Advising Expectations

The University Academic Advising Council has established the following guidelines for academic advising.

A student can expect the advisor to:

- Establish and adhere to reasonable weekly office hours, be available for advising appointments, and expand hours during registration periods.
- Be sensitive to the needs of a diversity of students.
- Understand the mechanics and deadlines of enrolling students, such as adding and dropping classes, closed class options, special enrollment forms, and contacts in the Office of the University Registrar or the college office.
- Understand how to read a DARS report and how to request DARS reports for exploring other majors and programs.
- Understand University grading policies including probation and academic suspension.
- Be familiar with the variety of University degree and program offerings, departmental and college requirements, as well as University-wide General Education requirements (as explained in the Ohio University Undergraduate Catalog).
- Assist students in exploring course and program offerings and career choices.
- Know where to refer students with special needs or interests (e.g., Academic Advancement Center, Career and Leadership Development Center, International Student and Faculty Services, Student Financial Aid, Education Abroad, Ombudsman).
- Help students plan a course of study based on aptitudes, life goals, career interests, academic performance, and the frequency and sequencing of course offerings.
- Help students continually reassess their course of study in light of changing goals and overall academic performance.
- Share information about opportunities in their major and intended career field (e.g., internships, practicums, volunteer, and service learning opportunities).
- Seek reassignment for an advisee if necessary.

An advisor has the right to expect a student to:

- Consult with the advisor at least once each term.
- Make appointments for advising.
- Be on time for appointments.
- If unable to make a scheduled appointment, notify the advisor in advance.
- Discuss academic and career-related needs and seek additional help from appropriate sources as suggested by the advisor.
- Be prepared for the advising appointment by bringing appropriate materials and written questions and by having reviewed the DARS, checked catalog requirements, consulted the course offerings for the current term, and prepared a tentative schedule.
- Seek assistance in decision making rather than expect the advisor to make decisions.
- Follow through with appropriate action after each advising session and consult with the advisor if critical decisions cannot be accomplished.
- Evaluate advising sessions and give formal and informal feedback to the advisor.
- Seek reassignment to another advisor if necessary.
- Be aware of departmental major, college, and University-wide General Education requirements.
- Understand how to read and use a DARS report.
Degree Audit Reporting System (DARS)

Your DARS report is the official tool for tracking your academic progress. DARS analyzes degree requirements for a major, minor, or certificate according to the catalog year in which you entered the program. DARS reports are the printed results of the analysis. The DARS report displays the courses from which you must select in order to complete degree requirements, and it shows how the completed courses apply toward those requirements. The DARS report provides a "snapshot" of where you stand relative to graduation.

A personalized DARS will be available to you by request after you enroll in your first course.

How to Read a DARS

Please see the sample DARS report included with this packet.
Transfer Credit Information

If you are transferring credit hours to Ohio University from another institution, a transfer credit report will show if your credits were accepted at Ohio University. This report may include some courses that have not been equated to Ohio University courses at the time credit was transferred. Your transfer credit report has been included with this packet for your convenience.

If you have taken more courses since those shown on the report, you must have official transcripts sent to the following address so they can be recorded on your student record. A new transcript should be sent following each new term of enrollment at any higher education institution other than Ohio University. Send official transcripts to:

Undergraduate Admissions
Chubb Hall 120
1 Ohio University
Athens OH 45701

Understanding Ohio University Equivalencies

The Ohio University equivalent course is listed on the right side of the transfer credit report. There are several possible evaluations:

1. Your course matches a specific OHIO course.
The OHIO department code and course number will be listed (e.g., PSY 1010).

2. Your course is in an area that is also taught by OHIO, but the content does not match a specific OHIO course.
An OHIO department code with an appropriate course level designation will be listed, but a specific course number will not be listed (e.g., PSY 2XXL, meaning this is a 2000-level psychology course with no specific match to an OHIO course). Note: If your course was a remedial/developmental course, the credit will not count toward graduation.

3. Your course is in an area not offered by OHIO.
The departmental code, TECE, meaning “technical elective,” will be listed along with a course level designation (e.g. TECE 1XXL). Each OHIO academic college counts only a certain amount of TECE credit toward graduation. Check with your academic college for more specific information.

General Transfer Credit Questions

1. I didn’t receive credit for a course. What happened?
   First, review the following list of questions:

   a. What grade did you earn in the course?
   If the course was transferred from a private or out-of-state institution and your grade was below a C-, then the course will not transfer. If the course was transferred from an Ohio public university or community college and your grade was below a D-, then the course will not transfer.

   b. Was your course a developmental/remedial course?
   Courses that are not considered college level are usually indicated with course numbers below 100 or 1000 and do not transfer to OHIO.

   c. Was the institution you attended regionally accredited?
   OHIO only accepts transfer credit when the source institution is regionally accredited.
   
   If none of the above apply, please contact me so we can review your record.
2. **Do my grades transfer to Ohio University?**
   No, only your courses transfer. You will begin with a new GPA once you enroll at OHIO; however, some selective admission programs may take your previous grades into account when considering you for admission to their majors.

3. **I think the course evaluation is wrong. What should I do?**
   Contact me and explain your concerns. Occasionally, courses may be evaluated incorrectly due to a lack of sufficient information about the course or because the course content has changed. We will require a copy of the syllabus from the year you took the course for a re-evaluation. If you do not have this information, contact the academic department that offered the course at the institution you attended.

4. **What if I’m enrolled in a course at another college or university?**
   Have an official, unopened transcript sent to the address below as soon as your course is completed.

   Undergraduate Admissions
   Chubb Hall 120
   1 Ohio University
   Athens OH 45701
Degree Options

For your convenience, information about each degree option has been included on the next few pages. Many students choose to pursue an associate degree initially as completed courses count toward earning the associate degree and, later, a bachelor’s degree program if students decide to continue their studies. Students must meet all residency requirements for degrees; however, this does not mean that they must come to campus to earn resident credit. Courses completed through Ohio University (as opposed to transfer credits) will combine to meet the residency requirements.

Associate Degrees

OHIO Correctional Education provides the opportunity to consider several associate degree options. Each option provides a different emphasis, and the degree requirements are different.

Associate in Arts
The Associate in Arts (A.A.) degree requires a minimum of 60 credit hours. At least 20 of the total credit hours earned toward the A.A. must be Ohio University credits. In addition, at least 50 percent of the coursework taken in the area of concentration for the A.A. degree programs must be completed through Ohio University. The student must earn at least a 2.0 grade point average (GPA) in both the area of concentration and overall to earn the degree.

Arts and Humanities Emphasis
The Arts and Humanities emphasis includes the areas of English, humanities, and the arts. Students must complete the University’s Tier I quantitative skills and first-year English composition requirements, as well as earn the following credits:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Humanities</td>
<td>20</td>
</tr>
<tr>
<td>Natural Science, Applied Science &amp; Quantitative Skills</td>
<td>10</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>10</td>
</tr>
<tr>
<td>Electives</td>
<td>20</td>
</tr>
</tbody>
</table>

Minimum credit hours required for graduation 60 credit hours

Social Sciences Emphasis
The Social Sciences emphasis includes the areas of business, history, psychology, political science, and sociology. Students must complete the University’s Tier I quantitative skills and first-year English composition requirements, as well as earn the following credits:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Sciences</td>
<td>20</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>10</td>
</tr>
<tr>
<td>Natural Science, Applied Science &amp; Quantitative Skills</td>
<td>10</td>
</tr>
<tr>
<td>Electives</td>
<td>20</td>
</tr>
</tbody>
</table>

Minimum credit hours required for graduation 60 credit hours
Associate in Science
The Associate in Science (A.S.) degree requires a minimum of 60 hours. At least 20 of the total credits earned toward the A.S. must be Ohio University credits. In addition, at least 50 percent of the coursework taken in the area of concentration for the A.S. degree programs must be completed through Ohio University. The student must earn at least a 2.0 GPA in both the area of concentration and overall to earn the degree. Students must complete the University’s Tier I quantitative skills and first-year English composition requirements, as well as earn the following credits:

<table>
<thead>
<tr>
<th>Natural Science, Applied Science &amp; Quantitative Skills</th>
<th>20 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Humanities</td>
<td>10 credit hours</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>10 credit hours</td>
</tr>
<tr>
<td>Electives</td>
<td>20 credit hours</td>
</tr>
<tr>
<td>Minimum credit hours required for graduation</td>
<td>60 credit hours</td>
</tr>
</tbody>
</table>

Associate in Applied Business – Business Management Technology Major
The business management technology major requires a minimum of 63 credit hours with a 2.0 accumulative GPA upon graduation. The student must earn a minimum of 18 semester credit hours while enrolled at Ohio University. In addition, at least 50 percent of the coursework taken in the area of concentration for the Associate in Applied Business degree must be taken at Ohio University. Students must complete the University’s Tier I quantitative skills and first-year English composition requirements.

Specific course requirements will be available when the student receives a DARS report, and the student’s academic advisor will make course recommendations to help the student fulfill the requirements. This degree requires students to use computer-based software in order to complete the courses required for the degree. Students who don’t have access to computer-based software will not be able to complete this degree.

Associate in Individualized Studies
Students who wish to pursue a two-year program of study in a field other than those available through one of the other associate degree options may design their own program of study to meet particular goals through the Associate in Individualized Studies (A.I.S.) degree program.

If an Associate in Arts or Associate in Science has been completed previously, you will not be permitted to complete the A.I.S. To submit an application for admission to the program, a student must currently be enrolled as a degree-seeking student. Students must complete the application with their academic advisor. Applications are accepted according to the following deadlines: November 1 (fall semester), April 1 (spring semester), and August 1 (summer semester). The student will receive a letter indicating the decision of the review committee, following the review of his or her application, at the end of the semester in which it was submitted.

Although there are no specific course or academic area requirements (other than Tier I freshman English and quantitative skills), the application must outline the intended course of study, and it must include a proposed area of concentration.

To graduate with an Associate in Individualized Studies degree, a student must earn a minimum of 60 semester hours, with at least 20 of those hours earned after admission to the A.I.S. program (degree residency requirement). The student must complete University Tier I freshman-level requirements in English composition and quantitative skills. The approved area of concentration must have coherence and educational purpose equivalent to an established degree program. The area of concentration requires a minimum of 20 credit hours, and at least 50 percent of the coursework for the area of concentration must be completed at Ohio University. The student must earn at least a 2.0 GPA in both the area of concentration and overall to earn the degree.
Bachelor’s Degree
The Bachelor of Technical and Applied Studies and the Bachelor of Specialized Studies are the only two bachelor’s degrees available to incarcerated students.

Bachelor of Technical and Applied Studies
The Bachelor of Technical and Applied Studies degree is intended for students who have already earned an associate degree or equivalent (90 or more quarter hours or 60 or more semester hours) from a regionally accredited community college, regional campus, technical college, or university. A minimum of 24 hours from the associate degree must be in a technical field.

The courses teach leadership and communication skills that build on the student's technical education. In addition to the 36-38 hours of major requirements, the student should expect to spend approximately 18 hours meeting General Education requirements and requisites. Individual requirements may vary depending upon the student’s previous coursework. A minimum of 120 credit hours and a 2.0 accumulative GPA are required to graduate.

Bachelor of Specialized Studies
The Bachelor of Specialized Studies program provides the means by which a student may, with the help of an advisor and consultation with faculty, design his or her degree program. This degree may be ideal for students who want to combine academic programs in two different colleges or academic departments to create a unique field of study. To apply for this degree, a student must be currently registered as a degree-seeking student, have achieved sophomore or higher rank, and have earned an accumulative GPA of 2.0 or above.

To graduate with a Bachelor of Specialized Studies degree, an individual must:

- Earn 120 credit hours, of which at least 39 hours must be courses with catalog numbers at the 3000-level or above.
- Complete at least 30 credit hours (the degree residency requirement) after being admitted to the specialized studies program. This total excludes any transfer credit, transient credit, course credit by examination, independent study coursework, etc., for which the initial registration occurred prior to application to the specialized studies program.
- Complete 30-50 credit hours in the self-designed area of concentration approved by the Bachelor of Specialized Studies review committee. At least 50 percent of the coursework taken for the B.S.S. area of concentration must be completed at Ohio University.
- Complete the University General Education requirements.
- Complete the minimum of 32 hours of Ohio University coursework to satisfy the University residency requirement
- Earn at least a 2.0 GPA in both the area of concentration and overall.

Any change in the area of concentration courses requires the submission of a Course Substitution Form in advance of course enrollment. Course Substitution Forms are available from the student's academic advisor.
Course Information

Enclosed is a list of available print-based course (PBC) and course credit by examination (CCE) options. Print-based courses include a structured format of lessons and exams with minimal instruction, and course credit by examination is a testing out version of a course, which involves no instructor guidance. Course credit by examination is best for students who already have an understanding of the subject matter or are able to self-teach without instructor assistance. From the date of effective enrollment, you will have eight months to complete a print-based course or six months in which to take the exam for course credit by examination.

Catalog Numbers
The catalog number indicates the student classification for which the course is primarily intended.

1000-2999 Undergraduate general program
3000-4999 Undergraduate advanced or specialized program

Credit Hours
Ohio University is on the semester credit hour system. The credit value in semester hours is included for each course on the following pages.

General Education Codes
Ohio University has instituted a three-tiered General Education requirement that all baccalaureate degree students (except those in Honors Tutorial College) must fulfill. Tier I course requirements build your quantitative and English composition skills; Tier II course requirements increase your breadth of knowledge; and the Tier III course requirement develops your ability to interrelate, synthesize, and integrate knowledge from different academic disciplines.

1E – Tier I English Composition
1M – Tier I Quantitative Skills
1J – Tier I Junior Composition
1JE – Tier I Junior Composition Equivalency
2AS – Tier II Applied Science and Mathematics
2CP – Tier II Cross-Cultural Perspectives
2FA – Tier II Fine Arts
2HL – Tier II Humanities and Literature
2NS – Tier II Natural Sciences
2SS – Tier II Social Sciences
T3 – Tier III or Tier III Equivalent

NOTE: These general education codes are not representative of the category requirements within an associate degree. Please refer to the associate degree info in the Degree Options section.

Requisites
Course requisites indicate minimum requirements for the course. Requisite courses cannot be waived. Students with previous college experience must have their previous courses evaluated by being degree status and submitting an official transcript. No exceptions.

Media and Notes
Be sure to view the Media and Notes sections for each course to get a complete picture of what is required for each course.
## Print-Based Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
<th>Gen. Ed. Code</th>
<th>Format</th>
<th>Lessons</th>
<th>Requisite</th>
<th>Course Description</th>
<th>Medlia</th>
<th>Number of Textbooks</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR 1000</td>
<td>Survey of Astronomy</td>
<td>3</td>
<td>2NS</td>
<td>PBC</td>
<td>12, including 1 midcourse exam and 1 final exam</td>
<td>None</td>
<td>General introduction to astronomy, with emphasis on the structure of the universe beyond our solar system. Topics include historical astronomy, the sun, stars, galaxies, interstellar matter, black holes, the &quot;Big Bang&quot; theory, and the evolution of the universe.</td>
<td>None</td>
<td>1</td>
<td>Familiarity with basic algebra and geometry is beneficial.</td>
</tr>
<tr>
<td>ATRC 1030</td>
<td>Financial Accounting Procedures</td>
<td>3</td>
<td>None</td>
<td>None</td>
<td>11, including 1 midcourse exam and 1 final exam</td>
<td>None</td>
<td>Fundamental accounting principles for service businesses and merchandising enterprises. Topics include the accounting cycle, financial statement preparation, and financial statement analysis. Analyzes the components of asset, liability and equity accounts. Covers the income statement, balance sheet, owner’s equity statement and cash flow statement.</td>
<td>Basic calculator with a percent key</td>
<td>3</td>
<td>Although there are no formal requisites for this course, you will need a background in basic mathematics that includes multiplication and percentages, similar to Ohio University’s MATH D005 or 1090.</td>
</tr>
<tr>
<td>ATRC 1040</td>
<td>Managerial Accounting Procedures</td>
<td>3</td>
<td>None</td>
<td>None</td>
<td>11, including 1 midcourse exam and 1 final exam</td>
<td>None</td>
<td>Accounting procedures for managerial accounting including job/process costing, cost behavior, budgeting, performance evaluation, differential analysis and capital investment.</td>
<td>Basic calculator with a percent key</td>
<td>3</td>
<td>Enrollees in this course should have successfully completed ATCH 1030 (or its equivalent) and have a basic understanding of the accounting cycle. Included in that understanding is an ability to complete the basic financial statements and a worksheet.</td>
</tr>
<tr>
<td>BIOS 1030</td>
<td>Human Biology I: Basic Principles</td>
<td>3</td>
<td>2NS</td>
<td>PBC</td>
<td>12, including 1 midcourse exam and 1 final exam</td>
<td>None</td>
<td>For nonmajors. Humans as biological organisms: our origins, ecology, and inheritance, and functioning of our body systems.</td>
<td>None</td>
<td>1</td>
<td>None</td>
</tr>
<tr>
<td>BIOS 3840</td>
<td>Bioethics: Bioethical Problems in Biology and Medicine</td>
<td>3</td>
<td>None</td>
<td>None</td>
<td>11, including 1 midcourse exam and 1 final exam</td>
<td>6 hours in BIOS</td>
<td>Ethical problems arising from rapid advances in biological and biomedical research. Topics can include human experimentation, fetal research, informed consent, euthanasia, reproductive advances, fetal sex determination, public policy and bioethics, health care delivery, mental health, and genetic screening.</td>
<td>None</td>
<td>1</td>
<td>None</td>
</tr>
<tr>
<td>BMT 1010</td>
<td>Business and Its Environment</td>
<td>3</td>
<td>None</td>
<td>None</td>
<td>8, including 1 midcourse project and 1 final exam</td>
<td>None</td>
<td>Nature of business and of economic, social, and political environments of business firms. Emphasis on ways in which such surroundings affect business policies and operations.</td>
<td>None</td>
<td>1</td>
<td>None</td>
</tr>
<tr>
<td>BMT 1100</td>
<td>Introduction to Management</td>
<td>3</td>
<td>None</td>
<td>None</td>
<td>10, including 1 midcourse project and 1 final exam</td>
<td>None</td>
<td>Provides introduction to effective management philosophies and concepts, including fundamental management concepts and skills, internal and external factors managers must confront in today’s work ecosystem, functions of management, historical and current managerial theories, and social responsibility and managerial ethics.</td>
<td>None</td>
<td>1</td>
<td>None</td>
</tr>
<tr>
<td>BMT 1150</td>
<td>Foundations of Quality and Continuous Improvement</td>
<td>3</td>
<td>None</td>
<td>None</td>
<td>9, including 1 midcourse exam and 1 final exam</td>
<td>None</td>
<td>BMT 1100 is recommended</td>
<td>None</td>
<td>1</td>
<td>None</td>
</tr>
</tbody>
</table>

**Course Notes:**
- None
- Media: Basic calculator with a percent key
- Number of Textbooks: 3
- Notes: Enrollees in this course should have successfully completed ATCH 1030 (or its equivalent) and have a basic understanding of the accounting cycle. Included in that understanding is an ability to complete the basic financial statements and a worksheet.
<table>
<thead>
<tr>
<th>Course: BMT 1400</th>
<th>Title: Concepts of Marketing</th>
<th>Requisite: None</th>
<th>Course Description: Introduction to problems of manufacturers, wholesalers, and retailers as they relate to modern marketing, market, and product.</th>
<th>Media: None</th>
<th>Number of Textbooks: 1</th>
<th>Notes: None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gen. Ed. Code: None</td>
<td>Format: PBC</td>
<td>Lessons: 9, including 1 midcourse project and 1 supervised final exam</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course: BMT 1500</td>
<td>Title: Elements of Supervision</td>
<td>Requisite: None</td>
<td>Course Description: Concepts of modern-day supervision from a behavioral science approach, emphasizing the supervisor's major functions and development of sensitivity to human facets of management.</td>
<td>Media: None</td>
<td>Number of Textbooks: 1</td>
<td>Notes: None</td>
</tr>
<tr>
<td>Credit Hours: 3</td>
<td>Gen. Ed. Code: None</td>
<td>Format: PBC</td>
<td>Lessons: 9, including 1 midcourse case study and 1 final exam</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course: BMT 1700</td>
<td>Title: Small Business Operations</td>
<td>Requisite: BMT 1100 and BMT 1400 are recommended</td>
<td>Course Description: Includes preparation of student for selection and operation of small business. Balanced program of all major aspects confronting small business operator, including finance, personnel, sales, success and failure factors, and business planning activities.</td>
<td>Media: None</td>
<td>Number of Textbooks: 1</td>
<td>Notes: See the requisite information in the previous column for recommended prior courses.</td>
</tr>
<tr>
<td>Credit Hours: 3</td>
<td>Gen. Ed. Code: None</td>
<td>Format: PBC</td>
<td>Lessons: 10, including 1 midcourse project and 1 supervised final exam</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course: BMT 2000</td>
<td>Title: Introduction to Business Computing</td>
<td>Requisite: None</td>
<td>Course Description: Focuses on PC-based applications used in business and industry, such as word processing, spreadsheets, databases, and presentation packages, including web applications.</td>
<td>Media: Microsoft Office 2010 (must include Word, Excel, Access, and PowerPoint), computer access, printer access, and a removable drive or hard drive. Internet access is helpful but not required.</td>
<td>Number of Textbooks: 1</td>
<td>Notes: It is highly suggested that students have had some experience using Microsoft Word, Excel, PowerPoint, and Access prior to taking this course. It is not a beginning or &quot;how-to-use&quot; class; you will be using many advanced features of the software applications to solve business problems.</td>
</tr>
<tr>
<td>Credit Hours: 3</td>
<td>Gen. Ed. Code: None</td>
<td>Format: PBC</td>
<td>Lessons: 10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course: BMT 2500</td>
<td>Title: Practical Personnel Procedures</td>
<td>Requisite: None</td>
<td>Course Description: The objective of this course is to provide the student with a general overview of the human resource management field. While the student is absorbing basic concepts and theories, she or he will also gain an appreciation of how human resource management fits in an organization.</td>
<td>Media: Internet is required to access additional recommended articles in library databases.</td>
<td>Number of Textbooks: 1</td>
<td>Notes: Recommended prerequisites include BMT 1100, BMT 2000, ECON 1030, and ECON 1040</td>
</tr>
<tr>
<td>Credit Hours: 3</td>
<td>Gen. Ed. Code: None</td>
<td>Format: PBC</td>
<td>Lessons: 10, including 1 midcourse project and 1 final exam</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course: BMT 2600</td>
<td>Title: Business Report Writing</td>
<td>Requisite: Tier I English and not Business Administration major</td>
<td>Course Description: Practice in planning and writing effective business letters, memoranda, and reports.</td>
<td>Media: Microsoft Word</td>
<td>Number of Textbooks: 1 required, 3 optional</td>
<td></td>
</tr>
<tr>
<td>Credit Hours: 3</td>
<td>Gen. Ed. Code: None</td>
<td>Format: PBC</td>
<td>Lessons: 12</td>
<td>Notes: None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course: BMT 2850</td>
<td>Title: Government and Business</td>
<td>Requisite: None.</td>
<td>Course Description: Business and government relations, with emphasis on analysis of selected areas involving public policy and business.</td>
<td>Media: None</td>
<td>Number of Textbooks: 1</td>
<td>Notes: Although this course has no formal requisites, it assumes that you have had at least BMT 1010 or another introductory course in business. This course is writing-intensive, so ENG 1510 or a similar college-level English composition course is highly recommended.</td>
</tr>
<tr>
<td>Credit Hours: 3</td>
<td>Gen. Ed. Code: None</td>
<td>Format: PBC</td>
<td>Lessons: 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course: BMT 2880</td>
<td>Title: Computer Applications for Management</td>
<td>Requisite: BMT 2750—Managerial Planning</td>
<td>Course Description: Utilizes integrated software package skills acquired in BMT 2000 as well as a comprehensive case-studies approach in business analysis. Spreadsheet, data base management, word processing, and graphics applications used to create comprehensive business report or application project that ties together overall curriculum.</td>
<td>Media: Microsoft Office 2010 preferred, 2007 accepted (must include Word, Excel, Publisher, and PowerPoint); Microsoft Project 2007 preferred. Any assignments requiring Microsoft Project may be completed using Microsoft Excel.</td>
<td>Number of Textbooks: 1</td>
<td>Notes: None</td>
</tr>
<tr>
<td>Credit Hours: 3</td>
<td>Gen. Ed. Code: None</td>
<td>Format: PBC</td>
<td>Lessons: 7, including 1 midcourse exam and 1 final exam</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course: BUSL 2000</td>
<td>Title: Law and Society</td>
<td>Requisite: Not COB and (sophomore or junior or senior)</td>
<td>Course Description: Conceptual approach to origin, nature, structure, functions, and procedures of law, with study of corporate responsibility and ethics and introduction to constitutional, administrative, criminal, tort, product liability, contractual, international, property, agency, partnership, corporation, and employment law including equal opportunity.</td>
<td>Media: None</td>
<td>Number of Textbooks: 1</td>
<td>Notes: None</td>
</tr>
<tr>
<td>Credit Hours: 3</td>
<td>Gen. Ed. Code: None</td>
<td>Format: PBC</td>
<td>Lessons: 14, including 1 midcourse exam and 1 final exam</td>
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</tbody>
</table>

Notes:
- Number of Textbooks: The number of required textbooks for each course.
- Media: The software or tools required for each course.
- Notes: Additional prerequisites or recommendations for each course.
<table>
<thead>
<tr>
<th>Course:</th>
<th>Credit Hours:</th>
<th>Title:</th>
<th>Lessons:</th>
<th>Gen. Ed. Code:</th>
<th>Format:</th>
<th>Requisite:</th>
<th>Course Description:</th>
<th>Media:</th>
<th>Number of Textbooks:</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 1030</td>
<td>3</td>
<td>Principles of Microeconomics</td>
<td>18, including 2 midcourse exams and 1 final exam</td>
<td>2SS</td>
<td>Math placement level 2 or higher or C or better in MATH 1200</td>
<td>Basic theory and economic analysis of prices, markets, production, wages, interest, rent, and profits. Analysis of how the capitalistic system determines what, how, and for whom to produce.</td>
<td>None</td>
<td>1</td>
<td>None</td>
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</tr>
<tr>
<td>ECON 1040</td>
<td>3</td>
<td>Principles of Macroeconomics</td>
<td>18, including 2 midcourse exams and 1 final exam</td>
<td>2SS</td>
<td>Math placement level 2 or higher, or C or better in MATH 1200</td>
<td>Basic theory of national income analysis. Causes of unemployment and inflation. Monetary and fiscal policies of the federal government.</td>
<td>None</td>
<td>1</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>ECON 3200</td>
<td>3</td>
<td>Labor Economics</td>
<td>12, including 1 midcourse exam and 1 final exam</td>
<td>None</td>
<td>ECON 1030—Microeconomics</td>
<td>Demand for labor, supply of labor, household production, compensating wage differentials, education and training, discrimination, unions, and unemployment.</td>
<td>None</td>
<td>1</td>
<td>None</td>
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<tr>
<td>ECON 3600</td>
<td>3</td>
<td>Money and Banking</td>
<td>12, including 1 midcourse exam and 1 final exam</td>
<td>None</td>
<td>ECON 1040—Principles of Macroeconomics</td>
<td>Role of money and banking system in determination of national income and output.</td>
<td>None</td>
<td>1</td>
<td>None</td>
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</tr>
<tr>
<td>ENG D150</td>
<td>3</td>
<td>Developmental Writing Skills</td>
<td>11, including a portfolio</td>
<td>None</td>
<td>Placement or recommendation and WARNING: no course in ENG above 1500</td>
<td>Develops skills through attention to coherence, mechanics, syntax, and writing conventions. Does not satisfy Tier I or Arts and Sciences humanities requirement. (Nonnative speakers take D160.)</td>
<td>None</td>
<td>2</td>
<td>None</td>
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</tr>
<tr>
<td>ENG 1510</td>
<td>3</td>
<td>Writing and Rhetoric I</td>
<td>14, including 1 research paper</td>
<td>1E</td>
<td>ENG 150 or ENG D150 or 1510 placement</td>
<td>Practice in composing and revising expository essays that are well organized, logically coherent, and effective for their purpose and audience. Topics from personal experience, nonfiction reading, and research material.</td>
<td>None</td>
<td>2</td>
<td>None</td>
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<tr>
<td>ENG 2010</td>
<td>3</td>
<td>Critical Analysis of Fiction and Non-Fiction Prose</td>
<td>8, including 1 midcourse exam and 1 final exam</td>
<td>2HL</td>
<td>ENG 1510 (formerly ENG 151)</td>
<td>Introduces students to the different forms of fiction and non-fiction prose (novels, short stories, essays, life-writing) as they have developed and changed over time. Students will acquire and deploy a critical vocabulary in learning to read and analyze these texts.</td>
<td>None</td>
<td>6</td>
<td>Notes: In addition to the required books and supplies, every student should have access to a quality, hardbound dictionary. Students should also be able to demonstrate facility with the conventions of standard written English; a variety of writing handbooks are available for anyone who needs help in this regard.</td>
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</tr>
<tr>
<td>ENG 2020</td>
<td>3</td>
<td>Critical Analysis of Poetry and Drama</td>
<td>12, including essays for both the midcourse and final lessons</td>
<td>2HL</td>
<td>ENG 1510 (formerly ENG 151)</td>
<td>Introduces students to the different forms of poetry and drama as they have changed over time. Students will acquire and deploy a critical vocabulary in learning to read and analyze these texts.</td>
<td>None</td>
<td>1</td>
<td>None</td>
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</tr>
<tr>
<td>ENG 3080J</td>
<td>3</td>
<td>Writing and Rhetoric II</td>
<td>14, including 1 final essay</td>
<td>1J</td>
<td>(ENG 1510 or 1610) and (Jr or Sr)</td>
<td>Focuses on skills in writing a variety of genres (i.e. rhetorical analysis, research-based argument, report, etc.). Coursework includes learning to read rhetorically and using effective strategies for searching academic databases and evaluating sources. Also focuses on using correct documentation and mechanics.</td>
<td>None</td>
<td>2</td>
<td>None</td>
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<tr>
<td>Course: ENG 3210</td>
<td>Title: American Literature to 1865</td>
<td>Credit Hours: 3</td>
<td>Gen. Ed. Code: None</td>
<td>Format: PBC</td>
<td>Lessons: 10, including 1 midcourse exam and 1 final exam</td>
<td>Media: None</td>
<td>Number of Textbooks: 9</td>
<td>Notes: None</td>
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<tr>
<td>Requisite: ENG 2010 or 2020 or 250 or 2 courses above ENG 200 (or Junior or Senior)</td>
<td>Course Description: Authors, works, and genres of American literature from the beginnings through the Civil War.</td>
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<thead>
<tr>
<th>Course: ENG 3220</th>
<th>Title: American Literature: 1865-1918</th>
<th>Credit Hours: 3</th>
<th>Gen. Ed. Code: None</th>
<th>Format: PBC</th>
<th>Lessons: 10, including 1 midcourse exam and 1 final exam</th>
<th>Media: None</th>
<th>Number of Textbooks: 7</th>
<th>Notes: None</th>
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</thead>
<tbody>
<tr>
<td>Requisite: ENG 2010 or 2020 or 250 or 2 courses above ENG 200 (or Junior or Senior)</td>
<td>Course Description: Authors, works, and genres of American literature from the end of the Civil War to the end of World War I.</td>
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<thead>
<tr>
<th>Course: ENG 3250</th>
<th>Title: Women and Literature</th>
<th>Credit Hours: 3</th>
<th>Gen. Ed. Code: None</th>
<th>Format: PBC</th>
<th>Lessons: 10, including 1 midcourse exam and 1 final exam</th>
<th>Media: None</th>
<th>Number of Textbooks: 3</th>
<th>Notes: None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisite: ENG 200 or 202 or 250 or 2010 or 2020</td>
<td>Course Description: Beginning course in writing poetry with emphasis on invention, craft, and criticism of student writing and published poetry.</td>
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<tr>
<th>Course: ENG 3850</th>
<th>Title: Creative Writing: Poetry</th>
<th>Credit Hours: 3</th>
<th>Gen. Ed. Code: None</th>
<th>Format: PBC</th>
<th>Lessons: 10, including a portfolio</th>
<th>Media: None</th>
<th>Number of Textbooks: 1</th>
<th>Notes: Completion of EVT 1000 may be helpful.</th>
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</thead>
<tbody>
<tr>
<td>Requisite: ENG 200 or 202 or 250 or 2010 or 2020</td>
<td>Course Description: Surveys poetry, prose, and theoretical texts by women writers.</td>
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<tr>
<th>Course: EVT 1000</th>
<th>Title: Introduction to Environmental Engineering Technology</th>
<th>Credit Hours: 3</th>
<th>Gen. Ed. Code: None</th>
<th>Format: PBC</th>
<th>Lessons: 10, including 1 midcourse exam and 1 final exam</th>
<th>Media: None</th>
<th>Number of Textbooks: 1</th>
<th>Notes: It is recommended that students have taken courses in general chemistry, algebra, and calculus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisite: None</td>
<td>Course Description: Topics include toxicology, air pollution, groundwater contamination, transportation of hazardous materials, waste characterization, waste management, and waste treatment and disposal, with discussion of how regulations affect each.</td>
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<thead>
<tr>
<th>Course: EVT 1100</th>
<th>Title: Environmental Engineering Instrumentation and Computation</th>
<th>Credit Hours: 3</th>
<th>Gen. Ed. Code: None</th>
<th>Format: PBC</th>
<th>Lessons: 10, including 1 midcourse exam and 1 final exam</th>
<th>Media: None</th>
<th>Number of Textbooks: 1</th>
<th>Notes: Completion of EVT 1000 may be helpful.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisite: None</td>
<td>Course Description: Emphasizes the principles of data treatment, including experimental error recognition, statistical analysis, and graphical data techniques using up-to-date computer software.</td>
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<thead>
<tr>
<th>Course: EVT 1200</th>
<th>Title: Introduction to Environmental Chemistry</th>
<th>Credit Hours: 3</th>
<th>Gen. Ed. Code: None</th>
<th>Format: PBC</th>
<th>Lessons: 10, including 1 midcourse exam and 1 final exam</th>
<th>Media: None</th>
<th>Number of Textbooks: 1</th>
<th>Notes: It is recommended that students have taken courses in general chemistry, algebra, and calculus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisite: None</td>
<td>Course Description: Environmental chemistry as applied to aquatic, atmospheric, soil, and hazardous waste systems. Topics include environmental chemical cycles; aquatic, atmospheric, and soil chemistry; environmental chemistry of hazardous wastes; and toxicology.</td>
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<tr>
<th>Course: EVT 1250</th>
<th>Title: HAZWOPER</th>
<th>Credit Hours: 3</th>
<th>Gen. Ed. Code: None</th>
<th>Format: PBC</th>
<th>Lessons: 15, including 1 midcourse exam and 1 final exam</th>
<th>Media: None</th>
<th>Number of Textbooks: 1</th>
<th>Notes: It is recommended that students have taken courses in general chemistry, algebra, and calculus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisite: None</td>
<td>Course Description: Provides certification required to work on a majority of environmental cleanup sites. Covers regulatory obligations, handling hazardous materials, personal protective equipment, monitoring instrumentation, emergency response, site control, medical assessment, confined space entry, and respiratory protection.</td>
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<thead>
<tr>
<th>Course: EVT 2000</th>
<th>Title: Site Investigation: Sampling and Monitoring Labs</th>
<th>Credit Hours: 3</th>
<th>Gen. Ed. Code: None</th>
<th>Format: PBC</th>
<th>Lessons: 11, including 1 midcourse exam and 1 final exam</th>
<th>Media: None</th>
<th>Number of Textbooks: 1</th>
<th>Notes: None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisite: None</td>
<td>Course Description: Field-oriented course involving hazardous materials site investigation, characterization, and cleanup. Topics are planning and organization, training and medical programs, site assessment, sampling and monitoring, site control, hazardous materials handling, and emergency response.</td>
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</tbody>
</table>
| Course: EVT 2100  
| Title: Introduction to Health Physics  
| Credit Hours: 3  
| Gen. Ed. Code: None  
| Format: PBC  
| Lessons: 10, including 1 midterm exam and 1 final exam  
| Requisite: None  
| Course Description: Addresses fundamental principles of health physics and radiation protection. Topics include atomic structure, types of radiation, radioactive decay, methods of radiation detection, dosimetry, biological effects, and radiation protection.  
| Media: None  
| Number of Textbooks: 1  
| Notes: It is recommended that students have taken courses in general chemistry, physics, algebra, and calculus.  

| Course: EVT 2200  
| Title: Fluid Mechanics  
| Credit Hours: 3  
| Gen. Ed. Code: None  
| Format: PBC  
| Lessons: 10, including 1 midterm exam and 1 final exam  
| Requisite: None  
| Course Description: Fundamentals of fluid mechanics as applied to surface and groundwater, wastewater, and air emissions management. Topics include basic hydraulics, friction loss, pressure, flow measurement, pump types and characteristics, and schematic interpretation.  
| Media: None  
| Number of Textbooks: 1  
| Notes: It is recommended that students have taken courses in general chemistry, physics, algebra, and calculus.  

| Course: EVT 2500  
| Title: Analysis of Environmental Pollutants  
| Credit Hours: 3  
| Gen. Ed. Code: None  
| Format: PBC  
| Lessons: 10, including 1 midterm exam and 1 final exam  
| Requisite: None  
| Course Description: Covers important techniques necessary for analyzing environmental samples. Methods established by EPA are used to analyze samples for heavy metals, volatiles, and semi-volatiles.  
| Media: None  
| Number of Textbooks: 1  
| Notes: It is recommended that students have taken courses in general chemistry, physics, algebra, and calculus.  

| Course: EVT 2800  
| Title: Alternative Energy Systems and Applications  
| Credit Hours: 3  
| Gen. Ed. Code: None  
| Format: PBC  
| Lessons: 10, including 1 midterm exam and 1 final exam  
| Requisite: None  
| Course Description: Provides an opportunity to complete individual projects that involve special topics concerning environmental engineering technology problems.  
| Media: None  
| Number of Textbooks: 1  
| Notes: None  

| Course: GEOG 1200  
| Title: Human Geography  
| Credit Hours: 3  
| Gen. Ed. Code: 2SS  
| Format: PBC  
| Lessons: 11, including 1 midterm exam and 1 final exam  
| Requisite: None  
| Course Description: Examination of spatial dimensions of culture, emphasizing patterns of selected cultural elements - language, religion, population, settlement, political and economic landscapes, and human/environment interactions.  
| Media: None  
| Number of Textbooks: 1  
| Notes: None  

| Course: GEOG 2400 (formerly GEOG 1400)  
| Title: Environmental Geography  
| Credit Hours: 3  
| Gen. Ed. Code: 2AS  
| Format: PBC  
| Lessons: 12, including 1 midterm exam and 1 final exam  
| Requisite: None  
| Course Description: Geographic survey of environmental changes caused by human activities. Focus on resource availability and use, pollution of air, water, and biosphere, energy problems, interactions of humans with plant and animal communities.  
| Media: None  
| Number of Textbooks: 1  
| Notes: None  

| Course: HIST 2460  
| Title: The Rise of Modern Asia  
| Credit Hours: 3  
| Gen. Ed. Code: 2CP  
| Format: PBC  
| Lessons: 14, including 1 midterm exam and 1 final exam  
| Requisite: None  
| Course Description: Introductory survey of the history of Asia from India to Japan, beginning in the mid-19th century. Emphasis on the rise of modern nationalism, economic development, and social and cultural achievements.  
| Media: None  
| Number of Textbooks: 2  
| Notes: None  

| Course: HIST 3291  
| Title: Ancient Greece  
| Credit Hours: 3  
| Gen. Ed. Code: None  
| Format: PBC  
| Lessons: 14, including 1 midterm exam and 1 final exam  
| Requisite: Student must be a sophomore, junior, or senior  
| Course Description: Begins with the emergence of the ancient Greeks of the Mycenaean Age and Homer's epics, moving on to the emergence of city-states with a focus on Athens and Sparta. Will also cover political and military history from the Persian wars to the conquests of Alexander the Great. Students will also learn about the society and culture of ancient Greece, including topics such as slavery, women's lives, religion and philosophy. Assigned reading includes histories, poems, philosophy, and dramatic works, as well as visual arts and archaeological evidence.  
| Media: None  
| Number of Textbooks: 5  
| Notes: None  

---

**Course Description:**

**Introduction to Health Physics:*** Addresses fundamental principles of health physics and radiation protection. Topics include atomic structure, types of radiation, radioactive decay, methods of radiation detection, dosimetry, biological effects, and radiation protection.

**Fluid Mechanics:** Fundamentals of fluid mechanics as applied to surface and groundwater, wastewater, and air emissions management. Topics include basic hydraulics, friction loss, pressure, flow measurement, pump types and characteristics, and schematic interpretation.

**Analysis of Environmental Pollutants:** Covers important techniques necessary for analyzing environmental samples. Methods established by EPA are used to analyze samples for heavy metals, volatiles, and semi-volatiles.

**Alternative Energy Systems and Applications:** Provides an opportunity to complete individual projects that involve special topics concerning environmental engineering technology problems.

**Human Geography:** Examination of spatial dimensions of culture, emphasizing patterns of selected cultural elements - language, religion, population, settlement, political and economic landscapes, and human/environment interactions.

**Environmental Geography:** Geographic survey of environmental changes caused by human activities. Focus on resource availability and use, pollution of air, water, and biosphere, energy problems, interactions of humans with plant and animal communities.

**The Rise of Modern Asia:** Introductory survey of the history of Asia from India to Japan, beginning in the mid-19th century. Emphasis on the rise of modern nationalism, economic development, and social and cultural achievements.

**Ancient Greece:** Begins with the emergence of the ancient Greeks of the Mycenaean Age and Homer's epics, moving on to the emergence of city-states with a focus on Athens and Sparta. Will also cover political and military history from the Persian wars to the conquests of Alexander the Great. Students will also learn about the society and culture of ancient Greece, including topics such as slavery, women's lives, religion and philosophy. Assigned reading includes histories, poems, philosophy, and dramatic works, as well as visual arts and archaeological evidence.
| Course: HIST 3750  
| Title: World War I  
| Credit Hours: 3  
| Gen. Ed. Code: None  
| Format: PBC  
| Lessons: 15, including 1 midterm exam and 1 final exam  
| Requisite: Student must be a sophomore, junior, or senior.  
| Course Description: Covers the course of the “Great War” including its origins, conduct and aftermath. We will consider the military, diplomatic, and cultural factors that led to the outbreak of the war as well as how and why European governments and peoples were willing and able to sustain and expand their war. In addition to an intensive focus on the fighting itself the war’s great battles as well as the experience of combat of ordinary soldiers special topics will include (among others) the Armenian genocide, the deployment of WMDs (including both poison gas and blockades), wartime technological and military developments, the war at sea, the break-up of multinational empires and the changing understanding and representation of the war.  
| Media: None  
| Number of Textbooks: 4  
| Notes: None  

| Course: HUM 2070  
| Title: Great Books Ancient Through Renaissance  
| Credit Hours: 3  
| Gen. Ed. Code: 2HL  
| Format: PBC  
| Lessons: 14, including 2 midcourse exams and 1 final exam  
| Requisite: ENG 1510 or 1610 or 151A or 152 or 153 or 153A or 153B  
| Course Description: Classics of various genres of Greek, Roman, Biblical through Medieval and Renaissance periods, leading toward understanding of Western cultural heritage. Guidance in close textual reading, historical context, critical thinking, discussion, and writing about those works.  
| Media: None  
| Number of Textbooks: 1  
| Notes: None  

| Course: MATH D005  
| Title: Intermediate Algebra  
| Credit Hours: 4  
| Gen. Ed. Code: None  
| Format: PBC  
| Lessons: 10, including 1 midterm exam and 1 final exam  
| Requisite: Math placement level DV and WARNING: No credit for this course if the following is taken (keeps credit for the following course, as defined by department): MATH course above D005.  
| Course Description: Developmental course in algebra for students in need of preparation for math placement level PL1. Operations and equations with rational expressions, equations of a line, introduction to functions, introduction to systems of linear equations in two and three variables, absolute-value equations and inequalities, rational exponents, operations and equations with radicals, introduction to complex numbers, quadratic equations and various application problems on these topics. Students cannot earn credit for MATH D005 and D004.  
| Media: None  
| Number of Textbooks: 1  
| Notes: None  

| Course: MATH 1200  
| Title: College Algebra  
| Credit Hours: 4  
| Gen. Ed. Code: 1M  
| Format: PBC  
| Lessons: 12, including 1 midterm exam and 1 final exam  
| Requisite: C or better in MATH D005 or MATH 102 or MATH D004 or Math placement level 1 or higher.  
| Course Description: Equations, functions and graphs, including linear equations and systems, polynomials, rational and radical expressions, quadratic equations, exponential and logarithmic functions, and inequalities. Students who will not need MATH 1200 for their intended majors or as a prerequisite for other classes should consider MATH 1090, MATH 1250, MATH 1260, or another Tier I quantitative skills course instead.  
| Media: None  
| Number of Textbooks: 1  
| Notes: None  

| Course: MATH 1300  
| Title: Pre-Calculus  
| Credit Hours: 4  
| Gen. Ed. Code: 1M  
| Format: PBC  
| Lessons: 12, including 1 midterm exam and 1 final exam  
| Requisite: C or better in MATH 1200 or Math placement level 2 or higher  
| Course Description: Graphs, inverses, and operations of functions. Study of polynomial, rational, exponential, logarithmic, and trigonometric functions. Additional topics from trigonometry and analytical geometry. Recommended only for students intending to enroll in MATH 2301.  
| Media: We encourage the use of calculators and related technology as a means to attain understanding of the material. However, the use of calculators will not be permitted on the midterm or final exams for the course.  
| Number of Textbooks: 1  
| Notes: None  

| Course: MATH 1350  
| Title: Survey of Calculus  
| Credit Hours: 4  
| Gen. Ed. Code: 2AS  
| Format: PBC  
| Lessons: 10, including 1 midterm exam and 1 final exam  
| Requisite: MATH 1321 or (C or better in 1200), or math placement level 2 or higher and WARNING: No credit for this course and MATH 2301 (MATH 1350 always deducted).  
| Course Description: Presents a survey of basic concepts of calculus. For students who want an introduction to calculus, but do not need the depth of 2301 and 2302. Note: Students cannot earn credit for both MATH 1350 and 2301.  
| Media: You may use a hand-held calculator to check your work on lesson problems and examinations. You will be evaluated on how you set up and work through each step of the problems, as well as achieving the right answer. A simple calculator with square root functions will be sufficient. You may not use a calculator with programmable functions for the examination, but a basic calculator is permitted.  
| Number of Textbooks: 1  
| Notes: You will need 8½ x 11-inch ruled or unruled white paper, and standard graph paper.
<p>| Course: MATH 2301  | Title: Calculus I  | Credit Hours: 4  | Gen. Ed. Code: 2AS  | Format: PBC  | Lessons: 12, including 1 midcourse exam and 1 final exam  | Requisite: (A or better in 163A) or (B or better in MATH 1350) or (C or better in 1300 or 1322) or (Math placement level 3)  | Course Description: First course in calculus and analytical geometry with applications in the sciences and engineering. Includes basic techniques of differentiation and integration with applications including rates of change, optimization problems, and curve sketching; includes exponential, logarithmic and trigonometric functions. No credit for both MATH 2301 and 1350.  | Media: Calculator use is optional, but you may use them to do calculations and to check your work. Calculators are not required and may not be used on examinations.  | Number of Textbooks: 1  | Notes: None  |
|-------------------|--------------------|------------------|--------------------|--------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course: MATH 2302  | Title: Calculus II  | Credit Hours: 4  | Gen. Ed. Code: 2AS  | Format: PBC  | Lessons: 12, including 1 midcourse exam and 1 final exam  | Requisite: C or better in MATH 2301  | Course Description: Second course in calculus and analytic geometry with applications in the sciences and engineering. Includes techniques of integration, conic sections, polar coordinates, infinite series, vectors and vector operations.  | Media: Calculator use is optional, but you may use them to do calculations and to check your work. Calculators are not required and may not be used on examinations.  | Number of Textbooks: 1  | Notes: None  |
| Course: PHIL 1300  | Title: Introduction to Ethics  | Credit Hours: 3  | Gen. Ed. Code: 2HL  | Format: PBC  | Lessons: 8, including 1 midcourse exam and 1 final exam  | Requisite: None  | Course Description: Discussion of classic and/or modern philosophical views of human values, ideals, and morality. Provides introductory survey of some main problems, concepts, and results of ethics including selected philosophers of past and present.  | Media: None  | Number of Textbooks: 1  | Notes: None  |
| Course: PHIL 1010  | Title: Fundamentals of Philosophy  | Credit Hours: 3  | Gen. Ed. Code: 2HL  | Format: PBC  | Lessons: 8, including 1 midcourse exam and 1 final exam  | Requisite: None  | Course Description: Survey of selected basic problems, concepts, and methods in philosophy.  | Media: None  | Number of Textbooks: 1  | Notes: None  |
| Course: PHIL 1200  | Title: Principles of Reasoning  | Credit Hours: 3  | Gen. Ed. Code: 1M  | Format: PBC  | Lessons: 6, including 1 final exam  | Requisite: None  | Course Description: Basic concepts of logic and techniques for judging validity of arguments introduced. System for symbolizing arguments and deriving conclusions from premises employed. Some of following topics also covered: informal fallacies in reasoning, syllogistic or Aristotelian logic; Venn diagrams, truth tables. Most sections are traditional lecture/test format, some taught in computer-assisted format, others use self-paced approach.  | Media: None  | Number of Textbooks: 1  | Notes: None  |
| Course: MKT 2020  | Title: Marketing Principles  | Credit Hours: 2  | Gen. Ed. Code: None  | Format: PBC  | Lessons: 10, including 1 midcourse project and 1 final project  | Requisite: Not COB except BS 8123 and WARNING: No credit for this course if taken after the following: MKT 2400  | Course Description: Provides a broad understanding of marketing activities, decisions, and terms with an emphasis on the practices and problems of marketing managers and the analysis of the marketing environment.  | Media: None  | Number of Textbooks: 1  | Notes: None  |
| Course: MUS 1200  | Title: Exploring Musical Styles  | Credit Hours: 2  | Gen. Ed. Code: 2FA  | Format: PBC  | Lessons: 9, including 2 midterm written assignments and 1 final paper  | Requisite: Non-music major and WARNING: No credit for this course if taken after the following: MUS 1250  | Course Description: Development of listening skills for understanding elements of musical style in historical perspective and significance of music as fine art.  | Media: Need device to play either CDs or MP3 files  | Number of Textbooks: 1  | Notes: None  |
| Course: NUTR 1000  | Title: Introduction to Nutrition  | Credit Hours: 3  | Gen. Ed. Code: 2AS  | Format: PBC  | Lessons: 12, including 1 midcourse exam and 1 final exam  | Requisite: None  | Course Description: Nutrients, their food sources and functions in the body; application to planning adequate diet through life cycle.  | Media: None  | Number of Textbooks: 1  | Notes: None  |
| Course: PHIL 1010  | Title: Fundamentals of Philosophy  | Credit Hours: 3  | Gen. Ed. Code: 2HL  | Format: PBC  | Lessons: 8, including 1 midcourse exam and 1 final exam  | Requisite: None  | Course Description: Survey of selected basic problems, concepts, and methods in philosophy.  | Media: None  | Number of Textbooks: 1  | Notes: None  |
| Course: PHIL 1200  | Title: Principles of Reasoning  | Credit Hours: 3  | Gen. Ed. Code: 1M  | Format: PBC  | Lessons: 6, including 1 final exam  | Requisite: None  | Course Description: Basic concepts of logic and techniques for judging validity of arguments introduced. System for symbolizing arguments and deriving conclusions from premises employed. Some of following topics also covered: informal fallacies in reasoning, syllogistic or Aristotelian logic; Venn diagrams, truth tables. Most sections are traditional lecture/test format, some taught in computer-assisted format, others use self-paced approach.  | Media: None  | Number of Textbooks: 1  | Notes: None  |</p>
<table>
<thead>
<tr>
<th>Course: PHYS 2001</th>
<th>Title: Introduction to Physics</th>
<th>Credit Hours: 4</th>
<th>Gen. Ed. Code: 2NS</th>
<th>Format: PBC</th>
<th>Lessons: 12, including 1 midterm exam and 1 final exam</th>
<th>Requisite: (MATH 1200 or math placement level 2 or higher) and WARNING: not PHYS 2051</th>
<th>Course Description: First course in physics; open to students from all areas. Students should have a background in algebra, trigonometry and geometry, but no calculus required. Recommended for students in liberal arts, architecture, industrial technology, geological sciences, plant biology, and premedicine. Mechanics of solids and liquids, oscillations, heat, thermodynamics. No credit for 2001 after 2051.</th>
<th>Media: None</th>
<th>Number of Textbooks: 1</th>
<th>Notes: None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course: POLS 1010</td>
<td>Title: American National Government</td>
<td>Credit Hours: 3</td>
<td>Gen. Ed. Code: 2SS</td>
<td>Format: PBC</td>
<td>Lessons: 12, including 1 midterm exam and 1 final exam</td>
<td>Requisite: None</td>
<td>Course Description: This course explores four topics related to American national government. The topics are: 1) the philosophical and constitutional foundations of our governmental system; 2) various factors that link citizens to their government (i.e. media, public opinion, campaigns and elections, political parties, and interest groups); 3) governmental institutions—each branch is studied with respect to its functions, membership, and the relationships it engages in with the other branches of government; and 4) public policy (domestic/social welfare policy, and foreign policy/national security).</td>
<td>Media: None</td>
<td>Number of Textbooks: 1</td>
<td>Notes: None</td>
</tr>
<tr>
<td>Course: PSC 1010</td>
<td>Title: Physical World</td>
<td>Credit Hours: 3</td>
<td>Gen. Ed. Code: 2NS</td>
<td>Format: PBC</td>
<td>Lessons: 12, including 1 midterm exam and 1 final exam</td>
<td>Requisite: WARNING: not PSC 1011</td>
<td>Course Description: Designed for nonscience majors. Fundamental ideas of measurement, motion, energy, electricity and magnetism, heat, atomic and nuclear physics. Introduction to relativity and quantum phenomena.</td>
<td>Media: A basic calculator may help you solve the problems in your writing assignments, but it is not required. You may also use a calculator for the midterm and final examinations, if you provide it.</td>
<td>Number of Textbooks: 1</td>
<td>Notes: None</td>
</tr>
<tr>
<td>Course: PSY 1010</td>
<td>Title: General Psychology</td>
<td>Credit Hours: 3</td>
<td>Gen. Ed. Code: 2SS</td>
<td>Format: PBC</td>
<td>Lessons: 6, including 2 midterm exams and 1 final exam</td>
<td>Requisite: None</td>
<td>Course Description: Introduction to psychology. Survey of topics in experimental and clinical psychology including physiological bases of behavior, sensation, perception, learning, memory, human development, social processes, personality, and abnormal behavior.</td>
<td>Media: None</td>
<td>Number of Textbooks: 2</td>
<td>Notes: None</td>
</tr>
<tr>
<td>Course: PSY 2110</td>
<td>Title: Statistics for the Behavioral Sciences</td>
<td>Credit Hours: 4</td>
<td>Gen. Ed. Code: 1M</td>
<td>Format: PBC</td>
<td>Lessons: 14, including 2 quizzes, 1 midterm exam, and 1 final exam</td>
<td>Requisite: MATH 1200 or 1300 or 2301 or Math placement level 2 or higher and WARNING: not COMS 3520 or ECON 3810 or MATH 2500 or QBA 2010</td>
<td>Course Description: Introduction to descriptive and inferential statistics with emphasis on inferential statistics. No credit for both 2110 and any of the following: MATH 2500, QBA 2010, COMS 3520.</td>
<td>Media: None</td>
<td>Number of Textbooks: 2</td>
<td>Notes: None</td>
</tr>
<tr>
<td>Course: PSY 2420</td>
<td>Title: Educational Psychology</td>
<td>Credit Hours: 3</td>
<td>Gen. Ed. Code: None</td>
<td>Format: PBC</td>
<td>Lessons: 6, including 1 midterm exam and 1 final exam</td>
<td>Requisite: MATH 1200 or 1300 or 2301 or Math placement level 2 or higher and WARNING: not EDCI 2700 or EDTE 2000</td>
<td>Course Description: Applications of psychological theories and models to educational settings (emphasis on schools). Major topics include goals of education; cognitive, social, and affective development in children; cognitive and behavioral models of learning; motivation; individual differences; effects of social class, ethnicity, gender, and cultural deprivation on learning and development; tests and evaluation. Emphasis is on the role of teachers and parents as facilitators of learning and development. No credit awarded if EDCI 2700 OR EDTE 2000 has been taken.</td>
<td>Media: None</td>
<td>Number of Textbooks: 1</td>
<td>Notes: None</td>
</tr>
<tr>
<td>Course: PSY 2510</td>
<td>Title: Social Psychology</td>
<td>Credit Hours: 3</td>
<td>Gen. Ed. Code: None</td>
<td>Format: PBC</td>
<td>Lessons: 6, including 1 midterm exam and 1 final exam</td>
<td>Requisite: MATH 1200 or 1300 or 2301 or Math placement level 2 or higher and WARNING: not EDCI 2700 or EDTE 2000</td>
<td>Course Description: Theory and research on the ways that people think about, influence, and relate to one another. Specific topics include attitudes and behavior, social perception and cognition, conformity, persuasion, group influence, aggression, attraction, and helping behavior.</td>
<td>Media: None</td>
<td>Number of Textbooks: 1</td>
<td>Notes: None</td>
</tr>
</tbody>
</table>
| Course: PSY 2720  
Title: Psychology of Personality  
Credit Hours: 3  
Gen. Ed. Code: None  
Format: PBC  
Lessons: 8, including 1 midcourse exam and 1 final exam  | Requisite: PSY 101D or 1010  
Course Description: Development, organization, and assessment of personality; with evaluation of major theoretical perspectives and research on personality.  | Media: None  
Number of Textbooks: 1  
Notes: None |
|---|---|---|
| Course: PSY 3410  
Title: Behavior Genetics and Individual Differences  
Credit Hours: 3  
Gen. Ed. Code: None  
Format: PBC  
Lessons: 4 lessons and 4 supervised course exams  | Requisite: 6 Hours in PSY including 101D or 1010  
Course Description: Extensive survey of individual differences and their relationship to genetic factors. Topics include chromosomal abnormalities, inborn errors of metabolism, genetic and prenatal screening, behaviors in infants, genetics and intellectual differences, psychopathology and genetics, racial differences, and continuing evolution of behavior.  | Media: None  
Number of Textbooks: 1  
Notes: None |
| Course: PSY 3420  
Title: Psychology of Adulthood and Aging  
Credit Hours: 3  
Gen. Ed. Code: None  
Format: PBC  
Lessons: 8, including 1 midcourse exam and 1 final exam  | Requisite: 6 Hours in PSY including 101D or 1010 (2410 is recommended)  
Course Description: Behavioral change and continuity over adult years through old age. Emphasis on interaction of psychological, sociocultural, and biological variables as they contribute to behaviors of aging individual from perspective of developmental framework.  | Media: None  
Number of Textbooks: 1  
Notes: None |
| Course: PSY 3510  
Title: Motivation  
Credit Hours: 3  
Gen. Ed. Code: None  
Format: PBC  
Lessons: 8, including 1 midcourse exam and 1 final exam  | Requisite: 9 Hours in PSY including 101D or 1010  
Course Description: Survey of theories of motivation, with emphasis on human motivation.  | Media: None  
Number of Textbooks: 1  
Notes: None |
| Course: PSY 3520  
Title: Social Psychology of Justice  
Credit Hours: 3  
Gen. Ed. Code: None  
Format: PBC  
Lessons: 8, including 1 midcourse exam and 1 final exam  | Requisite: 6 Hours in PSY including 101D or 1010  
Course Description: Theory and research on the interface of psychology and the legal system (with an emphasis on social psychology). Specific topics include dilemmas faced by psychologists in the legal system; legality vs. morality; the socialization, training, and ethics of lawyers and police; perception memory and error in eyewitness testimony; hypnosis; lie detection and confessions; rights of victims and accused; rape and rapists; arrest and trial; jury selection; jury dynamics and deliberations; insanity and the prediction of dangerousness; sentencing; death penalty; rights of special groups; theories of crime.  | Media: None  
Number of Textbooks: 1  
Notes: None |
| Course: SOC 1000  
Title: Introduction to Sociology  
Credit Hours: 3  
Gen. Ed. Code: 2SS  
Format: PBC  
Lessons: 7, including 1 midcourse exam and 1 final exam  | Requisite: None  
Course Description: Nature of human society and factors affecting its development. Fundamental concepts of sociology: culture, personality, socialization, social organization, groups, institutions.  | Media: None  
Number of Textbooks: 2  
Notes: None |
| Course: SOC 2600  
Title: Criminal Justice  
Credit Hours: 3  
Gen. Ed. Code: None  
Format: PBC  
Lessons: 7, including 1 midcourse exam and 1 final exam  | Requisite: SOC 1000  
Course Description: Examination of structures and decision processes of agencies that deal with crime and criminal offenders. An emphasis is placed on how practice is based on politically derived public policies, and how sociology can be used to analyze the practice of these agencies. Topics include criminal law, policing, court systems, sentencing, and corrections.  | Media: None  
Number of Textbooks: 1  
Notes: None |
| Course: SOC 2610  
Title: Deviant Behavior  
Credit Hours: 3  
Gen. Ed. Code: None  
Format: PBC  
Lessons: 12, including 1 midcourse exam and 1 final exam  | Requisite: SOC 1000  
Course Description: Theory and research concerning the social processes through which behaviors and statuses come to be defined as deviant, individuals become identified as deviants, and social control practices are directed toward perceived deviants. Case studies of specific categories of deviant behavior, including criminality, suicide, drug addiction, and mental disorders.  | Media: None  
Number of Textbooks: 1  
Notes: This course is designed so students with little background in sociology can achieve success by focusing closely on the readings, learning objectives, and exercise materials. |
| Course: SOC 3000  
Title: Development of Sociological Theory  
Credit Hours: 3  
Gen. Ed. Code: None  
Format: PBC  
Lessons: 9, including 8 writing assignments and 1 final essay  | Requisite: 6 Hours in SOC including 1000  
Course Description: This course offers an introduction to sociological theory. Students will examine the historical roots of sociological theory and understand major theoretical paradigms with an emphasis on social and intellectual contexts, conceptual frameworks and methods, and contributions to contemporary social analysis.  | Media: None  
Number of Textbooks: 1  
Notes: None |
<table>
<thead>
<tr>
<th>Course: SOC 3290</th>
<th>Title: Race and Ethnic Relations</th>
<th>Requisite: 6 Hours in SOC including 1000</th>
<th>Media: None</th>
<th>Number of Textbooks: 1</th>
<th>Notes: This course has been designed so that even if you haven’t had many courses in sociology, you can do well by focusing closely on the readings and carefully thinking through course material and questions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Hours: 3</td>
<td>Gen. Ed. Code: None</td>
<td>Format: PBC</td>
<td>Lessons: 12, including 1 midcourse exam and 1 final exam</td>
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<tr>
<th>Course: SOC 3500</th>
<th>Title: Elementary Research Techniques</th>
<th>Requisite: SOC 1000 and (404 or 3000) and (COMS 3520 or ECON 3810 or MATH 2500 or PSY 2110 or QBA 2010)</th>
<th>Media: None</th>
<th>Number of Textbooks: 1</th>
<th>Notes: None</th>
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<tbody>
<tr>
<td>Credit Hours: 3</td>
<td>Gen. Ed. Code: None</td>
<td>Format: PBC</td>
<td>Lessons: 12, including 1 midcourse exam and 1 final exam</td>
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<tr>
<th>Course: SOC 3630</th>
<th>Title: Juvenile Delinquency</th>
<th>Requisite: SOC 2600—Criminal Justice</th>
<th>Media: None</th>
<th>Number of Textbooks: 1</th>
<th>Notes: None</th>
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<tbody>
<tr>
<td>Credit Hours: 3</td>
<td>Gen. Ed. Code: None</td>
<td>Format: PBC</td>
<td>Lessons: 7, including 1 midcourse exam and 1 final exam</td>
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<tr>
<th>Course: SOC 3660</th>
<th>Title: Punishment and Society</th>
<th>Requisite: SOC 2600—Criminal Justice</th>
<th>Media: None</th>
<th>Number of Textbooks: 2</th>
<th>Notes: This course has been designed so that even if you haven’t had many courses in sociology, you can do well by focusing closely on the readings and carefully thinking through course material and questions.</th>
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<tr>
<td>Credit Hours: 3</td>
<td>Gen. Ed. Code: None</td>
<td>Format: PBC</td>
<td>Lessons: 10, including 1 midcourse exam and 1 final exam</td>
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<tr>
<th>Course: T3 4710</th>
<th>Title: Sport Aesthetics</th>
<th>Requisite: Student must be a senior</th>
<th>Media: None</th>
<th>Number of Textbooks: 2</th>
<th>Notes: None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Hours: 3</td>
<td>Gen. Ed. Code: T3</td>
<td>Format: PBC</td>
<td>Lessons: 11, including an analysis paper</td>
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<tr>
<th>Course: T3 4720</th>
<th>Title: Clothing and Culture</th>
<th>Requisite: Senior only</th>
<th>Media: None</th>
<th>Number of Textbooks: 2</th>
<th>Notes: None</th>
</tr>
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<tbody>
<tr>
<td>Credit Hours: 3</td>
<td>Gen. Ed. Code: T3</td>
<td>Format: PBC</td>
<td>Lessons: 11, including 1 midcourse exam and 1 final exam</td>
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<thead>
<tr>
<th>Course: TAS 3010</th>
<th>Title: Introduction to Technical and Applied Studies</th>
<th>Requisite: None</th>
<th>Media: None</th>
<th>Number of Textbooks: 2</th>
<th>Notes: Requires a copy of student’s DARS report/ transcript. This course is open to students who have completed an associate degree in technical or applied studies and have been admitted to the Bachelor of Technical and Applied Studies program. You must purchase a NEW book that has an unused, unique code to access the Strengths Finder Assessment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Hours: 3</td>
<td>Gen. Ed. Code: None</td>
<td>Format: PBC</td>
<td>Lessons: 6, including 2 reflection papers</td>
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<tr>
<td>Course: TAS 3210</td>
<td>Requisite: TAS 3010 and (ATCH 2090 or MATH 2500 or MATH 250 or PSY 1110 or 2110 or QBA 2010)</td>
<td>Media: None</td>
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<tr>
<td>Title: Research for Technical and Applied Studies</td>
<td><strong>Course Description:</strong> Emphasizes both an understanding of research methods and development of the critical skills necessary to interpret and to convey research results. In addition to analyzing research methods and projects, students will prepare a project proposal in areas of related interest in preparation for requirements in TAS 4510.</td>
<td>Number of Textbooks: 2</td>
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<tr>
<td>Credit Hours: 3</td>
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<td>Notes: None</td>
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<td>Gen. Ed. Code: None</td>
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<td>Format: PBC</td>
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<td>Lessons: 6</td>
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<tr>
<td>and a project proposal in preparation for requirements in TAS 4510</td>
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<thead>
<tr>
<th>Course: TAS 4510</th>
<th>Requisite: TAS 3210 and seniors only</th>
<th>Media: None</th>
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</thead>
<tbody>
<tr>
<td>Title: Technical and Applied Studies Capstone Seminar</td>
<td><strong>Course Description:</strong> Capstone for the BTAS degree, requires integration and application of professional knowledge, skills, and technologies in order to complete a professional project for a business, industry, or community organization. Each student interviews the leader of a business, industry or community organization and integrates the leadership lessons learned from the interview to refine the self assessment paper prepared in the TAS 3010 course.</td>
<td>Number of Textbooks: 1</td>
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<tr>
<td>Credit Hours: 3</td>
<td></td>
<td>Notes: None</td>
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<tr>
<td>Gen. Ed. Code: None</td>
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<td>Format: PBC</td>
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<tr>
<td>Lessons: 7</td>
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<tr>
<th>Course: TAS 4900 CWLP</th>
<th>Requisite: None</th>
<th>Media: None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: Creating a Work and Life Plan</td>
<td><strong>Course Description:</strong> Encourages students to create a work and life plan. Students will identify their own needs and desires and work out the conditions of their futures and their future careers. Emphasis on matching each student's potential with several potential areas of work.</td>
<td>Number of Textbooks: 1</td>
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<tr>
<td>Credit Hours: 3</td>
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<td>Notes: None</td>
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<tr>
<td>Gen. Ed. Code: None</td>
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<td>Format: PBC</td>
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<tr>
<td>Lessons: 6</td>
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<thead>
<tr>
<th>Course: TAS 4900 ET</th>
<th>Requisite: None</th>
<th>Media: None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: Effective Teamwork</td>
<td><strong>Course Description:</strong> Students will explore the advantages and disadvantages of teamwork particularly on the job. They will examine the elements that comprise effective teams and be able to recognize their strengths and weaknesses in a given situation.</td>
<td>Number of Textbooks: 1</td>
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<tr>
<td>Credit Hours: 3</td>
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<td>Notes: None</td>
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<tr>
<td>Gen. Ed. Code: None</td>
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<td>Format: PBC</td>
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<td>Lessons: 6</td>
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<tr>
<th>Course: TAS 4900 HICD</th>
<th>Requisite: None</th>
<th>Media: The Shadow of Hate: A History of Intolerance DVD is listed in the required textbooks and supplies, but an alternative assignment is available for students without access to the DVD.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: Human Interaction and Cultural Development</td>
<td><strong>Course Description:</strong> This three-credit special topic course covers components of developing healthy relationships, particularly in the workplace. The course focuses on developing four areas: focus on the individual, focus on others, focus on diversity, and focus on work and life. In today's culturally diverse world, positive human interactions are key to success.</td>
<td>Number of Textbooks: 1</td>
</tr>
<tr>
<td>Credit Hours: 3</td>
<td></td>
<td>Notes: None</td>
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<tr>
<td>Gen. Ed. Code: None</td>
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<tr>
<td>Format: PBC</td>
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<tr>
<td>Lessons: 9</td>
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<tr>
<th>Course: TAS 4900 LOD</th>
<th>Requisite: None</th>
<th>Media: Internet access or, if not, access to the book Robert's Rules of Order, Newly Revised: In Brief, 2nd edition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: Leadership and Organizational Development</td>
<td><strong>Course Description:</strong> Covering contemporary organization development that guides individual, team, and organizational change, this course explores all aspects of organizational development. Providing insight into what is driving leadership theory and practice today, it assists students in developing their leadership expertise.</td>
<td>Number of Textbooks: 3</td>
</tr>
<tr>
<td>Credit Hours: 3</td>
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<td>Notes: None</td>
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<tr>
<td>Gen. Ed. Code: None</td>
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<td>Format: PBC</td>
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<tr>
<td>Lessons: 6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course: TAS 4900 SIW</th>
<th>Requisite: None</th>
<th>Media: None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: Managing Stress in the Workplace</td>
<td><strong>Course Description:</strong> This course will introduce techniques for calming the body and mind in an overstimulated world. It will assist students in identifying specific stressors and offer proven techniques for dealing with them. Students will learn the newest, most effective way of taking control of their lives, preventing disease, and enhancing their well-being. Since stress is multifaceted, this course will introduce a comprehensive approach as a powerful way to manage it.</td>
<td>Number of Textbooks: 1</td>
</tr>
<tr>
<td>Credit Hours: 3</td>
<td></td>
<td>Notes: The required workbook must be purchased new.</td>
</tr>
<tr>
<td>Gen. Ed. Code: None</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Format: PBC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lessons: 6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course: THAR 1710</th>
<th>Requisite: None</th>
<th>Media: None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: The Theatrical Experience</td>
<td><strong>Course Description:</strong> Examines the nature and function of theater by exploring the creative development and cultural significance of dramatic art. Students will also read and analyze selected plays.</td>
<td>Number of Textbooks: 4</td>
</tr>
<tr>
<td>Credit Hours: 3</td>
<td></td>
<td>Notes: None</td>
</tr>
<tr>
<td>Gen. Ed. Code: 2FA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Format: PBC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lessons: 8, including 1 midterm exams and 1 final exam</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Course:** UC 1100  
**Title:** Learning Strategies  
**Credit Hours:** 2  
**Gen. Ed. Code:** None  
**Format:** PBC  
**Lessons:** 9, including 2 midcourse exams and 1 final exam  

**Requisite:** Freshmen only  
**Course Description:** Helps students assess current study behaviors and attitudes and then adopt techniques that increase effectiveness in managing time, taking notes, reading and comprehending test material, and preparing for exams. Emphasizes regular practice and application of strategies discussed. Especially recommended for new students who didn’t study very much in high school and/or have no well-developed system of effective studying.  

**Media:** None  
**Number of Textbooks:** 1  
**Notes:** None

---

**Course:** UC 2030  
**Title:** Credit for Work Experience: Portfolio Development  
**Credit Hours:** 3  
**Gen. Ed. Code:** None  
**Format:** PBC  
**Lessons:** 6  

**Requisite:** ENG 1510 and permission of the UC 2030 instructor is required for enrollment. Contact the instructor, Jane Penwell, to request permission.  
**Course Description:** Seminar designed to assist adult students in clarifying career, personal, and educational goals with emphasis on documenting college-level learning from prior experience and documenting this learning for assessment.  

**Media:** None  
**Number of Textbooks:** 1  
**Note:** You must have permission from the instructor, Jane Penwell, to register for this course.
### Course Credit by Examination

| Course: ASTR 1000  
| Title: Survey of Astronomy  
| Credit Hours: 3  
| Gen. Ed. Code: 2NS  
| Format: CCE  
| Exams: 1  
| Requisite: None  
| Course Description: General introduction to astronomy, with emphasis on the structure of the universe beyond our solar system. Topics include historical astronomy, the sun, stars, galaxies, interstellar matter, black holes, the “Big Bang” theory, and the evolution of the universe. No prereq, but familiarity with basic algebra and geometry is beneficial.  
| Media: None  
| Number of Textbooks: 1  
| Notes: None |

| Course: BIOS 3840  
| Title: Bioethics: Bioethical Problems in Biology and Medicine  
| Credit Hours: 3  
| Gen. Ed. Code: None  
| Format: CCE  
| Exams: 1  
| Requisite: 6 Hours in BIOS  
| Course Description: Ethical problems arising from rapid advances in biological and biomedical research. Topics include human experimentation, fetal research, informed consent, death with dignity, euthanasia, reproductive advances, sex control, test tube babies, surrogate mothers, public policy and bioethics, health care delivery, mental health, and genetic screening.  
| Media: None  
| Number of Textbooks: 1  
| Notes: None |

| Course: ENG 2010  
| Title: Critical Analysis of Fiction and Non-Fiction Prose  
| Credit Hours: 3  
| Gen. Ed. Code: None  
| Format: CCE  
| Exams: 1  
| Requisite: ENG 1510 (formerly ENG 151)  
| Course Description: Introduces students to the different forms of fiction and non-fiction prose (novels, short stories, essays, life-writing) as they have developed and changed over time. Students will acquire and deploy a critical vocabulary in learning to read and analyze these texts.  
| Media: None  
| Number of Textbooks: 6  
| Notes: None |

| Course: ENG 3220  
| Title: American Literature: 1865-1918  
| Credit Hours: 3  
| Gen. Ed. Code: None  
| Format: CCE  
| Exams: 1  
| Requisite: ENG 2010 or 2020 or 250 or 2 courses above ENG 200  
| Course Description: Authors, works, and genres of American literature from the end of the Civil War to the end of World War I.  
| Media: None  
| Number of Textbooks: 5  
| Notes: None |

| Course: ENG 3230  
| Title: American Literature: 1918 to Present  
| Credit Hours: 3  
| Gen. Ed. Code: None  
| Format: CCE  
| Exams: 1  
| Requisite: ENG 2010 or 2020 or 250 or 2 courses above ENG 200/2000  
| Course Description: Authors, works, and genres of American literature from the 20th-century to the present.  
| Media: None  
| Number of Textbooks: 8  
| Notes: Every student should have access to a quality, hardbound dictionary. You may use any available edition of the texts, except for the Norton anthology, which must be the edition listed. |

| Course: FR 1110  
| Title: Elementary French I  
| Credit Hours: 4  
| Gen. Ed. Code: 2CP  
| Format: CCE  
| Exams: 1  
| Requisite: Placement in 1110 and WARNING: No credit for this course if taken after the following: FR 1199, FR 1120, FR 2XXX, FR 3XXX, FR 4XXX  
| Course Description: Beginning course of two-semester, first-year sequence. Emphasis on development of reading, listening comprehension, speaking, and writing skills. Basic grammatical concepts and patterns. Textbook and workbook required. Textbook and workbook required.  
| Media: Internet access; tape recorder with a microphone at the examination site.  
| Number of Textbooks: 1  
| Notes: The materials for this course also are used in FR 1120 CCE. |

| Course: FR 1120  
| Title: Elementary French II  
| Credit Hours: 4  
| Gen. Ed. Code: 2CP  
| Format: CCE  
| Exams: 1  
| Requisite: Placement in 1120 or C- or better in FR 1110 and WARNING: No credit for this course if taken after the following: FR 1199 or 2XXX or 3XXX or 4XXX  
| Course Description: Continuation of 1110. Second course of two-semester, first-year sequence. Basic grammatical concepts and patterns. Emphasis on development of reading, listening comprehension, speaking, and writing skills. Textbook and workbook required.  
| Media: Internet access; tape recorder with a microphone at the examination site.  
| Number of Textbooks: 1  
| Notes: The materials for this course also are used in FR 1110 CCE. |

| Course: FR 2110  
| Title: Intermediate French I  
| Credit Hours: 3  
| Gen. Ed. Code: 2CP  
| Format: CCE  
| Exams: 1  
| Requisite: French placement in 2110 or 211 or C- or better in FR 1120 or FR 1199) and WARNING: No credit for this course if taken after the following: FR 2120 or 3XXX or 4XXX  
| Course Description: First course of two-semester, second-year sequence. Intensive review of grammar. Reading and discussion of selected modern works. Supplemental cultural material.  
| Media: Internet access  
| Number of Textbooks: 2  
| Notes: None |

| Course: FR 2120  
| Title: Intermediate French II  
| Credit Hours: 3  
| Gen. Ed. Code: 2 CP  
| Format: CCE  
| Exams: 1  
| Requisite: French placement in 2120 or 213 or C- or better in FR 2110 and WARNING: No credit for this course if taken after the following: FR 3XXX or 4XXX  
| Course Description: Continuation of 2110. Second course of two-semester, second-year sequence. Intensive review of grammar. Reading and discussion of selected modern works. Supplemental cultural material.  
| Media: Internet access  
| Number of Textbooks: 2  
<p>| Notes: None |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Requisite</th>
<th>Course Description</th>
<th>Credit Hours</th>
<th>Gen. Ed. Code</th>
<th>Number of Textbooks</th>
<th>Notes</th>
<th>Media</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 3290</td>
<td>Ancient Near East: Egypt, Mesopotamia, and the Levant</td>
<td>Sophomore, junior, or senior</td>
<td>Begins with the Neolithic Revolution and the origins of civilization in the Ancient Near East and Egypt, including the Sumerians, Babylonians, Egyptians, Hebrews, and Persians. Assignments and lectures are based on both archaeological and literary sources.</td>
<td>3</td>
<td>CCE</td>
<td>None</td>
<td>Notes</td>
<td>Media</td>
</tr>
<tr>
<td>MATH 1200</td>
<td>College Algebra</td>
<td>C or better in MATH D005 or MATH 102 or Math placement level 1 or higher</td>
<td>This course is a continuation of high school algebra and an introduction to basic college algebra, with special emphasis given to the development of manipulative skills. To prepare for the examination, you should concentrate on solving many (400 or more) of the problems from the exercise lists that follow virtually every section of explanation in the textbook. You should feel confident of your knowledge of elementary algebra before you take the supervised examination.</td>
<td>4</td>
<td>1M</td>
<td>1 required, 8 recommended</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>MATH 1300</td>
<td>Pre-Calculus</td>
<td>C or better in MATH 1200 or Math placement level 2 or higher</td>
<td>Graphs, inverses, and operations of functions. Study of polynomial, rational, exponential, logarithmic, and trigonometric functions. Additional topics from trigonometry and analytic geometry. Recommended only for students intending to enroll in MATH 2301.</td>
<td>3</td>
<td>1M</td>
<td>1 required, 8 recommended</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>MATH 1350</td>
<td>Survey of Calculus</td>
<td>MATH 1321 or (C or better in 1200) or Math placement level 2 or higher and WARNING: not MATH 2301</td>
<td>Presents a survey of basic concepts of calculus. For students who want an introduction to calculus, but do not need the depth of 2301 and 2302. Note: Students cannot earn credit for both 1350 and 2301.</td>
<td>4</td>
<td>2AS</td>
<td>1 required, 8 recommended</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>MATH 2302</td>
<td>Calculus</td>
<td>C or better in MATH 2301</td>
<td>Second course in calculus and analytic geometry with applications in the sciences and engineering. Includes techniques of integration, conic sections, polar coordinates, infinite series, vectors and vector operations.</td>
<td>4</td>
<td>2AS</td>
<td>1 required, 8 recommended</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>PHIL 1200</td>
<td>Principles of Reasoning</td>
<td>None</td>
<td>Basic concepts of logic and techniques for judging validity of arguments introduced. System for symbolizing arguments and deriving conclusions from premises employed. Some of following topics also covered: informal fallacies in reasoning, syllogistic or Aristotelian logic; Venn diagrams, truth tables. Most sections are traditional lecture/test format, some taught in computer-assisted format, others use self-paced approach.</td>
<td>3</td>
<td>1M</td>
<td>1 required, 8 recommended</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>PHYS 2002</td>
<td>Introduction to Physics</td>
<td>PHYS 2001 and WARNING: not PHYS 2052 or 2301</td>
<td>Continuation of 2001. Second course in physics; open to students from all areas. Students should have a background in algebra, trigonometry and geometry, but no calculus required. Recommended for students in liberal arts, architecture, industrial technology, geological sciences, plant biology, and premedicine. Includes electricity, magnetism, waves, sound, light, relativity, quantum, atomic, and nuclear physics.</td>
<td>4</td>
<td>2NS</td>
<td>1 required, 8 recommended</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>PSY 2420</td>
<td>Educational Psychology</td>
<td>PSY 101D or 1010 and WARNING: not EDCI 2700 or EDTE 2000</td>
<td>Applications of psychological theories and models to educational settings (emphasis on schools). Major topics include goals of education; cognitive, social, and affective development in children; cognitive and behavioral models of learning; motivation; individual differences; effects of social class, ethnicity, gender, and cultural deprivation on learning and development; tests and evaluation. Emphasis is on the role of teachers and parents as facilitators of learning and development. No credit awarded if EDCI 2700 OR EDTE 2000 has been taken.</td>
<td>4</td>
<td>CCE</td>
<td>None</td>
<td>Notes</td>
<td>Media</td>
</tr>
<tr>
<td>SOC 1000</td>
<td>Sociology</td>
<td>None</td>
<td>Nature of human society and factors affecting its development. Fundamental concepts of sociology: culture, personality, socialization, social organization, groups, institutions.</td>
<td>3</td>
<td>25S</td>
<td>1 required, 8 recommended</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>SPAN 1110</td>
<td>Elementary Spanish I</td>
<td>None</td>
<td>Spanish placement level 1110 and WARNING: No credit for this course if taken after the following: SPAN 1120 or 1199 or 2XXX or 3XXX or 4XXX</td>
<td>4</td>
<td>CCE</td>
<td>None</td>
<td>Notes</td>
<td>Media</td>
</tr>
</tbody>
</table>
| Course: SPAN 1120 | Requisite: (Spanish placement level 1120 or C- or better in SPAN 1110) and WARNING: No credit for this course if taken after the following: SPAN 1199 or above (does not count toward Tier II CP)  
Course Description: Developing proficiency in listening, reading, speaking, and writing essential to interactive language use. Second course in beginning Spanish sequence. | Media: Audio CD (with textbook)  
Number of Textbooks: 1  
Notes: None |
|---|---|---|
| Course: SPAN 2110 | Requisite: (Spanish placement level 2110 or C- or better in [SPAN 1120 or 1199]) and WARNING: No credit for this course if taken after the following: above SPAN 2120 level course  
Course Description: Culture-based approach to increased language proficiency. Students continue to develop listening, reading, speaking and writing skills as they study diverse history and customs of Spanish speakers around the world. First course in second-year sequence. | Media: None  
Number of Textbooks: 2  
Notes: None |
| Course: SPAN 2120 | Requisite: Spanish placement level 2120 or C- or better in SPAN 2110 and WARNING: No credit for this course if taken after the following: Any SPAN 3000 level course  
Course Description: Continuation of 2110. Culture based approach to increased language proficiency. Students continue to develop listening, reading, speaking and writing skills as they study diverse history and customs of Spanish speakers around the world. Completion of 2120 fulfills foreign language requirement of College of Arts and Sciences. | Media: None  
Number of Textbooks: 2  
Notes: None |
Course Policies

Registering for Courses

Students in degree-seeking programs choose courses based on the requirements of the degree they are pursuing, as listed on the DARS report provided by the academic advisor. Nondegree students may only enroll in courses that have no requisite restrictions since no transcript evaluations will take place. A nondegree student may have a transcript evaluated by request. In order to register for courses, a student must complete a paper copy of the course registration form (located in the back of this packet). You also may request a course registration form from your advisor. No telephone registrations are permitted.

The paper course registration form must be completed by the student. The education director from the incarcerated student’s facility will be required to provide the mailing address, delivery method, and a signature of authorization to enroll in the course. Often, correctional facilities have special instructions for prohibited materials, special addresses, package authorization forms, lists of materials, copies of paid invoices, etc.

It is the responsibility of each student to work with the education director from his or her facility to indicate any special instructions for the facility on each and every course registration form prior to submitting it to our office. Failure to do so may delay the receipt of the materials, and the student will incur additional fees. Forms without this information will be returned without processing. Do not send in any money at the time of registration.

The completed registration form should be mailed or faxed to Ohio University Correctional Education for course approval. After the academic advisor approves the courses chosen, an invoice will be sent to the student and to the billing contact indicated by the student on the course registration form. If the courses are not approved, student will be notified by the advisor in writing, and new course recommendations will be included.

For print-based courses and course credit by examination, the registration effective start date will always occur on the first day of a month. This is the first date on which a student may submit a lesson for the course. The add, drop, and refund dates for the course will be based on the start and end dates of the course.

Ohio University is not responsible for any delays in materials that are caused by the facility’s refusal to accept the materials, the student moving to a new location or solitary confinement, or any other delays that occur at the facility.

Add/Drop Dates

Students will be able to request to “late” add or drop a print-based course according to standard University timeframes that are based on the length of the course, as follows:

<table>
<thead>
<tr>
<th>Effective date of course</th>
<th>Add or exchange course by:</th>
<th>*Drop course by:</th>
<th>*Withdrawal from all classes by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print-Based Courses</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Credit by Exam Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1, 2015</td>
</tr>
<tr>
<td>November 1, 2015</td>
</tr>
</tbody>
</table>

*Note: Course remains on student’s academic record with WP/WF (Withdrawn Passing/Withdrawn Failing) grade with no fee adjustment.
Exchanging Courses

Students are encouraged to carefully choose their courses and consider their advisor’s suggestions. If a student finds that a course has been chosen that is too difficult, he or she may be eligible to switch to a different course. **This must be completed by the defined add/drop date for the effective start of the current course.**

To exchange a course, the student must submit a new course registration form, with appropriate facility approval. Students will be required to pay for each lesson graded in the dropped course. No refunds are available.

The original course materials and textbook must be returned. If the original course materials are not returned within four weeks of receipt of the course registration form at the eLearning OHIO office, the student will be billed for the cost of the original instructional materials. Send the original course materials to the following address:

eLearning OHIO  
Haning Hall 102  
1 Ohio University  
Athens OH 45701

The original start date remains for any exchanged course. Any extensions will be determined on an individual basis per the conditions for extensions listed below.

Course Extensions

**Print-Based Course Extensions**

Students have eight months from the effective start date to complete a print-based course. To compensate for delays that may occur (in shipping, receipt of materials, grading, etc.), extension requests may be granted as follows:

<table>
<thead>
<tr>
<th>Extension Length</th>
<th>Granted if Completed</th>
<th>Completed By</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 4 months</td>
<td>25% of course</td>
<td>End of original 8 months</td>
<td>Free</td>
</tr>
<tr>
<td>2nd 4 months</td>
<td>50% of course</td>
<td>End of 1st extension (12 months)</td>
<td>$50</td>
</tr>
<tr>
<td>3rd 4 months</td>
<td>75% of course</td>
<td>End of 2nd extension (16 months)</td>
<td>$50</td>
</tr>
</tbody>
</table>

Extensions are not automatic and must be requested by mailing an extension request form. The student will receive the form to request the first extension in a letter. The form to request subsequent extensions is in the course guide. Students who have completed no lessons within the first eight months of a course receive a grade of FN: failed, never attended.

Students may appeal the print-based course extension guidelines when extenuating circumstances are involved. Typically, circumstances related to the student’s incarceration, such as solitary confinement, moves, etc., are not considered extenuating. If an extenuating circumstance exists, the advisor must be notified within the first six months of enrollment. All appeals will be considered on a case-by-case basis.

**Course Credit by Examination Extensions**

Students have six months from the effective start date to take the exam for course credit by examination. Students may request one extension for a CCE; no additional extensions will be considered. Extension requests may be granted as follows:

<table>
<thead>
<tr>
<th>Extension Length</th>
<th>If Requested Before</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 4 months</td>
<td>End of original 6 months</td>
<td>$50</td>
</tr>
</tbody>
</table>

Paying for Courses

Invoices may be paid by check, money order, or credit card. Please refer to the instructions on the invoice. If payment for tuition is received by the 21st day of the month, the student’s effective start date will be the first day of the next month. Payments received on the 22nd day of the month up until the last day of the month will cause the student’s effective start date to skip a month. For example if a payment was received between January 1-21, the student’s effective start date would be February 1. If the payment was received between January 22-31, the student’s effective start date would be March 1. No materials will be sent to the student until full payment is received. **Please allow four weeks after payment for the materials to reach the student.**
Refunds

Students will be eligible for a tuition refund in accordance with the standard University processes or timeframe. Students will be directed to submit a tuition appeal form for any requests that fall outside of the standard timeframe.

<table>
<thead>
<tr>
<th>Effective date of course</th>
<th>Last day to cancel registration (remove all courses &amp; fees)</th>
<th>Last day to remove class from academic record with possible fee adjustment</th>
<th>Last day to receive partial fee adjustment (80%) of registration fees for withdrawal from all courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print-Based Courses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 1, 2015</td>
<td>September 30, 2015</td>
<td>November 2, 2015</td>
<td>November 2, 2015</td>
</tr>
<tr>
<td>Course Credit by Exam Courses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 1, 2015</td>
<td>September 30, 2015</td>
<td>October 22, 2015</td>
<td>October 22, 2015</td>
</tr>
<tr>
<td>November 1, 2015</td>
<td>October 31, 2015</td>
<td>November 22, 2015</td>
<td>November 22, 2015</td>
</tr>
</tbody>
</table>

Receiving Books and Materials

Whenever possible, books and materials are sent in one package, which will typically include the textbooks, course guides, paper, pens, folder, lesson cover forms, and pre-paid postage envelopes. Students are sent all supplies needed to complete a course. Ohio University Correctional Education cannot provide or make substitutions for any additional materials beyond what is required for the courses.

Turning in Lessons

Lessons should be typewritten if possible, but legible, handwritten lessons on lined paper will be accepted. Due to the communication limitations of the student, all lessons should be mailed to OHIO Correctional Education, Haning Hall 102, 1 Ohio University, Athens OH 45701. When possible, students may fax lessons.

Once received in our office, the date of receipt is logged, and the lessons are forwarded to the instructor for grading. Graded lessons and exams are logged when received back from the instructor and then sent back to the student. We do not make copies. Students are encouraged to make copies of their lessons prior to sending them in case of mailing problems. The average time for a student to receive a graded lesson or exam is four weeks (not including the time to and from the professor); however, during holiday and summer breaks, the time for instructor grading may be extended.

Some instructors may permit multiple lessons to be submitted; however, each student is required to make the request to do so by writing to the instructor and enclosing it with one lesson.

All other communication between the student and instructor must be facilitated through the student’s academic advisor. If the student has a question about a lesson or when he or she will receive a grade, the student should contact the academic advisor first. The advisor will contact the instructor on behalf of the student. Any parent, sibling, or advocate for the student also should direct questions to the academic advisor instead of contacting the student’s instructor.

Student Writing Center

Students who need assistance with writing assignments can send a written piece to the academic advisor to be submitted to the Student Writing Center. When submitting an assignment, include your first and last name, course name, instructor name, assignment due date (if applicable), any comments you’ve already received from peers or your instructor, and 2-3 questions/concerns/goals you would like to address. If possible, make a copy of your assignment.

Submissions should include a cover letter stating that the written piece is for the Student Writing Center (not the instructor), and they can be sent to your academic advisor. Once the Student Writing Center receives your submission, they intend to have the edited piece back in the mail to you within a week.
Proctors and Exams

Prior to registering for courses, students should check with their facility to determine if a testing proctor is available. Most courses require exams that must be supervised (proctored) by an individual approved by our office. It is the student’s responsibility to locate a proctor. Students are advised to contact their facility’s education department to inquire about proctor availability. Potential proctors may include principals, vocational instructors, or other administrative staff members. Our office will then approve the proctor selection. All exams must be taken in the facility where the student is housed, and all exams will be mailed directly to the proctor at the facility address.

Exams are generally mailed out within one week of the previous graded lesson being returned to the student. No exams will be mailed until all previous lessons have been graded in the course and the student submits the exam application.

Experiential Learning Program

Through the Experiential Learning Program (or portfolio-based assessment), credit is awarded for college-level experience gained through life or work experience. Students who wish to gain credit through this method must have learning through experience in life or work activities, and must have learning that matches actual courses at Ohio University. The learning must be documented in a portfolio.

The student follows a specific process to compile the portfolio, which will be reviewed by appropriate University faculty members and evaluated to determine if it is equal to learning that would occur in the classroom. The faculty members will decide if the portfolio is eligible for credit or not eligible, which means that a revision must be completed.

The student must enroll in and successfully complete UC 2030, the portfolio course, in order to have any portfolios evaluated. UC 2030 is available by permission only. Correctional Education students will receive supplemental materials in order to complete the course.

This option is not eligible for financial aid. Students should contact the coordinator of experiential learning at the address below to see if previous experience lends itself to this format. Students should send the coordinator their PID number and a comprehensive resume. Each request is evaluated on a case-by-case basis to determine if the option is appropriate to meet the student’s academic goals.

eLearning OHIO
Attn: Coordinator of Experiential Learning
Haning Hall 102
1 Ohio University
Athens OH 45701
Grades

Grades will be assigned for all print-based courses in accordance with University grading policies. A grade of “WP or WF” will ONLY be assigned when a student has formally requested a withdrawal from a course. Students who enroll and never submit a lesson will receive a grade of FN. Students who neither complete nor withdraw from their course will receive a grade of FS.

<table>
<thead>
<tr>
<th>STUDENT ACTION</th>
<th>GRADE ASSIGNED</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student completes coursework per instructions and</td>
<td>A-F (see chart below for value of</td>
<td>Assigned ONLY upon formal withdrawal and will not be automatically</td>
</tr>
<tr>
<td>policies</td>
<td>each grade)</td>
<td>assigned. A grade of “WP” or “WF” does not impact a student’s grade</td>
</tr>
<tr>
<td>Student formally requests withdrawal from course</td>
<td>WF (Withdrawn Failing) – This</td>
<td>point average (GPA) but will appear on the transcript. If the student</td>
</tr>
<tr>
<td></td>
<td>grade indicates the student was</td>
<td>has not completed any lessons and the withdrawal occurs before the</td>
</tr>
<tr>
<td></td>
<td>failing at the time of withdrawal.</td>
<td>add/drop deadline, the course won’t appear on the student’s record.</td>
</tr>
<tr>
<td></td>
<td>WP (Withdrawn Passing) – This</td>
<td></td>
</tr>
<tr>
<td></td>
<td>grade indicates the student was</td>
<td></td>
</tr>
<tr>
<td></td>
<td>passing at the time of withdrawal.</td>
<td></td>
</tr>
<tr>
<td>Student enrolls in course but never submits a</td>
<td>FN (Failure, never attended)</td>
<td>A grade of “FN” has the same value as an “F” in calculating GPA.</td>
</tr>
<tr>
<td>lesson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student does not request a formal withdrawal but</td>
<td>FS (Failure, stopped attending)</td>
<td>A grade of “FS” has the same value as an “F” in calculating GPA.</td>
</tr>
<tr>
<td>does not complete the course within allotted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>timeframe, including granted extensions.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Chart of Letter Grade Values

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>Good</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Good</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>Acceptable</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Acceptable</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>Acceptable</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>Passing but Minimally Acceptable</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Passing but Minimally Acceptable</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td>Passing but Minimally Acceptable</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Failing</td>
</tr>
<tr>
<td>FN</td>
<td>0.00</td>
<td>Failure, Never Attended</td>
</tr>
<tr>
<td>FS</td>
<td>0.00</td>
<td>Failure, Stopped Attending</td>
</tr>
</tbody>
</table>

Grade Appeals

The instructor assigned to a class has full responsibility for grading, subject to the appeal process described below. A student may appeal a grade through the chairperson of the department or director of the school to the dean of the college, provided that a concerted effort was made by the student to resolve the matter with the instructor. The burden of proof for a grade change is on the student, except in those cases involving charges of academic dishonesty.

If the dean concludes that the student has insufficient grounds for an appeal, there can be no further appeal by the student. If the dean concludes that sufficient grounds do exist for an appeal, the dean shall appoint a faculty committee of five members, including the chairperson of the department or director of the school in question, to consider the case. If a majority on the committee decides that the grade should be changed and the instructor does not accept the recommendation, the committee can authorize the registrar to change the grade. The decision of the committee is not subject to further appeal.

Complete information on the rights and responsibilities of students and faculty relative to grade appeals is available at the Office of the Ombudsman. If you need assistance, contact the Ombudsman by phone at 740.593.2627 or mail inquiries to Ombudsman, Baker University Center 501, 1 Ohio University, Athens OH 45701.
Tuition, Payment, and Financial Aid

Course Fees

OHIO Correctional Education students will pay the following price for tuition and materials:

- Ohio resident: $340 per credit hour
- Non-Ohio resident: $343 per credit hour

This rate applies to ALL print-based courses and course credit by examination for OHIO Correctional Education students. The price includes the tuition, instructional materials, course guides, shipping costs, and all materials for each course. Students will be given supplies (paper, pencil or pen, and envelopes), a calculator (if applicable to the course selected), and a dictionary and thesaurus (with the first enrollment). Students must pay for replacement course materials separately.

The tuition and fees above are valid through the 2015-2016 academic calendar, which includes all courses with a start date of September 1, 2015, through August 1, 2016. A Student Info System/Network Fee is added to course fees. The current rate is $3.00 per credit hour, not to exceed $33.00 for a multiple course registration. This is a University-wide fee that applies to all Ohio University courses and to all Ohio University course registrations, whether campus-based or distance learning.

Payment

If another individual will be paying for your courses, you must indicate that on the course registration form in the section for “Person(s) or organization to be billed.” Courses selected must be approved by your academic advisor after which an invoice is sent to the student and the student's defined billing contact listed on the course registration form. Payment should not be made for any course registration, tuition, or fees until you receive a billing invoice. Invoices may be paid by check, money order, or credit card. Simply mail the bottom portion of the invoice with your payment or call the number listed on the invoice to pay by phone.

No materials will be sent to the student until full payment is received. Please allow four weeks after payment for the materials to reach the student.

Nonpayment and Financial Hold

It is your responsibility to drop all your courses if you do not plan to take them in the current term. Your classes will NOT be dropped for nonpayment of current term tuition and fees. Tuition and fees are due by the date indicated on your invoice. A late fee of 1.5 percent will apply to late payments.

If financial responsibilities have not been met, a student will be placed on financial hold. Students on financial hold are not eligible for registration for future terms and also are prevented from obtaining records, such as transcripts and grades.

Please direct any questions about payment to the Office of the Bursar at the following address:

Office of the Bursar
Chubb Hall 010
1 Ohio University
Athens OH 45701
Financial Aid

For students incarcerated in state or federal facilities, there is no financial aid available. The federal legislation precludes incarcerated students from qualifying for Federal Direct Loans, and incarcerated students in state or federal correctional facilities are ineligible to receive Pell Grant Funding or a Federal Supplemental Educational Opportunity Grant. In limited circumstances, students in local, county, or juvenile justice facilities may be eligible for a partial Federal Pell grant if they remain in such a facility at the time they are enrolled in courses.

The completion of the FAFSA (Free Application for Federal Student Aid) does not guarantee funding. Each university can decide if incarcerated students will be eligible to receive the funds.

Some students have sought aid for tuition costs from charitable, civic, church, or professional groups. Often, when a group understands the benefit of education for an incarcerated student, it will be willing to offer some financial assistance, even if on a limited basis. Locating aid is not easy. Please be sure your correctional institution permits solicitation of aid.

Grants to States for Workplace and Community Transition Training for Incarcerated Individuals

This program, also known as Incarcerated Individual State Grants, was set up to encourage incarcerated students to gain education and job skills. You must be under the age of 35 and within seven years of release or parole eligibility. Other restrictions apply. Check with the facility’s educational staff or your state’s department of corrections education to see if your state participates in this program.

Veterans Affairs Education Benefits

Students with Veterans Affairs (VA) education benefits (either for themselves or as a dependent) who have been admitted to the University as a degree-seeking student may apply to claim their benefits. Because the VA does not consider print-based students to be full-time students, the benefit award normally will cover only the cost of tuition and fees (instructional materials) associated with the course enrollment. VA benefits cannot be applied to course credit by examination.

If a student has been notified of eligibility to receive VA education benefits, then he or she should send a copy of the Certificate of Eligibility to Ohio University, which shows approval for VA benefits, to:

Veterans Coordinator
Baker University Center, Suite 350
1 Ohio University
Athens OH 45701

If VA education benefits have not been awarded, students may request a VA benefit application form from the veterans coordinator at the address above.

Students receiving pre-9/11 benefits will be invoiced the full tuition upon approval of their registration by the advisor. Payment must be received in full before the course registration will be processed. Students will be expected to reimburse themselves upon receiving money from the VA.

Students approved to receive post-9/11 benefits will be registered for advisor-approved courses once the Certificate of Eligibility is received. Ohio University will receive payment from the VA. If the approved VA benefits do not cover the full amount of tuition and fees, the student will be invoiced. A student must be paid in full to be registered for classes.

It is your responsibility to verify to VA each month you are still enrolled in courses. Failure to report your enrollment status will cause your VA benefits to stop. Send your verification to:

Department of Veterans Affairs
VA Regional Office
P.O. Box 66830
St. Louis MO 63166-6830
General Information

Continuing Studies After Release

All Ohio University students who have been convicted of a felony must complete a review process. This process is deferred for students participating through the Correctional Education program during the period of incarceration only. Correctional Education students who wish to continue enrollment after being released must submit a re-enrollment form to the Office of the University Registrar and complete the required felony review process through the Office of Legal Affairs.

This review process will determine a student’s post-release enrollment options, including on-campus, online, and/or print-based enrollment. Most Correctional Education students are able to continue enrollment through one or more of these options. However, eligibility for enrollment at Ohio University through the Correctional Education program does not guarantee eligibility for other forms of enrollment after incarceration; in extreme and rare cases, a Correctional Education student may be prohibited from continuing enrollment at OHIO after release.

After release, students WILL be permitted to continue and complete any existing enrollments without additional tuition/fee assessment. Students who enroll in courses after being released will be assessed current tuition and fees for print-based, course credit by examination, or online courses. Current tuition rates are available from the Office of the Bursar.

Student Accessibility Services

Students with a documented disability are eligible to receive recommendations for accommodations. Students must self-identify and provide verification of their disability prior to course registration by contacting Student Accessibility Services by phone at 740.593.2620 or by mail at the following address: Student Accessibility Services, Baker University Center 348, 1 Ohio University, Athens OH 45701.

FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. Information regarding a student’s academic progress may be shared with individuals approved by the student in advance of the request for information. OHIO Correctional Education encourages students to consider the individuals who may be contacting our staff on their behalf. Students can submit their information on the Consent to Release Education Records form found in the back of this packet. A Power of Attorney document does not substitute for the release form.

The office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

Graduation

Students who qualify for graduation may apply using the graduation application form available from the academic advisor. Students are encouraged to begin the process prior to the completion of their final course(s). First, contact your academic advisor to have a preliminary graduation check conducted to determine eligibility. If you have met all the requirements on your DARS report and have an accumulative grade point average of 2.0 or higher, then you should request the graduation application from your advisor. The application fee is $50.

Graduation dates are determined by the University and occur periodically throughout the academic year. Diplomas will be mailed to the student from the Office of the University Registrar within eight weeks of the campus degree conferral date.
Requesting Transcripts

Transcripts are available by contacting the Office of the University Registrar at the following address:

Office of the University Registrar
Chubb Hall
1 Ohio University
Athens OH 45701-2979

To request a transcript, a student should write to the office and include the following information:

- Full name, typed or printed, with any former names
- Signature
- PID or Social Security Number
- Date of Birth
- Dates of enrollment
- Number of transcripts requested
- Address(es) where transcript(s) should be sent (exact address, not just name and city of college)
- Proper payment

There is a $6 fee for each transcript requested, and the fee must be mailed directly to the Office of the University Registrar. Only courses that have been completed at Ohio University will appear on the transcript. No notation of “Correctional Education” will appear on the student’s transcript.
Get Started

This document offers a step-by-step guide for the actions you need to take now to get started. If you have questions along the way, don’t hesitate to contact me.

STEP 1: Review a sample DARS report.

Review this report to see a sample representation of how a DARS report should be read. A personal DARS report will be available to you by request after you enroll in your first course. Refer back to the Degree Audit Reporting System (DARS) section for more information.

STEP 2: Review the course recommendations I made.

If you will recall, I recommended courses you should take your first term. Refer back to those recommendations.

STEP 3: Complete the course registration form.

Several copies of the registration form are included in the back of this packet. You will need to fill out one of those forms to indicate what courses you want to take and send it to our office at the following address:

Ohio University Correctional Education
Haning Hall 102
1 Ohio University
Athens OH 45701

STEP 4: Pay your tuition and fees.

After you submit a course registration form and it has been approved, you will receive an invoice for your tuition. Do not send any money for tuition or fees until you receive this invoice. Refer to the Tuition, Payment, and Financial Aid section for information on how to pay your tuition and fees. After you submit full payment, you will be enrolled in your course(s).

STEP 5: Wait for your materials to arrive.

After we receive full payment, your materials will be sent. Please allow four weeks after payment for the materials to reach you.

STEP 6: Begin your class!

After you receive the materials, you are ready to begin the course. Contact me if you have any questions.