, financial record-keeping, and managing decisions associated with credit, taxation, insurance, investments, and estate management.

BA 203 Business Dynamics/Simulation (1 credit hour)
This course requires completion of a business simulation. Students are placed right in the mix of realistic business scenarios where they must apply fundamental business concepts they have learned to make decisions necessary to operate a successful business. The simulation will give students a taste of business, something to excite them about choosing business as a major.
Prerequisites: BA 101, AC 205, BA 252

BA 206 Foundations of International Business (3 credit hours)
This course introduces students to the economic, political, legal, social, and cultural factors impacting organizations when operating in an international context. Students will learn the fundamental realities of international business, which are essential in today's interdependent world, including the advantages and problems that come when business is conducted on the international stage.
Prerequisite: BA 101

BA 222 Intermediate Computer Concepts and Applications (3 credit hours)
This course is designed for College of Business students who have basic file management and office software skills. Course projects are designed for business problem-solving and include document management, using spreadsheets for information processing, design and management of personal databases for automated data management, presentation, and integrating business communications.
Prerequisite: Recommend prior computer knowledge of Word, Excel, and PowerPoint before taking BA 222 and MA 101

BA 230 Introduction to Entrepreneurship (3 credit hours)
This course introduces business and non-business students to entrepreneurship and the entrepreneurial process and explores its significance in the competitive global economy. Students examine the characteristics of an entrepreneur and the skills necessary to identify opportunities in the marketplace. Students also explore creativity and innovation as key components driving success not only in new ventures but also in existing organizations. Other topics include forms of business ownership and the importance of a business plan in directing a new company and attracting investors.

BA 232 Principles of Management (3 credit hours)
This course examines the fundamental concepts, theories, principles, and techniques of management by integrating classical and modern perspectives with real-world experiences. Students are introduced to both traditional and contemporary views along the management functions of planning, organizing, leading, and controlling. Management domains such as business ethics, business law, international management, organizational behavior, human resource management, operation management, organizational development and change, entrepreneurship, management information systems, and strategic management are also introduced, and their implications on students' careers as managers are explored.

BA 235 Foundations and Strategy of Marketing (3 credit hours)
This course is designed to introduce the student to the basics of Digital Marketing. It is the first course in a six-course series about digital marketing, and it teaches students the foundational concepts that will help them with those remaining five courses. This course aims to develop the student's understanding of marketing in the context of a business and provide a framework for students to think about concepts such as segmentation, targeting, value propositions, and metrics. Students will be assessed throughout the course through exercises on the topics. The course culminates in a final presentation in which the student will create a marketing plan for a chosen company. The course is part of Facebook's Digital Marketing curriculum and is required to gain Facebook certification. Basic internet skills and an understanding of Microsoft Office applications are recommended.

BA 252 Principles of Marketing (3 credit hours)
This course provides a comprehensive introduction to the field of marketing. It covers the current marketing concepts and practical applications that will include the functions of product, price, place, promotion, and positioning. Additional emphasis will be given to multicultural and global marketing in the United States and internationally.

BA 303 Marketing Content Strategy and Branding (3 credit hours)
This course is designed to give the student clearer insight into branding and content strategy. It aims to push students to explore concepts such as consumer psychology, appropriate content, strategy, and search engine optimization. Students will have the opportunity to practice their writing and communication skills - both vital skills for digital marketing. Students will be assessed through two projects that allow students to craft content marketing and create their own marketing content for various platforms. The course is part of Facebook's Digital Marketing curriculum and is required to gain Facebook certification. Basic internet skills and an understanding of Microsoft Office applications are recommended.
Prerequisite: BA 235

BA 304 Marketing Analytics and Performance Optimization (3 credit hours)
This course aims to give students the skills needed to analyze results of marketing efforts. Students will learn about factors that drive conversion and how to optimize their efforts using data and A/B testing. Students will understand what the key metrics are for digital marketing. Students will be assessed through three projects that give them an opportunity to get hands-on experience using spreadsheets, Google Analytics, and analyzing an A/B test. The course is part of Facebook's Digital Marketing curriculum and is required to gain Facebook certification. Basic internet skills and an understanding of Microsoft Office applications are recommended.
Prerequisites: BA 235 and BA 303

BA 306 Social Media Marketing (3 credit hours)
This course gives students a deeper understanding of the part social media plays in a digital marketing strategy. Students will learn about different platforms and their best practices. Students will create a social media strategy that builds on the material in course one. The students will be assessed through a capstone project completed throughout the course. The project will give students an opportunity to test their social media skills as well as create a real ad campaign on the Facebook platform. The course is part of Facebook's Digital Marketing curriculum and is required to gain Facebook certification. Basic internet skills and an understanding of Microsoft Office applications are recommended.
Prerequisites: BA 235, BA 303, and BA 304

BA 312 Principles of Finance (3 credit hours)
This course covers the basic principles, techniques, and institutional aspects of financial management in order to provide students applications of finance content similar to those encountered in a finance career. Topics include financial markets and environment, time value of money, bond and stock valuation, risk and return, financial statement ratio analysis, capital budgeting, financial planning and control, capital structure, dividend policy, and other fundamental finance issues.
Prerequisites: AC 206, BAN 200 or MA 215, and MA 102 or MA 120

BA 320 Search and Display Advertising (3 credit hours)
This course will give students great insight into two major areas of paid advertising: search and display advertising. Students will learn about the different channels and how the industries work. They will learn best practices for each channel and how to create effective strategies that build on their knowledge from course one in this series. Students will be assessed on their performance on two capstone projects which are completed throughout the course which will entail creating an outline for campaign strategies for search and display. The course is part of Facebook's Digital Marketing curriculum and is required to gain Facebook certification. Basic internet skills and an understanding of Microsoft Office applications are recommended.
Prerequisites: BA 235, BA 303, BA 304, and BA 306

BA 325 Email Marketing (3 credit hours)
This course offers a deep dive into the world of email marketing, an incredibly effective marketing channel that can deliver great results for companies. In this course, students will learn about the role of email marketing in a company's marketing campaign, what stages of the customer journey email marketing is suited for, and best practices for email visuals and copy. The course will touch upon more complex email practices such as automation and how to outline an email drip campaign. The students will be assessed on their performance on a capstone project which will outline the components of an email campaign. The course is part of Facebook's Digital Marketing curriculum and is required to gain Facebook certification. Basic internet skills and an understanding of Microsoft Office applications are recommended.
Prerequisites: BA 235, BA 303, BA 304, BA 306, and BA 320

BA 402 Risk Management (3 credit hours)
Fundamental principles and practices of risk management and insurance are addressed with an applied focus on risk management processes, rather than institutional and contractual details of the insurance industry. Topics include fundamental principles of risk management, such as risk identification; risk characterization; pricing of risk reduction techniques; risk retention; regulatory, legal and tax implications; insurance; and other hedging strategies. Additionally, personal, business, and public policy perspectives concerning life, health, property, and liability risk management and insurance are addressed.
Prerequisite: BA 312

BA 403 Introduction to Human Resource Management (3 credit hours)
This course describes the various functional areas within the Human Resources field as well as applicable employment laws. Functional areas addressed include: Talent Management (i.e. Recruitment/Selection and Training/Development), Organizational Behavior, Employee/Labor Relations, Health and Safety, and Total Rewards (i.e. Compensation and Benefit Administration). Areas of employment law covered will include: Equal Employment Opportunity, Employment/Labor Relations, Health and Safety, and Compensation/Benefits related laws. Human Resource metrics and evaluation will also be introduced in this course. *It is recommended that this course is taken prior to other HR-related courses.

BA 405 Total Rewards: Compensation and Benefit Administration (3 credit hours)
This course examines the roles of compensation and benefit management theory and practice within the field of Human Resources. This includes detailed examination of the different components of Total Rewards, including: job evaluation, internal/external equity, base/incentive pay, voluntary/mandated benefits, trends, and applicable employment laws. Evaluating the effectiveness of these functions by utilizing applicable Human Resource metrics will also be addressed in this course. *It is recommended that students complete BA 403 prior to taking this course.

BA 406 Talent Management: Recruitment/Selection and Training/Development (3 credit hours)
This course is designed for students who desire to understand and master the intricacies associated with the recruitment and selection of human resources and practices including: employment branding, legal and regulatory factors affecting selection practices, recruitment strategy, evaluation, and practices to ensure equal employment opportunity. Other topics addressed in this course include: training design/delivery/strategy, performance management, employee engagement, and career management. Evaluating the effectiveness of these functions by utilizing applicable Human Resource metrics will also be addressed in this course. **It is recommended that students complete BA 403 prior to taking this course.*

BA 412A Intermediate Finance (3 credit hours)
This course builds upon the introductory finance course. It addresses advanced applications and analysis of financial theory and practice. Aspects of the following topics are addressed: financial environments, financial analysis, cash flow, incentive theory and practice, time value of money, security valuation, risk analysis, portfolio theory and practice, capital budgeting, capital structure, and contemporary financial issues. The course is designed to mimic experiences and applications found in certain finance careers.
Prerequisite: BA 312

BA 416A Investments (3 credit hours)
Investment principles and practices are studied in the context of individuals or organizations operating in well-developed financial markets. The course will integrate accepted economic relationships and practices to provide students

with an understanding of the current investment environment. Additionally, the course will survey the institutions and securities that make up the investment environment. Students will have an opportunity to understand and experience how individuals trade financial instruments, including stocks, options, bonds, futures, and other derivative securities.
Prerequisite: BA 312

BA 417 International Finance (3 credit hours)
This course will focus on international financial tools, applications, and concepts. Topics covered include fundamental international financial relationships and their application to firms and individuals, international transactions, tax issues, and multinational corporations. It will cover many essential elements of transacting in an international marketplace. It will also address the fundamental risks inherent in international business and the use of financial securities to hedge these risks.
Prerequisite: BA 312

BA 418 Cash Management (3 credit hours)
Cash Management, also known as treasury management, short-term financial management, or working capital management, addresses fundamental principles and practices concerning managing cash and liquidity for businesses and organizations. This course challenges students to understand and assess principles, practices, and applications relevant to efficient and effective cash management and why managing cash and liquidity is critically important for businesses and organizations. Topics addressed include: the role of cash management, ratio analysis, credit, accounts receivable, collection management, accounts payable, disbursement management, electronic commerce, information/ technology needs, forecasting, financial markets, short-term investments/ borrowing, international concerns, relationship management, and other contemporary issues.
Prerequisite: BA 312

BA 426 Managing Operations in a Changing Economy (3 credit hours)
This course will examine the operations component of the organization. Cases in production and operations settings will be examined that require the use of quantitative methods and approaches to decision-making within an environment of scarce/limited resources. Additional topics such as production technology, product/process design, facility layout, materials and capacity requirements planning, and quality control are included. Computer software is used to generate answers for further analysis.
Prerequisite: BAN 200 or MA 215

BA 433 Organizational Behavior (3 credit hours)
This course is designed to encourage the application of diverse conceptual and theoretical perspectives to the analysis and control of behavior in organizations. The course will focus on problems related to perception, motivation, leadership, cultural diversity, interpersonal and group conflict, stress, influence, decision-making, work-family balance, ethics, international management issues, and change.
Prerequisites: BA 232 and senior standing

BA 437 International and Global Business (3 credit hours)
This course surveys international and global business issues, processes, and strategies. The course describes and assesses (a) issues that surround business and market opportunities, such as cultural, economic, legal, political, and technological differences, (b) international trade and monetary systems, and (c) strategies, structures, and processes used by successful international and/or global businesses and organizations.
Prerequisites: BA 232 and BA 252

BA 439 Business Policy and Strategy (3 credit hours)
The course emphasizes research and analysis of external and internal forces that impact the organization and strategic success as well as action-implementing tools that are used to integrate the organization's scope, strategies, and policies. External factors include competitive analysis, customer trends, political, legal, and technological factors. Internal factors include analysis and evaluation of current business strategies, organizational systems, resource deployment, and culture. The course culminates the undergraduate business program with the capstone project.
Prerequisites: Senior standing (preferably, this course should be taken in the student's final semester) and BA 312

BA 446 Strategies for Recruitment and Selection of Human Resources (3 credit hours)
This course is designed for students who desire to understand and master the intricacies associated with the recruitment and selection of human resources and practices, validity and reliability in testing, legal and regulatory factors affecting selection practices, making employment offers, and practices to ensure equal employment opportunity and affirmative action.
Prerequisite: BA 232

BA 450 Business Ethics (3 credit hours)
This course provides students with the opportunity to learn about ethical decision-making in business organizations. Students will examine moral values, ethical philosophies, organizational factors, and the role they play in the principles and practices of business. Students will explore the evolution of business ethics and social expectations of business in society, including from diverse global perspectives. Students will apply course concepts to real-world situations to develop their understanding of business decision-making as well as their own behavior when confronted with ethical dilemmas.
Prerequisite: Senior standing

BA 455 Internet Marketing (3 credit hours)
This course examines the nature, characteristics, and culture of the online environment to understand, develop, and implement marketing strategies and tactics for conducting effective online commerce. Emphasis is on the hardware/software tools necessary for internet-based commerce, encompassing the basic marketing principles that allow marketing professionals to execute marketing strategy in the dynamic computer-mediated environment.
Prerequisite: BA 252

BA 456 International Consumer Behavior (3 credit hours)
This course is to introduce International Consumer Behavior, with emphasis on developing a customer focus and competitive advantage by using consumer behavior analysis. The goal is to understand what effects stemming from internal and external influences affect the consumer decision-making process in the global economy. Identifying customer behaviors leads to designing products/services to meet their needs and wants consistent with the different consumer characteristics found throughout the global marketplace.
Prerequisites: BA 232 and BA 252

BA 458 Sales Management (3 credit hours)
This course examines development, structure, and implementation of an effective and profitable sales force across substantially different environmental conditions. Strategies involving various markets, salesperson characteristics, sales program design, and quantitative measurements are emphasized.
Prerequisite: BA 252

BA 463 Global Brand Marketing (3 credit hours)
In a rapidly changing and connected marketplace, effective brand management has become a pivotal component of a thriving organization. This course provides an essential framework for building new brands, revitalizing existing brands, and managing brand experiences in a challenging and complex consumer environment. Incorporating foundational marketing principles with real-world practical experience, this course covers central branding concepts and theories as well as strategies and techniques that appeal to consumers. This course will focus on branding as a cornerstone element of marketing strategy. Students will get a blend of hands-on experience and practical work, managing both established and emerging brands in a contemporary marketplace.
Prerequisite: BA 252

BA 465A Business Law (3 credit hours)
This course examines and explores laws relevant to business activity. Study will focus on areas of law developed specifically for business and business relationships. Topics include: the legal environment of business, contracts, debtor-creditor relationships, agency relationships, and property law.
Prerequisite: Senior standing

BA 485 Internship in Business Administration
(1-3 credit hours)
This course provides an opportunity for students to expand their learning by gaining experience in the workplace. The learning objectives and specific program of study must be developed in consultation with the College of Business. The internship application must be approved in advance of registering for the course. Contact the College of Business office for details.
Prerequisites: 1. Students must have junior or senior status. 2. Students must have completed 18 credit hours in residency in College of Business related coursework. 3. Students must have a minimum GPA of 3.0 in the College of Business. 4. Faculty approval is required.

BA 486 Internship in Business Administration II
(1-3 credit hours)
This course provides an opportunity for students to expand their learning by gaining experience in the workplace. The learning objectives and specific program of study must be developed in consultation with the College of Business. The internship application must be approved in advance of registering for the course. Contact the College of Business office for details.
Prerequisites: 1. Students must have junior or senior status. 2. Students must have completed 18 credit hours in residency in College of Business related coursework. 3. Students must have a minimum GPA of 3.0 in the College of Business. 4. Faculty approval is required.

BA 487 Finance Internship (1-3 credit hours)
This course provides an opportunity for students to expand their learning by gaining experience in the workplace. The learning objectives and specific program of study must be developed in consultation with the College of Business. The internship application must be approved in advance of registering for the course. Contact the College of Business office for details.
Prerequisites: 1. Students must have junior or senior status. 2. Students must have completed 18 credit hours in residency in College of Business related coursework. 3. Students must have a minimum GPA of 3.0 in the College of Business. 4. Faculty approval is required.

BA 488 Human Resources Internship (1-3 credit hours)
This course provides an opportunity for students to expand their learning by gaining experience in the workplace. The learning objectives and specific program of study must be developed in consultation with the College of Business. The internship application must be approved in advance of registering for the course. Contact the College of Business office for details.
Prerequisites: 1. Students must have junior or senior status. 2. Students must have completed 18 credit hours in residency in College of Business related coursework. 3. Students must have a minimum GPA of 3.0 in the College of Business. 4. Faculty approval is required.

BA 493 Marketing Internship (1-3 credit hours)
This course provides an opportunity for students to expand their learning by gaining experience in the workplace. The learning objectives and specific program of study must be developed in consultation with the College of Business. The internship application must be approved in advance of registering for the course. Contact the College of Business office for details.
Prerequisites: 1. Students must have junior or senior status. 2. Students must have completed 18 credit hours in residency in College of Business related coursework. 3. Students must have a minimum GPA of 3.0 in the College of Business. 4. Faculty approval is required.

BA 602 Risk Management (3 credit hours)
This course includes fundamental principles and practices of risk management and insurance with an applied focus on risk management processes rather than institutional and contractual details of the insurance industry. Topics include risk identification; risk characterization; pricing of risk reduction techniques; risk retention; regulatory, legal and tax implications; insurance; and other hedging strategies. Additionally, personal, business, and public policy perspectives concerning life, health, property, and liability risk management and insurance are addressed.
Prerequisites: MBA 520 and MBA 624 or MSF 624

BA 603 Introduction to Human Resource Management (3 credit hours)
This course describes the various functional areas within the Human Resources field as well as applicable employment laws. Functional areas addressed include: Talent Management (i.e. Recruitment/Selection and Training/Development), Organizational Behavior, Employee/Labor Relations, Health and Safety, and Total Rewards (i.e. Compensation and Benefit Administration). Areas of employment law covered will include: Equal Employment Opportunity, Employment/Labor Relations, Health and Safety, and Compensation/Benefits related laws. Human Resource metrics and evaluation will also be introduced in this course.
**It is recommended that this course is taken prior to other HR-related courses.*

BA 605 Total Rewards: Compensation and Benefit Administration (3 credit hours)
This course examines the roles of compensation and benefit management theory and practice within the field of Human Resources. This includes detailed examination of the different components of Total Rewards, including: job evaluation, internal/external equity, base/incentive pay, voluntary/mandated benefits, trends, and applicable employment laws. Evaluating the effectiveness of these functions by utilizing applicable Human Resource metrics will also be addressed in this course.
**It is recommended that students complete BA 603 prior to taking this course.*

BA 606 Talent Management: Recruitment/Selection and Training/Development (3 credit hours)
This course is designed for students who desire to understand and master the intricacies associated with the recruitment and selection of human resources and practices including: employment branding, legal and regulatory factors affecting selection practices, recruitment strategy, evaluation, and practices to ensure equal employment opportunity. Other topics addressed in this course include: training design/delivery/strategy, performance management, employee engagement, and career management. Evaluating the effectiveness of these functions by utilizing applicable Human Resource metrics will also be addressed in this course.
**It is recommended that students complete BA 603 prior to taking this course.*

BA 616A Investments (3 credit hours)
Investment principles and practices are studied in the context of individuals and organizations. The course will integrate economic relationships and practices for an understanding of the current investment environment. Additionally, the course will survey the institutions and securities that make up the investment environment to provide students with a history of how Wall Street operates. Students should learn to understand and experience how individuals trade financial instruments, including stocks, options, bonds, futures, and other derivative securities.
Prerequisites: MBA 520 and MBA 624

BA 617 International Finance (3 credit hours)
This course will focus on international financial tools, applications, and concepts. Topics include fundamental international financial relationships and their application to firms and individuals, international transactions, tax issues, and multinational corporations. It will cover essential elements of transacting in an international marketplace. It also will address the fundamental risks inherent in international business and the use of financial securities to hedge these risks.
Prerequisites: MBA 520 and MBA 624 or MSF 624

BA 618 Cash Management (3 credit hours)
Cash management also may be known as treasury management, working capital management, or short-term financial management. This course addresses fundamental principles and practices concerning cash management. Topics include the role of cash management, credit, accounts receivable and collection management, accounts payable and disbursement management, electronic commerce, information and technology needs for cash management, forecasting, short-term investments and borrowing, international cash management, relevant relationship management, and contemporary issues. Dual listed as BA 618 / MSF 618.
Prerequisites: MBA 520 and MBA 624 or MSF 624

BA 636 Compensation and Performance Management (3 credit hours)
This course examines the roles of compensation and performance-management theory and practice in competitive firms. This includes detailed examination of the relationships of job analysis, job evaluation, market comparisons, and law to compensation and performance-management policies, systems, and practices.
Prerequisite: MBA 500

BA 637 International and Global Business (3 credit hours)
This course surveys international and global business issues, processes, and strategies. The course describes and assesses (a) issues that surround business and market opportunities, such as cultural, economic, legal, political, and technological differences, (b) international trade and monetary systems, and (c) strategies, structures, and processes used by successful international and/or global businesses and organizations.
Prerequisite: MBA 500

BA 638 Human Resource Law (3 credit hours)
Describes, analyzes, and evaluates legal foundations, cases, and applications of human resource law. Areas of law covered will include, but are not limited to, equal employment opportunity law, labor relations law, fair employment practices law, and compensation-benefits law. Human resource management practices will be considered within analysis and evaluation of laws, cases, and settlements.
Prerequisite: MBA 500

BA 646 Strategies for Recruitment and Selection of Human Resources (3 credit hours)
This course is designed for students who desire to understand and master the intricacies associated with the recruitment and selection of human resources and practices, validity and reliability in testing, legal and regulatory factors affecting selection practices, making employment offers, and practices to ensure equal employment opportunity and affirmative action.
Prerequisites: MBA 500 and MBA 624

BA 655 Internet Marketing (3 credit hours)
This course examines the nature, characteristics, and culture of the online environment to understand, develop, and implement marketing strategies and tactics for conducting effective online commerce. Emphasis is on the hardware/software tools necessary for internet-based commerce, market segmentation identification, product development, pricing, direct marketing, global marketing, and the methodology to execute marketing strategy in a computer-mediated environment.
Prerequisite: MBA 500

BA 656 International Consumer Behavior (3 credit hours)
This course is to introduce International Consumer Behavior, with an emphasis on developing a customer focus and competitive advantage by using consumer behavior analysis. The goal is to understand what effects stemming from internal and external influences affect the consumer decision-making process in the global economy. Identifying customer behaviors leads to designing products/services to meet their needs and wants consistent with the different consumer characteristics found throughout the global marketplace.
Prerequisite: MBA 500

BA 658 Sales Management (3 credit hours)
This course examines development, structure, and implementation of an effective and profitable sales force across substantially different environmental conditions. Strategies involving various markets, salesperson characteristics, sales program design, and quantitative measurements are emphasized.
Prerequisite: MBA 500

BA 663 Global Brand Marketing (3 credit hours)
In a rapidly changing and connected marketplace, effective brand management has become a pivotal component of a thriving organization. This course provides an essential framework for building new brands, revitalizing existing brands, and managing brand experiences in a challenging and complex consumer environment. Incorporating foundational marketing principles with real-world practical experience, this course covers central branding concepts and theories as well as strategies and techniques that appeal to consumers. This course will focus on branding as a cornerstone element of marketing strategy. Students will get a blend of hands-on experience and practical work, managing both established and emerging brands in a contemporary marketplace.
Prerequisite: MBA 500

BAMC 300 Business Communications and Research (4 credit hours)
This course will facilitate competency in research and planning methods by conducting an analysis of a topic germane to a particular interest in an Information Technology subject. The methodology for research and planning will be explored and utilized to develop a proposal for the Capstone Project.
Prerequisites: Acceptance in the Business Analysis and Management (BAM) accelerated degree program

BAMC 302 Foundations of Business Analysis (4 credit hours)
This course is designed to introduce the basic understanding of the Business Analysis professional discipline, the competencies, benefits, functions, key concepts, and impact of the business analysis professional. This course will help elevate, develop, and refine the foundation of business analysis skills. The BAMC program defines the most important skills necessary to effectively perform business analysis work.

BAMC 310 Business Intelligence (4 credit hours)
This course is designed to improve the application of business intelligence within the corporate structure. It will focus on key themes in the nature of business intelligence to include system architecture, databases, data warehouses, performance management, methodologies, and other related topics. The course will examine emerging efforts to use business intelligence to improve decision-making, enhance strategic position, and sustain competitive advantage.
Prerequisite: Acceptance in the Business Analysis and Management (BAM) accelerated degree program

BAMC 312 Planning and Monitoring (4 credit hours)
This course examines the Business Analysis Planning and Monitoring Area. It provides the examination of the business analysis work on a given initiative, planning and how and when tasks will be performed, and the deliverables that will be produced. Examining change as the initiative proceeds and the business analysis professional gains a deeper understanding of the role and how it fits with its stakeholders. A project capstone proposal initiates in this course and will demonstrate the student's knowledge through the program courses.

BAMC 320 Strategic Management (4 credit hours)
The course will cover world-class organizations, the guerrilla view of competitive advantage, online communities, data mining, real options theory, and several others. It will introduce the concepts of strategic management such as competitive advantage, Strengths, Weaknesses, Opportunities, and Threats (SWOT analysis), corporate growth, and strategy implementation. The course will include several case studies that will allow the student to better evaluate the importance of how strategic management integrates in the technology industry.
Prerequisite: Acceptance in the Business Analysis and Management (BAM) accelerated degree program

BAMC 322 Elicitation and Collaboration (4 credit hours)
This course examines the Elicitation and Collaboration concepts. It examines the tasks that business analysis professionals perform to obtain information from stakeholders and examines the communication skills required to work with stakeholders once the business analysis professional has assembled the stakeholders' requirements. The Elicitation and Collaboration knowledge area sets the foundation for analysis professionals to perform elicitation and collaboration from stakeholders and how to confirm the results.

BAMC 330 Managing and Using Information Systems
(4 credit hours)
This course will provide insights and knowledge needed to formulate and understand information systems (IS) decisions. The course will clarify and elaborate on how information technology (IT) relates to organizational design and business strategy. It will review ethical standards as these relate to IS today.
Prerequisite: Acceptance in the Business Analysis and Management (BAM) accelerated degree program

BAMC 332 Requirements Lifecycle Management
(4 credit hours)
This course examines the Requirements Life Cycle Management concepts as well as the tasks that analysis professionals perform to manage and maintain requirements and design information from inception to retirement. It reviews ethical standards that relate to the business analysis role. The course examines how technology relates to organizational design and business strategy. These tasks describe meaningful relationships between related requirements and designs, assessing changes to requirements and designs when changes are proposed, scope management, and analyzing and gaining consensus on scope changes.

BAMC 340 Foundations of Business Analysis (4 credit hours)
This is an introductory course designed to provide a basic understanding of the benefits, functions, and impact of the Business Analyst. The course will place a special focus on the business analysis function as it relates to developing information technology solutions, given that such an understanding is essential for project success. The course will identify techniques for ensuring project success every step of the way – from identifying and analyzing potential projects to making sure the final project product meets the requirements identified.
Prerequisite: Acceptance in the Business Analysis and Management (BAM) accelerated degree program

BAMC 342 Strategy Analysis (4 credit hours)
This course examines the Strategy Analysis concepts. It is the most effective way to apply the capabilities of an enterprise to reach the desired set of goals and objectives. Strategies may exist for the entire enterprise, for a division, department, or region, and for a product, project, or iteration. This study describes the business analysis professionals' work that must be performed to collaborate with stakeholders to identify a need of strategic or tactical importance. The course also provides an introduction on how to apply an agile mindset to the fundamental knowledge, competencies, and techniques of business analysis. The agile mindset is an integrated component of the remaining courses in the Business Management Analysis program.

BAMC 400 Business Requirements and Analysis
(4 credit hours)
This course will outline the roles and responsibilities of the business analyst and the process for analyzing business systems, including how to determine a business system's health. The course will identify skills and techniques to translate customer needs into project requirements that provide a framework for identifying business problems, and linking requirements to business objectives in order to solve business problems and set project scope.
Prerequisite: Acceptance in the Business Analysis and Management (BAM) accelerated degree program

BAMC 402 Design Definition (4 credit hours)
This course introduces a wide array of Requirements Analysis and Design Definitions. The course examines the best practices business analysis perform to structure and organize requirements during elicitation activities, specifies and reviews the multiple modeling design opportunities, validates, and verifies information, as well as covers the incremental and iterative activities from the initial concept and exploration through the transformation into a recommended solution.

BAMC 405 Solution Evaluation (4 credit hours)
This course introduces Solution Evaluation and how Business Analysts enhance the performance of and value delivered by a solution selected by the enterprise and recommends the removal of barriers or constraints that prevent the full realization of the value. Solution evaluation tasks that support the realization of benefits may occur before a change is initiated, while the current value is assessed, or after a solution has been implemented.

BAMC 410 Process Mapping and Project Design
(4 credit hours)
The course will outline what processes are and provide practical applications for each step in process mapping. The course will cover the complete cycle of business process mapping and how these processes link business objectives, risks, and measures of success to the process being mapped.
Prerequisite: Acceptance in the Business Analysis and Management (BAM) accelerated degree program

BAMC 412 Techniques and Competencies (4 credit hours)
The course examines the underlying competencies and techniques. The behaviors, characteristics, knowledge, and personal qualities that support the practice of business analysis. It evaluates techniques used by the analyst professional during the design scope. Business process mapping techniques are introduced, and how the mapping solutions link the business objectives to a solution. Perspectives are examined to determine how the business analysis work to provide a focus on tasks and techniques specific to the context of the initiative. The course also provides an introduction to Excel for Business Analysis with a focus on intermediate Excel functions and tools that Excel has to help conduct business analysis examinations of data.

BAMC 420 Business Process Modeling (4 credit hours)
This course will introduce what processes are and provide practical applications for each step in process modeling in the Business Analyst's role. The course will cover the complete cycle of business process modeling and how these processes link business objectives, risks, and measures of success to the process being modeled.
Prerequisite: Acceptance in the Business Analysis and Management (BAM) accelerated degree program

BAMC 430 Project Management (4 credit hours)
This course examines the project manager's services, products, or results of a project to achieve the set objectives and how the business analysis focuses on understanding the stakeholders' needs and defining solutions that will meet those needs. The course examines the Project Manager and the Business Analysis professional roles working together within projects with an introduction to the agile methodology. Microsoft Project is utilized in this course to provide hands-on experience. Agile roles and principles are examined to demonstrate how software development and project management all work together cohesively. This course examines how Agile teams deliver work in small, workable increments, thus delivering value to their customers with ease. The BAMC capstone assignment is demonstrated from the knowledge of all BAMC courses and as a group through is completed in this course.

BAN 200 Statistics for Analytics (3 credit hours)
This course focuses on statistics used in business analytics and is designed for students with little or no background in statistics but have a basic familiarity with data and spreadsheets. This course emphasizes project-based learning using Google Sheets and Python to apply basic statistical techniques to data modeling.

BAN 300 Base SAS Programming (3 credit hours)
This course is designed as the entry point to learning SAS programming language and analytics programming concepts to gain business intelligence. It provides the tools necessary to write SAS programs to perform data management, analysis, and reporting including the creation of simple reports and computing basic statistics on data set variables. Hands-on exercises designed to facilitate understanding of business systems and business processes are included. The course also provides the basis for more advanced work in business analytics and advanced programming techniques for data modeling. This course aligns with the SAS Base Programming certification concepts.

BAN 302 Foundation to Business Analytics (3 credit hours)
This course introduces students to the fundamentals of Business Analytics. It aims to develop an understanding of analytics to develop business intelligence in a business environment. Students will learn project management by identifying business requirements, business processes, and stakeholders. This course emphasizes data management: cleaning, data modeling, forecasting using visualization, analyzing, and communicating data insights to stakeholders.

BAN 303 SQL for Analytics (3 credit hours)
This course is designed to introduce students to the fundamentals of Structured Query Language (SQL) for the purpose of data management. Students will learn to identify the role and structure of relational databases as they apply to business analytics, apply the SQL in MySQL for data manipulation language (DML), apply the SQL in MySQL for data definition language (DDL), and apply normal forms (1NF, 2NF, & 3NF) for database normalization. Emphasis will be on ensuring data quality as it relates to business intelligence.

BAN 400 Introduction to Business Analytics (3 credit hours)
This course introduces an analytical toolset to address business problems. The course provides an overview of the key concepts, applications, processes, and techniques relevant to data modeling for business intelligence. The course makes use of SAS Enterprise Miner to illustrate the use of business analytics methodologies to enhance decision-making.

BAN 401 Data Warehousing and Mining Applications (3 credit hours)
This course provides an in-depth discussion on data warehousing, data mining, and analytics used for business intelligence. A variety of data analysis tools will be used to discover patterns and relationships in data that may be used to make proactive, knowledge-driven decisions. The course provides an in-depth discussion on various techniques of data mining including data modeling, pattern recognition, predictive analytics, and text mining.
Prerequisite: BAN 400

BAN 402 Data Visualization (3 credit hours)
This course is designed to introduce students to the fundamentals of using Tableau Desktop in the context of business and data analytics. Students will learn to demonstrate data visualization in the data analysis process to efficiently wrangle and analyze real-industry data. Exploration of data as it relates to business requirements and business processes will include determining data quality criteria and data modeling techniques through the use of dashboards to create business intelligence.

BAN 500 SAS Programming for Business Analytics (3 credit hours)
This course is designed to provide a foundation of SAS analytics programming concepts and environments. It provides the tools necessary to write SAS programs to perform data management, analysis, and reporting. Topics include creating and documenting data sets, managing and reshaping data, writing reports, computing statistics on data set variables, and performing effective SAS programming. Hands-on exercises designed to facilitate understanding of all the topics are included. The course also provides the basis for more advanced work in data analytics and advanced programming techniques for data management. This course aligns with the SAS Base Programming certification concepts offered through the SAS Institute, Inc.

BAN 520 Enterprise Data and Information Management (3 credit hours)
This course offers an in-depth exploration of all the major topics in the field of data and information management from an applied perspective with an emphasis on data warehouses. The course is designed to provide not only a strong theoretical foundation, but also the technical skills required in analyzing, designing, implementing, managing, and utilizing information repositories. Topics covered include relational database model, data modeling, logical and physical database design, structured query language (SQL) implementation, procedures and triggers, data integration and quality, data warehouses, and other relevant techniques for addressing big data issues in organizations today. The strategic roles that data and information play in business operations, customer relationship management, business decision-making, and strategy development are also discussed.

BAN 600 Advanced Business Analytics (3 credit hours)
This course provides an analytical toolset to address modern, data-intensive business problems. To be effective in a competitive business environment, a business analytics professional needs to be able to use analytical tools to translate information into decisions and to convert information about past performance into reliable forecasts. Using a case-based approach, the course provides an overview of the key concepts, applications, processes, and techniques relevant to business analytics. The course makes use of the leading software products to illustrate the use of business analytics methodologies to enhance business decision-making.

BAN 620 Advanced Data Mining Applications (3 credit hours)
As business organizations collect more and more data as a byproduct of their operations, decision-makers are beginning to proactively and systematically analyze these data to improve decision quality. This course focuses on topics relevant to data mining, which is the process that uses a variety of data analysis tools to discover patterns and relationships in data that may be used to make proactive, knowledge-driven decisions. The course provides an in-depth discussion on various techniques of data mining including predictive modeling, pattern recognition, prescriptive analytics, and text mining. Both the theoretical and practical aspects of data mining are discussed in this course.
Prerequisite: BAN 600

BHMC 200 Healthcare Operations Management (3 credit hours)
In this course, students will develop their fundamental healthcare business concepts and acumen. Students will gain an understanding of common policies, procedures, and tasks that support healthcare operations, as well as the manager's role in those activities. Students will be introduced to skills in budgeting, scheduling, employee allocation, safety and security, and inventory/asset/risk management.

BHMC 300 Foundations for Professional Success in Healthcare Management (4 credit hours)
This course prepares students for success in their academic and professional careers in healthcare management. The foundation for learning is established for professional skill development through effective written communication and emphasis on critical thinking and problem-solving for improved healthcare-related outcomes.

BHMC 313 Health Information Technology (4 credit hours)
This course examines the use of health information technology (HIT) in healthcare organizations. Basic HIT concepts and the use of HIT in various organizational settings will be covered.

BHMC 323 Operations Management (4 credit hours)
This course examines basic healthcare operations management functions and applicability within a variety of organizations. Specific competencies necessary for effectively managing the business operations area of healthcare organizations are addressed.

BHMC 333 Human Resources in Healthcare (4 credit hours)
This course focuses on the importance of recruiting, selecting, and retaining qualified healthcare professionals. Various models, concepts, and case studies relevant to employment practices and issues within healthcare are presented. The integral role Human Resources play in healthcare organizations is emphasized.

BHMC 346 Evidence-Based Management (4 credit hours)
The focus of this course is on the consumership of healthcare research and the application of evidence-based practice for healthcare managers. This course introduces types of research methodologies, data collection, analysis of data, and the interpretation and application of best practices for organizations.

BHMC 353 Marketing Healthcare Services (4 credit hours)
This course provides a thorough examination of the principles and concepts of marketing as applied to healthcare organizations and healthcare services. Topics include an overview of the marketing process, consumer behavior, branding, and the application of market research and analysis. The practices of product strategies, product pricing, and customer service, as essentials in healthcare, are emphasized.

BHMC 413 Fiscal Management (4 credit hours)
This course introduces financial management vocabulary, concepts, and accounting principles necessary for effective resource utilization required within healthcare roles. Operating and capital budgets, chart of accounts, and responsibility reports are explored. Practical application will include using healthcare information to prepare a capital and operational budget.

BHMC 423 Legal and Regulatory Issues (4 credit hours)
This course explores the complex legal system and emerging issues of healthcare regulation. Course discussion includes healthcare regulatory compliance and legal and ethical situations that directly apply to the healthcare environment. Practical application will include the preparation of a Code of Ethics to emphasize the potential for unethical and illegal situations within healthcare.

BHMC 433 Principles of Healthcare Management (4 credit hours)
This course discusses management principles and practices within healthcare organizations. Topics include basic principles related to motivating employees, performance management, and communication. Practical application will include critiquing current managerial practices in a variety of healthcare organizations.

BHMC 445 Applied Decision Making in Healthcare Management (4 credit hours)
This is the culminating course for the BHMC program. Students will examine various healthcare management scenarios and propose possible solutions to problems and issues presented. The practical application will synthesize prior course information and sharpen problem-solving and decision-making skills for healthcare managers.

BI 100 Introduction to Biological Systems (3 credit hours)
This course introduces core concepts of biology, including: information flow, structure-function relationships, transformation of energy and matter, biological systems, and evolution.

BI 105 Biological Investigation I Laboratory (1 credit hour)
This course is an introduction to biological inquiry, including: biological laboratory procedures and techniques, applying the process of scientific investigation to biological systems, quantitative reasoning and analysis, and communication of biological findings. (Lab only)
Prerequisite: Concurrent enrollment in BI 100 or instructor permission

BI 142 12 Reasons Biology Will Change the Way You Think (3 credit hours)
Through a series of compelling stories about great discoveries and scientists, you will learn the basic concepts of biology. Have you ever wondered why the world is green? How does your body protect you from being sick? Do vaccines really cause autism? Will your genes be used for medicine in the future? Are you really what you eat and how does your gut connect to your brain? Using interactive lectures, video documentaries and experiments, students will apply the basics of the scientific method and we will provide answers to all these questions.

BI 201 Anatomy and Physiology I (4 credit hours)
This course introduces basic concepts, anatomical terminology, cell structure and function, and histology, followed by an in-depth study of the anatomy and physiology of the following organ systems of the human body: Integumentary, arthrology, muscular, cardiovascular, and lymphatic systems. A mandatory laboratory component supports and amplifies the lecture material and allows the student to study microscopic anatomy on slides and to perform dissection on representative animal models. An online component allows the student to practice course content with additional exercises. (3 lectures, 1 lab)
Prerequisite: BI 100 required for Biology majors, strongly recommended for Health Science majors

BI 202 Anatomy and Physiology II (4 credit hours)
This course consists of an in-depth study of the gross and microscopic anatomy and the physiology of the following organ systems of the human body: The central and peripheral nervous, endocrine, sensory, respiratory, digestive, reproductive, and excretory systems. A mandatory laboratory component will support and amplify the lecture material and allow the student to perform dissection on representative animal models. An online component will allow the student to practice course content with additional exercises. (3 lectures, 1 lab)
Prerequisite: BI 201 or instructor permission

BI 203 Genetics and Cellular Biology (4 credit hours)
This course examines the flow of biological information at the molecular, cellular, organismic, and population level. This course also explores the relationships between biological information and cellular structure and function. The associated laboratory investigates questions related to information systems and cellular function and develops techniques relevant to these research areas. (3 lectures, 1 lab)
Prerequisites: BI 100, BI 105

BI 205 Biological Investigation II Laboratory (1 credit hour)
This course explores biological inquiry as well as technical and analytical skills critical for student senior thesis projects, including: analysis of scientific literature, experimental design strategies, laboratory techniques, and use of laboratory equipment. (Lab only)
Prerequisite: BI 105

BI 206 Nutrition through the Lifespan (3 credit hours)
This course consists of the study of the nutrients required by the human body, the foods from which they are obtained, their utilization by the body, and their importance for the maintenance of optimal health throughout the life span.

BI 210 Zoology (4 credit hours)
This course is designed to provide an overview of invertebrate and vertebrate zoology including: classification, development, morphology, anatomy, and physiology of the animal phyla. (3 lectures, 1 lab)
Prerequisite: BI 100

BI 211 Botany (4 credit hours)
This course consists of the study of the structure, physiology, histology, ecology, and economic importance of plants. A mandatory laboratory component will support and amplify the lecture material and allow the student to study live and preserved specimens. An online component will allow the student to practice course content with additional exercises and quizzes. (3 lectures, 1 lab)
Prerequisite: BI 100

BI 305 Biological Investigation III Laboratory (1 credit hour)
This course concentrates on refining the analytical and technical skills required for completion of the senior thesis project, including: laboratory techniques, analysis of published literature, experimental design, and communication of experimental findings. This course will culminate in a proposal for the student's senior thesis project. (Lab only)
Prerequisite: BI 205

BI 309 Microbiology (4 credit hours)
This course focuses on general, medical, ecological, and applied microbiology including: bacteria, viruses, fungi, protozoa, and helminthic organisms. (3 lectures, 1 lab)
Prerequisites: BI 100, BI 105 required for Biology majors, strongly recommended for Health Science majors

BI 310 Immunology (3 credit hours)
This course examines the cellular and humoral mediated immunology mechanisms including: structure of immunoglobulins and cellular mediators, autoimmunity, tissue transplantation, tumor immunology, and the immunological basis of diagnosis and therapeutics.
Prerequisites: BI 201, BI 203

BI 312 Biomedical Ethics (3 credit hours)
This course covers ethical issues in biology and medicine such as the use of animals in research, euthanasia, reproductive ethics, triage, involuntary medical treatment, informed consent, etc. There will be an examination of literature pertaining to each side of these ethical issues and subsequent discussions of the arguments. The implication of these ethical issues in policy decisions will also be discussed. Students will be evaluated based on class participation and written work. This course does not have any prerequisites and is suitable for both science majors and non-science majors with interests in ethical issues related to biology or medicine.

BI 314 Molecular Biology (3 credit hours)
This course investigates advanced concepts of modern molecular biology in prokaryotic and eukaryotic systems including such topics as transcription, translation, DNA replication, DNA repair, post-translational control, regulation of genetic information flow, and bioinformatics techniques.
Prerequisite: BI 203 or instructor permission

BI 316 Introduction to Environmental Laws (4 credit hours)
This course introduces students to the regulatory policies developed in the United States to address environmental problems. The primary focus will be on federal regulations including the Clean Air Act and the Clean Water Act, the Resource Conservation and Recovery Act, the Comprehensive Environmental Response, Compensation and Recovery Act ("Superfund"), the Safe Drinking Water Act, and the National Environmental Policy Act.

BI 317 Society and the Environment (4 credit hours)
The mix of population, social organization, and technology has a profound impact on the resources and environmental conditions on which human and non-human society ultimately depend. This course examines the interactions between the physical environment in which we live and the human society we have created. Topics covered include energy sources, hazardous wastes, environmental accidents, endangered species, the environmental movement, tropical and temperate deforestation, limits to economic growth, population growth, and alternative views of the future.

BI 318 Natural Resource Management and Conservation (4 credit hours)
Examines conservation principles and applications practiced in the United States. Topics include water use, air quality, land and forest management, endangered species management, fish and game management, and career opportunities.

BI 319 Introduction to Geographic Information Systems (4 credit hours)
Introduction to the principles of Geographic Information Systems (GIS) including the input, manipulation, analysis, and storage of geographic data and how GIS can be applied to environmental science surveys and research.

BI 340 Biology of Women (3 credit hours)
The anatomy and physiology of women throughout their life span including issues relating to their health, nutrition, healthcare, and specific disorders and diseases relating to women.

BI 410 Developmental Biology (4 credit hours)
This course examines embryological development including: fertilization, cellular division, early development, differentiation, and precocious growth of multi-cellular organisms.
(3 lectures, 1 lab)
Prerequisite: BI 203

BI 499 Senior Thesis in Biology (1-3 credit hours)
A project developed by the student and instructor culminating in a written and oral report to the faculty. The project may involve lab and/or field research and/or an extensive investigation of current scientific literature in a specified area of Biology. (Lab only)
Prerequisites: Senior level and BI 305

BMAL 211 Business Communication in a Digital World (4 credit hours)
This course will teach students to communicate effectively in today's fast-paced business world by developing skills for written, verbal, and digital communication. Topics covered include the use of Microsoft Word, Outlook, and PowerPoint to enhance their communication skills. They will learn about the use of AI tools, such as MS Editor and Grammarly, to assist them in editing and proofreading. Students will also learn to differentiate between types of business communication and use digital tools effectively in different contexts. By the end of the course, students will be equipped with the skills and knowledge needed to communicate effectively in today's globalized business environment.
Prerequisite: Acceptance in the Business Management and Leadership accelerated degree completion program

BMAL 222 Talent Management (4 credit hours)
This course explores the vital elements of managing talent and nurturing employee growth. It covers essential topics like onboarding, labor laws, rewards and recognition programs, and employee development. Students will learn to identify the critical components of talent management, including how to ensure compliance with labor laws. Upon completion, students will be equipped with the necessary knowledge and skills to manage talent effectively for organizational success.
Prerequisite: Acceptance in the Business Management and Leadership accelerated degree completion program

BMAL 233 Effective Leadership (4 credit hours)
This course focuses on enhancing leadership skills and improving effectiveness in the workplace. Students will explore various topics, including ethical decision-making, emotional intelligence, innovative leadership practices, conflict resolution, and effective leadership tactics. Through interactive exercises and case studies, students will learn to apply these skills in real-world scenarios. By the end of the course, students will have developed a set of tools for optimizing their leadership effectiveness.
Prerequisite: Acceptance in the Business Management and Leadership accelerated degree completion program

BMAL 244 Introduction to Business Intelligence with MS Excel (4 credit hours)
This course introduces students to the fundamental concepts of business intelligence using Microsoft Excel. Students will learn how to manipulate data, create charts, and summarize data to communicate information for use in making data-driven decisions. The course covers topics such as basic functions in MS Excel, formatting Excel spreadsheets for enhanced communication of key insights, and using formulas and functions to manipulate data in MS Excel. Students will also learn how to create and format charts, work with logical functions, and use PivotTables to summarize data. Upon completion, students will be able to use basic tools and techniques for analyzing and communicating data.
Prerequisite: Acceptance in the Business Management and Leadership accelerated degree completion program

BMAL 305 Financial Analysis for Managers (4 credit hours)
This course provides managers with practical knowledge and skills in financial analysis. Students will learn about the economic environment of business, common financial statements, and key components of a business's financial performance. They will also learn basic financial analysis techniques and the importance of accurate and transparent financial reports. The course also covers financial reporting standards, ethical and professional standards, and using MS Excel for financial analysis calculations.
Prerequisite: Acceptance in the Business Management and Leadership accelerated degree completion program

BMAL 311 Optimizing Operations (4 credit hours)
This course focuses on ways to optimize business operations by examining the impact of factors like environment, organization, technology, and leadership. Students will learn about technologies and tools used in operations management, risk management, and continuous improvement strategies for operational excellence. Upon completion of the course, students will be equipped to apply the skills they have acquired to enhance their workplace's operations.
Prerequisite: Acceptance in the Business Management and Leadership accelerated degree completion program

BMAL 322 Coaching to Maximize Performance (4 credit hours)
This course covers key aspects of performance management, including performance appraisals, coaching, reward and recognition systems, and Key Performance Indicators (KPIs). Students will learn the value of performance appraisals, the role of coaching, how to evaluate reward and recognition systems, and the use of KPIs for performance improvement. Upon completion, students will understand performance management principles and the tools needed to support employee development and improve employee performance.
Prerequisite: Acceptance in the Business Management and Leadership accelerated degree completion program

BMAL 333 Multi-channel Marketing (4 credit hours)
In this course, students will gain insights into the benefits and challenges of various marketing channels. They will learn the importance of audience segmentation for various target groups. The course highlights the need for consistent brand messaging across all channels and teaches students how to evaluate marketing performance using key performance indicators (KPIs). Students will also learn to recognize effective strategies for establishing a unified customer experience across multiple channels.
Prerequisite: Acceptance in the Business Management and Leadership accelerated degree completion program

BMAL 344 Visual Merchandising (4 credit hours)
This course introduces the principles of visual merchandising. Students will explore how visual merchandising can influence consumer behavior and learn the basics of visual storytelling to engage customers. Students will learn common visual merchandising techniques, understand the logistics of delivering merchandise, and evaluate performance data to improve merchandising strategies. By the end of the course, students will understand how impactful visual merchandising drives sales and creates lasting brand impressions.
Prerequisite: Acceptance in the Business Management and Leadership accelerated degree completion program

BMAL 355 Leading Customer-Centric Teams (4 credit hours)
In today's competitive business environment, leaders need to adopt a customer-centric approach that prioritizes the satisfaction of both internal and external customers to drive organizational success. This course will focus on customer-centric and servant leadership, which create a positive work environment that fosters employee satisfaction and engagement, leading to increased customer satisfaction, loyalty, and business growth. Students will learn customer-centric and servant leadership principles and practices and how they contribute to organizational success. Students will also explore how building strong teams can forge the service-profit chain, leading to greater profitability for the organization.
Prerequisite: Acceptance in the Business Management and Leadership accelerated degree completion program

BSCL 305 Principles of Supply Chain Management and Logistics (3 credit hours)
Introduction to the design, operation, and control of domestic and international supply chain and logistics systems. Emphasis is placed on transportation, distribution, and warehousing in the business enterprise.

BSCL 310 Supply Chain Sourcing (3 credit hours)
Focus is placed on effective global sourcing including demand planning and order fulfillment. The role of customer demand and materials management is emphasized.

BSCL 315 Supply Chain Management Systems (3 credit hours)
Analysis of business information systems such as Manufacturing Resource Planning (MRP) and Enterprise Resource Planning (EPR) systems for warehousing and logistics.

BSCL 320 Business Systems Analytics/Operations Management (3 credit hours)
Application of business analytic techniques such as linear programming for intermodal transportation and inventory management. Additional mathematical model-building techniques to direct order fulfillment and transport are addressed.
Prerequisites: MA 102 or MA 120 and MA 215

BSCL 325 Business Law and International Governance (3 credit hours)
Introduction to the legal and regulatory process. The role of law in business operations and the influence of governmental structures at the international level are introduced.

BSCL 330 Transnational Marketing Strategies (3 credit hours)
Strategies to marketing in a globally competitive environment are addressed. Topics include international product adaptation and multicultural consumer behavior.
Prerequisite: BA 252

BSCL 335 Quality Management (3 credit hours)
Topics include six sigma methodology and tools, lean thinking practices and tools, process mapping, and dashboard applications for business process improvement.

BSCL 336 Quality Management Lab – LSS Green Belt (3 credit hours)
Introduction to project management and analysis of business processes utilizing the Lean philosophy and Six Sigma methodology. Emphasis is placed on tools for continuous improvement in an organization.
Prerequisites: Senior status (90+ semester credit hours) and MA 102 College Algebra. The following is highly recommended: have taken or currently taking BSCL 335 Quality Management and MA 215 Applied Statistics

BSCL 410 Electronic Commerce and Distribution Channels (3 credit hours)
This course examines the nature, characteristics, and culture of the online environment to understand, develop, and implement marketing strategies and tactics for conducting effective online commerce. Emphasis is on the hardware/software tools necessary for internet-based commerce, encompassing the basic marketing principles that allow marketing professionals to execute marketing strategy in the dynamic computer-mediated environment.
Prerequisite: BA 252

BSCL 415 International Trade Policy, Regulation and Ethics (3 credit hours)
This course focuses on tariffs and international regulatory systems, global financial systems, and international political and legal systems. Students will study international trade policy, including NAFTA and WTO, and how free trade and fair trade are differentiated.

BSCL 420 Global Logistics Management (3 credit hours)
International carrier operations and sourcing strategies for import, export, and distribution of materials and finished goods are examined. Covers facility location and offshoring of operations.

BSCL 425 Global Procurement and Strategic Sourcing (3 credit hours)
Focus is placed on the economic and service characteristics of international transportation. The role of government and the documentation requirements of global exporting and importing are emphasized. Also included are distribution techniques, major transportation modes, and their capabilities and limitations.

BSCL 430 Global Business Law (3 credit hours)
The legal framework of conducting business internationally including international law, contracts, carrier liability, and world trade policy are examined.

BSCL 435 Emerging Trends in Supply Chain and Logistics Management (3 credit hours)
Examines the value chain and innovation cycle from product conceptualization, technical feasibility, design specification, materials sourcing and product marketing.

BSCL 440 Supply Chain Strategy (3 credit hours)
Analyze approaches to optimize supply chain relationships and business outcomes with vendors and carriers. Included are negotiation strategies for costing and pricing, bidding process, and contracting.

BSCL 445 Capstone (3 credit hours)
Student develops a final project to solve significant operational problems and identify improvement opportunities in a service or manufacturing firm using integrated supply chain management strategies.

BSIT 200 Computer Hardware and Software Management (3 credit hours)
This course introduces software, hardware, and operating systems concepts. Topics include fundamentals of computer technology; installation and configuration of PCs, laptops and related hardware; and basic networking. Course topics align with the CompTIA A+ Essentials certification.

BSIT 220 Network Management and Infrastructure (3 credit hours)
This course addresses the skills and knowledge necessary to become an IT Professional in the networking field. Topics include network technologies, installation and configuration, media and topologies, management, and security. Course topics align with the CompTIA Network+ certification.

BSIT 310 Computer and Network Security Fundamentals
(3 credit hours)
This course introduces security concepts, tools, and procedures for preventing, mitigating, and responding to security incidents. Network security, compliance and operational security, threats and vulnerabilities, application, data and host security, access control and identity management, and cryptography are explored. Course topics align with the CompTIA Security+ certification.

BSIT 320 Computer Server Environments (3 credit hours)
This course focuses on installing, configuring, diagnosing, and troubleshooting servers, including server hardware, general storage, upgrades, maintenance, and disaster recovery. Course topics align with the CompTIA Server+ certification.

BSIT 340 Cisco Routing Fundamentals (3 credit hours)
This course is the first of two that introduces Cisco routing and configuration concepts. Topics include the basics of installation, operation, and troubleshooting small enterprise networks. Topics include network security, routing and switching, simple network configuration, wide area network (WAN) technologies, and wireless networking concepts. Course topics are covered in the Cisco Certified Network Associate (CCNA) certification.

BSIT 341 Cisco Network and Routing Infrastructures
(3 credit hours)
This is the second course that covers internetworking through the study of Cisco routing and switching. Coverage includes installing, configuring, operating, and optimizing networks that use Ethernet, TCP/IP, Wide Area Network protocols, and Cisco network hardware. Course topics align with the Cisco Certified Network Associate (CCNA) certification.
Prerequisite: BSIT 340

BSIT 350 Microsoft Networking Fundamentals (3 credit hours)
This course focuses on the skills needed to administer small to medium-sized networks in Microsoft Windows server environments. Issues dealing with network infrastructures, network hardware, protocols and services, security layers, operating system security, network security, and security software will be explored. Course topics align with the Certiport Information Technology Specialist (ITS Networking certification.

BSIT 380 System Hardening and Network Risk Assessment
(3 credit hours)
This course introduces best practices for managing threats to working systems. Threats that weaken systems, vulnerability assessment, and management are discussed. Topics include protecting sensitive and private information, cyber incident response, including forensic analysis, security architectures, and troubleshooting tools for system hardening. Course topics align with the CompTIA SySA+ Certification.

BSIT 400 Cloud Computing and Governance (3 credit hours)
This course introduces cloud computing from a business and technical perspective, including implementing and governing a cloud environment. Topics include: cloud architecture and design, securing a network cloud environment, compliance controls, deploying cloud networking solutions, performing cloud migrations, optimizing and maintaining efficient operation of a cloud environment disaster recovery tasks, troubleshooting, and other performance issues. Course topics align with the CompTIA certification.

BSIT 420 Microsoft Operating System Management
(3 credit hours)
This course provides a foundation for managing and maintaining the most current version of the Microsoft Windows Operating System. Issues dealing with operating system configurations, installing and upgrading client systems, managing files and folders, managing devices, operating system maintenance, server roles, active directory, storage, server performance management, and server maintenance will be addressed. Course topics align with the Microsoft Modern Desktop Administrator Associate (MD-100) certification.

BSIT 433 Information Technology Project Management
(3 credit hours)
This course provides students with an introduction to project management as it relates to Information Technology. Students develop formal project plans based on actual problems. Emphasis is placed on the knowledge areas of project management. Team-based and discovery-based learning methods are stressed. Where applicable, course topics align with the CompTIA Project+ certification.

BSIT 440 Microsoft Windows Server Management
(3 credit hours)
This course provides a foundation for creating and managing accounts and resources, implementing devices and drivers, and monitoring server performance and services in a Windows Server environment. Course topics align with the Microsoft Technology Associate (MTA) Windows Server Administration Fundamentals certification.

BSIT 450 Microsoft Security Management (3 credit hours)
This course provides a foundation for managing security of accounts and resources, monitoring server performance, and safeguarding data in a Windows Server environment. Topics include network infrastructures, network hardware, protocols and services, security layers, operating system security, network security, and security software. Course topics align with the Certiport Information Technology Specialist (ITS) certification.

BSIT 499 Certification Component (3 credit hours)
This course provides a monitored structure for study which can be used to apply knowledge and skills acquired throughout the program toward the completion of an approved vendor certification. Students must submit a proposal for certification, including objectives, to the faculty sponsor prior to the start of the semester. A plan for completion of the approved certification and documentation for the attainment of the objectives will be developed in conjunction with the faculty sponsor.
Prerequisite: The Certification Component should be taken after completing a minimum of 18 credit hours of the required major courses.

BSNU 360 Fundamentals of Professional Nursing
(4 credit hours)
This course serves as the foundation for the transition to professional nursing, introducing concepts useful for advancement into a leadership and/or management role in healthcare. Principles of the professional nurses' role, effective leadership, and promotion of the profession are highlighted in this course.
Prerequisite: Admission to program

BSNU 380 Professional Collaborative Strategies for Nurses
(4 credit hours)
This course is essential for the nurse leader/manager as a member of the healthcare team, identifying the process for group collaboration for the purpose of decision-making. The focus of the course is aimed at development of effective leadership skills and strategies for collaboration and conflict management.
Prerequisite: BSNU 360

BSNU 400 Nursing Leadership (4 credit hours)
The course will explore concepts and strategies that influence decision-making, including negotiation strategies and considerations for the implication of professional values, motivation, education, and cultural competence.
Prerequisite: BSNU 380

BSNU 410 Nursing Informatics (4 credit hours)
This course introduces the nurse's role in sending and receiving healthcare information. Emphasis includes methods, tools resources, and technology systems used in healthcare information exchange and decision-making.
Prerequisite: BSNU 400

BSNU 420 Nursing Research and Evidence Based Practice
(4 credit hours)
The focus of this course is consumership of healthcare research and the application to evidence-based nursing practice. This course introduces types of research, data collection, analysis of data, and interpretation of data for implementation into practice.
Prerequisite: BSNU 410

BSNU 440 Healthcare Regulation (4 credit hours)
This course will examine regulation of healthcare through ethics, law, and policy. Emphasis is placed on the implications for healthcare delivery as well as nursing leadership and management.
Prerequisite: BSNU 435

BSNU 470 Quality Healthcare for Professional Nursing
(4 credit hours)
The focus of this course is to provide an introductory perspective of the role of a nurse leader or nurse manager in complex healthcare delivery systems and to provide a greater understanding of the role of the professional nurse as a contributor to the transformation of healthcare organizations. This includes a 36-hour practicum experience.
Prerequisites: BSNU 440 and meet all practicum requirements

BSNU 490 Strategic Nursing Leadership (4 credit hours)
This course provides a strategic view of nursing leadership and management issues encountered by professional nurses in roles across the healthcare continuum. Emphasis will include nursing employment trends; recruitment & retention; staffing & delegation; finance/budgeting, and strategic planning. This course requires a 36-hour practicum experience.
Prerequisites: BSNU 470 and meet all practicum requirements

BUSC 384 Foundations of Business (4 credit hours)
In this course, students learn the basics of supply and demand of consumer goods and services. Course topics include pervasive business technology such as Microsoft Office 365 as well as disruptive digital technology, and resources, terminology, and concepts for the major functional areas in business. Students will be introduced to various careers in business.

BUSC 387 Applied Business Project 1 (1 credit hour)
In this course, students will complete an applied business project using data collection methods (surveys, interviews, etc.) for the purpose of learning more about their organization. Students will incorporate one or more elements of BUSC 384, Foundations of Business, as well as their own work-based experience, into their applied project. Possible outcomes for this course include creating an instructional presentation for your employer, developing a training process for your employer, generating a customized work product for your employer, or completing a related professional development activity. Additional focus will be on career assessments and social networking.

BUSC 394 Communications in Business (4 credit hours)
In this course, students learn how to create and deliver effective messages across multiple business entities. Communication topics include best practices for composing, transmitting, and interpreting messages. Additional areas of focus include how to articulate your thoughts clearly, persuasive communication, active listening, professional writing, and integrating social media with business communication.

BUSC 397 Applied Business Project 2 (1 credit hour)
You can customize the outcome of this course to your career goals and aspirations, based on one or more elements of BUSC 394, as well as your own work-based experience. Possible outcomes for this course include creating an instructional presentation for your employer, developing a training process for your employer, generating a customized work product for your employer, or completing a related professional development activity. Additional focus will be on career assessments and social networking.

BUSC 404 Management (4 credit hours)
In this course, students learn how to set strategies and coordinate the efforts of employees to accomplish the objectives of the business. Management topics include interpreting key performance indicators; linking actions, behaviors, and consequences; and optimizing business performance. Additional skill areas of focus include analytical skills, inductive reasoning, and critical thinking.

BUSC 407 Applied Business Project 3 (1 credit hour)
You can customize the outcome of this course to your career goals and aspirations, based on one or more elements of BUSC 404, as well as your own work-based experience. Possible outcomes for this course include creating an instructional presentation for your employer, developing a training process for your employer, generating a customized work product for your employer, or completing a related professional development activity. Additional focus will be on career assessments and social networking.

BUSC 414 Human Resources (4 credit hours)
In this course, students learn how to manage employment-related aspects of the business. Human resource topics include employee recruitment, establishing policies and procedures, and managing performance issues. Additional skill areas of focus include negotiation, conflict management, conflict resolution, and collaboration.

BUSC 417 Applied Business Project 4 (1 credit hour)
You can customize the outcome of this course to your career goals and aspirations, based on one or more elements of BUSC 414, as well as your own work-based experience. Possible outcomes for this course include creating an instructional presentation for your employer, developing a training process for your employer, generating a customized work product for your employer, or completing a related professional development activity. Additional focus will be on career assessments and social networking.

BUSC 424 Marketing (4 credit hours)
In this course, students learn how to create, communicate, and deliver effective messaging and information that has value for business stakeholders. Marketing topics include ethical and legal implications of decisions, best practices for traditional, digital, and social media marketing, and analyzing marketing data to maximize business performance. Additional skill areas of focus include marketing and communications technology, and digital media.

BUSC 427 Applied Business Project 5 (1 credit hour)
You can customize the outcome of this course to your career goals and aspirations, based on one or more elements of BUSC 424, as well as your own work-based experience. Possible outcomes for this course include creating an instructional presentation for your employer, developing a training process for your employer, generating a customized work product for your employer, or completing a related professional development activity. Additional focus will be on career assessments and social networking.

BUSC 434 Economics Principles (4 credit hours)
In this course, students learn how to analyze the production, distribution, and consumption of goods and services. Economics topics include systems and design thinking, performance analytics, and crafting a business strategy. Additional areas of focus include techniques, skills, methods, and processes used in the production of goods and services.

BUSC 437 Applied Business Project 6 (1 credit hour)
You can customize the outcome of this course to your career goals and aspirations, based on one or more elements of BUSC 434, as well as your own work-based experience. Possible outcomes for this course include creating an instructional presentation for your employer, developing a training process for your employer, generating a customized work product for your employer, or completing a related professional development activity. Additional focus will be on career assessments and social networking.

BUSC 444 Finance and Accounting Principles (4 credit hours)
In this course, students learn how to manage risk and uncertainty based on the assets, liabilities, and capital of the business. Finance topics include financial statement analysis, predicting opportunities and identifying risks, and establishing rates of return. Additional skill areas of focus include business analysis, policy analysis, bookkeeping, and insurance.

BUSC 447 Applied Business Project 7 (1 credit hour)
You can customize the outcome of this course to your career goals and aspirations, based on one or more elements of BUSC 444, as well as your own work-based experience. Possible outcomes for this course include creating an instructional presentation for your employer, developing a training process for your employer, generating a customized work product for your employer, or completing a related professional development activity. Additional focus will be on career assessments and social networking.

BUSC 454 Technology Applications in Business
(4 credit hours)
In this course, students learn how to apply techniques, skills, methods, and processes used in the production of goods and services. Course topics include contemporary computer applications, as well as how to apply new technical knowledge to the business.

BUSC 464 Business Capstone (4 credit hours)
In this course, students demonstrate mastery of knowledge, skills, and abilities learned over the duration of their study in the program. By completing a contemporary business simulation, students will demonstrate business competencies by managing a business in the simulation.

BUSC 467 Applied Business Project 8 (1 credit hour)
In this course, you will complete an applied business project for the purpose of advancing your career. You will incorporate one or more elements of BUSC 464, Business Capstone, as well as your own work-based experience, into your applied project. Possible outcomes for this course include writing a piece for an online platform or newspaper, creating a conference presentation, or creating your own professional YouTube promotional video.

BUSC 474 Moving Forward in Business (4 credit hours)
In this course, students learn best practices associated with integrating comprehensive business practices and concepts into their careers and personal lives. Course topics include time management, applied research, mathematical computations, and financial analysis.

CA 105 Introduction to Business and Professional Communication (3 credit hours)
This course introduces foundational communication skills for business and professional situations. Emphasis is placed on the skills of developing effective workplace relationships, collaborating with others in groups and teams, and presenting information orally and in writing to meet audience needs.

CA 107 Public Speaking in the Digital Age (3 credit hours)
This course provides training in the fundamentals of public speaking in the 21st century, mediated environment. By learning the principles of presentation development, organization, and delivery, students will be empowered to share their messages in a variety of forums.

CA 202 Small Group Interaction (3 credit hours)
This course introduces the development and application of small group communication theories designed to enhance communication skills needed in the workplace and in various social environments. Competencies in the areas of effective communication, adaptability, conveying information, managing conflict, organized thinking, and problem-solving are addressed.

CA 203 Understanding Mass Media (3 credit hours)
This course examines the origins, development, and current role of mass media in shaping and reflecting society. Emphasis is placed on informed, critical consumption of mass media products and processes.

CA 204 Interpersonal Communication (3 credit hours)
This course introduces concepts and basic theories of interpersonal communication. Students will identify areas for personal improvement and for increasing their repertoire of communication behavior choices. Competencies in the areas of listening, perceiving, integrating, and conveying information are addressed.

CA 208 Critical Thinking and Communication (3 credit hours)
This course introduces argumentation as a model of critical thinking. Students will learn the foundation of critical thinking and how critical thinking positively impacts communication.

CA 209 Diversity, Inclusion, and Communication (3 credit hours)
Cultural differences have profound effects on communication. This course examines communication challenges that arise from cultural diversity and explores ways to effectively address those challenges to create more inclusive workplace environments.

CA 228 Writing for Media (3 credit hours)
This course introduces the basic concepts of newsgathering and reporting for contemporary media. Emphasis is placed on developing writing and information-gathering skills, using Associated Press style, and understanding the legal and ethical obligations of media writing.
Prerequisite: EN 101 or EN 111

CA 301 Persuasion (3 credit hours)
This course examines the theory and practice of persuasion in various contemporary contexts including campaigns, movements, media, and advertising. Emphasis is placed on analyzing the appeals made in persuasive messages and judging the ethicality of persuasion.
Prerequisite: CA 107

CA 303 Nonverbal Communication (3 credit hours)
This course addresses the application of nonverbal communication theories directed toward improved understanding of self and others in a variety of communication contexts. The course presents terminology, concepts, and models of nonverbal communication. Competencies in the area of effective social interaction, intercultural awareness, conversational adaptability, self-awareness, and relational communication are addressed.

CA 304 Gender Communication (3 credit hours)
This course provides a comprehensive view of gender communication as it relates to its prevalence and impact in society. Research of gender communication serves to enhance greater understanding of the oppressive nature of gender communication and its influence on society. Competencies in the areas of perception, adaptability, critical thinking, and innovation are addressed.
Prerequisite: CA 107

CA 305 Conflict and Communication (3 credit hours)
This course introduces concepts and theories pertaining to conflict communication, conflict styles, and problem-solving techniques needed to resolve conflict in work, social, and personal areas of problem-solving, conflict resolution, and critical thinking.

CA 308 Business Communication (3 credit hours)
Students will learn how to apply the foundational information learned in CA 105. This course provides theory and practice of written skills needed in business through models, concepts, and case studies relevant to the workplace, while addressing business ethics and diversity issues. Competencies in the areas of writing, organization of thought, creativity, and decision-making are addressed.
Prerequisite: CA 105

CA 309 Communication: Putting Theory into Practice (3 credit hours)
This course provides a wide range of communication theories with a special emphasis on direct application through the introduction of models/concepts designed to improve communication skills in a variety of contexts and communication environments. Competencies in the areas of relationship development, listening, socialization, cognitive processing, reducing uncertainty, and dealing with conflict are addressed.

CA 310 Communication and Popular Culture (3 credit hours)
In this course, students use rhetorical theory to analyze popular culture and its effects. Students will become familiar with the work of prominent rhetorical theorists, will successfully apply rhetorical theory concepts to popular culture artifacts, and will develop their own rhetorical skills in thinking, speaking, and writing.

CA 312 Media Literacy (3 credit hours)
In a media-saturated world, it is vital that we become informed consumers of mediated messages. This course focuses on the development of media analysis skills and explores the many ways our lives are affected by media. Topics include media addiction, news partisanship, and media influences on identity.

CA 315 Health Communication (3 credit hours)
This course examines the theory and practice of health communication. Emphasis is placed on interpersonal relationships, social and cultural issues, and mediated messages concerning health communication.

CA 320 Family Communication (3 credit hours)
This course introduces concepts and case studies of communication related to the family by providing a wide range of family communication models and theories related to functional families and positive communication. Competencies in the areas of conflict, interpersonal communication, ethics, and leadership are addressed.

CA 323 Public Relations (3 credit hours)
This course surveys the history and present state of public relations. Emphasis is placed on process, strategies, and tactics of public relations.
Prerequisite: CA 228

CA 325 Organizational Communication (3 credit hours)
Communication is critical to the success of modern organizations. This course overviews key organizational communication approaches, theories, and concepts. Particular attention is given to ethically and effectively responding to organizational communication challenges and assessing one's own perspective as a communicator in the organizational context.

CA 326 Introduction to Corporate Communication (3 credit hours)
This course is designed to provide a foundation for understanding professional communication and for developing basic corporate communication skills. This course orients the student to essential features of communication and develops competencies in conceptualizing oral and written communication and problem-solving.

CA 351 Communication in the Digital Age (3 credit hours)
This course explores the profound influences of digital communications on our professional and personal lives. Emphasis is placed on how communication technologies have developed, grown, and converged as well as an overview of wide-ranging disruptions caused by emerging devices, methods, channels, and platforms.

CA 400 Managing Internal Communication (3 credit hours)
This course introduces the practices and principles of communicating with internal stakeholders – specifically employees. The course emphasizes interactive employee communication programs, strategies, and the manager's role in establishing an environment that encourages dialogue and the flow of information.

CA 401 Professional Communication (3 credit hours)
This course provides instruction on strategies, techniques, and models of professional communication. Students will develop and apply skills at various communication levels and in a variety of contexts. Additionally, the course addresses competencies in the areas of persuasive speaking, organization of thought, planning and organizing, and ability to conceptualize.

CA 404 Interviewing (3 credit hours)
This course provides instruction in effective interviewing techniques and strategies while addressing models and concepts relevant to interviewing. Students will review interviewing competencies in the areas of managing conflict, decision-making, ethics, listening, interpersonal communication, and problem-solving.

CA 412 Applying Critical Thinking for Successful Communication (3 credit hours)
Students will learn how to apply to their everyday lives the foundational information learned in CA 208. Arguments are analyzed and critiqued to develop skills in reasoning, using evidence, finding fallacious reasoning, and developing counterarguments and rebuttals.
Prerequisite: CA 208

CA 426 Building Effective Organizations (3 credit hours)
This course focuses on training the competent communicator to train others in the organization. The course also emphasizes developing the skills necessary to design and develop interventions. Competencies include problem-solving, coordinating, and visioning.

CA 450 Diversity and Communication (3 credit hours)
This course presents theories, models, case studies, and processes relevant to the study of diversity and communication. Students are provided the opportunity for direct application of course materials to enhance diverse communication skills in a variety of contexts. Competencies addressed include critical thinking, leadership and influence, ethics, listening, managing conflict, and emotional intelligence.

CA 460 Communication Studies Capstone (3 credit hours)
This course requires students to reflect on and synthesize the knowledge and skills they have developed in Communication Studies courses. Emphasis is given to the nature and significance of Communication Studies as an academic discipline, the role of communication in civic life, and preparation for careers in communication.
Prerequisites: Satisfactory completion of Communication Studies core (CA 107, CA 208, CA 309, CA 351) and senior standing

CAN 100 Cannabis Industry (3 credit hours)
This course provides a general overview of the cannabis industry covering some historical background and basic concepts of marijuana, hemp, cannabinoids, terpenes, and their effects on humans and animals. Topics include an introduction to cannabis cultivation, extraction and processing methods, cannabis products, safety, regulations, compliance, legalities, and testing.

CAN 110 Cannabis and Women's Health (1 credit hour)
In this course, medical and scientific topics related to cannabis and women's health will be covered. After completion of the course, learners will understand the therapeutic applications, benefits, and risks of medical cannabis for women's health issues, including reproductive and menstrual disorders, sexual health and fertility, pregnancy, and breastfeeding.

CAN 112 Cannabis and Men's Health (1 credit hour)
In this course, medical and scientific topics related to cannabis and men's health will be covered. After completion of the course, learners will understand the current state therapeutic applications, benefits, and risks of medical cannabis for men's health issues, including reproductive system disorders as well as sexual and general health.

CAN 114 Cannabis and Child and Adolescent Health (1 credit hour)
In this course, medical and scientific topics related to cannabis and child and adolescent health will be covered. After completion of the course, learners will understand the therapeutic applications, benefits, and risks of medical cannabis for issues of child and adolescent health, including epilepsy and seizure disorders, behavioral disorders, and skin conditions.

CAN 116 Cannabis and Senior Health (1 credit hour)
In this course, medical and scientific topics related to cannabis and the health of the senior population will be covered. After completion of the course, learners will understand the therapeutic applications, benefits, and risks of medical cannabis for seniors. Health issues associated with aging, including how cannabis impacts immunity and aging, chronic disease and pain, and medication interactions will also be examined.

CAN 118 Formulating with Cannabis (1 credit hour)
In this course, all the steps to formulate cannabis products from herbal cannabis at home will be covered, including how to select other botanicals for addition, if desired. After completion of the course, learners will be able to apply their knowledge of medical cannabis and product formulation for the development of useful cannabis-based therapies.

CAN 120 Cannabis and Animal Health (1 credit hour)
The course provides an overview on how cannabinoids affect animals' health and well-being. Topics discussed include health management and pain prevention for small and large animals, including canine, feline, and equines; Learners will understand the therapeutic applications, benefits, and risks of medical cannabis in pet care. After the course is completed, learners will be able to make a determination of how the cannabinoids interact with the endocannabinoid system in animals, and how this relates to the therapeutic effects. Learners will be able to assess dosing and application methods of cannabinoid formulations in small and large animals.

CAN 122 The Next Wave of Botanical Supplements (1 credit hour)
This course will focus on newly emerging botanical extracts that are gaining momentum in the nutraceutical supplement market. Topics include kratom, psilocybin mushrooms, ayahuasca (DMT), mescaline, and ibogaine. At the completion of this course, learners will be able to understand and converse with industry experts of the rapidly emerging, legal and illegal marketplace for psychotropic and psychedelic herbal medicine in the new age of mental, physical, and emotional healthcare.

CAN 124 Legal Landscape of Cannabis Products (2 credit hours)
This course covers the legal and regulatory landscape of cannabis products, including the complex relationship between the states and the federal government. At the completion of the course, students will have a basic understanding of federal and state laws that regulate cannabis products, as well as an understanding of the relevant federal administrative agencies.

CAN 200 Medical Cannabis (3 credit hours)
In this course, medical and scientific topics related to therapeutic uses, delivery methods, and bioavailability of medical cannabis will be covered. Topics include how major and minor cannabinoids interact with the endocannabinoid system. Furthermore, the entourage effect, dose-response relationships, drug tolerance, side effects, dependence, and biomedical ethical considerations will be discussed. The medicinal, health, and wellness benefits of major and minor cannabinoids, terpenes, and endocannabinoids and how these relate to adaptogens and homeostasis will be covered.
Prerequisite: While there are no prerequisites, a background or education in a medical/health/science field is recommended.

CAN 210 Cannabis Palliative Care (1 credit hour)
In this course, medical and scientific topics related to cannabis and how it can be used in palliative care will be covered. Topics covered include pain management, side effect management of conventional treatments, and wasting syndrome. After completion of the course, learners will understand the therapeutic applications, benefits, and risks of medical cannabis in the contexts of palliative and (specifically) cancer care.

CH 115 General Chemistry I (4 credit hours)
This course studies chemical reactions, stoichiometry, thermochemistry, atomic and molecular structure, nuclear chemistry, bonding, measurements, the Periodic Table, solids, liquids, gases, and solutions. Also includes qualitative and quantitative analysis. For students majoring in science or in pre-professional programs or allied health fields. (3 lectures, 1 lab)
Prerequisite: High School Algebra

CH 116 General Chemistry II (4 credit hours)
This course is a continuation of CH 115. The course includes the study of acids, bases, chemical equilibrium, thermodynamics, kinetics, electrochemistry, hydrogen and its compounds, nonmetals, metalloids, and metals and their compounds. (3 lectures 1 lab)
Prerequisite: CH 115

CH 210 Organic Chemistry I (4 credit hours)
This course includes a study of the structure and functions of the many functional groups of organic chemicals including: hydrocarbons, hybridization, nomenclature, N and O-containing organic compounds, stereochemistry, infrared, UV and light spectroscopy, NMR, and mechanisms of reaction. (3 lectures, 1 lab)
Prerequisite: CH 116 or instructor permission

CH 211 Organic Chemistry II (4 credit hours)
This course is a continuation of CH 210. The course includes a study of addition, elimination, and substitution reactions, carbon-skeletal rearrangements, multi-step synthesis, polymers, SN1, SN2, E1, E2 mechanisms, biological molecules, non-covalent interactions between organic molecules, catalysis, and the molecular basis of drug action. (3 lectures, 1 lab)
Prerequisite: CH 210 or instructor permission

CH 220 Analytical Chemistry (4 credit hours)
This course covers the survey of principles and applications of modern analytical chemistry. Topics include volumetric and gravimetric analysis, electroanalysis, spectrophotometry, separations, statistics, and error analysis. Includes quantitative experimental determination by means of classical and instrumental methods. (3 lectures, 1 lab)

CH 315 Biochemistry (3 credit hours)
This course explores the fundamentals of modern biochemistry including such topics as the synthesis and metabolism of carbohydrates, proteins, lipids, nucleic acids, the study of energy metabolism, enzymes, genetic coding, and other current topics in the field.
Prerequisites: CH 211 or equivalent and concurrent enrollment in CH 316 or permission of the instructor

CH 316 Biochemistry and Molecular Biology Lab
(2 credit hours)
This course is designed to provide the theory and practice of methods used in modern biochemical and molecular biological research. Topics include general biochemical lab procedures, handling and manipulation of nucleic acids, DNA sequencing, chromatography and analysis of proteins, enzyme kinetics, basic spectrophotometry, and HPLC techniques. (2 labs)
Prerequisite: Concurrent enrollment in CH 315 or instructor permission; recommend concurrent enrollment in BI 314

CIS 103 Digital Media Storytelling (3 credit hours)
Digital Media Storytelling is designed to provide students a foundational understanding and application of incorporating various elements into a digital presentation. Students will learn to use digital media and design applications to integrate video, photography, audio, narration, graphics, and layout to create digital stories.

CIS 107 Introduction to the Tools for Descriptive Analysis
(4 credit hours)
A hands-on course that focuses on the use of tools used in descriptive analysis. Emphasis is placed on using both SQL and Excel in performing basic analysis. Students will use SQL to perform basic aggregation and analysis, export/import data sets between Microsoft SQL Server and Excel, perform basic analysis using Excel formulas and pivot tables, and create simple reports and dashboards using Excel. The course includes a supervised internship component that is aligned with course outcomes.

CIS 108 Introduction to Power BI (4 credit hours)
A hands-on course that focuses on using Microsoft Power BI to visualize data to gain deeper insight. Emphasis is placed on connecting, modeling, transforming, and visualizing data from Excel, relational, and cloud-based sources. Students will use Power Query to get data using merge, native, and append queries. Students will transform data using common column/row transformations, unpivot columns, columns as examples, and will create measures using quick measures. Finally, students will use Power BI to create dashboards that include slicers, charts, tables, drill down, and KPIs.
Prerequisite: CIS 107

CIS 111 Computer Fundamentals (3 credit hours)
This course introduces software, hardware, and operating systems concepts for the beginner. Topics include fundamentals of computer technology; basic installation and configuration of PCs, laptops and related hardware; and basic computer use.

CIS 115 Information Privacy and Security (3 credit hours)
This course introduces best practices on how users should secure information and information technology. Topics include the protection of sensitive and private information, social media and online accounts, and computers and mobile devices. In addition, students will learn about the dangers of poor data security, credit/debit card fraud, the threats of malware and ransomware, unethical security practices, and other unsafe computer habits that may adversely impact organizational operations, assets, individuals, or other organizations.

CIS 121 Microsoft Office 365 (3 credit hours)
This course introduces the use of Microsoft Office 365™. Students will learn file management, including saving to the Cloud and to local devices. Hands-on assignments will help students become proficient in Word, Excel, and PowerPoint as well as other productivity applications. Additionally, students will gain experience with collaborative applications.

CIS 122 Emerging Technologies (3 credit hours)
This course introduces practical approaches for identifying, researching, and evaluating existing and emerging technologies. Various types of current and emerging technologies are introduced such as software, services, and social-based technologies. The importance of usability and accessibility of technologies is discussed as well as techniques used to identify technologies that do not comply with usability and ergonomic principles.

CIS 133 Introduction to Project Management (3 credit hours)
This course explores fundamental project management concepts, processes, and knowledge areas. Discussion includes aligning projects with organizational processes and strategies to achieve business goals and objectives, comparative analysis, introduction to risk, and the fundamentals of financial management.

CIS 160 Introduction to Integrated Technologies and The Internet of Things (3 credit hours)
This course is an introduction to Integrated Technologies and The Internet of Things (IoT). The course explores the basics of Integrated Technologies including terminology, concepts, data, components, history, and newer and emerging IoT innovations. Course topics are reinforced with hands-on lab projects.

CIS 162 Building Internet of Things System (3 credit hours)
In this course you will design and build an Internet of Things (IoT) system using the knowledge of core components and skills acquired in the Introduction to Integrated Technologies and The Internet of Things course as well as new ones covered in this course. This course will introduce you to creating and deploying small software programs using the Python programming language and how to integrate pre-built cloud-based services to deliver a variety of functionality. The underlying communication protocols including Bluetooth, Zigbee, Z-Wave, and 802.11, payloads such as sensors and actuators, and operating system software will be explored. Basic electrical concepts such as voltage, current, power, and resistance are introduced and examined for DC (direct current). Course topics are reinforced with hands-on lab projects.
Prerequisite: CIS 160

CIS 202 Microsoft Word Essentials (3 credit hours)
A project-based course that focuses on the use of Microsoft Word tools to communicate in a professional setting. This course offers an in-depth presentation of Word to expose students to practical examples of the computer as a useful tool to create word processing documents suitable for coursework, professional purposes, and personal use. Emphasis is placed on helping students discover the underlying functionality of Microsoft Word so they can become more productive. This is a course that uses an exercise-oriented approach that allows learning by doing.

CIS 203 Microsoft Excel Essentials (3 credit hours)
A project-based course that focuses on the use of Microsoft Excel to communicate in a professional setting. This course offers an in-depth study of Excel software to expose students to practical examples of the computer as a useful tool to create spreadsheets suitable for coursework, professional purposes, and personal use. Emphasis is placed on helping students discover the underlying functionality of Excel so they can become more productive. This course offers labs using Power Pivot, an Excel add-in to perform powerful data analysis and create sophisticated data models. This is a course that uses an exercise-oriented approach that allows learning by doing.

CIS 204 Microsoft PowerPoint Essentials (3 credit hours)
A project-based course that focuses on the use of Microsoft PowerPoint to communicate in a professional setting. This course offers an in-depth study of PowerPoint to expose students to practical examples of the computer as a useful tool to create presentations suitable for coursework, professional purposes, and personal use. Emphasis is placed on helping students discover the underlying functionality of PowerPoint software so they can become more productive. This is a course that uses an exercise-oriented approach that allows learning by doing.

CIS 209 Foundations of Information Systems (3 credit hours)
The major focus of this course will be the fundamental concepts of Information Systems with a brief introduction to industry trends. Students will be introduced to software engineering, databases, business intelligence, networks, security, e-commerce and emerging trends such as Cloud Computing, Big Data, and Blockchain.

CIS 212 Communicating in a Digital World (3 credit hours)
This course explores the practical application of technology tools that facilitate creating and communicating information in a digital environment. Topics include the creation of basic documents, presentations, videos, and web pages. This course also covers social networks, digital research, online collaboration, communication etiquette, online privacy, and security.

CIS 243 Introduction to Programming Using C# (3 credit hours)
This course is designed to introduce the concepts of structured programming. How programs and programming languages work, and the purposes and practices of structured programming are discussed. Designing, coding, documenting, and debugging programs using elementary data structures, input/output statements, selection and iteration, functions, and one-dimensional arrays are covered in detail.

CIS 245 Introduction to Programming (3 credit hours)
This course provides an introduction to problem-solving and computer programming using the language Python. Students will analyze problems, design and implement solutions, and assess the results. Topics include fundamental programming constructs such as variables, expressions, functions, control structures and lists. Emphasis is placed on numerical and data analysis for informed decision-making.

CIS 309 Data and Information Management (3 credit hours)
The major focus of this course will be the relational, dimensional, and NoSQL models. Topics include relational and dimensional modeling, business intelligence, NoSQL databases and their application, SQL, application development using databases, and emerging trends. Students will prepare a small application using a commercial database management system.

CIS 310 Information Systems (3 credit hours)
This course provides a foundation for the managerial considerations of acquiring and operating information systems. Students are introduced to existing and emerging information systems and their impact on competitive advantage, re-engineering business processes, and decision-making.

CIS 311 Network Security (3 credit hours)
This course introduces the goals, functional processes, tools, and techniques associated with network security. Services such as firewalls, intrusion detection mechanisms, and Virtual Private Networks (VPNs) will be studied. Students will develop an understanding of telecommunications and network security protocols used to prevent, detect, and correct potential vulnerabilities associated with both the outsider and insider threat.

CIS 312 Securing Access Control (3 credit hours)
This course provides the student with the basic topics associated with controlling how resources are accessed in an information system. Topics include organizational access control models, security models, and hardware and software controls that can be used to support those models. Additional topics include access models, and securing system access with passwords, smart cards, and biometric devices to assist in securing system access and ensure confidentiality, integrity, and availability of data. Technologies such as remote authentication and Public Key Infrastructure (PKI) are also explored.

CIS 313 Cryptography (3 credit hours)
This course provides an introduction to the fundamental components of encryption. Topics include the history of cryptography, public key and private key systems, hashing, and digital signatures. Topics also include the development of the Advanced Encryption Standard, the use and functionality of Pretty Good Privacy, and the Secure Socket Layer.

CIS 321 Structured System Analysis and Design
(3 credit hours)
A project-based course that focuses on the use of tools and methodologies applied to structured system analysis and design. Emphasis is placed on the traditional approaches including enterprise analysis, workflow analysis, data flow analysis, affinity diagram construction and use, system flowcharting, and entity relationship diagramming. Students will complete a feasibility analysis, risk analysis, design specification, and a project implementation plan for a simulated business system.

CIS 338 Linux 1 (3 credit hours)
This course provides an in-depth study of basic Linux administrative tools and practices. It is based on the curriculum recommended by the Linux Professional Institute for Certification at the LPIC-1 level and can be used to prepare for certification exams 101 and 102. Topics covered in this course include Linux commands, shell scripts, file systems, networking, security, and troubleshooting.

CIS 339 Linux 2 (3 credit hours)
This course consists of an advanced study of Linux servers, networking, administrative tools, and practices. It is based on the curriculum recommended by the Linux Professional Institute for certification at the LPIC-2 level, and can be used to prepare for certification exams 201 and 202. Topics covered in this course include resource utilization, compiling the kernel, Linux Web, DNS, DHCP, email, file, print, and database servers, enterprise networking, shell scripts, file systems, networking, security, and troubleshooting.
Prerequisite: CIS 338 or Current LPIC-1 Certification or two years documented experience as a Linux system administrator

CIS 344 IT Infrastructure (3 credit hours)
This course focuses on the fundamental concepts of IT Infrastructure and emerging trends in Cloud Computing. Topics include layered network architecture, principles of network software and configuration, protocols and their configuration, security principles and application to networks, and introduction to IT infrastructure trends.

CIS 349B Implementing and Maintaining Active Directory Structures (3 credit hours)
In this course students will plan, implement, and troubleshoot a Microsoft Windows Server Active Directory® services infrastructure. Students will work with a Windows Server directory service environment, including forest and domain structure, Domain Name System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies. Students will learn how to manage computer services structures within an organization and become familiar with human-to-computer interaction.

CIS 353 Intermediate C# Programming (3 credit hours)
This course builds upon an introductory programming class. Students will be immersed in language syntax and the interactive PC environment. Emphasis will be on solving problems by deriving and implementing appropriate algorithms using object-oriented concepts. Students will accomplish a programming project that will apply the concepts covered in the course.
Prerequisite: CIS 243

CIS 411 Assessments and Audits (3 credit hours)
This course is intended to introduce students to the principles of risk assessment, vulnerability analysis, and auditing and how they are used to evaluate the effectiveness of information security controls. Students will develop an understanding of threat and asset identification, countermeasures and safeguards, acceptable risks, and vulnerabilities. The auditing concepts of technical, physical, and administrative controls will also be introduced along with how these controls are measured for effectiveness.

CIS 433 Information Technology Project Management
(3 credit hours)
This course provides students with an introduction to project management as it relates to Information Technology. Students develop formal project plans based on actual problems. Emphasis is placed on the knowledge areas of project management. Team-based and discovery-based learning methods are stressed. Where applicable, course topics align with the CompTIA Project+ certification.

CIS 436 Ethics for IT Professionals (3 credit hours)
This course discusses ethical issues inherent in the field of information technology. Topics covered focus on the balance between the individual and society, including privacy and surveillance, free speech and censorship, fair use and intellectual property, and security and computer crime. The course also discusses professional responsibility netiquette.

CIS 456 Service Component (3 credit hours)
This course is designed to provide students with a monitored structure that can be used to apply the concepts and technologies acquired throughout their course of study to a real-world problem or situation that will be proposed and developed by each student. This can be accomplished by way of a faculty-approved project, research study, certification, or internship. The faculty sponsor will evaluate and approve a student's proposal and objectives prior to any work being done.

Each student will develop and prepare a plan for completion of the approved component and will document the attainment of the objectives by way of milestones, oral or written reports, specified deliverables, or satisfactory reports on completion of objectives by the manager of an intern.

CIS 458 IS Management and Strategy (3 credit hours)
This course focuses on developing, maintaining, and leading Information Systems to achieve strategic organizational goals and objectives. Topics include applying managerial skills to lead IS-focused organizations, developing and implementing strategic IS plans, managing organizational risk, procurement, contract negotiation, workforce development, governance frameworks such as COBIT/TOGAF, and service management frameworks such as ITIL.

CIS 485 Internship in Computer Information Systems
(1-6 credit hours)
Designed to expand the learning environment to include the actual workplace. Successful performance in an internship program also can lead to follow-on full-time employment. Students will spend time on-the-job equivalent to that spent in the classroom. The learning objectives to be met in the internship and the intern's ability to meet those objectives must be evaluated and approved by a faculty sponsor and the work supervisor of the intern prior to the start of the internship. These objectives will be documented through oral or written reports as required by the faculty sponsor. An internship can be taken at any time after a student has completed 65 credit hours including 18 hours in CIS-related courses.

CIS 505 Intermediate Java Programming (3 credit hours)
This course is designed to teach principles of Object-Oriented (OO) programming using Java. Topics include the language syntax, OO concepts, and advanced features of the Java programming language. Topics include inheritance, polymorphisms, abstracts, exception handling, basic input and output. Students will gain an understanding of how to use good security practices in developing software.

CIS 515 IT Infrastructure (3 credit hours)
This course focuses on fundamentals of telecommunications including data, voice, image, and video formats. Coverage includes the concepts, models, architectures, protocols, standards, and security for the design, implementation, and management of digital networks. Emphasis is on the IT infrastructure to serve organizational needs in a rapidly changing competitive and technological environment.

CIS 519 IT Strategy and Policy (3 credit hours)
This course provides an introduction to the strategic use of information technology from a business perspective at the enterprise level. Emphasis is placed on the internal management of information systems services from the point of view of the Chief Information Officer. Alternative strategies and tactics available to management to achieve business goals are examined.

CIS 521 Systems Development and Deployment (3 credit hours)
This course introduces the skills, techniques, tools, and methodologies necessary to support information system analysis, design, and implementation.

CIS 530 Server-Side Development (3 credit hours)
This course introduces principles of programming for the World Wide Web (WWW) using Java technologies. The Java Spring and Spring Boot frameworks governing these principles will be examined in detail. Students will develop applications that utilize internal and external web services that call and listen for requests over the internet.
Prerequisite: CIS 505 Intermediate Java Programming

CIS 535 Management and Design of Database Systems
(3 credit hours)
The major focus of this course is the relational model with a brief discussion of the hierarchical and network models. Database design using E-R Diagrams will be presented. Relational terminology and the theoretical concepts of the model, such as normalization, will be discussed. The Structured Query Language (SQL) will be used to manipulate the model. Students will prepare a small application using a Commercial Relational Database Management System (RDBMS).

CIS 537 Introduction to Cyber Ethics (3 credit hours)
This course provides a brief overview of the field of ethics, computer privacy and security, computer crime and software piracy, intellectual property and information ownership, computers and gender, computers and social justice, and civil liberties in cyberspace. Additionally, ethical questions concerning professional codes of conduct and issues of moral responsibility for computer professionals are presented.

CIS 605 Advanced Database Management (3 credit hours)
The subject of database management will be approached in its role as the back end of client/server technology. The focus will be relational database management with specific emphasis given to the use of a relational database as an enabling technology in the area of Online Transaction Processing and Online Analytical processing. The use of SQL query language will be a second significant subject. Issues of databases including concurrency will also be covered.
Prerequisite: CIS 535

CIS 607 Computer Forensics (3 credit hours)
This course is designed as an overview of the investigative methods and tools associated with computer forensics. Topics include: processing crime and incident scenes, digital evidence controls, recovery of information, network forensics, data acquisition, and legal and ethical issues associated with investigations.

CIS 608 Information Security Management (3 credit hours)
This course addresses the issues relating to successful information security management. Topics include access control systems, network and software security, management practices, risk management, protection mechanisms, business continuity planning, and legal and ethical issues. The course allows for analysis of current security management models.

CIS 610 Information Warfare (3 credit hours)
This course is designed as an overview of the fundamental processes associated with waging war in an electronic age. Topics include strategic planning and tactical analysis for target identification, reconnaissance, and tool selection. The intent of this course is to focus on individual, corporate, and national forms of warfare.

CIS 611 Cloud Computing (3 credit hours)
This course focuses on the architecture and security associated with cloud computing. Emphasis is placed on key drivers which lead to cloud computing adoption and issues associated with cloud computing governance. Additional topics will include infrastructure security, identify and access management, cloud services, data security and storage, and auditing and compliance.
Prerequisite: Graduate standing

CIS 613 Software Development (3 credit hours)
This course examines the software development process, including the design and analysis of algorithms, programming concepts, and software development methods and tools. Current software development methodologies are introduced, with emphasis on foundational principles of software development. Topics are covered with consideration to platform independence.

CIS 614 Storage Systems (3 credit hours)
Data storage systems play a critical role in the IT Infrastructure. This course provides coverage of physical, cloud, converged, and virtual server storage technologies. Topics include storage architectures, storage networking, resource management, economics, replication, backup and recovery, and security. Virtual labs throughout the course provide additional opportunities for applied learning.

CIS 616 Planning, Designing, and Implementing ETL Solutions (3 credit hours)
This course introduces the design, best practices, and engineering of data integration artifacts within the context of a data warehouse environment. Data integration design using both structured and unstructured data will be presented. Design patterns, error management, scalability, dynamic execution, and deployment of data integration artifacts will be discussed and developed. A Data Mart using a Commercial Extract, Transform, and Load (ETL) System will be engineered as a part of this course.
Prerequisite: CIS 535

CIS 623 Software Testing and Quality (3 credit hours)
This course covers the theory and practice of software testing. Emphasis is placed on the software testing design process, planning, criteria, evaluation, and testing methods. Hands-on practice developing and using test plans based on various testing techniques is included.

CIS 626 Enterprise Architecture Design and Deployment (3 credit hours)
The focus of this course is on developing a holistic understanding of Enterprise IT architecture and its role in IT strategy and goal development, initiative delivery, technology optimization, and the governance needed to move organizations from a current state towards a desired future state. Emphasis is placed on enterprise architecture practices that can deliver value to both IT and business stakeholders.
Prerequisites: CIS 515 and CIS 519

CIS 627 Integrating Technologies with Business Strategies (3 credit hours)
This course introduces students to the role IT plays in recognizing and exploiting the business opportunities offered by current and emerging technologies. Throughout the course, students will identify and monitor current technologies at different stages of adoption and learn to use models to predict the adoption of current emerging technologies. Students will also develop a plan to align the use of current emerging technologies with the needs of the business.
Prerequisites: CIS 519 and CIS 521

CIS 632 Managing IS Organizations (3 credit hours)
The focus of this course is on the management of Information System (IS) departments within an organization. Emphasis is placed on the critical thought, analysis, research, and issues that managers face when managing and leading IS organizations. Approaches for effectively surveying and staying up to date on the IT/IS landscape are covered along with accessing emerging challenges and threats.
Prerequisite: CIS 519

CIS 633 Information Technology Project Management (3 credit hours)
This course addresses the complex and unique issues related to effectively managing projects in an Information Technology context. Focus is placed on processes, teams, technology, and global project management. The course is grounded on the Project Management Institute's Project Management Body of Knowledge (PMBOK®) principles. Students will prepare project management deliverables based on actual problems provided within various business sectors and industries. The course provides students with an understanding of the problems inherent in managing integration, scope, schedule, cost, quality, human resources, communications, risk, procurement, and stakeholders.

CIS 644 Managing Project Risks (3 credit hours)
This course is designed to teach the importance of risk management in projects and provide information about the tools needed to effectively assess and monitor risks throughout the project lifecycle. Emphasis is placed on managing risks associated with project changes and risks associated with information technology projects. Topics covered include recurring issues that lead to failure in IT projects, methods for addressing recurring issues, and assessing risk impact.
Prerequisite: CIS 433 or CIS 633 or acceptance into the Master of Project Management (MPM) degree program

CIS 663 Project Communications Management and Leadership (3 credit hours)
This course explores communication and leadership techniques in order to equip project managers with the skills they need to deal effectively with issues relating to resources, stakeholders,

global teams, and changing technology. Topics covered will include learning how to manage conflict, creating a positive team environment, running effective meetings, and managing successful projects.
Prerequisite: CIS 433 or CIS 633 or acceptance into the Master of Project Management (MPM) degree program

CIS 664 Project Management in Global and Virtual Workplaces (3 credit hours)
This course provides a comprehensive overview of relevant topics in the area of global project management. Topics include characteristics of global and virtual workplaces, challenges and issues in global project management, methods and tools for effective global project management, and managing virtual teams. Students will engage in a virtual group project in order to experience key aspects of project management in a way that simulates real project management in a global organization.
Prerequisite: CIS 433 or CIS 633 or acceptance into the Master of Project Management Program (MPM)

CIS 665 Defining and Managing Requirement and Project Success (3 credit hours)
This course is designed to explain the process of gathering requirements with emphasis on the successful management of requirements and its relationship to project success. Topics covered include requirements-gathering techniques, identifying success criteria, and common reasons for project failure.
Prerequisite: CIS 433 or CIS 633 or acceptance into the Master of Project Management (MPM) degree program

CIS 690 MIS Integrated Capstone (3 credit hours)
This capstone course encompasses and consolidates the concepts covered in the Management of Information Systems curriculum. The course explores approaches to managing the information systems function in organizations from a senior management perspective. Critical analysis of the IT infrastructure and systems that support the operational, administrative, managerial, and strategic needs of the organization are applied to case study scenarios throughout the course.
Prerequisite: Completed during last term or with Program Director approval

CIS 691 Database Capstone (3 credit hours)
This capstone course encompasses and consolidates the concepts covered in the Computer Information Systems curriculum, with a significant project focused on the technical and professional skills developed throughout the CIS Core and Database concentration courses. Capstone course projects will provide students with the opportunity to identify, research, develop, implement, and evaluate solutions to targeted, real-world problems.

CIS 692 Software Development Capstone (3 credit hours)
This capstone course encompasses and consolidates the concepts covered in the Computer Information Systems curriculum, with a significant project focused on the technical and professional skills developed throughout the CIS Core and Software Development concentration courses. Capstone course projects will provide students with the opportunity to identify, research, develop, implement, and evaluate solutions to targeted real-world problems.

CIS 693 IT Security Capstone (3 credit hours)
This capstone course encompasses and consolidates the concepts covered in the Computer Information Systems curriculum, with a significant project focused on the technical and professionals skills developed throughout the CIS Core and IT Security concentration courses. Capstone course projects will provide students with the opportunity to identify, research, develop, implement, and evaluate solutions to targeted real-world problems.

CIS 698 Information Systems Internship (3 credit hours)
This course provides an opportunity for students to expand their learning by gaining new skills and experiences in the workplace. Program Director and Dean approval is required prior to enrolling in the course and any CPT activities must comply with other eligibility requirements.

CJUS 210 Crime and Justice in America (3 credit hours)
This course will focus on the basic aspects of the American criminal justice system and its processes. The study of criminal justice is a dynamic and ever-changing field and the nuances associated with duties and responsibilities of criminal justice professionals including law enforcement officers, correctional officers, probation and parole officers, attorneys, and judges will be examined.

CJUS 220 Policing America (3 credit hours)
This course will examine the law enforcement profession, including the multifaceted structure from which they operate, as well as the activities and responsibilities associated with the job. The focus will also include an investigation into operational policies and procedures, as well as the public opinions associated with this complex occupation.

CJUS 305 Theory and Practice of Criminal Justice (4 credit hours)
This course provides a foundation and overview of the diverse discipline of criminal justice. The focus is on the development of the criminal justice system and its primary concepts and theories.
Prerequisite: Acceptance into the Criminal Justice (CJUS) accelerated degree completion program

CJUS 310 Crime Theory and Causes (3 credit hours)
This course will focus on crime typologies, the control of crime, and the nature and extent of crime in American society. The emphasis will be on the underlying sociological, biological, and psychological explanations for criminal behavior.

CJUS 315 The American Criminal and Civil Legal Systems (4 credit hours)
This course provides an examination of the Constitutional underpinnings of criminal law as it applies to the field of criminal justice. Special focus is devoted to an overview of the American court system, specific elements of crime, and a review of the policies and procedures that influence law in America.
Prerequisite: Acceptance into the Criminal Justice (CJUS) accelerated degree completion program

CJUS 320 Criminal Courts and Social Policy (3 credit hours)
This course will provide an examination of the entire criminal court system, from the basic pretrial procedures through the sentencing and appeals phases. Comprehensive discussions in this course will focus on prosecutors, defense counsels, judges, the presentation of testimony and evidence, jury selection and deliberation, plea bargaining, and major social policies and procedures impacting the courts.

CJUS 325 Professional Responsibility and Ethics in Criminal Justice (4 credit hours)
This course addresses ethical issues in criminal justice at both the theoretical and applied levels. Special emphasis is given to an examination of the relationship among ethical principles, moral judgments, and normative judgments.
Prerequisite: Acceptance into the Criminal Justice (CJUS) accelerated degree completion program

CJUS 330 Forensics and Investigative Techniques
(3 credit hours)
This course will focus on the fundamentals of criminal forensic examinations, as well as the investigative processes associated with crime scene security, processing, evaluation, and the collection and preservation of evidence.
Prerequisite: CJUS 210

CJUS 335 Crime in America (4 credit hours)
This course provides a critical analysis of the nature and extent of crime in society. Special emphasis is placed on offense types and crime trends, social and policy factors affecting crime, and the impact of crime on the operation of the criminal justice system.
Prerequisite: Acceptance into the Criminal Justice (CJUS) accelerated degree completion program

CJUS 340 Criminal Law, Evidence, and Constitutional Procedure (3 credit hours)
This course will focus on the basic principles of criminal law and the procedural legal processes that occur from the investigation of a crime through the appellate stage. An emphasis will be placed on Supreme Court decisions related to search and seizure, interrogations, and confessions.
Prerequisite: CJUS 210

CJUS 345 Criminal Behavior and Victimology (4 credit hours)
This course focuses on the underlying sociological, biological, and psychological explanations for criminal behavior and provides an overview of victimization patterns, causal factors, and the consequences of victimization. Particular attention is paid to an examination of deviant and criminal behavior characteristics, the treatment of victims by the criminal justice system, and the relationship between offenders and victims.
Prerequisite: Acceptance into the Criminal Justice (CJUS) accelerated degree completion program

CJUS 350 Understanding Violent Crime (3 credit hours)
This course will examine the incidence of violent crime in America with a focus on the underlying causes, the impact on society, and the criminal justice system's response.
Prerequisite: CJUS 210 or CJUS 310

CJUS 360 Delinquency and the Juvenile Justice System
(3 credit hours)
This course will examine patterns of juvenile delinquency and the causes, influences, and theoretical explanations for criminal behavior. An emphasis will be placed on the processing and treatment of juveniles in the criminal justice system.
Prerequisite: CJUS 210 or CJUS 320

CJUS 405 Criminal Justice Organizations and Strategic Management (4 credit hours)
This course focuses on the contemporary theories of operations management in criminal justice with an emphasis on strategic planning. Specific management concepts including resource management and interagency communication and collaboration are explored.
Prerequisite: Acceptance into the Criminal Justice (CJUS) accelerated degree completion program

CJUS 410 Ethics and Values in Criminal Justice
(3 credit hours)
This course will examine ethical dilemmas in criminal justice with an emphasis on the behaviors and decisions made by law enforcement, attorneys, judges, and corrections personnel.
Prerequisite: CJUS 210

CJUS 415 Criminal Procedure and Public Policy
(4 credit hours)
This course examines the impact of U.S. Supreme Court decisions on the policies and practices of criminal justice agencies. Rules of evidence, search and seizure, custodial rights, and the associated procedural laws are emphasized.
Prerequisite: Acceptance into the Criminal Justice (CJUS) accelerated degree completion program

CJUS 420 Punishment and Criminal Sanctions (3 credit hours)
This course will examine the ideologies of criminal punishment in America and the social control and policy issues associated with the treatment of offenders. Topics will include the death penalty, restorative justice, sentencing disparity, and innovative criminal sanctions.
Prerequisite: CJUS 210 or CJUS 320

CJUS 425 Justice and Contemporary Social Issues
(4 credit hours)
This course focuses on problems of social justice, the meaning of justice in a diverse society, and issues of social inequality. Emphasis is placed on exploring the notion of social ills as precursors to criminal behavior and the possible prophylactic measures to alter those behaviors.
Prerequisite: Acceptance into the Criminal Justice (CJUS) accelerated degree completion program

CJUS 430 Family Crime and Victimization (3 credit hours)
This course will examine victimization patterns and causal factors for crimes involving family violence. The primary focus will be on the social and criminal justice system responses to physical and sexual child abuse, child neglect, domestic violence, and the handling of vulnerable adults.
Prerequisite: CJUS 220 or CJUS 310

CJUS 435 Criminal Justice Problem Analysis (4 credit hours)
This course focuses on the comprehensive analysis of the criminal justice system through the integration of case study, research, and critical thinking. Specific emphasis is given to criminological theory, data analysis and integrity, understanding crime problems, urban issues, strategic planning, and relevant literature review.
Prerequisite: Acceptance into the Criminal Justice (CJUS) accelerated degree completion program

CJUS 440 Internship in Criminal Justice (3 credit hours)
This course will provide an educational work experience in a criminal justice agency. Knowledge learned through academic experiences will be applied in a hands-on environment. Work expectations are contracted with the site supervisor and faculty sponsor. This is a non-paid experience.
Prerequisites: Junior or senior standing (60 credit hours completed), 18 credit hours completed in the major, and a 2.5 GPA in the major; Permission of the Criminal Justice Program Director is required.

CJUS 515 Administration of Justice (3 credit hours)
This course will provide an in-depth analysis of the criminal justice system and its processes, focusing on the roles of the agencies and their effectiveness in managing crime in our society.

CJUS 525 Criminal Behavior Analysis (3 credit hours)
This course will focus on the concepts of human behavior in a criminal context, and examine prevailing criminological causation theories. An emphasis will be placed on deviant behavior and its association with criminality.

CJUS 535 Police Operations and Strategies (3 credit hours)
This course will examine contemporary issues in law enforcement including policing goals, managing expectations, operational strategies, transparency, accountability, community relations, and ethical behavior.

CJUS 545 Crime Analysis and Case Management (3 credit hours)
This course will focus on the scientific study and application of crime analysis and criminal case management. The systematic analysis of crime patterns, processes, trend correlations, and tactical strategies will be examined.

CJUS 555 Law and Social Policy (3 credit hours)
This course will focus on the impact of law on society, emphasizing the legal institutions, justice, and a critical examination of current laws and policies.

CJUS 565 Correctional Concepts (3 credit hours)
This course will focus on correctional philosophies, goals, policies, trends and practices, pre-trial services, and offender programs.

CJUS 615 Leadership and Management in Criminal Justice (3 credit hours)
This course will examine the structures and processes inherent within the leadership and management of criminal justice organizations. Effective communication, discipline, interagency collaboration, personnel management, and training will be emphasized.

CJUS 625 Criminal Justice Organizational Analysis, Planning, and Budgeting (3 credit hours)
This course will examine the concepts of organizational behavior, planning, and management processes specific to criminal justice agencies. An emphasis will be placed on decision-making, budgets, and the application of financial management strategies to organizational initiatives.

CJUS 635 Special Topics in Criminal Justice (3 credit hours)
This course will examine specific aspects of criminal justice, including the associated agencies, practitioners, and policies.

CJUS 645 Criminal Justice Problem Analysis (3 credit hours)
This course will provide an analysis of traditional and contemporary problems facing criminal justice practitioners, with an emphasis on problem identification, operational planning, strategy implementation, and outcomes.

CPJJ 300 Foundations for Professional Success in Child Protection and Juvenile Justice (4 credit hours)
This course prepares students for success in their academic and professional careers in child protection and juvenile justice. The foundation for learning is established for professional skill development through practical experience, a focus on communication, problem-solving, collaboration, and citizenship.

CPJJ 301 Introduction to Case Management and Assessment (4 credit hours)
This course provides an introduction to the process of case management and assessment. The various forms and assessments (individual as well as family) used in this process are examined. The goal of the course is to increase effectiveness when working with children and their families.

CPJJ 310 Intervention Strategies (4 credit hours)
This course is designed to give students the fundamental skills involved in intervention strategies with children, adolescents, and their families. The focus is on family systems, conflict resolution, cultural differences, and developmental issues in the intervention process.

CPJJ 320 Interviewing and Negotiating (4 credit hours)
The focus of this course is to develop skills needed in investigating facts, negotiation in conflict-filled situations, settling disputes, and interviewing a wide range of people. This course also includes a focus on understanding and developing motivational interviewing skills.

CPJJ 330 Introduction to Juvenile Justice (4 credit hours)
This course provides an introduction to the juvenile justice system. This course emphasizes the processing of juveniles involved in the juvenile justice system. The course also explores the connections between juvenile justice and child protection proceedings. The differences between the adult court system and the juvenile justice system are discussed.

CPJJ 342 Family Dynamics and Community Involvement (4 credit hours)
This course provides an introduction to the complex nature of family systems. Family dynamics of culturally diverse families, non-traditional families, and traditional families are explored. Community influences and how they affect children and adolescents are included. Strength-based treatments and accessing community support are discussed in detail.

CPJJ 402 Child and Juvenile Protection Law (4 credit hours)
This course is designed to introduce the legal framework for child protection and juvenile justice. Basic legal concepts, procedures, and definitions are explored. The course includes job descriptions of those people involved in the legal aspects of child protection and juvenile justice.

CPJJ 411 Victimology and Trauma (4 credit hours)
This course introduces the field of victimology. Topics discussed include child/adolescent trafficking, physical abuse, emotional abuse, neglect, sexual abuse, and family violence. Intervention and treatment strategies for children and adolescents are explored.

CPJJ 421 Child and Adolescent Psychopathology (4 credit hours)
This course introduces the psychological disorders that affect some children and adolescents. Symptoms, diagnosis, and treatment options are explored. Symptoms of child and adolescent trauma are included. Resilience in children, adolescents, and families is discussed.

CPJJ 435 Child Protection/Juvenile Justice Capstone (4 credit hours)
The Child Protection/Juvenile Justice Capstone reflects on professional identity and development in the helping profession. A discussion of best practices in child protection/juvenile justice is included.

CS 200 Systems Fundamentals (3 credit hours)
This course provides an introduction to computer systems and provides the foundations for Computer Science. Topics include operating systems, parallel and distributed systems, communications networks, and computer architecture. Emphasis is placed on concepts and relationships between components of computer systems.

CS 300 Programming Languages (3 credit hours)
This course explores the concepts underlying modern programming languages, including syntax, functions, expressions, types, polymorphism, assignment, procedures, pointers, encapsulation, classes, and inheritance. The course introduces programming paradigms, such as sequential, concurrent, object-oriented, functional, and logic programming.

CS 310 Programming with C++ (3 credit hours)
This course introduces problem-solving and computer programming using the C++ language. Students analyze problems, design and implement solutions, debug their code, and assess the results. Topics include fundamental programming constructs such as variables, expressions, functions, pointers, and control structures. Emphasis is placed on low-level manipulation of data and the memory management features of the language.

CS 410 Algorithm Design and Analysis (3 credit hours)
This course introduces algorithms by looking at the real-world problems that motivate them. Students use a range of design and analysis techniques for problems that arise in computing applications. The algorithm design process is emphasized as well as the role of algorithms in the broader field of computer science. The course incorporates ethics and privacy.

CS 420 Data Structures (3 credit hours)
This course is a hands-on introduction to the design of abstract data types. Topics include how to select and implement data structures for various problems or accomplish tasks. Fundamental data types used in computing such as lists, stacks, queues, priority queues, sets, maps, and binary trees are explored. Python language is used for coding data structures.

CS 430 Software Engineering (3 credit hours)
This course introduces software engineering techniques that ensure development of well-designed, reliable, flexible, modular, and verified software and software systems. Development steps are examined, including software planning, specifications, coding, testing, and maintenance. Additional topics include software product development, cloud-based software, microservices architecture, code management and review, agile development, and DevOps.

CS 440 Artificial Intelligence (3 credit hours)
This course explores the fundamental methods, techniques, and software used to design and develop artificial intelligence (AI) systems. Students gain experience with the practical application of AI and its enabling technologies. Topics include the ethics of artificial intelligence, machine learning, language processing, expert systems, and automated planning.

CS 490 Computer Science Project (3 credit hours)
This course provides students the opportunity to work on a realistic computer science project that involves coordinating with the course professor and a project advisor. The application of classroom knowledge and skills in computer science to solve real-world problems is a signature feature of this course.

CSD 200 Foundation of Software Development (3 credit hours)
This course prepares a software developer for effectively navigating the software development process to include business skills, proposal management, user requirements, analysis and design, and communication techniques. Additional topics include sizing and estimation approaches, Agile software development and the Scrum process framework, requirement elicitation techniques and tools, responsive design considerations, and accessibility.

CSD 205 Introduction to Programming with Python (3 credit hours)
This course introduces problem-solving and computer programming using the Python language. Students will analyze problems, design and implement solutions, debug

their code, and assess the results. Topics include fundamental programming constructs such as variables, expressions, functions, control structures, and lists. Students will be introduced to using Application Programming Interfaces (APIs) for developing applications. Emphasis is placed on structured programming approaches.

CSD 310 Database Development and Use (3 credit hours)
This course introduces the concepts of relational and non-relational database structures from a software developer's perspective. Topics include defining key/value pairs, building table structures, manipulating records, using data types, and implementing access controls. The Structured Query Language (SQL) will be used to manipulate the models. Students will prepare a small application using a relational database management system.

CSD 320 Programming with Java (3 credit hours)
This course introduces the concepts of programming using Java. This course will cover the basics of the Java programming language syntax, to include designing, coding, documenting, and debugging programs. Additional topics covered will be elementary data structures, input/output statements, selection, iteration, methods, and one-dimensional arrays. Students will write programs using all of the before mentioned topics.
Prerequisite: CSD 205 or CIS 245

CSD 340 Web Development with HTML and CSS
(3 credit hours)
This course examines the fundamentals specific to web development. Topics will include web standards, accessibility/usability, and the markup languages, which serve as the foundation for web development: Hypertext Markup Language 5 (HTML5), Cascading Style Sheets (CSS), and Extensible Markup Language (XML). Students work with these languages at a basic level, learning the essential structures, coding conventions, and best practices associated with the effective use of HTML5 and CSS in modern web-development environments.

CSD 360 Interactive Development with JavaScript
(3 credit hours)
This course examines the techniques of programming with JavaScript. Topics include the functionality and implementation of vanilla JavaScript, and how to modify it to work in modern browsers. Students will be able to employ front-end JavaScript to add interactivity and custom behaviors to a variety of web applications. Additional JavaScript libraries such as JQuery.js and React.js will be discussed. Students will be introduced to cross-platform, JavaScript runtime environments such as Node.js and JSON.
Prerequisite: CSD 340

CSD 370 Secure Software Development (3 credit hours)
This course focuses on providing students with an introduction to the secure software development lifecycle. Topics include the current threat landscape, requirements definition, secure design, software implementation, software testing, lifecycle management, deployment, operations, and maintenance. Emphasis is placed on team-based and discovery-based learning methods.

CSD 380 DevOps (3 credit hours)
This course introduces students to a set of DevOps (Development Operations) tools and best practices that emphasizes the collaboration and automation of approaches to the development of software. Principles of release management, configuration management, orchestration, virtualization, containerization, and monitoring are examined to improve collaboration and communication. Students will gain experience with unit testing, writing test plans, functional testing, and code reviews. Students will gain an understanding of how continuous delivery improves software quality.
Prerequisite: CSD 320 or CIS 245

CSD 405 Intermediate Java Programming (3 credit hours)
This course is designed to teach principles of Object-Oriented (OO) programming using Java. Topics include the language syntax, OO concepts, and advanced features of the Java programming language. Topics include inheritance, polymorphisms, abstracts, exception handling, basic input and output. Students will gain experience using agile development techniques, and gain an understanding of how to use good security practices in developing software.
Prerequisite: CSD 320

CSD 420 Advanced Java Programming (3 credit hours)
This course builds on previous Java programming experience and focuses on advanced programming concepts. Topics include threading, graphics, streams, Java Database Connectivity (JDBC), and Model View Controller (MVC). Students will continue developing skills in using agile development techniques. Students will be introduced to the MySQL database management system (DBMS).
Prerequisites: CSD 405 and CSD 310

CSD 430 Server Side Development (3 credit hours)
This course introduces principles of programming for the World Wide Web (WWW) using Java technologies. The Java Enterprise Edition (JEE) specification governing these principles will be examined in detail. Students will develop a client-server web application that listens for requests over the web. This web service will serve documents such as HTML, XML, and images.
Prerequisites: CSD 420, CSD 340, and CSD 360

CSD 440 Server-Side Scripting (3 credit hours)
This course examines the PHP Server-side scripting language. Topics include cookies and sessions, objects and methods, collections, data types, and security coding techniques. In addition, students will be introduced to Linux command line methods to navigate and set variables in a Linux environment.
Prerequisites: CSD 310 or CIS 309, CIS 205 or CIS 245, or CSD 340

CSD 460 Capstone in Software Development (3 credit hours)
This final course is designed to employ all the skills previously developed in Java programming. This course will pull together different strategies for successful software development for today's highly demanding business environment. Topics include

client and server-side development, and database development and use. Students will complete a real-world, complex, Java project using separate development environments to promote software through development, QA, and production.
Prerequisites: CSD 430 and CSD 380

CYBR 250 Introduction to Cyber Threats, Technologies and Security (3 credit hours)
This course introduces information technologies and examines methods for protecting them against persistent and constantly evolving threats. Existing and emerging information technologies are discussed including operating environments, computer networking, and data management. Basic methods for managing information systems and technologies are presented from a standpoint of providing sufficient security protections.

CYBR 320 Operational Security (3 credit hours)
This course focuses on the skills required to operate a security program within an organization. Coverage includes the practical application of security practices in an operational environment. Topics that comprise this course include security structure, leading security projects, policy management, human factors of security, and physical security methods.

CYBR 340 Operating Systems and Mobile Device Security (3 credit hours)
This course explores secure base operating systems on server, desktop, virtual, and mobile platforms. Topics include the practical application of security tools, utilities, and configurations for protecting computer operating systems at both the user and corporate levels. Course subject is also related to protecting stand-alone and virtualized servers, cloud computing security, and the protection of mobile platforms such as smartphones, tablets, and handheld computers.

CYBR 350 Web, Commerce and Application Security (3 credit hours)
This course explores securing core technologies that support internet applications and commerce. Processes for creating and administering internet websites to ensure proper protections are introduced. The course also addresses securing applications on internet websites and mobile platforms and introduces basic methods for secure development.

CYBR 410 Data/Database Security (3 credit hours)
This course introduces the concepts of relational and non-relational database structures from a software developer's perspective. Topics include defining key/value pairs, building table structures, manipulating records, using data types, and implementing access controls. The Structured Query Language (SQL) will be used to manipulate the models. Students will prepare a small application using a relational database management system.
Prerequisite: CIS 245 Introduction to Programming with Python

CYBR 420 Cyber Investigations and Forensics (3 credit hours)
This course examines basic methods of investigation, information acquisition, and management of internet and computer forensic cases. Topics include record-searching, note-taking and report writing, and using scientific methodology in Cyber investigations. Coverage also includes basic tools and techniques for forensic analysis of computers, networks systems, and mobile devices.

CYBR 430 Penetration Testing and Incident Response (3 credit hours)
This course provides an introduction to penetration testing and incident response tactics, techniques, and procedures. Topics include ethical and legal implications of penetration testing, network information gathering, system vulnerability analysis, common tools and techniques used in penetration testing, traffic analysis, incident response, and related defensive measures.

CYBR 433 Cybercrime and Business (3 credit hours)
This course presents a sampling of real-world security issues that confront a modern business. In it, students learn practices used in the underworld of cybercrime in order to reduce their risks. One area of particular emphasis is compliance with laws and regulations in the areas of cyber systems and business policies. Another is analyzing business and economic risks associated with cyber systems. This course is suitable for students majoring in cybersecurity, Information Systems or Business, or anyone interested in understanding how, why, when, and where cybercrime may occur.

CYBR 436 Security for Healthcare (3 credit hours)
This course explores the management of security and privacy in the healthcare industry. Coverage includes an extensive study of HIPAA and other applicable laws, and methods for compliance with those laws. Discussion also includes the security of health information systems. This course is suitable for students majoring in Cybersecurity, Information Systems or Healthcare, or anyone interested in learning more about security and privacy in the healthcare industry.

CYBR 440 Intrusion Detection and Response (3 credit hours)
This course provides students with the knowledge and skills related to detecting and analyzing vulnerabilities and threats and taking steps to mitigate associated risks. Topics include incident response plans, managing cybersecurity incidents, log file analysis, anomaly detection, network security monitoring, host-based and network-based intrusion detection and prevention, malware analysis, and threat intelligence.
Prerequisites: CYBR 420, CYBR 430

CYBR 445 Advanced Intrusion Detection and Response (3 credit hours)
This course continues students' study of intrusion detection and response by providing students with the advanced knowledge and skills related to detecting and analyzing vulnerabilities and threats and responding to cybersecurity incidents. Topics include threat hunting and advanced threat intelligence, security automation, playbooks, machine learning for detection and response, log aggregation and correlation, incident response in the cloud, threat emulation, writing custom intrusion detection system rules, and advanced malware analysis.
Prerequisites: CYBR 420, CYBR 440

CYBR 450 Advanced Cybersecurity Concepts (3 credit hours)
This course provides a monitored structure for the application of the skills and knowledge acquired throughout the Cybersecurity program. Emphasis is placed on the use of real-world security problems, issues, and situations. Course assignments will require the use of protection, detection, deterrence, and response techniques in addressing threats, vulnerabilities, and risks found in businesses today. Students may enter this course when they have completed 24 credit hours of the required major courses.
Prerequisite: 24 credit hours of the required major courses

CYBR 510 Physical, Operations and Personnel Security (3 credit hours)
This course presents an examination of effective security methodologies based on comprehensive assessment of threats and implementation of a layered system of physical and electronic protection. Threat identification, countermeasures, and prevention are explored.

CYBR 515 Security Architecture and Design (3 credit hours)
This course provides an introduction to the fundamental components of security architecture. Topics include computer organization; hardware, software, and firmware components; open and distributed systems; and protection mechanisms. Discussion also includes certification and accreditation; formal security models; and evaluation criteria. Assigned projects include designing a model secure system.

CYBR 520 Human Aspects of Cybersecurity (3 credit hours)
This course provides an exploration of the human aspects of Cybersecurity. Topics include human behavior and interaction, motivation and influence, and social engineering. Emphasis on the human element of cyber incidents in relation to protecting information and technology assets.

CYBR 525 Ethical Hacking and Response (3 credit hours)
This course provides a technical study of offensive and defensive techniques for protecting cyber assets. Topics include security testing, risk mitigation techniques, and threat response. Discussion also includes penetration testing theory, techniques, and tools; networks, systems, and application vulnerability scanning; risk analysis and response; and intrusion detection and response. Emphasis is placed on identification of system vulnerabilities and threats and techniques for preventing attacks.

CYBR 540 Introduction to Programming and Operating System Security (3 credit hours)
This course provides foundational knowledge for cybersecurity practitioners in the areas of programming and employment of operating system capabilities to establish, assess, and maintain the confidentiality, integrity, and availability of information systems and data. The course will explore security of operating systems on server, desktop, and virtual platforms. Topics include the application of security tools, utilities, and configurations. Students will utilize the programming language Python to employ fundamental programming constructs such as variables, expressions, functions, control, and data structures for task automation.

CYBR 545 White Collar Crime (3 credit hours)
This course explores common techniques, tools, and technnologies for discovering how white-collar cyber crimes occur. Topics include fraud prevention, anti-money laundering, investigative methodologies, and protecting privacy. Case studies will demonstrate real-world scenarios of white collar crimes, how to prevent or deter them, detection methods, and response techniques.

CYBR 610 Risk Management Studies (3 credit hours)
This course provides an exploration of how organizations manage risks to information technology assets. Discussion includes the application of methodologies and models for managing such risks. Topics also include recognition of security threats and vulnerabilities and the analysis of associated risks. A systematic approach for acquiring and analyzing information to support decision-making in the protection of assets and the allocation of security resources is presented.

CYBR 613 Control System Security (3 credit hours)
This course explores risks associated with Industrial Control Systems (ICS) within and across critical infrastructure and key resource sectors. Topics include a comparative analysis of IT and control system architecture, security vulnerabilities, and mitigation strategies unique to the control system domain. This includes activities to reduce the likelihood of success and severity of the impact of a cyber-attack against critical infrastructure control systems through risk-mitigation activities.

CYBR 615 Cybersecurity Governance and Compliance (3 credit hours)
This course explores the concepts of governance and how it applies to information systems. Discussion includes the importance of compliance with laws, regulations, policies, and procedures as a means of minimizing risk through mandated security and control measures. Through this course, students also gain an understanding of Information Technology (IT) Auditing processes and principles.

CYBR 623 Advanced Computer Forensics (3 credit hours)
This course provides cybersecurity students with an advanced study of computer, network, and device forensics as a part of investigations. Students will conduct hands-on forensic research to identify how digital media and/or digital networks were compromised and the method(s) of intrusion employed. Students will be able to review what data is stored on a device, how the device services are consumed, and what methods attackers (and forensic analysts) deploy to retrieve information without an owner's permission.
Prerequisite: CIS 607

CYBR 625 Business Continuity and Recovery Planning (3 credit hours)
This course provides the student with an opportunity to identify the processes associated with business continuity planning and disaster recovery. Business continuity topics such as project scope and planning, assessing risk, developing policy and procedures, conducting business impact analyses, recovery strategies, recovery plan development, and implementation are explored. Disaster recovery will be discussed in terms of recovery plan development, implementation, and restoration.

CYBR 627 Advanced Cybersecurity Testing (3 credit hours)
This course builds on CYBR 525 and explores advanced concepts, methods, and techniques in preparing and conducting penetration tests on computers, networks, and devices. Students will employ various tools as well as unravel complex methods for exploiting client-side, service side and privilege escalation attacks. They will use advanced tools, techniques, and technologies for determining vulnerabilities in information systems and applications. Students will construct a final report outlining discovered vulnerabilities, make suggested recommendations to remediate, and/or mitigate those vulnerabilities.
Prerequisite: CYBR 525

CYBR 650 Current Trends in Cybersecurity (3 credit hours)
This course presents an in-depth study of current trends in Cybersecurity threats. Discussion includes the identification and management of threats and vulnerabilities within an effective enterprise security program. Prior Cybersecurity education is synthesized through projects and assignments.
Prerequisite: Must have 30 hours toward major requirements completed

CYFS 510 Child and Youth Development (4 credit hours)
This course emphasizes the skills and knowledge needed to successfully work with children, youth, and their families. The concepts of nature vs. nurture and the theories of cognitive, social, physical, emotional, and identity development are explored.

CYFS 520 Community Child and Youth Development
(4 credit hours)
This course examines the connections between families and the community services available and how these services are successfully accessed. This course emphasizes the partnerships among school, family, and community services.

CYFS 530 Child and Youth Policy (4 credit hours)
This course introduces students to state and federal policies that directly affect children and youth. Students apply critical thinking skills to policies and problem-solve if the policies are barriers to the successful development of children and youth.

CYFS 545 Families Across the Lifespan (4 credit hours)
The course focuses on families and their function and dysfunction. Models of family interventions are emphasized. Family interactions and child development across the life span are explored.

CYFS 550 Children, Youth, and Families in Cultural Context
(4 credit hours)
This course introduces children, youth, and families in cultural context. The cultural heritages of different families are explored. The emphasis is on identifying successful strategies when working with culturally diverse families.

CYFS 610 Contemporary Child, Youth and Family Issues
(4 credit hours)
Contemporary issues affecting children, youth, and their families are explored. Topics covered include technology, violence, addictions, child abuse, and bullying.

CYFS 620 Program Design, Evaluation and Implementation
(4 credit hours)
This course provides an introduction to and analysis of the principles for successful program design, evaluation, and implementation. Assessment of developed program outcomes is emphasized.

CYFS 625 Program Administration and Management
(4 credit hours)
This course introduces the administration and management of programs serving children, youth, and their families. Supervisory challenges and leadership competencies are discussed.

CYFS 640 Child, Youth, and Family Studies Capstone
(4 credit hours)
This course is designed for students to apply the knowledge and skills attained during the CYFS Program. Each student develops and completes a detailed project-based activity related to child, youth, and family studies.

DBA 705 Residency (1 credit hour)
The online residency course will provide students with an overview of the university, the College of Business, the DBA program, faculty, and a time to meet their fellow classmates. Tutorials explaining the online learning platform and how to use the library for research will be covered. Students will be introduced to learning expectations and the rigors of doctoral studies.
Prerequisite: Admission into the DBA program

DBA 710 Business and Society (3 credit hours)
Students investigate relationships of business and society and how the human experience is affected and shaped through the social institution collectively known as business. Students examine complex interactions of people, businesses, and governments. Focus is on how these multifaceted interactions affect quality of life and economic value creation. Students examine social, ethical, political, legal, and regulatory implications of these relationships. The course explores how business leaders must achieve economic value creation while simultaneously providing meaning, purpose, and social value.
Prerequisite: Admission into the DBA program

DBA 715 Leadership in Global Organizations (3 credit hours)
This course examines a number of ways leadership is perceived and practiced in global organizations. Accordingly, key theoretical perspectives and practical matters in leadership will be examined to determine desired leadership approaches in various cultures. Key topics include cultural diversity in organizations and ethical standards in multicultural leadership. Emphasis will be placed on complexity of diverse people, understanding and respecting differences, adaptive leadership, and ethical challenges of leading global and multicultural organizations.
Prerequisite: Admission into the DBA program

DBA 720 Human Capital Development (3 credit hours)
This course focuses on the development of human capital strategy that maximizes all human-derived sources of capital. Emphasis is placed on assessing and measuring human capital stocks and needs within the organization. Attention also is

given to strategies that retain and motivate members to meet organizational needs while simultaneously looking for win/win partnerships between the organization and its employees and other stakeholders.
Prerequisite: Admission into the DBA program

DBA 725 Doctoral Research Project I (3 credit hours)
This course is the first in the series of doctoral research projects to be completed in the program. During the course, the learner creates a field-based project applying theoretical and empirical research to solve an organizational problem. The main focus of the course is defining a problem in an organization, creating a literature review and a plan for conducting substantive research leading to a resolution. Emphasis is placed on the statement of the problem, purpose of the study, scope, and time frame to completion.
Prerequisite: Admission into the DBA program

DBA 730 Organizational Communication (3 credit hours)
This course provides the student with a variety of theoretical and grounded readings that address and examine challenging communication issues that modern business organizations face. Topics include, but are not limited to internal identity and value factors; company culture and internal knowledge factors; organization-society relationships; and internal/external stakeholder relationships.
Prerequisite: Admission into the DBA program

DBA 805 Applied Research I (3 credit hours)
This course covers the quantitative analysis tools associated with professional practice in leading an organization. The focus is on practical application of statistics and data analysis techniques to maximize organizational outcomes. Successful students will become sophisticated designers and consumers of quantitatively-based research, reports, and communication. In addition, emphasis is placed on communicating statistically-based conclusions to stakeholders who may not have quantitative training.
Prerequisite: Admission into the DBA program

DBA 810 Applied Research II (3 credit hours)
This course introduces students to the basic tools and concepts of qualitative business research. With this epistemological grounding, the seminar will then explore the core issues in a case study, ethnography, phenomenology, grounded theory, and narrative research design, including methods of structured and focused comparisons of cases, typological theory, case selection, process tracing, congruence testing, and the use of counterfactual analysis. Students will look at business problems and situations, critique their assumptions, compare strengths and weaknesses, and select proper tools for analysis. Students thereby develop their skills in participant observation, interviewing, and document analysis by using each method to investigate a topic or question of their choice.
Prerequisite: Admission into the DBA program

DBA 815 Doctoral Research Project II Part A (3 credit hours)
This course is the second in the series of doctoral research projects completed in the program. During the course, the learner creates a field-based project, applying theoretical and empirical research to solve an organizational problem. The main focus of the course is defining a problem in an organization, creating a more substantial literature review and a plan for conducting substantive research leading to a resolution. Emphasis will be placed on the statement of the problem, developing a feasible topic, designing the study, and the time frame to completion.
Prerequisite: Admission into the DBA program

DBA 820 Sustainable Business Development (3 credit hours)
This course explores the interconnectivity of energy, environment, and business strategy. Strategies for adapting to the impact of environmental changes, energy production and consumption, and government policies are discussed. Corporate Social Responsibility (CSR), which focuses on economic, social, and environmental impacts, and plays an increasing role in organizational strategy, is explored. Major federal environmental laws and a study of local policy and regulations relating to sustainable projects are introduced. Emphasis is placed on the role of lean sustainable quality leadership (LSQL) and a systems approach, to successfully lead an always-improving, waste-limiting, and sustainable company in harmony with the environment.
Prerequisite: Admission into the DBA program

DBA 825 Doctoral Research Project II Part B (3 credit hours)
This course is the second in the series of doctoral research projects completed in the program. During the course, the learner creates a field-based project, applying theoretical and empirical research to solve an organizational problem. The main focus of the course is defining a problem in an organization, creating a more substantial literature review and a plan for conducting substantive research leading to a resolution. Emphasis will be placed on the statement of the problem, developing a feasible topic, designing the study, and the time frame to completion.
Prerequisite: Admission into the DBA program

DBA 830 Finance for Business Leaders (3 credit hours)
Students investigate and apply financial management principles and strategies used by business leaders and boardroom decision-makers in the pursuit of long-term financial and organizational success. The course focuses on applications of core principles and techniques of financial strategy, benefit-cost-value cash flow analysis, value-based decision-making, financial statement analysis, and holistic communication of financial performance and strategies.
Prerequisite: Admission into the DBA program

DBA 835 Business Policy & Strategy (3 credit hours)
This course provides the student with an examination of the interrelationship of company philosophy, purpose, and policy that are the foundation for strategy formulation and implementation. Topics include the role of the boards; business policy planning; long-term economic, social, and cultural assessments; sustainable and adaptable value creation processes; competitive advantages; and organizational change.
Prerequisite: Admission into the DBA program

DBA 840 Doctoral Research Project III Part A (3 credit hours)
This course is the third in the series of doctoral research projects completed in the program. During the course, the learner collects and analyzes data for the doctoral research project, reflecting on the findings and discussing limitations of the research study. The learner concludes the study reflecting on the findings discussing implications, recommendations, and future studies. Learners will prepare the paper for possible publication.
Prerequisite: Admission into the DBA program

DBA 845 Strategic Marketing Decisions (3 credit hours)
This course concentrates on strengthening strategic marketing decisions within a firm by examining its current position in the market in comparison to competitors and determining where it should invest monetary and human capital. Emphasis will be put on aligning decisions with core beliefs, mission, and vision. A central focus will be the ethical decisions and implications on stakeholders and society. Examining the theoretical and empirical research along with identifying new entrants in the market and market disruptors will be explored to enhance decision-making. This course concentrates on strengthening strategic marketing decisions within a firm by examining its current position in the market in comparison to competitors and determining where it should invest monetary and human capital. Emphasis will be put on aligning decisions with core beliefs, mission, and vision. A central focus will be the ethical decisions and implications on stakeholders and society. Examining the theoretical and empirical research along with identifying new entrants in the market and market disruptors will be explored to enhance decision-making.
Prerequisite: Admission into the DBA program

DBA 850 Doctoral Research Project III Part B (3 credit hours)
This course is the third in the series of doctoral research projects completed in the program. During the course, the learner collects and analyzes data for the doctoral research project, reflecting on the findings and discussing limitations of the research study. The learner concludes the study reflecting on the findings discussing implications, recommendations, and future studies. Learners will prepare the paper for possible publication.
Prerequisite: Admission into the DBA program

DBA 855 Innovation, Creativity & Market Disruption
(3 credit hours)
This course covers promoting and marketing an entrepreneurial idea from its inception to the marketplace. The course is designed for exploring the unique marketing strategies required to exploit entrepreneurial opportunities. It will also focus on issues surrounding companies with high growth potential, and how sustainability and creativity are needed to develop innovative marketing for these environments. Students will practice with examples of early market disruption and innovation, explore their own creativity, and work together on entrepreneurial ideas to solve contemporary business problems.
Prerequisite: Admission into the DBA program

DBA 860 Doctoral Research Project III Part C (3 credit hours)
This course is the third in the series of doctoral research projects completed in the program. During the course, the learner collects and analyzes data for the doctoral research project, reflecting on the findings and discussing limitations of the research study. The learner concludes the study reflecting on the findings discussing implications, recommendations, and future studies. Learners will prepare the paper for possible publication.
Prerequisite: Admission into the DBA program

DBA 865 Managing the Challenges of Organization Development & Change (3 credit hours)
Organization survival requires constant adaptation, innovation, and change. This course will address current issues, basic theories, and practical strategies associated with organizational change and development in contemporary and global organizations, which are necessary for their enduring survival and success. It will cover the drivers of change, including the competitive environment, new technologies, consumer demand, economic conditions, and government policy actions; why organizations fail to change; how to deal with resistance to change; how to plan for, implement, monitor, and measure change; and the role of leaders and culture in effective change management.
Prerequisite: Admission into the DBA program

DBA 898 Bootcamp (0 credit hours)
In the Graduate Student Research Data Bootcamp, doctoral students will be provided with the practical tools of completing scientific research in management, so they are able to collect, represent, and analyze quantitative and qualitative data. The bootcamp will enable students to answer testable questions and analyze data to answer a research question in social science, including running statistics programs such as SPSS. Any specific experience in data analysis and coding is not required. Students will gain hands-on learning experience with quantitative and qualitative research methods by completing a replication paper project.

DSC 101 Introduction to Data Science (3 credit hours)
This course is an introduction to the field of data science and the skills required to be a data scientist. The course explores the basics of data science including vocabulary, common programming languages, data visualization, presentations, data analysis, the history of information, data ethics, and the data science process. Students should have a better understanding of how they generate data and how data science impacts them as a consumer of this information. Prior programming experience is not needed for this course.

DSC 200 Computer Systems for Data Science (3 credit hours)
This course introduces the architecture, hardware, and software utilized for data science projects. Fundamental terminology, definitions, and data architecture concepts will be covered. Students will explore case studies and examples to understand the opportunities and challenges that architectural decisions impose on data science.

DSC 300 Data Science Analysis and Methodologies
(3 credit hours)
This course prepares students for the methodologies and processes required to execute a data science project. Students will learn about the critical skills required for initiating and delivering a data science project with business value: research,

project management, problem-solving, decision-making, requirements gathering, and data analysis. This course also prepares students for making a project operational and focuses on tasks required to deploy and automate projects.

DSC 310 Data Analysis and Visualization (3 credit hours)
In this course, students will use various techniques and tools to explore, visualize, and present data. Students will be exposed to R, Tableau, and PowerBI to perform initial analysis and view data. Students will use statistics and programming to ask and answer insightful questions regarding data, while also learning basic storytelling and presentation concepts. Students will learn innovative ways to communicate with different levels of leadership and stakeholders.

DSC 320 Math for Data Science (3 credit hours)
In order to fully analyze data, mathematical concepts need to be applied to data. This course focuses on the common statistics, algorithms, and models required for data mining and predictive analytics. Some of these concepts will include Bayesian statistics, Bayesian models, calculus concepts to understand probability distributions, and basic linear algebra. Students will learn how to problem solve and identify the right methods to apply during their analyses.
Prerequisite: MA 215 Applied Statistics

DSC 350 Data Wrangling for Data Science (3 credit hours)
It is estimated that data scientists spend about 80% of their time finding and cleaning data. The data currently being produced is infinitely variable in its structure, presentation, and scale. This course prepares students for dealing with this infinite variety of data and how to interact with disparate sources of data. Students will be exposed to data structures and data management via Python, SQL, and other tools teaching them how to acquire, prepare, clean, and automate dataset creation.
Prerequisite: CIS 245 Intro to Programming

DSC 360 Data Mining: Text Analytics and Unstructured Data (3 credit hours)
Comments, chats, logs, etc., are rich with customer feedback and insights that if analyzed can drive business decisions and potentially reduce costs. The challenge is generating meaning and context when the data quality and type vary. This course focuses on text processing and interacting with unstructured data. Techniques for mining unstructured data such as text pre-processing, tokenization, corpus preparation, machine learning algorithms, N-gram language model, word and document vectors, and text classification will be covered in this course.
Prerequisite: CIS 245 Intro to Programming

DSC 400 Big Data, Technology, and Algorithms (3 credit hours)
With the cost of data storage consistently decreasing, data volumes are increasing and organizations are no longer forced to only store the bare minimum data. This course examines the technology required to analyze and process Big Data. Topics include Hadoop/MapReduce, Spark/RDD, Spark/Storm Streaming, TensorFlow, Keras/Deep Learning, Kubernetes, and Docker.
Prerequisite: DSC 360 Data Mining. Recommend: DSC 350 Data Wrangling for Data Science

DSC 410 Predictive Analytics (3 credit hours)
In this course, students will apply the concepts previously learned about statistics, algorithms, and models to interact with data for the purpose of predictive analytics. Predictive analytics has the capability to help organizations identify potential impacts to their business and to support business decisions. Concepts that will be covered include bias/variance trade-off, over-fitting and model tuning, regression models – linear, nonlinear (SVMs, K-nearest neighbors), regression trees, classification models – logistic regression, random forest, dealing with unbalanced data, feature selection, and predictor importance.
Prerequisite: DSC 360 Data Mining. Recommend: DSC 400 Big Data, Technology and Algorithms

DSC 450 Applied Data Science (3 credit hours)
In the final course of the Data Science program students have the opportunity to demonstrate their understanding of data science by completing a term project that takes them from idea/hypothesis to presentation. Students will gather data, prepare, clean, analyze, and present their analysis and recommendation. Students will finalize their data science portfolio based on work completed throughout the program. Students will also collaborate with each other to prepare for interviews.
Prerequisite: Successful completion of all other required DSC courses

DSC 500 Introduction to Data Science (3 credit hours)
This course introduces the possibilities, history, and ethics surrounding Data Science. Basics of data science are explored, including vocabulary, programming languages, big data frameworks, visualization, and statistics.

DSC 510 Introduction to Programming (3 credit hours)
This course introduces the Python programming language as a tool to clean, slice, and build tools to analyze an existing dataset. Basic principles of programming are explored as well as techniques for configuring a computer for data science work.
Prerequisite: Recommend DSC 500

DSC 520 Statistics for Data Science (3 credit hours)
The R programming language and software environment is commonly used to explore all types of data. Using R, students perform statistical tests on the data. Report writing and presentation of data are introduced.
Prerequisite: Recommend DSC 500

DSC 530 Data Exploration and Analysis (3 credit hours)
This course introduces complex techniques needed for profiling and exploring data. Students use programming and statistics-based inference to ask and answer insightful questions of data.
Prerequisites: Recommend DSC 510 and DSC 520

DSC 540 Data Preparation (3 credit hours)
Much like life, the data humans produce is infinitely variable in its structure, presentation, and scale. This course prepares students for this infinite variety of data. Students use Python, SQL, and other tools to acquire, prepare, clean, and automate dataset creation.
Prerequisite: DSC 510 or equivalent and recommend DSC 530

DSC 550 Data Mining (3 credit hours)
Data often contains patterns and anomalies that only emerge at a large scale. In this course, you will import, clean, manipulate, visualize, analyze, and model structured and unstructured data to extract this information. Model-building topics covered include text sentiment analysis, regression, classification, and neural networks. Furthermore, you will learn how to perform feature dimensionality reduction and tune model hyperparameters. The knowledge learned in this course culminates in a term project.
Prerequisite: Recommend DSC 540

DSC 630 Predictive Analytics (3 credit hours)
This course assembles topics covered in previous courses into an applied project. Students have the opportunity to find, clean, analyze, and report on a project they define. Advanced methods of analysis using Python and R allow students to delve deeper into their projects.
Prerequisite: DSC 540 or equivalent and recommend DSC 550

DSC 640 Data Presentation and Visualization (3 credit hours)
Data scientists should be great storytellers, whether using visual, text, or other means. In this course, students explore the basic storytelling components of data science and apply them to different types of data for different types of clients and audiences. Presentation techniques, language use for different audiences, and visualization tools techniques are included.
Prerequisite: Recommend DSC 630

DSC 650 Big Data (3 credit hours)
This course covers the fundamentals of data infrastructure and how technologies fit together to form a process, or pipeline, to refine data into usable datasets. This course focuses on building a predictive modeling pipeline used by the various types of projects that are called, "big data."
Prerequisite: Recommend DSC 540

DSC 680 Applied Data Science (3 credit hours)
In the final course of the Data Science program, students will conduct several data science projects from origin to presentation. Students will gather data, then prepare, clean, analyze, and present their analysis to an audience.
Prerequisite: Completion of all other required DSC courses

ECN 201 Macroeconomics (3 credit hours)
This course is a study of the behavior of the macroeconomy, including the causes and consequences of inflation, unemployment, and the business cycle. Monetary, fiscal, and "supply side" policies for dealing with macroeconomic problems are examined.
Prerequisite: Basic college-level ability in English, logic, and mathematics

ECN 202 Microeconomics (3 credit hours)
This course provides an introduction to the area of Microeconomics. This introduction assists students in achieving a practical understanding and ability to apply economic concepts, theories, and practices relevant to the understanding of our economy. The course investigates the economic behavior of consumers, businesses, and government. Emphasis is placed on price and output determination under various market structures and on the entrepreneurial competitive process.
Prerequisite: Basic college-level ability in English, logic, and mathematics

EDUC 201 Foundation of Education Principles (2 credit hours)
This course provides an overview of the nature of the teaching profession including the purpose, history, philosophy, organization, curriculum, alignment, and standards in U.S. public school education. In the process of addressing the foundation areas, particular attention will be given to the education of all populations and their respective backgrounds, contributions, and rights; the legal and ethical foundations of schooling and teaching; and the organizational structure of schooling in the United States.
Prerequisite: Concurrent enrollment in EDUC 202

EDUC 202 Practice of Foundation of Education Principles (1 credit hour)
This course provides education students with a reflective and guided entry into secondary classrooms as students observe instructional methods, physical arrangements of classrooms, skills implemented, and strategies used. Students are to visit middle and high school classrooms in rural, suburban, and urban schools.
Prerequisite: Concurrent enrollment in EDUC 201

EDUC 210 Introduction to Teaching (1 credit hour)
This course introduces teacher candidates to skills needed in master teaching. Included will be unit and lesson planning, classroom organization, record keeping, self-reflection practices, time management, classroom rules and expectations, personal qualities, and effective communication. This course will also introduce students to the conceptual framework and program expectations.

EDUC 220 Instructional Technology for Teachers (2 credit hours)
This course provides students an awareness of education technology and how it can be used to enhance the teaching and learning processes. Hands-on experiences will help broaden student knowledge and use of digital media tools and techniques.

EDUC 230 Human Relations (2 credit hours)
This course is a study of the issues related to cultural pluralism, dehumanizing biases, human dignity and individual rights, and the ability to relate effectively to others in a diverse educational setting. The course meets the human relations requirement of the Nebraska Department of Education.

EDUC 241 Principles of Educational Psychology/Human Growth and Development (2 credit hours)
This course introduces theories of learning, motivation, and development of children and adolescents, particularly associated with how students relate physically, morally, cognitively, socially, and behaviorally. Recognizing the diverse stages of development that exist in a learning environment, effective teaching strategies, classroom management, and assessing student progress will be addressed.
Prerequisite: Concurrent enrollment in EDUC 242

EDUC 242 Principles of Educational Psychology/Human Growth and Development Practicum (1 credit hour)
This course includes a minimum 15-hour field experience component that aligns with concepts discussed in EDUC 241. Students will observe and assist in a classroom while reflecting on how different stages of development affect the learning environment.
Prerequisite: Concurrent enrollment in EDUC 241

EDUC 261 Principles of the Exceptional Learner (2 credit hours)
This course provides a foundation on differentiated instruction in order to serve the developmental, emotional, academic, and social needs of exceptional and gifted learners. This course includes these programs' processes, legal requirements, resources, and history, for creating differentiated and inclusive classrooms.
Prerequisite: Concurrent enrollment in EDUC 262

EDUC 262 Principles of the Exceptional Learner Practicum (1 credit hour)
This course includes a minimum 25-hour field experience component that aligns with concepts discussed in EDUC 261. Students will observe and assist in a regular classroom that includes students with exceptional learning needs.
Prerequisites: Signed and filed Good Conduct Statement and Personal Fitness forms. Enrollment relies on there being a current criminal background check filed at the Teacher Education Program office. This course meets the special education requirement of the Nebraska Department of Education. Concurrent enrollment in EDUC 261

EDUC 265 Foundations of Teaching English as a Second Language (3 credit hours)
This course introduces the historical, political, and social issues that have contributed to public policy regarding services for language minority students. Historical trends and legal issues specifically related to bilingual education in the United States will be discussed. A comprehensive focus will be placed on the theoretical foundations of English as a second language, both linguistic as well as non-linguistic.

EDUC 270 Linguistics for Teachers (3 credit hours)
This course is designed to introduce you to the terminology and concepts of modern linguistics, helping the student to develop insight into the linguistics phenomena of one's native language and beyond. Sound systems of languages (phonetics, phonology, and phonemics), word formation (morphology), sentence formation (syntax), and language meaning (semantics) are introduced. A history of the English language is included. The course is intended to develop a curiosity and enthusiasm for language and language writing.

EDUC 305 Work-Based Learning & Coordination Techniques (3 credit hours)
This course presents the concepts and strategies of teaching career readiness and career development to secondary education students. The roles and responsibilities of secondary teachers in coordinating and implementing both school-based (academic) and work-based learning strategies will be explored. Emphasis is placed on the techniques used by the teacher-coordinator to organize and supervise cooperative education programs. Three Nebraska frameworks foundational to this course include: 1) the Nebraska Department of Education Career Education Model, 2) Standards for Career Ready Practices, and 3) the Nebraska Workplace Experiences Continuum.

EDUC 315 Assessment of Learners Who are Bilingual (3 credit hours)
This course examines the assessment of English Language Learners in the ESL/bilingual classroom and in regular content classrooms. Special attention is given to authentic assessment techniques and strategies and the role of assessment alternatives to standardized testing and other paper-and-pencil, multiple-choice tests. Assessment designs are examined for use as an integral part of instruction. The main goal of the course is to provide teachers, particularly within K-12 settings, theoretical and practical information about assessment.

EDUC 320 Teaching Writing for Secondary Learners (3 credit hours)
This course explores the theory and practice of teaching writing, mostly in middle and secondary school contexts. Participants will learn about important issues impacting the teaching of writing and will evaluate, revise, and extend those issues toward building an approach to teaching writing. Students will cultivate their knowledge not only as a future teacher of writing, but also as a writer, thinker, and professional.

EDUC 326 Teaching Adolescent Literature and Social Justice (3 credit hours)
This course examines literary works written for and about adolescents, introduces critical contemporary social issues, and methods of instruction for teaching. It requires reading and review of multiple genres and the development of thematic secondary education reading and curriculum.

EDUC 330 Teaching Social Studies in Elementary/Middle Level (3 credit hours)
A study of the concepts, skills, tools of inquiry, and methods of instruction necessary for the study of social studies in elementary and middle schools. This course will develop the skills needed to create learning experiences that make all aspects of the field of social studies meaningful for students. Emphasis will be placed on geography, economics, sociology, anthropology, political science, and history.

EDUC 340 Intermediate Educational Field Experience and Seminar (3 credit hours)
This 40-hour minimum practicum will be in an approved secondary school setting in order to observe the inner workings of classrooms from the point of view of an educator. Professional dispositions and reflective practice will be emphasized. Students will be encouraged to collaborate with cooperating teachers and focus on implementation of a variety of instructional strategies, individual and group motivational factors, characteristics of effective instruction, and working with diverse learners. A seminar is included in the course.
Prerequisite: Acceptance into the Teacher Education Program NOTE: Students pursuing elementary education must take EDUC 330, 350, and 361 in lieu of EDUC 340 and EDUC 420.

EDUC 350 Teaching Language Arts in Elementary/Middle School (3 credit hours)
An overview of the reading process (using graphophonic, semantic, and syntactic aspects of language) focusing on historic and current philosophies of reading instruction. This course acquaints students with the developmental reading process in elementary and middle grades presenting a variety of instructional approaches, examines current materials and ways to organize the classroom for reading instruction, emphasizes the reading-writing connection, and the value of good literature.

EDUC 351 Practicum in Social Studies/Language Arts (2 credit hours)
Candidates will participate in a supervised 30-hour field practicum designed to link theory with practice in social studies and language arts classrooms. Completion of at least 30 hours is required in order to pass the practicum course.

EDUC 361 Reading and Writing Across the Curriculum (3 credit hours)
This course focuses on the methodology, processes, and content of reading and writing in the content areas.
Prerequisite: Acceptance into the Teacher Education Program

EDUC 370 Literature for Children and Adolescents (3 credit hours)
This course is the study of literature for children and adolescents, with emphasis on selecting, interpreting, critiquing, and using quality literature with children. The course is primarily intended to help teachers develop, extend, and refine their own literary understanding, as well as to recognize and value good children's literature for its literary and social merits. Emphasis is placed on the sensitive and informed reading of books in a variety of genres, as well as the general and genre-specific issues in children's literature. Candidates will explore ways to deepen and broaden children's interest in literature.

EDUC 380 Middle-Level Design and Instruction (3 credit hours)
This course is designed to provide educators with a background in the curriculum, history, and philosophy of the middle school. It investigates the organizational structure, team planning, collaborative techniques, and student advising roles that are unique to the middle grades in early adolescence.

EDUC 382 Literacy Practicum (2 credit hours)
Candidates will participate in a supervised 30-hour field practicum designed to link theory with practice in reading and literacy classrooms. Completion of at least 30 hours is required in order to pass the practicum course.

EDUC 383 Teaching Math in Elementary/Middle School (3 credit hours)
This course surveys methods, materials, and instructional issues in teaching mathematics in elementary and middle school classrooms. This course is designed to help future teachers develop knowledge, skills, and beliefs that enhance their ability to teach mathematics to children.

EDUC 385 Teaching Science in Elementary/Middle School (3 credit hours)
Teaching Science is designed to prepare the pre-service teacher with actual activities and information as well as the methodology to deliver lessons. This is an inquiry-based science methods class utilizing firsthand concrete materials available to classroom teachers. The ideas, lessons, and units can be directly applied to elementary and middle-level classrooms. Emphasis will be placed on the investigative approach to the teaching of elementary science.

EDUC 390 Practicum in Math and Science (2 credit hours)
This practicum is taken concurrently with the corresponding Teaching Science and Teaching Math in Elementary/Middle School. This practicum requires a minimum of 30 hours of clock hours to integrate theory and practice in the area of math and science.

EDUC 400 Classroom Management (2 credit hours)
This course is a study of the comprehensive research-based framework on cognition and learning in relation to classroom applications and management. The framework will provide students with a basis to improve the quality of teaching and learning in any content area.
Prerequisite: Acceptance into the Teacher Education Program

EDUC 410 Assessment and Evaluation in the Classroom (2 credit hours)
This course will examine a full array of assessment procedures, both formal and informal, as well as current trends and issues of assessment and evaluation of student performance.
Prerequisite: Acceptance into the Teacher Education Program

EDUC 415 Methods and Materials in Reading, Writing, and Oral Language for English Language Learners (3 credit hours)
A survey of methods and materials of teaching English as a Second Language in reading, writing, and oral language. Additional topics to be covered include materials, selection, objective writing, materials preparation, test construction, and classroom management.

EDUC 420 Secondary Methods and Practicum (3 credit hours)
The intent of this course is to help students translate educational theory into best practice in order to teach effectively in a secondary classroom. Particular attention will be given to the following topics: awareness of and development of a broad range of learning resources and instructional strategies that are appropriate to diverse classrooms; use of assessment strategies and technology as a means to enhance student learning; awareness of the standards and resources of the professional organizations; consideration of curricular and ethical issues relative to teaching the subject area. This course includes a 40-hour practicum.

This 40-hour minimum practicum will be in an approved secondary school setting in order to observe the inner workings of classrooms from the point of view of an educator. Professional dispositions and reflective practice will be emphasized. Students will be encouraged to collaborate with cooperating teachers and focus on the implementation

of a variety of instructional strategies, individual and group motivational factors, characteristics of effective instruction, and working with diverse learners.
Prerequisite: Acceptance into the Teacher Education Program
NOTE: Students pursuing Elementary Education must take EDUC 330, 350, and 361 in lieu of EDUC 340 and EDUC 420.

EDUC 436 English as a Second Language Practicum (3 credit hours)
This practicum is taken concurrently with the corresponding ESL Methods course. It provides field experience in elementary, middle, or secondary education settings. This practicum requires a minimum of 45 hours of clock hours to integrate theory and practice in the area of English as a Second Language learners.

EDUC 454 Student Teaching and Seminar (9 credit hours)
Student Teaching is the capstone experience in the teacher education process. This is a practical application of learning principles in the classroom with a progressive introduction into full teaching responsibilities at multiple grade levels. Student teaching occurs for 14 consecutive weeks, two weeks beyond the normal term.
Prerequisites: Acceptance into the Teacher Education Program and student teaching candidacy; Minimum GPA of 2.75

EMGT 300 Introduction to Emergency Management (4 credit hours)
This course examines the principles, systems, and components involved in Emergency Management by providing a comprehensive overview of the subject. The cycle of Mitigation, Preparedness, Response, and Recovery will also be explored.
Prerequisite: Acceptance into the graduate Emergency Management (EMGT) accelerated degree completion program

EMGT 310 Natural Disasters (4 credit hours)
This course examines atmospheric and earth hazards that rapidly develop without significant warning and ways to mitigate damage caused by these incidents. Floods, wildfires, hurricanes, tornadoes, blizzards, and earthquakes are examples of incidents that will be covered.
Prerequisite: Acceptance into the graduate Emergency Management (EMGT) accelerated degree completion program

EMGT 320 Terrorism (4 credit hours)
This course examines the history, causes, methods, and tools of terrorism, which will enable students to critically assess terrorism and terrorist incidents. The course will also cover emerging terrorist threats and counter-terrorism techniques.
Prerequisite: Acceptance into the graduate Emergency Management (EMGT) accelerated degree completion program

EMGT 330 The National Incident Management System (4 credit hours)
This course examines the concepts of the National Incident Management System (NIMS) and the Incident Management System (ICS), and how these concepts can be implemented. Multiagency Coordination Systems and the National Response Framework will also be covered.
Prerequisite: Acceptance into the graduate Emergency Management (EMGT) accelerated degree completion program

EMGT 340 Emergency Communications (4 credit hours)
This course examines the key role of communications during a disaster. Students will learn how an emergency manager will work with the media for clear communications with both the private and public sectors.
Prerequisite: Acceptance into the graduate Emergency Management (EMGT) accelerated degree completion program

EMGT 400 Emergency Planning (4 credit hours)
This course offers students an examination, analysis, and critique of the various methods, procedures, and strategies of emergency planning. This includes methodology concepts, with the use of maps and analytical techniques, as well as specialized planning.
Prerequisite: Acceptance into the graduate Emergency Management (EMGT) accelerated degree completion program

EMGT 410 Exercise Design (4 credit hours)
This course examines the design and direction of Discussion-Based exercises (e.g., Workshops, Table Top Exercises) and Operation-Based exercises (e.g., Drills, Full-Scale Exercise). The utilization of the Homeland Security Exercise and Evaluation Program (HSEEP) will also be covered.
Prerequisite: Acceptance into the graduate Emergency Management (EMGT) accelerated degree completion program

EMGT 420 Legal Issues in Emergency Management (4 credit hours)
This course examines the law regarding emergency management incidents. The course will also examine constitutional, public health, and liability issues.
Prerequisite: Acceptance into the graduate Emergency Management (EMGT) accelerated degree completion program

EMGT 430 Capstone Project (4 credit hours)
This course will allow students to demonstrate the culmination of skills and knowledge which have been learned throughout the program. Students will plan, develop, implement, and assess a situational scenario for the final project.
Prerequisite: Acceptance into the graduate Emergency Management (EMGT) accelerated degree completion program

EN 100 Introduction to English (3 credit hours)
The course includes an intensive review of the fundamentals of English composition and focuses on the writing of paragraphs and short essays. This preparatory course is designed for those students whose skills in English usage and writing require strengthening. EN 100 is considered a preparatory course and may not be taken as an elective if EN 101 has been successfully passed, without Department consent.

EN 101 Composition I (3 credit hours)
This course offers instruction in the principles of written communication and practice in writing, with emphasis on paragraph construction and the essay form.

EN 102 Composition II (3 credit hours)
This course offers instruction in the methodology of research and applies summary, critique, and synthesis in the construction of a research-based essay.
Prerequisite: EN 101 or EN 111

EN 111 Composition and the Pursuit of Happiness (3 credit hours)
This course examines the universal search for happiness. Readings on the state of happiness from personal, popular, professional, scientific, and literary perspectives provide opportunity for inquiry and for the acquisition and refinement of writing skills.

EN 112 Writing the Future Today (WID) (3 credit hours)
This course offers the opportunity to research various predictions about future trends in technology, business, education, family, and relationships to assess the likelihood and desirability of these trends. The view of writing as a process of inquiry and discovery informs all the written work in the class.
Prerequisite: EN 101 or EN 111

EN 186 The Contemporary Short Story (3 credit hours)
This course is an examination of some of the best short works of fiction written in English within the past 50 years in a variety of styles and forms, employing traditional and innovative techniques of storytelling, by men and women of divergent backgrounds and sensibilities. The insights these stories provide into the challenges of contemporary life will be of special interest.

EN 228 Creative Non-Fiction Writing (3 credit hours)
Students in this course practice using the various techniques of creative non-fiction as they craft their own works in the genre.

EN 260 Comedy on Stage and Screen (3 credit hours)
The purpose of this course is to reveal the serious art that lies behind every successful comedy. The course analyzes the genre of comedy in its most hilarious and original manifestations in the theater, in movies, and on television. Classic and contemporary works are examined.

EN 271 Autobiography and Biography (3 credit hours)
This course is an examination of those works in which the authors write about either their own lives or the lives of others. The method and content of classical works of autobiography are compared with more contemporary examples of autobiographical writing.

EN 272 Researching and Writing Your Life (3 credit hours)
In this course, students explore the available tools for researching their own family history and create their own autobiographies using the techniques commonly employed in autobiographical writing.

EN 300 Tradition and Revolt in British Literature (3 credit hours)
This course focuses on the rise of traditions in British Literature, examining the ways in which each subsequent literary period both reinforced elements of tradition and broke from tradition, adding new aesthetic, cultural, and political considerations to the established body of British literature. The course examines deeply the aesthetic contributions of representative major works and authors from a number of significant periods: the Middle Ages, the 16th and 17th centuries, the Restoration and 18th Century, the Romantic Period, the Victorian Age, and the 20th Century. Special attention is paid to the defining characteristics and correct terminology of primary literary genres, as well as to the defining characteristics of and the distinctions in structure and content found in major forms within each genre. The course also focuses on the interpretation of literary texts by employing various literary theories, drawing inferences from literary texts, thematic exploration, and the analysis of the role played in the literary work of such elements as plot, character, setting, mood, tone, point of view, conflict, figurative language, poetic devices, and poetic structure. Emphasis is placed on determining what specific evidence drawn from literary texts is needed to support compelling interpretations of them.
Prerequisites: EN 101 or EN 111 and EN 102 or EN 112

EN 316 American Literature, Human Rights, and the Quest for Freedom (3 credit hours)
This course focuses on the attempts by American authors to create literature congruent with democracy's high ideals of respect for human rights and freedom. Era by era, writers have protested prevailing social and political mores, even as they have rebelled against received literary forms, pursuing aesthetic innovation in virtually every genre. The course examines deeply the aesthetic contributions of representative major works and authors from a number of significant periods: Pre-Columbian Native American Oral Literature, the Colonial Era, the Revolutionary Era, the Early 19th Century, the Romantic Movement, the Rise of Realism, Naturalism, the Harlem Renaissance, Modernism, Post-modernism, and the Renaissance of BIPOC and LGBTQ+ Literature. Special attention is paid to the defining characteristics and correct terminology of primary literary genres, as well as to the defining characteristics of and the distinctions in structure and content found in major forms within each genre. The course also focuses on the interpretation of literary texts by employing various literary theories, drawing inferences from literary texts, thematic exploration, and the analysis of the role played in the literary work of such elements as plot, character, setting, mood, tone, point of view, conflict, figurative language, poetic devices, and poetic structure. Emphasis is placed on determining what specific evidence drawn from literary texts is needed to support compelling interpretations of them.
Prerequisites: EN 101 or EN 111 and EN 102 or EN 112

EN 321 Business Communication: Professional Writing, Speaking, and Research (3 credit hours)
EN 321 takes a broad and inclusive approach to workforce communication, examining the best practices of business writing, oral and online presentations, and professional research.
Prerequisites: EN 101 or EN 111 and EN 102 or EN 112, junior or senior standing

ENT 230 Introduction to Entrepreneurship (3 credit hours)
This course introduces business and non-business students to entrepreneurship and the entrepreneurial process and explores its significance in the competitive global economy. Students will examine the characteristics of an entrepreneur and the skills necessary to identify opportunities in the marketplace. They also will explore creativity and innovation as key components driving success not only in new ventures but also in existing organizations. Other topics include forms of business

ownership and the importance of a business plan in directing a new company and attracting investors.

ENT 250 Entrepreneurial Marketing (3 credit hours)
This course explores the principles of marketing and the role they play in introducing, growing, and sustaining new ventures. Topics focus on the unique challenges and opportunities faced by entrepreneurs and the strategies and tactics used to meet the demands of the marketplace and create value for customers, investors, and employees. Students will review both comprehensive business and marketing plans for a small business, and create a business plan as a culminating project for the class.
Prerequisite: ENT 230

ENT 330 Entrepreneurial Finance (3 credit hours)
Students will examine various financing options and learn techniques to acquire funds to start and grow entrepreneurial ventures through traditional financing, angel investors, venture capital, and government programs. Students will design a financial plan for their concept using business software. Students will also use the tools necessary for the strategic analysis and understanding of financial information.
Prerequisite: ENT 230

ENT 430 Business Formation and Legal Topics (3 credit hours)
This course provides an examination of legal topics and U.S. laws and regulations related to business ownership and ongoing operations. Students will review current forms of business ownership and the registration process, as well as contracts, intellectual property protection, and employment regulations. Students will critique a business plan for a small business as the final project in the course.
Prerequisite: ENT 250 or ENT 330

ENT 450 Social Media (3 credit hours)
This course is an overview of Social Media applications and how to use them to create brand identity and advertising in business. Students will review new social media applications such as YouTube, Facebook, Tic-Tok, Twitter, Instagram, and Survey Monkey to determine how these forms of media can enhance marketing and business growth.
Prerequisite: ENT 230

ENT 470 Topics in Creativity and Innovation (3 credit hours)
This course covers a wide range of topics on creativity and innovation including right and left brain thinking, risk-taking, brainstorming and other models of creative decision-making. It allows students to investigate their own creativity and innovation practices. Students can select their own project for using creativity and innovation in the workplace.
Prerequisite: ENT 230

GD 116 Problem-solving + Idea Generation (3 credit hours)
This course explores methods for generating original solutions to creative problems faced in graphic design. The importance of research and research methods is also emphasized.

GD 210 Design Basics (3 credit hours)
This course analyzes the fundamental elements and principles of design necessary to solve graphic design problems. Topics including various elements and principles are studied and practiced. Problem-solving and critical thinking are developed through discussions and exercises.

GD 211 Design Basics II (3 credit hours)
This course introduces students to key Adobe software applications. The course addresses the individual tools each application offers, techniques associated with each tool or set of tools, and the proper application of each technique. Students will also be familiarized with various skills necessary for a designer including time tracking, invoicing, and contracts.

GD 215 History of Contemporary Graphic Design
(3 credit hours)
This course examines the history of contemporary graphic design. Students evaluate and discuss current design issues while emphasizing the evolution of visual communication and its impact on today's design. Students study famous designers and design movements and develop the ability to compare and contrast their work.

GD 220 Fundamentals of Print Design (3 credit hours)
This course examines basic fundamentals specific to print design. Topics explored include typography, grid implementation, layout, balance, and color. Students are introduced to the design process and employ it taking a project from initial idea to final print.
Prerequisites: GD 116, GD 210, GD 211

GD 230 Fundamentals of Web Design (3 credit hours)
This course examines basic fundamentals specific to web design. Topics include web standards, user interface design, pattern libraries, HTML, and CSS.
Prerequisites: GD 116, GD 210, GD 211

GD 260 Typography (3 credit hours)
This course analyzes how typography is used effectively in graphic design—in both print and web. The development of type, classification, terminology, and proper visual manipulation are explored as students create type-focused projects.
Prerequisites: For Graphic Design Majors: GD 220, GD 230; For Graphic Design Minors: GD 220

GD 320 Single Page Design (3 credit hours)
This course applies fundamental concepts of graphic design through the creation of projects ranging from posters to business stationery and from one-color to multiple-color projects with real-world specifications and issues.
Prerequisite: GD 260

GD 332 Interactivity Basics (3 credit hours)
This course provides an in-depth study of interactivity, including the elements of user experience and methods for designing and developing effective interactive interfaces.
Prerequisite: GD 230

GD 339 Web Communication Methods (3 credit hours)
This class will demonstrate how the grassroots journalism movement has taken hold, what the rules are, and how to communicate effectively in this arena.

GD 350 Branding (3 credit hours)
This course focuses on brand identity. Processes are explored by designing print- and web-based projects related to brand strategy development and implementation. Research methods specific to design problem-solving are utilized. Presentation techniques are stressed and developed.
Prerequisite: GD 260

GD 355 Identity Design (3 credit hours)
This course focuses on the creation of effective identity solutions (logos, logotypes, and marks), typographic sets, and color palettes. Research of the client's needs, the stakeholders, and the audience are utilized to establish solutions.
Prerequisite: GD 350

GD 362 Typography II (3 credit hours)
This course analyzes how typography is used effectively in graphic design. The development of type, classification, terminology, and proper visual manipulation are explored as students create type-focused exercises and projects.

GD 420 Publication Design (3 credit hours)
This course explores advanced methods and techniques with a focus on page layout and publication design. A variety of projects enable students to further develop their problem-solving skills and critical thinking abilities.
Prerequisite: GD 320

GD 430 Web Page Design (3 credit hours)
This course applies concepts in user experience and user interface design that reflect modern delivery systems. The application of course content is through exercises and an in-depth project that reflects contemporary issues faced by today's web designers.
Prerequisites: For Graphic Design Majors: GD 260, GD 232, GD 332; For Web Design Minors: GD 260, GD 332

GD 435 Website Development (3 credit hours)
This course explores advanced elements of web design. Through creating a multiple-page website, students will apply current web standards, design techniques, and develop various assets as they employ an in-depth understanding of contemporary theories.
Prerequisite: GD 430

GD 495 Portfolio (4 credit hours)
This is the capstone course for Graphic Design majors. Preparation for future employment or graduate study through a finished portfolio (both print- and web-based) of work for potential employment in the graphic design industry is emphasized. Resume development and self-promotion are also covered.
Prerequisite: Successful completion of all Graphic Design program-specific courses

GE 101 World Regional Geography (3 credit hours)
This course introduces students to both local diversity and global interconnectedness in the contemporary world through the lens of regional geography. Regional divisions of Earth's surface are ideal for exploring complex relationships that exist between humans and the environment in which they live. A thematic approach including ecology, economics, sociocultural dynamics, political forces, and technological aspects unifies the course while a diverse array of global regions is compared and contrasted. Scale is emphasized in examining how global processes influence individuals, states, and regions. The cultural and physical geography of Nebraska is examined in detail.

GE 104 Introduction to Human Geography (3 credit hours)
This course introduces students to Human Geography and its sub-disciplines via a thematic study of the spatial implications of human activity. Within this holistic discipline, the interdependence of keystone concepts such as scale, landscape, borders, development, globalization, and movement is emphasized. Connecting real-world narratives to academic content emphasizes the discipline's overarching goal of developing global citizenship. The human geography of Nebraska is examined in detail.

GL 210 Introduction to Earth Science (4 credit hours)
This course explores four major areas of earth science: earth structure and function, astronomy, oceanography, and meteorology. Topics include change, cycles, equilibrium, energy, models, scale, systems, and the interdisciplinary nature of science. The associated laboratory investigates questions related to basic principles of geology, meteorology, astronomy, and oceanography and develops techniques relevant to these research areas.

HHP 119 Varsity Sports I (1 credit hour)
This course offers practical insights into successful student-athlete conduct and academic standards at Bellevue University. Fundamental knowledge and physical skills of a sport are enhanced.
Prerequisite: Current Bellevue University Student-Athlete

HHP 120 Varsity Sports II (1 credit hour)
This course examines various characteristics necessary for team success and components needed for academic success at Bellevue University.
Prerequisite: Current Bellevue University Student-Athlete

HHP 121 Varsity Sports III (1 credit hour)
This course examines the elements needed for success as a student-athlete. Included are the ethical principles within a code of conduct, a plan for academic success, and knowledge of various strategies within a sport.
Prerequisite: Current Bellevue University Student-Athlete

HHP 122 Varsity Sports IV (1 credit hour)
This course is designed to assist in the development of individual characteristics and competitive tactics associated with team success. An additional focus is placed on career goals and paths.
Prerequisites: HHP 119, HHP 120, and HHP 121

HHP 125 Sports Officiation (3 credit hours)
This course is designed to provide an overview of the rules, skills, and techniques needed to officiate team sports such as baseball, basketball, football, soccer, softball, and volleyball. Opportunities to apply concepts gained in the course are provided through practical experiences.

HHP 201 Foundations of Health and Human Performance (3 credit hours)
This course provides an overview of the health and human performance field. Elements related to physical activity, such as fitness, sport, and physical education are examined. An introduction to various career opportunities within the health and human performance industry is provided, along with an opportunity to explore those careers further through off-campus experiences.

HHP 204 Wellness for Life (3 credit hours)
This course examines the importance of lifetime wellness and nutrition. Topics include the value of nutrition, weight management, stress management, and exercise. An emphasis is placed on learning how to evaluate and improve wellness patterns.

HHP 210 Sport Psychology (3 credit hours)
This course addresses psychological aspects of sport performance such as learning, motivation, leadership, team interactions, and mental training. Application of these concepts will further enhance understanding and development of techniques leading to improved performance.

HHP 220 Physical Activity I (3 credit hours)
This course examines both unit and individual lesson plans focused on developing fundamental skills, knowledge of sport rules, and lifetime activities at the middle school level. Emphasis is placed on learning to create, and implement, unit and individual lesson plans.

HHP 221 Physical Activity II (3 credit hours)
This course examines both unit and individual lesson plans focused on developing fundamental skills, knowledge of sport rules and game strategies, and lifetime activities at the high school level. Emphasis is placed on learning to create, and implement, unit and individual lesson plans focused on activity rules and strategies.

HHP 230 Functional Anatomy (3 credit hours)
This course focuses on the anatomical structure and the physiological functions of the human body. As a foundational course, it places emphasis on the structural organization of the human body and on the functions and interdependence of the various body systems.

HHP 252 American Red Cross: Responding to Emergencies (3 credit hours)
This course examines the necessary knowledge and skills a first responder utilizes in an emergency to help sustain life and minimize pain until medical help arrives. Additionally, the consequences of injury or sudden illness are explored. Upon completion of this course, the option to receive an American Red Cross First Aid Card and Adult, Child, and Infant CPR Card is provided. Automated External Defibrillator certification also is included.

HHP 260 Athletic Coaching Theory I (3 credit hours)
This course is designed to provide both practical and theoretical insights into the coaching and administrative aspects of organized sports. Emphasis is placed on developing a philosophical foundation for athletic coaching.

HHP 270 Care and Prevention of Athletic Injuries (3 credit hours)
This course addresses the responsibilities and skills of the athletic trainer, including health and wellness strategies for teams, evaluation and care of injuries, and applications of taping techniques to prevent injuries.
Prerequisite: HHP 230

HHP 310 Exercise Physiology (3 credit hours)
This course provides students with an understanding of how the human body responds to exercise and exercise programs. Emphasis will be placed on the basic physiological mechanisms to exercise and the training adaptations that occur to the human body, the role of nutrition on human performance, and the health benefits of exercise and training across the life span. Students will have the opportunity to apply effective exercise physiological concepts to develop an exercise prescription.
Prerequisite: HHP 230

HHP 320 Adapted Physical Education (3 credit hours)
This course examines adaptive aspects in both physical education and sport environments. An emphasis is placed on the application of concepts in program organization and individual adaptations.

HHP 325 Pathophysiology (3 credit hours)
The course provides students with the knowledge of common diseases and injuries that affect body functions throughout the lifespan. Special populations considered include CVD, pulmonary, metabolic, elderly, and pregnancy. Health risks for various conditions are considered, including risk classification and management.
Prerequisite: HHP 310

HHP 350 Kinesiology and Body Movement (3 credit hours)
This course analyzes the movements of the human body and the fundamental principles of movement affected by muscle function. Students will apply the principles of muscle function and movement to improve performance.
Prerequisite: HHP 230

HHP 360 Athletic Coaching Theory II (3 credit hours)
This course is designed to provide an application-based approach to the coaching and administrative aspects of organized sport. Emphasis is placed on collegiate coaching and the application of various aspects of coaching such as budgeting, practice planning, and recruiting.

HHP 375 Motor Learning (3 credit hours)
The course utilizes situation-based learning and the conceptual model of human performance to explore motor learning and development. The application of motor learning principles and theories enhances understanding and provides an opportunity to further develop facilitation skills for the development of motor movements.

HHP 380 Administration & Evaluation of Physical Education (3 credit hours)
This course examines successful management concepts of a physical education program. An emphasis is placed on creating a safe and effective learning environment, curriculum planning and implementation, assessment, and professional behaviors.

HHP 405 Fitness Management (3 credit hours)
This course focuses on the use of exercise physiology and motor learning concepts to manage fitness plans and goals. The use of proper exercise techniques, nutrition, and energy systems for maximizing performance is examined. Emphasis is placed on the use of assessments and program design to optimize performance. Opportunities to learn standards for the National Strength and Conditioning Association (NSCA) are included.
Prerequisites: HHP 230, HHP 310, and HHP 350

HHP 420 Elementary Physical Education Methods (3 credit hours)
This course examines physical education teaching methods and activities at the elementary level. Emphasis will be placed on curriculum planning, implementation, and assessment in order to meet the needs of elementary children.

HHP 490 Internship in Health and Human Performance (3 credit hours)
The internship course consists of educational work experience in an environment related to Health and Human Performance. Knowledge learned through academic experiences is applied and hands-on experiences are gained. Professional skills are developed and refined. Work expectations are contracted with the site supervisor and faculty sponsor. Students are allowed to complete HHP 490 up to 2 times for credit.
Prerequisites: Junior or senior standing (60 credit hours completed), 18 credit hours completed in the major, and a 2.5 GPA in the major; Permission of Health & Human Performance Program Director is required.

HHS 240 Nutrition for Healthy Living (3 credit hours)
This course examines the fundamental role of nutrition in healthy living. Emphasis is placed on applying the principles of nutrition in order to achieve, and maintain, optimal health and wellness.
Prerequisite: HLS 101

HHS 260 Gender and Culture (3 credit hours)
This course offers an analysis of research, practice, and policies concerning gender, culture, and health. Focus will include the examination of the intersections of social categories, such as gender, race/ethnicity, social class, and sexuality, with conceptualizations of health, healthcare delivery, and health-related policies. Students will apply theory to the understanding, critique, and construction of health, explore health-related issues within a global context, evaluate ethical dilemmas in real-world case studies, and critically analyze the impact of power in specific health-related areas.

HHS 315 Normal Aging and Disease Changes (3 credit hours)
This course contrasts the normal changes of aging against those caused by disease or injury. This will include psychosocial changes and the effect of societal and economic pressures on the elderly.
Prerequisite: HLS 101

HI 105 History of American Popular Culture (3 credit hours)
This course examines how previous generations of Americans have imagined themselves, their nation, and their relationship to the world and its people. Students develop academic skills for college and career success as they investigate the history of American popular culture in relation to broader social, political, and economic developments. Students explore how diverse Americans forged a national culture and an American way of life.

HI 110 World History I (3 credit hours)
This course introduces students to world history from the earliest civilizations to 1500 AD. The course emphasizes the histories of Europe, Asia, and the Middle East and includes the histories of Africa, the Americas, and Oceania. Primary focus is on the historical significance of political, economic, demographic, religious, and cultural developments.

HI 111 World History II (3 credit hours)
This course introduces students to world history from 1500 AD to modern times. The course emphasizes the histories of Europe, Asia, and North America and includes the histories of Africa, Latin America, the Middle East, and Oceania. Primary focus is on the historical significance of political, economic, demographic, and cultural changes.

HI 151 American History to 1877 (3 credit hours)
This course examines the major developments in America from the founding of the early colonies through the Reconstruction Era. Primary focus is placed on those concepts that have shaped the nation such as Constitutionalism, slavery, individualism, and Covenant among others.

HI 152 American History from 1877 (3 credit hours)
This course examines the major developments in America from the period of the Industrial Revolution through modern times. Primary focus is placed on those concepts that have shaped the nation such as the free market, civil rights, The Cold War, the role of government, and conformity among others.

HI 205 History of Nebraska (3 credit hours)
This course presents an in-depth examination of the history of the state of Nebraska and the surrounding region. Primary emphasis will be placed on the influence of Native American populations and the early periods of American settlement, as well as the social and economic development of the state.

HI 323 Civil War and Reconstruction (3 credit hours)
This course provides an in-depth examination of the sectional conflicts which resulted in the Civil War, the War itself, and the period of Reconstruction which followed. Primary emphasis will be placed on the causes and impact of the War and the problems associated with the post-war settlement.

HI 353 America Since 1945 (3 credit hours)
This course provides a detailed study of the significant developments in America from the end of World War II to the end of the Cold War. Primary emphasis will be placed on the Cold War, McCarthyism, the Civil Rights Movement, Vietnam, and the Counter Culture.

HI 366 The Holocaust in History (3 credit hours)
This course is an in-depth analysis and examination of the attempt to exterminate an entire people. Though many groups of people, Gypsies, Poles, homosexuals, and others, were subject to an official policy of liquidation in National Socialist Germany between 1933 and 1945, the focus of the course will be on the Jewish experience, for as Elie Wiesel put it, "Not all victims were Jews, but all Jews were victims." Significant attention is directed to the holocaust experience, the context of that experience, and the response to the Holocaust and its implications for our understanding of the human condition.

HI 375 The Second World War (3 credit hours)
This course provides an intensive examination of World War II from an international perspective. The course focuses on such topics as collaboration, resistance, economic mobilization, social change, diplomatic relations, the Holocaust, and the course of the War. Greater emphasis is placed on the European theater.

HI 384 Baseball and the American Experience (3 credit hours)
This course is an examination of the development of professional baseball and the role it has played in the American experience. The course examines a feature of American sport/entertainment/business as a means of understanding societal and cultural developments in general.

HI 408 Foundations of Eastern Civilization (3 credit hours)
This course is designed to introduce students to the social and political foundations of Eastern civilization from a historical perspective. Key themes to be examined will include the role of religion and philosophy in the development of Asian cultures, the role of China as a dominant influence on the region's history, and the evolution of Asia through its interaction with the West.

HI 411 Social and Political Movements in Western Civilizations (3 credit hours)
This course is designed to introduce students to the broad social and political movements that have helped shape the evolution of Western civilization. The class will include an examination of industrialization, the enlightenment, and the technological revolution, with a focus on their impact on social and political development. Concepts such as democratization, gender and race relations, the social contract, and the Just War Tradition will also be explored.

HLS 101 Introduction to Health Science Seminar
(3 credit hours)
This course introduces concepts related to professions with health sciences. Exploration of skills, knowledge, and abilities associated with professions in healthcare will be explored.

HLS 256 Medical Terminology (3 credit hours)
This course is an in-depth study of the medical language from an anatomical approach. Students will learn the essentials of medical word building through the study of word roots, prefixes, and suffixes. The course focuses on correct pronunciation, spelling, and use of medical terms within the healthcare setting.
Prerequisite: HLS 101

HLS 490 Advanced Concepts in Health Sciences
(4 credit hours)
This course focuses on the health science student to utilize previous coursework to apply advanced concepts towards an applied health science project.
Prerequisite: This course is the final course in the major; all of the HLSCTBS courses should be completed.

HMGT 300 Foundations for Professional Success
(4 credit hours)
This course prepares students for success in their academic and professional careers. The foundation for learning is established for professional skill development through practical experience, a focus on communication, problem-solving, collaboration, and citizenship. Learner strengths are assessed and analytical, relational, and resilience skills are developed.

HMGT 310 Interpersonal Leadership & Communication
(4 credit hours)
Focuses on developing leadership and communication skills by exploring such topics as self-concept, self-esteem, personal values, time and stress management, conflict resolution, and gender issues.

HMGT 320 Anthropology of Tourism (4 credit hours)
Introduction to the discipline of anthropological studies to aid in the examination of social and cultural values, norms, and behavior. Students explore the cultural practices and impacts of tourism in relation to both host and guest communities and travel as cultural practice. These concepts will be integrated with planning issues surrounding hospitality management, festivals management, even tourism, and destination management.

HMGT 330 Innovation & Creativity in Hospitality and Tourism
(4 credit hours)
The innovation process, or taking an idea from inception to the marketplace, is explored and analyzed. Students develop an understanding of creativity and change as essential components of the managerial process for new products and services for use in the hospitality industry.

HMGT 340 New Media Marketing for Hospitality Services (4 credit hours)
Digital and social media strategies are essential to understanding hospitality industry customers, as well as for building brand awareness, promoting hospitality goods and services, and building ongoing relationships with customers. New media marketing strategies are analyzed and applied to hospitality management organizations and business objectives.

HMGT 410 Managing the Customer Experience (4 credit hours)
Students develop an understanding of the principles associated with managing the customer experience, quality, and employee engagement. The skills needed to drive customer engagement and loyalty, and develop a culture that focuses on and enhances the customer experience are key components of the course content. Students will apply the analytic and leadership skills associated with managing the customer experience, product and service quality, employee engagement, as well as formulate personal approaches to their application in the work environment.

HMGT 420 Talent Management Essentials (4 credit hours)
Students develop an understanding of the essential elements of talent management within a framework that focuses on human resource planning to improve business value and meet organizational goals. Essentials of talent recruitment, retention, development, and performance rewards will be addressed through practical applications and case study analysis.

HMGT 430 Leading a Team (4 credit hours)
Students learn how to build a team, improve teamwork and collaboration, and sustain team performance through continuous learning and improvement. Best practices for composing a team and aligning individual and team goals will be addressed. Establishing roles, building structures, and managing decision-making to impact team performance will be addressed. Team processes, such as conflict resolution and building trust, will be analyzed and applied.

HMGT 440 Financial Skills for Managers (4 credit hours)
Students will gain an overview of the practical application of accounting and financial concepts and processes that relate to the overall economic health of the organization. Emphasis will be placed on how to use these basic concepts to support organizational decision-making and growth in the hospitality management environment. This course offers a practical approach to analyzing management reports and financial statements, as well as the preparation of accurate budgets and forecasts.

HMGT 450 Hospitality Management Innovation Capstone (4 credit hours)
Students will engage in independent research to propose a new product, service, or system innovation or improvement within a hospitality management setting. Students will conduct background research on the organizational context and problem setting and provide analysis of the financial, marketing, and other organizational components necessary to implement a new product, service, or system innovation.

HR 101 Employment Law: Equal Employment (3 credit hours)
This course will provide an overview of Equal Employment Opportunity (EEO) law and related concepts. Employment laws that will be addressed include: Civil Rights Acts, Age Discrimination and Employment Act (ADEA), Americans with Disability Act (ADA), and Uniformed Services Employment and Reemployment Rights Act (USERRA). Topics addressed in this course will include: how to determine what constitutes harassment/hostile work environment, LGBTQ rights (and how employment law applies), current court cases, and managerial responsibilities for EEO-related laws.

HR 102 Employment Law: Compensation, Benefits, Safety and Employee Relations Related Laws (3 credit hours)
This course will provide an overview of various employment laws and related concepts. Employment law will include: Fair Labor Standards Act (FLSA), Occupational Health and Safety Act (OSHA)/Workers Compensation (WC), Family Medical Leave Act (FMLA), and National Labor Relations Act (NLA). Topics addressed in this course will include: current court cases and managerial responsibilities for these laws.

HR 103 HR Current Trends and Topics (3 credit hours)
Various current topics and trends will be addressed in this course, including: Diversity and Inclusion, Workforce Generations, Employee Relations trends, and Ethics.

HS 110 Professional Standards of Practice (4 credit hours)
This course emphasizes the skills and knowledge needed to successfully work with mentally challenged, emotionally disturbed, or psychiatric patients. The concepts of informed consent, basic patient rights, confidentiality, documentation, professional communication, and best practices are explored.

HS 111 Psychiatric Disorders (4 credit hours)
This course examines the characteristics of patients with psychiatric disorders. Students will learn about effective communication and ethical behavior with patients and their families as well as service agency staff.
Prerequisite: HS 110 Professional Standards of Practice

HS 220 Treatment Planning and Implementation (4 credit hours)
This course introduces students to crisis intervention, therapeutic communication, reporting potentially dangerous behavior, and implementing recommendations from interdisciplinary teams working with patients and their families.
Prerequisites: HS 110 Professional Standards of Practice; HS 111 Psychiatric Disorders

HS 222 Functions of Service Delivery (4 credit hours)
This course focuses on the daily administration of providing patient care. Students will learn about assisting with rehabilitative activities, developing communication and human relations skills, fulfilling environmental and legal responsibilities, understanding advanced care directives, and discharge planning.
Prerequisites: HS 110 Professional Standards of Practice, HS 111 Psychiatric Disorders, HS 220 Treatment Planning and Implementation

HS 302 Foundations for Professional Success in Behavioral Science (4 credit hours)
This course prepares students for success in their academic and professional careers in behavioral science. The foundation for learning is established for professional skill development through practical experience with the elements of communication, problem-solving, collaboration, and citizenship, emphasizing a focus on behavioral science. Learner strengths are assessed and analytical, relational, and resilience skills are developed.

HS 303 Biological Risk Factors for Violence (3 credit hours)
This course focuses on the possible biological risk factors and their connection to violent behavior. Influences, including behavioral disorders during youth, lead poisoning, and neurological abnormalities are addressed. The nature vs. nurture debate is explored in detail.

HS 304 Serial Killers and Mass Murderers (3 credit hours)
This course examines a wide variety of serial killers and mass murderers, including sexual predators, psychotic killers, and eccentric killers. It also examines their motives including thrill, rage, glory, control, and other motives.

HS 305 Psychology of the Criminal Mind (3 credit hours)
This course examines the following questions: What causes criminal behavior? Why would anyone kill for the thrill? Why would someone who appears so normal do such an evil act? In addition to the psychology of the criminal mind, the study of profiling and predicting criminal behavior is explored.

HS 306 Trauma, Crisis and Resilience: Symptoms, Causes and Treatments (3 credit hours)
Some people have a long-lasting reaction to traumatic events that move to enduring mental health issues and prolonged consequences. This course will identify the symptoms, causes, and treatments for people who experience severe prolonged reactions to traumatic events.

HS 307 Community Trauma: Poverty, Violence and Homelessness (3 credit hours)
This course will focus on how trauma can affect people of every race, age, ethnicity, gender, psychosocial background, socioeconomic status, sexual orientation, and region. Trauma can overwhelm a community's resources to cope. A discussion of community resources is included.

HS 308 Environmental Trauma: Human-caused and Natural Disasters (3 credit hours)
This course will focus on natural and human-caused traumas. Natural disasters may affect only one or a small number of people or an entire region. These are sometimes referred to as "acts of God." Human-caused disasters are those traumas that are caused by human failure. An example would be accidents or war.

HS 311 Introduction to Human Services (4 credit hours)
Each of the many professions involved in human services approaches client and community needs from its own specialized perspectives and uses tools for assessment and treatment that vary from the use of media to prescription medications. Professional skills development in the interaction with social workers, counselors, psychologists, psychiatrists, and other professionals will be explored.

HS 314 Social Deviance and Psychopathological Perspectives (4 credit hours)
This course will explore evidence-based conceptualizations of both normal and disordered mental states, together with an examination of the etiology, development, manifestation, and potential treatment of mental disorders in infants, children, adolescents, and adults.

HS 321 Research and Data Analysis (4 credit hours)
All human service professionals must be able to find and accurately utilize information published in journals and scholarly books. This course puts emphasis on learning to recognize and analyze research types relevant to human services to extract key information. This course also will facilitate learning of basic descriptive statistics and standardized scores in measurement. The evaluation of ethical research will also be discussed.

HS 339 Counseling Theories (4 credit hours)
Counseling theories are useful guides for human service professionals because they identify key factors in assessment and treatment. This course introduces "traditional" theories such as psychodynamic, humanistic, and cognitive-behavioral. Other more specialized counseling theories and techniques are helpful for ethnic identity issues, family problems, and recovery from substance abuse. Many of the theories also identify specific counseling techniques such as problem-solving, goal setting, Motivational Interviewing, empathy, and exploring cognition and behavior.

HS 341 Physical and Mental Effects of Psychoactive Drugs (3 credit hours)
This course addresses the physiological, psychological, and sociological impact of alcohol/drug use, abuse, and dependence, including signs, symptoms, and behavior patterns. The basic classification and pharmacological action of drugs on human body systems are covered, as well as the etiological, behavioral, cultural, and demographic aspects and belief systems associated with alcohol and drug use. Special attention is focused on opioid use and abuse.

HS 342 Process Addictions: Sex, Gambling and More (3 credit hours)
This course introduces students to the process addiction, also known as behavioral addictions. The process addictions covered include the signs, symptoms, and assessment of the following: gambling, food, work, sex, exercise, shopping, and internet use.

HS 343 Treatment Strategies (3 credit hours)
This course focuses on evidence-based best practices in the treatment of addictions. Valid diagnostic criteria is discussed in conjunction with a person being placed in the appropriate level of treatment intervention, including the American Society of Addiction Medicine Patient Placement Criteria (ASAMPPC). Accurate diagnosis, in conjunction with treatment options, is explained. The special challenges of detoxification of certain psychoactive drugs are explored.

HS 350 Multicultural and Diversity in Human Services (4 credit hours)
Addresses cultural, social, religious, and economic factors applicable to cultural, ethnic, and minority populations; both from the perspective of the culturally diverse client and the counselor. Experimental methods of learning are emphasized, including the development of self-awareness in the helper. Traditional counseling theories, as well as more recent approaches to counseling diverse groups, are analyzed for ethical and practical implications. The helper's role in addressing advocacy and justice is explored.

HS 412 Counseling Microskills for Human Service Professionals (4 credit hours)
This course provides opportunities to practice a basic set of interviewing and helping skills commonly used in individual and group counseling. An integrative approach will be used which allows students to learn, understand, and use skills taken from major counseling approaches, and to integrate these into a sequential process that maximizes the possibility of facilitating change in clients.

HS 421 Applied Human Growth and Development (4 credit hours)
This course will merge the complex and comprehensive understanding of the nature and needs of persons at all developmental levels and in multicultural contexts. Individual and family developmental theories and transitions, as well as theories of learning and personality development including knowledge about neurobiological behavior and resiliency, are emphasized. Knowledge about human behavior as it relates to developmental crises, trauma-causing events, addictions, psychopathology, disability, and other factors that influence normal and abnormal behavior will be presented.

HS 442 Treatment Strategies and Ethical Considerations (4 credit hours)
Human Services professionals will be most effective if the strategies they use are validated by clinical research. A range of validated methods is analyzed in areas such as clinical assessment, empathy, parenting, depression, anxiety, phobias, and pain management. Additionally, instruction includes applications designed to strengthen the ethical reasoning skills of the professional as related to substance abuse.

HS 460 Internship (1-6 credit hours)
Consists of field placement in an agency, business, or industry environment related to the academic major. The placement should provide firsthand experience which allows students to apply, develop or strengthen classroom theories and skills. Work expectations for each intern are contracted with the faculty sponsor and placement supervisor. See Student Internship Program Guidelines for further details.
Prerequisites: Junior or senior standing (60 credit hours completed) and 2.5 GPA in the major; Permission of Director of Internships required

HS 461 Behavioral Science Capstone (4 credit hours)
The Behavioral Science Capstone reflects on professional identity and development in the human service field.

HU 101 Introduction to the Humanities (3 credit hours)
This course focuses on three major themes in the Humanities: love and passion, racial equality, and gender equality. HU 101 examines ways in which thinkers and artists have explored these themes and the meaning these artists and thinkers offer their viewers, listeners, and readers. The works studied provide the opportunity to analyze the values elaborated (implicitly and/or explicitly) in these thinkers' and artists' works and to assess the values' relevance to their own systems of values.

HU 130 Love and Sex in the Humanities (3 credit hours)
This course focuses on two major subjects in the Humanities: love and sex. HU 130 examines ways in which thinkers and artists have explored these subjects and the meaning these artists and thinkers have offered their viewers, listeners, and readers. The works studied provide the opportunity to analyze the values elaborated (implicitly and/or explicitly) in these thinkers' and artists' works and to assess these values' relevance to one's own views of love and sex.

IDT 605 Introduction to Instructional Design (3 credit hours)
The instructional design process is usually based on one of many design theory models. This course explores the dominant models including ADDIE, Dick and Carey, Rapid Prototyping, and others. A practical and hands-on course students will design instructional experiences that integrate current technology, a variety of media, and best practices.

IDT 610 Foundations of Education and Training (3 credit hours)
This course examines the historical, philosophical, and social foundations of education with a focus on the influence of American education by paradigms of Behaviorism, Cognitivism, Constructivism, Design-Based, Humanism, and 21st-Century Skills.

IDT 615 e-Portfolio Design Term 1 Project (1 credit hour)
This course examines the design, development, and assessment of electronic portfolios. The course reviews the history, types, components, delivery, presentation, and assessment of e-portfolios. Students will be expected to develop their own electronic portfolio which will be populated with examples of their instructional design work generated throughout the program including instructional aids, planning materials, instructional audio, websites, instructional video, and a fully developed online workshop. Students will collaboratively design e-portfolio assessment tools. The course will also cover the importance of audience in the development of an electronic portfolio and the use of ongoing electronic portfolio development as a professional development tool.

IDT 616 Instructional Audio e-Portfolio Project (1 credit hour)
This course examines the design, development, and assessment of instructional audio. Both as a stand-alone medium for instruction and as a component of multimedia projects. Students will Analyze, Design, Develop, and Assess instructional audio. At the end of the course, students will have several e-Portfolio artifacts.

IDT 620 Applied Research and Analysis (3 credit hours)
Quality instruction is guided by data and research. This course examines the instruments and statistics commonly used in education & training. The course will critically examine research design and offer a foundation in case study and action research methodologies to help students stay current regarding best practices and to critically examine instructional innovations.

IDT 625 Introduction to Instructional Technology
(3 credit hours)
The course will explore technology integration standards as well as the role and potential of emerging technologies, and the intersection of technology and contemporary learning theory. The goal is not only to learn how to use various tools and technologies, but also to develop critical thinking skills regarding how and why we use technologies and how our uses impact learners.

IDT 630 e-Portfolio Design Term 2 Project (1 credit hour)
This course examines the design, development, and assessment of electronic portfolios. The course reviews the history, types, components, delivery, presentation, and assessment of e-portfolios. Students will be expected to develop their own electronic portfolio which will be populated with examples of their instructional design work generated throughout the program including instructional aids, planning materials, instructional audio, websites, instructional video, and a fully developed online workshop. Students will collaboratively design e-portfolio assessment tools. The course will also cover the importance of audience in the development of an electronic portfolio and the use of ongoing electronic portfolio development as a professional development tool.

IDT 631 Instructional Graphics and Photography e-Portfolio Project (1 credit hour)
This course examines the design, development, and assessment of still images for instruction. Both as a stand-alone medium for instruction and as a component of multimedia projects. Students will Analyze, Design, Develop, and Assess instructional graphics. At the end of the course, students will have several e-Portfolio artifacts.

IDT 635 Technology Integration into Core Teaching & Training Standards (3 credit hours)
This course examines the practical integration of technology in the content areas. It critically reviews the current educational and training standards and students develop the skills to integrate 21st-century skills into instruction. Students will develop an understanding of ways to leverage current and emerging technologies to facilitate teaching, learning, and manage instructions. The course will focus on gaining experience integrating technologies into instruction, evaluating current tools, video resources, and utilizing digital storytelling.

IDT 640 Introduction to Emerging Technologies (3 credit hours)
Using Gartner's Hype Cycle and Roger's Diffusion of Innovation as a guide this course explores current technologies at different stages of adoption. Students will learn to use the models to predict the adoption of current emerging technologies and to evaluate their organization's adoption tendencies. Students' final presentation will be on an emerging technology where they will describe its growth, its current state, predict its future value, and demonstrate its current usefulness within an educational setting.

IDT 645 e-Portfolio Design Term 3 Project (1 credit hour)
This course examines the design, development, and assessment of electronic portfolios. The course reviews the history, types, components, delivery, presentation, and assessment of e-portfolios. Students will be expected to develop their own electronic portfolio which will be populated with examples of their instructional design work generated throughout the program including instructional aids, planning materials, instructional audio, websites, instructional video, and a fully developed online workshop. Students will collaboratively design e-portfolio assessment tools. The course will also cover the importance of audience in the development of an electronic portfolio and the use of ongoing electronic portfolio development as a professional development tool.

IDT 646 Instructional Video e-Portfolio Project (1 credit hour)
This course examines the design, development, and assessment of instructional video. Both as a stand-alone medium for instruction and as a component of multimedia projects. Students will Analyze, Design, Develop, and Assess instructional video. At the end of the course students will have several e-Portfolio artifacts.

IDT 650 Applied Leadership in Instructional Settings
(3 credit hours)
This course covers the key elements of leadership in instructional settings. An exploration of definitions of leadership, the application of leadership theory in instructional settings, roles of leaders, and an overview of foundational skills required for successful leadership such as effective interpersonal skills, project management, fostering collaboration, and budgeting.

IDT 655 Information Technology Project Management
(3 credit hours)
This course addresses the complex and unique issues related to effectively managing projects in an Information Technology context. The course is grounded in the knowledge areas specified by the Project Management Institute (PMI). Team-based and discovery-based learning methods are stressed. Development projects reflect actual problems provided by industry. A formal software project management plan detailing the process groups of initiating, planning, executing, controlling, and closing will be developed.

IDT 660 e-Portfolio Design Term 4 Project (1 credit hour)
This course examines the design, development, and assessment of electronic portfolios. The course reviews the history, types, components, delivery, presentation, and assessment of e-portfolios. Students will be expected to develop their own electronic portfolio which will be populated with examples of their instructional design work generated throughout the program including instructional aids, planning materials, instructional audio, websites, instructional video, and a fully developed online workshop. Students will collaboratively design e-portfolio assessment tools. The course will also

cover the importance of audience in the development of an electronic portfolio and the use of ongoing electronic portfolio development as a professional development tool.

IDT 661 Instructional Print e-Portfolio Project (1 credit hour)
This course examines the design, development, and assessment of print-based instructional materials. Both as a stand-alone medium for instruction and as a component of multimedia projects. Students will Analyze, Design, Develop, and Assess print-based instructional materials. At the end of the course, students will have several e-Portfolio artifacts.

IDT 665 Evaluation and Assessment of Educational Systems (3 credit hours)
This course explores formative, summative, and process assessment techniques with regard to system evaluation. Students will develop methods for measuring learning outcomes and setting clear success criteria for systems and technology initiatives.

IDT 670 Advanced Online and Blended Learning (3 credit hours)
This course covers the design and management of instruction on LMS and CMS systems. Students will have the opportunity to work hands-on with a variety of current learning management platforms including Blackboard, Moodle, Canvas, Google Classroom, and others. Topics will include both technical and non-technical aspects of developing and managing instruction on educational learning platforms.

IDT 675 e-Portfolio Design Term 5 Project (2 credit hours)
This course examines the design, development, and assessment of electronic portfolios. The course reviews the history, types, components, delivery, presentation, and assessment of e-portfolios. Students will be expected to develop their own electronic portfolio which will be populated with examples of their instructional design work generated throughout the program including instructional aids, planning materials, instructional audio, websites, instructional video, and a fully developed online workshop. Students will collaboratively design e-portfolio assessment tools. The course will also cover the importance of audience in the development of an electronic portfolio and the use of ongoing electronic portfolio development as a professional development tool.

IDT 676 Interactive Instructional Media e-Portfolio Project (2 credit hours)
This course examines the design, development, and assessment of interactive instructional materials. Both as a stand-alone medium for instruction and as a component of multimedia projects. Students will Analyze, Design, Develop, and Assess interactive instructional materials. At the end of the course, students will have several e-Portfolio artifacts.

IGEN 110 Audience Connections (3 credit hours)
This course provides instruction in research, including audience analysis and the effective adaptation of speeches to audiences and situations.

IGEN 160 Introduction to Virtue Ethics (3 credit hours)
An introduction to that branch of ethics known as virtue ethics, this course focuses on the development of character through the cultivation of classical virtues. The insights of classical philosophy about the concepts of virtue, vice, character, the good, happiness, love, and justice are compared and contrasted with the insights of more contemporary philosophers.

IGEN 292 Temperament and Intelligence (3 credit hours)
This course examines temperament and intelligence as they relate to learning and future success. It uses temperament analysis, multiple intelligence, and distinctions between types of minds and neurobiology to contrast active and passive living.

IGEN 293 Journeys of the Human Spirit in the Arts (3 credit hours)
This course examines literature and artwork representative of the varying journeys of the human spirit. It will emphasize the triumph of the spirit even in the face of bleak and desolate external landscapes.

IGEN 317 Working Towards a Culture of Inclusion (3 credit hours)
As organizations move toward inclusion as a means of leveraging diversity, it is imperative that employees understand the importance of inclusion, as well as the ways in which culture and identity influence our perceptions and behaviors in the workplace. Important skills include self- and cultural awareness, viewing issues from multiple perspectives, and managing bias.

IGEN 318 Leading a Diverse Workforce (3 credit hours)
An effective organization must create a culture that embraces diversity. Business leaders need to promote and communicate inclusive attitudes and policies in order to capitalize on a diverse labor force. Important skills include welcoming a pluralistic workforce, mentoring potential talents, evaluating performance objectively, and resolving cultural conflicts in the workplace.

IGEN 319 Creating Value from Diversity in the Workplace (3 credit hours)
Globalization has increased competitive pressures and opened up new opportunities. Organizations must monitor political, legal, economic, and demographic trends which can alter the workplace environment for entire industries. At the organizational level, leaders need to gauge the impact of diversity initiatives and adjust strategies appropriately based on evidence from established metrics.

LA 105 Success in Higher Education (1 credit hour)
This course facilitates students' transition into and success at Bellevue University. Students explore strategies for academic success and become familiar with Bellevue University's resources and services, and the expectations and responsibilities of college students.

LA 400 American Vision and Values (3 credit hours)
This course focuses on the political and philosophical traditions of the American Republic, especially as embedded in the ideals, values, traditions, founding documents, and institutions of the United States.
Prerequisite: 60 Credit Hours

LA 410 Tradition and Change (3 credit hours)
This course focuses on the creative tensions that exist between the forces of tradition and change as the country undergoes social, cultural, and political change. It considers the manner in which change can renew the vitality of a republic.
Prerequisite: 60 Credit Hours

LA 420 Freedom and Responsibility (3 credit hours)
This course examines civic engagement in relation to individual freedoms and responsibilities. It fosters engaged citizens, empowered to effect positive change.
Prerequisite: 60 Credit Hours

LDR 300 Foundations for Professional Success (4 credit hours)
This course prepares students for success in their academic and professional careers. The foundation for learning is established for professional skill development through practical experience, a focus on communication, problem-solving, collaboration, and citizenship. Learner strengths are assessed and analytical, relational, and resilience skills are developed.

LDR 312 Principles of Leadership (4 credit hours)
This course serves as an introduction to the Leadership major by focusing on definitions of leadership, leader traits, leader behaviors, and the leadership process. These topics will provide a framework for the application of leadership theories and concepts to real-life situations.

LDR 332 Interpersonal Leadership (4 credit hours)
Focuses on developing leadership skills by exploring such topics as self-concept, self-esteem, personal values, time and stress management, conflict resolution, and gender issues. Self-assessments and personal reflection assignments will encourage students to examine leadership strengths and areas for development in self and others.

LDR 342 Organizational Leadership (4 credit hours)
Examines how attitudes and actions in the workplace are influenced by personality, emotion, organizational structure, power, and politics. Classic research and writings on motivation, organizational culture, conflict, and group decision-making will be used to inform the discussion and analysis of common issues in organizational behavior and performance.

LDR 352 Leadership Ethics (4 credit hours)
Investigates the pressing ethical issues and decision-making problems facing contemporary leaders across all types of groups, organizations, and professions. Emphasis is on ethical approaches to problem-solving, communication, and leading others. The impact of various leadership styles and situational factors on organizational ethics will also be presented.

LDR 405 Psychology of Leadership (4 credit hours)
Classic psychological studies of leadership will be presented to examine leader identity, influence, and the effects of power on leader personality and follower behavior. Special attention will be given to the mental states and social situations that cause followers to listen to leaders and take on the leaders' vision as their own.

LDR 415 Extreme Leadership (4 credit hours)
Using case studies from corporate and non-corporate settings, this course will analyze how extreme work teams and extreme individual leaders use successful leadership behaviors in situations that fall outside the norm.

LDR 422 Global Leadership (4 credit hours)
Presents predominant global leadership theories and frameworks for application in cross-cultural leadership situations. Topics include values and culture in organizations, power distance, individualism and collectivism, ethical standards in global leadership, and uncertainty avoidance.

LDR 435 Classic Figures in Leadership (4 credit hours)
This course integrates predominant leadership theories within case study analyses of notable military, religious, civil rights, and business leaders. Through debate and discussion of the case studies and application of leadership theory, students will gain the knowledge to develop their own case studies to be used as a leadership development and training tool in groups or organizations.

LDR 455 Contemporary Issues in Leadership (4 credit hours)
Previous course material and learning insights will be applied to a portfolio project and presentation focused on a contemporary leadership issue in a group, organization, community, or area of expertise.

LGLS 305 Theory and Practice of Law (4 credit hours)
This course will provide a foundation and overview of the legal discipline. The focus of the course will be on the development of justice and law, on constitutional concepts and theories, and on the political and judicial systems in our country.
Prerequisite: Acceptance into the Legal Studies (LGLS) accelerated degree completion program

LGLS 315 The American Criminal and Civil Legal Systems (4 credit hours)
This course will provide an examination of the Constitutional underpinnings of criminal and civil law as it applies to the fields of criminal justice, law, investigations, and security management. Special focus will be devoted to an overview of the American court system, specific elements of crime, the operation of civil jurisprudence, and a review of the policies and procedures that influence law in America.
Prerequisite: Acceptance into the Legal Studies (LGLS) accelerated degree completion program

LGLS 325 Professional Responsibility and Ethics in Law (4 credit hours)
This course will address ethical issues in law using the various state codes of professional responsibility. Special emphasis will be given to an examination of the relationship between ethical principles, and moral and normative judgments.
Prerequisite: Acceptance into the Legal Studies (LGLS) accelerated degree completion program

LGLS 335 The U.S. Legal System and the Judicial Process (4 credit hours)
An examination of the origins of the American System of jurisprudence will include a comparative analysis of prominent international legal systems. This course will provide an overview of the structure of the American court system and will define the complex notion of jurisdiction.
Prerequisite: Acceptance into the Legal Studies (LGLS) accelerated degree completion program

LGLS 345 Legal Research, Analysis and Writing (4 credit hours)
This course explores the myriad resources available for legal research and reporting, case law analysis and the repositories for statutory, administrative, and judicial rule and decision-making. Extensive practical writing applications for legal briefs, memoranda, and professional communication will utilize a case-study methodology.
Prerequisite: Acceptance into the Legal Studies (LGLS) accelerated degree completion program

LGLS 405 Constitutional Law, Liberty and Emerging Policy (4 credit hours)
In-depth examination of the historic underpinnings of the Constitution and Bill of Rights will focus on the role of the judiciary in the creation of public policy and the expansion of civil liberties. Critical analysis will focus on developing predictive models for judicial decision-making and the ongoing debate about the role of the judiciary in America.
Prerequisite: Acceptance into the Legal Studies (LGLS) accelerated degree completion program

LGLS 415 Judicial and Administrative Practices: Civil and Criminal Procedure (4 credit hours)
Practical application of the rules of civil and criminal procedure will be examined with a focus on the impact of these rules on the administration of the court system. Special attention is devoted to the service of process, disclosure, discovery, search and seizure, and confrontation rules as well as an examination of minimum sentencing guidelines and trends in civil and criminal penalties.
Prerequisite: Acceptance into the Legal Studies (LGLS) accelerated degree completion program

LGLS 425 Legal Applications for Contemporary American Business and Social Organizations (4 credit hours)
This course provides a critical analysis of the application of laws impacting the operation of modern capitalist structures, businesses, and social organizations. In-depth examinations of the role and restrictions of tort law, products liability, principles of contract, and the Uniform Commercial Code will be conducted. Human resource regulation, bankruptcy, securities regulation, and priority interest analysis will be applied using case study methodology.
Prerequisite: Acceptance into the Legal Studies (LGLS) accelerated degree completion program

LGLS 435 The Rule and Role of Law in Matters of Life and Death (4 credit hours)
This course will provide concrete analysis of the application of law to the administration of property rights, real estate, and risk assessment, tax and investment policy formulation. Special emphasis will be provided for an assessment of the societal impact of probate, estate and gift taxation and regulation, and a review of laws applied to schools, foundations, philanthropy, and other social organizations.
Prerequisite: Acceptance into the Legal Studies (LGLS) accelerated degree completion program

LS 410 Senior Capstone Project (3 credit hours)
This course requires students to integrate ideas and themes from previous courses within the liberal studies and general education programs while conducting research and analysis of real-world concerns and problems. Students compile a portfolio that includes work from all stages of the research, writing, and revising process.
Prerequisite: Successful completion of 30 hours of the Liberal Studies major, including all core courses

MA 100 Introduction to Algebra (3 credit hours)
Introduction to Algebra is designed to prepare students to be successful in MA 101 (Intermediate Algebra). Topics include whole numbers, integers, fractions and mixed numbers, decimals, ratios and proportions, percents, algebraic expressions, linear equations, and the rectangular coordinate system. Students also learn to graph one- and two-variable equations. The real-life application of each topic will be emphasized throughout the course. MA 100 does not apply to General Education Core Curriculum requirement for the major but does apply to minimum graduation requirements.

MA 101 Intermediate Algebra (3 credit hours)
This course presents the real number system and its properties, linear equations and inequalities and their graphs, systems of equations and inequalities and their application in problem-solving, polynomials and rational expressions, and radical equations.
Prerequisite: MA 100 or placement via ALEKS Placement Exam

MA 102 College Algebra (3 credit hours)
This course is a functional approach to Algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions and their graphs including linear, quadratic, piecewise, rational, exponential and logarithmic, systems of equations and inequalities and matrices. Real-world applications of each will be emphasized.
Prerequisite: MA 101 or placement via ALEKS Placement Exam

MA 104 Trigonometry and Analytical Geometry (3 credit hours)
This course introduces trigonometric functions, identities, inverse trigonometric functions, trigonometric equations, solutions of triangles, graphs, vectors, sequences and series, and conic sections.
Prerequisite: Successful completion of MA 102 with a grade of C- (1.67) or better or placement via ALEKS Placement Exam

MA 135 Math in Everyday Life (3 credit hours)
This course is designed to help students build foundational problem-solving and reasoning skills that they can apply in various aspects of everyday life. Topics include logic, finance, consumer math, probability, basic statistical and algebraic

concepts, and various other applied topics in math. This course is best suited for students who are either pursuing a major in a non-math related field or who are pursuing a major that does not require a math course as part of its core requirements.
Prerequisite: MA 100 or placement via ALEKS Placement Exam

MA 205 Calculus I (4 credit hours)
This course is designed to develop the topics of differential and integral calculus. Topics covered include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable. Emphasis will be placed on selecting and using appropriate models and techniques for finding solutions to derivative-related problems with and without technology.
Prerequisite: Successful completion of MA 104 with a grade of C- or greater or placement via ALEKS Placement Assessment

MA 206 Calculus II (4 credit hours)
The course deepens understanding of the material and applications learned in MA 205. Topics covered include applications of the definite integral to area, volume, arc length and surface area, and developing additional integration techniques including integration by parts, trigonometric integrals and substitution, partial fractions, and numerical methods. Sequences introduced as series are examined using the nth term, integral, comparison, ratio, and root tests for convergence. Power series and Taylor and MacLaurin series are introduced. Calculus techniques are applied to parametric and polar equations.
Prerequisite: Successful completion of MA 205 with a grade of C- or greater

MA 215 Applied Statistics (3 credit hours)
This course provides the theoretical basis and problem-solving experience needed to apply the techniques of descriptive and inferential statistics, to analyze quantitative data, and to improve decision-making over a wide range of areas. Topics covered include descriptive statistics, linear regression, data-gathering methodologies, and probability, as well as confidence intervals and hypothesis testing for one and two samples. Use of technology in solving and interpreting statistical problems is emphasized.
Prerequisite: MA 101 or placement via ALEKS Placement Exam

MA 315 Discrete Mathematics (3 credit hours)
This course examines the mathematical structures that are fundamentally discrete, and it serves as a bridge from calculus to abstract mathematics. Topics included are sets, relations, functions, induction, and other methods of proof, recursion, combinatorics, graph theory, and algorithms. Emphasis is placed on proof and applying discrete mathematics to real-world problems.
Prerequisite: Successful completion of MA 205 with a grade of C- or better

MA 320 Linear Algebra (3 credit hours)
This course examines systems of linear equations, matrices, determinants, and vectors to motivate the study of linear spaces. Theory and applications are used to explore vector spaces, subspaces, inner product spaces, linear transformations, eigenvalues, eigenvectors, and orthogonality.
Prerequisite: Successful completion of MA 315 with a grade of C- or better

MA 330 History of Mathematics (3 credit hours)
The focus of this course is on the historical development and perspectives of mathematics including contributions of significant figures and diverse cultures. The course provides an overview of mathematical history from the earliest counting methods to mathematics today. Mathematical topics typically taught in the secondary classroom will be studied in detail for students to develop the historical context and foundational knowledge necessary to become a successful mathematics educator.
Prerequisite: Junior or above standing

MA 335 Combinatorics (4 credit hours)
This course examines counting methods from basic to advanced, including recurrence relations, generating functions, and the Principle of Inclusion-Exclusion. The study of relations, including equivalence relations, elements of graph theory, including graph coloring, and applications of trees, including minimal spanning trees, will also be studied.
Prerequisite: Successful completion of MA 315 with a grade of C- or better

MA 405 Modern Geometry (3 credit hours)
This course provides an overview of the field of Geometry by studying applications of Euclidean Geometry using GeoGebra as a visualization and verification tool. Emphasis will be placed on building competency in proof.
Prerequisite: Successful completion of MA 315 with a grade of C- or better

MA 420 Abstract Algebra (3 credit hours)
Abstract Algebra is the study of the basic underlying structures that occur in mathematical systems. This course introduces the basic ideas and applications of group theory. Elementary properties of groups and functional relationships between groups are studied including cyclic, permutation and symmetric groups, cosets (including Lagrange's theorem), subgroups and normal subgroups, homomorphisms, isomorphisms, and abelian groups.
Prerequisite: Successful completion of both MA 315 and MA 320 with a grade of C- or better

MA 475 Mathematics Education Capstone (3 credit hours)
This capstone course is designed as a culminating experience for pre-service and in-service secondary mathematics teachers. Students will connect the undergraduate mathematics curriculum to the secondary mathematics curriculum through collaboration, exploration, and activities. Emphasis will be placed on developing effective mathematics teaching strategies, researching current mathematics teaching theory, and using technology to enhance learning.
Prerequisite: Junior or above standing

MAQC 620 Project Management (3 credit hours)
In this course, students will learn to interpret the role of professional responsibility in project management and evaluate the application of the proper project management tools and techniques to create a project plan. The course also will allow students to determine the necessary components to create a project schedule including critical path, PERT, and Gantt charts.
Prerequisites: MBA 520 and MBA 624

MAQC 660 Business Decision for Contracting (3 credit hours)
This course focuses on the pre-award business and contracting knowledge necessary to process complex procurement with an emphasis on the following topics: business relationships, strategic sourcing, risk management, contract financing, subcontracting plans, source selection, and contractor responsibility. Students can apply the knowledge learned to practical exercises involving acquisition planning, source selection, and award of technical support service contracts. Additional topics include service case communication, teaming and leadership, customer analysis, spend analysis, multiple award IDIQ, and formal source selection.
Prerequisites: MBA 520 and MBA 624

MAQC 670 Legal Considerations for Contracting
(3 credit hours)
This course focuses on the legal considerations in the procurement process with an emphasis on contract law, fiscal law, protests, assignment of claims, subcontracting, dispute and claims, fraud, debt, and terminations.
Prerequisites: MBA 520 and MBA 624

MAQC 675 Cost Analysis and Negotiation Techniques
(3 credit hours)
This course focuses on cost analysis and negotiation techniques and topics including cost analysis, quantitative techniques, indirect cost, accounting and est. systems audits, FCCM, profit analysis, and negotiations of acquisition planning, cost analysis, negotiation, and contract administration.
Prerequisites: MBA 520 and MBA 624

MBA 500 Business Performance Management (3 credit hours)
Students develop their knowledge of fundamental business functions and processes, including management of human capital, marketing, operations, and finance, applying this knowledge to realistic business problems in a variety of organizational settings. These business problems address ethical, economic, social, and other environmental factors that impact the creation of value for customers, markets, and society, both domestically and globally. Emphasis is placed on developing effective strategic decision-making and communication skills.
Prerequisite: Graduate standing

MBA 520 Financial Reporting and Analysis (3 credit hours)
Emphasis is placed on understanding reported financial information used to assess a company's current performance, future risks, and business opportunities. Students develop skills necessary to understand the performance impact on financial statements and how economic events such as operating activities, corporate investments, and financing transactions affect the three main financial statements – the income statement, balance sheet, and statement of cash flows.
Prerequisite: Graduate standing

MBA 611 Economics (3 credit hours)
This course presents fundamental micro and macroeconomic concepts relevant to managers and other policymakers in business and government. Students are challenged to recognize, apply, and assess these concepts to decision-making in business management and public policy. Students address the applicability of economic concepts to themselves, businesses, and society. Concepts and implications fundamental to the market supply and demand economic framework are addressed with an emphasis on their application to the firm and individual. Additionally, macro-economic concepts, including an overall aggregate model of the economy are addressed. Students are encouraged to take a holistic view of how economic concepts impact the firm.
Prerequisite: Graduate standing

MBA 615 Human Capital & Organizational Performance
(3 credit hours)
This course focuses on the human and structural aspects of organizational management at the individual, group, and organizational levels. Students assess, evaluate and apply evidence-based management practices and theory that can lead to tangible organizational performance outcomes, such as increased job satisfaction and organizational commitment, increased revenue and profits, improved motivation and conflict resolution techniques, greater work-life balance, and enhanced leadership effectiveness.
Prerequisite: MBA 500

MBA 624 Business Analysis for Decision Making
(3 credit hours)
The use of a variety of business analytics techniques, including quantitative and qualitative descriptive analysis tools, to support informed decision-making serves as a major focus of this course. Techniques addressed include tabular and graphical displays of data such as the bar chart and histogram, numerical measures such as the mean and standard deviation, and linear regression. Critical evaluation of actual business scenarios will be conducted during this course.
Prerequisites: MBA 500 and MBA 520

MBA 628 Opportunity, Analysis, Creativity, & Sustainability
(3 credit hours)
This course examines how to discover and exploit entrepreneurial opportunities. Attention will be given to both consumer and business markets and the identification of market segments in order to identify target markets that present opportunities for high growth. Issues concerning the creativity needed to develop innovative value propositions to access these opportunities will be given particular focus.
Prerequisite: MBA 500

MBA 634 Advanced Organization Management and Theory
(3 credit hours)
This course examines how the design and context of organizations influence the functions within them. Students will become familiar with the historical background and theory-related processes and strategies for studying

organizational characteristics and environmental conditions that impact the formation, growth, survival, and decline of organizations. Students will learn how size, structure, technology, life cycle, globalism, and organizational culture affect a firm's ability to address problems through change and development.
Prerequisite: MBA 500

MBA 635 Marketing & New Media Strategy (3 credit hours)
Students integrate classical marketing theory with innovative marketing techniques and tactics to support a firm's overall marketing and business strategies. Students will learn how to assess, select and integrate digital technologies, analytical approaches, and social media in concert with a firm's overall marketing strategy.
Prerequisite: MBA 500

MBA 638 Applied Leadership Dynamics (3 credit hours)
This course provides a framework for management students to become more proficient in recognizing, understanding, predicting, and controlling the dynamics and outcomes of organizational culture and competitiveness. Accordingly, this course is designed to introduce students to a variety of contemporary leadership theories and provide some suggested methods for developing leadership capacity at the individual and organizational levels. Topics include leadership selection, succession planning, and leadership styles and effectiveness under various market conditions. Effective communication and the role of personality types are also considered.
Prerequisite: MBA 615 and MBA 634

MBA 641 Accounting for Performance Management (3 credit hours)
Students develop the knowledge of accounting information concepts that enable them to develop recommendations for improving the performance of the firm. Students gain skills and knowledge in topics such as cost-volume-profit analysis and the balanced scorecard to support budget preparation and variance analysis to improve company performance.
Prerequisite: MBA 624

MBA 655 Financial Management & Strategy (3 credit hours)
Students acquire knowledge, skills, and abilities to evaluate financial performance and strategies to utilize limited resources to optimize the financial value of a business. Key elements of the course include assessing financial performance, understanding financial and economic markets, computing the value of money, and cash flows over time, performing risk analysis and project valuation.
Prerequisite: MBA 624

MBA 664 Marketing Research (3 credit hours)
MBA 664 examines the marketing research process of gathering, analyzing, and using information that contributes to effective marketing decisions. Course emphasis includes exploratory, descriptive and causal research, data collection methods, and reporting/presenting marketing research reports.
Prerequisite: MBA 500

MBA 665 Advanced Law (3 credit hours)
This course is a comprehensive study of law and its application in business operations and examines the influence of political, social, and regulatory issues on the formation and interpretation of the law. Topics include contracts, negotiable instruments, bankruptcy, agency and employment relationships, and property concepts. Emphasis is placed on applying these concepts to business decisions while considering both ethical and global perspectives.
Prerequisite: MBA 500

MBA 667 Regulation and Ethics for International Business (3 credit hours)
This course is an examination of the basic categories of regulations and laws to develop the framework within which organizations operate in the global economy. The international framework will be contrasted with the one constraining domestic operations. Skills in making ethical, strategic decisions within this framework will be developed through comprehensive international case problems. Ethical and moral analysis will examine issues in human rights, environmental considerations, investment, and social responsibility considerations.
Prerequisite: MBA 500

MBA 670 Essentials of Supply Chain Management in a Global Environment (3 credit hours)
This course examines classical and contemporary issues in managing supply chains in domestic and global environments. The capabilities that a supply chain must have to support a firm's business strategy are studied. Students learn to analyze and assess the strategic role of the supply chain and the fundamental issues in managing them. Methodologies for designing and planning a supply chain are introduced and methods to apply them in supply chain activities are learned.
Prerequisite: MBA 500

MBA 674 Emerging Topics in Supply Chain Management (3 credit hours)
With the business environment constantly changing, new strategies and topics in supply chain management emerge continuously. This course is devoted to bringing such topics to the foreground. It examines the emerging issues by evaluating their immediate and long-term impact on traditional supply chain management theories as well as other business disciplines and practices. Contemporary readings and guest speakers supplement traditional academic literature and textbooks as the topics are fluid and very dynamic.
Prerequisite: MBA 670

MBA 675 Operations & Logistics in the Value Chain (3 credit hours)
Emphasis is placed on the operational activities that successfully create and deliver products and services across the entire supply chain from the raw material to the final product. Included is the development of those performance skills which enhance the supplier and customer relationships and the order fulfillment activities. Techniques addressed include demand forecasting, quality performance analysis, and productivity measurement.
Prerequisites: MBA 641 and MBA 655

MBA 676 Information Technology Practices for Managing the Supply Chain (3 credit hours)
This course examines the importance of various technology-driven practices which affect the performance of supply chains, such as timely information sharing, reducing lead times, and reducing inventory levels, are examined. Software and products used in managing supply chains, such as Vendor Managed Inventory (VMI), are introduced. The advantages and disadvantages of each are analyzed, and students learn how they benefit the enterprise and how to propose choices for various industries.
Prerequisite: MBA 670

MBA 677 Logistics Management (3 credit hours)
The course provides students with a thorough overview of the Logistics Management concepts and their interface with other functional areas. Students will learn about activities involved in moving and storing materials and information through the supply chain. Course activities include developing and integrating models of procurement, transportation, warehousing, materials handling, and information storage. Problem-solving projects and assignments require basic knowledge of Excel and Access.
Prerequisites: MBA 624 and MBA 670

MBA 680 Strategy Innovation & Integration (3 credit hours)
The capstone course provides an opportunity to integrate and apply strategic performance principles presented in the MBA program. Experience is gained in formulating key strategic, financial, marketing, and operational decisions necessary to operate a successful business and measure their success in doing so.
Prerequisites: MBA 615, MBA 635 and MBA 675

MBPC 500 Introduction to Business and Professional Communication (3 credit hours)
This course is an overview of the foundations for professional success in business and professional communication. Emphasis is placed on applying communication and management theories to practices in contemporary organizations, implementing optimal interpersonal communication strategies, and deploying advantageous group communication strategies.
Prerequisite: Graduate standing

MBPC 521 Writing on Purpose (3 credit hours)
This course examines theories, readings, and best practices surrounding written communication strategies to empower students with effective and efficient communication skills. Primary focus is on planning strategically and writing professionally to produce emails, short reports/white papers, and presentations to achieve desired results.
Prerequisite: Graduate standing

MBPC 540 Twenty-First Century Communication Technologies (3 credit hours)
New communication technologies enable a shift from static information for clearly defined stakeholders to dynamic communities of interest with blurred lines of responsibility and leadership. Students in this course investigate organizational changes fostered by electronic collaboration, social networking, idea sharing, and knowledge building. Students experiment with new communication tools and analyze readings about the impact of rapidly changing methods of communication on organizational cultures.
Prerequisite: Graduate standing

MBPC 580 Leadership and Organizational Communication (3 credit hours)
This course examines organizational communication and leadership from distinct perspectives, including symbolic, political, structural, and human resources. The course also focuses on designing, implementing, and assessing interventions for improving leadership communication in organizations.
Prerequisite: Graduate standing

MBPC 610 Conflict and Negotiation (3 credit hours)
This course is a study of the causes and resolution of conflict. Emphasis is placed on the theory and practice of negotiation as a primary means of resolving conflict.
Prerequisite: Graduate standing

MBPC 640 Ethics and Decision Making (3 credit hours)
Students examine the principles and practices of ethical behaviors at individual, organizational and social levels, and how decision-making reflects ethical principles. In addition, students address appropriate organizational responses to ethical dilemmas and effective modes for communicating such responses.
Prerequisite: Graduate standing

MBPC 660 Interpersonal and Intercultural Communication (3 credit hours)
In this course, students develop the knowledge and communication skills necessary to thrive in an intercultural world. The course addresses the importance of intercultural communication; the relationships among cultures, communication, and identity; and common cultural patterns. Emphasis is placed on the roles of language and nonverbal communication and the development of intercultural communication skills. Students will research and discuss best practices for professional behavioral expectations and for confronting problems and misconceptions whether conducting business locally or globally.
Prerequisite: Graduate standing

MBPC 680 Business and Professional Communication Capstone (3 credit hours)
This capstone course requires students to communicate a comprehensive understanding of accumulated knowledge and skills by identifying, analyzing, and proposing solutions to a managerial communication problem in the workplace. Students will make a multimedia presentation of their findings.
Prerequisite: 18 credits in the Business and Professional Communication Core

MCC 501 Helping Relationships and Orientation to the Counseling Profession (3 credit hours)
This course assists the student in obtaining and demonstrating proficiency in basic helping skills associated with the practice of professional counseling and helping relationships. In addition, the course will address the history, philosophy, and trends associated

with the field of professional counseling. Personal characteristics influencing the helping process, as well as self-care strategies of the professional counselor, are explored in this course.
Prerequisite: Acceptance into the Master of Science in Clinical Mental Health Counseling program or written permission of the Clinical Mental Health Counseling Program Director

MCC 502 Introduction to Counseling Theories (3 credit hours)
This course surveys major conceptual and theoretical perspectives and practices commonly associated with the field of professional counseling. Students explore psychoanalytic, Adlerian, existential, person-centered, Gestalt, behavioral, cognitive-behavioral, reality, feminist, post-modern, and general family systems theories. This course addresses the historical and philosophical development of counseling theories, and how they impact current practice. Students are provided opportunities to reflect upon how to best match counseling theories based on specific client issues, concerns, and characteristics for case conceptualization. Students identify how their own personal experiences, biases, and preferences impact theory selection while developing their own personal style of counseling.
Prerequisite: Acceptance into the Master of Science in Clinical Mental Health Counseling program or written permission of the Clinical Mental Health Counseling Program Director

MCC 507 Research Methods and Program Evaluation in Counseling (3 credit hours)
This course provides students with knowledge and skills for using evidence-based research strategies and program evaluation relevant to the field of professional counseling. This course covers quantitative, qualitative, single-case, and mixed research methods and designs. Students learn to evaluate research designs (internal validity and external validity of studies) and to apply statistical concepts, data analysis, and program evaluation procedures. Students learn about standardized measurements and their properties (validity and reliability), central tendency, and variability.
Prerequisite: Acceptance into the Master of Science in Clinical Mental Health Counseling program or written permission of the Clinical Mental Health Counseling Program Director

MCC 520 Human Development Throughout the Lifespan (3 credit hours)
This course surveys theories, scholarship, and research on human development throughout the lifespan. Students examine biological, neurological, cognitive, emotional, and social-cultural factors influencing individual development within a multicultural framework. The reciprocal influences of crises; transitions; normal and abnormal development; psychopathology; and familial and community relationships are addressed. Particular attention to the application of these concepts to the work of professional counselors is explored.
Prerequisite: MCC 501 or written permission of the Clinical Mental Health Counseling Program Director

MCC 530 Ethical, Legal and Professional Issues in the Practice of Counseling (3 credit hours)
This course addresses ethical, legal, and professional issues commonly associated with the practice of professional counseling consistent with Council on Accreditation for Counselor and Related Educational Programs (CACREP) standards and the American Counseling Association's (ACA) Code of Ethics. National, regional, state licensure, and credentialing issues are addressed. This course identifies the systematic processes of identifying, implementing, and resolving ethical dilemmas mindful of various stakeholder concerns, including acting in the best interests of the client. The course explores personal and professional value systems, standards of practice, and legal issues in terms of how they impact decision-making processes and professional behavior.
Prerequisite: MCC 501 or written permission of the Clinical Mental Health Counseling Program Director

MCC 540 Assessment (3 credit hours)
This course explores the history, development, and effective use of various types of assessment tools for evaluation and diagnosis purposes within a variety of professional counseling settings and applications. Students explore the ethical use and interpretation of standardized and non-standardized assessment tools including conducting behavioral observations, clinical interviewing, mental status examinations, symptom inventories, suicidal assessments, and personality assessments. Students further examine various factors influencing the use of assessment tools with multicultural and diverse populations.
Prerequisites: MCC 501, MCC 502, MCC 503 and MCC 520

MCC 550 Theories of Psychopathology (3 credit hours)
An examination of the evidence-based understanding of both normal and disordered mental states is conducted. The etiology, development, manifestation, and potential treatment of mental disorders in infants, children, adolescents, and adults are emphasized. Current theoretical and evidence-based models are explored including bio-medical, behavioral, cognitive, developmental, humanistic, interpersonal, psychoanalytic, and trait models.
Prerequisite: MCC 540

MCC 600 Diagnosis of Mental and Behavioral Disorders (3 credit hours)
The taxonomy and nosology of psychopathology are reviewed using the structure and guidelines of the current editions of both the Diagnostic and Statistical Manual of Mental Disorders (DSM) and the International Classification of Diseases (ICD) Manual. This course examines the disorders of infancy, childhood, adolescence, and adulthood. Emphasis is placed upon differential diagnosis for the purposes of case formulation and treatment planning.
Prerequisite: Successful completion of all foundation courses with an earned grade of C or higher or written permission of the Clinical Mental Health Counseling Program Director

MCC 605 Counseling Practicum (3 credit hours)
This course assists the student in obtaining and demonstrating proficiency in basic helping skills associated with the practice of professional counseling and helping relationships. In addition, the course addresses the history, philosophy, and trends associated with the field of professional counseling. Personal characteristics influencing the helping process, as well as self-care strategies of the professional counselor, are also explored in this course.
Prerequisites: Completion of all Foundational Coursework in the Clinical Mental Health Counseling program (24 hours), Permission of the Clinical Coordinator or designee, and proof of professional liability insurance

MCC 610 Group Processes and Facilitation (3 credit hours)
This course provides students with a grounding in the principles of group dynamics, group facilitation styles and approaches, and theories and methods of group counseling essential for a professional counselor in a multicultural society. In a workshop environment, students develop the ability to assess how their own methods and the dynamics of group interaction facilitate cognitive, emotional, and behavioral change. Students are provided with a minimum of ten hours of group experience, with at least one hour of group facilitation experience.
Prerequisite: Successful completion of all foundation courses with an earned grade of C or higher or written permission of the Clinical Mental Health Counseling Program Director

MCC 638 Social and Cultural Diversity (3 credit hours)
This course explores how cultural factors, such as race, ethnicity, gender, sex, sexual orientation, socioeconomic status, religion, and disability status, shape, inform, and impact minority populations, marginalized populations, diverse groups, and dominant cultures. Experiential methods of learning are emphasized, including the development of self-awareness in the counselor, along with an appreciation for the experiences of others from different backgrounds and experiences. Traditional counseling theories, as well as more recent approaches to counseling diverse groups, are analyzed for ethical and practical implications including their integration into assessment, diagnosis, and treatment issues. The counselor's role in addressing advocacy and justice is explored including issues of power and privilege.
Prerequisite: Successful completion of all foundation courses with an earned grade of C or higher or written permission of the Clinical Mental Health Counseling Program Director

MCC 642 Foundations of Addictions Counseling
(3 credit hours)
This course provides counselors in training with an overview of the addictive process and the practice of addiction counseling. Students develop conceptual knowledge, practical skills, and self-awareness concerning the etiology of addiction and its impact across the life span. Models of addiction and professional issues in Addiction Counseling such as co-occurring disorders, process addictions, and mental illnesses are addressed. Assessment, diagnosis, and treatment of addictions with diversity and advocacy issues are also explored.
Prerequisite: Successful completion of all foundation courses with an earned grade of C or higher or written permission of the Clinical Mental Health Counseling Program Director

MCC 645 Career Development (3 credit hours)
This course introduces students to the theories of career development as well as the assessment tools and counselor practices associated with helping clients achieve congruence in their career development patterns. Students explore interrelationships between factors such as age, gender, family, life roles, and multicultural issues as they relate to career and educational planning.
Prerequisite: Successful completion of all foundation courses with an earned grade of C or higher or written permission of the Clinical Mental Health Counseling Program Director

MCC 650 Couples and Family Counseling (3 credit hours)
This course introduces students to a broad range of theoretical approaches and interventions in the field of couples and family counseling with an emphasis on the systemic and relational components commonly associated with working with couples and families. The impact of societal changes, trauma, and mental health disorders on the family system is studied. Theories and models of couple and family resilience as well as the promotion of wellness over the family life span are introduced. Knowledge of how to effectively counsel couples and families, including problem identification, treatment planning, intervention, family wellness education, and relapse prevention are emphasized.
Prerequisite: Successful completion of all foundation courses with an earned grade of C or higher or written permission of the Clinical Mental Health Counseling Program Director

MCC 661 Applied Neuroscience and Psychopharmacology
(3 credit hours)
This overview and introduction to the role and function of the central nervous system in psychopathology, and its pharmaceutical treatment, prepare the mental health professional to both have a basic understanding of psychopharmacology, and to work with prescribing physicians to maximize the effectiveness of medication, and to quickly detect adverse effects.
Prerequisite: Successful completion of all foundation courses with an earned grade of C or higher or written permission of the Clinical Mental Health Counseling Program Director

MCC 662 Treatment of Child and Adolescent Disorders
(3 credit hours)
Treatment methods for children and adolescents, both historical and those that are well established and/or based upon evidentiary support are reviewed. The applications of specific techniques are examined with respect to specific diagnoses and practice in their application is provided. Included are cognitive-behavioral therapy, behavior modification, token economy programs, parent training programs, and play therapy. The pros and cons of "manualized treatment" for children and adolescents are examined as are concerns regarding ethics and multicultural issues with respect to children and adolescents. This course is one of three elective courses that can be used to meet clinical counseling degree requirements.
Prerequisite: Successful completion of all foundation courses with an earned grade of C or higher or written permission of the Clinical Mental Health Counseling Program Director

MCC 663 Human Sexuality (3 credit hours)
This course is designed for counseling and human service professionals whose work brings them into contact with clients experiencing problems and concerns with their sexuality. Information about human sexuality across the lifespan is included. The course is designed to develop: a) students' knowledge base related to human sexuality, b) an understanding of the varied sexuality issues which may be encountered in professional counseling practice, c) students' skills in assessment and intervention techniques with sexuality issues, and d) increased awareness of one's personal perceptions, attitudes and affect related to sexuality issues. Course participants become more effective in identifying, assessing, and intervening with human sexuality-related clinical counseling issues.
Prerequisite: Successful completion of all foundation courses with an earned grade of C or higher or written permission of the Clinical Mental Health Counseling Program Director

MCC 664 Trauma, Crisis, and Traumatic Stress Counseling (3 credit hours)
This course is designed to help students understand the theory and practice of counseling individuals, groups, and/or families in response to a crisis or traumatic event. Students will be able to understand the principles of intervention as well as the impact of crisis, traumatic stress, natural disasters, and other trauma-causing events on people. Students will also be able to demonstrate the ability for assessing and managing suicide risk.
Prerequisite: Successful completion of all foundation courses with an earned grade of C or higher or written permission of the Clinical Mental Health Counseling Program Director

MCC 665 Orthodox Judaic Theoretical Perspectives (3 credit hours)
This course focuses on the Orthodox Jewish theoretical perspectives on mental health services. It includes the Jewish ethical and religious view of the community and its leadership in relation to mental health services. It serves to increase the awareness and understanding of the unique mental health issues and needs of the community. It studies the community's prevalent mental health disorders and social ills. It discusses the community barriers to the acceptance and accessibility of services. It highlights the essential role of the Orthodox Jewish counselor in prevention, assessment, and treatment.
Prerequisite: Successful completion of all foundation courses with an earned grade of C or higher or written permission of the Clinical Mental Health Counseling Program Director

MCC 670 Advanced Counseling Skills, Techniques, and Practices (3 credit hours)
This course builds upon foundational and advanced coursework reinforcing the applied aspect of counseling skills, techniques, and evidenced-based intervention. Topics include case conceptualization, assessment, diagnosis, treatment planning, termination, and documentation. Students examine and discern how personal counselor characteristics, belief systems, biases, and attitudes influence the overall therapeutic process; and, students discuss effective strategies for monitoring and managing these issues. Students demonstrate the successful use of counseling skills and techniques appropriate for varying client issues, needs, and situations.
Prerequisites: MCC 600 and successful completion of all foundation courses with an earned grade of C or higher or written permission of the Clinical Mental Health Counseling Program Director

MCC 691 Clinical Internship I (3 credit hours)
The Internship is an advanced clinical, experiential course designed to strengthen students' skills and understanding of the practice of clinical mental health counseling through supervised practice. In this course, students complete 200 hours of supervised practice, forty percent of the hours must be direct service with clients/patients/consumers. A minimum of 10 hours of leading or co-leading group work is required prior to Internship III. Additionally, students attend weekly classes led by Program Faculty designed to deepen their learning and growth at the Internship site.
Prerequisites: Successful completion of MCC 600, 605, 610, and 670, permission of the Clinical Coordinator or designee, proof of professional liability insurance, and completion of Residency II

MCC 692 Clinical Internship II (3 credit hours)
The Internship is an advanced clinical, experiential course designed to strengthen students' skills and understanding of the practice of clinical mental health counseling through supervised practice. In this course, students complete 200 hours of supervised practice, forty percent of the hours must be direct service with clients/patients/consumers. A minimum of 10 hours of leading or co-leading group work is required prior to Internship III. Additionally, students attend weekly classes led by Program Faculty designed to deepen their learning and growth at the Internship site.
Prerequisites: Successful completion of MCC 691, permission of the Clinical Coordinator or designee, and proof of professional liability insurance

MCC 693 Clinical Internship III (3 credit hours)
The Internship is an advanced clinical, experiential course designed to strengthen students' skills and understanding of the practice of clinical mental health counseling through supervised practice. In this course, students complete 200 hours of supervised practice, forty percent of the hours must be direct service with clients/patients/consumers. A minimum of 10 hours of leading or co-leading group work is required prior to Internship III. Additionally, students attend weekly classes led by Program Faculty designed to deepen their learning and growth at the Internship site.
Prerequisites: Successful completion of MCC 692, permission of the Clinical Coordinator or designee, and proof of professional liability insurance

MCC 694 Clinical Internship IV (3 credit hours)
The Internship is an advanced clinical, experiential course designed to strengthen students' skills and understanding of the practice of clinical mental health counseling through supervised practice. In this course, students complete a minimum of 200 hours of supervised practice, forty percent of the hours must be direct service with clients/patients/consumers. Additionally, students attend weekly classes led by Program Faculty designed to deepen their learning and growth at the Internship site.
Prerequisites: Successful completion of MCC 693, permission of the Clinical Mental Health Counseling Program Director and Clinical Coordinator or designee, and proof of professional liability insurance

MCC 698 Residency I (0 credit hours)
Required at the first available term after enrollment. Residency I provides an orientation to the Clinical Mental Health Counseling program. This orientation includes information about the requirements and expectations of the program as well as an introduction to the use of technology, the library, and writing center. Students will have instruction in basic counseling skills, engage in a growth group experience, and participate in a cultural experience designed to expand their cultural understanding and perspective.

MCC 699 Residency II (0 credit hours)
Required once students begin taking advanced coursework; must be completed prior to Internship I. Residency II focuses on professional and continued skills development. Networking and wellness will be a focus of instruction. Additionally, students will have training in advanced counseling skills and group skills. Suicide assessment will be addressed and intervention training will be provided. Finally, practicum and internship requirements and expectations will be addressed.

MGMT 150 Essential Management Skills (3 credit hours)
This course provides an introduction to the role of manager and enables students to learn the basic skills necessary to be a successful front-line supervisor. This course will also develop students' knowledge of the processes inherent to achieving desired results through efficient utilization of human and material resources.

MGMT 175 Effective Leadership Practices (3 credit hours)
This course examines the important supervisory and managerial topic of leadership. This course helps frontline supervisors identify the qualities of effective leaders, understand different leadership styles, know how to build credibility and trust, and lead employees and teams in challenging times of change.
Prerequisite: MGMT 150

MGMT 300 Critical Business Communications (4 credit hours)
This course builds practical skills that are essential to effective communication and relationship building with an organization's internal and external stakeholders. Students employ the communication process to develop effective messaging and diffusion of information. Emphasis is placed on the use of traditional and digital media formats to reach target audiences and achieve organizational and business goals. Ethical and legal considerations in business communications also are explored.

MGMT 301 Foundations for Professional Success
(4 credit hours)
This course prepares students for success in their academic and professional careers. The foundation for learning is established for professional skill development through practical experience, a focus on communication, problem-solving, collaboration, and citizenship. Learner strengths are assessed and analytical, relational, and resilience skills are developed.

MGMT 305 Problem-Solving and Analysis (4 credit hours)
This course prepares students for success in their academic and professional careers. The foundation for learning is established for professional skill development through practical experience. The foundation for learning is established for professional skill development through practical experience, a focus on communication, problem-solving, collaboration, and citizenship. Learner strengths are assessed and analytical, relational, and resilience skills are developed.

MGMT 310 Fiscal Management (4 credit hours)
This course focuses on the skills required at the management level to understand financial data and reliable tools that drive decision-making within the organization. Students will gain an overview of the practical application of accounting concepts and processes that relate to the overall economic health of the organization. Emphasis will be placed on how to use these basic concepts to support organizational decision-making and growth in today's rapidly changing environment.

MGMT 400 Leadership and Management Skills (4 credit hours)
This course investigates how management and leadership roles often overlap. This course provides insight and understanding of what effective managers and leaders do to optimize success within the business environment. Emphasis is placed on understanding leadership and its role in managing people through behavior, influence, and communication.

MGMT 405 Organizational Behavior (4 credit hours)
The focus of this course is to understand the impact that behavior has on organizational effectiveness. Emphasis is placed on how reward systems, personality, decision-making, group dynamics, and organizational structure influence a company's ability to achieve its goals. Students will analyze the factors that affect organizational performance and contribute to organizational success.

MGMT 410 Global Business (4 credit hours)
This course examines strategic decision-making in a global environment and strategies for operating in a global economy. Emphasis will be placed on the benefits and drawbacks of a global strategy and sensitivity to cultural diversity.

MGMT 415 Leading and Managing Change (4 credit hours)
This course investigates management roles and some of the key elements that facilitate the success or failure of organizational change. Particular emphasis is placed on leading and managing individual, group, and organizational change. The course focuses on practical challenges faced by those tasked with leading and implementing change.

MGMT 420 Ethical Management and Sustainability
(4 credit hours)
This course introduces students to the principles and practices of ethics, sustainability, and responsibility at individual, organizational, and social levels. Students study the effects of ethical and unethical behavior on organizational success. Emphasis will be placed on the responsible management practices in the workplace.

MGMT 430 Management Capstone (4 credit hours)
This course brings together the skills and knowledge gained throughout the management program. Students are assessed on their comprehensive knowledge of theories and concepts in management. The course focuses on managerial concepts and techniques developed in previous management courses.

MHA 603 Health Information Technology and Administration (4 credit hours)
This course introduces students to the integration and application of health information technology (HIT) for improved organizational and patient outcomes. The course focuses on current changes in state and federal mandates for HIT, leadership, and administration of HIT, as well as specific HIT applications for individual healthcare organizations and patient care modalities.

MHA 627 Legal, Ethical, and Compliance Issues (4 credit hours)
This course examines the multitude of laws, legal entities, and compliance issues associated with administration within healthcare organizations. The complexity of ethical issues, both administrative and biomedical, is discussed in various applied medical settings.

MHA 628 Organizational Design and Delivery Systems (4 credit hours)
This course provides students with a foundational view of healthcare delivery systems in the United States. Students discuss the formal structure of healthcare organizations and how costs, access, and quality impact the delivery of care. Emphasis is placed on healthcare as a system of care delivery.

MHA 632 Quality Management (4 credit hours)
A general systems perspective and introduction to the administrative skills necessary to integrate quality management strategies are explored in this course. The course examines best-practice research and practical methods for assisting organizations with responding to healthcare quality challenges.

MHA 649 Leadership and Team Development (4 credit hours)
The critical role that leaders face in dynamic and complex healthcare organizations is a focus of this course. Students will be exposed to knowledge, skills, and behaviors that are critical to effectively leading positive outcomes for healthcare organizations. In this course, the development of multidisciplinary teams within the healthcare environment is examined.

MHA 662 Healthcare Finance (4 credit hours)
An introduction to healthcare finance, including management control processes, financial statement analysis, ratio analysis, variance analysis, and capital structure is the focus of this course. A foundational background of the economics of today's healthcare environment is examined.

MHA 672 Operations Management (4 credit hours)
This foundational course is about finding the best processes and systems for the management of complex healthcare organizations. Operational planning issues include process design, systems theory, project management, facilities, and supply chain management, and health information systems throughout multi-level administrative positions.

MHA 674 Strategic Management for Healthcare Organizations (4 credit hours)
The application of strategic management principles for leading healthcare organizations is the focus of this course. Emphasis is placed on aligning resources with strategic organizational outcomes. Students will conduct an internal and external analysis of their healthcare organization in order to make recommendations regarding its competitive position and opportunity for improved performance.

MHA 677 Human Resource Management (4 credit hours)
An overview of human resource management practices in healthcare organizations is provided in this course. The course examines how changing workforce demographics, work design, emerging technologies, and employment law and regulations impact the role of healthcare administrators.

MHRC 311 Foundations for Professional Success (4 credit hours)
This course prepares students for success in their academic and professional careers. The foundations of professional success are established through the introduction and use of MS Office resources, Bellevue University Library resources, and self-assessments.

MHRC 312 Introduction to Human Resource Management (4 credit hours)
This course provides an overview of critical concepts and issues related to the various functional areas of Human Resource Management. Additional topics addressed in this course include, but are not limited to: a) introduction to career management; b) introduction to Human Resource evaluation and metrics.
Prerequisite: Acceptance into a College of Business accelerated degree completion program

MHRC 322 Employment and Labor Laws (4 credit hours)
This course provides an overview of employment-related laws and concepts. Concepts addressed include but are not limited to: (a) application of laws and concepts to Human Resource functions, scenarios, and related activities, (b) influence of the legal/economic conditions, (c) policy development, and (d) enforcement.
Prerequisite: Acceptance into a College of Business accelerated degree completion program

MHRC 329 Recruitment, Selection and Placement of Human Resources (4 credit hours)
This course addresses critical issues in the selection and placement of human resources. Concepts addressed include but are not limited to: (a) legal and regulatory factors affecting selection and placement of human resources, (b) recruiting practices, selection practices, (c) job analysis and related processes, (d) impact of various economic conditions on recruitment efforts, (e) evaluation. Current topics will also be addressed, such as the changing nature of recruiting practices.
Prerequisite: Acceptance into the MHRC degree program

MHRC 426 Training and Development of Human Resources (4 credit hours)
This course looks at training and development as avenues to strategic competitive advantage. Concepts addressed include but are not limited to: (a) legal and regulatory factors affecting training, (b) training needs analysis, (c) budgets, and (d) evaluation of training and development programs. Current topics will also be addressed, such as the growing utilization of various types of e-training programs and economic considerations.
Prerequisite: Acceptance into the MHRC degree program

MHRC 436 Employee and Labor Relations (4 credit hours)
This course addresses critical concepts involved with employee and labor relations. Concepts addressed include but are not limited to: (a) legal and regulatory factors affecting employee rights, discipline, and performance management, (b) legal and regulatory factors affecting labor relations, unfair labor practices, and collective bargaining practices. Current topics will also be addressed, such as the economy and political climates in relation to unionization and overall workforce management.
Prerequisite: Acceptance into the MHRC degree program

MHRC 446 Compensation Administration (4 credit hours)
This course addresses critical concepts involved with development and administration of compensation. Concepts addressed include but are not limited to: a) legal and regulatory factors affecting compensation plans strategies, b) types, characteristics, and advantages of compensation strategies, c) the strategic nature of compensation strategies, and d) performance management. Current topics will also be addressed, such as executive compensation, pay for performance, and overall compensation practices relative to the changing nature of the economy.
Prerequisite: Acceptance into the MHRC degree program

MHRC 456 Benefits Administration (4 credit hours)
This course addresses critical concepts involved with the development and administration of benefits. Concepts addressed include, but are not limited to: a) strategic nature of benefits, b) mandated vs. voluntary benefits, c) controlling benefit costs. Current topics will also be addressed, such as new healthcare legislation and strategies for managing benefit costs.
Prerequisite: Acceptance into the MHRC degree program

MHRC 467 Business and HR Analytics (4 credit hours)
This course focuses on the practical application of various aspects of business operations from a Human Resource perspective. Concepts address, but are not limited to: (a) Human Resource metrics/evaluation, (b) data-driven decision-making, (c) Human Resource "Scorecards" and (d) strategic business decisions and partnerships.
Prerequisite: Acceptance into a College of Business accelerated degree completion program

MHRC 476 Human Resource Management Capstone Project (4 credit hours)
This course is designed to incorporate all aspects of Human Resource Management into a comprehensive project. In addition, students will conduct in-depth research in the Human Resource field as well as prepare material designed to aid them in their careers.
Prerequisite: Acceptance into the MHRC degree program

MHS 503 Statistics and Quantitative Research Methods (3 credit hours)
This course orients the student to statistical concepts and measurements including scales of measurements, distributions, central tendency, validity, and reliability. Quantitative research method design is addressed. Students explore the role of research as it relates to the use and application of research for Human Services administrators.

MHS 504 Qualitative Research Methods and Program Evaluation (3 credit hours)
This course integrates and expands upon the content in MHS 503, while further expanding the discussion of research methods to include qualitative research, mixed-methods design, and program evaluation. Grounded theory research, single-case study design, phenomenological principles, and qualitative interviewing techniques, data collection, coding, and analysis are addressed. Students explore program evaluation concepts, including needs assessment, study design, outcome measures, and integration of data into program modification and improvement.
Prerequisites: Completion of MHS 521 and MHS 503 or written permission of the Program Director

MHS 510 Introduction to Human Services Administration (4 credit hours)
This course provides the foundation for the personal and conceptual skills requisite to assuming the role of an effective Human and Social Services Administrator. Skills, including time and stress management, oral and written communication, as well as the management of one's power and influence in organizations are covered. The frameworks of legislation, policy, and human resource and client relations are also examined and discussed.

MHS 521 Communications for Human Services (4 credit hours)
This course examines best practices surrounding written communication strategies for the Human Services administrator. The course will empower students with effective and efficient communication skills. This course will focus on client reports, psychosocial histories, evaluations, professional papers, research reports, papers for mass audiences, requests for funding, letters to the editor, the use of the internet in helping clients, presentations, and the privacy rules of HIPAA, along with an emphasis on the rules and application of APA Style.

MHS 530 Ethics for Human Services (4 credit hours)
This course examines theoretical and practical ethical standards for management in a variety of human service settings. Students assess their own values and professionalism and prepare for future professional growth. They develop a personal/professional framework for ethical decision-making after studying a range of different models. Also emphasized is knowledge of relevant ethical codes in human services.

MHS 580 Community Engagement (4 credit hours)
This course emphasizes helping students develop an understanding of program administration and practice within the context of the community. Specific attention is given to the assessment of community assets and needs and to the active engagement of community members in the pursuit of mutually beneficial goals (volunteerism, community presence, social networking with a community, connections between diverse social service and community organizations, and so on).

MHS 610 Internship/Fieldwork (3 credit hours)
This internship course provides an opportunity for students to apply their knowledge in a supervised human services context that will enhance administrative and leadership skills. Students will complete their internship at a community-based agency with an emphasis on service coordination and community outreach. The MHS 610 Internship/Fieldwork course requires 200 clock hours of an outcome-based Internship experience under the guidance of an experienced professional.
Prerequisites: 75% of MAHS program completed, internship application submitted to Program Director, and permission of the Program Director to enroll

MHS 611 Applied Learning Project (3 credit hours)
This course is designed to support independent study and application of administrative skills and knowledge. Each student is responsible for the design and completion of a project-based activity with clear goals, timelines, and deliverables. Students are provided with an academic field supervisor and course environment in which to report, problem-solve, and share challenges and progress on their projects.
Prerequisites: MHS 503, 504, 521, 628, 635, and 75% of MAHS program completed

MHS 628 Sustainable Funding (4 credit hours)
This course examines the importance of ensuring sustainable funding as a necessary skill for administrators of human service organizations. This course presents a number of ways to ensure funding from public and private sources. Areas of emphasis include researching public policy, industry trends, and grant writing that incorporates legal and ethical considerations. This course includes the completion of a brief grant proposal.

MHS 635 Nonprofit Administration (4 credit hours)
This course focuses on nonprofit administrative theories, principles, and required knowledge and skills. The course includes research and analysis of financial, human resources and project management constructs in nonprofit/human services (NP/HS) administration. Compliance with federal, state, and local regulations is incorporated.

MHS 638 Social and Cultural Diversity (4 credit hours)
This course is designed especially for students interested in human services administration. The course addresses cultural, social, religious, and economic factors applicable to ethnic and minority populations, from both the perspective of the culturally diverse client and the administrator. Experiential and reflective methods of learning will be emphasized, as well as gaining insight into the manner in which one's own values influence one's interactions with others. This course emphasizes the organization's as well as the administrator's roles in administering programs that embrace the social and cultural diversity within organizations that serve the community.
Prerequisites: MHS 510 and MHS 521

MHS 640 Leadership and Application for Human Services (4 credit hours)
This course will provide knowledge, ethics and values, and skills involved in organizational leadership for human service. The focus is on the theoretical perspectives, organizational functions and structures, leadership styles, techniques and skills, and ethical and value-driven leadership needed by those who seek to specialize in human services agency administration. Students who successfully complete this course should possess effective organizational leadership competence for working with diverse and multicultural personnel and clients as well as working with vulnerable, oppressed, and disenfranchised populations.

MHS 645 Career Development (4 credit hours)
This course introduces students to the theories of career development, as well as the assessment tools and practices associated with helping employees achieve congruence in their career development patterns. Students explore interrelationships among such factors as age, gender, family, life roles, and multicultural issues, as they relate to career and educational planning. Topics within the context of an organization are also emphasized: succession planning; early-, mid-, and late-career, professional development; and the active promotion of connections between strategic planning, employee motivation and performance, and skill development. This class also focuses on worker motivation and resource development.

MIOP 501 Profession of Industrial/Organizational Psychology (3 credit hours)
This course focuses on the study of Industrial and Organizational Psychology from a practitioner's perspective by covering the major applied and theoretical practices common in the field. Students explore organizational strategy of systems, performance, and human capital management.

MIOP 506 Social Psychology (3 credit hours)
In this course, students will analyze the workplace from a social psychology perspective. This includes employee interactions, attitudes, motivation, and other psychological processes that affect the employee environment.

MIOP 511 Job Analysis and Performance Appraisal (3 credit hours)
This course introduces students to best practices and applications of job analysis and performance appraisal. Students will review approaches and evaluate the information gathered from these processes to support various organizational objectives including selection, compensation, employee motivation, training, and organizational culture.

MIOP 516 Applied Organizational Psychology (3 credit hours)
This course develops deep insights into how various aspects of social capital such as reputation, leadership, organizational policies, culture, and relationships combine to maximize organizational value by utilizing these intangible assets.

MIOP 521 Organizational Development (3 credit hours)
This course will explore how organizational interventions can be designed to mitigate risks for companies and implement change. The course will outline how to identify crucial factors that impact organizations, techniques used to assess needs, and application of an organizational development plan.

MIOP 526 Statistical Methods I (3 credit hours)
This baseline course in statistics will provide the student with essential skills to perform various data analyses, interpret data output, and communicate findings to stakeholders in organizations. Introduction to probability, means, variances, correlation, ANOVA, and regression applied to psychological data.

MIOP 531 Personnel Selection (3 credit hours)
This course prepares students to assess, utilize and interpret selection measurements that are designed to identify the best-fit candidates while also reducing any potential adverse impacts on applicants.

MIOP 536 Measurement and Design (3 credit hours)
This course addresses how to design psychometrics to support talent management and engagement within an organization. The topics of test development, reliability, validity, and data interpretation will be covered.

MIOP 621 Practicum and Skills Development (3 credit hours)
Supervised practicum experience with applied projects in Industrial/ Organizational Psychology. Projects will vary on a term basis and are dependent on faculty approval of student proposals. Topics relevant to applied projects such as proposal writing and presentation skills will also be covered.

MIOP 626 Statistical Methods II: Multiple Regression
(3 credit hours)
This is an advanced course on statistical techniques used in psychology. The course will cover linear models of correlation and regression as well as multivariate models such as multiple regression, ANOVA, and ANCOVA. Students will be introduced to the use of statistical computer software.

MIOP 631 Applied Research Methods (3 credit hours)
This course provides instruction in methods and design when conducting research in psychology. Students will be required to propose their own research study that is meaningful to the current workplace, create a research model, conduct a literature review, and design an approved research methodology. This proposal can be related to ongoing research or on a topic of interest to the student.

MIOP 660 Advanced Industrial and Organizational Psychology Practice (3 credit hours)
This course refines the scientist and practitioner skills students have acquired throughout the program to highlight the importance of both perspectives within the workplace. Students will complete research projects with a chosen company or other related scenarios upon approval from faculty. Projects will include creation of measurement tools, collection and analysis of data, data visualizations, and professional deliverables relevant to the study and organization.

MISC 303 Strategic Management (4 credit hours)
The course will cover world-class organizations, the guerrilla view of competitive advantage, online communities, data mining, real options theory, and several others. It will introduce the concepts of strategic management such as competitive advantage, Strength, Weaknesses, Opportunities, and Threats (SWOT analysis), corporate growth, and strategy implementation. The course will include several case studies that will allow the student to better evaluate the importance of how strategic management integrates into the technology industry.

MISC 313 Business Communications and Research
(4 credit hours)
This course covers forms, styles, and methods used in business communication. It includes practice of oral communication and listening skills, as well as written correspondence. The course addresses project proposals, status updates, meeting dynamics, contract negotiations, communicating change, and the presentation of technical and quantitative information. This course will address the communications requirements in effective project management.
Prerequisite: Acceptance in the Management Information Systems (MIS) accelerated degree program

MISC 322 Leadership and Team Building (4 credit hours)
This course examines the critical roles and functions of leadership and focuses on exploring individual leadership style. Topics include assessing leadership abilities, building effective teams, and communicating as a leader. Emphasis will be placed on evaluating the effects of individual and organizational influences on team processes and performance.

MISC 330 Information Systems Infrastructure (4 credit hours)
This course provides an introduction to IT infrastructure from a systems perspective. Topics related to both computer and systems architecture and communication networks are addressed, with an overall focus on the services and capabilities that IT infrastructure solutions enable in an organization. Topics also include IT as a service organization, assessing IT infrastructure capabilities and limitations within an organization, and building a business case.

MISC 351 Fiscal and Contract Management (4 credit hours)
This course examines the foundations of fiscal management and the fundamentals of managing contracts associated with outsourcing. Topics include key elements of finance and accounting used by managers, evaluation of technology sourcing options, types of contracts, contract selection, vendor selection, and vendor relationships.

MISC 404 Information Security Management (4 credit hours)
This course introduces the concepts of developing and implementing security policy, business continuity planning, and disaster recovery. Fundamental information security topics are discussed, including access control, network and software security, risk management, protection mechanisms, business continuity planning, and legal and ethical issues. Emphasis is placed on securing system access to ensure confidentiality, integrity, and availability of data.

MISC 442 IT Project Management (4 credit hours)
This course provides a foundation for project management in the context of information technology projects. Coverage includes initiating, planning, and executing strategies that lead to the completion of successful projects. Scenario-based case studies will be incorporated with an emphasis on the importance of making strategic changes that can create a competitive advantage.

MISC 450 IT Crisis Management (4 credit hours)
This course explores methods used in response to critical situations. Topics include incident response, disaster recovery, and business continuity. This course requires students to simulate recovery from a crisis by implementing information security plans.

MISC 480 IT Strategy, Management and Delivery (4 credit hours)
This capstone course guides students on the development of an information technology strategy. Throughout the course, students will identify and align key business objectives to the organizational aspects of an IT department. Students will make use of industry research, and analysis models to enable the development of an IT Strategy. Students will also develop a department budget and capital plan for technology investments which will enable successful business outcomes. Students will complete a project which synthesizes the material presented throughout the previous courses.

MKTG 300 Critical Business Communications (4 credit hours)
This course builds practical skills that are essential to effective communication and relationship building with an organization's internal and external stakeholders. Students employ the communication process to develop effective messaging and diffusion of information. Emphasis is placed on the use of traditional and digital media formats to reach target audiences and achieve organizational and business goals. Ethical and legal considerations in business communications also are explored.

MKTG 301 Foundations for Professional Success (4 credit hours)
This course prepares students for success in their academic and professional careers. The foundation for learning is established for professional skill development through practical experience, a focus on communication, problem-solving, collaboration, and citizenship. Learner strengths are assessed and analytical, relational, and resilience skills are developed.

MKTG 305 Problem Solving and Analysis (4 credit hours)
This course focuses on the information and tools needed to apply critical thinking and problem-solving to business decisions. Students explore critical components of the business environment that impact organizational success and gain an understanding of the data sources and analytical tools that assist in the decision-making process.

MKTG 310 Fiscal Management (4 credit hours)
This course focuses on the skills required at the management level to understand financial data and reliable tools that drive decision-making within the organization. Students will gain an overview of the practical application of accounting concepts and processes that relate to the overall economic health of the organization. Emphasis will be placed on how to use these basic concepts to support organizational decision-making and growth in today's rapidly changing environment.

MKTG 400 Marketing Management (4 credit hours)
This course explores the key principles and functions of marketing and the role of the marketing manager in the modern, customer-centric environment. Students are introduced to the holistic marketing approach, focusing on the development, creation, and implementation of marketing activities within an organization.

MKTG 405 Marketing Research (4 credit hours)
This course introduces marketing research and the application of research instruments and processes that are most effective in helping the marketing professional maintain competitiveness in a dynamic environment. Students explore techniques used to gain reliable information about customers, competition, and industry, which support decision-making and development of marketing activities.

MKTG 410 Segmentation, Consumer Behavior and Relationship Management (4 credit hours)
This course examines theories, concepts, and principles of customer behavior and market segmentation. Students expand upon their knowledge of marketing research and its application in identifying market segments and building effective customer relationships. Particular attention is placed on recognizing market influences to help forecast and shape consumer and business purchasing preferences.

MKTG 415 Marketing Channels (4 credit hours)
This course focuses on the distribution and promotion of goods and services through integrated marketing channels. Students explore a range of conventional and innovative value networks, as well as forms of marketing communication, including advertising, social media, and mobile marketing to develop and build brand equity.

MKTG 420 Global Marketing (4 credit hours)
This course examines the modern global economy and the impact of globalization on the marketing function. Students explore cultural influences that affect consumer behavior and impact branding and marketing decisions. Competitive factors unique to global organizations are studied.

MKTG 425 Capstone - Marketing Strategy (4 credit hours)
This course emphasizes the knowledge and skills gained throughout the program. Students will examine opportunities within the marketing profession and produce a final project which reflects their experience in the program.

MOL 645 Foundations of Organizational Leadership
(5 credit hours)
In this course, students explore the field of leadership by examining the history of leadership studies and leadership research methods. Contemporary leadership theories of change, transformation, service, mentoring, and leadership development will be examined. Students will also consider how individual differences, power, influence tactics, and diversity impact leadership emergence, effectiveness, and organizational practices.

MOL 646 Organizational Leadership Applied Project
(1 credit hour)
You can customize the outcome of this course to your career goals and aspirations, based on one or more elements of MOL 645. Possible outcomes for this course include creating and writing a white paper, grant, training manual, conference presentation, or designing a custom project for your organization as agreed upon with the professor.

MOL 647 Social Psychology of Leadership (5 credit hours)
In this course, students examine several major social-psychological theories and experiments that have informed the study of leadership. Classic experiments on obedience, conformity, social influence, and impression management will be critiqued to analyze how situations influence leader and follower behavior. Students will also learn how perception, attitudes, conflict, culture, and social behavior affect leader-follower interactions, and training, in functional and dysfunctional groups.

MOL 648 Social Psychology of Leadership Applied Project
(1 credit hour)
You can customize the outcome of this course to your career goals and aspirations, based on one or more elements of MOL 647. Possible outcomes for this course include creating and writing a white paper, grant, training manual, conference presentation, and designing a custom project for your organization, as agreed upon with the professor.

MOL 649 Leadership Ethics (5 credit hours)
In this course, students explore the ethical foundations of leadership and examine how ethics predicts long-term leadership effectiveness. This exploration includes a focus on the moral character of leaders and how character affects ethical behavior, especially in times of change. Key research topics such as personal character, organizational culture, moral engagement, ethical decision-making, and crisis management will be presented.

MOL 650 Leadership Ethics Applied Project (1 credit hour)
You can customize the outcome of this course to your career goals and aspirations, based on one or more elements of MOL 649. Possible outcomes for this course include creating and writing a white paper, grant, training manual, conference presentation, and designing a custom project for your organization, as agreed upon with the professor.

MOL 651 Strategic Leadership (5 credit hours)
In this course, students will discover how leaders affect organizational missions, goals, and objectives. Students will also consider the roles leaders play in inspiring, empowering, planning, and communicating strategic initiatives. Key approaches to external monitoring, competitive strategy, strategic performance evaluation, and change will be applied to real-life organizations.

MOL 652 Strategic Leadership Applied Project (1 credit hour)
You can customize the outcome of this course to your career goals and aspirations, based on one or more elements of MOL 651. Possible outcomes for this course include creating and writing a white paper, grant, training manual, conference presentation, and designing a custom project for your organization, as agreed upon with the professor.

MOL 653 Advanced Leadership Dynamics (5 credit hours)
In this course, students learn about leadership research, frameworks, and models used to help organizations evaluate leadership effectiveness, address leadership challenges, and promote leadership development for improved leadership dynamics. Critical leadership studies will be used as the foundation to critique power relationships and mentoring practices to understand how leadership development is resisted or accepted in organizations.

MOL 654 Advanced Leadership Dynamics Applied Project
(1 credit hour)
You can customize the outcome of this course to your career goals and aspirations, based on one or more elements of MOL 653. Possible outcomes for this course include creating and writing a white paper, grant, training manual, conference presentation, and designing a custom project for your organization, as agreed upon with the professor.

MOL 655 Leadership Creativity and Innovation (5 credit hours)
In this course, students learn how leaders can facilitate creativity, innovation, and effectiveness in groups and organizations. The course presents a dialog of disciplines by exploring leadership through the humanities to uncover the hidden traditions of art, history, music, and literature in modern business. Additional topics include critical theory, discursive approaches to leadership, and leadership aesthetics.

MOL 656 Leadership Creativity and Innovation Applied Project
(1 credit hour)
You can customize the outcome of this course to your career goals and aspirations, based on one or more elements of MOL 655. Possible outcomes for this course include creating and writing a white paper, grant, training manual, conference presentation, and designing a custom project for your organization, as agreed upon with the professor.

MPM 606 Organizational Structures and Practices
(3 credit hours)
This course introduces those concepts of organizational culture and behavior that play a role in facilitating change and growth. Management systems, structures, informal and formal

culture, processes, and strategy will be examined. Emphasis will be placed on approaches that address expectations, communication, performance, collaboration, and globalization.
Prerequisite: CIS 433 or CIS 633 or acceptance into the Master of Project Management Program (MPM)

MPM 613 Emerging Trends in Project Management
(3 credit hours)
This course is a study of current and future trends in the field of project management. Emphasis is placed on current events, research in the field, and foreseeable trends in the next decade. Topics related to best practices and creating successful projects will be covered.
Prerequisite: CIS 433 or CIS 633 or acceptance into the Master of Project Management Program (MPM)

MPM 633 Schedule Management (3 credit hours)
This course examines schedule management processes, from planning to execution to control. Focus will be on the project charter, work breakdown structures, resource management, and earned value management.
Prerequisite: Successful completion of CIS 665

MPM 643 Cost Control in Projects (3 credit hours)
This course provides an exploration of cost estimation and control methods for the management of project financials. Earned value management, estimating procedures, budgeting, sensitivity analysis, and variance analysis will be explored.
Prerequisite: CIS 433 or CIS 633 or acceptance into the Master of Project Management Program (MPM)

MPM 663 Quality in Projects (3 credit hours)
This course provides an in-depth examination of quality functions within a project. Emphasis is placed on the application of quality management principles and standards. Quality management topics related to project planning, measurement, execution, and control will be explored.
Prerequisite: CIS 433 or CIS 633 or acceptance into the Master of Project Management Program (MPM)

MPM 673 Procurement and Contract Management
(3 credit hours)
This course will review how goods and services are acquired in a project management setting. Creation of an RFP with a timeline, source selection criteria, contract pricing, terms, conditions, and contract award will be used to investigate this knowledge area.
Prerequisite: CIS 433 or CIS 633 or acceptance into the Master of Project Management Program (MPM)

MPM 683 Agile Project Management (3 credit hours)
This course covers characteristics and delivery frameworks for Agile project management. The course also explores how agile methods differ from traditional project management, along with how to use Agile techniques to successfully manage projects.
Prerequisite: CIS 433 or CIS 633 or acceptance into the Master of Project Management Program (MPM)

MPM 699 Applied Project Management Capstone
(3 credit hours)
This course is a culmination of project management concepts, tools, and techniques that have been explored through previous coursework. Students will synthesize and evaluate processes for application within a project research study.
Prerequisites: Successful completion of all MPM program-specific courses and instructor permission

MPSD 500A Portfolio: Master of Professional Studies
(1 credit hour)
Portfolio: Master of Professional Studies provides successful learning strategies, a learning community, and an employer-facing portfolio throughout the Master of Professional Studies degree program. This course section will address: successful online learning strategies, artifact selection to provide evidence demonstrating declared goal accomplishment within the course portfolio, and portfolio development to demonstrate broad knowledge and experiential technique application addressing relevant practical challenges or opportunities.
Prerequisite: Enrollment in MPSD

MPSD 500B Portfolio: Master of Professional Studies
(1 credit hour)
Portfolio: Master of Professional Studies provides successful learning strategies, a learning community, and an employer-facing portfolio throughout the Master of Professional Studies degree program. This course section will address utilization of reflective practices to inform continuing professional and personal growth and portfolio development to demonstrate broad knowledge and experiential technique application addressing relevant practical challenges or opportunities.
Prerequisite: Enrollment into MPSD; MPSD 500A

MPSD 500C Portfolio: Master of Professional Studies
(1 credit hour)
Portfolio: Master of Professional Studies provides successful learning strategies, a learning community, and an employer-facing portfolio throughout the Master of Professional Studies degree program. This course section will address application of successful online learning strategies, utilization of reflective practices to inform continuing professional and personal growth, artifact selection to provide evidence demonstrating declared goal accomplishment within the course portfolio, and portfolio development to demonstrate broad knowledge and experiential technique application addressing relevant practical challenges or opportunities.
Prerequisites: Enrollment into MPSD; MPSD 500A; MPSD 500B

MSCM 500 Management of Supply Chain Operations
(3 credit hours)
Students develop their knowledge of supply chain management and its interactions with business functions and processes. Students will apply this knowledge to realistic supply chain problems in various organizational settings. Students will analyze the supply chain problems to create value for customers, markets, and society. Emphasis is placed on developing effective strategic decision-making and communication skills.

MSCM 550 Advanced Lean Six Sigma Green Belt
(3 credit hours)
Lean Six Sigma is an application of the quantitative Six Sigma quality management techniques within a Lean Enterprise. Building on the fundamentals of Lean and Six Sigma, students will utilize important tools and strategies to improve the performance of business processes. Students will practice solving business problems and improving processes through case studies, team exercises and simulations, and self-assessments. Topics covered will include Six Sigma improvement methodology and tools, lean manufacturing tools and approaches, dashboards, hypotheses testing, and other business improvement techniques.

MSCM 600 Transportation and Logistics Management
(3 credit hours)
Students will analyze current issues and strategies in transportation management and policy. Global carrier management problems and opportunities, and economic characteristics of the various modes of transportation will be studied. Micro-analysis of transportation and logistics management including customer service and order fulfillment, distribution operations, purchasing or operation of transportation services, warehousing, third-party logistics providers, and network design. Included in the course is a focus on distribution operations, purchasing, order processing, facility design and operations, carrier selection, transportation costing, and negotiation.

MSCM 620 Reverse Logistics and Sustainability
(3 credit hours)
Students will examine sustainability criteria in the 'upstream' supply chain management and procurement process. Students will evaluate how corporations can improve environmental performance while addressing ethics, social, and economic concerns (or the 'triple bottom line'). Students will explore current sustainability topics from a supply chain management perspective through applied learning.

MSCM 680 Supply Chain Risk Management and Disruption
(3 credit hours)
Properly addressing risks and facing disruptions are of primary concern in supply chain management. In the wake of high-consequence disruptive events, risk identification and disruption response activities have become ever more critical. The objective of the course is to provide an overview of key supply chain risk areas, particularly with the proliferation of outsourcing, the use of information technology, the transformation of the supply chain model into digital supply networks, and global logistics. Equally important is how companies manage the preparation, mitigation, and response strategies to major disruptive events. Applied learning assignments will be used to illustrate how to handle supply chain disruption and how to make decisions.
Prerequisite: Successful completion of all Masters in Supply Chain Management courses; MBA 667 can be taken concurrently.

MSEM 501 Fundamentals of Emergency Management
(4 credit hours)
This course will give the student a deep understanding of the fundamentals of the emergency planning process and how to manage disasters with precision and skill. Students will achieve a new level of disaster preparedness, learn the holistic recovery process, proper mitigation procedures, planning considerations, and the importance of both public and private sector involvement. Real-life experiences will be examined and utilized to reach that high level of learning. Skills Learned: Emergency Management.

MSEM 511 Emergency Management and the Law
(4 credit hours)
This course focuses on the legal aspects of Emergency Management through the identification and study of controlling constitutional, federal, and state statutes along with current case law. The legal aspects of working with national security entities, domestic security entities, state and local emergency managers, and the military (including the National Guard) are also examined. Skills Learned: Emergency Management, Federal and State Statutes.

MSEM 521 Project 1 (1 credit hour)
Create a fictional company of minimum 500 employees in an environment with a population of at least 250,000 citizens. The goal of this project is to identify the basic preparations the company has/should have for an event where emergency management is needed. This will include the identification of risk, strategic planning, and BCP (preparation, response, and recovery). Skill Learned: Strategic Planning.
Prerequisites: This course is taken in conjunction with MSEM 501 and MSEM 511.

MSEM 531 Emergency Disaster Preparedness (4 credit hours)
This course will give the student an understanding of disaster resiliency. Disasters of all types present multiple social impacts on communities, businesses, and the population impacted by these disasters. Disaster response professionals use their knowledge of these social impacts to reduce the potential for extreme impacts before disasters occur and to assist communities in the most efficient and effective recoveries. The concept of resiliency will be used to explore social impacts from disasters, along with strategies to enhance resiliency and mitigate the impacts of the social impacts of disasters. Skills Learned: Disaster Response, Emergency Management, Resilience, and Resilience Planning.

MSEM 541 Strategic Planning (4 credit hours)
This course serves as an advanced exploration into ill-structured situations requiring strategic plans and effective resource management. Students develop strategies around personnel management, budget allocation, performance metrics, and goal setting. Skills Learned: Goal Setting, Management, Performance Metric, Resource Management, and Strategic Planning.

MSEM 551 Project 2 (1 credit hour)
With the framework of your company created in Part 1, how would you benchmark your company with other private sector companies in your geographical footprint? This would include comparing and contrasting their BCP/EM plans for preparation, response, and recovery with these partners (a minimum of 3). Benchmarking with these partners on their preparation, response, and recovery and how they strategically plan for emergency events through metric comparison. This would include exterior real-life outreach to companies within the geographical footprint. Skill Learned: Benchmarking.
Prerequisites: This course is taken in conjunction with MSEM 531 and MSEM 541.

MSEM 601 Disaster Response and Recovery (4 credit hours)
Students explore issues and challenges in disaster response and recovery, including evacuation or relocation in the aftermath of a crisis. Using a case-study approach, students analyze real-world critical incidents requiring fast response measures and recovery support and determine the degree of success, in part, on the coordination and cooperation of various departments and agencies. Topics include National Response Framework (NRF), National Disaster Recovery Framework (NDRF), resource management, stakeholders, infrastructure, leadership, communication, and mitigation activities. Students completing the course have a broad view of a response and recovery mission from beginning to end. Skills Learned: Communication, Cooperation, Coordinating, Disaster Recovery, Disaster Response, Infrastructure, Leadership, National Response Framework, and Resource Management.

MSEM 611 Project Management (4 credit hours)
Students focus on the concepts, tools, and best practices of project management. The course adopts a managerial process approach to Project Management, which consists of initiating, planning, executing, and closing the project. Major topics will include project scope, project time, project cost, project quality, project risk, project resources, project communications and being an effective project manager. Cases are utilized to integrate the learning in the course and provide decision-making experience for the student. Skills Learned: Decision Making, Project Communications, Project Management, Project Resources, Project Risk Management, and Scope Management.

MSEM 621 Project 3 (1 credit hour)
With the framework of your company created in Project 1, how would you benchmark your company with public sector resources (local, state, and federal) to assist you in an emergency management event and how would those resources be allocated and allocated to your region that would assist your fictional company? Benchmarking with these partners on their preparation, response, and recovery framework and how they strategically plan for emergency events through metric comparison. What processes do these public resources offer private sector entities as compared to the general public? Skill Learned: Benchmarking.
Prerequisites: This course is taken in conjunction with MSEM 601 and MSEM 611.

MSEM 631 Risk Management (4 credit hours)
This course provides a thorough grounding in risk management theory and its application to real-world problems. It will provide the opportunity to engage in a wide-ranging interdisciplinary analysis of the extent, effects, and explanations of crisis and disaster, and the use of risk theory. Skill Learned: Risk Management.

MSEM 641 Business Practices in Communications and Budgeting (4 credit hours)
Social media is a critical source of information and a communication tool during emergencies. As emergency managers, students will learn proper ways to leverage social media to improve situational awareness, engage with the public, and share important information. Additionally, students will learn how to create a Disaster Preparedness Budget designed to assist in preparing their companies' finances to withstand small to large-scale emergencies. Skills Learned: Communication and Emergency Management.

MSEM 651 Project 4 (1 credit hour)
Table Top Exercise. Based upon the complication of the past 3 projects, you will use the information gathered in each project to formulate a tabletop exercise for your fictional company. This tabletop will include the members from the private sector, public sector, as well as the internal stakeholders for your company. For example, this would include your HR, legal, corporate communications, security, facilities, IT, and any other groups that you feel should be included. Skill Learned: Corporate Communication.
Prerequisites: This course is taken in conjunction with MSEM 631 and MSEM 641.

MSF 520 Financial Reporting and Analysis (3 credit hours)
Emphasis is placed on understanding reported financial information used to assess a company's current performance, future risks, and business opportunities. Students develop skills necessary to understand the performance impact on financial statements and how economic events such as operating activities, corporate investments, and financing transactions affect the three main financial statements - the income statement, balance sheet, and statement of cash flows.
Prerequisite: Graduate standing

MSF 602 Risk Management (3 credit hours)
This course includes fundamental principles and practices of risk management and insurance with an applied focus on risk management processes rather than institutional and contractual details of the insurance industry. Topics include risk identification; risk characterization; pricing of risk reduction techniques; risk retention; regulatory, legal, and tax implications; insurance; and other hedging strategies. Additionally, personal, business, and public policy perspectives concerning life, health, property, and liability risk management and insurance are addressed.
Prerequisite: MSF 624

MSF 611 Economics (3 credit hours)
This course presents fundamental micro and macroeconomic concepts relevant to managers and other policymakers in business and government. Students are challenged to recognize, apply, and assess these concepts to decision-making in business management and public policy. Students address the applicability of economic concepts to themselves, businesses, and society. Concepts and implications fundamental to the market supply and demand economic framework are addressed with an emphasis on their application to the firm and individual. Additionally macro-economic concepts, including an overall aggregate model of the economy are addressed. Students are encouraged to take a holistic view of how economic concepts impact the firm. Dual listed as MBA 611/MSF 611.
Prerequisite: Graduate standing

MSF 616 Investments (3 credit hours)
Investment principles and practices are studied in the context of individuals or organizations operating in well-developed financial markets. The course will integrate accepted economic relationships and practices to provide students with an understanding of the current investment environment. Additionally, the course will survey the institutions and securities that make up the investment environment. Students will have an opportunity to understand and experience how individuals trade financial instruments, including stocks, options, bonds, futures, and other derivative securities.
Prerequisite: MSF 624

MSF 618 Cash Management (3 credit hours)
Cash Management, also known as treasury management, short-term financial management, or working capital management addresses fundamental principles and practices concerning cash management for businesses operating in today's financial markets. This course challenges students to understand and assess fundamental principles, practices, and applications relevant to efficient and effective cash management and to understand why cash management is a critical success factor for businesses of any type. Topics addressed: the role of cash management, credit, accounts receivable, collection management, accounts payable and disbursement management, electronic commerce, information and technology needs for cash management, forecasting, short-term investments and borrowing, international cash management, relevant relationship management, and other contemporary issues.
Prerequisite: MSF 624

MSF 624 Business Analysis for Decision Making
(3 credit hours)
The use of a variety of business analytics techniques, including quantitative and qualitative descriptive analysis tools, to support informed decision-making serves as a major focus of this course. Techniques addressed include tabular and graphical displays of data such as the bar chart and histogram, numerical measures such as the mean and standard deviation, and linear regression. Critical evaluation of actual business scenarios will be conducted during this course.

MSF 641 Accounting for Performance Management
(3 credit hours)
Students develop the knowledge of accounting information concepts that enable them to develop recommendations for improving the performance of the firm. Students gain skills and knowledge in topics such as cost-volume-profit analysis and the balanced scorecard to support budget preparation and variance analysis to improve company performance.
Prerequisite: MSF 624

MSF 650 Leadership and Communication in Business: Holistic Financial Strategies for Value Optimization (3 credit hours)
This course provides an integrating summary of the core elements of the program and solidifies the strategic leadership perspective of the finance discipline in networking and communicating with diverse internal and external stakeholders to maximize firm value within the financial, economic, and political environments in which the firm operates. Topics include emotional intelligence, self-management, leadership competencies, macroeconomic analysis, capital budgeting, financial asset valuation, value-optimizing decision-making strategies, and effective communication.
Prerequisites: MSF 520, 624, 641, 611, 655, 602, and 616

MSF 655 Financial Management & Strategy (3 credit hours)
Students acquire knowledge, skills, and abilities to evaluate financial performance and strategies to utilize limited resources to optimize the financial value of a business. Key elements of the course include assessing financial performance, understanding financial and economic markets, computing the value of money and cash flows over time, performing risk analysis, and project valuation.
Prerequisite: MSF 624

MSHR 600 Fundamentals of HR Management (3 credit hours)
Focus of this course is on identifying the various functional areas within the Human Resource field as well as an introduction to employment law. This will include an overview of the following areas: Employee/Labor Relations, Recruitment and Selection, Health and Safety, Training and Development, and Compensation and Benefits.
Prerequisite: Admission to the MSHR Program

MSHR 605 Human Resource Law (3 credit hours)
Employment law will be the focus of this course as well as employment law history and emerging/recent legislation. Topics covered include discrimination and related laws, Fair Labor Standards Act, OSHA, unfair labor practices, FMLA, and healthcare reform legislation.
Prerequisite: Admission to the MSHR Program

MSHR 612 Organizational Behavior and Effectiveness
(3 credit hours)
Analysis of the dynamics of workplace behavior, communication, and culture. Interpersonal behavior and communication theories will be applied to individual and group situations from a strategic human resource perspective to maximize the overall effectiveness of human capital management.
Prerequisite: Admission to the MSHR Program

MSHR 615 Global HR Management (3 credit hours)
Identify and evaluate the unique issues and challenges involved with managing a global workforce. Topics include multicultural communication, legal and regulatory issues, compensation and benefits issues, and organizational structure issues.
Prerequisite: Admission to the MSHR Program

MSHR 620 Contemporary Issues (3 credit hours)
Identify and analyze the impact of current topics and issues on the HR profession, including but not limited to Ethics, Human Resource Information Systems, Diversity and Inclusion, HR in Non-Profit organizations, and change management.
Prerequisite: Admission to the MSHR Program

MSHR 625 Talent Management: Recruitment (3 credit hours)
Apply the fundamentals of core recruitment functions, such as job analysis, sourcing, selection, and evaluation to identify and evaluate "best practices" as well as potential sources of competitive advantage for organizations.
Prerequisite: Admission to the MSHR Program

MSHR 630 Talent Management: Human Capital Management and Development (3 credit hours)
Apply fundamentals of core performance management functions, such as workforce planning, training and development, performance evaluation, and succession planning to identify and evaluate Human Resources best practices" and opportunities for gaining competitive advantages for organizations.
Prerequisite: Admission to the MSHR Program

MSHR 635 Total Rewards: Compensation (3 credit hours)
Evaluate core compensation-related issues, such as motivational theories, compensation components, and compensation design to identify "best practices". Focus is placed on aligning compensation practices with organizational goals and strategies.
Prerequisite: Admission to the MSHR Program

MSHR 640 Total Rewards: Benefits (3 credit hours)
Evaluate core benefit issues, such as benefit components, changing workforce demographics and needs, benefits design, and healthcare legislation and implications to identify "best practices". Focus is placed on aligning benefit practices with organizational goals and strategies.
Prerequisite: Admission to the MSHR Program

MSHR 645 Human Resource Metrics and Evaluation and Action Planning (3 credit hours)
Focus is placed on identifying the importance of using both quantitative and qualitative data for business decisions as well as how to conduct various types of data analysis. The use of effective presentation skills and audience sensitivity are other topics for this course.
Prerequisite: Admission to the MSHR Program

MSHR 650 Strategic Business Partnerships (3 credit hours)
Focus is placed on the application of in-depth knowledge of each functional area in the HR field from a strategic business partner perspective. This course will also incorporate effective communication skills with analytical and evaluation skills.
Prerequisite: Admission to the MSHR Program

MSHR 655 Capstone (3 credit hours)
All aspects of Human Resource Management functions will be comprised into a strategic plan for a Human Resource Department. Students will choose an organization to develop the plan for and analyze the organization from the various functional areas within HR. Students will also conduct in-depth research of the Human Resource field as well as prepare material designed to aid them in their careers.
Prerequisite: Admission to the MSHR Program

MSM 500 Management of People in Society (3 credit hours)
This course focuses on the management of self and others with an emphasis on administration and interpretation of diagnostic instruments which help clarify behaviors and skills which influence organizational and interpersonal outcomes. It covers the context of management in the organization, skills needed to effectively work with people in organizations, such as emotional intelligence, and the roles people fill on the leader- manager-innovator continuum. All courses in the MSM Core require a Manager Reflection Journal to be kept by all students to focus on key learnings and applications throughout the program.

MSM 510 Foundations of Management Processes
(3 credit hours)
This course focuses on developing skills with which to engage others in an organization, including mentoring, coaching, and communicating. Emphasis is placed on the practice and mastery of behaviors that enhance organizational relationships such as facilitation, mediation, visioning and storytelling, teaching, decision-making, and strategic planning.

MSM 520 Management of Resources (3 credit hours)
This course focuses on the process of aligning resources within an organization to accomplish goals. Specific processes such as budgeting, resource allocation, incentives, and benefits are covered along with practice in allocating resources in a collaborative manner.

MSM 601 Entrepreneurship and Business Plan Development
(3 credit hours)
This course is designed to introduce students to the entrepreneurial mindset, including the concepts of innovation and newness. Students evaluate a variety of entrepreneurial activities, including outright ownership, franchising, outsourcing, and partnerships. Traits and characteristics of successful entrepreneurs and entrepreneurial teams will be covered along with aligning organizational design with the business goals, strategy and business model, defining key roles, core competency requirements and job specifications, and recruiting and building the team. The final project in this course is the development of a Business Plan for an idea of the student's choosing.
Prerequisites: MSM 510, MSM 520, MSM 530, MSM 610, MSM 620, and MSM 630.

MSM 602 Entrepreneurial Finance (3 credit hours)
This course will deal with the sources of capital for early-stage companies and the implications of the decisions a company makes to fund its operations. It also explores issues in the valuation of ventures and how the achievement of milestones can impact that valuation. Venture capital and angel investors are also covered. Lastly, the course will explore accounting and finance techniques to monitor the success of the enterprise. It will provide the skills and techniques to manage the business by the numbers exploring methods successful entrepreneurs use to understand their costs and cost drivers, break-even point, and integrating these into an activity-based forecast for their business.
Prerequisites: MSM 510, MSM 520, MSM 530, MSM 610, MSM 620, and MSM 630

MSM 603 Creativity, Sustainability and Innovation
(3 credit hours)
This course covers promoting and marketing an entrepreneurial idea from its inception to the marketplace. The course is designed for exploring the unique marketing strategies required to exploit entrepreneurial opportunities. It will also focus on issues surrounding companies with high growth potential, an interest in sustainability, and the creativity needed to develop innovative marketing for these environments.
Prerequisites: MSM 510, MSM 520, MSM 530, MSM 610, MSM 620, and MSM 630

MSM 604 Family Business & Self Employment (3 credit hours)
This course is centered on the single-person or family business and the issues associated with business transition planning. The course covers development and implementation of strategy for small businesses, and succession planning for the entrepreneur. It also covers valuation issues and timetables for moving profitably out of a business.
Prerequisites: MSM 510, MSM 520, MSM 530, MSM 610, MSM 620, and MSM 630

MSM 605 Small Business Operations (3 credit hours)
This course is designed for anyone who is charged with managing the day-to-day operation of a small to medium firm. It covers planning, budgeting, payroll issues, business taxation issues, and use of tools and techniques to ensure that small business owners can comply with established laws, keep accurate records, and produce helpful reports for managerial decision-making.
Prerequisites: MSM 510, MSM 520, MSM 530, MSM 610, MSM 620, and MSM 630

MSM 610 Management of Organizational Relationships
(3 credit hours)
This course focuses on skill-building the necessary leverage skills to be effective on the leader-manager-innovator continuum. Emphasis is placed on structuring organizational efforts, staffing with diverse resources, establishing partnerships and other collaborative efforts, and maintaining a cohesive organization.

MSM 620 Learning Management and Mastery (3 credit hours)
This course focuses on personal learning styles and methods to enhance learning. It examines the relationship between behavior, cognition, and meta-cognition. It also focuses on organizational learning and the learning organization and how organizational effectiveness can be enhanced with learning.

MSM 630 Management of Metrics and Measurement
(3 credit hours)
This course focuses on quantitative and qualitative measurement and research practiced by those responsible for organizational leadership. There is specific emphasis on the use of tools such as surveys and focus groups to gather data needed to make sound decisions about the organization and its resources.

MSM 650 Portfolio Development – Capstone (3 credit hours)
This course focuses on collection and presentation of a cohesive representation of a personal portfolio accumulated during completion of the program.
Prerequisites: MSM 500, MSM 510, MSM 520, MSM 610, MSM 620, MSM 630

MSMK 600 Marketing Strategies (3 credit hours)
Examines key concepts and issues in developing and selecting a marketing strategy that supports an organization's vision and strategic plan. Emphasis is placed on the target market, designing product, price, promotional, and distribution strategies.
Prerequisite: Graduate standing

MSMK 605 Buyer Behavior (3 credit hours)
Addresses achieving optimal customer experience and competitive advantage by identifying and incorporating the psychological, sociological, economic, and anthropological, theoretical, and research-based influences of buyer decisions in an organization's marketing strategy.
Prerequisite: Graduate standing

MSMK 610 Strategic Internet Marketing (3 credit hours)
Analysis of consumer behavior in a digital environment. Emphasis is placed on developing and managing online, social media, and other digital platform campaign strategies to attract and retain consumers.
Prerequisite: Graduate standing

MSMK 615 Ethical and Legal Issues in Marketing
(3 credit hours)
Ethical and legal issues influencing marketing strategy are addressed including online behavioral tracking, negative advertising, privacy considerations, patent trolling, selective marketing to vulnerable consumer groups, product placement, pricing and distribution strategies, auditing ethical marketing practices, and the regulation of marketing practices by domestic and international government entities.
Prerequisite: Graduate standing

MSMK 620 Marketing Analytics (3 credit hours)
Techniques used to measure marketing performance and its effectiveness in generating an optimal return on investment (ROI) serve as the focus of this course. Also emphasized is the use of predictive marketing analytics such as correlation analysis, profit analysis, and lifetime value measurement to drive product placement and to better understand customer preference and purchasing trends.
Prerequisite: Graduate standing

MSMK 625 Qualitative Analysis (3 credit hours)
Focused is placed on identifying, describing, and interpreting qualitative data such as surveys, focus groups, and projective techniques. Also included are techniques used to develop, code, and analyze the thematic analysis of consumer opinions to drive and support marketing decisions.
Prerequisite: Graduate standing

MSMK 630 Social Media (3 credit hours)
Opportunities and limitations in applying and critically evaluating various social media strategies are addressed. Emphasis is placed on the analysis of social media for consumer engagement and building influence, to include advertising, public relations, marketing, and journalism, via hands-on experience with the most current social media technology.
Prerequisite: Graduate standing

MSMK 635 Social Media Marketing Campaigns
(3 credit hours)
Development and implementation of a social media marketing campaign, determining effective measurement strategies, and evaluating its success serve as the focus of this course. Applications for this course include key elements such as determining and matching social media tactics with the appropriate target market and developing strategies to engage those markets using relevant social media channels.
Prerequisite: Graduate standing

MSMK 640 Website and Search Engine Marketing/ Search Engine Optimization/ SEO (3 credit hours)
Introduction to content marketing, search engine marketing (SEM), and search engine optimization (SEO) for website optimization. Benefits and consequences of content marketing and search engine marketing and how marketers can use it as a sustainable tool and leverage these interrelated tools for reaching and engaging consumers and creating value are addressed.
Prerequisite: Graduate standing

MSMK 645 Marketing Finance (3 credit hours)
The relationship between marketing strategy and the overall fiscal health of the firm is assessed. Emphasis is placed on the calculations and the analytical tools necessary to formulate a comprehensive marketing plan and quantify the contributions of marketing initiatives to increase business value and sustainability.
Prerequisite: Graduate standing

MSMK 650 Brand Management (3 credit hours)
Examination of the strategic importance of the brand and its management. The representational import of branding to consumers and the management of the brand is analyzed. Focus is placed on developing a tactical guideline for building, measuring, and managing brand equity.
Prerequisite: Graduate standing

MSMK 655 Advertising and Promotions Management
(3 credit hours)
Specific activities involved in managing an advertising campaign, including market research, media selection, copywriting, layouts, and the role of ad agencies are examined. Students create an advertising and promotional strategy that employs an appropriate mix of message objectives and methods.
Prerequisite: Graduate standing

MSOP 603 Performance Improvement (5 credit hours)
Competencies in the areas of performance management, business coaching, mentoring, and training are addressed in this course. Further focus to assuring you know how to build knowledge, change, and talent management strategies within your business will be provided.

MSOP 604 Performance Improvement Applied Project
(1 credit hour)
You can customize the outcome of this course to your career goals and aspirations, based on one or more elements of MSOP 603. Possible outcomes for this course include completing a custom project for your employer, conference presentation, training manual, grant, white paper, or a related professional development activity.

MSOP 607 Business Innovation & Efficiency (5 credit hours)
Best practices in learning how to help your organization succeed through creativity, imagination, and originality are covered in this course. Additional focus on developing your knowledge of how to eliminate inefficiencies, problem areas, and non-value-added elements of the business will be provided.

MSOP 608 Business Innovation & Efficiency Applied Project
(1 credit hour)
You can customize the outcome of this course to your career goals and aspirations, based on one or more elements of MSOP 607. Possible outcomes for this course include completing a custom project for your employer, conference presentation, training manual, grant, white paper, or a related professional development activity.

MSOP 611 Project Management Essentials (5 credit hours)
Developing a baseline of knowledge, skills, and abilities associated with managing projects is addressed in this course. Further focus on ensuring you know the roles and responsibilities of a project manager, as well as the stages of project management, will be provided.

MSOP 612 Project Management Essentials Applied Project
(1 credit hour)
You can customize the outcome of this course to your career goals and aspirations, based on one or more elements of MSOP 611. Possible outcomes for this course include completing a custom project for your employer, conference presentation, training manual, grant, white paper, or a related professional development activity.

MSOP 615 Process Management & Scenario Planning
(5 credit hours)
Learning how to apply the knowledge areas of business process management is the focus of this course. Additional work in learning how to apply what-if analysis and long-term contingency planning will be provided.

MSOP 616 Process Management & Scenario Planning Applied Project (1 credit hour)
You can customize the outcome of this course to your career goals and aspirations, based on one or more elements of MSOP 615. Possible outcomes for this course include creating and writing a white paper, grant, training manual, conference presentation, and designing a custom project for your employer.

MSOP 619 Predictive Analytics & Analysis (5 credit hours)
Acquiring the knowledge, skills, and abilities needed to help the organization achieve its goals through the analysis of information and improving processes is addressed in this course. Further focus on how to accumulate different types of information and then use that information to predict future organizational events will be provided.

MSOP 620 Predictive Analytics & Analysis Applied Project (1 credit hour)
You can customize the outcome of this course to your career goals and aspirations, based on one or more elements of MSOP 619. Possible outcomes for this course include completing a custom project for your employer, conference presentation, training manual, grant, white paper, or a related professional development activity.

MSOP 623 Business Intelligence (5 credit hours)
How to combine the processes, technologies, systems, and capabilities of the business into useful and meaningful information is the focus of this course. Additional work in learning how to integrate key performance indicators into decision-making methodologies will be provided. This course is also designed to help you prepare for a business intelligence credential, such as the Certified Business Intelligence Professional (CBIP).

MSOP 624 Business Intelligence Applied Project (1 credit hour)
You can customize the outcome of this course to your career goals and aspirations, based on one or more elements of MSOP 624. Possible outcomes for this course include creating and writing a white paper, grant, training manual, conference presentation, designing a custom project for your employer, or preparing for a business certification in this content area, such as the CBIP, as agreed upon with the professor.

MSOP 627 Business Intelligence Essentials (5 credit hours)
How to combine the processes, technologies, systems, and capabilities of the business into useful and meaningful information is the focus of this course. Additional work in learning how to integrate key performance indicators into decision-making methodologies will be provided.

MSOP 628 Business Intelligence Essentials Applied Project (1 credit hour)
You can customize the outcome of this course to your career goals and aspirations, based on one or more elements of MSOP 627. Possible outcomes for this course include creating and writing a white paper, grant, training manual, conference presentation, and designing a custom project for your employer.

MSSM 501 Homeland Security Principles and Practices (4 credit hours)
The course provides a comprehensive account of past and current homeland security reorganization and practices, policies, and programs in relation to the government restructure. Also covered are the actions taken in the aftermath of 9/11 in the areas of legislation, government organization, communications, technology, and emergency management. Current organizational structure and responsibilities of the new Department of Homeland Security are reviewed. Case studies and best practices are examined, as well.
Prerequisite: Acceptance into the graduate Security Management (MSSM) accelerated degree completion program

MSSM 506 Terrorism and Homeland Defense Fundamentals (4 credit hours)
This course introduces students to significant issues in global terrorism. The history and development of terrorism, as well as the psychology, financing, structure, and dynamics of terrorist groups, are examined. It discusses a variety of new indicators, warning methodologies, and analytical tools available to assess and forecast terrorism in its ever-changing forms, as well as reviews the proactive defenses for the long-term protection of our country.
Prerequisite: Acceptance into the graduate Security Management (MSSM) accelerated degree completion program

MSSM 512 Homeland Security Project One (1 credit hour)
The student will complete an appropriate homeland security project that outlines and thoroughly explains the homeland security and terrorist threats to their local and state area.
Prerequisite: Acceptance into the graduate Security Management (MSSM) accelerated degree completion program

MSSM 517 Critical Infrastructure: Analysis and Strategies (4 credit hours)
The course helps the student identify key sectors of society known as critical infrastructure. These key sectors are identified as potential targets for those that wish to disrupt our national security. The origins of threats are identified from individuals, groups, or nation-states. Critical infrastructure includes electric power supplies, gas and oil, telecommunications, banking and finance, transportation, water supply systems, emergency services, civil defense, food supply, information distribution, military defense, and continuity of government are identified and discussed. The roles of the Department of Homeland Security and national organizations will examine as to how they protect against internal or external threats with relationships to critical infrastructure. Intelligence collection and alert systems created to prevent and warn against infrastructure attacks are also examined.
Prerequisite: Acceptance into the graduate Security Management (MSSM) accelerated degree completion program

MSSM 523 Emergency Preparedness and Management (4 credit hours)
The course focuses on the role of emergency management in government and organizations. This examines threats and the process of preparing, mitigating, responding, and recovering from emergencies and disasters. This course also examines

the importance of continuity of operations to sustain business and operations during natural and man-made disasters. Topics include threat assessment, risk analysis, formulating a comprehensive plan, training, coordinating with support agencies, and the actual overall management of an emergency or disaster.
Prerequisite: Acceptance into the graduate Security Management (MSSM) accelerated degree completion program

MSSM 528 Homeland Security Project Two (1 credit hour)
The student will prepare a crisis management plan for a fictional local or county government.
Prerequisite: Acceptance into the graduate Security Management (MSSM) accelerated degree completion program

MSSM 602 Principles and Theories of Security Management (4 credit hours)
The course is an overview of the principles and issues in business and organizational security management. Students will comprehensively review current, experience-proven business practices applicable to security operations. The vital topics of leadership style for the 21st century include managing in times of change, uncertainty and risk, target-hardening against crime and terrorism, and taking advantage of available technology. These are all covered to ensure the student has a comprehensive knowledge base of security management and its role in government and private organizations.
Prerequisite: Acceptance into the graduate Security Management (MSSM) accelerated degree completion program

MSSM 607 Cyber-Security and Information Protection (4 credit hours)
The course provides knowledge of how to successfully defend and protect today's resources-information and information systems. It covers a systematic and practical approach to establishing, managing, and operating a comprehensive information assurance program. The risk of conducting e-commerce will be thoroughly explored.
Prerequisite: Acceptance into the graduate Security Management (MSSM) accelerated degree completion program

MSSM 613 Security Management Project One (1 credit hour)
Students will prepare a comprehensive Information Assurance policy to protect a fictional organization.
Prerequisite: Acceptance into the graduate Security Management (MSSM) accelerated degree completion program

MSSM 618 Evaluation of Security Programs (4 credit hours)
The course is designed to provide students with a solid knowledge of industry standards, practices, and methods that will aid in determining the adequacy of security management programs. It also directs the student through the complete process of security system design, integration, and evaluation. Moreover, this course explores the interplay of management structures, functions, and processes as well as examines state-of-the-art management techniques.
Prerequisite: Acceptance into the graduate Security Management (MSSM) accelerated degree completion program

MSSM 624 Vulnerability Assessment and Risk Analysis (4 credit hours)
The course recognizes security vulnerabilities and analyzes risks. Students learn a systematic approach to acquiring and analyzing the information necessary to support decision-makers in the protection of assets and the allocation of security resources.
Prerequisite: Acceptance into the graduate Security Management (MSSM) accelerated degree completion program

MSSM 629 Security Management Project Two (1 credit hour)
Students will conduct a vulnerability study and threat assessment with risk management recommendations at an actual facility or organization.
Prerequisite: Acceptance into the graduate Security Management (MSSM) accelerated degree completion program

NS 105 Science and Science Fiction (3 credit hours)
This course will examine the natural sciences through the lens of science fiction in literature and film. Weekly topics will explore scientific subjects and the role it plays in science fiction. Students will apply the basics of the scientific method; evaluate the validity of scientific principles used in science fiction; and explore basic concepts of the natural sciences.

NS 110 Environmental Science in Modern Culture (3 credit hours)
This course will examine environmental science through the lens of popular media including social media, literature, and film. Weekly topics will explore how films have been used as political tools and cultural influencers for environmental science. Students will explore how films and literature influence our modern environmental science culture, how to communicate with stakeholders, and how to apply the basics of the scientific method to evaluate the use of natural resources and environmental sciences.

PBLR 150 Business Management (4 credit hours)
To effectively manage a successful business and lead a team of productive employees requires evidence of strong management and leadership skills. Management includes planning, prioritizing, organizing, controlling, and evaluating the factors that impact sales, margin, and inventory performance. Management also includes an understanding of the leader-manager role in articulating and forwarding organizational goals. By the end of the course, learners will be able to: 1. Define the primary management functions. 2. Describe how different business departments contribute to overall performance. 3. Identify decision types and decision-making methods. 4. Recognize the appropriate use of conflict management styles.

PBLR 175 Business Leadership (4 credit hours)
The course introduces learners to the study of leadership, the role of the leader in business contexts and the skills necessary to create strong morale and lead team performance. By the end of the course, learners will be able to: 1. Explain the difference between management and leadership. 2. Identify methods to improve leadership effectiveness. 3. Recommend leadership techniques for leading self and others effectively. 4. Recognize how communication skills affect employee engagement and performance.

PC 115 General Physics I (4 credit hours)
This course presents the basic laws which govern the behavior of the physical world, concentrating on the basic mechanics of visible objects. Included in this study are the concepts of velocity, acceleration, force, energy, heat, and angular motion. Late in the course, these principles are applied to wave motion, including the physics of sound waves, and to fluids. Concepts and calculations are presented using algebraic methods. Hands-on laboratory work is an essential element of the course. (3 lectures, 1 lab)
Prerequisite: MA 102 or placement via ALEKS Placement Exam

PC 116 General Physics II (4 credit hours)
This course is a continuation of PC 115 General Physics I. It presents the basic laws which govern the behavior of the physical world, concentrating on the basic mechanics of visible objects. Included in this study are the concepts of electricity and magnetism, electromagnetic waves, optics, special relativity, and nuclear physics. Concepts and calculations are presented using algebraic methods. Hands-on laboratory work is an essential element of the course. (3 lectures, 1 lab)
Prerequisite: PC 115

PC 199 Topics in Physics (1-4 credit hours)
This course covers topics in the Physics area of study. Specific titles of courses offered under this heading will be listed in the course schedule for the sessions in which they are offered. Not offered every year.

PC 210 Energy and Society (3 credit hours)
This course covers different types of energy, energy transitions, and energy sources and explores overall energy needs and current challenges related to energy production. A comparative study of the trends, status and policies of alternative energy technologies, and how these can be applied to current and future industrial or residential scale projects will be conducted. A problem-based learning approach will be used to introduce energy topics including biofuels and synthetic fuels, emerging technologies of energy capture (solar, wind, geothermal, etc.), and innovative energy management.

PCAP 700 Residency 1 (1 credit hour)
This course serves as an introduction to the Ph.D. program. Students will receive an overview of the program, as well as an introduction to faculty and staff. Tutorials are provided for software that is used in the program. Students will be introduced to coursework for PCAP 712 and PCAP 720.
Prerequisite: Acceptance into Ph.D. program

PCAP 712 Strategic Management of Human-Derived Sources of Capital (3 credit hours)
This course focuses on strategically aligning the management of human-derived capital with organizational objectives. The course will introduce a broad spectrum of topics concerning, human, intellectual, structural, social, and psychological capital. Emphasis will be given to the role and management of organizational knowledge and how such knowledge works in service to the organizational mission.

PCAP 720 Human Capital Development and Productivity (3 credit hours)
This course focuses on human capital productivity, internal and external factors that impact productivity, and data gathering that informs human capital management. Students will learn to align learning programs and other human capital initiatives with associated business problems, therefore creating an actionable business plan for learning. The Culminating Project for Module 1 is Completion of a written Business Plan for Learning.
Prerequisite: Acceptance into Ph.D. or Module 1 Certificate (PCAP 710 and PCAP 720)

PCAP 732 Economics of Human Capital Valuation Issues (3 credit hours)
This course focuses on the economic principles that are the foundation of human capital management and theory. Differing methods of determining value will be introduced. Emphasis will be placed on financial and accounting practices and their applicability in human capital investment decisions.

PCAP 742 Seminar in Leadership Theory (3 credit hours)
This course focuses on the science of influence. Students will become knowledgeable on common styles of leadership and their theoretical underpinnings and assumptions. Topics include what leadership is, the challenges leaders face, the effect leadership has, and how leaders build key relationships. Emphasis is placed on leadership knowledge, approach, and application.

PCAP 752 Human Learning and Decision-Making (3 credit hours)
This course covers topics in human learning theory, organizational learning theory, decision-making, problem-solving, and critical thinking. Organizational learning topics include knowledge creation and transfer, learning effectiveness, socio-psychology learning, cultural learning, and leadership influences. In addition, the course examines the use of critical thinking methods, qualitative and quantitative decision-making, and problem-solving methods. Lastly, the course emphasizes skill development in the areas of independent reasoning and impartial judgment.

PCAP 760 Seminar in Technology, Social Learning and Innovation (3 credit hours)
This course examines how people and technology can be used to increase organizational value by increasing the various forms of capital (human, social, intellectual, structural, and psychological). Emphasis is placed on organizational strategies, particularly human resources strategies that spur innovation and sustain competitive advantage.
Prerequisites: PCAP 712, 720, 732, and 742

PCAP 772 Research in Organizations (3 credit hours)
This course will guide the student through the development of a research proposal that incorporates theoretical, empirical, and practitioner research in the area of human capital management. Students will work directly with peers and scholarly mentors in order to understand a broad spectrum of research approaches. The skills that you will develop in this course are essential for your doctoral completion. Without these skills, neither will you

be able to integrate and link your advanced knowledge into organizational practices and culture, nor will you be able to contribute to the academic and professional literature.
Prerequisites: PCAP 712, 720, 732, 742, 752, and 760

PCAP 800 Residency 2 (1 credit hour)
This course provides a thorough introduction to coursework in PCAP 810 as well as summaries of other remaining courses in the program. In addition, students will receive individual program progress reviews. Students also will learn about the comprehensive exam and dissertation phases of the program. Advice is provided to enhance progress for the remainder of the program.
Prerequisites: PCAP 712, 720, 732, 742, 752, 760 and 772

PCAP 810 Introduction to Human Capital Modeling and Research (6 credit hours)
This course focuses on the research process in human capital management. Skills developed include reading and synthesizing existing research, conducting literature reviews, formulating research question, propositions, and hypotheses, assessing appropriate research methods in an organizational setting, collecting primary and secondary data from multiple sources, and using software to analyze data. Quantitative, qualitative, and mixed methodologies will be discussed.
Prerequisites: PCAP 712, 720, 732, 742, 752, 760, and 772

PCAP 820 Seminar in Leading and Aligning Human Capital (3 credit hours)
This course concentrates on leadership and its effect on making human capital management decisions. Topics such as leader styles, ethics, leader emergence, psychopathy in leaders, incentives/motivation/influence, and value creation through leadership will be discussed. Participants will learn about their own leadership style, how to mentor direct reports, communicate across functional areas of the organization, and how to network effectively to achieve organizational change.
Prerequisites: PCAP 712, 720, 732, 742, 752, 760, 772, and 810

PCAP 832 Seminar in Qualitative Methods (3 credit hours)
With this epistemological grounding, the seminar will then explore the core issues in case study research design, ethnography, phenomenology, grounded theory, case study, and narrative including methods of structured and focused comparisons of cases, typological theory, case selection, and the use of counterfactual analysis. Next, the seminar will look at the epistemological assumptions, comparative strengths and weaknesses, and proper domain of qualitative study methods and alternative methods.
Prerequisites: PCAP 712, 720, 732, 742, 752, 760, 772, and 810

PCAP 840 Seminar in Performance Management (3 credit hours)
This course examines the linkages between performance, human capital incentives, and key performance indicators. Optimization of human capital investments will be analyzed using holistic diagnostic skills.
Prerequisites: PCAP 712, 720, 732, 742, 752, 760, 772, 810, 820, and 832

PCAP 850 Advanced Analysis and Presentation Methods (3 credit hours)
This course examines selected methods of qualitative and quantitative research methods and design. The course introduces the science and art of collecting, summarizing, analyzing, and describing descriptive data. Selected topics include quasi-experimental design, observational studies, binary logistic regression, exploratory factor analysis, multiple regression, and cluster analysis. Emphasis is placed on presentation techniques that are appropriate for academic and/or practitioner stakeholders.
Prerequisites: PCAP 712, 720, 732, 742, 752, 760, 772, 810, 820, and 832

PCAP 862 Comprehensive Exam (1 credit hour)
Students pursuing their Ph.D. in Human Capital Management must successfully pass a formal assessment of learning in the PCAP Program.
Prerequisites: PCAP 712, 720, 732, 742, 752, 760, 772, 810, 820, 832, 840, and 850

PCAP 870 Integration of Human Capital Topics (3 credit hours)
This independent study (IS) is an opportunity to directly apply course material from the PCAP program in a work setting with the support and resources of Bellevue University. This (IS) will allow students to develop a research project that integrates knowledge gained through their PCAP coursework. This IS will guide the student through the development of a research project that incorporates theoretical, empirical, and practitioner research in the area of human capital management. Students will work directly with a scholarly mentor in order to understand a broad spectrum of research approaches. Skills developed in the IS are essential for doctoral study as much of the knowledge and information required for linking learning and corporate performance is embedded in the literature on organizational behavior, practices, systems, and culture. The goal of this course is to move the student from novice to beginning master/scholar in human capital theory and practices and allow them to successfully progress in their doctoral study. Students will work individually with their mentor, and the mentor will guide the research project. Only for students who did not pass PCAP 860.

PCAP 890 Dissertation (1-18 credit hours)
The Dissertation for the Ph.D. in Human Capital Management is an original research project involving the collection and analysis of qualitative or quantitative data. Sources of data may include an existing dataset, collaboration with an organization, or the use of a commercially available survey company. The dissertation chair and committee provide help and guidance in developing a research plan, executing the plan, and writing the results. The dissertation topic and research plan must be approved by the student's dissertation Chair. The written dissertation must be successfully defended to confer the Ph.D. degree.
Prerequisites: PCAP 712, 720, 732, 742, 752, 760, 772, 810, 820, 832, 840, 850, and 862

PH 105 For the Love of Wisdom (3 credit hours)
In this introductory course in philosophy, students undertake close readings of texts by a diverse and inclusive body of thinkers who explore perennial philosophical themes including freedom, equality, community, love, and the environment. Through this, students gain an understanding of and appreciation for the resources the discipline of philosophy provides them to critically examine their lives and the realities in which they are rooted, ultimately equipping them with the ability to bring about change in the world through thoughtful and creative self- and social determination.

PH 106 Ethics (3 credit hours)
This course is an examination of various ethical issues including truth, trust, hospitality, authenticity, responsibility, conflict, and peace. Students draw upon a wide range of ethical frameworks both within and outside of the Western philosophical tradition, including those of existentialism, feminism, environmentalism, Buddhism, Confucianism, and Taoism. They develop the strong analytical and critical thinking skills essential to success in any academic, professional, or creative discipline. They develop the ability to identify their own ethical values, opinions, and beliefs and reflect critically on their foundations.

PH 150 Thinking by Design (3 credit hours)
Using Design Thinking Process, students explore the relationships between different types of thought, specifically, design thinking, critical thinking, and creative thinking, to gain self-awareness and develop the skills necessary to generate innovative solutions for problems or processes.

PH 225 World Religions (3 credit hours)
This course is an introduction to the major religions and wisdom traditions of the world. It focuses on building cultural literacy for respectful and appreciative discussions with people of all faiths. Students reflect upon the functions and dysfunctions of religion in society. They develop the ability to identify religious values and beliefs and reflect critically on their foundations.

PH 410 Medical Ethics and Leadership (3 credit hours)
This course examines relevant definitions and topics of medical ethics and the process of decision-making within medical environments.

PHE 200 Introduction to Public Health Education
(3 credit hours)
Public health is a growing discipline that strives to promote the health of the community. This course provides an introduction to the history, science, and principles of public health, as well as opportunities to learn about current issues and approaches in the field.

PHE 210 Understanding Health Research (3 credit hours)
The focus of this course is on the consumption of healthcare research and the application of evidence-based practice for healthcare professionals. This course introduces types of research methodologies, data collection, analysis of data, and the interpretation and application of best practices in healthcare settings.

PHE 230 Foundations of Health Behavior (3 credit hours)
This course provides an introduction to health behavior as a key construct of the public health role. This course will cover topics in health behavior, culture, and communication, as well as perspectives applicable to individuals, groups, and communities. Focus will be to explore emerging trends and theories of health behavior and provide a platform to investigate evidence-based interventions.

PHE 310 Public and Consumer Health Literacy (3 credit hours)
This course examines relevant, contemporary issues related to health literacy and the role health literacy has on an individual and the public's ability to obtain, process, and understand basic health information and services needed to make appropriate health decisions.

PHE 330 Epidemiology (3 credit hours)
This course is essential for public health educators in a variety of settings. This course focuses on the study of the distribution and determinants of disease, health conditions, or events among a population with emphasis on current health problems and issues as it relates to real-life application to address public health programs and health policy.

PHE 360 Personal and Community Health (3 credit hours)
This course is designed to develop the understanding, attitudes, and practices that contribute to better individual and community health.

PHE 410 Foundations of School Health (3 credit hours)
This course examines the history and role of health education in today's society. Covers the philosophical principles and models utilized in the delivery of health education.

PHE 415 Public Health Disaster Management (3 credit hours)
This course examines the management of public health emergencies and disasters at the local, state, and federal levels in both the private and public sectors.

PHE 420 Program Planning for Community Health
(3 credit hours)
This course provides students with an in-depth overview of strategies, techniques, and approaches necessary in public health to plan programs, assist communities in improving health status, and recognize health disparities, all while considering determinants of health.

PHE 430 School Health Education and Planning
(3 credit hours)
This course provides students with the theoretical knowledge and skills to design a comprehensive school health education plan through the use of collaborative strategies to benefit student learning, families, and key stakeholders.

PHE 435 Infection and Disease Prevention (3 credit hours)
Infectious diseases have been a burden to society for centuries. Public health professionals play an integral role in predicting, mitigating, and implementing public health strategies to prevent outbreaks. This course will examine infectious disease epidemiology, key concepts, infection prevention, and disease management from a public health perspective.

PHE 450 School Program Evaluation (3 credit hours)
This course provides students with the theoretical background and practical skills required to conduct meaningful school-based, health-focused, student assessments and program evaluations.

PHE 460 Evaluative Methods for Community Health (3 credit hours)
This course will provide students with essential knowledge and skills to understand and apply evaluative methods to community health programs. Specifically, students will gain an understanding of effective frameworks to improve existing programs, plan public health strategies and demonstrate results of resource investment.

PHE 480 Health Education Program Administration (3 credit hours)
This course provides students with knowledge and skills necessary to effectively manage health education programs. Specifically, students will examine leadership, decision-making, fiscal, and physical resources necessary to execute health education programming.

PMGT 305 (4 credit hours)
This course provides an introduction to fundamental project management concepts, processes, and knowledge areas and illustrates the guiding principles that drive the development and management of projects. Focus is placed on identifying strategic direction and meeting stakeholder expectations by developing processes and strategies to achieve business goals and objectives. This course emphasizes ethical decision-making and critical thinking in the project environment.
Prerequisite: Enrollment in the Project Management accelerated degree completion program

PMGT 310 Business Communications (4 credit hours)
The course addresses the many aspects of project management communications. Requirements for successful project communication in each process are addressed. Topics include key methods of communication, timing, and types of deliverables, and recipients of each deliverable.
Prerequisite: Enrollment in the Project Management accelerated degree completion program

PMGT 320 Project Leadership (4 credit hours)
This course addresses the development of leadership skills to build and sustain high-performing project teams. Emphasis will be on leadership styles, team building, team problem-solving and decision-making, empowerment and coaching, and leading change.
Prerequisite: Enrollment in the Project Management accelerated degree completion program

PMGT 335 Project Cost (4 credit hours)
This course addresses techniques for developing and controlling costs within a project while utilizing various estimating tools. Coverage includes cost estimates, baselines, and controls in terms of validating actions, reporting, cost outcomes, and variances. Earned Value Management techniques will be introduced and used to interpret the status of a project at any point in the life cycle.
Prerequisite: Enrollment in the Project Management accelerated degree completion program

PMGT 340 Project Quality (4 credit hours)
This course addresses the processes and procedures involved in assuring that projects satisfy the objectives. This course emphasizes managing project quality by identifying and applying relevant quality management tools, activities, and methods. Topics include quality planning, quality assurance, quality control, and process improvement.
Prerequisite: Enrollment in the Project Management accelerated degree completion program

PMGT 400 Project Procurement Management (4 credit hours)
This course addresses how to determine the items to be purchased or acquired in order to meet the project goals, when to acquire the items, and the options for procurement. Topics include vendor selection, contracting, and negotiation.
Prerequisite: Enrollment in the Project Management accelerated degree completion program

PMGT 410 Project Risk Management (4 credit hours)
This course will provide an in-depth analysis of risk management methodologies, from both the strategic and tactical perspectives. State-of-the-art tools and techniques for identifying, measuring, and monitoring risks in the project management environment are examined.
Prerequisite: Enrollment in the Project Management accelerated degree completion program

PMGT 425 Applied Project Management (4 credit hours)
This course is the first of two project planning courses where students apply project management knowledge and skills acquired in previous courses to address an actual business need/project. This course focuses on project selection, initiation, and planning phases, to include selecting, defining, and preparing a project and plan. By the end of the course, students will have developed their project's charter, baselines, scope, and comprehensive project management plan.
Prerequisite: Enrollment in the Project Management accelerated degree completion program

PMGT 430 Advanced Project Management (4 credit hours)
Advanced Project Management is the second and final course dedicated to the team capstone project. The focus of this course is establishing approaches for executing, monitoring, controlling, and closing their capstone project. By the end of the course, each student will have completed each process phase of the project and will deliver a final student presentation to fellow students in the cohort.
Prerequisite: Enrollment in the Project Management accelerated degree completion program

PPSY 300 Psychology Basics (4 credit hours)
This course provides an overview of major theories in psychology and the part that the brain plays in human behavior. Students will use the scientific method to ask and answer questions about human behavior and mental processes and apply knowledge of psychology in new contexts and self-assessment.

PPSY 311 Human Development Across the Lifespan (4 credit hours)
This course examines human development across the lifespan including infancy, childhood, adolescence, early and mid-adulthood, and later life. Students will apply developmental theory to professional situations, information literacy, interpersonal communication, teamwork, and career assessment.

PPSY 321 Abnormal Psychology (4 credit hours)
This course examines psychological, physiological, and evolutionary explanations of perception, cognition, and behavior. Students will apply neurobiological and developmental perspectives to pathological conditions, and identify the impact that abnormal behavior has on personal and social success.

PPSY 330 Contemporary Psychology (4 credit hours)
This course introduces students to contemporary problems and issues in psychology, as well as the ways in which psychology is being applied to social problems (e.g. promoting recycling, adaptive housing), healthcare environments, business, and organizational development. The course includes an introduction to psychological research. Students build skills in information literacy, scientific reasoning, written and oral communication, and research.

PPSY 340 Ethics, Responsibility, and Professionalism (4 credit hours)
This course explores the development of ethically and socially responsible behavior for professional and personal settings in a landscape that involves increasing diversity. Students engage in self-assessment and ethical reflection related to society and the workplace.

PPSY 400 Research and Data Analysis (4 credit hours)
This course examines the concepts, techniques, and methods used in psychological research. Students build their understanding of how to conduct, report and assess psychological research.

PPSY 406 Human Resources and Organizational Psychology (4 credit hours)
This course introduces students to the human resources dimension of organizations. Students will identify ways in which psychology is used to understand, predict, and manage human behavior in organizations and explore best practices in human resource management through psychology.

PPSY 410 Industrial/Organizational Psychology (4 credit hours)
This course focuses on job analysis, personnel selection, training, and testing. Students apply theory and research to the work of teams, collaboration, leadership, work and family issues, employee development, and organizational health issues.

PPSY 415 Successful Aging (4 credit hours)
Current topics in later life development and aging inclusive of adaptive housing, financial and personal planning, end-of-life decision-making, major neurocognitive disorders, and caregiving are explored as variables associated with successful aging. Students apply their knowledge of psychology to prevention and care planning for later life.

PPSY 420 Programs and Services (4 credit hours)
This course explores government, community, and faith-based programs and services for independent older adults, individuals with age-related limitations, and persons with disease. In addition, students will explore how community, government, and faith-based organizations address the needs of older adults in their community.

PPSY 425 Premises of Mental Health (4 credit hours)
This course will explore the basic theories that are the underpinnings of various counseling approaches. Behavioral, cognitive, humanistic, psychodynamic, and gestalt approaches will be presented. Students will explore how these theories can provide insight into why people do what they do. The course will also help students examine mental health wellness through positive psychology.

PPSY 430 Mental Health Practices (4 credit hours)
This course combines theory and practice through case studies to understand the causes of psychological issues and treatment approaches. Students will apply a variety of mental health practices related to behavioral, cognitive, humanistic, psychodynamic, and gestalt approaches to real-life situations.

PPSY 440 Capstone – Professional Psychology (4 credit hours)
This capstone allows students to bring together their knowledge of psychology and prepare for the workforce. Students revise research, apply ethical standards, finalize their portfolio, and research opportunities for professional placement or graduate study.

PS 151 Introduction to American Institutions (3 credit hours)
This introductory course focuses on the era of the American Founding and examines documents, ideas, and institutions that formed the American government—including the Constitution, the Declaration of Independence, and several of the Federalist Papers. This course also examines the three primary branches of government, as well as the institutions that influence public policy development.

PS 152 Votes and Notes: Popular Music and the Shaping of American Society (3 credit hours)
This three-hour course examines the confluence between 20th Century societal changes, historical events, and popular music. Using a wide selection of music from early Blues to Jazz, Rock n' Roll, World, Soul, and Hip Hop, students identify, analyze, and relate themes in music to historical events and movements in American society including racism, sexuality, anti-war movement, and dissent against government. Students will use a textbook, online articles, and videos to better understand historical American eras and that music that reflected these times. This course entails a close examination of the politics, history, and cultural contexts of a wide body of recordings.

PS 208 Introduction to National Security (3 credit hours)
This course introduces students to national security as a concept, strategy, goal, and challenge. It examines the dangers and threats that exist domestically and internationally and analyzes how the United States attempts to deal with those challenges using strategies that range from diplomacy to military force.

PS 209 Foundations in Intelligence and Counterintelligence (3 credit hours)
This course introduces students to intelligence and counterintelligence as concepts, processes, and careers. It elaborates on historical and contemporary approaches to I/CI. The process of intelligence collection, analysis, research dissemination, consumption, and feedback is examined. Students are exposed to the diverse IC community and the responsibilities of its various members.

PS 210 Ethical Controversies in Security and Intelligence (3 credit hours)
This course introduces and engages elements of theoretical and ethical analysis to empirical topics and subject matter. Some of the issues covered will include war, weapons of mass destruction, humanitarian intervention, globalization, and spying. This course explores the deeper underlying philosophical issues within national security.

PS 317 Introductory Geostrategy (3 credit hours)
This course introduces the subfield of geostrategy. It takes a holistic approach to the study of geopolitics and foreign policy when guided by geographical factors. It examines how geography can inform, constrain and affect political, economic, and military planning. Topics covered include how a country's resources, position, and physical factors can change and determine its geopolitical objectives and how geography is sometimes inextricable from strategy.

PS 318 Essentials in Strategic Thought (3 credit hours)
This course promotes the understanding of tactical and strategic thought at the introductory level. The course explores how theory and strategy help form policy by identifying the implications and shifts in long-term strategic patterns and trends. Security culture, use of force, international law, grand strategy, and just and unjust war will be major aspects of course study.

PS 320 Security Concepts in Science and Technology (3 credit hours)
This course gives students an in-depth understanding of how science and technology impact national security and intelligence. It examines how important hard science and technology is in developing areas of national security and intelligence. This includes analyzing cyber-security and cyber-warfare, the emerging relationship between the (IC) and (IT), space reconnaissance, and high-tech espionage.

PS 403 Guns, Sex, Drugs: Illicit Activity in Global Politics (3 credit hours)
This course analyzes transnational crime and corruption issues within global politics. Focus is given to potential national and international responses to transnational threats. This course examines the increasing relevance of criminality and governmental corruption and how it becomes a major aspect of national security policy.

PS 404 Freedom's Curse: Problems in Democratization and Development (3 credit hours)
This course examines how democratization projects around the world succeed or fail and the international dynamics that flow from that success/failure. International threats that emerge from the problems and flaws of implementation are investigated in depth. Case studies are used as teaching tools about international involvement and the difficulties with that engagement. This upper-division course aims to make students competent in the long-term national security objectives of establishing peaceful, stable, and prosperous democracies and aware of the problems in accomplishing that goal.

PS 406 Rogue Leaders and Outlaw States (3 credit hours)
This course analyzes issues of leadership and statehood that run contrary to international norms and democratic standards. Students will investigate key case studies and examine how they offer challenges to the global community and international security. It acquaints students with problem areas and issues in world politics and gets them thinking of conflict-resolution strategies that are both short and long-term. How these strategies are employed within U.S. foreign policy and their likely efficacy is also examined.

PS 407 Eurasian Political Culture and Security (3 credit hours)
The study of Eurasia (defined as Russia, the Caucasus, Central Asia, Afghanistan, and Pakistan) with an emphasis on understanding the different political cultures and security issues across the region. Topics covered include individual domestic concerns, international positions, national security/economic interests, and alliances/conflicts between countries within and beyond the region.

PS 408 Rebellion, Insurgency, and War (3 credit hours)
This course investigates the various forms and differences of internal/domestic conflict. Students will be exposed to the global context of civil war and insurgency. Numerous case studies will be analyzed, exposing students to the nature and characteristics of revolution. Understanding the changes in our concepts of old/new wars and how that impacts international peacekeeping and global intervention will be highlighted. Students consider transnational issues that emerge within domestic conflicts and how democracy emerges as both a cause and effect within rebellion.

PS 411 Radical Religion and Political Extremism (3 credit hours)
This course examines various fundamentalist movements around the globe and considers the revival of religious radicalism in the 21st century. Students evaluate how various fundamentalisms impact domestic and global political processes. The process for morphing religious radicalism into political violence is examined. How various international factors can ameliorate/exacerbate extremism is examined.

PS 413 Power, Ideology, and Legitimacy (3 credit hours)
This course is not just a theoretical examination of the concepts of power, ideology, and legitimacy in international relations. It applies these concepts explicitly to global affairs and international security, so as to link scholarly theories with empirical real-world applications. Its thematic coverage includes norms, law, and legality across civilizational and international contexts; war and the use of force in geopolitics; power, hegemony, and polarity in terms of global world orders; competing visions of legitimacy between the West and non-West; and sovereignty within the fight against terrorism. Particular attention is paid to how concepts influence countries and how governments end up interpreting and repositioning concepts while interacting with other state and non-state actors.

PS 415 Latin American Political Culture and Security
(3 credit hours)
This course studies Latin America with an emphasis on understanding the different intelligence cultures and security issues across the region. Emphases will focus on individual domestic concerns, international positions, national security/economic interests, and alliances/conflicts between countries within and beyond the region. Particular attention is paid to non-state, transnational security threats, domestic corruption, and the various political/social philosophies prominent across the entire region. This intensive course adds to the upper-level Comparative Politics section of the program and allows for the development of a specific regional specialization, which is advantageous to the overall program objectives and future career opportunities.

PS 420 Middle East Political Culture and Security
(3 credit hours)
This course examines the Middle East with an emphasis on understanding the different political cultures and security issues across the region. Emphases will focus on individual domestic concerns, international positions, national security/economic interests, and alliances/conflicts between countries within and beyond the region. Particular attention is paid to non-state, transnational security threats and the interplay between secular and religious factions across the entire region. This intensive course adds to the upper-level Comparative Politics section of the program and allows for the development of a specific regional specialization, which is advantageous to the overall program objectives and future career opportunities.

PS 422 Disinformation, Misinformation, and the Post-Truth Society (3 credit hours)
This course provides an overview of disinformation and misinformation in democratic and non-democratic contexts. Discussions will focus on domestic and foreign disinformation tactics and techniques to manipulate public discourse, threaten the national security infrastructure, and subvert democracy.

PS 500 National Security, Transnational Interests
(3 credit hours)
This course examines the application of national security into the global arena and how complicated transnational threats represent unique dangers to American interests.

PS 505 Comparative Intelligence Cultures (3 credit hours)
Examines in comparative perspective the intelligence communities of various important states around the globe, including both allies and adversaries of the U.S.

PS 510 Post-Conflict Politics: Peacekeeping and Peacebuilding (3 credit hours)
This course examines how and what happens when states fail, the challenges and debates surrounding rebuilding conflict-ridden states, the methods available to achieve such objectives, and the criticisms and opponents of peacekeeping. The course exposes students to aspects of military intervention, economic and political reconstruction, and diplomatic engagement in terms of establishing peaceful and stable societies.

PS 515 Comparative Foreign Policy (3 credit hours)
This course defines, analyzes, and compares foreign policies across the globe. The materials review internal and external factors that influence and complicate the formation of foreign policy as well as consider the various norms and theories that exist about foreign policy construction within the global environment. Finally, numerous case studies are examined in terms of divergence and variety across states and regions. This course is designed to make students familiar with the foreign-policy thinking of countries that are both allied with and adversarial to the United States.

PS 522 Disinformation (3 credit hours)
Disinformation is false information created to deliberately mislead an audience; its purpose is to support its perpetrator's goals through deception. This course examines several types of disinformation, including "fake news;" how it overlaps with propaganda and misinformation but is also unique; how and why disinformation works; its incentives and consequences (some of which are unintentional); several historical examples of disinformation (including who perpetrated them and why); some sophisticated techniques used in creating disinformation; and how the individual and also society can guard against disinformation but may never completely eliminate it.

PS 605 Green Security: Eco-conflict and its Challenges
(3 credit hours)
This course examines an increasingly important aspect of 21st-century conflict: green conflict, based on ecological, natural resource and demographic crises. It will assess how changing factors in the environment can alter and impact states and transnational relations. The geopolitics of energy and other natural resources will be a major emphasis of the course.

PS 610 Hard and Soft Power: Balancing Hawks and Doves
(3 credit hours)
This course examines hard and soft power as concepts, theories, and consequential implications in global politics. It will estimate the applications of diplomatic and military strength and the proper context and applicability of each in given complex foreign dilemmas.

PS 615 Political Islam and Terrorism: Understanding Martyrs and Messiahs (3 credit hours)
This course examines the underlying philosophy behind the most prominent terrorist groups at the international level and the controversies and contradictions entailed within said groups. Students will become aware of contrasting perspectives and the debates raging within political Islam, challenging the idea that it can be considered monolithic.

PS 620 Transnational Crime and Corruption: The Dark Side of Globalization (3 credit hours)
Examines the complexity of international political economy, its manipulation, misuse, and role in the elevation, continuation, and worsening of conflict around the globe.

PS 625 Analyzing Anti-Americanism (3 credit hours)
This course examines the various and diverse forms, philosophies, and political arguments made around the globe for going against American policy and interest. It will analyze the different theoretical approaches used to study anti-Americanism and delve into the various international and domestic factors impacting the phenomenon.

PS 633 Strategic Deterrence: Past, Present, and Future (3 credit hours)
This course examines deterrence in a comprehensive fashion, giving not only an historical grounding in the concept but also its evolution and likely transformation into the future as it applies to American interests.

PS 636 Deterring the Enemy: Case Studies in Strategic Deterrence (3 credit hours)
This course examines strategic deterrence across various case studies – individual states, various crucial regions, and the larger global context. It will assess how states work within their own regions to impact not only other states but also transnational relations with major powers. The evolution of deterrence as a concept, both in the classical strategic environment and in the new modern context, will be important. Constraining deterrence and/or utilizing it through diplomacy will also be examined and considered. Finally the course will look at deterrence from a future strategy perspective, asking if there are new variations and differentiations that can be foreseen and addressed.

PS 639 Cyberwar and Cyberdeterrence (3 credit hours)
This course examines what has become a key buzzword of 21st-century security; cyber warfare and deterrence. The various forms and complexities of cyber war will be examined, including aspects of non-state actors, international law, financial flows, and state capabilities. Understanding how states try to protect themselves (and develop their own cyber weapons), in addition to comprehending the legal and ethical complications will be a major element of the course. Finally, the concept of deterrence will be evaluated, namely the various state attempts to produce it and the counter-arguments made against the concept overall.

PS 650 Democracy, Ethnicity, and Development in Africa (3 credit hours)
This course examines the African continent to expose the implications of democratization, ethnicity, and development. It will analyze various democratization projects occurring throughout the continent; consider the development of African political thought; domestic and party politics within various countries; and consider the complex consequences of war and conflict in Africa today. Finally, theoretical, empirical, and philosophical debates about international relations, foreign aid, grassroots activism, and radicalism will be investigated, to provide greater depth and subtlety to the more commonly examined issues of economic development.

PS 660 Democracy, Political Economy, and Human Rights across Asia (3 credit hours)
This course examines Asia from the perspectives of democracy, political economy, and human rights. It will assess how political and economic factors in the region impact not only individual states but also transnational relations with other regions like North America and the European Union. How the region's ongoing economic and political transformation influences governance will be examined. How power interplays with other states on issues pertaining to conflict and human rights will be important. Finally, the course will look at all of these issues from theoretical and philosophical perspectives, asking if culture impacts some of the variations.

PS 690 Democracy, Gender, and Reform Across the Middle East (3 credit hours)
This course examines the Greater Middle East (from Morocco to Iran), to expose the issues of democratization, gender relations, and political/economic reform. The material reviews various democratization projects occurring throughout the region, comparing and contrasting strengths and weaknesses, while drawing general conclusions about democracy in the Middle East writ large. The complex and evolving role of women in this process, from the political, economic, and cultural perspectives, is emphasized and used to ascertain future potential trajectories. Theoretical and philosophical debates about Islam, democracy, and civil liberties are investigated.

PY 101 Introduction to Psychology (3 credit hours)
This course is an introduction to the scientific foundations of the study of behavior and a survey of basic topics of psychology such as sensation and perception, the brain and nervous system, learning and memory, language and thinking, intelligence, motivation, emotions, personality, development, stress, and abnormal behavior. This course is a prerequisite for all other courses in Psychology except PY 200, PY 211, PY 222, and PY 250 or MA 215.

PY 200 Careers in Psychology (1 credit hour)
This course is an introduction to the wide variety of careers available to students majoring in psychology. Topics will include, but not be limited to writing resumes and cover letters, applying to graduate/professional programs, and issues important in deciding upon an area of specialization. Students will learn about the various careers in psychology through presentations with professionals in the field and exploring information available on internet sites, such as that of the American Psychological Association.

PY 211 Human Development (3 credit hours)
This course will present the principles of human growth and development from conception to death. Topics to be included in the course are methods of child study, consideration of individual differences, and analysis of patterns and sequences of development.

PY 222 Human Sexuality (3 credit hours)
This course is a consideration of biological, cultural, developmental, and psychological aspects of human sexuality, emphasizing class discussion of relevant issues. Among topics covered are AIDS, romantic love, sexual practices, and sexual orientation.

PY 235 Fundamentals of Counseling (3 credit hours)
This course is an introduction to concepts and theories of counseling with special attention to multicultural, gender, and developmental issues. Emphasis is placed on improving listening and attending skills.
Prerequisite: PY 101

PY 250 Statistics for the Behavioral Sciences (4 credit hours)
This course is an introduction to and application of statistics and research designs used in experimental psychological research. Statistical software will be used to analyze psychological data collected by the students using both descriptive and inferential statistics. Specific types of statistical tests include measures of central tendency and variability, correlation, multiple regression, z-tests, t-tests for both independent and correlated samples, analysis of variance/covariance, and various non-parametric tests.
Prerequisite: MA 101 or higher

PY 301 Personality Theory (3 credit hours)
This course covers major psychodynamic, behaviorist, trait, humanist, and cognitive theories of personality. Situational and biological influences, traits and cognition, life stories, psychobiography, and other contemporary issues are discussed. Application of personality theory to the understanding of individual lives is encouraged.
Prerequisite: PY 101

PY 311 Abnormal Psychology (3 credit hours)
This course presents the major theoretical and therapeutic approaches to psychological disorders. The classification, origin, description, and treatment of the chief psychiatric problems are included.
Prerequisite: PY 101

PY 318 Health Psychology (3 credit hours)
This course examines how biological, social, cultural, and psychological factors influence health and illness. Representative topics include research methods in health psychology, theories of health behavior, cultural differences in understanding health, understanding and coping with stress, understanding and managing pain, terminal illness, managing healthcare, and controversies in health psychology.
Prerequisites: PY 101, SO 101, or written permission of the instructor

PY 320 Human Memory and Cognition (3 credit hours)
This course addresses the ways in which people gain knowledge about their world and about themselves. Topics covered include memory and forgetting, language, thought processes, and creativity.
Prerequisite: PY 101

PY 340 Culture and Psychology (3 credit hours)
This course covers major concepts and research of cross-cultural psychology, including cross-cultural aspects of ethnocentrism, developmental processes, gender differences, emotion, language, personality, and other topics. Applications of cross-cultural knowledge to understanding one's own culture and the effects of culture on individual lives are included.
Prerequisite: PY 101

PY 345 Social Psychology (3 credit hours)
This course examines psychological principles that affect the behavior of individuals as members of groups. Representative topics include interpersonal relationships, attitudes, conformity, aggression, prejudice, social cognition, and culture.
Prerequisite: SO 101 or PY 101, or permission of the instructor

PY 353 Introduction to Psychological Research (4 credit hours)
This course is an examination of research design issues in psychology and related disciplines with emphasis on accurate reading of published articles. Students write a research proposal including a literature review, an operationally stated hypothesis, and data-gathering procedures. Students continuing on to PY 354 Experimental Psychology may carry out their research proposals. Enhancements for PY 353 provide instruction in American Psychological Association manuscript style. (3 lectures, 1 lab)
Prerequisites: PY 101 and PY 250 or MA 215 (PY 250 or MA 215 may be concurrent)

PY 354 Experimental Psychology (4 credit hours)
This course is a study and application of experimental techniques for investigating psychological issues. Students replicate experiments or design their own investigations, write experimental reports, and use computerized statistical analysis. (3 lectures, 1 lab)
Prerequisites: PY 101, PY 250 or MA 215, and PY 353

PY 368 Learning Theory (3 credit hours)
This course emphasizes the development of theoretical approaches to learning, as well as applications of behavioral learning principles in applied contexts. The principles of classical conditioning, instrumental conditioning, and social learning theory will be investigated in the course. The course will also

present how learning principles are used in such areas as child management, interpersonal communication, and self-control.
Prerequisite: PY 101

PY 371 Biological Psychology (3 credit hours)
This course is a study of biological influences on human behavior and mental processes. Includes a survey of brain and nervous system anatomy and how researchers learn about the functions of these systems in relation to behavior. Emphasis is on normal development, adaptation, and learning but a variety of syndromes and problems are also included. Study of Biology or Anatomy and Physiology are helpful but not required.
Prerequisite: PY 101

PY 375 History of Psychology (3 credit hours)
This course presents the development of psychology in the history of the Western world. Among the topics it includes are the philosophical basis of modern psychology, the founders of psychology, and the development of major theories and content areas.
Prerequisite: PY 101

PY 382 Psychology of Women (3 credit hours)
This course is an investigation of differences and similarities in psychological functioning between women and men, including the influence of major life events occurring only in women (e.g. menstruation, pregnancy) on psychological functioning.
Prerequisite: PY 101

PY 400 Advanced Studies in Psychology (3 credit hours)
This capstone course for psychology majors focuses on the discussion and analysis of significant issues, methods, and bodies of knowledge in psychology. Students will be responsible for the content and direction of the course under the guidance of the instructor.
Prerequisites: PY 101, PY 250 or MA 215, PY 353, and six hours of upper-level psychology, or permission of instructor

PY 444 Psychology and Religion (3 credit hours)
This course presents psychological theories and research on religious beliefs and practices in a seminar format. Insights of Freud, Jung, James, Allport, and others are discussed in a manner respectful of both Western and Eastern spirituality. The course is not offered every year.
Prerequisite: PY 101

PY 445 Special Readings in Psychology (1-6 credit hours)
This course is an opportunity to study topics of personal or professional interest not covered, or covered in a limited way, in regular courses. Prerequisite:
Psychology major and permission of instructor
(Credit arranged individually up to a maximum of 6 credit hours.)

PY 450 Research (1-6 credit hours)
This course provides an opportunity to conduct research in an area of psychology of interest to the student. Research is based on ideas of the student and/or the instructor. Because original research may take more than one term, the course may be repeated once for credit for a maximum of six credit hours.
Prerequisites: Psychology major, PY 250 or MA 215, PY 353, PY 354, and permission of instructor

SCLM 300 Foundations for Professional Success
(4 credit hours)
This course prepares students for success in their academic and professional careers. The foundation for learning is established for professional skill development through practical experience, a focus on communication, problem-solving, collaboration, and citizenship. Learner strengths are assessed and analytical, relational, and resilience skills are developed.

SCLM 305 Supply Chain Fundamentals (4 credit hours)
Introduction to the design, operation, and control of domestic and international supply chain and logistics systems. Emphasis is placed on transportation, distribution, and warehousing in the business enterprise.

SCLM 319 Decision Making in a Global Environment
(4 credit hours)
This course focuses on the knowledge needed to understand and apply processes for making business decisions. Emphasis is placed on the role of the pillars of capitalism as the underlying assumptions for making economic decisions in the U.S. Emphasis will also be placed on developing critical thinking skills.
Prerequisite: Acceptance into the SCTL degree program

SCLM 329 Fiscal Management for Supply Chain Management
(4 credit hours)
This course focuses on the practical application of accounting concepts and processes and financial data analysis. The importance of the management of business information systems will also be discussed. Emphasis will be placed on how these basic concepts are used in today's global business environment.
Prerequisite: Acceptance into the SCTL degree program

SCLM 426 Management and the International Organization
(4 credit hours)
This course is an overview of global management theory and organizational practices. Management strategies for operations and marketing in a global economy are examined. Organizational behavior and economic theory are also examined as it relates to these strategies. Also included are teamwork and communication skills.
Prerequisite: Acceptance into the SCTL degree program

SCLM 436 Introduction to Supply Chain and Logistics Management (4 credit hours)
This course provides an examination of supply chain and logistics management concepts from both U.S. and global perspectives. Key logistics and supply chain activities are explored with an emphasis on the opportunities that can be realized through effective and innovative supply chain and logistics management. The pros and cons of global sourcing are also explored as a foundation for understanding supply chain management and logistics strategies.
Prerequisite: Acceptance into the SCTL degree program

SCLM 446 Global Logistics and Transportation (4 credit hours)
This course addresses a variety of issues involved in the logistics and transportation components of the global supply chain. Topic includes an examination of how government and legal actions affect transportation and logistics operations. The course also focuses on operational security issues.
Prerequisite: Acceptance into the SCTL degree program

SCLM 456 Business Logistics Systems Analysis
(4 credit hours)
This course explores a variety of analytical techniques and information technologies used in supply chain and logistics management operations. The course will provide opportunities to analyze and apply the appropriate techniques to solve supply chain management and logistics problems. A variety of concepts such as inventory management, productivity, quality, capacity management, and forecasting are examined using information technology.
Prerequisite: Acceptance into the SCTL degree program

SCLM 466 Supply Chain Management Financial, Economics, Capital, Cash and Legal Considerations (4 credit hours)
This course integrates the supply chain operations of the firm. The course examines how the supply chain affects the capital, cash, financial, and economic performance of the firm. Economic and pricing aspects of various transportation modes are also examined.
Prerequisite: Acceptance into the SCTL degree program

SCLM 476 Capstone and Public Relations (4 credit hours)
Students will demonstrate competency as a manager in the professional field of Supply Chain Logistics Management by conducting an analysis of a topic related to their SCLM career. Using the results of this analysis the student will then prepare a professionally written report and oral presentation of their findings.
Prerequisite: Acceptance into the SCTL degree program

SM 105 Introduction to Sport Management (3 credit hours)
This course provides an overview of the business of sport. Current topics and issues within various sport organizations are introduced and discussed. Career opportunities within the sport industry are explored.

SM 210 Sport Public Relations and Communication
(3 credit hours)
This course is an introduction to the fundamental concepts of public relations and communication in a sport setting. Applied activities offer an opportunity to develop knowledge and skills related to public relations and communication within the sport industry.

SM 240 Sport Ethics (3 credit hours)
This course serves as an introduction to ethics within the sport industry. An examination of values promoted by sport and ethical dilemmas within the industry provide opportunities for critical analysis.

SM 310 Contemporary Issues in Sport (3 credit hours)
This course explores the role sport plays in society by examining a variety of issues in sport. Past and present societal impacts are analyzed in order to better understand the role sport plays in our current culture and how sport may affect society in the future.

SM 350 Sport Facility and Event Management (3 credit hours)
This course explores how to effectively manage a sport facility. Additionally, concepts of event management, such as planning, ticketing, and analyzing sporting events are examined.

SM 360 Legal Aspects of Sport and Physical Activity
(3 credit hours)
This course examines laws relevant to sport managers and those pursuing careers within health and physical performance fields. An examination of the legal system and laws affecting sport and recreational activities is provided in a manner understandable to those involved in the sport, fitness, or health industries.

SM 405 Sport Management (3 credit hours)
This course explores basic theories, techniques, and knowledge related to management within the sport industry, including the functions of planning, organizing, leading, and controlling. Applied activities offer an opportunity to develop practical skills which can be utilized to manage organizations within the sport industry.
Prerequisite: SM 105 or BA 232 or BA 252

SM 410 Sport Marketing (3 credit hours)
This course explores strategic sport marketing concepts including product, price, place, promotion, and public relations through practical applications. Development of a sales marketing plan for a sport product or organization is included.
Prerequisite: SM 105 or BA 232 or BA 252

SM 465 Sport Finance (3 credit hours)
This course covers basic financial management principles, concepts, and techniques encountered within the sport industry. Information is applied to various segments within the sport industry in order to gain a deeper understanding of financial management.
Prerequisites: SM 105 or BA 232 or BA 252, and AC 205

SM 490 Internship in Sport Management (3 credit hours)
The internship course consists of educational work experience in a business or industry environment related to Sport Management. Knowledge learned through academic experiences is applied and hands-on experiences are gained. Professional skills are developed and refined. Work expectations are contracted with the site supervisor and faculty sponsor. This course requires 120 clock hours of an internship experience under the guidance of an experienced professional.
Prerequisites: Junior or senior standing (60 credit hours completed), 18 credit hours completed in the major, and a 2.5 GPA in the major – Permission of Sport Management Program Director is required.

SMGT 305 Theory and Practice of Security (4 credit hours)
The course focuses on the components of security management and the responsibilities related to the field of security.
Prerequisite: Acceptance into the Security Management (SMGT) accelerated degree completion program

SMGT 315 The American Criminal and Civil Legal Systems (4 credit hours)
This course provides an examination of the Constitutional underpinnings of criminal and civil law as it applies to the field of security. Special focus is devoted to an overview of the American court system, specific elements of crime, the operation of civil jurisprudence, and a review of the policies and procedures that influence law in America.
Prerequisite: Acceptance into the Security Management (SMGT) accelerated degree completion program

SMGT 325 Professional Responsibility and Ethics in Security (4 credit hours)
This course addresses ethical issues in the field of security at both the theoretical and applied levels. Special emphasis is given to an examination of the relationship between ethical principles, moral and normative judgments.
Prerequisite: Acceptance into the Security Management (SMGT) accelerated degree completion program

SMGT 335 Infrastructure Security and National Defense (4 credit hours)
This course provides an overview of the responsibilities of individuals engaged in private and public security. It focuses on current trends, concerns, and issues in the security industry. This includes but is not limited to security functions, fundamentals of defense, infrastructure, and non-traditional threat analysis.
Prerequisite: Acceptance into the Security Management (SMGT) accelerated degree completion program

SMGT 345 Risk Analysis and Organizational Security (4 credit hours)
This course discusses how to identify an organization's vulnerabilities and potential threats, as well as how to measure the effectiveness of selected security programs. It develops students' abilities to examine and produce surveys, audits, questionnaires, and procedural guidelines that are utilized by security professionals to aid in countering risks. This course also introduces students to basic quantitative methods and systems associated with risk analysis and inter-agency communications.
Prerequisite: Acceptance into the Security Management (SMGT) accelerated degree completion program

SMGT 405 Security Administration and Management (4 credit hours)
This course introduces students to the critical management skills in the public and private security sectors as they relate to emergency management. Topics include aspects of effective and efficient operations administration; group and organizational leadership; supervision, recruitment, selection, training, and performance appraisal of employees; and the overall future of public and private security organizations in national emergency response plans.
Prerequisite: Acceptance into the Security Management (SMGT) accelerated degree completion program

SMGT 415 Physical and Technological Components of Security Management (3 credit hours)
This course examines the effectiveness of physical security based on comprehensive assessments of threats and the implementation of a layered system of physical technical protection. Areas of study include security design, security surveys, Crime Prevention Through Environmental Design (CPTED), lighting, alarms, and entry control, Closed Circuit Television (CCTV), and digital recording systems. The student will have an understanding of the operations of various physical security systems for the protection of employees and assets.
Prerequisite: Acceptance into the Security Management (SMGT) accelerated degree completion program

SMGT 425 Homeland Security and Terrorism (3 credit hours)
This course focuses on the intersection between the developments of U.S. national interests, threats to those interests, and the establishment of policies and practices to protect them. As a theoretical companion of SMGT 335, it examines such topics as the evolution of the modern threat of terrorism, the role of intelligence in defense planning, and the economic and political considerations associated with Homeland Security policies and the overall importance.
Prerequisite: Acceptance into the Security Management (SMGT) accelerated degree completion program

SMGT 435 Principles and Practices of Effective Emergency Planning (3 credit hours)
This course focuses on the development and execution of an effective emergency management plan to sustain business, government, and security continuity during a natural or man-made disaster. Special emphasis will be given to case study and mock scenario development and analysis. Topics include threat assessment, risk analysis plan formulation, training, coordinating with support agencies, and the actual overall management of the response to a disaster or emergency.
Prerequisite: Acceptance into the Security Management (SMGT) accelerated degree completion program

SNAP 360 Introduction to Networking (3 credit hours)
This course will explore the fundamental technical principles of telecommunications and computer networks with an examination of the business challenges of managing communications resources.

SNAP 361 Advanced Networking Administration (3 credit hours)
This course introduces internetworking through the study of Cisco routing and switching. Students will learn how to install, configure, operate, and optimize networks that use Ethernet, TCP/IP, Wide Area Network protocols, and Cisco network hardware. This course follows the Cisco curriculum leading to testing for the Cisco Certified Network Associate certification.

SNAP 362 Linux Administration I (3 credit hours)
This course provides an in-depth study of basic Linux administrative tools and practices. It is based on the curriculum recommended by the Linux Professional Institute for certification at the LPIC-1 level and can be used to prepare for certification exams 101 and 102. Topics covered in this course include Linux commands, shell scripts, file systems, networking, security, and troubleshooting.

SNAP 363 Linux Administration II (3 credit hours)
This course consists of an advanced study of Linux servers, networking, administrative tools, and practices. It is based on the curriculum recommended by the Linux Professional Institute for certification at the LPIC-2 level and can be used to prepare for certification exams 201 and 202. Topics covered in this course include resource utilization, compiling the kernel, Linux Web, DNS, DHCP, email, file, print, and database servers, enterprise networking, shell scripts, file systems, networking, security, and troubleshooting.

SNAP 364 Virtualization of Computing Resources
(3 credit hours)
A project-based course that focuses on the use of tools and methodologies applied to the virtualization of computing resources. Emphasis is placed on the abstraction of resources—including hardware, software, and networks—rather than physical resources. Students will complete a project designing and configuring servers and workstations in an entirely virtual environment.

SNAP 365 Operating System Administration I (3 credit hours)
This course provides the knowledge and skills required to administer small to medium-sized networks in server environments. Hands-on demonstration and practical application of administrative tools, utilities, and configurations in server environments will be the most significant feature of the course. Issues dealing with security, troubleshooting, and configuration will be presented, discussed, and applied by the students in the classroom.

SNAP 366 Operating System Administration II (3 credit hours)
This course covers Microsoft Windows networking from the perspective of a system or network administrator. The topics covered include network configuration, IP address assignment, name resolution, routing, Internet Protocol Security (IPSec) and certificates, remote access, and managing and monitoring network access of local and wide area networks.

SNAP 367 Operating System Administration III (3 credit hours)
In this course, students will plan, implement, and troubleshoot a Microsoft Windows Server Active Directory® services infrastructure. Students will work with a Windows Server directory service environment, including forest and domain structure, Domain Name System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies. Students will learn how to manage computer services structures within an organization and become familiar with human-to-computer interaction.

SNAP 368 Administration of Messaging Systems
(3 credit hours)
This course provides the knowledge and skills required to design, install configure, administer, and troubleshoot client and server messaging systems. This class introduces the concepts of email systems, instant messaging systems, voicemail messaging systems, mobile messaging, and how the various systems can be synchronized and harmonized to provide users a more efficient messaging environment.

SNAP 369 Database Administration and Design
(3 credit hours)
The major focus of the course will be the relational model with a brief discussion of the hierarchical and network models. Database design using E-R Diagrams will be presented. Relational terminology and the theoretical concepts of the model, such as normalization, will be discussed. The Structured Query Language (SQL) will be used to manipulate the model. Students will prepare a small application using a commercial relational database management system.

SNAP 460 Information Security (3 credit hours)
This course is designed to provide an introduction to current trends in information security. Students will be introduced to sources of threats and vulnerabilities as well as methods for optimizing system security. Legal issues associated with information security will be examined, as well as how those issues are addressed within the context of an organization.

SNAP 461 Web Server Administration (3 credit hours)
This course explores the configuration and management of Apache and IIS web servers. It covers Web server installation, configuration, management, networking, active content support, authentication, and security.

SO 101 Introduction to Sociology (3 credit hours)
This course provides students with a broad, general introduction to the field of sociology, its approaches to social life, and how this knowledge can be applied to improving the quality of individual life and society. Basic principles of sociology are introduced: investigating social behavior, culture, institutions, social interactions, social inequality, and social change.

SO 103 Sports and Society (3 credit hours)
This course studies sports in American society through the lens of Sociology. The course uses the basics of Sociology to explore the relationship between sports and major social institutions, including the economy, mass media, politics, and religion. The course also examines the relationship between sports and structural social inequalities related to race, class, and gender. From sports' early beginnings in the United States to the present state of modern sports, and into the future, this course describes how sports and society work to shape one another.

SO 131 Marriage and Family (3 credit hours)
This course examines the family institution with respect to its cultural and historical setting, family variations, and the modern cultural and social patterns that make up courtship, marriage, and the family. The major focus is families in the contemporary United States; however, family systems from other societies are also examined.

SO 142 Sociology of Race and Ethnicity (3 credit hours)
This course introduces students to the problems of racial and ethnic groups in American society and the concepts of dominance, minority, power, status, conflict, prejudice, and discrimination. The course examines both interpersonal dynamics and the larger context of changing intergroup relations in today's world.

SO 230 Research Methods of the Social Sciences (3 credit hours)
This course introduces the process of social inquiry. It focuses on the methods, techniques, and questions that direct, enable, and motivate the enterprise of social research.
Prerequisite: SO 101 or permission of the instructor

SO 250 Women in American Society (3 credit hours)
This course introduces students to understanding gender and society from a sociological perspective. The course provides a comprehensive review of the historical background about the magnitude of changes in the gender system and the societal and interpersonal level of forces at play. This course will review the current research on the social construction of gender and gender stratification in social institutions. The attention is given to both the influences of and the interaction of social structure and culture in women's and men's lives.

SO 310 Social Problems (3 credit hours)
This course discusses major social problems through principles of the sociological perspective. The course will illustrate links between sociological theories, social research, and social intervention and policies. The course provides a basis for critically analyzing the functioning of the main institutions of society.
Prerequisite: SO 101 or permission of the instructor

SO 322 Social Theory (3 credit hours)
This course discusses major schools of sociological thought and the contexts in which they arose. The strengths and weaknesses of each approach are analyzed and the major premises of the most important thinkers are studied. The course will illustrate links between theory and research, and provide a basis for critically analyzing the functioning of the main institutions of society.
Prerequisite: 6 hours of Sociology, junior or senior standing, or permission from instructor

SP 101 Elementary Spanish I (3 credit hours)
This is an interactive course designed to develop Spanish language acquisition through speaking, listening, reading, and writing. Basic grammatical structures, vocabulary, and pronunciation are covered, along with an introduction to the cultures of the Spanish-speaking world.

SP 102 Elementary Spanish II (3 credit hours)
This course builds on the foundations of Spanish 101 and further develops Spanish language acquisition through speaking, listening, reading, and writing. Additional basic grammatical structures, vocabulary, and pronunciation are covered, and cultural knowledge of the Spanish-speaking world is augmented.
Prerequisite: SP 101 or permission of the instructor

SP 103 Elementary Spanish III (3 credit hours)
This course completes the first year language acquisition beginning in SP 101 and continuing in SP 102. Speaking, listening, reading, writing, and cultural activities reinforce this foundation. An optional directed study in Durango, Mexico provides an opportunity to solidify language acquisition and cultural competence.
Prerequisite: SP 102 or permission of the instructor

SPED 210 Co-Teaching in an Inclusion Model (3 credit hours)
Collaborative teaching models, team planning, curriculum adaptation, behavior management, and utilization of resources in both the school and the community are the primary focus of this course. The student will create a co-teaching inclusion plan for use in the classroom.

SPED 220 Teaching Strategies for Exceptional Students (3 credit hours)
This course is an introduction to the strengths and needs of students with mild and moderate disabilities in relation to the levels of instructional support required. The focus will be on the developmental, cognitive, language, perceptual, social, academic, and behavioral characteristics of students with mobile and moderate disabilities. Etiology, classification, and legal concerns will be discussed as they relate to the learning process.

SPED 300 Diagnostic and Remedial Reading (3 credit hours)
Teacher candidates will develop knowledge and skill in diagnostic and remedial reading techniques. This course includes examination of the administration and interpretation of diagnostic instruments, causes of reading problems, remedial techniques, special motivation factors designed for striving readers, and diagnostic and administrative procedures necessary for early referral of students with reading difficulties.

SPED 310 Assessment & Intervention of Students with Disabilities (3 credit hours)
This course focuses on the application of federal and state guidelines for the verification of students with special needs. Candidates will utilize measurement principles and practices to interpret formal and informal academic behavioral assessment data to inform the development of individualized educational plans (IEPs) for grade 7-12 students. Candidates will examine authentic assessment procedures used in grade 7-12 classrooms.

SPED 320 Special Education Practicum – Middle School (2 credit hours)
This course will provide preservice special education teachers the opportunity to acquire experience in planning and conducting instruction with various groups of students with diverse learning needs. This experience will also include design and use of assessment techniques for evaluating progress at the Middle School level.

SPED 330 Special Education Practicum III (2 credit hours)
A survey of methods and materials for teaching English as a Second Language in reading, writing, and oral language. Additional topics to be covered include materials, selection, objective writing, materials preparation, test construction, and classroom management.

SPED 400 Advanced Instructional Adaptations (3 credit hours)
Teacher candidates will apply intervention strategies for adapting curriculum materials and methods to fit individual needs in various school, church, and community settings. This course will prepare students to make appropriate individualized instructional accommodations in all areas.

SPED 405 Behavior Management (3 credit hours)
This course provides students with an introduction to strategies for promoting positive behavior in the context of instructional environments through the use of applied behavior analysis principles and procedures. Course content includes multiple methods of behavioral assessment linked to intervention planning.

SPED 410 Transition Strategies and Planning (3 credit hours)
vocational curricula to children and youth with high incidence exceptionalities in schools. This course considers classroom setting options across a range of special education services and placement options. Students will select, adapt, and use a variety of evidence-based instructional strategies.

SPED 420 Programming for Exceptional Students
(3 credit hours)
An examination of a variety of techniques for instruction in academic, social, and vocational curricula to children and youth with high incidence exceptionalities in schools. This course considers classroom setting options across a range of special education services and placement options. Students will select, adapt, and use a variety of evidence-based instructional strategies.

STS 110 Skills for Success (3 credit hours)
This course provides a welcome to college learning, introduces information about academic support services, and focuses on the skills necessary for student development and success. Topics such as time management, learning styles, study skills, and writing techniques are taught and practiced through interactive modules and activities for academic and real-life application.

STS 280 United States Business Culture (1 credit hour)
Designed for those for whom English is not their first language, this course orients students to U.S. business culture, professional etiquette within a business context, and using credible research as applied in a business setting. The course provides asynchronous opportunities for English-speaking practice.
Prerequisites: EN 101 and EN 102, or equivalent

STS 290 English Oral Intensive for Business (2 credit hours)
Designed for those for whom English is not their first language, this course focuses on building vocabulary, speaking and listening comprehension, and increasing fluency. This is an immersive course in U.S. workplace practices and etiquette that is adaptable to the language acquisition needs of students regardless of level.
Prerequisites: EN 101 and EN 102, or equivalent; STS 280 must be taken prior to or concurrent with STS 290.

SUST 300 Environmental Sustainability (4 credit hours)
This course introduces Environmental Sustainability as an interdisciplinary field of study focused on environmental problems and managing natural resources in a sustainable manner. It cuts across agricultural sciences, biological sciences, and engineering, integrating physical and biological sciences to current environmental problems. Contemporary global environmental problems and the research that is being performed on environmental issues are explored. Discussion includes sustainable agriculture, natural resource management, pollution control and mitigation, and global climate change. A systems approach to the analysis of environmental problems is used to find effective solutions.
Prerequisite: Acceptance in the Sustainability Management accelerated degree program

SUST 310 Energy, Environment and Sustainability
(4 credit hours)
This course introduces Environmental Sustainability as an interdisciplinary field of study, focused on environmental problems and managing natural resources in a sustainable manner. It cuts across agricultural sciences, biological sciences, and engineering, integrating physical and biological sciences to current environmental problems. Contemporary global environmental problems and the research that is being performed on environmental issues are explored. Discussion includes sustainable agriculture, natural resource management, pollution control and mitigation, emerging technologies of energy capture (solar, wind, biomass, etc.), and global climate change. A systems approach to the analysis of environmental problems is used to find effective solutions.

SUST 350 Current Trends in Energy Technology
(4 credit hours)
This course explores energy sources and overall energy needs and impacts. A comparative study of the trends, status, and policies of alternative energy technologies and how these can be applied to current and future industrial or residential scale projects will be conducted. Coverage also includes biofuels and synthetic fuels, emerging technologies of energy capture (solar, wind, geothermal, etc.), and innovative energy management (e.g. Smart Grid).
Prerequisite: Acceptance in the Sustainability Management accelerated degree program

SUST 360 Green Technologies and Natural Resource Conservation (4 credit hours)
This course provides an overview of emerging technologies for natural resource conservation. Discussion will focus on how innovations in technology are being developed to use natural resources in a more efficient and sustainable manner. Examples will cover new developments in green chemistry, sustainable agriculture, and smart energy-efficient appliances. The use of current technologies (e.g. GIS, geographical information systems) in environmental assessment will also be discussed.
Prerequisite: Acceptance in the Sustainability Management accelerated degree program

SUST 390 Green Project Management (4 credit hours)
This course provides a foundation for Project Management in the context of green, sustainable projects. Coverage includes life cycle assessment of the entire project from initiating, to planning and executing strategies that consider long-term impacts. Scenario-based case studies are incorporated with emphasis on the importance of making strategic changes that can create sustainable competitive advantage.
Prerequisite: Acceptance in the Sustainability Management accelerated degree program

SUST 400 Cost of Sustainability (4 credit hours)
This course explores the interconnectivity of energy, environment, and business strategy. Topics covered include economic principles related to the use of environmental goods and services and the influence of environmental effects on the decision-making process. Strategies for adapting to the impact of environmental changes, energy production, consumption, and government policies are discussed. Corporate Social Responsibility (CSR), which focuses on economic, social, and environmental impacts, and plays an increasing role in organizational strategy, is explored.
Prerequisite: Acceptance in the Sustainability Management accelerated degree program

SUST 410 Regulation, Policy and Governance of Sustainable Systems (4 credit hours)
This course examines legal and government policy approaches to sustainability. A wide range of political issues that arise when viewing the Earth's environment as an integrated global system are discussed. Major federal environmental laws and a study of local policy and regulations relating to sustainable and green projects are introduced. Topics also include grant writing and contracting for sustainable projects.
Prerequisite: Acceptance in the Sustainability Management accelerated degree program

SUST 420 International Development and Sustainability (4 credit hours)
This course provides a study of human-environment interaction as seen from a global perspective. The interrelationship between population growth, food security, water availability, urbanization, technological change, international trade, and global environmental change is explored. The economic, social, and environmental impact of global trade is assessed. Discussion also includes maintaining historic principles of economic growth and development, and the implications for sustainability.
Prerequisite: Acceptance in the Sustainability Management accelerated degree program

SUST 430 Leadership in Sustainability (4 credit hours)
The course focuses on the '4 E principles' of Environment/Energy/Efficiency/Empower. These principles relate to efficiency in resource usage, sustainable energy use, environmental consciousness, and empowering sustainable personal leadership. Emphasis is placed on the role of leadership to successfully complete sustainability projects. Coverage includes how to engage peers and company management in sustainable projects, how to coach and instruct sustainability across an organization, and how to communicate to a variety of audiences. Discussion also includes the application of ethical principles to actions affecting the environment.
Prerequisite: Acceptance in the Sustainability Management accelerated degree program

SUST 450 Sustainable Construction and Design (4 credit hours)
This course is an application of the principles of environmentally sustainable construction to new and existing green building projects. Emphasis is placed on providing projects with a life cycle analysis that aims to reduce environmental impact and optimize the comfort and safety of people. The Green Building Rating System LEED (Leadership in Energy and Environmental Design) for benchmarking the design, construction, and operation of high-performance green buildings is introduced. Students will work closely with industry on a project related to sustainability.
Prerequisite: Acceptance in the Sustainability Management accelerated degree program

SYS 101 Critical Thinking and Problem Solving (3 credit hours)
In today's business environment, critical thinking is essential for effective problem-solving and decision-making. This course applies critical thinking to assess problems, evaluate solutions, and appraise risks. Students explore a variety of problem-solving and decision-making processes and apply these to individual business problems.

SYS 215 Design Thinking (3 credit hours)
This course focuses on creativity, the design process, and techniques for creative thinking that lead to innovation and solutions. Students will incorporate problem-solving methods and design-thinking approaches that influence decision-making and product development.

TBDA 200 Business Analytics Fundamentals (4 credit hours)
This course is designed to introduce students to the basics of Business and Data Analytics. It aims to develop their understanding of analytics in the context of a business and to provide a framework for students to think about concepts such as business framing, stakeholder analysis, metrics, data wrangling, data visualizations, descriptive statistics, exploratory data analysis, and data storytelling in business. After this course, students will be able to clean, visualize, analyze, and present data. The course culminates with a hands-on final project in which they will perform an exploratory data analysis using real industry data. The course is part of the Business & Data Analytics Certificate in collaboration with Tableau, and it is required to gain the certificate.

TBDA 250 SQL for Analytics (4 credit hours)
This course is designed to introduce students to the basics of SQL. Students will learn to identify the role and structure of relational databases as they apply to data analytics, apply the Structured Query Language (SQL) in MySQL for data manipulation language (DML), apply the Structured Query Language (SQL) in MySQL for data definition language (DDL), and apply normal forms (1NF, 2NF, & 3NF) for database normalization.
Prerequisite: TBDA 200

TBDA 300 Data Visualization with Tableau (4 credit hours)
This course is designed to introduce students to the fundamentals of using Tableau Desktop in the context of business and data analytics. The course is focused on project-based learning and covers all of the skills identified in the Tableau Desktop Specialist certification as well as roughly 80% of those listed in the Desktop Certified Associate certification. More specifically, students will explore the role and application of data visualization in the data analysis process using Tableau. They will create and design both static and dynamic tables, data visualizations, dashboards, and stories while incorporating visual design best practices to better communicate insights to intended audience, such as business stakeholders. Students will also connect multiple external data sources (e.g., Text Files, Excel, SQL databases) to Tableau and optimize large data to efficiently wrangle and analyze real-industry data.
Prerequisites: TBDA 200, TBDA 250

TBDA 325 Statistics for Analytics (4 credit hours)
This course is the fourth in a four-part series focused on business/data analytics and aimed at community college students who have little or no background in business or analytics. The first three courses in the series are not necessarily prerequisites for this course, but a basic familiarity with data and spreadsheets is assumed. The course is focused on project-based learning using Google Sheets and Python to apply basic statistical techniques to data.
Prerequisites: TBDA 200, TBDA 250, TBDA 300

UAS 110 Drone Fundamentals (3 credit hours)
This course examines the fundamentals of unmanned aerial vehicles (UAVs), commonly known as drones. Topics will include flight controls, science of flight, interdisciplinary applications of drones, privacy and ethics considerations, and regulations. Students will have the opportunity to pilot a drone, building their foundational piloting skills.

WEB 200 Fundamentals of Web Development (3 credit hours)
This course examines the fundamentals specific to web development. Topics will include web standards, accessibility/usability, and the coding languages which serve as the foundation for web development: HTML and CSS. Students work with these languages at a basic level, learning the essential structures, coding conventions, and best practices associated with the effective use of HTML and CSS in modern web-development environments.
Prerequisite: Basic computer literacy

WEB 201 Internet Systems Architecture (3 credit hours)
This course examines internet terminology, how web systems are designed, how data flows across the web, and what is involved in building a website. Topics include overall design of the internet, operating systems, command line interfaces, cloud computing, serverless architectures, security, and web accountability.

WEB 231 Enterprise JavaScript I (3 credit hours)
Learn JavaScript by writing JavaScript. This course covers the concepts of programming using JavaScript in the Enterprise. Focus is on the JavaScript programming language syntax, software design, coding, documenting, and debugging strategies. Topics include Data Types, Reference Types, Operators, Objects, Control Statements, and Functions. Projects use these topics in an intensive, hands-on format to build enterprise-relevant solutions. GitHub is used to host and share coding projects.
Prerequisite: WEB 200

WEB 321 Business Environment for Web Professionals (3 credit hours)
This course prepares a web developer for effectively navigating the business considerations surrounding the web development profession to include business skills, proposal management, user interface design considerations, and communication techniques. Additional topics include sizing and estimation approaches within agile development environments, requirement elicitation techniques and tools, user experience considerations, and accessibility.

WEB 330 Enterprise JavaScript II (3 credit hours)
Master JavaScript by learning and solving real-world problems. This course continues where the introductory JavaScript course left off. Students use a wide range of JavaScript programming strategies to build interactive programs. Topics include object-oriented programming, unit testing, asynchronous executions, files and streams, lambda expressions, and module bundlers. Problem-solving using advanced JavaScript techniques is emphasized. GitHub is used to host and share coding projects.
Prerequisite: WEB 231

WEB 335 Introduction to NoSQL (3 credit hours)
This course introduces the core concepts of non-relational database structures. Topics include Key/Value pairs, Table Structures, Data Types, Data Access Controls, and NoSQL Queries. Relational databases (MySQL) are explored to contrast the capabilities of non-relational to relational database structures. Python will be introduced as a tool for database interface.

WEB 340 Node.js (3 credit hours)
This course introduces the process of building web-based applications in Node.js with Express. Students learn to create web forms, collect and process information obtained from them, retrieve and update information contained in a MongoDB database, and build stand-alone RESTFul API's. GitHub is used to host and share coding projects.

WEB 420 RESTFul APIs (3 credit hours)
This course presents the purpose of APIs (Application Programming Interfaces), their functions, and how to use and manage them in the context of web development. Topics include REST methodologies, design best practices, security, testing, debugging, documentation, and the OpenAPI specification. Node.js will be used for the programming language and SoapUI for testing and debugging the solutions. GitHub is used to host and share coding projects.

WEB 425 Angular with TypeScript (3 credit hours)
Learn Angular with TypeScript by building real-world applications. This course covers web application frameworks and how to build client-rich applications using Angular with TypeScript. Following an intensive, hands-on style format, students will learn how to write code in TypeScript, communicate with middleware platforms using HTTP and WebSocket protocols, automate the building and deployment processes using the Angular CLI, organize navigation in a Single Page Application (SPAs), learn industry best practices, unit-testing, and deployment. GitHub is used to host and share coding projects.

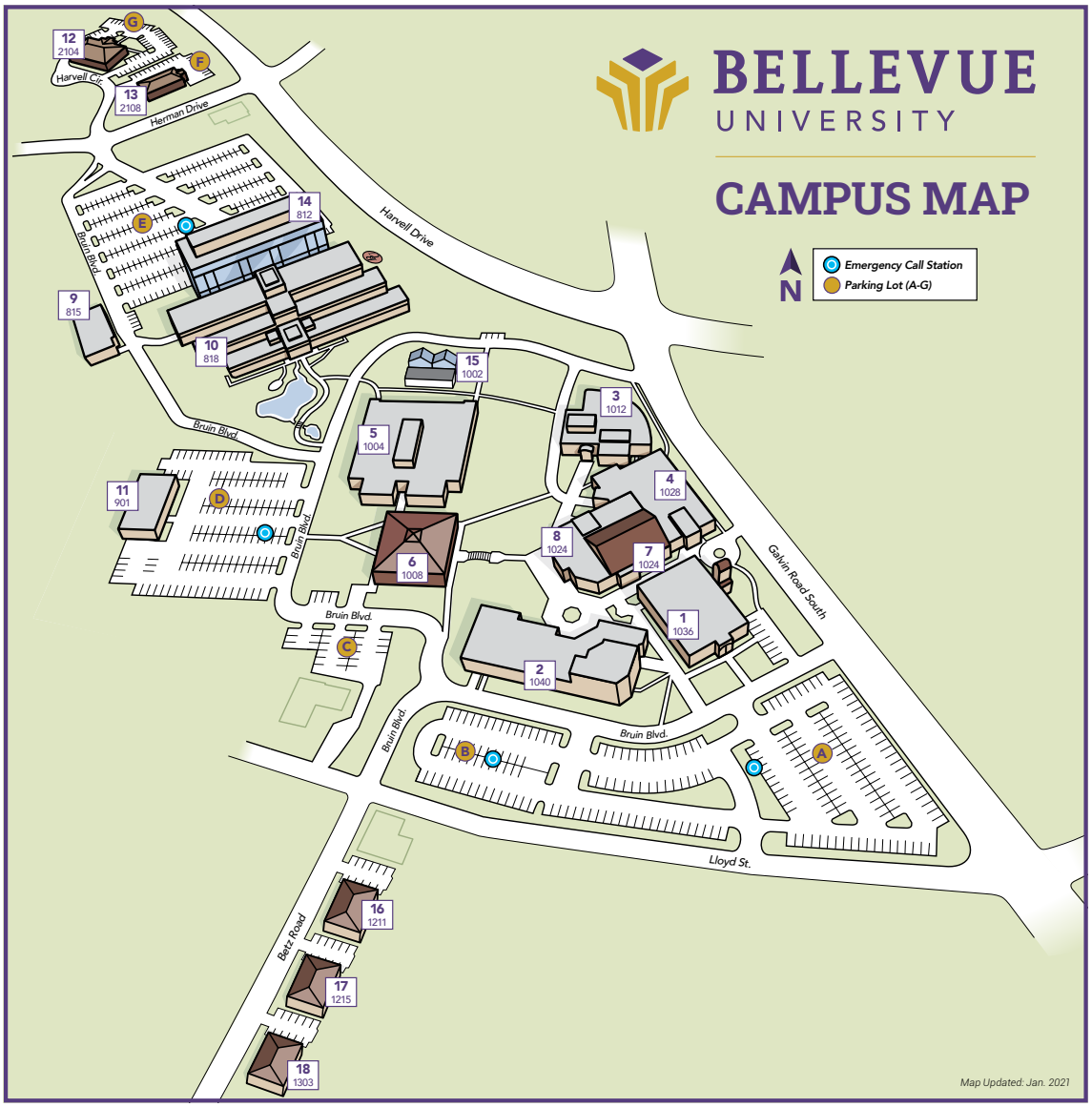
WEB 430 DevOps (3 credit hours)
This course introduces students to a set of DevOps (Development Operations) tools and best practices that emphasizes the collaboration and automation of development and deployment processes. Principles of release management, configuration management, orchestration, virtualization, containerization, and monitoring are examined to improve collaboration and communication. Students will learn techniques for building a DevOps model and gain understanding of how continuous delivery improves software quality.

WEB 450 Mastering the MEAN Stack Bootcamp
(6 credit hours)
This course is an immersive web development bootcamp. It is a full stack experience using the skills previously developed in languages, API, and framework. The course pulls it all together in a more difficult and highly demanding environment. Topics include UI considerations, web services, server-side scripting, and database development and use. Students will complete individual JavaScript projects using the entire web stack. Groups will complete a real-world, highly complex, JavaScript project using the entire web stack and using separate development environments to promote software through development, QA, and production. GitHub is used to store the projects. The course is synchronous with all students participating five nights a week for 9 consecutive weeks.

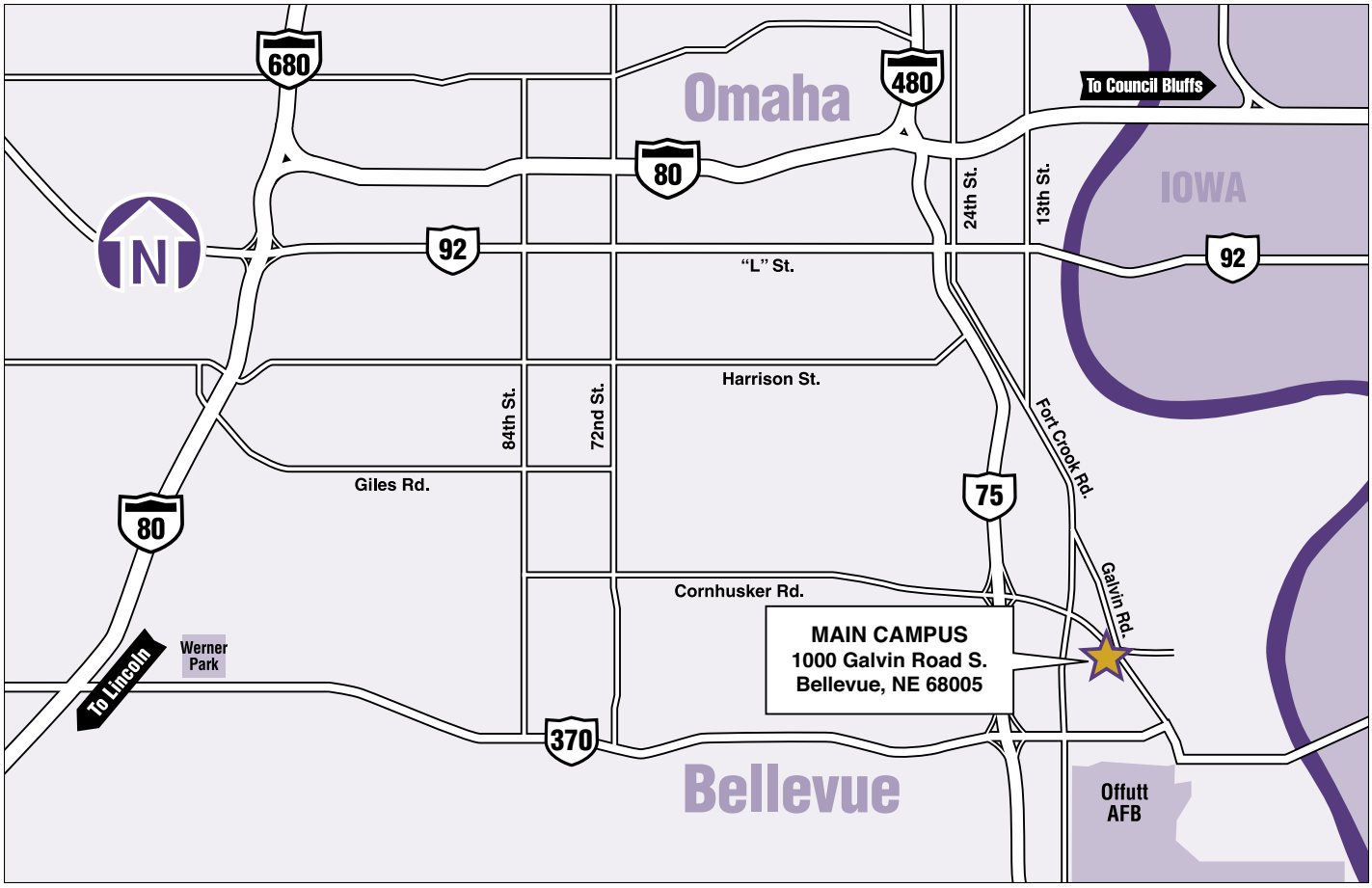
WS 101 Introduction to Women's Studies (3 credit hours)
In this course, students are introduced to the history and theories of feminism from a multidisciplinary perspective. The impact that feminist perspectives have had on society will also be studied. Gender issues will be explored from a number of different perspectives, including historical, psychological, anthropological, political, and religious perspectives.

WS 401 Women's Studies Seminar (3 credit hours)
In-depth exploration and analysis of significant issues in women's and gender studies. Content and direction of the course are the responsibility of the students under the guidance of the instructor.
Prerequisite: 12 credit hours in the Women's Studies minor, including WS 101 or permission of instructor

Bellevue University Main Campus



1. Durham Center (DUR)
   1036 Bruin Blvd.
2. Hitchcock Humanities Center (HUM)/ Criss Auditorium
   1040 Bruin Blvd.
3. Riley Technology Center (RTC)
   1012 Bruin Blvd.
4. Freeman/Lozier Library (LIB)
   1028 Bruin Blvd.
5. R. Joe Dennis Learning Center (LCN)
   1004 Bruin Blvd.
6. Margre H. Durham Student Center
   1008 Bruin Blvd.
7. Gordon Lozier Athletic Center
   1024 Bruin Blvd.
8. eSports Arena
   1024 Bruin Blvd.
9. Hollis and Helen Baright Bookstore
   815 Bruin Blvd.
10. Educational Services Building (ESB)
    818 Bruin Blvd.
11. Maintenance
    901 Bruin Blvd.
12. Wellness Center
    2104 Harvell Cir.
13. Rotert Building (ROT)/Military Veteran Services Center (MVSC)
    2108 Harvell Cir.
14. John B. Muller Administrative Services Building (MASB)
    812 Bruin Blvd.
15. Sustainability Lab
    1002 Bruin Blvd.
16. Student Housing
    1211 Betz Road
17. Student Housing
    1215 Betz Road
18. Student Housing
    1303 Betz Road


680
Omaha
480
To Council Bluffs
80
24th St.
13th St.
IOWA
N
92
"L" St.
92
Harrison St.
84th St.
72nd St.
Fort Crook Rd.
Giles Rd.
75
80
Cornhusker Rd.
Galvin Rd.
MAIN CAMPUS
1000 Galvin Road S.
Bellevue, NE 68005
Werner Park
To Lincoln
370
Bellevue
Offutt AFB

West Omaha
W Maple Rd.
Lozier Professional Cntr.
2810 N 118th St.
Omaha, NE 68164
Maple St.
N 144th St.
N 132nd St.
Blondo St.
N 120th St.
Miracle Hills Golf Course
N 108th St.
N 90th St.
Westroads Mall
W Dodge Rd.
W Dodge Expwy
N
S 120th St.
680
S 90th St.
Pacific St.

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Published July 6, 2023