LAKE ERIE
COLLEGE

2018 - 2019

UNDERGRADUATE ACADEMIC CATALOG & STUDENT HANDBOOK

319 WEST WASHINGTON STREET | PAINESVILLE, OHIO 44077 | LEC.EDU | 1.855.GO.STORM

UNDERGRADUATE ACADEMIC CATALOG
2018-2019

FALL 2018

Fall Semester Billing Due	August 1 (W)

Residence Halls Open for New Students, Wednesday, August 15, 2018 9:00 am to 2:00 pm
Residence Halls Open for Returning Students, Friday, August 17, 2018 2:00 pm to 6:00 pm and Saturday, August 18, 2018, 9:00am to 4:00pm

New Student Convocation	August 15 (W)
Field Day	August 19 (Su)
First Day of Classes	August 20 (M)
Add/Drop period ends	August 24 (F)
Labor Day (no classes)	September 3 (M)
Last Day "W" from 1st 7-week course	September 18 (T)
Fall Break (no classes)	October 4-6 (R/F/S)
Last Day of 1st 7-week courses	October 10 (W)
Homecoming	October 11-14 (F-Su)
Second 7-week courses begin	October 11 (R)
Midterm Grades Due	October 10 (W), 8:00 am
1st 7-week Grades Due	October 15 (M), 8:00 am
Advising Weeks	October 14-19, 21-26
Last Day to "W"	October 22 (M)
Spring '19 Registration Begins	October 29 (M)
Founder's Day	November 1 (R)
Last Day "W" from 2nd 7-week course	November 8 (R)
Thanksgiving Break (no classes)	November 21-24 (W/R/F/S)
Last Day of 2nd 7-week courses	November 30 (F)
Last Day of Class	November 30 (F)
Finals Week	December 3-7 (M-F)
December Commencement	December 6 (R)
All Grades due	December 11 (T), 8:00 am

Residence Halls Close for Winter Break Period, December 7, 2018, 7:00 pm
{Mountain Day will occur unannounced during one weekday the last week of September.}

SPRING 2019

Spring Semester Billing Due	December 1 (S)
First Day of Classes	January 14 (M)
Add/Drop period ends	January 18 (F)
Martin Luther King Day (no classes)	January 21 (M)
Last Day "W" from 1st 7-week course	February 11 (M)
Last Day of 1st 7-week courses	March 1 (F)
Second 7-week courses begin	March 4 (M)
Midterm & 1st 7-week Grades Due	March 11 (M), 8:00 am
Spring Break (no classes)	March 11-15 (M-F)
Advising Weeks	March 18-22, 25-29
Last Day to "W"	March 25 (M)
Fall '19 Registration Begins	April 1 (M)
Last Day "W" from 2nd 7-week course	April 9 (T)
Spring Holiday (no classes)	April 19 (F)
Last Day of Class	April 26(F)
Last Day of 2nd 7-week course	April 26 (F)
Finals Week	April 29 – May 3
Graduating Students Grades Due	May 6 (M)
Senior Week Activities	May 6-10 (M-F)
All Grades due	May 10 (F)
Commencement	May 11 (Sat) Time TBD

Residence Halls Close for the Academic Year, Friday, May 3, 2019, 7:00 pm

TUITION AND FEE SCHEDULE 2018-2019 ACADEMIC YEAR

(PER SEMESTER AMOUNTS)

Rev. 3.10.18	Undergraduate Full-Time	Undergraduate Part-Time
COMPREHENSIVE FEE (12 - 18 credit hours)	$14,993.00 Semester ($29,986.00 annual)	
HOURLY FEE (11 credit hours or less)	N/A	$795 Credit Hour
College Fees	$ 718 Semester ,($1,436 annual)	$51 Credit Hour
ROOM AND BOARD FEES		
Double Occupancy Room - Campus	$2,254 Semester	
Single Occupancy Room - Campus	$3,754 Semester	
Double Occupancy Room - Founders Court	$2,395 Semester	
Single Occupancy Room – Founders Court	$3,955 Semester	
200 Block Plan	$2,400 Semester	
250 Block Plan	$2,700 Semester	
300 Block Plan	$2,850 Semester	
65 Meal Summer Plan	$390	
ACADEMIC PROGRAM ABROAD FEE	Varies	
ALUMNI AUDITS	$51 Credit Hour	
AUDITS	Prevailing Tuition and Fees per credit hour	
GRADUATION FEE	$150	
INTERNATIONAL CENTER FEE(APA)	$1,100 Each Semester	
INDEPENDENT STUDY FEE	$100 per credit hour	
LAB FEE - CPR	$35	
LAB FEE - EQUINE	$55 Per course	
LAB FEE - SCIENCE	$55 Per course	
LATE REGISTRATION FEE	$165	
LATE PAYMENT FEE	$50 per month, max of $200	
ORIENTATION FEE - FRESHMEN	$200	
ORIENTATION FEE - TRANSFER	$50	
RETURNED CHECK FEE	$30	
ATHLETIC FEE	$100	
EMPLOYER PAYMENT PLAN	$30 Each Semester	
SENIOR CITIZEN AUDIT (AGE 62)	$10 Per Class	
STUDY TOUR SURCHARGE	$Assessed per Tour	
TRANSCRIPT FEE	$5	
TUITION PAYMENT PLAN	$55	
INTERNATIONAL APPLICATION PROCESSING FEE	$200	
Graphic Design Course Fee	$30 Per Course	
Education Field Experience Course Fee	$100	
Education Student Teaching Course Fee	$300	
EQUINE STUDIES FEES		
STUDENT HORSE BOARD	Limited Care Plus, $2,449 per semester	
	Limited Care, $1,961 per semester	
RIDING INSTRUCTION FEE (for credit)	$1,116 1st course, $986 second course	
SCHOOLING FEES AT HORSE SHOWS	***Individually charged by instructor	
NON CREDIT RIDING LESSONS	***Individually charged by instructor	
MEMBERSHIP FEES FOR RIDING TEAMS		
IHSA English, IHSA Western, IDA Teams	$250 per semester	
ICTA Club	***Students pay group instruction fee per session	

Refund Schedule

Tuition will be refunded according to the following schedules:

Fall Semester 2018-2019

		TUITION AND FEES			
FULL SEMESTER		**1ST 7 WEEKS**		**2ND 7 WEEKS**	
1st week 8/20/18-8/26/18	**100%**	**1st week 8/20/18-8/26/18**	**100%**	**1st week 10/11/18-10/15/18**	**100%**
2nd week 8/27/18 – 9/2/18	**80%**	**2nd week 8/27/18 – 9/2/18**	**80%**	**2nd week 10/15/18 – 10/12/18**	**80%**
3rd week 9/3/17- 9/9/18	**60%**				
After 9/9/18	**No refund**	**After 9/2/18**	**No refund**	**After 10/21/18**	**No refund**
		ROOM AND BOARD			
Prior to 8/20/18	**100%**			**3rd week 9/3/18-9/9/18**	**60%**
1st & 2nd week 8/20/18-9/2/18	**80%**			**After 9/9/18**	**No refund**

Spring Semester 2018-2019

		TUITION AND FEES			
FULL SEMESTER		**1ST 7 WEEKS**		**2nd 7 WEEKS**	
1st week 1/07/19 - 1/13/19	**100%**	**1st week 1/0/19 -1/13/19**	**100%**	**1st week 3/6/19 – 3/10/19**	**100%**
2nd week 1/14/19 – 1/20/19	**80%**	**2nd week 1/14/19 – 1/20/19**	**80%**	**2nd week 3/11/19 – 3/17/19**	**80%**
3rd week 1/21/19 – 1/27/19	**60%**				
After 1/27/19	**No refund**	**After 1/20/19**	**No refund**	**After 3/17/19**	**No refund**
		ROOM AND BOARD			
Prior to 1/07/19	**100%**			**3rd week 1/21/19-1/27/19**	**60%**
1st & 2nd week 1/07/19-1/20/19	**80%**			**After 1/27/19**	**No refund**

ACCREDITATION

Lake Erie College is private, not-for-profit institution, accredited by The Ohio Department of Higher Education and the Higher Learning Commission (www.ncahlc.org). The College does not discriminate on the basis of race, sex, color, creed, national origin or disability in admissions or access to its programs and activities. Graduate and undergraduate academic programs provided through Lake Erie College's Department of Business are accredited by the International Assembly for Collegiate Business Education (IACBE). Education licensure programs and the M.Ed. degree are authorized by The Ohio Department of Higher Education, approved by The Ohio Department of Education, and have TEAC accreditation status by the Council for the Accreditation of Educator Preparation (CAEP). The Physician Assistant program offered through the School of Natural Science and Mathematics has provisional accreditation status from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA).

This Catalog reflects the curriculum, policies, personnel, and expenses at Lake Erie College at the time of printing. It is intended for the guidance of current and prospective students and the College's faculty and staff. The catalog is not intended and should not be regarded as a contract between the College and any student currently enrolled or applying for admission, or any other person. The College reserves the right to depart without notice from the terms of this Catalog. To the extent possible, a student who has been continuously enrolled full time and who has continuously made satisfactory progress towards a degree will be allowed to graduate according to policies and requirements in effect during the first semester in which the student is enrolled at Lake Erie College.

INSTITUTIONAL OVERVIEW AND MISSION STATEMENT

Institutional Overview

Founded in 1856, Lake Erie College is an independent, coeducational institution located thirty miles east of Cleveland, Ohio, offering instruction at the baccalaureate and master degree levels. Programs of study are founded in the liberal arts and are offered through the Schools of Arts, Humanities & Social Sciences; Natural Sciences and Mathematics; Business; Equine Studies; and Education and Professional Studies. The College seeks to accommodate traditional and nontraditional age students on both a full-time and part-time basis.

The College is located in Painesville, the seat of Lake County, in the heart of the Western Reserve. The small-town setting and historic homes surrounding the campus provide a traditional academic environment, while the proximity to Cleveland offers the cultural advantages of a major metropolitan area.

The campus consists of 18 buildings of both traditional and contemporary styles. Five miles south of the campus is Morley Farm, whose eighty-six acres are home to the George M. Humphrey Equestrian Center and Victor Manor House, residence of the College President and site of a variety of College and community activities.

Mission Statement

Lake Erie College provides an excellent, inclusive, and highly personalized education grounded in the liberal arts tradition. Guided by hope and care, our students are empowered to lead lives of personal significance and professional success as global citizens. (Approved by the Board of Directors October 28, 2017)

Vision Statement

Lake Erie College will empower students by successfully integrating the following elements into the learning experience:

- Self-discovery,
- The development of strong personal attributes,

- Creative problem solving, and
- The balance of personal and professional goals with the needs of others.

The College is committed to being mission-driven, fostering strong partnerships and collaboration in the region, service to the community, embracing diversity and inclusion, and helping students successfully reach their academic goals.

DIVERSITY AND INCLUSION STATEMENT

Lake Erie College seeks to be an institution where individuals of all backgrounds feel welcomed. We also strive to ensure that all within the campus community hold themselves accountable for contributing positively to a culture of inclusion and empowerment. We are committed to an institution that respects the breadth of diversity, which includes, but is not limited to, race, gender, age, disability, background, sexual orientation, or socioeconomic status. With the understanding that diversity must align with inclusiveness, the College seeks to support an environment that is welcoming, supportive, and dignified with regard to programming, support, and services. We recognize that we must have an environment where stakeholders may express opinions, thoughts, or ideas freely and openly, and in such a way, that embraces differences with acceptance and respect as part of our growth and sustainability strategy.

Lake Erie College seeks to emblemize a culture that projects our diversity and inclusion values into the communities that surround us. As part of our mission states that we will provide "an environment that stimulates intellectual curiosity, personal development and community involvement," we recognize that inclusion should be a campus ideology. Without diversity and inclusion, in its broadest sense, our ability to accomplish our mission fully is hindered. [Developed and Approved by the Diversity and Inclusion Task Force – February 2017]

OPEN CAMPUS

Lake Erie College has an open campus. Open Campus means that the physical property of the college is not surrounded by a fence and that Faculty, Staff and students may come and go as they please. It also means that visitors to the campus also can freely come on campus. The open campus concept does not mean that individuals or groups can come on campus and not follow the rules set forth.

As an open campus, students have access to all campus buildings. Buildings and rooms are secured at certain hours of the day. Faculty, Staff and Students are permitted access to secured buildings or rooms that are secured for purposes of study, projects and other college related activities. After-hours access does require that all Faculty, Staff and Students carry a form of identification with them in case the person from whom they are requesting access does not know or recognize them. Students should always carry their Lake Erie College identification card to be presented for access to secured buildings or rooms. Access may not be granted if the Faculty, Staff or Student isn't able to present proper identification or if they are unable to explain the college related activity for which they are requesting access.

ADMISSION TO LAKE ERIE COLLEGE

Admission to the Freshman Class

Students admitted to the College are expected to be enrolled in a college preparatory course of study in high school/secondary school in order to have a solid academic foundation to begin college-level coursework. This course of study should include four years of English, three years each of social studies and mathematics, three years of natural science with two courses of

laboratory experience and two years of a foreign language. The cumulative grade point average in the core academic classes should be no lower than 2.5 on a 4.0 scale. Exceptions to this requirement are considered on an individual basis and holistic review.

Students applying for admission must submit:

- An Admissions application form
- An official high school transcript
- SAT or ACT scores (LEC is a test-optional school)
- An essay/writing sample (required for registration)

Applicants may apply online at www.lec.edu, complete the common application at www.commonapp.org or the Universal Application at www.universalcollegeapp.com. Paper applications are available upon request.

Prospective students who are out of high school four or more years and have never attended college are encouraged to meet with an admissions counselor to discuss the application process and criteria for admission.

Test-Optional Admission:
Lake Erie College has a holistic admissions review process allowing students to display their grades, character, strength of curriculum, and ability to effectively communicate with the written word. As a result, if a prospective student feels that their ACT or SAT score does not reflect their academic ability, they have the option to submit their application as test-optional.

Prospective students who would like to submit their application as test-optional must submit:

- A completed admissions application form
- An application essay/writing sample
- An official high school transcript
- A graded writing sample in lieu of test results
- 2 letters of recommendations from current teacher(s) or guidance counselor

*Note: test scores are required for registration

Lake Erie College Learning Community and Honors Programs

Learning Community

The Learning Communities at Lake Erie College are academic interest-based student groups, designed specifically for incoming first-year students. Students applying from high school need a grade point average of 3.2 and a minimum composite ACT score of 20 or composite SAT score of 1020.

Honors Program

The Lake Erie College Honors Program is an exciting option that focuses on an interdisciplinary core of courses designed to challenge and stimulate our brightest students. Students applying from high school need a grade point average of 3.5 and a minimum composite ACT score of 25 or composite SAT 1200.

Admission as a Transfer Student

Students who have been enrolled at a college or university for the equivalent of one full semester or more are regarded as transfer students. Students who completed college coursework while in high school as part of a dual-enrollment program are exempt from this definition. To be considered for admission to Lake Erie College, students must be good social and financial standing at the college from which they are transferring with the eligibility to re-enroll if they have not yet earned a degree.

Students seeking to transfer to Lake Erie College must submit the following:

- An Admissions application form
- Transfer Referral Form
- Official transcripts from all colleges or universities attended.
- An official high school transcript must be submitted if the applicant does not currently hold an associate's degree or higher from another accredited institution.

Criteria for Acceptance of Transfer Credit

Lake Erie College will grant transfer credit according to the following criteria:

1. Official transcripts must be forwarded directly from the sending institution to the Office of Admissions of Lake Erie College. An official transcript presented by the student in a sealed envelope from the sending institution may be accepted in certain circumstances. Only official transcripts can be used for official evaluation and awarding of transfer credit. Unofficial transcripts may be submitted for a preliminary transfer evaluation. A student may be required to provide copies of catalog descriptions or course syllabi to assist in the evaluation of transfer credit.

   Note: A registration block will be placed on a student's account for the second semester if the official transcript is not received. An official transcript is required even if courses are not transferable.
2. A maximum of 90 semester hours or 136 quarter hours will be accepted from a regionally accredited institution. Credit will be accepted only from institutions that are accredited by one of the regional associations listed below:

   - North Central Association of Colleges and Schools
   - Middle States Association of Colleges and Schools
   - New England Association of Schools and Colleges
   - Northwest Association of Colleges and Schools
   - Southern Association of Colleges and Schools
   - Western Association of Schools and Colleges

3. Only non-remedial courses with a grade of "C" or higher will be accepted. A grade of "C" is considered to be a 2.0 on a 4.0 scale.
4. Courses with a grade of "C-, D+ , D, D-" may be accepted in transfer if they are earned as part of an associate degree.
5. A course with a grade of "Pass" or "Satisfactory" will be accepted provided the grading policy of the sending institution considers a grade of "Pass" or "Satisfactory" to be a "C" or higher.
6. Quarter-hour credits are converted to two-thirds of semester-hour credits. For example, 15 quarter credits would transfer as 10 semester credits.

Lake Erie College has developed transfer agreements with several two-year institutions, such as Lakeland Community College, Lorain County Community College and Cuyahoga Community College. To see how courses will transfer, use the Transfer Evaluation System, or TES, found online at https://tes.collegesource.com. Contact the Transfer Coordinator for a transcript evaluation for schools or courses not listed.

Final Transcript

First-time freshmen must submit a final official high school transcript that specifically demonstrates that the student graduated from high school prior to the beginning of their first semester. Transfer students are required to submit final official transcripts from all institutions attended. A registration block will be placed on a student's account for the second semester if the final transcript is not received.

Admission Deferral Policy

Undergraduate Admission
An application for admission to Lake Erie College remains valid up to two (2) semesters after the original term of submission. Deferrals for admission may be requested within this time period without the need to reapply. Once an application has expired a new application must be submitted for consideration. Restrictions for deferrals may apply as some academic programs only admit during certain times of the year.

Deferred students will be charged tuition and fee rates effective at the time of enrollment in their first semester of classes.

Transfer Candidates: You may continue to take courses at your current institution before starting at Lake Erie College. You must maintain a 2.5 GPA and have an official transcript sent to us for any course work taken during the deferral period. Your class standing at LEC will depend on how many credits you are transferring. Please remember, a minimum of 30 overall semester hours, 20 major semester hours, and 50% of the minor and concentration semester hours must be completed at Lake Erie College to meet the Residence Requirement for Graduation.

Questions or requests for standard deferrals may be directed to the Office of Admissions at 1.855.GO.STORM or admissions@lec.edu.

Note: If at any time during the deferral period college coursework is completed and credit earned, the deferral will be nullified, any deposit made will be forfeited, and the applicant must formally reapply to the college as a transfer student, supplying transcripts from each institution attended.

Scholarships
Lake Erie College scholarships are valid for the semester(s) for which they are originally awarded. Students who defer from fall to spring semester normally will receive a proportionate share of their previously granted full-year award. Students who defer to the following fall must reapply for financial aid and scholarships might not be deferred. To apply for financial assistance, you must complete the Free Application for Federal Student Aid (FAFSA).

Special Program Eligibility
Deferred students might not maintain admission to special programs, such as the Honors Program or Learning Communities, to which they were initially admitted.

4/5 Endorsement Transfer Credit

At the time of application as an endorsement seeking student to the 4/5 Endorsement program, a student may request approval of transfer up to three (3) credit hours of undergraduate study from an accredited institution of high education.

Consideration for transfer credit to meet program requirements will be based upon work in equivalent courses to those required. Elective transfer credit may be accepted when approved by the Dean of Education and Professional Studies.

Only credits in which a grade of “B” or better has been earned will be considered for transfer

Only recognized comparable catalog coursework will be accepted from other institutions.

Post Baccalaureate Licensure Programs Transfer Credit

At the time of application as licensure seeking student to the Mild to Moderate Intervention Specialist post baccalaureate program, a student may request approval of transfer up to six (6) credit hours of graduate study from an accredited institution of high education.

Consideration for transfer credit to meet program requirements will be based upon work in equivalent courses to those required. Elective transfer credit may be accepted when approved by the Dean of Education and Professional Studies.

Only credits in which a grade of "B" or better has been earned will be considered for transfer

Only recognized comparable catalog coursework will be accepted from other institutions.

International Students

Prospective students who are not citizens of the United States nor have "Permanent Resident" status are considered to be international students. International students may eligible for College-based academic funding. International students are not eligible for federal financial or state financial aid.

The international applicant must submit a Certificate of Finances form officially demonstrating that the family or sponsor is able to provide sufficient financial support for the student. This support should cover transportation, maintenance and educational expenses for one year of study at Lake Erie College.

Students whose first language is not English must prove English Proficiency by achieving one of the following:

- TOEFL: For degree-seeking undergraduate students, a paper score of 550, a computer score of 213 or an internet score of 79 is required. Non-degree seeking students must produce scores of 500 on the paper test, 173 on the computer test or 63 on the internet test.
- IELTS: for degree-seeking undergraduates, we require score of 6.0 or higher.
- STEP: We accept passing grades at the first and pre-first levels.

TOEFL scores must be submitted directly from ETS. IELTS and STEP scores must be submitted directly from their issuing organization. Scores sent by the student will not be accepted. Students are required to take the TOEFL exam at the local testing facility nearest their official residence unless documented extenuating circumstances exist.

Students suspected of falsifying their test scores may be asked, at their own expense upon arrival, to re-take the English placement exam. Failure to perform within a similar range as previously achieved on the test, or otherwise raising suspicion of falsifying data, may result in immediate expulsion and revocation of student visa status.

Students applying as freshmen will follow the application procedures outlined above for freshman admission; transfer applicants will follow the procedures listed in the transfer section. All documents, transcripts, letters of recommendation and essays must be accompanied by an official English language translation from WES (World Education Services, Inc.) www.wes.org, ECE (Education Credential Evaluators, Inc.) www.ece.org, or AACRAO International Education Services www.aacrao.org/international/ foreignEdCred.cfm. Students seeking transfer credit from a foreign institution must also submit an official course-by-course evaluation by one of the aforementioned organizations. A video chat or phone interview may be required prior to admission decision.

Test scores vs. English Proficiency

Student	**Test Score** (ACT/SAT)	**English Proficiency Requirement**
English speaking Country	Required	Not Required
Non English speaking Country	Not Required	Required
Students interested in participating in intercollegiate athletics have additional requirements from the NCAA Eligibility Center (http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp)		
English speaking Country	Required	Not Required
Non English speaking Country	Required	Required

International Student Fees

Enrollment deposit: $200
International I20 Processing Fee: $200
Continuing International Student Fee: $150 per semester

Readmission to Lake Erie College

A student who has attended Lake Erie College but has not taken classes for two or more semesters is considered inactive. If the student has not attended another college or university in the interim, the student should contact the Registrar at Lake Erie College who will begin the process of reactivation for that student based upon the student's past record at the College. A student who withdraws from Lake Erie to attend another institution must apply for admission as a transfer student. Contact the Office of Admissions for a new application form to begin the process. The complete details for transfer admission are stated above.

A student who has been accepted to Lake Erie College but does not attend after acceptance for more than one semester must reapply to the College.

A student who was on Academic Probation at the time of withdrawal, or becoming inactive, will remain on Academic Probation upon his/her return. Any student who has been dismissed from the institution must formally petition the Academic Standards Committee in seeking approval to reenroll.

Conditional Acceptance Policy

Applicants who do not meet the college minimum requirements for admission may still be eligible to be admitted pending committee review. If accepted conditionally by committee action, the applicant(s) will meet with academic advising staff to assist with the transition to college, and additional coursework designed to facilitate the student's academic success may be required

Post-Baccalaureate Students

Students who wish to enroll for further undergraduate coursework after completing a bachelor's degree are considered post baccalaureate students and will complete the application form for post-baccalaureate study.

Degree-Seeking
Students seeking an additional undergraduate degree must follow the Admissions application process. The applicant must also submit an official transcript from the college or university from which he/she was awarded the bachelor's degree; if the student attended a graduate school or an additional baccalaureate institution after earning the baccalaureate degree, official transcripts from those institutions are also required. Degree-seeking post baccalaureate students follow all Lake Erie College degree requirements including academic standing, graduation, SAP policies, as well as any additional degree requirements. Students should consult the Office of Financial Aid to determine aid eligibility.

Teacher Licensure
Students who have earned a bachelor's degree and wish to pursue teacher licensure must follow the Admissions application process. Coursework for teacher licensure is at the undergraduate level. Students should consult the Office of Financial Aid to determine aid eligibility.

Licensure endorsements are available to students who have earned a bachelor's degree and initial licensure. Course work is completed as required for specific endorsements as described in the academic catalog.

Non-Degree Seeking

Students seeking to take additional coursework with no intent of earning an additional baccalaureate degree from Lake Erie College must complete a Life Long Learner Application in the Registrar's Office. No more than 12 semester credits taken as a non-degree seeking post baccalaureate student may count towards a degree at Lake Erie College. Enrollment is limited to regularly scheduled courses on a space-available basis.

Transient Students

A student enrolled at another institution who wishes to take courses at Lake Erie College must submit a letter of authorization from the Registrar or other designated official at the student's home institution. This authorization letter is submitted to the Registrar's Office at Lake Erie College at the time of registration.

Advanced Placement

Advanced Placement (AP) courses, administered by the College Board, are college level classes that students take while in High School. Lake Erie College recognizes the merits of the Advanced Placement (AP) Program and awards credit as appropriate. Students who earn a score of '4' or '5' will be awarded credit. A score of '3' is granted a course waiver. Credit and waivers are awarded based on the below AP chart. Official scores from the College Board must be received by Lake Erie College in order for a waiver and/ or credit. Transfer students who have earned AP credit need to have official scores sent to Lake Erie College. To request a copy from the College Board, please review College Board's score reporting services (https://apscore.collegeboard.org/scores/score-reporting).

Lake Erie College AP/ College Board Equivalencies			
AP Exam	**LEC Equivalency**	**Credits Granted: Score of 4 or 5**	**Waiver Granted: Score of 3**
Arts			
Art History	AT 104	3 credits	CORE: Fine Arts
Music Theory	MU 104	3 credits	CORE: Fine Arts
Studio Art: 2-D Design		3 credits	CORE: Fine Arts
Studio Art: 3-D Design		3 credits	CORE: Fine Arts
Studio Art: Drawing		3 credits	CORE: Fine Arts
English			
English Language and Composition	EN 101	3 credits	CORE: Written Communication
English Literature and Composition	EN 140	3 credits	CORE: Literature
History & Social Science			
Comparative Government and Politics		3 credits	CORE: Civic Literacy
European History	HI 138	3 credits	CORE: Historical
Human Geography	IS 190	3 credits	CORE: Multicultural

Macroeconomics	EC 201	3 credits	CORE: Behavioral Social
Microeconomics	EC 202	3 credits	CORE: Behavioral Social
Psychology	PS 101	3 credits	CORE: Behavioral Social
US Government and Politics	PO 110	3 credits	CORE: Civic Literacy
United States History	HI 105	3 credits	CORE: Historical
World History	HI 125	3 credits	CORE: Historical
Math			
Calculus AB	MT 210	5 credits	CORE: Quantitative Reasoning
Calculus BC	MT 211	4 credits	CORE: Quantitative Reasoning
Statistics	MT 207	3 credits	Elective/Major Requirement
Sciences			
Biology	BI 100	3 credits	CORE: Science Requirement
Chemistry	CH 103/103L	4 credits	CORE: Science Requirement
Environmental Science	BI 104	3 credits	CORE: Science Requirement
Physics C: Electricity and Magnetism	PC 202/202L	4 credits	CORE: Science Requirement
Physics C: Mechanics	PC 201/201L	4 credits	CORE: Science Requirement
World Languages & Cultures			
Chinese Language and Culture	101-102 level	8 credits	CORE: Language Requirement
French Language and Culture	101-102 level	8 credits	CORE: Language Requirement
German Language and Culture	101-102 level	8 credits	CORE: Language Requirement
Italian Language and Culture	101-102 level	8 credits	CORE: Language Requirement
Japanese Language and Culture	101-102 level	8 credits	CORE: Language Requirement
Latin	101-102 level	8 credits	CORE: Language Requirement

International Baccalaureate Program

International Baccalaureate courses will be evaluated on an individual bases. Students bringing in IB work should schedule a meeting with the Lake Erie College transfer credit evaluator.

College Credit Plus

College Credit Plus (CCP) replaces Ohio's Post-Secondary Enrollment Options program (PSEO) and all alternative dual enrollment programs previously governed by Ohio Revised Code Chapter 3365. For all rules and regulations, please refer to the Ohio Department of Education.

Students in grades 7-12 are eligible to apply for the CCP program. To apply, students must submit the following material:

- The CCP Admissions Application

- Guidance Counselor Recommendation Form
- High School Transcripts

Students must meet the following criteria to be accepted into the CCP Program:

- Have a 3.3 Cumulative GPA in Core Classes (English, Math, Science)
- Have completed 2 years of high school core requirement classes (English, Math, Science)

Class placement for CCP students will be determined by The Office of Academic Advising as well as the College Math and English Departments. Upon successful completion of courses, students will receive Lake Erie College credits.

School districts are responsible for payment of CCP courses. Please see primary and secondary partnership agreements for each individual district for pricing. If a student should fail a course the student is responsible for paying for the course fees.

College Credit Plus Students Applying for Undergraduate Admission

CCP students are welcome to apply to Lake Erie College for undergraduate admission after completion of highs school. CCP students interested in enrolling at Lake Erie College follow the Undergraduate Admission requirements stated in previous section.

MILITARY VETERANS

Lake Erie College will assist eligible students to receive education benefits under various state and federal programs. All incoming veterans or eligible dependents should contact an Admissions Counselor who will assist with all the aspects of the enrollment process at Lake Erie College. Lake Erie College is proud to be a "Yellow Ribbon" college in agreement with the Department of Veterans Affairs.

Program Mission

The mission of the Veteran Education and Transition Support Program (V.E.T.S.) at Lake Erie College is to facilitate the successful enrollment, registration, advising, retention, and graduation of our Military Student Veterans by assisting them in transitioning from the military to the college and civilian world successfully. The V.E.T.S. Program provides academic support, benefit and education counseling, program information, and referrals to appropriate resources through a personalized approach that emphasizes individual attention and care.

Drilling Reservist/Military Duty Policy

This policy is designed to assist those students who, due to national, local, or state military duty, have received a written order to report for active-duty in the Armed Services of the United States. Included under this policy are current and former members of the United States Armed Forces, Reserve Units, National Guard and other such military organizations.

Students who are called to active-duty during the semester must contact the Registrar's Office to discuss procedures related to their enrollment as soon as possible after their orders have been received. A copy of the order will be required for the official student academic file. Each student's circumstances will be evaluated individually by the Registrar's Office, who will then work with the Bursar and Financial Aid Office to determine the most beneficial action for the student.

Options include:

- Complete withdrawal, backdated to start of term, with 100% refund;
- Subject to the approval of the appropriate faculty member, continued enrollment with special grading options of Pass-Fail, Non-Credit, audit, or awarding of a grade of I (incomplete);

- Subject to the approval of the appropriate faculty member, continued enrollment through electronic participation, which may or may not require an adjustment of course assignments; and
- Any other action deemed appropriate.

Students who are called to active-duty and are away from Lake Erie College for more than four consecutive semesters will be grandfathered into the academic catalog in force on their academic record at the time of departure for duty. Students must resume classes within 12 months of their return from active-duty in order to qualify for this exception.

Lake Erie College requires academic residency of a minimum twenty-five percent of the degree requirements for all degrees for active-duty service members (30 semester credits of the required 120 for degree completion). Academic residency can be completed at any time while active-duty service members are enrolled. All active-duty members of the Armed Services of the United States are covered under this policy.

LEC Evaluation of Military Training/Service

Lake Erie College recognizes and uses the ACE Guide to evaluate educational experiences in the Armed Services for the purpose of determining the value of learning acquired during military service. Credit is awarded consistent with ACE Guide recommendations and/or those transcripted by the Community College of the Air Force, when applicable to a service member's program. Official transcripts are required to receive credit. Official transcripts may be requested online at jst.doded.mil for all branches of the military except the US Air Force; USAF must follow AU transcript procedures and submit a request directly to the Community College of the Air Force. Visit www.au.af.mil/au/barnes/ccaf/transcripts.asp for detailed instructions.

FINANCIAL AID

Although the primary responsibility for financing a college education belongs to the student/family, the mission of the Office of Financial Aid at Lake Erie College is to facilitate access and affordability for students choosing to pursue a course of study at the College. We accomplish this by:

- Assisting students and families in the financial aid application process;
- Determining financial aid eligibility and making offers of financial assistance;
- Providing information on financing options;
- Facilitating the timely delivery of financial aid funds;
- Delivering financial aid to all eligible applicants in a fair and equitable manner, recognizing that the amount of aid varies with the need of each student.

Applying for Financial Aid

Students seeking financial aid from federal, state and need based college sources should apply for aid each year at www.fafsa.gov.

1. Create an FSA ID at www.fsaid.ed.gov. An FSA ID gives you access to Federal Student Aid's online systems and can serve as your legal signature. If you are a dependent student, your parent should obtain and FSA ID as well.

2. The FAFSA application is available on October 1 for the next upcoming academic year. For example, the FAFSA for the 201-2020 academic year will be available October 2018. The 2019-2020 FAFSA will request income data from 2017 Federal tax information. The summer term begins the academic year at Lake Erie College.

3. Release your FAFSA results to Lake Erie College by indicating our school code 003066 on your application. Your results will be electronically submitted to us within 3-5 business days from the federal processor.

4. In accordance with federal regulations, to ensure that the application information used to determine financial aid eligibility is complete and accurate, a student's FAFSA may be selected for a process called verification. Records, including Federal tax transcript information may be requested. Students selected will be notified of the information and documentation required for continued processing. These documents should be submitted to the Office of Financial Aid upon request.

5. An award letter will be issued to students who have been accepted to the college and have a valid FAFSA application on file. A cost of attendance is determined for each student. This includes direct expenses such as tuition and fees, room and meal as well as indirect expenses a student may experience such as transportation and books. Eligibility for need based awards is determined by a student's cost of attendance and their FAFSA results.

6. Awards and amounts are unique to each individual student based upon their application information. Awards are subject to change due to changes in cost of attendance, enrollment, funding levels or aid from outside sources. In general, to receive financial aid a student must be enrolled at least half-time (six credit hours per semester for undergraduates and three credit hours for graduates). A significant number of institutional programs require full-time enrollment.

Types of Aid

Federal Funds

Pell grant: A need based grant for undergraduate students enrolled part or full time. The Pell grant has a lifetime limit of 600% Lifetime Eligibility Units. (Equivalent to 6 years or 12 semesters of receiving a full time Pell award).

Federal Supplemental Educational Opportunity Grant (FSEOG): For part- or full time undergraduate students who have financial need.

TEACH Grant: For students planning to teach in certain subject shortage areas. An Agreement to Serve (ATS) must be signed each year with the Department of Education. Academic requirements must be met each pay period. Students who do not meet the agreement requirements will have this grant converted to a Direct Unsubsidized Loan and must pay it back.

Iraq and Afghanistan Service Grant: A student may be eligible for this grant if their parent or guardian was a member of the U.S. Armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11 and the student was under 24 years old or enrolled in college at least part-time at the time of the parent's death.

Federal Direct Loans: A federal loan program for students enrolled at least half-time. Amount depends upon grade level. A Direct Loan may be subsidized (whereby the interest is paid on that loan while the student is enrolled at least half-time), as determined by need. The loan must be paid back and repayment begins after a 6 month grace period once the student is no longer enrolled.

Federal PLUS Loan - Parent Loan for Undergraduate Students: credit based loan from the federal government for a parent of a dependent, undergraduate student.

GRAD PLUS Loan – A credit-based federal loan for a student at the graduate level.

Federal Work Study: A work program for undergraduate students who demonstrate financial need.

State of Ohio Program

Ohio College Opportunity Grant (OCOG): For part- or full-time undergraduate students who demonstrate financial need. Eligibility is determined by the FAFSA results.

Institutional Awards

All Lake Erie College merit and need based funds are tuition based, meaning the total awards from LEC cannot exceed the value of tuition.

Merit-Based Institutional Scholarships: Various academic scholarships are awarded to undergraduate students who demonstrate academic excellence or leadership qualities. These awards are renewable for undergraduate study provided the student maintains Satisfactory Academic Progress (SAP – defined in SAP section of this catalog) and full-time enrollment.

Need Based Institutional Awards: Lake Erie College offers grants to undergraduate students who demonstrate need as calculated from their FAFSA results. These awards are considered annually upon receipt of FAFSA results. The funding sources for the need based grants vary and can change.

Financial aid awards will be adjusted for any student who does not enroll for the number of credit hours upon which the award was based. If a student with financial aid withdraws from a course or courses during the refund period, aid will be adjusted accordingly. Students considering a reduction in their coursework or withdrawing from the term should consult the Office of Financial Aid prior to making changes to determine the impact upon their financial aid eligibility.

Private Sources

Scholarships from a variety of sources may be available. A good place to research scholarship funding sources would be your high school guidance office, your local college access agency and internet scholarship search engines such as www.fastweb.com. Use your due diligence when searching for outside sources and never pay for applications.

Private Loans or alternative loans are credit-based loans from banks for educational expenses. Lake Erie College offers a Private Loan Comparison tool of several lenders on the Financial Aid website.

For general information about planning and paying for college, repaying federal student loans, please go to: http://studentaid.gov. To access your individual federal student aid history, please go to: www.nslds.ed.gov.

Satisfactory Academic Progress Policy (SAP)

Federal regulations require that schools monitor academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making satisfactory academic progress (SAP) toward earning his or her degree. To be eligible to receive financial aid from federal, state and institutional sources at Lake Erie College, students must make satisfactory academic progress in their degree program. This rule applies to all students applying for aid, whether or not financial aid has been previously received. The purpose of measuring and enforcing this regulation is to ensure financial aid recipients' progress toward graduation. The policy and terms described in this SAP policy is for financial aid purposes and is separate from academic probation policies for academic standing with the college.

Not meeting these requirements for SAP may result in loss of all financial aid.

Requirements

The measure of SAP is threefold:

1. GPA
2. Percentage Completion Rate
3. Maximum Timeframe

- Students who fail to meet the any of the SAP requirements become ineligible to receive financial aid until compliance with these requirements are met.
- The Financial Aid Office evaluates SAP after the completion of each semester or term. All terms of enrollment, including summer, will be considered in the determination of SAP including periods in which the student did not receive federal student aid funds.
- Students academically dismissed from their academic program will be recognized as failing to meet SAP standards.

Requirement Definitions

1. Grade Point Average

An undergraduate student must maintain a minimum cumulative GPA of 2.0
A graduate student must maintain a cumulative GPA of 3.0

2. Percentage Completion Rate: Pace of progression

To ensure a student is making progress in progression toward their degree, a student must earn 67% of hours attempted. This is calculated by dividing cumulative hours earned by cumulative hours attempted.

Attempted credit hours. Courses with grades and with marks of "W" withdrawn, "WF" withdrawal failure, "WP" withdrawal passing, "I" incomplete or "F" failure are counted as courses attempted. Course repetitions and remedial coursework count as credit hours attempted and count toward the maximum time frame. Overall transfer hours accepted are included in attempted credit hours. Hours enrolled are counted after the add/drop period of the semester.

Earned credit hours are the credit hours recorded as earned on the student's academic transcript at the end of each semester for which a student received a passing grade. All other grades, including "F" failing, "W" withdrawal, "I" incomplete or no credit will not be counted as a successful completion or earned. Credits excluded from the credit completion calculation include audit credits, CLEP, prior learning credits.

Transfer credit hours are included in cumulative number of hours attempted and earned

Example: Joe Freshman was enrolled for 18 hours fall semester. He withdrew from a 4 credit hour course, receiving a "W" and failed another 4 credit hour course. At the end of the semester, his transcript showed he earned 10 credit hours. He has a 2.52 cumulative GPA.
His percentage of credit hours earned based on his attempted is 55.5% (10/18). He did not make SAP for the fall semester based upon his earned hours. He must have had at least 67% earned hours from those attempted.

3. Maximum timeframe

Students are required to complete their degree requirements within a specific time frame. Federal regulations require that students complete their degree program by the time they have attempted 150% of the hours normally required for the completion of the degree. Students who have reached the maximum timeframe limit and who have completed coursework to graduate but have not yet received their degree cannot continue to receive further financial aid as an undergraduate student.

- An undergraduate student cannot exceed 150% of the published length of time of the program measured in credit hours attempted. The undergraduate programs require 120 credit hours for graduation. The maximum time frame for these students is 180 hours (120 x 1.5). Students are normally expected to complete an undergraduate degree by the end of 4 years of full time enrollment. To make this progress, a student would need to take 15 credit hours each semester. The possibility exists for a student to receive financial aid up to the maximum time frame of 180 credit hours. However, if it is determined at any point that the student will not be able to complete the program within 180 credits, financial aid eligibility stops.
- The maximum time frame is not increased for dual-degree students or students with minors. All overall institutional hours attempted are included, even if a second major is added, or a student's major changes. Coursework forgiven for academic amnesty are included in attempted and earned counts for SAP.
- Periods of enrollment when a student does not receive federal aid are counted toward the maximum timeframe.

- A graduate student cannot exceed 150% of the published length of time of the program measured in credit hours attempted.

  MBA program: published length 36 credit hours, maximum timeframe 54 credit hours
  MED program: published length 32 credit hours, maximum timeframe 48 credit hours
  MSPA program: published length 112 credit hours, maximum timeframe 168 credit hours

Transfer students are awarded aid without regard to probation status at their prior post-secondary school. Transfer credit hours accepted for the both undergraduate and graduate student's academic degree are counted when measuring the maximum time frame to complete the degree or program.

Change of Major or Second Major:

All hours attempted and earned are counted, even if a student adds a second major or changes major and needs additional coursework to complete their degree due to the change or addition. Students who need to remain enrolled beyond their maximum time frame due to a change of major or a second major will be required to submit an appeal. This appeal must include documentation from their academic advisor indicating the number of credit hours needed to complete their degree or second major.

Outcomes: SAP Warning, Financial Aid Suspension, SAP Probation

Student's progress is monitored after grades are finalized each semester – summer, fall and spring - to determine if a student is eligible to receive financial aid for subsequent enrollment periods. The Lake Erie College Financial Aid Office will notify student's not meeting SAP at the end of each semester via their LEC email. Notification will include why SAP is not met, if an academic plan is required and the timeframe to appeal. It is the student's responsibility to know whether or not these requirements are met. It is possible that a subsequent term may be in progress at the time of SAP notification from the Financial Aid office. (For example: summer term begins within days of spring term ending). Students with concerns should contact the Financial Aid Office.

SAP Warning

The first time a student does not meet the SAP requirement the student will receive a SAP Warning. The student will be eligible to receive financial aid for the next semester. This warning period lasts one semester. No other action is required by the student. The SAP Policy will be delivered to the student for review.
Exception: Any student dismissed by Academic Standards after one semester, (GPA is zero and no hours are earned) will be automatically placed into SAP Financial Aid Suspension.

Financial Aid Suspension

Financial Aid Suspension occurs when any of three SAP requirements was not met and no appeal was provided and approved. The student will not be eligible for financial aid in subsequent terms. Students in this status may enroll at their own expense. Personal resources, an LEC payment plan or private loan resources may be payment options during enrollment period(s) while attempting to regain eligibility.

Neither paying for classes out-of-pocket nor sitting out for an enrollment period is sufficient for students to re-establish eligibility for financial aid.

SAP Probation and the Appeal Process

Students who fail to make SAP after one semester on SAP Warning will lose all eligibility for financial aid and be placed on Financial Aid Suspension. If extenuating circumstances contributed to the student not meeting SAP requirements, the student may appeal the denial for financial aid by submitting a Satisfactory Academic Progress (SAP) Appeal to the Financial Aid Office. The purpose of the appeal is to show there were extenuating circumstances that occurred during that semester that led to requirements not being met. The student must submit a letter of appeal to petition reconsideration for financial aid eligibility for the next term. The appeal must include a dated and signed statement with:

- The reason for failing to make SAP including any extenuating circumstances that caused failure to meet the SAP standards
- A description of how circumstances have changed to be in a better position to be academically successful
- Specific steps that will be taken during subsequent enrollment to ensure academic success. This can be the same plan delivered by Academic Standards Committee
- Statement or documentation from a third party sources that can support your circumstance and clearly indicate your situation has been rectified to ensure successful future enrollment
- If Maximum Timeframe has been exceeded, a signed statement from an academic advisor indicating the hours remaining for degree completion

An appeal must be based on significant extenuating circumstances that seriously impacted academic performance. Examples of extenuating circumstances include serious illness or injury, death of a family member or other extreme hardship or personal situation. The appeal letter must be submitted to the Financial Aid Office within 14 days of receiving notification. Include supporting documentation if indicated.

An appeal will be approved if the Financial Aid Office can determine the student will be able to make SAP standards by the end of the next term. The student with an approved appeal will be on SAP Probation and regains eligibility for financial aid for the next term.

Academic Plan

If the Financial Aid office determines that SAP cannot be made during the next term, for example, even with a 4.0 GPA earned in the next semester, the SAP GPA requirement of 2.0 cannot be obtained, the student must include an Academic Plan of action from the Academic Standards Committee or meet with their academic advisor to devise a plan to restore their SAP standards by a specific point in time. The academic plan must be submitted as part of the appeal. The student must adhere to the requirements specified in their academic plan to be eligible for financial aid.

Requirements to Re-Qualify for Financial aid

Students who are placed on Financial Aid Suspension for any reason may appeal their case to the Financial Aid Office. If the appeal is approved, the student regains financial aid eligibility for the next semester. The student is considered to be on SAP Probation.

Students can regain full eligibility for financial aid by successfully completing coursework that will raise their GPA (2.0 undergrad, 3.0 graduate) to meet or exceed the minimum requirement, raise their Percentage Completion Rate for all coursework attempted to 67% or more or have submitted an academic appeal for maximum timeframe that has been approved.

Return of Title IV Policy

Refund of Student Account Credit Balances

Federal law requires the college to automatically refund any credit balance from a student account that was created by Federal Title IV financial aid. Title IV aid, as defined by the Higher Education Act of 1965, includes the following programs:

Federal Pell Grant

Federal Supplemental Educational Opportunity Grant

Federal TEACH Grant

Federal Direct Subsidized and Unsubsidized Loans

Federal PLUS Loans

Federal GRAD PLUS Loan

Federal Iraq and Afghanistan Service Grant

Any credit balance created by federal funds will be refunded to the student (or parent for PLUS loan if indicated on their application) within 14 days.

A credit may remain on a student account to be applied to next semester charges if the student indicates so in writing to the Bursars' office. However, this credit can only be held on the account during the academic year in which the aid was awarded. A student may withdraw this authorization at any time. Upon receipt of such notice in writing, the college will refund any excess within 14 days.

Return of Federal Title IV Funds for Withdrawal

A student who withdraws from the college and is a recipient of Federal Title IV financial aid is subject to the following policy regarding refund and repayment of federal funds to the Department of Education. A return of Title IV calculation must be determined when a student withdraws from the College. This policy does not apply to students who cancel their registration prior to the first day of classes or to students who drop some, but not all of their classes. However, students who make changes to their enrollment status should notify the Financial Aid Office because their aid eligibility may be affected.

When a student withdraws, the Financial Aid Office must calculate the amount of aid you have earned prior to withdrawing. Any Federal aid received in excess of the earned amount is considered unearned. Unearned aid must be returned back to the respective Federal Aid program within 45 days. If the student is a Federal Work-Study employee, the student is no longer eligible to receive payment from the Federal work-study employment.

Other financial aid funds, such as state grants and institutional grants are not a part of this calculation; however they may be subject to a reduction in case of withdrawal.

Calculating Earned funds

The amount of Federal Title IV aid earned is based upon the percentage of the semester completed. This is calculated by dividing the number of days the student attended classes by the number of days in the semester.

- Any student who withdraws on or before the 60% point in the semester will have to return or repay unearned Federal Title IV financial aid funds. Unearned aid percentage is calculated by subtracting the earned percentage from 100%
- A student who withdraws at the 60% point of the semester is considered to have earned 100% of their aid and will not have to return funds to the Federal Title IV programs. Unless it is later determined that the student stopped attending classes and unofficially withdrew before the 60% point of the term.

Students who withdraw from the College once classes begin must file a Withdrawal Form. This form can be obtained from the Registrar's office.

A student's withdrawal date is determined by Lake Erie College to be:

1. The date the student began the withdrawal process (as outlined in this catalog) or notified the school of the intent to withdraw.

2. A student who does not notify the College of withdrawing and walks away and no date can be determined, the Financial Aid Office will recalculate financial aid eligibility at the midpoint of the term and consider it an unofficial withdrawal.

3. The student's last date of attendance at a documented academically-related activity.

4. Student's whose registration is canceled prior to the beginning of the semester will not be considered a student for that semester. No enrollment means no aid eligibility for that semester. Any prior awarded aid will be canceled.

5. Retroactive withdrawals after completion of a term. If a student is granted a late action that allows a retroactive withdrawal after the end of the semester and the official withdrawal date is past the 60% point of the term, the student's financial aid status will not change. If the date of the late action allows an official withdrawal date prior to the 60% point of the term, aid eligibility will be recalculated.

Calculating the Return of Title IV Aid Amount

Once the earned and unearned percentages are determined, the Financial Aid Office calculates the dollar amount of the total unearned aid that must be returned. The return of aid amount is determined by multiplying the unearned aid percentage by the total of all Title IV aid received:

Example:

An undergraduate student withdraws during week 4– day 19 of the fall semester.

Total of all Federal aid received $5,686

105 days in the fall semester

Student withdrew on day 19

Percentage completed: 19/105 = 18.1% ; percentage unearned = 81.9%

Total unearned aid = $4,656

Funds will be returned to the programs in the order specified by federal guidelines, up to the net amount disbursed from each source:

Unsubsidized Direct Loans

Subsidized Direct Loans

Direct PLUS Loans / Direct GRAD PLUS Loans

Federal Pell Grants

Federal SEOG

TEACH Grants

Iraq and Afghanistan Service Grant

When aid is returned, the student may have a debit or credit balance on their college account. Students who owe a debit balance to the College must contact the Bursar's office to make payment arrangements. If a credit balance occurs, a refund check will be generated within 14 days and mailed to the student's home address.

Post –Withdrawal Disbursements

If a student withdraws from a semester and receives less federal aid than the amount earned, the student is entitled to a post-withdrawal disbursement. The student must have met all of the conditions for a late disbursement prior to the date the student became ineligible (date of withdrawal). If the student or parent is eligible for a post-withdrawal from Title IV loan funds, the Financial Aid Office will notify the student or parent in writing prior to making any post-withdrawal disbursement, whether those loan funds will credit the student's account or be disbursed in a refund directly to the student or parent. The written notification must be made within 30 days to confirm in writing that the student or parent wants the post-withdrawal disbursement. If no confirmation is received, the loan will be canceled.

Future Aid Eligibility

Withdrawing may affect your eligibility to receive financial aid in future terms. Student should review the Satisfactory Academic Progress Policy.

FINANCIAL POLICIES

Tuition and Fee Policy

Fees may be calculated by referring to the tuition and fee schedule listed on the website for each semester. Financial refund schedules are published there as well. Be sure to reference this information when making decisions to add or drop classes after the semester begins.

Due to federal regulations, all international students entering the United States on an F-1 Visa are required to prepay their tuition for the entire year before registering for classes. International students are not eligible for time-payment plans. Canadian

students are required to pay each semester prior to registering for classes and are not eligible for time-payment plans.

Students who do not meet financial obligations on a timely basis may be removed from their educational program. Re-entry into the program will require payment of a re-matriculation fee equal to the current late registration fee in addition to the regular tuition and fee charges assessed.

The College reserves the right to withdraw a student from his or her academic program, including academic programs abroad, to withhold grades and transcripts, to deny entry to the residence halls and to deny participation in graduation exercises if tuition and fees are not paid on a timely basis. The student may apply for re-admission to the program for following semesters; re-admission will be dependent on proof of financial stability.

Late fees will be charged on all accounts 30 days past due. Charges that remain unpaid will be sent to a third party collection service. At that time, the collection fees, interest charges and legal fees will be added to the balance on the student's account and these accounts will also be reported to the credit bureau.

Refund Policy

If registration is canceled prior to the start of classes, a full refund will be made with the exception of the admissions deposit. The student's account will be credited only after the proper withdrawal forms have been filed with the Registrar and the exit interview is completed. Students must contact the Registrar's Office to officially withdraw from the school.

Refund dates are found on the website each semester. Refer to this information for the financial impact of dropping/withdrawing from classes. Students withdrawing and/or changing status between full-time and part-time should speak with both the Financial Aid and Bursar Offices to be sure they understand the full impact of their decision.

Students who discontinue class attendance without officially completing the withdrawal procedure will be responsible for the full amount of applicable tuition and fees. A student receiving Title IV financial aid who does not officially complete the withdrawal procedure will have their aid eligibility recalculated as attending the midpoint of the term**.**

Methods of Payment

Three options are available for paying education expenses:

1. Pay each semester's expenses in full. The amount, less financial aid and loans, is due on May 1–summer, August 1–fall, December 1–spring.
2. Apply for private student loans and/or parent PLUS loans. Information on these funding sources is available on the Lake Erie College Financial Aid website. Proof of loan funds approval and disbursement date information is due on the semester due dates as indicated in option one.
3. Enroll in the Time-Payment Plan from the Bursar's Office, pay the enrollment fee and begin making the monthly payments prior to the semester due date as indicated in option one. This plan is interest free.

Note: All of the above options may be combined to make a financial plan that is suitable for budgeting needs, making sure they are in place on or before the semester due dates as indicated above.

Tuition Reimbursement

For a student who receives tuition reimbursement benefits through his/her workplace, 50% of the tuition and fees can be deferred until the end of the term, with payment due four weeks after classes end. The remaining 50% must be paid by the semester due dates, along with the deferred payment fee for the semester. Interest will not accrue on the unpaid balance.

Withdrawal Procedure

A student wanting to take a leave of absence or totally withdraw from all classes at Lake Erie College must notify the Registrar's Office, either verbally or in writing. The office is located in Room 114 College Hall.

Veterans Benefits

Lake Erie College is approved by the State Approving Agency for Veterans' Training. Veterans who are eligible for educational benefits should contact the VETS Office. Veterans receive the educational benefits from the Veteran Administration (VA) and eligibility and amounts are determined by the VA. Lake Erie College School Certifying Official is located in the Financial Aid Office.

OFFICIAL INFORMATION

Campus Emergencies

In the event of a serious incident involving Lake Erie College students, personnel or property call 911 followed by Security (440.375.7575). Security will notify the appropriate College officials. Students, faculty and staff will receive the College's response to disasters (tornadoes, fires, etc) at the beginning of the academic year. This information is also posted on the main website.

Cancellations

If the College is closed due to inclement weather or for other reasons, local radio and television stations will be notified through the Office of Public Relations and Marketing. Daily cancellation information is available on the home page of the website, www.lec.edu, or students may call the class cancellation line at 440.375.7260.

City of Painesville

Lake Erie College is located 30 miles east of Cleveland in the City of Painesville which is one of 23 municipalities in Lake County in Northeast Ohio. Covering 7.903 square miles, Painesville is approximately 2.5 miles south of Lake Erie. According to the 2010 Census, the City of Painesville is the fourth largest municipality in Lake County (19,563). It is also the seat of Lake County government. For more information about the City, visit www.painesville.com.

Painesville is a college-friendly community that features a charming town square with access to restaurants and retail shops. Additionally, the 75-acre Kiwanis Recreation Park is within walking distance. The City's Parks and Recreation Department sponsors an extensive year-round schedule of activities for individuals of every age.

Logo Use

The Lake Erie College logo and all other College-owned logos (Stormy, College Seal, etc.) are the property of the College and may not be used on printed materials unless approved by the Office of Public Relations and Marketing. Student groups should not print these items on clothing, giveaway items, posters, etc. without prior approval.

Nondiscrimination, Equal Opportunity and Affirmative Action

Equal opportunity shall be provided to all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination based on race, color, sex (including pregnancy), national origin, religion, age, equal compensation, disability or genetic information. The College will adhere to the federal requirements of the Rehabilitation Act of 1973 with all its amendments, and the American with Disabilities Act and other applicable state and federal laws. Equal employment opportunity includes, but is not limited to, hiring, training, promotion, transfer, demotion and termination.

Lake Erie College will make reasonable accommodations for qualified individuals with known disabilities in harmony with state and federal law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Lake Erie College's Title IX Officer is Billie Dunn, Vice President for Student Affairs.
http://www2.ed.gov/about/offices/list/ocr/docs/nondisc.html

Photography Statement

In the course of college life and participation in campus classes and activities, the College often has photographers taking photos of events, activities and daily life. These photos may be used for College promotion in advertising, printed collateral, website

and other outlets. Students will not be compensated if their image is used for the promotion of the College. The Office of Public Relations and Marketing assumes permission for photography from all students unless instructed otherwise by an individual.

CO-CURRICULAR LIFE

Co-Curricular Life

The co-curricular aspects of college life are an integral part of a liberal arts education. The experiences which occur outside of the formal classroom setting provide valuable opportunities for social, emotional and intellectual growth. Lake Erie College provides a broad range of co-curricular activities and services designed to appeal to a variety of academic and personal interests. These resources and services are available to all Lake Erie College students.

Clubs and Organizations

Lake Erie College students are involved in a number of student organizations. Through these organizations, students are able to enrich their college experience and develop useful skills while getting involved on campus. Joining a student organization is a great way to meet other students and pursue common interests outside of the classroom. To find out more about membership in Lake Erie College student organizations or to start a new club, contact the Student Life Office.

Student Government

The Student Government Association (SGA) is the student governing body on campus. Through SGA, all other student clubs and organizations receive formal recognition and support. As one of the most active and dynamic groups on campus, SGA is responsible for monitoring the activities of its component groups as outlined in the SGA constitution. Elected representatives attend regular meetings. All students are members of SGA and are invited to attend SGA regular meetings. Meetings occur biweekly and the schedule is posted in the Student Life Office at the beginning of each semester. Business casual dress is suggested when attending meetings.

Activities Board

The Campus Activities Board (CAB) is a student-run organization that plans activities on and off campus. SAC membership is open to all Lake Erie College students. Becoming involved with SAC is a great way to meet other students and plan fun and interesting activities. CAB provides weekly entertainment through game shows, casino nights, free movie tickets, karaoke, concerts, comedians, hypnotists and various other events.

Cleveland Culture

The cultural riches of Cleveland also include its museums. The Cleveland Museum of Art, the Cleveland Museum of Natural History, the Great Lakes Science Center, the Rock and Roll Hall of Fame and the Western Reserve Historical Society are all easily accessible to Lake Erie College students.

Religious Services

Lake Erie College is a nonsectarian liberal arts college and has no formal affiliation with any religious group or denomination. A number of religious groups are well represented in Painesville and the surrounding area. Many of the local churches are within walking distance from the campus. Other religious communities are represented in nearby communities and all welcome students.

Athletics

Facilities

The Jerome T. Osborne Family Athletic & Wellness Center, originally opened as the Athletic & Wellness Center in August of 2004, is the central hub on campus for Lake Erie College athletics. The Osborne Center houses the offices for the Department of Athletics and hosts NCAA contests for basketball, volleyball and wrestling in its 750-seat arena. The building also houses a multi-purpose gymnasium which hosts various NCAA practices, intramurals and recreation. A suspended indoor jogging track encircling the multi-purpose gym and a fully-equipped fitness center on the upper level complete the major components of the building. Outdoors, teams practice and sometimes compete on campus at Slattery Field.

Downtown Painesville's Kiwanis Recreation Park hosts several teams. Jack Britt Memorial Stadium hosts Storm football and soccer in the fall and lacrosse in the spring. It also serves as the outdoor practice home of the track and field teams. The softball team also plays its home games at Rec Park on Diamond 9.

The baseball team plays at Classic Park in Eastlake. Classic Park is also the home of the Lake County Captains, the class A affiliate of the Cleveland Indians. The track and field program utilizes an off-campus facility –Spire Institute for Indoor Training.

On the southwest end of campus, Ritchie Athletic Training Center houses the 4,700-square foot NCAA weight room and staff offices for multiple sports. The Zappitelli Family Wrestling Complex is home to Storm wrestling offices and a practice room. The men’s and women’s soccer programs and the softball program also have offices in this complex.

NCAA Teams

Lake Erie offers 17 NCAA sports for the 2017-18 academic year, nine for men and eight for women. In the fall, the football, men's and women's soccer, women's volleyball, and men's and women's cross country teams compete. The men's and women's basketball, men’s and women’s indoor track & field, and wrestling teams compete in the winter. The baseball, softball, men's and women's lacrosse, and men's and women's outdoor track & field teams compete in the spring.

General admission to ticketed, regular season, on-campus events is free for current students. Lake Erie's teams compete at the NCAA Division II level. The institution is a proud member of the Great Midwest Athletic Conference (GMAC) for all sports.

Nickname and Colors

Lake Erie teams are called the Storm. The name was selected as the result of a contest, which took place when the institution became fully coeducational in the late 1980s. Previously, Lake Erie's teams were known as the Unicorns. The official team colors for all Storm teams are green and white, with black and silver as trim/accent colors. Branding, image and logo guidelines can be found on the department's website (see below). Unauthorized use of logos and colors is prohibited.

Athletic Website

The home of Lake Erie Athletics online is www.LakeErieStorm.com. The site features news and information on all 17 teams, blogs, videos, live broadcasts and more. There is information for current and future student-athletes, parents, fans and visitors. In addition, fans and students can follow the Storm on a variety of social networking sites like Twitter (@LakeErieStorm), Facebook (search Lake Erie College Athletics), and YouTube (lakeeriestorm).

Intramurals

A variety of intramural sport offerings are posted throughout the academic year. Typically, competition is available in volleyball, basketball, dodgeball and indoor soccer, as well as other sports.

Recreation

Use of the Osborne Center for fitness and recreation is offered to current students, during posted days and hours, with a valid Lake Erie College ID. Lockers and locker room facilities are available on a daily-use basis. Users must supply their own towels and a way to secure their belongings, if unattended. Personal items are not to be left in a locker room overnight, even if secured in a locker.

George M. Humphrey Equestrian Center

The George M. Humphrey Equestrian Center campus is located 5 miles from the main Painesville campus of Lake Erie College. This 86 acre campus is home to the George M. Humphrey Learning Center, the Rheinberger Equestrian Work Center School Barn, Boarder Barn, two indoor arenas, an outdoor lighted limestone arena and hunt field, and equestrian paddocks. The Equestrian Center houses the programs of the School of Equine Studies, and is home to approximately 50 school-owned horses used in riding classes, academic classes and team practices. A beautiful modern lobby invites students and visitors into our 250 foot by 100 foot main riding arena, joined with a 70 foot by 120 foot warm up ring. Spectator seating for 500 lines both sides of the main arena. Three large classrooms adjoin the lobby.

Lake Erie College offers three intercollegiate riding teams which students in any major may try out for each semester:

- The Intercollegiate Horse Show Association Hunt Seat Team
- The Intercollegiate Horse Show Association Western Team
- The Intercollegiate Dressage Association Team

Lake Erie College is a Higher Education Member of the Professional Association of Therapeutic Horsemanship, International (PATH, Intl.) and the Lake Erie College Therapeutic Riding Center is a Center Member of PATH, Intl.

Accommodations for Students with Disabilities

Lake Erie College does not discriminate in its recruitment, admission or treatment of students. The College makes reasonable accommodations to ensure that the academic program is accessible to the greatest extent possible by all students with disabilities. In particular, the College adheres to the provisions of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Family Education Rights and Privacy Act of 1974.

It is the policy of the College to make services available to any student who, through a recent assessment, can provide documentation of a disability. Students, however, must meet all eligibility requirements to be admitted.

Students requesting accommodations must provide the College with official documentation of any disability, from a medical doctor, psychiatrist, psychologist or other qualified professional. For specific learning disabilities, this should include a copy of the multi-factored evaluation, and a copy of the student's most recent individualized education plan (IEP).

The documentation must be no more than three years old, if the student was tested before age 21 and within a five year period in the case of adults tested after age 21. Documentation must contain the date of assessment and the diagnosis. It must list the assessment tools utilized describe the functional limitations of the disability and support the need for specific accommodations. The documentation must include relevant recommendations regarding the curriculum, as well as testing considerations. No accommodation will be assured until the appropriate documentation is on file. Lake Erie College reserves the right to require that a student provide more complete and/or updated documentation at any time. All records are confidential.

It is the responsibility of students with disabilities to seek available assistance at the College and to make their needs known to the Director of the Student Success Center. The student must meet with the Director upon admission to the College or when a

disability becomes known to discuss any special needs. All assistance/accommodations are coordinated through the Director of the Student Success Center.

Accommodations are reviewed each semester by the Director, the student and a consultant in the area in which the disability occurs, if necessary. While Lake Erie College will provide reasonable accommodations, academic success is the student's responsibility. Instructors will be expected to assist with the provision of accommodations when reasonable and necessary. Instructors are not expected to compromise essential elements of the course or evaluation standards. Some of the accommodations which may be available to students with documented disabilities include textbooks on CD, peer and professional tutoring, additional time for testing, testing in a distraction-free environment, small study groups, peer and professional editing, time-management and organization assistance, and personal coaching for success. For further information contact the Director of the Student Success Center at 440.375.7426.

Health and Wellness Resources

The Lake Erie College Student Success Center offers a wide range of referrals to a wide range of local health and wellness providers. A list of local medical providers close to the Lake Erie College campus is available on the college website. Social and academic counseling, academic support and monitoring, as well as referrals for dental assistance and psychiatric services are available on campus through the Student Success Center.

Residential students are strongly encouraged to make the Student Success Center staff aware of all on-going health and wellness issues as well as any medications prescribed and taken regularly. The staff is happy to collaborate with your current healthcare and/or counseling provider to assist you in locating a local provider near the Lake Erie College campus. Confidentiality will be maintained at all times and students, while not required, will have the opportunity to sign release forms for collaboration with parents, personal healthcare and counseling providers to assure the highest level of the continuity of care while at Lake Erie College

All residential students, student athletes, equestrian students and international students are required to provide proof that they are covered by a health insurance plan.

The TriPoint Medical Center and University Hospitals of Cleveland are available to treat any student upon request. Students under the age of 18 must have an authorization on file in the Student Success Center should the need for emergency treatment arise.

Career Development and Experiential Learning

The Office of Career Development and Experiential Learning empowers students to build bridges to their future careers by providing resources, programs and services that enable students to translate their academic and co-curricular experiences to the world of work in a diverse global environment. Services include personalized career coaching as well as workshops touching on topics such as: resume writing, networking, LinkedIn, internships, interview and job search techniques, preparing for graduate or professional school. Career events such as panel sessions and Career fairs gives students the opportunity to engage directly with employers and alumni.

Lake Erie College utilizes the Tiberius Network, an online network for students, alumni, employers, faculty and staff to help students and alum to stay up to date with events, jobs and internships as well as connect with members for networking, and mentoring. Students looking for employment possibilities can search through the jobs and internships that have been posted as well as apply for them online. Students also have access to Focus2 to help clarify skills and preferences for the academic and career planning.

Lake Erie College students have a lifelong career support guarantee and are encouraged to access our services as alumni. More information on all of the services and programs available through Career Services can be found at www.lec.edu/career.

Our Career Support is embedded in the Academic Experience through our Empowerment Curriculum. The Pathways to Success colloquium series workshops, as well as competency focused career panels give support and focus for every academic year, with continual support to make the most of your learning, find experiential learning and employment.

Residence Life

Life in the residence halls is a living learning experience. It is in this environment that students have the opportunity to form a sense of community, to meet people of varied backgrounds and to make lasting friendships. The residential community consists of four halls and a number of apartment complexes close to the campus. All students share some common facilities, including kitchen, laundry, bathrooms and lounge areas. In the halls, Residence Directors serve as advisors, counselors and administrators of the hall. Student Resident Assistants work with the Residence Directors to maintain a healthy living/ learning environment.

Residence hall living requires each resident to assume certain group and individual responsibilities. Each student is expected to attend hall meetings, support activities, care for personal and College property, abide by College and hall policies and show respect for the rights and property of other residents.

Students who are under the age of 22 years, below 64 credits and whose established residence is outside a 25-mile radius of the College are required to reside on campus. Exceptions are made for those students who are married. Students wishing to petition for an exemption to the residency requirement who intend to reside with a close adult relative must provide a written request from their parent or guardian to the Student Life Office. Students reaching the age of 23 years by August 15 prior to the start of the fall semester can be granted residency status on a space-available basis after all students whose on-campus residence is required have been accommodated.

All resident students are required to participate in one of the College meal plans.

Orientation

In order to help new students familiarize themselves with life at Lake Erie College and to acquaint them with the campus, its facilities, services and staff, as well as the rigors of college life, the College conducts a mandatory New Student Orientation prior to the start of classes. The programs touch on every aspect of the College, both curricular and co-curricular, of interest and concern to new students and their families.

Student Vehicles & Parking on Campus

Vehicle Registration

All vehicles on campus and in College-leased apartment areas are required to be registered with Security within the first week of the semester of the current school calendar year. A permit decal, for current academic calendar year, will be issued and must be displayed on the vehicle at all times. There is no charge for the first permit; however, there is a $5.00 charge for each additional or replacement permit. Your personal information, vehicle year, make, model, color and the license plate number of the vehicle are needed to register a vehicle.

The College is not responsible for lost or stolen items or damage to vehicles parked on campus. Vehicle owners are required to have adequate insurance as required by State Law. Campus Security recommends every student have an extra set of keys available in case keys are locked inside of the vehicle. Security may not be able to assist with unlocking the vehicle. Painesville police are not able to assist with vehicle lockouts. Students should refer to the Security tab of the Lake Erie College web page (www.lec.edu), or the bulletin board located outside of the Security Office for information concerning Rules and Regulations for parking on campus.

Citations and Towing

Parking on the grass, in a fire lane, on the sidewalk, blocking a dumpster, parking in a reserved space or with unpaid parking tickets may result in a vehicle being towed from campus at the owner's expense or having a boot applied making it impossible to operate the vehicle until the violation is addressed with Security and a boot fee is paid. This also includes the gravel or grass areas located along the residential drives. Lake Erie College parking rules also apply to College-leased apartment areas; Session Hall and Founder's Court. Driveways in front of the residence halls are fire lanes and should not be treated as parking areas. "No Parking Fire Lane" signs have been posted at Founder's Court. Painesville Police and Fire are issuing $50.00 tickets for the violation. These tickets are not issued by Lake Erie College and the college does not control fines and cost for the violations. Vehicles left in campus parking lots and College-leased apartment areas that are considered abandoned will be towed at the owner's expense. Fines for City issued parking tickets must be paid at the Painesville Police Department or Painesville Municipal Court. Fines apply to Security issued parking tickets. Repeat violations, during the current academic calendar year, will result in an increased fine. Parking fines are $10.00 for the first violation, $25.00 for the second violation and $50.00 for the third and each subsequent parking violation. Fines are automatically billed to the student's account and can be paid at the Accounting window in College Hall.

Guest Parking

Guests of residential students must register their vehicle with Security to obtain a temporary guest registration permit that is displayed. Applications for the guest registration tag are obtained from the Student Life office or Security. Overnight guests will receive instructions from the security officer, who issues the temporary guest tag, concerning where they must park their vehicle.

Safety and Security

Security of the Lake Erie College campus and all who live and work here is the responsibility of every member of the College community. A conscious effort must be made by each student, faculty and staff member to ensure the safety and well-being of persons and property. Anyone observing a suspicious person or act should report the situation immediately to Security at 440.375.7575; or the Painesville Police Department at 911 for emergencies or an administrator, staff or faculty member.

Security maintains a lost and found department, as well as providing an escort service to all members of the College community traveling between buildings or to the parking lots after sunset. Escort service is obtained by calling Security at 440.375.7575.

LIBRARY www.lec.edu/library

Reference Service

Please consider a librarian your best resource for doing research and don't hesitate to ask for assistance when you need it. Make an appointment for in-depth assistance on research projects or for individual training in using the library's resources. The librarians are committed to helping students find what they need to succeed!

Library Website

The library's website is tailored to meet student needs. It provides access to the online catalog, research databases, reference and interlibrary loan services, library hours and information, and provides many links to other subject-specific web sites. The site is updated continuously and should be your starting point for research.

Interlibrary Loan

It is best to search our library's catalog first for the books you need since you have immediate access to these items. Next, search OhioLINK's online catalog, which includes books from college and university libraries throughout Ohio. You need only click the green "Request" button to order any available item to be sent to our library in a few days time. If you need an item not available thru OhioLINK, use the request forms on the library's website (see **Interlibrary Loan** on the library's homepage). These items will take longer to receive; however, most arrive within 5-10 days.

Collections

The library's book collection is designed to support your research and study needs. Our collection of print resources will help you dig into your coursework or learn about specific disciplines. There are also video and CD collections on the library's lower level. Just ask at the desk if you would like a tour or help locating something!

Educational Media Center

This special collection, located on the library's lower level, serves the needs of teacher education students. It has a K-9 textbook collection and materials for curriculum development (educational games, activity books, juvenile books, etc.). The librarians can assist you in using this collection.

Checking Out Materials

Library accounts are automatically established for current LEC students at the beginning of each semester. To check out materials, just provide your name and show identification at the circulation desk.

Borrowing Policy

Circulating items include books from the main collection, DVDs, CDs, and Educational Media Center materials that may be checked out from the library. Books from the Reference and Law collections do not circulate. Please see the library's website for more details.

Reserve Materials

Instructors often put materials on reserve at the library. These items are kept at the circulation desk under the instructor's name and may be checked out for use in the library.

Computer Labs

The library's PC Lab has 20 computers and is located on the main floor. Students may use this lab during regular library hours, except when classes are being held there.

Lounge & Study Areas

There are a number of places throughout the library for you to study, relax, read, and do group projects. Drinks and food are allowed in the cafe area on the first floor. (Be ready: the cafe is coming soon…)

"Fun Reading" Book Shelves

We are keeping some shelves at the entrance for bookworms who need a break from study or for anyone wanting to up their leisure reading. Stop by and browse and take as you like! Have a book you're finished with and have no space to keep it? Drop it on the shelf and share the wealth. Our fun-reading bookshelves are for free and open exchange. Anyone can take or contribute as he or she wishes!

Library Hours

Sunday 1 p.m. - 12 a.m.
Monday-Thursday 7:30 a.m. - 12 a.m.
Friday 7:30 a.m. - 4:30 p.m.
Saturday 9 a.m. - 4 p.m.

Please note that the library will be undergoing a renovation Fall 2018. Please check on the library website for more information and updates in terms of service and hours, **www.lec.edu/library.** Also, please follow us on Twitter for updates and events, https://twitter.com/LibraryLincoln.

STUDY ABROAD

Academic Programs Abroad

In 1953, Lake Erie became the first college in the United States to institute a mandatory full term of courses to be taken abroad as a requirement for graduation. While this is no longer a requirement for our students, it is a legacy of which we are proud and an experience we still encourage all our students to undertake. Fast forward from the 1950s into the new century: Our world is becoming increasingly interconnected, with more and more of the most exciting and well-paying jobs requiring cultural awareness, fluency in foreign languages, and the ability to thrive in another culture. Responding to the quickly evolving demands of work skills needed in the modern world, Lake Erie College offers innovative programs designed to introduce students into the global marketplace and, for those who choose such a career path, provide continued opportunities for preparation and growth. Today, you can "go global" in practically any field. What is your passion? Whether you are participating in a Learning Community, the Honor's Program, or are a general population student, from your sophomore year onwards Lake Erie College stands ready to support a semester-long experience or short-term study abroad relevant to your academic field to help you on your way towards meeting fascinating new people who share your passion, and to further your educational and professional goals.

Semester and Year-Long Programs

Spending a semester abroad is an intercultural experience that integrates cross-cultural enrichment with academic learning and unique study opportunities not often available in the United States. It is, therefore, very much a part of today's total liberal arts education. The Academic Program Abroad (APA) may be used to satisfy one of the CORE requirements (cultures and values goal), in conjunction with the IS 300/301 course series. The APA is usually taken during the second half of the sophomore or first half of the junior year, but may be taken at any time from the start of the sophomore year on. The student selects a study center appropriate to individual interest and needs with input from the Office of International Studies. Often, the choice will depend upon courses available at the host school and/or available facility in a second language; however, interest in a particular internship program, a living experience or a special area of study may also influence the choice of destination. The program includes a semester of preparation for living in another culture prior to departure. While abroad, students work in various subject areas with native faculty, explore aspects of the culture through independent studies or an internship and keep a journal reflecting thoughts and experiences. Academic credit earned for the experience is evaluated before departure, and may count toward major, minor, or specific course requirements with approval of the Dean of the relevant area, or as elective credit.

Experiences abroad are not necessarily more expensive than a semester on campus. Situations vary depending on the individual, but in most cases students pay tuition through Lake Erie College and are registered as a Lake Erie College student while abroad. Financial aid usually applies to the experience, and in most instances, the cost of study abroad is equivalent to or less than a semester of study on campus. In order to guarantee consideration for financial aid, students must notify the Office of International Studies of their intent (or interest) to go abroad no later than March 1 of the preceding year. All students planning to go abroad are STRONGLY encouraged to register for IS 300: Intercultural Relationships I as part of their preparation for travel. Students choosing not to take IS 300 must receive prior approval from the Office of International Studies, the Dean of Students and their academic advisor. While abroad, students must complete IS 301: Intercultural Relationships II in order to complete the cycle for credit for their cultures and values CORE requirement. Students who do not take IS 300 and IS 301 will be ineligible for completing their cultures and values CORE education requirement solely by studying abroad.

Students planning on studying in a country having a primary language other than English are STRONGLY encouraged to have at least 3 semesters of experience in the target language, or otherwise demonstrate similar fluency. Students wishing to go abroad are required to have a minimum cumulative grade point average of 2.75, or a requisite grade point average of the foreign institution, whichever is higher. Additionally, all students must be in good financial standing with Lake Erie College, and receive clearance from the Dean of Students certifying that they have no ongoing known behavioral or emotional concerns that might impact the experience abroad.

Short Term Programs

Lake Erie College offers short term study abroad programs of 8 days to approximately 4 weeks in length. These programs are taught and led by Lake Erie College faculty to various destinations, and are taken either during spring break or during the summer session immediately after spring graduation. These programs may consist of a semester of instruction on campus before or after the trip, intense accelerated classes while abroad, or a combination of both. These courses are offered to all full-time undergraduate students who meet the minimum requirements of a 2.5 cumulative GPA, are in good standing with the school, and who complete a study tour application for committee review and approval. Credit for these trips usually ranges from 4-8 hours depending on the trip. For programs designated as Study Tours (which fulfill the Cultures and Values CORE Educational Requirement), students applying to go on these trips may also apply for a one time subsidy to help pay for the cost of the trip. This is available beginning after the end of the fourth consecutive full-time semester attendance for students who start at Lake Erie College, or after one full year of attendance for students transferring to Lake Erie College. The amount of this subsidy varies depending on the cost of the trip and the number of enrollments in a given year. While students may participate in more than one trip, they may only receive one subsidy. This subsidy is not available to all participants, and is competitive. Not every short-term program qualifies as a study tour; those that do not and are discipline-specific are normally offered as a 'full-pay' trip, where the student must cover the entire cost of travel out of pocket. Students will be advised whether the trip they are interested in is a study tour or discipline-specific full-pay option by the Office of International Studies, Registrar's Office, or by the faculty member(s) leading the trip.

Although students are encouraged to take these trips as early as possible, graduating seniors who wish to participate in a trip taking place in the semester immediately following their graduation may do so IF the trip departs within 20 days of graduation and if they have successfully submitted an application and are otherwise eligible with regards to GPA and residency requirements. They may also apply for the subsidy, when applicable, assuming it has not been used previously. Credit earned in such cases will apply to the normal course of study if the class associated with the trip is taught before departure, or will be post-baccalaureate in nature (and will not count towards a degree) if the class is offered completely or mainly in the summer.

Students must fulfill the appropriate on-campus course and/or meeting requirements in order to participate in the trip portion of the course, or must meet the required class schedule while overseas as the case may be, in order to earn credit for this trip. The trip portion of the experience itself is also academic in nature, and must be satisfactorily completed in order to earn a passing grade in the course(s). Students will be held to the standards of student codes of conduct while abroad. Anyone violating these codes will result in the student being sent home at their own cost. Students must also be in reasonably good health. Travel for any student with a pre-existing health condition must be approved by the student's physician, and all participants are required to pass a physical.

Many short term programs also fulfill the Core Requirement Cultures and Values Goal - but not all. Students wishing to use a study tour for this requirement should verify that it satisfies the criteria before enrolling. For more information on requirements or to apply, please contact the Office of International Studies at 440-375-7178.

ACADEMIC LEARNING CENTER (ALC)

Academic Learning Center: tutoring@lec.edu

The Lake Erie College Academic Learning Center serves as a focal point within the College community for the creation and promotion of an enriched learning environment where all students have the opportunity to fulfill their academic potential. The Academic Learning Center provides students with a range of services to enhance specific academic skills, and thereby increase their prospects for academic success. The Center is divided into three primary areas: the Writing Center, Math Lab and Tutorial Services.

Writing Center

The mission of the Lake Erie College Writing Center is to assist students in becoming stronger, more confident writers. The Writing Center is open to any student who wants to enrich his/her writing or develop presentations for class. The Writing Center is not limited by discipline – students from all classes and majors are welcome.

Writing Assistants provide help in all areas of the composition process. Whether students need aid in understanding the text, generating ideas, writing a paper draft, editing their work, or working on sentence level grammar and structure concerns, the Writing Center is there. In addition to written communication, Writing Assistants provide support in developing class presentations. Writing Assistants will not do the work for the student, but supply a space where students can think through their ideas and talk with a trained peer about goals and plans for the assignment. Each Writing Assistant must first complete a semester-long course in Composition and Writing Center Theory as part of their initial training.

Math Lab

The Math Lab is available on a walk-in basis for students to be able to get help with any mathematics courses in which they may be enrolled. Some math courses require students to attend the Lab on a weekly basis during which time they are encouraged to work in small groups on classroom assignments, review for upcoming exams, or ask questions about concepts with which they may be having difficulty. The purpose of these directed Math Lab sessions is to provide students with additional hands-on learning opportunities to effectively supplement the material covered in the classroom. Oversight of the Math Lab is maintained by the Math Lab Director and the Coordinator of the Academic Learning Center, both of whom are available, along with a number of peer tutors, to assist students during the hours of operation.

Tutorial Services

Help is also available in other popular areas through Tutorial Services. Tutoring is regularly offered in first-year courses in Accounting, Biology, Chemistry, Mathematics, and Psychology. Foreign language tutoring is coordinated through the Foreign Language Department. Students should consult the Academic Learning Center's online calendar for times and subject areas.

Students may request assistance in any subject area not already covered by the Writing Center, Math Lab, or Tutorial Services. Requests may be made by email at tutoring@lec.edu or by contacting any member of the Academic Learning Center staff. Every effort will be made to secure a tutor in a given area if none are already on staff.

To ensure a high level of competency, all peer tutors have secured the recommendation of a full-time faculty member and have demonstrated a high level of proficiency in advanced coursework. All tutoring services are free to Lake Erie College students and are offered throughout the week at convenient times in the morning, afternoon, and evening. The hours of operation for all ALC services are posted on LEO, on posters and flyers across campus, and through regular email and Twitter updates.

SPECIAL ACADEMIC OPPORTUNITIES

Independent Study/Individual Investigation

An Independent Study is a course offered regularly in the curriculum but which is necessary for the students to take on an individual basis.

An Individual Investigation is a focused-research or advanced performance project, not offered in the current undergraduate catalogue. An individual investigation course provides a student with the opportunity to explore a special topic of interest with a faculty member knowledgeable in the subject matter. Unlike a regular course taught in the classroom, an Individual Investigation involves a relatively unstructured format defined by the student and the instructor. Since the individual investigation is a method and not a subject, it is expected that a student will be registered for the actual subject of the study,

described in a way that can be entered on the transcript under the number 160, 260, 360 or 460 which indicates the elementary, intermediate or advanced level of the work to be performed.

Students will be limited to one Independent Study/Individual Investigation per academic year. An additional course fee may be assessed. To be eligible for independent coursework, the student must:

- Have attained junior or senior status
- Have a cumulative GPA of 3.0
- Have a 3.0 in the major, minor or concentration, if the course will satisfy a requirement
- Complete an Independent Study Individual Investigation Form

Credit for Dual Enrollment Option Coursework

Students who have completed college coursework through a dual enrollment program while in high school must provide official transcripts from the college or university to receive credit at Lake Erie College. Transfer course policies as stated in the Criteria for Acceptance of Transfer Credit section of this catalog apply.

Online Learning

Lake Erie College has a long tradition of delivering quality educational experiences. Now those experiences will reach far beyond the physical campus. In addition to already existing online courses, Lake Erie College is further incorporating online learning throughout its curriculum and educational programs. Online learning uses technology to enhance, support and maximize a student's education and fosters Lake Erie College student's integration of coursework and technology. Students of Lake Erie College who engage in online learning are preparing themselves for future professional opportunities by upgrading their experience and use of various technologies that employers seek for their organizations.

Learning Communities

The mission of the Lake Erie College Learning Communities program is to challenge students to broaden their intellectual and personal horizons in ways that prepare them to flourish as aspiring professionals and responsible citizens. Through enriching experiences inside and outside of the classroom, students will cultivate a stronger sense of purpose, engage in academic pursuits from an interdisciplinary perspective, and enhance career readiness skills all while developing meaningful relationships with peers and faculty.

Freshmen accepted into a Learning Community are eligible for the Learning Communities scholarship. They will enroll in a specialized seminar related to their particular area. These seminars allow students to interact with like-minded peers who, while sharing similar career aspirations, nonetheless bring their own unique perspectives to the table. Each seminar is led by a distinguished faculty member who will aid students in the exploration of a specialized topic within their discipline in a fun and interactive manner. Throughout the year, students will be invited to participate in a variety of programs including career development opportunities, guest lectures, workshops, and travel.

There are four unique options:

Arts, Culture, and Humanities Learning Community
Business and Entrepreneurship Learning Community
Science, Health, and the Environment Learning Community
Service, Policy, and the Law Learning Community

Students who are initially admitted to the Learning Communities have the opportunity to join the Honors Program in their second semester. In order to be admitted to the Honors Program, Learning Community students must achieve a 3.5 GPA in their first semester at LEC. These students will then receive all benefits afforded to Honors Program Scholars.

Honors Program

The Lake Erie College Honors Program is an exciting option that focuses on an interdisciplinary core of courses designed to challenge and stimulate our brightest students.

The mission of the Lake Erie College Honors program is to provide highly motivated and engaged students with experiential learning and personal development activities that will enrich their experience inside and outside of the classroom. By reflecting upon the learning opportunities present in every facet of life, students' increased self-awareness, concern for the welfare of others, and career readiness will more effectively position them for post-graduation personal and professional success.

Requirements: A Lake Erie College Honors Scholar must take Honors designated sections of courses as described below and participate in the Senior Research Colloquium, where they will present a research project done under the direction of a faculty member of their choosing. Unless AP credit or other means of waiving requirements are granted, honors program students must fulfill all other basic proficiencies in the CORE requirements, with the exception of EN 101. Lake Erie Scholars must maintain an overall grade point average of 3.5 or better. Consult the Honors Handbook for additional details.

Honors course offerings are designated as H sections, whereas non-Honors courses are designated as A, B, etc. Please note that not all courses are offered every semester.

Scholars must take all three (3) of these courses:

HU 125 H Critical Thinking Through Controversy (3 SH)
CM 105 H Fundamentals of Public Speaking (3 SH)
EN 201 H Advanced College Writing (3 SH)

Scholars must choose to do Honors work in three (3) of the following courses, which will be offered in regular rotation (see the Honors Program Handbook for details):

PS 101 H General Psychology (3 SH)
PR 111 H Issues in Western Culture (3 SH)
IS 200 H Peoples and Cultures in Contrast (3 SH)
PO 110 H American National Government (3 SH)
AT 110 H Drawing I (3 SH)
TH 104 H Introduction to Theater (3 SH)
BI 101 H/BI 101L H (lecture and lab) Introductory Biology I (4SH)

Chart Your Own Course Option**:** One of the three (3) required courses may be replaced by an approved academic experience, identified by the scholar and approved by both their academic advisor and the Director of the Honors Program. This can be an extra internship, volunteer experience, conference attendance, or project. Scholars may apply for funding through the Honors Program to defray costs incurred.

Scholars must identify one (1) course within their major in which they will do Honors work. The details of this work will be outlined in conjunction with the instructor of that course and approved by the Honors Director.

Capstone Experience*
Senior Capstone within the Scholar's Major (2-4 SH)
OR
HU 490 Senior Research Project, Honors (2-4 SH)**

*This is a requirement for all seniors graduating from the Honors program; topic and scope determined in conjunction with the

chosen faculty advisor. Students in the Honors Program are required to make a presentation of their research projects to the campus community at the annual Lake Erie College Scholars Research Colloquium.

** Honors students should register for this course if: their major does not require a Senior Capstone course; their Honors project goes beyond the scope of what is required for their Senior Capstone; the content of their work is in an area outside their major and will therefore be overseen by a faculty member in that area.

In addition to the honors designation on the diploma and transcript, other benefits include a tiered Merit Scholarship for every year in the Lake Erie Scholars program; priority registration for every term after the first semester; special research and social opportunities with faculty; special internship opportunities and special regional academic travel options.

4+1 MBA Program

Lake Erie College students who have completed at least 90 undergraduate semester credits with a minimum cumulative grade point average of 3.00 may register for up to 12 semester credits of courses in the Lake Erie College Master of Business Administration program. These courses may be counted as elective credits towards bachelor's degree completion. Upon admission to the Lake Erie College MBA program, up to 12 semester credits of such course work in which the student has earned a grade of "B" or better will be applied towards the 36 semester credits requirement for the MBA degree.

Participation requires an application and approval by the Dean of the School of Business and is approved on a semester by semester basis. Students who fail to achieve appropriate grades may be denied continuing in the program. Grades earned in the program will calculate in the undergraduate term and cumulative grade point averages the same as undergraduate grades and will be used in determining academic standing, Dean's List and Latin Honors. Tuition for participating in the program is billed at the undergraduate tuition rate according to the published Tuition and Fees Schedule.

Students wishing to continue as degree-seeking in the Master of Business Administration program at Lake Erie College are required to follow the regular admissions process. Once accepted, the coursework completed and applied to the undergraduate degree will be transcripted as waivers with credit hours at the graduate level and will not be included in the graduate grade point average calculation.

HONORS

Dean's List

The Dean's List is compiled at the end of the fall and spring semesters. To be eligible, an undergraduate student must be degree-seeking and have completed at least nine hours of credit at Lake Erie College during the semester, must have no incomplete grades and must have a term grade point average of 3.50 or higher. Pass/fail courses are not included in the requisite eight semester credits nor do they affect the grade point average.

Mortar Board

Mortar Board is a national honor society for college seniors using the criteria of excellence in scholarship, leadership and service. Only students in the top 35% of their class in the junior year are eligible to be nominated. This prestigious group is involved with a variety of service projects both on campus and in the community.

ARTICULATION AGREEMENTS

Critical Languages Consortium

Lake Erie College participates as a charter member of the Critical Languages Consortium (CLC) of northeastern Ohio. The CLC consists of one public university (University of Akron) and six private colleges (Lake Erie College, Hiram College, John Carroll University, Notre Dame College of Ohio, Siegel College of Jewish Studies and Ursuline College) that collaborate to provide synchronous distance learning in modern languages that are federally defined as "critical." Contact the Office of Academic Affairs for further information.

Preferred Interview Status – Northeast Ohio Medical University

Lake Erie College and the Northeastern Ohio Medical Universities have a Memorandum of Understanding whereby Lake Erie College students qualify automatically for an interview for admission to the College of Pharmacy, provided the student has completed at least 30 SH of instruction at Lake Erie College; has maintained a 3.50 GPA; and has scored in the 75 percentile or higher on the Pharmacy College Admission Test (PCAT). In recent years, NEOMED has offered personal interviews to only about one-half of all applicants. Students interested in this Preferred Interview Status are encouraged to contact the Office of Academic Affairs as early as possible during their undergraduate career.

Early Admission Agreement between Lake Erie College and Duquesne University Law School

Lake Erie College (LEC) and Duquesne University Law School (DULS) have established a 3+3 Program in which a student completes three full years of study at LEC, followed by three years at DULS, culminating in a baccalaureate degree from LEC after the fourth full year of study and the J.D. degree from DULS after the sixth full year of postsecondary study. DULS will accept for regular admission all candidates from LEC who meet the following eligibility requirements:

- cumulative GPA of 3.50 or above for three years (90 SH);
- completion of one undergraduate major program of study and all CORE requirements;
- minimum LSAT score in the 60th percentile, taken by the end of the fall term of junior year;
- recommendation by a jointly administered Selection Committee;
- completion of DULS Office of Admissions protocols and application.

Please direct any questions concerning the Law School Early Admission Agreement to the Associate V.P. for Academic Affairs in the Office of Academic Affairs.

Lake Erie College Partnership with Rochester Institute of Technology for Accelerated MBA Program

Lake Erie College and the Rochester Institute of Technology E. Phillip Saunders College of Business have established an agreement which allows qualified students, who have earned a bachelor's degree at Lake Erie, to accelerate their progress through the RIT College of Business MBA program.

Through the agreement, Lake Erie College graduates who are accepted to the RIT MBA program will have the opportunity to waive select MBA courses given that a student earns a "B" or better grade in the required undergraduate courses. A maximum of four MBA foundation courses may be waived for a period of up to five years from the time the undergraduate course was completed. This agreement offers Lake Erie College graduates an opportunity to complete the RIT MBA program in as few as five academic quarters.

Lake Erie College students must demonstrate an overall strong potential for success in graduate business study based on their GMAT scores and undergraduate academic performance before being admitted to the E. Phillip Saunders College of Business.

Founded in 1829, RIT is an internationally recognized leader in professional and career-oriented education and enrolls more than 15,000 students in eight colleges.

Lake Erie College Partnership with Mount Carmel College of Nursing for combined degree program

Lake Erie College and Mount Carmel College of Nursing have established an agreement that will enable students to receive a Bachelor of Science degree in biology from Lake Erie College after three and a half years of undergraduate work and a Bachelor of Science in nursing from Mount Carmel in three additional semesters through its Second Degree Accelerated Program. The degree path at Lake Erie will incorporate a highly focused program which allows students to take all prerequisites needed before entering the intense 13-month Second Degree Accelerated Program.

The agreement between Lake Erie and Mount Carmel offers 15 slots in Mount Carmel's accelerated program to qualified Lake Erie College students. As an added benefit, the combined degree program also offers students the ability to immediately enroll in graduate-level courses at Mount Carmel with provisional admission to the master's program, which offers a Master of Science degree with tracks in nursing administration, adult heath and nursing education.

To advance to Mount Carmel, Lake Erie College students must maintain a minimum 3.0 grade point average and complete an interview. For more information, contact the Lake Erie College Office of Admissions at 800.916.0994 or visit www.lec.edu.

Lake Erie College Partnership with Auburn Career Center and Thomas W. Harvey High School

Lake Erie College has established an agreement with Auburn Career Center in Concord Township, Ohio and Thomas W. Harvey High School in Painesville, Ohio that enables students completing the Auburn Career Center Business Program or the Harvey High School Marketing Entreprenuership/ECITY program to receive academic credit at Lake Erie College for ET 201 Fundamentals of the Enterprise (4 SH) upon enrollment at Lake Erie College as a degree-seeking student. Contact the Registrar's Office for additional details.

Lake Erie College Partnership with Findlay College of Pharmacy for 3+4 degree program

Lake Erie College and the Findlay College of Pharmacy (FCP) have established a 3+4 program in which a student completes three full years of study (including summer terms) at LEC followed by four years of study at FCP. Successful completion of the 3+4 program will culminate in a B.S. in chemistry from LEC and a Pharm.D. from FCP. FCP reserves seven (7) seats per year for LEC students who meet the following criteria:

- Students must enter LEC as freshmen enrolled in the chemistry program on an accelerated track.
- Successful completion of a B.S. in chemistry via the accelerated three year program.
- Fulfillment of all admissions requirements as defined by FCP Doctor of Pharmacy program (didactic and non-didactic).

Contact the Dean of the School of Natural Sciences and Mathematics at Lake Erie College for further information.

Lake Erie College Partnership with Lake Erie College of Osteopathic Medicine

Lake Erie College and the Lake Erie College of Osteopathic Medicine (LECOM) have established an agreement wherein LECOM will reserve five (5) seats in each of the O.D., Pharmacy and Dental programs per year for LEC graduates. LECOM will reserve these seats for students who meet the following criteria:

- Maintain an overall GPA of 3.5 and a cumulative science GPA of 3.2
- Be a full-time student at LEC and earn a baccalaureate degree in an appropriate field
- Maintain appropriate progress as reviewed by the designated LEC advisor
- Complete the secondary application process to LECOM by the end of the sophomore year

- Satisfy admission requirements as specific by LECOM.

Contact the Dean of the School of Natural Sciences and Mathematics at Lake Erie College for further information.

3+3 Agreement between Cleveland-Marshall College of Law at Cleveland State University and Lake Erie College

The Cleveland-Marshall College of Law at Cleveland State University and Lake Erie College offer a "3+3" program in law, the first of its kind in northeast Ohio. After earning academic credit equivalent to three (3) full-time years of study, a student will be eligible for admission to the Cleveland-Marshall College of Law for completion of the J.D. degree, in either the full- or part-time program, subject to the conditions described in the agreement. Each such student will be awarded a Bachelor's Degree by Lake Erie College after successfully earning academic credit for the completion of the first-year J.D. curriculum (generally 29 credits) at Cleveland-Marshall College of Law, whether earned in the full- or part-time program.

Cleveland-Marshall College of Law agrees to accept all candidates from Lake Erie College each year who meet the following eligibility requirements:

- A minimum cumulative grade point average of 3.45 for 90 credit hours of undergraduate education;
- Completion of all undergraduate major field and CORE requirements at Lake Erie College;
- Completion of the LSAT no later than the February test of the student's third year at Lake Erie College with a minimum score not below the 60th percentile. With permission of Cleveland-Marshall College of Law, students may complete this requirement with the June test of the student's third year;
- Satisfaction of all regular admission requirements of Cleveland-Marshall College of Law, including completion of the admission application, submission of two letters of recommendation, and disclosure of matters (listed on the application form) that may preclude admission to Cleveland-Marshall College of Law; and
- Recommendation by a selection committee appointed by the Vice President for Academic Affairs, Lake Erie College, and the Assistant Dean for Admission and Financial Aid at the Cleveland-Marshall College of Law at Cleveland State University.

For information regarding the entrance criteria for the program at Lake Erie College, including the extent to which transfer credits earned at colleges or universities other than Lake Erie College are eligible to be counted toward the three years of undergraduate credits required to be earned before enrollment at Cleveland-Marshall College of Law.

Contact the Dean of the School of Arts, Humanities and Social Sciences at Lake Erie College for further information.

Lake Erie College Partnership with Cleveland State University Accelerated Bachelor of Science in Nursing

Earn a Bachelor of Science degree from Lake Erie College and a Bachelor of Science in Nursing (BSN) degree from Cleveland State University. This dual degree program offers LEC's advantages of small class sizes, one-to-one faculty mentoring and expanded academic opportunities alongside CSU's dramatically shortened timeframe for receiving a BSN degree, involving a specially designed sequence of classes over four semesters. In other words, this program is the best of both worlds.
Program options:

- 3+1 Track: 3 years (6 semesters) at LEC plus 1 year (4 semesters, spring-spring) nursing program completion at CSU
- 4+1 Track: 4 years (8 semesters) at LEC plus 1 year (4 semesters, spring-spring) nursing program completion at CSU

6 seats are guaranteed annually for qualified Lake Erie College students

Accelerated BSN at CSU: **https://www.csuohio.edu/nursing/undergraduate-programs/accelerated-bsn-program**

Prerequisites:

- Early acceptance program: Complete a letter of intent with CSU to apply to the program during your freshman or sophomore year
- Complete all prerequisite coursework with a grade of "C" or higher
- Prerequisites may not be repeated
- Maintain an overall prerequisite GPA of at least 3.33

Contact the Dean of the School of Natural Sciences and Mathematics at Lake Erie College for further information.

REGISTRATION AND ACADEMIC CALENDAR

Academic Calendar and Course Scheduling

The calendar for the academic year is divided into two semesters, each fifteen weeks long. Courses normally meet in regularly scheduled sessions, two or three times per week throughout the semester. Exceptions occur when justified by educational objectives or special methods of instruction. Seminar, laboratory, studio and independent study courses are scheduled in order to provide the kind of experience called for by the nature of the work.

Registration Dates

Dates of registration are published in the Academic Calendar as established by the Registrar. Registration for currently enrolled students takes place during the preceding semester. Students are expected to have the approval of their faculty advisor. Transfer students entering Lake Erie College for the first time select courses in consultation with an assigned advisor. Students may register for courses following the registration calendar set by the Registrar and at any time after obtaining advisor approval.

Registration Changes

Changes in enrollment or registration after formal registration for classes will be permitted only through the Registrar's Office. This applies to courses dropped or added. No courses may be added or dropped after the first calendar week of classes (weekday or weekend). The change or withdrawal process will not be considered complete until the Schedule Change Form is received in the Registrar's Office.

Withdrawal from a Course

A student withdrawing from a course at any time after the drop and full refund period as defined by the academic calendar through the ninth week of classes will have a letter "W" recorded on the transcript. While a "W" is recorded on the student's transcript, it is not considered in computing the grade point average.

No withdrawal will be permitted from a course after the end of the ninth week. Under certain circumstances an "Incomplete" grade may be appropriate. See information about Incomplete grades under Grading System.

Tuition and fees paid by a student authorized to withdraw are refundable only as indicated under "Refunds" in the Tuition and Fees section of this catalog.

A student with extenuating circumstances may request a late withdrawal by completing a late action petition. Petition forms are available in the Registrar's Office.

Student Course Loads

Twelve credit hours per semester is considered a full-time load. Credit hours above 18 are considered to be an overload and incur additional tuition charges. Thirty credit hours during the year or fifteen credit hours per semester would be required to complete degree requirements in four years. Students taking more than 20 credits for fall or spring semester or more than 12 hours for summer term (local and transfer/ transient) must have advisor and dean approvals and have a minimum 2.50 cumulative grade point average. The Undergraduate Credit Hour Overload Approval Form is available in the Registrar's Office.

Enriched Courses

Courses with the section designator of "EN" are enriched versions of already existing catalog courses (Ex: HI238, Section EN). These courses typically include additional topics, accelerated learning and higher expectations of student performance than in

regular class offerings. Generally, enriched courses are upper-division courses within a major. Permission of the instructor is required.

Catalog in Force

Requirements for graduation are based on the catalog in effect during the student's first semester at Lake Erie College as a fully matriculated, degree-seeking student. A student may elect to complete CORE and major requirements under a subsequent catalog but must use a single catalog and not a combination of catalogs. Students may not choose previous catalogs when making a catalog change. Exceptions may be necessary when changes in certification or licensure standards mandate changes in College programs. Course substitutions may be necessary when courses are deleted or changed which results in significant alteration of course content. Students who withdraw from Lake Erie College to attend another institution or have not taken courses for four consecutive semesters and subsequently return must complete the requirements of the catalog in force at the time of re-entry. Students who have attended another institution after leaving Lake Erie College must also reapply for admission to the College as a transfer student.

ACADEMIC ADVISING

Academic Advising: advising@lec.edu

Every student at Lake Erie College is assigned a faculty advisor within his or her major area of study. Advisors will assist students with formulating educational goals or career plans, explaining College policies, and selecting courses each term. Each student is required to meet with his or her advisor each term prior to registering for classes online through LEO. Students who are still exploring possible majors will either have a representative from the Office of Academic Advising or a designated faculty member assigned as their advisor.

LAKE ERIE ONLINE (LEO) is a secure online registration/information system available to all Lake Erie College students. Using this system, students can register for classes; view their schedule, grades, or academic transcripts; review financial aid information; make payment arrangements; download course materials, and more.

GRADING

The Grading System

Grades are normally assigned and averages computed on the following basis:

A = Excellent
B = Good
C = Satisfactory
D = Passing
F = Failure
I = Incomplete

Faculty members may award an "I" grade (Incomplete) only when the examination or coursework has not been completed because of illness or other circumstances beyond the student's control. Students requesting an Incomplete must initiate the process with the instructor to create a written statement of the work to be completed and the time limits for its completion. The instructor initiates the approval process of paperwork. The Registrar shall then enter an "I" grade and furnish the student with a copy. The Registrar has the discretion to accept email documents to replace signatures.

All work must be completed within the stated deadline or by the fourteenth week of the following semester. An extension of this deadline must be approved by the Academic Standards Committee of the Faculty (ASC). The "I" grade will be removed when the instructor submits a final letter grade within the established deadline. No student shall graduate from the college with an Incomplete unless permission is granted by the ASC. For the purposes of determining Academic Standing, the "I" grade will be treated as an "F" grade in calculating cumulative grade point average. This calculation will not show on the student's official academic record.

W = Withdrawal

Withdrawal grades are assigned when a student withdraws from a class during weeks two through nine of the semester. Grades of "W" are assigned when a student is administratively dismissed, suspended or expelled. Withdrawal grades do not factor into the grade point average calculation.

Grade Point Average Calculation

Grade point averages are computed under the following quality point system:

A = 4.0 points
A– = 3.7 points
B+ = 3.3 points
B = 3.0 points
B– = 2.7 points
C+ = 2.3 points
C = 2.0 points
C– = 1.7 points
D+ = 1.3 points
D = 1.0 points
D– = 0.7 points
F = 0.0 points

The grade point average (GPA) is determined in the following manner:

1. The total number of points earned is calculated by first multiplying the point-value of each grade by the number of credit hours of that grade earned and then totaling the results of all grades.
2. The total number of points earned is then divided by the total number of local quality credit hours attempted. A 2.00 cumulative grade point average is required for graduation.
3. The following grades do not affect the GPA: W, WP, WF, P, FR, AU (Audit).

Audit Policy

Degree-seeking students may audit one course per semester and must inform the Registrar's Office of their intent at the time of registration. The tuition and fees are the same for an audited course as they are for a graded course. The course will show on the student's transcript as "AU". Alumni may audit one course per semester at the level of the degree they received from Lake Erie College. The cost is the per credit hour College Fee. Senior citizens may audit one course per semester for a nominal fee. Please contact the Bursar's Office for the exact amount.

Pass/Fail Policy

In certain courses, performance is evaluated as Pass (P) or Fail (FR); grade point averages are not affected by such grades. A grade of Pass is equal to a grade of "C" or higher. Only elective courses may be taken Pass/Fail, with some exceptions; exceptions include internships and educational field experiences, at the discretion of the department. Elective courses specified within the major cannot be taken Pass/Fail.

The following conditions apply to the Pass/Fail option:

1. Students must be in good academic standing (2.0 cumulative GPA).
2. Freshmen may not choose the Pass/Fail option.
3. Students must choose the Pass/Fail option at the time of registration. Changes are not allowed after the second week of classes.
4. Students may choose no more than 12 semester hours on a Pass/Fail basis.
5. Faculty members will not be officially notified by the Registrar's Office when a student has chosen the Pass/Fail option for their course.
6. Students taking a course on a Pass/Fail basis must complete the same course assignments as students on a traditional grading system and receive a grade of C (not C-) or better to be assigned a grade of Pass. The Registrar's Office will convert the grade submitted to a "P" or "FR" as appropriate.

Grade Appeal

Under ordinary circumstances, faculty members reserve the right to give the final grade to a student. To change a final grade, there must be compelling and justifiable reasons to implement a grade appeal process.

1. Students must first contact the faculty member issuing the grade in an attempt to resolve the issue. Students must contact that faculty member immediately upon receiving the final grade for the course.
2. If the issue is not resolved to the student's satisfaction, he or she must appeal to the Dean of the area.
3. If the issue is still not resolved to the student's satisfaction, he or she must appeal in writing to the Academic Standards Committee (ASC) within 30 days of receiving the grade.
4. The student must present compelling specific reasons in writing in order for ASC to initiate further action. Some of the specific reasons include, but are not limited to: clerical error not acknowledged by the faculty member, harassment, change in grading standards during the term and gross incompetence.
5. ASC will contact the faculty member in question in order to provide a platform for him or her to present the rationale for the grade in question.
6. If ASC believes that the "probable cause" warrants further review, then a grade appeal process will follow. A Grade Appeal Committee will be formed.
7. The student must provide to ASC all relevant information for determining the final grade, including written assignments, attendance, papers, etc., in advance.
8. The Grade Appeal Committee will inform the VPAA of their recommendation. The VPAA will inform the Registrar, faculty member and student of any changes in a timely fashion.
9. The faculty member may make the grade change at any time in this process and must notify ASC of doing so.

The Grade Appeal Committee shall be composed of the following:

- A member of ASC
- A member of the faculty within that discipline or a similar discipline, appointed by ASC
- Faculty member outside of the discipline, appointed by ASC
- The president of the Student Government Association or a delegate selected by the President of SGA.

Repeat and Forgiveness Course Policy

A student may repeat a course up to two times for which he or she earned a grade of C- or lower. In the case of a repeated course, only the higher grade of all attempts at Lake Erie College will be used to calculate the cumulative GPA. The course must be taken at Lake Erie College to receive grade forgiveness in the GPA calculation. Grades from all course attempts will appear in the student's academic record. Credit hours for a repeated course, or its equivalent, will apply only once for the purposes of

meeting graduation requirements. Only credit hours earned from a first course attempt will count for progress towards degree requirements.

Individual programs or schools may have additional policies regarding course repeats and a student should check with his or her program or school for those specific policies.

GPA calculation for Latin honors at the time of graduation reflects the student's complete academic record, including all grades of courses that have been attempted.

Repeating a course can impact a student's Federal Financial Aid. In order for a repeated course to count for federal financial aid purposes, students can only repeat a previously passed course once (a total of two attempts). If a student enrolls in the same course for a third time, this course will not count towards enrollment for financial aid purposes. This rule applies whether or not the student received aid for earlier enrollments in the course. This rule does not apply to failed courses. Courses that are repeatable for degree credit per the academic catalog are also excluded from this rule. Examples: Equine studies riding classes, private music lessons and dance courses.
See the Financial Aid Office for additional information.

Academic Reports

Reports of final grades are available via the Lake Erie Online (LEO), secure portal at the end of each semester. Grades are no longer sent by mail.

Midterm Grades

Midterm grades are required for all freshmen and non-degree seeking students. Faculty are encouraged to submit midterm grades for all students, especially those who may not be achieving satisfactory progress in their course(s). Upperclassmen may also receive midterm grades at the discretion of the faculty.

ACADEMIC STANDING

Classification Status

Student classification is based on total credit earned and is updated at the beginning of each semester.

Freshman: 0 – 29 total semester credits
Sophomore: 30 – 59 total semester credits
Junior: 60 – 89 total semester credits
Senior: 90+ total semester credits

Academic Standing

Academic standing for any given term is assigned at the close of the semester. Changes in academic standing are effective the official date grades are due according to the published academic calendar. Grade changes, including posting of grades from incompletes, made after the first Friday of the proceeding semester WILL NOT change the academic standing assigned. Students who are not on Academic Probation or Term Probation are considered to be in "Good Academic Standing."

Academic Probation

A student whose cumulative grade point average falls below the minimum 2.0 required for graduation will be placed on academic probation.

While on probation, students are limited to a maximum of 13 credit hours and are expected to attend all classes. Students must be in good academic standing to receive approval for transient work. Students admitted on probation or placed on probation or term probation will be restricted from extracurricular intercollegiate athletics competition, equestrian competitions, fine arts performances and leadership positions with College-recognized student organizations.

Any student who cannot raise his/her cumulative GPA to above a 2.0 may be refused permission to continue as a degree candidate. In order for the Academic Standards Committee of the Faculty (ASC) to provide a consistent and fair academic dismissal process, the following guidelines have been established:

1. When a student demonstrates inadequate academic performance by attaining a cumulative GPA under 2.0, he/she will be placed on academic probation for the entire following semester. A student placed on probation will be informed that he/she has one semester in which to raise his/her average to the 2.0 level. Any student earning a 0.0 grade point average for the first semester at LEC will be dismissed from the College.
2. While on probation, the student must meet regularly with the Academic Advising Office designee during the probationary semester. The student is limited to a maximum of 13 credit hours. The College reserves the right to alter the student's schedule to accommodate the maximum credit hour limitation.

Academic Warning and Term Probation

Students are placed on Academic Warning whenever their semester (or term) grade point average drops below a 2.0.

Students who do not successfully complete at least 75% of their registered credit hours (which includes withdrawn courses) in a given semester, more than once, may be placed on Academic Warning status.

Academic Warning status is independent of cumulative grade point average. Students placed on Academic Warning a third time will be placed on Term Probation and will be subject to all conditions of Academic Probation. To achieve academic good standing, the student must achieve a minimum term GPA of a 2.0. Any student who cannot raise his/her term GPA to above a 2.0 may be refused permission to continue as a degree candidate. In addition, any future term GPA below a 2.0 will result in dismissal review.

Academic Dismissal

If a student has failed to obtain a 2.0 GPA (cumulative or term) at the end of the probation semester (Academic Probation or Term Probation), the individual may be academically dismissed. An academic dismissal letter will be sent within ten (10) business days of the date grades are received by the Registrar.

If a student is placed on academic probation for 3 non-consecutive semesters the student will be academically dismissed.

When a student is dismissed from the College, all Incomplete ("I") courses are changed to a "W" for academic withdrawal.

ACADEMIC CREDIT

Overview

The standard academic unit at Lake Erie College is the semester hour. Courses are assigned semester hour values to reflect the differing amounts of classroom contact, laboratory or studio activity and outside preparation they require.

Credit from Other Institutions

Students may register for courses at other institutions. If such courses are to become part of the program through which the student plans to meet the degree requirements of the College or requirements for certification for teaching, the student must file a transient student form with the Registrar's Office in advance. Credit hours earned in such courses do not count towards residency hours. Grades earned in such courses are included in the student's record but are not included in the computation of the grade point average. Such registration cannot be retroactive. Students must be in good academic standing to receive approval for transient work. International students may have additional restrictions applied.

Transfer Evaluation Appeal Procedure

A student who has transferred to Lake Erie College will receive a copy of his or her transfer credit evaluation soon after being officially admitted to the College. The student should review this evaluation immediately to be certain that all credits earned at other colleges and universities have been considered. It is the student's responsibility to send to the Lake Erie College Registrar's Office an updated copy of any transcript listing credits that were not completed at the time of the student's original transcript evaluation. Credits will not be applied until an official transcript is received by the Registrar's Office. A student who desires to challenge Lake Erie College's award of transfer credit must follow the procedure below:

1. Contact the transfer evaluator to attempt to resolve the matter. The transfer evaluator will confer as necessary with the Vice President for Academic Affairs.
2. If the student and the evaluator cannot resolve the matter, the student may appeal to the Dean who oversees the subject matter involved.
3. If resolution does not occur at the Dean level, the student may make a formal written appeal to the ASC.

A student has six months from the date of the transfer evaluation in which to appeal the award of transfer credit.

Cross-Registration

Full-time students can broaden the scope of their educational opportunities through a system of cross registration. Students in good academic standing may enroll in no more than one course per semester at any of the participating Northeast Ohio institutions providing the course is not currently offered at Lake Erie College. Participating students pay Lake Erie College tuition for the course and are responsible for transportation costs, laboratory fees or any special course fees required by the host institution. Cross-registration credit is considered resident work and is counted as Lake Erie College credit for purposes of the senior residency requirement. The cross-registration program does not apply to summer sessions and students will not be allowed to register for independent study or tutorial courses. For further information, students should contact the Registrar's Office.

ACADEMIC HONESTY AND CLASSROOM EXPECTATIONS

Class Attendance

Regular attendance at all classes is important to the progress of the student. Classes are usually small in size which gives every student an opportunity to make a contribution in each class session. The exchange of ideas and the give-and-take of discussion are vital parts of the educational process. It is therefore important and necessary that students avail themselves of the opportunities afforded by the class sessions. Careful preparation for class is an important part of the total program. Instructors are usually willing to help a student with makeup work when the reason for class absence is reasonable and unavoidable. At the beginning of each semester, each instructor should inform students of all class requirements. Failure to attend the first class may cause a student to be dropped from the course at the discretion of the instructor. Freshmen are required to attend all classes. Students on academic probation must attend all classes by order of the Academic Standards Committee.

Missed Class Policy

Students are expected to attend all classes and complete all assignments and/or examinations as assigned and posted. Circumstances occasionally dictate that students will miss class due to one of these main categories: 1.) personal/medical reasons; 2.) government-required activities, such as military assignments, jury duty, or court appearances; 3.) participation in College sponsored activities, approved by the appropriate College authority, such as academic field trips, and special events connected with coursework; intercollegiate athletic competition and associated travel; Equestrian competition and travel.

It is the responsibility of each instructor to decide what weight (if any) shall be placed on unexcused absences in the computation of final course grades and so noted in the syllabus. It is the responsibility of each instructor to identify in his/her syllabus the methods (written, e-mail, and/or voice mail) by which any unexpected student absences should be communicated. Each instructor should provide students with at least two of the aforementioned methods as options to communicate any absences. The taking of class attendance is at the discretion of the instructor.

Students are responsible for complying with the missed class policies of their instructors. Students bear the responsibility of notifying the instructor of a planned absence by one of the methods provided by the instructor. In the event of an emergency or an unavoidably short notice of absence, the student must present the instructor with an approved written excuse upon the student's return to class. It is strongly recommended that the student use two of the three aforementioned methods (email, writing, or voicemail) to ensure that the instructor is properly notified of the planned absence. For absences related to a College sponsored competition/activity the responsible College personnel should notify instructors as soon as possible of anticipated activity. In addition, the student is responsible for communicating with his/her individual instructors.

Students are responsible for all material covered in classes they miss, even when their absences are excused as defined above. Students must make arrangements with instructors to complete missed assignments, labs, examinations or other course requirements.

ACADEMIC INTEGRITY EXPECTATIONS

Statement of Academic Integrity

Students who submit academic work that is not their own expression or creation are betraying the academic mission of the College. This constitutes academic dishonesty and is treated as a serious matter at Lake Erie College. Although individual faculty members determine what consequences students will face for academic dishonesty in their classes, college deans and/or the Office of Academic Affairs of the College are authorized to take additional action, including expulsion, when warranted.

Examples of academic dishonesty include, but are not limited to:

- Plagiarizing or representing the words, ideas or information of another person as one's own and not citing proper documentation;
- Falsifying or misrepresenting research or laboratory data or observations;
- Cheating on an exam;
- Referring to or displaying any unauthorized materials inside or outside of the testing location during an examination;
- Submitting another student's work as one's own;
- Impersonating or representing another student, or having another person represent you in any manner**;**
- Using unauthorized computers, phones, calculators, technology, etc.

Students are responsible for knowing what constitutes academic dishonesty. Students who are uncertain about what constitutes plagiarism or cheating should seek the professors's advice.
While academic integrity is particularly the responsibility of the student, faculty members also have a responsibility. A statement of academic integrity will be in the course syllabus. Students should refer to faculty guidelines regarding what materials and procedures are authorized for use in the preparation of assignments or examinations (e.g., the use of a calculator, computer, text materials, etc.). Lake Erie College supports academic integrity by providing resources for student success. Some of these resources include Grammarly.com, the Writing Center, library resources, and Academic Learning Center tutoring.

Academic Dishonesty Procedure

There are three levels of academic dishonesty incidents: Minor, Major, and Egregious. The Office of the Registrar will track reports of academic dishonesty and report instances of more than one minor incident and all cases of major and egregious instances. In cases where there are differences of opinion, either the dean of the course or the Dean of Student Academic Success my take the matter to the VPAA for consideration.

1. MINOR INCIDENT

The faculty member will discuss the incident with the student and submit to the dean of the school for the course an *Academic Dishonesty Documentation Form*, with a copy to the student, indicating the incident as minor. The dean of the course reviews the information and then submits the form to the Registrar's Office for data tracking purposes only. A single minor incident will not impact the standing of a student or adversely affect the student's record; however, more than one minor incident will result in elevating the infraction to the major level.

Examples that may be considered minor (for representative purposes only):

- Citing of a only a small portion of a paper or assignment
- Collaborating on a minor project or assignment when it was prohibited from doing so
- Using facts, statistics, graphs, or other illustration without proper reference in a small portion of an assignment or project

With the understanding that minor incidents might be inadvertent or honest mistakes, in order to ensure a formative process and to provide a teachable moment, the student is expected to submit to the dean, with a copy to the faculty member, a narrative with the following information:

- A description of the citation rule, policy, or technique not followed that led to the incident
- A description of how the work did not follow the rule
- A list of actions to prevent future occurrences of the infraction
- If applicable, a resubmission of the assignment with the issue corrected

Students who fail to adhere to the stipulations of a minor incident may be subject to further action; however, it is expected that the student will comply with conveying, in writing as per the above, a clear understanding of what constitutes academic dishonesty. Failure to comply with the stipulation will advance the matter directly to the major level and may lead to a review by the VPAA for additional potential sanctions.

2. MAJOR INCIDENT

The faculty member will discuss the incident with the student and submit to the dean of the school for the course an *Academic Dishonesty Documentation Form*, with a copy to the student, indicating the incident as Major. The dean of the course will verify the nature of the incident, and submit the form and documentation to the Registrar's Office to be placed in the student's permanent academic record. The dean may request a registration hold be placed on the student to prompt follow up. Students involved in major incidents of academic dishonesty may be required to meet with the Dean of Student Academic Success.

Examples that will be considered major may include, but are not limited to:

- A second minor incident (more than two minor incidents will elevate the incident level to major)
- Copying from a classmate
- Using unauthorized electronics or devices for a major exam
- Falsifying data or materials on a major assignment or exam
- Plagiarizing a paper or assignment

Possible sanctions for a major incident may include, but are not limited to:

- Required participation in a workshop on ethics or academic integrity
- A paper or alternate assignment of a project related to ethics or academic integrity
- The assignment of a failing grade for the project/assignment, course, or make-up assignment
- Mandated meeting with student support personnel

3. EGREGIOUS INCIDENT – ACADEMIC STANDARDS COMMITTEE (ASC) REVIEW

The faculty member will discuss the incident with the student and will submit to the dean of the school for the course an *Academic Dishonesty Documentation Form*, with a copy to the student, indicating the incident as egregious. The dean will submit the form and documentation to the Registrar's Office to be placed in the student's permanent academic record. Students involved in egregious incidents of academic dishonesty are required to meet with the Dean of Student Academic Success. The Academic Standards Committee (ASC) will meet to review the file and determine whether to recommend an appropriate sanction, including the possibility of suspension or expulsion, and will forward the recommendation to the Vice President for Academic Affairs (VPAA) for a final decision on the issue. The VPAA will notify the Registrar and the Academic Standards Committee of the final decision, and the Registrar's Office will record the findings. The VPAA will formally notify the student of the College's decision and include a description of the appeals procedure. If a student is suspended or expelled for academic dishonesty, the transcript will indicate "Academic Suspension" or "Academic Expulsion."

Actions that constitute egregious incidents include, but are not limited to:

- Multiple incidents, either minor or major
- Completion an exam or assignment by another party
- Clear evidence of premeditation or malicious intent
- Lack of adherence to stipulations stemming from minor or major incidents

Academic Integrity and Course Withdrawal

A faculty member may submit a final grade to the Registrar's Office at any time during the semester as a penalty for academic dishonesty. Submission of a final grade overrides the course withdrawal dates as published by the Academic Calendar.

Appeals Procedure

A student found to be in violation of the academic integrity policy has the right to appeal.

1. The student must first contact the faculty member in an attempt to resolve the issue. Students must contact that faculty member within ten (10) business days upon receiving notification of an incident. (If the instructor is away from the College during the period of the appeal, the student may proceed directly to the dean of the school of the academic course.)

2. If the issue is not resolved to the mutual satisfaction of the faculty member and the student, then the student may appeal to the dean of the school within ten (10) business days upon receiving notification.

3. If the issue is still not resolved after consultation with the dean of the school, the student may appeal in writing to the Academic Standards Committee (ASC) within one month (30 calendar days) of receiving notification of the original academic dishonesty incident.

4. The ASC will provide the VPAA with a written summary of its recommendation. The VPAA will make the final decision and notify the student, faculty member, dean, academic advisor, and Registrar.

In the case of an Egregious Incident, the student may continue to attend class during the appeals process, but participation in the class does not guarantee work will be counted or a certain grade rendered. Continued participation is intended to ensure that students who have appeals granted still have an opportunity to learn the content in the course.

Expulsion Appeals Procedure:

1. A student who receives a letter notifying him or her of expulsion from Lake Erie College for academic integrity will have ten (10) business days from the date of the letter to submit an appeal to the VPAA.

2. During the appeals process, the student may continue to attend class.

3. Upon completion of the appeal process, should the decision regarding expulsion stand, the expulsion is permanent. The student is responsible to pay any unpaid balances owed to the College. Failure to do so may be subject to additional charges and actions. If the expulsion takes place mid-semester, the student will not receive any passing grades for work in the course(s) that applied to academic dishonesty.

4. The VPAA’s decision regarding an expulsion is final.

INSTITUTIONAL REVIEW BOARD

Institutional Review Board

Students who are learning about and using the research process in courses or projects should understand and appropriately use Institutional Review Board (IRB) policies and procedures. The purpose of the Institutional Review Board (IRB) is to protect the

rights of human and animal subjects in research. This includes making sure that vulnerable populations are protected (i.e., prison inmates, minor children, etc.) and that informed consent is maintained for participation in research. The IRB also monitors non-LEC researchers seeking to conduct research at our institution.

Through federal-wide assurance, the academic community has agreed that ALL research and grant activities at Lake Erie College must conform to the Belmont Report and 45 CFR 46, through IRB approval or exemption. The IRB functions administratively through the Office of Academic Affairs and is a standing committee of the Faculty Senate. Details regarding the process for research can be found on the LEC website.

GRADUATION

Latin Honors

Graduation honors are given to students who have completed a minimum of 60 semester hours in residence with the following cumulative grade point averages:

3.80 - 4.00 Summa Cum Laude
3.60 - 3.79 Magna Cum Laude
3.50 - 3.59 Cum Laude

GPA calculation for Latin honors at the time of graduation reflects the student's complete academic record, including all grades of courses that have been attempted.

Tentative (unofficial) graduation honors are noted in the December and May Commencement ceremony programs and announced at the commencement ceremonies. Tentative graduation honors for purposes of the commencement ceremonies are based on the cumulative grade point average of the prior semester of enrollment. Final honors will be determined after all grades are processed and the student's permanent academic record is the official record.

Residency Requirement

Candidates for a degree must complete a minimum of 30 credit hours at Lake Erie College. Individual programs may have additional residency requirements that must be satisfied for degree completion.

Candidates for a degree must also complete a minimum of 20 semester hours in the declared major, 50% of the semester hours in a minor and/or concentration at Lake Erie College.

Graduation Requirements

Lake Erie College awards undergraduate degrees of Bachelor of Arts, Bachelor of Science, and Bachelor of Fine Arts. CORE requirements are the same for all bachelor's degrees; the degree awarded is determined by the student's major field of study. It is the responsibility of the student to be sure that all degree and major requirements are fulfilled by graduation.

Candidates for all bachelor's degrees must:

1. Complete a minimum of 120 semester hours of credit with a grade point average of 2.0 or higher; 30 semester hours must be taken at Lake Erie College and any additional program requirements.
2. Complete the CORE curriculum as described in the academic catalog.
3. Complete the requirements for the major field of study identified in the section of the academic catalog entitled Requirements for the Academic Major. A cumulative grade point average of 2.0 or higher in all major courses is required.

Candidates for graduation must apply by completing the required forms which are available in the Registrar's Office. The deadlines are May 1 for December graduation, and December 1 for May and August graduations. Students completing degrees in December participate in the December Commencement ceremony. Students completing degrees in May and August participate in the May Commencement ceremony.

WITHDRAWAL FROM LAKE ERIE COLLEGE

Withdrawal from the College

Inasmuch as all students are held responsible for the observance of the College's academic and social standards, the College reserves the right to request the withdrawal of any student whose standard of scholarship or social behavior is considered detrimental. Please refer to the Student Handbook for further information. Voluntary withdrawal becomes official only after receipt of a written statement from the student. The student's record is then closed. Official transcripts will be made available, upon request, when the Business Office verifies that financial obligations have been met. Students who are not registered for classes for two or more consecutive semesters are considered inactive. Reactivating students need to notify the Registrar's Office. Students who have taken coursework at other institutions during the inactive period must reapply to the Office of Admissions.

Involuntary Medical Withdrawal

When, in the judgment of the College, an individual's behavior is disruptive to the educational and living environment which the College seeks to maintain, that student may be required to undergo psychological evaluation or and/or an investigation by a College Medical Withdrawal Panel for mandatory withdrawal from the College. The Medical Withdrawal Panel will consist of the Director of the Student Success Center (or designee); Vice President for Academic Affairs (or designee); and Dean of Students (or designee) who will chair the panel.

Mandatory psychological evaluation and withdrawal will be considered in cases where there is a threat of danger to self, others or property, or disruption of the educational process and mission of the College. If a student engages in suicidal behavior, the College will respond in accordance with the Suicide Gesture Response Policy described in the Student Handbook. The College will make every effort to work with the student involved, but reserves the right to contact the student's parents/legal guardians or spouse.

The College may remove a student from the residence halls or from attending classes or from the campus on a temporary basis pending the outcome of an evaluation and/or hearing for a mandatory withdrawal if the student presents a risk to self, others or property. Locating an alternate place to stay, if removed from campus, is the responsibility of the student and/or their parent(s)/ legal guardian(s) or spouse.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Directory Information

Lake Erie College may release directory information in accordance with the provisions of the law as defined in Title IX. Directory information is defined as the following relating to a student: name, address, telephone number, date and place of birth, academic major, dates of attendance, degree earned, honors, awards, scholarships, honor societies and Dean's Lists, officially recognized activities or sports, and height and weight of members of athletic teams. Students have the right to request Lake Erie College to withhold any or all information designated as directory information. Written request to withhold specific information

must be submitted to the Registrar within two weeks after the first day of class of the first semester as a student. Requests will be honored for one year. Authorization to withhold information for successive years must be filed annually with the Registrar.

Educational Records and FERPA

Educational records at Lake Erie College are those student records that are kept in the offices of the Registrar, Student Life, Admissions, Financial Aid, Advising, Academic Affairs and in the offices housing records of individual academic programs and advisors.

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides access for students to their educational records; permits them to challenge the accuracy of information in those records and limits the release of such information without their explicit consent. Lake Erie College makes available to students those records that students are entitled to review. The College affirms the importance of the confidentiality of student educational records.

Without written consent from the student, no unauthorized persons will have access to nor will the College disclose information from any student's educational records other than that, which is classified as directory information. The exception to this would be persons or organizations providing student financial aid, accrediting agencies carrying out their accreditation duties, governmental representatives, persons acting in compliance with a judicial order and persons in an emergency acting to protect the health or safety of a student. The aforementioned exceptions are permitted under the law.

Within Lake Erie College, only College personnel acting in the students' educational interest and within the limitation of their "need to know" are allowed access to students' educational records.

Educational records do not include: records of instructional, administrative and educational personnel that are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; student health and personal counseling records; health records may be reviewed by physicians of the student's choosing; student employment records and alumni records.

Students may not inspect financial information submitted by their parents or confidential letters and recommendations associated with admissions, employment or honors. The College will permit access only to that part of the record that pertains to the student requesting access. Lake Erie College does not permit access to confidential letters and recommendations placed in a student file prior to January 1, 1975. Consent to Release Education Records forms are available in the Registrar's Office.

Student Notification of Rights

Educational records containing personally identifiable information are confidential and will not be released to third persons, except as authorized by law.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades or other private information — may be accessed without your consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State

Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities.

In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service and migrant student records systems.

Students and parents, if dependent for Internal Revenue purposes, have a right (with certain exceptions) to inspect educational records as defined by the applicable statute. Application to inspect educational records should be made to the Registrar. If students believe their educational records are inaccurate, they have a right to a hearing on the merits to correct these records. If the outcome of the hearing also denies the request, students have the right to file a letter of rebuttal that will be maintained as a permanent part of the educational record. Students have the right to file complaints concerning failure by Lake Erie College to comply with the Acts Office, U.S. Department of Health, Education and Welfare, 200 Independence Avenue, SW, Room 526-E, Washington, DC 20201. For further details concerning rights under the law, students should consult the Registrar.

GENERAL DATA PROTECTION REGULATION (GDPR)

The GDPR went into effect May 25, 2018. The GDPR was written to expand personal privacy rights for European Union (EU) residents. The rule:

- Applies to all organizations that possess personal data provided by people while they are residing, permanently or temporarily, in the EU.
- Defines data broadly: any data that can be used to identify an individual such as genetic, mental, cultural, economic, technological or social information.
- Requires valid consent to collect personal data: consent must be informed, unambiguous, freely given.
- Allows individuals the right to be forgotten.

More Information

For general information, review the European Commission's website at https://ec.europa.eu/info/law/law-topic/data-protection_en.

If you are an EU resident or if you are calling from the EU in regards to GDPR, contact the Vice President for Administration.

TRANSCRIPTS/DIPLOMAS/LEGAL DOCUMENTS

Transcripts of Academic Records

Transcripts are furnished upon payment of a fee for each transcript issued. A request for the transcript must be made by the student, either on the regular form supplied at the Registrar's Office or by written request to that office. The request should show the student's full name and student ID number and dates of attendance. For pick-up or walk-in service, the request should be filed at the Registrar's Office at least three days before the transcript is needed. No transcript will be supplied for coursework taken at other institutions. The Registrar's Office will not release transcripts unless the student has met all financial obligations to the College, returned all library materials and paid applicable fines. An additional fee for a rush request may apply.

Reissuance/Replacement of Diploma Policy

Upon receipt of the original diploma, Lake Erie College will reissue a diploma for a graduate whose name has been legally changed. The reissuance fee is $50 U.S.

The reprinted diploma will carry the precise date the degree was originally awarded and the date of reissue. For practical purposes, the signatures of the officials will be of those currently in office

To protect the institution and continuity of records, the new diploma will have the following printed on its face

> Original diploma awarded at Lake Erie College on (date).

Upon request of the awardee, this diploma was issued following a legal change of name.

Replacing a Lost or Destroyed Diploma Policy

To replace an original that has been lost or destroyed, the reprinted diploma will carry the precise date the degree was originally awarded and the date of reissue. The replacement fee is $50 U.S. For practical purposes, the signatures of the officials will be of those currently in office. To protect the institution and continuity of records, the new diploma will have the following printed on its face:

> Diploma awarded at Lake Erie College on (date).

Upon request of the awardee, this document was reissued on (date) to replace the original that was lost or destroyed.

Procedures for Obtaining an Apostille

Authentications are often called “legalizations” or “certifications.” An Apostille is a form of authentication appropriate to countries which have signed the 1961 Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents. They are often needed in adoptions extraditions, applications for jobs or graduate programs abroad and certain business transactions. The essence of these documents is an official statement that an office-holder held a particular office at a particular time.

A more comprehensive description of the Apostille is available at: www.state.gov, keyword search: authentication

> http://travel.state.gov/law/info/judicial/judicial_2545.html

The listing of countries that are signatories is at:

> http://www.hcch.net/index_en.php?act=states.listing.

In order to be able to issue authentications, the Ohio Secretary of State keeps on file the qualification document for the particular official -- the swearing-in paper. Officials covered include notaries public, high level appointees such as Commissioners, members of boards and commissions, dedimus justices, legislators, Constitutional officers and certain local offices.

The proper heading for this authentication is:

> APOSTILLE
> (Convention de La Haye du 5 octobre 1961)

A student should write to the Registrar’s Office requesting the Apostille to be attached to a particular document, usually a transcript or statement of certification of graduation, and mention the country to which it is being sent. If a copy of a diploma is

being sent, please ensure that it is as large and clear as possible and the official Latin diploma, not the English translation. Because of the labor and charges associated with the preparation of this statement, the processing fee is US $75. The student should send US $75 cash, traveler's check or international money order for each Apostille requested, made payable to Lake Erie College. A personal check drawn on a US bank is also acceptable.

Lake Erie College prepares the document normally except that the signature and embossed seal over the signature are affixed in the presence of a notary public and the local Clerk of Courts. The notarized documents are then sent by Lake Erie College, along with a check for the charges, to the Ohio Secretary of State. The package also includes a cover letter explaining the request (including the name of the country in which the Apostille is expected to be used) and a stamped envelope addressed back to the College. When the Apostille and original document are received back from the Secretary of State, Lake Erie sends the entire package onto the US Department of State (as needed) and then onto the originally requested address. The process usually takes three to four weeks.

Name Change Policy

Current Students

All currently-enrolled students may change their names on institutional records upon the production of evidence showing that the student's name has officially changed. The following documents will be accepted as proper evidence of an official name change:

- Certified copy of a marriage license, court order, or dissolution decree reflecting the new name in full;
- Especially for non-U.S. citizens: Current passport or official proof of identity, certified by U.S. embassy abroad or by the appropriate foreign embassy in the U.S.

Former Students

Institutional records will only be changed if the former student produces evidence of an official name change. No name will be changed on transcripts or diplomas except where there has been a court-ordered change of name. The following documents will be accepted as proper evidence of an official name change:

- Certified copy of a marriage license, court order, or dissolution decree reflecting the new name in full;
- Especially for non-U.S. citizens: Current passport or official proof of identity, certified by U.S. embassy abroad or by the appropriate foreign embassy in the U.S.
  N.B.: For facilitation of records, all former names will remain in the official records system to be cross-referenced.

MAJORS AND MINORS

Overview

All candidates for an undergraduate degree at Lake Erie College select a specialized area of study known as an academic major. Majors may be disciplinary, interdisciplinary or individualized in nature. It is the responsibility of the student to be sure that all degree and major requirements are fulfilled by the end of the semester in which he or she plans to graduate. Students must fulfill all major course requirements and total major credit hour requirements. Any substitutions or exceptions to this policy must be sent by petition to the dean of the school in which the major or minor exists. Requirements for each of the academic majors and minors currently offered by the College are identified in the list of Academic Majors and Minors. Complete course descriptions for all courses can be found in the Course Description section of the catalog. Four-year degree plans are available for many majors in Lake Erie Online (LEO).

The Major Field of Study

The major field of study is a carefully structured sequence of courses in a single subject or a combination of closely related subjects. Basic or introductory courses are generally not included in the major. No more than 60 semester hours in a single subject designator may be counted towards graduation. A minimum of 20 semester hours of the major field must be completed at Lake Erie College. A minimum grade point average of 2.0 in the major is required for graduation. Degree options and requirements for individual majors are specified in the section of the catalog entitled Requirements for the Academic Major. Opportunities also exist for the design of an individualized major with the assistance and approval of a faculty advisor.

Selecting an Academic Major

Students are required to declare a major before the start of their junior year (60 semester credits earned). Students entering with an associate's degree or with 60 or more hours of transfer credit are required to declare a major upon admission. A registration hold may be placed by the Registrar's office until a declaration is received.

Additional Majors

A student who wishes to earn additional majors must complete all the requirements of each major before graduation. An additional major cannot be earned after a student has graduated. Earning an additional major does not mean earning a second degree.

Double Degree

A student who has not yet graduated from Lake Erie College and wants to earn more than one bachelor's degree concurrently must complete the CORE curriculum, all the major requirements for each degree program, and earn an additional 30 credit hours above the 120 minimum credits required for degree completion (150 total minimum).

Additional Bachelor Degree

Students who have already earned a bachelor's degree at Lake Erie College or any other accredited institution and desire to earn a second bachelor's degree are known as Post Baccalaureate students. Post Baccalaureate students must complete an additional minimum of 30 semester credits and fulfill the CORE curriculum, as well as the requirements for the major for a total of no less than 150 semester credits. A Lake Erie College degree cannot be awarded twice; that is, a student can receive only one bachelor of science, bachelor of arts or bachelor of fine arts degree from Lake Erie College. The major field of study determines the degree awarded.

The Minor Field of Study

Academic minor programs of study generally consist of a series of courses, totaling 15 to 20 credits that provide a coherent body of knowledge in either a particular discipline or in an interdisciplinary cluster. Although by design not as extensive as an academic major, the pursuit of an academic minor—while not required— will provide content knowledge and a credential in a secondary area of specialization which might well help the future graduate in terms of further postgraduate education and employment. A minimum grade point average of 2.0 and 50% of the requirements completed in residence in the minor is required for graduation.

CORE CURRICULUM REQUIREMENTS

Students at Lake Erie College engage in an enriching liberal arts education that addresses the pursuit of discipline-based knowledge as well as proficiencies that will provide the basis for a lifetime of career opportunities, intellectual inquiry, and personal fulfillment. The CORE curriculum is designed to offer every student choices that fit their personal educational goals while ensuring core competencies and attainment of curriculum requirements for specific majors and disciplines of study. Courses in the CORE Curriculum Program may focus on a specific discipline or may be interdisciplinary in approach to learning broader knowledge-based content and skills. Through enrollment in some specific required CORE courses and the election of choices of specific discipline-oriented courses, students build their CORE curriculum around their interests and learning goals that prepare them for a fulfilling career, community engagement, and lives of significance.

Courses designated to fulfill the basic proficiencies are listed below (individual courses may not count in more than one category for goal fulfillment):

1) Written Communication
   Goal: The ability to write effectively. (6 SH)
   - EN 101 Principles of Composition and Research (3 SH)
   - EN 201 Advanced College Writing (3 SH)

2) Oral Communication
   Goal: The Ability to speak effectively. (3 SH)
   - CM 105 Fundamentals of Public Speaking (3 SH)

3) Quantitative Reasoning
   GOAL: The ability to use quantitative reasoning and mathematical techniques to analyze and solve problems. (3 SH)
   Choose one of the following:
   - MT 106 Geometry and Statistics for Education (3 SH) [note: MT 105 is a required prerequisite for this course)
   - MT 108 Excursions in Mathematics (3 SH)
   - MT 109 Pre-Calculus I (4 SH)
   - MT 110 Pre-Calculus II (3 SH)

4) Information (computing) Literacy
   Goal: The ability to use information technology to locate and organize information, communicate with others, and solve problems. (3 SH)
   - CI 101 Computers and Information Processing (3 SH)

5) Second Language
   Goal: Basic familiarity with a non-English language and an understanding of the cultural contexts in which that language is used as a means of communication. (8 SH)
   Beginning Language I and II
   - IT 101/IT 101L Beginning Italian I and Language Lab (3, 1 SH)
   - IT 102/ IT 102L Beginning Italian II and Language Lab (3, 1 SH)
   - SP 101/SP 101L Beginning Spanish I and Language Lab (3, 1 SH)
   - SP 102/ SP 102L Beginning Spanish II and Language Lab (3, 1 SH)

6) Critical Thinking

Goal: The ability to exercise skills in critical thinking through an interdisciplinary approach to the liberal arts. (3 SH)

Choose one of the following:

PR 201 Introduction to Logic (3 SH)
HU 120 Travels Through Time and Space (3 SH)
HU 125 Critical Thinking Through Controversy (3 SH)

7) The Fine Arts

Goal: Experiences with aesthetic forms both in theory and in practice. (3 SH)

Choose one of the following:

AT 102 Design (3 SH)
AT 103 Dimensional Design (3 SH)
AT 104 Experiencing the Visual Arts (3 SH)
AT 110 Drawing I (3 SH)
AT 114 Sculpture I (4 SH)
AT 205 Ceramics I (4 SH)
AT 206 Photography I (3 SH)
AT 240 Art History I (3 SH)
AT 241 Art History II (3 SH)
AT 242 Art History III (3 SH)
DN 104 Dance in its Time (3 SH)
MU 104 Introduction to the Art of Music (3 SH)
TH 104 Introduction to Theatre (3 SH)
TH 106 Acting I (3 SH)
TH 108 Performance Theory and Analysis (3 SH)
TH 210 Physical Training and Performance Techniques (3 SH)

8) Scientific Inquiry

Goal: An introduction to the rationale and diversity of scientific methodology and the processes of the natural world. (3 SH)

Choose one of the following:

BI 100 Concepts of Biology (3 SH)
BI 101/BI 101L Introductory Biology I and Lab (4 SH)
BI 104 Introduction to Environmental Science (3 SH)
CH 100 Chemistry in Context (3 SH)
CH 103/CH103L General Chemistry I and Lab (4 SH)
PC 106 Introduction to Physical Science (3 SH)
PC 201/PC 201L General Physics I and Lab (4 SH)
PR 105 History and Philosophy of Science (3 SH)

9) Behavioral and Social Sciences

Goal: An understanding of the techniques and strategies appropriate to analysis within the behavioral or social sciences. (3 SH)

Choose one of the following:

EC 100 Survey of Economics (3 SH)

EC 201 Principles of Macroeconomics (3 SH)
EC 202 Principles of Microeconomics (3 SH)
PO 101 Introduction to Political Science (3 SH)
PS 101 General Psychology (3 SH)
SO 111 Introduction to Sociology (3 SH)

10) Literature
Goal: Engagement with literature as a creative means of human expression. (3 SH)
Choose one of the following:
EN 140 Principles of Critical Analysis (3 SH)
EN 220 Major British Writers (3 SH)
EN 221 Major American Writers (3 SH)
TH 104 Introduction to Theatre (3 SH)

11) Civic Literacy
Goals: An understanding of the principles, structures and processes under which we govern ourselves and exercise our rights and responsibilities as citizens. (3 SH)
PO 110 American National Government (3 SH)
PO 202 Public Policy (3 SH)
PO 205 State and Local Government (3 SH)
PO 210 U.S. Foreign Policy (3 SH)
PO 214 International Relations (3 SH)
PO 320 Constitutional Law (3 SH)
PO 321 International Organizations and Law (3 SH)
PO 330 Legislative Process (3 SH)
PO 333 American Presidency (3 SH)
PO 340 Political Parties and Interest Groups (3 SH)
PO 341 Public Administration (3 SH)

12) Multi-cultural Perspective
Goal: An awareness of the foundations of one's own culture and those of other societies. (3 SH)
Choose one of the following:
FR 210 Studies in Francophone Contemporary Cultures (3 SH)
GE 101 Introduction to Geography (3 SH)
GE 200 World Geography (3 SH)
HI 305 The History of Women (3 SH)
IS 200 Peoples and Cultures in Contrast (3 SH)
IT 211 Introduction to Italian Culture and Civilization (3 SH)
PO 212 Comparative Politics (3 SH)
PR 111 Issues in Western Culture (3 SH)
PR 238 World Religions (3 SH)
SP 225 Hispanic Culture and Civilization (3 SH)

13) Historical Perspective
Goal: An understanding of change and continuity within the human community from a historical perspective. (3 SH)
Choose one from the following:
HI 105 American History I: Colonial Times to 1877 (3 SH)
HI 106 American History II: 1877 to the Present (3 SH)

HI 125 Modern World History (3 SH)
HI 132 Western Civilization I: Beginnings to 1400 (3 SH)
HI 138 Western Civilization II: 1400 to 1815 (3 SH)
HI 203 The Bourbon Dynasty, French Revolution and Napoleonic Wars (3 SH)
HI 230 History of Middle East/History of Islam (3 SH)
HI 234 Renaissance and Reformation (3 SH)
HI 236 Ancient Mediterranean History (3 SH)
HI 240 History of Medieval Europe (3 SH)
HI 304 The American Civil War (3 SH)
HI 305 The History of Women (3 SH)
HI 322 World War II (3 SH)
HI 340 Medieval England (3 SH)
PR 105 History and Philosophy of Science (3 SH)

14) Philosophical and Ethical Reasoning
Goal: The ability to critically examine ethical dimensions of human choices and behavior in light of philosophical principles. (3 SH)
Choose one the following:

PO 201 Introduction to Political Ideologies (3 SH)
PR 101 Introduction to Philosophy (3 SH)
PR 105 History and Philosophy of Science (3 SH)
PR 111 Issues in Western Culture (3 SH)
PR 238 World Religions (3 SH)

ACCOUNTING

Degree Awarded: Bachelor of Science

The accounting major prepares students to think critically, interpret financial information and plan for the future in a constantly changing business environment. Students interested in the CPA examination are required to earn 150 hours of college credit. Lake Erie College offers accounting majors two options to fulfill this requirement. First, students can elect to take 30 hours of additional undergraduate coursework approved by the individual's academic advisor. Second, qualified students can apply for early admission to the Lake Erie College MBA program. If accepted, Master of Business Administration courses can be taken during the student's senior year and the program can be completed in four additional semesters.

(Program accredited by the International Assembly for Collegiate Business Education)

Requirements for the Major:
56 semester credits including:

- AC 101 Accounting Principles I (3 SH)
- AC 102 Accounting Principles II (3 SH)
- AC 301 Intermediate Accounting I (4 SH)
- AC 302 Intermediate Accounting II (4 SH)
- AC 490 Senior Seminar in Accounting (3 SH)
- CI 341 Management Information Systems (3 SH)
- EC 201 Principles of Macroeconomics (3 SH)
- EC 202 Principles of Microeconomics (3 SH)
- FN 320 Corporation Finance (3 SH)
- LG 315 Business Law I (3 SH)
- MK 203 Marketing Principles (3 SH)
- MN 200 Introduction to Management (3 SH)
- MN 215 Business Statistics (3 SH)
- MN 216 Applied Decision Models (3 SH)

and Accounting Group 1 - 12 semester credits from the following:

- AC 170-79/270-79/370-79 Special Topics in Accounting (2-4 SH)
- AC 210 Forensic Accounting (3 SH)
- AC 250/350 Internship in Accounting (2-4 SH)
- AC 303 Taxes & Culture Clinic I (2 or 3 SH)
- AC 308 Federal Income Taxes I (3 SH)
- AC 309 Federal Income Taxes II (3 SH)
- AC 322 Cost Accounting (3 SH)
- AC 403 Auditing (3 SH)
- AC 406 Taxes & Culture Clinic II (2 SH)
- AC 416 Advanced Accounting (3 SH)

Optional Concentration

Accounting - Forensic Accounting Concentration

Forensic Accounting is the integration of accounting, auditing and investigative skills, providing an analysis of financial affairs suitable for a court to discuss, debate and ultimately resolve disputes. Fraud and Forensic Accounting is a growing area of specialization for professional accountants and other professionals in related fields such as law, criminology, sociology, psychology, intelligence, computer forensics and other forensic sciences. Public and private corporations, accounting firms, law enforcement agencies, government and not-for-profit entities all have experienced the need to develop programs to reduce inefficiencies, waste, abuse and fraud including the need to provide or utilize the expertise of fraud and forensic accounting specialists.

Accounting major required to declare concentration.

Requirements for the Concentration:
12 semester credits including:

- AC 210 Forensic Accounting (3 SH)
- AC 403 Auditing (3 SH)

and Forensic Accounting Group 1 - six semester credits from the following:

- CJ 101 Introduction to Criminal Justice (3 SH)
- CJ 220 Criminal Law and Procedure (3 SH)
- CJ 230 Investigative Techniques (3 SH)

ADVERTISING, PUBLIC RELATIONS AND DIGITAL MEDIA

Degree Awarded: Bachelor of Science

This major is an interdisciplinary program that equips students with the skills and knowledge to establish and build relationships between businesses/organizations and their target audiences. The program integrates visual, oral and written communication skills allowing graduates to create, promote and advance the strategic visions of organizations. Students choose from three concentration areas: Advertising, Public Relations or Digital Media.

Requirements for the Major:
50-53 semester credits including:

- AC 101 Accounting Principles I (3 SH)
- AT 207 Digital Photography (3 SH)

- AT 225 Introduction to Graphic Communications I (3 SH)
- EC 201 Principles of Macroeconomics (3 SH)
- EC 202 Principles of Microeconomics (3 SH)
- MK 203 Marketing Principles (3 SH)
- MK 317 Marketing Management (3 SH)
- MK 394 Advertising and Public Relations (3 SH)
- MN 200 Introduction to Management (3 SH)
- BA 201 Business Communication (3 SH) OR CM 202 Business Communication (3 SH)

and Advertising, PR & Digital Media group 1 - three semester credits from the following:

- MN 215 Business Statistics (3 SH)
- MT 207 Probability and Statistics (3 SH)

Plus a concentration area:

Advertising Concentration

17-19 semester credits including:

- CM 400 Senior Seminar in Communication (3 SH)
- CM 250/350/450 Internship in Communication (2-4 SH) OR MK 250/350 Internship in Marketing (2-4 SH)

and Advertising Concentration Group 1 - 12 semester credits from the following:

- AT 226 Introduction to Graphic Communications II (3 SH)
- CM 215 Interpersonal Communication (3 SH)
- CM 241 Mass Media (3 SH)
- MK 334 Consumer Behavior (3 SH)
- MK 335 Marketing Research (3 SH)

Public Relations Concentration

17-19 semester credits including:

- CM 250/350/450 Internship in Communication (2-4 SH)
- CM 400 Senior Seminar in Communication (3 SH)

and Public Relations Group 1 - 12 semester credits from the following:

- CM 215 Interpersonal Communication (3 SH)
- CM 220 Small Group Communication (3 SH)
- CM 304 Advanced Public Speaking (3 SH)
- CM 320 Principles of Public Relations (3 SH)
- ET 221 Techniques of Persuading, Selling and Negotiating (3 SH)

Digital Media Concentration

17-19 semester credits including:

and Digital Media Group 1 - three semester credits from the following:

- AT 404 Senior Project in Visual Art (3 SH) OR FA 404 Fine Arts Senior Project (3 SH)
- AT 250/350 Internship in Visual Art (2-4 SH) OR FA 250/350 Internship in Fine Arts (2-4 SH)

and Digital Media Group 2 - 12 semester credits from the following:

- AT 102 Design (3 SH)
- AT 103 Dimensional Design (3 SH)
- AT 230 Animation (3 SH)
- AT 231 Video Editing and Compositing (3 SH)
- AT 330 Web and Interactive Art (3 SH)

Recommended electives for those pursuing the Advertising or Public Relations tracks:

- LG 315 Business Law I (3 SH)
- FN 320 Corporation Finance (3 SH)
- PO 110 American National Government (3 SH)

BIOLOGY

Degree Awarded: Bachelor of Arts or Bachelor of Science

The major in biology prepares students for several different career options. Students may gain admittance to medical, dental or veterinary school, pursue graduate study or seek employment in research or industry. Those preparing to teach biology in secondary schools should complete courses in biology and related sciences in conjunction with education licensure requirements within Lake Erie College's education department. The courses in the biology major provide students with a broad background in biology and chemistry, opportunities for elective courses and a culminating independent research project during the senior year. Many professional programs require specific science and mathematics coursework, as well as coursework in other areas, such as psychology and sociology. Biology students should seek advice from the pre-professional advisors to ensure that course selections will be appropriate for

admission to the graduate or professional schools of their choice.

General Requirements for Admission into the Biology Major:

Students applying to the biology major must have a cumulative GPA of 3.0 or better and earn no grade of D+ or lower in the following required courses:

- BI 101/BI 101L Introductory Biology I and Lab
- BI 102/BI 102L
- CH 103/CH 103L General Chemistry I and Lab
- CH 104/CH 104L General Chemistry II and Lab
- MT 109 (or higher as placed)
- SC 101 Methods of Science I
- SC 102 Methods of Science II

The student's overall GPA must be 2.5 or higher at the end of their third semester on the LEC campus. The details of the process for admission to the biology major will be provided during extended orientation and accessible via LEO. Transfer students must meet with a department advisor to request admission to the program. For graduation, all biology majors must achieve a minimum 2.5 cumulative GPA and a minimum 2.7 cumulative major GPA. Students who are determined to be not making good progress in the major may be dismissed from the major. Please note that students in health-related articulation agreements between LEC and other institutions generally must achieve GPAs higher than the minimum for graduation.

Bachelor of Arts Option (56 SH):

- Biology core requirements (36 SH)
- A minimum of 20 SH of 200 level or higher courses with the BI designation

Bachelor of Science Option (72 SH):

- Biology core requirements (36 SH)
- A minimum of 20 SH of 200 or higher level courses with the BI designation
- A minimum of 16 SH of 200 level or higher courses with the CH, PC and/or MT designations.

Biology Core Requirements:
38 semester credits including:

- BI 101 Introductory Biology I (3 SH)
- BI 101L Introductory Biology I Lab (1 SH)
- BI 102 Introductory Biology II (3 SH)
- BI 102L Introductory Biology II Lab (1 SH)
- BI 201 Botany (3 SH)
- BI 201L Botany Lab (1 SH)
- BI 203 Cell and Molecular Biology (3 SH)
- BI 203L Cell and Molecular Biology Lab (1 SH)
- BI 212 Zoology (3 SH)
- BI 212L Zoology Lab (1 SH)
- BI 330 Evolutionary Biology (3 SH)
- BI 490 Biology Senior Capstone (2 SH)
- CH 103 General Chemistry I (3 SH)
- CH 103L General Chemistry I Lab (1 SH)
- CH 104 General Chemistry II (3 SH)
- CH 104L General Chemistry II Lab (1 SH)
- MT 207 Probability and Statistics (3 SH)
- SC 101 Methods of Science I (1 SH)
- SC 102 Methods of Science II (1 SH)

Note: MT 207 registration requires completion of MT 109 with a grade of "C" or higher.

BUSINESS ADMINISTRATION

Degree Awarded: Bachelor of Science

This major is based on the conviction that all students, regardless of their career goals, need a broad introduction to the field of business and knowledge of the methods of analysis used for business decisions.

(Program accredited by the International Assembly for Collegiate Business Education)

Requirements for the Major:
46 semester credits including:

- AC 101 Accounting Principles I (3 SH)
- AC 102 Accounting Principles II (3 SH)
- BA 324 International Business (3 SH)
- BA 400 Senior Seminar (4 SH)
- EC 201 Principles of Macroeconomics (3 SH)
- EC 202 Principles of Microeconomics (3 SH)
- FN 320 Corporation Finance (3 SH)
- LG 315 Business Law I (3 SH)
- MK 203 Marketing Principles (3 SH)
- MK 317 Marketing Management (3 SH)
- MN 200 Introduction to Management (3 SH)
- MN 215 Business Statistics (3 SH)
- MN 216 Applied Decision Models (3 SH)
- MN 310 Operations Management (3 SH)
- MN 323 Organizational Behavior (3 SH)

All students majoring in business administration are encouraged to take electives in international business, accounting, marketing and mathematics. Internships are strongly encouraged.

CHEMISTRY

Degree Awarded: Bachelor of Science or Bachelor of Arts

A major in chemistry reflecting the individual's interest and proposed career should be planned in consultation with the chemistry faculty. Some careers require either post-baccalaureate training in professional schools or graduate study in chemistry or biochemistry. Students planning post-baccalaureate study should consult appropriate science faculty early in their college careers. This major prepares students for careers relating to the chemical professions such as laboratory work, teaching or chemical sales, as well as careers that require an advanced degree such as medicine, dentistry, and veterinary medicine or Ph.D. level research.

A three year sequence is also available for the chemistry major and is available for all interested students. This sequence requires coursework during summer terms. Students wishing to participate in the Findlay College of Pharmacy 3+4 program must be enrolled in the three year sequence for a B.S. in Chemistry and fulfill the requirements as outlined in the Articulation Agreements section of the course catalog.

General Requirements for Admission into the Chemistry Major:

Students applying to the chemistry major must have a cumulative GPA of 3.0 or better and earn no grade of D+ or lower in the following required courses:

- BI 101/BI 101L Introductory Biology I and Lab
- BI 102/BI 102L
- CH 103/CH 103L General Chemistry I and Lab
- CH 104/CH 104L General Chemistry II and Lab
- MT 109 (or higher as placed)
- SC 101 Methods of Science I
- SC 102 Methods of Science II

The student's overall GPA must be 2.5 or higher at the end of their third semester on the LEC campus. The details of the process for admission to the chemistry major will be provided during extended orientation and accessible via LEO. Transfer students must meet with a department advisor to request admission to the program. For graduation, all chemistry majors must achieve a minimum 2.5 cumulative GPA and a minimum 2.7 cumulative major GPA. Students who are determined to be not making good progress in the major may be dismissed from the major. Please note that students in health-related articulation agreements between LEC and other institutions generally must achieve GPAs higher than the minimum for graduation.

Requirements for the Major:

Bachelor of Arts
45-49 semester credits including:

- CH 103 General Chemistry I (3 SH)
- CH 103L General Chemistry I Lab (1 SH)
- CH 104 General Chemistry II (3 SH)
- CH 104L General Chemistry II Lab (1 SH)
- CH 211 Organic Chemistry I (3 SH)
- CH 211L Organic Chemistry I Lab (1 SH)
- CH 211LL Organic Chemistry I Lab Lecture (1 SH)
- CH 212 Organic Chemistry II (3 SH)
- CH 212L Organic Chemistry II Lab (1 SH)
- CH 212LL Organic Chemistry II Lab Lecture (1 SH)
- CH 333 Physical Chemistry I (3 SH)
- CH 333L Physical Chemistry I Lab (1 SH)
- CH 490 Chemistry Capstone I (1 SH)
- MT 207 Probability and Statistics (3 SH)
- MT 210 Calculus and Analytical Geometry I (5 SH)
- PC 201 General Physics I (3 SH)
- PC 201L General Physics I Lab (1 SH)
- PC 202 General Physics II (3 SH)
- PC 202L General Physics II Lab (1 SH)
- SC 101 Methods of Science I (1 SH)
- SC 102 Methods of Science II (1 SH)

And (BA) Chemistry Group 1 – Two courses with corresponding labs as appropriate from the following (4-8 SH)

- CH 201 Quantitative Analysis (3 SH)
- CH 201L Quantitative Analysis Lab (1 SH)
- CH 219 Instrumental Analysis (3 SH)
- CH 219L Instrumental Analysis Lab (1 SH)
- CH 302 Biochemistry (3 SH)
- CH 302L Biochemistry Lab (1 SH)
- CH 270/CH 370 Special Topic (2-3 SH) or PC 270/PC370 Special Topics (2-3 SH)

Bachelor of Science
66-67 semester credits including:

- CH 103 General Chemistry (3 SH)
- CH 103L I General Chemistry I Lab (1 SH)
- CH 104 General Chemistry II (3 SH)
- CH 104L General Chemistry II Lab (1 SH)
- CH 201 Quantitative Analysis (3 SH)
- CH 201L Quantitative Analysis Lab (1 SH)

- CH 211 Organic Chemistry I (3 SH)
- CH 211L Organic Chemistry I Lab (1 SH)
- CH 211LL Organic Chemistry I Lab Lecture (1 SH)
- CH 212 Organic Chemistry II (3 SH)
- CH 212L Organic Chemistry II Lab (1 SH)
- CH 212LL Organic Chemistry II Lab Lecture (1 SH)
- CH 219 Instrumental Analysis (3 SH)
- CH 219L Instrumental Analysis Lab (1 SH)
- CH 302 Biochemistry (3 SH)
- CH 302L Biochemistry Lab (2 SH)
- CH 333 Physical Chemistry I (3 SH)
- CH 333L Physical Chemistry I Lab (1 SH)
- CH 334 Physical Chemistry II (3 SH)
- CH 334L Physical Chemistry II Lab (1 SH)
- CH 490 Chemistry Capstone Research I (1 SH)
- CH 491 Capstone Capstone Research II (2 SH)
- MT 207 Probability and Statistics (3 SH)
- MT 210 Calculus and Analytical Geometry I (5 SH)
- MT 211 Calculus and Analytical Geometry II (4 SH)
- PC 210 Calculus-Based Physics I (3 SH)
- PC 210L Calculus-Based Physics I Lab (1 SH)
- PC 211 Calculus-Based Physics II (3 SH)
- PC 211 L Calculus-Based Physics II Lab (1 SH)
- SC 101 Methods of Science I (1 SH)
- SC 102 Methods of Science II (1 SH)
- CH 270 or 370/PC 270 or 370 Special Topic (2 - 3 SH)

Pre-Medical Concentration

31 semester credits including:

- BI 101 Introductory Biology I (3 SH)
- BI 101L Introductory Biology I Lab (1 SH)
- BI 102 Introductory Biology II (3 SH)
- BI 102L Introductory Biology II Lab (1 SH)
- BI 203 Cell and Molecular Biology (3 SH)
- BI 203L Cell and Molecular Biology Lab (1 SH)
- BI 205 Microbiology (4 SH)
- BI 205L Microbiology Lab (1 SH)
- BI 220 Medical Terminology (2 SH)
- BI 238 Human Anatomy & Physiology I (3 SH)
- BI 238L Human Anatomy & Physiology I Lab (1 SH)
- BI 239 Human Anatomy & Physiology II (3 SH)
- BI 239L Human Anatomy & Physiology II Lab (1 SH)
- BI 301 Genetics (3 SH)
- BI 301L Genetics Lab (1 SH)

Note: Admission requirements vary among graduate schools. Thus, while the Lake Erie College Chemistry and Chemistry Pre-Medical tracks meet most program admissions requirements, it does not guarantee admission into a program. Consultation with admissions representatives from the school or schools of choice early during your undergraduate tenure is highly recommended.

COMMUNICATION

Degree Awarded: Bachelor of Arts

This major provides students with courses both in writing processes and in the history and theory of different forms of communication. This double focus is based on the belief that the processes of oral and written communication must be grounded in substantive understanding of their theoretical and historical backgrounds.

Requirements for the Major:
36 semester credits including:

18 semester credits of Communication Core:

- CM 201 Introduction to Communication Theory (3 SH)
- CM 205 Introduction to Rhetorical Theory and Criticism (3 SH)
- CM 215 Interpersonal Communication (3 SH)
- CM 241 Mass Media (3 SH)
- CM 250/350/450 Internship in Communication (3 SH)
- CM 400 Senior Seminar in Communication (3 SH)

and Communication Group 1 - six semester credits from Persuasion & Social Influence Curriculum:

- CM 240 Language in America (3 SH)
- CM 304 Advanced Public Speaking (3 SH)
- CM 311 Persuasion (3 SH)
- CM 344 The Language of Politics and Propaganda(3 SH)
- CM 170-79/270-79/370-79 Special Topics in Communication (1-3 SH)

and Communication Group 2 - six semester credits from Interpersonal & Organizational Communication Curriculum:

- CM 200 Introduction to Management (3 SH)
- CM 202 Business Communication (3 SH)
- CM 208 Intercultural Communication (3 SH)
- CM 220 Small Group Communication
- CM 303 Interviewing (3 SH)

and Communication Group 3 - six semester credits from Mass Communication Curriculum:

- CM 204 Sports Communication (3 SH)
- CM 300 Media and Diversity (3 SH)
- CM 320 Principles of Public Relations (3 SH)
- CM 342 Criticism of Film & Television (4 SH)
- EN 310 Journalistic Essay (3 SH)
- MK 301 Social and Digital Media Marketing (3 SH)
- CM 170-79/270-79/370-79 Special Topics in Communication (1-3 SH)

CRIMINAL JUSTICE

Degree Awarded: Bachelor of Science

The criminal justice major at Lake Erie College is an interdisciplinary major comprised of courses in criminal justice, legal studies, psychology and the social sciences. Students will therefore be exposed to a variety of different perspectives on law, justice and human behavior. Many of the faculty are experts in the field including practicing lawyers, and other clinicians.

Requirements for the Major:
47 semester credits including:

- CJ 101 Introduction to Criminal Justice (3 SH)
- CJ 220 Criminal Law and Procedure (3 SH)
- CJ 230 Investigative Techniques (3 SH)
- CJ 324 Constitutional Law (3 SH)
- CJ 350 Internship in Criminal Justice (4 SH)
- CJ 400 Senior Practicum (3 SH)
- PS 101 General Psychology (3 SH)
- PS 204 Statistics (4 SH)
- SS 334 Methods of Field Research (3 SH)

and Criminal Justice Group 1 - six semester credits from the following:

- PO 110 American National Government (3 SH)
- SO 111 Introduction to Sociology (3 SH)
- SO 112 Social Issues (3 SH)

and Criminal Justice Group 2 - six semester credits from the following:

- BI 211 Forensic Science (3 SH)/BI 211L Forensic Science Lab (1 SH)
- MN 200 Introduction to Management (3 SH)
- PS 220 Child Psychology (3 SH)
- PS 232 Social Psychology (3 SH)
- SO 225 Race, Ethnic and Minority Relations (3 SH)

and Criminal Justice Group 3 - six semester credits from the following:

-
- CJ 311 Landmark Cases in Mental Health and the Law (3 SH)
- CJ 327 Death Penalty in America (3 SH)
- CJ 330 Juvenile Delinquency (3 SH)
- CJ 331 Judicial Process (3 SH)
- PS 329 Abnormal Psychology (3 SH)
- PS 345 Psychology and Law (3 SH)

EDUCATION

Degree Awarded: Bachelor of Arts

Lake Erie College offers programs leading to licensure for early childhood education, adolescent/young adult education and special education: intervention specialist - mild to moderate needs. Education programs at Lake Erie Education programs at Lake Erie College are aligned with the standards of the State of Ohio for Teacher Preparation and program requirements of The Ohio Department of Higher Education. Programs are performance based with a focus on field and clinical experiences that provide teacher candidates with opportunities that allow them to develop into professional practitioners.

The programs are designed around the seven standards approved by the Ohio Department of Education and adopted by the Lake Erie College Education Department as indicators of student success.

Teacher candidates are expected to display dispositional behaviors that demonstrate a commitment to helping children grow and develop a love for learning and an expansive curiosity. Through a liberal arts foundation, teacher candidates acquire a broad-based repertoire of knowledge, critical thinking skills and dispositions they need to help their students become lifelong learners.

The State of Ohio has reciprocity with many other states. Although the specifics of teacher licensure vary from state to state, there is sufficient similarity so that Ohio licensure may satisfy even those states where there is no reciprocity agreement. Candidates are responsible for checking the licensure requirements of other states in which they wish to obtain licensure and for fulfilling the requirements within each state's guidelines.

Lake Erie College teacher candidates complete tests required for licensure in the upper quartile of the state with pass rates of 93-100%. To be recommended for licensure by Lake Erie

College, students must pass the Ohio Assessments for Education examinations in pedagogy and content before they begin their student teaching experience. All educational programs are subject to review by The Ohio Department of Higher Education and may require periodic adjustments. The College reserves the right to make changes to the teacher licensure programs as recommended by the State of Ohio.

Licensure for Degree Holders (Post Baccalaureate)

A person who already holds a bachelor's degree in another academic area may acquire a teaching license by completing the requirements for the desired license listed in the Teacher Education Handbook. Degree holders should provide transcripts of their college work to the Dean of the School of Education and Professional Studies or an advisor who will evaluate the transcripts against the license requirements and supply a written list of remaining coursework needed for licensure. In the event that the degree is more than seven years old or if the grade point average is lower than the School of Education and Professional Studies requirements, students may be asked to repeat some courses required for licensure. The professional courses are offered primarily in the daytime to provide opportunity for related field experiences. Therefore, it is necessary for license seekers to be available during the day. The length of time needed to complete licensure requirements will vary, depending upon the type of license desired and the number of courses remaining to be completed.

Licensed teachers who wish to add another licensure area should provide transcripts of their college work to the Dean of the Education Department who will evaluate the transcripts against the license requirements for the intended licensure and supply a written list of remaining coursework needed for the new license.

General Requirements for Admission in Education Program

Teacher candidates entering all education programs must have a 2.7 GPA in CORE courses. Students are expected to earn a C or better in the following courses: College Algebra or Theory of Mathematics for Education I and II, General Psychology, Public Speaking and English. Complete details about the educational programs can be found in the Teacher Education Handbook which is given to new students in EDC 201 Foundations of Education. Admission to and retention in the education programs are selective and subject to criteria spelled out in the handbook. Transfer students must meet with the Dean or an advisor to plan for admission to the program during their first semester on campus. All Education majors are required to maintain a 2.7 cumulative grade point average to graduate.

NOTE: Although student teaching is not a requirement for graduation, it is mandated for licensure in all areas. Because of the state requirements for licensure, Lake Erie College education students may sometimes complete more than the 120 minimum required credit hours.

EDUCATION: ADOLESCENT/YOUNG ADULT

Degree Awarded: Bachelor of Arts

Teacher candidates who wish to teach in adolescent/young adult (AYA) will pursue a Bachelor of Arts degree with a major in adolescent/young adult education. AYA teacher candidates are required to earn one area of concentration. The four areas from which teacher candidates may select their concentrations are math, social studies, life science and reading/language arts. At Lake Erie College, each concentration is a minimum of 35 semester hours of coursework. Those teacher candidates successfully completing the program will receive a license to teach children in grades 7-12 or ages 12-18.

Requirements for the Major:
25 semester credits including:

Education Core (12 SH)

- EDC 201 Foundations of Education (3 SH)
- EDC 230 Educational Psychology (3 SH)
- EDC 330 Introduction to Students with Exceptional Learning Needs (3 SH)
- EDC 340 Educational Media and Technology (3 SH)

AYA Core (9 SH)

- EDA 310 The Pre-Adolescent/Adolescent Learner (3 SH)
- EDA 331 Planning for Instruction (3 SH)
- EDA 401 Content Specific Methods (3 SH)
- EDA 316 Reading in the Content Area (3 SH)

Field Experience (6 SH)

- EDC 212 Field Exploration (2 SH)
- EDC Field Experience I (2 SH)
- EDC 412 Field Experience II (2 SH)

For Teaching Licensure Option (12 SH)

- EDA 444 Student Teaching: Adolescent/Young Adult (12 SH)

and a Required Concentration (choose one):

Chemistry 51 semester credits including:

- BI 101 Biology I (3 SH)
- BI 101L Biology I Lab (1 SH)
- BI 241 Ecotoxicology (3 SH)
- CH 103 General Chemistry I (3 SH)
- CH 103L General Chemistry I Lab (1 SH)
- CH 104 General Chemistry II (3 SH)
- CH 104L General Chemistry II Lab (1 SH)
- CH 211 Organic Chemistry (3 SH)
- CH 211L Organic Chemistry Lab (1 SH)
- CH 211LL Organic Chemistry Lab lecture (1 SH)
- CH 302 Biochemistry (3 SH)
- CH 302L Biochemistry Lab (1 SH)
- CH 333 Physical Chemistry I (3 SH)
- CH 333L Physical Chemistry I Lab (1 SH)
- CH 492 Capstone Chemistry Education (3 SH)
- MT 207 Probability/Stats (3 SH)
- MT 210 Calculus I & Analytical Geometry I (5 SH)
- PC 201 Physics I (3 SH)
- PC 201L Physics I (1 SH)
- PC 202 Physics II (3 SH)
- PC 202L Physics II Lab (1SH)

And one lecture/lab course (4 SH):

- CH201 Quantitative Analysis (3 SH)
- CH201L Quantitative Analysis Lab (1 SH)
- CH219 Instrumental Analysis (3 SH)
- CH219L Instrumental Analysis Lab (1 SH)

Integrated Language Arts

39 semester credits including:

- CM 105 Fundamentals of Public Speaking (3 SH)
- CM 241 Mass Media (3 SH)
- EN 101 Principles of Composition and Research (3 SH)
- EN 140 Principles of Critical Analysis (3 SH)
- EN 201 Advanced College Writing (3 SH)
- EN 220 Major British Writers (3 SH)
- EN 221 Major American Writers (3 SH)
- EN 305 Composition Theory (3 SH)
- EN 306 Linguistics (3 SH)
- EN 310 Journalistic Essay (3 SH)
- EN 342 Studies in Shakespeare (3 SH)
- EN 343 Studies in World Literature (3 SH)
- and one additional course at the 300-level or above in the English (EN) discipline

Integrated Mathematics

43 semester credits including:

- MT 207 Probability and Statistics (3 SH)
- MT 209 Discrete Mathematics (3 SH)
- MT 210 Calculus and Analytical Geometry I (5 SH)
- MT 211 Calculus and Analytical Geometry II (4 SH)
- MT 213 Calculus and Analytical Geometry III (4 SH)
- MT 301 Modern Geometry (3 SH)
- MT 303 The History of Mathematics (3 SH)
- MT 309 Differential Equations (3 SH)
- MT 311 Intermediate Analysis I (3 SH)
- MT 323 Modern Linear Algebra (4 SH)
- MT 324 Modern Abstract Algebra (3 SH)
- MT 401 Senior Research (2 SH)

And AYA Math Group 1 – three semester credits from the following:

- MT 330 Numerical Methods (3 SH)
- MT 370 Special Topics in Mathematics (3 SH)

Integrated Social Studies

39-41 semester credits including:

- EC 201 Principles of Macroeconomics (3 SH)
- EC 202 Principles of Microeconomics (3 SH)
- HI 105 American History I: Colonial Times to 1877 (3 SH)
- HI 106 American History II: 1877 to the Present (3 SH)
- PO 110 American National Government (3 SH)
- PO 205 State and Local Government (3 SH)
- PO 212 Comparative Politics (3 SH)
- SO 111 Introduction to Sociology (3 SH)

and Social Studies Concentration Group 1 - six semester credits from the following:

- HI 125 Modern World History (3 SH)
- HI 132 Western Civilization I: Beginnings to 1400 (3 SH)
- HI 138 Western Civilization II: 1400 to 1815 (3 SH)

and Social Studies Concentration Group 2 - three semester credits from the following:

- GE 101 Introduction to Geography (3 SH)
- GE 200 World Geography (3 SH)

and two courses at the 300-level or above (6-8 SH) in the following disciplines: Economics (EC), History (HI), Political Science (PO) or Psychology (PS)

Life Science
49 semester credits including:

- BI 101 Introductory Biology I (3 SH)
- BI 101L Introductory Biology I Lab (1 SH)
- BI 102 Introductory Biology II (3 SH)
- BI 102L Introductory Biology II Lab (1 SH)
- BI 201 Botany (3 SH)
- BI 201L Botany Lab (1 SH)
- BI 203 Cell and Molecular Biology (3 SH)
- BI 203L Cell and Molecular Biology Lab (1 SH)
- BI 212 Zoology (3 SH)
- BI 212L Zoology Lab (1 SH)
- BI 301 Genetics (3 SH)
- BI 301L Genetics Lab (1 SH)
- BI 319 Ecology & Conservation Biology (3 SH)
- BI 330 Evolutionary Biology (3 SH)
- CH 103 General Chemistry I (3 SH)
- CH 103L General Chemistry I Lab (1 SH)
- MT 109 Pre-Calculus I (4 SH)
- MT 207 Probability and Statistics (3 SH)
- PC 201 General Physics I (3 SH)
- PC 201L General Physics I Lab (1 SH)
- PC 220 Physical Geology (3 SH)
- PC 220L Physical Geology Lab (1 SH)

EDUCATION: EARLY CHILDHOOD

Degree Awarded: Bachelor of Arts

Students who wish to teach in early childhood will pursue a Bachelor of Arts degree with a major in Early Childhood Education. Those students successfully completing the program will receive a license to teach children in grades P/K-3 or ages three to eight. Early childhood teachers must have completed 12 semester hours in the area of reading/language arts.

Requirements for the Major:
55 semester credits including:

Education Core (18 SH)

- EDC 201 Foundations of Education (3 SH)
- EDC 230 Educational Psychology (3 SH)
- EDC 330 Introduction to Students with Exceptional Learning Needs (3 SH)
- EDC 340 Educational Media and Technology (3 SH)
- MT 105 Theory of Mathematics for Education (3 SH)
- MT 106 Geometry and Statistics for Education (3 SH)

Teaching of Reading Core (12 SH)

- EDC 322 Word Study for Phonics and Spelling Instruction (3 SH)
- EDE 323 Reading and Language Arts in Early Childhood (3 SH)
- EDC 326 Assessment of Literacy Development (3 SH)
- EDE 410 Literature Based Reading (3 SH)

Early Childhood Core (21 SH)

- EDE 304 Child Development and Learning (3 SH)
- EDE 306 Curriculum Development and Implementation in Early Childhood Education (3 SH)
- EDE 307 Fine Arts in Early Childhood Education (3 SH)
- EDE 308 Family and Community Relations (3 SH)
- EDE 320 Mathematics in Early Childhood (3 SH)
- EDE 422 Social Studies in Early Childhood (3 SH)
- EDE 424 Science in Early Childhood (3 SH)

Field Experience (6 SH)

- EDC 212 Field Exploration (2 SH)
- EDC 312 Field Experience I (2 SH)
- EDC 412 Field Experience II (2 SH)

For Teaching Licensure Option (12 SH)

- EDE 444 Student Teaching: Early Childhood (12 SH)

EDUCATION: INTERVENTION SPECIALIST - MILD TO MODERATE NEEDS

Degree Awarded: Bachelor of Arts

Students who wish to teach in special education will pursue a bachelor of arts degree with a major in Intervention Specialist Mild to Moderate. Those students successfully completing the program will receive a license to teach children in grades K-12. Intervention Specialist teacher candidates must have completed 12 semester hours in the area of teaching of reading/language arts.

Requirements for the Major:
55 semester credits including:

Education Core (18 SH)

- EDC 201 Foundations of Education (3 SH)
- EDC 230 Educational Psychology (3 SH)
- EDC 330 Introduction to Students with Exceptional Learning Needs (3 SH)
- EDC 340 Educational Media and Technology (3 SH)
- MT 105 Theory of Mathematics for Education (3 SH)
- MT 106 Geometry and Statistics for Education (3 SH)

Teaching of Reading Core (12 SH)

- EDC 322 Word Study for Phonics and Spelling Instruction (3 SH)
- EDC 326 Assessment of Literacy Development (3 SH)
- EDE 323 Reading and Language Arts in Early Childhood (3 SH)
- EDA 316 Reading in the Content Area (3 SH)

Intervention Specialist Core (18 SH)

- EDS 300 Introduction to Mild to Moderate Disabilities (3 SH)
- EDS 302 Assessment for Students with Mild to Moderate Needs (3 SH)
- EDS 303 Inclusive Strategies (3 SH)
- EDS 310 Behavior Supports and Intervention (3 SH)
- EDS 320 Collaboration and Professional Partnerships (3 SH)
- EDS 330 Curriculum and Materials for Mild to Moderate Disabilities (3 SH)

and Intervention Specialist Group 1 - three semester credits from the following:

- EDE 304 Child Development and Learning (3 SH)
- EDA 310 The Pre-Adolescent/Adolescent Learner (3 SH)

Field Experience (6 SH)

- EDC 212 Field Exploration (2 SH)
- EDC 312 Field Experience I (2 SH)
- EDC 412 Field Experience II (2 SH)

For Teaching Licensure Option (12 SH)

- EDS 444 Student Teaching: Mild Moderate Intervention Specialist (12 SH)

EDUCATION: 4/5 ENDORSEMENT

Lake Erie College offers a 9 semester credit Early Childhood Generalist Endorsement for early childhood licensure candidates or teachers that hold a PreK-3rd license**.** After completion of coursework candidates are required to take the OAE Elementary Education subtests (018 and 019). This endorsement can be completed at the undergraduate and post baccalaureate level and allows candidates the opportunity to teach in PreK-5th grade classrooms.

Transfer Credits: At the time of application as an endorsement seeking student to the 4/5 Endorsement program, a student may request approval of transfer up to three (3) credit hours of undergraduate study from an accredited institution of high education.

Consideration for transfer credit to meet program requirements will be based upon work in equivalent courses to those required. Elective transfer credit may be accepted when approved by the Dean of Education and Professional Studies.

Only credits in which a grade of "B" or better has been earned will be considered for transfer

Only recognized comparable catalog coursework will be accepted from other institutions.

Requirements for the Endorsement:
9 semester credits including:

- EDE 431 Development in Late Childhood: Age 9-11 (3 SH)
- EDE 432 Content Specific Methods: 4/5 Language Arts and Social Studies (3 SH)
- EDE 433 Content Specific Methods: 4/5 Math and Science (3 SH)

EDUCATION: INTERVENTION SPECIALIST - MILD TO MODERATE NEEDS ENDORSEMENT (MMIS)

Lake Erie College offers fully online Mild to Moderate Intervention Specialist post baccalaureate courses for already licensed teachers, or those eligible for a license, who are seeking to teach children in grades K-12 with mild-moderate disabilities and educational needs in a variety of inclusive settings. It is aligned with the Council for Exceptional Children

(CEC) initial accreditation standards, CAEP standards as well as the Ohio Standards for the Teaching Profession.

The coursework prepares you to assess and plan interventions, collaborate with families and professionals, create differentiated lessons and implement positive behavioral interventions and supports. Field experiences are embedded into each course to allow for practical hands on experiences. These can be carried out within your existing classroom or in other sites you arrange. Each of the six courses run for 6-7 weeks across three semesters allowing students who begin in the summer to complete the program in one year; however, students may enter the program during any semester. Applicants must have evidence of having taken and passed a pedagogy exam as well as 12 credit hours of reading (including a course in phonics) as required by the state of Ohio for this license. Candidates must also pass the OAE special education content exam before Lake Erie College can sign-off on the additional license after completing the coursework.

Transfer Credits: At the time of application as an endorsement seeking student to the MMIS Endorsement program, a student may request approval of transfer up to three (6) credit hours of undergraduate or graduate study from an accredited institution of high education.

Consideration for transfer credit to meet program requirements will be based upon work in equivalent courses to those required. Elective transfer credit may be accepted when approved by the Dean of Education and Professional Studies.

Only credits in which a grade of "B" or better has been earned will be considered for transfer

Only recognized comparable catalog coursework will be accepted from other institutions.

Requirements for the Endorsement:
18 semester credits including:

- EDS 300 Introduction to Mild to Moderate Disabilities (3 SH)
- EDS 302 Assessment for Students with Mild to Moderate Needs (3 SH)
- EDS 303 Inclusive Strategies (3 SH)
- EDS 310 Behavior Supports and Intervention (3 SH)
- EDS 320 Collaboration and Professional Partnerships (3 SH)
- EDS 330 Curriculum and Materials for Mild to Moderate Disabilities (3 SH)

and 12 semester credits of reading, including a phonics course.

EDUCATION: TEACHING TO SPEAKER OF OTHER LANGUAGES ENDORSEMENT (TESOL)

The TESOL Endorsement is designed to provide teacher candidates with the necessary knowledge, skills, and dispositions to successfully meet the challenges of teaching student whose first language is other than English. It will aid candidates in meeting the challenges of the multicultural classrooms of today and comply with all state regulations regarding this population of students.

Requirements for the Endorsement:
18 semester credits including:

- EML 401 Sociocultural Awareness in the classroom (3 SH)
- EML 402 Second Language Acquisition and Development (3 SH)
- EML 403 Methods and Materials for Teaching English to Speakers of Other Lang (3 SH)
- EML 404 Linguistics (3 SH)
- EML 405 Assessment and Evaluation (3 SH)
- EML 412 TESOL Practicum and Seminar (3 SH)

EDUCATION: READING ENDORSEMENT

Students pursuing the Early Childhood and Intervention Specialist initial licensure may also earn a reading endorsement in 2 semesters (12 credit hours) immediately following successful completion of initial licensure requirements.

ENGLISH

Degree Awarded: Bachelor of Arts

The major in English is directed towards the student who seeks a background in British and American literature as the basis of study in the liberal arts or who wishes to pursue graduate studies in the field. Students may also wish to combine courses in English with a major in another field such as history or communication.

Requirements for the Major:
36 semester credits including:

- EN 140 Principles of Critical Analysis (3 SH)
- EN 220 Major British Writers (3 SH)
- EN 221 Major American Writers (3 SH)
- EN 342 Studies in Shakespeare (3 SH)
- EN 400 Senior Research Project (3 SH)
- EN 401 Literary Theory and Criticism (3 SH)

and English Group 1 - nine semester credits of British Literature from the following:

- EN 327 The Neoclassical Age (3 SH)
- EN 328 The Romantic Age (3 SH)
- EN 329 The Victorian Age (3 SH)
- EN 345 Old English and Medieval Literature (3 SH)
- EN 346 Tudor and Stuart Literature (3 SH)
- EN 347 British Modernism and Contemporary British Literature (3 SH)

and English Group 2 - six semester credits of American Literature from the following:

- EN 300 American Literature to 1865 (3 SH)
- EN 301 American Literature, 1865 to 1914 (3 SH)
- EN 302 American Literature, 1914 to Present (3 SH)
- EN 338 African-American Literature (3 SH)
- EN 339 Multi-Ethnic American Literature (3 SH)

and English Group 3 - three semester credits from the following:

- EN 201 Advanced College Writing (3 SH)
- EN 305 Composition Theory (3 SH)
- EN 306 Linguistics (3 SH)
- EN 310 Journalistic Essay (3 SH)
- EN 315 Creative Writing: Fiction (3 SH)
- EN 316 Creative Writing: Dramatic Forms (3 SH)
- EN 317 Creative Writing: Poetry (3 SH)
- EN 343 Studies in World Literature (3 SH)
- EN 348 Women's Literature (3 SH)
- EN 250/350 Internship in English (3 SH)

ENTREPRENEURSHIP

Degree Awarded: Bachelor of Science

The entrepreneurship major at Lake Erie College integrates a contemporary liberal arts education with a solid foundation of management tools from traditional business disciplines. Within this context, students are coached to recognize and assess opportunities, master their communication skills, participate and lead effectively within a team environment and develop comprehensive implementation plans. Whether market-based or within a not-for-profit environment, entrepreneurship majors are prepared to create new ventures; both as stand-alone entities and within existing organizational structures. Specific entrepreneurial experiences in both the classroom and the community provide students with relevant hands-on opportunities for participative learning applications as well as active mentoring by Lake Erie College Entrepreneurs-in- Residence and faculty with entrepreneurial experience.

Requirements for the Major:
51 semester credits including:

- AC 101 Accounting Principles I (3 SH)
- AC 102 Accounting Principles II (3 SH)
- EC 201 Principles of Macroeconomics (3 SH)
- EC 202 Principles of Microeconomics (3 SH)
- ET 211 New Venture Planning and Development (3 SH)
- ET 221 Techniques of Persuading, Selling and Negotiating (3 SH)
- ET 401 New Venture Practicum and Entrepreneurship Experience: Part 1 (3 SH)
- ET 402 New Venture Practicum and Entrepreneurship Experience: Part 2 (3 SH)
- LG 315 Business Law I (3 SH)
- MK 203 Marketing Principles (3 SH)
- MK 317 Marketing Management (3 SH)
- MN 200 Introduction to Management (3 SH)
- MN 215 Business Statistics (3 SH)
- MN 216 Applied Decision Models (3 SH)
- MN 315 Supervision and Leadership (3 SH)
- MN 323 Organizational Behavior (3 SH)

and Entrepreneurship Group 1 - three semester credits from the following:

- FN 315 Accounting and Finance for Not-For-Profit Organizations (3 SH)
- FN 320 Corporation Finance (3 SH)

ENVIRONMENTAL SCIENCE

Degree Awarded: Bachelor of Science

The Environmental Science major prepares students having career interests in environmental regulations, environmental management, environmental policy, wildlife or fisheries management, ecology, pollution abatement, and soil or plant science, or as a preparation for entering graduate school in a

related field such as environmental law, agronomy, or ecotoxicology. Environmental science is a holistic and multidisciplinary field that integrates biology, physical sciences, social sciences, and humanities. Students majoring in this field will study in all of these areas as part of the major. Because Environmental Science is closely tied to environmental challenges in the natural world, several of the courses required for this major will have field or laboratory components. Students planning to pursue graduate studies in Environmental Science should consult with their advisor early in their undergraduate career, considering additional coursework in the biological, chemical, or physical sciences to prepare for graduate studies.

General Requirements for Admission into the Environmental Science Major:

Students applying to the environmental science major must have a cumulative GPA of 3.0 or better and earn no grade of D+ or lower in the following required courses:

- BI 101/BI 101L Introductory Biology I and Lab
- BI 102/BI 102L
- CH 103/CH 103L General Chemistry I and Lab
- CH 104/CH 104L General Chemistry II and Lab
- SC 101 Methods of Science I
- SC 102 Methods of Science II

The student's overall GPA must be 2.5 or higher at the end of their third semester on the LEC campus. The details of the process for admission to the environmental science major will be provided during extended orientation and accessible via LEO. Transfer students must meet with a department advisor to request admission to the program. For graduation, all chemistry majors must achieve a minimum 2.5 cumulative GPA and a minimum 2.7 cumulative major GPA. Students who are determined to be not making good progress in the major may be dismissed from the major.

Requirements for the Major:
68 semester credits including:

- BI 101 Introductory Biology I (3 SH)
- BI 101L Introductory Biology I Lab (1 SH)
- BI 102 Introductory Biology II (3 SH)
- BI 102L Introductory Biology II Lab (1 SH)
- BI 201 Botany (3 SH)
- BI 201L Botany Lab (1 SH)
- BI 210L Field Biology (2 SH)
- BI 212 Zoology (3 SH)
- BI 212L Zoology Lab (1 SH)
- BI 215 Environmental Policy and Regulation (3 SH)
- BI 225 Environmental Management (2 SH)
- BI 225L Environmental Management Lab/Field (1 SH)
- BI 231 Introduction to Geographic Information Systems (3 SH)
- BI 241 Ecotoxicology (3 SH)
- BI 317 Soil Science (3 SH)
- BI 317L Soil Science Lab (1 SH)
- BI 318 Aquatic Ecology (3 SH)
- BI 318L Aquatic Ecology Lab (1 SH)
- BI 319 Ecology & Conservation Biology (3 SH)
- BI 330 Evolutionary Biology (3 SH)
- BI 350 Internship in Biology (2 SH)
- BI 490 Biology Senior Capstone (2 SH)
- CH 103 General Chemistry I (3 SH)
- CH 103L General Chemistry I Lab (1 SH)
- CH 104 General Chemistry II (3 SH)
- CH 104L General Chemistry II Lab (1 SH)
- MT 207 Probability and Statistics (3 SH)
- PC 220 Physical Geology (3 SH)
- PC 220L Physical Geology Lab (1 SH)
- PR 301 Environmental Philosophy and Ethics (3 SH)
- SC 101 Methods of Science I (1 SH)
- SC 102 Methods of Science II (1 SH)

EQUINE STUDIES

Degrees Awarded: Bachelor of Science

Students enrolling in equine studies classes must meet standards established for physical abilities to participate in any experiential activities involving horses, including riding horses and barn activities. Equine welfare standards and best practices mandate that horses will not be expected to carry a rider and tack exceeding 20% of the horse's body weight. Riders over 240 pounds are ineligible to ride. See the *Equine Studies Student and Rider Eligibility Standards* policy available from the School of Equine Studies.

EQUINE ENTREPRENEURSHIP

Degree Awarded: Bachelor of Science

According to the Department of Labor, about three in five animal trainers are self-employed, compared to one out of six in the late 90s. The equine entrepreneurship degree program is a multi-disciplinary approach focusing on the core business management and equine studies courses required to be a successful entrepreneur in the equine industry. Business

acumen and a strong equine knowledge base are essential to the success of all equine businesses. The equine entrepreneurship program emphasizes financial and personnel management skills, marketing and business operations, principles involved in the equine nutrition and health and business management.

The coursework provides the following:

- An understanding of the scope of the equine industry and its economical value to society.
- Management skills necessary for a successful venture development in the equine industry.
- Knowledge and skills in effective equine health care and prevention.
- Consulting experience with equine business ventures.
- Experience in the development of a business plan for a start-up equine venture.

Restrictions and General Information

- A minimum overall 2.5 GPA for all coursework.
- Courses taken on a pass/fail basis may not be applied to the major.
- At least one-half of the courses are to be taken at Lake Erie College.

CORE Requirements recommended for this major

- EN 140 Principles of Critical Analysis (3 SH)
- PS 101 General Psychology (3 SH)
- BI 100 Concepts of Biology (3 SH) OR BI 101/BI 101L Introductory Biology I and Lab (3/1 SH)

Requirements for the Major:
59-61 semester credits including:
33 semester credits of Management Course Requirements:

- AC 101 Accounting Principles I (3 SH)
- AC 102 Accounting Principles II (3 SH)
- ET 211 New Venture Planning and Development (3 SH)
- ET 221 Techniques of Persuading, Selling and Negotiating (3 SH)
- ET 401 New Venture Practicum and Entrepreneurship Experience: Part 1 (3 SH)
- ET 402 New Venture Practicum and Entrepreneurship Experience: Part 2 (3 SH)
- LG 315 Business Law I (3 SH)
- MK 203 Marketing Principles (3 SH)
- MN 200 Introduction to Management (3 SH)
- MN 215 Business Statistics (3 SH)
- MN 323 Organizational Behavior (3 SH)

26-28 semester credits of Equine Studies Course Requirements:

- EQ 109 Introduction to the Equine Industry (3 SH)
- EQ 110 Horse Care Practicum (4 SH)
- EQ 202 Management of Equestrian Activities (3 SH)
- EQ 210 Equine Health (3 SH)
- EQ 211 Equestrian Business Essentials (3 SH)
- EQ 320 Equine Nutrition (3 SH)

and EQ Entrepreneurship Group 1 – six to eight semester credits from:

- EQ 238 Equine Anatomy and Physiology I (3 SH)
- EQ 239 Equine Anatomy and Physiology II (3 SH)

Or

- BI 238 Human Anatomy & Physiology I (3 SH)
- BI 238L Human Anatomy & Physiology I Lab (1 SH)
- BI 239 Human Anatomy & Physiology II (3 SH)
- BI 239L Human Anatomy & Physiology II Lab (1 SH)

and EQ Entrepreneurship Group 2 - one semester credit from the following:

- EQR 101 Forward Seat 1 (1 SH)
- EQR 102 Forward Seat 2 (1 SH)
- EQR 103 Forward Seat 3 (1 SH)
- EQR 112 Riding Fundamentals 2 (1 SH)
- EQR 114 Principles of Dressage (1 SH)
- EQR 201 Western Seat I (1 SH)

EQUESTRIAN FACILITY MANAGEMENT

Degree Awarded: Bachelor of Science

This program is designed for the individual interested in providing top quality management of an equestrian facility (boarding barn, competition stable, training farm, sales facility, horse show complex, etc.). Equestrian facility management is an ideal major for the student interested in overseeing quality care of horses, while working with people in a business situation.

Requirements for the Major:
50-58 semester credits including:

- AC 101 Accounting Principles I (3 SH)
- EQ 109 Introduction to the Equine Industry (3 SH)
- EQ 110 Horse Care Practicum (4 SH)
- EQ 202 Management of Equestrian Activities (3 SH)
- EQ 210 Equine Health (3 SH)
- EQ 211 Equestrian Business Essentials (3 SH)
- EQ 212 Equine Facilities Management and Operations (3 SH)
- EQ 220 Introduction to Teaching Riding (3 SH)
- EQ 250/350 Internship in Equine Studies (1-5 SH)
- EQ 312 Principles and Theory of Competition (2 SH)
- EQ 320 Equine Nutrition (3 SH)
- EQ 324 Pasture Management (3 SH)
- EQ 331 Equine Lameness and Conditioning (3 SH)
- ET 201 Fundamentals of the Enterprise (3 SH)
- ET 211 New Venture Planning (3 SH)

and EQ Facility Management Group 1 – six to eight semester credits from the following:

- BI 238 Human Anatomy & Physiology I (3 SH)
- BI 238L Human Anatomy & Physiology I Lab (1 SH)
- BI 239 Human Anatomy & Physiology II (3 SH)
- BI 239L Human Anatomy & Physiology II Lab (1 SH)

or

- EQ 238 Equine Anatomy and Physiology I (3 SH)
- EQ 239 Equine Anatomy and Physiology II (3 SH)

and EQ Facility Management Group 2 – two semester credits from the following:

- EQR 101 Forward Seat 1 (1 SH)
- EQR 102 Forward Seat 2 (1 SH)
- EQR 103 Forward Seat 3 (1 SH)
- EQR 112 Riding Fundamentals 2 (1 SH)
- EQR 114 Principles of Dressage (1 SH)
- EQR 201 Western Seat I (1 SH)

and EQ Facility Management Group 3 – Students must either acquire First Aid and Adult CPR Certification or take PE 110 in Junior or Senior year, and hold current certification status at the time or graduation.

- PE 110 First Aid and CPR Certification (2 SH) OR
- Proof of current First Aid and CPR Certification

Students who major in equestrian facility management must also enroll in BI 100 or BI 101 to satisfy the College's CORE requirement for scientific inquiry.

EQUESTRIAN TEACHER/TRAINER - ENGLISH

Degree Awarded: Bachelor of Science

This program prepares dedicated, talented individuals to take positions of responsibility as riders, trainers and riding instructors in the English disciplines of hunters, jumpers, and dressage. Students are also prepared to provide top-quality management of an equine facility in any discipline. Practical application of knowledge and skills provides the student with the opportunity to gain the proficiency necessary to be successful in his or her chosen field.

Requirements for the Major:
59-67 semester credits including:

- AC 101 Accounting Principles I (3 SH)
- EQ 109 Introduction to the Equine Industry (3 SH)
- EQ 110 Horse Care Practicum (4 SH)
- EQ 202 Management of Equestrian Activities (3 SH)
- EQ 210 Equine Health (3 SH)
- EQ 211 Equestrian Business Essentials (3 SH)
- EQ 220 Introduction to Teaching Riding (2 SH)
- EQ 250/350 Internship in Equine Studies (1-5 SH)
- EQ 312 Principles and Theory of Competition (2 SH)
- EQ 316 Methods and Materials of Teaching Riding I (3 SH)
- EQ 316L Methods & Materials of Teaching Riding I Lab (1 SH)
- EQ 317 Methods and Materials of Teaching Riding II (3 SH)
- EQ 317L Methods & Materials of Teaching Riding II Lab (1 SH)
- EQ 320 Equine Nutrition (3 SH)
- EQ 331 Equine Lameness and Conditioning (3 SH)
- EQR 301 Training I (2 SH)
- EQR 302 Training II (2 SH)
- EQR 310 Schooling I (2 SH)
- EQR 311 Schooling II (2 SH)
- ET 201 Fundamentals of the Enterprise (3 SH)
- ET 211 New Venture Planning (3 SH)

and EQ Teacher/Trainer Group 1 - seven of the following:

- EQR 103 Forward Seat III (1 SH)
- ERQ 120 Introduction to Hunters and Theory (1 SH)
- EQR 121 Hunter I (1 SH)
- EQR 127 Medium Level Dressage and Theory (1 SH)
- EQR 128 Advanced Level Dressage (1 SH)
- EQR 130 Introduction to Stadium Jumpers and Theory (1 SH)
- EQR 131 Stadium Jumping I (1 SH)

and EQ Teacher/Trainer Group 2 – six to eight semester credits from the following:

- BI 238 Human Anatomy & Physiology I (3 SH)
- BI 238L Human Anatomy & Physiology I Lab (1 SH)
- BI 239 Human Anatomy & Physiology II (3 SH)
- BI 239L Human Anatomy & Physiology II Lab (1 SH)

or

- EQ 238 Equine Anatomy and Physiology I (3 SH)
- EQ 239 Equine Anatomy and Physiology II (3 SH)

and EQ Teacher/Trainer Group 3 – Students must either acquire First Aid and Adult CPR Certification or take PE 110 in Junior or Senior year, and hold current certification status at the time of graduation.

- PE 110 First Aid and CPR Certification (2 SH) OR
- Proof of current First Aid and CPR Certification

Students who major in Equestrian Teacher/Trainer must also enroll in BI 100 or BI 101 to satisfy the College's CORE requirement for scientific inquiry.

EQUINE THERAPEUTIC HORSEMANSHIP

Degree Awarded: Bachelor of Science

The equine therapeutic horsemanship major is a multidisciplinary major comprised of courses in equine studies, business, and education. Students are expected to have a high level of horsemanship skills and be comfortable riding in the English discipline. Students majoring in this field are prepared for a career in therapeutic horsemanship, therapeutic riding or equine assisted activities and therapies. Through selection of either the Administrator or Instructor Concentration, students prepare for a career in either the operations and management of therapeutic facilities, or teaching therapeutic riding and horsemanship to persons who will therapeutically benefit from programs with horses. The Instructor concentration prepares the student to be eligible for certification by the Professional Association of Therapeutic Horsemanship International (PATH Intl).

Requirements for the Major:
54-56 semester credits including:

- AC 101 Accounting Principles I (3 SH)
- BI 100 Concepts of Biology (3 SH)
- EDC 330 Introduction to Students with Exceptional Learning Needs (3 SH)
- EDE 304 Child Development and Learning (3 SH)
- EQ 109 Introduction to the Equine Industry (3 SH)
- EQ 110 Horse Care Practicum (4 SH)
- EQ 115 Assisting with Therapeutic Riding (4 SH)
- EQ 116 Equine Assisted Learning and Psychotherapy (2 SH)
- EQ 208 Principles of Therapeutic Horsemanship (3 SH)
- EQ 210 Equine Health (3 SH)
- EQ 211 Equestrian Business Essentials (3 SH)
- EQ 250/350 Internship at approved PATH facility (2 SH)
- EQ 490 Equine Therapeutic Horsemanship Senior Capstone (3 SH)
- FN 315 Accounting and Finance for Not-For-Profit Organizations (3 SH)
- MN 315 Supervision and Leadership (3 SH)
- PS 101 General Psychology (3 SH)

and EQ Therapeutic Horsemanship Group 1 – six to eight semester credits from the following:

- BI 238 Human Anatomy & Physiology I (3 SH)
- BI 238L Human Anatomy & Physiology I Lab (1 SH)
- BI 239 Human Anatomy & Physiology II (3 SH)
- BI 239L Human Anatomy & Physiology II Lab (1 SH)

or

- EQ 238 Equine Anatomy and Physiology I (3 SH)
- EQ 239 Equine Anatomy and Physiology II (3 SH)

Students must either acquire First Aid and Adult CPR Certification or take PE 110 in Junior or Senior year, and hold status at the time of graduation.

- PE 110 First Aid and CPR Certification (2 SH) OR
- Proof of current First Aid and CPR Certification

and a required concentration track from the following:

Administrator Track

This concentration is structured for the student preparing for a career in administrative and management of therapeutic horsemanship facilities and equine assisted activity centers. This concentration does NOT prepare the student for PATH Intl. certification.

13 semester credits including:

- LG 315 Business Law I (3 SH)

- MK 203 Marketing Principles (3 SH)
- MN 200 Introduction to Management (3 SH)
- MN 323 Organizational Behavior (3 SH)

and EQ Therapeutic Horsemanship Group 1 – one semester credit from the following:

- EQR 100 Introduction to English Riding (1 SH)
- EQR 101 Forward Seat 1 (1 SH)
- EQR 102 Forward Seat 2 (1 SH)
- EQR 103 Forward Seat 3 (1 SH)
- EQR 106 Introduction to Western Seat (1 SH)
- EQR 111 Riding Fundamentals (1 SH)
- EQR 112 Riding Fundamentals 2 (1 SH)
- EQR 114 Principles of Dressage (1 SH)
- EQR 201 Western Seat I (1 SH)

and EQ Therapeutic Horsemanship Group 2 – choose one from the following:

- EQ 110 Horse Care Practicum, repeated for an additional 4 SH
- EQ 220 Introduction to Teaching Riding (3 SH)

Instructor Track

This concentration is structured for the student preparing for a career as an instructor in a therapeutic horsemanship, therapeutic riding or an equine assisted activity center. Completion of this concentration prepares the student to apply for PATH Intl. certification.

17 semester credits including:

- EQ 316 Methods and Materials of Teaching Riding I (3 SH)
- EQ 316L Methods & Materials of Teaching Riding I Lab (1 SH)
- EQ 317 Methods and Materials of Teaching Riding II (3 SH)
- EQ 317L Methods & Materials of Teaching Riding II Lab (1 SH)
- EQ 220 Introduction to Teaching Riding (3 SH)
- EQ 320 Equine Nutrition (3 SH)
- EQ 331 Equine Lameness and Conditioning (3 SH)

and EQ Therapeutic Horsemanship Group 2 – two semester credits from the following:

- EQR 102 Forward Seat 2 (1 SH)
- EQR 103 Forward Seat 3 (1 SH)
- EQR 114 Principles of Dressage (1 SH)
- EQR 120 Intro to Hunters and Theory (1 SH)
- EQR 127 Medium Level Dressage and Theory (1 SH)
- EQR 130 Intro to Stadium Jumpers and Theory (1 SH)
- EQR 201 Western Seat I (1 SH)

OPTIONAL EQUINE STUDIES CONCENTRATION

Equine studies students may, but are not required to, undertake additional study in the therapeutic horsemanship concentration.

Equine major required to declare concentration and may not be combined with the Therapeutic Horsemanship major.

Therapeutic Horsemanship Concentration

The concentration in therapeutic horsemanship gives students a theoretical knowledge of and practical experience with teaching horsemanship to people with disabilities. Successful students gain insight into the physical, psychosocial, cognitive and emotional effects of horses on human beings, particularly those people who have special needs or challenges. Upon completion of the program, students will be prepared and qualified to become key employees in organizations offering equine-assisted activities. This concentration is offered in partnership with Fieldstone Therapeutic Riding Center.
Students are also expected to demonstrate an intermediate level of riding proficiency showing a secure seat, following hand and steady, clear aids. A 75-hour practical internship under the supervision of a Professional Association of Therapeutic Horsemanship International, (PATH Intl.) certified therapeutic riding instructor is required. The coursework provides the following:

1. An understanding of the scope of the therapeutic riding industry.
2. An understanding of the physiological principles involved in riding for people with disabilities.
3. An insight into animal behavior and man's ability to humanely partner with horses to positively impact the quality of life for individuals as well as community.
4. The ability to apply knowledge gained to solve problems and to integrate solutions to attain successful therapeutic goals.

Requirements for the Concentration:
15-19 semester credits including:

- EDE 304 Child Development and Learning (3 SH)
- EQ 208 Principles of Therapeutic Horsemanship (3 SH)
- EQ 220 Introduction to Teaching Riding (3 SH)

- EQR 102 or EQR 114 or Higher (1 SH) *Note: must achieve a grade of B or better
- EQ 250/350 Internship in Equine Studies (1-5 SH) *Note: minimum of 50 contact hours (1 SH) with at least 25 teaching hours under the supervision of a pre-approved PATH certified instructor

and Therapeutic Horsemanship Concentration Group 1 - three semester credits from the following:

- DN 216 or PE 216 Anatomical Kinesiology (3 SH)
- EDC 230 Educational Psychology (3 SH)
- EDC 330 Introduction to Students with Exceptional Learning Needs (3 SH)
- EDA 310 The Pre-Adolescent/Adolescent Learner (3 SH)
- FN 315 Accounting and Finance for Not-For-Profit Organizations (3 SH)
- PS 336 Cognitive Psychology (3 SH)

and Therapeutic Horsemanship Concentration Group 2 - two semester credits in

- EQ 115 Assisting with Therapeutic Riding (2 SH)

Recommended CORE Course:
PS 101 General Psychology (3 SH)

FINANCE

Degree Awarded: Bachelor of Science

The finance major is designed for students seeking a deeper understanding of the financial environment under which businesses operate. It will provide greater insight into the working of the financial system, different investment vehicles available to both individual and institutional investors, portfolio management and risk management in a global economy. Students completing this program should have a better understanding of the financial theory and practice so as to apply the knowledge successfully to solve a wide range of business and personal problems. The program builds on the foundation of the core business administration major with a focus on financial management of corporations and money management.

Requirements for the Major:
57-59 semester credits including:

- AC 101 Accounting Principles I (3 SH)
- AC 102 Accounting Principles II (3 SH)
- BA 400 Senior Seminar (4 SH)
- EC 201 Principles of Macroeconomics (3 SH)
- EC 202 Principles of Microeconomics (3 SH)
- EC 305 Intermediate Macroeconomics (3 SH)
- EC 306 Intermediate Microeconomics (3 SH)
- FN 320 Corporation Finance (3 SH)
- FN 321 Intermediate Corporate Finance (3 SH)
- FN 326 International Financial Management (3 SH)
- FN 404 Financial Systems (3 SH)
- FN 405 Investments (3 SH)
- LG 315 Business Law I (3 SH)
- MK 203 Marketing Principles (3 SH)
- MN 200 Introduction to Management (3 SH)
- MN 215 Business Statistics (3 SH)
- MN 323 Organizational Behavior (3 SH)

and Finance Group 1 – two courses from the following (5 – 8 SH):

- CI 341 Management Information Systems (3 SH)
- EC 420 Econometrics (3 SH)
- FN 250/350 Internship in Finance (2-5 SH)
- FN 330 Real Estate Principles and Finance (3 SH)
- FN 345 Financial Planning (3 SH)
- MN 216 Applied Decision Models (3 SH)
- MN 310 Operations Management (3 SH)
- MN 312 Human Resources Management (3 SH)

FINE ARTS (WITH CONCENTRATION)

Degree Awarded: Bachelor of Arts or Bachelor of Fine Arts

The B.A. is designed to provide a comprehensive liberal arts education to undergraduates in the fine arts. Students have the opportunity to complete a concentration in one of the following fine arts disciplines: dance, music, theatre, visual art or multi-disciplinary. Each fine arts major offers an in depth core curriculum unique to the individual discipline of study. Additionally, the major provides students with a background in all fine arts with experience in three other disciplines of the fine arts separate from their chosen concentration.

The B.F.A. is an option, for either the fine arts with concentration or fine arts multi-disciplinary majors, for the student who wishes to work as a professional artist or go on to graduate school. A student must demonstrate his/her candidacy for the B.F.A. degree through the quality of his/her work and approval by the fine arts faculty. The B.F.A. requires that the fine arts with concentration student complete a major work in one of the fine arts disciplines as a Senior Project (8 SH). The multi-disciplinary concentration student must complete a Senior Project that engages all the studied fine arts disciplines. The student will submit a proposal during

the second semester of his/her sophomore year to the faculty in that discipline. Upon review, during the fall semester of the student's junior year and with approval from all fine arts faculty, the student may continue with the B.F.A. option.

Requirements for the Major:
Bachelor of Arts

42-48 semester credits including:

- 25-30 semester credits in the discipline of concentration
- 18 semester credits - six credits in each of the three fine arts disciplines outside of the area of concentration

Bachelor of Fine Arts

48-54 semester credits including:
42-48 semester credits as outlined in the Fine Arts major with concentration

and BFA Group 1 - six semester credits from the following:

- AT 404 Senior Project in Visual Art (3 SH)
- AT 405 Senior Project in Visual Art II (3 SH)
- DN 404 Senior Project in Dance (3 SH)
- DN 405 Senior Project in Dance II (3 SH)
- FA 404 Fine Arts Senior Project (3 SH)
- FA 405 Fine Arts Senior Project II (3 SH)
- MU 404 Senior Project in Music (3 SH)
- MU 405 Senior Project in Music II (3 SH)
- TH 404 Senior Project in Theatre (3 SH)
- TH 405 Senior Project in Theatre (3 SH)

Dance Concentration

The dance faculty is committed to the development of dance artists who are technically proficient, grounded in the history and aesthetic theory of their craft and skilled in the creation and production of original art work. Class sizes are typically small. As a result, attention can be given to the individual technical needs of the students. Creative process work is essential to the complete dance artist. Therefore, in addition to coursework in composition, all dancer concentrates are required to participate with faculty and guest choreographers in the development and production of creative works presented in various informal and formal concert venues throughout the academic year.

24-30 semester credits including:

- DN 201 Ballet Technique II (1 or 2 SH)
- DN 202 Modern Dance Technique II (1 or 2 SH)
- DN 210 Repertory and Performance Technique I (2 SH)
- DN 213 Dance History (3 SH)
- DN 216 Anatomical Kinesiology (3 SH)
- DN 230 Beginning Composition (3 SH)
- DN 301 Ballet Technique III (1 or 2 SH)
- DN 302 Modern Dance Technique and Theory III (1 or 2 SH)
- DN 310 Repertory and Performance II (2 SH)
- DN 325 Methods of Teaching Dance (3 SH)
- DN 401 Ballet Technique IV (1 or 2 SH)
- DN 402 Modern Dance Technique and Theory IV (1 or 2 SH)
- DN 410 Repertory and Performance Technique III (2 SH)

Music Concentration

The music component of the B.A. includes a core curriculum of courses that covers fundamental sub-disciplines from applied music to music history. Additional work and disciplines are drawn from other music course offerings chosen in consultation with an advisor, that best meet the interests and goals of the individual student.

27 semester credits including:

- MU 112 Conducting (1 SH)
- MU 140 Fundamentals of Music (3 SH)
- MU 220 Intermediate Theory and Aural Communication (3 SH)

and Music Concentration Group 1 - three semester credits of private instruction in one instrument (includes voice) (3 SH)

- MU 103 Private Instruction in Flute (1 SH)
- MU 105 Private Instruction in Piano (1 SH)
- MU 106 Private Instruction in Voice (1 SH)
- MU 110 Private Instruction in Other Instruments (1 SH)

and Music Concentration Group 2 – six semester credits from the following:

- MU 304 History and Literature of Music I (3 SH)
- MU 305 History and Literature of Music II (3 SH)
- MU 306 History and Literature of Music III (3 SH)

and Music Concentration Group 3 - 11 semester credits from other music courses (MU designation)

Theatre Concentration

The theatre component of the B.A. includes a core curriculum of courses within the theatre's sub-divisions of performance and production experiences. Additional work in the theatre program is drawn from intermediate and advanced courses, chosen in consultation with advising theatre faculty, that best meet the interests and goals of the individual student.

25 semester credits including:

- TH 106 Acting I (3 SH)
- TH 108 Performance Theory and Analysis (3 SH)
- TH 201 History of the Theatre I (3 SH)
- TH 207 Dramatic Literature I (3 SH)
- TH 100/200/300/400 Theatre Practicum I, II, III, IV (1 SH each)

and Theatre Concentration Group 1 - 9 semester credits from the following:

- TH 107 Introduction to Technical Theatre (3 SH)
- TH 202 History of the Theatre II (3 SH)
- TH 206 Acting II (3 SH)
- TH 208 Dramatic Literature II (3 SH)
- TH 210 Physical Training and Performance Techniques (3 SH)
- TH 211 Vocal Training and Performance Techniques (3 SH)
- TH 304 Scenic Design (3 SH)
- TH 308 Directing (3 SH)
- TH 315 Lighting Design (3 SH)
- TH 316 Playwriting (3 SH)
- TH 319 Costume Design (3 SH)
- TH 250/350 Internship in Theatre (3 SH)
- TH 170-79/270-79/370-79 Special Topics in Theatre (2-4 SH)

Visual Art Concentration

The visual art component of the B.A. includes a core curriculum of courses within the visual art sub-disciplines of two and three dimensional art practices. Additional work in the visual art program is drawn from the intermediate and advanced courses, chosen in consultation with advising visual art faculty, that best meet the interests and goals of the individual student.

25 semester credits including:

- AT 102 Design (3 SH)
- AT 103 Dimensional Design (3 SH)
- AT 110 Drawing I (3 SH)
- AT 202 Painting I (4 SH)
- AT 240 Art History I (3 SH)
- AT 241 Art History II (3 SH)
- AT 242 Art History III (3 SH)

and Visual Art Concentration Group 1 – 3 semester credits from the following:

- AT 114 Sculpture I (4 SH)
- AT 205 Ceramics I (4 SH)
- AT 206 Photography I (3 SH)
- AT 207 Digital Photography (3 SH)
- AT 210 Drawing II (4 SH)
- AT 225 Introduction to Graphic Communications I (3 SH)
- AT 226 Introduction to Graphic Communications II (3 SH)
- AT 302 Painting II (4 SH)
- AT 305 Ceramics II (4 SH)
- AT 306 Photography II (3 SH)
- AT 307 Digital Photography and Imaging II (3 SH)
- AT 160/260/360 Individual Investigation in Studio Art (2-5 SH)
- AT 170-79/270-79/370-79 Special Topics in Studio Art (2-5 SH)

Multi-Disciplinary Concentration

This major is designed to provide a comprehensive liberal arts education to undergraduates in the fine arts. The multi-disciplinary concentration offers students the opportunity to study the arts and understand their interrelationships through artistic collaborations and creative explorations in all the arts. The major requires that students divide their interest among all four disciplines of the fine arts.

48 semester credits including:

- 12 semester credits from Dance (DN designation)
- 12 semester credits from Music (MU designation)
- 12 semester credits from Theatre (TH designation)
- 12 semester credits from Visual Arts (AT designation)

HISTORY

Degree Awarded: Bachelor of Arts

The major in history prepares students for employment in many areas, including government, state and federal, in the fields of civil service and diplomacy, among others, in business for those companies with international markets and in museums, archival repositories, libraries, historical societies in media, as well as several other fields. Secondary education students planning to teach history and other social

studies fields also benefit from a concentration in history as a content area. Students with a degree in history frequently go on to graduate school, whether for history, law, political science, international studies or multi-disciplinary studies.

Requirements for the Major:
36 semester credits including:

- HI 105 American History I: Colonial Times to 1877 (3 SH)
- HI 106 American History II: 1877 to the Present (3 SH)
- HI 400 Historical Research Methodology /Historiography (3 SH)
- HI 420 Senior Thesis in History (3 SH)

and History Group 1 - six semester credits from the following:

- HI 125 Modern World History (3 SH)
- HI 132 Western Civilization I: Beginnings to 1400 (3 SH)
- HI 138 Western Civilization II: 1400 to 1815 (3 SH)

and History Group 2 - nine 200-level semester credits from any 200-level HI offerings

and History Group 3 - nine 300-level semester credits from any 300-level HI offerings

HUMAN RESOURCE MANAGEMENT

Degree Awarded: Bachelor of Science

The human resource management major is designed to give students in-depth exposure to specific areas of human resource management and organizational behavior compared to the more broad-based business administration major. The program builds on a foundation of business courses with a set of courses focused on supervision, leadership and change management; human resource administration, labor relations and the dynamics of human behavior in organizations. The program also offers excellent preparation for admission to graduate school. Students are encouraged to take advantage of the internship program in order to obtain actual work experience prior to graduation.

Requirements for the Major:
52 semester credits including:

- AC 101 Accounting Principles I (3 SH)
- AC 102 Accounting Principles II (3 SH)
- BA 400 Senior Seminar (4 SH)
- CI 341 Management Information Systems (3 SH)
- EC 201 The Principles of Macroeconomics (3 SH)
- EC 202 The Principles of Microeconomics (3 SH)
- FN 320 Corporation Finance (3 SH)
- LG 315 Business Law I (3 SH)
- MK 203 Marketing Principles (3 SH)
- MN 200 Introduction to Management (3 SH)
- MN 215 Business Statistics (3 SH)
- MN 312 Human Resource Management (3 SH)
- MN 315 Supervision and Leadership (3 SH)
- MN 323 Organizational Behavior (3 SH)

and HR Group 1 - nine semester credits from the following:

- BA 324 International Business (3 SH)
- CM 303 Interviewing (3 SH)
- MN 301 Personal Effectiveness in the World of Work (3 SH)
- MN 302 Training and Development (3 SH)
- MN 410 Labor Relations (3 SH)
- MN 250/350 Internship in Management (2-5 SH)

INDIVIDUALIZED ACADEMIC MAJOR

Degree Awarded: Bachelor of Arts, Bachelor of Fine Arts, or Bachelor of Science

An individualized academic major is an option available to those students who wish to design a major of their own that is different from the other more traditional majors offered by Lake Erie but still capable of being supported by the resources which the College has at its disposal. Students who wish to pursue this option must obtain an application from the Registrar's Office and prepare a proposal, which includes clearly defined objectives, a rationale and a list of specific courses that are to be completed.

Requirements for the Major:
A minimum of 36 semester credits, 20 of which must be taken at Lake Erie College.

A minimum of 15 semester credits from 300- and 400-level courses, including a senior capstone course.

Approval by a faculty sponsor, the division Dean and the Vice President for Academic Affairs. Approval before reaching Junior standing (60 SH)

*In those cases where there is a choice between the Bachelor of Arts, the Bachelor of Fine Arts or the Bachelor of Science degree, the Bachelor of Science is awarded where there are at least three quantitative courses in the major. A quantitative

course is defined as one that uses mathematics as its central symbol system.

INFORMATION TECHNOLOGY MANAGEMENT

Degree Awarded: Bachelor of Science

The bachelor of science in information technology management (BSITM) program integrates the development of students' management skills with technical competencies in information technology. A comprehensive business core is combined with instruction in various programming languages, systems development and support, database development and administration, hardware and software usage and networking. Students are prepared with the technical skills to become immediate contributors to organizations in the field of information technology as well as the ability to assume both technical leadership and general managerial roles.

Lake Erie College's BSITM program is offered in collaboration with Lakeland Community College. Because of the program's design and the fact that students in this program are "dual-enrolled" in the two institutions, students may earn the Associate of Applied Business Degree from Lakeland Community College in the course of completing the requirements for the BSITM from Lake Erie College.

Requirements for the Major:
40 semester credits including:

- AC 101 Accounting Principles I (3 SH)
- AC 102 Accounting Principles II (3 SH)
- BA 201 Business Communication (3 SH)
- BA 400 Senior Seminar (4 SH)
- EC 201 Principles of Macroeconomics (3 SH)
- EC 202 Principles of Microeconomics (3 SH)
- FN 320 Corporation Finance (3 SH)
- MK 203 Marketing Principles (3 SH)
- MN 200 Introduction to Management (3 SH)
- MN 215 Business Statistics (3 SH)
- MN 216 Applied Decision Models (3 SH)
- MN 310 Operations Management (3 SH)
- MN 323 Organizational Behavior (3 SH)

And a required concentration from the following:

Application Programming and Development
Computer Science/Software Engineering
Database Administration
User Support
Web Content Development
Operating Systems/Networking

***** The courses required for the concentration are those required to complete the Associate of Applied Business Degree from Lakeland Community College in one of the areas above.

INTERNATIONAL BUSINESS

Degree Awarded: Bachelor of Science

The major in international business is interdisciplinary and involves a concentration of business administration courses and demonstrated proficiency in at least one modern foreign language. The curriculum is designed to provide students with the necessary multidisciplinary skills to operate effectively in an international business environment. Students are encouraged to take advantage of the internship program in order to obtain actual work experience in the field prior to graduation.

(Program accredited by the International Assembly for Collegiate Business Education)

Requirements for the Major:
51 semester credits including:

- AC 101 Accounting Principles I (3 SH)
- AC 102 Accounting Principles II (3 SH)
- BA 324 International Business (3 SH)
- EC 201 Principles of Macroeconomics (3 SH)
- EC 202 Principles of Microeconomics (3 SH)
- FN 320 Corporation Finance (3 SH)
- LG 315 Business Law I (3 SH)
- MK 203 Marketing Principles (3 SH)
- MN 200 Introduction to Management (3 SH)
- MN 215 Business Statistics (3 SH)
- MN 323 Organizational Behavior (3 SH)

and a required concentration: Italian or Spanish:

Italian
18 semester credits including:

- IT 201 Intermediate Italian (3 SH)
- IT 211 Introduction to Italian Culture & Civilization (3 SH)
- IT 220 Italian Conversation (3 SH)
- IT 301 Italian for the Professional Environment (3 SH)
- IS 305 Professional Culture (3 SH)

and Italian Concentration Group 1 - three semester credits from the following:

- BA 450 International Business Internship (3 SH)
- IT 490 Senior Research Project (3 SH)

Spanish
18 semester credits including:

- SP 201 Intermediate Spanish I (3 SH)
- SP 220 Spanish Conversation and Composition (3 SH)
- SP 225 Hispanic Culture and Civilization (3 SH)
- SP 301 Spanish for the Professional Environment (3 SH)
- IS 305 Professional Culture (3 SH)

and Spanish Concentration Group 1 – three semester credits from the following:

- BA 450 International Business Internship (3 SH)
- SP 490 Senior Research Project (3 SH)

ITALIAN STUDIES

Degree Awarded: Bachelor of Arts

The major in Italian Studies (as well as the minor) is an interdisciplinary program focusing on the study of the Italian language, culture, literature, visual & audiovisual arts, its manifestations in history and its usage in the present cultural and social context.

Italy offers the richest cultural heritage of the Western civilization with the biggest number of UNESCO heritage/artistic sites in the world and has produced some of the most remarkable geniuses of art, design, music, literature, science and cinema (e.g. Dante, Da Vinci, Michelangelo, Machiavelli, Galileo, Bernini, Vivaldi, Volta, Verdi, De Sica, Fellini, Armani) and founded the first University in Europe. The major in Italian Studies affords access to this extraordinarily rich cultural tradition as well as to one of Europe's most vital contemporary societies.

The language/culture courses and offerings on key topics in Italian Studies enable students to examine, reflect and comment on the broaden diversity of intellectual and artistic life in Italy and its impact on the Western culture, from the ancient to the contemporary times. The program also provides the necessary preparation for graduate studies, to interact within multicultural and foreign societies and therefore to be prepared for the 21st century professional environment in which diversity and global elements are frequent. The program offers the opportunity to have an educational and cultural experience abroad, in Italy (or in Switzerland), where the students can also do an internship, and have the chance to specialize in a field of their choice (e.g. fine arts, culinary arts, design, fashion, history, international business, entrepreneurship, music, cinema, literature, environmental science).

Short Study Trips to Italy (8-10 days) are regularly offered for LEC students.

Requirements for the Major:
37 semester credits including:

- IT 102 Beginning Italian II (3 SH)
- IT 102L Beginning Italian II Language Lab (1 SH)
- IT 201 Intermediate Italian (3 SH)
- IT 211 Introduction to Italian Culture & Civilization (3 SH)
- IT 220 Italian Conversation (3 SH)
- IT 331 Advanced Italian (3 SH)
- IT490 Senior Research Project (3 SH)

and Italian Studies Group 1 - 18 semester credits from the following:

- IT 210 Italian Food & Culture (3 SH)
- IT 250/350/450 Internship in Italian (1-4 SH)
- IT 300 Italian Translation (2 or 3 SH)
- IT 301 Italian for the Professional Environment (3 SH)
- IT 338 Readings in Italian Literatures & Cultures (3 SH)
- IT 339 Readings in Italian Literatures & Cultures II (3 SH)
- IT 411 Introduction to Dante's Divine Comedy (3 SH)
- IT 412 Studies in Contemporary Italian Literature and Culture (3 SH)
- IT 413 Introduction to Italian Renaissance (3 SH)
- IT 420 Introduction to Italian Fine Arts (3 SH)
- IT 422 Studies in Italian Cinema (3 SH)
- IT 170-79/270-79/370-79 Special Topics in Italian (2-4 SH)
- IT 160/260/360/460 Individual Investigation in Italian (1-4 SH)

LEGAL STUDIES

Degree Awarded: Bachelor of Science

This major provides students with the skills and knowledge required to carry out various types of legal assistant

/administrator responsibilities such as legal research, writing and investigations. Legal assistants work for private law firms, government, banks, insurance companies and real estate agencies. Ohio prohibits the practice of law by non-attorneys. In addition to the College's general transfer credit policy, any student transferring legal specialty credits must comply with the following policy:

The Legal Studies Program Director will review the course description and/or syllabus of any legal specialty course taken at another institution to ascertain if it is equivalent to a course at Lake Erie College and determine whether to allow credit. Twenty semester credits must be taken in the major in residence at Lake Erie College which must include the following:

- LG 410 Ethics (1 SH)
- LG 420 Senior Seminar (3 SH)
- LG 450 Internship (4 SH)

Requirements for the Major:
39 semester credits including:

- LG 110 Introduction to Legal Assisting (3 SH)
- LG 210 Principles of Legal Research and Writing (4 SH)
- LG 220 Criminal Law and Procedure (3 SH)
- LG 222 Civil Litigation and Procedure (3 SH)
- LG 315 Business Law I (3 SH)
- LG 324 Constitutional Law (3 SH)
- LG 410 Ethics (1 SH)
- LG 420 Applied Senior Seminar (3 SH)
- LG 450 Legal Assistant Internship (4 SH)

and Legal Studies Group 1 - 12 semester credits from the following:

- LG 230 Investigative Techniques (3 SH)
- LG 303 Taxes & Culture Clinic I (2 or 3 SH)
- LG 311 Landmark Cases in Mental Health and the Law (3 SH)
- LG 312 Legal Issues in Sports (3 SH)
- LG 316 Business Law II (3 SH)
- LG 327 Death Penalty in America (3 SH)
- LG 332 International Business Law (2 SH)
- LG 345 Psychology and Law (3 SH)
- LG 170-79/270-79/370-79 Special Topics in Legal Studies (2-4 SH)
- PO 331 Judicial Process (3 SH)

Students are encouraged to take additional coursework in related fields such as foreign languages, business administration, international business, accounting, communications, etc.

MARKETING

Degree Awarded: Bachelor of Science

The marketing major is designed to give students exposure to specific areas of marketing not addressed by the broader based business administration major. The program builds on a foundation of business courses with a set of courses covering topics such as marketing research, advertising, public relations, consumer behavior and international marketing.

(Program accredited by the International Assembly for Collegiate Business Education)

Requirements for the Major:
51- 54 semester credits including:

- AC 101 Accounting Principles I (3 SH)
- AC 102 Accounting Principles II (3 SH)
- BA 400 Senior Seminar (4 SH)
- CI 341 Management Information Systems (3 SH)
- EC 202 Principles of Microeconomics (3 SH)
- FN 320 Corporation Finance (3 SH)
- LG 315 Business Law I (3 SH)
- MK 203 Marketing Principles (3 SH)
- MK 301 Social and Digital Media Marketing (3 SH)
- MK 317 Marketing Management (3 SH)
- MK 328 International Marketing (3 SH)
- MK 334 Consumer Behavior (3 SH)
- MK 335 Marketing Research (3 SH)
- MK 394 Advertising and Public Relations (3 SH)
- MN 200 Introduction to Management (3 SH)
- MN 215 Business Statistics (3 SH)
- MK 250/350 Internship in Marketing (2-5 SH)

Suggested electives:

- MK 170-79/270-79/370-79 Special Topics in Marketing (2-3 SH)
- MK 260/360/460 Individual Investigation in Marketing (1-5 SH)

MATHEMATICS

Degree Awarded: Bachelor of Arts or Bachelor of Science

The department of mathematics provides advanced courses for students majoring in mathematics and offers instruction appropriate for students of other disciplines. A student who wishes to continue mathematics in graduate school or to seek employment on the basis of a strong mathematics background is advised to take special topics in mathematics

including at least one course in computer information systems.

Requirements for the Major:

Bachelor of Science
53 semester credits including:

- MT 207 Probability and Statistics (3 SH)
- MT 209 Discrete Mathematics (3 SH)
- MT 210 Calculus and Analytical Geometry I (5 SH)
- MT 211 Calculus and Analytical Geometry II (4 SH)
- MT 213 Calculus and Analytical Geometry III (4 SH)
- MT 301 Modern Geometry (3 SH)
- MT 303 The History of Mathematics (3 SH)
- MT 309 Differential Equations (3 SH)
- MT 311 Intermediate Analysis I (3 SH)
- MT 323 Modern Linear Algebra (4 SH)
- MT 324 Modern Abstract Algebra (3 SH)
- MT 401 Senior Research (2 SH)

and Math (BS) Group 1 - three semester credits from the following:

- MT 330 Numerical Methods (3 SH)
- MT 370 Special Topics (2-4 SH)

and Math (BS) Group 2 - Ten semester credits from the sciences (BI, CH, PC designations); at least one lab course required. ** Note: For the following, either one may count, but not both: BI100 or BI101, CH100 or CH103, PC106 or PC201.

Bachelor of Arts
43 semester credits including:

- MT 207 Probability and Statistics (3 SH)
- MT 209 Discrete Mathematics (3 SH)
- MT 210 Calculus and Analytical Geometry I (5 SH)
- MT 211 Calculus and Analytical Geometry II (4 SH)
- MT 213 Calculus and Analytical Geometry III (4 SH)
- MT 301 Modern Geometry (3 SH)
- MT 303 The History of Mathematics (3 SH)
- MT 309 Differential Equations (3 SH)
- MT 311 Intermediate Analysis I (3 SH)
- MT 323 Modern Linear Algebra (4 SH)
- MT 324 Modern Abstract Algebra (3 SH)
- MT 401 Senior Research (2 SH)

and Math (BA) Group 1 - 3 semester credits from the following:

- MT 330 Numerical Methods (3 SH)
- MT 370 Special Topics (3 SH)

POLITICAL SCIENCE

Degree Awarded: Bachelor of Arts

The major in political science provides students with an understanding of political institutions and processes at the local, national and international level. The curriculum exposes students to the major sub-fields of the discipline including American government, comparative politics, international relations and political philosophy. Students explore fundamental political concepts such as democracy, power, citizenship, governance and rights and they acquire research skills enabling them to understand and analyze political phenomena around the world.

The program places an emphasis on the development of the student's research, writing and critical thinking skills. The program prepares students for careers in a variety of fields including government, politics, international affairs, law, business, journalism and education. Political science is an excellent undergraduate major for students interested in attending law school after graduation.

The major is designed to allow students significant flexibility in designing a course of study based upon their areas of interest. Internships and study abroad opportunities are available.

Requirements for the Major:
37 semester credits including:

- PO 101 Introduction to Political Science (3 SH)
- PO 110 American National Government (3 SH)
- PS 204 Statistics (4 SH)
- SS 334 Methods of Field Research (3 SH)

and Political Science Group 1 - 24 semester credits from the following:

- PO 201 Introduction to Political Ideologies (3 SH)
- PO 202 Public Policy (3 SH)
- PO 205 State and Local Government (3 SH)
- PO 210 U.S. Foreign Policy (3 SH)
- PO 212 Comparative Politics (3 SH)
- PO 214 International Relations (3 SH)
- PO 310 European Politics (3 SH)
- PO 311 Politics of Developing Countries (3 SH)
- PO 320 Constitutional Law (3 SH)
- PO 321 International Organization and Law (3 SH)

- PO 330 Legislative Process (3 SH)
- PO 331 Judicial Process (3 SH)
- PO 333 American Presidency (3 SH)
- PO 340 Political Parties and Interest Groups (3 SH)
- PO 341 Public Administration (3 SH)
- PO 250/350/450 Internship in Political Science (1-3 SH)
- PO 160/260/360 Individual Investigation in Political Science (1-3 SH)
- PO 170-79/270-79/370-79 Special Topics in Political Science (1-3 SH)

PSYCHOLOGY

Degree Awarded: Bachelor of Arts

The psychology major is designed to increase personal understanding of animal and human behavior and mental processes and to provide basic preparation for entrance into graduate school or pursuit of a professional career in the field of psychology. Students should realize careers in the field of psychology typically require further training; many of our students pursue graduate studies in this field. It is strongly recommended that all psychology majors participate in an internship (PS 250/350). Internships introduce students to a variety of careers that require this training and provide valuable hands-on experience. Psychology students have worked with the Juvenile Court, shelters, psychiatric clinics and rehabilitation agencies. All eligible psychology majors are encouraged to participate in Psi Chi, The International Honor Society in Psychology and in the Psychology Club.

Requirements for the Major:
39 semester credits including:

- PS 101 General Psychology (3 SH)
- PS 204 Statistics (4 SH)
- PS 222 Psychology of Personality (3 SH)
- PS 324 Physiological Psychology (3 SH)
- PS 325 Research Methods (4 SH)
- PS 329 Abnormal Psychology (3 SH)
- PS 400 Psychology Research Seminar (4 SH)

and Psychology Group 1 – 15 semester credits from the following:

- PS 220 Child Psychology (3 SH)
- PS 232 Social Psychology (3 SH)
- PS 237 Human Sexuality (3 SH)
- PS 305 Psychology of Learning (3 SH)
- PS 318 Personality Assessment (3 SH)
- PS 322 Adulthood and Aging (3 SH)
- PS 330 Juvenile Delinquency (3 SH)
- PS 335 Introduction to Clinical Psychology (3 SH)
- PS 336 Cognitive Psychology (3 SH)
- PS 345 Psychology and Law (3 SH)
- PS 170-79/270-79/370-79 Special Topics in Psychology (2-4 SH)
- PS 250/350 Internship in Psychology (2-5 SH)
- PS 160/260/360 Individual Investigation in Psychology (2-4 SH)

Substitutions for these requirements may be made only with the approval of a psychology faculty member. Requests must be accompanied by a written statement explaining the reason(s) for the substitution.

Optional Concentrations

Forensic Psychology Concentration

Forensic psychology is the application of the science and profession of psychology to questions and issues relating to law and the legal system.

Students will have to meet the same requirements as the Psychology major plus the following additional coursework.

Requirements for the Concentration:
12 semester credits including:

- CJ 220 Criminal Law and Procedure (3 SH)
- CJ 311 Landmark Cases in Mental Health and the Law (3 SH)
- CJ 324 Constitutional Law (3 SH)
- PS 345 Psychology and Law (3 SH)

Psychobiology Concentration

Students are introduced to the biological and physiological processes of living organisms from a biological perspective as a supplement to understanding behavior and mental processes from a psychological perspective.

Students will have to meet the same requirements as the Psychology major plus the following additional coursework.

Requirements for the Concentration:
15 semester credits including:

- BI 101 Introductory Biology I (3 SH)
- BI 101L Introductory Biology I Lab (1 SH)
- BI 102 Introductory Biology II (3 SH)

- BI 102L Introductory Biology II Lab (1 SH)
- BI 238 Human Anatomy & Physiology I (3 SH)
- BI 238L Human Anatomy & Physiology I Lab (1 SH)

and Psychobiology Concentration Group 1 - one course from the following:

- BI 330 Evolutionary Biology (3 SH)
- BI 333 Animal Behavior (3 SH)

SPANISH STUDIES

Degree Awarded: Bachelor of Arts

Traditionally, people from the United States are not obligated to learn another language besides English. However, economic globalization has made communication among cultures and nations more important than ever. Spanish is spoken by almost 400 million people worldwide; moreover, about half the population of the Western Hemisphere speaks Spanish, making it the primary language for as many people as English in this part of the world. Even within the U.S. Spanish is the second most widely-spoken language. A major in Spanish Studies allows students to engage with a rich variety of history, literature, art and architecture -- the cultures of Cervantes, Goya, Picasso, Allende, Garcia Marquez and Borges, to name only a few -- that have had and will continue to have profound impact on the nation and the world in the 21st century.

Requirements for the Major:
31 semester credits including:

- SP 102 Beginning Spanish II (3 SH)
- SP 102L Beginning Spanish II Language Lab (1 SH)
- SP 201 Intermediate Spanish I (3 SH)
- SP 220 Spanish Conversation and Composition (3 SH)
- SP 225 Hispanic Culture and Civilization (3 SH)
- SP 301 Spanish for the Professional Environment (3 SH)
- SP 490 Senior Research Project (3 SH)

and 12 semester credits from the following:

- SP 300 Spanish Translation (3 SH)
- SP 320 Introduction to Spanish Literature (3 SH)
- SP 330 Spanish American Cinema (3 SH)
- SP 335 Spanish Art and Architecture (3 SH)
- SP 340 Language and Study Abroad (3 SH)
- SP 410 Spanish American Literature (3 SH)
- SP 411 Readings in Spanish Literature and Culture (3 SH)
- SP 250/350 Internship in Spanish (2-4 SH)
- SP 260/360 Independent Studies in Spanish (2-4 SH)
- SP 170-79/270-79/370-79 Special Topics in Spanish (2-4 SH)

SPORT MANAGEMENT

Degree Awarded: Bachelor of Science

The sport management program is an interdisciplinary program designed to prepare students to blend general management skills with the specific demands of managing sports organizations. Built on a foundation of business specific courses, the sport management curriculum provides students with an in-depth understanding of the role that sports plays in society and the role of management in sports on a domestic and global level.

Requirements for the Major:
48 semester credits including:

- AC 101 Accounting Principles I (3 SH)
- EC 201 Principles of Macroeconomics (3 SH)
- EC 202 Principles of Microeconomics (3 SH)
- FN 320 Corporation Finance (3 SH)
- MN 200 Introduction to Management (3 SH)
- MN 215 Business Statistics (3 SH)
- MN 323 Organizational Behavior (3 SH)
- SA 101 Introduction to Sport Management (3 SH)
- SA 203 Sport Marketing and Communications (3 SH)
- SA 204 Sports Communication (3 SH)
- SA 205 Sport Facility Planning, Operations and Management (3 SH)
- SA 206 Evaluation and Methodology Procedures in Sport and Social Science (3 SH)
- SA 315 Legal Issues in Sports (3 SH)
- SA 320 Leadership in Sports (3 SH)
- SA 328 International Sport Administration (3 SH)
- SA 490 Sport Policy Development (3 SH)

SPORT STUDIES

Degree Awarded: Bachelor of Arts

The Sport Studies program provides opportunities to examine the historical and contemporary role of sport in society. Classes consider the complex issues of race and ethnicity, social class, and gender and sexuality within sport and those relationships within areas such as media, politics, education,

and the economy. Sport Studies prepares students to work in a variety of careers in the sport industry as well as pursuing graduate studies by combining their interest in sport studies with a minor of their choice.

Requirements for the Major:
42 semester credits including:

- SA 101 Introduction to Sport Management (3 SH)
- SA 110 History of Global Sport (3 SH)
- SA 111 History of Sport in America (3 SH)
- SA 204 Sport Communication (3 SH)
- SA 206 Evaluation and Methodology Procedures in Sport and Social Sciences (3 SH)
- SA 215 Ethical Issues in Sport (3 SH)
- SA 220 Sport Sociology (3 SH)
- SA 221 Sport Psychology (3 SH)
- SA 301 Gender and Sexuality in Sport (3 SH)
- SA 315 Legal Issues in Sport (3 SH)
- SA 321 Sport in Education (3 SH)
- SA 322 Sport in New Media (3 SH)
- SA 401 Sport, Culture, and Nationalism (3 SH)
- SA 490 Sport Policy Development (3 SH)

VISUAL COMMUNICATION AND GRAPHIC DESIGN

Degree Awarded: Bachelor of Art, Bachelor of Fine Art

The Visual Communication and Graphic Design (VCGD) curriculum has a strong focus on design process, typography, image-making and critical, strategic thinking. It engages the student in the creation of principled, conceptually strong, imaginative and formally sound responses to many types of issues. The production of printed materials such as books, brochures, packaging, and posters is also supported in visual communication design. The emphasis is on creative growth through intense exploration of a wide range of media, coupled with training on the latest professional software. Students have opportunities ranging from designing for pre-press to usability design and testing for interactive media. Student in the VCGD program will go through two reviews during this program. Lab fees will apply to certain courses.

General requirements for Admission into the VCGD Major:
Student must achieve a cumulative GPA of 2.5 of higher at the end of the first year. The sophomore review will determine if the student can continue in the program or must retake specific classes to strengthen chances of going through the review the following year. The Junior review will determine if a student can graduate with a BFA or BA. A minimum 2.7 major GPA is required to graduate. Students who are not making good progress in the major will be dismissed from the major.

Transfer students must have a cumulative GPA of 2.7 or higher and present a portfolio of their work to the department advisor.

Requirements for the Major:
69 semester credits including:

- AT 110 I Drawing (3 SH)
- GD 102 Studio Skills (3 SH)
- GD 110 Fundamentals of Graphic Design (3 SH)
- GD 200 Sophomore Review (0 SH)
- GD 201 Typography (3 SH)
- GD 210 Graphic Design I (3 SH)
- GD 211 Concepting and Design Research (3 SH)
- GD 220 Digital Illustration (3 SH)
- GD 300 Junior Review (0 SH)
- GD 301 Kinetic Typography (3 SH)
- GD 305 Advanced Type (3 SH)
- GD 310 Graphic Design II (3 SH)
- GD 311 Publication Design (3 SH)
- GD 312 Web Design (3 SH)
- GD 313 Motion Graphics (3 SH)
- GD 314 UI/UX Design (3 SH)
- GD 320 Brand Identity (3 SH)
- GD 410 Package Design & Environments (3 SH)
- GD 411 Environmental Graphics (3 SH)
- GD 412 Advertising & Design (3 SH)
- GD 420 History of Graphic Design (3 SH)
- GD 450 Internship (3 SH)
- GD 490 Studio Professional Practices (3 SH)
- GD 491 Portfolio (3 SH)

And VCGD Group 1 – One course from the following:

- AT 103 Dimensional Design (3 SH)
- AT 210 Drawing II

Academic minor programs of study generally consist of a series of courses, totaling 15 to 20 semester credits, that provide a coherent body of knowledge in either a particular discipline or in an interdisciplinary cluster. Although by design not as extensive as an academic major, the pursuit of an academic minor while not required will provide content knowledge and a credential in a secondary area of specialization which might well help the future graduate in terms of further postgraduate education and employment. One half (50%) of the minor must be taken at Lake Erie College and a minimum cumulative grade point average of 2.

ACCOUNTING

Requirements for the Minor:

15 semester credits including:

- AC 101 Accounting Principles I (3 SH)
- AC 102 Accounting Principles II (3 SH)

and Accounting Minor Group 1 - nine semester credits from the following:

- AC 210 Forensic Accounting (3 SH)
- AC 301 Intermediate Accounting I (4 SH)
- AC 302 Intermediate Accounting II (4 SH)
- AC 303 Taxes & Culture Clinic I (2 or 3 SH)
- AC 308 Federal Income Taxes I (3 SH)
- AC 309 Federal Income Taxes II (3 SH)
- AC 322 Cost Accounting (3 SH)
- AC 403 Auditing (3 SH)
- AC 416 Advanced Accounting (3 SH)

ART

Requirements for the Minor:

15-16 semester credits including:

- AT 102 Design (3 SH)
- AT 103 Dimensional Design (3 SH)
- AT 240 Art History I (3 SH)
- AT 241 Art History II (3 SH)

and Art Minor Group 1 – three to four semester credits from the following:

- AT 110 Drawing I (3 SH)
- AT 114 Sculpture I (4 SH)
- AT 202 Painting I (4 SH)
- AT 205 Ceramics I (4 SH)
- AT 206 Photography I (3 SH)

BIOLOGY

Requirements for the Minor:

A minimum of 16 semester credits in the biology field (BI designation).

BUSINESS ADMINISTRATION

Requirements for the Minor:

18 semester credits including:

- AC 101 Accounting Principles I (3 SH)
- EC 201 Principles of Macroeconomics (3 SH)
- EC 202 Principles of Microeconomics (3 SH)
- FN 320 Corporation Finance (3 SH)
- MK 203 Marketing Principles (3 SH)
- MN 200 Introduction to Management (3 SH)

CHEMISTRY

Requirements for the Minor:

A minimum of 16 semester credits in the chemistry field (CH designation).

COACHING

The minor in coaching introduces students to the fundamentals of sport instruction, leadership, and organizational management required for coaching positions at youth, primary, secondary, and intercollegiate levels. The foundation of the program of study consists of an interdisciplinary approach pulling from education, psychology, and kinesiology culminating with a hands-on sport coaching experience. Students completing the minor will receive American Sport Education Program (ASEP) coaching certification along with First Aid and CPR certification during the course of the study.

Requirements for the Minor:

16 semester credits including the following:

- PE 110 First Aid and CPR Certification (2 SH)
- SA 221 Sport Psychology (3 SH)
- SA 321 Sports in Education (3 SH)
- WL 201 Care and Prevention of Injuries (3 SH)
- WL 301 Principles of Coaching (3 SH)
- WL 490 Coaching Practicum (2 SH)

COMEDY STUDIES

Requirements for the Minor:

15 semester credits including:

- CMY 101 Introduction to Comedy Studies (3 SH)
- CMY 201 Comedy: Performance and Theory (3 SH)
- CMY 210 Comedy on Film (3 SH)
- EN 318 Creative Writing: Comedy & Humor (3 SH)
- TH 106 Acting I (3 SH)

COMMUNICATION

Requirements for the Minor:

A minimum of 15 semester credits in the communication field (CM designation) (excluding CM 105 Fundamentals of Public Speaking).

CRIMINAL JUSTICE

Requirements for the Minor:

A minimum of 15 semester credits in the criminal justice field (CJ designation).

DANCE

Requirements for the Minor:

17 semester credits including:

- DN 201 Ballet Technique II (1 or 2 SH)
- DN 202 Modern Dance Technique II (1 or 2 SH)
- DN 213 Dance History (3 SH)
- DN 216 Anatomical Kinesiology (3 SH)
- DN 230 Beginning Composition (3 SH)
- DN 301 Ballet Technique III (1 or 2 SH)
- DN 302 Modern Dance Technique and Theory III (1 or 2 SH)
- DN 401 Ballet Technique IV (1 or 2 SH)
- DN 402 Modern Dance Technique and Theory IV (1 or 2 SH)

and Dance Minor Group 1 - two semester credits from the following:

- DN 200 Body Wellness (2 SH)
- DN 210 Repertory and Performance Technique I (2 SH)
- DN 310 Repertory and Performance II (2 SH)
- DN 325 Methods of Teaching Dance (3 SH)
- DN 410 Repertory and Performance Technique III (2 SH)

**With the approval of the dance faculty, students may also elect to take special topics courses to complete the final 2 SH of the dance minor.

ENGLISH

Requirements for the Minor:

15 semester credits including:

- EN 140 Principles of Critical Analysis (3 SH)
- EN 220 Major British Writers (3 SH)
- EN 221 Major American Writers (3 SH)

and English Minor Group 1 - three semester credits from the following:

- EN 327 The Neoclassical Age (3 SH)
- EN 328 The Romantic Age (3 SH)
- EN 329 The Victorian Age (3 SH)
- EN 345 Old English and Medieval Literature (3 SH)
- EN 346 Tudor and Stuart Literature (3 SH)
- EN 347 British Modernism and Contemporary British Literature (3 SH)

and English Minor Group 2 – three semester credits from the following:

- EN 300 American Literature to 1865 (3 SH)
- EN 301 American Literature, 1865 to 1914 (3 SH)
- EN 302 American Literature, 1914 to Present (3 SH)
- EN 338 African-American Literature (3 SH)
- EN 339 Multi-Ethnic American Literature (3 SH)

ENTREPRENEURSHIP STUDIES

Requirements for the Minor:

The minor in entrepreneurial studies will provide the opportunity for students from any major to develop the skills and experiences that will facilitate the student's efforts in transforming ideas into enterprises that create value. A specific set of knowledge and experiences in the areas of planning, risk-taking, market analysis, problem-solving and creativity are included in the minor.

15 semester credits including:

- ET 201 Fundamentals of the Enterprise (3 SH)
- ET 211 New Venture Planning and Development (3 SH)
- ET 221 Techniques of Persuading, Selling and Negotiating (3 SH)

and Entrepreneurship Minor Group 1 – six semester credits from the following:

- CM 304 Advanced Public Speaking (3 SH)
- FN 315 Accounting and Finance for Not-For-Profit Organizations (3 SH)
- MK 203 Marketing Principles (3 SH)
- MN 200 Introduction to Management (3 SH)

ENVIRONMENTAL SCIENCE

Requirements for the Minor:

15-20 semester credits from the following:

- BI 104 Introduction to Environmental Science (3 SH)
- BI 225 Environmental Management (2 SH)
- BI 225L Environmental Management Lab/Field (1 SH)
- BI 231 Introduction to Geographic Information Systems (3 SH)
- BI 241 Ecotoxicology (3 SH)
- BI 350 Internship (2-4 SH)
- BI 170-79/270-79/370-79 Special Topics in Biology (1-4 SH)

Note: Must receive approval from the Dean of Natural Sciences to fulfill requirement with a Special Topics course.

EQUINE STUDIES

The equine studies minor is intended for students from various backgrounds who wish to supplement their academic major with studies in equine studies. This option, when combined with various majors such as business, biology, communication, education and pre-medicine, provides the student with the scientific and technical knowledge, as well as the hands-on practice of horsemanship. In addition, students interested in pursuing further study and/or careers in various equine fields will benefit from the addition of this minor to their curriculum. Students are exposed to the equine industry. Many graduates may work in the allied industries such as breed associations, feed companies, research laboratories and pharmaceutical companies. Others continue their education for a professional degree, such as veterinary medicine, or work toward a master's or doctoral degree. The coursework provides the following:

1. An understanding of the scope of the industry and its economical value to society.
2. An understanding of the biological principles involved in the nutrition and production of animals.
3. An insight into animal behavior and man's ability to humanely use it for his benefit as well as for the animals well being.
4. The ability to apply knowledge gained to solve problems and to integrate solutions to attain successful horse production and management.

Restrictions and General Information

1. This minor is not available to students majoring in equine studies.
2. A minimum overall 2.5 GPA for all coursework.
3. A minor should be declared at the time a student accumulates 90 hours.
4. A student may not double count courses between the minor and other requirements except where approved by the College.
5. A student must complete a minimum of 17 hours.
6. Courses taken on a pass/fail basis may not be applied to the minor.

Requirements for the Minor:

17 semester credits including:

- EQ 109 Introduction to the Equine Industry (3 SH)
- EQ 110 Horse Care Practicum (4 SH)

And EQ Minor Group 1 - nine additional semester credits in the Equine Studies (EQ) field.

and EQ Minor Group 2 - one semester credit in Equine Studies

Riding (EQR).
**NOTE: EQR 111 Riding Fundamentals 1 is not an option

FINANCE

Requirements for the Minor:

The finance minor is primarily designed for business, accounting, marketing, sports management, entrepreneur and human resource majors. Other majors are also welcome to take finance as a minor. It is designed for students seeking a deeper understanding of the financial environment under which businesses operate and money management.

18-19 semester credits including:

- AC 101 Accounting Principles I (3 SH)
- FN 320 Corporation Finance (3 SH)
- FN 404 Financial Systems (3 SH)
- FN 405 Investments (3 SH)

and Finance Minor Group 1 – one course from the following (3 SH):

- EC 100 Survey of Economics (3 SH)
- EC 201 Principles of Macroeconomics (3 SH)
- EC 202 Principles Microeconomics (3 SH)

and Finance Minor Group 2 – one course from the following (3-4 SH):

- MN 215 Business Statistics (3 SH)
- MT 207 Probability and Statistics (3 SH)
- PS 204 Statistics (4 SH)

GENDER, SEXUALITY & WOMEN'S STUDIES

The Gender Studies minor offers students an interdisciplinary approach to examining the cultural and historical role of women, gender and sexuality in society. With an emphasis on critical thinking and writing, students will explore the meaning and importance of gender construction and reproduction within structures of inequity and power. Classes will consider these complex issues along with issues of intersectionality examining how categories of identity (e.g. sexuality, race, ethnicity, class, age, ability, nationality, religion, etc…) interact with gender.

Requirements for the Minor:

15 semester credits from the following:

- CM 300 Media and Diversity (3 SH)
- CM 305 Gender and Communication (3 SH)
- EN 348 Women's Literature (3 SH)
- HI 305 The History of Women (3 SH)
- PS 237 Human Sexuality (3 SH)
- SA 301 Gender & Sexuality in Sport (3 SH)
- SO 348 Gender Roles (3 SH)

GEOSPATIAL TECHNOLOGY

Requirements for the Minor:

The Geospatial Technology minor is designed to expose students to, and to train them to utilize with basic proficiency, the various processes and equipment that allow for the capture, storage, manipulation, analysis, management, and presentation of spatial/geographic data using geographic information systems (GIS).

18 semester credits including:

- GE 101 Introduction to Geography (3 SH) OR GE 200 World Geography (3 SH)
- GT 101 Introduction to Cartography & GIS (2 SH)
- GT 101L Introduction to Cartography & GIS Lab (1 SH)
- GT 120 Introduction to Spatial Analysis (2 SH)
- GT 120L Introduction to Spatial Analysis Lab (1 SH)

and Geospatial Minor Group 1 – three courses from the following (9 SH):

-
- GT 210 Remote Sensing (2 SH)
- GT 210L Remote Sensing Lab (1 SH)
- GT 220 Spatial Analysis & Modeling (2 SH)
- GT 220L Spatial Analysis & Modeling Lab (1 SH)
- GT 230 Data Acquisition & Management (2 SH)
- GT 230L Data Acquisition & Management Lab (1 SH)
- GT 240 Environmental Applications (2 SH)
- GT 240L Environmental Applications Lab (1 SH)

HISTORY

Requirements for the Minor:

15 semester credits in the history field (HI designation)

A minimum of 3 semester credits must be 200-level

A minimum of 3 semester credits must be 300-level

INTERVENTION SPECIALIST - MILD TO MODERATE NEEDS

Requirements for the Minor:

Prerequisite: Education Major
Note: This minor does not lead to licensure.

18 semester credits including:

- EDS 300 Introduction to Mild to Moderate Disabilities (3 SH)
- EDS 302 Assessment for Students with Mild to Moderate Special Needs (3 SH)
- EDS 310 Behavior Supports and Intervention (3 SH)
- EDS 320 Collaboration and Professional Partnerships (3 SH)
- EDS 330 Curriculum and Materials for Mild to Moderate Disabilities (3 SH)

and Intervention Specialist Minor Group 1 - three semester credits from the following (the course selected must be one not already required for the major):

- EDC 322 Word Study for Phonics and Spelling Instruction (3 SH)
- EDC 326 Assessment of Literacy Development (3 SH)
- EDE 304 Child Development and Learning (3 SH)
- EDE 323 Reading and Language Arts in Early Childhood (3 SH)
- EDA 310 The Pre-Adolescent/Adolescent Learner (3 SH)
- EDA 316 Reading in the Content Area (3 SH)

ITALIAN

Requirements for the Minor:

16 semester credits including:

- IT 102 Beginning Italian II (3 SH)
- IT 102L Beginning Italian II Language Lab (1 SH)
- IT 201 Intermediate Italian (3 SH)
- IT 211 Introduction to Italian Culture & Civilization (3 SH)
- IT 220 Italian Conversation (3 SH)
- One 300-level or higher IT course (3 SH)

LEGAL STUDIES

Requirements for the Minor:

16 semester credits including:

- LG 210 Principles of Legal Research and Writing (4 SH)
- LG 315 Business Law I (3 SH)
- LG 324 Constitutional Law (3 SH)

and Legal Studies Minor Group 1 - six semester credits from the following:

- LG 220 Criminal Law and Procedure (3 SH)
- LG 222 Civil Litigation and Procedure (3 SH)
- LG 230 Investigative Techniques (3 SH)
- LG 303 Taxes & Culture Clinic I (2 or 3 SH)
- LG 311 Landmark Cases in Mental Health and the Law (3 SH)
- LG 312 Legal Issues in Sports (3 SH)
- LG 316 Business Law II (3 SH)
- LG 332 International Business Law (2 SH)
- LG 345 Psychology and Law (3 SH)
- LG 170-79/270-79/370-79 Special Topics in Legal Studies (2-4 SH)
- PO 331 Judicial Process (3 SH)

MARKETING

Requirements for the Minor:

15 semester credits including:

- MK 203 Marketing Principles (3 SH)
- MK 317 Marketing Management (3 SH)
- MK 334 Consumer Behavior (3 SH)
- MK 394 Advertising and Public Relations (3 SH)
- MN 200 Introduction to Management (3 SH)

MATHEMATICS

Requirements for the Minor:

18-20 semester credits including:

- MT 210 Calculus and Analytical Geometry I (5 SH)
- MT 211 Calculus and Analytical Geometry II (4 SH)

and Math Minor Group 1 – one course from the following:

- MT 207 Probability and Statistics (3 SH)
- MN 215 Business Statistics (3 SH)
- PS 204 Statistics (4 SH)

and Math Minor Group 2 – two courses from the following:

- MT 209 Discrete Mathematics (3 SH)
- MT 213 Calculus and Analytical Geometry III (4 SH)
- MT 301 Modern Geometry(3 SH)
- MT 303 History of Mathematics (3 SH)
- MT 309 Differential Equations (3 SH)
- MT 311 Intermediate Analysis I (3 SH)
- MT 323 Modern Linear Algebra (4 SH)
- MT 324 Modern Abstract Algebra (3 SH)
- MT 330 Numerical Methods (3 SH)
- MT 370 Special Topics (3 SH)

MUSIC

The Music minor supports non-BFA music concentration majors by fortifying their prior musical training. Students are required to engage in core courses which promote critical thinking, such as music theory, history, and literature and applied and ensemble music performance courses designed to synthesize and integrate contemporary and traditional performance practices. The minor also affords students the flexibility to highlight areas of their utmost interest through interdisciplinary learning. Students are able to express their creativity and enrich their personal and social experience while developing a stronger foundation of music fundamentals and performance practices.

Requirements for the Minor:

17 semester credits including:

Music Minor Group 1 – Nine semester credits from the following:

- MU 140 Fundamentals of Music (3 SH)
- MU 220 Intermediate Theory and Aural Communication (3 SH)
- MU 304 History and Literature of Music I (3 SH)
- MU 305 History and Literature of Music II (3 SH)
- MU 306 History and Literature of Music III (3 SH)

and Music Minor Group 2 – Three semester credits from the following:

- MU 105 Private Instruction in Piano (1 SH)
- MU 106 Private Instruction in Voice (1 SH)
- MU 110 Private Instruction in Other Instruments (1 SH)

and Music Minor Group 3 – Two semester credits from the following:

- MU 108 Choir (1 SH)
- MU 210 Musical Theater/Opera Workshop (1 SH)
- MU 211 Wind Ensemble (1 SH)

and Music Minor Group 4 – Three semester credits from the following interdisciplinary electives:

- AT 225 Introduction to Graphic Communications I
- AT 240 Art History I (3 SH)
- AT 241 Art History II (3 SH)
- AT 242 Art History II (3 SH)
- BA 115 Financial Literacy for Life (3 SH)
- BA 201 Business Communication (3 SH)
- BI 238/L Human Anatomy and Physiology I (3,1)
- BI 239/L Human Anatomy and Physiology II (3,1)
- BI 320 Human Physiology (3 SH)
- BI 321 Exercise Physiology (3 SH)
- CM 201 Introduction to Communication Theory (3 SH)
- CM 202 Business Communication (3 SH)
- CM 342 Criticism of Film and Television (3 SH)
- DN 101 Ballet Technique (1 SH)
- DN 102 Modern Dance Technique and Theory I (1 SH)
- DN 103 Jazz and Theater Dance I (1 SH)
- DN 200 Body Wellness (2 SH)
- DN 213 Dance History (3 SH)
- EN 140 Principles of Critical Analysis (3 SH)
- EN 306 Linguistics (3 SH)
- EN 316 Creative Writing: Dramatic Forms (3 SH)
- EN 317 Creative Writing: Poetry (3 SH)
- ET 201 Fundamentals of the Enterprise (3 SH)
- FA 101 The Arts and Their Interrelations (3 SH)
- IT 101 Beginning Italian I (3 SH)
- IT 102 Beginning Italian II (3 SH)
- IT 420 Studies in Italian Fine Arts (3 SH)
- MK 301 Social and Digital Media Marketing (3 SH)
- PS 101 General Psychology (3 SH)
- PS 305 Psychology of Learning (3 SH)

- TH 104 Introduction to Theater (3 SH)
- TH 106 Acting I (3 SH)
- TH 107 Introduction to Technical Theater (3 SH)
- TH 108 Performance Theory and Analysis (3 SH)
- TH 211 Vocal Training and Performance Techniques (3 SH)

POLITICAL SCIENCE

Requirements for the Minor:

A minimum of 15 semester credits in the political science field (PO designation).

PSYCHOLOGY

Requirements for the Minor:

18-20 semester credits including:

- PS 101 General Psychology (3 SH)
- PS 220 Child Psychology (3 SH)
- PS 222 Psychology of Personality (3 SH)
- PS 329 Abnormal Psychology (3 SH)

and Psychology Minor Group 1 - two additional courses in psychology, PS designation (6-8 SH)

SPANISH

Requirements for the Minor:

16 semester credits including:

- SP 102 Beginning Spanish II (3 SH)
- SP 102L Beginning Spanish II Language Lab (1 SH)
- SP 201 Intermediate Spanish I (3 SH)
- SP 220 Spanish Conversation and Composition (3 SH)
- SP 225 Hispanic Culture and Civilization (3 SH)
- SP 301 Spanish for the Professional Environment (3 SH)

THEATRE

Requirements for the Minor:

15 semester credits including:

- TH 104 Introduction to Theater (3 SH)
- TH 106 Acting I (3 SH)
- TH 107 Introduction to Technical Theatre (3 SH)
- TH 201 History of the Theatre I (3 SH)

and Theatre Minor Group 1 - three semester credits from TH designated courses 200-level or above

CERTIFICATES

LABORATORY SAFETY STANDARDS CERTIFICATE

ONLINE PROGRAM

The online certificate program will prepare undergraduate students for their post-graduate transition to the industrial or research environments. Most industrial and research jobs require such training. Students graduating with this training will likely be viewed as more viable hires. In addition, individuals from industrial or educational settings may also use this as a means of completing or updating their professional certifications. The Certificate is valid for one year. An OSHA standard refresher course is also available.

Requirements for the Certificate:
3 Semester credit hours including:

- OSH 101 OSHA Laboratory Standard (1 SH)

And up to four courses from the following (2 SH maximum):

- OSH 110 Safe Handling of Laboratory Glassware (0.5 SH)
- OSH 111 Proper use of Laboratory Hoods (0.5 SH)
- OSH 112 Proper Use of Personal Protective Equipment (PPE) (0.5 SH)
- OSH 113 Safety Data Sheet Usage in the Laboratory (0.5 SH)
- OSH 114 Proper Labeling in Accordance with GHS Guidelines (0.5 SH)
- OSH 115 Flammables and Explosives in the Laboratory (0.5 SH)
- OSH 116 Bloodborne Pathogens in First Response Environments (0.5 SH)
- OSH 117 Bloodborne Pathogens in Healthcare Facilities (0.5 SH)

ACCOUNTING (AC)

AC 101 Accounting Principles I (3 SH)
Semester Offered: Fall
An introduction to the language of business and its fundamentals as they relate to financial accounting. Topics include the accounting cycle leading to the preparation of financial statements and analysis of current, long-term and intangible assets as well as current and long-term liabilities.

AC 102 Accounting Principles II (3 SH)
Semester Offered: Spring
Pre-Requisite(s): AC 101
A continuation of Accounting Principles I (AC101). Financial accounting topics include owners' equity, the cash flow statement and financial statement analysis. Managerial accounting topics include job order costing, cost volume analysis and operational budgeting.

AC 160/260/360/460 Individual Investigation in Accounting (2-5 SH)
Independent study of topics not offered as regular courses.

AC 170-79/270-79/370-79/470-79 Special Topics in Accounting (2-4 SH)
Courses in topics of special interest to faculty members and students are offered from time to time. For complete course descriptions, students are directed to the schedule of classes, available in the Registrar's Office.

AC 210 Forensic Accounting (3 SH)
Semester Offered: Fall even years
Pre-Requisite(s): AC 102
This course is designed to prepare students to look beyond the numbers. The course will focus on how to identify, detect, investigate and prevent financial fraud. It outlines the nature of financial fraud and the different types of fraud. It will discuss the nature of fraud perpetrators, why they commit fraud and the warning signals that fraud may have occurred.

AC 250/350/450 Internship in Accounting (1-5 SH)
Semester Offered: Fall and Spring
Internships are academic courses that take place in professional work settings and call for the application of concepts learned in the classroom. Students gain on-the-job experience under supervision by working directly with a manager in a business or not-for-profit organization. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

AC 301 Intermediate Accounting I (4 SH)
Semester Offered: Fall
Pre-Requisite(s): AC 102 or permission of instructor
Financial accounting that stresses the theory and practical application of accounting standards and concepts. The accounting assumptions, theories and facts that substantiate or refute these current accounting standards and concepts are challenged. The accountant's professional and ethical role in both the development and interpretation of accounting information is examined. Topics include the various accounts contained on the asset side of the balance sheet.

AC 302 Intermediate Accounting II (4 SH)
Semester Offered: Spring
Pre-Requisite(s): AC 301 or permission of instructor
A continuation of Intermediate Accounting I (AC 301). Emphasis is placed on converting accounting from an information generating profession to one that uses information to solve problems and carry out an organization's vision. Topics covered include accounting for liabilities, shareholders' equity, stock-based compensation, leases, pensions and deferred income taxes.

AC 303 Taxes & Culture Clinic I (2 or 3 SH)
Semester Offered: Spring
Pre-Requisite(s): Sophomore status or permission of instructor
An interdisciplinary course covering basic income tax and immigration law and the Hispanic culture. Students gain a fundamental understanding of federal, state and city income tax law for low-income taxpayers. Students gain a first hand knowledge of basic immigration law and how undocumented United States workers are handled through our system. It is a clinic course relying heavily on student participation. Cross-listed as LG 303.

AC 308 Federal Income Taxes I (3 SH)
Semester Offered: Fall odd years
Pre-Requisite(s): AC 102 or permission of instructor.
Encompasses the study and research of the federal income tax laws. Focus is on the determination of taxable income of individuals. Topics include gross income, inclusions of taxable income and exclusions, deductions and losses, exemptions, credits and property transactions.

AC 309 Federal Income Taxes II (3 SH)
Semester Offered: Spring even 4th year
Pre-Requisite(s): AC 308 or permission of instructor.
Encompasses the study and research of the federal income tax laws. Focus is on the determination of taxable income of corporations, partnerships, trusts and estates.

AC 322 Cost Accounting (3 SH)
Semester Offered: Spring even years
Pre-Requisite(s): AC 102
This course emphasizes cost accounting methods used to determine product costs for internal decision-making and

external financial reporting. Topics include variable, fixed and semi-variable costs, activity-based costing, job order costing, process costing, standard costing, break-even analysis, budgeting, quality control, inventory management, pricing special orders and transfer pricing.

AC 403 Auditing (3 SH)
Semester Offered: Fall
Pre-Requisite(s): AC 302, CI 101, MN 215 or permission of instructor
The principles, concepts, standards and procedures utilized by internal auditors and the independent public accountant. Topics include professional ethics, independence and legal responsibility, statistical sampling, auditing standards and procedures.

AC 406 Taxes & Culture Clinic II (2 SH)
Semester Offered: Spring
Pre-Requisite(s): AC 303
An interdisciplinary course covering basic income tax and immigration law and the Hispanic culture. Students gain a fundamental understanding of federal, state and city income tax law for low-income taxpayers. Students gain first-hand knowledge of basic immigration law and how undocumented United States workers are handled through our system. It is a clinic course relying heavily on student participation. Cross-listed as LG 406.

AC 416 Advanced Accounting (3 SH)
Semester Offered: Spring odd years
Pre-Requisite(s): AC 301 or permission of instructor
Combines sound theoretical advanced financial accounting concepts to practical applications. Topics include the accounting for business combinations, foreign currency transactions and translations, partnerships and governmental entities.

AC 490 Senior Seminar in Accounting (3 SH)
Semester Offered: Spring
Pre-Requisite(s): Senior Standing
The capstone course is a senior level course designated to allow students to review, analyze and integrate knowledge and skills learned throughout the accounting/business curriculum. Student will analyze domestic and international accounting issues through case analysis and research. Students will prepare an approved academic project or paper that demonstrates mastery of their area of study and to assess their level of knowledge/skill of the stated outcomes of their degree.

ART (AT)

AT 102 Design (3 SH)
Semester Offered: Fall even years
A foundation course providing a working understanding of basic two-dimensional design principles in black and white and color, with emphasis on formal elements and principles of art.

AT 103 Dimensional Design (3 SH)
Semester Offered: Spring odd years
This course is a foundation class which provides a working understanding of three-dimensional design principles with an emphasis on formal elements and principles of three-dimensional art. Students are also introduced to materials and techniques of three-dimensional processes.

AT 104 Experiencing the Visual Arts (3 SH)
Semester Offered: Fall and Spring
An introduction to the basic elements and forms of visual art in both theory and practice. Students will analyze a variety of forms representing both historical and contemporary periods. The course includes a studio element in which students will complete several projects.

AT 110 Drawing I (3 SH)
Semester Offered: Fall
A course teaching and strengthening the many skills needed to make a drawing: observational skills, comparison skills, hand skills, conceptual and creative skills.

AT 114 Sculpture I (4 SH)
Semester Offered: Spring even years
A study of the basic concepts and techniques of sculpture.

AT 160/260/360/460 Individual Investigation in Studio Art (2-5 SH)
Independent study of topics not offered as regular courses.

AT 170-79/270-79/370-79/470-79 Special Topics in Studio Art (2-5 SH)
Recently students have completed special topics in life drawing, watercolor and monotype printing.

AT 202 Painting I (4 SH)
Semester Offered: Spring odd years
Pre-Requisite(s): AT 110
The basic techniques of painting are emphasized: stretching and priming canvas, work with paints and media, color. Students will work on improving their drawing, compositional and conceptual skills.

AT 205 Ceramics I (4 SH)
Semester Offered: Fall and Spring
A study of basic techniques, including hand building techniques, an introduction to the potter's wheel, glazing and decoration.

AT 206 Photography I (3 SH)
Semester Offered: Fall odd years
A study of black and white photography, including the use of a 35mm camera, with emphasis on darkroom techniques and building compositional skills.

AT 207 Digital Photography and Imaging (3 SH)
Semester Offered: Fall and Spring
The course serves as an introduction to the world of digital photography and computer graphics, and as a prerequisite for future photography and computer graphic classes in general. This software program used is the industry standard for all digital image manipulation and editing, and is an important tool that the students should be comfortable with both a photography or computer graphics related field.

AT 210 Drawing II (4 SH)
Semester Offered: Spring
Pre-Requisite(s): AT 110
A continuation of AT 110, with review and practice of basic skills of drawing and their application to stronger, more complete drawings. New drawing techniques and media will be presented with emphasis on a thoughtful approach to drawing.

AT 225 Introduction to Graphic Communications I (3 SH)
Semester Offered: Fall even years
Pre-Requisite(s): AT 102
This course is an introduction to the basics of drawing and design on the computer utilizing Adobe Photoshop. Emphasis will be placed on the conceptual and practical uses of the computer as a tool for studio technique.

AT 226 Introduction to Graphic Communications II (3 SH)
Semester Offered: Spring even years
Pre-Requisite(s): AT 225
Emphasis will be placed upon building artistic communicative and stylistic skills beyond the introductory level. Course will explore advanced techniques in color manipulation, organization elements, spatial relationships and form analysis.

AT 240 Art History I (3 SH)
Semester Offered: Fall even years
A survey combining a study of Prehistoric and Medieval art including the art history of Western and non-western civilizations.

AT 241 Art History II (3 SH)
Semester Offered: Spring odd years
A survey of art history from Medieval art and Baroque art including western and non-western civilizations.

AT 242 Art History III (3 SH)
Semester Offered: Fall odd years
A survey of western and non-western art from the Baroque to the Contemporary periods.

AT 250/350/450 Internship in Visual Art (1-5 SH)
Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

AT 302 Painting II (4 SH)
Semester Offered: Spring even 4th year
Pre-Requisite(s): AT 202
A course for those with Painting I experience. Emphasis will be on the development of one's personal expression in paint and putting acquired painting skills to use.

AT 305 Ceramics II (4 SH)
Semester Offered: Spring even 4th year
Pre-Requisite(s): AT 205
Continued development of skills learned in Ceramics I, with emphasis given to increased technical control of the materials and to work in areas of individual interest.

AT 306 Photography II (3 SH)
Semester Offered:
Pre-Requisite(s): AT 206
Advanced darkroom techniques in black and white photography, plus introduction to new techniques for creative imagery.

AT 307 Digital Photography II (3 SH)
An advanced course on Digital Photography will emphasize better camera use and digital darkroom use. In addition, students will learn more about lighting and output methods. The students will continue to learn all this in the context of fine art and design. Crosslisted with IM 307.

AT 404 Senior Project in Visual Art (3 SH)
Semester Offered: Fall
An intense, year-long, primarily self-motivated period of studio work, monitored by the art faculty. These two courses will serve as the B.F.A. candidacy sequence, culminating in the B.F.A. exhibition. Both courses must be taken in order to receive credit.

AT 405 Senior Project in Visual Art II (3 SH)
Semester Offered: Spring

An intense, year-long, primarily self-motivated period of studio work, monitored by the art faculty. These two courses will serve as the B.F.A. candidacy sequence, culminating in the B.F.A. exhibition. Both courses must be taken in order to receive credit.

BUSINESS ADMINISTRATION (BA)

BA 115 Financial Literacy for Life (3 SH)
Semester Offered: Fall odd years
Students will learn how to wisely manage money, plan for the future, and achieve their financial goals. This course will start students on a path toward being in control of their financial goals. Topics include the importance of personal budgeting, identify and prioritize their personal money management goals, comprehend the impact of time on the value of money, understand the cost of using credit, and an introduction to different retirement savings/investment options.

BA 160/260/360/460 Individual Investigation in Business Administration (2-5 SH)
Independent study of topics not offered as regular courses.

BA 170-79/270-79/370-79/470-79 Special Topics in Business Administration (2-4 SH)
Courses in topics of special interest to faculty members and students are offered from time to time. For complete course descriptions, students are directed to the schedule of classes, available in the Registrar's Office.

BA 201 Business Communication (3 SH)
Semester Offered: Fall of odd years
Pre-Requisite(s): EN 101
This course provides students with the means to develop effective communication strategies and techniques and to apply them to the solution of management problems in the form of written reports, memoranda, letters and oral presentations. Cross-listed as CM 202.

BA 215 Investing in Your Future I (3 SH)
Semester Offered: Spring even years
Pre-Requisite(s): Sophomore status
The course teaches students how to research, analyze and determine when it is the right time to purchase stocks and which stocks to purchase. The students in the course will be using real money. Since money is always a scare resource, students will have to decide which stocks provide the probability of earning the greatest return. This course will be taught so it is understandable to ordinary investors so that students from all disciplines/majors may participate.

BA 250/350/450 Internship in Business Administration (1-5 SH)
Internships are academic courses that take place in professional work settings and call for the application of concepts learned in the classroom. Students gain on-the-job experience under supervision by working directly with a professional manager in a business or not-for-profit organization. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

BA 324 International Business (3 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): EC 100 or EC 201 or EC 202
This course is concerned with management, marketing and financial practices of organizations operating in the international environment. Comparisons are made of variations in these business practices between different countries and at different levels of national economic development. Emphasis is on rapidly emerging multinational corporations.
BA 360 Individual Investigation in Business (1-5 SH)
Students study topics of interest not offered as regular courses.

BA 400 Senior Seminar (4 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): Senior status
This course applies knowledge and skills learned in all other courses required for the bachelor's degree. Business strategies and policies are formulated from the perspective of a general manager. Case studies and group projects are used to further develop students' skills in problem solving and decision making. Students use technology in constructing written reports and presentations.

BA 450 Business Internship (1-5 SH)
Pre-Requisite(s): Completion of all other courses required for the international business major.
This internship is reserved exclusively for international business majors and serves as a capstone to the major. Students will be assigned to work with regional companies or trade organizations active in international business. Where similar opportunities exist abroad, candidates will be selected according to their fluency ratings in a foreign language. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

BIOLOGY (BI)

BI 100 Concepts of Biology (3 SH)
Semester Offered: Fall and Spring
This course explores the breadth of modern biology and is intended to illuminate relevant science issues in society. The specific focus of this course will change from semester to semester and may include any or all of the following topics:

human health concerns, genetics and reproduction, the role of biotechnology in medicine and food production, biodiversity loss and habitat degradation and global climate issues.

BI 101 Introductory Biology I (3 SH)
Semester Offered: Fall
Prerequisite(s): Any major or advising track for which BI 101 and BI 101L are pre-requisite courses
Concurrent Requisite(s): BI 101L
The first of a two-course sequence for the Biology major, Introductory Biology I covers the scientific method, the chemical basis of life, energetics, cell structure and function, genetics and biotechnology, the origins of life and evolution. Note: If BI 101 is chosen to satisfy the "Scientific Inquiry" CORE requirement at Lake Erie College, then both the lecture (BI 101) and laboratory (BI 101L) are required.

BI 101L Introductory Biology I Lab (1 SH)
Semester Offered: Fall
Concurrent Requisite(s): BI 101
Introductory Biology I Lab familiarizes students with the basic tools of a biology laboratory and uses descriptive and experimental approaches to illustrate basic concepts presented in BI 101.
Additional Lab Fee

BI 102 Introductory Biology II (3 SH)
Semester Offered: Spring
Pre-Requisite(s): BI 101, BI 101L
Concurrent Requisite(s): BI 102L
The second of a two-course sequence for the Biology major, Introductory Biology II surveys the kingdoms of life, taxonomy and biodiversity, basic mammalian anatomy, ecology and critical issues concerning the health of the planet.

BI 102L Introductory Biology II Lab (1 SH)
Semester Offered: Spring
Pre-Requisite(s): BI 101, BI 101L
Concurrent Requisite(s): BI 102
Introductory Biology II Lab provides hands-on experience for topics from BI 102 including study of preserved and living specimens of organisms and some animal dissection.

BI 104 Introduction to Environmental Science (3 SH)
Semester Offered: Fall and Spring
The environmental concerns of humans considered from a scientific perspective. Topics include basic ecological principles, world food, energy problems and threats to ecosystems. Open to all students.

BI 150/250/350/450 Internship in Biology (1-5 SH)
Semester Offered: Fall and Spring
Internships are academic courses that take place in professional work settings and call for the application of concepts learned in the classroom. Students gain on-the-job experience. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

BI 160/260/360/460 Individual Investigation in Biology (1-5 SH)
Supervised investigation of topics not offered as regular courses in the biology curriculum.

BI 170-79/270-79/370-79/470-79 Special Topics in Biology (1-4 SH)
Pre-Requisite(s): Varies with the nature of the topic and may include permission of the instructor
Biological topics of a specialized interdisciplinary nature not otherwise covered in the regular course offerings. Students may take several courses under this number. Among topics that have been taught are ornithology, evolutionary biology, forensic biology, marine ecology and rain forest ecology.

BI 201 Botany (3 SH)
Semester Offered: Fall
Pre-Requisite(s): BI 101/BI 101L, BI 102/BI 102L or by permission of instructor
Concurrent Requisite(s): BI 201L
An introduction to the biology of the plant kingdom. Emphasis is placed on the structure, function, development and ecology of higher plants and the evolution of simple to more complex forms.

BI 201L Botany Lab (1 SH)
Concurrent Requisite(s): BI 201
Scheduled exercises and activities are designed to provide the student with hands-on experience with selected topics from BI 201.
Additional Lab Fee

BI 203 Cell and Molecular Biology (3 SH)
Semester Offered: Fall
Pre-Requisite(s): BI 101/BI 101L, BI 102/BI 102L or by permission of instructor
Concurrent Requisite(s): BI 203L
Lecture and laboratory exercises on metabolism, membrane transport, intercellular communication, genetic engineering and genetic control of cellular activities.

BI 203L Cell and Molecular Biology Lab (1 SH)
Concurrent Requisite(s): BI 203
Scheduled exercises and activities are designed to provide the student with hands-on experience with selected topics from BI 203.
Additional Lab Fee

BI 205 Microbiology (4 SH)
Semester Offered: Fall
Pre-Requisite(s): BI 101/BI 101L, BI 102/BI 102L or by permission of instructor
Concurrent Requisite(s): BI 205L
Basic principles of microbiology with emphasis on structure, physiology, pathogenicity, classification and cultivation. The laboratory puts the theory learned in the lecture into practice.

BI 205L Microbiology Lab (1 SH)
Semester Offered: Fall
Concurrent Requisite(s): BI 205
Scheduled exercises and activities are designed to provide the student with hands-on experience with selected topics from BI 205.
Additional Lab Fee

BI 210L Field Biology (2 SH)
Semester Offered: Fall odd years
Pre-Requisite(s): BI 101/BI 101L, BI 102/BI 102L or by permission of instructor
A lab/Field Course stressing techniques of habitat analysis, population estimation, identification of local flora and fauna, and use of analytical techniques common to the study of biology and environmental sciences. Labs may be conducted off-campus and may require the use of field –suitable clothing such as boots, raingear, and gloves. Some Saturday/Sunday field events may be required depending upon weather conditions. Designed for students with an interest in natural history or majoring in Environmental Science. ***Additional Lab Fee***

BI 211 Forensic Science (3 SH)
Semester Offered: Spring even years
Pre-Requisite(s): BI 100 or BI 101/BI 101L
Concurrent Requisite(s): BI 211L
Forensic science covers principles and applications of the biological and physical sciences in the context of criminal investigation. Topics include DNA evidence, forensic anthropology and pathology, forensic entomology, firearms analysis and ballistics and trace and contact evidence.

BI 211L Forensic Science Lab (1 SH)
Semester Offered: Spring even years
Concurrent Requisite(s): BI 211
Scheduled exercises and activities are designed to provide the student with hands-on experience with selected topics from BI 211.
Additional Lab Fee

BI 212 Zoology (3 SH)
Semester Offered: Spring
Pre-Requisite(s): BI 101/BI 101L, BI 102/BI 102L **Concurrent Requisite(s):** BI 212L
A systematic study of animals emphasizing anatomical, physiological and behavioral adaptations; life cycles; ecology and evolutionary relationships. The laboratory emphasizes classification and anatomy of animal phyla and classes.

BI 212L Zoology Lab (1 SH)
Semester Offered: Spring
Concurrent Requisite(s): BI 212
Scheduled exercises and activities are designed to provide the student with hands-on experience with selected topics from BI 212.
Additional Lab Fee

BI 215 Environmental Policy and Regulation (3 SH)
Semester Offered: Spring even years
Pre-Requisite: BI 101, BI 102 or permission of instructor
This course is an introductory course examining contemporary methods of policy analysis, agenda-setting, models of policy formulation and implementation, and policy evaluation impacting our environment. Students will examine impact of institutions, politics, law, policy analysis, and planning on regulations in the environmental arena, as well as the legal and philosophical underpinnings of the environmental movements. The class will scrutinize common-law precedent. Private property issues, statutory programs, risk analysis, cost/benefit analysis, environmental justice issues, and others contemporary issues in environmental policy as they pertain to the core curriculum. Cross-listed with PO 215.

BI 220 Medical Terminology (2 SH)
Semester Offered: Fall
Pre-Requisite(s): BI 101/BI 101L, BI 102/BI 102L or by permission of instructor
This course is a study of the basic terms found in the medical field, including the rules for combining prefixes/suffixes with root words to form complete terms, accurate pronunciation and spelling and the relationship of medical terms to the human anatomy.

BI 221 Biomedical Ethics (3 SH)
Semester Offered: Fall even years
Pre-Requisite(s): BI 101/BI 101L, BI 102/BI 102L or by permission of instructor
This course will explore current and historical ethical and legal issues pertaining to the health care industry. Students will examine various topics including, but not limited to, euthanasia, abortion, behavioral modification, allocation and distribution of medical resources, in vitro fertilization, genetic screening and human experimentation.

BI 225 Environmental Management (2 SH)
Semester Offered: Spring even years
Concurrent Requisite(s): BI 225L
Pre-Requisite(s): BI 104 or Permission of Instructor
This course investigates the theory and techniques used by those who are entrusted with the management of our natural resources, such as the techniques of wildlife management, land reclamation (mined lands, sanitary landfills), soil and water conservation methods and techniques of the forestry and fisheries industries.

BI 225L Environmental Management Lab/Field (1 SH)
Semester Offered: Spring even years
Concurrent Requisite(s): BI 225
This course exposes the student to various professionals in the northeast Ohio region who are engaged in Environmental Management careers. Students will travel to various sites and interact with professionals to observe them in action at their jobs. This course requires students to visit locations off campus; student may be required to provide transportation to some sites.

BI 230 Human Nutrition (3 SH)
Semester Offered: Spring odd years
Pre-Requisite(s): BI 101/BI 101L, BI 102/BI 102L or by permission of instructor
This course will explore the basic principles of biology involving interactions between nutrients (i.e., macronutrients, micronutrients and trace elements) and the various physiological processes that occur in the human body; the implications of these interactions on human health will be emphasized.

BI 231 Introduction to Geographic Information Systems (3 SH)
Semester Offered: Fall even years
This course will provide an introduction to the fundamentals of Geographic Information Systems (GIS) technology and how it is applied in environmental planning, health care, natural resource management and formal ecological research. Students will learn the methods by which geographic information is collected, organized, analyzed and presented. A series of lab exercises will illustrate the typical steps necessary to complete a GIS project and will culminate with the students carrying out and evaluating both individual and group projects.

BI 238 Human Anatomy & Physiology I (3 SH)
Semester Offered: Fall
Pre-Requisite(s): BI 101/BI 101L, BI 102/BI 102L or by permission of instructor
Concurrent Requisite(s): BI 238L
A detailed analysis of the structure and function of human skeletal, muscular, integumentary, nervous and endocrine systems. Examination of evolutionary history and adaptation of each system. Laboratory includes dissection, experimentation and computer simulations.

BI 238L Human Anatomy & Physiology I Lab (1 SH)
Semester Offered: Fall
Concurrent Requisite(s): BI 238
Scheduled exercises and activities are designed to provide the student with hands-on experience with selected topics from BI 238.
Additional Lab Fee

BI 239 Human Anatomy & Physiology II (3 SH)
Semester Offered: Spring
Pre-Requisite(s): BI 238 or permission
Concurrent Requisite(s): BI 239L
A continuation of BI 238 covering cardiovascular, respiratory, digestive, excretory and reproductive systems, as well as metabolic homeostasis.

BI 239L Human Anatomy & Physiology II Lab (1 SH)
Semester Offered: Spring
Concurrent Requisite(s): BI 239
Scheduled exercises and activities are designed to provide the student with hands-on experience with selected topics from BI 239.
Additional Lab Fee

BI 241 Ecotoxicology (3 SH)
Semester Offered: Fall odd years
Pre-Requisite(s): BI 104 or Permission of Instructor; CH103/103L recommended
The study of toxins or chemicals that adversely affect living organisms. Topics may include determination of toxicity and risk and the differences between carcinogenicity, mutagenicity, teratogenicity; comparisons of federal and state regulations for toxic substances; how toxins affect living organisms; ranges of effects of common toxins, acute and chronic; and factors affecting toxicity: dose and duration, synergistic responses, bioconcentration and biomagnification of toxins.

BI 250/350 Internship in Biology (1-5 SH)
Opportunities for field studies under professional supervision during the academic year or summer. Junior or senior status is required. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

BI 301 Genetics (3 SH)
Semester Offered: Spring
Pre-Requisite(s): BI 101/BI 101L, BI 102/BI 102L, BI 203 or by permission of instructor

Concurrent Requisite(s): BI 301L
A study of the basic principles of inheritance and a brief coverage of evolution. The course examines Mendelian and molecular inheritance at the cellular, individual and population levels.

BI 301L Genetics Lab (1 SH)
Semester Offered: Spring
Concurrent Requisite(s): BI 301
Scheduled exercises and activities are designed to provide the student with hands-on experience with selected topics from BI 301. ***Additional Lab Fee***

BI 302 Biochemistry (3 SH)
Semester Offered: Spring
Pre-Requisite(s): BI 101/101L, CH 211
Concurrent Requisite(s): BI 302L
A study of the chemistry of carbohydrates, proteins, enzymes, nucleic acids and lipids. No laboratory. Cross listed as CH 302.

BI 302L Biochemistry Lab (1 SH)
Concurrent Requisite(s): BI 302
Scheduled exercises and activities are designed to provide the student with hands-on experience with selected topics from BI 302.
Additional Lab Fee

BI 317 Soil Science (3 SH)
Semester offered: Fall even years
Pre-requisite(s): BI 101, BI 102, CH 103, CH 104; or permission of instructor
Concurrent Requisite: BI 317L
An introduction to the physical, chemical, and biological properties of soil, with emphasis on the impact of soil on ecosystems. Topics include soil science terminology, soil formation, soil classification and pedology, soul mineralogy, chemical processes, fertility, edaphology, role of soil in agriculture, land use, and environmental issues. Class includes Field Trips and off-campus site visits.

BI 317L Soil Science Lab (1 SH)
Semester offered: Fall even years
Pre-requisite(s): BI 101, BI 102, CH 103, CH 104; or permission of instructor
Concurrent Requisite: BI 317
Taken Concurrently with BI317 Soil Science. A laboratory course aligned with topics of interest in BI317 Soil Science. Topics include soil formation, soil classification, soil mapping, Measurement of morphological, physical, chemical, engineering properties, soil management issues, and caption exchange capacity and fertility. Class includes field trips and off-campus site visits.
Additional Lab Fee

BI 318 Aquatic Ecology (3 SH)
Semester Offered: Fall odd years
Pre-requisite(s): BI 101 and BI 102, or permission of instructor
Concurrent Requisite: BI 318L
This course provides a general overview of aquatic systems including the physical forms and processes, aquatic flora and fauna, community interactions, ecosystems processes, and the management and conservation of these habitats. Class includes field trips and off-campus site visits.

BI 318L Aquatic Ecology Lab (1 SH)
Semester offered: Fall odd years
Concurrent Requisite: BI 318
A laboratory course aligned with the topics of interest in BI 317 Aquatic Ecology. Students will examine practical applications and field studies on physical, chemical, and biological processes of local streams, rivers, and lakes. Class Includes field trips and off-campus site visits.
Additional Lab Fee

BI 319 Ecology & Conservation Biology (3 SH)
Semester Offered: Fall even years
Pre-Requisite(s): BI 101/101L and one 200 level BI course.
A study of the basic principles of ecosystem, community and population ecology. Field trips to local natural areas augment class discussion.

BI 320 Human Physiology (3 SH)
Semester Offered: Fall odd years
Pre-Requisite(s): BI 239
This course is a detailed study of the physiological processes of the human body, including the function, regulation and integration of the muscular, skeletal, circulatory, respiratory, digestive, urinary, immune, reproductive and endocrine systems.

BI 321 Exercise Physiology (3 SH)
Semester Offered: Spring even years
Pre-Requisite(s): BI 239
This course will cover the physiological response of the human body to musculoskeletal activity. In particular, the areas of bioenergetics, cardiac and respiratory function, thermoregulation, physical conditioning and risk assessment, fitness evaluation and exercise prescription will be covered.

BI 322 Pathophysiology (3 SH)
Semester Offered: Fall even years
Pre-Requisite(s): BI 203/203L, BI 238/238L, BI 239/239L
This course will cover the general and systemic pathology with special emphasis on structural and mechanism of diseases. The basic principles of pathology and physiology will be presented with an emphasis on understanding the mechanism of development of the disease process. The general cellular and molecular events involved in the

pathogenesis of disease will be introduced covering cell injury and adaptation, inflammation, neoplasia and genetics. This will also include discussion about multiple organ systems pathology, with an emphasis on understanding the origins and functions of the pathophysiological diseases. The systems covered are hematology, cardiovascular, gastrointestinal, pulmonary, renal, neurology, endocrine and reproductive.

BI 330 Evolutionary Biology (3 SH)
Semester Offered: Fall
Pre-Requisite(s): BI 101/BI 101L, BI 102/BI 102L or by permission of instructor
Evolutionary biology explores the principles and mechanisms of organic evolution and the lines of evidence for evolution. Topics covered include genetics, selection, adaptation, speciation, coevolution, life history strategies and the fossil record. Emphasis will be on understanding the broad concepts critical to evolution as the unifying theme of modern biology. The structure of the course includes lectures, written assignments, comprehensive exams and class discussion.

BI 333 Animal Behavior (3 SH)
Semester Offered: Fall odd years
Pre-Requisite(s): BI 101 and one 200-level course
A course designed to introduce the student to the basic concepts in the structure, development, ecology and evolution of behavior in a wide range of animals. Films and an observational study play a key role in the course. No laboratory.

BI 410 Immunology (3 SH)
Semester Offered: Spring even years
Pre-Requisite(s): BI 203/BI 203L, BI 205/BI 205L
Increasingly, it has shown that the immune response is responsible directly, or indirectly, for a whole host of human diseases and disorders. The contribution of the immune response to disease progression cannot be ignored in modern medical treatment. This course will provide students with a basic understanding of how this important body system develops, functions, and malfunctions.

BI 450 Clinical Observation (1 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): Declared biology/pre-occupational therapy or biology/pre-physical therapy major, junior standing and permission of the instructor
This course provides the students with an opportunity to actively observe a licensed therapist in a real-world situation where they will learn about the day-to-day activities of the practice and the variable needs and circumstances of the patients who seek treatment there. This is a variable credit course. Students will complete 50 hours of observation/volunteer work on-site for each hour of credit and be evaluated directly by the supervisory therapist, pr therapists, if more than one site is observed.

BI 490 Biology Senior Capstone (2 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): Senior Status
This course will offer the opportunity for the student to participate in directed studies or research in the biological sciences in consultation with the biology faculty. The student will determine a research focus for the semester; gather published research; conduct original research, as appropriate; and prepare a comprehensive thesis describing the state of the science in their focus area. Participation in the annual Math & Science Research Symposium is required.
Additional Lab Fee

CHEMISTRY (CH)

CH 100 Chemistry in Context (3 SH)
Semester Offered: Fall
Chemistry in Context is a study of chemical principles as they apply to social, political, economic and ethical issues. The purpose of this course is to allow students not majoring in a science field the opportunity to develop critical thinking skills, gain the chemical knowledge and competency to assess the risks and benefits of technology-based issues.

CH 103 General Chemistry I (3 SH)
Semester Offered: Fall
Pre- or Concurrent Requisite(s): MT 109 or higher
Concurrent Requisite(s): CH 103L
An introduction to the fundamental concepts of chemistry where chemical and physical principles are discussed to understand chemical phenomenon. The course material will incorporate theoretical and descriptive chemistry to enhance the understanding of the concepts presented. The topics in this course are: fundamental properties of matter, states of matter, elemental properties, chemical reactions, stoichiometry, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and thermodynamics. This course is open to all students.

CH 103L General Chemistry I Lab (1 SH)
Semester Offered: Fall
Pre- or Concurrent Requisite(s): MT 109 or higher
Concurrent Requisite(s): CH 103
Introduction to basic laboratory activities and laboratory equipment. The hands-on experiments will help to reinforce select concepts from the general chemistry lecture and provide exposure to many different types of laboratory apparatus. A proper introduction of lab safety, note book taking, and reporting will provide basic skills for advance lab courses.
Additional Lab Fee

CH 104 General Chemistry II (3 SH)
Semester Offered: Spring
Pre-Requisite(s): CH 103/CH 103L, MT 109
Concurrent Requisite(s): CH 104L
An Introduction to the fundamentals concepts of chemistry where chemical and physical principles are discussed to understand chemical phenomenon. The course material will incorporate theoretical and descriptive chemistry to enhance the understanding of the concepts presented. The topics in this course are: thermodynamics, chemical equilibrium, chemical kinetics, electrochemistry, and nuclear chemistry.

CH 104L General Chemistry II Lab (1 SH)
Semester Offered: Spring
Pre-Requisite(s): CH 103/CH 103L, MT 109
Concurrent Requisite(s): CH 104
A continuation of learning the fundamental concept of chemistry through hands-on experiments using select topics from the general chemistry lecture. In addition to topics covered in general chemistry, an experiment involving synthesis with characterization will provide a preliminary exposure to organic/or inorganic chemistry.
Additional Lab Fee

CH 160/260/360/460 Individual Investigation in Chemistry (1-5 SH)
Supervised investigation of topics not offered as regular courses in the chemistry curriculum.

CH 170-79/270-79/370-79/470-79 Special topics in Chemistry (2-5 SH)
Courses offered occasionally on a subject of interest to a faculty member and a group of students.

CH 201 Quantitative Analysis (3 SH)
Semester Offered: Fall even years
Pre-Requisite(s): CH 103/CH 103L, CH 104/CH 104L, MT 207
Concurrent Requisite(s): CH 201L
This course is devoted to provide students with ability to judge the precision and accuracy of experimental data. In addition, students will begin to understand proper techniques and protocols to obtain quality data, to solve analytical problems, and to run simulations of chemical phenomenon. Excel or OriginPro software Analysis TolPak is heavily used to increase the efficiency of analyzing large amounts of complex data.

CH 201L Quantitative Analysis Lab (1 SH)
Semester Offered: Fall even years
Concurrent Requisite(s): CH 201
Scheduled exercises and activities are designed to provide the student with hands-on experience with selected topics from CH 201.
Additional Lab Fee

CH 211 Organic Chemistry I (3 SH)
Semester Offered: Fall
Pre-Requisite(s): CH 104
Concurrent Requisite(s): CH 211L/CH 211LL
The study of the structures, reactions and properties of alkanes, alkenes, alkynes and aromatic compounds. Stereochemistry, optical isomerism and spectroscopy are also covered.

CH 211L Organic Chemistry I Lab (1 SH)
Semester Offered: Fall
Concurrent Requisite(s): CH 211/CH 211LL
Scheduled exercises and activities are designed to provide the student with hands-on experience with selected topics from CH 211.
Additional Lab Fee

CH 211LL Organic Chemistry I Lab Lecture (1 SH)
Semester Offered: Fall
Concurrent Requisite(s): CH 211, CH 211L
This course will provide students with preparatory materials and discussion related to the activities that will take place in CH 211L.

CH 212 Organic Chemistry II (3 SH)
Semester Offered: Spring
Pre-Requisite(s): CH 211
Concurrent Requisite(s): CH 212L/CH 212 LL
Continuation of Organic Chemistry I, including the chemistry of organic functional groups.

CH 212L Organic Chemistry II Lab (1 SH)
Semester Offered: Spring
Concurrent Requisite(s): CH 212/CH 212LL
Scheduled exercises and activities are designed to provide the student with hands-on experience with selected topics from CH 212.
Additional Lab Fee

CH 212LL Organic Chemistry II Lab Lecture (1 SH)
Semester Offered: Spring
Concurrent Requisite(s): CH 212, CH 212L
This course will provide students with preparatory materials and discussion related to activities that will take place in CH 212L.

CH 219 Instrumental Analysis (3 SH)
Semester Offered: Spring odd years
Pre-Requisite(s): CH 201
Concurrent Requisite(s): CH 219L
An introduction to the instrumentation of a modern research laboratory, including infrared and NMR spectroscopy and high pressure liquid and gas chromatography.

CH 219L Instrumental Analysis Lab (1 SH)
Semester Offered: Spring odd years
Concurrent Requisite(s): CH 219
Schedules exercises and activities are designed to provide the student with hands-on experience with selected topics from CH 219.
Additional Lab Fee

CH 250/350/450 Internship in Chemistry (1-5 SH)
Pre-Requisite(s): Junior or Senior Standing
Opportunities for field studies under faculty and professional supervision during the academic year or summer. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

CH 260/360/460 Individual Investigation in Chemistry (1-5 SH)
Independent study of topics not offered as regular courses.

CH 302 Biochemistry (3 SH)
Semester Offered: Spring
Pre-Requisite(s): BI 101/101L, CH 211
Concurrent Requisite(s): CH 302L
A study of the chemistry of carbohydrates, proteins, enzymes, nucleic acids and lipids. No laboratory. Cross-listed as BI 302.

CH 302L Biochemistry Lab (1 SH)
Semester Offered: Spring
Concurrent Requisite(s): CH 302
Scheduled exercises and activities are designed to provide the student with hands-on experience with selected topics from CH 302. Cross-listed as BI 302L.
Additional Lab Fee

CH 333 Physical Chemistry (3 SH)
Semester Offered: Fall odd years
Pre-Requisite(s): CH 104, MT 210, PC 210/PC 210L
Concurrent Requisite(s): CH 333L
This course will provide chemistry students to apply what they have learned in general chemistry, mathematics, and physics to the study of thermodynamics. The topics to be covered in this course are: first, second, and third laws of thermodynamics, real and ideal gas behavior, and electrochemical systems.

CH 333L Physical Chemistry Lab (1 SH)
Semester Offered: Fall odd years
Concurrent Requisite(s): CH 333
Scheduled exercises and activities are designed to provide the student with hands-on experience with selected topics from CH 333.
Additional Lab Fee

CH 334 Physical Chemistry II (3 SH)
Semester Offered: Spring even years
Pre-Requisite(s): CH 333, MT 211, PC 211/PC 211L
Concurrent Requisite(s): CH 334L
This course is a continuation of CH 333. In this course, the students will be introduced to quantum mechanics, group theory, spectroscopy, and chemical kinetics. The microscopic point of view of physical chemistry will provide students an understanding of chemical bonding.

CH 334L Physical Chemistry II Lab (1 SH)
Semester Offered: Spring even years
Concurrent Requisite(s): CH 334
Scheduled exercises and activities are designed to provide the student with hands-on experience with selected topics from CH 334 lecture.
Additional Lab Fee

CH 490 Chemistry Capstone Research (1 SH)
Semester Offered: Fall even years
Pre-Requisite(s): Senior status
Concurrent Requisite(s): CH 334
This course provides students the opportunity to apply their extensive developed knowledge of chemistry with independent research. Students in the B.A. Chemistry track will primarily conduct literature-based research. Thus, B.A. Chemistry students will prepare an in-depth study on a specialized topic in chemistry. Students in the B.S. Chemistry track will be conducting hands-on research. Furthermore, B.S. students will have to prepare a thesis and present their findings to their peers and faculty. This course will also assess the overall learning experience in all areas of chemistry.
Additional Lab Fee

CH 491 Chemistry Capstone Research II (2 SH)
Semester Offered: Spring odd years
Pre-Requisite(s): CH 490
This course is a continuation of CH 490 for B.S. Chemistry students.
Additional Lab Fee

CH 492 Capstone for Chemistry Education (3 SH)
Semester Offered: Spring Odd Years
Pre-Requisite(s): Senior status
This course is a directed study/research course focusing on contemporary issues in chemistry, with a noted concentration on issues of biology, environmental science, geochemical topics, and other topics cross-linking with chemistry. Students will gather published research, conduct original research as appropriate, and prepare a thesis of their focus research topic, to be presented at the conclusion of the semester to faculty and peers.

COMEDY STUDIES (CMY)

CMY 101 Introduction to Comedy Studies (3 SH)
Semester Offered: Spring
An overview of comedy in theory and practice including an introduction to genres, performance and creative writing. Students will be involved in several creative projects as part of the course.

CMY 201 Comedy: Performance and Theory (3 SH)
Semester Offered: Fall every 4th year
A profound study of comedy in history, theory and practice including psychological and philosophical considerations. Students will be involved in significant creative projects as part of the course.

CMY 210 Comedy on Film (3 SH)
Semester Offered: Spring even years
This class will provide an introduction into the history of and also the nature of comedy on film. This will also include an introduction to the fundamentals of filmmaking, such as editing, sound, cinematography, etc… There is an emphasis on writing and presentation in this class.

COMPUTER INFORMATION SYSTEMS (CI)

CI 101 Computers and Information Processing (3 SH)
Semester Offered: Fall and Spring
An Introduction to computing and computer sciences. The course covers a wide range of topics including computer hardware and software, networks, security, databases, and information systems. Students will study and develop spreadsheet, database, word processing, and presentation applications.

CI 160/260/360/460 Individual Investigation Computers (2-5 SH)
Independent study of topics not offered as regular courses.

CI 170-79/270-79/370-79/470-79 Special Topics in Computers (2-4 SH)
Courses in topics of special interest to faculty members and students are offered from time to time. For complete course descriptions, students are directed to the schedule of classes, available in the Registrar's Office.

CI 200 Business Computer Applications (2 SH)
Pre-Requisite(s): CI 101
Advanced study of Microsoft Excel and Microsoft Access application software. Emphasis will be on utilization of the software to solve a wide range of specific business problems and develop strategic and operational management solutions.

CI 341 Management Information Systems (3 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): CI 101
A managerial overview of information systems. The course is an introduction that focuses on the technical aspects of information systems from a managerial perspective. Topics include managing and developing information systems, managing telecommunications and networks, the strategic role of IS, managing data resources, the internet and e-business, managing knowledge, the information technology infrastructure, hardware and software issues in IT and IS security.

CI 343 Database Management (3 SH)
Pre-Requisite(s): CI 200
Topics include the database development process, the entity relationship model, object oriented modeling, logical and physical design, SQL, database development and database administration. Hands-on laboratory work will include learning a database development software environment. A group project in database development is a required component of the course.

CI 346 E-business Technologies (3 SH)
Pre-Requisite(s): CI 200
An overview of relevant technologies related to e-business and the internet. Topics include the internet infrastructure, e-business and web applications, site hosting, site security, e-business infrastructure and applications integration. Computer lab time will be devoted to the fundamentals of web application software in preparation for a group project. A web application project is a required component of the course.

CI 348 Systems Analysis and Design (3 SH)
Pre-Requisite(s): CI 200
Covers the development of information systems. Topics include information systems development, the systems development life cycle, problem & requirements analysis, data and process modeling, systems design approaches, application architecture modeling, database design, prototyping and user interface design. An individual system development project is a part of the course.

CRIMINAL JUSTICE (CJ)

CJ 101 Introduction to Criminal Justice (3 SH)
Semester Offered: Fall and Spring
This survey course of American criminal justice encompasses legal issues, sociological theories, policy and law enforcement, court and correctional practices. Its emphasis is on the study of contemporary criminal justice in America.

CJ 160/260/360/460 Individual Investigation in Criminal Justice (2-5 SH)
Independent study of topics not offered as regular courses.

CJ 170-79/270-79/370-79/470-79 Special Topics in Criminal Justice (2-4 SH)
Courses in topics of special interest to faculty members and students are offered from time to time. For complete course descriptions, students are directed to the schedule of classes, available in the Registrar's Office.

CJ 220 Criminal Law and Procedure (3 SH)
Semester Offered: Spring
A course of study to familiarize the student with the classification and types of criminal offenses and all aspects of criminal procedures. Cross-listed as LG 220.

CJ 230 Investigative Techniques (3 SH)
Semester Offered: Fall
A study of the skills necessary to carry out investigative fact-finding (i.e. insurance work, preparation for trial, on-site investigations, etc.). Includes public records research. Cross-listed as LG 230.

CJ 250/350/450 Internship in Criminal Justice (1-5 SH)
Internships are academic courses that take place in professional work settings and call for the application of concepts learned in the classroom. Students gain on-the-job experience under supervision by working directly with a professional in the field of criminal justice. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

CJ 311 Landmark Cases in Mental Health and the Law (3 SH)
Semester Offered: Spring odd years
The purpose of Landmark Cases in Mental Health and the Law is to introduce students to the major Supreme Court cases that have decided issues in mental health and related fields. This course will be a seminar in which students will read relevant case law in areas such as: competency to stand trial, criminal responsibility, expert testimony, civil commitment, right to treatment, right to refuse treatment, capital punishment, workplace violence, etc. Additional readings will be assigned as new cases are published. Cross-listed as LG 311, PS 311.

CJ 324 Constitutional Law (3 SH)
Semester Offered: Fall
A study of the scope of federal powers, separation of powers and the federal system, the Bill of Rights, due process and equal protection. Cross-listed as LG 324, PO 320.

CJ 327 Death Penalty in America (3 SH)
The Death Penalty in America is a course designed to introduce students to the legal, psychological and practical aspects of the death penalty. Emphasis will be placed on the landmark Supreme Court Cases and the role that mental health experts play in death penalty litigation. There will be ample opportunity for discussion and debate. Cross-listed as LG 327, PS 327.

CJ 330 Juvenile Delinquency (3 SH)
Semester Offered: Spring
This course on will objectively present diverse views and perspectives of juvenile delinquency and its interdisciplinary nature. This course offers an introduction to the field of juvenile delinquency and explores the concepts, theories, social, community and environmental influences and the justice system, as they relate to juvenile crime. Cross-listed as PS 330, SS 330.

CJ 331 Judicial Process (3 SH)
Semester Offered: Spring odd years
An examination of the development and functions of the judicial system in the United States and the role of courts in the policy process. Topics include theories of law and jurisprudence, the structure of the judiciary, civil and criminal procedures, judicial selection and decision-making and the impact of courts on the legislative and executive branches. Crosslisted with LG331/PO331.

CJ 345 Psychology and the Law (3 SH)
Semester Offered: Fall
Pre-Requisite(s): PS 101
This course examines the relationship between psychology and law. The structure of the course will be lectures, discussion, case presentations, debate and direct observation. Both academic and practical experiences will cover juries, civil commitment, violence prediction, competency, the insanity defense, eyewitness testimony and the death penalty. Cross-listed as LG 345, PS 345.

CJ 400 Senior Practicum (3 SH)
Semester Offered: Spring

COMMUNICATIONS (CM)

CM 105 Fundamentals of Public Speaking (3 SH)
Semester Offered: Fall and Spring
An introduction to the preparation and presentation of oral communications in a group setting. Emphasis will be placed on organization, techniques of self-expression and the identification of skills appropriate to audience and purpose.

CM 160/260/360/460 Individual Investigation in Communication (1-5 SH)
Pre-Requisite(s): Permission of the instructor

CM 170-79/270-79/370-79/470-79 Special Topics in Communication (2-4 SH)
Pre-Requisite(s): Permission of the instructor

CM 200 Introduction to Management (3 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): EN 101
This course introduces students to life in an organization. Organizational definitions, culture and relationships between government and society are covered. The focus of the course is on developing successful communication strategies within organizations. Verbal, written and team communications are stressed. The use of technology in aiding and enhancing communication is also covered. Cross-listed as MN 200.

CM 201 Introduction to Communication Theory (3 SH)
Semester Offered: Fall even years
The goal of this course is to engage students with the theories of human communication in order to provide a more coherent understanding of Communication as a discipline. Course topics include, but are not limited to, system theory; theories of sign and language; theories of message production; theories of message reception and processing; symbolic interactionism, dramatism, and narrative; theories of social and cultural reality; theories of experience and interpretation; critical theories.

CM 202 Business Communication (3 SH)
Semester Offered: Fall odd years
Pre-Requisite(s): EN 101
This course provides students with the means to develop effective communication strategies and techniques and to apply them to the solution of management problems in the form of written reports, memoranda, letters and oral presentations. Cross-listed as BA 201.

CM 204 Sports Communication (3 SH)
Semester Offered: Fall even years
Pre-Requisite(s): MN 200, SA 101
Sport has been described as "one of the most pervasive social institutions in the United States" and its importance can easily be seen in terms of hourly news coverage, personal conversations, economic contributions, participant involvement, etc. This course focuses on how the communication of sports influences perceptions of social reality and individual and group identity. Our understanding of various communication concepts and research techniques will be built through the discussions and applications of the assigned reserved readings. Cross-listed as SA 204.

CM 205 Introduction to Rhetorical Theory and Criticism (3 SH)
Semester Offered: Fall odd years
Pre-Requisite(s): CM 105
This course examines the nature, theory, and methods of rhetorical criticism, with the goal of teaching students how to write rhetorical criticism of their own and how to critique the work of others. Topics include Neo-Aristotelian Criticism, narrative criticism, Burkean criticism, generic criticism, cultural analysis, and ideological.

CM 208 Intercultural Communication (3 SH)
Semester Offered: Spring odd 4th year
This course provides a survey of major theories and research dealing with communication between people of different cultural background, particularly in international setting. The course examines theoretical issue and methodological concerns in studying intercultural communication, and it helps students discover and examine research questions about intercultural phenomena. Class activities emphasize working together in teams and include presentation of materials, guided discussion and analysis, and work on group projects.

CM 215 Interpersonal Communication (3 SH)
Semester Offered: Spring even years
This course introduces the basic interpersonal theories and models examining and explaining the processes of interpersonal communication.

CM 220 Small Group Communication (3 SH)
Semester Offered: Spring even 4th year
Small group communication is examined in terms of group evolution and patterns leadership, roles, decision making and participation. Small group skills are addressed through application.

CM 225 Tower News (2 SH)
The Tower News course is a hands-on course involving the writing, editing and production of the student newspaper. The newspaper is an opportunity for all majors to develop their professional skills by expressing their voices, practice their writing skills, engaging in interviews, developing their business skills and recording history. Note: CM 225 and CM

325 are repeatable up to a total of 12 semester credits towards graduation.

CM 240 Language in America (3 SH)
Semester Offered: Fall odd 4th year
An examination of the nature and variety of the English language in the United States. Among the topics to be considered are the sound system, aspects of grammar and syntax, regional dialects and Black English and the social and psychological factors affecting the acquisition and use of language.

CM 241 Mass Media (3 SH)
Semester Offered: Spring even years
A survey of the forms and uses of contemporary mass communications and an introduction to some of the economic, political and cultural issues that have arisen in response to the media.

CM 250/350/450 Internship in Communication (1-5 SH)
Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

CM 300 Media and Diversity (3 SH)
Semester Offered: Fall even 4th years
Pre-Requisite(s): CM241
This course examines he way in which race, class, and gender are represented through media culture, historically and in the present. Student will analyze the way in which media messages and images communicate systems of beliefs, contribute to identity formation, and have an influence on our thinking about race, class, and gender. Course looks at visual objectives, i.e., film, television, photography, art, advertisements, social media, and theatre.

CM 303 Interviewing (3 SH)
Semester Offered: Fall even 4th years
This course is intended for students who wish to understand interviewing from a communication perspective. The focus is on reviewing and applying the theory and research related to the multifaceted process of interviewing and is designed to fulfill a number of objectives. The basic objective is to create an awareness of interviewing as a method of investigation; a method of acquiring information. The method may be as standardized as surveying or as flexible as ethnography. A second goal is to help the student in developing the analytic and communication skills required for effective interviewing. These goals may be achieved by applying the readings and discussions to role plays, projects and tests.

CM 304 Advanced Public Speaking (3 SH)
Semester Offered: Spring odd 4th years
Advanced techniques in oral persuasion with emphasis on rhetorical organization, research techniques and effective presentation.

CM 305 Gender and Communication (3 SH)
This course focuses on multilayered relationships between gender, communication, and culture. It explores the ways communication creates and perpetuates gendered identities and gendered interaction communications are influenced by gender.

CM 311 Persuasion (3 SH)
Semester Offered: Spring odd 4th years
Pre-Requisite(s): CM105
An exploration of basic principles that explain the effect and effectiveness of the arts of persuasion currently practiced in American Society. Class discussing will explore incidents leading to the discover of principles and theories that explain them with emphasis on issues concerning the ethical character of persuasion in contemporary life.

CM 320 Principles of Public Relations (3 SH)
Semester Offered: Spring odd years
This course offers an overview of basic public relations (PR) concepts and techniques used by business, government and non-profit organizations. Students will read about and discuss various theories, strategies and techniques of public relations including, but not limited to, issues management, image management, employee communications, community relations, media relations and crisis communications. Students will also experiment with public relations and communication skills such as planning selectively targeted messages, learning various PR writing styles, working with reporters and staging special events.

CM 335 Tower News II (3 SH)
Pre-Requisite(s): EN 101, sophomore status
The Tower News course is a hands-on course involving the writing, editing and production of the student newspaper. The newspaper is an opportunity for all majors to develop their professional skills by expressing their voices, practice their writing skills, engaging in interviews, developing their business skills and recording history. Note: CM 225 and CM 325 are repeatable up to a total of 12 semester credits towards graduation.

CM 342 Criticism of Film & Television (4 SH)
Semester Offered: Fall odd years
This course will encourage students to become more engaged consumers of visual culture. In an increasingly sophisticated visual environment, both TV and Film require sharp eyes and critical minds to observe, digest and critically process the incalculable amount of information we absorb visually. Even though TV and Film are two different forms of communication, this course will focus on establishing a

foundation of heightened awareness that students can apply to various forms of visual communication beyond TV and Film.

CM 344 The Language of Politics and Propaganda (3 SH)
Semester Offered: Spring even 4th years
A study of the means of rhetorical persuasions specific to the political process with emphasis on the use of emotional and ethical appeal.

CM 390 Project in Professional Writing (3 SH)
Students electing the communication emphasis combined with another discipline will select a suitable topic from that discipline for research and presentation to an audience of specialists in the field. Individualized instruction will involve participation of faculty in communication and in the chosen discipline.

CM 400 Senior Seminar in Communication (3 SH)
Semester Offered: Spring
This course is the capstone course for the communication major. The student is expected to develop a written proposal for a senior thesis which may take the form of an extended essay or a series of shorter articles. Once the proposal is accepted, the student is to prepare a manuscript ready for publication. The course also includes readings and written assignments on the ethics of journalism. Students also discuss problems in research methods and in the identification of audiences.

DANCE (DN)

DN 101 Ballet Technique I (1 SH)
Semester Offered: Fall
Introduction to the vocabulary, techniques and theories of ballet. Emphasis placed on body alignment and efficient movement. May be taken twice for academic credit.

DN 102 Modern Dance Technique and Theory I (1 SH)
Semester Offered: Spring
Study of the fundamental principles of modern dance. Emphasis on alignment, creativity, rhythm and the aesthetics of contemporary dance. May be taken twice for academic credit.

DN 103 Jazz and Theater Dance I (1 SH)
Exploration from among many of the styles and techniques of jazz dance. Emphasis on movement proficiency and diversity. May be taken twice for academic credit.

DN 104 Dance in its Time (3 SH)
Semester Offered: Fall and Spring
Exploration of the relationship among a number of the most significant contemporary choreographers and the cultural, philosophical, scientific and artistic environments in which they are created.

DN 160/260/360/460 Individual Investigation in Dance (1-4 SH)
Provides the student with the opportunity to explore an area of particular interest.

DN 170-79/270-79/370-79/470-79 Special Topics in Dance (1-4 SH)
Coursework designed to address the special interests of dance faculty and students. Topics could include eurhythmics, bartinieff fundamentals, laban movement analysis and lecture-demonstrations.

DN 200 Body Wellness (2 SH)
Semester Offered: Fall
This course involves guided explorations in movement fundamentals, relaxation techniques, exercises to increase strength, flexibility, ease of motion and dynamic alignment. The class consists of discussions on wellness, such as nutrition and stress reduction. Students participate in warm-up, aerobic workout and cool down through stretching. No dance experience is required.

DN 201 Ballet Technique II (1 or 2 SH)
Semester Offered: Fall
Pre-Requisite(s): Permission
Study of the vocabulary, techniques and theories of ballet at the intermediate level. Emphasis placed on body alignment and efficient movement. May be taken twice for academic credit.

DN 202 Modern Dance Technique II (1 or 2 SH)
Semester Offered: Spring
Pre-Requisite(s): Permission
Study of the fundamental principles of modern dance at the intermediate level. Emphasis on alignment, creativity, rhythm and the aesthetics of contemporary dance. May be taken twice for academic credit.

DN 203 Jazz and Theater Dance II (1 SH)
Pre-Requisite(s): Permission
Exploration from among many of the styles and techniques of jazz dance continued at the intermediate level. Emphasis on movement efficiency and diversity. May be taken twice for academic credit.

DN 204 Hip Hop Dance (2 SH)
Study of the fundamentals of the Hip Hop dance style. Emphasis is on the development of skills, familiarity with rhythm, freestyle and musicality. May be taken twice for academic credit.

DN 210 Repertory and Performance Technique I (2 SH)
Semester Offered: Spring
Concurrent Requisite(s): DN 201/301/401 or DN 202/302/402
Student prepares for and performs in dance concert. Choreography is created by faculty and guest artists.

DN 213 Dance History (3 SH)
Semester Offered: Fall odd years
This course examines significant ways in which dance has functioned within various cultures from around the world, making comparisons and contrasts from among those cultures.

DN 216 Anatomical Kinesiology (3 SH)
Semester Offered: Spring
The exploration of the primary bones, joints and muscle groups that participate in vertical alignment and efficient movement. Explorations proceed with exercises designed to locate the positions and to experience the motions of these groups in the initiation of effective posture and efficient movement. Students in dance, athletics and riding may find this course of interest.

DN 220 Pilates I: Balance, Strength and Shape (2 SH)
Semester Offered: Fall and Spring
This course introduces the student to Pilates, an exercise-based system that aims to develop the body's center to create a stable core for efficient and effective movement. Students will be guided through a series of Pilates exercises intended to realign structure, improve balance and enhance motor skills. May be taken twice for academic credit. Cross listed as PE 220

DN 230 Beginning Composition (3 SH)
Semester Offered: Fall even years
Pre-Requisite(s): DN 101, 102, 103 or permission
An exploration of the creative process and of the basic elements of choreography, arrived at through improvisation, imaginative response and the aesthetic shaping of movement ideas into solo studies. Emphasis placed on group discussion of studies.

DN 250/350/450 Internship in Dance (1-5 SH)
Opportunities for field work in dance. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

DN 301 Ballet Technique III (1 or 2 SH)
Semester Offered: Fall
Pre-Requisite(s): Permission
Study of the vocabulary, technique and theory of ballet at the intermediate/advanced level. Emphasis on body alignment and efficiency of movement. May be taken twice for academic credit.

DN 302 Modern Dance Technique and Theory III (1 or 2 SH)
Semester Offered: Spring
Pre-Requisite(s): Permission
Study of the fundamental principles of modern dance at the intermediate/advanced level. Emphasis on alignment, creativity, rhythm and the aesthetics of contemporary dance. May be taken twice for academic credit.

DN 304 Hip Hop Dance II (2 SH)
A continuation of the study of the fundamentals of the Hip Hop dance style. Emphasis is on the development of skills, familiarity with rhythm, freestyle and musicality. May be taken twice for academic credit.

DN 310 Repertory and Performance II (2 SH)
Semester Offered: Spring
Concurrent Requisite(s): DN 201/301/401 or DN 202/302/402
Student prepares for and performs in dance concert. Choreography created by faculty and guest artists.

DN 320 Pilates II: Balance, Strength and Shape (2 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): DN 220 or PE 220
Study the fundamentals of Pilates mat work at the intermediate level. Emphasis is on strengthening the core muscles, increase body awareness and muscle tone, flexibility and coordination. May be taken twice for academic credit. Cross listed as PE 320.

DN 325 Methods of Teaching Dance (3 SH)
Pre-Requisite(s): DN 101, 102, 103 or permission
Exploration of the special awareness and skills necessary to create and teach dance classes. Emphasis placed on body mechanics, rhythmic analysis and the encouragement of creativity.

DN 330 Intermediate Composition (3 SH)
Pre-Requisite(s): DN 230
Continuation of the exploration of the creative process and of the principles of choreography. Emphasis placed on group composition and on performance preparation.

DN 400 Multidisciplinary Art and Digital Performance (3 SH)
Pre-Requisite(s): Junior or Senior Standing
This course explores experimental and traditional work of integrating digital technologies into visual, dance, music and theater performances. This includes working with digital projections, real-time processing of data (i.e. music data connected and controlling visual display or devices controlling instruments/sounds), sensors, motion tracking via software and other emerging technologies. Reading about

contemporary performances and art will be included, and we will work towards creating a performance/installation within this multidisciplinary course. Cross listed as AT 400, FA 400, IM 400, MU 400, TH 406

DN 401 Ballet Technique IV (1 or 2 SH)
Semester Offered: Fall
Pre-Requisite(s): Permission
Study of the vocabulary, technique and theory of ballet at the advanced level. Emphasis placed on body alignment and efficiency of movement. May be taken twice for academic credit.

DN 402 Modern Dance Technique and Theory IV (1 or 2 SH)
Semester Offered: Spring
Pre-Requisite(s): Permission
Study of the principles of modern dance at an advanced level. Emphasis on alignment, creativity, rhythm and the aesthetics of contemporary dance. May be taken twice for academic credit.

DN 404 Senior Project in Dance (3 SH)
Pre-Requisite(s): Permission
Concurrent Requisite(s): DN 401 or 402
Preparation and performance of a creative project in dance. Serves as partial fulfillment of the BFA degree.

DN 405 Senior Project in Dance II (3 SH)
Preparation and performance of a creative project in dance. Serves as partial fulfillment of the BFA degree.

DN 410 Repertory and Performance Technique III (2 SH)
Semester Offered: Spring
Concurrent Requisite(s): DN 201/301/401 or DN 202/302/402
The student prepares for and performs in dance concert with choreography created by faculty and guest artists.

ECONOMICS (EC)

EC 100 Survey of Economics (3 SH)
Semester Offered: Spring
This course will be an introduction to the basic tools of micro and macroeconomic analysis for non-business majors. Microeconomic topics will include the methods designed to analyze individual economic behavior and understanding the functioning of various markets. Macroeconomic topics will include business cycles, national income, monetary and fiscal policy, unemployment and inflation.

EC 201 Principles of Macroeconomics (3 SH)
Semester Offered: Fall and Spring
The course is an introduction to the field of macroeconomics and focuses on the overall economy and the aggregate behavior of households, firms and government. Topics include national income accounting, economic growth, business cycles, unemployment inflation, monetary and fiscal policy and international trade.

EC 202 Microeconomics (3 SH)
Semester Offered: Fall and Spring
The course is an introduction to the field of microeconomics and focuses on individual decision-making and how it affects people. The course topics focus on microeconomic issues and problems such as scarcity, opportunity cost, consumption, production, market structures and profit maximization.

EC 160/260/360/460 Individual Investigation in Economics (2-5 SH)
Independent study of topics not offered as regular courses.

EC 170-79/270-79/370-79/470-79 Special Topics in Economics (2-4 SH)
Courses in topics of special interest to faculty members and students are offered from time to time. For complete course descriptions, students are directed to the schedule of classes, available in the Registrar's Office.

EC 250/350/450 Internship in Economics (1-5 SH)
Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

EC 305 Intermediate Macroeconomics (3 SH)
Semester Offered: Fall even years
Prerequisites: EC 201
This course is an extension of the Principles of Macroeconomics (EC101). It is designed in the present a formal in-depth exposition of the modern macroeconomics concepts developed in the introductory principles course. We will use the Keynesian framework in explaining income, employment and economic growth. The role of monetary and fiscal policies will be discussed in this context.

EC 306 Intermediate Microeconomics (3 SH)
Semester Offered: Fall odd years
Prerequisites: EC 202
The purpose of the course is to enhance the understanding of the introductory concepts learned in The Principles of Microeconomics (EC 202). Microeconomic theory provides the framework required for a rigorous analysis of how individual consumers and producers make decisions, how competition takes place via the market and how the market allocates resources. It will aim at an in-depth study of the consumer behavior and implications of different market structures such as perfect competition, monopoly and oligopoly for pricing behavior and social welfare.

EC 322 International Economics (3 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): EC 202, MN 215
An application of basic economic principles to the international allocation of resources through trade and factor flows and an analysis of the institutional framework within which international economic policies operate. An application of basic economic principles to international trade and finance, including an analysis of world market equilibrium and the institutional framework within which international economic policies operate.

EC 420 Econometrics (3 SH)
Pre-Requisite(s): EC 306 or EC 202 and MN 215
An introduction to basic econometrics including theory and application of regression analysis to economic, financial and other social sciences data. It will cover typical problems of applied research including parameter estimation, hypothesis testing, model building and forecasting techniques.

ADOLESCENT / YOUNG ADULT EDUCATION (EDA)

EDA 310 The Pre-Adolescent/Adolescent Learner (3 SH)
Semester Offered: Spring
Pre-Requisite(s): PS 101
This course is designed to provide the pre-service teacher with basic understanding of human development beginning in early childhood and focusing on the preadolescent and adolescent student. Teacher candidates will study the physical, social, emotional, intellectual, psychological and moral characteristics of the early adolescent within the framework of family and social context. Students will examine research findings on the psychological and social development of preadolescents/ adolescents and the impact on their learning and performance in school and in society.

EDA 316 Reading in the Content Area (3 SH)
Semester Offered: Fall
This course covers practical reading and study skill techniques for subject area teachers. Teacher candidates learn ways to assist students to read for different purposes. Topics such as readability formulas, directed reading activity, grouping in the classroom, vocabulary building, comprehension levels, questioning, following directions, rate of reading and study guides are covered. A review of the various reading programs significant for the preadolescent, adolescent and young adult student is included.

EDA 331 Planning for Instruction (3 SH)
Semester Offered: Fall
This course will enable teacher education candidates to learn and practice instructional management strategies including classroom management, lesson planning, assessment for instructional planning, materials available for effective instruction, the use of textbooks and supplemental materials, unit planning and the implementation of the Ohio Content Standards for instructional planning.

EDA 401 Content Specific Methods (3 SH)
Semester Offered: Math and Science – Fall; Language Arts and Social Studies – Spring
Students will work with a specialist who is a professional teacher in their content area and plan lessons, assessments, classroom organization materials, content standards and techniques for effective instruction and learning in each of the following separate areas: english/language arts, integrated social studies, mathematics and life sciences.

EDA 444 Student Teaching: Adolescent/Young Adult (12 SH)
Pre-Requisite(s): All professional education coursework and successful completion of all requirements in Gate B Student teaching is the culminating professional semester for the program.
It is a full semester with a full school day supervised experience in selected area schools. Students work with cooperating teachers who assist in assessing candidates' progress as they practice teaching in adolescent/young adult classrooms in their content area. Students produce lesson plans and must successfully complete an impact on student learning project. Other topics will be addressed as needed. A grade of B or better must be attained in order to be recommended for licensure. ***Additional Fee***

EDUCATION - COMMON COURSES (EDC)

EDC 201 Foundations of Education (3 SH)
Semester Offered: Fall and Spring
This course deals with content and experiences in the sociological, philosophical and historical foundations of education. Students will examine current issues in education with respect to traditional education, foundations and current practices. This course is taught using a cooperative learning model of teaching and learning.

EDC 212 Field Exploration (2 SH)
Semester Offered: Fall and Spring
This initial field experience provides opportunities for observation in local classrooms. There are 5 key elements you are required to observe and analyze: classroom management strategies, use of descriptive feedback and formative assessments, meaningful use of technology and student ownership of learning. Students learn about State and district initiatives impacting classroom teaching. Students have the option of observing in different grade bands

including AYA, Early Childhood, and Special Education. *Additional Fee*

EDC 230 Educational Psychology (3 SH)
Semester Offered: Fall and Spring
This course is a study of psychological learning theories and their application to the classroom. Topics under study include cognitive and linguistic development, the development of self, social skills and morality, group differences, individual differences and special needs, learning and cognitive processes, knowledge construction, high-level thinking skills, behaviorist views of learning, social cognitive views of learning, motivation theory and instructional strategies.

EDC 300 Ohio History (3 SH)
Semester Offered: Fall odd 4th year
A history of Ohio designed to explore famous Ohioans, their contribution to the United States, the Native American cultures that existed in Ohio, the current cultures, ethnic groups and races predominant in Ohio and the events that occurred in Ohio during major events impacting the direction and current status of the nation. Students will study geography, economics, government and citizenship as each relates to the State of Ohio.

EDC 312 Field Experience I (2 SH)
Pre-Requisite(s): EDC 201, EDC 212 and successful completion of all requirements in Gate A
Pre-service students work with a cooperating teacher for 75-100 hours. Students observe and practice classroom management strategies, use of assessment data to guide instruction, meaningful use of technology to enhance learning, use of differentiation strategies, and use of formative instructional practices. A college supervisor evaluates the teaching of 4 (four) lesson plans and conducts individual conferences with each pre-service student following each lesson. May be repeated once for credit for double majors. ***Additional Fee***

EDC 322 Word Study for Phonics and Spelling Instruction Problems (3 SH):
Semester Offered: Fall
The content of this course includes examination of the word study approach to literacy instruction and its related stages of spelling. Candidates are introduced to and practice the SIOP model of instruction with English Language Learners (ELL) during a weekly embedded tutoring experience. An emphasis is placed on letter-sound correspondences segmenting processes, spelling, morphology, and syllabication. Word pronunciation, vocabulary building, and comprehension are highlighted. Effective application of phonetic strategies, understanding diacritical markings, English grammar, structural analysis and context are covered. Candidates are trained to recognize the signs of Dyslexia and explore the numerous strategies for differentiation across grade bands.

EDC 325 Reading, Writing Workshop (3 SH)
In this course students will participate in the process of critically reading contemporary tradebooks, engaging in discourse and responding in literature journals. Writing activities will include topic generation, rough drafts, peer editing, portfolio development and publication.

EDC 326 Assessment of Literacy Development (3 SH)
Semester Offered: Spring
This course involves the study of best practices related to assessment of literacy development among young children: including reading, writing, speaking and listening. Standardized and informal literacy assessment tools are demonstrated, discussed and applied in the classroom and individual setting. The course content builds on enhancing children's literacy achievement through case-based instructional methods and strategies during an embedded tutoring requirement.

EDC 330 Introduction to Students with Exceptional Learning Needs (3 SH)
Semester Offered: Fall and Spring
This course will introduce teacher education candidates to the diverse needs of students with special needs. Candidates will learn the requirements, mandates of IDEA and Section 504 of the Rehabilitation Act of 1973. They will become familiar to the various exceptionalities of students populating regular education classrooms as well as in special programs. The course is commensurate with the dispositional requirement and the conceptual framework where professional teachers are committed that "all students can learn."

EDC 340 Educational Media and Technology (3 SH)
Semester Offered: Fall and Spring
This course introduces the student to current educational technology and role that technology plays in supporting student achievement. Students learn to design and produce instructional material that incorporates technology. A hands-on project-based approach enables the learner to gain both knowledge and skills regarding recent technologies. Students explore a variety of software, hardware and internet options to integrate into today's classroom in order to advance learning and support student growth.

EDC 412 Field Experience II (2 SH)
Pre-Requisite(s): A grade of B or better in EDC 212 and EDC 312 and successful completion of all requirements in Gate A
This 75-100 field is an intensive experience through which students collaborate with a cooperating teacher to continue

building their ability to manage a classroom, plan and implement six (6) lesson plans which are evaluated by a college supervisor. May be repeated once for credit for double majors. ***Additional Fee***

EARLY CHILDHOOD EDUCATION (EDE)

EDE 304 Child Development and Learning (3 SH)
Semester Offered: Fall
This course prepares students who use the knowledge of how children develop from birth through early childhood in planning educational programs. Students learn to devise learning episodes that embrace a variety of learning styles, cultural differences and developmental levels of children. This course examines the role of the family in child development and considers the readiness factors relevant to preschool and kindergarten programs. Current trends and practices such as inclusive and diversity programs in early childhood education are investigated.

EDE 306 Curriculum Development and Implementation in Early Childhood Education (3 SH)
Semester Offered: Spring
This course addresses curriculum design appropriate for the affective, cognitive, physical and social stages of the preschool child through early primary grades. This course provides a knowledge core in developmental theory, content knowledge, inclusion and methods of presenting materials in an interdisciplinary program. Teacher candidates will plan, teach and assess lessons appropriate to early childhood audiences. The integral role of the parent as an educational partner is examined.

EDE 307 Fine Arts in Early Childhood Education (3 SH)
Semester Offered: Spring
Teacher candidates will demonstrate current knowledge of and the ability to develop and implement meaningful integrated experiences in the curriculum areas of the fine arts including art, music, drama and movement.

EDE 308 Family and Community Relations (3 SH)
Semester Offered: Spring
This course is designed to help teacher candidates understand the child in the context of family and community. Teacher candidates will become familiar with social and health services available for families in the community. The course will provide opportunities to demonstrate knowledge of basic health, safety and nutritional needs of young children. Students will acquire an understanding of the interrelationships among the child's exposure to cultures, language and through the function of the home in language development. Students will experience working with interdisciplinary, interagency and intra-agency teams of professionals.

EDE 320 Mathematics in Early Childhood (3 SH)
Semester Offered: Spring
Students will become familiar with instructional strategies and appropriate use of technology in teaching mathematical concepts. An understanding of the spiraling nature of presenting those concepts will be developed. An emphasis on assessing the mathematical understanding of each child through the use of real life problems. While reviewing national and state standards, students will learn to teach mathematical concepts in a hands-on setting. Students will use the Ohio Academic Content Standards to frame mathematics instruction.

EDE 323 Reading and Language Arts in Early Childhood (3 SH)
Semester Offered: Fall
Teacher candidates for early childhood will be instructed in the methodology, strategies and techniques of teaching competencies in reading, writing, listening/visual literacy and oral communication. They will demonstrate proficiency in developing and implementing meaningful, integrated learning experiences to enhance reading and the language arts. Students will use the Ohio Academic Content Standards to frame reading and language arts instruction.

EDE 410 Literature Based Reading (3 SH)
Semester Offered: Fall
The literature-based reading course is designed to present reading instruction in a holistic framework. The pedagogical approach embodies a sociolinguistic as well as psycholinguistic perspective. Strands within the integrated curricula include literature-based reading, the reading/writing connection and thematic learning. Essential skills, strategies, story grammar and story schema are presented within context. Literature is selected from all genres and includes parallel cultures.

EDE 422 Social Studies in Early Childhood (3 SH)
Semester Offered: Fall
Teaching social studies explores the interdisciplinary nature of history through an integrated curriculum. The development of historic literacy will be approached from a sociolinguistic perspective, incorporating critical thinking, language, reading, writing and the arts. Pedagogy will be presented in a conceptual framework applicable to the early childhood classroom using the Ohio Academic Content Standards.

EDE 424 Science in Early Childhood (3 SH)
Semester Offered: Fall
Study and application of science processes in an inquiry setting. The student will understand the interdisciplinary

nature of concepts in earth science, environmental science, life and physical sciences and relate to contemporary events. Emphasis is on planning instruction based on knowledge of the young child's needs, using a variety of instructional strategies and materials as well as electronic educational technology to enhance hands-on laboratory activities. Students will demonstrate the use of the Ohio Academic Content Standards to frame science instruction.

EDE 431 Development in Late Childhood: Ages 9-11 (3 SH)
This course will enable teacher education candidates to explore issues in physical, cognitive, emotional and social development in later childhood - ages 9 through 11. Topics include: Growth/motor development, perception, cognition, brain development, memory capabilities and limitations, emotional intelligence, communication, language development, attentional changes, friendships, moral development, behavior, the role of play and the problem of bullying for this age group. General best practice in instruction for this age group relative to grades 4 and 5 will be identified.

EDE 432 Content Specific Methods: 4/5 Language Arts and Social Studies (3 SH)
This course will be taught by a full-time faculty member with small group activities coordinated by 4th and 5 grade teachers. Candidates will review and survey the Academic Content Standards for Grades 4 and 5 in Language Arts and Social Studies, develop a lesson plan (long form), and then teach the lesson to the entire group. Candidates will develop a personal portfolio on instructional strategies and ideas for 4th and 5th grades,

Program Assessment: Long-Form Lesson Plan
Lesson Assessment: Peer Review

EDE 433 Content Specific Methods: 4/5 Math and Science (3 SH)
This course will be taught by a full-time faculty member with small group activities coordinated by 4th and 5th grade teachers. Candidates will review and survey the Academic Content Standards for Grade 4 and 5 in Mathematics and Science, develop a lesson plan (long form), and then teach the lesson to the entire group. Candidates will develop a personal portfolio on instructional strategies and ideas for 4th and 5th grades.

Program Assessment: Long-Form Lesson Plan Assessment
Lesson Assessment: Peer Review

EDE 444 Student Teaching: Early Childhood (12 SH)
Pre-Requisite(s): All professional education coursework and successful completion of all requirements in Gate B Student teaching is the culminating professional semester for the program. It is a full semester with a full school day with supervised experience in selected area schools. Students work with cooperating teachers who assist in assessing candidates' progress as they practice teaching in early childhood levels. Students demonstrate their proficiency in teaching with students of varying abilities. Students produce lesson plans and must successfully complete an impact on student learning project. Other topics will be addressed as needed. A grade of B or better must be attained in order to be recommended for licensure. ***Additional Fee***

MIDDLE CHILDHOOD EDUCATION (EDP)

EDP 304 Integrated Curriculum, Methods and Assessment (3 SH)
Semester Offered: Fall
An integrated methods course designed to focus on the strategies, methodologies and models of teaching students by integrating disciplines and using research findings to plan lessons, develop units of instruction appropriate for graded and non-graded environments. Curriculum models and assessment of student progress are also addressed.

EDP 318 Survey of Mathematics Concepts (3 SH)
Semester Offered: Fall
This course is designed for the education major and liberal arts major. It covers critical thinking with practical applications; approaches to problem solving, including inductive and deductive reasoning; various problem-solving strategies, the use of patterns, graphs, calculators and technologies; set theory, Venn diagram and subsets; logic and analyzing arguments; number theory (prime and composite, factoring); mathematical systems (groups, bases, modular systems, finite systems); the real number system with algorithmic methods and rules of operations; counting systems (permutations and combinations); sequences and series; basic concepts of geometry and its applications (spatial, symmetry, Pythagorean, measurement and graphs); introduction to topology; chaos and factual geometry; probability of events and statistics (frequency, normal distributions, standard deviation, regression and correlation analysis). The content of this course is designed to follow the NCTM standards and the Ohio Academic Content Standards for mathematics.

EDP 411 Pre-Adolescent/Adolescent Literature (3 SH)
This course considers the complex philosophical, biological and emotional changes occurring during pre-adolescence and adolescence as these changes relate to literature unique to the middle level student. Trade books across genres explore the controversial challenges facing pre-adolescence and adolescence in contemporary society. The students are expected to investigate current research on issues related to

reading pedagogy in an effort to develop effective strategies to motivate pre-adolescent and adolescent students toward reading as a mode for personal growth.

SPECIAL EDUCATION: INTERVENTION SPECIALIST - MILD TO MODERATE NEEDS (EDS)

EDS 300 Introduction Mild to Moderate Disabilities (3 SH)
Semester Offered: Fall
Pre-Requisite(s): EDC 201, EDC 330
This course explores the characteristics, prevalence, and definitions of mild to moderate disabilities including those individuals with learning disabilities, dyslexia, cognitive, behavioral and emotional, and speech and language disabilities as well as those who are on the Autism Spectrum. Historical and legal issues regarding the Individuals with Disabilities Education Act are addressed as well as current issues and trends in the field.

EDS 301 Child and Adolescent Development and Learning (3 SH)
Pre-Requisite(s): EDC 201, EDC 330
Study of the physical, psychological, cognitive, moral and social development of the human person from conception through adulthood.

EDS 302 Assessment for Students with Mild to Moderate Needs (3 SH)
Semester Offered: Spring
Pre-Requisite(s): EDC 201, EDC 330
This course will focus on the administration and interpretation of formal and informal assessment instruments for students with mild/moderate exceptional learning needs. Additionally, it will prepare students with the knowledge of measurement principles and practices to interpret assessment results and guide educational decisions for individuals with exceptionalities. Particular emphasis is placed upon evaluation in order to plan appropriate instruction as well as to determine eligibility for special education. Furthermore, students will be prepared to write Individualized Education Plans (IEP) as well as engage in progress monitoring for Response to Intervention (RTI).

EDS 303 Inclusive Strategies (3 SH)
Semester Offered: Fall
Pre-Requisite(s): EDC 201, EDC 330
This course will provide students with strategies to address students' needs through development of appropriate accommodations, modifications and interventions. Particular emphasis is placed on Cognitive Learning Strategies and other researched based methods for addressing the diverse needs of learners through Response to Intervention (RTI). All strategies are designed and implemented with the goal of promoting self-determination of individuals with disabilities.

EDS 310 Behavior Supports and Intervention (3 SH)
Semester Offered: Spring
Pre-Requisite(s): EDC 201, EDC 330
This course looks at Applied Behavior Analysis and prepares students to administer a functional behavior assessment as well as develop behavior support plans. Positive Behavior Supports and Intervention (PBIS) is examined with a focus on using evidence-based behavioral interventions at the school, classroom and small group, and individual level that enhance academic and social behavior outcomes for all students.

EDS 320 Collaboration and Professional Partnerships (3 SH)
Semester Offered: Spring
Pre-Requisite(s): EDC 201, EDC 330
This course focuses on research and productive strategies for establishing successful collaborative relationships with families, educators and other professionals. It fosters sensitivity to the needs of culturally and linguistically diverse families and cultures. Significance is placed on partnerships and networking with other professionals, paraprofessionals and families as team members designing, implementing and evaluating appropriate educational experiences. Co-teaching as a means of effectively partnering with general educators is highlighted as well as the importance of staying current with the best practices in the field via professional development and research.

EDS 330 Curriculum and Instruction for Mild to Moderate Disabilities (3 SH)
Semester Offered: Fall
Pre-Requisite(s): EDC 201, EDC 330
This course teaches the professional to understand and use general and specialized content knowledge for teaching across curricular content areas to individualize learning for individuals with exceptionalities. Additionally, the course addresses how to modify general and specialized curricula to make them accessible to individuals with exceptionalities. Particular emphasis is placed on the concepts of Universal Design for Learning (UDL), differentiation of curriculum and creation of engaging student led learning opportunities.

EDS 444 Student Teaching: Mild Moderate Intervention Specialist (12 SH)
Pre-Requisite(s): All professional education coursework and successful completion of all requirements in Gate B Student teaching is the culminating professional semester for the program. It is a full semester with a full school day with supervised experience in selected area schools. Students work with cooperating teachers who assist in assessing candidates' progress as they practice teaching and providing

supplementary aids and services for students with disabilities in the classroom. Students produce lesson plans and must successfully complete an impact on student learning project. Other topics will be addressed as needed. A grade of B or better must be attained in order to be recommended for licensure. **Additional Fee**

TESOL ENDORSEMENT (EML)

EML 401 Sociocultural Awareness in the classroom (3 SH)
This course focuses on strategies of integrating various cultural views and patterns into the curriculum by examining materials. The course will seek to create positive attitudes by improving intercultural awareness and developing cross-cultural communication skills. This course will also include an overview of the legal decisions which impact the education of English learners in the United States.

EML 402 Second Language Acquisition and Development (3 SH)
This course will provide an overview of language learning processes and their applicability to second language acquisition. Students will develop an awareness of techniques for instruction including strategies for teaching reading, pronunciation, and vocabulary of American English. This course will emphasize process, sequence, and actual methods and strategies teachers can use to design and develop effective lessons.

EML 403 Methods and Materials for Teaching English to Speakers of Other Lang (3 SH)
This course offers an analysis of ESOL instructional materials, methods, learning theories, and applications for grades K-12. Development and implementation of age-appropriate materials, standards-based lesson plans and use of age-appropriate technology are integrated into the course. Ohio English Language Proficiency Standards for Limited English Proficient Students (LEPs) are emphasized.

EML 404 Linguistics (3 SH)
This course will introduce teachers to linguistic terminology and the study of linguistics including English phonology, morphology, syntax, semantics, language acquisition in children and language variation. Practical applications of linguistic knowledge in and ESL/ bilingual classroom situation (e.g., phonetics, comparative linguistics, error analysis, corrective pronunciation, etc.) are presented for all age groups and levels.

EML 405 Assessment and Evaluation (3 SH)
This course will analyze testing theory and practice with regard to English language learners. Students will examine formal and informal tests of language proficiency for identification and progress monitoring. Students will design standards-based assessments for use in the classroom. Analysis and interpretation of test data as it pertains to language acquisition will be integrated into this course. Students will be introduced to the guidelines for referral and testing of English language learners with suspected disabilities.

EML 412 TESOL Practicum and Seminar (3 SH)
This course is a culminating practicum with direct interaction between the candidate and ELL students which summarizes and evaluates student learning throughout the program. The course design stresses "reflective teaching" and allows students time and opportunity to contemplate their personal teaching philosophy and approaches. The course will include a final project consisting of either research or classroom investigation. Other possible practicum projects include: developing curriculum, evaluating an ESL/ bilingual program, developing diagnostic instruments, etc. The candidates are supervised by experienced, licensed teachers with a TESOL endorsement.
Extra Fee

ENGLISH (EN)

EN 100 The Writing Process (3 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): Placement
English 100 introduces students to the conventions of college level/academic writing. Emphases include writing papers that develop an argument and are grammatically correct. Student work will be collected in a portfolio, which will be assessed by the English Department to determine readiness for EN 101. By placement only. Students must pass the course with a grade of C or better to take EN 101.

EN 101 Principles of Composition and Research (3 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): C or better in EN 100, or placement
EN 101 focuses on how to create effective college level papers by analyzing selected reading assignments and constructing written arguments. Students will also learn appropriate documentation and citation skills.

EN 140 Principles of Critical Analysis (3 SH)
Semester Offered: Fall and Spring
An introduction to aims, methodology and terminology of literary criticism through the study of texts written in a variety of forms— fiction, non-fiction, prose and poetry—and drawn from a variety of cultural traditions.

EN 160/260/360/460 Individual Investigation in English (2-4 SH)
Independent study of topics not offered as regular courses.
Pre-Requisite(s): Permission of the instructor

EN 170-79/270-79/370-79/470-79 Special Topics in English (2-4 SH)
Courses in topics of special interest to faculty members and students are offered from time to time. For complete course descriptions, students are directed to the schedule of classes, available in the Registrar's Office.

EN 201 Advanced College Writing (3 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): EN 101 or Placement, Sophomore status
Advanced College Writing builds on the skills developed in EN 101. Students will learn how to craft extended arguments and incorporate multiple sources into their work. The course will culminate with a longer research project, a component of which will include a research presentation.

EN 220 Major British Writers (3 SH)
Semester Offered: Fall
Pre-Requisite(s): EN 101
A study of British literature from the Anglo-Saxon period to modern times, intended to provide an overview of significant historical and literary movements - medievalism, Renaissance, Restoration, neoclassicism, Romanticism, Realism, Modernism and postmodernism.

EN 221 Major American Writers (3 SH)
Semester Offered: Spring
Pre-Requisite(s): EN 101
A study of American literature from the 17th century to modern times, intended to provide an overview of significant historical and literary movements - colonialism, federalism, romanticism, realism, modernism and postmodernism.

EN 250/350/450 Internship in English (1-5 SH)
An opportunity for field studies under professional supervision during the academic year or summer. Open to all students with permission. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

EN 300 American Literature to 1865 (3 SH)
Semester Offered: Spring even years
A study of colonial and American literature of the Puritan, federalist, and romantic periods, with an emphasis on poetry, essays, and fiction. Authors to be considered may include Bradstreet, Wheatley, Irving, Hawthorne, Poe, Melville, Emerson, Thoreau, Douglass, Stowe, Whitman, and Dickinson, among others.

EN 301 American Literature, 1865 to 1914 (3 SH)
Semester Offered: Fall even years
A study of American literary realism, regionalism, and naturalism, with an emphasis on poetry, essays, and fiction. Authors to be considered may include Davis, Twain, Howells, James, Chesnutt, Chopin, Wharton, Crane, Jewett, Norris, Dreiser, and DuBois, among others.

EN 302 American Literature, 1914 to present (3 SH)
Semester Offered: Spring odd years
A study of modernist, post-modernist, and contemporary American Literature, with an emphasis on poetry, essays, and fiction. Authors to be considered may include Frost, Eliot, Hughes, Cather, Fitzgerald, Faulkner, Hemingway, Hurston, Roth, Morrison, Spiegelman, and Lahiri, among others.

EN 305 Composition Theory (3 SH)
Semester Offered: Spring odd years
Pre-Requisite(s): EN 101, EN 140
This course provides an introduction to the theories and issues that inform the discipline commonly known as rhetoric and composition, including writing-across-the-curriculum and professional communication. The course is intended to be a survey of movements and topics important to the discipline of composition. Many – but not all – of these relate to writing instruction. Course topics include history of rhetoric and composition; writers, writing and revisions; reading; genre theory; writing-across-the-curriculum; matters of identity and language. This course is appropriate for anyone who expects to teach writing and/or who is interested in the study of writing.

EN 306 Linguistics (3 SH)
Semester Offered: Fall odd 4th year
The aim of this course is to provide background of several core areas of the study of human language: Phonetics and phonology (sound structure and patterns), morphology (word structure), syntax (sentence structure) and semantics (the meaning of words and expressions). Additional topics include child language acquisition, dialects, social aspects of language and language change.

EN 310 Journalistic Essay (3 SH)
Pre-Requisite(s): EN 101
A composition course with emphasis on news and feature writing and on the essay as a journalistic form. Identification of suitable subject matter, techniques of research and appropriate literary style are central to the course.

EN 315 Creative Writing: Fiction (3 SH)
Pre-Requisite(s): EN 101
An introduction to the elements of fiction with particular attention to problems of literary point-of-view, character development and narrative form. Weekly assignments will focus on the specific application of critical elements as they relate to the writing of short fiction.

EN 316 Creative Writing: Dramatic Forms (3 SH)
Pre-Requisite(s): EN 101
Study of the major elements of dramatic literature including plot, characterization and dialogue. Students will apply those elements in a series of weekly assignments directed chiefly towards the reader's theater.

EN 317 Creative Writing: Poetry (3 SH)
A consideration of narrative and lyric forms with emphasis on experimentation with language and imagery. A series of short assignments will stress imagination, revision and the conventions of the genre. Assigned readings in British and/or American poetry will encourage mastery of critical skills and literary analysis.

EN 318 Creative Writing: Comedy & Humor (3 SH)
Semester Offered: Fall every 4th year
A creative writing course with emphasis on humour writing and related aesthetic forms. Identification of suitable subject matter, techniques of research and appropriate literary style are central to the course.

EN 327 The Neoclassical Age (3 SH)
Semester Offered: Fall even 4th year
Pre-Requisite(s): EN 101, EN 140
The Neoclassical Age (1660-1798) includes the Restoration (1660-1700), in which Milton, Bunyan and Dryden were the dominant influences; the Augustan Age (1700-1750), in which Pope was the central poetic figure, while Defoe, Richardson, Fielding and Smollett were presiding over the sophistication of the novel; and the Age of Johnson (1750-1798).

EN 328 The Romantic Age (3 SH)
Semester Offered: Spring odd 4th years
Pre-Requisite(s): EN 101, EN 140
A study of the Romantic period of British literature (1798-1830) in poetry, essays, novels and critical works by a number of influential writers. Political, economic, social, intellectual and religious issues and events that shaped and were shaped by Romantic literature will be considered.

EN 329 The Victorian Age (3 SH)
Semester Offered: Fall odd 4th year
Pre-Requisite(s): EN 101, EN 140
A study of the Victorian period of British literature (1837-1901) in prose, poetry and fiction, specifically on the novel, as it rapidly developed into a significant literary genre. The course also considers the political, economic, social, intellectual and religious issues and events that shaped and were shaped by this literature, including the roles or race, ethnicity, gender and class, as well as the issues of colonial expansion of the British Empire prior to and throughout Victoria's reign.

EN 338 African-American Literature (3 SH)
Semester Offered: Fall odd years
Pre-Requisite(s): EN 101, EN 140
This course examines the formation of the African American literary tradition and the political, economic, social and cultural circumstances that shaped it and are shaped by it.

EN 339 Multi-Ethnic American Literature (3 SH)
Pre-Requisite(s): EN 101, EN 140
A study of the formation of "American" identity in contemporary literature, considering how race, ethnicity, gender, and class shape and are shaped by literary texts.

EN 342 Studies in Shakespeare (3 SH)
Semester Offered: Fall even years
Pre-Requisite(s): EN 101, EN 140
Analyses of selected works by Shakespeare as a means both of identifying his particular artistic achievement and of exploring the social and intellectual issues of Renaissance England.

EN 343 Studies in World Literature (3 SH)
Semester Offered: Fall odd years
Pre-Requisite(s): EN 101, EN 140
A focused and in-depth exploration of the major works, authors and traditions of a particular world literature. The specific focus of the course will vary from term to term, but may include Asian, African, Latin American, Middle Eastern and Pacific Rim literary traditions.

EN 345 Old English and Medieval Literature (3 SH)
Semester Offered: Fall even 4th year
Pre-Requisite(s): EN 101, EN 140
A study of the language of the Anglo-Saxons based mainly on texts in translation. Topics include Arthurian tradition, Dante, Malory, women and writing and other medieval themes and genres.

EN 346 Tudor and Stuart Literature (3 SH)
Semester Offered: Spring odd 4th year
Pre-Requisite(s): EN 101, EN 140

A study of Renaissance literature of the sixteenth and seventeenth centuries, focusing on major authors, genres and themes as well as the significant artistic and political events of the period.

EN 347 British Modernism and Contemporary British Literature (3 SH)
Semester Offered: Spring even 4th year
Pre-Requisite(s): EN 101, EN 140
A study of the Modernist (1903-1945) and contemporary/postmodern (1945-present) periods of British literature, including poetry, short fiction and novels by a number of influential writers. The course also considers the political, economic, social, intellectual and religious issues and events that shaped and were shaped by Modernist and postmodernist literature.

EN 348 Women's Literature (3 SH)
Semester Offered: Fall even 4th years
Pre-Requisite(s): EN 101, EN 140
An analytical study of the journey and works of women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works and biographical backgrounds of the authors.

EN 400 Senior Research Project (3 SH)
Students preparing a thesis take this course in their final semester of the year they are scheduled to graduate. The course will cover development of a written proposal in consultation with the faculty member of the student's choice, weekly meetings with the thesis advisor to assess progress, develop thesis focus and explore challenges and issues of research methods. Submission of the thesis to the advisor in the penultimate week of classes is required.

EN 401 Literary Theory and Criticism (3 SH)
Semester Offered: Fall even years
Pre-Requisite(s): EN 101, EN 140
This course will serve as the foundation for EN 400 Senior Research Project. Literary Theory introduces the major movements within literary and critical theory during the 20th and early 21st centuries. Through a combination of theoretical reading and practical application, students will grasp the history and methodology of a variety of critical movements.

EQUINE STUDIES (EQ)

EQ 109 Introduction to the Equine Industry (3 SH)
Semester Offered: Fall and Spring
Introduction to the Equine Industry provides an overview of the career opportunities and economic impact of the equine industry as well as basic exploration of equine conformation, anatomy, physiology, identification, evaluation, care, facility design, and diseases. This course offers hands on work in evaluating equine behavior, anatomy, and shoeing. Guest lectures may include equine veterinarians, farriers, and dentists. Students will do research projects in a variety of topics including equine careers and facility design. Field trips are included as time permits.

EQ 110 Horse Care Practicum (4 SH)
Semester Offered: Fall and Spring.
This practicum course, designed for freshmen, provides the opportunity for hands-on practical experience. Students will be involved in the daily care of the school horses. Horse care management skills will be learned and practiced. Students may expect several weekend assignments throughout the semester. May be repeated once for an additional 4 semester credits.

EQ 115 Assisting with Therapeutic Riding (2 SH)
Semester Offered: Fall and Spring
Students will learn how to select, assess, prepare and train horses to work as therapeutic horsemanship mounts. Students will work as side walkers, leaders and general assistants in therapeutic horseback riding lessons for persons with disabilities. Lessons will take place at the George M. Humphrey Equestrian Center. Students will work under the instruction of PATH certified instructors from Fieldstone Farm Therapeutic Riding Center. This course will provide experience in assisting persons with disabilities to learn about and ride horses. Students will assist with the development of lesson plans for their students, and provide care for the horses before, during and after the lesson. This course may require evening or weekend attendance. May be repeated for credit up to 4 semester credits.

EQ 116 Equine Assisted Learning and Psychotherapy (2 SH)
Semester Offered: Fall odd years
A comprehensive introduction to the theory and methods of equine assisted psychotherapy and equine assisted learning. This course focuses on how the equine specialist and mental health professionals work together in equine assisted psychotherapy. In classroom presentations, students will survey a variety of equine assisted learning and psychotherapy models. Lab experiences with horses will provide an opportunity to practice in the EAGALA model. Founded in 1999, the Equine Assisted Growth and Learning Association (EAGALA) is a leading international nonprofit association for professional using equine assisted psychotherapy to address mental health and human development needs. This course is recommended for students studying equine therapeutic horsemanship, psychology, education, biology and a variety of other majors. Equine experience is not required.

EQ 160/260/360/460 Individual Investigation in Equine Studies (2-5 SH)
This course is designed to offer the individual student an opportunity to pursue a special interest area that is outside the usual offerings. Requires faculty permission.

EQ 170-79/270-79/370-79/470-79 Special Topics in Equine Studies (1-4 SH)
Special interest courses periodically offered include Farrier Science, Stock Seat Horsemanship, Equine Law, Introduction to Therapeutic Riding, etc.

EQ 202 Management of Equestrian Activities (3 SH)
Semester Offered: Spring
Pre-Requisite(s): sophomore status, EQ 109, EQ 110
This hands-on course provides students with an understanding of the all essential positions required to staff a hunter, jumper and dressage show; the USEF and Association regulations (USHJA/USDF) that govern the management of horse shows; the writing, printing and distribution of prize lists, including what information must be listed to meet association regulations and information necessary for the competitors; budgeting process; contractual requirements for service providers and officials at shows; and process of securing sponsors; correctly set courses for competition, including the measuring of lines, preparation of the arena, etc. Numerous labs outside of class time are required.

EQ 208 Principles of Therapeutic Horsemanship (3 SH)
Semester Offered: Spring odd years
Pre-Requisite(s): EQ 109 EQ 110, EQ 220, EQ 115 (or concurrent)
This course explores the history of equine-assisted activities, the typical models used to provide services for people with disabilities or challenges, the benefits of therapeutic riding and the standards and best practices that apply. The course will explore the development of quality programming specific to meeting the needs of people with challenges. Goal identification, task analysis and lesson objectives will be examined. Various techniques and approaches to therapeutic horsemanship will be studied.

EQ 210 Equine Health (3 SH)
Semester Offered: Spring
Pre-Requisite(s): BI 238 or EQ 238 and EQ 109, 110. May be taken concurrently with BI 239 or EQ 239
A study of the immune response, disease signs, symptoms, etiology, treatment and prevention in the horse with special emphasis on the systems approach and practical care techniques. A study of parasites, their life cycles, prevention and treatment will be covered. Opportunity for practical application is offered. Students routinely participate in health care of school horses.

EQ 211 Equestrian Business Essentials (3 SH)
Semester Offered: Fall
Pre-Requisite(s): EQ 109, EQ 110
This course will give students an understanding of the business aspects of equine enterprises and/or facilities (i.e., boarding stables, stud farms or animal hospitals); focusing on equine business development and (i.e., business plans, taxes, law, employee and client relations) in the equine industry; including contracts, managing liability and insurance. Students will develop effective marketing strategies for equine enterprises, facilities and operations. Class time may be divided between classroom lectures and in-barn activities as relates to the business operations and general barn management. Some labs outside of class time including some weekend work are required.

EQ 212 Equine Facilities Management and Operations (3 SH)
Semester Offered: Spring
Pre-Requisite(s): Sophomore status, EQ 211
This course provides an in-depth study of equestrian facility management and operational efficiency from the stand point of site planning, stable layout and maintenance, out buildings, mechanical equipment, fencing, feeding, hay, bedding, storage, delivery, pastures, paddocks and shelters. Vendor relations with exposure to equipment hay and grain suppliers. It will also focus on identifying horse needs, safety, and emergency evacuation procedures. Students will learn proper environmental control, manure management, feeding and bedding storage and delivery, fencing and utilities. Some labs outside of class time including some weekend work are required.

EQ 220 Introduction to Teaching Riding (3 SH)
Pre-Requisite(s): EQ 109, EQ 110, and at least one of the following: EQR 101, EQR 102, EQR 103, EQR 112 or higher. Participation may be waived upon demonstration of teaching knowledge and ability with instructor permission.
This course will introduce students to the methods, safe practices and terminology of teaching balanced scat riding. Students will learn to recognize safe teaching, organize lessons, select safe and appropriate lesson horses and teach basic balanced seat riding skills. Some peer teaching and riding is required.

EQ 230 Course Design (2 SH)
Semester Offered: Spring Even Years
Pre-Requisite(s): EQ 110 or concurrent
Factors involved in designing interesting, challenging and safe courses for equestrian events will be analyzed. The desirable features and restrictions of courses for hunt seat equitation, working hunters, jumpers and combined training events will be discussed in accordance with the USEF and USEA rule

books. Some weekends required.

EQ 238 Equine Anatomy and Physiology I (3 SH)
Semester Offered: Fall
Pre-Requisite(s): BI 100 or BI 101/BI 101L
A detailed analysis of the structure and function of the equine skeletal, muscular, integumentary, nervous and endocrine systems. Examination of evolutionary history and adaptation of each system. Laboratory will include dissection, experimentation.

EQ 239 Equine Anatomy and Physiology II (3 SH)
Semester Offered: Spring
Pre-Requisite(s): EQ 238
A continuation of EQ 238 covering cardiovascular, respiratory, digestive, excretory and reproductive systems, as well as metabolic homeostasis. Laboratory will include dissection, experimentation.

EQ 250/350/450 Internship in Equine Studies (1-5 SH)
Pre-Requisite(s): EQ 109, 110. Student should complete sophomore year before planning an internship. Requires faculty permission.
This course provides the opportunity for the student to gain valuable experience by participating in an actual working environment in his or her area of interest. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

EQ 312 Principles and Theory of Competition (2 SH)
Semester Offered: Spring
Pre-Requisite(s): EQ 109, EQ 110, and 1 SH in any riding class
This course will teach students the theory, principles and execution of skills necessary to prepare horses for competition at a national level. Students will learn to groom, clip, braid, outfit and longe horses in a manner suitable to show at the highest levels. Students will learn current rules and regulations of the national governing bodies of equestrian sport, along with studying current modalities of equine therapies and the usage and regulation of common medications given to equine athletes in competition.

EQ 316 Methods and Materials of Teaching Riding I (3 SH)
Semester Offered: Fall
Pre-Requisite(s): Junior status, EQR 102 or EQR 103, EQ 220, Permission
Concurrent Requisite: EQ 316L
This course provides a study of the physical and psychological methods and theory that provide the most effective means of teaching riding. Curriculum closely follows the models of the American System of Forward Riding, the British Horse Society, United States Pony Club, and the principles of classical dressage training. Along with lectures, students observe and assist Lake Erie College instructors in riding classes. Students will also have practice peer teaching groups and individuals. Emphasis is on teaching beginner to intermediate English riding skills.

EQ 316L Methods & Materials of Teaching Riding I Lab (1 SH)
Semester Offered: Fall
Pre-Requisite(s): Junior status, EQR 102 or EQR 103, EQ 220, Permission
Concurrent Requisite(s): EQ 316
This lab provides essential experimental teaching instruction in the physical and psychological methods and theory of teaching riding. Curriculum follows the models of the American System of Forward Riding, the British Horse Society, United States Pony Club, and the principles of classical dressage training. Students will also have practice peer teaching groups and individuals. Emphasis is on teaching beginner to intermediate English riding skills.

EQ 317 Methods and Materials of Teaching Riding II (3 SH)
Semester Offered: Spring
Pre-Requisite(s): EQ 316
Concurrent Requisite(s): EQ 317L
A continuation of EQ 316 and EQ316L; emphasis in teaching upper-level English riding skills.

EQ 317L Methods & Materials of Teaching Riding II Lab (1 SH)
Semester Offered: Spring
Pre-Requisite(s): EQ 316L
Concurrent Requisite(s): EQ 317
A continuation of EQ 316L: emphasis in teaching upper level English riding skills. This lab builds on prior experience in EQ316L, providing essential experiential teaching instruction in the physical and psychological methods and theory of teaching riding. Curriculum follows the methods of the American System of Forward Riding, the British Horse Society, United States Pony Club, and the principles of classical dressage training. Students will also have practice peer teaching groups and individuals.

EQ 320 Equine Nutrition (3 SH)
Semester Offered: Spring
Pre-Requisite(s): EQ 109, 110, EQ 210
A study of the requirements for a suitable diet for horses according to age and activity. Emphasis will be placed on evaluating the horse's need for basic nutrients and how the feedstuffs are combined to form a quality diet.

EQ 324 Pasture Management (3 SH)
Semester Offered: Fall
Pre-Requisite(s): EQ 320
This course will study the nutritional benefits and growing habits of many species of grasses and legumes, the horse's natural foodstuff. Production and maintenance of productive pastures and hay crops including soil testing and environmental responsibility are emphasized. Lectures, guest speakers and field trips.

EQ 331 Equine Lameness and Conditioning (3 SH)
Semester Offered: Fall
Pre-Requisite(s): EQ 210, EQ 320
A study of the etiology, pathogenesis, signs, treatment and possible prevention of many musculoskeletal problems of the horse. Slides and x-rays are used to demonstrate normal and abnormal conditions. Prevention of lameness through proper conditioning will be discussed. Students routinely participate in care and management of school horses.

EQ 340 Judging (2 SH)
Pre-Requisite(s): EQ 109, EQ 110, junior status
The responsibilities of the judge in officiating at hunter, jumper, dressage shows and combined training events are discussed. The ability to recognize superior performance is developed and students have the opportunity to judge with recognized professionals under competitive conditions.

EQ 490 Equine Therapeutic Horsemanship Senior Capstone (3 SH)
Semester Offered: Spring
Pre-Requisite(s): Equine Therapeutic Horsemanship major, Senior status
This capstone course explores areas of interest in Therapeutic Horsemanship, and integrates prior learning in all areas of prior undergraduate study. This course offers the opportunity for the student to participate in independent or directed study or student-led research in the field of therapeutic horsemanship or equine assisted activity and therapy, in consultation with equine studies faculty. The student will determine a focus of study or research for the course, develop and execute a study or research agenda, conduct original research as appropriate and prepare a comprehensive written research paper and presentation.

EQUINE STUDIES RIDING (EQR)

ALL RIDING COURSES HAVE AN ADDITIONAL RIDING FEE

Students enrolling in equine studies classes must meet standards established for physical abilities to participate in any experiential activities involving horses, including riding horses and barn activities. Equine welfare standards and best practices mandate that horses will not be expected to carry a rider and tack exceeding 20% of the horse's body weight. Riders over 240 pounds are ineligible to ride. See the *Equine Studies Student and Rider Eligibility Standards* policy available from the School of Equine Studies.

EQR 100 Introduction to English Riding I (1 SH)
Pre-Requisite(s): Permission
Students enrolling in this class will have little or no experience in handling horses or riding. Emphasis will be on correct handling, grooming, tacking up, and basic riding skills in English saddles. Riders will work on safety mounting, steering, and working in a group lesson format. Emphasis will be on basic balance and use of aids to safely walk and trot.

EQR 101 Forward Seat 1 (1 SH)
Pre-Requisite(s): Permission
Ability to walk, trot, and canter securely in English hunt seat tack is a pre-requisite. Following the principles of the American System of Forward Riding, students will learn about lengthening/shortening of stride, develop a capable position over poles and small jumps (18"-2'), and ride capably without stirrups at all three gaits on a variety of horses. Course may be repeated for six hours maximum credit.

EQR 102 Forward Seat 2 (1 SH)
Pre-Requisite(s): Permission
Ability to walk, trot, and canter securely with and without stirrups and jump up to 2' capably is a pre-requisite. Continuing with the principles of the American System of Forward Riding students will increase knowledge of lengthening/shortening of stride, begin basic lateral work, simple changes of lead, and improve jumping skills over fences 2'-2'6" in height on a variety of horses. Course may be repeated for six hours maximum credit.

EQR 103 Forward Seat 3 (1 SH)
Pre-Requisite(s): Permission
Ability to walk, trot, and canter securely with and without stirrups and jump up to 2'6" capably, along with basic lateral work, is a pre-requisite. Continuing with the principles of the American System of Forward Riding students will learn advanced skills in flat work including lengthening/shortening of stride, lateral work, simple/flying changes of lead, and ability to jump a course 2'6"-2'9" in height on a variety of horses. Students will also learn to jump a course up to 2'6" without stirrups. Course may be repeated for six hours maximum credit.

EQR 106 Introduction to Western Seat (1 SH)
Pre-Requisite(s): Permission
This course is for any student interested in learning the proper techniques and requirements of today's western show horse. All students will be required to learn basic body positions of both the horse and rider to achieve maximum performance. The class will include lectures, demonstrations, and hands on practice of the proper body position for both horse and rider. Lunging, western saddle fit, western saddle parts and design, western bits and bit usage will be covered. An introduction to showmanship will also be covered. Students are taught safety procedures, proper lunging techniques and proper care of the horse and tack. Course may be repeated for 6 hours maximum credit.

EQR 111 Riding Fundamentals 1 (1 SH)
Pre-Requisite(s): Permission
Students enrolling in this course should have a basic command of walking and trotting a horse in a balanced seat saddle (forward seat or dressage). Students can safely work in a group, steering and stopping the horse on command. Students will learn more advanced techniques of balance and control at the walk and trot, including posting the trot and two point position. Students will be introduced to cantering and work on position at control at the canter. At the conclusion of the course student will be able to walk, trot and canter safely in a balanced seat saddle. Course may be repeated for six hours maximum credit.

EQR 112 Riding Fundamentals 2 (1 SH)
Pre-Requisite(s): Permission
This is a basic balanced seat riding class to develop the strength, balance and foundation of the rider's position. Ability to walk, trot, and canter securely in English tack is a pre-requisite. Students will increase knowledge of basic aids, including bending and suppling the horse, stretching the horse over the back, developing a feel for correct contact and connection, lengthening/shortening of stride, begin basic lateral work, simple changes of lead, and work over ground poles on a variety of horses. Work without stirrups will be introduced. Course may be repeated for six hours maximum credit.

EQR 114 Principles of Dressage (1 SH)
Pre-Requisite(s): Permission
Introduction to the discipline of dressage and its usefulness for all equestrian disciplines, with emphasis placed on the development of the seat for the effective rider. Students will be introduced to classical dressage principles, theories and training techniques. Ability to walk, trot, and canter securely with and without stirrups in English tack and basic lateral work is a pre-requisite. Students will learn to use basic dressage techniques including riding effective half-halts, developing consistent thoroughness, lengthening/shortening stride, lateral work, simple changes of lead, including ground poles to supple and balance a variety of horses. Students will learn and execute basic dressage tests. Course may be repeated for six hours maximum credit.

EQR 120 Introduction to Hunters and Theory (1 SH)
Pre-Requisite(s): Successful completion of EQR 103 with a grade of A or A- and permission
Course offers the opportunity to learn how to ride a show hunter on the flat as well as how to execute a course of fences in a smooth, rhythmic style expected in the hunter show ring. Aspects of evaluating, selecting and training will be covered, as well as basic hunter course design. This is the beginning of the series of hunter riding courses and is a prerequisite for EQR 121 Hunter I. Course may be repeated for six hours maximum credit.

EQR 121 Hunter I (1 SH)
Pre-Requisite(s): EQR 120 and permission
Building on and integrating skills gained in EQR 103 Forward Seat 3 and EQR 120 Introduction to Hunters and Theory, this class serves as an introduction to the advanced, training, riding and showing techniques required in today's hunter arena. Course may be repeated for six hours maximum credit.

EQR 127 Medium Level Dressage and Theory (1 SH)
Pre-Requisite(s): EQR 103 with a grade of B or better OR EQR 114 with a grade of A required
Students will continue to develop and study classical dressage

principles, theories and training techniques utilizing the internationally recognized training pyramid/scale. Focus will be on a systematic training program for the horse's physical education (gymnasticising) process aimed at developing the horse's natural physical and mental aptitudes incorporating medium level dressage movements. Course may be repeated for six hours of maximum credit.

EQR 128 Advanced Level Dressage and Theory (1 SH)
Pre-Requisite(s): EQR 127 and permission
Progressive training of the horse and rider as per the training pyramid/scale to produce a harmonious partnership capable of performing more advanced dressage movements.

EQR 130 Introduction to Stadium Jumpers and Theory (1 SH)
Pre-Requisite(s): Successful completion of EQR 103 with a grade of A or A- and permission
Course offers the opportunity to learn how to ride jumpers on the flat and over traditional jumper style courses. Students will learn the basics of appropriate tack, flatwork, gymnastic exercises and elements of riding a successful course. This is the beginning of the series of jumper courses and a prerequisite for EQR 131 Stadium Jumping. Course may be repeated for six hours maximum credit.

EQR 131 Stadium Jumping I (1 SH)
Pre-Requisite(s): Permission
More advanced courses over fences to develop skills necessary for successful competition in stadium jumping. Course may be repeated for six hours maximum credit.

EQR 170-79/270-79/370-79/470-79 Special Topics in Equine Studies Riding (1-4 SH)
Special interest riding courses periodically offered.

EQR 180 Intercollegiate Horse Show Association Hunt Seat Team Activities (0 SH)
Pre-Requisite(s): Permission of Coach
Students try out for membership on the Hunt Seat team in the third week of each semester, after two weeks of open practice sessions. Equestrian athletes must pass physical fitness assessment tests to be eligible for team membership. Students must meet the eligibility requirements of the Intercollegiate Horse Show Association, must maintain academic eligibility and conform to the Team Code of Conduct to compete with the team. Riders train and compete in Hunter Seat Equitation on the flat and over fences from Walk-Trot to Open Divisions. May be repeated up to 8 times and requires IHSA eligibility. Fee $270 per semester. No Credit.

EQR 181 Intercollegiate Horse Show Association Western Seat Team Activities (0 SH)
Pre-Requisite(s): Permission of Coach
Students try out for membership on the Western Seat team in the third week of each semester, after two weeks of open practice sessions. Equestrian athletes must pass physical fitness assessment tests to be eligible for team membership. Students must meet the eligibility requirements of the Intercollegiate Horse Show Association, must maintain academic eligibility and conform to the Team Code of Conduct to compete with the team. Riders train and compete in Western Horsemanship and Reining from Beginner through Open Divisions. May be repeated up to 8 times and requires IHSA eligibility. Fee $270 per semester. No Credit.

EQR 182 Intercollegiate Dressage Association Hunt Seat Team Activities (0 SH)
Pre-Requisite(s): Permission of Coach
Students try out for membership on the Dressage team in the third week of each semester, after two weeks of open practice sessions. Equestrian athletes must pass physical fitness assessment tests to be eligible for team membership. Students must meet the eligibility requirements of the Intercollegiate Dressage Association must maintain academic eligibility and conform to the Team Code of Conduct to compete with the team. Riders train and compete in Introductory, Training and First Level dressage. May be repeated up to 8 times and requires IDA eligibility. Fee $270 per semester. No Credit.

EQR 201 Western Seat I (1 SH)
Pre-Requisite(s): EQR 106, Permission
Open to students with a beginner level of riding experience in the western disciplines. Skills taught include western bridling, saddling, and beginning horsemanship for the walk, jog and lope. This course covers basic western equitation as well as fundamental warm-up techniques, trail obstacles found on trail course patterns, training methods and show ring strategies for western riders and western horses. Students are taught safety procedures and proper care of the horse and tack. Course may be repeated for 6 hours maximum credit.

EQR 202 Western Seat II (1 SH)
Pre-Requisite(s): EQR 201, Permission
Open to students with intermediate experience in the

western disciplines. Skills taught include western pleasure and proficiency at the walk, jog and lope. This course covers horsemanship and showmanship patterns, specific event warm-up techniques, training methods and show ring strategies for western riders and western horses. Course may be repeated for 6 hours maximum credit.

EQR 301 Training I (2 SH)
Semester Offered: Fall
Pre-Requisite(s): EQR 103, EQR 310 and Junior status.
Theory and practice in initial training of young horses to ride. Students will be assigned an untrained or green horse for the semester. Course may be repeated for six hours maximum credit.

EQR 302 Training II (2 SH)
Semester Offered: Spring
Pre-Requisite(s): EQR 301
Theory and practice in working with spoiled or green horses. Students will be assigned a green horse for the semester. Course may be repeated for six hours maximum credit.

EQR 310 Schooling I (2 SH)
Semester Offered: Fall
Pre-Requisite(s): EQR 103 and sophomore status
This course is for students interested in training a variety of horses on the flat and/or over fences. Considerable lab time is given for students to gain more experience in training green, spoiled or problem horses. Students will be assigned a horse for the semester. Course may be repeated for six hours maximum credit.

EQR 311 Schooling II (2 SH)
Semester Offered: Spring
Pre-Requisite(s): EQR 310 and sophomore status
This course is a continuation of the student's experiences in ERQ 310 Schooling I in training a variety of horses on the flat and/or over fences. Considerable lab time is given for students to gain more experience in training green, spoiled or problem horses. Students will be assigned a horse for the semester. Course may be repeated for six hours of maximum credit.

EQR 315 Riding to Hounds: Introduction and Field Experience in Foxhunting (1 SH)
Pre-Requisite(s): EQR 103 with a grade of A or B and permission
Students will learn about the history and traditions of riding to hounds, or fox hunting. The course will cover proper attire, tack and equipment for hunting, the specialized and traditional terminology of hunting, hounds, the organization of the hunt, riding skills necessary for safe hunting and hunting etiquette. A mounted lesson with a member of the CVH is required before students are allowed to hunt. Students will be expected to attend the Blessing of the Hunt in September, and to hunt at two to four specified hunts during the semester with the Chagrin Valley Hunt Club of Gates Mills. All hunts will be at fixtures in Middlefield, Ohio. Special riding class fee applies. Students must provide their own transportation to all activities off campus. Course may be repeated for six hours maximum credit.

ENTREPRENEURSHIP (ET)

ET 160/260/360/460 Individual Investigation in Entrepreneurship (2-5 SH)
Independent study of topics not offered as regular courses.

ET 170-79/270-79/370-79/470-79 Special Topics in Entrepreneurship (2-4 SH)
Courses in topics of special interest to faculty members and students are offered from time to time. For complete course descriptions, students are directed to the schedule of classes, available in the Registrar's Office.

ET 201 Fundamentals of the Enterprise (3 SH)
Semester Offered: Fall
The course provides an introduction to the structural, financial, economic, managerial, legal and operational fundamentals of organizations, profit and non-profit.

ET 211 New Venture Planning and Development (3 SH)
Semester Offered: Spring
Pre-Requisite(s): ET 201 or AC 101, MN 200 and MK 203
The course provides an introduction to the elements and processes by which new ventures are created, both within existing organizations and start-up enterprises. Note: Entrepreneurship majors are required to complete ET 400. Entrepreneurship minors are required to complete ET 211. These courses are not interchangeable.

ET 221 Techniques of Persuading, Selling and Negotiating (3 SH)
Semester Offered: Fall
Pre-Requisite(s): CM 105, ET 201 or AC 101, MN 200 and MK 203
This course studies the theory and practice of the communicative processes by which individuals influence others in the context of commercial and organizational

objectives.

ET 230 Product Design/Thinking Inside the Box: Fabrication, Art & Design (3 SH)
Semester Offered: Fall
This studio course will explore electronic techniques, new media sculptures, experimental computer graphics and current media in the field. This course will progress with the use of a programmable micro-controller for development of interactive artworks, kinetic sculpture, sound works, light art and performance environments. Input sensors like infrared, ultrasonic and limit switches will be used with output devices like servomotors, DC motors, speakers, relays and power transistors. Slide lectures, video and web sources will allow the evolution of artistic and conceptual approaches to the development of interactive art and environments.

ET 250/350/450 Internship in Entrepreneurship (1-5 SH)
Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

ET 401 New Venture Practicum and Entrepreneurship Experience: Part 1 (3 SH)
Semester Offered: Fall
Pre-Requisite(s): ET 211, Junior Standing
During this course, the student will start and operate their own business. Working directly and individually with an assigned mentor, the student will work through the process of business formation through product/service delivery. Upon the successful completion of this course sequence, students will have developed some of the necessary organization and financial infrastructure for their company, while bringing a product or service to market and generating revenue. This course is delivered in two sequential semesters with each semester considered 3 semester hours while the total course requirement is 6 semester hours.

ET 402 New Venture Practicum and Entrepreneurship Experience: Part 2 (3 SH)
Semester Offered: Spring
Pre-Requisite(s): ET 401
With the assistance of an assigned mentor, this course continues the process of starting and operating your own business which begins during ET401. The focus during this second in a two-part course series is on delivering product and developing an initial customer base, while bringing a product or service to market and generating revenue.

FINE ARTS (FA)

FA 101 The Arts and Their Interrelations (3 SH)
Semester Offered: Spring
An approach to an understanding and appreciation of the arts through a study of basic elements and principles. The purpose of this course is to develop independent judgment and good taste in the selection of experiences.

FA 160/260/360/460 Individual Investigation in Fine Arts (2-5 SH)
Independent study of topics not offered as regular courses.

FA 170-79/270-79/370-79/470-79 Special Topics in Fine Arts (2-4 SH)
Courses in topics of special interest to faculty members and students are offered from time to time. For complete course descriptions, students are directed to the schedule of classes, available in the Registrar's Office.

FA 250/350/450 Internship in Fine Arts (1-5 SH)
An opportunity for field study under professional supervision during the academic year or summer. Open to students with permission. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

FA 400 Multidisciplinary Art and Digital Performance (3 SH)
Pre-Requisite(s): Junior or Senior Standing
This course explores experimental and traditional work of integrating digital technologies into visual, dance, music and theater performances. This includes working with digital projections, real-time processing of data (i.e. music data connected and controlling visual display or devices controlling instruments/sounds), sensors, motion tracking via software and other emerging technologies. Reading about contemporary performances and art will be included, and we will work towards creating a performance/installation within this multidisciplinary course. Cross listed as AT 400, DN 400, IM 400, MU 400, TH 406.

FA 404 Fine Arts Senior Project (3 SH)
Pre-Requisite(s): Permission
Preparation and performance of a creative project in fine arts. Serves as partial fulfillment of the BFA degree for those students with a multidisciplinary focus.

FA 405 Fine Arts Senior Project II (3 SH)
Pre-Requisite(s): permission
Preparation and performance of a creative project in fine arts. Serves as partial fulfillment of the BFA degree for those students with a multidisciplinary focus.

FINANCE (FN)

FN 160/260/360/460 Individual Investigation in Finance (2-5 SH)
Independent study of topics not offered as regular courses.

FN 170-79/270-79/370-79/470-79 Special Topics in Finance (2-4 SH)
Courses in topics of special interest to faculty members and students are offered from time to time. For complete course descriptions, students are directed to the schedule of classes, available in the Registrar's Office.

FN 250/350/450 Internship in Finance (1-5 SH)
This course provides the opportunity for students to gain valuable experience by participating in an actual working environment in his or her area of interest. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

FN 315 Accounting and Finance for Not-For-Profit Organizations (3 SH)
Pre-Requisite(s): AC 101
This course deals with the particular nuances of accounting for and managing the finances of a not-for-profit organization. An understanding of financial statements, the accounting process and basic financial management concepts is assumed.

FN 320 Corporation Finance (3 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): AC 101; and EC 100 or EC 201 or EC 202; and MN 215 or PS 204 or MT 207
A survey of the principles and practices of business finance. Topics include valuation under uncertainty, capital budgeting techniques, dividend policy, cost of capital and capital structure, an introduction to derivative securities and currency management techniques. Coverage reflects the ongoing transformation of the global financing and investment environments.

FN 321 Intermediate Corporate Finance (3 SH)
Semester Offered: Fall odd years
Pre-Requisite(s): FN 320
This course offers an advanced treatment of corporate finance and builds on the knowledge gained in Corporation Finance (FN 320). It goes deeper into the financial management of a corporation including capital structure, cost of capital, capital budgeting and risk management. This course also introduces the reader to the derivative securities including options and futures.

FN 326 International Financial Management (3 SH)
Semester Offered: Spring even years
Pre-Requisite(s): MT 108 or MT 109, and FN 320
An introduction to financial management in the multinational corporation. Topics include time value of money and capital budgeting, risk and return, international capital markets, exchange-rate determination and currency risk management and derivative markets for currencies.

FN 330 Real Estate Principles and Finance (3 SH)
Pre-Requisite(s): FN 320 or Instructor's Permission
An introduction to real estate principles and practice – landownership, homeownership, real estate and property, interests in real estate, title, real estate appraisal and other concepts. The course will also focus on financial aspects of real estate – theory and measurement of risk and returns, valuation of owner-occupied and income-producing properties, real estate finance, mortgage instruments and mortgage repayments.

FN 345 Financial Planning (3 SH)
Semester Offered: Fall
Pre-Requisite(s): FN 320
Asset and liability management focusing on the needs and resources of the individual. Topics include principles and practices of investment, portfolio management, the determination of investment values, the role and functioning of the securities and money markets, security analysis and the use of the computer in portfolio selection.

FN 360 Independent Study in Finance (1-5 SH)
Students study topics of interest not offered as regular courses.

FN 404 Financial Systems (3 SH)
Semester Offered: Spring odd years
Pre-Requisite(s): FN 320

The course will provide an overview of financial markets and institutions. The analysis will focus on the function of financial intermediaries, the regulatory environment under which the markets and these institutions work and management concerns emphasizing current issues.

FN 405 Investments (3 SH)
Semester Offered: Spring odd years
Pre-Requisite(s): FN 320
An overview of the investment process both from the perspectives of individual investors and institutional investors. It will focus on different investment instruments, securities markets, market indices, security selection, including fundamental and technical analyses and portfolio management.

GEOGRAPHY (GE)

GE 101 Introduction to Geography (3 SH)
Semester Offered: Spring odd 4th year
An introductory survey of the discipline of geography. This course emphasizes the interrelationships between the physical geography of the world and the patterns of adjustments and adaptations which humans have made to the natural environment. Factors studied will include settlements, population distribution, religion and culture.

GE 200 World Geography (3 SH)
Semester Offered: Spring odd 4th year
This introductory course will teach students how to approach global analysis from a geographical perspective. Focusing on a variety of regions around the globe, students will explore the geographical structure of those regions. Special care will be taken to emphasize the connection between the geographical structure and the historical and economic development of a certain region.

GEOSPATIAL TECHNOLOGY (GT)

GT 101 Introduction to Cartography & GIS (2 SH)
Semester Offered: Fall
Pre-requisite(s):
Concurrent Requisite: GT 101L
This course is a presentation of the theoretical foundations of cartography and geographic information systems. Students will explore these through a discussion of basic principles and hands-on, computer-based, laboratory applications leading to introductory competency in GIS.

GT 101L Introduction to Cartography & GIS Lab (1 SH)
Semester Offered: Fall
Pre-requisite(s):
Concurrent Requisite: GT 101
Additional Lab Fee

GT 120 Introduction to Spatial Analysis (2 SH)
Semester Offered: Spring
Pre-requisite(s): GT 101
Concurrent Requisite: GT 120L
This course is a continuation of GT 110, wherein students will build on their previously acquired GIS skills. They will specifically utilize spatial data models and spatial database functions to explore terrain analysis, thematic mapping, and data quality in the context of applied issues like land use planning, environmental management, site analysis, and demographic mapping.

GT 120L Introduction to Spatial Analysis Lab (1 SH)
Semester Offered: Spring
Pre-requisite(s): GT 101
Concurrent Requisite: GT 120
Additional Lab Fee

GT 210 Remote Sensing (2 SH)
Semester Offered: Fall odd years
Pre-requisite(s): GT 120
Concurrent Requisite: GT 210L
This course provides an introduction to remote sensing and digital photogrammetry, with an emphasis on orthoimagery and LIDAR imagery and their use in geospatial technology. Topics include identification of types of remotely sensed imagery, electromagnetic spectrum, sensor types, resolution, image classification, georeferencing, and digital photogrammetric functions, including image processing, resampling, compression, and measurements.

GT 210L Remote Sensing Lab (1 SH)
Semester Offered: Fall odd years
Pre-requisite(s): GT 120
Concurrent Requisite: GT 210
Additional Lab Fee

GT 220 Spatial Analysis & Modeling (2 SH)
Semester Offered: Fall even years
Pre-requisite(s): GT 120
Concurrent Requisite: GT 220L
This course addresses spatial applications and modeling in GIS. Students will gain experience in the use of buffering, overlay, spatial operators, Boolean search operators, programming, surface modeling, address matching, spatial modeling, and network and routing applications.

GT 220L Spatial Analysis & Modeling Lab (1 SH)
Semester Offered: Fall even years
Pre-requisite(s): GT 120
Concurrent Requisite: GT 220
Additional Lab Fee

GT 230 Data Acquisition and Management (2 SH)
Semester Offered: Spring Odd years
Pre-requisite(s): GT 120
Concurrent Requisite: GT 230L
The course provides a general survey of basic methods of data acquisition, and of the design and management of databases within the specific data requirements of GIS. Students will examine methods of digitizing preexisting data and explore database development and management. They will use these sills to complete applied GIS projects.

GT 230L Data Acquisition and Management Lab (1 SH)
Semester Offered: Spring Odd years
Pre-requisite(s): GT 120
Concurrent Requisite: GT 230
Additional Lab Fee

GT 240 Environmental Applications of GIS (2 SH)
Semester Offered: Spring even years
Pre-requisite(s): GT 120
Concurrent Requisite: GT 240L
In this course students will develop, complete and present several projects that integrate and demonstrate the use of spatial data acquisition and spatial analysis methods specifically within the area of Environmental Science.

GT 240L Environmental Applications of GIS Lab (1 SH)
Semester Offered: Spring even years
Pre-requisite(s): GT 120
Concurrent Requisite: GT 240
Additional Lab Fee

HISTORY (HI)

HI 105 American History I: Colonial Times to 1877 (3 SH)
Semester Offered: Fall even years
This is a survey course intended to cover the history the history of the US from its beginnings as 13 British colonies to the foundation of the independent republic trough the US Civil War and Reconstruction period. Major developments are covered, from political through economic, military, and social changes.

HI 106 American History II: 1877 to the Present (3 SH)
Semester Offered: Spring odd years
This is a second half of the US history survey, and is intended to cover us history from the Reconstruction period to the present day. Major developments are covered from political – domestic and international – economic changes, military adventures, and social changes are also included.

HI 125 Modern World History (3 SH)
Semester Offered: Fall even years
An introductory survey beginning with the Industrial Revolution in the West and extending to the present day. Topics to be addressed may include Western global imperialism, the development of political and social ideas such as socialism and communism, advances in science and technology, the rise to prominence of Japan, two World Wars, the Great Depression, American dominance and the Cold War, post-imperialism and the impacts on Africa, the rise of China and the changes brought about by technology, secularism and fundamental religion, feminist movements, etc.

HI 132 Western Civilization I: Beginnings to 1400 (3 SH)
Semester Offered: Fall odd years
A survey course designed to introduce the student to the history of western civilization from its early foundations in the Near and Middle East, with Mesopotamia and ancient Egypt, through the development of the Greek and Roman civilizations, medieval European developments. This course will include an examination of the important political, religious and cultural developments as well as on the sources of history.

HI 138 Western Civilization II: 1400 to 1815 (3 SH)
Semester Offered: Fall odd years
A survey course designed to introduce the student to the history of western civilization from the time of Protestant Reformation to the end of the Napoleonic Wars in 1815, including the development of modern states and societies. The Renaissance and Protestant Reformation, the religious wars of the 17th century, the Scientific Revolution and Enlightenment, the first phase of European imperialism will be included in this course, including the "Long Eighteenth Century." This course will also encompass an examination of the important political, religious and cultural developments as well as western influences on the rest of the world and the courses of history.

HI 160/260/360/460 Individual Investigation in History (1-4 SH)
Independent study of topics not offered as regular courses.
HI 170-79/270-79/370-79/470-79 Special Topics in History (2-4 SH)
Courses in topics of special interest to faculty members and students are offered from time to time. For complete course descriptions, students are directed to the schedule of classes, available in the Registrar's Office.

HI 203 The Bourbon Dynasty, French Revolution and Napoleonic Wars (3 SH)
Semester Offered: Fall Even 4th years
This course begins with the ascension to power of France's Bourbon Dynasty and covers developments in France, eventually leading to the Revolution of 1789 and the long series of European wars that resulted, up to Napoleon's final defeat at Waterloo in 1815 and the settlement following his exile to St. Helena, and the restoration of the Bourbons as monarchs. This will be an in-depth study of the political, social, economic, military and naval developments, to gain a full understanding of one of the more powerful royal families of Europe, their rise, fall and second, if relatively short-lived restoration to power. The critical importance of France at this time in Europe, the Development of absolution, and such famous French kings as Louis XIV, and queens such as Marie

Antionette, along with Napoleon Bonaparte, are all examined.

HI 230 History of the Middle East/History of Islam (3 SH)
Semester Offered: Fall odd 4th year
A survey of this turbulent region of the world, beginning with the earliest traces of civilization in Mesopotamia through the various empires that have come and gone, including the Persians, Greeks, Romans and the Muslim empires, to the present day, with the establishment of the state of Israel and the impact of the world's demand for oil on this region. Themes include religious developments, political changes and economic impact.

HI 234 Renaissance and Reformation, 1350-1648 (3 SH)
Semester Offered: Spring odd years
A study of the period from the beginning of the Renaissance to the end of the Thirty Years' War. This era gave the western world its most enduring cultural masterworks, redefined the relationship between church and state and witnessed unremitting wars for the cause of religion.

HI 236 Ancient Mediterranean History (3 SH)
Semester Offered: Spring even years
An in-depth examination of the birthplace of western civilization, beginning with the ancient Mesopotamians of 2500 BC, the ancient Egyptians, spanning the Greek civilizations of the ancient era, the Phoenicians, Etruscans and Romans, to the passing of the classical world in the fourth and fifth centuries AD.

HI 240 History of Medieval Europe (3 SH)
Semester Offered: Fall even years
An in-depth examination of Europe from the fading of the Western Roman Empire, covering political, social, economic, military and maritime developments up to the waning of the Middle Ages during the 13th and 14th centuries AD.

HI 250/350/450 Internship in History (1-5 SH)
Internships are academic courses that take place in professional work settings and call for the application of concepts learned in the classroom. Students gain on-the-job experience under supervision by working directly with a manager in a business or not-for-profit organization. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

HI 304 The American Civil War (3 SH)
Semester Offered: Spring even 4th year
This course examines the developments and controversies that led up to the U.S. Civil War, along with a study of the course of the war itself, the major personalities involved, an analysis of both the confederate and Federal governments, societies and economies. It continues with an examination of some of the repercussions of the war, at home and on the battlefield, as well as after the fighting ended.

HI 305 The History of Women (3 SH)
Semester Offered: Spring even 4th year
This course provides an in-depth analysis of the role of women throughout history both the cultural expectations and the reality, at different times and places throughout human history beginning with the 17th and 18th centuries in Europe, when ideas of equality germinated, to the present day, when the efforts to gain equality continue worldwide. Examinations of the status of women in different modern cultures are also a major part of this course, which covers historical, social, economical and cultural aspects of women in the world.

HI 308 History of Scotland: From Earliest Times to 1746 (3 SH)
Semester Offered: Spring even years
A history of the northern British kingdom from prehistoric times to the end of the last Jacobite rebellion in 1745-46. This course covers the various people who arrived in the area, from the native Britons, British Celts, Picts, Roman, Scots, Anglo-Saxons, Scandinavians and Normans, etc., and how they eventually blended to carve out a Kingdom of the Scots. This course will cover the Scots relations with neighboring countries, the various kings and queens, wars, religious developments, and more.

HI 322 World War II (3 SH)
Semester Offered: Fall odd 4th year
This course will cover the broad scope of the war, from its European roots in World War I and the peace settlement at Versailles in 1918, and include the attempts by the Japanese to take advantage of the civil war in China to conquer Manchuria, the rise of Mussolini and the Italian Fascists and Hitler and the Nazis of Germany. It will include a study of those far right regimes, as well as the development of the imperialistic, militaristic regime that gained power in Japan. The rising tensions of the late 1920s and early 1930s will be covered, including the outbreak of warfare in the Far East, the Spanish Civil War, the UK policy of appeasement and the beginning of the European war in 1939. Included will be the entry of the USSR and the US into the war, both the European and Pacific theaters and the Holocaust and finish with the aftermath of VE-Day in May of 1945 and VJ-Day in August of the same year. Included will be the US atomic bomb program and the first signs of the cold war to come.

HI 340 Medieval England (3 SH)
Semester Offered: Fall odd 4th year
This course focuses on England from the time of the Celtic migrations and the Roman conquest to the end of the medieval period in the late 15th and early 16th centuries.

Included are examinations of Roman Britain, the Celts, the Saxon conquest, Viking incursions, the Norman Conquest and the Wars of the Roses. Also included is an examination of the historical Arthur as well as the figure of legend and in-depth examinations of other great British figures, including Alfred the Great, Richard the Lion-Hearted and Edward I, among others. Political, religious, social, economic, military and maritime developments are examined, and some discussions of Wales and Ireland may be included.

HI 400 Historical Research Methodology/Historiography (3 SH)
This course is primarily for the history major and is intended to introduce the student to the various types of history devised, past and present, the major themes behind most historical work, as well as the different types of sources and methodologies used by historians to conduct research and produce scholarly writing. Students will be instructed in how to recognize biases in historical writing, as well as how to otherwise evaluate source materials. There is an emphasis on primary source material, but secondary materials and the works of important historians will also be examined.

HI 420 Senior Thesis in History (3 SH)
This course is primarily the opportunity for a history student to choose a topic or subject and put to use all he or she has learned about the craft, science and art of history, to demonstrate his or her growing competence in the field by researching and writing a historical research paper.

HUMANITIES (HU)

HU 110 First-Year Experience: Critical Inquiry (1 SH)
Semester Offered: Fall
Pre-Requisite(s): Freshman Status
A course designed to engage students in a successful first-year experience through critical thinking. Transition to college, introduction to College services, exploration of majors and enhancement of leadership skills as well as the development of realistic personal goals will be the focus. During this course, students will build upon their identified personal strengths and interests to develop a service project.

HU 111 First-Year Experience: Application (1 SH)
Semester Offered: Spring
Pre-Requisite(s): HU 110
A course designed to engage students in a successful first-year experience through critical thinking and application of personal strengths and interests. During this course, students will work with College faculty and staff as well as community organizations to implement a specific service project. Application of individual personal strengths and leadership skills will be the focus of the course.

HU 120 Travels Through Time and Space (3 SH)
Semester Offered: Fall and Spring
An interdisciplinary humanities course that will guide students through a reading of at least two challenging texts (one classical, the other modern) which address common issues from different perspectives. Students are expected to gain understanding of the nature of liberal education; the process of critical thinking; the value of different approaches to a single subject; the lasting impact of important works and ideas and variations in perspectives within different cultures.

HU 125 Critical Thinking through Controversy (3 SH)
Semester Offered: Fall and Spring
This course applies critical thinking methods and problem solving techniques to a wide range of contemporary controversial issues facing a global society. Toward the goal of formulating possible resolutions, each issue will be probed with the tools of interdisciplinary thought and scientific method.

HU 490 Senior Research, Honors (2-4 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): Senior and Honors status
This course is available to any Honors student who is in a program that doesn't include a formal capstone or senior research course. It is also available to Honors students who want or need to receive credit for Honors research done beyond the requirements of their major.

INTERCULTURAL STUDIES (IS)

IS 200 Peoples and Cultures in Contrast (3 SH)
Semester Offered: Fall and Spring
A focused and in-depth study of the history, traditions, values and practices of a specific culture, region, gender group, ethnic community or linguistic community, including, but not limited to, western European cultures. Specific focus will vary from term to term.

IS 212 Intercultural Studies: Civilization (3 SH)
This course is undertaken while the student is in a study center abroad. It involves a structured and supervised investigation into the general cultural differences observed, culminating in a project related to specific investigations.

IS 300/301 Intercultural Relationships I, II (2, 2 SH)
Pre-Requisite(s): IS 300
This intercultural course is designed to prepare students for a living and study experience in a foreign environment. Lectures, presentations and discussion groups are scheduled. They aim at giving the students the basic background for exploring further the cultural heritage and transformation of the host country. They also aim at overcoming preconceived notions by making students aware of changes in family

structure, peer relationships, social and political attitudes. During the second term, a journal or sketchbook, kept abroad, is used as one of the measures of the students' growth and perceptiveness of self and environment. The first course is normally offered on the campus in the fall. The second course is ordinarily completed during the spring term abroad.

IS 305 Professional Culture (3 SH)
Semester Offered: Spring even years
This course examines the mechanics of professional interaction within an international context, both in the U.S. and abroad. Selecting a specific ethnic group and its culture, students will explore the intricacies of a professional relationship with members of this group. An interactive, discussion-driven learning environment, the involvement of guest presenters and a focus on field observation at internationally focused workplaces in the area will provide excellent academic opportunities for students.

ITALIAN (IT)

IT 101 Beginning Italian I (3 SH)
Semester Offered: Fall and Spring
Co-Requisite(s): IT 101L
Fundamentals of written and spoken language. Emphasis is placed on vocabulary acquisition and mastery of basic grammar and syntax concepts. The course also aims to foster an awareness of the Italian culture.

IT 101L Beginning Italian I Language Lab (1 SH)
Semester Offered: Fall and Spring
Co-Requisite(s): IT 101
Completion of the first 10 levels of the online language lab "Duolingo".

IT 102 Beginning Italian II (3 SH)
Semester Offered: Fall and Spring
Co-Requisite(s): IT 102L
Continuation of the study of grammar, syntax and vocabulary. Further development of speaking, writing, reading, listening & comprehension skills, and of cultural elements.

IT 102L Beginning Italian I Language Lab (1 SH)
Semester Offered: Fall and Spring
Co-Requisite(s): IT 102
Completion of the first 20 levels of the online language lab "Duolingo".

IT 160/260/360/460 Individual Investigation in Italian (2-5 SH)
An independent study course providing an opportunity to pursue a topic of particular interest. Available only above the 102 level.

IT 170-79/270-79/370-79/470-79 Special Topics in Italian (2-4 SH)
May include: popular culture, an interdisciplinary topic, a single theme in literature, film, art and music, authors and periods of particular interest to student.

IT 201 Intermediate Italian (3 SH)
Semester Offered: Fall
Continued development of written and spoken language. Communication skills are built through an interactive classroom atmosphere based on the discussion of videos and readings.

IT 210 Italian Food & Culture (3 SH)
Semester Offered: Fall
Italian cuisine is one of the most celebrated in the world. The course is intended as a critical perspective about Italy and its relation to food as an aspect of Italian lifestyle. Unique local and regional traditions of the Italian gastronomy culture will be studied in an effort to understand the rich diversity of Italy, its culinary arts, and the link between culinary history and the history and the history of economics and production. As globalization proceeds at a quick pace in the 21st century, it becomes even more essential to learn and understand how the Italian culinary model and products stretch beyond the country's political borders.

IT 211 Introduction to Italian Culture & Civilization (3 SH)
Semester Offered: Spring
A survey of major literary, intellectual, artistic movements and cultural traditions in Italy throughout time, with an emphasis on learning to navigate intercultural differences through an understanding of Italian art, music, literature, film and major personalities in Italian history.

IT 220 Italian Conversation (3 SH)
Semester Offered: Spring
This course continues to build oral and written communication skills. Conversational exercises such as role-playing are emphasized, as well as continued interactive work with videos, film and readings.

IT 250/350/450 Internship in Italian (1-4 SH)
The department assists students in arranging internship opportunities with multinational companies both in the U.S. and abroad. Students may take internships during the semester as well as during the summer. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

IT 300 Italian Translation (2 or 3 SH)
Semester Offered: Fall even 4th year
Pre-Requisite(s): IT 201 or permission of instructor
This course focuses on the assessment and translation of a variety of texts, including newspaper articles on current issues and literary works.

IT 301 Italian for the Professional Environment (3 SH)
Semester Offered: Spring odd 4th year
This course serves as an introduction to the professional culture of Italophone countries and societies. Students will prepare for a successful professional experience abroad or in a multinational organization in the U.S. Topics and learning outcomes will include: creating a resume or curriculum vita in the second language, proficiency in basic professional correspondence, familiarity with different types of enterprises, organizational structures, marketing, banking and finance, accounting, the employment market, insurance, daily activities in an office, economics, transportation, information technology applications, etiquette in a variety of professional situations, shipping and customs, etc. Interactive work with visual media and IT applications is emphasized and the course will be taught primarily in the target language.

IT 331 Advanced Italian (3 SH)
Semester Offered: Fall odd 4th year
Advanced grammar, phonology, morphology and syntax. Development of oral and written skills. Composition and reading of articles and of modern authors are emphasized, as well as continued interactive work with videos and films.

IT 338 Readings in Italian Literatures & Cultures I (3 SH)
Semester Offered: Spring odd 4th year
An introduction to a variety of texts of the Italian literature and their discussion in Italian. Interactive oral and written exercises to build student fluency are emphasized, as well as continued interactive work with culture production (film, historiography, intellectual movements, etc…).

IT 339 Readings in Italian Literatures & Cultures II (3 SH)
Semester Offered: Fall even 4th year
An introduction to a variety of texts and their discussion in the Italian, Italian American, Italian Canadian, Swiss Italian, etc… literatures and their discussion in class. Interactive oral and written exercises to build student fluency are emphasized, as well as continued interactive work with culture production (film, historiography, intellectual movements, etc…).

IT 411 Introduction to Dante's Divine Comedy (3 SH)
Semester Offered: Spring odd 4th year
The readings and understanding of Dante's Divine Comedy with selected multidisciplinary critical works and films. The Divine Comedy is a world literature masterpiece that has come to be regarded as one of our great human treasures. It offers an almost encyclopedic presentation of classical and medieval ethics, philosophy, theology, politics, and some of the most imaginative, stirring and beautiful poetry ever written.

IT 412 Studies in Contemporary Italian Literature and Culture (3 SH)
Semester Offered: Fall odd 4th year
This course examines major women and men authors and the intellectual movements of the 20th centuries, with readings and films of some representative works.

IT 413 Studies in Italian Renaissance (3 SH)
Semester Offered: Fall even 4th year
Italian Renaissance is a period of great cultural change and achievement. It is an explosion of the creativity, of the beauty, and of the excellence of the human mind. Philosophical ideas of the Italian Renaissance such as the dignity of Man (a precursor of the principle of basic human rights), and the belief in an ideal, in a free world, still inform our discourse today. This course examines this great cultural achievement through major authors, artists, philosophers, musicians, explorers, trends and intellectual movements of the Italian Renaissance.

IT 420 Studies in Italian Fine Arts (3 SH)
Semester Offered: Spring odd 4th year
Study of some of the major periods in fine arts and the social trends and historical events that shaped them. Emphasis will be placed on particular artistic movements and their representative artists. Visits to nearby museums. Also offered at study centers abroad.

IT 422 Studies in Italian Cinema (3 SH)
A selection of some representative films and their impact on the culture and on the society from the birth of cinema to current day are examined and analyzed

IT 490 Senior Project (3 SH)
This capstone experience is designed as an interdisciplinary project based either on the student's internship experience, the student's term abroad, the interrelationship of the student's two fields of study or any combination of the above.

LEGAL STUDIES (LG)

LG 110 Introduction to Legal Assisting (3 SH)
Semester Offered: Fall
A study of the functioning of legal assistants in law-related employment including legal interviewing, investigation, formal and informal advocacy support roles, as well as a study of ethical conduct required by lawyers and their employees as prescribed by the rules of professional conduct. This course is recommended before taking other LG courses.

LG 160/260/360/460 Individual Investigation in Legal Studies (2-5 SH)
Independent study of topics not offered as regular courses.

LG 170-79/270-79/370-79/470-79 Special Topics in Legal Studies (2-4 SH)
Courses will be offered on a rotating basis and are designed to keep students abreast of current legal issues for example; current Supreme Court decisions.

LG 210 Principles of Legal Research and Writing (4 SH)
Semester Offered: Fall
Pre-Requisite(s): EN 101 or permission of instructor
A study and practical application of legal research skills and citation forms; analysis and determination of issues of law and fact and evaluations of points and authorities.

LG 220 Criminal Law and Procedure (3 SH)
Semester Offered: Spring
A course of study to familiarize the student with the classification and types of criminal offenses and all aspects of criminal procedures. Cross-listed as CJ 220.

LG 222 Civil Litigation and Procedure (3 SH)
Semester Offered: Fall odd years
A study of the practice of the attorney within the state and federal judicial system, including the choice of legal forms, filing of civil actions and motions before, during and after trial and appellate practice.

LG 230 Investigative Techniques (3 SH)
Semester Offered: Fall
A study of the skills necessary to carry out investigative fact finding (i.e. insurance work, preparation for trial, on-site investigations, etc.). Includes public records research. Cross-listed as CJ 230.

LG 250/350/450 Internship in Legal Studies (1-5 SH)
Internships are academic courses that take place in professional work settings and call for the application of concepts learned in the classroom. Students gain on-the-job experience under supervision by working directly with a manager in a business or not-for-profit organization. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

LG 303 Taxes & Culture Clinic I (2 or 3 SH)
Semester Offered: Spring
Pre-Requisite(s): Sophomore standing or permission of instructor
An interdisciplinary course covering basic income tax and immigration law and the Hispanic culture. Students gain a fundamental understanding of federal, state and city income tax law for low-income taxpayers. Students gain a first-hand knowledge of basic immigration law and how undocumented United States workers are handled through our system. It is a clinic course relying heavily on student participation. Cross-listed as AC 303.

LG 311 Landmark Cases in Mental Health and the Law (3 SH)
Semester Offered: Spring odd years
The purpose of Landmark Cases in Mental Health and the Law is to introduce students to the major Supreme Court cases that have decided issues in mental health and related fields. This course will be a seminar in which students will read relevant case law in areas such as: competency to stand trial, criminal responsibility, expert testimony, civil commitment, right to treatment, right to refuse treatment, capital punishment, workplace violence, etc. Additional readings will be assigned as new cases are published. Cross-listed as CJ 311, PS 311.

LG 312 Legal Issues in Sports (3 SH)
Semester Offered: Spring even years
Pre-Requisite(s): LG 315
A presentation of the basic legal issues and interpretation of the law as it applies to sports and recreation. Topics include contracts, torts, regulation of sports, legal terminology and legal principles as applied to the administration and management of sports programs. Emphasis is on identifying and analyzing legal issues, the implications of those issues and the options for limiting the liability of sports organizations. Cross-listed with SA 315

LG 315 Business Law I (3 SH)
Semester Offered: Fall and Spring
An introduction to the legal system, with emphasis on the law as it affects business relationships. Historical, social and moral factors are examined in an attempt to convey the dynamic nature of legal rules. Topics include the creation, nature and enforcement of legal obligations; the law of contracts from common law to the Uniform Commercial Code; sales under the Uniform Commercial Code; business ethics and the law.

LG 316 Business Law II (3 SH)
Pre-Requisite(s): LG 315 or permission of instructor.
A continuation of the study of legal principles as they affect

business. Topics include real and personal property, secured transactions, commercial paper, forms of business organization, bankruptcy, securities regulation, antitrust and government regulation including environmental, consumer and employment law. This course is recommended for students planning to take the CPA examination.

LG 320 Court Administration (3 SH)
A study of court room preparation and procedures to assist the judge and court as applicable to the legal assistant.

LG 324 Constitutional Law (3 SH)
Semester Offered: Fall
A study of the scope of federal powers, separation of powers and the federal system, the Bill of Rights, due process and equal protection. Cross-listed as PO 320 and CJ 324.

LG 327 Death Penalty in America (3 SH)
The Death Penalty in America is a course designed to introduce students to the legal, psychological and practical aspects of the death penalty. Emphasis will be placed on the landmark Supreme Court cases and the role that mental health experts play in death penalty litigation. There will be ample opportunity for discussion and debate. Cross-listed as CJ 327.

LG 331 Judicial Process (3 SH)
Semester Offered: Spring odd years
An examination of the development and functions of the judicial system in the United States and the role of courts in the policy process. Topics include theories of law and jurisprudence, the structure of the judiciary, civil and criminal procedures, judicial selection and decision-making and the impact of courts on the legislative and executive branches. Crosslisted with CJ331/PO331.

LG 332 International Business Law (2 SH)
Pre-Requisite(s): Junior standing
This course examines sources of international law by studying the legal traditions of various countries, treaties, organizations and the regulation of foreign trade. A focus on international commercial transactions emphasizes contracts and includes transportation, sales, environment, taxation, finance, money and banking, intellectual property rights and real property rights.

LG 345 Psychology and Law (3 SH)
Semester Offered: Fall
Pre-Requisite(s): PS 101
This course examines the relationship between psychology and law. The structure of the course will be lectures, discussion, case presentations, debate and direct observation. Both academic and practical experiences will cover juries, civil commitment, violence prediction, competency, the insanity defense, eyewitness testimony and the death penalty. Cross-listed as CJ 345, PS 345.

LG 406 Taxes & Culture Clinic II (2 SH)
Semester Offered: Spring
Pre-Requisite(s): LG 303
An interdisciplinary course covering basic income tax and immigration law and the Hispanic culture. Students gain a fundamental understanding of federal, state and city income tax law for low-income taxpayers. Students gain a first-hand knowledge of basic immigration law and how undocumented United States workers are handled through our system. It is a clinic course relying heavily on student participation. Cross-listed as AC 406.

LG 410 Ethics (1 SH)
Semester Offered: Spring
A study of legal principles, consideration of legal ethics and the unauthorized practice of law.

LG 420 Applied Senior Seminar (3 SH)
A review and comprehensive examination of the entire legal assistant course of study including legal research and writing, ethics and office on-site experience. Students must receive a "B" or better to receive credit towards the major.

LG 450 Legal Assistant Internship (1-5 SH)
An applied internship under the direction of a practicing attorney. Requires approval of program director. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

MARKETING (MK)

K 160/260/360/460 Individual Investigation in Marketing (2-5 SH)
Independent study of topics not offered as regular courses.

MK 170-79/270-79/370-79/470-79 Special Topics in Marketing (2-4 SH)
Courses in topics of special interest to faculty members and students are offered from time to time. For complete course descriptions, students are directed to the schedule of classes, available in the Registrar's Office.

MK 203 Marketing Principles (3 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): Sophomore standing
Introduction to marketing theories, principles and practices. Emphasis is on the role of marketing in the organization. Major topics include market segmentation, market targeting, product positioning and the marketing mix.

MK 250/350/450 Internship in Marketing (1-5 SH)
This course provides the opportunity for students to gain valuable experience by participating in an actual working environment in his or her own area of interest. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

MK 317 Marketing Management (3 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): MK 203, MT 108 or MT 109
An application of basic marketing theories and principles, this course focuses on the decision-making aspects of marketing management. Emphasis is on the critical analysis and solution of marketing problems. Students analyze marketing cases and develop a marketing plan for a product or organization.

MK 301 Social and Digital Media Marketing (3 SH)
Semester Offered: Every 3rd semester
Pre-Requisite(s): MK 203
This course provides an overview of topics of social and digital media marketing. The course covers the types of media available, appropriate uses of these media, how to utilize them as part of a marketing strategy, legal issues and measures of effectiveness.

MK 328 International Marketing (3 SH)
Semester Offered: Every 3rd semester
Pre-Requisite(s): MK 203
This course is designed to introduce and examine some of the marketing problems peculiar to international environments from the managerial perspective and to aid students in developing an awareness of intercultural factors as they affect the business world.

MK 334 Consumer Behavior (3 SH)
Semester Offered: Spring
Pre-Requisite(s): MK 203
An introduction to the theoretical foundations, models and research advances in consumer behavior. Both consumer and organizational buying behavior are covered. Psychological, sociological, anthropological and economic foundations of consumer behavior are investigated.

MK 335 Marketing Research (3 SH)
Semester Offered: Every 3rd semester
Pre-Requisite(s): MK 203, MN 215
This course is designed to give students both a theoretical and a practical foundation in marketing research. The focus of the course is the research design process: objectives, design, methods, analyzing results, reporting and budget. Students design a major research study for a product or a company.

MK 394 Advertising and Public Relations (3 SH)
Semester Offered: Fall
Pre-Requisite(s): MK 203
An examination of the four elements of the promotion mix: advertising, sales promotion, personal selling and publicity. Strategy formulation is emphasized with attention given to the relationship of promotion to the overall marketing strategy of an organization.

MANAGEMENT (MN)

MN 160/260/360/460 Individual Investigation in Management (2-5 SH)
Independent study of topics not offered as regular courses.
MN 170-79/270-79/370-79/470-79 Special Topics in Management (2-4 SH)
Courses in topics of special interest to faculty members and students are offered from time to time. For complete course descriptions, students are directed to the schedule of classes, available in the Registrar's Office.

MN 200 Introduction to Management (3 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): EN 101
This course introduces students to life in an organization. Organizational definitions, culture and relationships between government and society are covered. The focus of the course is on developing successful communication strategies within organizations. Verbal, written and team communications are stressed. The use of technology in aiding and enhancing communication is also covered. Cross-listed as CM 200.

MN 215 Business Statistics (3 SH)
Semester Offered: Fall and Spring
A study of statistical methods used for business decisions. Topics include descriptive statistics, probability, estimation, hypothesis testing, regression analysis and forecasting. Emphasis is on developing and interpreting information for business research and decision making.

MN 216 Applied Decision Models (3 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): MN 215
A study of quantitative approaches to decision making. Topics include break-even analysis, linear programming, inventory management, queuing theory, project management techniques and Monte Carlo simulation. Emphasis is on developing and interpreting information for managerial decision making.

MN 250/350/450 Internship in Management (1-5 SH)
This course provides the opportunity for students to gain valuable experience by participating in an actual working environment in his or her own area of interest. Students are

required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

MN 301 Personal Effectiveness in the World of Work (3 SH)
Semester Offered: Fall
Pre-requisite(s): Sophomore status and MN 200, Non-business majors by instructor permission.
This course will introduce students to a variety of topics and tools to prepare them for the workplace. These project-driven topics (each running two to four weeks within the 15 week semester) will enable the students to learn critical skills, such as, job orientation expectations, effective business communications and meeting management, business etiquette, Ethics and Civility. Technical skills, such as survey research design will be investigated. Students will engage in hands-on projects using these skills and technical applications. Students outside of Business Administration may find these topics and tools useful and/or adaptable to their career goals.

MN 302 Training and Development (3 SH)
Semester Offered: Spring even years
Pre-requisite(s): Sophomore status, MN 200
This course is a study of training issues, methodology, and applications associated with the development of skills and knowledge within the workplace, especially as it impacts job performance and employee development. Topics include learning theory and motivation, organizational needs analysis, approaches to adult learning, types of training and assessment techniques, together with key organizational training topics, e.g., Orientation, Diversity. Development and delivery of formal training sessions will cap student learning.

MN 310 Operations Management (3 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): MN 200, MN 216
This course examines the production and operations system of the firm and appraises the methods available to aid in management decision-making. Production and inventory control and general plant management techniques are surveyed. Both manufacturing and service organizations are analyzed.

MN 312 Human Resource Management (3 SH)
Semester Offered: Fall odd years
Pre-Requisite(s): MN 200
An examination of the concepts, practices and problems of administering human resource functions in an organization. This course is useful for those pursuing careers as human resource managers as well as general managers. Topics covered include recruitment, selection, placement, training, safety, job design, performance evaluation, employee services, unions, wage administration and employee retention.

MN 315 Supervision and Leadership (3 SH)
Semester Offered: Spring
Pre-Requisite(s): Sophomore status, MN 200
A survey course covering the history, philosophy, theories and concepts of leadership. This course will differentiate between the roles of the manager and the leader and provide the student with the foundations of leadership.

MN 320 Organizational Development (3 SH)
Basic, yet comprehensive, overview of organizational development. Evolution of field, key concepts and methods that drive organizational development; techniques to diagnose opportunities for change; and tools to implement and evaluate organizational development initiatives.

MN 323 Organizational Behavior (3 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): Sophomore standing, MN 200
This course examines the social, psychological, anthropological and cultural aspects of the workplace. Topics such as goals, motivation, job satisfaction, communication, diversity, technology, leadership, teams and conflict are examined from a human behavioral perspective. Experiential exercises are used to observe human behavior in the classroom.

MN 325 Quality Management (3 SH)
TQM principles and practices, leadership, customer satisfaction, employee involvement, continuous process improvement, supplier partnership, performance measures, statistical process control, ISO standards, benchmarking, quality function deployment, concurrent engineering, experimental design, Taguchi's quality engineering and product liability.

MN 410 Labor Relations (3 SH)
Semester Offered: Fall odd years
Pre-Requisite(s): MN 200 or permission of the instructor.
An evaluation of labor-management relationships, wage determination and the factors affecting labor productivity. Studies also include the objectives and techniques of management and union leaders and the administration of the labor relations function.

MN 430 Managing the Small Business (3 SH)
Pre-Requisite(s): MN 200, FN 320, MK 203
A study of the nature of entrepreneurship and discipline required for owning or managing a small enterprise. The course examines the risk-reward relationships in new ventures, legal forms of businesses, roads to ownership and funding resources for new and existing ventures.

MATHEMATICS (MT)

MT 101 Introduction to Mathematical Literacy (3 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): Placement
Co-Requisite(s): MT 101L
Introduction to Mathematical Literacy is a one semester course integrating numeracy, proportional reasoning, algebraic reasoning, and functions. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. Throughout the course, college success content will be integrated with mathematical topics. This course will consist of 3 hours of lecture.

MT 101L Introduction to Mathematical Literacy Lab (1 SH)
Pre-Requisite(s): Placement
Co-Requisite(s): MT 101
Scheduled exercises and activities are designed to provide student with supplemental support to enhance the concepts of mathematics. The students will be working with the computer assignments associated with the textbook.

MT 105 Theory of Mathematics for Education (3 SH)
Offered: Fall even years
Pre-Requisite(s): Placement or C or better in MT 101
A study of elementary school mathematics topics to promote a deep understanding in the areas of problem solving; set theory, history of numbers, number theory (whole, integers, rational and irrational numbers) and operations (addition, subtraction, multiplication, division); algebra and functions; students will learn to apply the technology. Students will become familiar with the National Council of Teachers of Mathematics (NCTM) resource Principles and Standards for School Mathematics.

MT 106 Geometry and Statistics for Education (3 SH)
Offered: Spring odd years
Pre-Requisite(s): MT 105
A continuation of MT 105. Study of the central concepts and tools of inquiry of algebraic thinking, geometry and spatial sense (planar and 3 dimensional figures; transformation, symmetries and tiling; and congruence and similarity), measurement (length, area, perimeter, volume, surface area), probability, statistics and data analysis and finance. Students will become familiar with the National Council of Teachers of Mathematics (NCTM) resource Principles and Standards for School Mathematics.

MT 108 Excursion in Mathematics (3 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): Placement or C or better in MT 101
This course deals with the fundamental mathematical tools frequently applied in social sciences, humanities and fine arts. Selected portions of mathematics are chosen to develop an appreciation for the importance of mathematics in today's world. Mathematical concepts are approached through applications. Topics man include: Social Choice: critical thinking and understanding logical arguments; Shape, Growth and Form: exponential and logarithmic models, mathematics of consumer finance and amortization; and Statistics: Collecting Data, Describing Statistics, Chances and Probability. The student should have had three years of high school math including knowledge of high school Algebra I, Algebra II and Geometry. Placement in the class is through the mathematics department.

MT 109 Pre-Calculus I (4 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): Placement or C or better in MT 101
A study of topics needed to prepare a student who plans to study science, business, statistics, middle school mathematics or calculus or needs to supplement their prior mathematics courses. The course includes polynomial functions, exponential and logarithmic functions, graphs, quadratic equations and inequalities and systems of equations. The student should have had four years of high school math including knowledge of high school Algebra I, Geometry, Algebra II and Trigonometry. Placement in the class is through the mathematics department.

MT 110 Pre-Calculus II (3 SH)
Offered: Spring
Pre-Requisite(s): MT 109 or Placement
Exponential and logarithmic functions, the trigonometric functions, analytic trigonometry and topics in analytic geometry. For students who plan to study science, computers, middle school mathematics or calculus or need to supplement their prior mathematics courses. The student should have had four years of high school math including knowledge of high school Algebra I, Geometry, Algebra II and Trigonometry. Placement in the class is through the mathematics department.

MT 160/260/360/460 Individual Investigation in Mathematics (1-5 SH)
Supervised investigation of topics not offered as regular courses in the mathematics curriculum.

MT 170-79/270-79/370-79/470-79 Special Topics in Mathematics (2-4 SH)
A study of selected topics of interest to the student. Courses taught as special topics may include differential and integral equations, set theory, linear algebra, topology, number theory, complex variables, topics in computer science and topics of an interdisciplinary nature.

MT 207 Probability and Statistics (3 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): C or better in MT 109, permission
An introduction to the basic concepts of probability and statistical inference. Topics generally include the laws of probability, sampling, the normal, the binomial and the chisquare distribution, estimation, hypothesis testing, simple linear regression and correlation.

MT 209 Discrete Mathematics (3 SH)
Semester Offered: Spring odd years
Pre-Requisite(s): MT 210 or higher, or permission of instructor
Discrete mathematics is an introduction to proofs and mathematical reasoning in the context of discrete mathematical structures. Topics include proof techniques, set theory, relations, elementary function theory and the Division Algorithm.

MT 210 Calculus and Analytical Geometry I (5 SH)
Semester Offered: Fall
Pre-Requisite(s): MT 110 or placement
A study of elementary calculus with analytical geometry including the topics of integration, approximation, derivation of algebraic, logarithmic, exponential, trigonometric and inverse trigonometric functions with applications.

MT 211 Calculus and Analytical Geometry II (4 SH)
Semester Offered: Spring
Pre-Requisite(s): MT 210
A continuation of Calculus and Analytical Geometry I, including the fundamental theorems, polar coordinates, indeterminate forms, improper integrals, infinite series and more analytical geometry.

MT 213 Calculus and Analytical Geometry III (4 SH)
Semester Offered: Fall
Pre-Requisite(s): MT 211
A continuation of Calculus and Analytical Geometry II, including vectors and solid analytical geometry, partial differentiation, multiple integrals and line and surface integrals.

MT 301 Modern Geometry (3 SH)
Semester Offered: Fall even years
Pre-Requisite(s): MT 109 or higher, or permission of instructor
Modern Geometry covers axiomatic foundations of Euclidean and Non-Euclidean geometries, finite geometry and, transformations, congruence, formal proofs, tessellations, fractals and use of computer graphics technology. The emphasis will be on the contrast between the traditional and modern approaches to geometry. The course will provide students with an appreciation of the modeling applications of geometry, familiarize students with the real-world applications of geometry, provide students opportunity to explore one topic in depth and write a paper about it.

MT 303 The History of Mathematics (3 SH)
Semester Offered: Spring even years
Pre-Requisite(s): MT 109, or permission of instructor
A cross-cultural historical study of mathematics over the past centuries; the mathematical thoughts from ancient to modern times, women in mathematics, biographies of mathematicians and application of mathematics to science.

MT 309 Differential Equations (3 SH)
Semester Offered: Spring even years
Pre-Requisite(s): MT 211 or higher, or permission of instructor
Solution of various types of differential equations with interpretations and applications.

MT 311 Intermediate Analysis I (3 SH)
Semester Offered: Fall even years
Pre-Requisite(s): MT 211 and Junior status, or permission
Introductions to the real-number system, sequences, convergence, continuity and limits of functions, and differentiation.

MT 323 Modern Linear Algebra (4 SH)
Semester Offered: Spring odd years
Pre-Requisite(s): MT 210 or higher, or permission of instructor
This course covers systems of linear equations, matrices, determinants, vector spaces, linear transformations, eigenvalues and eigenvectors.

MT 324 Modern Abstract Algebra (3 SH)
Semester Offered: Fall odd years
Pre-Requisite(s): MT 211 and junior standing, or permission
This course introduces the concepts for abstract algebra: equivalence relations, isomorphism, group theory, modulo, integer and number theory, rings, integral domains and field. There is an emphasis on proofs.

MT 330 Numerical Methods (3 SH)
Semester Offered: Spring even years
Pre-Requisite: MT211, MT323
To give an introduction to modern approximation techniques; to explain how, why, and when they can be expected to work; to learn to accurately approximate the solutions of problems that cannot be solved exactly and the techniques for estimating error bounds. The algorithms in the course lead to software programs that give correct results and most efficient programs. We will use supplied programs that are included with the text.

MT 401 Senior Research (2 SH)
Senior capstone course, researching an area of mathematics of their interest. May begin research spring of junior year.

MUSIC (MU)

Note: *Applied music credit towards graduation is limited to nine (9) hours. Students may continue to take applied music, but credits in excess of nine will not be counted in the 120 hours needed for graduation.*

MU 100 Class Instruction in Voice (1 SH)
For beginners only.

MU 103 Private Instruction in Flute (1 SH)
MU 104 Introduction to the Art of Music (3 SH)
Semester Offered: Fall
An aural examination of the musical elements of timbre, texture, rhythm, melody and harmony in musical styles from Gregorian Chant to the present.

MU 105 Private Instruction in Piano (1 SH)

MU 106 Private Instruction in Voice (1 SH)

MU 108 Choir (1 SH)
A vocal ensemble of mixed voices comprised of college and community members dedicated to the rehearsal and performance of a variety of choral literature. At least one concert performance is required per semester. This course is open to students with prior singing/choral experience who are interested in a college/community choral singing opportunities

MU 110 Private Instruction in Other Instruments (1 SH)

MU 111 Private Instruction in Composition (1 SH)

MU 112 Conducting (1 SH)
Pre-Requisite(s): Six hours of theory or permission of instructor
An introductory course on basic conducting techniques for instrumental and choral applications, including mechanics of movement, music interpretation, rehearsal techniques and performance practices.

MU 114 Practicum: Making Music (3 SH)
This course provides the instruction and studio equipment necessary to explore self-expression through the use of sound. Instruction assists in the basic process of making aesthetic choices of sound, as well as learning fundamental studio recording techniques. This course is designed primarily for the non-musician and does not require previous musical experience.

MU 140 Fundamentals of Music (3 SH)
The basic elements of music including notation, clefs, interval recognition, scale construction and key signatures.

MU 160/260/360/460 Individual Investigation in Music (2-4 SH)
Independent study relating to methods and problems of research in the area of history and literature of music.

MU 170-79/270-79/370-79/470-79 Special Topics in Music (2-4 SH)
Applied Courses.

MU 210 Musical Theater/Opera Workshop (1 SH)
Pre-Requisite(s): The course is open to students with prior singing, drama, or production experience.
Musical Theater/Opera Workshop provides students with the opportunity to study and apply the techniques of effective performance in all forms of music drama from Opera and American Musical Theatre. Students will study an assigned role from a particular scene or multiple scenes with a vocal coach/accompanist and perform as soloists as well as members of small groups and larger ensembles. In addition to learning music, the student will learn blocking, acting, and dance steps if needed. At least one to two performances are required at the end of the semester.

MU 211 Wind Ensemble (1 SH)
Pre-Requisite(s): An audition for the conductor
Wind Ensemble is a performance ensemble, or one or more small-group ensembles, specializing in the literature of a wide variety of genres. Students will be provided ensemble experiences necessary for developing and refining improvisation techniques and performance practices appropriate to the diverse musical styles. A public performance is a requirement.

MU 214 Practicum: Making Music II (3 SH)
Pre-Requisite(s): MU 114
Continued exploration for the non-musician into the art and craft of self-expression through sound. Slightly more sophisticated and longer compositions are encouraged. More attention is given to the critique of the works written for the class.

MU 220 Intermediate Theory and Aural Communication (3 SH)
Pre-Requisite(s): MU 140
A continuation of MU 140 including sight-singing, triadic harmony, chorale harmonization and keyboard harmony.

MU 221/222 Advanced Theory and Aural Communication I, II (3, 3 SH)
Pre-Requisite(s): MU 221
A two-semester course which is a continuation of MU 220 including sight-singing, chromaticism and use of non-harmonic tones, modulations, contemporary notational systems and twentieth century compositional practices, analysis of melodic shape and construction and the writing of small vocal and instrumental pieces in specified forms.

MU 250/350 Internship in Music (1-5 SH)
An opportunity for field studies under professional supervision during the academic year and summer. Open to all students with permission. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

MU 304 History and Literature of Music I (3 SH)
The Medieval, Renaissance and the Baroque. History of music literature and styles of western music through 1750.

MU 305 History and Literature of Music II (3 SH)
The Classical and the Romantic Eras. The Viennese School through the end of the nineteenth century.

MU 306 History and Literature of Music III (3 SH)
Music of the twentieth century. Nineteen hundred to the present.

MU 320 Theory: Counterpoint and Composition (3 SH)
Pre-Requisite(s): MU 222
Techniques of the sixteenth century. Analysis of polyphonic materials of the period; the canon and motet; the writing of voice and instrumental pieces in small forms.

MU 321 Theory: Orchestration (3 SH)
Pre-Requisite(s): MU 222
A study of the nature, range and use of the instruments of the modern orchestra; score-reading and interpretation. A study of the various techniques of orchestration both conventional and contemporary; practical application through the orchestrating of piano works.

MU 322 Composition (3 SH)
Pre-Requisite(s): MU 222
A study of the methods and materials of music composition through analysis of a wide stylistic range of music scores and the writing of original works for acoustic and/or electronic media.

MU 323 Advanced Composition (3 SH)
Pre-Requisite(s): MU 322
Advanced studies in the art of music composition, including analysis and interpretation of contemporary scores; the creation of new notational systems; and the writing of original works for acoustic and/or electronic media.

MU 400 Multidisciplinary Art and Digital Performance (3 SH)
Pre-Requisite(s): Junior or Senior Standing
This course explores experimental and traditional work of integrating digital technologies into visual, dance, music and theater performances. This includes working with digital projections, real-time processing of data (i.e. music data connected and controlling visual display or devices controlling instruments/sounds), sensors, motion tracking via software and other emerging technologies. Reading about contemporary performances and art will be included and we will work towards creating a performance/installation within this multidisciplinary course. Cross listed as AT 400, DN 400, IM 400, FA 400, TH 406.

MU 404 Senior Project in Music (3 SH)
A major creative work in performance, composition, theory or history of music.

MU 405 Senior Project in Music II (3 SH)
A major creative work in performance, composition, theory or history of music.

OSHA LABORATORY SAFETY STANDARDS (OSH)

OSH 101 OSHA Laboratory Standard (1 SH)
This course address the three major areas needed to comply with the standard, general information about the standard itself, commonly used chemicals and general safe chemical practices. Repeatable for credit.

OSH 110 Safe handling of laboratory glassware (0.5 SH)
Prerequisites: OSH 101
This course discusses the nature of various types of glassware, and the problems it can cause as well as the need for laboratory workers to use and maintain laboratory glassware safely. Repeatable for Credit.

OSH 111 Proper use of laboratory hoods (0.5 SH
Prerequisites: OSH 101
This courses addresses how to properly use laboratory hoods and how to test them to ensure correct functioning as well as discuss how hoods can protect an experiment, the facility, and most importantly, the laboratory worker. Repeatable for Credit.

OSH 112 Proper use of personal protective equipment (PPE) (0.5 SH)
Prerequisites: OSH 101
This course addresses complying with OSHA's Standard on Personal Protective Equipment, including PPE for eye and face hazards, respiratory hazards, electrical hazards head hazards and hand and foot hazards. Repeatable for Credit.

OSH 113 Safety Data Sheet Usage in the Laboratory (0.5 SH)
Prerequisites: OSH 101
All potentially hazardous materials entering a laboratory have a Material Safety Data Sheet (MSDS). This course reviews the various sections of the MSDS, what information can be found in each section and most importantly, how this information can help employees to work safely in their laboratory. This course will also cover complying with the employee training requirements of OSHA's newly adopted GHS regulations as well as the American National Standards Institute (ANSI) standard format for MSDS. Repeatable for Credit.

OSH 114 Proper Labeling in Accordance with GHS Guidelines (0.5 SH)
Prerequisites: OSH 101
This course will focus on the training requirements of OSHA's newly adopted GHS regulations including chemical hazard labeling, GHS label pictograms and text elements, and establishing and maintaining training and phase-in deadlines. Repeatable for Credit.

OSH 115 Flammables and Explosives in the Laboratory (0.5 SH)
Prerequisites: OSH 101
This course focuses on the nature of flammable and explosive materials, as well as hazards associated with their use. It will also cover the proper handling procedures and personal protective equipment that should be used when working with these substances. Repeatable for Credit.

OSH 116 Bloodborne Pathogens in First Response Environments (0.5 SH)
Prerequisites: OSH 101
This course will discuss the latest medial language and needlestick guidelines, in particular to assist first responders in fulfilling the OSHA Bloodborne Pathogens Standard's (29 CFR Part 1910.1030) training requirements. Repeatable for Credit.

OSH 117 Bloodborne Pathogens in Healthcare Facilities (0.5 SH)
Prerequisites: OSH 101
This course focuses on healthcare facilities responsibilities in fulfilling the OSHA Bloodborne Pathogens Standard's (29 CFR Part 1910.1030) training. Repeatable for Credit.

PHYSICAL SCIENCE (PC)

PC 106 Introduction to Physical Science (3 SH)
Semester Offered: Fall and Spring
An overview of some fundamental scientific concepts and their application to the physical world. Topics from physics, chemistry and earth science are covered. Laboratory material included. For non-science majors.

PC 160/260/360/460 Individual Investigation in Physical Science (2-4 SH)

PC 170-79/270-79/370-79/470-79 Special Topics in Physical Science (2-4 SH)

PC 201 General Physics I (3 SH)
Semester Offered: Fall odd years
Pre-Requisite(s): MT 109 or higher, or permission of the instructor.
Concurrent Requisite(s): PC 201L
A study of classical mechanics including Newtonian dynamics, energy conservation and principles of oscillatory motion.

PC 201L General Physics I Lab (1 SH)
Semester Offered: Fall odd years
Concurrent Requisite(s): PC 201
Scheduled exercises and activities are designed to provide the student with hands-on experience with selected topics from PC 201.
Additional Lab Fee

PC 202 General Physics II (3 SH)
Semester Offered: Spring even years
Pre-Requisite(s): PC 201 or permission of instructor
Concurrent Requisite(s): PC 202L
A study of the principles of electrostatics, electricity, magnetism and electromagnetic radiation.

PC 202L General Physics II Lab (1 SH)
Semester Offered: Spring even years
Concurrent Requisite(s): PC 202
Scheduled exercises and activities are designed to provide the student with hands-on experience with selected topics from PC 202.
Additional Lab Fee

PC 210 Calculus-Based Physics I (3 SH)
Semester Offered: Fall even years
Pre-Requisite(s): MT 210

Concurrent Requisite(s): PC 210L
The first semester of introductory calculus-based physics designed for students majoring in chemistry. The course is a general introduction to kinematics, dynamics, conservation laws (energy, momentum, and angular momentum), gravitation, simple harmonic motion, waves and sounds, and thermodynamics.

PC 210L Calculus-Based Physics I Lab (1 SH)
Semester Offered: Fall even years
Pre-Requisite(s): MT 210
Concurrent Requisite(s): PC 210
Scheduled exercises and activities are designed to provide the student with hands-on experience with selected topics from PC 210.
Additional Lab Fee

PC 211 Calculus-Based Physics II (3 SH)
Semester Offered: Spring odd years
Pre-Requisite(s): PC 210, MT 210
Concurrent Requisite(s): PC 211L
The second semester of introductory calculus-based physics designed for students majoring in chemistry. The course continues with a general introduction to electric fields and force, electricity and magnetism, electromagnetic waves, light and optics, and early quantum mechanics.

PC 211L Calculus-Based Physics II Lab (1 SH)
Semester Offered: Spring odd years
Pre-Requisite(s): PC 210, MT 210
Concurrent Requisite(s): PC 211
Scheduled exercises and activities are designed to provide the student with hands-on experience with selected topics from PC 211.
Additional Lab Fee

PC 220 Physical Geology (3 SH)
Semester Offered: Spring odd years
Concurrent Requisite(s): PC 220L
An introduction to the principles of physical geology through lectures, laboratory exercises and local field trips. Open to all students.

PC 220L Physical Geology Lab (1 SH)
Semester Offered: Spring odd years
Concurrent Requisite(s): PC 220
Scheduled exercises and activities are designed to provide the student with hands-on experience with selected topics from PC 220.
Additional Lab Fee

PC 250/350/450 Internship in Physical Science (1-5 SH)
Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

PHYSICAL EDUCTION (PE)

PE 110 First Aid and CPR Certification (2 SH)
Semester Offered: Fall and Spring
At the completion of this course students will be First Aid and CPR certified.
Additional Fee

PE 160/260/360/460 Individual Investigation in Physical Education (2-5 SH)
Independent study of topics not offered as regular courses.

PE 170-79/270-79/370-79/470-79 Special Topics in Physical Education (2-4 SH)
Courses in topics of special interest to faculty members and students are offered from time to time. For complete course descriptions, students are directed to the schedule of classes, available in the Registrar's Office.

PE 200 Body Wellness (2 SH)
This course involves guided explorations in movement fundamentals, relaxation techniques, exercises to increase strength, flexibility, ease of motion and dynamic alignment. The class consists of discussions on wellness, such as nutrition and stress reduction. Students participate in warm-up, aerobic workout and cool down through stretching. No dance experience is required.

PE 216 Anatomical Kinesiology (3 SH)
Semester Offered: Spring
The exploration of the primary bones, joints and muscle groups that participate in vertical alignment and efficient movement. Explorations proceed with exercises designed to locate the positions and to experience the motions of these groups in the initiation of effective posture and efficient movement. Students in dance, athletics and riding may find this course of interest.

PE 220 Pilates I: Balance, Strength and Shape (2 SH)
Semester Offered: Fall and Spring
This course introduces the student to Pilates, an exercise-based system that aims to develop the body's center to create a stable core for efficient and effective movement. Students will be guided through a series of Pilates exercises intended to realign structure, improve balance and enhance motor skills. May be taken twice for academic credit. Cross-listed as DN 220.

PE 250/350/450 Internship in Physical Education (1-5 SH)
Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application

must be completed and filed with the Office of Career Services and Internships.

PE 320 Pilates II: Balance, Strength and Shape (2 SH)
Semester Offered: Fall and Spring
Pre-Requisite(s): DN 220 or PE 220
Study the fundamentals of Pilates mat work at the intermediate level. Emphasis is on strengthening the core muscles, increase body awareness and muscle tone, flexibility and coordination. May be taken twice for academic credit. Cross-listed as DN 320.

POLITICAL SCIENCE (PO)

PO 101 Introduction to Political Science (3 SH)
Semester Offered: Fall
An introduction to the discipline of political science. The course focuses on the scope and nature of political science, the various subfields of the discipline and the basic political concepts, institutions and processes.

PO 110 American National Government (3 SH)
Semester Offered: Fall and Spring
An introduction to the structure, functions, and processes of the United States federal system of government. The Course examines fundamental aspects of U.S. government and politics including the development of the Constitution, civil liberties and civil rights, the legislative, executive, and judicial branches, political parties, the media, public opinion, and public policy.

PO 160/260/360/460 Individual Investigation in Political Science (2-4 SH)

PO 170-79/270-79/370-79/470-79 Special Topics in Political Science (2-4 SH)

PO 201 Introduction to Political Ideologies (3 SH)
Semester Offered: Spring
An introductory examination of the competing ideologies that have dominated politics over the past century including liberalism, conservatism, socialism, anarchism, and fascism. The course also explores more recent ideologies including feminism, Islamism, and environmentalism.

PO 202 Public Policy (3 SH)
An introduction to the policy-making process in the United States with an emphasis on the interactions among the various individual and institutional actors involved at all levels of government. The course explores theories of policy making, policy implementation and policy evaluation and focuses on several important policy areas including education, welfare, health care, civil rights, criminal justice, national defense and foreign policy.

PO 205 State and Local Government (3 SH) Semester Offered: Spring even years
An analysis of the organization, powers and processes of American state and local governments emphasizing their roles in policy determination and implementation and the major contemporary problems confronting them.

PO 210 U.S. Foreign Policy
Semester Offered: Spring odd 4th year
An examination of historical and contemporary U.S. foreign policy and the major institutions involved in making foreign policy including the president, the Department of State, Congress, interest groups, the military, and the intelligence community. The course also explores the connections between U.S. foreign policy and civil liberties and public opinion.

PO 212 Comparative Politics (3 SH)
Semester Offered: Fall even years
An introduction to basic concepts and theories of comparative politics through an analysis of the political systems and governments of selected democratic and non-democratic countries. Topics explored include political culture and ideology, governmental institutions and processes, political parties and electoral systems, political participation, behavior, and decision-making, and political and economic development.

PO 214 International Relations (3 SH)
Semester Offered: Spring even 4th year
An introduction to the key actors, concepts, theories, issues and political dynamics that shape world politics. The course explores the nature of the international system, the ways in which states and other global actors interact and the contemporary challenges facing the global community in the areas of peace and security, economics, human development and the environment.

PO 215 Environmental Policy and Regulation (3 SH)
Semester Offered: Spring even years
Pre-Requisite: BI 101, BI 102 or permission of instructor
This course is an introductory course examining contemporary methods of policy analysis, agenda-setting, models of policy formulation and implementation, and policy evaluation impacting our environment. Students will examine impact of institutions, politics, law, policy analysis, and

planning on regulations in the environmental arena, as well as the legal and philosophical underpinnings of the environmental movements. The class will scrutinize common-law precedent. Private property issues, statutory programs, risk analysis, cost/benefit analysis, environmental justice issues, and others contemporary issues in environmental policy as they pertain to the core curriculum. Cross-listed with BI 215.

PO 250/350/450 Internship in Political Science (1-5 SH)
An academic course that provides students with an individualized career-related work experience in the field of political science. The course may be repeated; a maximum of six credit hours will be counted toward the major requirements. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

PO 310 European Politics (3 SH)
Semester Offered: Fall odd 4th year
A comparative analysis of political institutions, processes and issues in selected European countries and the European Union. Topics include constitutional structures, legislative, executive and judicial processes, political party systems, electoral systems and domestic and foreign policies.

PO 311 Politics of Developing Countries (3 SH)
Semester Offered: Fall odd 4th year
A comparative analysis of political institutions, processes and issues in selected countries of Africa, Asia, Latin America and the Middle East. Topics include constitutional structures, legislative, executive and judicial processes, political party systems, electoral systems and domestic and foreign policies.

PO 320 Constitutional Law (3 SH)
Semester Offered: Fall
A study of the scope of federal powers, separation of powers and the federal system, the Bill of Rights, due process and equal protection. Cross-listed as CJ 324 and LG 324.

PO 321 International Organization and Law (3 SH)
Semester Offered: Spring even 4th year
An examination of international organizations and international law in the global arena. The course explores the characteristics and functions of various international organizations, including the United Nations and its related agencies and analyzes the evolution, scope and impact of international law. Emphasis will be placed on the role of international organizations and law as they relate to major issues including armed conflict, human rights, international trade and poverty.

PO 330 Legislative Process (3 SH)
Semester Offered: Fall even 4th year
An examination of the development and functioning of Congress and the legislative process. Topics include the powers and responsibilities of Congress, Congress's role in policy making, Congressional leadership and committees and Congress' relationship with the other branches of government, political parties and interest groups.

PO 331 Judicial Process (3 SH)
Semester Offered: Spring odd years
An examination of the development and functions of the judicial system in the United States and the role of courts in the policy process. Topics include theories of law and jurisprudence, the structure of the judiciary, civil and criminal procedures, judicial selection and decision-making and the impact of courts on the legislative and executive branches.

PO 333 American Presidency (3 SH)
Semester Offered: Spring odd 4th year
An examination of the development and functioning of the office of the presidency. Topics include the powers and responsibilities of the president, presidential elections, the president's impact on domestic and foreign policy and the president's relationship with Congress, the bureaucracy and the American people.

PO 340 Political Parties and Interest Groups (3 SH)
An examination of the development, structure and function of political parties and interest groups in the United States. Special emphasis on the interrelationships between political parties and interest groups and governmental institutions, the policy process, public opinion and voting behavior.

PO 341 Public Administration (3 SH)
An examination of the basic principles and practices of administration in the public sector. Topics include administrative structures and organizations, intergovernmental relations, models of organization and decision-making, budgeting and financial management, personnel administration, ethics and leadership and the implementation of public policy in the federal system.

PHILOSOPHY AND RELIGION (PR)

PR 101 Introduction to Philosophy (3 SH)
Semester Offered: Fall and Spring
An examination of some classical philosophical problems, including the existence and nature of the external world, the existence and nature of God, the relationship between appearance and reality and the possibility of true knowledge.

PR 105 History and Philosophy of Science (3 SH)
Semester Offered: Spring
History and Philosophy of Science examines the origins of the western science from its beginnings in the ancient world through its development in the Middle Ages and into the Early Modern Period with what is traditionally designated the Scientific Revolution. The philosophical foundations of science, both ancient and modern, are explored as well as the gradual emergence of modern science over centuries of dramatic social and cultural change.

PR 111 Issues in Western Culture (3 SH)
Semester Offered: Fall and Spring
An introduction to the values, structures, conflicts, assumptions and tendencies that have characterized cultures in the West during the past three thousand years. Such issues as human's relationship to Nature, the meaning of heroism and the relationship between man and woman will be explored in both classic and contemporary texts.

PR 201 Introduction to Logic (3 SH)
Semester Offered: Spring odd years
Recommended Prerequisite: MT 108 with a C or better, placement in MT 109 or higher
Logic is the science of correct reasoning. The philosophical study in logic is the argument. In this course we will study ways to recognize, assess, and construct arguments. We will learn the forms that arguments can take and the properties that they must have to be good. We shall study common errors in reasoning. We will look at irrational forms of persuasion and cases of faulty reasoning. Every dimension of the course aims at enhancing your ability to reason, that is, to see and understand connections and relationships among ideas, resulting in formulating possible resolutions, with the tools of interdisciplinary thought and scientific method.

PR 238 World Religions (3 SH)
Semester Offered: Fall
The course will introduce students to several of the world's major religious traditions, including Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity and Islam. The course includes information about the founding figures, beliefs, rituals, concepts of the ultimate, social roles, moral codes and the histories of each respective tradition.

PR 301 Environmental Philosophy and Ethics (3 SH)
Semester Offered: Spring odd years
Pre-requisite(s): BI 101, BI102; or permission of instructor
This course examines the philosophical aspects of how humans view the natural world and interact with it and make decisions about resource use and conservation. Topics include species protection, biodiversity, climate change, wilderness theory, radical ecology, environmental racism, economics and sustainability issues, and animal rights. Conflicts between differing values and how it affects the ability to develop a consistent and sustainable land use ethic will also be considered.

PSYCHOLOGY (PS)

PS 101 General Psychology (3 SH)
Semester Offered: Fall and Spring
An introductory course which utilizes a critical evaluation orientation to present the basic facts and principles from the various fields of psychology. This course is a prerequisite for all other psychology courses.

PS 160/260/360/460 Individual Investigation in Psychology (2-4 SH)
Readings and discussions in psychology in areas of the student's needs and interests. Open to all psychology majors or by permission. See psychology faculty member.

PS 170-79/270-79/370-79/470-79 Special Topics in Psychology (2-4 SH)

PS 204 Statistics (4 SH)
Semester Offered: Fall and Spring
The student is exposed to basic descriptive and inferential statistics, emphasizing conceptual understanding.

PS 220 Child Psychology (3 SH)
Semester Offered: Fall
Pre-Requisite(s): PS 101
Designed to assist the student in understanding the developing human being, focusing on how the child learns to adjust to the surrounding biosocial environment during approximately the first twelve years of life.

PS 222 Psychology of Personality (3 SH)
Semester Offered: Spring
Pre-Requisite(s): PS 101
The study of the nature of personality with emphasis on the application of theory to the understanding of human behavior.

PS 232 Social Psychology (3 SH)
Semester Offered: Spring odd years
Pre-Requisite(s): PS 101
The study of the effects of social stimuli on the individual's thoughts, feelings and behavior. Topics include attitudes, group processes, interpersonal relations, perceptions, aggressions, altruism, social influence and environmental psychology.

PS 237 Human Sexuality (3 SH)
Semester Offered: Spring odd years
Pre-Requisite(s): PS 101

An introduction to human sexual response, behavior, attitudes and values. Offered alternate years.

PS 250/350/450 Internship in Psychology (1-5 SH)
An opportunity for field studies under professional supervision during the academic year and summer. Open to all students with permission.

Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

PS 305 Psychology of Learning (3 SH)
Semester Offered: Alternate Years
Pre-Requisite(s): PS 101
Designed to introduce the student to the fundamental principles and theories of human and animal learning.

PS 311 Landmark Cases in Mental Health and the Law (3 SH)
Semester Offered: Spring odd years
The purpose of Landmark Cases in Mental Health and the Law is to introduce students to the major Supreme Court cases that have decided issues in mental health and related fields. This course will be a seminar in which students will read relevant case law in areas such as competency to stand trial, criminal responsibility, expert testimony, civil commitment, right to treatment, right to refuse treatment, capital punishment, workplace violence, etc. Additional readings will be assigned as new cases are published. Cross-listed as CJ 311, LG 311.

PS 318 Personality Assessment (3 SH)
Pre-Requisite(s): PS 101, 329, PS 204 or permission of the instructor
An overview of psychological and educational tests, the theory, design and the evaluation of the psychometric properties of tests as measurement tools.

PS 322 Adulthood and Aging (3 SH)
Semester Offered: Spring even years
Pre-Requisite(s): PS 101
This course examines the processes and consequences of an increasingly aging population. It focuses on the U.S., but considers this phenomenon in other societies as well. Students will consider changes in the individual, social environment and institutions, including the growth of retirement communities, group differences, social services and social policies. Cross-listed as SS 322.

PS 324 Physiological Psychology (3 SH)
Semester Offered: Spring
Pre-Requisite(s): PS 101
A study of the anatomical and physiological correlations between animal and human behavior.

PS 325 Research Methods (4 SH)
Semester Offered: Fall
Pre-Requisite(s): PS 101, PS 204
An introduction to philosophical issues related to science, research design and the research report, with emphasis on the conduct of an experiment by the student in close collaboration with the instructor.

PS 327 Death Penalty in America (3 SH)
The Death Penalty in America is a course designed to introduce students to the legal, psychological and practical aspects of the death penalty. Emphasis will be placed on the landmark Supreme Court cases and the role that mental health experts play in death penalty litigation. There will be ample opportunity for discussion and debate. Cross-listed as CJ 327, LG 327.

PS 329 Abnormal Psychology (3 SH)
Semester Offered: Fall
Pre-Requisite(s): PS 101 or permission of the instructor
A study of behavior pathology, presenting aberrant behavior as either a logical extension of learned adjustment mechanism in response to critical and extreme situations or a societal label for behaviors violating the public order.

PS 330 Juvenile Delinquency (3 SH)
Semester Offered: Spring
This course will objectively present diverse views and perspectives of juvenile delinquency and its interdisciplinary nature. This course offers an introduction to the field of juvenile delinquency and explores the concepts, theories, social, community and environmental influences and the justice system, as they relate to juvenile crime. Cross-listed as CJ 330, SS 330.

PS 335 Introduction to Clinical Psychology (3 SH)
Semester Offered: Spring even years
Pre-Requisite(s): PS 101, PS 222, PS 329
An overview of psychotherapeutic theory, diagnosis and intervention strategy.

PS 336 Cognitive Psychology (3 SH)
Semester Offered: Spring even years
Pre-Requisite(s): PS 101 and sophomore status.
Designed to examine the cognitive representation of information, problem-solving strategies, attention, perception, decision making and language.

PS 345 Psychology and Law (3 SH)
Semester Offered: Fall
Pre-Requisite(s): PS 101
This course examines the relationship between psychology and law. The structure of the course will be lectures, discussion, case presentations, debate and direct

observation. Both academic and practical experiences will cover juries, civil commitment, violence prediction, competency, the insanity defense, eyewitness testimony and the death penalty. Cross-listed as CJ 345, LG 345.

PS 400 Psychology Research Seminar (4 SH)
Semester Offered: Spring
Pre-Requisite(s): Psychology majors with junior or senior status or permission of the instructor; PS 204, PS 325
Students demonstrate advanced psychological knowledge and skills by conducting an original research project of their own design.

SCIENCE (SC)

SC 101 Methods of Science I (1 SH)
Semester Offered: Fall
Methods of Science is a two-semester sequential course designed to introduce basic methods in scientific investigation to students majoring in biology, environmental science and/or chemistry through the School of Natural Sciences and Mathematics. The course sequence is intended to address common skills expected of undergraduates in the natural sciences, and the expectation is that this sequence will be concluded prior to the student registering for a 200 level or higher science course.

SC 102 Methods of Science II (1 SH)
Semester Offered: Spring
Methods of Science is a two-semester sequential course designed to introduce basic methods in scientific investigation to students majoring in biology, environmental science and/or chemistry through the School of Natural Sciences and Mathematics. The course sequence is intended to address common skills expected of undergraduates in the natural sciences, and the expectation is that this sequence will be concluded prior to the student registering for a 200 level or higher science course.

SPORT MANAGEMENT (SA)

SA 101 Introduction to Sport Management (3 SH)
Semester Offered: Fall and Spring
This course is an introduction to the field of sport management. Functions of management, skills and attributes required to be a sport manager are discussed. Attention is focused on how the managerial process relates to sport organizations and their products.

SA 110 History of Global Sport (3 SH)
Semester Offered: Fall even years
The purpose of this course is to provide and understanding of the development and significance of sport in selected societies and periods from the ancient Greeks to the early twentieth century. This course will examine the development of sport in these societies on relation to social, political, economic, race, class, gender, and religious factors.

SA 111 History of Sport in America (3 SH)
Semester Offered: Spring odd years
The purpose of this course is to provide students with a historical understanding of the changing nature and cultural significance of sport and physical activity in the United States from the colonial period to the twentieth century. Factors such as religion, the political, social and economic system modernity, urbanization, gender, race, class, and ideas and attitudes about the body are examined, and their impact on sport considered.

SA 160/260/360/460 Individual Investigation in Sport Management (2-5 SH)
Independent study of topics not offered as regular courses.

SA 170-79/270-79/370-79/470-79 Special Topics in Sport Management (2-4 SH)
Courses in topics of special interest of faculty members and students are offered from time to time. For complete course descriptions, students are directed to the schedule of classes, available in the Registrar's Office.

SA 203 Sport Marketing and Communications (3 SH)
Semester Offered: Spring Even Years
Pre-Requisite(s): Sophomore standing
A study of basic marketing and media concepts as they specifically relate to sports programs and organizations. Topics include promotions and public relations, sports consumer behavior, market analysis, marketing information management, marketing plans, sports journalism, broadcast communications and sponsorship.

SA 204 Sports Communication (3 SH)
Semester Offered: Fall even years
Pre-Requisite(s): Sophomore standing
Sport has been described as "one of the most pervasive social institutions in the United States" and its importance can easily be seen in terms of hourly news coverage, personal conversations, economic contributions, participant involvement, etc. This course focuses on how the communication of sports influences perceptions of social reality and individual and group identity. Our understanding of various communication concepts and research techniques will be built through the discussions and applications of the assigned reserved readings. Cross-listed as CM 204.

SA 205 Sports Facility Planning, Operations and Management (3 SH)
Semester Offered: Spring odd years
Pre-Requisite(s): Sophomore standing
This course explores the management function as it relates to

the operation of sports and recreation facilities, including public and private venues, non-profit and scholastic facilities, as well as aspects relative to larger arenas. The course explores the issues of security, risk evaluation and management and specific issues relevant to management of operations in a sports facility.

SA 206 Evaluation and Methodology Procedures in Sports and Social Sciences (3 SH)
Semester Offered: Fall odd years
Pre-requisite(s): Sophomore standing
An overview of the research methodologies and evaluation analyses utilized in basic social science research as applied to sport, recreation, leisure, and health science. Topics include introductions to basic academic writing format, research design, methodology, types of data analysis, and presentation of original research.

SA 215 Ethical Issues in Sport (3 SH)
Semester Offered: Spring odd years
Pre-requisite(s): Sophomore Standing
This course exposes students to the various systems of ethics that have developed from antiquity to the contemporary through the lens of sport. An emphasis is made on how and why certain decisions should be made in sport recreation, and physical activity programs. Topics include but are not limited to normative ethics including virtue, stoicism, pragmatism, consequentialism, utilitarianism, and applications of these ethics to sport.

SA 220 Sport Sociology (3 SH)
Semester Offered: Fall
Pre-Requisite(s): Sophomore standing
This course provides students with an understanding of the social aspects of sport, with emphasis on the interrelationship of sport and society. Students will be encourages to think critically on topics such as social values, education, religion, socialization, mass media, sexism and racism as they relate to the sports industry. Cross-listed as SO 220.

SA 221 Sport Psychology (3 SH)
Semester Offered: Spring
Pre-Requisite(s): Sophomore standing
This course provides students with an introduction to the application of psychological principles to sport settings. Topics addressed in the course include motivation, leadership, anxiety management, teamwork, visualization, personality issues in sport and performance management.

SA 250/350/450 Internship in Sport Management (1-5 SH)
This course provides the opportunity for students to gain valuable experience by participating in an actual working environment in his or her own area of interest. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

SA 301 Gender, Sport, and Culture (3 SH)
Semester Offered: Spring
Pre-requisite(s): Junior Standing
This course offers an investigation into historical, structural, and ideological issues that pertain to girls' and women's involvement and experiences in US sport. Topics of inquiry include reproduction of gender through sport, patterns of exclusion and involvement, issues concerning the body, media representations, femininity and masculinity, sexuality and heterosexuality, feminist critiques, and the social construction of gender and gender differences in and through sport.

SA 305 Management Issues in the Sports Industry (3 SH)
Pre-Requisite(s): Junior standing
Examines management issues as they relate to sports departments and organizations. Topics include league operations, governance, the role and impact of the media, labor/management issues, licensing, financing, resource planning, strategy, scheduling, program development and sponsorship. At the collegiate level, topics will include an overview of the organizational structure of the intercollegiate athletic department, conferences, Title IX/gender equity and the NCAA.

SA 311 Sports Events, Promotion and Sales Management (3 SH)
Semester Offered: Spring odd years
Pre-Requisite(s): Junior standing
This course is designed to provide students with the theory, the conceptual framework and the practices associated with organization, promotion and sales associated with sporting events and associated products. Content includes rationale and benefits of promotion and sales, sponsorship proposals, licensing programs and solicitation of sponsors.

SA 315 Legal Issues in Sports (3 SH)
Semester Offered: Spring even years
Pre-Requisite(s): Junior standing
A presentation of the basic legal issues and interpretation of the law as it applies to sports and recreation. Topics include contracts, torts, regulation of sports, legal terminology and legal principles as applied to the administration and management of sports programs. Emphasis is on identifying and analyzing legal issues, the implications of those issues and the options for limiting the liability of sports organizations. Cross-listed with LG 312.

SA 320 Leadership in Sports (3 SH)
Semester Offered: Fall even years
Pre-Requisite(s): Junior standing
An in-depth look at management and leadership theories and

practices as they relate to sport organizations. Leadership styles, traits, philosophies and the ability to be an effective leader in different situations are examined. The course will also focus on the process of recruiting, developing, motivating and evaluating personnel and their impact on sport leadership.

SA 321 Sports in Education (3 SH)
Semester Offered: Spring
Pre-Requisite(s): Junior status
From a sociological point of view this course is intended to give students an in-depth analysis of the various challenges and impacts that sport has created/had on education in the United States. Students will be challenged to critically examine current trends and form ideas and viable solutions. Primary focus is on youth sport, the sport myth, high school sport, and collegiate sport.

SA 322 Sport in New Media (3 SH)
Semester Offered: Fall Even Years
Pre-requisite(s): Junior Standing
New technologies have changed the way media and the sports industry interacts. The proliferation of social media such as Facebook, Twitter, and Instagram, among others has changed how sport is delivered and consumed. This course focuses on the phenomenon of new media and its impact on the sport industry, the impact of telecommunication advances on sport production and consumption, and analyses of current trends in sports as a response to the digital age.

SA 328 International Sport Administration (3 SH)
Semester Offered: Fall even years
Pre-Requisite(s): Junior standing
This course develops a framework for understanding the international aspects of sport management by analyzing the impact of globalization on the sport industry. Students will be introduced to the managerial, human resource and cultural differences that effect international sport managers. International governance organizations, structures and strategies are also examined.

SA 401 Sport, Culture, and Nationalism (3 SH)
Semester Offered: Fall Odd Years
Pre-requisite(s): Senior Standing
Sport is one of the most persuasive features of modern culture. It transcends national boundaries and evokes intense devotion in participants and spectators alike. This course will focus on the connections between sport, culture, national identity, and international politics. Through a comparative perspective Students will examine how sport has impacted the construction and reconstruction of national identities since the late 19th century.

SA 490 Sport Policy Development (3 SH)
Semester Offered: Spring
Pre-requisite(s): Senior Standing
This intensive senior level course investigates the role of sport in the promotion of health; the promotion of equality of opportunity in socio-cultural and socio-economic issues, promotion of educational opportunities, and development of economic opportunities. The course involves developing and executing a research agenda and writing a sport development plan.

SOCIOLOGY (SO)

SO 111 Introduction to Sociology (3 SH)
Semester Offered: Fall
A study of the interaction between the individual and the larger society. Topics include the nature of society, social conditions, social organization and social change. Projects take students into the field.

SO 112 Social Issues (3 SH)
Semester Offered: Spring
A course dealing with current issues and social trends including topics in health, mass media, work and unemployment, women and ecology. Students also analyze dominant institutions that shape society.

SO 160/260/360/460 Individual Investigation in Sociology (2-5 SH)

SO 170-79/270-79/370-79/470-79 Special Topics in Sociology (2-4 SH)

SO 220 Sport Sociology (3 SH)
Semester Offered: Fall odd years
Pre-Requisite(s): Sophomore standing
This course provides students with an understanding of the social aspects of sport, with emphasis on the interrelationship of sport and society. Students will be encourages to think critically on topics such as social values, education, religion, socialization, mass media, sexism and racism as they relate to the sports industry. Cross-listed as SA 220.

SO 225 Race, Ethnic and Minority Relations (3 SH)
The course focuses on prejudice, discrimination and institutional discrimination by examining their historical, political and economic bases. Emphasis is on structural conditions which promote various forms of intergroup contact, with an examination of the interaction and effects of ethnicity, gender and class.

SO 236 Marriage, Family and Alternative Lifestyles (3 SH)
Semester Offered: Fall
This course examines various marital choices in their larger social context. Topics include singlehood, ethnic families,

cohabitation, single parent families, widowhood and processes within marriage. Academic research is combined with out-of-classroom assignments.

SO 250/350/450 Internship in Sociology (1-5 SH)
Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

SO 338 Sociological Theory (3 SH)
Pre-Requisite(s): Minimum of two courses in sociology, history and/or political science
The study of critical analysts of society who established new visions of social life, social thought and sociology as an academic discipline. Theorists included are Marx, Weber, Durkheim and contemporary theorists.

SO 340 Health Care (3 SH)
Pre-Requisite(s): Any introductory level SS course.
The course examines medical care in the U.S. as a social institution within a social environment. Topics include the development and growth of health care as a powerful institution, the increasing role of corporations, the effects of ethnicity, gender and social class and social factors in illness and medical social work.

SO 345 Inequality (3 SH)
This course examines the classic questions concerning allocation of scarce and desired goods and privileges in society. Emphasis will be placed on how institutions reinforce inequality and how changes occur.

SO 348 Gender Roles (3 SH)
An analysis of the socialization process and social patterns that assign different expectations and behavior by sex. The effects of various institutions, including schools, mass media, politics, the labor market and the military will be examined.

SO 400 Senior Seminar (3 SH)
A course designed to integrate and enlarge upon work taken in various sociology courses. The content is developed in conjunction with the instructor and involves a major research project.

SPANISH (SP)

SP 101 Beginning Spanish I (3 SH)
Semester Offered: Fall and Spring
Co-Requisite(s): SP 101L
This course is designed to emphasize listening, speaking, reading and writing. Grammatical structures, vocabulary and readings are presented as tools for developing communications skills. The course also aims to foster culture awareness of the Spanish-speaking world.

SP 101L Beginning Spanish I Language Lab (1 SH)
Semester Offered: Fall and Spring
Co-Requisite(s): SP 101
Spanish Basic Language lab courses consist of assignments in the portal accompanying the textbook *Sol y viento.* Assignments are designed to prepare students for a communicative classroom setting (speaking in the target language), as well as increase accuracy in reading comprehension, grammatical functions and sentence structure, auditory comprehension, pronunciation, and to broaden vocabulary. Each chapter has an assignment of preparatory activities designed to prepare students for class meetings, as well as an assignment designed to verify comprehension after class meeting.

SP 102 Beginning Spanish II (3 SH)
Semester Offered: Fall and Spring
A continuation of Elementary Spanish I, the course focuses on the skills acquired in the first term, as students continue to develop their communicative language skills.

SP 102L Beginning Spanish II Language Lab (1 SH)
Semester Offered: Fall and Spring
Co-Requisite(s): SP 102
Spanish Basic Language lab courses consist of assignments in the portal accompanying the textbook *Sol y viento.* Assignments are designed to prepare students for a communicative classroom setting (speaking in the target language), as well as increase accuracy in reading comprehension, grammatical functions and sentence structure, auditory comprehension, pronunciation, and to broaden vocabulary. Each chapter has an assignment of preparatory activities designed to prepare students for class meetings, as well as an assignment designed to verify comprehension after class meeting.

SP 160/260/360/460 Individual Investigation in Spanish (2-5 SH)
Independent study of topics not offered as regular courses.

SP 170-79/270-79/370-79/470-79 Special Topics in Spanish (2-4 SH)
Recent special topics courses have been taught on authors and periods of particular interest to students.

SP 201 Intermediate Spanish I (3 SH)
Semester Offered: Fall
Pre-Requisite(s): SP 102 with a grade C- or better placement test.
The first half of the one-year sequence in Intermediate Spanish. The course includes a review of the basic language structures and introduces advance structures. The course has a strong cultural component through an interactive classroom atmosphere.

SP 220 Spanish Conversation and Composition (3 SH)
Semester Offered: Spring
Pre-Requisite(s): SP 201 with a grade C- or better
The course is designed to develop skill and accuracy in spoken and written Spanish.

SP 225 Hispanic Culture and Civilization (3 SH)
Semester Offered: Fall
This course, is an introduction to the study of the social and cultural histories of Hispanic communities in Latin America, Spain and the United States. We will discuss main cultural issues regarding gender, politics and economics in contemporary global society.

SP 250/350/450 Internship in Spanish (1-5 SH)
The department assists students in arranging internship opportunities with multinational companies both in the U.S. and abroad. Students may take internships during the semester as well as during the summer. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

SP 300 Spanish Translation (3 SH)
Pre-Requisite(s): SP 102 or permission of the instructor
This course focuses on the assessment and translation of a variety of texts, including business documents, newspaper articles on current issues and literary texts. Oral presentations of student work are emphasized.

SP 301 Spanish for the Professional Environment (3 SH)
This course serves as an introduction to the professional culture of Hispanic countries and societies. Students will prepare for a successful professional experience abroad or in a multinational organization in the U.S. Topics and learning outcomes will include: creating a resume or curriculum vita in the second language, proficiency in basic professional correspondence, familiarity with different types of enterprises, organizational structures, marketing, banking and finance, accounting, the employment market, insurance, daily activities in an office, economics, transportation, information technology applications, etiquette in a variety of professional situations, shipping and customs, etc. Interactive work with visual media and IT applications is emphasized and the course will be taught primarily in the target language.

SP 320 Introduction to Spanish Literature (3 SH)
Pre-Requisite(s): One 100-course with a grade C- or better or permission of the instructor.
This course, conducted in Spanish, will provide an overview of Spanish literature terms and concepts through literary texts. This course analyses contemporary literary genres such as novel, poetry, theatre and short story.

SP 330 Spanish American Cinema (3 SH)
Pre-Requisite(s): One 200-level course in Spanish.
This course provides a survey of Spanish-American cinema which connects visual arts and cultural trends.

SP 335 Spanish Art and Architecture (3 SH)
Pre-Requisite(s): One 200-level course in Spanish.
This course is an introduction to the twentieth and twenty-first centuries art practices and theories in the Spanish-speaking world. The emphasis will be given to the relationship between art, history and modernity.

SP 338/339 Readings in Spanish Literature and Culture (4, 3 SH)
An introduction to a variety of texts and their discussion in Spanish. Interactive oral exercises to build student fluency are emphasized. Offered on campus and at centers abroad.

SP 340 Language and Study Abroad (3 SH)
Pre-Requisite(s): SP 102 with a grade C- or better
This class is taught in the context of the language study abroad program. It provides cultural and language skills while travelling abroad. The course deals with contemporary major political, social, economical and cultural issues of the country visited.

SP 410 Spanish American Literature (3 SH)
Pre-Requisite(s): One 200-level course in Spanish or permission of the instructor.
This course provides a survey of Spanish American Literature. Particular attention will be given to the twenty-first century and the interstices between literature and social change. This is a course in which students will develop a critical thinking and writing.

SP 411 Readings in Spanish Literature and Culture (3 SH)
Pre-Requisite(s): One 200-level course in Spanish or permission of the instructor.
This course focuses on a particular literary figure or topic of the Hispanic cultures. The materials covered during this class will allow interdisciplinary approaches. Students will be responsible for an intensive research and writing work.

SP 490 Senior Research Project (3 SH)
Students preparing a thesis take this course in their final semester of the year they are scheduled to graduate. The course will cover development of a written proposal in consultation with the faculty member of the student's choice, weekly meetings with the thesis advisor to assess progress, develop thesis focus and explore challenges and issues of research methods. Submission of the thesis to the advisor in the penultimate week of classes is required.

SOCIAL SCIENCES (SS)

SS 239 Death and Dying (3 SH)
An interdisciplinary course which brings together the writings of experts in a variety of fields dealing with the complex and sensitive topic of death and dying. Topics include the social and historical meanings of death in cultural context, changing personal attitudes, the personal experience related to grief and widowhood, as well as the moral dilemmas of suicide, euthanasia, abortion and the right to die.

SS 322 Adulthood and Aging (3 SH)
Pre-Requisite(s): PS 101
Semester Offered: Spring even years
This course examines the processes and consequences of an increasingly aging population. It focuses on the U.S., but considers this phenomenon in other societies as well. Students will consider changes in the individual, social environment and institutions, including the growth of retirement communities, group differences, social services and social policies. Cross-listed as PS 322.

SS 330 Juvenile Delinquency (3 SH)
Semester Offered: Spring
This course on will objectively present diverse views and perspectives of juvenile delinquency and its interdisciplinary nature. This course offers an introduction to the field of juvenile delinquency and explores the concepts, theories, social, community and environmental influences and the justice system, as they relate to juvenile crime. Cross-listed as CJ 330,PS 330.

SS 334 Methods of Field Research (3 SH)
Semester Offered: Fall
Pre-Requisite(s): PS 204 recommended
This course focuses on the acquisition of skills in social research and their practical application. Students will be supervised in actual field research.

THEATRE (TH)

TH 100/200/300/400 Theatre Practicum I, II, III, IV (1 SH each)
Semester Offered: Fall and Spring
Pre-Requisite(s): Theatre concentration students only or permission of the instructor
Participation in main stage theatre productions in the areas of acting, technical operations, stage management, running crew, etc.

TH 104 Introduction to Theater (3 SH)
Semester Offered: Fall
An overview of theatre in theory and practice including an introduction to dramatic forms, performance and technical theatre. Students will be involved in several short studio productions as part of the course.

TH 106 Acting I (3 SH)
Semester Offered: Fall
A studio course in basic acting skills which prepares the student for eventual work on dramatic scenes and plays. The course introduces the student to the major principles of Konstantin Stanislavski's work on acting technique, utilizing exercises in physical action, given circumstances, imagination, attention, communion, sense of truth, scene analysis, tempo-rhythm and emotion memory.

TH 107 Introduction to Technical Theatre (3 SH)
Semester Offered: Spring
This course examines working in the theatre space by introducing students to tools, stage equipment, use of hardware, knowledge of materials, lighting, safety and current technology as it applies to creating a theatrical production.

TH 108 Performance Theory and Analysis (3 SH)
Semester Offered: Spring odd years
An introduction to some of the major theoretical models and tools for analysis of the theatrical event. This course is designed to prepare the student to look at a theatrical event from different critical perspectives and to think, speak and write about such events within a coherent theoretical framework. The course will include study of the writings of Aristotle, Stanislavski and Brecht, among others and will explore the cross-influence of anthropology, psychology, literary theory and biology with theatrical art. The application of theory will be studied in practical in-class performance.

TH 160/260/360/460 Individual Investigation in Theatre (2-4 SH)
A conference course dealing with individual intensive work in the following categories: playwriting, acting, directing, historical research, design, speech and film. Permission of the instructor is required. May be repeated.

TH 170-79/270-79/370-79/470-79 Special Topics in Theatre (2-4 SH)
Theatrical topics of an advanced or specialized nature not covered in the regular course program are occasionally offered. Recent offerings have included African Theater, History of Musical Theater and Advanced Stage Lighting.

TH 201 History of the Theatre I (3 SH)
Semester Offered: Fall even 4th year
This course examines theater practices from the Greeks through the Renaissance, through the exploration of scripts, physical structures, conventions and biographies. The relationship between the theater and the society of the time is discussed.

TH 202 History of the Theatre II (3 SH)
The continuation of TH 201, covering theater practices to the early twentieth century. These two courses need not be taken in sequence.

TH 203 Theatrical Makeup (3 SH)
Theatrical stage makeup for the performer. The course is devoted to character analysis, application and design, through the skills and principles of applying makeup and adapting designs to fit the facial structure.

TH 206 Acting II (3 SH)
Semester Offered: Spring odd years
A studio course in scene study and performance. Through rehearsal and in-class performance of scenes selected from dramatic literature, students will learn how to apply basic acting skills to practical performance situations. Special emphasis is placed on practical analysis of a dramatic scene for its acting values and the actor's technical approach to giving the scene creative life.

TH 207 Dramatic Literature I (3 SH)
Semester Offered: Fall even 4th year
A survey of some of the major dramatic works in world literature, from ancient Greece through the Renaissance. This seminar course includes reading, intensive group discussion and critical writing about theatrical play scripts.

TH 208 Dramatic Literature II (3 SH)
A continuation of Dramatic Literature I, this course surveys some of the major dramatic works in world literature, from the Renaissance through the present day. This seminar course includes reading, intensive group discussion and critical writing about theatrical play scripts.

TH 210 Physical Training and Performance Techniques (3 SH)
Semester Offered: Spring even years
A studio course in preparing the performer's body for work in the theatre. The course will introduce the student to the tools of amplification, equilibrium, opposition and physical characterization. The student will learn a variety of exercises from different training methods, such as Michael Chekhov technique, Meyerhold's biomechanics and the Polish Laboratory Theatre's plastique exercises, as well as a variety of performance techniques, such as clowning and tumbling.

TH 211 Vocal Training and Performance Techniques (3 SH)
A studio course in preparing the performer's voice for work in the theatre. The course will introduce the student to training methods which expand the range and subtext and vocal resonators.

TH 220 Stagecraft (3 SH)
Pre-Requisite(s): TH107 or permission of the instructor
The course explores methods, techniques and theories based on the principles and practical conventions of set construction, drafting interpretation for prop and scenery design and scenic painting.

TH 250/350/450 Internship in Theatre (1-5 SH)
An opportunity for field studies under professional supervision during the academic year and summer. Open to all students with permission. Students are required to complete 50 hours of work for each credit hour registered and earned. An Internship Application must be completed and filed with the Office of Career Services and Internships.

TH 304 Scenic Design (3 SH)
Semester Offered: Spring even years
Pre-Requisite(s): TH 107
The basic principles of scene design are examined through script analysis as it related to ground plan formulation in theatrical spaces. Drafting, perspective drawing, rendering skills, set construction and scenic painting are explored as tools for creating and developing a theatrical scenic design concept.

TH 308 Directing (3 SH)
Semester Offered: Fall even 4th year
Pre-Requisite(s): Permission of the instructor
A study of the elements and techniques employed to project the values inherent in a play. Presentation of act plays.

TH 315 Lighting Design (3 SH)
Semester Offered: Spring odd years
This course is designed to teach the fundamentals of theatrical lighting utilizing both theoretical and practical approaches.

TH 316 Playwriting (3 SH)
Semester Offered: Fall even 4th year
Pre-Requisite(s): Competence in written English and one course in dramatic literature or theater history or permission of the instructor
A skills and information course in writing for the stage. Practical consideration of how the playwright controls plot, characterization and language to reveal thought is examined through creative exercises in writing in the dramatic form.

TH 319 Costume Design (3 SH)
Pre-Requisite(s): One course in theater history or dramatic literature or permission of the instructor

A study of the history of dress and how it is modified and adapted to serve dramatic purpose on stage. Includes practical aspects of costume construction.

TH 404 Senior Project in Theatre (3 SH)
Semester Offered: Fall
The Senior Project is the final project for B.F.A. candidates and is the culmination of the student's work in the chosen area.

TH 405 Senior Project in Theatre (3 SH)
Semester Offered: Spring
The Senior Project is the final project for B.F.A. candidates and is the culmination of the student's work in the chosen area.

TH 406 Multidisciplinary Art and Digital Performance (3 SH)
Pre-Requisite(s): Junior or Senior Standing
This course explores experimental and traditional work of integrating digital technologies into visual, dance, music and theater performances. This includes working with digital projections, real-time processing of data (i.e. music data connected and controlling visual display or devices controlling instruments/sounds), sensors, motion tracking via software and other emerging technologies. Reading about contemporary performances and art will be included and we will work towards creating a performance/installation within this multidisciplinary course. Cross listed as AT 400, DN 400, FA 400, IM 400, MU 400.

WELLNESS (WL)

WL 201 Care and Prevention of Injuries (3 SH)
Semester Offered: Spring odd years
This course is designed to introduce students to injuries associated with athletics. Students will learn techniques to prevent, manage, and treat athletic injuries. Anatomy of the lower extremity, injury evaluation, and rehabilitation will also be discussed. Students will be able to apply the material coverage and training room activities, i.e. rehabilitation, taping, injury prevention, and injury management.

WL 301 Principles of Coaching (3 SH)
Semester Offered: Fall even years
A comprehensive study of the methods of effective coaching. Areas of emphasis include: philosophy of coaching; sport psychology; sport first aid; exercise physiology; athletic management; and sport-specific training of tactics and techniques. This course focuses on coaching the high school athlete. Students who successfully complete the course will receive a certificate from the American Sport Education Program.

WL 490 Coaching Practicum (2 SH)
Semester Offered: Spring
Pre-Requisite(s): Department Approval
This course provides the opportunity for students to gain valuable experience by working in a coaching environment at the youth, intermediate, high school, college, or professional level.

VISUAL COMMUNITCAION AND GRAPHIC DESIGN (GD)

GD 101 Digital Imaging (3 SH)
Semester Offered:
Pre-Requisite(s):
This class will explore Photoshop and its many uses and techniques. The student will learn basic tools and how to edit and composite photographic images. The basic understanding of lighting and effects will give the students a sense of awareness in the accuracy of composting images.
Additional Course Fee.

GD 102 Studio Skills (3 SH)
Semester Offered:
Pre-Requisite(s): VCGD Major
Studio Class
This foundations course is an introduction to the basic elements, principles and processes of two-dimensional design. Students will be applying several methods of design development for the first time. Sketching, tracing, thumbnail drawings/comps, collage, research (looking at existing work), class discussions and critiques along with the use of required software will be used to develop final solutions to assigned problems. Coursework will enable the student to manipulate the elements of graphic design in an experimental way and to develop critical thought and aesthetic response while utilizing studio processes. Lectures, demonstrations, critiques and group discussions are also part of the class structure. Additional exercises and vocabulary quizzes may be given throughout the semester. This course is comprised of sequential and interrelated problems that build in complexity, as well as a final exam which will test the student's understanding of the elements, principles and processes covered in class. Students must receive a B- or higher to continue on into the program. They will learn the fundamentals of graphic design, and CRAFT (Neatness and presentation). Supplies needed for this class can range from $50 to $75.
Additional Course Fee.

GD 110 Fundamentals of Graphic Design (3 SH)
Semester Offered:
Pre-Requisite(s):
This class teaches the tools in order to get through the BFA program. They will learn Photoshop, Illustrator, and InDesign

over the course of the semester. They will also learn the principles of graphic design and how to implement layout through the executions of these programs. This course is good for Non-Majors also. It will explore what Graphic Design is and give students a greater understanding of what can be done.
Additional Course Fee.

GD 200 Sophomore Review (0 SH)
Semester Offered:
Pre-Requisite(s): GD 102, GD 201, GD 220, sophomore status
Concurrent Requisite: GD 210, GD 305
Studio Class
Students in the program will hand in a portfolio of work created so far. This will be done at the end of the fall sophomore semester around November. Myself and the current Graphic Design Adjunct will look at this work and see if the student's portfolio is up to standards before they can continue on in this program. It will be a Pass/Fail grade. Students who fail, will have the opportunity of retaking certain classes to see if they can pass the following year. Students who pass will continue on into the program. This course is Pass/Fail.

GD 201 Typography (3 SH)
Semester Offered:
Pre-Requisite(s): GD 102, GD 110, VCGD Major
Studio Class
Development, terminology, letterform, classification, selection and specification of typefaces. Emphasis on aesthetic and communicative aspects of typography. Introduction to techniques used to indicate type and images. Additional Course Fee.

GD 210 Graphic Design I (3 SH)
Semester Offered:
Pre-Requisite(s): GD 201, VCGD Major
Studio Class
Intro to Graphic Design and layout. Students will begin to design and layout a variety of collateral material and understand the importance of critiquing. Additional Course Fee.

GD 211 Concepting and Design Research (3 SH)
Semester Offered:
Pre-Requisite(s): GD 201, VCGD Major
Concurrent Requisite: GD 210
This course will provide experience in planning and conducting research. Emphasis will be placed on preliminary research including theoretical, applied, and analytical aspects of design projects and processes. Students will examine how humans navigate the visual environment and how design factors can enhance communication. Design prototyping, testing, and analysis is included. Students will develop design research prototypes and evaluate the effectiveness of designed projects using appropriate research strategies. Basic research methods will be introduced. Students will also learn how to develop a strong concept with their designs.
Additional Course Fee.

GD 220 Digital Illustration (3 SH)
Semester Offered:
Pre-Requisite(s): AT 110, GD 110, VCGD Major
Concurrent Requisite: GD 201
Studio Class
Technical and aesthetic fundamentals in the creation of two-dimensional Designs for print and other media utilizing industry standard 2D graphics and design applications. This class will focus on using Illustrator and Photoshop to illustrate and incorporate typography into designs.

GD 300 Junior Review (0 SH)
Semester Offered:
Pre-Requisite(s): Junior Status, GD 200, GD 305, GD 310, GD 311, GD 312, GD 313, GD 320, GD 314, GD 301, GD 410
Studio Class
All VCGD students are required to go through a process called the Junior Review to determine if can receive a BFA or a BA in the program. Once juniors obtain at least sixty credits they are required to have a Junior Review which is judged by faculty members. This course is Pass/Fail.

GD 301 Kinetic Typography (3 SH)
Semester Offered:
Pre-Requisite(s): GD 310, GD 313, VCGD Major
Studio Class
In this class students will be introduced to strategies of visual communication through kinetic elements, focusing on form, speed, rhythm, orientation, color, texture, and quality of motion. Students will explore the expressive potential of typography in a variety of exercises dealing with dynamic typography and motion graphics. Students explore and experiment with typography in print expressed and unleashed in motion. Additional Course Fee.

GD 305 Advanced Type (3 SH)
Semester Offered:
Pre-Requisite(s): GD 201, VCGD Major
Studio Class
Students will explore typography by breaking boundaries in a grid system, and exploring the space on large format pages. They will learn to solve design problems utilizing typography only. Additional Course Fee.

GD 310 Graphic Design II (3 SH)
Semester Offered:
Pre-Requisite(s): GD 210, VCGD Major
Studio Class

Advanced projects working with design systems. Graphic Design II is a continuation of Graphic Design I, utilizing basic layout with emphasis on Concept as applied to problem-solving methodologies through a series of exercises and problems. Projects exercise the student's ability to employ narrative and storytelling methods, along with design research, analysis, documentation and implementation. The structure of this course is designed to foster self-initiative. Exercises will be completed outside of the classroom and students will be given a great amount of flexibility as they frame projects and decipher solutions to problems. Additional Course Fee.

GD 311 Publication Design (3 SH)
Semester Offered:
Pre-Requisite(s): GD 210, VCGD Major
Concurrent Requisite: GD 310
Studio Class
Students will learn to design multi-page documents and carry a concept throughout their design. Examples of projects would be: Annual reports, manuals, etc... Additional Course Fee.

GD 312 Web Design (3 SH)
Semester Offered:
Pre-Requisite(s): GD 310, VCGD Major
Studio Class
This course will focus on Web Design and Interactive art within the realm of the World Wide Web. The course will explore the Internet as a medium for art and for delivering information while utilizing the artistic possibilities of HTML, CSS, and responsive web design using Dreamweaver and Brackets. Additional Course Fee.

GD 313 Motion Graphics (3 SH)
Semester Offered:
Pre-Requisite(s): GD 310, VCGD Major
Studio Class
This course is aimed at expanding students' typographic and visual vocabulary within time-based compositions. Students will be exposed to the many facets of motion design. This course will cover the elements of motion design; the role sound plays and integration of photography, video, and animation. Students will be introduced to the principles of traditional animation, the picture plane, representation, key frames, and storyboarding. We will study the application of motion design into other design artifacts and how it is technically implemented. Students will be introduced to Adobe After Effects and Sound editing software. Additional Course Fee.

GD 314 UI/UX Design (3 SH)
Semester Offered:
Pre-Requisite(s): GD 312, VCGD Major
Studio Class
This course provides a comprehensive overview of the user experience design process, and is intended to familiarize students with the methods, concepts, and techniques necessary to make user experience design an integral part of developing information interfaces. The course provides students with an opportunity to acquire the resources, skills, and hands-on experience they need to design, develop, and evaluate information interfaces from a user-centered design perspective. They will learn to work in a group environment to user test and design apps for a mobile environment. Additional Course Fee.

GD 320 Brand Identity (3 SH)
Semester Offered:
Pre-Requisite(s): GD 310, VCGD Major
Studio Class
Comprehensive corporate graphics emphasizing design process in creating corporate and brand identity. Visual and non-visual aspects of corporate graphics and brand applications will be explored. Emphasis will be placed logo design and brand application design in order to create a cohesive corporate brand identity. Additional Course Fee.

GD 410 Package Design & Environments (3SH)
Semester Offered:
Pre-Requisite(s): GD 320, VCGD Major
Studio Class
This course investigates the making of a retail brand, through development of a creative brief, name and identity, design of product packaging, point of sale and promotional items. The end result is an integrated retail program. Additional Course Fee.

GD 411 Environmental Graphics (3 SH)
Semester Offered:
Pre-Requisite(s): GD 410, VCGD Major
Studio Class
Students will learn about large scale design and wayfinding within a city. They will also learn about large scale guerilla advertising. Additional Course Fee.

GD 412 Advertising and Design (3 SH)
Semester Offered:
Pre-Requisite(s): GD 310, VCGD Major
Studio Class
Survey of fundamentals of advertising and design for print and other media with overview of industry's past and present. Examination of design process and appropriate types and uses of research. Examination and evaluation of layouts and delivery modes, evolution of presentations from thumbnails to storyboards, and critical analysis of designer/client relations. Additional topics reinforce materials usage, technical and hand skill development, and application

of presentation techniques to real-world problem-solving applications. Students will learn to design an entire advertising campaign and present a creative brief based on research findings. Additional Course Fee.

GD 420 History of Graphic Design (3 SH)
Semester Offered:
Pre-Requisite(s):
History of graphic design. Students will learn about the innovators and graphic design and participate in discussion and writing a research paper based on the terms subject matter.

GD 450 Internship (3 SH)

GD 460 Individual Investigation (3 SH)

GD 490 Studio Professional Practices (3 SH)
Semester Offered:
Pre-Requisite(s): GD 412, VCGD Major
Studio Class
An advanced class that will have real clients from non-profit organizations. Students will learn to work in real world situations dealing with time lines and budgets. Additional Course Fee.

GD 491 Portfolio (3 SH)
Semester Offered:
Concurrent Requisite(s): GD 411, GD 311, VCGD Major
Studio Class
This is the last class that students should take before they graduate. This class prepares a student to create an outstanding portfolio and resume to get them ready for the real world. A portfolio show will be required where the students work will be on display in a gallery. The show will invite perspective employers to see students work. Additional Course Fee.

Lake Erie College Student Handbook

(Revised July 2018)

STUDENT HANDBOOK

The *Student Handbook* is designed to furnish information about Lake Erie College policies, regulations, standards and services. It is intended as a guide to the privileges and responsibilities of membership in the College community. Each Lake Erie College student is responsible for reading the *Student Handbook* so that he/she may understand the policies and regulations by which he/she is bound. Policies and regulations are subject to constant review and revision by students, staff, faculty and administration. The College reserves the right to change any provision, regulation or requirement set forth herein. Revisions will be shared electronically. The most updated version of the handbook can be found on the Lake Erie College website.

CIVILITY STATEMENT

Student Life Office of Lake Erie College promotes an environment of tolerance for others. Fostering a community based on civility toward one another which is guided by a principal of self-responsibility and accountability for actions. An environment rich in difference is vital to the College experience. In a community of scholarship and citizenship there is no place for hurtful behavior. Specifically:

Safety/ Social Responsibility/ Accountability

- Lake Erie College emphasizes the importance of individual responsibility and accountability in the lives of all students.
- All members of the college community strive to create a positive environment through considerate conduct. A living community that promotes and adheres to all policies stated within the student handbook.

Academics

- It is the obligation of all community members to preserve an atmosphere conducive to the freedom to teach and to learn. The College is committed to creating and maintaining a positive learning and working environment both in and out of the classroom.
- Students who submit academic work that is not their own are betraying the academic mission of the College.

Diversity

- Civility can be displayed when a person is willing to embrace diversity and respect individuals with differing backgrounds, beliefs, and cultures. All members of the College community are equal and accountable to each other. The College recognizes and welcomes a community comprised of diverse thought in order to provide an atmosphere of cross-cultural understanding so that we can better embrace diversity and celebrate difference.

Respect

- It is with understanding that each member of the community interact with one another according to the “Golden Rule” which is defined as “treating others how you would want to be treated.” Our community is guided by an underlining respect for self, others and property. It is believed that those residing in the community will coexist peacefully and understand that your personal choices do have an effect on the community as a whole.
- Students/Faculty & Staff are encouraged to become involved members of the campus community in order to learn how to serve the greater good through their contributions as global citizens

CODE OF CONDUCT

The enrollment of a student shall be construed as both evidence and a pledge that the student accepts the standards, regulations and policies of Lake Erie College and agrees to abide by them. Conduct that interferes with the efforts of others to secure an education, enjoy a recreational event or to reside or participate in an environment that is safe, clean, quiet and conducive to study is prohibited. Students are required to show due respect and courtesy to their peers, faculty and staff at all times. The College reserves the right to impose disciplinary sanctions up to and including expulsion upon any student who refuses to or cannot abide by the standards, regulations, and policies set forth by the College.

Responsible Behavior

The philosophy of responsible behavior at Lake Erie College encompasses the developing maturity of each student, not only academically and socially, but also in the acceptance of responsibility for personal actions. The guidelines include an expectation that student behavior, both individual and collective, will convey a respect for the College community as a whole. The College does not intend to dictate conformity of its students and promotes the belief that personal freedom and expression are necessary components to the development of ethical and moral values. However, the College has the responsibility and the authority to establish standards of behavior for the College community. Similarly, the College will not condone violations of local, state, or federal laws on or off campus.

As it is impossible to account for every type of behavior, the following list is not to be construed as all-inclusive. Each Lake Erie College student has appeal rights as prescribed in the policies and standards of the institution, except in cases where the possibility of eminent danger exists.

Minimum Sanctions

In order to promote consistency in the judicial process at Lake Erie College, this section specifies *minimum* sanctions for the individual code. A student may receive more than the minimum sanction depending on the nature of the incident and severity of the violation at any time. The *Presidential Interim Suspension* may be used as a minimum sanction for any of these violations if deemed necessary by the President of the College or his designee.

Prohibited Behaviors

Any student charged with an act that violates the standards, rules and regulations of Lake Erie College on or off campus, even if classes are not in session, is subject to the judicial process prescribed by the College. If the student is found in violation, disciplinary action will be implemented as deemed appropriate. Examples of prohibited behavior include, but are not limited to:

Behavior

Code I: Discourtesy to Faculty or Staff

Rudeness, profanity and/or insulting behavior on the part of a student directed toward a faculty or staff member.

Minimum Sanction: Disciplinary warning; educational task

Code II: Disorderly Conduct

Any behavior, on or off campus, which affects the academic performance of the student or fellow students that offends the sensibilities of others, or causes property damage, injury to others or involves outside agencies such as the police. This code is in place to cover policy violations that have not been labeled and may include any form of Bullying.

Minimum Sanction: Disciplinary/social probation; educational task.

Code III: Disruptive Noise

Any noise that disturbs the peace and tranquility of the residence hall or campus during established quiet hours; any excessive noise that disturbs the College community at any time during 24-hour Courtesy Hours.
Minimum Sanction: Disciplinary warning; educational task

Code IV: Failure to Respond

Ignoring a staff member's reasonable request (emails, phone messages, etc) is cause for College action.
Minimum Sanction: Disciplinary warning; educational task.

Code V: Fire Safety

Any violation of fire safety regulations including, but not limited to:

- tampering with fire equipment;
- making a false alarm;
- interfering with the duties of fire officials;
- failure to evacuate a building;
- setting any unauthorized fire in or on College property
- burning candles/incense in College owned/leased building

Violation	*Minimum Sanction*
Tampering with Fire Equipment	Removal from College housing;
False Alarm	Educational task; letter to parents $200 fine
Failure to Evacuate	Disciplinary/social probation; letter to parent/guardian; $50 fine
Setting an unauthorized fire	Permanent removal from College housing; recommendation for suspension; $500 fine; restitution
First offense-candles/Incense	Disciplinary warning; Educational task; $25 fine

Code VI: Fraternization

Romantic, sexual and exploitative relationships between employees and students including but not limited to: dating, pursuing to date, and pursuing or having romantic or sexual relationships with employees.
Minimum Sanction: Educational task; restricted contact

Code VII: Gambling

The playing of cards or any other game of chance or skill for money or other items of value.
Minimum Sanction: Disciplinary/social probation; educational task; $50 fine

Code VII: Illegal Entry/Trespassing

Unauthorized entry includes, but is not limited to, the use of keys not assigned to the entrant. Unauthorized entry into or presence in any College building, office, room or student room.
Minimum Sanction: Disciplinary warning; educational task; denial of access; restitution

Code IX: Student Identification

Failure to submit identification to a duly authorized and properly identified College official. Interfering with or giving a false name to or not cooperating with any properly identified College or Emergency personnel (Police, Fire, EMT etc) in the performance of their official duties. Lending, selling, or otherwise transferring a student identification card or any other form of legal identification. Use of a student identification card or any other form of identification by anyone other than its original holder.
Minimum Sanction: Disciplinary warning; educational task.

College Property

Code X: College Keys

Possession, use, or duplication of College keys without the consent of those staff members responsible.
Minimum Sanction: Disciplinary warning; educational task; restitution

Code XI: College Computers

Any act that violates the rules and regulations established by Information Technology (IT) or misuse of any College computer.
Minimum Sanction: Disciplinary warning; educational task

Code XII: College Facilities, Property or Equipment

Any use of or act that violates the use of College facilities, property, and/or equipment without proper consent of those responsible.
Minimum Sanction: Disciplinary warning; educational task; restitution (if necessary)

Code XIII: College Telephones

Use of the College telephones, including main lines without the consent of those staff members responsible.
Minimum Sanction: **Disciplinary warning; educational task**

Code IX: Falsification of Records/Contracts

Altering, counterfeiting, forging, or causing to be altered, falsified, counterfeited or forged any record, form, or document used by the College. Violation of contractual agreements between a student and the College, including discipline under this code; intentionally falsifying or omitting information on any College record, form or document, including but not limited to, application for admission and application for financial aid.
Minimum Sanction: Disciplinary/social probation; educational task

Code XV: Parking, Traffic and Vehicle Regulations

To park on Campus or in Campus controlled lots, all vehicles must be registered with Security and are to display a current parking permit properly displayed on the registered vehicle. Parking in Fire Lanes, in front of Garbage Receptacles, in marked "No Parking" zones, on the grass, parking in Handicap (without proper permit) spaces, parking in Reserved/Guest/Visitor spaces and parking in non-student lots are some of the more common parking violations. Lake Erie College Staff, Faculty and Students should consult the Parking Brochure located on the Security page pf the College website (www.lec.edu) for more information concerning parking on Campus or Campus controlled properties.

Minimum Sanction: Parking fines are $10.00 for the first violation, $25.00 for the second violation and $50.00 for the third and each subsequent parking violation. Vehicles may also be towed and/or booted at the owner's expense.

Damages & Personal Property

Code XVI: Damage to Property/Vandalism

Malicious or unauthorized intentional damage to property belonging to the College, or to a member of or a visitor to the College community. This includes, but is not limited to, the unauthorized removal of or tampering with system and/or program files in any College-owned computer. Students will be held responsible for unintentional damages due to negligence (broken keys, IDs, etc).
Minimum Sanction: Disciplinary/social probation; restitution (min. $25); educational task; restriction of privileges; denial of Access

Code XVII: Receipt of Stolen Goods

Obtaining property one knows or has reason to believe is stolen.
Minimum Sanction: Disciplinary/social probation; educational task; $50 fine

Code XVIII: Sale/Exchange of Stolen Property

Sale or transfer by any means of property one knows or has reason to believe is stolen.
Minimum Sanction: Disciplinary/social probation; educational task; $50 fine

Code XIX: Theft

The unlawful taking of College property or property belonging to another person.
Minimum Sanction: Disciplinary/social probation; educational task; reimburse victim(s); $100 fine

Drug, Alcohol, Narcotics

Code XX: Alcoholic Beverages

Any act that violates College, local, and/or state policy on the consumption,
possession and/or advertising of alcoholic beverages. Intoxication is not permitted in College buildings or on College grounds.

First Offense	Disciplinary/social probation, letter to parents
	educational task, $75 fine (keg-$250)
Second Offense	Disciplinary/social probation, letter to parents
	educational task, alcohol assessment, $125 fine
Third Offense	Permanent removal from College housing, letter to parents, educational task, $200 fine

Code XXI: Drugs

Possession or use (without valid medical or dental prescription), manufacture, furnishing or sale of any narcotic, dangerous or illegal drug, or any other violation of College policy regarding drugs. Students will face judicial charges if they are found abusing prescription and over-the-counter drugs as well. **When a staff member perceives that a student is buying/selling/using any illegal drugs, the Painesville Police Department will be called to campus.*

Suspicion of Marijuana	Defined as smell or evidence of use; $50 fine; drug assessment; educational task
	This includes smells permeating through residence halls and apartment community areas. Community areas are subjected to community fines of $25.00 per person if the smell persists after a warning is provided
First Offense Marijuana	Recommended suspension from College housing for two weeks; $150 fine; letter to parent/ guardian; drug assessment; educational task
Second Offense Marijuana	Recommendation for permanent removal from College housing; $200 fine; Letter to parent/guardian
Other Drugs	Recommendation for suspension; $300 fine; letter to parent/guardian
Selling/distribution of drugs	Recommendation for suspension or expulsion

**When a staff member perceives that a student is buying/selling/using any illegal drugs, the Painesville Police Department will be called to campus.*

Code XXII: Fireworks

Possession or use of any explosive device, including, but not limited to firecrackers, cherry bombs, bottle rockets, and dynamite.

Possession	Disciplinary/social probation; educational task; $25 fine
Use	Disciplinary/social Probation; educational task; $50 fine

Code XXIII: Weapons

Possession of weapons including, but not limited to, airsoft guns, knives, firearms and explosive devices, on College property or at events sponsored by the College or any recognized College organization.

Airsoft Guns	Immediate confiscation of gun(s); damage fine
Knives or objects intended to harm others:	Removal from College housing; letter to parent/Guardian;$200fine
Firearms/Explosives	Removal from College housing; letter to parent/guardian; recommendation for suspension/expulsion

Harassment

Code XXIV: Assault

Inappropriate or disrespectful conduct or communication directed toward faculty, staff, student within the Lake Erie College community in any form resulting in verbal or physical abuse including but not limited to that which is of a sexual, racial or ethnic nature. Behavior known as "cyberbullying" and leads toward a defamation of one's character through social media outlets, including but not limited to Facebook, Twitter, email, text, etc.
Minimum Sanction: Removal from College housing; restitution; social probation; restricted access; parental notification

Code XXV: Harassment

Inappropriate or disrespectful conduct or communication (online messages- IM, Facebook etc) in any form, including, but not limited to, that which is of a sexual, racial or ethnic nature.
Minimum Sanction: Disciplinary/social probation; educational task; restriction of privileges

Code XXVI: Hazing

Any act by an individual or group that injures, degrades, harasses or disgraces any person.
Minimum Sanction: Disciplinary/social probation; educational task; restriction of privileges

Sexual Misconduct

Code XXVII: Stalking

Repetitive, menacing pursuit, harassment and/or interference with the peace and/or safety of a member of the College community. Stalking may take many forms, including, but not limited to, persistent calling, texting, direct messaging, posting on a social networking site, monitoring behavior, taking pictures or physical stalking.
Minimum Sanction: Disciplinary/social probation; educational task; restriction of privileges; restricted contact

Code XXVIII: Sexual Harassment

Sexual Harassment is unwelcome, sex or gender-based verbal or physical conduct that is sufficiently severe, persistent and/or pervasive. When these behaviors have the effect of unreasonably interfering with, denying or limiting someone's ability to participate in or benefit from the College's educational programs and/or activities, or fulfill their work responsibilities, it is in violation of this policy. Sexual harassment can be based on power differentials (quid pro quo), the creation of a hostile environment,

or retaliation. Specific examples of sexual and sex-based harassment may include: requests for sexual favors; unwanted physical contact (touching, pinching or brushing the body); verbal harassment (sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats); non-verbal conduct, such as a display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; acts of physical aggression, intimidation, hostility, threats or unequal treatment based on sex (even if not sexual in a nature).
Minimum Sanction: Disciplinary/social probation; educational task; restricted contact

Code XXIX: Non-Consensual Sexual Contact
Any intentional sexual touching, however slight, with any object, by a person upon a person that is without consent and/or by force. Examples include, but are not limited to: Intentional contact with the breasts, buttock, groin, genitals, mouth or other orifice, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
Minimum Sanction: Disciplinary/social probation; educational task; restricted contact

Code XXX: Non-Consensual Sexual Intercourse
Any sexual penetration however slight, with any object, by a person upon a person that is without consent and/or by force. Examples include, but are not limited to: Vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
Minimum Sanction: Disciplinary/social probation; educational task; restricted contact

Code XXXI: Sexual Exploitation
Occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: Invasion of sexual privacy; prostituting another individual; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as allowing others to hide in proximity to witness sexual activity); engaging in voyeurism; knowingly exposing another unaware individual an STD or HIV; exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals.
Minimum Sanction: Disciplinary/social probation; educational task; restricted contact

Code XXXII: Intimate Partner Violence
Intimate Partner Violence, also known as Dating Violence is defined as violence committed by a person who is or has been in a social relationship of romantic or intimate nature and where the existence of such a relationship shall be determined based on the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship. The abuse can take a variety of forms such as isolation, displaying a self-destructive behavior, physical, sexual, psychological or emotional and economic abuse.
Minimum Sanction: Disciplinary/social probation; educational task; restricted contact

Code XXXIII: Quid Pro Quo
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another when submission to such conduct is made either explicitly or implicitly a term or condition of employment, educational benefits, academic grades or opportunities, living environment or participation in a College activity.
Minimum Sanction: Disciplinary/social probation; educational task; restricted contact

Title IX

In accordance with 1972 re-authorization of the Higher Education Act, Title IX stipulates that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Title IX requires all schools receiving federal financial assistance to take reasonable steps to create a safe, nondiscriminatory learning environment. Lake Erie College is committed to providing a campus climate that promotes respect and concern for every individual who studies, works and/or lives on campus. Any form of harassment, gender discrimination, assault, sexual violence (including sexual harassment, sexual assault, intimate partner violence, dating violence and stalking). Upon receipt of a report of sexual violence or gender discrimination, Lake Erie College will conduct an investigation and, where appropriate, adjudicate alleged student violations through the Title IX Investigation Process, including taking immediate action to end the discrimination, remedy its effects, and prevent its future recurrence. The Office of Student Life and the Office of Human Resources will jointly investigate reports involving both students and employees. An action taken against students or employees, as a result of the investigation, is separate from any criminal or civil proceeding.

Retaliation Prohibited

Lake Erie College prohibits individuals from retaliating against a person who reports an act of gender discrimination, sexual harassment, sexual assault, intimate partner violence, dating violence, or stalking. The College further prohibits individuals from retaliating against anyone providing assistance with such a complaint or participating in any manner in an investigation or resolution of a complaint. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

Filing a Report

Any member of the College community (student, faculty, staff, volunteer or contractor), guest or visitor who believes that they have been the recipient of sexual harassment, interpersonal violence or some other form of discrimination prohibited by Title IX and wishes to make a complaint should contact the Title IX Coordinator in person, by email, or by phone.

Students:
Billie Dunn, Vice President for Student Affairs/Title IX Coordinator
bdunn@lec.edu
440-375-7517
Holden Center, 120

Employees:
Andrea Myers, Director of Human Resources
amyers@lec.edu
440-375-7212
Kilcawley Hall, 358

Duty to Report

Most College employees receiving reports of a potential violation of this policy are responsible employees with a mandatory duty to report and are therefore expected to promptly contact the Title IX Coordinator, within one (1) business day of becoming aware of a report or incident. Only employees acting in their professional role and with a legal obligation to maintain confidentiality, such as counselors, doctors, nurses acting at the direction of a doctor, and clergy acting in those roles, are expected to maintain confidentiality consistent with their professional and legal obligations; those individuals are exempt from the reporting requirement.

Confidentiality

All reports and complaints will be treated with the maximum possible privacy. Subject to the College's obligation to take action regarding violations, a reasonable effort will be made to maintain the privacy of those initiating a complaint or report of a possible

violation. In all cases, Lake Erie College directs and expects all personnel involved in resolution to be discreet during proceedings. Information about a report is limited to those parties who have a legitimate need to know. Parties involved are advised to maintain discretion and not engage in public discussion of the case. The President's Office will be kept apprised of the context and progress of the all investigations unless a conflict exists. The Security Office has an obligation to report to the Painesville Policy Department any reported felony crimes, sexual assaults or any serious physical injury to people. The College will give consideration to the reporting party with respect to how a possible violation is pursued, but the College reserves the right, when necessary to protect the community and the College, to investigate and pursue a resolution when the reporting party chooses not to initiate or participate in a formal complaint.

No person shall make an allegation that one knows to be untrue or knowingly provide false information during the course of an investigation. Making a false complaint or giving false information is a violation of the Lake Erie College Code of Conduct and may be a basis for conduct sanctioning, including expulsion or termination. Evidence of false complaints or false information shall be referred by the Title IX Coordinator to the appropriate office for investigation.

Resources

Security Holden Center, Room 110 440-375-7575 *24/7
security@lec.edu

Student Life Holden Center, Room 120 440-375-5705
studentlife@lec.edu

Dr. John Spiesman Garfield, Room C16 440-375-7372
jspiesman@lec.edu

Painesville Police Department 911 or 440-350-5434

Cleveland Rape Crisis Center
CRCC 24/7 Support & Crisis Hotline Call/Text: 216-619-6192
CRCC Chat @: clevelandrapecrisis.org/chat
CRCC has trained specialists available to listen and provide support 24/7.

Sexual Misconduct Policies

Lake Erie College is committed to providing a campus climate that promotes respect and concern for every individual who studies, works and/or lives on campus. Any form of harassment, gender discrimination, assault, sexual violence (including sexual harassment, sexual assault, intimate partner violence, dating violence and stalking) is prohibited and regarded as a serious matter. Sexual misconduct often exploits a relationship between individuals of unequal power and authority (for example, the relationship between an employee and a supervisor or between a student and a teacher), but may also occur between social and professional peers. Sexual misconduct may involve the behavior of a person of either gender against a person of the opposite or same gender. Sanctions for sexual misconduct range from warnings and mandatory education about sexual misconduct issues to dismissal or termination, depending on the seriousness and frequency of the behavior.

Sexual Misconduct Offenses include, but are not limited to:

Sexual Harassment

Sexual Harassment is unwelcome, sex or gender-based verbal or physical conduct that is sufficiently severe, persistent and/or pervasive. When these behaviors have the effect of unreasonably interfering with, denying or limiting someone's ability to participate in or benefit from the College's educational programs and/or activities, or fulfill their work responsibilities, it is in violation of this policy. Sexual harassment can be based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Specific examples of sexual and sex-based harassment may include: requests for sexual favors; unwanted physical contact (touching, pinching or brushing the body); verbal harassment (sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats); non-verbal conduct, such as a display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; acts of physical aggression, intimidation, hostility, threats or unequal treatment based on sex (even if not sexual in a nature).

Non-Consensual Sexual Contact

Any intentional sexual touching, however slight, with any object, by a person upon a person that is without consent and/or by force. Examples include, but are not limited to: Intentional contact with the breasts, buttock, groin, genitals, mouth or other orifice, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Non-Consensual Sexual Intercourse

Any sexual penetration however slight, with any object, by a person upon a person that is without consent and/or by force. Examples include, but are not limited to: Vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Sexual Exploitation

Occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: Invasion of sexual privacy; prostituting another individual; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as allowing others to hide in proximity to witness sexual activity); engaging in voyeurism; knowingly exposing another unaware individual an STD or HIV; exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals.

Intimate Partner Violence

Intimate Partner Violence, also known as Dating Violence is defined as violence committed by a person who is or has been in a social relationship of romantic or intimate nature and where the existence of such a relationship shall be determined based on the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship. The abuse can take a variety of forms such as isolation, displaying a self-destructive behavior, physical, sexual, psychological or emotional and economic abuse.

Stalking

Repetitive, menacing pursuit, harassment and/or interference with the peace and/or safety of a member of the College community. Stalking may take many forms, including, but not limited to, persistent calling, texting, direct messaging, posting on a social networking site, monitoring behavior, taking pictures or physical stalking.

Quid Pro Quo

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another when submission to such conduct is made either explicitly or implicitly a term or condition of employment, educational benefits, academic grades or opportunities, living environment or participation in a College activity.

Consent

Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of sexual activity.

- Consent to any one form of sexual activity does not automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent does not imply consent to future sexual acts. o NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but nonconsensual sexual activity is not by definition forced.
- In order to give effective consent, one must be of legal age.
- Sexual activity with someone who should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force can also include threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear that sex is not wanted, want it to stop, or do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

- This policy also covers a person whose incapacity results alcohol or drug use, mental disability, sleep, involuntary physical restraint, or from the ingesting of “rape drugs”. Possession, use and/or distribution of any of these substances is a violation of this policy. • Use of alcohol or other drugs will never function as a defense to a violation of this policy.
- The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

Interim Measures

Following a report of sexual misconduct, Lake Erie College may provide interim measures, such as changes to academic, living, transportation or working circumstances. Interim measures might include, but not limited to: informing the reporting party(ies) of how to request changes to the above circumstances, providing awareness of financial aid services on leave of absences and loan repayment, or establishing a non-contact restriction between the reporting and responding parties. These are meant as examples and may not be applicable to every case of a sexual misconduct complaint. Interim measures may or may not remain in effect after the resolution of a complaint.

Resolution Process

When a sexual misconduct report is made, the Title IX Coordinator or other appropriate administrator will determine the most prudent means of resolution. Prior to the formal investigation of a complaint, a review by the Title IX Coordinator and/or other

appropriate administrators (i.e. V.P. Student Affairs, Director of Student Life, Director of Security, Director of Human Resources etc.) will take place promptly to determine:

- If the potential health and safety of members of the College community exists which warrants immediate Institutional action (i.e. campus warnings, notification of law enforcement, restrictions of contact with persons or campus property, etc.)
- If the report, as presented, would constitute a violation of College Policy
- The desire of the reporting party for the College to fully investigate (when no ongoing threat is perceived to exist)
- Any extenuating circumstances affecting the responding party which could impact an investigation
- The most prudent means of resolution (i.e. student conduct hearing, administrative review, application of interim measures, etc.) will be identified
- When it is determined that the claims in an allegation rise to the level of potential policy violation(s) and evidence (including the accounts of reporting party and witnesses) is available, an investigation, administrative review or Student Conduct hearing will occur.
- When an administrative review or a Student Conduct hearing is used, rationale will be articulated to all involved parties.
- If the respondent is a student, the matter will be referred to the Director of Student Life/or designee who will coordinate response.
- Reports against or involving employees will be coordinated by the Director of Human Resources or Title IX Coordinator.
- Lake Erie College does not process allegations of sexual misconduct through mediation.
- All forms of resolution will use a standard of preponderance (more likely than not) to determine whether or not policy has indeed been violated. All forms of resolution will be conducted and any sanctions will be imposed by properly trained individuals without any demonstrable conflict of interest or bias against parties involved.
- During any formal investigation or Conduct proceeding, both the reporting and responding party will have equal opportunities to have others present, including an advisor of their choice (said persons may not represent the party or actively participate in proceeding).
- Throughout any proceedings, both the reporting and responding party shall receive timely notice of meetings at which one or the other or both may be present and shall receive equal access to information that will be used in informal and formal meetings and hearings.
- Redacted copies of statements and reports will be available for review by reporting and responding parties
- Notice will be given to all parties when information is given to the Student Conduct Panel
- After any formal proceeding concludes, the reporting and responding parties shall receive written (may be electronic) notification of the proceeding's results ("Notice of Outcome") and any available appeals process. At the discretion of the Title IX Coordinator, notification may be presented at separate, in person meetings with the complainant and respondent scheduled as closely together as possible.

CONDUCT PROCESS

Lake Erie College strives to maintain an atmosphere that is conducive to learning and to the development of mature and responsible students, as well as to protect the rights and sensibilities of each community member. To that end, the conduct process has been reviewed by students and changes have been made to create a consistent, fair and positive environment. This process will be reviewed yearly to ensure a positive environment in which students can live, learn and be engaged in the College experience.

Administrative Roles

Judicial Board

Consists of one student (must be at least sophomore standing), one faculty member, one staff member. These individuals will volunteer and must adhere to strict guidelines in order to remain Judicial Board members**.** Alternates will be in place in case one of these individuals is not available or if there is a conflict of interest.

Director of Student Life

Receives all Incident Reports involving students and will adjudicate Level 1, 2 and 3 policy violations for all students. The Director of Student Life will process a Judicial Board referral for anything Level 2 or Level 3, if deemed necessary. This person also schedules and chairs Judicial Board hearings as appropriate.

Vice President for Student Affairs

Reviews all actions, sanctions and handles all written appeals of the Judicial Board.

Vice President for Academic Affairs

Will be consulted if incident involves the Academic performance or status of involved student(s).

President

Will only listen to an appeal after all other options have been exhausted.

Substitution for the above roles may be necessary depending on availability and will be determined on a case by case basis.

Conduct File

Each disciplinary incident will be recorded and kept in a permanent disciplinary file in the Student Life Office. Access to the file will be restricted and only granted to the student (with proper identification); appropriate College Officials in accordance with FERPA; Law Enforcement and related bodies conducting reference or background checking. Please note Transfer Evaluation Forms typically require this information and will be given to another institution for the purpose with the proper signature of the student.

Judicial Board Process

A Judicial Board is formed when a student is accused of a level 3 offense or if the Director of Student Life or designee deems that a Judicial Board is necessary. A Judicial Board will be formed as the discretion of the Student Life Office based upon the accusations toward a member of the student body.

Board Membership

One student (when applicable), one faculty member and/or one staff member or a combination of faculty and staff; one member will be designated as the secretary who will record the hearing and the decision. Hearings may be visually and audio recorded. The chair will act as the non-voting Chair of the Judicial Board.

1) The Director of Student Life/ or designee schedules a hearing involving the accused student(s), witness(es) and the Judicial Board within five working days after receiving the Incident Report.

2) The accused student, witnesses and members of the Judicial Board receive communication (may be electronic) that will list the date, time and location of the judicial hearing 48 hours prior to the hearing.

3) On the day of the Judicial Board hearing, accused student and witnesses will receive an introduction where they will be refreshed on the Judicial Board process and sign the *Honesty Statement*.

4) All students involved reserve the right to meet with the Judicial Board. Meetings may take place individually or in a group.

5) The Chair of the Judicial Board reads the charges to the accused student.

6) Student enters a plea for each charge ("in violation" or "not in violation").

7) Board members ask the student involved questions.

8) The accused student answers questions and makes a closing statement, then leaves the room.

9) Board members deliberate directly after the hearing in order to render a decision. The judicial decision will be determined by majority vote (2 votes minimum).

10) The Board renders a written decision to the Director of Student Life/ or designee. The decision must contain rationale.

11) The Director of Student Life/ or desginee follows-up with a formal sanction letter within two business days.

12) The accused student has the opportunity to appeal the Judicial Board decision by submitting a written appeal to the Vice President for Student Affairs within 10 business days of receipt of the sanctions letter. Students are only permitted to appeal based on improper judicial procedures or if new evidence has been discovered that is relevant to the case.

The Judicial Board process can be revised and amended if a student is accusing a fellow student of a violation of the Code of Conduct. At that point both the accuser and the accused will have the opportunity to speak with the Judicial Board to provide statements. Witnesses will also be called, when applicable.

A student may appeal a judicial sanction or judicial board decision based on if new information is founded or if information was not originally presented during the judicial hearing. The written appeal can be directed to the Vice President for Student Affairs within 10 business days of the original decision; or if new information regarding the case has been presented the student has 10 business

days to bring that information to the Vice President for Student Affairs. The Vice President for Student Affairs may assemble a judicial committee to review the appeal and the original case and make a determination.

Waiver

If a student does not wish to go to a Judicial Board hearing, s/he may complete a *Hearing Waiver* with the Director of Student Life/ or designee. Through this process, the student would take full responsibility for all charges that were levied and would receive the standard sanctions.

Violation Levels

The following is a comprehensive, but not all-inclusive, list of Student Code of Conduct policy violations that will be handled by the Director of Student Life/ or designee. NOTE - Lake Erie College students will be adjudicated for any violations committed by their guests.

Level 1

1) 1-2 alcohol offenses

2) Noise

3) Unapproved guest/Visitation

4) Minor vandalism (under $50)

5) Bodily Harm

6) Discourtesy to faculty/staff

7) Disorderly Conduct

8) Gambling

9) Illegal entry

10) Receipt and sale of stolen goods

11) Traffic and vehicle regulations

12) Harassment

13) Fire safety - candles, incense, items hanging from sprinkler

14) Unauthorized use of an alarmed door

Level 1 appeal process – accused student has the opportunity to appeal by submitting a written appeal to the Vice President for Student Affairs no later than 24 hours after receiving the judicial sanction letter. Students are only permitted to appeal based on improper judicial process or if new evidence has been discovered that is relevant to the case.

Level 2

The director may forward the following policy violations to the Judicial Board.

1) 3 alcohol offenses

2) Possession or personal use of small amount of marijuana, paraphernalia - 1st offense-small amount = pipe, blunt, joint, anything less than a dime bag

3) Major vandalism (over $50)

4) Fire safety - tampering with fire equipment

5) Sexual harassment, obscene conduct

6) Weapons

7) Assault

8) Theft

9) Any combination of 2+ Level 1 violations

Level 3

The director may forward the following policy violations to the Judicial Board.

1) 4+ alcohol offenses

2) Possession or personal use of a small amount of marijuana, paraphernalia - 2nd offense

3) Possession or personal use of a large amount of marijuana - 1st offense

4) Intent/attempt to sell marijuana.

5) Possession, personal use or sale of any illegal drugs other than marijuana.

6) Major vandalism - 2nd offense

7) Setting a fire

8) Any level 1 sanctions repeated 3 times

9) Any level 2 sanctions repeated 2 times.

*Please refer to policies and procedures regarding sexual assault stated previously

Sanctions

General sanctions used in response to Conduct violations. Any sanction can be used in combination with one another and may limit a student's participation in extracurricular activities; housing status or status as a student at Lake Erie College. All available information will be considered at the time of rendering a decision and the best interest of the student(s) and College Community will be at the center of the decision.

Minimum Sanctions

In order to promote consistency in the judicial process at Lake Erie College, this section specifies *minimum* sanctions for the individual code. A student may receive more than the minimum sanction depending on the nature of the incident and severity of the violation at any time. The *Presidential Interim Suspension* may be used as a minimum sanction for any of these violations if deemed necessary by the President of the College or his designee. For more information about an individual offense, please review the "Prohibitive Behavior" section.

Alcohol/Drug Assessment

Student is required to schedule, attend, and pay for an alcohol or drug assessment. This may be available through the on campus Student Success Center or through Lake-Geauga Center (440.255.0678) located in Mentor. The Director of Residence Life, or designee will monitor completion of this task.

Denial of Access

Student would not be permitted to enter specific college buildings or to attend college events/activities.

Disciplinary Warning

First level sanction generally used for minor policy violations.

Disciplinary/Social Probation

Limits a student's ability to participate in campus events (on or off campus). Advisors and coaches will be informed if one of their students receives this sanction.

Educational Task

A requirement for a student to complete in order to learn from his/her behaviors. Appropriate College Employee will monitor completion of these tasks in conjunction with Director of Residence life or Dean of Students.

Expulsion

This is used in response to a serious violation of the Code of Conduct where the welfare of the Campus Community has been compromised and/or is in danger. A recommendation for expulsion will be made by the senior hearing officer) to the appropriate Vice President and the President of the College.

Letter to Parents/Guardians

Alcohol, drug or assault situations.

Presidential Interim Suspension

Reserved for severe violations that directly impact the welfare of the campus community. This is used at the discretion of the College President or his designee.

Removal from College Housing

Generally used for multiple policy violations and severe policy violations. Further sanctions would lead to Suspension or Expulsion from the college.

Restitution/Fine

Student is responsible for paying any fines associated with policy violations (alcohol, drugs, etc) as well as paying to repair any damages caused by vandalism. These are posted directly to student accounts.

Restriction of Privileges

Student could lose the ability to host overnight guests, participate in extracurricular activities; attendance at College events/activities etc.

Suspension

Generally used for a combination of a second and third-time offense of policy violations. A recommendation for suspension will be made by the Dean of Students (or senior hearing officer) to the appropriate Vice President and the President of the College.

DINING SERVICES

Dining Services offer four meal plan options to keep costs at a minimum. Residential students are required to select one of the four meal plans, Block Plan (170 meals per semester), Block Plan (225 meals per semester), 14 meals or 19 meals per week. Meal plan changes will be done only within the first two weeks of each semester by the Director of Student Life or designee. Commuting students are invited and encouraged to participate in one of the four meal plan options. Commuter students also have a fifth option: Commuter Plan (25 meals per semester, $150 Storm Dollars). Commuter meal plans can be purchased through the Cashier's Office.

Storm Dollars *are the most versatile and care-free way to access meals and snacks. Students deposit funds into their student account and receive* Storm Dollar *credit. These dollars are then available for use through fall to the end of the spring semester. Each meal plan comes with* Storm Dollars*. Additional funds can be deposited any time during the academic year.*

The *Storm Café,* offering lighter fare, provides another dining option for commuting students, faculty and staff. The *Storm Café* is located on the main floor of the Holden Center just inside the north entrance.

Dining Services enforces a strict "No Card, No Food" policy, in which students must have their ID card in order to enter the dining hall. If a student does not have their ID card, they will be sent to go get it. For students who wish to do so, are welcome to pay for guests by using their *Storm Dollars*. No meal plan swipes will be accepted for guests in the dining hall. However, the student who is scanning others in must be present at the time of the scan with their ID card in order to verify.

If you are not able to stay and eat in the dining hall, you may request a take-out box from Metz.

All students and guest are expected to behave in a respectful manner while inside the dining hall, including towards all Metz employees, members of the Lake Erie College community, and other visitors. Be sure to push in your chairs, dispose of any trash and used dishes in the proper areas. Failure to behave in an acceptable manner may result in removal from the dining hall and/or referral to the Student Conduct Process.

INFORMATION TECHNOLOGY

Information Technology (IT) oversees the maintenance of college owned computers and printers. Computer labs are available in the Holden Center, Library, and Garfield Center. Individual residence hall rooms are equipped with a wired Ethernet port as well as wireless access. Residences off of the main campus (Sessions and Founders) are exclusively wireless. Printers are available in all labs: black and white prints are .03 per page, and color is .30 per page. The first 250 print jobs are without charge (if B/W) and an additional 250 print jobs will be distributed each semester. In order to increase the amount of pages available, the students are able to log into a web form where they can issue payments via PayPal or credit/debit card. Students may also add additional pages at the Cashiers office. To report a technology problem, please utilize the "Help Desk", **http://helpdesk.lec.edu** . Individuals using the Lake Erie college computer network without authority or in excess of their authority are subject to having all of their activities on this system monitored and recorded by system personnel. Users understand that usage of the Lake Erie College network may be monitored and agree to such monitoring. If the monitoring reveals possible evidence of criminal activity, system personnel may provide this evidence to law enforcement officials. In addition, any violation of these rules set by the Lake Erie College IT department, may result in account lockout or a loss of computer and Network privileges.

Computer System Use Policy

When you are granted access to a shared computer or Network system you become part of a community. The Lake Erie College system user policy applies to anyone who uses a computer or Network resource.

Violations to this policy may include, but not limited to:

1. Use of another person's User ID/email credentials.
2. Allow another person to access your account or share your password.
3. Attempt to circumvent or subvert system or network security measures.
4. Engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses.
5. Attempt to add, modify or damage files or data on any College computer; make any unauthorized deletions of files or data on any College computer; damage, move or modify computer equipment or degrade system performance.
6. Attempt to gain unauthorized access to local or remote computers.
7. Use College Computing resources for private profiting of any type.
8. Make illegal copies of copyrighted software, published materials or music, store such copies on College systems, or transmit them over college networks.
9. Intentionally impede the legitimate use of computing facilities by other people.
10. Use Email to harass, intimidate, or otherwise annoy another person.
11. Use facilities, including printers, for junk mail or mass mailings.
12. Waste computing resources, including printing excessive amounts of paper.

In Addition:

1. Email should be read, responded to and deleted in a timely manner.
2. Users who will not return to Lake Erie College during the next school semester or have graduated will continue to have access to their email, documents and account for no more than 60 days. After that time all data, including the student user account will be removed from the system.

3. In addition, any violation of these rules set from by the Lake Erie College IT department may result in account lockout or a loss of computer and Network privileges.

Computer programs, executable files, audio/video files and large graphic files may not be stored on a computer hard drive, unless approved by the I.T. department. System administrators reserve the right to delete these files without notice along with any files that were obtained or used in a violation of the law.

Lake Erie College uses Google Apps for Education as its host for email communication. Every student is given a lec.edu email address and inbox that is hosted by Google. In addition, the Google drive feature provides personal cloud storage for each user, this is the recommended place for users to store documents and files. There are currently no limitations on personal inbox size or drive size, however, these policies are determined by Google and not Lake Erie College. The limitation on file attachments is currently 25MB. As a Google Apps user, Google Apps policies are applicable to users in addition to LEC's system use policy. Google Apps Program Policies can be found at:

https://www.gmail.com/intl/en/mail/help/program_policies.html

Their Privacy Policy can be found at: https://www.google.com/intl/en/policies/privacy/

LIBRARY

Library Website

The library's website is tailored to meet student needs. It provides access to the online catalog, research databases, reference and interlibrary loan services, library hours and information, and provides many links to other subject-specific web sites. The site is updated continuously and should be your starting point for research:

- **StormSEARCH** lets you search the library's research databases plus the combined collections of our library and the other OhioLINK libraries (over 50 million items!) all at once, and uses Google-like algorithms to show the most promising results first
- The **Research Guides** on this site show you how to access specialized resources for your research
- Choose the **About the Library** link for information about our reference and interlibrary loan services, library hours, loaning policies, special collections, and facilities

The James F. Lincoln Library
This building has recently been renovated to serve as our campus center for doing intellectual work, and provides:

- Spaces for individual and group study/socializing
- Distance Learning Classroom/PC lab
- Digital Media Lab
- Food & drink vending machines

For more information please consult the Library website: www.lec.edu/library

STUDENT VEHICLES AND PARKING

Vehicle Registration

All vehicles on campus and in College-leased apartment areas, are required to be registered with Security within the first week of the semester of the current school calendar year. A permit decal, for current academic calendar year, will be issued and must be displayed on the vehicle at all times. There is no charge for the first permit; however, there is a $5.00 charge for each additional or replacement permit. Your personal information, vehicle year, make, model, color and the license plate number of the vehicle are needed to register a vehicle.

The College is not responsible for lost or stolen items or damage to vehicles parked on campus. Vehicle owners are required to have adequate insurance as required by State Law. Campus Security recommends every student have an extra set of keys available in case keys are locked inside of the vehicle. Security may not be able to assist with unlocking the vehicle. Painesville police are not able to assist with vehicle lockouts. Students should refer to the Security tab of the Lake Erie College web page (www.lec.edu), or the bulletin board located outside of the Security Office for information concerning Rules and Regulations for parking on campus.

Citations and Towing

Parking on the grass, in a fire lane, on the sidewalk, blocking a dumpster, parking in a reserved space or with unpaid parking tickets may result in a vehicle being towed from campus at the owner's expense or having a boot applied making it impossible to operate the vehicle until the violation is addressed with Security and a boot fee is paid. This also includes the gravel or grass areas located along the residential drives. Lake Erie College parking rules also apply to College-leased apartment areas; Session Hall and Founder's Court. Driveways in front of the residence halls are fire lanes and should not be treated as parking areas. "No Parking Fire Lane" signs have been posted at Founder's Court. Painesville Police and Fire are issuing $50.00 tickets for the violation. These tickets are not issued by Lake Erie College and the college does not control fines and cost for the violations. Vehicles left in campus parking lots and College-leased apartment areas that are considered abandoned will be towed at the owner's expense. Fines for City issued parking tickets must be paid at the Painesville Police Department or Painesville Municipal Court. Fines apply to Security issued parking tickets. Repeat violations, during the current academic calendar year, will result in an increased fine. Parking fines are $10.00 for the first violation, $25.00 for the second violation and $50.00 for the third and each subsequent parking violation. Fines are automatically billed to the student's account and can be paid at the Accounting window in College Hall.

Guest Parking

Guests of residential students must register their vehicle with Security to obtain a temporary guest registration permit that is displayed. Applications for the guest registration tag are obtained from the Student Life office or Security. Overnight guests will receive instructions from the security officer, who issues the temporary guest tag, concerning where they must park their vehicle.

POLICIES AND PROCEDURES

Alcohol

The Lake Erie College Alcohol Policy conforms to all regulations set forth in the OHIO REVISED CODE and will enforce those regulations. Lake Erie College prohibits students under the age of 21 from buying, possessing, being furnished with and/or consuming alcoholic beverages on its campus.

A residential student who is 21 years of age may possess and consume bottled or canned beer only within the closed-door confines of his/her residence hall room *provided that* his/her roommate is also 21 years of age. All students present in the room must be 21

years of age if alcohol is consumed. A 21 year old residing with another student who is not of that age *automatically forfeits* this privilege. Kegs and other types of alcoholic beverages are prohibited. Students who are of legal age assume an obligation and liability when they bring alcohol into the residence halls. Students are expected to be responsible in all matters related to alcohol consumption Residential students are held responsible for the behaviors of their guests.

No student is permitted to bring beverages containing alcohol to any College sponsored activity or event whether that event is held on or off campus. Under special conditions, alcohol is permitted to be sold to students who are 21 years of age or older at off-campus events such as Homecoming and Spring Formal.

- Drinking games are not permitted in the residence halls. This includes, but is not limited to: beer pong, quarters, Beirut etc. Staff members will confront any individuals where they perceive mass consumption will occur.

- Staff members will confront any individual who is exhibiting intoxicated behaviors in a common area of the residence hall. These behaviors include but are not limited to: slurred speech, bloodshot eyes, strong odor of alcohol and a gaited walk.
- Alcohol paraphernalia: beer bongs, funnels etc. are not permitted in the residence halls.
- Beer containers may not exceed 16 ounces.
- Alcohol containers are not permitted to be displayed anywhere in student rooms. If a student is 21 or older and would like to consume alcohol in his/her room, s/he must discard containers once the alcohol has been consumed.

Local authorities may be called or become involved in an on campus or off campus incident involving alcohol. Whether or not criminal proceedings are expected to be initiated, the College will impose a sanction(s) upon a student found to have been involved. Sanctions may include, but are not limited to probation, educational task, fines or penalties.

If a staff member believes a student needs medical attention due to alcohol consumption, the staff member will contact 9-1-1. The student needing medical attention will be responsible for all costs of medical treatment.

Commuter students who violate policy are subject to all fines and sanctions, as will their hosts/hostesses.

Assault

Every member of the College community is expected to conduct themselves in a mature and appropriate manner at all times. Inflicting harm on another member of the Community is a severe violation of College policy and may be of local, state and federal laws. Any act that causes injury to another person, including but not limited to physical fighting; inflicting harm with objects and/or weapons will not be tolerated on campus or at any College sponsored event. Individuals violating this policy will be subject to local, state and federal laws and proceeding in addition to campus judicial proceedings.

Computer Usage Policy

When users are granted access to a shared computer or Network system, they become part of a community. The Lake Erie College system user policy applies to anyone who uses a computer or Network resource.

Violations to this policy may include:

- Use another person's USER ID.
- Allow another person to access your account or share your password.
- Attempt to circumvent or subvert system or network security measures.
- Engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses.

- Attempt to add, modify or damage files or data on any College computer; make any unauthorized deletions of files or data on any College computer; damage computer equipment or degrade system performance.
- Attempt to gain unauthorized access to local or remote computers.
- Use College Computing resources for private profiting of any type.
- Make illegal copies of copyrighted software, published materials or music, store such copies on College systems, or transmit them over college networks.
- Intentionally impede the legitimate use of computing facilities by other people.
- Use Email to harass, intimidate, or otherwise annoy another person, including cyber bullying
- Use facilities, including printers, for junk mail or mass mailings.
- Waste computing resources, including printing on excessive amounts of paper.

Email should be read, responded to and deleted in a timely manner. The amount of email and their accompanying attachments in a user's mailbox may never exceed 1 gigabyte. The computer accounts with mailboxes containing over 1 gigabyte of email may be disabled. System administrators reserve the right to delete email from the account of users who have exceeded the limit without notice.

Computer programs, executable files, MP3 files, video files and large graphic files may not be stored on a shared drive unless approved by the I.T. department. System administrators reserve the right to delete these files without notice along with any files that were obtained or used in a violation of the law.

All users have space on a network server called their Z drive. This is the recommended place for users to store documents and files. The amount of materials stored on a user's Z Drive may not exceed 250 megabytes unless approved by the I.T. department. MP3 files and video files may not be stored on a user's Z drive. System Administrators reserve the right to delete these files without notice along with any files that were obtained or used in a violation of the law. The user account that exceeds the size limit not be allowed to save any more files to their drive until data is deleted.

Users who do not return to Lake Erie College during the next school semester or have graduated will continue to have access to their email, documents and account for no more than 60 days. After that time all data, including the student user account will be removed from the system.

Email

All students, faculty and staff are issued a campus email address. Email is the major form of communication on the Lake Erie College campus. **Students are required to check their campus email on a daily basis** for announcements, news or correspondence from faculty and staff members. Email should be read, responded to and deleted in a timely manner.

All users: webmail and campus network

User username@lec.edu (replacing username with own)

Pw (users password)

Email is accessible on and off campus. To gain access off campus, visit www.lec.edu and select "webmail" link on the main page. Password will be the same as being on the network while on campus

Fraternization

The faculty and staff of Lake Erie College assist the College in meeting its mission of providing a quality higher educational environment for its students that supports the goals of the College. Students should be assured that the relationships they develop with faculty and staff members will always be built upon the highest ethical precepts of the educational profession.

Virtually all faculty members, administrators and staff members are, or can appear to be, in a position to exercise power or authority, directly or indirectly, over students, whether or not an individual student is enrolled in their classes, are subject to their direct supervision, or have some form of business to transact with offices at the College. Many students are at a stage in their development when they may be particularly vulnerable to the influence of faculty members, administrators, and staff members who are in positions where they can affect the terms and conditions of a student's standing at the College.

If a student consents to a romantic relationship with a faculty member, administrator or staff member, the existence of such a relationship could have unintended adverse effects on the educational environment of the College. In some cases such a relationship can end unhappily or become problematic, resulting in charges of sexual harassment, and even physical or psychological abuse.

Because of the commitment to maintaining an environment that supports our educational goals and in order to promote the efficient and fair operation of the College ,and to avoid misunderstandings, complaints of favoritism, supervision problems, security problems, morale problems, questions regarding academic achievement, and possible claims of sexual harassment, the College prohibits romantic, sexual and exploitative relationships between employees and students including but not limited to: dating, pursuing to date, and pursuing or having romantic or sexual relationships with students. Employees or students who violate this policy will be subject to discipline, up to and including termination of employment for employee violators.

There are exceptional circumstances in which the spouse or partner of a college employee is a student at the College. This fraternization policy does not apply in such circumstances. The President, in consultation with the President's Cabinet and Director of Human Resources, is the administrative officer who determines whether an exceptional circumstance applies.

Grievance Procedure

Students have the right to present any personal concern or dissatisfaction regarding their enrollment to the appropriate College personnel and have it considered on its merits.

Students will advise the Vice President for Student Affairs or the Title IX Officer briefly in writing of the problem within ten (10) working days of the incident. A response will be provided, in writing to the complaint. If the grievance is directed to the Vice President for Student Affairs, the student will advise the Title IX Officer briefly in writing of the problem within ten (10) working days of an incident.

Every effort should be made to resolve the conflict or problem on an informal basis. In the event a compromise/solution cannot be agreed upon, the grievance will move from this informal procedure to a formal one as follows:

- The student will put the complaint in writing again stating the full facts and providing evidence of the grievance.
- A meeting will then take place between the appropriate parties and the Vice President for Student Affairs or his/her designee in order to resolve the conflict.

If the grievance is not resolved at this level, all relevant information should be submitted to the respective area Vice President for action, which may include a Review Panel (LEC faculty, staff and students). All relevant information will be submitted to the appropriate Vice President who will share with the President of the College. The President's written response concludes Lake Erie College's provisions for addressing the allegation.

The purpose of this procedure is to promote an equitable, orderly resolution of problems arising at Lake Erie College. It is necessary that each step be followed to assure the student of the proper consideration of his or her grievance. In a situation where the student feels discriminated against, he or she should file a complaint with the Title IX Officer.

Amnesty Policy

Lake Erie College views student safety as paramount. In incidents of crisis or medical emergency, Lake Erie students are expected to care for themselves and for others in the College community by getting help from appropriate officials even when violations of the Code of Conduct have occurred. Because the College understands that fear of disciplinary actions may deter requests for emergency assistance, the Amnesty Policy was created to alleviate such concerns and reduce hesitation by Lake Erie students to seek help.

In crisis situations involving alcohol, drugs, and/or sexual misconduct, the College strongly considers the positive impact of taking responsible action when determining the appropriate response for alleged policy violations relating to the incident. **This means that no formal College disciplinary actions or sanctions will be assigned to the reporting student(s).** The incident will still be documented, and educational and/or health interventions may be required as a condition of deferring disciplinary sanctions.

This policy does not protect repeated, flagrant, or serious violations of the Code of Conduct (e.g. abusive conduct, sexual misconduct, distribution of alcohol or drugs, hazing, theft, property damage, etc.) or violations that caused harm to another person requiring emergency response, nor does the policy preclude or prevent action by police or legal authorities.

Failure of students to take responsible action under this policy where action is clearly warranted and harm results may, in egregious circumstances, constitute a violation of the College's "Civility Statement" and will void all protections under this provision.

Harassment

In providing a productive learning environment, the College believes that its students, faculty and staff should be able to enjoy an environment free from all forms of discrimination, including harassment on the basis of race, color, religion, gender, national origin, age, disability and sexual orientation.

It is against the policy of the College for any student to harass another member of the College community. Harassment occurs when verbal, written or physical conduct defames or shows hostility toward any individual because of his or her race, color, religion, gender, national origin, age, disability or sexual orientation, or that of the individual's relatives, friends, or associates. Harassment occurs when a situation creates or is intended to create an intimidating, hostile, or offensive environment; interferes or is intended to interfere with an individual's academic performance; or otherwise adversely affects an individual's learning opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts, which relate to race, color, religion, gender, national origin, age, disability or sexual orientation. Written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, disability or sexual orientation that is placed on walls, bulletin boards, or elsewhere on the College's premises, or circulated in the residence halls will not be tolerated.

Illegal Drugs

The use of illegal drugs is a serious matter involving violations of Federal and Ohio laws. The College will uphold the laws and will cooperate with the apprehension and legal prosecution of violators. When a staff member perceives that a student is buying/selling/using any illegal drugs, the Painesville Police Department will be called to campus. Whether or not criminal proceedings have been initiated or are expected to be initiated, the College will impose a sanction(s) upon a student found to have

possessed, consumed, sold or otherwise provided illegal drugs, on or off campus, as the College's judgment deems appropriate. Sanctions may include, but are not limited to probation, fines, removal from campus, suspension and/or expulsion and do not preclude, alter or in any way have an impact on criminal charges or penalties.

Lost, Stolen, Damaged Items

Lake Erie College students, faculty and staff are responsible for properly securing vehicles, offices, rooms, computers, electronic devices, books and other valuable items, at all times. The College is not responsible for lost, stolen, or damaged items. Students, faculty and staff should call Security, 440/375.7575 immediately to report lost, stolen or damaged items, followed by Painesville Police or Lake County Sherriff (where appropriate).

The College encourages residential students to obtain personal property insurance while residing in campus operated facilities. In addition, computers and other electronic devices should be clearly marked and identifiable information should be kept in a secure place in the event it is needed to identify a stolen item.

Pets

Pets are not permitted in campus buildings except for registered service animals, this includes residence halls and campus leased apartment facilities. Resident students are permitted fish in a 20 gallon tank or less. Please see service animal/emotional support animal policy for more information.

Posting

The Student Life Office must approve the posting of announcements, notices, and/or promotional material in advance. Postings may not be affixed to walls, buildings or trees in such a way as to cause damage. Any reference to alcoholic beverages, illegal substances, pornography or anything that is deemed offensive is prohibited.

Residency

All full-time students are required to live in campus housing during the academic year {on campus residence halls or residential apartments}. Resident students sign and submit a *Housing and Food Accommodations Contract* for one academic year, both Fall and Spring semesters, unless the student cancels the contract through the Student Life Office and it is approved. *Housing and Food Accommodations Contracts* cannot be cancelled unless students meet the residency requirements as listed or are no longer attending Lake Erie College. A cancellations fee of $100 may apply.

All residential students must be currently registered full-time at Lake Erie College. All financial obligations to the College must be taken care of prior to move in. Students with an unpaid balance will not be permitted to receive a room key or move in prior to the fall and spring semesters. In addition, students must have all medical forms completed and submitted prior to move in.

Without exception, all students residing on campus are required to be enrolled in one of the College board (meal) plans. Student accounts will be charged accordingly. Failure to choose a meal plan will result in the default 19 meals per week.

Students may only reside in the residence halls when the College is in session. Students are provided with the College calendar as well as the dates they are permitted to move in and the dates they are required to move out of the residence halls. Travel arrangements must be made accordingly. The campus dining facility is closed during break periods. Students can complete an application to stay on campus during break periods. Applications will be approved based on necessity; those approved will be charge $25 per night during break periods.

Residency Exemption

If a student wishes to commute, ALL the following requirements must be met:

- have more than 64 credit hours
- above the age of 22
- official residence is inside of a 25- mile radius of the college
- does not receive a Presidential Scholarship or Athletic Scholarship

Any student that meets one or more of the above requirements, and wishes to petition for an exemption must complete a *Residency Exemption Application*, available in the Student Life Office. The Residency Exemption Committee will meet five (5) times per year: August, November, January, April and June. The Residency Exemption Committee reserves the right to deny applications or request more information.

Students who have other reasons may apply for a residency exemption, reasons may include—participating in Study Abroad; graduating at the end of the current semester; lived in college housing four (4) consecutive semesters at a previous institution, married, dependent children.

Students should review any and all scholarship requirements prior to submitting an application.

Applications must be approved by the Residency Exemption Committee. Students will be billed for housing and meal plan accommodations accordingly if an application is denied.

Service & Emotional Support Animals

Lake Erie College has a "no pet" policy. Service animals and emotional support animals may be a reasonable accommodation to No Pet Policies. In the residential setting an approved Emotional Support Animal is allowed, when under the control of its handler, in the handler's room or common spaces within the residence. Emotional Support Animals approved for the residential setting are not permitted in other buildings. Both Service animals and Emotional Support animals must be approved by the Director of the Student Success Center and The Director of Student Life/ or designee. Residential students must sign a "pet agreement" for every academic year the student and/or animal will be in campus residency.

There are a variety of different types of ways an animal may be used by a student with a disability. In order to be considered for a service or emotional support animal, supporting documentation must be submitted including documentation of a disability and the disability-related need for the animal. The information must answer the questions specific to the type of animal requested.

All animals are the responsibility of their handlers and should be under their control (in proximity to the handler and responsive to commands, in harness, leashed or in a carrier). An animal's behavior is considered the handler's behavior; the animal will be held to the same basic standard of conduct as their handlers. If they are disruptive to university business or community behavioral expectations for educational, medical and residential environments handlers may be asked to correct the animal's behavior or remove it from the environment.

Service animals which are permitted under the ADA (Americans with Disabilities Act) are broadly defined to include "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." 28 CFR 36.104

Lake Erie College fits within the definition of a public place of accommodation as defined by 28 CFR 36.104, therefore a follows all rules and regulations associated with Service Animals as defined by the ADA.

When it is not obvious what service an animal provides, only limited inquiries are allowed, which include:

- Is the dog a service animal required because of a disability?

- What work or task has the dog been trained to perform?

Staff and faculty cannot ask about the person's disability, require medical documentation, require a special identification card or training document for the dog, or ask that the dog perform a task.

Allergies and fear of dogs are not valid reasons for denying access or refusing service. When a person who is allergic and a person who uses a service dog must spend time in the same room or facility, they both should be accommodated by assigning them, if possible, to different locations. Students should work directly with the Student Success Center regarding this and any other accommodation need.

Service animals must be harnessed, leashed or tethered, unless these devises interfere with the animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through another effective control method.

Owners and/or users must abide by current city ordinances/laws pertaining to licensing and vaccination requirement for the service animal. It is the responsibility of the owner and/or user of the animal to know about these ordinances and/or laws. All owners and or users of the service animals are responsible to clean up after and properly dispose of waste.

Emotional Support animals are not considered service animals by the ADA Regulations published by the United States Department of Justice, Civil Rights Division. Emotional Support animals have additional restrictions regarding where they can be utilized. Emotional Support animals provide people with therapeutic contact to improve physical, social, emotional, and/or cognitive functioning. In the residential setting an approved Emotional Support Animal is allowed, when under the control of its handler, in the handler's room or common spaces within the residence. Emotional Support Animals approved for the residential setting are not permitted in other buildings.

A student who is requesting an emotional support animal should submit information (from an appropriate provider with whom they have established a therapeutic relationship) to the Student Success Center that will answer the following:

- Is this emotional support animal required because of a disability?
- What assistance (related to the disability) does the animal provide?

If you are seeking approval for a service animal or emotional support-animal, you need to contact the Student Success Center. As part of this process you will need to meet with Director of the Student Success Center and/or designee to complete the accommodation request form. This form can only be completed one time per academic year. Information must be updated yearly, and a new accommodation request form must be generated each subsequent year. If you have completed this form for other accommodations, the information will be reviewed during the meeting with Director of the Student Success Center and/or designee.

Once a determination has been made, you will be notified in writing. If you live in campus housing, the Student Life Office will also communicate with you regarding the "Guidelines and Check List for Maintaining an Approved Animal" which must be completed by you and/or your roommates before the animal can be brought on campus. The Student Success Center also requests you to send the following: your name, student id, animal name and a picture of the animal.

Guidelines for emotional support animals

- The animal should meet the licensing requirements of Ohio. (Copy required.)
- Students will provide vaccinations records. (Copy required.)
- The student must immediately clean up after the animal.

- Students need to maintain the hygiene of the animal. Preventative measures should be

  taken for flea and odor control. Consideration of others must be taken into account when providing maintenance and hygiene of assistance animals.

- It is recommended that the animal wear some type of commonly recognized identification symbol, identifying the animal as a working animal, but not disclosing disability.

- Emotional Support Animals are permitted in the student's residence to whom the

  accommodation is granted only, and not in classrooms, or other campus facilities.

Control Requirements

- While in public, the animal should be on a leash when not providing a needed service to student.

- The animal should respond to commands at all times, and be in full control of the student.

  To the extent possible, the animal should be as unobtrusive to other students and the learning environment as possible.

- A service/emotional support animal may be excluded from the campus when that animal's behavior poses a direct threat to the health and safety of others. Although the campus may exclude any service animal that is out of control, it will not exclude the individual with a disability. A corrective action plan may be developed to allow the animal to return to campus e.g. muzzling a barking animal, refresher training for the animal and the student, etc.

- Emotional support animals are not permitted in College Buildings or general public areas other than personal residence.

Public Etiquette

The animal should not:

- Sniff people, restaurant tables or the personal belongings of others.

- Display any behaviors or noises that are disruptive to others unless part of the service being provided the student.

- Engage in personal grooming in public settings.

- Block an aisle or passageway for fire egress.

The general public should avoid:

- Petting a service animal as it may distract them from the task at hand.

- Feeding the service animal.

- Deliberately startling a service animal.

- Separating or attempting to separate a student from his/her service animal.

- Hesitating to ask a student if she/he would like assistance if there seems to be confusion.

Areas of Safety Concern

As cited above, there are certain instances when it may be considered unsafe for service animals in such places as laboratories, mechanical rooms or any other place where the safety of the animal or student may be threatened. When it is determined unsafe for the student and service animal to be in one of these areas, reasonable accommodations will be provided to assure the student equal access to the activity. The decision regarding safety of the service animal and student will be determined through consultation with the student, Director of the Student Success Center and/or designee and may include faculty from the designated program.

Emergency Situations

Any emergency response efforts should make every effort to keep the service animal and its student together; however, the first effort should be toward the student; this may necessitate leaving the animal behind in certain emergency evacuation situations.

Smoking

In accordance with Chapter 3794 of the revised code regarding Ohio's smoking regulations and In keeping with Lake Erie College's intent to provide a safe and healthful work environment, smoking in the work place is prohibited in College-owned buildings, building entrances, and College-owned vehicles and will be permitted only in specific, designated outside locations. A limited number of "Designated Smoking Areas" have been strategically located on campus.

Solicitation and/or Outside Vendors on Campus

Any College or non-College individual, group or organization desiring to solicit students, faculty and/or staff to purchase goods or use services must obtain the written approval of the Chief Financial Officer or his/her designee.

Any member of the College community being asked to contribute or purchase should ask for proof that the solicitor or vendor has official approval to conduct business on the campus. If proof cannot be provided, community members are instructed to immediately report this activity to Security, the Chief Financial Officer or the Student Life Office. Please be prepared to give a physical description of any individuals involved as well as their vehicles.

RESIDENCE LIFE

housing@lec.edu

Lake Erie College is committed to maintaining an on campus living environment that is conducive to learning and promotes the idea of individual and group well-being and enrichment. The College supports the idea of encouraging students to assume personal responsibility for actions, yet also realizes its obligation to provide guidelines to protect the rights of other members of the community. This is particularly critical where living space is shared with others, whether a roommate or other building residents. Therefore, the Lake Erie College residence hall policies have been designed to protect the health and welfare of the majority of students residing in campus housing.

The residence halls are designed to foster a "Community of Respect" where students are challenged to be responsible citizens of the community through their actions and behaviors. By residing in a community of respect, residents agree to the following:

1. Respect the environment in which they live.
2. Emphasize personal development by encouraging the discussion of differing opinions and respecting one another's ideas
3. Support the worth and dignity of each person.
4. Promote justice and compassion on our campus and in our world
5. Enjoy Lake Erie College's rich cultural, ethnic and racial diversity.

6. Celebrate the heritage of the institution, affirming both tradition and innovative change.
7. Teach the spirit of excellence and integrity through scholarship and service.

In a community of scholars there is no place for inconsiderate and hateful behavior. Students are held responsible for their behavior

Currently, the residential area of Lake Erie's campus consists of four traditional residence halls and College leased apartments and townhouses that house over 500 students. ***The College encourages students to obtain personal property insurance and will not be held liable for loss or damage to personal property of the student while residing in campus operated facilities.*** Professional staff members, known as residence directors, oversee student leaders who are known as resident assistants. These individuals are responsible for promoting and maintaining a healthy and safe community for our students. They lend a helping hand, a listening ear, a shoulder for support, and an open door for student concerns. Staff members are trained to handle roommate conflicts, crisis management, referrals, and a wide variety of areas where students may need help. There is an "Resident Assistant (RA) on Call" each night (8:00pm to 8:00am) and can be reached through the numbers posted within the residence halls and apartments. RA's conduct community safety rounds each night to assist with maintenance reports and student concerns. There is also a Residence Director (RD) on Call nightly to support the RA and serve as a resource for higher level concerns that may arise. Student questions can be reported to the Student Life Office at any time.

On Campus Living

Each residence hall, apartment building and townhouse may further restrict the following regulations through Community Living Agreements that are created at the beginning of each semester. Community living demands that each resident assume certain group and individual responsibilities. Each resident student is expected to:

- attend and participate in hall meetings;
- support hall activities and programs;
- care for his/her own room and personal property as well as for the property of the College and others;
- Adhere to the Student Code of Conduct.

Apartment Living

Students residing in the College leased apartments (Founders Court and Lydia Sessions) are subject to a unique living environment designed to prepare them for their "life after college" while providing them the safety and security of campus resources. There are more responsibilities with apartment living such as taking out your own garbage, cleaning your own apartment, and buying your own toilet paper and cleaning supplies. There are also advantages including greater independence, low student-to-bathroom ratio, full kitchens, and air-conditioning.

Students residing in these areas are expected to adhere to the Student Code of Conduct and all residential policies as outlined. Apartment are maintained by the property owners; however, maintenance requests and concerns should be brought to the attention of the Residence Life staff within the building and/or the Director of Student Life / or designee. Maintenance requests should be submitted: **housingmaintenance@lec.edu** or after hours and emergencies reported to the RA on Call or LEC Security.

Abandoned Items

Residents are responsible for their own personal property at all times. When residents have not vacated assigned space as scheduled (room changes as well at the end of an academic period) and have not removed personal property, residence life staff will make a reasonable attempt to contact the residents. Forty-eight (48) hours after this attempt to contact, the personal property will be removed at the resident's expense. Residents will be billed a minimum labor charge of $50 plus $20/hour per employee involved in the removal and/or storage of abandoned personal property. Personal property removed by residence life staff/maintenance personnel will be disposed of. Lake Erie College is not liable for damage to or loss of property that might occur during the course of removal or disposal. Residents will be billed for all costs incurred in removing personal property and restoration of the room to a useable space.

Absence from Campus Living

A student who will be absent from his/her room for an extended period of time should notify their residence director and/or resident assistant of their pending absence and leave a telephone number where they can be reached in the event of an emergency. Staff members will assist in notifying instructors of extended absences.

Appliances

Electrical appliances are permitted only in the kitchen area of the residence halls. Residence directors will be responsible for supervising the proper use of electrical equipment during the year. Limited cooking may be done in the kitchen area. When the student is finished, it is expected that the kitchen will be left clean and in order. Abuse of kitchen property may result in the kitchen being closed or the forfeiture of cooking privileges by the student(s) responsible.

Electrical appliances are provided in the College leased apartments and townhouses. Students are expected to use these items appropriately, abiding by all rules and regulations. Flammable material should be kept in clear distance from the stove (and other similar appliances) to reduce risk of fire. Fire extinguishers are located in the hallway and regularly inspected. Students are encouraged to purchase an appropriate residential fire extinguisher and keep it in an appropriate place in the event of a fire. It is the responsibility of the student(s) to report any concerns, suspected problems with appliances (housingmaintenance@lec.edu) as soon as possible.

Arrival, Departure and Scheduled Break

Residence Halls will be open for Lake Erie College student residency during regular fall and spring academic sessions in accordance with the official academic calendar. The Student Life Office establishes the official move-in date for each semester. All students must comply with the published date.

At the conclusion of the semester, students are required to leave within 24 hours of their last final exam. Those students who have an exam on Thursday will be required to leave by 9:00 a.m. on Friday. Final exam schedules will be verified. Seniors and those students who have official roles in Commencement are required to notify the Director of Student Life/ or designee if they need to stay on campus through Commencement.

All students must arrange transportation to comply with this policy. Each student is required to vacate the residence hall between fall and spring semester and spring break. A charge of $25 per evening is assessed for any student who must arrive early or depart late. The charge is automatically added to the student's account. Students are required to surrender their keys prior to leaving for break; students will be charged for not doing so.

Balcony Policy

Lydia Sessions apartment community offers residents a unique amenity. Due to concerns regarding resident health and safety, balconies at Lydia Sessions apartments should be kept free of all College furniture. Balcony railings should be free of decorations such as lights and banners. Personal laundry should not be left out on balconies. Patio furniture only may be permitted by request to the Student Life Office. Residents may not use chalk, spray paint or any other media to put graffiti or decorations on the walls, floor or railings of the balcony area.

It is expected that residents utilizing the balconies will conduct themselves as responsible LEC community members. The following guidelines must be adhered to:

- Balconies are extensions of the residents' rooms therefore; all policies in the Student Handbook regarding student behavior and guest's behavior are in effect and are to be observed.
- In accordance with the No Smoking Policy, smoking is not permitted on balconies
- Consumption of alcoholic beverages on the balconies – whether or not the student is of legal age- is prohibited.
- No items may be thrown from balconies at any time (trash, snowballs, etc.)
- Grilling is not permitted on balconies
- No more than two (2) persons can be on the balcony at any given time

Contract

Each student residing on campus and/or campus leased apartment facilities is required to sign and submit a formal contract which can be obtained through the Student Life Office. Students also receive the contract when they sign-up for housing during the Room Selection/Lottery process held in April. The Residence Hall Contract is for one academic year, Fall and Spring. Cancellation dates follow the College refund policy schedule as posted on-line and can be cancelled if a student informs the Student Life Office within the timeframe as outlined in the refund schedule. Students are expected to uphold the contract as written. Copies of the contract are available in the Student Life Office.

Courtesy Hours

Courtesy hours will be in effect 24 hours per day/seven days per week. A request by another student to reduce the noise level at any time will be given immediate and willing compliance.

Corridors

In compliance with fire safety standards, all corridors must be kept clear and free of obstruction at all times. No shoes, boots, rugs, furniture, clothes, etc. may be kept in residence hall hallways at any time. Bicycles are allowed to be kept in the buildings in the following areas only: On Campus-in the lobby of the respective hall, Apartments-lower level hallway of each building, underneath the stairs.

Damage and Repair Fees

College maintenance personnel inspect all damage that occurs to or within a residence hall. Maintenance personnel will inspect all damage that occurs to or within College operated apartment facilities. The Director of Student Life/ or designee is provided information about the total cost of replacing or repairing damage. This cost of replacement or repair is assessed to students as follows:

- Damages to an individual residence hall room will be assessed to the student to whom it has been assigned; roommates will split costs as appropriate.
- Damages to the common areas on residence hall floors are assessed to all of the students residing on that floor if the responsible individual(s) cannot be identified
- Damages to main floor lounges, kitchens, rest rooms, and/or computer rooms will be assessed to all members of the residence hall if the responsible individual(s) cannot be identified

Residents that have a maintenance issue are responsible for appropriately reporting the problem to **housingmaintenance@lec.edu** . Residents can also fill out the form located on the website: https://www.lec.edu/housingmaintenance

The request will be filtered to the appropriate maintenance personnel for their area (on-campus or apartments). Residents *should not* contact the Lake Erie College Physical Plant directly.

Fire Evacuations

When a fire alarm sounds, students must proceed quietly to their assigned area. The Painesville Fire Department has stipulated that

rooms should be left in the following order:

- Windows closed
- Wall or ceiling light on
- Door unlocked but closed

If students are going to their assigned area from a location other than their room, they should NOT return to their room. Students must go directly to their assigned area via the nearest exit. Staff members will direct students to holding areas. *(Andrews/Fowler toward Fowler Parking Lot; Dickinson/Ritter toward Holden Center; Apartment Residents – Please review the information located on the back of your individual apartment entry door)*

Failure to evacuate any building during a fire drill "may result in a fine of not less than $10.00 and not more than $300.00 or by imprisonment for not more than 30 days, or by both such fine and imprisonment." (Fire Prevention Code, City of Painesville.) The College, in cooperation with the Painesville Fire Department, reserves the right to enter any College room for the purpose of ascertaining evacuation. At no time will any student interfere with the duties of fire department employees.

Fire Safety Regulations

- Fire escapes and Emergency doors are to be used only in the case of an actual fire or drill
- Flammable fluids may not be kept in the residence hall except for rubbing alcohol (less than one quart)
- The use of cooking appliances: hot plates/pots, toasters, toaster ovens, George Foreman grills, coffee pots are prohibited in student rooms; these appliances may be used in building kitchen areas only/apartment kitchen areas only. All appliances should be kept unplugged while not in use.
- Extension cords and multiple outlet adapters are prohibited in all residence halls. Heavy duty, continuous action and grounded extension cords may be used and must be approved by Underwriters Laboratory (UL)
- No objects of any kind should be hung from light fixtures
- Netting, sheets, flags and other flammable materials should not be draped from the ceiling
- The burning of candles, incense or the use of an open flame is prohibited
- Removing, dismantling or covering smoke detectors is prohibited. Replacement batteries for battery operated alarms (College leased apartments) are available in the Student Life Office
- Do not tamper with fire prevention equipment. Do not place or hang items within 24 inches of sprinkler systems.
- Corridors and exit-ways must be kept clear and unobstructed at all times. Shoes, boots, boxes, rugs, furniture, bikes or other items may **NOT** be left in hallways.

Students who violate fire regulations may be subject to fines and/or disciplinary action, and/or legal action as deemed necessary by the Painesville Fire Department. In the event of an actual fire, the Painesville Fire Department must be notified by telephone at 911, as well as by automatic alarm. Security should also be notified at 440/375.7575. Annual fire safety reports are on file with the Director of Security.

To ensure the safety and security of all residents, hall, apartment and townhouse inspections will be conducted at least once per semester.

Holiday Decorations

All decorative materials inside the residence halls and apartment areas must be fireproof. Only artificial or fire resistant trees should be used. No more than one-tenth of any door area may be covered with combustible materials. Holiday lights and other electrical wiring should not be placed on metal surfaces. No lights or other decorations may be hung from the ceiling. Lights may not be nailed or stapled to surfaces.

Keys

It is essential for the personal safety and the safekeeping of both College and personal property that each student assumes full responsibility for the correct use and possession of his/her keys. Students are encouraged to keep their room doors locked at all times. Lobby doors must remain closed and locked at all times; propping doors is prohibited.

Keys are issued by the Director of Student Life/or designee to the resident to the specific location. Failure to return keys, lost or theft of any key results in a fine of $150.00 per key to the student issued the key(s). Lost or theft of any key MUST be reported to the residence director within 24-hours. Failure to do so may result in additional fines and disciplinary action. Spare room keys are available in the Student Life Office. Students may sign out a spare key for 48 hours.

Keys are to be used only by the individuals to whom they are issued and are not to be duplicated. Violations will result in disciplinary action.

Mail

When first enrolled, residential students will be assigned a mail box by the College mailroom. Combination to access the mailbox will be given at the time of move-in. The mailbox will remain the same from year to year providing the student remains in campus housing. All residential student mail is accepted in the mailroom, located on the bottom floor of College Hall, and sorted by the mailroom staff. Smaller items will be placed in student mailbox; packages will be held in the mailroom and the student will be emailed as a notification for pick up. Students are required to sign out the package in the mailroom.

Mail to residential students should be addressed as follows:

Name of Student
Box #
391 West Washington Street
Painesville, OH 44077

This includes all students residing in Lydia Sessions Hall and Founders Court.

Overnight Guests

- Overnight guests are permitted on Friday and Saturday nights only if they have been registered in the Student Life Office in addition to completion of an Overnight Guest form with their roommate (s) signature.
- Overnight guests must register with the Director of Student Life by 12 p.m. on Friday of the intended visit.
- Overnight guests not registered properly will be asked to leave immediately.
- The vehicle of any overnight guest must be registered with Security immediately upon arrival. The application for the guest registration tag is obtained from the director of community living.
- Students and guests must use appropriately designated rest rooms
- Overnight guests must abide by all rules and regulations of LEC. The host student is responsible for all policy violations of his or her guest (s) and will be subject to appropriate sanctions.

Pets

Pets of any kind are not permitted in campus buildings except for registered service and emotional support animals. This includes College leased apartment communities. A residential student may keep a fish aquarium (maximum size: 20 gallons), provided it is properly maintained; any other type of pet is not allowed. Predator fish are not permitted. Residence life staff has the authority to inspect students' rooms without notice to verify unauthorized pets. If a pet (other than fish) is found in a student's room, the student will be subject to the following disciplinary action:

1st violation: $40.00 fine and notification of 24-hour pet removal.

2nd violation: $80.00 fine and immediate removal of pet by College staff to an appropriate animal care facility.

3rd violation: $160.00 fine, immediate removal of pet and disciplinary probation or suspension.

All fines will be billed directly to the student's account. Fines will also be imposed if proper procedures for cleaning fish tanks are not followed. Students who do not adhere to the pet policy are also liable for room damages and excessive cleaning charges where applicable, including but not limited to, apartment carpet replacement.

All service and emotional support animals must be approved by the Director of Student Life/ or designee.

Painting

Painting of ANY area in the residence hall or apartment building, including an individual room, is prohibited. Students who do not comply with this policy will be fined for damages.

Public/Community Living Areas

Public/community living areas are defined as any space that is not a specified room assigned to a specific student(s). Each student is expected to observe the rights of others when using these areas and to maintain appropriate housekeeping habits in all common areas. All materials posted on room doors and in view of other people are not permitted to be offensive in nature.

Quiet Hours

Quiet hours in all residence halls, apartment buildings and townhouses are from 10 p.m. until 10 a.m. Sunday through Thursday. An atmosphere conducive to study will be provided to any and all students on class nights. Quiet hours will be from 1 a.m. until 12 p.m. on Fridays and Saturdays.

Room Condition Reports/Damage Assessments

Prior to students moving in, the residence director or resident assistant will conduct a visual inspection of the room, making note of all damages and discrepancies that exist in the room. Upon moving out or changing rooms, the residence director or resident assistant will accompany the student in a visual inspection of the room. The student will be held financially responsible for any further damages or discrepancies noted during this inspection. Fines for damages, as determined by the College, will be assessed to the student's account.

Room Inspection

The College reserves the right to conduct room inspections whenever deemed necessary by the administration for preservation of the health and safety of persons and property. Except in emergencies and in the case of service, Health and Safety Inspections will be conducted monthly.

In a case of perceived health, safety, or theft problems in the residence hall or College leased apartments/townhouses, the College reserves the right to conduct unannounced room inspections. These inspections will be conducted by Residence Directors and/or the Director of Student Life/ or designee.

Room Lock-Outs

Those students who are locked out of their room must seek the assistance of their resident assistants or residence directors. Doors will be unlocked only for the assigned occupants of rooms, as soon as a staff person is available. Students who abuse the unlocking privilege by requesting that their doors be unlocked more than three times per semester may be fined $10.00 per subsequent unlocking request. Anytime Security is called to unlock a student room on campus or in a campus leased apartment, a $10.00 may be assessed to the student's account.

Room Repairs

Residents that have a maintenance issue are responsible for appropriately reporting the problem to **housingmaintenance@lec.edu** . Residents can also fill out the form online: https://www.lec.edu/housingmaintenance

The request will be filtered to the appropriate maintenance personnel for their area (on-campus or apartments). Residents should not contact the Lake Erie College Physical Plant directly.

Room Selection

The Director of Student Life/ or designee will assign housing to all new residential students. Room assignments for returning students are determined by a lottery system. Only currently enrolled students who are eligible to return will be allowed to participate in the room selection process at which time they may indicate a particular room selection. This selection or process does not guarantee the desired room or location; the College reserves the right to make changes as needed without consent of the student (s). In the event that a roommate vacates for any reason, the College reserves the right to prorate billing for a single.

Any student who requests a single room for medical reasons must submit a written request from his/her doctor prior to room selection each year. Medical singles are subject to approval by the director of residence life (or designee). Medical singles may be approved for one year at a time and will be billed according to the procedures outlined for a single room. There is limited availability of single rooms. The Director of Student Life/ or designee will make all room assignments and changes, and reserves the right to make changes in room and hall assignments without prior notice to the student (s).

Based on availability, an appointed resident assistant may receive a single room as remuneration for the period of time that he/she holds this position. Room location assignments for the resident assistants are made at the discretion of the Director of Student Life/ or designee.

Requests for room changes or roommate are made to the Director of Student Life/or designee and may not occur until after the 2nd week of classes each term. Room change requests will be granted if space allows and will require a processing fee of $35.

Room Search

The College reserves the right to enter and search a student's room when reasonable suspicion is present that a violation of regulations is being committed. All residence directors are automatically granted permission to search a room. Other staff members, who observe behavior or activity that violates College regulations connected to a specific residence hall room, must obtain a permit to search from the director of community living. The request for the permit to search must specify the reason for the search, items sought during the search, the room(s) to be searched, the name(s) of the student(s) occupying the room(s) and the signature of the officer of the College authorizing the search. A copy of the permit to search must be given to the student(s) whose room is being searched with the student being present, if possible. Two staff members will conduct the search. Staff members in active pursuit of a violation of College regulations may enter and search the premises to follow up on the alleged offense without a permit to search.

Safety and Security

Security of the Lake Erie College campus and all who live and work here is the responsibility of every member of the College community. A conscious effort must be made by each student, faculty and staff member to ensure the safety and well-being of persons and property. Anyone observing a suspicious person or act should report the situation immediately to Security at 440.375.7575; or the Painesville Police Department at 911 for emergencies or an administrator, staff or faculty member. Security maintains a lost and found department, as well as providing an escort service to all members of the College community traveling between buildings or to the parking lots after sunset. Escort service is obtained by calling Security at 440.375.7575.

Smoking

In accordance with Chapter 3794 of the revised code regarding Ohio's smoking regulations and In keeping with Lake Erie College's intent to provide a safe and healthful work environment, smoking in the work place is prohibited in College-owned buildings, building entrances, and College-owned vehicles and will be permitted only in specific, designated outside locations. A limited number of "Designated Smoking Areas" have been strategically located on campus and are located in the following general areas:

- Bench area Garfield Center and Ritchie Gym
- Gravel area with benches between Mathews House and Garfield Center
- Paved area with benches behind Garfield Center
- College Hall – Picnic Table Areas
- Morley Hall – Behind Morley by telephone pole near upper Holden parking lot
- Austin Science – Bench area under trees
- Path to College Hall – Bench area between Holden Center and College Hall
- Lincoln Library – Bench area
- Residence Halls – Jay Dodd Pavilion and Rock area centrally located between Residence Halls
- Service Department – Parking lot
- Equestrian Center – Parking lot
- Equestrian Center – Between Reinburger Barn and the Learning Center
- Equestrian Center – South side of the Learning Center

To remain compliant with State and Federal legislation and/or at the discretion of Lake Erie College, the above mentioned areas are subject to change. Revised "Designated Smoking Areas' will be announced accordingly.

Standard Regulations

- Sports may not be played inside the residence halls. These activities include, but are not limited to, basketball, roller-blading, Frisbee, running, softball, wrestling, etc.
- Musical instruments are not to be played in the residence halls.
- Airsoft guns are not permitted inside of student rooms, apartments or College owned or leased buildings.
- Hoverboards are not to be used in residential buildings
- Unauthorized use of drones is not permitted on College property, due to Federal Aviation Association (FAA) guidelines and in an effort to reduce risks to safety, security and privacy.

Telephones

Due to students having their personal cell phones, phone lines are not provided in individual residence hall rooms. There is one phone line in each entrance of Andrews, Dickinson, Ritter and Fowler Hall that can be used to dial on campus calls. Founders Court

and Lydia Sessions Hall residents can have a landline installed in their apartment at the expense of the resident, not at the College's expense.

Television

Each residence hall lounge area is equipped with a television with cable service, a VCR and DVD player for the intended use of the residents of that building. Basic cable is provided per room/apartment. Students should contact the cable company provider directly for upgrades. The name and telephone number of that provider is available in the Student Life Office.

Visitors

- Visitors are permitted in student rooms from 10:00 a.m. to 12:00 a.m., Sunday through Thursday and from 10 a.m. until 2 a.m. on Friday and Saturday nights with the permission of the roommate. No more than six people may be in a room at one time.
- A visitor is defined as any individual who does not contract to live in campus housing at Lake Erie College.
- Students will be held responsible for informing the visitor(s) of College regulations and will be held accountable for the actions of their visitors.
- Visitors must be properly escorted at all times and may not remain alone in the host student's room. Keys to student rooms will not be issued to guests.
- Overnight guests cannot stay more than three consecutive nights in a student room. Exceptions can be made if roommates are agreeable

STUDENT EMPLOYMENT

career@lec.edu

Lake Erie College offers a variety of part-time employment opportunities to students. It recognizes that student employment is a valuable form of financial assistance that often provides significant contribution to overall college expenses. In addition to financial assistance, working at Lake Erie College has other advantages, which include gaining valuable work experience; the convenience of working on campus to accommodate one's class schedule; and the opportunity to become an integral part of the College community.

The student employment process is coordinated through the Career Services and Internships Office. Campus job descriptions and details of the student employment process are outlined in the *Student Employment Handbook* that is available on the website.

STUDENT LIFE

studentlife@lec.edu

The co-curricular aspects of college life are an integral part of a liberal arts education. The experiences that occur outside of the formal classroom setting provide valuable opportunities for social, emotional and intellectual growth. Lake Erie College offers a broad range of activities designed to appeal to a variety of academic and personal interests. These resources are available to all Lake Erie College students. All Lake Erie College students are encouraged to participate in campus clubs and organizations as a means of enriching their college experience. There are a variety of clubs for individual and group enjoyment. If a club is not currently established, consistent with opportunities available here at Lake Erie College's small community, students are encouraged to organize new clubs or organizations of interest to them and other students.

Students needing assistance for any variety of problems should feel free to seek help from any member of the Student Life staff. Communications between personnel and the student will remain confidential. Further information about local referral agencies for medical or personal concerns can be obtained in the Student Life Office, Holden Center 120.

Activities

Students are encouraged to attend and assist in the planning of campus activities. Campus Activities Board (CAB) is a student run organization that plans activities on and off campus. CAB membership is open to all Lake Erie College Students. It is a great way to meet other students and plan activities that are interesting and fun. CAB provides entertainment through game shows; casino night; free movie tickets; karaoke; coffee houses; bands; video gaming tournaments and various other events.

Clubs and Organizations

Each year, any student group, club or organization that wishes to be officially recognized as a Lake Erie College student club or organization must file an application for recognition with the Student Government Association. Only those student organizations that have been approved for the current academic year by the Student Life Office and the Student Government Association will be considered officially recognized during the academic year and eligible for funding.

Identification Cards

I.D. cards are obtained from the Student Life Office. I.D. cards are intended to last for the duration of the student's enrollment. The first card is issued at no charge. All replacement cards are $5.00 each and can be paid by cash only. Students are required to use their I.D. card at all meals including utilizing *Storm Dollars* at the Storm Café.

Student Government Association

The Student Government Association provides all students at Lake Erie College with representation and influence regarding a variety of policies, actions and activities. Students are elected by their peers annually to serve in various capacities.

STUDENT SUCCESS CENTER

The Student Success Center is available to assist students in being successful in all areas of college life. The following are some of the services available to students at Lake Erie College:

Services available to *all* Lake Erie College Students:

- ✓ Social, academic and adjustment counseling and behavioral Interventions
- ✓ Collaboration with and referral to community agencies including alcohol/drug, mental health, and rehabilitation services
- ✓ Stress management and suicide awareness
- ✓ Referrals to medical and family planning clinics
- ✓ Critical incident response

[There is no medical provider on campus. There is a list of nearby medical providers on the Lake Erie College website, https://www.lec.edu/studentsuccesscenter/health]

Services available to students with *documented* disability issues:

- ✓ Development, implementation and monitoring of accommodation plans
- ✓ Extended time for examinations
- ✓ Examinations administered in a distraction reduced setting
  - **NOTE: <u>An appointment must be made to take an examination.</u>**
- ✓ Readers for examinations as needed
- ✓ Personal, academic and social coaching

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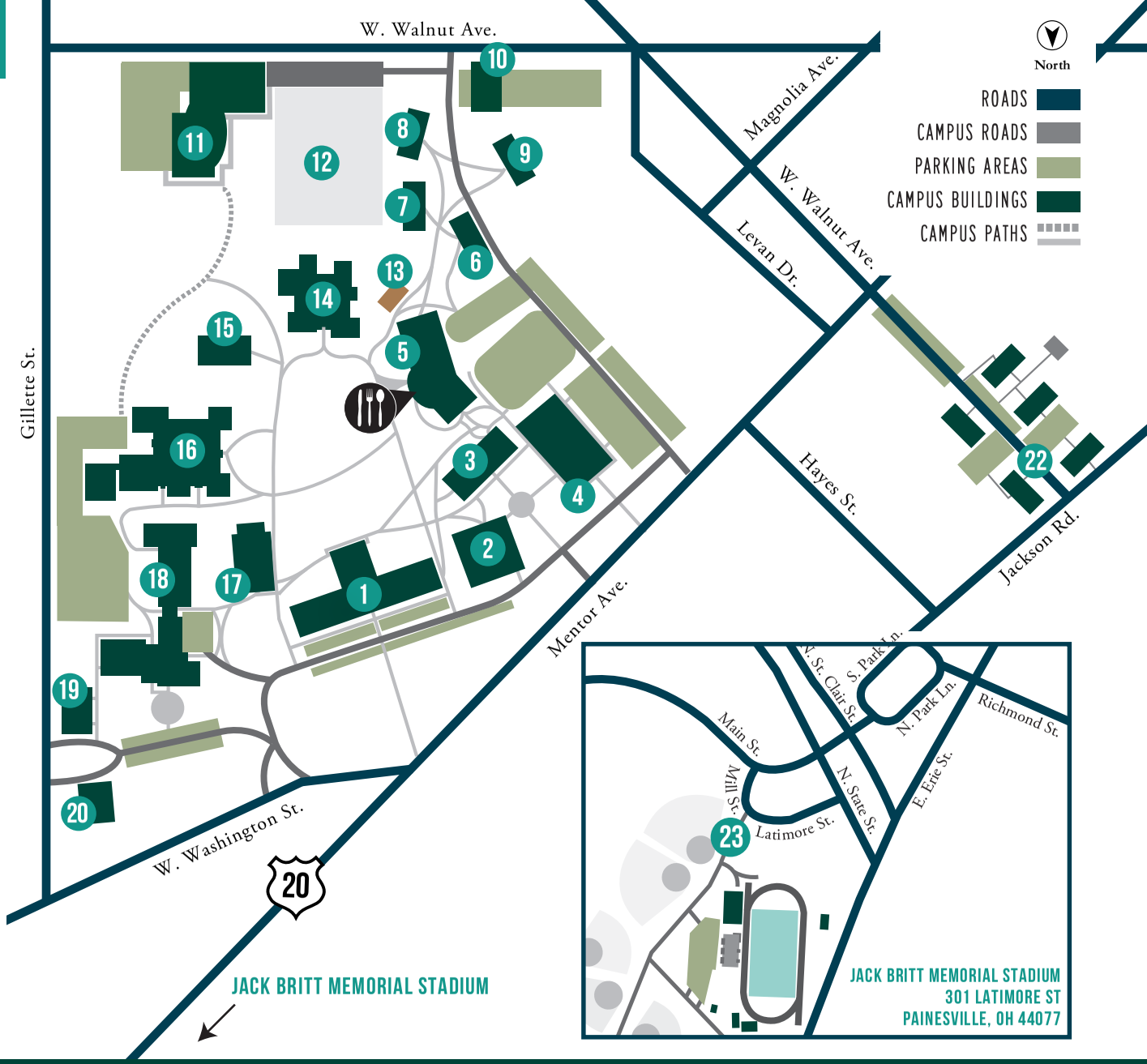
MAIN CAMPUS

1. College Hall
2. Austin Hall of Science
3. Kilcawley Hall
4. Helen Rockwell Morley Memorial Music Building
5. Arthur S. Holden Center
6. Ritter Residence Hall
7. Tracy H. Dickinson Residence Hall
8. Andrews Residence Hall
9. Fowler Residence Hall
10. Service Building
11. Jerome T. Osborne Family Athletic & Wellness Center
12. Jack Slattery Field
13. Jay Dodd Pavilion
14. James F. Lincoln Library
15. Athletic Offices
16. Royce Hall for the Fine and Performing Arts
17. Ritchie Athletic Training Center
18. Garfield Center
19. Garfield Center Annex
20. Mathews House
21. Founders Court (off-campus apartments)
22. Jack Britt Memorial Stadium



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