



EVENING & WEEKEND PROGRAMS

CATALOG

2018

Evening/Weekend 
Graduate School USA

CONTENTS

ABOUT THE CATALOG.....	5
CATALOG CHANGES	5
DISABILITY SUPPORT	6
EQUAL ACCESS/NONDISCRIMINATION.....	7
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY	7
TITLE IX	8
CRIMES PREVENTION ACT	8
OFFICIAL COMMUNICATION TO STUDENTS.....	9
ACCREDITATION	9
CHANGES IN STUDENT DATA	9
GRADUATE SCHOOL USA BOARD OF TRUSTEES	11
GRADUATE SCHOOL USA HISTORY	12
GRADUATE SCHOOL USA MISSION	15
GRADUATE SCHOOL USA VISION.....	15
EVENING AND WEEKEND PROGRAMS LOCATION	16
GRADUATE SCHOOL USA HOLIDAYS	16
EVENING AND WEEKEND PROGRAMS 2018 CALENDAR	17
STUDENT ENTRY AND REGULATIONS	19
SPECIAL ACCOMMODATIONS.....	19
COURSE SCHEDULE.....	20
DECLARING OR CHANGING A PROGRAM OF STUDY.....	20
REGISTRATION AND SCHEDULE ADJUSTMENT.....	21
COURSE AUDIT	22
MINIMUM CLASS SIZE AND TUTORIALS.....	23
STUDENTS WITH DISABILITIES	23
COURSE SUBSTITUTIONS AND WAIVERS	23
TEXTBOOKS.....	24
How to Purchase	24
Ordering Textbooks	25
CLASS TUITION AND FEES	25
AUDITED CLASSES	25
RETURNED CHECKS/UNPAID ACCOUNTS.....	26
STUDENT PAYMENT, REGISTRATION, AND REFUNDS	26
Payment in Full.....	26
Registration Process.....	26
Payment by Third-Party Sponsors	26
Outstanding Balances	27
Refunds.....	27
POLICIES.....	29
POLICY CHANGES	29
ACADEMIC FREEDOM.....	29
PREREQUISITES AND CO-REQUISITES.....	29
INSTRUCTIONAL UNITS, EVALUATION, AND GRADES	30
GRADE CHANGES AND GRADE DISPUTES.....	31
GRADES OF INCOMPLETE.....	32
REPEATING COURSES	32
ATTENDANCE	33

COMPLETION REQUIREMENTS FOR CERTIFICATE PROGRAMS	33
NOTICE TO STUDENTS OF THEIR RIGHTS	34
UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT	34
STUDENT RECORDS	34
RIGHT TO REFUSE ACCESS	35
REFUSAL TO PROVIDE COPIES	36
Annual Notification	36
AMENDMENT OF EDUCATION RECORDS	36
DESTRUCTION OF EDUCATION RECORDS	36
DISCLOSURE OF EDUCATION RECORDS	36
DIRECTORY INFORMATION	38
TRANSCRIPT REQUESTS	39
VERIFICATION OF ENROLLMENT	39
STUDENT SERVICES	39
COMPUTER ACCESS	39
VETERANS' SERVICES AND MILITARY SERVICES	40
STUDENT ISSUES AND COMPLAINTS	40
Appeal to Director of Evening and Weekend Programs	41
Appeals to the Student Appeals Committee	41
STUDENT CONDUCT	41
ACADEMIC HONESTY	42
HARASSMENT AND HOSTILE ENVIRONMENT	44
Sexual Harassment	45
Responsibility for Reporting	45
Response to Reports	45
Affiliated Entities	46
Disciplinary Action	46
Confidentiality	46
VIOLENCE AND THREATENING BEHAVIOR	46
DRUGS AND ALCOHOL	47
SMOKING	48
CHILDREN IN SCHOOL FACILITIES	49
ANIMALS IN SCHOOL FACILITIES	49
NETWORK AND RESPONSIBLE COMPUTING	49
HEALTH AND SAFETY	50
CAMPUS SECURITY AND EMERGENCY RESPONSE	51
Altercations and Other Disturbances	51
Severe Weather Procedure	51
Washington, DC, Metropolitan Emergency Communication System for Graduate School USA	51
WEATHER DELAYS AND CANCELLATIONS	553
MEDICAL EMERGENCIES, FIRST AID, AND MEDICAL TREATMENT	553
First Aid Kits	553
FIRE EVACUATION	553
FACILITIES	53
PROGRAMS OF STUDY	54
CONTINUING EDUCATION UNITS (CEUs) AND AMERICAN	55
COUNCIL ON EDUCATION (ACE)	55
CREDIT RECOMMENDATIONS	55

Administrative Procedures Certificate Program	56
Digital Graphic Arts Certificate Program	57
Economics Certificate Program	58
Editorial Practices Certificate Program.....	59
Environmental Studies Certificate Program	60
Horticulture Certificate Program	663
Landscape Design Certificate Program	64
Natural History Field Studies Certificate Program	66
Paralegal Studies Certificate Program	69
Personnel Administration Certificate Program	70
COURSE OFFERINGS.....	71
EVENING AND WEEKEND PROGRAMS ADMINISTRATIVE STAFF	115
APPENDICES	116
Appendix I: Student Issues and Complaint Form.....	117
Appendix II: Code of Student Conduct	118
Appendix III: Copyright Policy	127
EVENING AND WEEKEND 2018 COURSES	133

ABOUT THE CATALOG

This catalog is the official announcement of the Evening and Weekend Programs requirements and regulations of Graduate School USA. Students enrolling in the School are subject to the provisions as stated or as modified by official institutional action. The School reserves the right to cancel any class or section for insufficient enrollment or other good reason. Although the School has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors, or errors occasioned by honest mistake. All information contained in this catalog is subject to change by appropriate officials of Graduate School USA without prior notice.

The statements in the catalog are for informational purposes only and should not be considered the basis of a contract between the institution and the student. Though the School catalog is produced as a reference guide, each student is responsible for keeping apprised of current requirements for program completion. Graduate School USA does not guarantee that courses will transfer to other institutions or that students will gain employment upon completion of their programs of study.

CATALOG CHANGES

The Board of Trustees and/or administration of Graduate School USA reserves the right to change at any time, without notice, completion requirements; fees and other charges; curriculum, course structure, and content; and other such matters as may be within its control, notwithstanding any information set forth in this catalog.

A Catalog Addendum may be published online, depending on the number of changes incurred since the online catalog was published. Availability of a Catalog Addendum (if published) would be on the School's website only.

DISABILITY SUPPORT

Graduate School USA does not discriminate on the basis of disability in the admissions or employment processes or in access to programs, facilities, or activities. The following persons, whose offices are at the 600 Maryland Avenue location, have been designated to coordinate compliance with the nondiscrimination requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, as amended:

Disability Services/Access for Students

Disability Coordinator
600 Maryland Avenue SW, Suite 180, Washington, DC
registrar@graduateschool.edu

Employment Access

Paula Waters
600 Maryland Avenue SW, Suite 180, Washington, DC
(202) 314-3351
paula.waters@graduateschool.edu

Facilities Access

Orlando Davis
600 Maryland Avenue SW, Suite 180, Washington, DC
(202) 314-3367
orlando.davis@graduateschool.edu

If an alternate format of this catalog (such as a CD) is needed, please contact:

Disability Coordinator
600 Maryland Avenue SW, Suite 180, Washington, DC
registrar@graduateschool.edu

EQUAL ACCESS/NONDISCRIMINATION

Graduate School USA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, or disability; where applicable, on the basis of sex or gender, marital status, familial status, parental status, religion, creed, sexual orientation, genetic information, political beliefs, or veteran status; on the basis that all or part of an individual's income is derived from any public assistance program; or in reprisal for pursuing rights under any of the above.

Persons with disabilities who require alternative means for communication of program information (interpreters, Braille, large print, audiotape, etc.) should contact the Disability Coordinator at registrar@graduateschool.edu

Graduate School USA is an equal opportunity provider and employer. Questions regarding this policy or complaints of discrimination should be addressed to:

Paula Waters
600 Maryland Avenue SW, Suite 180, Washington, DC
(202) 314-3351

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

Graduate School USA offers equal employment and educational opportunities to all employees, students, prospective employees, and prospective students. Affirmative action, equal educational opportunities, and compliance with the Americans with Disabilities Act are viewed by the Board of Trustees as an integral part of the mission and purpose of Graduate School USA.

Questions concerning this policy should be addressed to:

Paula Waters, Director of Human Capital Management, EEO Officer
(202) 314-3351

TITLE IX

The Title IX Coordinator oversees compliance efforts and investigates any complaint of sex discrimination. The Title IX Coordinator is responsible for monitoring the overall implementation of Title IX for the School.

With an option of procedures, the Title IX Coordinator's critical function is to provide prompt and equitable resolution of complaints. The Coordinator can assist persons alleging sexual harassment or discrimination in filing their grievance(s). In carrying out this responsibility, the Coordinator may work in concert with other School officials.

The Title IX Coordinator at Graduate School USA, who also serves as Director of Human Capital Management, can be reached in person at:

600 Maryland Avenue SW, Suite 180, Washington, DC Telephone: (202) 314-3351

CRIMES PREVENTION ACT

The Federal Campus Sex Crimes Prevention Act requires registered sex offenders/predators to provide to the District of Columbia Metropolitan Police Department notice of each institution of higher education in the state at which the offender/predator is employed, carries on a vocation, or is a student. Any member of the Graduate School USA community who wishes to obtain further information regarding sex offenders/predators in his or her area may refer to the following website:

National/State Sex Offender Registry <http://www.nsopw.gov>

OFFICIAL COMMUNICATION TO STUDENTS

New policies and policy changes will be communicated to students on the official Updates Web page of Evening and Weekend Programs located at graduateschool.edu/evening.

The email account provided by the student is used for all correspondence with the student. Students should keep their email address information current.

ACCREDITATION

Effective November 2012, Graduate School USA was a candidate for accreditation by the Middle States Commission on Higher Education. Effective August 31, 2016, the School voluntarily withdrew from candidacy for accreditation by the Middle States Commission on Higher Education. For questions or additional information, contact the Middle States Commission on Higher Education at 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000, or www.msche.org.

Graduate School USA is licensed by the District of Columbia Higher Education Licensure Commission.

CHANGES IN STUDENT DATA

Changes of name, address, telephone numbers, or email must be reported, in writing, by submitting the online Address Change form to:

Reginald Henderson
600 Maryland Avenue SW, Suite 180
Washington, DC 20024
registrar@graduateschool.edu

GRADUATE SCHOOL USA BOARD OF TRUSTEES

Merle D. Pierson, Ph.D.

Chair, Board of Trustees

Michael Lambert

Vice Chair, Board of Trustees

John Maykoski

President and CEO

John R. Block

Member, Board of Trustees

Roger “JR” Clark

Member, Board of Trustees

Linda M. Eaglefeather, Ph.D.

Member, Board of Trustees

Warren Master

Member, Board of Trustees

Connie Newman

Member, Board of Trustees

GRADUATE SCHOOL USA HISTORY

The Beginning

Graduate School USA was founded in 1921 by the Secretary of Agriculture to provide continuing education to the employees of the Department of Agriculture. When the first classes were offered, 176 students gathered after work in the Agriculture Building on the Mall in Washington, DC. These students could choose from six science courses, an economics course, and a statistics course. Classes met two evenings a week, and the cost for a course per semester was \$15. The primary purpose was to offer graduate-level and post-graduation training. From the beginning, the School's focus was on developing individuals and making government more efficient and effective.

The Evolution

More than ninety years later, Graduate School USA is now a vibrant learning community for adult continuing education and professional development, providing services to government, the private sector, and individuals. The School offers a variety of training solutions, including a diverse curriculum that now includes select degree and credit certificate programs. A number of significant changes have occurred throughout the years:

- During the World War II era, with the vast influx of new government employees, Graduate School USA expanded its daytime education offerings to meet the continuing education demands of the growing workforce in DC, in both the Department of Agriculture and other government agencies.
- Graduate School USA first offered study by correspondence late in 1939, with a single course in biological statistics. A small program of courses was inaugurated in 1943. The Independent Study program allowed students to study at their own rate, at the time and place of their choice. In 1976, more than twelve hundred students were enrolled annually in the Independent Study program. From these beginnings evolved our current self-paced distance education program.
- In 1961, the global arm of Graduate School USA was formalized with the creation of our International Institute at the behest of Robert Kennedy. The International Institute provides tailored programs in the area of capacity building, professional and educational exchanges, and governance to meet the needs of governmental institutions worldwide.
- In 1971, Graduate School USA recognized the value added of having courses evaluated for transfer credit and submitted twenty-nine courses in accounting, government, mathematics, management, personnel, and statistics for approval by the American Council on Education.

- In 1979, the Government Audit Training Institute joined Graduate School USA, further enhancing the curriculum and meeting the professional education requirements of the diverse audit community at all levels of government.
- In 1995, Graduate School USA became a nationwide training and education delivery system with regional offices added in Atlanta, Chicago, Dallas, Philadelphia, and San Francisco to manage a greatly expanded daytime curriculum. With a new focus on developing leaders through long-term development programs, the School established the Center for Leadership Development.
- In 2003, Graduate School USA merged the National Independent Study Center with the correspondence study program to form a nationwide delivery system of self-paced education. Beyond traditional instructor-led classroom and correspondence programs, we provide condensed seminars; on-site workshops; distance learning; online training; and satellite, video, and computer-enhanced learning using the Blackboard platform. Our use of Adobe Acrobat® Connect™ creates a simulated virtual classroom and enables Graduate School USA to create synchronous, asynchronous, or blended learning solutions.
- In 2007, the School was accredited by the Commission of the Council on Occupational Education. This recognition allowed us to move from our parent U.S. Department of Agriculture to become an independent educational institution.
- In 2009, Graduate School USA was recognized by the IRS as a 501 (c) (3) institution. Graduate School USA acquired most of the assets and liabilities of Southeastern University, a longstanding Washington, DC educational institution. The School has also enhanced its portfolio through the creation of academic programs leading to degrees and certificates.
- In 2010, Graduate School USA sponsored the Federal Job Readiness institute.
- In 2011, Graduate School USA celebrated 90 years as a world-wide leader in training and education with a black tie gala at the National Portrait Gallery in Washington, DC.
- In 2012, the long-term relationship between Graduate School USA and the FDA's Center for Food Safety and Nutrition (CFSAN) reached over four million students promoting food safety and nutrition. The program develops curriculum materials to help middle and high school educators improve students' scientific understanding and health literacy in the areas of food safety and nutrition.

The Middle States Commission on Higher Education acted to grant candidacy to the School.

- In 2013, Graduate School USA has provided training and technical assistance to the U.S.

affiliated insular governments in the Pacific and Caribbean since 1991.

Graduate School USA presented the 2013 W. Edwards Deming Award to the Department of Housing and Urban Development Team at the Excellence in Government Conference.

- In 2014, a former International Visitor Leadership Program (IVLP) participant was elected as a Member of Parliament in the South African National Assembly.

The Graduate School awarded the Medical Laboratory Technician Associate of Applied Science Degree to three completers of the program at the Graduation Ceremony of October 16, 2014. Twenty-three certificates were awarded to Academic Program Division students and fifty Certificates of Accomplishment were awarded to Evening and Weekend Programs students.

- In 2015, the District of Columbia, Office of the State Superintendent of Education (OSSE) renewed the grant funding for the Boot Camp and the Occupational Literacy Program for another year.

At its November 19 meeting, the Middle States Commission on Higher Education acted to “Accept the Accreditation Readiness Report and to note the visit by the Commission’s representatives. To invite the institution to initiate self-study in preparation for an evaluation visit in 2016-2017. To note that Candidate for Accreditation status is an indication that the institution is progressing toward, but is not assured of, accreditation.”

- In 2016, the Graduate School USA submitted to the District of Columbia Higher Education Licensure Commission the 2016 License Renewal Application. In 2014, the School received a two year license approval for July 10, 2014 to July 31, 2016.

Graduate School USA voluntarily discontinued offering credit academic programs and withdrew from candidate for accreditation status.

- In 2017, Graduate School USA began pursuing accreditation by the Accrediting Council for Continuing Education and Training (ACCET).

The Future

Our priorities remain the same — career success and personal growth — whether helping government workers to do their jobs more effectively or helping members of the community better position themselves to enter the workforce or move ahead in their careers.

GRADUATE SCHOOL USA MISSION

Graduate School USA supports today's workforce with the professional training and development they need to enhance their performance, advance in their careers and achieve their organizations' missions. Our comprehensive programs and expertise also enable learners around the world to achieve success at every stage of their careers and professional development. As a long-standing, trusted learning partner, we deliver the superior workforce solutions that promote positive individual and organizational results.

GRADUATE SCHOOL USA VISION

Graduate School USA will be recognized as the worldwide leader in professional development, empowering adult learners with the tools they need to achieve their goals. Our innovative approaches and expertise will inspire individuals and organizations to reach unprecedented levels of success through programs designed to provoke thinking that produces new ways to enhance their skillsets and to solve complex issues. The School's tailored solutions will transcend physical borders, providing anytime, anywhere learning access.

GRADUATE SCHOOL USA EVENING AND WEEKEND PROGRAMS LOCATION

600 Maryland Avenue, SW
Washington, DC 20024-2520

GRADUATE SCHOOL USA HOLIDAYS

The School recognizes the following holidays:

New Year's Day

Martin Luther King Jr. Day

Presidential Inauguration Day

Presidents' Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Christmas Day

See the Evening and Weekend Programs Calendar on the Graduate School USA website for other important dates.

EVENING AND WEEKEND PROGRAMS 2018 CALENDAR

Winter 2018 Term: January 22 - April 2, 2018	
School Closed - New Year's Day Holiday	January 1, 2018
Registration	Open and Continuous
School Closed - Martin Luther King Day Holiday	January 15, 2018
Winter Session Classes Begin	January 22, 2018
Late Registration/Schedule Adjustment	January 22 - 27, 2018
Last Day to Withdraw with a Refund	One work day BEFORE the third class meeting
Mid-Term Week	February 20 - 24 and February 26, 2018
School Closed - Presidents' Day Holiday	February 19, 2018
Last Day to Change Grades of Incomplete for Fall 2017	March 9, 2018
Last Day to Change from Credit to Audit	March 9, 2018
Last Day to Officially Withdraw	March 9, 2018
Final Exam Days	March 27 - 31, 2018 and April 2, 2018
Classes End	April 2, 2018
Last Day to Submit Final Grades to Registrar	April 5, 2018

Spring 2018 Term: April 16 - June 30, 2018	
Registration	Open and Continuous
Spring Session Classes Begin	April 16, 2018
Late Registration/Schedule Adjustment	April 16 - 22, 2018
Last Day to Withdraw with a Refund <i>*NEW REFUND POLICY Effective Spring 2018</i>	<i>Up to seven (7) calendar days after the first day of class</i>
Mid-Term Week	May 14 - 19, 2018
No Classes	May 26, 2018
School Closed - Memorial Day Holiday	May 28, 2018
Last Day to Change Grades of Incomplete for Winter 2018	June 1, 2018
Last Day to Change from Credit to Audit	June 1, 2018
Last Day to Officially Withdraw	June 1, 2018
Final Exam Week	June 19 - 22, 25 and 30, 2018
Classes End	June 30, 2018
Last Day to Submit Final Grades to Registrar	July 2, 2018

Summer 2018 Term: July 9 - September 22, 2018	
Registration	Open and Continuous
Summer Session Classes Begin	July 9, 2018
Late Registration/Schedule Adjustment	July 9 - 15, 2018
School Closed - Independence Day Holiday	July 4, 2018
Last Day to Withdraw with a Refund <i>*NEW REFUND POLICY Effective Spring 2018</i>	<i>Up to seven (7) calendar days after the first day of class</i>
Mid-Term Week	August 6 - 11, 2018
Last Day to Change Grades of Incomplete for Spring 2018	August 24, 2018
Last Day to Change from Credit to Audit	August 24, 2018
Last Day to Officially Withdraw	August 24, 2018
School Closed - Labor Day Holiday	September 3, 2018
Final Exam Days	September 11 - 14, 17 and 22, 2018
Classes End	September 22, 2018
Last Day to Submit Final Grades to Registrar	September 24, 2018

Fall 2018 Term: October 1 - December 15, 2018	
Registration	Open and Continuous
Fall Session Classes Begin	October 1, 2018
Late Registration/Schedule Adjustment	October 1 - 7, 2018
Last Day to Withdraw with a Refund <i>*NEW REFUND POLICY Effective Spring 2018</i>	<i>Up to seven (7) calendar days after the first day of class</i>
School Closed - Columbus Day Holiday	October 8, 2018
Mid-Term Week	October 29 - November 3, 2018
School Closed - Veteran's Day Holiday	November 12, 2018
Last Day to Change Grades of Incomplete for Summer 2018	November 16, 2018
Last Day to Change from Credit to Audit	November 16, 2018
Last Day to Officially Withdraw	November 16, 2018
No Classes	November 21, 2018
School Closed - Thanksgiving Day Holiday	November 22 - 25, 2018
Final Exam Days	December 4, 10, and 12 - 15, 2018
Classes End	December 15, 2018
Last Day to Submit Final Grades to Registrar	December 17, 2018

STUDENT ENTRY AND REGULATIONS

Students are required to be eighteen years of age or older and meet at least one of the following admission standards:

- Earned a high school diploma with a grade point average (GPA) of 2.0 or above on a 4.0 scale
- Possess a General Equivalency Diploma (GED)

Documentation of age or education is not required for entry unless such documentation is required of the student's certificate program (see below); however, students are required to verify that they meet the age and education requirement upon entering the program. Graduate School USA may require that students produce such documentation on a case-by-case basis.

Students whose native language is not English are required to demonstrate proficiency in English and must meet all Graduate School USA regulations and the U.S. Department of Homeland Security/U.S. Citizenship and Immigration Services requirements regarding their immigration status. Students may be administratively withdrawn if their English-language skills are not sufficient. Evening and Weekend Programs do not qualify students for a student visa.

Certificate programs may have prerequisite¹ requirements that students must meet prior to initiating study in the program. The program description in the catalog indicates those requirements for each program and tells the student what, if any, documentation is required.

SPECIAL ACCOMMODATIONS

The School will not impose or apply entry or eligibility criteria that screen out or tend to screen out individuals on the basis of their disability, unless such criteria are necessary for the provision of the program, service, or activity being offered. Students with disabilities must be able to meet the minimum standards of the particular program, service, or activity to which admission is sought.

In order to receive services, students must be enrolled in Graduate School USA. Auxiliary aids, instructional adjustments, or other special services determined to be necessary are provided at no cost to the student. Services deemed appropriate in order to provide program access to disabled students are provided at no cost to the student. The School requires a minimum of thirty days and a maximum of ninety days for review and provision of services requiring special funding.

¹ Prerequisites are intended to ensure that students have the skills and knowledge necessary to succeed in a course or program. A prerequisite is a requirement a student must fulfill before being given permission to enroll in a specific course or major.

Documentation regarding a disability is kept confidential. Only information necessary for the provision of appropriate support services is released.

Students or applicants who believe they have experienced discrimination on the basis of a disability may seek resolution through the School's grievance procedures.

COURSE SCHEDULE

The published course schedule for any given term will be available at least two weeks before registration for that term begins. Changes to the schedule after publication are kept to a minimum to provide certainty to students. Normally, changes to the days and/or times when a course is offered will not be permitted.

In addition to the schedule of courses for the upcoming term, the website schedule will include a listing of the courses to be offered in the subsequent three terms.

DECLARING OR CHANGING A PROGRAM OF STUDY

Students may declare their desired program of study at any time but are encouraged to do so upon entry to the Evening and Weekend Programs. Students may elect to meet the program requirements as stated in the catalog in effect when they began their program of study or a subsequent catalog, so long as the catalog is not more than two years old.

Significant changes to courses and program requirements are approved effective with the next published catalog, unless circumstances warrant earlier implementation. (Changes to certificate requirements may necessitate the Director of Evening and Weekend Programs' approval of course substitutions.)

Students enrolled in programs that are discontinued by Graduate School USA are subject to the policy on Evening and Weekend Programs Discontinuation.

Students who change their program of study must meet any prerequisites of the new program (see note below). Courses already completed do not necessarily apply to the new program. A completed Change of Program form must be submitted to the Registrar's Office to have this change officially recognized.

Note: Prerequisites are intended to ensure that students have the skills and knowledge necessary to succeed in a course or program. A prerequisite is an academic requirement a student must fulfill before being given permission to enroll in a specific course or major. Prerequisites for each course are listed in the catalog following the course description. Students are responsible for meeting all course requirements as specified under each course and/or program.

REGISTRATION AND SCHEDULE ADJUSTMENT

Registration Period: Registration dates for each term are published in the Evening and Weekend Programs Course Schedule. To attend a course, the student must complete the registration process, which involves completing and submitting the registration form with payment through Graduate School USA's website using a credit card. Additional methods of payment are found under "Registration and Payment Policies." Students are allowed to register for the upcoming term only after all charges for any previous term have been paid in full.

Students should consult with the Registrar's Office staff to determine that he or she is enrolled in the classes necessary to complete the certificate program requirements. It is ultimately the student's responsibility to ensure that all requirements are met. Students will receive a grade for each course for which they register unless they either adjust their schedules (during the drop/add or withdrawal period) to reflect the fact that they no longer wish to be enrolled in the course or change their status to audit.

Schedule Adjustment: A transfer is defined as the movement of your registration to a future session of the same course. Students interested in transferring their registration to a future session of the same course should fax or email the request to the Customer Support Center. Students may transfer their registration to another class that begins within six months from the start date of the original registration. A transfer will be processed only if it is requested in writing, it is submitted in a timely manner, payment is made for any additional fees, and space is available in the requested class. Only one transfer request will be honored. Refunds will not be made for transfers that originated after any official refund deadline.

Graduate School USA reserves the right to judge the timeliness of a transfer request. To judge whether or not a request is timely, the School will use the minimum advance-notice requirements listed in our refunds policy.

If the transfer cannot be accommodated, the respective refunds policy for the course will apply.

Course Withdrawal: Course withdrawal is the official process for ceasing participation in a course. Tuition is refunded according to the policy detailed in the catalog; fees are nonrefundable. After the add/drop period has passed, a student may withdraw from a course at any time up to the seventh class meeting. The deadline for course withdrawal is stated in the calendar section of this catalog and each term's Course Schedule. A student may not withdraw from a course after the deadline for course withdrawal. Students receive a grade of "W" for courses from which they officially withdraw. Students who do not complete a course and do not officially withdraw from it receive the grade earned according to the instructor's grading scale, or a "Y" for unofficial withdrawal. (An unofficial withdrawal occurs when a student ceases attendance in a course and the Registrar withdraws the student.)

Withdrawal Due to Change of Duty Assignment or Change of Work Schedule: Students may apply for a course withdrawal after the established deadline due to a temporary or permanent change of duty assignment or change of work schedule by their employers. Such requests require credible documentation and are granted only if a Contract for a Grade of Incomplete or

other accommodation is not feasible. Courses for which a student is registered at the time of withdrawal receive a grade of "W." All such withdrawals must have the approval of the Director. In most cases, students who withdraw due to a change of duty assignment receive a tuition credit and may reregister for courses at a later date for no additional charge.

Medical Withdrawal: A student may apply for a medical withdrawal in extraordinary cases in which serious illness, injury, or mental health difficulties prevent him or her from continuing in all classes for the term and when a Contract for a Grade of Incomplete or other arrangements with the instructors are not feasible. All requests for a medical withdrawal require thorough and credible documentation. All courses for which a student is registered at the time of withdrawal receive a grade of "W." A medical withdrawal must have the approval of the Director. In most cases, students who withdraw for medical reasons receive a tuition credit and may reregister for courses at a later date for no additional charge.

Withdrawal for Military Service: An enrolled student who withdraws from the School for service with the United States Armed Forces during the course of enrollment may reenroll upon return from service. Students must provide a certified copy of military orders. In most cases, students who withdraw for military service receive a tuition credit and may reregister for courses at a later date for no additional charge. Courses for which a student is registered at the time of withdrawal receive a grade of "W."

Schedule Changes: From time to time, the School may have to change instructors, times, and meeting days. Graduate School USA reserves the right to make schedule changes as necessary and will make every effort to notify students in a timely manner.

Cancelled Courses: If the School, for any reason, cancels a course for which a student has enrolled, the student will be notified via email. The student may move to another section of the same course or receive a full refund. Students are responsible for providing current email addresses.

Standby List: Students may be added to a standby list for courses that are fully enrolled. As space becomes available, students are notified in sequence of the opportunity to register for the course. They must then register within twenty-four hours, or else the opportunity passes to the next student on the standby list.

COURSE AUDIT

Students who wish to attend a class without earning ACE-recommended credits, CEUs, or other professional units may change their status to audit. The student who wishes to change to audit must be passing the course and must request the change to audit status prior to the beginning of the last class session. The instructor must verify that the student is passing the course and must submit the Change to Audit Request form to the Registrar's Office within one week of the request and before the end of the midterm week (whichever date is earlier).

Students who decide to audit a course are not required to attend class sessions, do assignments, or take tests and examinations. Tuition and fees are assessed as though the course is taken for

CEUs or other professional units. The grade of “AU” is recorded on the student’s transcript, and no CEUs, ACE-recommended credits, or other professional units are recorded.

MINIMUM CLASS SIZE AND TUTORIALS

Course sections with fewer students than the minimum class size will not be offered unless the course is needed for a student to meet requirements for a credential (e.g., a certificate). In such cases, the course may be taught as a tutorial (but only as a last resort). The decision to offer a course as a tutorial is made by the Director of Evening and Weekend Programs on a case-by-case basis.

The Course Offerings section of this catalog indicates the regular schedule for courses not offered every term. Students are expected to plan accordingly.

A student may request that a tutorial course be arranged only if the student is enrolling in his or her last term prior to completing the certificate program and the course is required in the student’s program of study. Students who have failed the course in the past may not register for the course as a tutorial.

Tutorial courses cover the same material as the regular class and have the same or similar course requirements. The instructor meets with the student(s) at least once a week.

STUDENTS WITH DISABILITIES

The Disability Coordinator provides a variety of support services for students with disabilities and/or special requirements. New students are encouraged to contact the Disability Coordinator at least one month prior to registration. Services are coordinated to fit the individual needs of the student and may include sign language interpreters, computer-aided real-time translation (CART) services, note-taking services, tutoring referral, textbook taping, testing accommodations, and use of assistive technology. Academic advising, priority registration, and referral information are also available.

Students requesting services are responsible for providing current documentation from a qualified professional verifying the disability and its impact on academic performance. The verification must reflect the student’s present level of functioning of the major life activity affected by the impairment. Generally, the verification must not be more than three years old. The cost of obtaining the professional verification shall be borne by the student. If the initial verification is incomplete or inadequate to determine the present extent of the disability and necessary accommodations, the School has the discretion to require a supplemental assessment of the disability. The cost of the supplemental assessment shall be borne by the student. Required documentation shall be provided in advance of requesting support services unless doing so would cause an undue hardship for the student. Documentation regarding a disability shall be kept confidential. Only information necessary for the provision of appropriate supportive services is released, or where disclosure is otherwise required by federal or District of Columbia

law, rule, or regulation.

The School requires a minimum of thirty days and a maximum of ninety days for review and provision of services requiring special funding.

Students who believe they have experienced discrimination on the basis of a disability may seek resolution through the School's grievance procedures as set forth in the Student Issues and Complaints Policy.

COURSE SUBSTITUTIONS AND WAIVERS

Course waiver means that a student is not required to enroll in a specified course and is not required to take a course substitution. Course substitution means that a student is granted permission to replace an elective course with a similar course.

Petitions for course substitutions and waivers are not considered except in unusual circumstances, and not without approval of the Director, whose decision is final. Generally, substitutions are not allowed for the required courses of a certificate program. Not more than two courses will be waived or substituted in any certificate program without permission of the Director.

Course substitutions may, in very limited circumstances, constitute reasonable accommodations for students with properly documented disabilities. The Course Substitution form must be submitted to the Registrar's Office at least two weeks prior to the start of the term in which the substituted course would be taken.

In order to petition for a course waiver, the student must provide to Graduate School USA, at least thirty days prior to the start of the term in which the student would otherwise enroll in the course, documented evidence that he or she possesses the skills and knowledge required of those who complete the course in question. Generally, if a proficiency examination is available, students are required to pass the examination in order to receive a course waiver.

TEXTBOOKS

Only the books on the final authorized booklist are to be used for classes. Supplementary textbooks or recommended works are clearly identified as such in the course syllabus and textbook lists. Students are not required to purchase textbooks that are not identified on the final approved booklist for that term. Students should check the course syllabus before purchasing optional or supplemental materials.

How to Purchase

Graduate School USA partners with Akademos to provide students with access to textbooks and other course materials. Most courses require textbooks; any required material is integral to your

performance in a class. Classes with optional materials listed often incorporate those materials in different ways, so students may want to consult their class syllabus prior to purchasing any materials listed as optional. The School recommends that students purchase their textbooks in a timely manner.

Online orders may be submitted at <http://graduateschool.textbookx.com/institutional/index.php>, twenty-four hours a day, and seven (7) days a week. Orders are processed and shipped Monday–Friday, except for holidays and scheduled business closings.

Ordering Textbooks

Customer Service: <http://www.textbookx.com/help>
FAQs: http://www.textbookx.com/service/help_desk.php

By Phone (toll-free): (800) 887-6459
By Fax: (203) 866-0199

By Mail:
TextbookX.com
200 Connecticut Avenue
Norwalk, CT 06854

CLASS TUITION AND FEES

Tuition for each course is stated in the course description in the Course Offerings section of this catalog.

FEES

All fees are nonrefundable and are subject to change without notice. Transcript fee \$5
Fax – In USA \$3 additional
Fax – International \$10 additional, Expedited \$15 additional
\$25 additional, Returned check fee \$25

AUDITED CLASSES

There is no reduction in tuition for auditing a course.

RETURNED CHECKS/UNPAID ACCOUNTS

Any student who has a returned check shall be notified by certified letter. If the returned check is not cleared within the specified time, all academic records will be frozen until the account is cleared. Students who develop a pattern of payment by returned checks will have this payment option revoked. Once identified, these individuals will be required to pay by cash, money order, certified check, or credit/debit card. The bank is authorized to present NSF checks for payment a second time, which may result in additional fees being assessed. Unpaid student accounts, including returned checks, will prevent graduation, granting of CEUs, and/or release of transcripts.

STUDENT PAYMENT, REGISTRATION, AND REFUNDS

Payment in Full

Payment in full at the time of registration may be accomplished via the School's website, by mail (in the form of a check, money order, cashier's check, or third-party vendor purchase order), or in person in the GS Connection (in the form of a check, money order, certified or cashier's check drawn on a U.S. bank, credit card [Visa, MasterCard, American Express, Discover], or third-party vendor purchase order). Electronic transfers/wired payments from overseas banks are accepted only for the amount of tuition and fees for the current term.

Registration Process

Registration dates for each term are published in the catalog and on the website. Signing up over the Web is the fastest way to register and to obtain the most current information about a class.

This information is required to complete registration successfully: name; at a minimum, the last four digits of Social Security number or Graduate School USA student ID; mailing address; date of birth; email address, and work and home telephone numbers.

Students may register six ways:

- Website
- Telephone
- Fax
- Email
- Mail
- In person

Payment by Third-Party Sponsors

A credit card is required to register via the website or by telephone. For security reasons, we

recommend that credit card information not be included on faxed or emailed registration forms, purchase orders, or government training authorization forms. Provide the contact name, telephone number, and email address of the cardholder and we will contact you for the information.

Sponsors are billed twenty-four hours after the student has been added to the class roster. An acknowledgement email is sent upon registration in a scheduled course. A confirmation email is sent when the class has enough registrations to be marked guaranteed to go.

Twenty-four hours before the start of the class, a reminder email is sent with the classroom number.

Outstanding Balances

Nonpayment of outstanding balances results in the following:

- Students may not begin a new registration process unless and until previous term financial obligations are met.
- Students who are delinquent in their payments are responsible for the cost of collection, including court costs and attorneys' fees, with 1% interest per month charged from the day of registration.
- Graduate School USA may withhold the student's grades and official transcript.

Refunds

Tuition refunds are made as follows:

- Students are entitled to 100% of their tuition if they officially drop a course at least one workday before the first class meeting.
- Students are entitled to 90% of their tuition if they officially drop a course at least one workday before the second class meeting.
- Students are entitled to 80% of their tuition if they officially drop a course at least one workday before the third class meeting.
- Students are entitled to no refund if they drop after the third class meeting.
- Students will be entitled to a full refund and applicable fees if a class is cancelled by Graduate School USA.
- In the event of a student's death, all tuition and fees the student had paid for the term may be refunded to the estate of the deceased upon request of the executor.

Effective Spring 2018

A student will receive a full refund if enrollment is cancelled seven (7) calendar days prior to the start of the class. A student may transfer their enrollment to another course in the same or subsequent term prior to the start of such class. If the future session or new course has a higher tuition, the student will be responsible for the difference in cost. If a student cancels enrollment

up to seven (7) calendar days after the first day of class, GSUSA will refund 90% of the tuition charges.

No refund will be available to the student if they:

- Cancel enrollment more than seven (7) calendar days after the start of the class;
- Fail to cancel enrollment; or
- Does not attend class and fails to cancel enrollment

Students will be entitled to a full refund and applicable fees if a class is cancelled by Graduate School USA.

In the event of a student's death, all tuition and fees the student had paid for the term may be refunded to the estate of the deceased upon request of the executor.

POLICIES

POLICY CHANGES

Any statement in the Graduate School USA Evening and Weekend Programs Catalog is subject to change by the School.

New policies and upcoming policy changes will be communicated to students on the official Evening and Weekend Programs home page, located at <http://www.graduateschool.edu/content/play>.

ACADEMIC FREEDOM

Academic freedom is defined as the freedom of teachers and students to teach, study, and pursue knowledge and research without unreasonable interference or restriction from institutional regulations or public pressure.

Academic freedom, intellectual freedom, and freedom of expression are central to the academic enterprise and are extended to Graduate School USA instructors and students. Students and instructors are to be evaluated on their performance without reference to religious, social, or political views.

Students are guaranteed the freedom to study and discuss in an open, accepting academic setting while conforming to the standards of conduct operating within Graduate School USA.

Instructors are entitled to academic freedom in the exercise of their various instructional responsibilities. Academic freedom obliges instructors to present all information objectively, because students have the right to know all pertinent facts and information. The Board of Trustees does not endorse the introduction of personal opinions unsupported by scholarship and controversial views that have no relation to the subject into any aspect of the teacher–student relationship.

Graduate School USA respects the rights of its members to hold, vigorously defend, and express their ideas and opinions in an atmosphere of mutual respect, understanding, and sensitivity. Speech that results in harassment and/or a hostile environment will not be tolerated.

PREREQUISITES AND CO-REQUISITES

Prerequisites and co-requisites are intended to ensure that students have the skills and knowledge necessary for success in a course or program. A prerequisite is an academic requirement a student must fulfill before being given permission to enroll in a specific course or major. A co-requisite is an academic requirement that must be filled before or during the same term as a specific course. Prerequisites and co-requisites for each course are listed in the catalog following the course description.

Students are responsible for knowing and meeting all course requirements as specified under each course and/or program description in the catalog. Graduate School USA has the right to cancel a student's registration in a course if the student has not satisfied the published prerequisite requirements or is not concurrently enrolled in co-requisite requirements. Instructors are encouraged to include prerequisites and co-requisites in their course syllabi.

INSTRUCTIONAL UNITS, EVALUATION, AND GRADES

The Continuing Education Unit (CEU) is a nationally recognized unit that certifies participation in non-academic-credit continuing education programs. One Continuing Education Unit is defined as ten contact hours of participation in an approved and organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. When appropriate, a decimal fractional part of a Continuing Education Unit may be awarded, but not less than 0.5 CEU per course. For purposes of this policy, Continuing Education Units are considered to be inclusive of CPEs (Continuing Professional Education Units), PDUs (Professional Development Units), and CLUs.

The American Council on Education (ACE) College Credit Recommendation Service evaluates and makes credit recommendations for formal educational programs and courses sponsored by non-collegiate organizations that are non-degree-granting. The credit recommendations are intended to guide colleges and universities as they consider awarding credit for successfully completed non-collegiate-sponsored instruction.

Evaluation and Grades: Grades of "A" through "F" are assigned for courses for which American Council on Education College Credit Recommendations are available. (ACE credit recommendations are noted with the course description in the Course Offerings section of this catalog.) Courses offered for Continuing Education Units only are graded on a pass/fail basis.

Approximately one week after the end of each term, grade reports are mailed to students who have met their financial obligations to the School.

The following grading system is used:

A = Excellent (90–100%)

B = Good (80-89%)

C = Satisfactory (70-79%)

D = Poor (60-69%)

F = Failure (below 60%)

P = Pass

F = Fail – Continuing Education Courses

Symbols that may appear on the grade report include: AU = Audit

I = Incomplete

W = Withdrawal RP = Repeat

Y = Unofficial withdrawal

Academic dishonesty or other violations of the Student Code of Conduct may affect a student's grade(s).

GRADE CHANGES AND GRADE DISPUTES

Grade Changes: Instructors may change the original grades submitted to the Registrar only under the following conditions:

1. The grade of "I" (Incomplete) will be awarded in bona fide emergency situations at the request of the student (with credible supporting documentation) and at the discretion of the instructor. (A student's desire to avoid a low grade is not a legitimate reason to award a grade of "I.") The grade of "I" is granted only to students who have completed at least 75% of the course work (see policy on Incomplete Grades in Evening and Weekend Programs);
2. An error was made in calculating or reporting the grade; or
3. A grade is found through the grade dispute process to have been improperly assigned.

All grade changes must be recorded on a Change of Grade Request form and submitted to the Registrar's Office. Changes of grades for incompletes must be submitted by the end of the following term. All other Change of Grade forms must be submitted prior to the end of the following term and must be approved by the Director of Evening and Weekend Programs.

Grade Disputes: Disputes resulting from assignment of grades will be considered on the basis that grades assigned are presumed to be correct unless the student disputing the grade demonstrates otherwise. If a student feels that he or she is being graded improperly or that a grade is based on some standard other than academic performance, the grade dispute process gives the student protection through orderly procedures against prejudices or capricious academic evaluation. The burden of proof to substantiate the existence of an improper grade rests with the student, who must demonstrate by clear and convincing evidence that one of the following has occurred:

- The evaluation of the student differs from announced requirements;
- There were belated impositions of requirements;
- The grade is based on criteria other than academic performance in the course;
- Grading criteria do not provide a clear and consistent method of evaluating student work or performance;
- The student's requests for information during the term regarding his or her progress in the course are not responded to in a reasonable time;
- The student's requests for an explanation of how the grade was determined are not responded to in a reasonable time;
- The student is penalized for expressing opinions; or

- The student is given to understand that he or she is removed from a course without due process. Students who believe they have received a grade that is improper will, within one week of receiving the grade, notify the instructor via email of the dispute and the grounds for the dispute. The instructor will arrange a meeting with the student within one week after receiving notification. If the instructor does not respond or if the dispute is not resolved within one week, the student will immediately notify the Director of Evening and Weekend Programs via email of the dispute and the grounds for the dispute. The Director will arrange a meeting with the student and the instructor within one week after receiving notification to resolve the dispute. The decision of the Director shall be considered final.

If questions arise regarding the academic standing of the student while the grade dispute is pending, the Registrar will make a determination of the student's standing. The Director may extend deadlines in extenuating circumstances.

GRADES OF INCOMPLETE

The grade of "I" (Incomplete) will be awarded in bona fide emergency situations, at the request of the student (with credible supporting documentation) and at the discretion of the instructor. (A student's desire to avoid a low grade is not a legitimate reason to award a grade of "I.") The grade of "I" is granted only to students who have completed at least 70% of the course work.

At the time the student requests that the instructor consider granting a grade of "I," the student must have earned a minimum of a "C" in the course. If the instructor agrees to give a grade of "I," the student must submit the Contract for a Grade of Incomplete (signed by the student, the instructor, and the Director of Evening and Weekend Programs) to the Office of the Registrar before the last day of classes of the term. The contract specifies the work to be completed and the deadline for completion; the deadline may not be later than the end of the following term and should be as early as possible if circumstances warrant (e.g., in the case of a final exam or a few assignments remaining due). Upon completion of the work within the specified time frame, the instructor submits a completed Change of Grade Request form to the Registrar, and the student is notified of the grade assignment.

A student who does not complete the work required in the Contract for a Grade of Incomplete by the deadline imposed by the instructor will receive the grade of "F" for the course. The grade of "F" will automatically be assigned by the Registrar; the student and instructor will be notified of the grade assignment.

In extreme circumstances, the Director may initiate an "I" grade on behalf of a student, especially when the student is incapable of doing so prior to the last day of classes for the term.

REPEATING COURSES

A student must repeat a failed course and receive a grade of "P," "C," or better if the course is required for the certificate sought or if it is a prerequisite to other required courses. Students may repeat courses if they wish to improve their grades.

Repeated courses must have the identical course number and must be repeated at Graduate School USA. When a course is repeated, only the most recent grade is calculated in the grade point average though both grades appear on the transcript.

ATTENDANCE

At the beginning of the term, each instructor provides each student with a syllabus. A syllabus is the document that an instructor provides as a course outline. A syllabus usually includes intended learning outcomes, assignments, due dates, test dates, grading procedures, and attendance policies.

It is the responsibility of students to be aware of and comply with attendance requirements outlined in the syllabus. Each instructor administers the attendance policy in each of his or her respective courses; to excuse absences; to determine how missed work will be made up; and to assess grade penalties. A student who misses more than two class sessions or 20% of the instructional time (whichever is less) will not be awarded Continuing Education Units (CEUs) for the course. CEUs are different from grades. To be successful, you have to attend the course. A student may be advised by an instructor to withdraw from the course for excessive tardiness or absences.

Students who anticipate being absent because of a religious observance should notify the instructor at the beginning of the term. Upon request and timely notice, students shall be provided reasonable accommodation if an examination or assignment deadline conflicts with a religious observance. Making accommodations requires instructors and students to find suitable adjustments to cover the material and complete all required work, including exams. It is not an appropriate accommodation to permit a student not to complete a portion of course material or to miss an exam. If, after discussion, the instructor and student cannot agree on a reasonable accommodation, either or both should refer the matter to the Director of Evening and Weekend Programs for resolution.

Instructors are expected to conduct all classes for the entire class period as specified in Graduate School USA's Evening and Weekend Programs Course Schedule. If the instructor notifies the School in advance of a delayed arrival prior to the start of class, the School will notify students by email and post a notice on the classroom door. If advance notice is not possible, a staff member will inform the class of the delay. In the event an instructor does not arrive and students do not receive other instructions, students may leave after thirty minutes and after notifying the evening support staff member.

COMPLETION REQUIREMENTS FOR CERTIFICATE PROGRAMS

Students are ultimately responsible for ensuring that they meet all certificate requirements as stated in this catalog.

Certificates are issued to students who have met the School's requirements in approved programs and who are approved by the Registrar. To qualify for a certificate, students must earn a grade of "C" (or its equivalent) or better in all applicable courses for which grades are assigned;

must have taken at least 66% of the program at Graduate School USA; and must have met attendance requirements for any Continuing Education Units required of the program.

Certificate Release: Certificates are distributed on a continuous basis if the student is in good academic and financial standing. Graduation is held in September.

NOTICE TO STUDENTS OF THEIR RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Annually, Graduate School USA informs students through the publication of this catalog of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the School intends to comply fully, protects the privacy of education records, establishes the rights of students to inspect and review their education records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. To the extent consistent with the Act, students who seek the correction of inaccurate or misleading data or who otherwise have complaints should follow the grievance procedure contained in the Student Handbook. Students also have the right to file a complaint with the Family Educational Rights and Privacy Act Office concerning alleged failures by the School to comply with the Act.

Graduate School USA's policy establishing its intent to comply with the Act is published in this catalog; procedures implementing the provisions of the Act are published in the Student Handbook. Questions concerning the Act and Graduate School USA's policy should be referred to the Registrar's Office.

STUDENT RECORDS

For the purposes of this policy, a student is any person who enrolls or has enrolled in Graduate School USA. The federal Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, defines *education record* as any record (in handwriting, print, or electronic form, or consisting of tapes, film, or another medium) maintained by Graduate School USA or an agent of Graduate School USA that is directly related to a student, except the following:

1. Records kept in the sole possession of the maker and which are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
2. An employment record of a student whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment;
3. Post-attendance records that contain information about a student after he or she is no longer in attendance at the School and that do not relate to the person as a student.

School officials are those members of Graduate School USA who act in the student's educational interest within the limitations of their "need to know." Included may be a person employed by Graduate School USA in an administrative, supervisory, academic, research, or support staff

position; a member of the Board of Trustees; a person serving on a governing body of the School; a person employed by or under contract to Graduate School USA to perform a special task (e.g., an attorney or auditor); a person or organization acting as an official agent of the institution and performing a business function or service on behalf of the institution; a student conducting Graduate School USA business (e.g., serving on an official committee, working for Graduate School USA, or assisting another school official in fulfilling his or her professional responsibility); or any other person determined by the Office of the Provost to have a need to know the information in order to perform his or her administrative tasks, to provide a service or benefit for a student, or to fulfill a legitimate educational interest of Graduate School USA.

The Family Educational Rights and Privacy Act of 1974 (commonly referred to as “FERPA” or the “Buckley Amendment”) is designed to protect the confidentiality of the records educational institutions maintain about their students and to give students access to their records to ensure the accuracy of their contents. The Act affords students certain rights with respect to their education records. They are:

1. Access to Education Records: Students have the right to inspect and review their education records within forty-five days of the day Graduate School USA receives a written request for access, any time after their matriculation. See the Student Handbook for information related to access to education records.
2. Request for Amendment of Education Records: Students have the right to request amendment of education records if they believe the records are inaccurate, misleading, or in violation of their privacy rights.
3. Disclosure of Education Records: Students have the right to consent to disclosures of personally identifiable information in education records, except to the extent that the Act or any other superseding law authorizes disclosure without student consent.
4. Compliance: Students have the right to contact the federal Family Policy Compliance Office with complaints concerning Graduate School USA’s compliance with the requirements of FERPA.

RIGHT TO REFUSE ACCESS

Graduate School USA reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student’s parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in files before January 1, 1975.
3. Records connected with an application to attend Graduate School USA, or a component unit of Graduate School USA, if that application was denied or the student never attended Graduate School USA.
4. Those portions of education records that contain information about other students.

5. Those records that are excluded from the FERPA definition of education records.

REFUSAL TO PROVIDE COPIES

Graduate School USA reserves the right to deny copies if the transcripts or other records are not required to be made available under FERPA, if the student has an unpaid financial obligation to the School, or if there is an unresolved disciplinary action against the student.

Annual Notification

Students are notified of their FERPA rights annually by publication in the appropriate catalog.

AMENDMENT OF EDUCATION RECORDS

Students have the right to request amendment of records they believe to be inaccurate, misleading, or in violation of their privacy rights. See the Student Handbook for procedures to request amendment of records.

DESTRUCTION OF EDUCATION RECORDS

Nothing in this policy requires the continued maintenance of any education record for any particular length of time. However, if under the terms of this policy a student has requested access to an education record, the record is not to be destroyed before the record custodian has granted the student access.

DISCLOSURE OF EDUCATION RECORDS

Graduate School USA will disclose information from a student's education records only with the consent of the student. The consent for disclosure must be in writing, signed and dated by the student, and specifying the records to be released, the reasons for such release, and to whom the records are to be disclosed. Admitted students, though not covered under FERPA, will also have these rights as they relate to the disclosure of their records. There are several exceptions to this policy wherein Graduate School USA discloses records without the written consent of the student. These exceptions are as follows:

1. To School officials determined by Graduate School USA to have a legitimate educational interest. A school official is determined to have legitimate educational interest if the information requested is necessary for that official to perform (a) appropriate tasks that are specified in his or her position description or by a contract agreement; (b) a task related to a student's education; (c) a task related to the discipline of a student; and (d) a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
2. To agents acting on behalf of the institution (e.g., clearinghouses, degree/enrollment

verifiers).

3. To authorized representatives of the following government entities if the disclosure is in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs: Comptroller General of the United States, Secretary of Education, U.S. Attorney General, and state educational authorities.
4. To U.S. Department of Veterans Affairs officials.
5. To other schools at which the student seeks or intends to enroll.
6. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
7. To organizations conducting certain studies for or on behalf of Graduate School USA.
8. To accrediting organizations, including individuals or visiting committees, to carry out their functions.
9. To parents of an eligible student who claim the student as a dependent for income tax purposes, provided dependency is substantiated by copies of income tax returns.
10. To comply with a judicial order or a lawfully issued subpoena.
11. To appropriate parties if a health or safety emergency exists and the information will assist in resolving the emergency.
12. To an alleged victim of any crime of violence or the results of any institutional disciplinary proceeding regarding the alleged perpetrator of that crime with respect to that crime.
13. To anyone requesting the final results of a disciplinary hearing against an alleged perpetrator of a crime of violence or nonforcible sex offense (Foley Amendment).
14. To the U.S. Citizenship and Immigration Services (USCIS) for purposes of the Coordinated Interagency Partnership Regulating International Students.
15. To the Internal Revenue Service (IRS) for purposes of complying with the Taxpayer Relief Act of 1997.
16. If required by a state law requiring disclosure that was adopted before November 19, 1974.
17. To comply with a court order obtained under the USA PATRIOT Act of 2001 for education records considered relevant to a terrorism investigation or prosecution, without advance

notice to the student.

18. Graduate School USA retains discretion to disclose to a student's parents information regarding any violation of law or of School rule or policy as to alcohol or controlled substance use or possession if the student is under age twenty-one at the time of the disclosure and the School determines that such alcohol/drug use or possession constitutes a disciplinary violation (Warner Amendment).

Record of Disclosures: Unless required under FERPA regulations (34 CFR 99.33) (e.g., disclosures of directory information, disclosures pursuant to court order under the USA PATRIOT Act), Graduate School USA informs all third parties to whom personal information from a student's education record is released that no further release of such information is authorized without written consent of the student. Graduate School USA maintains a record of third parties who have requested or obtained access to education records and/or disclosure of such information from a student's education records (not including parties seeking directory information, parties having student consent, circumstances involving certain grand jury subpoenas, and disclosures pursuant to court order under the USA PATRIOT Act). The record indicates the name of the party making the request, any additional party to whom the record may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. This record of access, to be kept with the education records, is available only to the student and the custodian(s) of the education record.

DIRECTORY INFORMATION

Graduate School USA has designated the following categories of student information as public or directory information:

- Name
- Email address
- Telephone number
- Major field of study
- Classification (e.g., sophomore)
- Enrollment status (full-time, part-time, or less than part-time)
- Dates of attendance
- Degrees and certificates received, including date awarded
- Awards and honors received
- Previous educational institutions attended

Graduate School USA may disclose any of these items at its discretion, without prior written consent, unless notified in writing not to disclose. Requests for nondisclosure by the student are in effect from the date received in writing from the student until rescinded in writing by the student. Requests for nondisclosure should be submitted to the Registrar's Office.

Note: Students with questions or concerns about this policy have the right to contact the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20024.

TRANSCRIPT REQUESTS

A transcript is the chronological record of the student's enrollment and academic performance. An official transcript is Graduate School USA's certified statement of the academic record. The official transcript is printed on security sensitive paper and contains the Graduate School USA seal and signature of the Registrar.

A student's transcript will be released by the School only at the request of the student or in accordance with state or federal statutes. All requests for transcripts must be signed and dated by the student and must be sent to the Registrar's Office via mail or fax, or hand-delivered. Transcript requests are processed within one workweek. Rush transcript requests are processed within two workdays. Current fees for all types of transcripts are listed in the fee schedule published in each term's Course Schedule, in this catalog, and on the School's website.

When requesting a transcript, students must indicate whether they are requesting an official or unofficial copy and must provide name, student identification number, dates of attendance, date of conferred degree (if applicable), name and address of recipient, and any other information required by the Office of the Registrar. Transcripts are sent via mail or may be picked up by the student with valid identification.

The transcripts of students who have not fulfilled their financial obligations to Graduate School USA will be withheld until all obligations have been met.

VERIFICATION OF ENROLLMENT

Students seeking verification of enrollment at Graduate School USA should contact the Registrar's Office and complete the Verification of Enrollment Request form.

STUDENT SERVICES

The purpose of student services is to assist students in achieving their educational goals and to provide opportunities for them to enhance their career and personal development. Graduate School USA recognizes that students may need assistance in clarifying or establishing goals, as well as help in eliminating the barriers that may hinder their academic progress.

COMPUTER ACCESS

The School provides an Internet center called the GS Connection in the headquarters facility. The GS Connection is open to students and instructors, offering Internet access and office resources to support their personal and business needs through the duration of the course offering. The center is equipped with computers, printer, copier, and Internet access ports for personal laptops. The hours of the center are 7:30 a.m. to 6:30 p.m., Monday through Friday.

VETERANS' SERVICES AND MILITARY SERVICES

Graduate School USA is approved by the U.S. Department of Veterans Affairs (VA) and the District of Columbia Educational Licensure Commission, so veterans, servicepersons, and certain dependents of veterans are eligible to receive VA educational benefits.

Graduate School USA is committed to providing a one-stop resource for all of your veteran education benefit needs. The Registrar serves as the Designated School Official (DSO) responsible for certifying your enrollment status with the VA and as coordinator of the Graduate School USA Vet Advising Team:

- Designated School Official: (202) 314-3349 or registrar@graduateschool.edu

In order to provide the VA with complete information, students must complete the Graduate School USA Veteran Enrollment form to request benefits, provide a copy of their DD-214 and VA Certificate of Eligibility form, and submit these three documents to the Designated School Official, or email them to registrar@graduateschool.edu.

Graduate School USA tuition and fees are due at the time of registration. Before registration is complete, veterans are required to pay a \$250 good-faith deposit and sign the Deferred Payment Agreement for the tuition and fees of the courses in the program. Once the benefits are received by the veteran, the veteran pays the School for the tuition and fees on the Deferred Payment Agreement. If the School receives the veteran's tuition and fees benefits, the School will reimburse the veteran the \$250 deposit paid.

STUDENT ISSUES AND COMPLAINTS

A complaint is a written statement submitted by a student about a matter that requires formal consideration and resolution by the School. Students who believe their rights or freedoms have been violated or that a violation, misinterpretation, or inequitable application of any of the regulations or policies of Graduate School USA has taken place should take timely action to resolve the concern. If possible, the student should address the issue with the faculty or staff member involved. Students who have complaints regarding grades are expected to follow the Grade Dispute Policy; regarding academic misconduct, the Code of Student Conduct.

If the problem is not addressed satisfactorily, the student should meet with the instructor's or faculty or staff member's supervisor. If the student remains unsatisfied, he or she may file a written complaint within three business days of notification of the informal resolution utilizing the Student Issues and Complaint form (see Appendix I) with the Program Coordinator of Evening and Weekend Programs. Students may request anonymity if they fear retaliation, but they should understand that maintaining anonymity may hamper resolution of the matter and also that Graduate School USA may not be able to honor all such requests.

Once the form is submitted, the student will be notified via email of receipt of the complaint within three business days. The Program Coordinator of Evening and Weekend Programs will review the complaint and facilitate a resolution. All complaints are expected to be resolved

within two weeks, with the goals of equitable treatment of students and ongoing improvement of the School's communications, systems, policies, and processes. The Program Coordinator of Evening and Weekend Programs will communicate with students and ensure that any resolution is implemented.

Appeal to Director of Evening and Weekend Programs

The Director will investigate the complaint as necessary and will:

1. Dismiss the allegation(s); or
2. Facilitate a resolution.

The Director may request a meeting with all parties involved in the complaint, and all parties shall attend such meetings as requested by the Director. The student and other party (parties) will be notified of all meetings via email at least five business days before the scheduled meeting. During the meeting, the Director will discuss the complaint with each party involved. If any party involved fails to attend the meeting, the Director will proceed with the decision based solely upon the review of the complaint. The Director shall state the resolution in writing to all parties involved. If the complaint involves a process or service and if, in the opinion of the Director, the complaint has substance, the Director will arrange for the relevant process or service to be reviewed with a view to preventing a recurrence and ensuring continued improvement.

If the student is not satisfied with the resolution of the complaint, the student has the right of appeal to the Student Appeals Committee. The appeal must be submitted in writing (including all evidence) and with the basis for the appeal to the Director within ten business days of notification of the resolution.

Appeals to the Student Appeals Committee

The Student Appeals Committee will review the complaint, will consider the relevant documentation, may at its discretion consult the Director, and may make its own investigation. After review of the appeal, the Committee will make its findings and give its decision. The Committee shall state the decision in writing to all parties involved within two weeks. One copy shall become part of the student case file. The Committee's decision will be final. While an appeal is pending, the resolution under the appeal may be enforced.

All parties are expected to cooperate in the School's attempts to expeditiously address student concerns and to improve the School's communications, systems, policies, and procedures. No party will be sanctioned in any way for reporting or responding to such matters in good faith.

STUDENT CONDUCT

Graduate School USA exists to afford quality educational programs and experiences for the benefit of the students and communities it serves. In order to operate effectively, the School community requires a system of order in which its members, including the faculty, students, administration, and staff, support the educational functions and objectives of the School. It is the

responsibility of each member of the School community to promote standards of personal integrity that are in harmony with the educational mission of the institution.

As members of the School community, students are expected to respect and value the rights of others, to support the academic environment, and to encourage the proper use of School facilities. Students are expected to observe federal and District of Columbia laws as well as School rules, regulations, and policies.

The School may discipline students for academic misconduct and for acts of personal misconduct, including the use of alcohol and other drugs, which occur on School property or at School-sponsored functions. School policies and procedures relating to student misconduct shall be established and set forth in a Code of Student Conduct.

Due process will be afforded to all School students when charged with violating a School policy or regulation. In addition, School policies and procedures providing for the rights of students shall be established and set forth in a Code of Student Conduct. To ensure fairness to victims throughout the student disciplinary process, School policies and procedures providing for the rights of victims shall be established and set forth in the Code of Student Conduct.

The School's Code of Student Conduct is found in Appendix II.

ACADEMIC HONESTY

Upholding the principles of honesty and integrity in an academic setting is of paramount importance. Since an institution of higher education authenticates the learning that its students achieve, it is essential that credit or CEUs on transcripts and the certificates and degrees that the School awards be based on bona fide student performance. Behavior that undermines integrity and honesty damages the credibility of the School, its students and graduates, and the credentials that they earn. Cheating and plagiarism are fundamentally deceitful and contrary to the values of honesty and taking responsibility for one's own work. Grades and credentials (i.e., a certificate) must reflect the work honestly done by each student. Students are required to sign an Affirmation of Honesty in all major course work. Dishonesty includes cheating and plagiarism, examples of which are included below:

Cheating

Cheating is the act of obtaining or attempting to obtain credit for academic work by using dishonest means. It includes but is not necessarily limited to:

1. Plagiarism.
2. Submission of work that is not the student's own for papers, assignments, or exams.
3. Submission or use of falsified data.
4. Theft of or unauthorized access to an exam.

5. Use of an alternate, stand-in, or proxy during an examination.
6. Use of unauthorized material, including textbooks, notes, or computer programs, in the preparation of an assignment or during an examination.
7. Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination.
8. Collaboration in the preparation of an assignment. Unless specifically permitted or required by the instructor, collaboration will usually be viewed by the School as cheating. Each student, therefore, is responsible for understanding the policies of the department offering any course as they refer to the amount of help and collaboration permitted in preparation of assignments.
9. Submission of the same work for credit in two courses without obtaining the permission of the instructors beforehand.

Plagiarism

Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following is reproduced in the work submitted by a student:

1. A phrase, written or musical
2. A graphic element
3. A proof
4. Specific language
5. An idea derived from the work, published or unpublished, of another person.

Copyright Infringement

It is the intent of Graduate School USA that all members of the School community (including employees, students, contract instructors, and course designers) adhere to the provisions of the United States Copyright Law. Since copyright protection applies to a variety of creative works — printed materials, sound recordings, video recordings, visual artworks, computer software, and others — this policy has been constructed to address issues related to particular types of media. The policy gives the School community broad guidance in the application of copyright law; members of the School community are encouraged to read the law for specific applications. Members of the School community who willfully disregard the copyright policy and copyright law do so at their own risk, assume all liability, and are subject to disciplinary action.

The School's Copyright Policy appears in Appendix III.

HARASSMENT AND HOSTILE ENVIRONMENT

Graduate School USA is committed to maintaining a positive learning environment where all persons who participate in programs and activities can work and learn in an atmosphere free of all forms of harassment, exploitation, or intimidation. The School does not tolerate acts of harassment or related retaliation against or by any student. In the interest of preventing harassment and the development of a hostile environment, the School responds to all reports of any such conduct. In determining whether the reported conduct constitutes harassment, consideration shall be given to the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

Harassment is either (1) conduct that may or may not be sexual in nature that, because of its severity and/or persistence, interferes significantly with an individual's educational experience or (2) using a position of authority to engage in unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when:

- Submission to such conduct is explicitly or implicitly made a term or condition of an individual's educational experience; or
- Submission to or rejection of such conduct is used as a basis for decisions affecting an individual's educational experience.

The conduct alleged to constitute harassment under this policy shall be evaluated from the perspective of a reasonable person similarly situated to the complainant and in consideration of the context of the behavior.

Hostile environment includes unwelcome conduct by an individual(s) against another individual based upon his or her protected class that is sufficiently severe or pervasive that it alters the conditions of the educational experience and creates an environment that a reasonable person would find intimidating, hostile, or offensive. The determination of whether an environment is "hostile" will be based on the totality of the relevant circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. Simple teasing, offhand comments, and isolated incidents (unless extremely serious) will generally not support a finding of hostile environment harassment.

Protected classes are those classes of persons who are protected from discrimination pursuant to federal, state, or District of Columbia law based on race, color, national origin, gender, age, disability, creed, religion, sexual orientation, or veteran status. Discrimination and discriminatory harassment based on any of the protected classes is a violation of federal and/or local law.

Retaliation is a materially adverse action that would dissuade a reasonable person from reporting an allegation of discrimination or harassment, or participating in support of an investigation of an allegation of discrimination or harassment. A determination of whether an action is materially adverse will be made on a case-by-case basis.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other conduct

of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile, or offensive working or learning environment. Sexual harassment may include incidents between any members of the Graduate School USA community, including faculty and other academic appointees, staff, students, and non-student or non-employee participants in School programs, such as vendors, contractors, and visitors. Sexual harassment may occur in hierarchical relationships or between peers, or between persons of the same sex or opposite sex.

Sexual Harassment

Sexual harassment should be reported immediately, but it must be reported within 180 days of the occurrence. However, under compelling circumstances, a delayed report of sexual harassment may be made provided it is made within 180 days after a student has graduated from or left the School. The U.S. Department of Education Office of Civil Rights (OCR) investigates complaints of unlawful harassment of students in educational programs or activities. The OCR may serve as neutral fact finders and attempt to facilitate the voluntary resolution of disputes with the parties. For more information, contact the OCR listed in the telephone directory.

The School recognizes that sexual harassment may involve interactions between persons not witnessed by others. Reports of sexual harassment cannot always be substantiated by additional evidence beyond information provided by the victim. Lack of such additional or corroborating evidence, or "proof," should not discourage individuals from reporting sexual harassment under this policy.

This policy is not intended to cover consensual relationships between members of the School community. However, while such relationships may begin as consensual, they may evolve into situations that lead to charges of sexual harassment, subject to this policy.

Responsibility for Reporting

In order to take appropriate corrective action, the School must be aware of any discrimination, harassment, hostile environment, and related retaliation that occurs in educational programs and activities. Therefore, students who believe they have experienced or witnessed discrimination, harassment, or related retaliation should promptly report such behavior to a School official.

In addition, supervisors, managers, and other designated School employees are responsible for taking whatever action is necessary to prevent harassment and related retaliation, to correct it when it occurs, and to report it promptly to the appropriate official designated to review and investigate harassment claims. Any manager or supervisor aware of harassment under the policy and who took no action to stop it or failed to report the prohibited harassment may be subject to disciplinary action.

Response to Reports

Management must provide clear procedures for promptly responding to charges of discrimination, harassment, or hostile environment. A School officer shall investigate every

allegation of harassment, including informal and third-party reports. Employees will participate with such investigating officer, as appropriate, in considering charges of harassment and in the process of informal and formal resolution of harassment complaints. Individuals who make complaints of harassment and individuals who are accused of harassment are entitled to due process and to a fair and prompt resolution of the complaint. Resolution may be attempted through direct informal action, through an informal resolution process, or through a formal grievance process. Both parties will be informed in writing of the resolution.

Affiliated Entities

Graduate School USA students sometimes work or study at the worksite or program of another organization affiliated with the School. When a policy violation is alleged by or against students in those circumstances, the complaint shall be handled as provided for in any affiliation agreement between the School and the other entity. In the absence of an affiliation agreement or a provision addressing this issue, the School may, at its discretion, choose either to conduct its own investigation or to conduct a joint investigation with the affiliated entity.

Disciplinary Action

Any member of the School community who is found to have engaged in harassment is subject to disciplinary action up to and including dismissal. Generally, disciplinary action will be recommended when the harassing conduct is sufficiently severe, persistent, or pervasive that it limits the opportunity to participate in or benefit from educational programs. This policy prohibits retaliation against a person who reports harassment, assists someone in a report of harassment, or participates in any manner in an investigation or resolution of a harassment report. Retaliation against a complainant or witness may be, in itself, a violation of this policy and the law, and is a serious separate offense. This policy shall not be used to bring false or frivolous charges against students, faculty members, or other employees. Those bringing such charges also may be subject to disciplinary action.

Confidentiality

All records of harassment and hostile environment and related retaliation reports and investigations shall be considered confidential and shall not be disclosed publicly except to the extent required by law. Individuals with a legitimate need to know will be informed of the complaint in order for the School to conduct a meaningful review of each complaint and for the purpose of determining whether the complaint is isolated, frequent, part of a pattern of practice, or pervasive.

VIOLENCE AND THREATENING BEHAVIOR

Graduate School USA is committed to providing a learning and working environment that is safe for all members of the School community. The School will not tolerate violent acts on its premises or at locations administered by the School or in its programs. This policy of zero tolerance extends not only to actual violent conduct but also to verbal threats and intimidation, whether by students, faculty, staff, or visitors to the School.

It is the responsibility of all of the School's employees to attempt to maintain a workplace free

from threats and acts of violence for employees, students, and visitors to the School. The School urges individuals who have experienced or witnessed incidents of violence to report them to the police, Facilities Director, Security, or any School official.

The School does not permit retaliation against anyone who, in good faith, brings a complaint of violence or serves as a witness in the investigation of a complaint of violence.

The School responds promptly to reports of threats and acts of violence, including prompt investigation and timely involvement of law enforcement agencies when appropriate. Managers and supervisors are specifically empowered to take immediate action to resolve or stabilize violent situations in the workplace and to protect people from harm.

The School takes disciplinary action, up to and including discharge from employment, against employees of the School who violate this policy. Students who violate the policy are dealt with in accordance with the School's Code of Student Conduct. Upon request, the School will share the results of disciplinary proceedings against an alleged perpetrator with the victim or the victim's family, as appropriate. Employees, students, or visitors to Graduate School USA who engage in violent behavior will be reported to law enforcement authorities as appropriate. The School supports criminal prosecution of those who threaten or commit acts of violence against its employees, its students, and/or visitors to its work environment.

The possession of any dangerous weapon, including any firearm, in any School setting by any person other than a law enforcement officer in the course of his or her duty is strictly prohibited. Personnel are prohibited from possessing any dangerous weapon, including any firearm, while on official duty.

Every effort will be made to respect the privacy of all individuals; however, the necessity to investigate and to cooperate with law enforcement authorities may require the disclosure of otherwise confidential information.

DRUGS AND ALCOHOL

To help ensure the safety and well-being of faculty, staff, students, and the general public, Graduate School USA is committed to maintaining an educational environment that is free of illegal drugs and of drugs and alcohol that are used illegally. Accordingly, the School strictly prohibits the use, possession, manufacture, dispensing, or distribution of illegal drugs, controlled substances, or alcoholic beverages in any classroom or instructional setting.

All students must abide by this policy as a condition of enrollment. Continuance of enrollment following notice of this policy constitutes acceptance of this policy by the student. Violation of the School's alcohol and drug prohibitions is cause for disciplinary or other appropriate action. Any disciplinary action shall be taken in accordance with applicable policies of the School. It is within the discretion of the School to refer any violations of the alcohol and drug policy to the appropriate authorities for criminal prosecution.

In compliance with the Drug-Free Schools and Communities Act (DFSCA) and U.S. Department of

Education Drug and Alcohol Abuse Prevention Regulations, the School has a prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on School premises and as part of any of its activities, including the following:

1. The School annually notifies each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with alcohol or drug use; and a description of available treatment programs.
2. At the end of every odd-numbered year, the School conducts a review to determine the effectiveness of its alcohol and drug programs and implement changes if needed; and to ensure that sanctions are consistently enforced.
3. The School maintains its biennial review material on file so that, if requested to do so by the U.S. Department of Education, the School can submit it.

Annual Notification

In January of each year, the School distributes the following in writing to all students and employees:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol on School property or as part of any School activities;
- A description of the applicable legal sanctions under federal, state, or local law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of any drug or alcohol counseling, treatment, rehabilitation, and reentry programs that are available to employees or students;
- A clear statement that the School will impose disciplinary or other appropriate sanctions on students and employees (consistent with federal, state, and local law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

SMOKING

Graduate School USA has a smoke-free environment in all interior areas of the School. Smoking is prohibited in all Graduate School USA facilities. Employees and students who violate this policy may be subject to disciplinary action.

CHILDREN IN SCHOOL FACILITIES

Only enrolled students are allowed in classes; hence, children are not permitted in classrooms. No child may be left unsupervised anywhere on School premises or at School-sponsored events.

Graduate School USA personnel will call the police if any child is unaccompanied by a responsible adult.

Children visiting Graduate School USA in school, and other groups that are authorized in advance, are welcome. While on School premises, children in authorized groups are the responsibility of the parent(s) and/or guardian(s) or caregiver(s) accompanying them.

Employees may not bring children to work unless Graduate School USA has specifically designated a time or place for employees' children to be present.

If, despite this policy statement, a student brings a child to class, the faculty member or instructor may act at his or her discretion in handling the immediate situation, but in all cases will remind the student of this policy and will inform the Director of Student Support Services of the situation so that appropriate follow-up communications can occur in a timely way.

ANIMALS IN SCHOOL FACILITIES

With the exception of guide and service animals, no animals are permitted on Graduate School USA premises or at School-sponsored events. Students requesting the accommodation of a service animal should register with the Disability Coordinator. Students must provide current medical documentation assessed by appropriately certified professionals verifying the functional limitations associated with their disability and the recommended accommodations, which should include the use of the service animal. The Coordinator will review documentation, evaluate the disability, and recommend accommodations appropriate to the functional limitations of the disability. Students must register with the Coordinator's office each year and provide proof of service animal license, vaccination, and annual health exam. Reasonable behavior, cleanliness of the service animal, and consideration of others must be taken into account when these animals are approved as accommodations.

NETWORK AND RESPONSIBLE COMPUTING

Graduate School USA's computers, networks, and information systems exist to promote shared access to computing, communication, and information systems necessary to support the School's mission. Thus, all account holders of School information facilities have a responsibility to use these systems in a respectful, ethical, professional, and legal manner.

All users of School information facilities are required to demonstrate respect for:

- The privacy of others;

- Intellectual property rights (copyrights, trademarks, licenses, etc.) and ownership of information;
- The operation and integrity of the various information systems;
- Individuals' rights to be free of intimidation, harassment, and unwarranted annoyances;
- Relevant local and federal laws in relation to information technology.

While the School recognizes and respects the privacy of all users, it cannot guarantee confidentiality in the use of any School information system. Electronic records retained on School systems are subject to local and federal Privacy Acts as well as the Freedom of Information Act. Individuals are advised that email messages are written records that could be subject to review with just cause and that may be subject to Freedom of Information Act and legal investigation requests.

In addition, School system administrators may view any files, including email messages, in the course of troubleshooting system problems. System administrators have the authority to do this and will treat any information on the systems as confidential. World Wide Web information located in designated Web directories will be considered public information if read access is granted.

Access to School information systems is a privilege and may be revoked for reasons including, but not limited to, violations of the Network and Responsible Computing Policy, attacking the security of the system, modifying or divulging private information such as a file or mail contents of other users without their consent, modifying or destroying School data, or using the national networks in a manner contrary to established guidelines. Access may be revoked at any time on a permanent or interim basis by the School system administrators in order to safeguard School resources and protect School privileges. Individuals responsible for violating the School's Network and Responsible Computing Policy will be held accountable and may be subject to disciplinary action. Revocations may be appealed via the procedures outlined in the Code of Student Conduct, as appropriate.

Persons who are victims of computer abuse, harassment, others' malicious behavior, and/or unauthorized account access should report the matter to the Career and Student Support Services Coordinator. For investigative purposes, individuals are advised to retain harassing email messages, dates and times of unauthorized access, etc. Cases will be handled confidentially.

HEALTH AND SAFETY

PUBLIC SAFETY AT GRADUATE SCHOOL USA

Graduate School USA recognizes its responsibility for maintaining a safe and healthy environment for employees and students. We intend to make every effort possible to provide everyone with a safe and healthy work and learning environment. The School encourages all students, staff, and instructors to take responsibility for their own personal safety and the security of their belongings

and property. The link below is intended to serve as a helpful resource. If you have questions about safety issues at Graduate School USA Headquarters, please contact the School's Security Office at (202) 314-3367 or visit our website at <http://www.graduateschool.edu/content/public-safety>

CAMPUS SECURITY AND EMERGENCY RESPONSE

General Information

The School's facilities are located within commercially owned buildings that provide 24/7 security guard services. In the event of an emergency (such as an accident, illness, or violence), employees, faculty, and students shall report the incident immediately in the following order:

1. Local police department – 911
2. Building Security (Boston Properties) – (202) 484-3780
3. Graduate School USA Facilities Department – (202) 314-3367
4. Evening staff – (202) 314-3620 or (202) 314-3622

Altercations and Other Disturbances

In the event of an altercation or other disturbance, *contact Building Security immediately*. If the incident warrants emergency services personnel, you may call 911 directly.

Severe Weather Procedure

In the event of severe weather, individuals should seek the safest areas possible away from exterior windows and doors and along the lowest interior portions of the building. Persons are to be instructed to crouch and face interior walls with their hands behind their heads and their heads between their knees. They are to remain in this position until notified by institution personnel that the impending danger is no longer present.

Students are reminded to review the complete Health and Safety Plan for Graduate School USA located on the Public Safety page at graduateschool.edu.

Washington, DC, Metropolitan Emergency Communication System for Graduate School USA

Alert DC is a voluntary self-enrollment system that allows a user to register one or more devices upon which to receive alerts. In the event of an emergency, authorized Homeland Security and Emergency Management Agency (HSEMA) personnel will be able to send important up-to-the-minute notifications and updates to cell phones or other mobile devices. Alert DC is available to residents of the District of Columbia, residents from surrounding jurisdictions, citywide stakeholders, and visitors to the region. Notification types may include those regarding life,

safety, fire, weather, disaster (such as a potential terrorist attack), and accidents involving utilities or roadways, or response team activation requests.

Sign up to receive text notifications about emergency or crisis situations at hsema.dc.gov/page/alertdc.

WEATHER DELAYS AND CANCELLATIONS

Graduate School USA will cancel classes or close the School when inclement weather poses concern for the welfare of staff, faculty, and students. However, the School does not have delayed openings. Information about class cancellations or School closings will be communicated to students through local radio and television stations and the School's website. Weather-related notices will be broadcast on television at NBC4 (Channel 4) and on the radio by WTOP (103.5 FM or 820 AM). There will also be recorded messages at (202) 314-3320, (202) 314-3300, and (888) 744-4723.

MEDICAL EMERGENCIES, FIRST AID, AND MEDICAL TREATMENT

Requests for Emergency Medical Assistance

Dial 911. After speaking with emergency response personnel, call the Building Security Office at (202) 484-3780 so that they may direct emergency vehicles to the scene.

First Aid Kits

Each department or office maintains a first aid kit for nonemergency medical care. The program support staff located at the receptionist areas on each classroom floor provides access to first aid kits.

FIRE EVACUATION

Fire alarms or other evacuation notification procedures will be sounded to evacuate the building. Able employees and students are encouraged to assist with the evacuation of disabled and impaired persons when possible.

If the alarm sounds or if you are instructed by other means of communication to evacuate, *begin to evacuate immediately*. If you are on a lower floor, it is critical that you evacuate immediately so that those on the upper floors are not caught in a backup in the stairwells as they descend to the lower floors. *Do not attempt* to go back up the stairs.

Do not use elevators unless instructed to do so by emergency personnel.

Follow all instructions given by first responders, supervisors, and other emergency personnel. Be aware of persons with disabilities in your area who may require your assistance. Be prepared to help them.

If it will not delay your exit, take your coat if the weather is inclement; take your wallet/purse and identification, but leave briefcases, suitcases, etc., behind.

Walk quickly and calmly to the nearest marked exit. Follow the instructions of the emergency personnel or designated staff regarding alternate exit routes should your normal pathway be blocked.

Exit the building. *Do not* attempt to reenter the building until told to do so by the authorities.

The purpose of these procedures is to reduce the likelihood of injury or death in the event of a fire or any other major catastrophe that would necessitate the evacuation.

For those Evening and Weekend courses held at locations other than Graduate School USA, students are to follow the emergency and evacuation procedures of the host facility.

FACILITIES

Headquarters and classrooms for Graduate School USA are located at 600 Maryland Avenue SW, Washington, DC 20024. The main phone number is (888) 744-4723.

The School is located in the Capital Gallery office complex. The facility employs security access control and a surveillance system. The entire complex is monitored by a security guard staff 24 hours a day, 365 days a year. Underground parking is available for a fee to the general public on a space-available basis. Metro bus, Metrorail, and Virginia Railway Express rail access is conveniently located immediately outside the complex.

The Capital Gallery facilities house classrooms, computer laboratories, science laboratories, student lounges, and student support services. The GS Connection, an Internet center, is open to currently enrolled students to provide them with Internet access and office resources to support their educational, personal, and business needs. The center is equipped with computers, printer, copier, and Internet access ports for personal laptops.

PROGRAMS OF STUDY

COURSE OFFERINGS

Note: Unless otherwise stated, all Graduate School USA Evening and Weekend Programs courses have the prerequisite that students perform at the college level in English and mathematics and that their reading skills allow them to be successful; many courses have higher-level prerequisites.

All courses offered in the Evening and Weekend Programs are non-credit. A number of courses were previously reviewed by the American Council on Education College Credit Recommendation Service (ACE CREDIT) or are scheduled to be reviewed by ACE CREDIT this year.

As we evaluate the course curricula of Evening and Weekend Programs, many of the credit courses are being transitioned to Continuing Education Unit (CEU) courses — for example, FREN7111E, formerly FREN1111E. New courses added to the curriculum will appear on the website with the word “NEW”.

CONTINUING EDUCATION UNITS (CEUs) AND AMERICAN COUNCIL ON EDUCATION (ACE) CREDIT RECOMMENDATIONS

The Continuing Education Unit (CEU) is a nationally recognized unit that certifies participation in non-academic credit continuing education programs. One Continuing Education Unit is defined as ten contact hours of participation in an approved and organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. When appropriate, a decimal fractional part of a Continuing Education Unit may be awarded, but not less than 0.5 CEU per course. For purposes of this policy, Continuing Education Units are considered to be inclusive of CPEs (Continuing Professional Education Units), PDUs (Professional Development Units), and CLUs (Continuing Learning Units).

American Council on Education (ACE) College Credit Recommendation Service evaluates and makes credit recommendations for formal educational programs and courses sponsored by noncollegiate organizations that are non-degree-granting. The credit recommendations are intended to guide colleges and universities as they consider awarding credit for successfully completed noncollegiate-sponsored instruction.

Evaluation and Grades: Grades of “A” through “F” are assigned for courses for which American Council on Education College Credit Recommendations are available. (ACE credit recommendations are noted with the course description in the Course Offerings section of this catalog.) Courses offered for Continuing Education Units only are graded on a pass/fail basis.

Administrative Procedures Certificate Program

(No new students are being admitted to this program.)

The Certificate in Administrative Procedures provides students with an overview of organization and management with emphasis on the practical aspects of administering personnel, financial, and auxiliary services in the government.

The program is suited for individuals who want to upgrade their skills, enhance their career, or start a new career. Upon completion of the certificate program, students will be able to:

- Articulate the basic concepts of administrative planning and procedures for supervisory or administrative assistant positions, including planning, organizing, controlling, staffing, and directing.
- Apply theories of management and leadership, problem solving, delegation, legislation and agency requirements, budgetary formulation and control, technological applications, personnel selection and appraisal, and time and stress management.
- Demonstrate effective leadership and interpersonal skills in a business environment in order to successfully complete individual and team projects.
- Use technology to support the role of the administrative professional.
- Produce crisp, clear, and concise memos, letters, and reports.
- Use critical thinking skills to make decisions and assist in solving organizational issues.

Requirements: Six required courses and two elective courses

Required Courses	Course Code	Units	Tuition
Administrative Procedure	MGMT1108E	3 ACE Credits	\$385
Administrative Office Management	MGMT1109E	3 ACE Credits	\$385
Introduction to Information Systems	COMP1120E	2 ACE Credits	\$500
Federal Human Resources Management	PERS1130E	2 ACE Credits	\$385
Communication	ENGL7120E	3 CEU	\$385
Business Mathematics	MATH2203E	2 ACE Credits	\$385

Elective Courses (complete 2 courses)	Course Code	Units	Tuition
Introduction to Accounting	ACCT1099E	2 ACE Credits	\$415
Principles of Editing for Publication	EDIT7150E	3 CEU	\$385
Proofreading	EDIT7170E	3 CEU	\$385
Project Management	MGMT1120E	3 ACE Credits	\$385
Practical Writing	WRIT7210E	3 CEU	\$385
Writing Plain Language for the Government	WRIT7120E	3 CEU	\$385

Digital Graphic Arts Certificate Program

The Certificate in Digital Graphic Arts begins with the basic building blocks of design and the principles of perception and visual literacy. With a focus primarily on the processes of preparing documents for publication, students use industry-standard applications to produce hands-on projects aimed at increasing their knowledge of design principles applied to problems of visual communication. A final capstone course involves developing several highly finished portfolio pieces of one's own work. The certificate is appropriate for students who desire to expand or sharpen skills already in use in the workplace, or for students who are studying graphic design for the first time.

The program is designed to prepare completers of the Certificate in Digital Graphic Arts to meet the following outcomes:

- Use traditional and digital media techniques and processes, including industry-standard computer applications, to create, reproduce, and distribute visual and print messages.
- Apply the elements of visual art and principles of design to real-world projects.
- Employ print production skills to a variety of publication projects.

Requirements: Seven required courses and two elective courses

Recommended course sequence: Take Understanding the Design Process followed by Creative Thinking and Design. Follow with other courses as available. Take Developing a Portfolio last.

Required Courses	Course Code	Units	Tuition
Understanding the Design Process	GART8201E	3 CEU	\$415
Fundamentals of Desktop and Electronic Publishing	GART8203E	3 CEU	\$415
Design and Typography	GART8225E	3 CEU	\$415
Creative Thinking and Design	GART8303E	3 CEU	\$415
Computer Graphics Applications	GART8341E	3 CEU	\$365
Adobe Photoshop: Introduction	COMP7001E	1.8 CEU	\$315
Developing a Portfolio (Capstone)	GART8400E	3 CEU	\$415

Elective Courses (complete 2 courses)	Course Code	Units	Tuition
Introduction to Adobe Illustrator for Windows	GART7703E	1.5 CEU	\$345
Adobe Photoshop: Intermediate	COMP8002E	1.2 CEU	\$215
Adobe InDesign: Introduction	COMP7002E	1.8 CEU	\$315
Adobe InDesign: Intermediate	COMP8003E	1.2 CEU	\$315

Economics Certificate Program

The Economics Certificate is designed to provide students with fundamental knowledge of economic principles and policies. This certificate helps students obtain entry-level employment in trade careers, but it will supplement business degrees for more advanced opportunities. Topics include microeconomics, macroeconomics, finance principles, and financial management.

This certificate program is designed for students who have completed a bachelor's degree and work in the field of trade, economics, or business. Upon completion of the certificate program, students will be able to:

- Discuss the basic theories and methods underlying empirical economics and the estimation and application of the general linear model.
- Describe economic concepts such as supply and demand, welfare and surplus, and markets and market failures, and the roles of consumers, producers, and other economic agents.
- Utilize econometric models to simulate, forecast, and analyze economic policies.
- Articulate the basic concepts of U.S. trade law and its development, including the economic, political, and legal foundations of trade policies and their interaction with international commitments.
- Recall an overview of the congressional budget process, including budget resolution, reconciliation and authorization, and appropriations bills.
- Utilize EViews (Econometric Views), a statistical package used for time-series-oriented econometric analysis.

Requirements: Eight required courses and four elective courses

Required Courses	Course Code	Units	Tuition
Principles of Economics I: Macroeconomics	ECON1310E	3 ACE Credits	\$415
Principles of Economics II: Microeconomics	ECON1311E	3 ACE Credits	\$415
Economics of Corporate Finance	ECON2203E	2 ACE Credits	\$415
Econometrics I	ECON5545E	3 ACE Credits	\$415
Econometrics II	ECON5546E	2 ACE Credits	\$415
International Trade Policy	ECON5500E	2 ACE Credits	\$415
Mathematics for Economists I	MATH4475E	2 ACE Credits	\$385
Mathematics for Economists II	MATH4476E	2 ACE Credits	\$385

Elective Courses (complete 4 courses)	Course Code	Units	Tuition
International Politics	PUAP9011E	3 CEU	\$455
Sustainable Development	PUAP8281E	3 CEU	\$385
European Economics	ECON7126E	3 CEU	\$415
The Congressional Budget Process	PUAP8307E	3 CEU	\$385

Editorial Practices Certificate Program

The Certificate in Editorial Practices is appropriate for students who desire to expand or sharpen skills already in use in the workplace, or for students who wish to study the technical aspects of editing for the first time. Completion of the certificate requires students to produce documents with a high degree of grammatical accuracy and consistency of style appropriate to diverse modes of print communication. Students must become conversant with publication processes from story idea to print. The program is designed to prepare completers of the Certificate in Editorial Practices to meet the following outcomes:

- Utilize editing and proofreading symbols accurately.
- Copyedit with a high degree of accuracy and speed for consistency of style, grammar, and syntax.
- Proofread typewritten material with a high degree of accuracy and speed.
- Apply house styles and other styles as appropriate.
- Manage electronic files effectively for print production.

Requirements: Five required courses

Recommended course sequence: Take Principles of Editing for Publication first and Practice in Editing last.

Required Courses	Course Code	Units	Tuition
Principles of Editing for Publication	EDIT7150E	3 CEU	\$385
Printing, Layout, and Design	EDIT7270E	3 CEU	\$385
Proofreading	EDIT7170E	3 CEU	\$385
Practice in Editing	EDIT7320E	3 CEU	\$385
Technical Writing	WRIT8305E	3 CEU	\$385

Environmental Studies Certificate Program

(No new students are being admitted to this program.)

Environmental Studies applies the science of the natural world and human behavior to understand how the two interact and the impact on environmental resources. The Environmental Studies Certificate is designed to provide students with a comprehensive view of environmental issues, policy, and law. Ethical challenges in balancing responsible development and conservation are explored. Students develop a working knowledge of the biological and physical processes of nature and the results of the interruption of such natural processes. Carefully selected sites in the metropolitan area serve as a classroom during field trips to provide practical experience and real-life examples.

Elective courses in the natural sciences are offered in partnership with the Audubon Naturalist Society (ANS). ANS is the largest and oldest independent environmental organization in the Washington, DC, region, and has pioneered linking conservation activities with environmental education.

This certificate program is designed for working professionals new to the environmental field (people working in nonprofit organizations or consulting firms, or lobbyists), those already working in the field needing to expand their knowledge base, those who are environmentally conscious, and the political/social advocate.

Upon completion of the certificate program, students will be able to:

- Identify the biological and physical properties that compose and impact the environment, both natural and the result of human interaction.
- Identify the legal, policy, and regulatory statutes that govern environmental protection and conservation.
- Recognize and discuss ethical challenges in balancing societal needs and environmental concerns.
- Discuss current practices in land use and the preservation of other natural resources, including economic and political factors.

Requirements: Four required courses, three Environmental Policy elective courses, and four Natural/Environmental Curriculum elective courses

Required Courses	Course Code	Units	Tuition
Environmental Ethics	ENVS8179E	3 CEU	\$385
Environmental Law	LAWS1345E	3 ACE Credits	\$385
Environmental Policy and Politics	ENVS8317E	3 CEU	\$385
International Environmental Law	ENVS8321E	3 CEU	\$385

Elective Courses (complete 7 courses)	Course Code	Units	Tuition
Environmental Policy – choose 3 courses			
Environmental and Natural Resource Economics	ECON2215E	2 ACE Credits	\$415
Environmental Policy: Solid Waste and Hazardous Materials	ENVS8318E	3 CEU	\$385
Environmental Policy: Air	ENVS8316E	3 CEU	\$385
Environmental Policy: Pesticides and Toxic Substances	ENVS8319E	3 CEU	\$385
NEPA: Policy, Procedure, and Science/Art	ENVS8435E	3 CEU	\$385
Natural/Environmental – choose 4 courses			
Biology for Naturalists*	NATH1110E	2 ACE Credits	\$365
Geology*	NATH1125E	2 ACE Credits	\$365
Introduction to Ecology*	NATH1160E	2 ACE Credits	\$365
Land-Use Principles*	NATH8255E	3 CEU	\$365
Sustainable Development	PUAP8281E	3 CEU	\$385
The Living Soil*	NATH1175E	2 ACE Credits	\$365
Weather and Climate*	NATH7140E	3 CEU	\$365
Wetland Ecosystems*	NATH8211E	3 CEU	\$365
Conservation Philosophy*	NATH8250E	3 CEU	\$365

* Offered in partnership with the Audubon Naturalist Society (ANS). ANS is the largest and oldest independent environmental organization in the Washington, DC, region, and has pioneered linking conservation activities with environmental education.

Horticulture Certificate Program

(No new students are being admitted to this program. New Sustainable Horticulture Program will be introduced Spring 2019.)

Horticulture is the art and science of growing plants, including fruit, vegetable, flowering, and ornamental plants. The Horticulture Certificate program provides the fundamentals in cultivating plants, whether for home gardens, landscaping, or nursery crops. Students learn characteristics of plant life, plant identification, requirements for healthy plant growth including impact of seasonal changes, current horticultural techniques, and environmentally responsible practices. Area gardens and botanical spaces are used as outdoor classrooms during field trips to provide practical hands-on experience.

This certificate program is designed for people of all knowledge and skill levels, from novice gardener to professional practitioner, who are pursuing continuing education or need a refresher.

Upon completion of the certificate program, students will be able to:

- Describe the biological processes of normal plant growth and development, and pathology.
- Identify and distinguish plant types and classifications (plant taxonomy).
- Describe the properties of soil types and the impact on plant life.
- Identify and appropriately apply common techniques and equipment for gardening and larger-scale plant cultivation.
- Recognize the seasonal impact of climate and weather on plant types and soil conditions.
- Apply basic principles to design landscapes and gardens using plants and structures.

Requirements: Eight required courses and four elective courses

Note: Some courses in the Natural History Field Studies Certificate program can be taken as a substitution, with approval from the Director of Evening and Weekend Programs prior to enrollment. See the Natural History Field Studies curriculum for a list of eligible courses.

Required Courses	Course Code	Units	Tuition
Principles of Horticulture	HORT1160E	2 ACE Credits	\$385
The Living Soil*	NATH1175E	2 ACE Credits	\$365
Landscape Plants of Fall	HORT8231E	3 CEU	\$385
Landscape Plants of Winter	HORT8232E	3 CEU	\$385
Landscape Plants of Spring	HORT8233E	3 CEU	\$385
Landscape Plants of Summer	HORT8234E	3 CEU	\$385
Perennials for Spring	HORT8236E	3 CEU	\$385
Perennials for Summer	HORT8237E	3 CEU	\$385

Elective Courses (complete 4 courses)	Course Code	Units	Tuition
Perennials for Fall	HORT8238E	3 CEU	\$385
Propagating Perennials and Woody Plants	HORT8210E	3 CEU	\$385
Principles of Landscape Design I	HORT7102E	3 CEU	\$385
Principles of Landscape Design II	HORT8202E	3 CEU	\$385

Landscape Construction I	HORT7119E	3 CEU	\$385
Landscaping with Plants for the Professional and Home Gardener	HORT7140E	3 CEU	\$385

* The Living Soil, a natural science course, is offered in partnership with the Audubon Naturalist Society (ANS). ANS is the largest and oldest independent environmental organization in the Washington, DC, region, and has pioneered linking conservation activities with environmental education.

Landscape Design Certificate Program

(No new students are being admitted to this program.)

Landscape Design encompasses the planning and layout of landscape elements and plants for beautification or practical purposes. The Landscape Design Certificate program provides students with the essentials of designing an outdoor area, whether a home backyard, community garden, or commercial space. This includes the purpose and arrangement of design features such as walls and walkways, and plant selection based upon the environment and landscape purpose. Emphasis is placed on understanding plant life, identification of various plants, and the effective use of plants in landscaping. Field trips provide students hands-on practical experience to complement in-class activities and sharpen skills in effective design. Best practices in environmentally responsible techniques are also highlighted.

This certificate program is designed for people of all knowledge and skill levels, from novice gardener to professional practitioner, who are pursuing continuing education or need a refresher course.

Upon completion of the certificate program, students will be able to:

- Describe the biological processes of normal plant growth and development, and pathology.
- Identify and distinguish plant types and classifications (plant taxonomy).
- Use drafting and construction techniques to compose and interpret landscape drawings.
- Apply industry-standard practice(s) for proper installation of common design features (such as walls, walkways, and stairs), including legal and regulatory requirements.
- Accurately perform mathematical calculations relative to construction.
- Appropriately select plant types based upon landscape design.

Requirements: Nine required courses and three elective courses

Note: Some courses in the Natural History Field Studies Certificate program can be taken as a substitution, with approval from the Director of Evening and Weekend Programs prior to enrollment. See the Natural History Field Studies curriculum for a list of eligible courses.

Required Courses	Course Code	Units	Tuition
Basic Studies (complete 1 course)			
Principles of Horticulture	HORT1160E	2 ACE Credits	\$385
Identification Courses			
Landscape Plants of Fall	HORT8231E	3 CEU	\$385
Landscape Plants of Winter	HORT8232E	3 CEU	\$385
Landscape Plants of Spring	HORT8233E	3 CEU	\$385
Landscape Plants of Summer	HORT8234E	3 CEU	\$385
Design Courses			
Principles of Landscape Design I	HORT7102E	3 CEU	\$385
Principles of Landscape Design II	HORT8202E	3 CEU	\$385
Landscape Construction I	HORT7119E	3 CEU	\$385
Landscaping with Plants for the Professional and Home Gardener	HORT7140E	3 CEU	\$385

Enrichment Courses (complete 3 courses)	Course Code	Units	Tuition
Propagating Perennials and Woody Plants	HORT8210E	3 CEU	\$385
Perennials for Spring	HORT8236E	3 CEU	\$385
Perennials for Summer	HORT8237E	3 CEU	\$385
Perennials for Fall	HORT8238E	3 CEU	\$385
The Living Soil*	NATH1175E	2 ACE Credits	\$365

*The Living Soil, a natural science course, is offered in partnership with the Audubon Naturalist Society (ANS). ANS is the largest and oldest independent environmental organization in the Washington, DC, region, and has pioneered linking conservation activities with environmental education.

Natural History Field Studies Certificate Program

The Natural History Field Studies (NHFS) program has been cosponsored by the Audubon Naturalist Society (ANS) and Graduate School USA since 1962. ANS is the largest and oldest independent environmental organization in the Washington, DC, region, and has pioneered linking conservation activities with environmental education. The NHFS program provides a unique opportunity to learn natural science from experts while exploring the ecosystems of the Central Atlantic region. The curriculum has been designed to provide participants with a comprehensive and stimulating overview of the region's natural history and conservation issues and applications, with an emphasis on learning in the field. In addition to meeting in Graduate School USA's Metro-accessible Capital Gallery location (L'Enfant Plaza station) in downtown DC, classes are offered at several locations around the Washington, DC, area, including the Audubon Naturalist Society's Woodend Sanctuary in Chevy Chase, MD.

This certificate program is designed for people of all knowledge and skill levels, from the budding naturalist wanting to enjoy the outdoors to the professional practitioner in landscape, horticulture, environmental studies, conservation, etc., pursuing continuing education or needing a refresher course.

Upon completion of the certificate program, students will be able to:

- Demonstrate familiarity with the tools and resources to study and analyze the natural history of the Mid-Atlantic in the field.
- Recognize and discuss the ecological diversity in our local environment.
- Understand and discuss aspects of our physical environment that determine ecological communities in the Mid-Atlantic.
- Identify taxonomic groupings that comprise biological relationships.
- Recognize and identify local, significant, and commonly occurring plants and animals in their habitats.
- Discuss the history of environmental conservation and its relevance to current issues.

A Certificate of Accomplishment is awarded for completion of a required curriculum of 39 Continuing Education Units (CEUs) (2 ACE credits equates to three CEUs) taken in five subject areas in the following recommended order:

- Basic Studies: 3 courses
- Identification: 3 courses (including at least one animal and one plant course)
- Ecosystems: 2 courses
- Conservation: 2 courses
- Electives: 3–6 courses (for a total of 9 CEUs)

Elective options can be selected from any of the electives listed below, or from any course listed below that is not already used to fulfill another requirement for this certificate.

Required Courses	Course Code	Units
Basic Studies (complete 3 courses)		
Biology for Naturalists	NATH1110E	2 ACE Credits
Geology	NATH1125E	2 ACE Credits
The Living Soil*	NATH1175E	2 ACE Credits
Weather and Climate	NATH7140E	3 CEU

Identification Courses (complete 3 courses, including one plant and one animal course)		
Fall Woody Plant ID	NATH7145E	3 CEU
Insect Life	NATH7130E	3 CEU
Introduction to Ornithology	NATH7118E	3 CEU
Mammals	NATH8290E	3 CEU
Reptiles and Amphibians	NATH8276E	3 CEU
Spring Flower Identification	NATH7135E	3 CEU
Winter Woody Plant ID	NATH7146E	3 CEU

Ecosystems (complete 2 courses)		
Chesapeake Bay Ecosystems	NATH8216E	3 CEU
Eastern Forest Ecosystems	NATH8215E	3CEU
Introduction to Ecology	NATH1160E	3 CEU
Stream Ecology	NATH8217E	3 CEU
Wetland Ecosystems	NATH8211E	2 ACE Credits

Conservation (complete 2 courses)		
Land-Use Principles*	NATH8255E	3 CEU
Human Ecology	NATH8280E	3 CEU
U.S. Conservation History	NATH8252E	3 CEU

Elective Courses (complete 3–6 courses, for a total of 9 CEUs, from courses listed below, or any course in above categories not otherwise used to fulfill requirements)		
Animal Behavior	NATH1151E	2 ACE Credits
Biodiversity	NATH7301E	3 CEU
Bird Life	NATH7115E	3 CEU
Birds of Prey	NATH7155E	3 CEU
Butterflies of Fall	NATH8274E	1.5 CEU
Butterflies of Spring	NATH8272E	1.5 CEU
Butterflies of Summer	NATH8273E	1.5 CEU
Chemistry for Naturalists	NATH7129E	3CEU
Ferns and Lycophytes	NATH7148E	1.5 CEU
Introduction to Grass Identification	NATH8225E	1.5 CEU
Introduction to Fungi	NATH7203E	1.5 CEU
Night Sky for Naturalists	NATH8100E	1.5 CEU
Non-Native Invasive Plants of the Mid-Atlantic	NATH8319E	1.5 CEU
Owls	NATH7165E	1.5 CEU
Rock Identification	NATH7150E	1.5 CEU
Summer Bird Life	NATH7116E	1.5 CEU
Summer Wildflower ID	NATH7149E	1.5 CEU
Understanding Evolution	NATH8201E	1.5 CEU
Wildlife Ecology	NATH8265E	3 CEU
Winter Bird Life	NATH7163E	1.5 CEU

♦ Indicates course can be taken as a substitution in the Horticulture and Landscape Design Certificate programs, with approval from the Director of Evening and Weekend Programs prior to enrollment.

♦♦ Indicates course can be taken as a substitution in the Environmental Studies Certificate program, with approval from the Director of Evening and Weekend Programs prior to enrollment.

Paralegal Studies Certificate Program

Arbitrate, negotiate, investigate, and interview. Learn these things and more in the Certificate Program in Paralegal Studies. As a member of a legal team, the paralegal must master the professional terms, proceedings, and background of the U.S. legal system. The Paralegal Studies Certificate program prepares students for a career as a paralegal and provides the educational foundation that assists paralegals in becoming ethical, professional, and effective members of a legal services delivery team. Courses are offered in ethics, torts, writing and research, and specialized fields: immigration, environmental, criminal, wills, and probate law.

The certificate program is suited for individuals who want to upgrade their skills, enhance their career, or start a new one. This program builds on skills developed in non-legal fields to provide a better understanding of the legal system.

Upon completion of the certificate program, students will be able to:

- Articulate the framework of the state and federal court systems.
- Develop a working knowledge of the law and its impact on the legal system and society.
- Communicate effectively and professionally in both oral and written forms.

Requirements: Five required courses and eighteen elective course units

Required Courses	Course Code	Units	Tuition
Introduction to Law for Paralegals	LAWS1310E	3 ACE Credits	\$385
Legal Ethics/Law Office Systems	LAWS1315E	3 ACE Credits	\$385
Legal Research I	LAWS5551E	2 ACE Credits	\$385
Legal Research II	LAWS5552E	2 ACE Credits	\$385
Legal Writing	LAWS2256E	3 ACE Credits	\$385
Elective Courses (complete 9 courses, one or both of which may be the Special Electives courses)			
Administrative Law and Procedure	LAWS3330E	3 ACE Credits	\$385
Negotiations and Alternative Dispute Resolution (ADR)	LAWS3315E	2 ACE Credits	\$385
Bankruptcy Law	LAWS1180E	2 ACE Credits	\$385
Business Law I	LAWS1322E	3 ACE Credits	\$385
Business Law II	LAWS2325E	3 ACE Credits	\$385
Criminal Law	LAWS1155E	3 ACE Credits	\$385
Environmental Law	LAWS1345E	3 ACE Credits	\$385
Family Law	LAWS1160E	3 ACE Credits	\$385
Immigration Law I	LAWS2252E	3 ACE Credits	\$385
Introduction to Legal Analysis and Reasoning	LLBS4400E	3 ACE Credits	\$385
NEPA: Policy, Procedure, and Science/Art	ENVS8435E	3 CEU	\$385
Special Electives			
Employee Relations	PERS2220E	2 ACE Credits	\$385
Introduction to Information Systems	COMP1120E	2 ACE Credits	\$500

Personnel Administration Certificate Program

(No new students are being admitted to this program.)

The Personnel Administration program prepares students to perform effectively in an entry-level position in human resources management. The focus is on current practices and procedures in the federal government. Participants learn how to successfully meet the challenges encountered in today's competitive business environments.

The certificate program is designed to help those working in or wishing to enter the field of human resources develop the knowledge, methods, and skills necessary to meet the challenges of today's changing workplace and workforce.

Upon completion of the certificate program, students will be able to:

- Describe the principles, procedures, rules, regulations, and organization of federal human resources management.
- Employ various HR recruitment theories, including planning, recruiting, job placement, performance appraisal, and outplacement.
- Discuss the historic and legal framework for equal employment opportunity legislation, and identify strategies to address the EEO complaint process, alternative dispute resolution, accommodations for people with disabilities, and affirmative action regulations.
- Apply theories related to successful employee relations, including addressing grievances, equal merit pay, labor relations, disciplinary actions, employee benefits, and investigations of complaints.

Required Courses	Course Code	Units	Tuition
Federal Human Resources Management	PERS1130E	2 ACE Credits	\$385
Human Resources Courses (complete 4 courses)			
EEO, Affirmative Action, and Diversity	PERS2225E	3 ACE Credits	\$385
Employee Relations	PERS2220E	2 ACE Credits	\$385
Developmental Internship (Supervised Application)	PERS4499E	2 ACE Credits	\$385
Human Resources Recruiting Principles and Practices	PERS2230E	2 ACE Credits	\$385
Staffing and Placement	PERS2250E	2 ACE Credits	\$385
Elective Courses (complete 2 courses)			
Administrative Procedure	MGMT1108E	3 ACE Credits	\$385
Administrative Office Management	MGMT1109E	3 ACE Credits	\$385
Negotiation and Alternative Dispute Resolution (ADR)	LAWS3315E	2 ACE Credits	\$385
Writing Plain Language for the Government	WRIT7210E	3 CEU	\$385
Project Management	MGMT1120E	3 ACE Credits	\$385

COURSE OFFERINGS

Note: [†] credits indicate that the course was previously reviewed by the American Council on Education College Credit Recommendation Service (ACE CREDIT) or is scheduled to be reviewed by ACE CREDIT this year.

INTRODUCTION TO ACCOUNTING

ACCT1099E

2 Credits[†]

Tuition: \$415

Measure your aptitude and interest in the field of accounting. Increase your understanding of fundamental accounting principles, including identifying and recording business transactions and learning double-entry accounting concepts.

FINANCIAL ACCOUNTING FOR BUSINESS STUDENTS (No longer offered)

ACCT1110E

3 Credits[†]

Tuition: \$415

Are you preparing to enter graduate business school and already understand the details of accounting covered in a beginner's course? In this course, you start with basic accounting concepts and quickly enter the areas of corporate and partnership entities. Acquire the skills to analyze financial statements and explore the connection between accounting and current business news.

INTRODUCTORY ARABIC I

ARAB1151E

2 Credits[†]

Tuition: \$385

Learn the sounds of Modern Standard Arabic to build the foundation for further study of the language. Learn to read and write the Arabic alphabet, individual words, and phrases. Engage in simple conversations involving greetings, introductions, colors, numbers, expressions, and short sentences.

INTRODUCTORY ARABIC II

ARAB1152E

2 Credits[†]

Tuition: \$385

Engage in simple Arabic conversations about yourself and your immediate surroundings. Expand your knowledge of Arabic script to include sentences and paragraphs, and gain a better understanding of Arabic culture. Role-plays and interactive discussions allow you to practice simple conversations in a lively atmosphere.

Prerequisite: Introductory Arabic I (ARAB1151E) or equivalent.

INTRODUCTORY ARABIC III

ARAB1153E

2 Credits[†]

Tuition: \$385

Build on your introductory-level reading, writing, and oral skills in Modern Standard Arabic. Practice using more complex Arabic vocabulary in dialogues, and learn to use present, past, and future tenses in conversation and writing. Discuss short readings on a variety of topics.

Prerequisite: Introductory Arabic II (ARAB1152E) or equivalent.

INTERMEDIATE ARABIC I

ARAB8210E (formerly ARAB2210E)

3 CEU

Tuition: \$385

This course, designed to increase proficiency in speaking, writing, reading, and listening to Arabic, is intended for participants who have recently completed at least one year of college-level Arabic.

INTERMEDIATE ARABIC II

ARAB8211E (formerly ARAB2211E)

3 CEU

Tuition: \$385

Build your knowledge of grammar and apply new concepts in short paragraphs, reading passages, dialogues, and role-plays. Use communicative expressions, and learn to express conditions, reasons, hope, and circumstance. Grammar includes the use of negative participles, verbs of approximation, the passive voice, conjunctions, prepositions, and restrictive relatives. Cultural topics include the social role of the coffee house; folk heroes and tales; and terms used to refer to prophets of Islam.

INTERMEDIATE ARABIC III

ARAB8212E

3 CEU

Tuition: \$385

Learn to use moods of the present tense, conditional sentences, the passive of hollow verbs, and complex grammar in short paragraphs. Use your knowledge of more complex grammar to understand short reading passages. Discuss terms children use to address their parents, children's nicknames, and relevant cultural topics.

ADVANCED ARABIC I

ARAB9250E

3 CEU

Tuition: \$385

Extensive conversation and reading of more advanced texts and periodicals is the basis for discussion in this course. More difficult structures are presented as idiomatic expressions, proverbs, and more sophisticated vocabulary. Participants are asked to write short compositions on specific subjects.

ADVANCED ARABIC II

ARAB9251E

3 CEU

Tuition: \$385

Authentic texts and periodicals serve to build vocabulary and engender discussion in this advanced-level course. Grammar points include prepositional phrases, nouns with verb a verb force, idioms, the verb of hope and verbs of beginning, and patterns of the passive participle. Cultural discussions center on important folk heroes and tales, the social role of the coffee house, and the importance of the storyteller in various countries.

ADVANCED ARABIC III

ARAB9252E

3 CEU

Tuition: \$385

This course is conducted completely in Arabic. Students perfect their use of Arabic grammar and syntax through written assignments and oral discussions. Newspapers and literature of the Arabic world are explored.

INTRODUCTORY CHINESE I

CHIN1151E

2 Credits⁺

Tuition: \$385

Learn the Chinese system of pronunciation using the Romanized pinyin lettering system to

produce and hear the Chinese tones and tonal changes and become familiar with spelling rules. Read, write, understand, and pronounce approximately 150 vocabulary items, introduce yourself, ask for information, ask yes-or-no questions, and make polite comments and suggestions. Videos and discussions focus on Chinese culture.

INTRODUCTORY CHINESE II

CHIN1152E

2 Credits⁺

Tuition: \$385

Build on your basic understanding of the pinyin tonal system and tonal changes to express possession, ask questions, write basic Chinese characters, and use adverbs correctly. Use numbers to express dates and time, and learn to read, write, pronounce, and understand adverbs and prepositional phrases.

Prerequisite: Introductory Chinese I (CHIN1151E) or equivalent.

INTRODUCTORY CHINESE III

CHIN1153E

2 Credits⁺

Tuition: \$385

Emphasizing reading and writing, you review pronunciation, grammar, and vocabulary in context. Continue to develop both listening and reading comprehension skills as you produce written exercises.

Prerequisite: Introductory Chinese II (CHIN1152E) or equivalent.

INTERMEDIATE CHINESE I

CHIN8210E (formerly CHIN2210E)

3 CEU

Tuition: \$385

Build on your abilities by participating in conversations in Chinese. Learn approximately 150 additional vocabulary items, apply your existing vocabulary in reading, writing, and conversation, and read simple texts using Chinese characters. Further your knowledge of how Chinese characters are constructed, and use modal particles, prepositions, and structures for comparison. Become familiar with popular Chinese songs, poems, and readings by using downloads from Chinese websites.

Prerequisite: Introductory Chinese III (CHIN1153E) or equivalent.

INTERMEDIATE CHINESE II

CHIN8211E (formerly CHIN2211E)

3 CEU

Tuition: \$385

Hone your conversational and writing skills by using simple sentences in the past, present, and future tenses so that native speakers can understand you. Reduce pause time in speaking. Learn approximately 200 additional vocabulary items as well as more complex sentence structures. Read longer articles written in Chinese.

Prerequisite: Intermediate Chinese I (CHIN2210E) or equivalent.

INTERMEDIATE CHINESE III

CHIN8212E (formerly CHIN2212E)

3 CEU

Tuition: \$385

In this high-intermediate-level course, you read selections from modern Chinese literature — essays, short stories, and newspaper articles. Conversation and writing exercises using Chinese

characters are based upon reading materials. Grammar includes adverbs; participles; the “a” structure; “chule ..., yiwai”; notional passive sentences; the interrogative pronouns of general denotation; “bei” sentences; and “budan ..., erqie.” Chinese culture is addressed through song, poetry, literature, and articles.

Prerequisite: Intermediate Chinese II (CHIN2211E) or equivalent.

ADVANCED CHINESE I

CHIN9250E

3 CEU

Tuition: \$385

The country and people of China come alive through conversation, newspapers and magazines, video clips from contemporary Chinese television programs, writing assignments, and oral presentations. Complex grammar topics are addressed in readings and discussions.

Prerequisite: Intermediate Chinese III (CHIN2212E).

ADVANCED CHINESE II

CHIN9251E

3 CEU

Tuition: \$385

Focusing on topics of contemporary importance in today’s China, students in this advanced class develop their ability to express themselves using complex syntax and grammar in written assignments and oral presentations. Conducted entirely in Chinese, the class addresses Chinese society in order to give you an understanding of how the language relates to the culture of the country and the region.

ADVANCED CHINESE III

CHIN9252E

3 CEU

Tuition: \$385

While emphasizing reading and writing, you review pronunciation, grammar, and vocabulary in context. Continue to develop both listening and reading comprehension skills as you produce written exercises.

INTRODUCTION TO INFORMATION SYSTEMS

COMP1120E

2 Credits⁺

Tuition: \$500

Improve your computer literacy and gain a foundation to move into advanced areas of information technology. Learn the concepts, terminology, and components of information technology systems. Understand the importance of data communications and networking, the function of operating systems, the role of applications software, and the reasoning behind structured system design. Identify trends and explore career opportunities in information technology. Develop and run simple programs in QBasic.

ADOBE PHOTOSHOP: INTRODUCTION

COMP7001E

1.8 CEU

Tuition: \$315

Discover the powerful, versatile photo manipulation features of Adobe Photoshop. Explore the use of painting and photo editing tools as well as the capabilities of selections and palettes. Through a series of hands-on projects, learn to use features to select, make adjustments to, and correct photos. The scanning of photos and the use of a digital camera are integral to this course.

ADOBE INDESIGN: INTRODUCTION

COMP7002E

1.8 CEU

Tuition: \$315

InDesign is a powerful page layout application that offers many features designed to simplify complicated design tasks. Learn to create master pages, apply paragraph and character styles, and lay out text and graphics in frames. Discover how to flow text across pages for reports and newsletters, apply color to text for maximum effectiveness, and create and edit gradients. Adobe InDesign supports native Photoshop and Illustrator files so images will not need to be converted to another format.

JAVA PROGRAMMING LANGUAGE: INTRODUCTION

COMP7050E

3.0 CEU

Tuition: \$500

Receive a solid foundation in the Java Programming Language. This course is intended for participants with little or no programming experience. Learn the significance of object-oriented programming, the keywords and constructs of the Java programming language, and the steps required to create simple Java technology programs. A new teaching tool developed by Sun (patent pending) is used throughout the course to help participants understand the syntax and semantics of the language.

SQL (Oracle 11G) INTRODUCTION

COMP7120E

3.0 CEU

Tuition: \$500

Introduction to the fundamental SQL language used in all relational databases today. Designed for students who have basic knowledge of databases who intend to enhance SQL knowledge with hands-on experiences. By completing this course, students are expected to develop a solid understanding of using Oracle 11g SQL effectively and may thus prepare the first exam in both the Oracle Database Administrator and Oracle Developer Certification: 1Z0-047 Oracle Database SQL Expert. The course focuses on creating database objects, including tables, constraints, indexes, sequences, synonyms, users, and manipulating data. The second part explores data query techniques, such as row filtering, joins, single-row functions, aggregate functions, sub-queries, and views. Several advanced query topics, such as ROLLUP, CUBE, and TOP-N analysis, are also introduced.

ADOBE PHOTOSHOP: INTERMEDIATE

COMP8002E

1.2 CEU

Tuition: \$215

Advance to intermediate techniques within the Photoshop application. Focus on the Pen tool, vector shapes and paths, and advanced shape layering processes. Learn how to automate commands and prepare images for two-color printing.

Prerequisite: Adobe Photoshop: Introduction (COMP7001E).

ADOBE INDESIGN: INTERMEDIATE

COMP8003E

1.2 CEU

Tuition: \$215

Acquire the concepts and skills to use Adobe InDesign effectively. Engage in hands-on practice working with basic through advanced techniques to get the most out of the application. Learn type controls, graphics file management, layers, and document setup. Appropriate for one who already is a designer or a prepress professional, or just a beginner.

Prerequisite: Adobe InDesign: Introduction (COMP7002E).

HTML, XHTML, AND CSS FUNDAMENTALS

COMP8199E

3 CEU

Tuition: \$500

Build a strong foundation in hypertext markup language (HTML), a software language used to create websites. This foundation course focuses on technical and usability standards of HTML. Learn to compose HTML pages with linked documents, embedded graphical images, and HTML tables to create a standards-based website. Learn the proper HTML coding standards and techniques accepted by popular Web browser programs and usability experts.

You are also exposed to cascading style sheets (CSS) and an HTML editor. Cascading style sheets are introduced in the class as a foundation for the CSS technology. Examples demonstrate the proper method for page layout techniques and page navigation. Notepad is used in class to write HTML, but a survey of HTML editors and their benefits is included. Develop a website from design phase through production to presentation.

INTRODUCTORY CZECH I

CZEC7110E

3 CEU

Tuition: \$385

Learn the basic grammar of Czech, a Western Slavic language. Also explore Czech culture. In this course you focus on novice-level listening, speaking, reading, and writing.

INTRODUCTORY CZECH II

CZEC7111E

3 CEU

Tuition: \$385

Build on your basic knowledge of Czech in this continuation of introductory-level Czech, focusing on mid-novice-level listening, speaking, reading, and writing.

INTRODUCTORY CZECH III

CZEC7112E

3 CEU

Tuition: \$385

In this course, you focus on high-novice-level listening, speaking, reading, and writing. Continue to build on your knowledge of Czech in this continuation of introductory-level Czech.

PRINCIPLES OF ECONOMICS I: MACROECONOMICS

ECON1310E

3 Credits⁺

Tuition: \$415

Explore macroeconomics and the economic organization of a market economy. Gain an appreciation for and understanding of fiscal and monetary policies. Discover the role of supply and demand, consumption, investment, production, taxes, money, and banking. Study contemporary problems of unemployment and inflation and the role of the government in regulating economic policies.

PRINCIPLES OF ECONOMICS II: MICROECONOMICS

ECON1311E

3 Credits⁺

Tuition: \$415

Gain an overview of the modern market economy as a system for dealing with the problem of scarcity. Study supply and demand, welfare and surplus, markets, and market failures. Gain an understanding of the roles of consumers, producers, and other economic agents.

ECONOMICS OF CORPORATE FINANCE

ECON2203E

2 Credits⁺

Tuition: \$415

Master the basics of corporate finance and gain knowledge of the corporate financial manager's role in the firm as it relates to long-term issues in investing and financing. Learn to analyze how stocks and bonds are valued and how corporations raise the financing required for major investments. Topics such as investment, financing, payout, corporate governance decisions, and mergers and acquisitions are also covered. No previous course work in business is required.

ENVIRONMENTAL AND NATURAL RESOURCE ECONOMICS

ECON2215E

2 Credits⁺

Tuition: \$415

Probe the complexities of designing public policy for environmental and natural resource issues. In an economic framework, examine the concepts of externalities, public goods, and depletable resources. Discuss the relative merits of property rights, command and control regulation, taxes, and subsidies in dealing with these problems. Several case studies are used to analyze the effectiveness of policy instruments.

Prerequisite: Principles of Economics II: Microeconomics (ECON1311E) or equivalent.

INTERNATIONAL TRADE POLICY

ECON5500E

2 Credits⁺

Tuition: \$415

Learn the basics of U.S. trade law and its development. Gain knowledge of the economic, political, and legal foundations of trade policies and their interaction with international commitments. Examine the U.S. role in international trade organizations and agreements, such as the WTO and NAFTA. Discuss globalization; free trade vs. fair trade; environmental issues; regional, bilateral, and multilateral liberalization; international dispute settlement; countervailing duties; and anti-dumping law.

Note: This course is taught from a practitioner's perspective, examining how various disciplines inform trade policy. This course requires prior knowledge of macro- and microeconomics as it is an advanced-level course.

Prerequisites: ECON1310E and ECON1311E or equivalent.

ECONOMETRICS I

ECON5545E

3 Credits⁺

Tuition: \$415

Learn basic theories and methods underlying empirical economics and the estimation and application of the general linear model. Learn the application of the least-square properties, tests of significance, confidence regions, analysis of variance, predictions, and multicollinearity. The course utilizes the EViews software package (student version). You can learn more about this software at www.eviews.com.

Prerequisites: Appropriate knowledge in probability and statistics, linear algebra, and exposure to micro- and macroeconomics.

ECONOMETRICS II

ECON5546E

2 Credits⁺

Tuition: \$415

Gain skills in simulation, forecasting, and policy analysis using econometric models. Expand your

knowledge of general linear models to include dummy variables, seasonal adjustment, autocorrelation, lagged variables, and simultaneous-equation estimation methods (two-stage least squares, limited information, and three-stage least squares).

Prerequisite: Econometrics I (ECON5545E) or equivalent.

PRINCIPLES OF EDITING FOR PUBLICATION

EDIT7150E

3 CEU

Tuition: \$385

Learn the overall process of publication, from story idea to printing. Discover new technologies affecting editing and print production in today's publishing industry.

Develop and practice the skills and various processes that produce a completed publication: form and organization, grammar, rhetoric, style (editorial and mechanical), copy marking, fitting, and proofreading. Examine front matter (tables, charts, and illustrations) and back matter (indexes, bibliographies, and notes).

PROOFREADING

EDIT7170E

3 CEU

Tuition: \$385

Understand and apply proofreading techniques in order to recognize and correct errors including spelling, punctuation, capitalization, number notation, abbreviations, and word division. Copy to be proofread includes narrative text, graphics, and tabular materials, all subject to critical review for technical quality of editing.

PRINTING, LAYOUT, AND DESIGN

EDIT7270E

3 CEU

Tuition: \$385

Explore the theories and techniques associated with the graphic design field, including typography, composition, and principles of design. Learn how best to work with designers and printers while gaining an overview of printing processes, materials, and special techniques. Apply knowledge to create a variety of design projects with and without the aid of a computer.

PRACTICE IN EDITING

EDIT7320E

3 CEU

Tuition: \$385

Gain skill in hands-on organizing, revising, and editing of documents. Learn to produce crisp, clear, and concise memos, letters, reports, feature articles, and news stories. Review usage and style techniques to make copy sparkle.

COMMUNICATION (No longer offered)

ENGL7120E

3 CEU

Tuition: \$385

Improve your oral and written communication skills for business and private use. Focus on developing strong organization and clear, coherent, concise presentation of ideas. Understand how to apply these skills to a variety of speaking and writing situations. Become aware of the nonverbal and perceptual aspects of effective interpersonal communications. Learn successful expressions of intent and how to speak to or write for a specific audience.

ENVIRONMENTAL ETHICS

ENVS8179E

3 CEU

Tuition: \$385

The relationship between humans and their environment raises the question of what role the

human ought to play as a citizen of the world. Broadly, the course tracks three analytical frameworks: the environmental rights framework (do humans have the right to a clean environment?); the utilitarian framework (are environmental problems the result of market failures?); and the environmental justice framework (how are the burdens of environmental harm allocated among individuals and groups in society?). The historical context of the course includes examining both the philosophies of groups and disciplines and the viewpoints and teachings of such notables as J. Hector St. John de Crèvecoeur, Henry David Thoreau, John Muir, Gifford Pinchot, Theodore Roosevelt, and Rachel Carson. The course raises issues for analysis, debate, and discussion among participants. The common thread is global climate change; students are expected to examine this issue from the various viewpoints mentioned above.

ENVIRONMENTAL POLICY: AIR

ENVS8316E

3 CEU

Tuition: \$385

Explore the history of air pollution issues and the development of air pollution control laws. Study stationary and mobile sources of pollution, control technologies, pollution prevention and policy development, and regulations for air resources. Gain an appreciation for current topics such as ozone depletion, acid rain, and global warming.

ENVIRONMENTAL POLICY AND POLITICS

ENVS8317E

3 CEU

Tuition: \$385

Explore the background and context of environmental policy making and politics in the areas of air and water pollution control, hazardous waste management, land use, and protection of natural resources — both living and nonliving. Examine case studies surrounding the development and implementation of key environmental policies in the United States from the state level to the federal level. Select and report on an environmental policy issue of your choice.

ENVIRONMENTAL POLICY: SOLID WASTE AND HAZARDOUS MATERIALS

ENVS8318E

3 CEU

Tuition: \$385

Explore the underlying principles that shape environmental laws regarding waste. Examine the major provisions of these laws and their impact on emerging issues. Explore the Solid Waste Disposal Act, the Resource Conservation and Recovery Act, and the Comprehensive Environmental Response, Compensation, and Liability Act, and their state law counterparts.

ENVIRONMENTAL POLICY: PESTICIDES AND TOXIC SUBSTANCES

ENVS8319

3 CEU

Tuition: \$385

Learn how the law and policy related to two environmental statutes regulate the use of new and existing chemicals in commerce. The Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) is a licensing statute primarily governing the use of pesticides, herbicides, and fungicides. The Toxic Substance Control Act (TSCA) requires the development of data with respect to the health and environmental effects of chemicals and provides authority to regulate such substances that pose an unreasonable risk.

INTERNATIONAL ENVIRONMENTAL LAW

ENVS8321E

3 CEU

Tuition: \$385

Examine the background of international environmental law and its sources. Discover how organizations with international reach contribute to the development of environmental law.

Discuss in detail the structure of international environmental law, including enforcement. In an international legal context, address several environmental issues including biodiversity, watercourses, air, atmosphere, and waste shipment.

NEPA: POLICY, PROCEDURE, AND SCIENCE/ART

ENVS8435E

3 CEU

Tuition: \$385

Learn about the philosophy and practice of ecological theory, and discuss contemporary challenges to effective implementation of the National Environmental Policy Act (NEPA). NEPA establishes national environmental policy, goals, and implementation processes for the protection, maintenance, and enhancement of the environment. Understand how to properly develop and file an Environmental Assessment (EA), a Finding of No Significant Impact (FONSI), and an Environmental Impact Study (EIS).

ENVIRONMENTAL POLICY: WATER POLLUTION

ENVS9315E

3 CEU

Tuition: \$385

Explore and analyze current issues and future directions for water-quality law and policy. Examine a survey of federal water-quality laws and policies, with particular emphasis on the Clean Water Act, wetlands protection, oil spills and toxic substance discharges.

INTRODUCTORY FARSI I

FARS7151E

3 CEU

Tuition: \$385

Begin your foundation work in speaking and understanding the Farsi language and culture. Phonology, grammar, reading, and writing are an integral part of the course. This is a very basic course. Those who have already studied the language may wish to enroll in Introductory Farsi II.

INTRODUCTORY FARSI II

FARS7154E

3 CEU

Tuition: \$385

Participants learn to construct sentences, paragraphs, and dialogues for effective communication. More basic structures of the Farsi language and new cultural items are introduced.

Prerequisite: FARS7151E, equivalent, or instructor's consent.

INTRODUCTORY FARSI III

FARS7155E

3 CEU

Tuition: \$385

Improve your Farsi reading, writing, listening, and speaking skills. This high-introductory-level Farsi class introduces participants to new grammatical structures such as present perfect, past perfect, and future tense. This class provides an overview of aspects of the imperative, conditional, and subjunctive mood. Students will be exposed to new vocabulary and will be given the opportunity to master this vocabulary and the new grammatical structures in a series of in-class practical exercises. Students will learn more about the culture and history of Iran.

Prerequisite: FARS7154E, equivalent, or instructor's consent.

ANALYSIS AND INTERPRETATION OF FINANCIAL STATEMENTS

FINC5510E

2 Credits[†]

Tuition: \$415

Learn to apply the methods and techniques of preparing, analyzing, and interpreting commercial and government financial statements. Examine the nature and limitations of these statements and their terminology, content, and organization. Determine and interpret trends and ratios for internal and external users of statements.

Prerequisite: Introduction to Accounting (ACCT1099E) or equivalent.

INTRODUCTORY FRENCH I

FREN1151E

2 Credits[†]

Tuition: \$385

Learn to speak, read, write, and understand basic French through role-plays, discussions, and drills. Learn to converse, read, and write about family, the weather, and professions using the present tense, adjectives, and prepositions, the imperative and accusative cases, and model auxiliaries. Designed for those with little or no knowledge of French, this course provides the beginner a solid base on which to build proficiency for daily use and academic study.

INTRODUCTORY FRENCH II

FREN1152E

2 Credits[†]

Tuition: \$385

Build on your knowledge of French grammar and vocabulary in this course, which introduces you to complex sentence structures, the present perfect tense, the dative and genitive cases, and the use of adjectives and adverbs. Enhance your vocabulary through current and engaging readings and discussions. Emphasis is on application of vocabulary and grammar in speaking, listening, reading, and writing.

INTRODUCTORY FRENCH III

FREN1153E

2 Credits[†]

Tuition: \$385

Take what you've learned so far and put it all in context. This course allows you to apply your knowledge of grammar and vocabulary in context and learn the use of reflexive verbs; simple past, past perfect, and future tenses; subjunctive mood; and some passive voice. Emphasis is on increasing natural speech and combinations of grammar and vocabulary.

INTRODUCTORY FRENCH IV

FREN1154E

2 Credits[†]

Tuition: \$385

This is the final course in the Introductory French sequence. It focuses on the uses of the conditional and future tenses and prepares students for the intermediate French level. Students continue to develop their oral and written proficiencies through vocabulary-building exercises and weekly conversations. Upon completion of the introductory sequence, students will have gained a full knowledge of French grammar and an excellent basis for modern vocabulary to be used in discussions.

Prerequisite: Introductory French III (FREN1153E) or equivalent.

FRENCH REVIEW LEVEL I

FREN7161E

3 CEU

Tuition: \$385

Receive a solid review of French basics. Designed for those who have recently completed the first year of college French, this course covers fundamental grammatical concepts, everyday vocabulary, and common idioms to provide a firm basis to advance to higher levels. This review course includes written exercises, simple text reading, oral drills, and beginning-level conversation in French.

Prerequisite: Recent completion of one year of college French or equivalent.

FRENCH REVIEW LEVEL II

FREN7162E

3 CEU

Tuition: \$385

Learn advanced grammar concepts, sophisticated vocabulary, and less-common idioms to advance to higher levels. Designed for those who have studied intermediate-level French and want to review their skills, this second French review course includes more challenging written exercises, text reading, oral drills, and high-intermediate-level conversation in French.

Prerequisite: Recent completion of two years of college French or equivalent.

INTERMEDIATE FRENCH I

FREN8210E

3 CEU

Tuition: \$385

This course is designed to increase proficiency in speaking, writing, reading, and listening to French. Intended for participants who have recently completed at least one year of college-level French, this course presents a broader understanding of French culture.

Prerequisite: Conversational French III (FREN7112E) or equivalent.

INTERMEDIATE FRENCH II

FREN8211E

3 CEU

Tuition: \$385

This high-intermediate-level French course introduces you to increasingly complex grammatical structures and presents contemporary French vocabulary, reflecting topics such as French society, politics, economics, and culture. Grammar includes the subjunctive, the pluperfect, and the conditional, and complex sentence structures.

Prerequisite: Intermediate French I (FREN2210E) or equivalent.

INTERMEDIATE FRENCH III

FREN8212E

3 CEU

Tuition: \$385

The course provides further development of skills in reading, writing, and vocabulary using foreign newspapers and magazine articles. Group discussions on various topics develop a higher level of comprehension and reading, writing, and speaking skills.

Prerequisite: Intermediate French II (FREN2211E) or equivalent.

INTERMEDIATE FRENCH IV

FREN8213E

3 CEU

Tuition: \$385

The course provides further development of skills in reading, writing, and vocabulary using foreign newspapers and magazine articles. Group discussions on various topics develop a higher level of comprehension and reading, writing, and speaking skills.

Prerequisite: Intermediate French III (FREN2212E) or equivalent.

ADVANCED FRENCH I

FREN9250E

3 CEU

Tuition: \$385

The country and people of France come alive through conversation, newspapers and magazines, video clips from contemporary French television programs, writing assignments, and oral presentations. Complex grammar topics are addressed in readings and discussions.

Prerequisite: Intermediate French III (FREN2212E) or equivalent.

ADVANCED FRENCH II

FREN9251E

3 CEU

Tuition: \$385

Focusing on topics of contemporary importance in France and French-speaking countries, students in this advanced class develop their ability to express themselves using complex syntax and grammar in written assignments and oral presentations. Conducted entirely in French, the class addresses French politics and society in order to give you an understanding of how the language relates to the culture of the country and the region, as well as other French-speaking countries.

ADVANCED FRENCH III

FREN9252E

3 CEU

Tuition: \$385

In this course conducted completely in French, students perfect their use of French grammar and syntax through written assignments and oral discussions. Further study of French newspapers and literature is included to enhance students' knowledge of the country.

SPECIAL TOPICS IN FRENCH

FREN9253E

3 CEU

Tuition: \$385

Study special topics in French language, literature, culture, and society. Students in this advanced class continue to develop their ability to express themselves using complex syntax and grammar in written assignments and oral presentations. Conducted entirely in French, the class addresses topics of a linguistic, literary, cultural, or sociological nature. (Topics may vary from one iteration of the course to another, and as a result students may take the course more than once.) Upon successful completion of this course, the student will be able to demonstrate advanced-level speaking, writing, reading, and translating and have a broader understanding of the French language and culture.

INTRODUCTION TO ADOBE ILLUSTRATOR FOR WINDOWS

GART7703E

3 CEU

Tuition: \$415

Create graphics for multiple environments, including the Web, books, and multimedia presentations, using one of the most common graphics applications. Use Adobe Illustrator tools

including path and object editing; assigning of colors, gradients, and patterns; process and spot colors; drawing and shaping curves; image importing; creating layers and editing charts; and creating test effects.

UNDERSTANDING THE DESIGN PROCESS

GART8201E

3 CEU

Tuition: \$415

Use creativity, visualization, and critical thinking to create functional and aesthetically pleasing graphic design. Through the use of practical hands-on projects, learn the building blocks of design — lines, shapes, mass, texture, color, alignment, contrast, white space, typography, and layout. Work with each element individually and as part of a whole, employing such industry-standard applications as Adobe InDesign, Adobe Photoshop, Adobe Illustrator, and Adobe Acrobat in the creation of publications.

FUNDAMENTALS OF DESKTOP AND ELECTRONIC PUBLISHING

GART8203E

3 CEU

Tuition: \$415

Acquire basic skills in print and online publishing using PC desktop publishing. Learn the process of taking electronic documents to offset printing presses or electronic (Web) presentations. Understand the uses of page layout, image editing, illustration, and Web construction software packages, including Adobe Photoshop and Adobe Illustrator. Hands-on exercises provide insight into how these programs are used in professional settings and present an overview of graphic design and typography.

DESIGN AND TYPOGRAPHY

GART8225E

3 CEU

Tuition: \$415

Explore and apply in-depth topics in typography and design, including history, type classification and identification, principles of design, and communication techniques. Apply knowledge to numerous practical design projects that emphasize using typography creatively and effectively. Typographic and design skills are put into practice and critiqued in class.

CREATIVE THINKING AND DESIGN

GART8303E

3 CEU

Tuition: \$415

This course is a follow-up to Understanding the Design Process (GART8201E) with a more in-depth study of graphic foundation techniques. Continue your exploration of design and creative thinking as it relates to visual problem solving. This approach includes fine-tuning presentation and communication principles; applying typography and color; and making use of creative strategy, layout, advertising, and graphic design.

Prerequisite: Understanding the Design Process (GART8201E).

COMPUTER GRAPHICS APPLICATIONS

GART8341E

3 CEU

Tuition: \$385

Learn the basics of computer graphics through discussions and hands-on exercises. Use Adobe InDesign, Adobe Illustrator, and Adobe Photoshop (all for Windows). Design and produce a publication in each software program.

DEVELOPING A PORTFOLIO (CAPSTONE)

GART8400E

3 CEU

Tuition: \$415

This course is the culminating activity of the Certificate in Digital Graphic Arts. Develop a portfolio of work using all the skills learned throughout the certificate program: design foundation, strategic and creative problem solving, typography, and computer applications (Adobe Photoshop, InDesign, and Illustrator), while working with real deadlines and a strategy. Projects may include logo development and application, newsletters, advertisements, posters, and brochures. In-class presentations and critiques help to sharpen skills. You finish the certificate program with three to five highly polished portfolio pieces.

Prerequisite: Completion of all courses in the Certificate in Digital Graphic Design program.

INTRODUCTORY GERMAN I

GERM1151E

2 Credits⁺

Tuition: \$385

Learn to speak, read, write, and understand basic German through role-plays, discussions, and drills. Learn to converse, read, and write about family, the weather, and professions using the present tense, adjectives, and prepositions, the imperative and accusative cases, and model auxiliaries. Designed for those with little or no knowledge of German, this course provides the beginner a solid base on which to build proficiency for daily use and academic study.

INTRODUCTORY GERMAN II

GERM1152E

2 Credits⁺

Tuition: \$385

Build on your knowledge of German grammar and vocabulary in this course, which introduces you to complex sentence structures, the present perfect tense, the dative and genitive cases, and the use of adjectives and adverbs. Enhance your vocabulary through current and engaging readings and discussions. Emphasis is on application of vocabulary and grammar in speaking, listening, reading, and writing.

Prerequisite: Introductory German I (GERM1151E) or equivalent.

INTRODUCTORY GERMAN III

GERM1153E

2 Credits⁺

Tuition: \$385

Take what you've learned so far and put it all in context. This course allows you to apply your knowledge of grammar and vocabulary in context and learn the use of reflexive verbs; simple past, past perfect, and future tenses; subjunctive mood; and some passive voice. Emphasis is on increasing natural speech and combinations of grammar and vocabulary.

Prerequisite: Introductory German II (GERM1152E) or equivalent.

INTERMEDIATE GERMAN I

GERM8210E (formerly GERM2210E)

2 Credits⁺

Tuition: \$385

For participants with a firm knowledge of elementary-level German, this low-intermediate course introduces increasingly complex vocabulary structures and vocabulary while improving the student's ability to communicate freely in oral and written German.

INTERMEDIATE GERMAN II

GERM8211E (formerly GERM2211E)

2 Credits⁺

Tuition: \$385

Designed for participants with a good background in the language, this course emphasizes reading and writing skills and helps develop a more varied and contemporary vocabulary through the study of German-language newspapers, magazines, and recordings.

INTERMEDIATE GERMAN III

GERM8212E (formerly GERM2212E)

2 Credits⁺

Tuition: \$385

Authentic texts and recordings are key features of this course designed for the further development of skills in reading, writing, and speaking. Through interactive role-plays, presentations, and class discussions, students acquire and apply their language skills. Grammar includes reflexive verbs; the intensifiers “selbst” and “selber”; modals; passive constructions; the subjunctive mood; indirect discourse; and active verbs in passive voice.

ADVANCED GERMAN I

GERM9250E

3 CEU

Tuition: \$385

The country and people of Germany come alive through conversation, newspapers and magazines, video clips from contemporary German television programs, writing assignments, and oral presentations. Complex grammar topics are addressed in readings and discussions.

ADVANCED GERMAN II

GERM9251E

3 CEU

Tuition: \$385

Focusing on topics of contemporary importance in Germany, students in this advanced class develop their ability to express themselves using complex syntax and grammar in written assignments and oral presentations. Conducted entirely in German, the class addresses German politics and society in order to give you an understanding of how the language relates to the culture of the country.

ADVANCED GERMAN III

GERM9252E

3 CEU

Tuition: \$385

In this course conducted completely in German, students perfect their use of German grammar and syntax through written assignments and oral discussions. German newspapers and literature are studied to enhance students' knowledge of the country.

INTRODUCTORY HINDI I

HIND7110E

3 CEU

Tuition: \$385

Designed for those with no prior knowledge of the language, this course introduces the basics of Hindi culture and language while focusing on grammar, reading, and writing.

INTRODUCTORY HINDI II

HIND7111E

3 CEU

Tuition: \$385

In this second basic introduction course, continue to build on your conversation and comprehension skills of the Hindi language and culture through grammar, reading, and writing exercises.

Prerequisite: Introductory Hindi I (HIND7110E) or equivalent.

PRINCIPLES OF LANDSCAPE DESIGN I

HORT7102E

3 CEU

Tuition: \$385

Improve your home's appearance or launch your landscape design career. Learn how to design and landscape with plants and structures by generating a basic landscape design of a property.

LANDSCAPE CONSTRUCTION I

HORT7119E

3 CEU

Tuition: \$385

Learn to design walls, walkways, patios, and stairs in a design studio format with numerous drawing exercises. Classwork includes researching construction techniques and learning to calculate slopes. Fieldwork includes taking horizontal and vertical measurements on a selected site, assessing drainage patterns, and identifying existing plants. (Site visits will be scheduled for two weekend days around the fourth and sixth weeks of class.) Produce concept and site plans with elevations, construction details, and planting designs. This course is recommended for students nearing the end of the Landscape Design and Horticulture certificate programs; students should expect to produce design drawings suitable for a portfolio.

LANDSCAPING WITH PLANTS FOR THE PROFESSIONAL AND HOME GARDENER

HORT7140E

3 CEU

Tuition: \$385

Explore how plants are used in landscape design, plant associations in nature, and plants' most interesting characteristics. Dates and locations of field trips are discussed at the first class meeting. This course is taught in gardens, fields, and woods. Wear walking shoes and bring a sketchbook.

Prerequisite: Principles of Landscape Design I (HORT7102E) recommended; may be taken concurrently.

PRINCIPLES OF HORTICULTURE

HORT7160E

3 CEU

Tuition: \$385

Explore the basic principles of growing fruits, vegetables, flowers, and ornamental plants. Learn about botany, taxonomy, plant pathology, soils, gardening techniques, greenhouse growing/nursery production, and equipment. It is recommended that certificate participants complete this course before taking other horticulture courses.

ORGANIC LANDSCAPING

HORT7190E

3 CEU

Tuition: \$385

Covers the growing trend for organic landscape practices including care, design, and maintenance. Learn how to incorporate methods and materials that enhance the ecology and long term health and value of property. Understand the benefits of sustainable gardening practices, permaculture, and working with natural systems and biological cycles to preserve the ecosystem. Weekend field trips are required.

PRINCIPLES OF LANDSCAPE DESIGN II

HORT8202E

3 CEU

Tuition: \$385

Build on the design skills and knowledge developed in Principles of Landscape Design I

(HORT7102E) and gain hands-on practice rendering landscape designs using plants and landscape-related structures. Drawing exercises and assignments challenge you to create landscape design concepts for many needs and various types of properties.

PROPAGATING PERENNIALS AND WOODY PLANTS

HORT8210E

3 CEU

Tuition: \$385

Discover basic plant reproduction techniques. Learn to work with seeds with simple germination requirements, seeds with complex germination requirements, stem and leaf cuttings, grafting and budding, bulbs, and tubers. The course, highlighted by hands-on experience, also covers soil preparation, watering, and transplanting.

LANDSCAPE PLANTS OF FALL

HORT8231E

3 CEU

Tuition: \$385

Explore landscape plants and learn how to use them. Utilizing the resources of the National Arboretum, you participate in laboratory and field sessions to examine the seasonal value of select trees, shrubs, vines, and ground covers, identifying their characteristics and general cultural requirements. The class also covers broadleaf evergreens, berried trees and shrubs, trees for autumn coloration, and plants for espalier.

LANDSCAPE PLANTS OF WINTER

HORT8232E

3 CEU

Tuition: \$385

Examine the seasonal value, identifying characteristics, and general cultural requirements of select trees, shrubs, vines, and ground covers. Using National Arboretum resources, participate in laboratory and field sessions covering landscape plants of winter interest, including broadleaf and needle evergreens as well as other winter ornamental plants.

LANDSCAPE PLANTS OF SPRING

HORT8233E

3 CEU

Tuition: \$385

Examine the seasonal value, identifying characteristics, and general cultural requirements of select trees, shrubs, vines, and ground covers. Using the resources of the National Arboretum, engage in laboratory and field sessions covering spring flowering and landscape plants.

LANDSCAPE PLANTS OF SUMMER

HORT8234E

3 CEU

Tuition: \$385

Engage in laboratory and field sessions covering landscape plants of summer interest, including summer blooms, hedge and screen plants, and trees for small properties. Using the resources of the National Arboretum, explore the seasonal ornamental value, identifying characteristics, and general cultural requirements of selected trees, shrubs, vines, and ground covers.

PERENNIALS FOR SPRING

HORT8236E

3 CEU

Tuition: \$385

Learn to culture and use perennial plants including natives, cultivars, ferns, bulbs, and vines. This course provides the necessary tools for you to maintain and successfully grow spring perennials.

PERENNIALS FOR SUMMER

HORT8237E

3 CEU

Tuition: \$385

Get the necessary tools to successfully grow and maintain summer perennials to liven up your landscape and beautify your home.

PERENNIALS FOR FALL

HORT8238E

3 CEU

Tuition: \$385

Learn how to incorporate fall perennials to keep your landscaping blooming. This course provides you with the necessary tools to maintain and successfully grow fall perennials.

INTRODUCTION TO JAPANESE I

JAPN7009E

3 CEU

Tuition: \$415

Learn to speak, read, write, and understand basic Japanese through role-plays, discussions, and drills. Learn to converse, read, and write about family, the weather, and professions using the present tense, adjectives, and prepositions, the imperative and accusative cases, and model auxiliaries. Designed for those with little or no knowledge of Japanese, this course provides the beginner a solid base on which to build proficiency for daily use and academic study.

INTRODUCTION TO JAPANESE II

JAPN7111E

3 CEU

Tuition: \$415

Receive an introduction to speaking, reading, and writing Japanese with practice in pronunciation, accent, intonation, orthography/hiragana (cursive writing), and some kanji (Chinese characters). This introductory course also includes grammar drills and discussions of cultural, political, and economic aspects of modern-day Japan.

INTRODUCTION TO JAPANESE III

JAPN7112E

3 CEU

Tuition: \$415

Build your vocabulary and basic Japanese grammar skills. Participants with knowledge of the three writing systems of hiragana, kanji, and katakana will benefit from this course, which also covers informal and polite forms.

INTERMEDIATE JAPANESE I

JAPN8210E

3 CEU

Tuition: \$415

Through the introduction of new patterns and kanji, you learn to conduct brief extemporaneous conversations in Japanese and enhance your ability to read and speak the language. Upon completion of this lower-level intermediate Japanese course, students should be able to understand, converse about, and write about predictable topics such as personal information and daily activities; order food; and make simple purchases.

INTERMEDIATE JAPANESE II

JAPN8211E

3 CEU

Tuition: \$415

Build your vocabulary and basic Japanese grammar skills. Participants with knowledge of the three writing systems of hiragana, kanji, and katakana will benefit from this course, which also covers informal and polite forms.

CRIMINAL LAW

LAWS1155E

3 Credits[†]

Tuition: \$385

Master the basic principles and procedures of criminal law, including the sources and types of law, due process, and the role of the judicial system and its components. Explore landmark cases that have influenced the principles and procedures of criminal law.

FAMILY LAW (No longer offered)

LAWS1160E

3 Credits[†]

Tuition: \$385

Discover the legal aspects of family law. Areas explored include divorce and annulment, separation, defense, adoption, legitimization, custody, habeas corpus, support, alimony, tax consulting, validity, and jurisdiction service. Obtain a review analysis of a separation and custody agreement as well as other documents in divorce proceedings.

BANKRUPTCY LAW (No longer offered)

LAWS1180E

2 Credits[†]

Tuition: \$385

The Bankruptcy Law course is designed to prepare students to understand bankruptcy and how to operate in law firms dealing with bankruptcy cases. This course provides the building blocks of bankruptcy law by explaining bankruptcy cases from the perspective of the debtor, the trustee, and the creditor. This course also explains how cases are commenced, converted, dismissed, and closed. Understand the general concept of bankruptcy and insolvency, the reasons for bankruptcy, the process of a Chapter 7, 11, and 13 bankruptcy, and how to fill out the standard bankruptcy filing forms. The course will be a combination of reading, in-class lecture, and completing assignments to prepare the student to work in a bankruptcy firm.

INTRODUCTION TO LAW FOR PARALEGALS

LAWS1310E

3 Credits[†]

Tuition: \$385

Discover the role of the paralegal or legal assistant. Delve into the U.S. law system, court systems, and court procedures, and gain legal background knowledge. This is the introductory course for the Certificate of Accomplishment in Paralegal Studies. Participants need no prior legal knowledge.

LEGAL ETHICS/LAW OFFICE SYSTEMS

LAWS1315E

3 Credits[†]

Tuition: \$385

Examine the role and activities of the paralegal in the law office environment. Discuss the professional and ethical conduct of lawyers and non-lawyers, as well as basic management principles of a law office. Specific topics include managing cases, integrity, competence, accounting, time-keeping, billing, automation, and time management.

BUSINESS LAW I

LAWS1322E

3 Credits[†]

Tuition: \$385

Gain an understanding of legal principles involved in contracts, sales, the Uniform Commercial Code, and business torts and crimes. Contracts, sales, and warranties are covered.

ENVIRONMENTAL LAW

LAWS1345E

3 Credits⁺

Tuition: \$385

Examine federal environmental statutes, their implementation by federal agencies, and their interpretation in decisions by the Supreme Court and other federal appellate courts. Review statutes that are implemented by the Environmental Protection Agency, including the Clean Air Act; Clean Water Act; Comprehensive Environmental Response, Compensation, and Liability Act; Federal Water Pollution Control Act; Federal Safe Drinking Water Act; and Toxic Substance Control Act.

REAL ESTATE TRANSACTIONS (No longer offered)

LAWS2250E

3 Credits⁺

Tuition: \$385

Take the mystery out of the legal aspects of real estate transactions and settlements, property rights, and interests. This course is ideal for paralegals and others seeking a practical working knowledge of real estate laws and procedures. Learn to draft a real estate sales contract and settlement, and explore fundamental principles of real estate law.

IMMIGRATION LAW I

LAWS2252E

3 Credits⁺

Tuition: \$385

Gain the training you need to work within the Immigration and Nationality Act. Explore the provisions on agencies of enforcement, visa eligibility and procedure, grounds for removal, removal procedure, relief from removal, and administrative and judicial review. Review the forms used by the Department of Homeland Security and attend a hearing before an immigration judge.

LEGAL WRITING

LAWS2256E

3 Credits⁺

Tuition: \$385

Improve your writing effectiveness in the legal setting. Learn techniques for clear and convincing legal writing, and how to summarize case opinions and identify legal issues. Gain skill in preparing accurate, concise, and logical arguments and memoranda.

Prerequisite: Introduction to Law for Paralegals (LAWS1310E) or equivalent.

BUSINESS LAW II

LAWS2325E

3 Credits⁺

Tuition: \$385

Build upon knowledge gained in Business Law I, and develop an understanding of legal principles involved in personnel and real property law and the law of agency, corporations, and partnerships. Analyze the legal relationship between business and society, including the roles of corporate stock and stockholders. Study the rules of law in terms of why they were promulgated, the social, economic, and political forces that influenced their formulation, and their public policy implications.

NEGOTIATIONS AND ALTERNATIVE DISPUTE RESOLUTION (ADR)

LAWS3315E

2 Credits⁺

Tuition: \$385

Explore negotiation processes as an alternative to litigation and as a means to resolving legal disputes. Alternative dispute resolution (ADR) refers to any means of settling disputes outside of the courtroom and typically includes arbitration, mediation, early neutral evaluation, and

conciliation. Explore and practice negotiation processes. Learn how ADR can reduce costs and judicial burden, lead to a more rapid resolution, and contribute to a vision of peace and cooperation in the world.

ADMINISTRATIVE LAW AND PROCEDURE (No longer offered)

LAWS3330E

3 Credits[†]

Tuition: \$385

Learn the principles and practices of administrative law in the federal field. Concentration is on provisions of the Administrative Procedure Act, which deals with formal and informal rulemaking and adjudication, notice, hearing, evidence, findings, control by the courts, and pertinent and applicable principles of constitutional law.

LEGAL RESEARCH I

LAWS5551E

2 Credits[†]

Tuition: \$385

Learn the skills needed to review and analyze legal materials used in researching statutory and judicial publications. Examine the utility, contents, and currency of these publications for the paralegal.

Prerequisite: Introduction to Law for Paralegals (LAWS1310E) or equivalent.

LEGAL RESEARCH II

LAWS5552E

2 Credits[†]

Tuition: \$385

Extend your review and analytical skills developed in Legal Research I. Learn to research materials to assist attorneys in general or government practice. Gain practice in applying rules for statutory interpretation, compiling legislative histories, preparing office briefs, checking citations, and weighing authorities. The course includes an overview of computer-assisted research and effective writing skills.

Prerequisites: Legal Research I (LAWS5551E) and Legal Writing (LAWS2256E).

INTRODUCTION TO LEGAL ANALYSIS AND REASONING

LLBS4400E

2 Credits[†]

Tuition: \$385

Explore the theory and methods of professional legal analysis. Learn to interpret laws and legal decisions. Develop skills needed to perform accurate and reliable legal analyses. Explore basic legal issues, approaches, and theories that underlie statutory laws and decisional case law.

PRE-CALCULUS

MATH1700E

2 Credits[†]

Tuition: \$385

Examine mathematical concepts and functions necessary as a prerequisite for successful completion of Calculus I. Topics include polynomials of higher degree and the fundamental theorem of algebra; two-dimensional and basic three-dimensional analytic geometry; rational, trigonometric, exponential, and logarithmic function; equations and inequalities; matrices and determinants; and sequences and the binomial theorem.

Prerequisites: Trigonometry and algebra

BUSINESS MATHEMATICS

MATH2203E

2 Credits⁺

Tuition: \$385

Master common business mathematical calculations. Study the basics of accounting, finance, insurance, statistics, and other math-related subjects. Examine key consumer issues: bank reconciliations, discounts, markups and markdowns, and installment purchases subject to simple and compound interest. This course provides a solid foundation for those considering careers in business and government, and also for individual taxpayers.

CALCULUS I

MATH2210E

2 Credits⁺

Tuition: \$385

Review the basic concepts of calculus. Discuss variables, functions, limits, continuity, derivatives, maxima and minima, differentials, approximate methods for finding roots, successive derivatives, parametric equations, mean value theorem, and solution of in determinates.

CALCULUS II

MATH2211E

2 Credits⁺

Tuition: \$385

Improve your calculus skills. Learn to use simple integration, special and approximate methods of integration, and standard forms. Understand the uses of the constant of integration; definite, improper, and multiple integrals; area; and series and expansion of functions.

Prerequisite: Calculus I (MATH2210E) or equivalent.

CALCULUS III

MATH2212E

2 Credits⁺

Tuition: \$385

Continue to explore more in learning and understanding the advanced concepts of calculus in sequences; infinite series; power series; Taylor and Maclaurin series; convergence of Taylor series; three-dimensional coordinate systems; vectors; the dot product; the cross product; lines and planes in space; vector functions; modeling projectile motion; arc length and the unit tangent vector T ; curvature and the unit normal vector N ; torsion and the unit binomial vector B ; functions of several variables; limits and continuity in higher dimensions; partial derivatives; the chain rule; directional derivatives and gradient vectors; tangent planes and differentials; extreme values and saddle points; Lagrange multipliers; double integrals; area moments and center of mass; triple integrals in rectangular coordinates; triple integrals in cylindrical and spherical coordinates; line integrals; and vector fields, work, circulation, and flux.

Prerequisites: Calculus II (MATH2211E) or equivalent.

MATHEMATICS FOR ECONOMISTS I

MATH4475E

2 Credits⁺

Tuition: \$385

Develop knowledge of sets, functions, differential calculus, and matrices as applied to economic problems (static and comparative static equilibrium analyses). This course is for economics participants who need the basic mathematical tools necessary for the field and also for those who wish to relate their mathematical skills to the field of economics.

Prerequisites: Principles of Economics I: Macroeconomics (ECON1310E) and Principles of Economics II: Microeconomics (ECON1311E).

MATHEMATICS FOR ECONOMISTS II

MATH4476E

2 Credits⁺

Tuition: \$385

Learn optimization concepts and maxima and minima applications in economics. Develop skills using Lagrange multiplier methods, exponential and logarithmic functions, and the applications of these tools in the theory of the firm and consumer choice theory.

Prerequisites: Mathematics for Economists I (MATH4475E).

LINEAR ALGEBRA I

MATH4575E

2 Credits⁺

Tuition: \$385

Linear algebra is a subject with applications to all physical and social sciences as well as to other areas of mathematics, such as differential equations and statistics. You receive a solid introduction to linear algebra, covering the basics of determinants, matrices, linear spaces and subspaces, linearly independent sets and bases, diagonalization, eigenvectors and eigenvalues, and the Gram–Schmidt diagonalization process.

REAL ANALYSIS I

MATH5001E

2 Credits⁺

Tuition: \$385

This course is an introduction to analysis (real analysis), an important branch of mathematics that provides a foundation for numerical analysis, functional analysis, harmonic analysis, differential equations, differential geometry, complex analysis, and many other areas of specialization within mathematics. Advance your ability from mostly computational knowledge to mathematically prove anything yourself with proper reasoning and justification in Real System. The theory of calculus is developed carefully and rigorously from basic principles and gives you a chance to learn how to construct your own proofs.

This course is appropriate for students interested in learning real analysis, a prerequisite for graduate or Ph.D. programs.

DIFFERENTIAL EQUATIONS

MATH7007E

3 CEU

Tuition: \$405

Provides an understanding of the solution of first and second order differential equations, homogeneous and non-homogeneous differential equations, physical applications, initial value problems, systems of linear differential equations, series solutions, numerical methods, LaPlace Transforms and Fourier Series. Demonstrate the usefulness of ordinary differential equations for modeling physical and other phenomena. Utilize complementary mathematical approaches for solutions using analytical methods, graphical analysis and numerical techniques.

ADMINISTRATIVE PROCEDURE

MGMT1108E

3 Credits⁺

Tuition: \$385

Cultivate the leadership and interpersonal skills necessary for effective office administration. Explore the basics of administrative planning and procedures for supervisory or administrative assistant positions. Examine the planning, organizing, controlling, staffing, and directing functions. Additional topics include the fundamentals of personnel administration and

requirements for motivation and competent supervision.

ADMINISTRATIVE OFFICE MANAGEMENT

MGMT1109E

3 Credits⁺

Tuition: \$385

Learn principles and techniques of effective administrative management for supervisory or administrative assistant positions. Explore current theories of management and leadership, problem solving, delegation, legislation and agency requirements, budgetary formulation and control, technological applications, personnel selection and appraisal, and time and stress management.

Prerequisite: Administrative Procedure (MGMT1108E) recommended but may be waived by Director of Evening and Weekend Programs.

PROJECT MANAGEMENT

MGMT1120E

3 Credits⁺

Tuition: \$385

Acquire the skills needed to organize and complete complex and challenging tasks. Learn the basic steps to manage projects through the use of case studies and team simulations. Master the use of project organization, work breakdown structures, scheduling, PERT analysis, and cost estimating. Gain an understanding of how work groups communicate and how to effectively handle project breakdowns. Learn to conduct project reviews, presentations, and closure.

BIOLOGY FOR NATURALISTS

NATH7110E (formerly NATH1110E)

3 CEU

Tuition: \$365

Explore the basic biological principles and processes that govern the natural world. Our evolutionary and ecological lens focuses on mechanisms, patterns, relationships, adaptations, and environmental influences. Topics include the cell and the genetic basis of life: evolution; biological diversity and the tree of life; a comparative survey of the plant and animal kingdoms; and an introduction to ecology. Labs, outdoor activities and Field Trips provide hands-on opportunities to apply course content. This course is recommended background for other courses in the Natural History Field Studies Certificate Program.

BIRD LIFE

NATH7115E

3 CEU

Tuition: \$365

Study the life histories and ecology of resident and migrant birds of the Central Atlantic region. Emphasis is on birding techniques, use of field guides, introduction to birdsongs, and identification of our area's birds. Bird forms and adaptations, habitats, classification, plumage, migration, and conservation are also covered. The course features a field trip to Blackwater National Wildlife Refuge in Maryland as well as two other field trips.

SUMMER BIRD LIFE

NATH7116E

1.5 CEU

Tuition: \$269

Bird activity is especially busy in the summer, with courting, nesting, and fledging happening in the space of a few short months. Learn about local summer birds and their breeding strategies, nests and nestlings, habitat requirements, and much more. We discuss the recent statewide atlas and what we can learn from atlasing activities. Two field trips to local parks help you learn to identify local nesters, their nests, and young birds.

INTRODUCTION TO ORNITHOLOGY

NATH7118E

3 CEU

Tuition: \$365

Learn about birds and their special characteristics. Study worldwide birds and their external and internal anatomy, feather structure, plumage, special adaptations, flight, migration, courtship, mating, nesting, eggs, incubation, care of young, habitats, ecology, behavior, conservation, evolution, classification, distribution, and related activities. Three field trips emphasize field identification, birdsongs, and other bird behavior.

BOTANY FOR NATURALISTS

NATH7125E

1.5 CEU

Tuition: \$269

Botany for Naturalists will provide the nature enthusiast with a grounding in the science of plants. Green plants (and algae) provide the oxygen that supports life as we know it on earth. Learn about the internal workings of vascular and avascular plants, their life histories, special adaptations for growth and reproduction and their place in ecological cycles. Two field trips are planned to local sites of great plant diversity.

CHEMISTRY FOR NATURALISTS

NATH7129E

3 CEU

Tuition: \$365

Study the basic chemical principles that operate in natural environments. Learn to recognize the evidence of chemical processes in a landscape. By adding basic chemistry to the study and interpretation of local ecology, learn to form rudimentary but accurate models of the principal chemical processes in the environment. The course is completely descriptive, does not involve mathematics or homework problems, and is suitable for both field studies and horticulture. If minimum student enrollment is not reached by one week before the scheduled start date, the course may be canceled.

INSECT LIFE

NATH7130E

3 CEU

Tuition: \$365

Learn to identify insects and discover their roles in the balance of nature. Study their histories, the ecologies of important insect forms, the necessity of insects in biotic communities, and principal insect families of the Central Atlantic region.

SPRING FLOWER IDENTIFICATION

NATH7135E

3 CEU

Tuition: \$365

Learn to recognize common spring wildflowers. Increase your enjoyment of the season by learning about flower identification, the relationships of plants, and how they are classified. Gain an appreciation for the rich flora of the Central Atlantic region through study of the principal spring-blooming plant families in the area. Field trips emphasize practice in recognizing diagnostic characteristics and in using identification keys. The field trips feature some of the area's best wildflower locations.

WEATHER AND CLIMATE

NATH7140E

3 CEU

Tuition: \$365

This course explores fundamental concepts related to weather and climate. Students will learn the physical processes that make up Earth's atmosphere and drive local, regional, and global circulation and weather patterns. Topics include weather map analysis and forecasting, weather

satellite imagery, clouds and cloud development, and severe storms and hurricanes. Other relevant topics, such as El Niño and global climate change, will also be discussed.

FALL WOODY PLANT IDENTIFICATION

NATH7145E

3 CEU

Tuition: \$365

As summer fades and fall colors emerge, do you wonder which trees contribute to the kaleidoscope brightening our environment? Now's the time to take another item off of your "to do" list and learn to identify the trees surrounding you. Participants will study the major woody plant families and species found in the Mid-Atlantic's forest communities. Field trips feature the use of recognition characteristics and botanical keys to identify many local woody plants. Students should have a 10x hand lens.

WINTER WOODY PLANT IDENTIFICATION

NATH7146E

3 CEU

Tuition: \$365

Winter unmasks nature, revealing our local woody plants in their most skeletal form. Learn to identify trees and shrubs by studying the bare bones of plants, branching structure, bark, buds, and leaf scars. Classroom lessons and three field trips help you develop observational skills such as identifying persistent and fallen fruits and leaves, aromatic twigs, and habitat.

FERNS AND LYCOPHYTES

NATH7148E

1.5 CEU

Tuition: \$269

Ferns are ferntastic! This class will reveal the unique structure and fascinating life histories of ferns and lycophytes. Examine their taxonomy, including how names are chosen, and describe, classify, and identify them. Investigate the intriguing evolutionary history of ferns and lycophytes. Learn how easy it is to grow ferns and how to garden with them. Two field trips will focus on the identification and ecology of our native ferns and lycophytes. Students must have a good-quality 10x–14x hand lens or they will miss the marvelous detail of these wonderful plants.

SUMMER WILDFLOWER IDENTIFICATION

NATH7149E

1.5 CEU

Tuition: \$269

From milkweeds and morning glories to orchids and asters, summer presents a diverse array of wildflowers for study of plant family characteristics and ways to identify different species. Field trips to two scenic locations for summer wildflowers provide an opportunity for practice in the use of identification guides. Previous Spring Flower Identification (NATH7135E) class or similar course is recommended but not required.

ROCK IDENTIFICATION

NATH7150E

1.5 CEU

Tuition: \$269

The field identification of rocks requires knowing how to conduct a simple chemical test, recognize six common minerals, and distinguish about ten aspects of rock texture and appearance. In this course, we will learn these skills and then apply them systematically to identify the twenty-five or so types of rock common in the Mid-Atlantic. A hand lens or magnifying glass with a magnification of 6 to 10x is required. Each class session will include a walk outside to look at rock samples.

BIRDS OF PREY

NATH7155E

3 CEU

Tuition: \$365

Experience the wonder of the fall raptor migration and learn to identify raptors in flight. This course concentrates on species typically found in eastern North America but also covers additional select species. Study habitat requirements of birds of prey and their relationships to other species. This course is for those who want to expand their knowledge of bird life. Field trips provide participants with a chance to practice raptor identification skills and also introduces participants to local raptor opportunities.

ANIMAL BEHAVIOR

NATH7161E (formerly NATH1151E)

3 CEU

Tuition: \$365

Develop your skills in observing the behavior of animals while learning the basic concepts and theories of modern ethology. Learn the physical and physiological bases for the ways animals do things and the evolutionary and ecological contexts for what they do. Two field trips and examples drawn from familiar animals will help you understand what you see as you learn to recognize patterns of communication, aggression, social behavior, and species interaction.

WINTER BIRD LIFE

NATH7163E

1.5 CEU

Tuition: \$269

Woodland birds are easy to sight in winter when leaves are off deciduous trees. Waterfowl are numerous and easy to locate in winter, too. Learn about avian winter survival strategies, how to attract overwintering birds, where to look for birds in winter, and the essential connection between waterfowl and the Chesapeake Bay. Two field trips will provide opportunities to identify and study winter birds and their behavior. Both trips are required for course completion.

OWLS

NATH7165E

1.5 CEU

Tuition: \$269

Winter is an excellent time to study owls, as early sunsets and the absence of leaves on the trees make it convenient to locate these fascinating birds in the field. Identify and learn the ecology of common eastern owls as well as their migratory and nesting habits and position in the food chain.

Prerequisites: Introduction to Ornithology (NATH7118E) or a basic knowledge of birds is recommended.

INTRODUCTION TO ECOLOGY

NATH7170E

3 CEU

Tuition: \$365

A fundamental understanding of ecology and of the physical and biological principles on which ecosystems depend is essential for any naturalist. Learn to interpret the patterns and processes of nature by studying energy flow, food webs, biogeochemical cycles, population dynamics, communities, behavioral and evolutionary ecology, biodiversity, biomes, and plant–animal interactions.

Prerequisite: Biology for Naturalists (NATH1110E) or another biology course is recommended.

GEOLOGY

NATH7175E (formerly NATH1125E)

3 CEU

Tuition: \$365

We may not have the Rockies in our backyard, but we do have the roots of mountains that were once as high as the Alps. Although local earthquakes are rare now, this area broke in two twice and ocean flowed in. Central Atlantic geology tells a story as fascinating as any place on the planet. Course lectures introduce the landscapes, subsurface structures, and geologic history of our region. Field trips emphasize the recognition of local rock units and the geological processes that created them.

THE LIVING SOIL

NATH7185E (formerly NATH1175E)

3 CEU

Tuition: \$365

Knowledge of soils is basic to understanding plant communities and ecosystems. Examine the nature of soils and their influence on the environment. Learn the structure, properties, and classification of soils and the significance of these factors to plant growth and other uses. Discover life in the soil, and study the soil groups and natural land resource areas of the Central Atlantic region. Previous courses in climate and biology are helpful.

INTRODUCTION TO FUNGI

NATH7203E

1.5 CEU

Tuition: \$269

Fungi are incredibly diverse and fascinating organisms that have been shaping the terrestrial biota in many ways we are just beginning to discover and understand. Fungi evolved rather unique strategies of exploitation and cooperation with other organisms. We will cover basic biology of fungi (e.g., anatomy and physiology, life cycles, ecology, and evolution) while focusing on our local fungi to gain a new perspective on and appreciation of their place in the forest around us. (This class was formerly NATH8203E – Mushroom Identification.)

BIODIVERSITY

NATH7301E

1.5 CEU

Tuition: \$269

Use the sciences of genetics, evolutionary biology, and ecology to learn what biological diversity is and why it is important. Examine benefits of and threats to biodiversity, study local and global biodiversity, and learn methods of classifying and protecting populations. Special emphasis is given to the sixth extinction event and species decline caused by humans. Discover diversity in differing environments on two field trips. Previous courses in Biology for Naturalists and Introduction to Ecology recommended.

UNDERSTANDING EVOLUTION

NATH8201E

1.5 CEU

Tuition: \$269

Explore the genetic basis and investigate mechanisms of evolution, including founder effects, genetic drift, speciation, altruistic behavior, sexual selection, extinction, and environmental factors. Review the intellectual background of Darwin's theories from Aristotle to Wallace, and survey the literature of evolution from Charles Darwin and Aldous Huxley to Ernst Mayr and E. O. Wilson. Topics are presented for the layperson and amateur naturalist, but a background in biology is helpful.

WETLAND ECOSYSTEMS

NATH8211E

3 CEU

Tuition: \$365

The National Capital area harbors a rich variety of wetlands ranging from bogs to tidal marshes. Become familiar with the landscape and ecological processes that form wetlands, and identify the plants and animals commonly found in wetlands. Gain an understanding of wetland conservation, including wetland restoration and policy.

Prerequisite: Introduction to Ecology (NATH1160E).

EASTERN FOREST ECOSYSTEMS

NATH8215E

3 CEU

Tuition: \$365

The native vegetation in most of the Mid-Atlantic region is temperate deciduous forest. In the lecture portion of this course, you learn how history, geography, evolution, climate, bedrock, and soil determine the nature of our woodlands. We will then look at the various types of organisms that populate our forest ecosystems and study how webs of matter and energy bind them together. The final lectures will discuss patterns of short-term and long-term change within the eastern forest. Three full-day field trips — to Appalachian, Piedmont, and Coastal Plain locales — will provide hands-on experience with some of the plant and animal species that characterize the major forest communities of our area.

Prerequisite: Introduction to Ecology (NATH1160E).

CHESAPEAKE BAY ECOSYSTEMS

NATH8216E

3 CEU

Tuition: \$365

Discover the dynamic nature of the estuarine environment through study of the interaction between basic physical, chemical and biological processes in the Chesapeake Bay. Explore biological and geochemical cycles and discuss the interaction between nutrients and overall productivity affecting the health of the Bay. Examine the effects of pollution and resources management and the processes that influence temperature and salinity distributions. Field trips will be on two Saturdays in October. Students split the cost of the day-long boat ride, usually about \$50.

STREAM ECOLOGY

NATH8217E

3 CEU

Tuition: \$365

This course focuses on stream ecosystems and the human-caused stressors that affect them. Topics include stream structure and function, benthic macroinvertebrate and freshwater fish ecology and identification, ecological interactions, and storm water management and ecological restoration. At the end of this course, students will have an understanding of the physical, chemical, and biological processes of streams and rivers, plus the field and laboratory methods commonly used by ecologists to study and restore the health of streams. On field trips, students will visit a stream restoration site, identify fish and benthic macroinvertebrate habitat types, sample for benthic macroinvertebrates, and visit the fall-line Northwest Branch Stream.

INTRODUCTION TO GRASSES IDENTIFICATION

NATH8225E

1.5 CEU

Tuition: \$269

Explore the biology, identification, and classification of one of the most important plant families in the world. The introductory course will offer an overview of the ecological and economic significance of grasses (think corn, rice, and wheat), while emphasizing local native and introduced species of the Mid-Atlantic region. Two field trips will provide hands-on practice in field identification.

U.S. CONSERVATION HISTORY

NATH8252E

3 CEU

Tuition: \$365

This course examines the development of environmental conservation thought and practice in the United States from the pre-colonial era through the early twenty-first century. The course also considers how land and natural resources have been fundamental agents in shaping the lives of the country's inhabitants and, in parallel, how Americans' perceptions of the environment and its resources have shaped the natural world. Some of the topics studied include human views of nature and wilderness; U.S. land dispersal policies; the creation of National Parks, Forests, and Wildlife Refuges; principal conservation policies from 1900-1964; and the environmental and ecology movements from 1960-2000s. Three field trips will permit students to connect reading assignments with tangible examples of how past conservation efforts have given rise to our current-day programs. All field trips are required.

LAND-USE PRINCIPLES

NATH8255E

3 CEU

Tuition: \$365

Examine the social, economic, ecological, legal, and physical principles that govern land use. Apply a variety of land-use principles to land-resource use and conservation by planning the use of an actual site. Additional examples of land-use problems in the Central Atlantic region are considered. Field trips visit several sites to study typical land uses and problems.

WILDLIFE ECOLOGY

NATH8265E

3 CEU

Tuition: \$365

Gain an understanding of wildlife techniques and theory, including the basics of life history, identification, population ecology, habitat management, and animal behavior. Learn how institutional missions and federal laws influence wildlife and habitat conservation and how humans affect and are affected by wildlife in rural, suburban, and urban environments of the Mid-Atlantic region. Pressing concerns about invasive and introduced species, the effects of climate change on wildlife, and the influences of a changing economic environment are also discussed.

Prerequisites: Biology for Naturalists (NATH1110E) and Introduction to Ecology (NATH1160E) or equivalent.

BUTTERFLIES OF SPRING

NATH8272E

1.5 CEU

Tuition: \$269

Because they spend time as caterpillars feeding on specific host plants but range widely for nectar as adults, butterflies are sensitive indicators of plant diversity and habitat quality. Participants will learn to identify adult butterflies of the region; study butterfly conservation based on an

expanded understanding of butterfly biology, behavior and habitat requirements; and learn how to contribute meaningfully to citizen science projects that track butterfly population dynamics and ranges. Saturday field trips will include opportunities to observe rare and endangered species that are subjects of ongoing conservation efforts, and to participate in one or more official annual butterfly counts.

BUTTERFLIES OF SUMMER

NATH8273E

1.5 CEU

Tuition: \$269

Midsummer through early fall offer a diversity of butterflies and their associated host plants distinctly different from the butterfly fauna of spring and early summer. Participants will learn to identify butterflies in the mid-Atlantic that fly from midsummer through frost, organized by the time of their principal flight period; study the principles of butterfly classification; observe and understand migration in many of the late-season butterflies; observe and document caterpillar host and adult nectar sources; and participate in citizen-science documentation of butterfly diversity and abundance. Two all-day and one half-day field trips will include a focus on butterfly conservation in a variety of habitats.

BUTTERFLIES OF FALL

NATH8274E

1.5 CEU

Tuition: \$269

Because they spend time as caterpillars feeding on specific host plants but range widely for nectar as +adults, butterflies are sensitive indicators of plant diversity and habitat quality. Participants will learn to identify adult butterflies of the region; study butterfly conservation based on an expanded understanding of butterfly biology, behavior and habitat requirements; and learn how to contribute meaningfully to citizen science projects that track butterfly population dynamics and ranges. Saturday field trips will include opportunities to observe rare and endangered species that are subjects of ongoing conservation efforts, and to participate in one or more official annual butterfly counts. *If minimum student enrollment is not reached by one week before the scheduled start date, the course may be canceled.*

REPTILES AND AMPHIBIANS

NATH8276E

3 CEU

Tuition: \$365

The course is an introduction to the study of reptiles and amphibians in the Mid-Atlantic region. Reptile and amphibian biology, ecology, behavior, and natural history will be discussed. An emphasis will be placed on local species diversity, identification, and conservation.

HUMAN ECOLOGY

NATH8280E

3 CEU

Tuition: \$365

Although existing in habitats of their own design, humans cannot escape the biological and physical constraints on energy use, food production, population, and interactions with other species. Applying ecological principles, examine the interactions of the human population, the use of renewable and nonrenewable resources, and pollution problems and solutions. Course discussions focus on the ecological, economic, and political considerations of dealing with environmental problems in the new century.

Prerequisite: Introduction to Ecology (NATH1160E) or equivalent.

MAMMALS

NATH8290E

3 CEU

Tuition: \$365

Examine the characteristics, physiology, adaptations, ecology, and behavior of mammals, with emphasis on species of the Mid-Atlantic region. Studies include identification through analysis of skulls, skins, tracks, and other signs commonly found in natural areas. Field trips will include nocturnal and diurnal observation of wild mammals in their natural habitats.

NON-NATIVE INVASIVE PLANTS OF THE MID-ATLANTIC

NATH8319E

1.5 CEU

Tuition: \$269

Learn about organisms that are non-native to the Mid-Atlantic region and whose introduction caused or is likely to cause environmental or economic harm, or harm to human health. Focus is on identification and control of invasive terrestrial and aquatic plant species. Receive an overview of the issue, acquire understanding of the multiple impacts of non-native invasive plants, and gain detailed information about major species of concern in our region and how to manage (remove or control) them. Two field trips to area park properties and natural habitat areas are planned so that you become adept at species identification and can compare various management options.

FEDERAL HUMAN RESOURCES MANAGEMENT

PERS1130E

2 Credits⁺

Tuition: \$385

Examine the principles, procedures, rules, regulations, and organization of federal human resources management. Discuss issues relating to merit system principles, major personnel laws, and the personnel organizations of the federal government. Gain knowledge of position classification and pay administration. Explore federal personnel employment, recruitment, selection, and placement; performance appraisal and recognition; training and development; and terminations. Learn concepts of discipline and adverse actions; appeals and grievances; federal labor management relations; employee responsibility, conduct, and political activity; employee benefits; and future trends, issues, and concerns in public personnel management.

EMPLOYEE RELATIONS

PERS2220E

2 Credits⁺

Tuition: \$385

Learn how to handle the delicate issues involved in successful employee relations. Address issues faced by employee relations specialists, including grievances, equal employment opportunity/affirmative action matters, merit pay, labor relations, disciplinary actions, employee benefits, and investigations of complaints.

EEO, AFFIRMATIVE ACTION, AND DIVERSITY

PERS2225E

3 Credits⁺

Tuition: \$385

Learn the historic and legal framework for equal employment opportunity, and discover how affirmative action helps to capitalize on racial and cultural diversity and contribute to organizational effectiveness. This course is ideal for those planning a career in EEO, personnel, or supervision. Explore the EEO complaint process, alternative dispute resolution, accommodations for people with disabilities, and affirmative action strategies.

HUMAN RESOURCES RECRUITING PRINCIPLES AND PRACTICES

PERS2230E

2 Credits[†]

Tuition: \$385

Learn a variety of traditional and innovative techniques (including online strategies) for recruiting and attracting qualified and diverse candidates to your organization. Explore job interviewing methods, and practice various models for job analysis and conducting candidate evaluations. Enhance your understanding of the federal employment laws such as Title VII of the Civil Rights Act, as amended; Equal Pay Act; Rehabilitation Act; and Americans with Disabilities Act.

STAFFING AND PLACEMENT

PERS2250E

2 Credits[†]

Tuition: \$385

Explore how federal agencies recruit, screen, and select employees. Learn merit system principles and concepts, and gain skill in determining a job's qualifications and requirements, including its key knowledge, skills, and abilities (KSAs). Discover how to implement recruiting and screening procedures to get the right talent — including category ranking, veterans' preference, and merit promotion. Improve your understanding of special programs for hiring and developing those in targeted groups. The Office of Personnel Management and the most recent publication of the Federal Personnel Guide are the main resources used to cover the staffing and placement issues that are at the forefront of human resource administration concerns.

Prerequisite: Basic personnel or administrative course, or personnel management experience.

DEVELOPMENTAL INTERNSHIP (SUPERVISED APPLICATION)

PERS4499E

2 Credits[†]

Tuition: \$385

Observe and participate in the work of experienced human resources (HR) professionals. This developmental internship offers you the opportunity to apply the skills learned in the Personnel Administration Certificate program. A typical internship includes forty hours, either full-time or part-time, in an agency HR department. A member of the HR faculty helps you set up an internship, monitors your accomplishments, and evaluates your performance.

INTRODUCTION TO DIGITAL PHOTOGRAPHY

PHOS7075E

3 CEU

Tuition: \$385

Enhance your understanding of the fundamental principles of digital photography used by most experienced photographers. Use digital cameras to complete digital shooting assignments, including advanced exposure control, color of light, night photography, portraiture, landscape, and flash. Engage in in-depth dialogues regarding image prep/production principles for Adobe Photoshop, layers, filters, and various techniques for printing and Internet presentation. Participants *must* have access to a digital camera with manual focus and exposure control options: SLR. No point-and-shoot or disposable cameras.

INTRODUCTORY PORTUGUESE I

PORT7110E

3 CEU

Tuition: \$385

Receive a basic foundation for speaking, reading, writing, and understanding Brazilian Portuguese, with emphasis on grammar and pronunciation and an introduction to aspects of Brazilian culture. Designed for participants with no prior knowledge of the language.

INTRODUCTORY PORTUGUESE II

PORT7111E

3 CEU

Tuition: \$385

Through the use of progressive sequencing, you learn to communicate in Brazilian Portuguese, even in the early stages of learning the language. Designed to improve grammar and comprehension of Portuguese, this course approaches reading and writing by way of the spoken language.

Prerequisite: Introductory Portuguese I (PORT7110E) or equivalent.

INTRODUCTORY PORTUGUESE III

PORT7112E

3 CEU

Tuition: \$385

Build on your Portuguese communication skills. Through the use of Brazilian newspapers and magazines, you enhance your reading and writing skills.

Prerequisite: Introductory Portuguese II (PORT7111E) or equivalent.

INTERMEDIATE PORTUGUESE I

PORT8210E

3 CEU

Tuition: \$385

While focusing on the development of reading, writing, and conversational skills, this course emphasizes vocabulary expansion and group discussion. Participants review grammatical concepts acquired in Introductory Portuguese III and continue to study Brazilian culture through music, books, and newspapers. Prerequisite: Introductory Portuguese III (PORT7112E).

INTERMEDIATE PORTUGUESE II

PORT8211E

3 CEU

Tuition: \$385

Focus on developing reading, writing, and conversational skills, and emphasize vocabulary expansion and group discussion. You review grammatical concepts acquired in Intermediate Portuguese I and continue to study Brazilian culture through music, books, and newspapers.

Prerequisite: Intermediate Portuguese I (PORT8210E).

PMP® EXAM PREPARATION (No longer offered)

PROJ8100E

1.8 CEU

Tuition: \$595

Establish your credential as a Project Management Professional (PMP) by preparing for the PMP certification exam offered by the Project Management Institute. You identify your personal strengths and weaknesses regarding mastery of the five process groups and nine knowledge areas of the Project Management Body of Knowledge (PMBOK®) Guide, and develop a personal study program to prepare yourself for success on the examination.

LEGISLATIVE DRAFTING: TRANSLATING IDEAS INTO BILLS AND AMENDMENTS (No longer offered)

PUAP8230E

1.5 CEU

Tuition: \$305

Discover the skill of legislative drafting, with a focus on hands-on research and formulation. Beginning with an overview of the legislative process, learn how a bill becomes a law. Then learn how to research legislation and how to prepare bills and amendments for introduction, committee proceedings, floor proceedings, and conferences. Course sessions include discussion of important political and parliamentary considerations. Since legislative drafting is, like many

things in life, best learned by doing, you complete drafting assignments that are then critiqued by the instructor.

SUSTAINABLE DEVELOPMENT (No longer offered)

PUAP8281E

3 CEU

Tuition: \$385

Receive an introduction to the concept and practice of sustainable development (SD) as a process that meets the needs of the present generation without compromising the ability of future generations to meet their own needs. Examine the environmental, economic, and social dimensions of SD by focusing on changing patterns of consumption, production, and distribution of resources around the world. Study the impact of globalization and the role of the private sector, multinational corporations, and NGOs.

Prerequisite: Principles of Economics I: Macroeconomics (ECON1310E) or Principles of Economics II: Microeconomics (ECON1311E).

THE CONGRESSIONAL BUDGET PROCESS

PUAP8307E

3 CEU

Tuition: \$385

What happens to the president's budget request when it is sent to Congress? How does Congress produce a federal budget each year? This introductory course provides an overview of the congressional budget process including budget resolution, budget reconciliation, and authorization and appropriations bills. Congressional budget terms, concepts, and procedures are presented through lectures, written materials, and guest speakers.

CONTEMPORARY TERRORISM AND COUNTERTERRORISM (No longer offered)

PUAP8315E

3 CEU

Tuition: \$415

Analyze the strengths and weaknesses of various counterterrorism strategies, and look into ways in which the new threat of global terrorism might impact the healthy functioning of democratic states.

INTERNATIONAL POLITICS (No longer offered)

PUAP9011E

3 CEU

Tuition: \$455

The essential characteristics and patterns of international relations, including the causes of war and the pathways to peace; new threats to international security; the role of international organizations; and globalization are the main focus points of this class. Special topics include the causes of major wars and ethnic conflicts, humanitarian intervention, weapons of mass destruction, international terrorism, human rights, and global environmental and economic challenges.

Prerequisite: A background in political science.

INTRODUCTORY RUSSIAN I

RUSS1151E

2 Credits⁺

Tuition: \$385

Intended for participants with little or no prior knowledge of Russian, this course provides an introduction to reading, writing, and pronouncing the Cyrillic alphabet. Basic grammatical structures and vocabulary are introduced, providing a basis for speaking, understanding, reading, and writing Russian.

INTRODUCTORY RUSSIAN II

RUSS1152E

2 Credits⁺

Tuition: \$385

Designed for participants with some basic knowledge of the language, this course focuses on the development of reading and oral skills and building vocabulary through writing exercises and grammar review.

Prerequisite: Introductory Russian I (RUSS1151E) or equivalent.

INTRODUCTORY RUSSIAN III

RUSS1153E

2 Credits⁺

Tuition: \$385

Improve your Russian reading, writing, and speaking skills. This high-introductory-level Russian class introduces you to new grammatical structures, including an overview of aspects of the accusative, dative, genitive, and instrumental cases. New vocabulary is also presented.

Prerequisite: Introductory Russian II (RUSS1152E) or equivalent.

INTERMEDIATE RUSSIAN I

RUSS8210E (formerly RUSS2210E)

3 CEU

Tuition: \$385

Improve fluency in Russian conversation and reading by participating in discussions and presentations. Designed for those who have recently completed at least one year of college-level Russian, this course introduces you to intermediate grammar and vocabulary topics.

Prerequisite: Introductory Russian III (RUSS1153E) or equivalent.

INTERMEDIATE RUSSIAN II

RUSS8211E (formerly RUSS2211E)

3 CEU

Tuition: \$385

Those with a solid background in the language build writing skills and expand vocabulary.

Prerequisite: Intermediate Russian I (RUSS2210E) or equivalent.

INTERMEDIATE RUSSIAN III

RUSS8212E (formerly RUSS2212E)

3 CEU

Tuition: \$385

The course provides further development of skills in reading, writing, and vocabulary using Russian newspapers. The course is designed for participants who have a good knowledge of the language.

Prerequisite: Intermediate Russian II (RUSS2211E) or equivalent.

ADVANCED RUSSIAN I

RUSS9412E

3 CEU

Tuition: \$385

The country and people of Russia come alive through conversation, newspapers and magazines, video clips from contemporary Russian television programs, writing assignments, and oral presentations. Complex grammar topics are addressed in readings and discussions.

Prerequisite: Intermediate Russian III (RUSS2212E) or equivalent.

ADVANCED RUSSIAN II

RUSS9413E

3 CEU

Tuition: \$385

Focusing on topics of contemporary importance in today's Russia, students in this advanced class develop their ability to express themselves using complex syntax and grammar in written assignments and oral presentations. Conducted entirely in Russian, the class addresses Russian politics and society in order to give you an understanding of how the language relates to the culture of the country and the region.

ADVANCED RUSSIAN III

RUSS9414E

3 CEU

Tuition: \$385

In this class conducted completely in Russian, students perfect their use of Russian grammar and syntax through written assignments and oral discussions. Russian newspapers and literature are studied to enhance students' knowledge of the country.

AMERICAN SIGN LANGUAGE (ASL) FOR FAMILY & FRIENDS: INTRODUCTION

SIGN7000E

3 CEU

Tuition: \$385

Do you have deaf/hard-of-hearing family members, friends, or co-workers with whom you wish to communicate through sign language? This introductory-level American Sign Language (ASL) course is designed to teach the basics of the language and culture of deaf Americans. Come learn to listen with your eyes and speak with your hands while also learning fun tips for remembering various ASL vocabulary words and sentence structures. You will be on your way to communicating in the silent world among us!

AMERICAN SIGN LANGUAGE (ASL) FOR FAMILY & FRIENDS: INTERMEDIATE

SIGN8000E

2.4 CEU

Tuition: \$320

This is the follow-up course to SIGN7000E. Take your ability to communicate with your deaf/hard-of-hearing family members, friends, or co-workers to a higher level. This intermediate level ASL course is designed to increase the basic skills you acquired in the beginner's course by focusing on more complex principles of ASL. While there is still a focus on vocabulary building, most of this course deals with language usage for the purpose of conveying more complex ideas.

INTRODUCTORY SPANISH I

SPAN1151E

2 Credits⁺

Tuition: \$385

Receive a solid foundation for reading, writing, and speaking Spanish by focusing on grammatical patterns. This course is designed for participants who have little or no prior knowledge of Spanish.

INTRODUCTORY SPANISH II

SPAN1152E

2 Credits⁺

Tuition: \$385

Enhance reading and writing skills through exercises using grammatical patterns. Also discover new aspects of the Hispanic community in the United States.

Prerequisite: Introductory Spanish I (SPAN1151E) or equivalent.

INTRODUCTORY SPANISH III

SPAN1153E

2 Credits[†]

Tuition: \$385

Focus on the development of more complex structural patterns through readings and dialogue. Improve your oral and written work. Also learn about the cultural aspects of various Latin American countries.

Prerequisite: Introductory Spanish II (SPAN1152E) or equivalent.

INTRODUCTORY SPANISH IV

SPAN1154E

2 Credits[†]

Tuition: \$385

This final course in the introductory series focuses on the use of the future tense, issuing commands, and stressing possessives, and prepares you for Intermediate Spanish I (SPAN2210E). Students engage in weekly discussions that reflect various grammatical topics.

Prerequisite: Introductory Spanish III (SPAN1153E) or equivalent.

CONVERSATIONAL SPANISH I

SPAN7110E

3 CEU

Tuition: \$385

Participants with little or no prior knowledge of the language focus on oral communication and everyday vocabulary. Vocabulary and basic grammar skills are reinforced through simple readings and writing exercises.

CONVERSATIONAL SPANISH II

SPAN7111E

3 CEU

Tuition: \$385

Continue to improve your Spanish vocabulary and fluency. Those with some basic knowledge of the language practice conversation and advanced grammar.

Prerequisite: Conversational Spanish I (SPAN7110E) or equivalent.

CONVERSATIONAL SPANISH III

SPAN7112E

3 CEU

Tuition: \$385

Improve your ability to read, write, and speak basic Spanish. Designed for high-level beginners who have recently completed at least one semester of beginner-level Spanish, this class introduces participants to new grammar concepts and vocabulary.

Prerequisite: Conversational Spanish II (SPAN7111E) or equivalent.

CONVERSATIONAL SPANISH IV

SPAN7114E

3 CEU

Tuition: \$385

Continue to build vocabulary and grammar skills and further develop your comprehension of the language through individual presentations and group discussions on specific practical situations.

Prerequisite: Conversational Spanish III (SPAN7112E) or equivalent.

SPANISH REVIEW LEVEL I

SPAN7161E

3 CEU

Tuition: \$385

Receive a broad review of basic Spanish. Through written exercises, simple text reading, oral drills, and beginning-level conversation in Spanish, you apply grammatical concepts, everyday vocabulary, and common idioms in context. Upon successful completion of this course, you will have a firm basis from which to advance to higher levels.

Prerequisite: Recent completion of one year of college Spanish or equivalent.

SPANISH REVIEW LEVEL II

SPAN7162E

3 CEU

Tuition: \$385

Review skills in intermediate-level Spanish and explore more advanced grammatical concepts. Those who have recently completed at least two years of college Spanish will receive more challenging written exercises, text reading, oral drills, and high-intermediate-level conversations in Spanish, allowing advancement to higher levels.

Prerequisite: Recent completion of two years of college Spanish or equivalent.

SPANISH REVIEW LEVEL III

SPAN7163E

3 CEU

Tuition: \$385

Designed for participants who have recently completed three years of college Spanish, this third level of review offers increased opportunities for oral and written expression to refine your knowledge of the subjunctive and enrich vocabulary through idioms and text discussions. In addition to more challenging texts, music and video are integrated to reinforce learning objectives and expand exposure to both Iberian Peninsula and Latin American culture.

Prerequisite: Recent completion of three years of college Spanish or equivalent.

SPANISH FOR HEALTH CARE PERSONNEL

SPAN7200E

3 CEU

Tuition: \$385

The ability to clearly interact with Spanish-speaking patients using practical language skills is a valuable part of the health-care professional's career. This introduction to Spanish in clinical settings includes basic medical care terminology, language for greeting patients and family, collecting and communicating basic information about the patient's condition, and instructing and offering encouragement. No prior knowledge of Spanish is required.

INTERMEDIATE SPANISH I

SPAN8210E (formerly SPAN2210E)

2 Credits⁺

Tuition: \$385

Practice developing speaking, reading, writing, and listening skills. Designed for participants with a working knowledge of basic Spanish, this course reviews regular versus stem-changing verbs, the preterit versus the imperfect, and subject and object pronouns, and introduces the perfect tense and future and conditional verb formations.

Prerequisite: SPAN1154E, SPAN7114E, or equivalent

INTERMEDIATE SPANISH II

SPAN8211E (formerly SPAN2211E)

2 Credits⁺

Tuition: \$385

Review prepositions, relative pronouns, and commands. Participants with a good background in the language explore present and past subjunctives in adjectival and adverbial clauses to further develop reading, speaking, and comprehension skills.

Prerequisite: Intermediate Spanish I (SPAN2210E) or equivalent.

INTERMEDIATE SPANISH III

SPAN8212E (formerly SPAN2212E)

2 Credits⁺

Tuition: \$385

Be introduced to more difficult reading structures including Spanish newspapers, magazines, and recordings. Be a part of group discussions on various topics. Develop a higher level of comprehension of reading, writing, and speaking skills.

Prerequisite: Intermediate Spanish II (SPAN2211E) or equivalent.

ADVANCED SPANISH I

SPAN9250E

3 CEU

Tuition: \$385

Engage in informal discussions to enhance conversation and comprehension skills. You are exposed to extensive reading of more advanced texts as well as articles from Spanish magazines and newspapers. Grammar is covered as needed.

Prerequisite: Intermediate Spanish III (SPAN2212E) or equivalent.

ADVANCED SPANISH II

SPAN9251E

3 CEU

Tuition: \$385

Continue to advance in the Spanish language. Readings include more advanced texts and periodicals. Comprehension and conversational abilities are emphasized in this very advanced language course.

Prerequisite: Advanced Spanish I (SPAN9250E) or equivalent.

PUBLIC SPEAKING

SPCH7151E

3 CEU

Tuition: \$385

Develop the self-confidence and skills needed for effective public speaking. Learn the basic steps for preparation and delivery of successful short speeches. Improve your delivery skills through the practice of speaking publicly, and receive feedback in a supportive environment. The instructor will be available to address individual needs and issues.

INTRODUCTORY STATISTICS I

STAT1101E

2 Credits⁺

Tuition: \$385

Using statistics for data analysis helps businesses, government, and consumers make more informed decisions. Examine basic statistical terms and methods, including mean, median, and mode; the collection of data; and the classification and presentation of data in tables and graphs. Learn to measure dispersion, skewness, and kurtosis. Gain an understanding of basic probability theory, including methods of counting, and of discrete and continuous probability and distributions.

Prerequisite: High school algebra.

INTRODUCTORY STATISTICS II

STAT1102E

2 Credits⁺

Tuition: \$385

Advance your statistics skills by exploring the following topics: sample distributions and estimates of population parameters from samples; sample design, including simple-random, stratified, and cluster sampling; tests of significance; chi-square and other nonparametric methods; measures of correlation and association; the F-distribution; and one-way analysis of variance and experimental design.

Prerequisite: Introductory Statistics I (STAT1101E) or equivalent.

INTRODUCTORY TURKISH I

TURK7110E

3 CEU

Tuition: \$385

This beginner's course teaches pronunciation and intonation patterns and includes practice in grammar, reading, and writing emphasizing vocabulary, phrases, and expressions in everyday conversation. The participants discuss Turkish culture. No background in Turkish is required.

INTRODUCTORY TURKISH II

TURK7111E

3 CEU

Tuition: \$385

Continue to work on your conversational Turkish skills. Designed for beginners who have some formal elementary-level experience with the Turkish language, this course focuses on grammar and builds speaking, listening, reading, and writing skills.

Prerequisite: Introductory Turkish I (TURK7110E) or equivalent.

INTRODUCTORY URDU I

URDU7151E

3 CEU

Tuition: \$385

Participants begin foundation work in speaking and understanding the Urdu language and culture. Grammar, reading, and writing are an integral part of the course. No previous background in Urdu language study is required.

INTRODUCTORY URDU II

URDU7152E

3 CEU

Tuition: \$385

Participants continue the foundation work in speaking and understanding the Urdu language and culture. Small groups participate in mini-dialogues to learn how to communicate more effectively in the language. Grammar, reading, and writing continue to be an integral part of the course.

Prerequisite: Introductory Urdu I (URDU7151E) or equivalent.

INTRODUCTORY URDU III

URDU7153E

3 CEU

Tuition: \$385

This course continues the development of more complex structures through reading and dialogues, and provides progressive growth in oral and written use of the language. Urdu culture is presented and discussed.

Prerequisite: Introductory Urdu II (URDU7152E) or equivalent.

ESSENTIAL WRITING (No longer offered)

WRIT7070E

1.2 CEU

Tuition: \$305

Improve your basic writing skills and build a foundation for writing success. Explore the basics of English grammar and work up to analyses of more complicated structures. You complete numerous exercises and write sentences that illustrate grammatical principles and improve the accuracy and clarity of your writing.

WRITING FOR PUBLIC RELATIONS AND MARKETING

WRIT7105E

3 CEU

Tuition: \$385

Learn to design and develop persuasive promotional pieces targeted to a wide range of audiences. Draft an array of strategic documents including promotional speeches, ghostwritten works, positioning brochures, newsletters, and bylined feature articles suitable for newspaper and magazine placement, as well as audiovisual presentations.

MEMOIR AND JOURNAL WRITING

WRIT7115E

3 CEU

Tuition: \$385

Whether you write for posterity, publication, or both, putting down your life story can be fun, therapeutic, and profitable. Explore journal and memoir writing and learn how to turn your life experiences into stories and books.

WRITING PLAIN LANGUAGE FOR THE GOVERNMENT (No longer offered)

WRIT7120E

3 CEU

Tuition: \$385

Learn to write professional documents in plain language by eliminating unnecessary words and phrases, avoiding technical language, using the active voice, and writing short sentences. Explore processes used in assembling and analyzing information, writing outlines and rough drafts, and refining final reports. Master clear writing for a specific audience and the art of revision to achieve your writing purpose.

PRACTICAL WRITING I

WRIT7210E

3 CEU

Tuition: \$385

Improve your professional and personal writing by understanding and building upon basic skills. You receive a concise review of basic grammar and techniques to improve accuracy and clarity in writing, as well as practice the organization of ideas, word choice, paragraph structure, and planning a paper.

CREATIVE NONFICTION (No longer offered)

WRIT7219E

3 CEU

Tuition: \$385

Examine the nature of “seeing” as a writer and explore various modes of turning personal experiences into prose in this hands-on writing class. Discover techniques for telling a story, involving readers in your narrative, and making your nonfiction writing vivid and enjoyable.

This class is designed for those interested in creatively applying storytelling skills to professional writing and improving their nonfiction writing.

EFFECTIVE BUSINESS WRITING

WRIT7225E

3 CEU

Tuition: \$385

Improve your professional writing and learn to confidently handle organizing, writing, and revising business letters, memos, and other office-related documents. Practice techniques using exercises centered on organizing ideas, drafting responses, and writing more concisely to make your message positive and effective.

TRAVEL WRITING

WRIT7320E

3 CEU

Tuition: \$385

Learn to write about and sell your travel experiences. Gain insight into freelance travel writing from a published professional. Write several travel stories and submit them for publication to area journals, newspapers, and magazines.

TECHNICAL WRITING

WRIT8305E

3 CEU

Tuition: \$385

Create, arrange, and present technical and professional information for a specific audience, purpose, and context. Learn strategies for improving document clarity, including the principles of plain language, managing writing style, and incorporating visual structure. Apply these skills to a class project specifically tailored to meet your own professional or personal needs.

EVENING AND WEEKEND PROGRAMS ADMINISTRATION AND STAFF

OFFICE OF THE DIRECTOR

Acting Director

Carolyn B. Nelson
B.S., University of Maryland University College

Program Coordinator

Bonita Mims
B.S., University of Maryland
B.S., Howard University

Evening Program Support Assistant (part-time)

Joseph Davis
B.A., University of the District of Columbia

Evening Program Support Assistant (part-time)

Larry Logan

Evening Program Support Assistant (part-time)

Marlon Sellow
A.A., Columbia Union College
B.S., Columbia Union College
M.S., Syracuse University

OFFICE OF THE REGISTRAR

Interim Registrar

Regina Gibbons
PhD, Hampton University

Student Records Assistant

Reginald Henderson
A.S., Tidewater Community College

Graduation Clearance Specialist

Ashley Hart
B.S., Bennett College for Women

APPENDICES

Appendix I: Student Issues and Complaint Form

Students who believe their rights and freedoms have been violated or that a violation, misinterpretation, or inequitable application of any of the regulations or policies of Graduate School USA has taken place should take timely action to resolve the concern. If possible, the student should address the issue with the faculty or staff member involved. Students who have complaints regarding grades should complete the grade dispute form. Students who have misconduct concerns should complete the Code of Student Conduct Violation form.

Name: _____

Student ID#: _____

Date: _____ Term: _____

Phone number: _____

GS email: _____

In a formal typed letter, describe in detail:

1. The nature of your issue. Include dates and times as appropriate. Please provide name(s) of person(s) involved.
2. What informal steps you have taken to resolve the matter, and what the outcome was.
3. With whom have you spoken about this matter?
4. Your goal in filing this complaint, including the outcome you are requesting.

Submit your letter and include any documentation that you feel will support your complaint with the completed form. If further information is needed, you will be notified via your Graduate School USA email address.

Students will be notified via email of receipt of the complaint within three business days.

Return the completed form to:
Director, Evening and Weekend Programs,
Graduate School USA,
600 Maryland Avenue SW, Suite 180,
Washington, DC 20024

Or fax it to (202) 479-2501

Appendix II: Code of Student Conduct

Graduate School USA endeavors to provide a safe environment that encourages learning and critical thinking, fosters academic integrity, and promotes goodwill and respectful interaction among all members of the campus community. The School's Code of Student Conduct prohibits any actions and/or behaviors that are contrary to this endeavor.

Misconduct

Prohibited actions and/or behaviors include but are not limited to the following:

1. All forms of academic dishonesty, including cheating, plagiarism, using unauthorized material on examinations, submitting the same paper for different classes without acknowledgement, the fabrication of information or making up sources, improper collaboration on individual assignments/projects, and facilitation of other students' violations of academic honesty;
2. Forgery, alteration, or misuse of School documents, records, or identification, or knowingly furnishing false information to the School;
3. Obstruction or disruption of teaching, research, administration, disciplinary proceeding, or other School activity, including its public service functions, or of other authorized activities on School premises;
4. Physical and/or psychological abuse or the threat of such abuse of any person on School premises, on off-campus sites/locations, or at School-sponsored activities, or conduct that threatens or endangers the health or safety of any person;
5. Engaging in any form of sexual harassment or assault; see the "Violence and Threatening Behavior" section of the Student Handbook;
6. Acts of harassment — written (any medium used to include but not limited to texting), verbal, or physical — that stigmatize or victimize an individual on the basis of race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, mental status, or disabilities;
7. Indecent, lewd, disorderly, or obscene conduct or expression;
8. Participating in or inciting a riot or an unauthorized or disorderly assembly;
9. Seizing, holding, commandeering, or damaging any property of the School or the property of any other person, or threatening to do so;
10. Refusing to depart from any property or facility of the School upon direction by School officials, security officials, property managers, or other person(s) authorized by the President;

11. Unauthorized entry to or use of School facilities;
12. Violation of School policies or campus regulations, including campus regulations concerning the registration of student organizations, the use of School facilities, or the time, place, and manner of public expression;
13. Violation of the technology usage policy;
14. Failure to comply with directions of School officials acting in the performance of their duties;
15. Conduct that adversely affects the student's suitability as a member of the academic community;
16. Use, possession, manufacture, or distribution of controlled or illegal substances such as marijuana, cocaine, heroin, or look-alike drugs, and use of alcohol contrary to law or to School regulations;
17. Storage, possession, or use of firearms, fireworks, explosives, or weapons of any kind, including replicas or facsimiles, anywhere on campus. Students who are deputized law enforcement officers and are legally qualified to carry firearms may do so while on campus after checking in with Security, and if their presence does not constitute a disruption;
18. Physically detaining or restraining any other person or removing such person from any place where he or she is authorized to remain, or in any way obstructing the free movement of persons on School premises or at School-sponsored activities;
19. Assisting or encouraging others to commit violations of the Code of Student Conduct;
20. Violating any rule or regulation not contained within the official School publications but announced as administrative edict by a School official or other person authorized by the President;
21. Violation of the campus and School fire regulations, i.e., failure to comply with emergency evacuation procedures, tampering with fire protection apparatus, etc.;
22. Theft or attempted theft of School property or the property of any other person on School premises, or knowingly possessing such stolen property;
23. Violation of School policy on demonstration;
24. Violation of School policy on solicitation and sales;
25. Violation of School policy on smoking and other tobacco use;

26. Violation of any local or federal laws;
27. Failure to report witnessed violations of the Code of Student Conduct;
28. Abuse of the student discipline system that includes, but is not limited to, failure to appear for a hearing; falsification, distortion, or misrepresentation of information before the hearing officer or committee; disruption or interference of the orderly conduct of student conduct hearings; false accusation of student misconduct; attempting to influence impartiality of a member of the hearing committee prior to and/or during the hearing process; and harassment of witnesses or members of hearing committees.

Reporting Violations

The Registrar is responsible for the administration of disciplinary procedures. Allegations of violations of School policy are accepted for consideration only when the apparent infraction(s) is/are observed on School property or other locations where the School provides services. Infractions of local and federal laws occurring off campus shall be the sole concern of the civil authorities except when such actions (1) directly affect the health, safety, or security of the School community, (2) affect the School's pursuit of its educational purposes, or (3) occur as a direct result of a School-connected disruption.

Any person may report a student's violation of the Code of Student Conduct to the Director of Evening and Weekend Programs. Reports must be made within two business days of the violation on a Code of Student Conduct Violation Report form. These forms are available in the Evening and Weekend Program's office in room 180 and in the Human Resources Office.

Review Process

The Director will review any alleged violation, will give the student the opportunity to present his or her personal version of the incident or occurrence, and will:

- a. Dismiss the allegation(s) or
- b. Facilitate a resolution or
- c. Impose sanctions.

The Director may request a meeting with the student whose conduct is called into question, and the student shall attend such meetings as requested by the Director. The student will be notified of all meetings via certified mail at least five business days before the scheduled meeting. Failure to claim any mail will not negate the student's obligations under this procedure. If the student attends the meeting, the Director will discuss the case with the student, including the nature and source of the charges and his or her right to appeal to the

Student Appeals Committee. If the student fails to schedule and/or attend the meeting with the Director within ten business days, the Director will proceed with the administrative resolution based solely upon the review of the complaint.

The Director may, at any time, temporarily suspend from the School or deny readmission to a student, pending final resolution, when the Director, in his or her sole opinion, believes that the presence of the student could seriously disrupt the School; that the presence of the student could constitute a danger to the health, safety, or welfare of the School, its members, or the student; or that the student's conduct adversely affects the student's suitability as a member of the academic community. After review of the violation report, the Director will have the authority to impose appropriate discipline and/or act on the School's behalf in facilitating a resolution. The Director shall state the proposed resolution/sanction in writing to the student within five business days of reviewing the complaint. If the resolution involves sanction, the student shall have five days of mailing or seventy-two hours from receipt, whichever is shorter, to accept or reject the proposed discipline by signing the administrative resolution form and returning it to the Director. The student's failure to either accept or reject such proposed sanction within the prescribed time line shall be deemed to be an acceptance, and in such event the proposed sanctions will become final.

Possible Sanctions

Code of Student Conduct violation sanctions may include:

- Oral or written reprimand;
- Referral for mandated evaluation and/or counseling to be undertaken at the student's expense;
- Suspension from the School or a School program or activity for a specific period of time;
- Expulsion from the School, a program, or an activity on a permanent basis;
- Denial of readmission to the School or a School program or activity;
- Restitution;
- Probation;
- Completion of community service.

Certain Code of Student Conduct violations such as assault, possession of controlled or illegal substances, sexual assault, theft, and any other type of physical violence against another member of the School community (not including self-defense) may result in automatic expulsion. Students who have been expelled have the right to follow the appeals process detailed below.

All Code of Student Conduct violations that also violate local or federal law will also be referred to the appropriate authorities.

Appeals to the Student Appeals Committee

1. If the student does not accept the resolution proposed by the Director, the student will have the right of appeal to the Student Appeals Committee. The appeal must be submitted in writing and include the basis for the appeal to the Director within ten business days of rejection of the Director's written administrative resolution. While an appeal is pending, the sanction under the appeal will be enforced.
2. Upon receipt of an appeal for a Code of Student Conduct violation or an academic grievance, the Director will notify the Moderator of the Student Appeals Committee and provide the student with the Student Appeals Committee procedures. The Moderator will convene a hearing.
3. The Student Appeals Committee will be appointed annually in August by the Director and will serve from September through September. The Committee will be made up of at least two faculty members, two staff members, two students, and several alternates. The Director will assign a member of the Committee to serve as Moderator. The Director will make every effort to appoint a Committee that represents the diversity of the student body. During any hearing, at least one faculty member, one staff member, and one student should be present. If deemed necessary by the Director, other Committee members may be appointed to a specific case if the appointed members of the Committee are unable to serve during the particular hearing.
4. This panel will consist of appropriate representatives from the School community. The Moderator shall call the panel, chair the hearing, and charge the panel with the review of the appeal.
5. The Student Appeals Committee will decide whether or not a case warrants a hearing and will either accept an appeal or dismiss it without a hearing. Appeals will be dismissed without a hearing if the Student Appeals Committee finds the claim to be frivolous, inconsequential, or otherwise without merit, or if the student in question has not followed the proper preliminary steps. In cases involving more than one student, the Student Appeals Committee may (or may not) establish procedures to hear such cases together. However, the Student Appeals Committee will make separate decisions for each student.
6. The procedures utilized shall provide for a timely and fair consideration and resolution of the case. Proceedings are not formal judicial trials, and therefore, formal rules of evidence will not apply. However, evidence submitted must be substantial and relevant to the issue under consideration.
7. If the Student Appeals Committee agrees to hear the case, the Moderator will call a hearing and will give written notice of the meeting by certified mail and/or express overnight to all parties involved. The notice will state the date, time, and place of the alleged incident; a brief description of the incident; the section of the Code of Student Conduct that the incident was allegedly in violation of; the date, time, and place of the hearing; names of persons serving on the Student Appeals Committee; and a list of

potential witnesses against the student, and the nature of their proposed testimony, unless it is determined that providing the names of witnesses might be a threat to the witnesses' welfare. The accused student may request the removal of a member of the Student Appeals Committee on the grounds of personal bias by submitting a written statement to the Moderator specifying the basis of the challenge no later than three business days prior to the hearing. The Moderator will determine whether to sustain or deny the challenge. If the request is sustained, a replacement will be appointed to serve on the Student Appeals Committee.

8. Notices will be mailed to the address the School currently has in its administrative database. Failure by the student to have his or her current local address on record with the Registrar shall not invalidate such notice. The notice shall be given at least ten business days prior to the hearing, unless a shorter time is deemed necessary, for a good reason, by the Student Appeals Committee's Moderator.
9. Any request from either party for continuance shall be made at least three business days prior to the hearing date, in writing to the Moderator, who will have the authority to continue the hearing if the Moderator judges the request to be timely and for good cause. Only one continuance will be granted. The Moderator shall notify the parties involved of the new date for the hearing. If the student fails to appear at the scheduled time, the Student Appeals Committee may hear and resolve the matter in his or her absence.

Student Rights in the Hearing

1. General Statement of Procedures – The student may have one adviser present at the hearing, such as a faculty member, fellow student, or other adviser of his or her choice. The student shall notify the Moderator of the name of the adviser and the relationship to him or her at least seventy-two hours before the hearing. The role of the adviser is to give any advice he or she believes pertinent to the advisee, and with approval of the Moderator, may be permitted to make brief statements and to question witnesses on the student's behalf. The adviser may not represent the student in absentia.
2. Attorney at the Hearing – A student who designates an attorney as his or her adviser must notify the Moderator at least seventy-two hours before the hearing so that the School may arrange to have legal counsel present. In addition, the attorney should keep the following in mind: The Committee is not a court of law but an educational panel. It is not obligated to follow the formal rules of evidence and procedure. Academic decorum requires an attorney to play a different and more limited role than in the court. Technical objections without substance, or emotional or aggressive tactics, will not be permitted.
3. Conduct of the Hearing – The Moderator will preside at the hearing, call the hearing to order, call the roll of the Committee in attendance, determine that a quorum is present, ascertain the presence or absence of the student charged with misconduct, read the notice of hearing and the charges, and verify the receipt of notice of charges by the student. The Moderator shall verify that the student has been notified by certified mail as set forth in

the procedure. If the student has not appeared, the Committee, at its discretion, may proceed despite the student's absence. The Moderator will report any continuances requested or granted, establish the presence of any adviser or counselor of the student, call to the attention of the student charged and his or her adviser any special procedures to be employed during the hearing, and permit the student to make suggestions regarding any procedures to be employed during the hearing or to make objections to them for the Student Appeals Committee to consider.

A. Opening Statements

1. The Moderator of the Student Appeals Committee shall make opening remarks outlining the general nature of the case.
2. The member of the School community bringing charges of the School policy violation/academic grievance may make a statement to the Student Appeals Committee.
3. The respondent may make a statement to the Committee about the allegations at this time.

B. Evidence

Either the School community member or the student may produce any evidence that the submitting party believes to be material to the issues involved. Formal rules of evidence shall not apply, and only limited hearsay evidence will be admissible. Brief objections to evidence may be made by either party, but the evidence will be permitted to be introduced regardless of the objections. However, in arriving at its final decision, the Committee will weigh the evidence in light of the objections made and their reasonableness.

1. School Community Member Evidence

The School community member will proceed first. The School community member witnesses may be called, and written reports may be introduced as evidence. The student or the student's adviser or counselor may question witnesses and examine evidence at the conclusion of the School's presentations.

2. Respondent's Evidence

- a. The student may present evidence through witnesses and in the form of written reports or other documents.
- b. The School community member may question the student or witnesses and may examine evidence at the conclusion of the student's presentation.

3. Rebuttal Evidence

The School community member or the student may offer any matter in rebuttal of the

other's presentation.

C. Actions Reserved to the Student Appeals Committee

The Student Appeals Committee is authorized to do the following:

1. Question witnesses and examine evidence;
2. Request pertinent documents;
3. If necessary, request waivers of confidentiality with respect to pertinent documents;
4. Dismiss any appeal at any time; and
5. Permit or require at any time amendment of the notice of hearing in order to include new or additional matters that may come to the attention of the Committee before final determination of the case. In such an event, the Committee shall grant to the student or the community member such time as it may determine to be reasonable under the circumstances to answer or explain such additional matters.

D. General Rules of Decorum

The following rules of decorum shall be adhered to:

1. All requests to address the Committee will be made to the Moderator.
2. The Moderator will rule on all requests and points of order and may consult with the Director of Evening and Weekend Programs prior to any ruling. The Moderator's ruling shall be final, and all participants shall abide by it.
3. Rules of common courtesy and decency shall be observed at all times.
4. An adviser or counselor will be permitted to address the Committee. An adviser may request clarification of a procedural matter or may object on the basis of procedure at any time by addressing the Moderator after recognition.
5. The Moderator has the ability to move the agenda forward and limit discussion if necessary.

E. Decision of the Student Appeals Committee

The Student Appeals Committee will, by majority vote, make its findings and conclusion in executive or closed session. In the case of student conduct, separate findings are to be made (1) as to the conduct of the student and (2) on any disciplinary action, if any, that has been imposed. In arriving at its decision, the Student Appeals Committee should consider the severity of the sanction, the rights of the student, and the adherence to due process during the Registrar's facilitation of an administrative resolution. In the case of an academic grievance, the Committee may concur with the findings of the administrative resolution, change or alter the grade, or take other action necessary to adjudicate a resolution.

The Student Appeals Committee sanctions will include actions that are commensurate with the violation or grievance under review. These sanctions may include expulsion, suspension, fine, restitution to the School, probation, warning, or any other sanction it deems necessary and/or appropriate.

F. Findings and Decision

After deliberation, the Student Appeals Committee will prepare a statement of its findings. This statement will be distributed by the Moderator to the student by certified or express mail, personal service, email, telephone, or other means at the School's disposal. One copy shall become part of the case file. Case files will be maintained by the Registrar.

G. Record of the Case

All records relating to the case will be kept confidential. The hearing record shall be maintained and kept at least three years, including a taped record of the hearing, by the Registrar. The student has the right to access and copy records presented at the hearings. The student must request the specific documents in writing to the Registrar, and the Registrar shall provide such documents within ten working days of the decision of the Student Appeals Committee.

H. Procedural Questions Arising at the Hearing

Procedural questions that arise during the hearing and are not covered by these general rules shall be determined by the Moderator, whose ruling shall be final. The Student Appeals Committee may, at the request of the Moderator or majority of the members present, go into closed executive session at any time.

I. Appeals of Decisions Made by the Student Appeals Committee

A student choosing to appeal the decision of the Student Appeals Committee should follow the procedures for appeals beyond the Student Appeals Committee.

Appeals beyond the Student Appeals Committee

Appeals to the President

The decision of the Student Appeals Committee is subject to review only by the President or his or her designee. Appeals of the decision of the Student Appeals Committee must be received by the President within ten working days after notification of the decision of the Student Appeals Committee.

Appeal Procedures

The President will examine all the documents relevant to the case and collect additional information if necessary. The President will make a determination within fifteen business days of receiving the case materials. The President will keep a record of all meetings, conferences, and investigations relevant to his or her determination.

Final Appeal

In all matters, the decision of the President is final.

Appendix III: Copyright Policy

It is the intent of Graduate School USA that all members of the School community (including employees, students, contract instructors, and course designers) adhere to the provisions of the United States Copyright Law. Since copyright protection applies to a variety of creative works, printed materials, sound recordings, video recordings, visual artworks, computer software, and other materials, this policy has been constructed to address issues related to particular types of media. The policy gives the School community broad guidance in the application of copyright law; members of the School community are encouraged to read the law for specific applications. Members of the School community who willfully disregard the copyright policy and copyright law do so at their own risk, assume all liability, and are subject to disciplinary action.

Copyright ownership and the rights thereof are concepts defined by federal law. Copyright is a form of legal protection for authors of original works including literary, dramatic, musical, artistic, and other intellectual products. Publication is not essential for copyright protection, nor is the well-known symbol of the encircled c. Section 106 of the Copyright Act (90 Stat 2541) generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

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

The copyright owner retains these rights even when the work itself belongs to someone else. However, the rights are not absolute. They are subject not only to “fair use” limitations, which apply to all media, but also to medium-specific limitations.

Fair Use

The doctrine of fair use, embedded in section 107 of the Copyright Act of 1976 (<http://www.copyright.gov/title17>), addresses the needs of scholars and students by mitigating the rights of copyright ownership. However, what constitutes fair use is expressed in the form of guidelines rather than explicit rules. To determine fair use, consider the following four factors (from Lee Wilson, *Fair Use, Free Use, and Use by Permission: How to Handle Copyrights in All Media* [New York: Random House, 2005]):

1. The purpose and character of the use, including whether the copied material will be for nonprofit, educational, or commercial use. (Several courts have held that absence of financial gain is insufficient for a finding of fair use.)
2. The nature of the copyrighted work, with special consideration given to the distinction between a creative work and an informational work. For example, photocopies made of a newspaper or newsmagazine column are more likely to be considered a fair use than copies made of a musical score or a short story. Duplication of material originally developed for classroom consumption is less likely to be a fair use than is the duplication of materials prepared for public consumption. For example, a teacher or contract instructor who duplicates a workbook page, a textbook chapter, or an assessment instrument is depriving the copyright owner of profits more directly than if duplicating a front-page news article from the daily paper.
3. The amount, substantiality, or portion used in relation to the copyrighted work as a whole. This factor requires consideration of (1) the proportion of the larger work that is copied and used and (2) the significance of the copied portion.
4. The effect of the use on the potential market of the copyrighted work. This factor is regarded as the most critical one in determining fair use, and it serves as the basic principle from which the other three factors are derived and to which they are related. If the reproduction of a copyrighted work reduces the potential market and sales and, therefore, the potential profits of the copyright owner, then that use is unlikely to be found a fair use.

Public Domain

Not all works are protected by copyright. In the United States, most copyrights now last for seventy-five years beyond the death of the original author. When the copyright for a work expires, the work becomes part of the public domain. In addition, all works prepared by an officer or employee of the United States government as part of that person's official duties are public domain; however, works published by U.S. state and municipal governments or other nations may be protected by copyright, and thus may not be in the public domain. Other authors may choose explicitly to release their work to the public domain. Public domain works can be used in any way one desires. All works published before 1923 are in the public domain. Others will be added as their copyrights expire. Works that are in the public domain often include a preliminary statement to that effect.

Reproduction by a Library

The copyright law acknowledges a number of special rights and responsibilities that are traditionally assigned to public libraries and research archives:

"It is not an infringement of copyright for a library or archives, or any of its employees acting within the scope of their employment, to reproduce no more than one copy or phono-record of a work ... or to distribute such copy or phono-record."

For the library to make copies under this exemption, the use must be noncommercial, the library must be open to the public (or to a scholarly community), and the copy must include a copyright notice. The section also permits somewhat broader library copying for providing access to unpublished works and for preservation. The law also provides the library the rights to make copies that become the property of one of its users, provided that the copy is of a small portion of a work (such as an article in a collection) or of the whole of a work “which cannot be obtained at a fair price,” provided it is evident that the use will be for scholarship or study and the library displays a prominent warning of copyright.

However, the law also places some restrictions on the library:

The rights of reproduction and distribution under this section extend to the isolated and unrelated reproduction or distribution of a single copy or phono-record of the same material on separate occasions, but do not extend to cases where the library or archives, or its employee—

- (1) is aware or has substantial reason to believe that it is engaging in the related or concerted reproduction or distribution of multiple copies or phono-records of the same material, whether made on one occasion or over a period of time, and whether intended for aggregate use by one or more individuals or for separate use by the individual members of a group; or
- (2) engages in the systematic reproduction or distribution of single or multiple copies or phono-records of material described in subsection (d): Provided, that nothing in this clause prevents a library or archives from participating in interlibrary arrangements that do not have, as their purpose or effect, that the library or archives receiving such copies or phono-records for distribution does so in such aggregate quantities as to substitute for a subscription to or purchase of such work.

These restrictions make it clear that the library and library reserve system may not be used to substitute for course packs.

Electronic Media

The 1998 Digital Millennium Copyright Act (DMCA) places additional restrictions on the copying of resources in electronic format. The 2002 Technology, Education, and Copyright Harmonization (TEACH) Act restores some rights for the distribution of materials in electronic format for online education.

The TEACH Act says that it is not copyright infringement for teachers and students at an accredited not-for-profit educational institution to transmit performances and displays of copyrighted works as part of a course if certain conditions are met. If these conditions are not or cannot be met, use of the material will have to qualify as a fair use, or permission from the copyright holder(s) must be obtained. The exemptions offered by the TEACH Act apply specifically to accredited nonprofit educational institutions and governmental bodies. Appendix A4a of the TEACH Act provides a checklist to assist educators in complying with the terms of the Act.

The exemptions to copyright infringement cover:

- Performances of non-dramatic literary works;
- Performances of non-dramatic musical works;
- Performances of reasonable and limited portions of any other work;
- Display of any other work in an amount comparable to that typically displayed in a live classroom setting.

The exemptions to copyright infringement do not cover:

- Digital educational works (i.e., works produced or marketed primarily for performance or display as part of mediated instructional activities transmitted via digital networks);
- Unlawful copies (copies you know or reasonably should know were not lawfully made or acquired).

The exemptions apply only if:

- The display or performance is done by, at the direction of, or under the actual supervision of an instructor, as an integral part of a class session, as part of systematic mediated instructional activities, and is directly related and of material assistance to the teaching content. That is, the use of materials in the program must be “an integral part of the class experience, controlled by or under the actual supervision of the instructor and analogous to the type of performance or display that would take place in a live classroom setting.” The Act also specifies that “mediated instructional activities” do not encompass uses of textbooks and other materials “which are typically purchased or acquired by the students.”
- The transmission is made solely for and reception is limited to (as technologically feasible) students enrolled in the course, and “downstream” technological controls are instituted that reasonably prevent retention in accessible form for longer than a class session and unauthorized further dissemination in accessible form.
- There is no interference with the copyright holder’s technological measures that prevent such retention and dissemination. Conversion of analog material to digital is permitted only if no digital version is available to the institution or the available digital version is technologically protected to prevent TEACH uses.

Use of the TEACH Act also requires that the institution promulgate copyright policies; provide accurate information about copyright; promote copyright compliance; and provide notice to students that the course materials may be copyrighted.

Music

U.S. Copyright Law grants owners of copyrighted music the exclusive right to perform or to authorize performances of their music publicly. Whenever copyright-protected music is used for purposes other than face-to-face teaching activities, covered by section 110 of the TEACH Act, those uses require permission from the music copyright owners. Uses requiring permission from the music copyright owners include but are not limited to:

- recorded background music in campus facilities through tapes, CDs, and videos;
- music on School Internet or intranet sites;
- music played by School-sponsored ensembles in School facilities; and
- live concerts by guest performers in School facilities, promoted by the School itself.

Most uses of lawfully owned copies of music in face-to-face teaching activities in the classroom or via dissemination through a digital network as an integral part of a class session are permitted, provided certain conditions are met (see the section on electronic media).

Drama

Dramatic works may not be publicly performed without permission, either in their entirety or in smaller portions, such as excerpts, acts, scenes, and monologues. To qualify as a non-dramatic performance, a piece of music taken from a musical play may not make use of any form of staging, choreography, etc., even if the use of any of these elements is not intended to represent any part of the original musical play.

Most uses of lawfully owned copies of dramatic works in face-to-face teaching activities in the classroom or via dissemination through a digital network as an integral part of a class session are permitted, provided certain conditions are met (see the section on electronic media).

The Digital Millennium Copyright Act (DMCA)

One significant emphasis of the DMCA is prohibition of circumvention of copyright protection mechanisms, except in a few restricted situations. The DMCA also limits the liability of Internet service providers (ISPs), provided they meet a variety of guidelines, and including timely removal of material reported by copyright holders as violating their copyrights and designating an agent for receiving such complaints. Because Graduate School USA serves as a kind of Internet service provider (to its students, faculty, and staff), it must meet these provisions of the DMCA. The Director of Information Technology Services is Graduate School USA's Designated Agent "to receive notifications of claimed infringement."

Peer-to-Peer File Sharing

In addition to consuming bandwidth and technological resources and exposing the School network to viruses, spyware, and other attacks, peer-to-peer (P2P) file sharing is frequently

used for illegally distributing copyrighted works. In an effort to ensure that every student, faculty member, researcher, contract instructor, and contract course developer has access to the computer resources they need, and to protect against copyright infringement, Graduate School USA restricts the use of all peer-to-peer, or P2P, file sharing on the campus computer network. The School monitors its network for P2P file-sharing activity and disables Internet access for computers found in violation of this policy. Once disabled, a computer's Internet access remains off until its user contacts the IT Help Desk and agrees to abide by the School's Network and Responsible Computing Policy. A second violation results in Internet access being disabled again, and the student discipline process is invoked if a student is in violation or the appropriate administrator is notified if an employee or contractor is involved.

Although P2P file sharing can sometimes be used for legitimate reasons, any use of P2P software on the campus network may result in Internet access being disabled under this policy. Individuals who need to use P2P software for legitimate purposes can discuss their needs with the IT Help Desk.

EVENING AND WEEKEND PROGRAMS 2018 COURSES

Course Code	Course Title	Page #
LAWS3330E	Administrative Law and Procedure (No longer offered)	92
MGMT1108E	Administrative Procedures	94
MGMT1109E	Administrative office Management	95
COMP8003E	Adobe InDesign: Intermediate	75
COMP7002E	Adobe InDesign: Introduction	75
COMP8002E	Adobe Photoshop: Intermediate	75
COMP7001E	Adobe Photoshop: Introduction	74
ARAB9250E	Advanced Arabic I	72
ARAB9251E	Advanced Arabic II	72
ARAB8252E	Advanced Arabic III	72
CHIN9250E	Advanced Chinese I	74
CHIN9252E	Advanced Chinese II	74
FREN9250E	Advanced French I	83
FREN9251E	Advanced French II	83
FREN9252E	Advanced French III	83
GERM9250E	Advanced German I	86
GERM9215E	Advanced German II	86
GERM9252E	Advanced German III	86
RUSS9412E	Advanced Russian I	107
RUSS9413E	Advanced Russian II	108
RUSS9414E	Advanced Russian III	108
SPAN9251E	Advanced Spanish II	111
SPAN9250E	Advanced Spanish I	111
SIGN8000E	American Sign Language (ASL) for Family and Friends: Intermediate	108
SIGN7000E	American Sign language (ASL) for Family and Friends: Introduction	108
FINC5510E	Analysis and Interpretation of Financial Statements	81
NATH7161E	Animal Behavior	98
LAWS1180E	Bankruptcy Law (No longer offered)	90
NATH7391E	Biodiversity	99
NATH7110E	Biology for Naturalists	95
NATH7115E	Bird Life	95
NATH7155E	Bird of Prey	98
NATH7125E	Botany for Naturalists	96
LAWS1322E	Business Law I	90
LAWS2325E	Business Law II	91
MATH2203E	Business Mathematics	93
NATH8274E	Butterflies of Fall	102
NATH8272E	Butterflies of Spring	101
NATH8273E	Butterflies of Summer	102
MATH2210E	Calculus I	93
MATH2211E	Calculus II	93
MATH2212E	Calculus III	93

NATH7129E	Chemistry for naturalists	96
NATH8216E	Chesapeake Bay Ecosystems	100
ENGL7120E	Communication (No Longer Offered)	78
GART8341E	Computer Graphics Applications	84
PUAP8315E	Contemporary Terrorism and Counterterrorism (No longer offered)	106
SPAN7110E	Conversational Spanish I	109
SPAN7111E	Conversational Spanish II	109
SPAN7112E	Conversational Spanish III	109
SPAN7114E	Conversational Spanish IV	109
WRIT7219E	Creative Nonfiction (No longer offered)	113
GART8303E	Creative Thinking and Design	84
LAWS1155E	Criminal Law	90
GART8225E	Design and Typography	84
GART8400 E	Developing a Portfolio (Capstone)	85
PERS4499E	Developmental Internship (Supervised Application)	104
MATH7007E	Differential Equations	94
NTH8215E	Eastern Forest Ecosystems	100
ECON5545E	Econometrics I	77
ECON5546E	Econometrics II	77
ECON2203E	Economics of Corporate Finance	77
PERS2225E	EEO, Affirmative Action, and Diversity	103
WRIT7225E	Effective Business Writing	114
PERS2220E	Employee Relations	103
ECON2215E	Environmental and Natural Resource Economics	77
ENVS8179E	Environmental Ethics	78
LAWS1345E	Environmental law	91
ENVS8317E	Environmental Policy and Politics	79
ENVS8316E	Environmental Policy: Air	79
ENVS8319E	Environmental Policy: Pesticides and Toxic Substances	79
ENVS8318E	Environmental Policy: Solid Waste and Hazardous Materials	79
ENVS9315E	Environmental Policy: Water Pollution	80
WRIT7070E	Essential Writing (No longer offered)	113
NATH7145E	Fall Wood Plant Identification	97
LAWS1160E	Family Law (No longer offered)	90
PERS1130E	Federal Human Resources Management	103
NATH7148E	Ferns and Lycophytes	97
ACCT1110E	Financial Accounting for Business Students (No Longer Offered)	71
FREN7161E	French Review I	82
FREN7162E	French Review II	82
GART8203E	Fundamentals of Desktop and Electronic Publishing	84
NATH7175E	Geology	99
COMP8199E	HTML, XHTML, and CSS Fundamentals	76
NATH8280	Human Ecology	102
PERS2230E	Human Resources Recruiting Principles and Practices	104
LAWS2252E	Immigration Law I	91

NATH7130E	Insect Life	96
ARAB8210E	Intermediate Arabic I	72
ARAB8211E	Intermediate Arabic II	72
ARAB8212E	Intermediate Arabic III	72
CHIN8210E	Intermediate Chinese I	73
CHIN8211E	Intermediate Chinese II	73
CHIN8212E	Intermediate Chinese III	73
FREN8210E	Intermediate French I	82
FREN8211E	Intermediate French II	82
FREN8212E	Intermediate French II	82
FREN8213E	Intermediate French IV	83
GERM8210E	Intermediate German I	85
GERM8211E	Intermediate German II	86
GERM8212E	Intermediate German III	86
JAPN8210E	Intermediate Japanese I	89
JAPN8211E	Intermediate Japanese II	89
PORT8210E	Intermediate Portuguese I	105
PORT8211E	Intermediate Portuguese II	105
RUSS8210E	Intermediate Russian I	107
RUSS8211E	Intermediate Russian II	107
RUSS8212E	Intermediate Russian III	107
SPAN8210E	Intermediate Spanish I	110
SPAN8211E	Intermediate Spanish II	111
SPAN8212E	Intermediate Spanish III	111
ENVS8321E	International Environmental Law	79
PUAP9011E	International Politics (No longer offered)	106
ECON5500E	International Trade Policy	77
STAT1101E	Introductory Statistics I	111
JAPN7112E	Introduction Japanese III	89
ACCT1099E	Introduction to Accounting	71
GART7703E	Introduction to Adobe Illustrator for Windows	83
PHOS7075E	Introduction to Digital Photography	104
NATH7170E	Introduction to Ecology	98
NATH7203E	Introduction to Fungi	99
NATH8225E	Introduction to Grasses Identification	101
COMP1120E	Introduction to Information Systems	74
JAPN7009E	Introduction to Japanese I	89
JAPN7111E	Introduction to Japanese II	89
LAW1310E	Introduction to Law for Paralegals	90
LLBS4400E	Introduction to Legal Analysis and Reasoning	92
NATH7118E	Introduction to Ornithology	96
ARAB1151E	Introductory Arabic I	71
ARAB1152E	Introductory Arabic II	71
ARAB1153E	Introductory Arabic III	71
CHIN1151E	Introductory Chinese I	72

CHIN1152E	Introductory Chinese II	73
CHIN1153E	Introductory Chinese III	73
CZEC7110E	Introductory Czech I	76
CZEC7111E	Introductory Czech II	76
CZEC7112E	Introductory Czech III	76
FARS7151E	Introductory Farsi I	80
FARS7154E	Introductory Farsi II	80
FARS7155E	Introductory Farsi III	80
FREN1151E	Introductory French I	81
FREN1152E	Introductory French II	81
FREN1153E	Introductory French III	81
FREN1154E	Introductory French IV	81
GERM1151E	Introductory German I	85
GERM1152E	Introductory German II	85
GERM1153E	Introductory German III	85
HIND7110E	Introductory Hindi I	86
HIND7111E	Introductory Hindi II	86
PORT7110E	Introductory Portuguese I	104
PORT7111E	Introductory Portuguese II	105
PORT7112E	Introductory Portuguese III	105
RUSS1151E	Introductory Russian I	106
RUSS1152E	Introductory Russian II	107
RUSS1153E	Introductory Russian III	107
SPAN1151E	Introductory Spanish I	108
SPAN1152E	Introductory Spanish II	108
SPAN1153E	Introductory Spanish III	109
SPAN1154E	Introductory Spanish IV	109
STAT1102E	Introductory Statistics II	112
TURK7110E	Introductory Turkish I	112
TURK7111E	Introductory Turkish II	112
URDU7151E	Introductory Urdu I	112
URDU7152E	Introductory Urdu II	112
URDU7153E	Introductory Urdu III	112
COMP7050E	Java programming Language: Introduction	75
HORT7119E	Landscape Construction I	87
HORT8231E	Landscape Plants of Fall	88
HORT8233E	Landscape Plants of Spring	88
HORT8234E	Landscape Plants of Summer	88
HORT8232E	Landscape Plants of Winter	88
HORT7140E	Landscaping with Plants for the Professional and Home Gardener	87
NATH8255E	Land-Use Principles	101
LAWS1315E	Legal Ethics/Law Office Systems	90
LAWS5551E	Legal Research I	92
LAWS5552E	Legal Research II	92
LAWS2256E	Legal Writing	91

	Legislative Drafting: Translating Ideas into Bills and Amendments (No longer offered)	105
PUAP8230E		
MATH4575E	Linear Algebra I	94
NATH8290E	Mammals	103
MATH4476E	Mathematics for Economics II	94
MATH4475E	Mathematics for Economists I	93
WRIT7115E	Memoir and Journal Writing	113
LAWS3315E	Negotiations and Alternative Dispute Resolution (ADR)	91
ENVS8435E	NEPA: Policy, Procedure, and Science/Art	80
NATH8319E	Non-Native Invasive Plants of the Mid-Atlantic	103
HORT7190E	Organic Landscaping	87
NATH7165E	Owls	98
HORT8238E	Perennials for Fall	89
HORT8236E	Perennials for Spring	88
HORT8237E	Perennials for Summer	88
PROJ8100E	PMP Exam preparation (No longer offered)	105
WRIT7210E	Practical Writing I	113
EDIT7320E	Practice in Editing	78
MATH1700E	Pre-Calculus	92
ECON1310E	Principles of Economics I: Macroeconomics	76
ECON1311E	Principles of Economics II: Microeconomics	76
EDIT7150E	Principles of Editing for Publication	78
HORT7160E	Principles of Horticulture	87
HORT7102E	Principles of Landscape Design I	87
HORT8202E	Principles of Landscape Design II	87
EDIT7270E	Printing, Layout, and Design	78
MGMT1120E	Project Management	95
EDIT7170E	Proofreading	78
HORT8210E	Propagating Perennials and Woody Plants	88
SPCH7151E	Public Speaking	111
MATH5001E	Real Analysis I	94
LAWS2250E	Real Estate Transactions (No longer offered)	91
NATH8276E	Reptiles and Amphibians	102
NATH7150E	Rock Identification	97
SPAN7200E	Spanish for Health Care Personnel	110
SPAN7161E	Spanish Review Level I	110
SPAN7162E	Spanish Review Level II	110
SPAN7163E	Spanish Review Level III	110
FREN9253E	Special Topics in French	83
NATH7135E	Spring Flower Identification	96
COMP7120E	SQL (Oracle 11G) Introduction	75
PERS2250E	Staffing and Placement	104
NATH8217E	Stream Ecology	100
NATH7116E	Summer Bird Life	95
NATH7149E	Summer Wildflower Identification	97

PUAP8281E	Sustainable Development (No longer offered)	106
WRIT7320E	Technical Writing	114
WRIT8305E	Technical Writing	114
PUAP8307E	The Congressional Budget Process	106
NATH7185E	The Living Soil	99
NATH8252E	U.S. Conservation History	101
NATH8201E	Understanding Evolution	99
GART8201E	Understanding the Design Process	84
NATH7140E	Weather and Climate	96
NATH8211E	Wetland Ecosystems	100
NATH8265E	Wildlife Ecology	101
NATH7146E	Winter Woody Plant Identification	97
WRIT7105E	Writing for Public Relations and Marketing	113
WRIT7120E	Writing Plain language for the Government (No longer offered)	113

EVENING AND WEEKEND PROGRAMS



*"Where
the Only
Prerequisite
is Desire!"*



graduateschool.edu/evening 888.744.GRAD