

UNIVERSITY OF SAINT KATHERINE



ACADEMIC CATALOG 2021-2022





Office of the President

This is a wonderful time to be a college student, particularly a student at the University of Saint Katherine. It is not often in life that we become part of a pioneering effort. The life lessons and learning that occurs under such circumstances offsets the newness of the endeavor. But it is also in this newness that the University thrives. We are not saddled with bureaucracy and the need to perpetuate outdated ways of doing things. Instead, we have the responsibility to chart a new course. And through this new path, we think will come great achievement for our students.

At the University, we take pride in our ability to innovate but we are grounded in the great tradition of Christian higher education. Our approach to learning and teaching is interdisciplinary because in life we make decisions based on many factors and contingencies. We all learn best using interdisciplinary approaches. We don't want you to forget Socrates or Faraday or Madison when you leave the University. Instead, we hope that lifelong curiosity and learning emerge in you while you're here. We differ from most institutions because our faculty and staff make a deep commitment to ensuring your success as a student. We strive to offer opportunities in and out of the classroom that will make you a leader and a better person, and we hope you take advantage of these offerings.

The University takes a holistic approach to education. This means we want to know you and your goals. We also want to understand how we can make your education at the University better. Please avail yourself of the amazing people here. Ideas drive our success and growth, and we want to hear from you.

Finally, know that your classmates are an important part of your education. You will learn from them and teach them. You will laugh and cry with them. Most importantly, respect them and their beliefs and try to understand why they hold them. We all become stronger when we understand who we are and who we are in a community.

Every good wish for a successful academic year and College career.

In Christ,

A handwritten signature in black ink that reads "Frank J. Papatheofanis".

Frank J. Papatheofanis, MD, MPH, MLitt, PhD Founder and President

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Approval to Operate

University of Saint Katherine's (hereafter referred to as the "University") approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which became effective January 1, 2010. The University under Section 94802 (a) of CPPEA will, by operation of law, be approved until April 2017. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: 2535 Capitol Oaks Drive, Suite #400, Sacramento, California 95833; Phone: 916.431.6959, Toll Free: 888.370.7589; email: bppe@dca.ca.gov; website: <http://www.bppe.ca.gov>.

University of Saint Katherine is accredited by the WASC Senior College and University Commission (WSCUC), 1001 Marina Village Parkway, Suite 402, Alameda, CA 94501. Any questions regarding WSCUC accreditation should be directed to 510.748.9001.



Notice Regarding Bankruptcy

The University has never filed for bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has never had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.) 94909(a)(12).

Notice Concerning Transferability of Credits and Credentials Earned at the University of Saint Katherine

The transferability of credits students earn at University of Saint Katherine is at the complete discretion of the institution to which the student may seek to transfer. Acceptance of the degree, diploma, or certificate a student earns at University of Saint Katherine is also at the complete discretion of the institution to which the student may seek to transfer. If the credits or degree, diploma, or certificate that the student earns at this institution are not accepted at the institution to which the student seeks to transfer, the student may be required to repeat some or all the coursework at that institution. For this reason, the student should make certain that his/her attendance at this institution will meet his/her educational goals. This may include contacting an institution to which the student may seek to transfer after attending the University of Saint Katherine ahead of time to determine if the credits, degree, diploma, or certificate will transfer. CEC94909(a)(15).

Regarding this Catalog

The statements made in this *Academic Catalog* constitute the official policies of the University. Publications that contain additional policies include the *Student Handbook*, and the *Athletic Handbook*. Students are expected to confer with their faculty advisors for precise information concerning academic programs. Correspondence regarding these policies should be addressed to the Registrar, University of Saint Katherine 277 Rancheros Drive, Suite 200, San Marcos, CA 92069.

Effective Dates: This catalog pertains to the 2021-22 academic year.

Caveats:

The University reserves the right to add, discontinue, or fail to offer courses and programs described in this catalog; institute new requirements when such changes are deemed advisable by the Board of Trustees, the President, or the faculty; revise policies when necessary; and change the calendar that has been published. Every effort will be made to minimize the inconvenience such changes might create for the students. Any alterations to the policies and programs described in this catalog that will be put into effect during the 2021-22 academic year will be published in an addendum. Students will be alerted by email and by classroom announcements when a catalog addendum has been issued, and they will be informed about where they can obtain a copy.

The University establishes academic requirements that the students must meet before they earn a degree. This catalog and the requirements listed in it for any given degree do not constitute a contract of promise by the University to award the degree upon completion of those requirements by the student. Rather, this catalog summarizes the total academic requirements that the University anticipates will comprise each degree program. Courses, programs, and requirements described in this catalog for the award of a degree may be suspended, deleted, restricted, supplemented or otherwise changed.

Advisors, program directors and the Chief Academic Officer are available to help the students understand and arrange to meet graduation requirements, but the advisors, program directors and the Chief Academic Officer are not responsible for ensuring that the students fulfill them. Prospective students are encouraged to review this catalog prior to signing an enrollment agreement.

About the University of Saint Katherine

University Contact Information

Those who would like more information about the University are welcome to contact the University by email, telephone, FAX, or postal mail. All written postal correspondence should be sent to the University of Saint Katherine, 277 Rancheros Drive, Suite 200, San Marcos, California 92069. The University's main phone number is 760.471.1316 and fax is 760.471.1314. Mail addresses, phone extensions and FAX numbers may be secured through the University's website: www.USK.edu.

Office hours are 9:00 a.m. to 4:30 p.m. Monday–Friday.

The campus consists of approximately 17,000 square feet of classroom, laboratory, meeting, and office facilities, in the city of San Marcos, California, in northern San Diego County. The campus is less than ten miles from the Pacific Ocean, and 40 miles from San Diego International Airport.

Facilities and Equipment

Our main building is configured for small and large classroom instruction, library, chapel, faculty, and administrative offices. Our Athletic Offices located in adjacent buildings. There are currently 12 classrooms in the main building, which are outfitted with desks or tables and chairs or stools, each with wireless internet access. Additionally, the laboratory has chemically resistant worktables, stools, and cabinetry with chemically resistant countertops. The laboratory is equipped with instrumentation, glassware and equipment needed for science classes, such as: UV-VIS spectrophotometer, glassware and micro-glassware sets, aprons, balances, beakers, brushes, bottles, burets, test tubes, rubber bulbs, chromatography apparatus and materials, desiccator vacuum, freezer, gloves, hot plate, incubators, lab cards, vortex mixer, molecular models, pipettes, power supplies, safety cabinets, dissecting kits, compound microscopes, and electrophoresis equipment.

Library Resources

The University has a separate space designated as the library. Our holdings currently number over 12,000 volumes. The library is equipped with two HP desktop personal computers for catalog and research purposes and a color printer for student use. The University offers online research access to student with digital access to more than 76,000 books and 3 million academic journal, magazine, and newspaper articles from over 300 of the world's leading publishers.

Mission Statement

The mission of the University of Saint Katherine is *“To provide a balanced education in the liberal arts & sciences, founded and rooted in the life of the Orthodox Christian Tradition - Inquiry Seeking Wisdom.”*

The University aims to support the students to integrate their intellectual and spiritual lives, their formal learning with knowledge gained from lived experience, and their academic pursuits and personal development.

To this end, the University envisions an undergraduate education characterized by a high degree of faculty-student interaction, curricula that are communal and individualized, and opportunities for research and creative pursuits inside and outside the classroom. Students will receive a broadly based, rigorous education in a setting that fosters a spirit of intellectual inquiry and the development of problem-solving skills required

to address the open-ended issues characteristic of contemporary societal needs.

Because learning from people who are different from oneself is essential to a superior liberal education and to a life of civic engagement, the University seeks to foster a respect for the faculty and a student body diverse in demographic composition, life experiences, and viewpoints. The University envisions that our sense of community will be strengthened by our efforts to navigate a shared commitment to Orthodox Christian faith with an appreciation for competing belief systems.

Institutional Learning Outcomes (ILOs)

1. Students communicate ideas clearly and concisely in both oral and written form (*Articulate Communication Written and Oral*)
2. Students develop a sense of inquiry rooted in critical thinking, research, and analysis (*Critical, Informed Inquiry*)
3. Students engage in interdisciplinary approaches to learning that involve integrative thinking, collaboration with others, and the application of theoretical knowledge to a range of practical issues (*Broad, Interdisciplinary Insight*)
4. Students establish a specialized set of intellectual and/or technical skills applicable within their discipline (*Specialized Intellectual Skills*)
5. Students contribute self-reflectively to local communities and global society (*Applied and Collaborative Knowledge*)
6. Students gain an appreciation for the historical Christian faith and deepen their own spiritual life in an Orthodox Christian context (*Enriched Christian Spirituality*)

Scholarship: All absolute Truth is God's Truth and humankind must labor diligently in the pursuit of truth we can know; thus, University of Saint Katherine upholds the high standards of academic excellence. Faculty strives to teach students to think critically and independently, to communicate clearly and effectively, to integrate knowledge across the disciplines, and to assess the value conflicts in issues. This is done without coercion, letting the evidence lead the search, and with respect for the consciences and value differences of others.

Participation: Students apply knowledge, practice skills, and deepen and broaden their understanding of themselves and others through active participation in diverse learning experiences. A smaller community requires greater participation from its members. For these reasons, University of Saint Katherine is committed to being a small University and encouraging student participation in a variety of activities.

Service: God's love is personified in the life of Jesus who came to serve the world. Through works of peacemaking and compassion, humanity responds to God's love and becomes an instrument of God's servant hood in the world. Therefore, University of Saint Katherine emphasizes service to others, encouraging all members of its community to give selflessly of themselves to others.

Administration

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Carol Vassiliadis
James Waters Esq.



2021-2022 ACADEMIC YEAR

FALL SEMESTER 2021		SPRING SEMESTER 2022	
New Student Orientation	Thursday, August 19	New Student Orientation	Thursday, January 20
Fall Classes Begin	Monday, August 23	Spring Classes Begin	Monday, January 24
Last day to Add/ Drop classes	Friday, August 27	Last day to Add/ Drop classes	Friday, January 28
Labor Day - No classes	Monday, September 6	President's Day - No classes	Monday, February 21
Mid-terms	Mon, Oct. 11 - Fri, Oct. 15	Mid-terms	Mon., Mar. 7 - Fri., Mar. 11
Registration for Spring Semester	Mon, Oct. 25 - Fri, Nov. 5	Spring Break - No classes	Mon, Mar. 14 - Fri, Mar. 18
Thanksgiving Recess - No classes	Mon, Nov. 22 - Fri, Nov. 26	Registration for Fall Semester	Mon, Mar. 21 - Fri, Apr. 1
Last day of Classes	Friday, December 10	Orthodox Easter - No Classes	Thurs, Apr. 21 - Fri, Apr. 22
Finals	Mon, Dec. 13 - Fri, Dec. 17	Last day of Classes	Friday, May 13
Fall Semester Grades due	Tuesday, December 21	Finals	Mon, May 16 - Fri, May 20
Christmas Recess - No Classes	Sat, Dec 18 - Sun, Jan 23	Commencement	Saturday, May 21
WINTER SESSION		Spring Semester Grades due	Saturday, May 21
Winter Session	Dec 20-Jan 21	SUMMER SESSION	
		Summer Session I	May 23 - July 1
		Summer Session II	July 4 - Aug 12

Admissions

Campus Tour

To help determine whether the University may be the right school for them, prospective students and their families are invited to have an individual tour of the University campus with a member of the University Admissions staff, who will address their questions about the University. To schedule a campus tour, prospective students should send an email to admissions@usk.edu or call the University at 760.471.1316 and ask for the Admissions Office.

Perspective students may visit the campus prior to submitting their application materials, or they may submit the materials first. Please note, however, that applications will not be reviewed until the University receives all required documents and that each prospective student has completed his or her official admissions interview.

Application

The deadline to submit a completed application to University of Saint Katherine is May 15th for the Fall Semester and November 15th for the Spring Semester.

To apply to the University, prospective students need to do the following:

1. Complete the online application form at www.usk.edu.
2. Submit the following documents to the University of Saint Katherine, Admissions Office, 277 Rancheros Drive, Suite 200, San Marcos, CA 92069.
 - a. Official high school transcript (for applicants who have fewer than 60 potential transferable semester credits or 90 such quarter units from a College or University, including those who seek to be entering freshman).
 - b. Official transcripts from all prior colleges (for any applicant who has completed at least one college course at a school other than the University of Saint Katherine).
3. SAT or ACT scores sent to the University for first time freshman only.

Applications will not be reviewed until the University receives all required documents. Documents submitted for admission are entered into the applicant's permanent file and cannot be returned. Questions regarding the application process, including the online form, may be sent by email to admissions@usk.edu.

Admission Criteria

Admission to the University is competitive. The University seeks students from a variety of backgrounds with strong academic preparation who can contribute to, and benefit from, the University's scholastic and extracurricular programs. The most important factors in the admission decision are the applicant's academic record (including courses taken and grades attained) and standardized test scores. Other factors which may be considered include leadership potential, extracurricular and service-related activities, special talents, and the ability to enrich, and be enriched by, the campus community. The University admits qualified applicants without regard to gender, age, race, national origin, or physical handicap. Within those parameters, the University reserves the right to deny admission to any applicants and to change entrance requirements without prior notice.

Admitted Students on Academic Probation

The University is dedicated to the success of its students and may grant probationary admission to applicants who fall short of the minimum qualifications for admission but demonstrate academic promise through some combination of grades, standardized test scores, letters of recommendation, or intellectual accomplishments.

Probation brings with it some specific requirements that must be met. Each applicant admitted on probation will receive an acceptance letter that outlines the full terms of probation. These terms include:

- Maintaining a minimum grade point average of 2.0 in the first semester.
- Maintaining an 85% attendance rate in each course.
- Adhering to a weekly contract provided by the Director of Student Affairs

If at the end of the first semester, these terms have been met, the student will be removed from probationary status. If the terms have not been met, the Chief Academic Officer (CAO) with the Registrar will evaluate as to whether the probation should be extended another semester or if the student should not be invited to return for a second semester. If the probation is extended and the student meets all conditions, the student will be removed from probation. If the conditions are not met, the student will be withdrawn from the university.

Definition of a Student

- “Prospective Student” refers to an individual who has become a part of the University recruitment database who has been assigned an FCC student identification number.
- “Applicant” refers to an individual who has an assigned FCC student identification number and who has submitted a university application for credit enrollment.
- “Registrant” refers to an individual who has an assigned FCC student identification number, who has submitted a university application for credit enrollment or a student profile for continuing education, and who has registered for a course or courses.
- “Student” refers to an individual who is registered at the University, either full or part-time, in a credit or continuing education course or courses who has either paid or made arrangement for payment of tuition and fees.
- “Enrolled Student” refers to an individual who is registered at the University, either full or part-time, in a credit or non-credit course or courses, who has either paid or made arrangements for payment of tuition and fees, and whose participation in a course has been verified.

Title IX Regulations define "student" as "a person who has gained admission." Admission is further defined as "Admission means selection for part-time, full-time, special, associate, transfer, exchange, or any other enrollment, membership, or matriculation in or at an education program or activity operated by a recipient." 34 C.F.R. 106.2

Technology Requirements

Students will be required to have access to a computer with a reliable Internet connection (preferably high speed) and common computer home/office software for completing written assignments. The program assumes basic technological skills including how to (1) create, attach, and send a document electronically (2) use a web browser including viewing video files, (3) download and open various University of Saint Katherine files such as .pdf, MS Word, PowerPoint, and (3) send and receive email.

Foreign Credentials

A detailed evaluation by www.incredevals.org a recognized credentials evaluation service is required for all documents submitted from foreign institutions. The evaluation will include degrees and the U.S. equivalency, grades, credits, and overall grade point average. A translation is not sufficient. If English was the primary language of instruction at the institution, the evaluation should indicate this.

Minimum Qualifications for Entering Freshmen or for Those with Fewer than 30 Transferable Semester Credits

1. Proof of High School Graduation. Acceptable proof of high school graduation includes an official transcript from an accredited secondary school indicating graduation or official results showing that the applicant has passed either the General Educational Development (GED) or the California High School Proficiency (CHSPE) exam. Applicants who submit an official transcript from an accredited college/university showing the award of an associate's or bachelor's degree are not required to submit secondary school transcripts.
2. Home-schooled Applicants. Home-schooled applicants must meet the admissions requirements detailed above. In lieu of high school transcripts, an official high school equivalency exam score may be submitted. If available, a transcript of the applicant's home-schooling progress should be sent as part of the application.
3. Academic Record. A student's high school academic record is a key factor in the admissions decision for entering freshmen and those who have completed fewer than 30 potentially transferable semester credits. In general, students should have taken a rigorous selection of college preparatory or higher-level courses throughout their four years of high school.

Minimum preparation includes the following:

4. 2.5 minimum unweighted high school GPA
5. 970 Evidence-Based Reading and Writing and Math score on the SAT or a Composite score of 18 on the ACT or a 58 on the CLT
6. Completion of all of the following high school coursework:
 - 4 years of English
 - 3 years of mathematics
 - 2 years of a foreign language or a fine art
 - 2 years of science
 - 2 years of social science

Foreign Language Requirement

The Bachelor of Arts degree and the Bachelor of Science degree both require competency in a language other than English. Such competency can be demonstrated by:

1. Successfully completing the third college semester in a language other than English.
2. Successfully completing the fourth-year level of a high school course in a language other than English.
3. Successfully completing a second-semester equivalent proficiency examination in a language other than English.
4. Graduating from high school (where English is not the major language of instruction) in a non-English speaking country.
5. Passing with a score of 3 or higher on a placement (AP) examination in French language, French literature, German language, Spanish Language, Spanish Literature; or passing with a score of 5 in Latin literature.
6. Passing with a score of 4 to 7 on the higher level examination for International Baccalaureate credit in French, German or Spanish A2 or Spanish B.

Placement Testing

Do I need the Entry Level Mathematics (ELM) Exam?

Answering YES to one or more questions fulfills your ELM requirement. If you answer NO to ALL of the following, you must take the ELM.

Did you:

- Score 570 or higher on the mathematics section of the College Board SAT test or SAT Subject Tests level I or II in mathematics?
- Score 23 or higher on the mathematics section of the ACT?
- Score 3 or higher on the Calculus AB or Calculus BC examination or on the statistics examination of the College Board Advanced Placement program?
- Pass, with a grade of C or higher, a transferable college math course that satisfies the General Education mathematics/quantitative reasoning requirement.
- Receive a score of 4-7 on the Higher Level Mathematics International Baccalaureate exam.

Do I need the English Placement Test (EPT) Exam?

Answering YES to one or more questions fulfills your EPT requirement. If you answer NO to ALL of the following, you must take the EPT.

Did you:

- Score 550 or higher on the critical reading section of the College Board SAT Evidence-Based Writing Test?
- Score 22 or higher on the English section of the ACT?
- Score 3 or higher on the Language and Composition or the Composition and Literature examination of the College Board Advanced Placement program?
- Pass, with a C or higher, a transferable college English composition course that satisfies the General Education composition or critical thinking requirement.
- Receive a score of 4–7 on the Higher Level English A1 International Baccalaureate exam?

Advanced Placement Credit (AP)

Students who have successfully completed Advanced Placement (AP) courses in high school with a grade of “C” or above and have passed the corresponding Advanced Placement Tests of the College Entrance Examination Board with a score of three (3) or better may receive credit in the following fields: art, biology, chemistry, economics, English, French, German, Spanish, geography, history, music, physics, political science, and statistics. Submission of an official score report and high school transcript is required.

International Baccalaureate (IB)

Students earning a score of four (4) or greater on Higher Level examinations may receive four semester hours of credit in biology, literature, or philosophy and in foreign languages. No credit is awarded for Standard Level examinations. Scores should be sent to the Office of Admissions.

College-Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) of the College Board enables students to earn College credit by examination. Students desiring credit by examination must earn a scaled score of 50 on the General Examinations or the Subject Area Examinations. Credit may be awarded in the following areas: Foreign Language, History and Social Sciences, Science, or English Composition with Essay. Scores should be sent to the Office of Admissions. A maximum of 9 credits may be earned through CLEP for lower division classes only.

IGETC

IGETC (Inter-segmental General Education Transfer Curriculum) is a series of courses that California Community College students may complete to satisfy the lower-division general education requirements at both UC and the California State University. University of Saint Katherine will accept some of these courses as appropriate substitutes of the General Education courses required by the University. However, the students will be required to complete all General Education and Integrated Core courses.

Transfer Policy

For transfer students, we require a completed application, two academic letters of recommendation, an official transcript from all colleges or universities attended, and descriptions of all completed college-level courses. Students seeking to transfer fewer than 24 semester units are required to submit high school transcripts *and* results of standardized tests (ACT or SAT). A campus tour is required. Every application, including transfer credits, is carefully reviewed, and considered for admission to the sophomore or junior classes.

Academic Preparation

It is expected that transfer students will have had exposure to mathematics and science courses on a comparable level prior to entry to the University. There are no specific topics expected to have been covered in humanities and social science classes, although theology electives may be credited towards the degree.

Eligibility Criteria for Transfer Admission

The University of Saint Katherine (USK) admits to its sophomore and junior classes a small number of students who have excellent records at other institutions of collegiate rank.

1. USK will accept credit for equivalent courses from both unaccredited and accredited colleges including courses by distance education.
2. USK measures all courses in semester credits of credit. Quarter credits are converted to semester credits by reducing the quarter credits by one-third. Such a reduction does not mean loss of credit.
3. Credit is given for baccalaureate courses excluding preparatory level, technical, vocational, professional, physical education, internship, practicum, and work experience/co-op credits.
4. Students must complete at least 50 credits from USK. A student must meet all the credit and grade requirements as stated in the Academic Course Catalog. Only 10 units can be from physical education.
5. Transfer students may fulfill their general education requirements by completing USK's General Education Curriculum or, prior to enrolling at USK, completing the Intersegmental General Education Transfer Curriculum (IGETC).
6. The IGETC model for the California State University (CSU) system or University of California (UC) is accepted by USK.
7. The current foreign language requirement for all bachelor's degrees will be retained. There is a minimum of 120 credits for graduation.
8. In addition to the IGETC, all prerequisites and support courses for existing majors must be met.
9. Transfer students following the IGETC must complete it before they enroll at USK. Students who do not complete the IGETC before they enroll will follow the USK General Education curriculum.
10. Transfer students with an Associates of Arts Degree (AA) from a community college that are declaring a major of Arts and Humanities shall only be required to take one (1) math course. This will be satisfied by their respective math class from the community college. Transfer students with an ADT, AA or AS are not required to complete the USK foreign language requirement.
11. All transfer students are required to take a minimum of 9 out of 18 integrated core credits at USK.
12. Grades do not transfer - only credits of credit. A student's grade-point average is computed for

graduation purposes only on work completed at USK.

13. USK will not accept transfer credit for the following courses: courses that duplicate credit already granted, courses with grades of "C-" or below, or non-college level remedial courses.
14. Independent Study and special topics courses are not automatically accepted in transfer. Approval of transfer credit is granted on a case-by-case basis. The courses must be applicable towards specific degree requirements and be recommended for transfer by the academic department in which the course content falls. The request for approval will be decided by the Faculty Senate.
15. College-level credit earned during the 10th, 11th and 12th grades will be accepted in transfer for Advanced Placement if the student earns a test score of three or higher and for the International Baccalaureate exams with a score of four or higher.
16. A maximum of nine semester credits will be given for College Level Examination Program (CLEP) exams.
17. For athletic eligibility, students must have completed 24 credits in the previous academic year and must have maintained a 2.0 GPA.

The combined total of transferred credits plus completed USK credits determines student level:

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

Graduate Admission Requirements

Master of Arts: Organizational Leadership

Option 1: GPA of at least 3.0 for the most recent 60 credits of undergraduate work.

Option 2: GPA between 2.5 and 2.99 for the most recent 60 credits of undergraduate work, plus an online preparatory course or courses as determined by the Registrar.

Option 3: A previous graduate degree.

Option 4: A portfolio of work demonstrating adequate preparation for rigorous graduate-level study.

Prospective students are encouraged to enhance their applications with additional materials such as GMAT or GRE scores, letter of recommendation, current resume, and/or a personal essay.

Graduate Transfer Policy

Transfer students may transfer up to 9 credits into the MAOL program.

Prerequisite Courses

One college course each in Economics and Statistics. USK will grant conditional acceptance to students lacking these qualifications and offer affordable, time-sensitive options for attaining them.

Student Services

Academic Advising

During the first semester of their enrollment at the University, students will be assigned a faculty advisor, with whom they will meet at least twice a semester to facilitate a timely and appropriate path to graduation through registration for course requirements. The faculty advisor will be in the students' selected major; if a student changes their major, their faculty advisor will likewise change. Students who have not declared a major by their first semester will be assigned a faculty advisor based on their expressed interests, in the absence of which a faculty advisor will be assigned as UNDECIDED and placed in the Arts and Humanities program. The advisor will register all students each semester. Failure to meet with faculty advisors may result in a student not enrolling in the correct courses and thus not graduating on time. Students are responsible to be in contact with their faculty advisors regularly.

Counseling and Referrals

Counselors assist students and their families in resolving a wide variety of problems. The University provides referrals to outside agencies for short-term counseling, crisis intervention, and education to the students and their families. An updated list of professional referrals is found in the *Student Handbook*, available in the University's Student Affairs Office. This referral list is provided as a service to the students and their families, and it is not to be construed as an endorsement of one professional agency over another. The students and their families are encouraged to conduct their own search for an agency.

Spiritual Life

The Apostle Paul reminds us that we are “all members of one another” (Ephesians 4:25). The relationship and communion we share with Christ and with one another form the foundation of our Christian community of faith and learning.

University Chapel

Students are assigned by last name to attend chapel. A-L attends on Mondays and M-Z attends on Wednesdays, 11:00–11:30 a.m.

Tutoring Center

Tutoring is available to all students in all academic subjects taught at USK. Assistance with writing and math is available on an ongoing basis. Tutorial assistance in any other academic area will be provided upon request. For details contact your department chairperson or send an email to USKStudentAffairs@usk.edu.

Orthodox Christian Fellowship

OCF is a national organization that promotes Orthodox Christian brotherhood on university campuses. As the University is an Orthodox Christian institution, our OCF chapter seeks to unite all the Orthodox Students in the San Diego area. OCF welcomes students of all faith backgrounds. OCF meets on the campus of the University (and on other locations) on various evenings, for dinner, discussion, presentations, and other activities.

Fellowship of Christian Athletes

FCA is a national organization that promotes Christian fellowship on university campuses. Its main purpose is to unite two passions: faith and athletics. Currently USK hosts a FCA huddle on campus bi-weekly during the school year. The huddle consists of both athletes and coaches coming together to have a Bible study or

devotion. FCA is an important aspect to the culture of our campus, as it is a place to come together, learn about God, and walk through the various seasons of life together.

Student Senate

The University provides vital training for the future leaders of our community. Leaders help address student concerns and promote student unity. Representatives of the students are the unified voice of the student body, acting on behalf of the students to promote unity, charity, understanding, and camaraderie among the students, while being the channel to voice the concerns of the students to the administration and faculty, with the purpose of entering into dialogue with them and finding solutions.

Veterans

Veterans will meet with the Registrar and submit their eligibility paperwork and/or DD 214 upon acceptance to USK. The Registrar will complete the certification for the Veteran's VA benefits each semester. If a Veteran adds/drops courses during the semester, it is the Veteran's responsibility to notify the Registrar of any changes and the Registrar will update the certification.

In compliance with 38 U.S.C. § 3679(e)

A. USK permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility (COE) for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

- 1) The date on which the U.S. Department of Veterans Affairs (DVA) provides payment for a course of education to an institution
- 2) The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt of the COE from the student

B. USK will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the DVA under chapter 31 or 33.

NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill® benefits. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More Information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.

Students' Rights

Students' Right to Cancel

Students who rescind their decision to enroll at the University by providing a *written* notification of withdrawal to the Office of the Registrar before (a) any of their courses meet for a second-class session or (b) by the seventh day after enrollment, whichever is later, will be entitled to a 100% refund of all non-federal financial aid monies paid less the \$350 non-refundable enrollment fee, Student Tuition Recovery Fund fee, and

housing deposit.

California Student Tuition Recovery Fund

California law (Education Code Section 94909) mandates that upon enrollment the students must be assessed a fee relative to the cost of tuition for students who meet the Student Tuition Recovery Fund (STRF) according to the requirements described below. These fees support the STRF, which is a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss because of untimely school closure.

Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all the following apply:

1. The student is a California resident, or is enrolled in a residency program, and prepays all or part of his/her tuition either by cash, guaranteed student loans, or personal loans.
2. The total charges are not paid by any third-party payer such as an employer, government program or other payer unless the student has a separate agreement to repay the third party.

Students are not eligible for protection from the STRF and are not required to pay the STRF assessment if either of the following applies:

1. Student is not a California resident, or is not enrolled in a residency program.
2. The total charges are paid by a third party, such as an employer, government program, or other payer, and the student has no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

Students may be eligible for STRF if they are California residents or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss because of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

It is important that enrollees in the STRF keep a copy of the enrollment agreement, contract, tuition receipts, and cancelled checks. They are encouraged to document the total amount of tuition paid and keep records that will show the percentage of each course or degree that they have completed. Such records would substantiate a claim for reimbursement from the STRF, which, to be considered, must be filed within sixty (60) days following the school closure.

Diversity Statement

University of Saint Katherine believes that one mark of a university campus is its commitment to diversity

and the practice of recognizing and valuing the rich experiences and world views of individuals and groups.

As a Christ-centered school, the University is respectful of diversity, because Christ intends His Church to be multiethnic, multicultural and a multinational body of believers. The University's goal is a purposeful transformation to the image of Christ. Rather than embracing concepts like tolerance, the University is called to build a Christian community. Such a community should model the reality of the body of Christ, inclusive of diverse people of God using varied gifts for God's glory. The policies and values of such a Christ-centered University should reflect the biblical mandate to be ministers of reconciliation, and to bring about genuine unity within a diverse world. Because of the core mission of University of Saint Katherine, it is a defining feature of our campus to embrace diversity as a source of strength. The differences in race, ethnicity, gender, age, religion, language, abilities/disabilities, socioeconomic status, and geographic region, and more, build our culture and contribute to the fulfillment of our academic mission.

Statement of Non-discrimination/Americans with Disabilities Act and Accommodations

The University is a private Orthodox Christian University of Liberal Arts and Sciences open to any qualified student. In a manner consistent with all applicable laws and regulations including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), or other federal, state, or local laws or executive orders. The University of Saint Katherine is committed to the principles of equal opportunity as defined under federal and state law, and does not discriminate on the basis of race, color, creed, disability, national or ethnic origin, age, religion, sex, sexual orientation, or disabled veteran/Vietnam-era veteran status in its admission policy, programs, or activities, educational policies, scholarship and loan programs, athletic and other University-administered programs, or employment practices and programs. Inquiries regarding this policy may be directed to the Chief Academic Officer, University of Saint Katherine, 277 Rancheros Drive, Suite 200, San Marcos, CA 92069.

As a private institution, the University adheres to specific religious tenets and maintains all its religious freedom and associated rights and privileges. Students with documented disabilities may request in writing reasonable special services and accommodations. Questions should be directed to the Chief Academic Officer.

Access to Student Educational Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended affords students certain rights with respect to their education records. These include: 1) the right to inspect and review the student's education records within 45 days of the day the University receives a request for access, 2) the right to request the amendment of the student's education records that the student believes are inaccurate or misleading, 3) the right to consent to disclosures of personally identifiable information contained in the student's education records, and 4) the right to file a complaint with the U.S. Department of Education concerning alleged failures by Saint Katherine to comply with the requirements of FERPA.

FERPA has specifically identified certain information called directory information that may be disclosed without student consent. Although directory information may be disclosed without student consent, University of Saint Katherine (USK) is not required to release directory information.

The University has defined directory information as name, address (including electronic mail), telephone number, date and place of birth, major field of study, dates of attendance, enrollment status, degrees, honors, and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree candidacy, and the most recent previous educational agency or institution attended. This information may be provided, upon review by the Registrar, as public information

or to individuals who demonstrate a valid need to contact students. Photographs of students may also be used in various University publications or on the website. Students who prefer that their photograph not be used, must inform the Admissions Office of their request prior to the second Monday of each semester.

The University may disclose education records to university officials with legitimate educational interests. A University official is a person employed by the University; a member of the Board of Trustees; or an individual serving on a committee, such as disciplinary or grievance committees. A University official has a legitimate educational interest if the information aids the official in fulfilling professional functions. USK also includes among university officials a student appointed to an official committee or assisting another official in performing tasks and outside service providers who perform an institutional service of function such as attorneys, auditors, and the National Student Clearinghouse. The University may also disclose education records to postsecondary institutions in which a student is seeking or intending to enroll or is already attending if the disclosure is for purposes related to the student's enrollment or transfer.

Questions relative to FERPA policies should be referred to the Dean of Admissions and Registrar or may be referenced at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Statement on Academic Freedom

The motto of the University is "*Inquiry Seeking Wisdom.*" To that end, the University is committed to fostering an educational atmosphere that is conducive to the pursuit of knowledge and the preservation of intellectual freedom. The University strongly believes that academic freedom is a fundamental condition necessary for the pursuit of truth, knowledge and meaning. The University is a community of learners: faculty, students, and staff, who strive to promote, foster, and sustain academic freedom rooted firmly in the University's social responsibility to enhance student learning.

Institutional Review Board

The Institutional Review Board is responsible for protecting the rights and welfare of the human subjects involved in any research conducted by faculty and staff at USK. Research conducted at USK involving human subjects will first be reviewed and approved by the IRB.

Student Grievances

University students are entitled to equitable and respectful treatment by the institution and its representatives. Students who believe that their rights have been violated are authorized to appeal to the University to adjudicate their grievances through a fair, timely, and non-threatening process.

If the grievance is a criminal matter, it should be referred to the *San Marcos Sheriff's Department: 182 Santar PI, San Marcos, CA 92069, 760.510-5200*. In criminal cases, additional action may be taken on the part of University of Saint Katherine in accordance with the following procedures.

Student complaints may be classified as grievances and fall into one of three categories: *Academic, Non-Academic, and Discrimination*.

Academic Grievances

When grades are given for any course of instruction, the grade given to each student shall be the grade

determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of "mistake, fraud, bad faith, or incompetency" shall be final (Education Code Section 76224). If a student files a grievance relative to a grade, he/she must prove that "mistake, fraud, bad faith, or incompetency" is the reason for the grade assignment. The student must follow the due process Grievance Procedure. Students will submit their grievance to the Chief Academic Officer.

When grades are given for any assignment or course of instruction, the grade given to each student shall be the grade determined by the instructor of the assignment or course, and the determination of the student's grade by the instructor, in the absence of "mistake, fraud, bad faith, or incompetency" shall be final (Education Code Section 76224). If a student files a grievance relative to a grade, academic policy, and/or academic judgment, she/he must prove that "mistake, fraud, bad faith, or incompetency" is the reason for the decision. The following is the academic grievance procedure:

- The student must first seek to resolve her/his complaint with the instructor.
- If resolution is not reached, the student should appeal in writing to the Department Chair or Program Director of the course in question. The student must copy the instructor. The instructor must send written correspondence to the Chair or Director with her/his rationale for the decision. If the dispute is related to a final course grade, the instructor must send a copy of the syllabus and course assignment grades justifying the final course grade to the Chair or Director.
- If resolution is still not reached, the student should appeal to the Chief Academic Officer (CAO). All correspondence and decisions must be sent to the CAO. The CAO's judgment is final.

Academic Grievance Review Process

The student may seek a review of the respective academic grievance process after all previous appeals have been exhausted. The Academic Affairs Committee will review to assure due diligence was properly followed by all parties. The findings of the Academic Affairs Committee are final, and no further appeals will be granted. The students may expect a final decision within 7 days of the date of her/his appeal. The Academic Appeal Form should be submitted to academicappeal@usk.edu within 14 days of the final decision of the CAO.

Non-Academic Grievances

Grounds for non-academic grievances include, but are not limited to, the following and must show evidence:

1. Any act or threat of intimidation, discrimination, or harassment.
2. Any act or threat of physical aggression.
3. Arbitrary action, violation of student rights, or imposition of sanctions without proper regard to university policy as specified in the Education Code, Board Policy, and/or Administrative Procedures.
4. Violation of Title IX.
5. Any violation of Section 504 with reference to the rights of disabled students.

"Evidence" is interpreted as competent testimony and authenticated documents. Testimony is competent if it is based on personal knowledge. Speculation, guesswork, and supposition are not competent as testimony. Personal knowledge means knowledge acquired through any of the witnesses five senses: he/she saw it, heard it, touched it, tasted it, smelled it. Documents are authenticated if the hearing body is satisfied from the evidence that the document is in fact what it purports to be.

Discrimination Complaints

Students wishing to file complaints based on discrimination on the basis of ethnic group identification, religion, age, gender, sexual orientation, color, or physical or mental disability and any other category of unlawful discrimination should contact the Student Success and Services Coordinator (SSSC) who will take

it to the appropriate supervisor.

Complaints – Non-Grievances or Non-Discrimination Complaints: Students can pick up and fill out a complaint form from the Registrar’s or Student Success and Services Coordinator’s Office. It will then be reviewed by the SSSC.

Filing a Complaint with the Bureau for Private Postsecondary Education

A student who is dissatisfied with the President’s or Board of Trustees’ decision may file a complaint about the University with the Bureau for Private Postsecondary Education by calling the Bureau or completing a complaint form obtained from the Bureau’s web site. Contact information for the Bureau is as follows:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833 Website: www.bppe.ca.gov/
Phone: 916.431.6959, Toll Free: 888.370.7589

Student Responsibilities

The University Academic Honor Code

The University of Saint Katherine community holds the highest standards of honesty and integrity in all aspects of university life. Any violation of the University’s commitment is a serious affront to the very nature of University of Saint Katherine’s mission and purpose. Violations of academic honesty include cheating, plagiarism, falsification, identity fraud, aiding academic dishonesty and malicious interference.

Cheating is the use of unauthorized assistance that results in an unfair advantage over other students. It includes but is not limited to bringing and/or using unauthorized notes, technology, or other study aids during an examination; looking at other students’ work during an exam or in an assignment where collaboration is not allowed; obtaining an examination prior to its administration; allowing another person to do one’s work and submitting it as one’s own; submitting work done in one class for credit in another without the instructor’s permission.

Plagiarism is the use of an idea, phrase, or other materials from a source without proper acknowledgment of that source. It includes but is not limited to the use of an idea, phrase, or other materials from a source without proper acknowledgment of that specific source in a work for which the student claims authorship; submitting written work, such as laboratory reports, computer programs, or papers, which have been copied from the work of other students, with or without their knowledge and consent.

Falsification is the alteration of information or forging of signatures on academic forms or documents. It includes but is not limited to: using improper methods of collecting or generating data and presenting them as legitimate; altering graded work and submitting it for re-grading; falsifying information on official academic documents such as add/drop forms, incomplete forms, petitions, recommendations, letters of permission, transcripts or any other University document; misrepresenting oneself or one’s status in the University.

Academic Identity Fraud is the act of allowing a person to impersonate the registered student, by doing the academic work and by submitting it as if it were the work of the registered person. This encompasses both

face to face and online environments. It includes but is not limited to having another person complete a course assignment, take an examination, respond to discussion board questions, or complete any kind of academic exercise on behalf of the registered student. In such cases, it may be considered collusion to commit fraud on the part of both parties.

Aiding Academic Dishonesty is assisting another person in violating the standards of academic honesty. It includes but is not limited to: allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed; providing information, material, or assistance to another person knowing that it may be used in violation of academic honesty policies; providing false information in connection with any academic honesty inquiry.

Malicious Intent is misuse of academic resources or interference with the legitimate academic work of other students. It includes but is not limited to: removing books, journals or pages of these from the library without formal checkout; hiding library materials; refusing to return reserve readings to the library; damaging or destroying the projects, lab or studio work or other academic product of fellow students.

A student remains responsible for the academic honesty of work submitted in USK courses and the consequences of academic dishonesty beyond receipt of the final grade in the class and beyond the awarding of the diploma. Ignorance of these catalog policies will not be considered a valid excuse or defense. Students may not withdraw from a course as a response to a consequence.

Response Procedure

The following response procedure is recommended to faculty who discover a violation of academic honesty:

Fact-finding: The faculty member should attempt to speak or otherwise communicate informally with the student as a first step.

Communication of Consequence: Once the violation is discovered, the instructor should send a written communication to the student regarding the incident and the consequences. Instructors can give students an "F" on a specific assignment or an "F" in the course because of violations of academic honesty. In cases of academic identity fraud, the act or acts could be interpreted as a criminal offense and could mean administrative withdrawal from University of Saint Katherine.

Internal Communication: The instructor should send a report of the incident to the department chair, the Chief Academic Officer, or the Academic Integrity Committee. The report should include a description of the violation, the action taken, and evidence of the violation. The official record of the incident is maintained by the CAO.

Further action: Prior instances of misconduct under this or other student conduct policies should be considered in determining disciplinary action for a present violation. As the Chief Academic Officer consults or the Academic Integrity Committee consults, if additional action seems necessary it would be taken after consultation with the reporting instructor and communicated in writing to the student. Depending upon the seriousness of the incident or pattern of incidents, further actions can include probation, suspension, or expulsion.

Appeal Procedure

The following appeal procedure should be used by a student who wishes to appeal consequences associated with a finding of academic dishonesty:

Instructor: The student should present a written appeal of the penalty to the instructor involved. The instructor should respond in writing, with a copy of the response also sent to the department chair.

Department Chair: If satisfactory resolution to the appeal is not achieved between the student and the instructor, the student may submit the appeal in writing to the department chair who will review the appeal and send a written ruling to the student and instructor.

Chief Academic Officer: Student appeals not resolved at the departmental level should be taken to the Chief Academic Officer for review. The Chief Academic Officer will review the appeal and send a written ruling to the student, instructor, and department chair.

Administrative Committee: Student appeals not resolved at the Chief Academic Officer level can be submitted to the Academic Integrity Committee. The appeal decision reached by this committee is final.

Other Student Responsibilities

Students have several other responsibilities beyond those detailed above. These include the following:

- Repaying all expenses they incur at the University, including repaying loans plus interest;
- Monitoring and understanding all activity on their billing statement;
- Maintaining consistent access to technology, including maintaining current virus protection software in order to safeguard the computer systems in the University community;
- Obtaining and providing the University with an email address that administrators and faculty may use to correspond with them. Because the University may electronically transmit information that the Family Educational Rights and Privacy Act (FERPA) considers confidential, such as financial records, academic records, and course feedback, students are expected to provide the University with an e-mail address to which only they have access. Moreover, students are responsible for viewing their email via a secure internet connection;
- Notifying the University of any change to the phone number, postal address, and email address that the University has on record to maintain communication during enrollment and after graduation.

Academic Policies & Procedures

The Academic Year

The academic year consists of a Fall and a Spring Semester, each of which is sixteen weeks long. The University uses semester credit hours as the measurement of all course work. The academic week runs from Monday through Friday. All scheduling and processing deadlines are assigned to specific weeks in the semester and are referenced as weeks one through sixteen.

Credit Hour Policy References

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; United States Department of Education, Office of Postsecondary Education, Assistant Secretary, GEN-11-06, March 18, 2011, p; 3).

The Faculty Senate shall be the preeminent body for the development, review, and recommendation of

curricular policy to include philosophy, goals, and strategic and long-range planning. The Faculty Senate shall coordinate, evaluate, and review the University curricula to encourage innovation and excellence in instruction. The Faculty Senate via the Chief Academic Officer shall submit all curricular changes to the Governing Board for final approval.

Credit Hour Policy

All University of Saint Katherine courses are offered on the basis of credit hours or units. One credit hour of coursework requires one face-to-face contact hour per week between a faculty member and a student and two hours of assigned coursework per week on the part of the student outside of the classroom for a regular semester. The typical three-unit course requires three contact hours per week and six hours of assigned coursework per week, or 45 contact hours and 90 hours of assigned coursework for a regular semester (15 weeks). Note that some classes meet beyond the scheduled class times based on the credits listed, and that the number of contact hours and assigned coursework in lab courses, and individually directed courses is tailored to the type of course and /or course objectives

Lab Courses are courses that have a strong skill component and typically require a special room, equipment, or fieldwork experience for students to utilize to enhance their learning. One credit of a lab course requires a minimum of three contact hours, which may include a minimum of three hours of face-to-face contact hour per week between a faculty member and a student, or a combination of face-to-face contact and assigned coursework to total three contact hours of engagement per week of instruction for a regular semester.

Individually Directed Courses provide a more in-depth interaction between student, faculty member, and course materials or research project. Since, typically, a student works one-on-one with a faculty member and receives an intensified experience of personalized education, the contact hours and amount of assigned coursework are tailored to the nature of the coursework.

Individual Study and Research Courses require a minimum of 5 hours of instructor-student contact per credit hour, and 30 hours of outside work per credit hour per semester. In these courses the program is designed by the faculty member and the student working collaboratively, and approved prior to the start of the term.

Monitoring Credit Hour Compliance

The program director will have direct responsibility for ensuring the faculty adheres to the credit hour policy and seeks approval from the Chief Academic Officer for any change in the approved time for the course schedule. Changes in the schedule should be rare and requires the approval of the Department Chair and the Chief Academic Officer. Reviews of the course scheduling will be each semester by the Department Chair and Chief Academic Officer during the regularly scheduled syllabus review. The Academic Affairs Committee will also review the Department practices and policy during the Department's program review.

Online/Hybrid Courses, like traditional offline courses, need one hour of instructor-led contact per week and two hours of assigned independent coursework per unit per week. That means 45 contact hours and 90 hours of assigned coursework for a 3-unit, 15-week course. Online instructor-led hours, however, look a bit different from those of face-to-face classes. Like in a face-to-face class, instructors need to be a strategic presence in the classroom. That means monitoring and guiding the learning process in order for it to count as instructor led. The following tables list the most common course activities by their Carnegie Hour type.

Evaluation/Credit for Previous Education and Training for Veterans

USK will maintain a written record of the previous education and training of veterans and eligible persons, that the record will clearly indicate that credit has been granted, if appropriate, with the training period shortened proportionately and the student notified accordingly.

Instructor-Led Activities

Activity	Description
Face-to-face time with instructor	All "seat-time" in blended courses; field trip or international study course with instructor; attending live presentation with instructor
Discussion board or blog (instructor-led)	Class/group discussions with "strategic presence" by the instructor
Synchronous chat (instructor-led)	Attendance at the live chat or watching the archive of the chat and completing the instructor-required assignment
Pre-recorded lectures (academic)	Created by instructor, other academics or guest speaker with instructor collaboration
Video/audio files	Academic-quality content selected by instructor; instructor should concurrently use a synchronous or asynchronous channel for class-wide reflection and review
Mid-term and final exams (test time)	Educator should be available for questions at least part of the time the exam is open. Actual allotted time to take the exam (e.g., 2 hours)
Quiz (e.g., 15 minutes)	Actual allotted time given for a "pop quiz (e.g., 15 minutes)
Paper feedback (limited)	Time to review and reflect on detailed instructor feedback. Suggested allocation is 15 minutes for every 10 pages.
Journaling	When instructor strategically plans what student needs to write and feedback is provided
Student presentations with instructor present	Instructor could be synchronously present, or be present by providing detailed asynchronous feedback about the presentation
Computer simulations or virtual labs (instructor-led)	With planning and strategic presence by instructor
Faculty-required individual or group consultations (e.g., field work)	Scheduled interaction in which each student is expected to meet with instructor (virtually, phone, etc.); instructor meeting on site with student and internship supervisor

Credits and Contact Hours

Standard Coursework Requirements

Number of Credits	Number of Hours for Regular Course per Semester	Number of Hours for Lab & Internships per semester	Course Related Effort Outside of Class (readings, assignments, studying, homework, etc)
1	15	45	30
2	30	90	60
3	45	135	90
4	60	180	120

Independent Study Workload 100-200 Level Courses

Number of Units	Number of Hours for Regular Course	Number of Classroom Hours for Independent Study	Course Related Effort Outside of Class for Independent Study	Course Related Effort for Independent Study: Pages	Course Related Effort for Independent Study: Reading	Course related Effort for Independent Study: Writing
1-unit course	15	5	40	18	10	30
2-unit course	30	5	85	24	21	64
3-unit course	45	5	130	30	32	98
4-unit course	60	5	175	36	45	130

300-500 Level Courses

Number of Units	Number of Hours for Regular Course	Number of Classroom Hours for Independent Study	Course Related Effort Outside of Class for Independent Study	Course Related Effort for Independent Study: Pages	Course Related Effort for Independent Study: Reading	Course related Effort for Independent Study: Writing
1-unit course	15	5	40	18	10	30
2-unit course	30	5	85	24	21	64
3-unit course	45	5	130	30	32	98
4-unit course	60	5	175	36	45	130

Required Assignments

Reading Level	Reading hours per semester (outside of class)
Easy/Basic	1 hour per 30 pages
Text/Challenging	1 hour per 20 pages
Technical	1 hour per 15 pages
Graduate	1 hour per 15 pages

Writing Assignments

Writing Level	Writing hours per semester (outside of class)
Easy/Basic	1 hour for 2 pages (500 words)
Guided Response	1 hour for 1.5 pages (375 words)
Research based	1 hour for 1.5 pages (375 words)
Analytical, Documented	1 hour for 1 pages (250 words)
Original Research	1 hour for 1 pages (250 words)

Student Academic Classifications

Classifications are made at the start of each semester:

- Freshman.....1-29 semester hours completed
- Sophomore.....30-59 semester hours completed
- Junior.....60-89 semester hours completed
- Senior.....90 or more semester hours completed

Degree-seeking or Non-matriculating. Students at the University may be either degree-seeking or non-matriculating students.

- ***Degree-seeking.*** Degree-seeking students are those who have been admitted by the University into its degree program and who are enrolled in a degree program. All degree-seeking students must be enrolled in at least one course every semester or be on an official leave of absence. Otherwise, they will be withdrawn from their program. Degree-seeking students who have been withdrawn but wish to return should contact the Admissions Office.
- ***Non-matriculating.*** Non-matriculating students are those who have not been admitted to a degree program but have been approved to take courses at the University. They may take classes to earn credit if and when they are eligible for admission to a degree program or may do so solely for personal enrichment. Prerequisite requirements apply for non-matriculating students, as well, and must be met for all courses unless waived by the Department head of the program/major. Non-matriculating students must complete a new enrollment agreement for every term attended. Applicable credit hours earned while enrolled as a non-matriculating student will be included in all program reviews if the student is subsequently admitted.

Full and Part-Time.

Undergraduate degree-seeking students are classified as full-time or part-time students depending on the number of credit hours for which they are enrolled that semester. Enrollment status categories are as follows:

- Full-time.....12 or more credit hours
- Three-quarter-time.....9 to 11 credit hours
- Half-time.....6 to 8 credit hours
- Less than half-time.....fewer than 6 credit hours

Graduate degree-seeking students are classified as full-time or part-time students depending on the number of credit hours for which they are enrolled that semester. Enrollment status categories are as follows:

- Full-time.....6 or more credit hours
- Half-time.....3-5 credit hours
- Less than half-time.....1-2 credit hours

Course Load

Fifteen credits per semester are considered a normal undergraduate student load, though full-time students may take a minimum of 12 and maximum of 18 credits. Regardless of the number of credits full-time students take (12-18), they pay the full-time tuition rate, which is based on 15 credits (\$830 per credit for the 2021-22 Academic Year). Students on academic probation or probationary admission are limited to a maximum load of 12-15 semester hours until their probationary status has been removed. Students taking 1-11.99 units are billed at \$830 per unit. Students wishing to exceed 18 units must have the approval of the Chief Academic Officer and will be billed the full-time tuition rate plus \$830 per unit over 18 units. Graduate students are considered full-time with 9 credits in the fall and spring semesters and 6 credits in the winter

and summer terms.

Final Examination Policy

Successful completion of this class requires taking the final examination on its scheduled day. The final examination schedule is posted on the University's website www.usk.edu. No requests for early examinations or alternative days will be approved.

Educational Delivery Format and Location

Courses are offered in the traditional on-campus, in-person format. Classes are held at 277 Rancheros Drive, Suite 200, San Marcos, CA 92069. Some courses may be offered at locations near the University.

Course Registration and Attendance

Course Registration

Students are expected to meet with their advisor on the designated days in October and March for academic advising and course registration. Registration information is available to all students. Registration includes academic advising, selection of courses and payment of fees. Before preregistration or registration, each student should consult with his/her faculty advisor on course selection, Integrated Core requirements, major and other degree requirements. However, it is the responsibility of the student, not the faculty advisor, to ensure that all University graduation requirements are met. Registration is for an entire course, and a student who begins a course must complete it except in unusual circumstances. Unless the student and his/her advisor consider it essential, a student should not change his/her schedule after registration.

Prerequisites

Students may only register for classes for which they have successfully completed all prerequisites.

Changes in Class and Schedule

The University reserves the right to cancel or discontinue any course because of low enrollment or for other reasons deemed necessary. To assure quality instruction, the University reserves the right to close registration when the maximum enrollment has been reached. The University also reserves the right to make changes in schedule and/or faculty when necessary.

Auditing a Course

Students wishing to take a course for their own enrichment but not for credit may request audit status at the time of registration or before the close of the registration amendment period. The request should be directed to the Registrar's Office. Tuition for the course will be charged at the student's standard tuition rate. Upon completion of the course, an "AU" will be entered on the student's transcript to indicate audit, and credit hours completed in the course will not be included towards graduating nor used in the calculation of the grade point average. Audit status cannot be changed to for credit status after the end of the registration amendment period. Non-students may audit a class. The fee for auditing a class is \$400 per unit/credit.

Independent Study

Students may engage in independent study of catalog courses and special topics. Independent Study entails individual guided readings or study in a field of special interest, under the supervision of a faculty member, resulting in a substantive paper and/or written report(s) containing significant analysis and interpretation of a previously approved topic. Independent Study courses are usually 1 to 3 units. The course code will be registered as Special Topics 290 or Special Topics 490 under the respective department identification. For example: BUS 290 Special Topics: The Principles of Scientific Management; LIT 490 Special Topics: The

Brothers Karamazov. Independent Study is limited to juniors and seniors except by special permission.

Guided Study

Students may engage in guided study of catalog courses and special topics. A Guided Study is an interactive, seminar-style, in-depth small group course, under the supervision of a faculty member, resulting in a substantive paper containing significant analysis and/or other course requirements. Guided Study courses are usually 1 to 3 units. The course code will be registered as Special Topics 290 or Special Topics 490 under the respective department identification. For example: BUS 290 Special Topics: The Principles of Scientific Management; LIT 490 Special Topics: The Brothers Karamazov. Guided Study is limited to juniors and seniors except by special permission.

Attendance Policy

Students are expected to attend every class for every course for which they are registered except for absences for athletic events for which they are excused. Excused absences, excluding those for athletic events, are only allowed for death in the family and emergency situations with documentation and professor and registrar approval.

40% Rule

Whenever the number of accumulated absences in a class, for any cause, exceeds 20% of the total number of class meetings (excluding finals week), the faculty member will send an email to the student and the Registrar warning of attendance jeopardy. If more than 40% percent of the total number of class meetings is reported as missed (excluding finals week), the faculty member or Registrar will initiate the student's withdrawal from the course. Please note that excused absences also count toward the 40% limits.

Taking Attendance

To achieve compliance with Title IV federal financial aid regulations as well as VA regulations, institutions must verify student class attendance to ensure that all awarded federal aid monies are used for educational purposes. It is the policy at University of Saint Katherine that faculty members verify and report student class attendance during each class session. Ultimately, students are solely responsible for their registrations and any financial implications.

Student Athletes and University Sanctioned Activities

Student-athletes are expected to attend all classes except when there are conflicts with competitions. They will not be penalized academically when they miss a class due to inter-collegiate athletic competition. However, authorized absences for official athletic competitions do not relieve student-athletes of their course responsibilities. They are responsible for any course material covered during a missed class. The same applies to students participating in university sanctioned activities which conflict with class attendance.

Exceptions

Exceptions to the foregoing attendance regulations due to extenuating circumstances may be granted only by appeal to the Department Chair. Students are responsible to consult the syllabus of each course for specific applications of and elaborations on the above attendance policy.

Absence from Tests and Examinations

Students who miss scheduled tests and examinations without excusable reasons (such as death or illness in the immediate family, unexpected job changes, and other significant, unexpected events or situations) may not make up such assignments. Authorization to make up tests missed for excusable reasons is obtained from the professor of the class.

Late-Assignment Policy

USK believes that part of our mission is to prepare students for success in the 'real world,' where deadlines are most often firm and non-negotiable. USK therefore has a campus-wide “no late work” policy. All assignments are due on the date specified by the professor in the syllabus, and work that is not received by the due date will receive a grade of zero. Absence from class for an excused athletic event does **not** excuse a student from the responsibility of turning in all work on time. Exceptions will be for emergency situations only and must be approved by the Department Chairperson.

Drops, Withdrawals, and Leaves of Absence

First Week Drop Policy

Students who do not attend any classes during week one of any semester without prior written approval from the Registrar will be automatically withdrawn from their program. Students may appeal for reinstatement to the Registrar. All requests for reinstatement must be received no later than Friday of week two of the affected semester. Documentation must be provided as to the reason for the absence. Students will not be dropped from individual classes if they attend any one of their scheduled classes during the first week of the term.

Students who wish to withdraw from the University must notify the Office of the Registrar in writing. Except under extraordinary circumstances, enrolled students who stop attending one or more classes prior to the end of the semester but who do not submit a letter of withdrawal to the Office of the Registrar will not receive any refund for the semester. They will be held liable for all unpaid tuition and fees incurred during or prior to the semester. At the start of the second or subsequent semesters at the University, the Office of the Registrar will officially withdraw students who do not meet the ongoing enrollment requirements. Students will be notified by mail if they fail to meet the requirements to continue enrollment at University of Saint Katherine.

Registration Amendment

Students wishing to change their class schedule after registration may do so by submitting an ADD/DROP Form to the Registrar's Office. Students may ADD/DROP courses through Friday of the first week of the relevant semester.

Students must present these forms in person or by fax. ADD/DROP Forms will be processed while students are present, and students will receive updated schedules. Students should check their schedules for accuracy before leaving the office.

Courses removed from a student's schedule by Friday of week one will not be recorded on the transcript of classes, nor will the credits for those courses be used in the calculation of tuition charges for the semester. Students may not add classes after the end of the registration amendment period. Students must get pre-approval from the Financial Services Department before making any registration amendments that will change their status as a full or part-time student.

Course Withdrawal

During the semester, students may withdraw from courses from Monday of week two through Friday of week seven. Courses dropped during this period will receive the grade of 'W' and no adjustment will be made in the tuition charges for the semester unless the student is withdrawing from all courses. Course withdrawals after Friday of week seven are noted as WF and students will receive a failing grade.

Students are strongly encouraged to meet with a Faculty Advisor to discuss the academic ramifications of withdrawing from a course. Course withdrawals may have an impact upon a student's financial aid eligibility, and students considering a course withdrawal that will change their enrollment status would be wise to consult with a Student Finance Advisor. Excessive course withdrawals will adversely impact a student's ability to make satisfactory academic progress.

If a student is threatening or disruptive in the classroom, behaves in a way that interferes with the learning of other students, or refuses to fulfill the academic requirements of the course, the faculty member has the right to have the student who demonstrates such behavior removed from the class, either by administrative withdrawal or by making arrangements for the student to complete the requirements in absentia.

Course Withdrawal/Athletic Eligibility

Dropping a course during the semester could have serious financial and athletic repercussions. Athletes must be enrolled in 12 credits (undergraduate) and 6 credits (graduate) to be eligible to play in any sport. Athletes who are considering dropping a course are encouraged to discuss such a move with their coaches/faculty advisor to make sure that eligibility and financial integrity are preserved.

Leave of Absence

Leave of Absence is granted for a maximum of 180 days. Students who fail to return from an approved leave of absence will be withdrawn from the University. Students who take a leave of absence without approval from the Registrar will be withdrawn from the University. Only students who are degree-seeking, have completed at least one semester of study, and have maintained a minimum grade point average of 2.5 are eligible to apply for a Leave of Absence. *Please note:* Students who request a leave of absence in the middle of a semester, will be withdrawn from the courses for which they are registered and will receive a permanent "W" or "WF" on their transcript for each class, and may result in serious financial consequences.

Resuming Studies

Students who wish to resume their degree program studies after a period of non-attendance (either after Withdrawal from the University or from an official Leave of Absence) must file a *Petition to Resume* upon approval of the following departments: Student Finance, Admissions, and the Registrar. If more than a semester has passed, the student will be required to follow the academic catalog from the year that they will be re-entering the University.

Students in good standing will be allowed to resume as degree-seeking students. Students who are not in good standing may petition for probationary status. Students granted probationary status will be removed from probation upon successful fulfillment of the terms of probation, while those who do not fulfill those terms will be subject to dismissal.

Students who have been inactive for more than two semesters must also complete a new application and enrollment agreement. These students will be responsible for the enrollment fee. The reinstatement process should be started at least one month prior to the first day of the semester in which the student plans to return. *Resuming students are subject to the terms and conditions in effect at the time of their return.*

Changing Programs

Occasionally students find that their educational or professional goals have changed, and that a different field of study is better suited for their future success. Students may change their program of study when registering for a new term. Students on probation must have approval from the Faculty Advisor of the program prior to changing programs. Students changing majors/programs will be subject to the new program requirements and University tuition and refund policies in effect at the time of the change.

Program changes can often result in a delayed graduation and may affect financial aid eligibility. It is strongly

recommended that aid recipients consult with the Financial Aid Office prior to making the decision to change programs. Credit earned for courses that are common to both the old and the new programs will apply toward the new program. Students should meet with a Faculty Advisor to review applicable credit.

Withdrawing from the University

Students who wish to withdraw from the University must notify the Office of the Registrar in writing. Students who elect to withdraw from the University may be entitled to a refund of tuition and fees. The effective date for determining a refund is the date when the Office of the Registrar receives the student's written notification of withdrawal. Students may not attend any class after that time.

Except under extraordinary circumstances, enrolled students who do not submit a letter of withdrawal to the Office of the Registrar will not receive a refund for the semester. They will also be held liable for all unpaid tuition and fees incurred while attending the University. Students must present documented evidence of physiological, psychological, or emotional incapacity to the Office of the Registrar to withdraw after week seven (7). Incapacity generally implies withdrawal from all courses.

A student withdrawing from the University must complete a Withdrawal form with the Office of the Registrar. Students who withdraw receive grades of "W" for all their courses if they are withdrawing prior to the seventh week of classes or have extraordinary circumstances that are followed by documentation as mentioned above. A student who withdraws without official notification or after week seven, will receive grades of "WF" in all scheduled classes.

At the beginning of each semester, the Office of the Registrar will officially withdraw students who fail to meet the ongoing enrollment requirements described above.

Dismissal

The University reserves the right to suspend or dismiss any student when it believes that such action is in the best interest of the institution and/or the student. This action will take place only after careful consideration with the student in question and all other parties with information pertinent to the matter at hand.

Grading System

Final Grades

The University uses a 4-point grading system. Letter grades are used to assess the relative extent to which students achieve course objectives. Letter grades are assigned at the end of each semester. Errors on grade reports must be reported to the Registrar's Office prior to the end of the succeeding term.

Grades and Grade Quality Points

<i>Grade</i>	<i>Quality Points</i>	<i>Percentage</i>
A.....	4.0.....	93-100%
A -.....	3.7.....	90-92%
B+.....	3.3.....	86-89%
B.....	3.0.....	83-85%
B-.....	2.7.....	80-82%
C+.....	2.3.....	76-79%

C	2.0	73-75%
C-	1.7	70-72%
D+	1.3	66-69%
D	1.0	63-65%
D-	0.7	60-62%
F	0.0	0-59%

- A grade in the “A” range indicates distinguished performance in a course.
- A grade in the “B” range indicates an above-average performance in class.
- A grade in the “C” range indicates an average performance in which a basic understanding of the subject has been demonstrated.
- A grade in the “D” range indicates a passing performance despite some deficiencies.
- A grade of “F” indicates failure.

Grades of “A” through “F” are permanent grades and may not be changed except in case of error. After an instructor has certified a grade to the Registrar, he/she may change it before the end of the next regular grading period. The change must be made in writing and have the written approval from the Chief Academic Officer.

An “I” grade signifies incomplete work because of illness, emergency, extreme hardship, or self-paced courses. An “I” grade is normally not given when a student has missed more than 30 percent of the class work. It is not given for a student missing the final examination unless excused by the appropriate instructor upon communication from the student. The student receiving a grade of “I” completes all work no later than the last day of the following semester. A final grade is submitted to the Registrar by the instructor the following Monday after this date.

“WF” Withdrawn Fail: Beginning with the day of the 8th week, a student following prescribed procedures may withdraw but will receive a failing grade.

Grade Point Average (GPA)

The semester grade point average is calculated by multiplying grade points by the credit hour value of a course. The sum total of all such points earned in a semester, divided by the sum total of credit hours attempted less credit hours withdrawn, equals the term grade point average. (TGPA). The cumulative grade point average (CGPA) is calculated in the same way using all grades and credit hours attempted. The University grade report and transcript provide the term grade point averages as well as the cumulative grade point average.

The following grades are not included in the GPA calculation:

I Incomplete: Signifies course work not completed; awarded only for unusual or emergency situations in cases where successful completion of coursework is beyond the student's control. A grade of incomplete indicates that the student has requested and been granted an extension to complete specific course work by a date determined by the professor, but no later than the last day of the subsequent semester. The professor will submit an Incomplete Form with the original grade roster detailing the terms of completion. If the terms provided on the Incomplete form are not met by the agreed upon date, a grade of ‘F’ will be recorded unless the professor has stipulated a different grade. If a student registers to repeat a course for which an incomplete is posted, the Registrar will accept that registration as cancellation of the incomplete by the student and the incomplete grade will immediately be converted to a letter grade of ‘F’.

W Withdrawal: Beginning with the day after the add/drop period up through the 7th week, a student following

prescribed procedures may withdraw from a course.

AU Audit: The status of a student who registers for and participates in a credit course on a non-credit basis.

TR Transfer: Signifies a course taken at another institution which was a "C" or higher; which was transferred into the student's degree program for credit.

P Pass: Signifies a course which a student passed for credit.

FL Fail: Signifies a pass/fail class which a student failed.

Course Repeats

Students receiving a failing grade in a required course must repeat that course within two terms. Though both grades are listed on the transcript, only the highest grade earned will be used in the calculation of the grade point average and as credit toward program requirements. Students may repeat a course once. If a second repetition is necessary, the student must request approval from a Faculty Advisor. Students are responsible for the tuition and fee charges for all repeated courses.

Appealing a Grade

Grades are determined by the professor of record and are based upon criteria as specified in the course syllabi. All course grades except 'I' are final and may not be revised by examination or the submission of additional work after the close of the semester. Students who have reason to believe an issued grade is incorrect should first verify with the Registrar that a data entry error has not occurred. If no error has occurred, students may file an appeal by following the grievance policy and procedure outlined in the *Students' Rights* section of this catalog.

All requests for grade changes must be submitted in writing, and all requests must be initiated prior to the close of the succeeding semester. Grade appeals submitted after the close of the succeeding semester will not be considered.

Academic Standing

The University of Saint Katherine takes seriously a student's ability to make satisfactory progress toward the goal of a degree. At the conclusion of the fall and spring semesters, the academic progress of all undergraduate students is reviewed by the Registrar and Dean of the University either to confirm satisfactory standing or to make changes based on student cumulative or semester GPA.

Satisfactory Standing

To maintain satisfactory standing and remain free of academic alert or probation, students must achieve a minimum cumulative 2.00 grade-point average. Those who maintain the minimum required grade-point average are in satisfactory scholastic standing and as such are making progress toward a degree. For GE and Integrated Core courses, students must achieve a D- or better to pass the course. **For courses in the student's major, students must pass each course with a C or better.**

Honors Recognition

Each semester academic excellence is recognized by the publication of the Dean's List and President's lists.

Undergraduate students must complete a minimum of twelve credit hours of degree- applicable courses in the term to be considered for inclusion. The Dean's List includes those who have achieved a term grade point average of at least 3.50. A student who earns a grade point average of 4.00 will be named to the President's List. Classes passed on a Pass/Fail basis or classes with grades of "F", "WD", or "W" are not included in Dean's List or President's List eligibility.

Levels of Academic Concern

Academic Alert/Warning

Students whose cumulative GPA meets the minimum standard for academic good standing, but whose term GPA for one semester falls below 2.00, are placed on Academic Alert/Warning status and limited to 12-15 units maximum during the probation alert period (a total of nine (9) during the summer). While not technically on academic probation, these students are under the supervision of their respective advisor and the Director of Student Affairs.

Progress reports will be administered to Professors on a 3-week basis each semester. Upon the first progress report, any student who has received a cumulative GPA below 2.0 maybe suspended from ALL participation in university sponsored activities until the student's cumulative GPA reflects a 2.0 or above.

Academic Probation

Students whose cumulative GPA falls below 2.00 or whose term GPA falls below 2.0 for two consecutive semesters are placed on Academic Probation and are limited to 12-15 units maximum during the probation period (a total of nine (9) during the summer). *Student athletes are not eligible to play their sport while on academic probation.*

Academic Disqualification/Suspension

Students whose cumulative GPA falls below 2.00 for two consecutive regular semesters or whose term GPA falls below 2.00 for three consecutive semesters will be disqualified from continuing at the University at the end of that second semester.

An appeal will be examined on a case by case basis. Please contact the Registrar for more information. To be considered for readmission, students who are disqualified must:

- Spend at least one regular semester away from the University (summer is not considered a regular semester)
- Take 12 pre-approved units (by your USK advisor) at another accredited institution – physical education classes do not count
- Students are encouraged to replace failed courses as soon as possible
- Present official transcripts that demonstrate a university cumulative GPA of 2.5 or above
- Meet with the Dean of Admissions and complete an application for readmission

If readmitted, such students would be placed on Academic Probation and limited to 12 units in their first semester back to allow deep concentration on a lighter class schedule.

Students being readmitted to the University after a disqualification or a voluntary withdrawal while on probation or probation alert will be readmitted under probation regardless of their cumulative GPA in order to allow for monitoring of the student's progress.

Non-Academic Policies

Chapel Policy

Chapel is a place where we honor and worship God. Gathering as a worship body is critical to who we are as the body of Christ and therefore, extremely important to our Christian University community. We value the holistic development of one another, and chapel is, a requirement just like a class. Twelve (12) chapel sessions are required per semester.

Community Service Policy

The goal in partaking in Community Service is to motivate and teach students about the character building rewards of giving back to the larger community. 5 hours are required per semester. If a student does not complete their Community Service requirement, a hold will be placed on their account, they will not be able to register for the next semester's classes, and their diploma will be held until the hours have been completed. Please fill out the community service form from the Director of Student Affairs Office.

Records, Transcripts and Diplomas

Access to Student Educational Records

The University complies with the Family Educational Rights and Privacy Act of 1974. This Act protects the privacy of educational records, establishes the right of students to inspect and review their educational records and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of the Registrar.

Transcripts and Diplomas

Transcripts, term grade reports, and diplomas will not be released to students who have failed to meet their financial obligation to the University or have materials and/or fines due to the library. Transcripts may be ordered from the Registrar's Office. All requests must be submitted in writing and accompanied by payment. Processing of the request usually takes three to five days. Details are available from the Office of the Registrar or on the website at www.USK.edu. Diplomas will be released to graduates upon completion of all graduation requirements and fulfillment of all petition requirements, approximately 2 months following the graduation date. Diplomas are mailed to the students address on file.

Official Transcripts

To order official transcripts, students may download and print the transcript request form from the student web portal, or login to their student account and request transcripts online.

Transcript Delivery

Based on the ordering instructions, the Registrar will mail the transcripts to the address the student provides. OFFICIAL TRANSCRIPTS CANNOT BE FAXED. Regular processing (available in 3-5 working days). Requests for transcripts can be found on the USK website – <https://www.usk.edu/academic-resources>

Unofficial Transcripts

Unofficial transcripts are available through the student portal at <http://usk.populiweb.com/>. There is no fee for unofficial transcripts accessed through the student portal.

Fees/Obligations

Students cannot register for the next semester of classes until their financial balance is paid in full. Diplomas cannot be issued if a student has any unpaid fees or other obligations.

Maintenance of Student Records

The University, in accordance with California state regulations, will maintain all student records for at least five years from the last date of attendance. After this date only transcript records may be maintained. No student records will be released without the express written permission of the student except as allowed by the Family Educational Rights and Privacy Act of 1974.

Students should ensure that they receive important information from the University by updating contact information promptly when changes occur. This information should be submitted to the Office of the Registrar either on forms available in that office or by email. Requests for name and/or social security number changes must be accompanied by supporting documentation.

Finances and Expenses

Students are charged tuition and fees each semester, which are due by before the beginning of each semester, unless the student has opted for the University Installment Plan or receives financial aid. (See Payment Plans below.) Tuition and fees may be adjusted each semester. These changes will be reflected in the Student Enrollment Agreement and Student Finance Agreement.

The University reserves the right to adjust the monthly payment at any time if a student's aid eligibility changes for any reason, including a program change, new enrollment status or failure to maintain satisfactory progress. Students are required to pay the full tuition cost for any duplicative coursework they elect or are required to take at the University.

Tuition Breakdown

Fifteen credits per semester are considered a normal undergraduate student load, though full-time students may take a minimum of 12 and maximum of 18 credits. Regardless of the number of credits full-time students take (12-18), they pay the full-time tuition rate, which is based on 15 credits (\$830 per credit for the 2021-22 Academic Year). Students on academic probation or probationary admission are limited to a maximum load of 12-15 semester hours until their probationary status has been removed. Students taking 1-11.99 units are billed at \$830 per unit. Students wishing to exceed 18 units must have the approval of the Chief Academic Officer and will be billed the full-time tuition rate plus \$830 per unit over 18 units. Graduate students are considered full-time with 6-9 credits.

TUITION AND FEES PER SEMESTER (FALL 2021/SPRING 2022)

Charge	\$	Notes
Enrollment Deposit	350.00	Non-refundable
Full-time Tuition	12450.00	For students registered for 12 to 18 credits
Student Life Fee	300.00	Student Life Activities
Technology Fee	600.00	Library and Technology Fee
Athletics Fee	450.00	For Student Athletes Only
Books and Supplies	500.00	Estimated
Other Fees	Variable	See Penalty and Administrative fees below.
	\$ 14,650.00	Minimum total for full-time students

PENALTY AND ADMINISTRATIVE FEES

Fees		Notes
Late Payment	\$30.00	For payment after due dates on Standard Payment Plans.
Insufficient Funds	\$30.00	If check is returned NSF
Installment Plan	2.5%	For students opting to divide the semester's tuition into 5 payments
Transcript	\$10.00/30.00	Per official transcript for regular/rush processing
LAB/ART Fee	\$100	Per LAB/ART class
Administrative Fee	10%	Books Ordered through USK

Deposits

Enrollment Deposit

To enroll as a first-time undergraduate student at the University, new and transfer students must submit a \$350 non-refundable enrollment deposit with their signed Enrollment Agreement. The deposit confirms the student's place for the upcoming semester.

Payment Plans

Students who have a balance due after all financial aid has been scheduled, have two choices of payment plans: the "Payment in Full Plan" and the "Installment Payment Plan".

Payment in Full Plan: Fall payments are due 8/1 and Spring payments are due 12/15. This plan requires that 100% of tuition and applicable fees for the semester be paid by the final day of registration. To avoid late fees, all Financial Aid paperwork should be completed by the due date.

Students may choose to have their tuition and/or fees charged to their credit or debit card through their account in the Student Information System, Populi. Payment can also be made by check. In the event the check is returned, an insufficient funds fee will be assessed (see Penalty and Administrative Fees below). A late payment fee may also be applied to the account. The University will not be held liable for any institutional or bank fees assessed for insufficient funds.

*Students using VA Educational Benefits will not receive any penalty, late fee, or other charges while payments are pending for 90 days after the date on which USK certifies enrollment for tuition and fees following receipt from the student a certification of eligibility. For more detail on this policy, please refer to PUBLIC LAW 115-407 section 103, found here:

<https://www.congress.gov/115/plaws/publ407/PLAW-115publ407.pdf>

Payment Plan

Students who are unable to pay the full tuition prior to the start of the semester may choose the University's Payment Plan. For those on the Payment Plan, the semester's tuition (and fees) will be divided into equal payments, due on 8/1, 9/1, 10/1, 11/1, 12/1, 1/1, 2/1, 3/1, 4/1 and 5/1. Student balances must be paid in full at the end of each semester.

A 2.5% Administration Fee is applied to the total amount owed for students choosing the Payment Plan. A Late Payment Fee of thirty dollars (\$30) will be assessed for each payment that is received by the University after its due date.

Long Term Payment Plan

Past due balances will be subject to finance charges. The fees are variable based on the interest rates and origination fees charged for PLUS loans. Both the origination fee and interest rate will be approximately 1% higher than the current year PLUS loan rates. USK will only allow students with outstanding balances to enroll if they have exhausted all Title IV and state financial aid options. They are also required to make monthly payments of a minimum of \$200 per month to be eligible for long term payment plans.

Students who withdraw or graduate from USK will have a financial hold on their accounts until their balance is paid in full. Delinquent accounts may be sent to collections and/ or reported to credit rating agencies.

Financial Aid

The University provides financial aid to students based on the following considerations: financial need, academic excellence, and willingness to participate in on-campus work study.

- **Application** - To apply for financial aid, students may visit the University website at www.USK.edu/Admissions/Financial Aid for more information.
- **Receipt of Aid** - Students whom the University deems eligible for financial aid must complete the legally binding Student Finance Agreement form to receive the aid.
- **Compliance** - Students whose financial aid package includes one or more loans are responsible for repaying the full amount of the loan plus interest (as specified in the Student Finance Agreement), less the amount of any refund that they may be due.

Students who fail to comply with the Student Finance Agreement may not only be barred from course

registration but may also be subject to administrative withdrawal, late fees, and referral to a collection agency.

State and Federal Student Aid Programs

The University participates in Federal Title IV Student Aid Programs and the Cal Grant program through the state of California. A FAFSA, the Free Application for Federal Student Aid, is required for both programs. GPA Verification is also required for the Cal Grant program.

Grants Awarded by the State of California

USK requires all applicants who are California residents seeking financial assistance from the University to apply for Cal Grants. Institutional grant assistance will not replace Cal Grant funds lost through a student's negligence in completing state application procedures. However, students who do not meet Cal Grant eligibility requirements, but who have enough need according to USK's analysis, may receive additional institutional grant funds. The Cal Grant reduces USK need-based grant assistance dollar-for-dollar.

During the 2021-22 academic year, Cal Grant A first-time awards are expected to be \$9220.

If a student has already been awarded a Cal Grant and is enrolled at USK, the renewal evaluation will be conducted by the USK Office of Financial Aid. Renewal students are not required to file a new GPA Verification Form.

Basic Cal Grant Requirements

To be eligible for a Cal Grant, the student must:

- Submit a completed FAFSA and a verified Cal Grant GPA by the March 2nd, deadline
- Meet the California residency requirements
- Be a U.S. citizen or an eligible non-citizen
- Attend a qualifying California college or university
- Have financial need based on the college cost or attendance
- Have family income and assets below the established ceilings
- Meet minimum GPA requirements
- Be in a program leading to an undergraduate degree or certificate
- Be enrolled at least half time
- Meet current requirements for Selective Service
- Maintain Satisfactory Academic Progress
- Not owe a refund on any state or federal grant or be in default on any student loan

Cal Grant awarding, payments, disbursements, and refund policy and procedures are the same as for Federal Student Aid programs as outlined on the next several pages. Since FAFSA is required for both Title IV and Cal Grant awards, students will have to go through the same verification process for both. SAP (Standard Academic Progress) is also the same for both.

The University is responsible for verifying student eligibility. The Registrar is responsible for registering students in classes. A member of the financial aid team confirms enrollment prior to the Financial Aid Director certifying eligibility. This is the same process for state and federal aid.

A separate member of the Finance Department will reconcile awards with bank statements on a monthly basis. Any over awards will be returned to the State as soon as the University is aware of the over award.

Students who withdraw during the academic semester will have their state awards returned to the state in

the same manner as the R2T4 process for Federal Aid (see below).

Cal Grant and Title IV awards are transferred into an interest-bearing account and are credited to the student's account within 24 hours. If there is more than \$1.00 earned on the amount in the interest-bearing account, USK will credit the student's account by that amount. Typically, the interest earned is less than \$.01.

Loans

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Title IV Awards and Institutional Aid

Title IV awards are prorated by the Dept of Education based on enrollment status as are all Institutional awards.

12 or more units.....	100%
9-11 units.....	75%
6-8 units.....	50%
1-5 units.....	25%

To be considered for Institutional Aid, students **must** exhaust all Title IV options which means accepting the maximum in student loans and parents must apply/complete all of the requirements for the parent plus loan. Should parents not qualify, this would show financial need and Institutional Aid could be considered.

Extended Scholarship for Athletes

If a student athlete in good academic standing remains in school after his or her athletic eligibility has expired and/or is injured, the student may apply for an extended scholarship. Requirements will be a letter of recommendation from the student's academic advisor including a plan for completion of graduation requirements at University of Saint Katherine, and a recommendation from the student's coach. Recipients of the scholarship can serve as undergraduate assistant coach or work as undergraduate assistants for the Department of Athletics under the direct supervision of the Director of Athletics. The scholarship will be awarded for one academic year. A student may reapply if a sixth year is required for degree completion.

Financial Aid Disbursement Policy

All financial aid is awarded for the academic year; one half is applied to a student's school account each semester (unless stated otherwise). State and Federal Aid is awarded at the earliest date available based on state and federal regulations to allow students access to funds to cover books and living expenses. All funds are disbursed directly to USK and credited to the student's account within 24 hours. If a student receives more aid than their outstanding balance, a refund check will be issued within 48 hours of the disbursement.

Students enrolled for only one semester are entitled to only that semester's award after it is adjusted to a one semester expense budget. Pell Grant Eligible students may be eligible for an additional Pell Grant based on federal regulations. Please contact the financial aid office if you have further questions.

The student will receive full financial aid (assuming the student has completed everything required, and his or her admission file and financial aid file are complete prior to the last date of attendance).

2021-2022 Academic Year: Funds are disbursed on the first business day following the census date (add/drop deadline). First time Freshman Title IV funds are disbursed 30 days after the first day of classes.

All financial aid, including Parent PLUS loans, will first be applied to institutional charges, which include any mandatory state and campus fees. Any remaining financial aid after institutional charges are paid will then be refunded to the student. Please see the Financial Aid Office regarding issuing refunds or making payments. All students have access to their billing and financial aid information through their Populi Account.

Academic Scholarship Rules

Conditions of Agreement

1. You are required to be aware of and abide by all University of Saint Katherine rules and policies found in the Academic Catalog and the Student Handbook.
2. Final scholarship amount will be determined by the FINAL Official transcript(s).
3. Summer school and Intersession units are not included in this Agreement.
4. Your total financial assistance, including your scholarship and any other financial aid, e.g. Pell Grant and Direct Loans may not exceed the actual cost of attendance (COA). The COA includes housing, living expenses, books and transportation costs. If you have any questions regarding financial aid, please email our Financial Aid Office at financialaid@usk.edu.
5. No representatives of the University other than the CFO have the authority to make any commitments, present or future, of academic merit-based assistance not specifically stated in this Agreement.
6. **Initial academic scholarships will not be increased but can be revoked if you do not maintain a 3.0 cumulative grade point average.**
7. The award granted to you through this Agreement may be reduced or cancelled if you fraudulently misrepresent information on your admissions application or engage in misconduct warranting substantial disciplinary penalty.
8. Scholarships are typically prorated if a student drops below full time based on the number of credits they are taking.

Academic Awards

At the end of each semester a Dean's List Award and a President's List Award will be awarded to undergraduate students and will go toward their tuition charges for the following semester.

Dean's List Award (3.5 -3.99 GPA) - \$500

President's List Award (4.0 GPA) - \$750

Refunds

Students who rescind their decision to enroll at University of Saint Katherine by providing a written notification of withdrawal to the Office of the Registrar before (a) any of their courses meet for a second-class session or (b) the seventh day after enrollment, whichever is later, will be entitled to a 100% refund of all non-federal financial aid monies paid less the \$350 enrollment fee. Refunds are made according to the following schedule as set forth by the California Private Postsecondary Education Act of 2009.

Mid-semester Period: Students who provide written notification of withdrawal to the Office of the Registrar after the “Right to Cancel” period by the end of the seventh week of the 15-week semester will only be held financially liable to the University for the costs associated with the number of class weeks that have transpired between the semester’s first day of classes and their withdrawal date. This interval will be considered the students’ registration period. The registration period is based on the number of weeks between (1) when the semester starts, which is the first day of classes, (2) the number of full weeks prior to the students’ official withdrawal date.

Students whose payments to the University for the semester have exceeded the costs incurred for their enrollment period will be entitled to a pro rata refund. Those whose enrollment period costs have exceeded their payments will be required to pay the balance owed to the University.

Because full-time students’ tuition amounts to \$830 per week, the University will determine the tuition a full-time student has accrued by multiplying the number of full weeks - those starting on Monday and ending on Friday in the student’s registration period by \$830. The University will calculate the fees students incurred by dividing the sum of the semester’s refundable fees by 15 (i.e., the number of weeks in the semester) and then multiplying the dividend by the number of full weeks in their registration period. Students’ balances will be computed by subtracting the tuition and refundable fees they accrued during their registration period from the amount of tuition and refundable fees they paid.

Students owed a refund will be sent their reimbursement within 30 calendar days of their withdrawal date. Students who have a balance due on their account will have 60 calendar days from their withdrawal date to pay the University.

Post-refund Period: Students who provide written notice of withdrawal to the Office of the Registrar after the seventh week of the semester, or who fail to provide any written notice will not be eligible for a refund. Moreover, they will be held liable for tuition and fees for the full semester (even if they have stopped attending classes).

Satisfactory Academic Progress (SAP) Standards for the Receipt of Financial Aid

Background

University of Saint Katherine (USK) is required by federal law to establish specific standards for measuring Satisfactory Academic Progress (SAP) for students receiving financial aid. Although the academic progress standards are similar to those set by the university or academic departments for all students, the financial aid standards for SAP are not exactly the same due to the specific requirements of the legislation. In addition

to meeting the academic standards for registration, a student must also meet the requirements of the financial aid SAP policy below to be eligible to receive federal, state and need-based institutional financial aid assistance. Scholarships and other awards may also require students to meet this standard.

Overview of the Satisfactory Academic Progress (SAP) Standards

Financial aid recipients are expected to make reasonable and timely academic progress toward their declared program objective each semester. Progress is measured by the following standards:

Standard 1 - The GPA Standard

Meet the minimum cumulative grade point average required.

Standard 2 – The Pace Standard

Satisfactorily complete at least 66% of cumulative credit hours attempted

Standard 3 – The Maximum Time Frame Standard

Complete a degree program within the maximum time frame based on units required in the program.

Details of how each standard is measured are found below. It is important to understand that a student's entire academic history must be considered in these standards regardless of whether or not the student received financial aid for that course work.

Be aware that eligibility to enroll for classes does not mean that Satisfactory Academic Progress standards for the receipt of financial aid have been met.

Standard 1 – The GPA Standard

Standard 1 is a qualitative measure of progress as measured by the student's cumulative grade point average (GPA). The cumulative GPA includes all USK courses that have been graded. USK academic policies determine how the GPA is calculated including which grades count in the GPA calculation and the effect of course repeats on GPA. Students and advisors can see the current cumulative GPA on the student's unofficial transcript and Academic Advising reports.

To meet Standard 1, students must meet the minimum cumulative GPA requirement each semester as listed below:

<u>Academic Level</u>	<u>Minimum GPA Requirement</u>
Undergraduate	2.0

Standard 2 – The Pace Standard

Standard 2 is a quantitative measure which attempts to calculate the pace at which a student is progressing toward program completion. Pace is measured by the cumulative percentage of courses attempted that are successfully completed for credit. There are two steps in performing this calculation.

Step 1

Not all credit posted to the student's academic record is a good indication of the 'pace' at which they are completing their program. As a result, the various types of academic credit within the same academic career (undergraduate) are evaluated based on the following: Types of courses and credit that are included in this calculation:

1. All USK courses
2. Repeated coursework
3. Prerequisite coursework

Types of courses and credit that *are not* included in this calculation:

1. All transferable courses from other colleges and universities
2. Audited coursework
3. Credit earned through examination (AP, IB and other test credit)

Course withdrawal for extenuating circumstances beyond the student's control (normally medical) as indicated by the assignment of a grade of W.

Step 2

Based on the courses that are included above, pace is then calculated by dividing the total number of credit hours successfully completed (passed with units earned) by the total number of credit hours actually attempted.

- Total Hours Earned/Completed = all course work where credit is earned with a grade of A, B, C, D, P, or R.
- Total Hours Attempted = Total Hours Earned/Completed PLUS all course work with a grade of F, FL, W, WF, and I.

To meet Standard 2, students must satisfactorily complete at least 66% of all cumulative credit hours attempted as calculated above.

Standard 3 – The Maximum Time Frame Standard

Standard 3 is also a quantitative measure to determine if the student is completing the academic program within a reasonable overall time frame based on units attempted. Students may not continue to receive financial aid once they have reached this standard. It is important to emphasize that once the maximum time frame is reached the student is considered ineligible for further financial aid and must complete their program without the benefit of these financial assistance programs. There are two steps in performing this calculation.

Step 1

First the maximum units allowed for the academic program must be determined. This is calculated by multiplying the minimum units required for the academic program by 150% to determine the maximum number of units a student can attempt before becoming ineligible for financial aid.

Most baccalaureate programs require 120 units so the maximum time frame is 180 attempted units (120 times 150%). Higher unit majors are adjusted based on the minimum units required. Undergraduate students can pursue additional academic objectives (majors or minors) and receive financial aid as long as they do so within the units allowed for the 'primary' academic major. In other words, extra attempted units are not granted so that students can pursue additional objectives with the baccalaureate degree. (Please note: This approach is consistent with the Undergraduate Timely Graduation policy; however, this financial aid standard measures units attempted whereas the Timely Graduation policy measures units earned.)

Step 2

The total number of units attempted by the student in that academic career (undergraduate) is calculated and compared to the maximum allowed in Step 1. As not all credit posted to the student's academic record can count toward the degree program requirements, the following exclusions/adjustments are made:

1. Remedial course work is excluded as it does not carry baccalaureate credit.
2. Course withdrawals for extenuating circumstances beyond the student's control (normally medical) as indicated by the assignment of a grade of W are excluded.
3. A maximum of 70 units of transferable credit from a 2-year institution is counted based on USK

policy. Test credit (AP, IB, etc.) are excluded.

To meet Standard 3, students must have attempted less than 150% of units required for the academic program as calculated above.

How Satisfactory Academic Progress Standards are Monitored

Satisfactory Academic Progress is monitored at the end of each academic term (Fall and Spring). Students who fully meet all three standards above are considered in GOOD standing for SAP. Students who are not meeting the standards will be notified via email of the results and the impact on their aid eligibility.

Students who have reached the Maximum Time Frame (Standard 3) are immediately ineligible to receive additional financial aid assistance. Students may appeal this ineligible status (see “Appeal of the Maximum Time Frame” below). In addition, students who have been academically disqualified or suspended are also not eligible to receive financial aid assistance until formally reinstated to University of Saint Katherine.

Warning Status

Students who are not meeting Standard 1 (GPA) or Standard 2 (Pace) are first placed on financial aid WARNING if they were in GOOD status the prior term. A student on financial aid warning will continue to receive financial aid for one term despite a determination that the student is not making Satisfactory Academic Progress.

At the end of the next enrolled term, students on WARNING must meet all three standards to be deemed eligible for continued assistance. Students who remedy their deficiency and are fully meeting the SAP Standards will be considered in GOOD standing for SAP again. If the GPA or Pace standard is still deficient, the student becomes INELIGIBLE for financial aid. This student may appeal his ineligible status (see “Appeal after Warning Semester” below). A student whose appeal is approved will be defined as on PROBATION and may receive aid for one additional term.

Probation Status

At the end of the next enrolled term, students on PROBATION must meet all three standards to be deemed eligible for continued assistance. This student may appeal this decision which must include an academic plan (see “Appeal after Probation Semester” below). If an appeal that includes an academic plan is approved, the student will be placed on PROBATION and continued aid eligibility will be monitored each semester based on the details of the plan. Failure to fully satisfy the approved plan in the next semester will make the student INELIGIBLE for financial aid. If the student continues to make progress based on the approved plan they will be considered in GOOD standing. Failure to continue to comply with the plan will result in PROBATION or INELIGIBLE status depending on the circumstances. Once students have failed to maintain satisfactory progress based on an approved plan, no further appeal opportunity is allowed. Students can only regain financial aid eligibility if they complete additional coursework without the benefit of financial assistance which brings them in full compliance with the SAP Standards or the approved academic plan.

Impact on the Disbursement of Financial Aid

Important notice for Student on WARNING or PROBATION

Financial Aid regulations do not allow for the disbursement of any financial assistance for the next semesters until University of Saint Katherine can ensure that the student will be eligible to receive the financial aid under these SAP standards. As a result, a hold will be placed on the disbursement of financial aid for those students who are at risk of becoming INELIGIBLE. This includes:

1. Students who are on WARNING
2. Students who are on PROBATION
3. Students who are being monitored based on an approved academic plan
4. Students who are approaching the Maximum Time Frame Standard

Once grades are posted and SAP Standards can be monitored, the hold will be released for those deemed eligible. The hold will not be released for those deemed ineligible until such time as an appeal is approved.

Re-Gaining Eligibility

Students in an INELIGIBLE status may regain eligibility as follows:

- For students not meeting the GPA and/or Pace standards, enroll without the benefit of financial aid assistance and complete coursework that improves your cumulative GPA and/or completion rate to bring them in full compliance with the SAP Standards or the approved academic plan.
- Submit a written appeal that is approved by USK's Office of Financial Aid.

Request to have Satisfactory Academic Progress Recalculated

If adjustments have been made to the student's academic record after their SAP status has been calculated, students may request in writing that their SAP status be re-reviewed. This may be necessary when:

- Grades for the term were posted after SAP was calculated
- Grade changes including the resolution of an incomplete
- Transfer credit has been posted
- A change of academic objective

Appeal Guidelines

Students who fail to meet these standards and lose eligibility for financial aid can appeal the decision. As part of all appeals, the student is required to provide the following:

1. The appropriate SAP Appeal form below including a personal statement explaining:
 - Extenuating circumstances that led to the student not meeting the SAP standards
 - What actions the student is taking to ensure future academic progress
2. Documentation to support extenuating circumstance(s). Examples of extenuating circumstances include (but are not limited to):
 - A period of illness or injury for the student
 - A period of illness or injury for an immediate family member requiring the student's assistance
 - Death of a family member
 - Family difficulties (financial, divorce, etc.)
 - Military Service

Additional Information Required

Appeal of the Maximum Time Frame Standard

1. SAP Maximum Time Frame Appeal Form

Detailed plan showing how the student will meet remaining program requirements.

Appeal after Warning Semester

2. SAP Suspension Appeal Form

Appeal after Probation Semester

3. SAP Appeal after Probation Semester Appeal Form
4. Detailed academic plan showing how the student will address the SAP standard deficiencies and make reasonable academic progress toward degree. For seniors, the plan must also show how they will meet all remaining program requirements.

The complete appeal packet must be submitted to the Financial Aid Office within four weeks of the date of the ineligibility notification. Appeals will be evaluated by the Director of Financial Aid within 3 weeks of receipt of the completed appeal. Students will be notified of the results by email. If a student wishes to challenge the denial of an appeal, they must provide a clear written rationale for this challenge within two weeks of receipt of the appeal denial to the Director of Financial Aid. The Director will consult with the Chief Financial Officer.

Return to Title IV (R2T4) Policy

If a student withdraws from all courses in a traditional 15-week semester, in some cases the student only earns a portion of the financial aid already received. USK is required by federal law to use a prescribed formula to calculate the unearned portion of the financial aid received and return it to the federal government's Title IV programs. The same formula will be used for Cal Grant return of funds. VA funds will also be discontinued as of the student's LDA (Last Date of Attendance). If a student withdraws during an academic semester, the portion of the funds to be returned to the VA also follows the formula below.

Verification of Attendance

A student will be considered enrolled for the purposes of Title IV in a payment period or period of enrollment only if USK is able to document the student's attendance at any class during the payment period or period of enrollment. Documentation occurs in the Student Information System, Populi. Students who are not considered enrolled will not earn any financial aid and as such, all funds will be returned to the Title IV.

Traditional 15-Week Semester R2T4 Policy

The percentage of Title IV financial aid earned is determined by dividing the number of days the student completed in the semester, by the total number of days in the term. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds the student was scheduled to receive during the period.

Example

If there were 109 total days in the semester and the student completed 54 days, the student would earn 49.5 percent of the Title IV aid received ($54/109 = 49.5\%$). In our example, the student originally received the following federal awards for the semester:

Unsubsidized Direct Loan	\$3,484.00
Subsidized Direct Loan	\$2,737.00
Pell Grant	\$1,250.00
Total Federal Aid Earned	\$7,471.00

Per the government's formula, the student earned \$3,698 ($49.5\% \times \$7,471 = \$3,698$):

Unsubsidized Direct Loan	\$0.00
Subsidized Direct Loan	\$2,448.00
Pell Grant	\$1,250.00
Total Federal Aid	\$3,698.00

Next, we need to determine the amount of aid that needs to be returned to the Title IV programs (total federal aid originally received minus aid earned).

Total Federal Aid Originally Received	\$7,471.00
Total Federal Aid Earned	- \$3,698.00
Total Federal Aid to be Returned	\$3,773.00

The student is responsible for any owing balance this may cause on the student's USK account.

Automatic Withdrawals due to Attendance

Attendance is input into USK's SIS (Student Information System), Populi, on a regular basis. Students who are absent for more than 40% of their classes will be automatically withdrawn from the class and the R2T4 process will commence.

Treatment of Unofficial Withdrawals

If a student fails to officially withdraw, and receives a combination of all "F's," "WF's," and "I's" as grades for the semester, the Department of Education considers the student to have unofficially withdrawn from classes. USK is required to investigate and determine when the student last attended class and then perform the required R2T4 calculation.

Veterans Addendum

Satisfactory Academic Progress (SAP) Policy

1. USK will evaluate each student's progress at the end of each semester.
2. Students are expected to maintain a grade of C (70%) (or a 2.0 GPA) or better at the end of each semester to be deemed as progressing satisfactorily.
3. If a student does not meet the minimum grade of C (70%) (or a 2.0 GPA) at the end of each semester, he or she will be placed on academic probation until the next immediate evaluation point.
4. If at the end of the student's probation period, his or her grade still does not meet the minimum satisfactory grade, the student's VA benefits will be interrupted, and the Department of Veterans Affairs will be notified immediately.
5. See "Resuming Studies" in this catalog.

Attendance Policy

1. Students are expected to attend all scheduled classes.
2. If a student does not meet a minimum attendance of 60% in all scheduled classes, he or she will be placed on probation in the next semester

3. If at the end of the student's probation, he or she has not improved attendance to 60% or better, the student's VA benefits will be interrupted, and the Department of Veterans Affairs will be notified immediately.
4. See "Resuming Studies" in this catalog.

Prior Credit Evaluation Policy

USK maintains a written record of previous education and training of veterans or eligible person certified for benefits which clearly indicates that appropriate credit has been given by the school for previous education and training, with the training period shortened proportionately. The record is cumulative in that the results of each enrollment period is included so that it shows each subject undertaken and the final result, i.e., passed, failed, incomplete or withdrawn.

Refund Policy

Students who provide written notification of withdrawal to the Office of the Registrar after the "Right To Cancel" period by the end of the seventh week of the 15-week semester will only be held financially liable to the University for the costs associated with the number of class weeks that have transpired between the semester's first day of classes and their withdrawal date. This interval will be considered the students' registration period. The registration period is based on the number of weeks between (1) when the semester starts, which is the first day of classes, (2) the number of full weeks prior to the students' official withdrawal date.

Students whose payments to the University for the semester have exceeded the costs incurred for their enrollment period will be entitled to a pro rata refund. Those whose enrollment period costs have exceeded their payments will be required to pay the balance owed to the University.

Faculty

America Barcelo-Feldman MA (California State University San Marcos) Spanish Language, Literature and Culture
Bari Berman, MBA (University of Chicago), Economics
Peter Boukouzis, MBA (University of Chicago), Finance
Rita Cefalu, PhD (Queen's University Belfast), Theology (Hebrew Bible/Old Testament Emphasis)
Rebecca Coleman, BS (William Woods University), American Sign Language
Kelly DeGrassie, MS (UC Riverside), Physics and Mathematics
Luka Erceg, JD, LL.M., MBA, C.T.P., C.I.R.A. (South Texas College of Law), Business Management
Robert Fortuin, MLitt (ABD) (Saint Andrews), Orthodox Christian Theology
Jelena Gazivoda, MFA (State University of NY) Art
Jim Getman, DM (University of Phoenix) Leadership Organizational Management
Bethany Getz, PhD (Baylor University), English Language & Literature, Writing
Evan Getz, PhD (Baylor University), English Language & Literature, Writing
Nancy Gilbert, MA (SDSU), Music
Tina Keating, EdD (Trevecca Nazarene University), Leadership
Helen Lee, MEd (Portland Concordia University), Mathematics
Joseph Lim, PhD (Rutgers University) Biochemistry and Molecular Biology
Dimitris Magemeneas, MBA (University of San Diego), Finance and Marketing
Michael Massis, MA (SDSU), Kinesiology specializing in Biomechanics
Mili Metz, MA (Teachers College, Columbia University), Psychology and Education
Karen Mendoza, MA (SDSU), Mathematics and Education
Garrett Miller, MA (University of London), Philosophy
Ejiro Osiobe, DED (New Mexico State University) Economic Development
Frank J. Papatheofanis, MD, MPH, MLitt (Div), PhD (University of Illinois) Biochemistry
Su Park, PhD (Korean Advanced Institute of Science and Technology), Biological Sciences
Zachary Porcu, PhD (The Catholic University of America), Theology and Religious Studies
Brady Rice, ATC, MS (University of Wyoming) Kinesiology and Health
Jessica Rodriguez, MS (SDSU), Exercise Physiology and Nutritional Science
Chandrasen Soans, PhD (Iowa State University), Biochemistry
Kathie Sweeten, Psy.D., BCBA-D (CSPP-San Diego), Psychology
Nick Szyndlar, MS (Sacred Heart University), Exercise Science and Nutrition
Panagiote Tsolis, MBA (University of Nevada Las Vegas), EMBA
Cindy Warner MEd (Portland Concordia University), Educational Leadership
Dcn. David-John Williams, MA (Royal Holloway, University of London), History

Degree Requirements

The University offers two undergraduate degree programs: Bachelor of Arts and Bachelor of Science.

To provide students with a liberal arts education that has depth and breadth, students incrementally shift during their degree program from foundational courses to those that reflect an individualized program of study that they develop in concert with a faculty advisor.

At the same time that the curricula moves from general to specific, one required four year course sequences, Integrated Core, which emphasizes an integrative, interdisciplinary focus on a Judeo-Christian worldview, from the perspective of Western Civilization. In addition to affording a firm grounding in the faith, history, literature, philosophy, and fine arts that have emerged from ancient to contemporary cultures, these courses are designed to develop students' capacity for critical thinking, effective writing, and oral communication, on the one hand, and to strengthen their commitment to Christian discipleship, civic engagement, and life-long learning, on the other.

Academic Framework

The Framework for student inquiry within each academic year is as follows:

Freshman year: "Who am I?"

Sophomore year: "Who am I in community?"

Junior year: "What can I master?"

Senior year: "What can I contribute?"

University of Saint Katherine's degree programs consist of general education courses, an interdisciplinary core series, a major field of study in the humanities or the sciences, experiential learning (e.g., internships, sponsored research, service learning) and elective courses.

Graduation

Requirements

To graduate, undergraduate students must achieve a minimum cumulative grade point average of 2.0 and successfully complete all required courses and credit hours for their program of study, as detailed in the Academic Programs chapter in this catalog (a minimum of 120 semester units). Graduate students must achieve a minimum cumulative grade point average of 2.0 and successfully complete all required courses and credit hours for their program of study, as detailed in the Academic Programs chapter in this catalog (a minimum of 30 semester units). *The date of graduation will be the last day of the term in which the degree requirements are fulfilled.*

Graduation requirements include the successful completion of a Senior Thesis/Project (which could take the form of a written thesis, concert, or project, depending on the unique requirements of the major). The student will not receive a diploma until the *Senior Thesis/Project* has been completed to earn a Passing Grade. The student will not receive a diploma until all requirements have been met and financial balances are zero.

Students must complete the *Graduation Petition Packet* and pay the graduation fee when registering for their final semester. Petitions are available from the Office of the Registrar. The petition process includes Student Finance and Library clearance. Students must meet their final financial obligations to the University at least 30 days prior to the end of their final term.

Students who have withdrawn or been withdrawn from the University, who have no more than 6 units remaining to complete their program, and who wish to complete their degree program by the submission of transfer credit without taking further credits at the University may submit a *Petition for Reinstatement*, a *Graduation Petition Packet*, and official transcripts for the outstanding course work to the Registrar's Office and submit their graduation fee to the Registrar. Permission for reinstatement will be granted to students who are following the University transfer credit, residency, and graduation policies. The date of graduation recorded for these students will be at the last day of the semester during which the documentation is presented.

The transfer credit must be completed, and an official transcript submitted to the Registrar within one year of the last day of attendance. If not completed within this time period, students must re-enroll in the University and complete at least 15 semester credit hours in order to receive their degree from the University.

Earning a Second University of Saint Katherine Bachelor's Degree

Students who have earned a bachelor's degree from the University are eligible to enroll in another program of study. The University will apply towards the new degree all equivalent courses completed while earning the first degree. Students will work with the Admission Department to reapply to the University. This includes signing an enrollment agreement for the new program, and payment of all applicable tuition and fees.

In order to receive the second degree, the student must fulfill the graduation requirements in effect at the time of enrolling in the second-degree program. The graduation petition, and graduation fee completed for the first degree will not apply to the second degree. Upon satisfaction of the requirements the student will be awarded a bachelor's degree and will receive a diploma for that program.

Graduation Honors Recognition

Graduation with honors is awarded to those students who at the completion of their degree program have earned a cumulative grade point average of 3.60 or above on all work completed at University of Saint Katherine.

Students whose cumulative grade point average is 3.60 – 3.79 will graduate with the *cum laude* designation; 3.80 – 3.89, *magna cum laude*; and 3.90 – 4.0, *summa cum laude*.

Integrated Core Courses & General Education

<i>Integrated Core</i>	18
IINT 100 Interdisciplinary Liberal Arts	3
INT 200 Classical Rhetoric	3
INT 205 Byzantine Studies	3
INT 300 Ethics	3
INT 310 Modern European Thought and Culture	3
INT 350 The American Experiment in Politics, Culture & Religion	3
<i>General Education</i>	42
CSS 100 College Success Skills	3
WRI 100 College Composition I	3
WRI 105 College Composition II	3
COM 105 Oral Communication	3
MTH 100 College Algebra	3
MTH 105 Intro to Statistics	3
BIO 100 Natural World: Biology	3
CHE 100 Natural World: Chemistry	3
THE 100 Orthodox Christianity	3
THE 110 Introduction to the Bible	3
Foreign Language I	3
Foreign Language II	3
Foreign Language III	3
ECO 100 Introduction to Economics	3

Integrated Core (INT)

The Integrated Core Program provides a solid backbone for Christian liberal arts education at University of Saint Katherine, unifying both student experience and curricular progression through cohort-based learning across a cumulative series of interdisciplinary courses. The Integrated Core exposes students to literature, philosophy, theology, history, anthropology, art, economics, sociology, music, and political science, and invites them to participate in creative and synthetic thinking about the relationship of these disciplines. Through exposure to diverse fields of study within an Orthodox Christian interdisciplinary pedagogy that foregrounds the principle of integration and integral knowledge, the INT program engages students in ways that are challenging and rewarding. The Integrated Core exemplifies the central role of liberal arts at the University and its mission of Inquiry Seeking Wisdom through a commitment to educating the whole person.

General Education (GE)

The General Education Program provides the initial framework for an Orthodox Christian liberal arts & sciences education at University of Saint Katherine, equipping students with the competencies to pursue their advanced studies and become well-rounded individuals and contributors to communities to which they belong. The exposure to diverse fields of study enables students to live as informed, historically conscious citizens of a democracy, to contribute to society and the common good, and to make intellectually honest, ethical decisions that reflect a knowledge of and respect for diverse people, ideas, and cultures. Such a breadth of General Education also cultivates skills critical to student success in academic, personal, civic, and professional endeavors both within and beyond the University.

The GE Requirements:

- 2 Courses in Writing, ie. College Composition I and II
- 2 Courses in Math, ie. College Algebra and Introduction to Statistics
- 2 Courses in Science, ie. One Life Science Course (*biology, ecology, animal behavior, botany, zoology, physiology*). One Physical Science Course (*chemistry, physics, geology, astronomy, oceanography, meteorology, earth science*).
- 3 Courses in a Foreign Language, ie. Spanish I, II and III
- 1 Course in Economics, ie. Introduction to Economics
- 1 Course in Oral Communication
- 1 Course in Orthodox Christianity (History of Christianity)
- 1 Course in Introduction to the Bible

“C or Better” policy for Core Courses

Students must achieve a grade of “C” or better for core courses in their selected concentration.

Academic Programs

Bachelor of Arts:

Art & Humanities

Art

Communications & Public Relations

English Language & Literature

History

Music

Orthodox Christian Theology

Psychology

Business Management

Business Management

Digital Marketing

Human Resources Management

Supply Chain & Project Management

Bachelor of Science:

Natural Science

Applied Biological Health Sciences

Biological Sciences

Chemistry & Biochemistry

Computer Science

Public Health

Kinesiology

Exercise Science & Athletic Performance

Health Science

Graduate Degrees:

Master of Arts in Organizational Leadership

BA - Arts & Humanities 120 units
Required Major Courses (33)
Lower Division A&H Core Courses (15)
PSY 150 Intro to Psychology (3)
HIS 100 Intro to Historical Study (3)
ART 100 Intro to Studio Art & Art History (3)
LIT 200 Intro to Literary Study & Creative Writing (3)
MUS 200 Intro to Music Listening & Performance (3)
Upper Division A&H Core Courses (18)
HUM 300 Philosophy of Religion (3)
HUM 305 Literature in History (3)
HUM 315 Aesthetics (3)
HUM 401 Philosophical Anthropology (3)
HUM 498 Capstone I: Advanced Research in the Humanities (3)
HUM 499 Capstone II: Thesis Writing/Portfolio (3)
Pick a Concentration
Art Concentration
ART 200 Art History I (3)
ART 300 2D Design (3)
ART 305 Photography I (3)
ART 310 3D Design (3)
ART 315 Art History II (3)
ART 400 Special Topics (3)
Communications & Public Relations Concentration (18)
COM 110 Intro to Media Studies (3)
COM 310 Organizational Communications (3)
COM 320 Strategic Public Relations (3)
COM 330 Public Relations Tactics (3)
COM 401 Intercultural Communications (3)
COM 410 Crisis Communications (3)
English Language & Literature Concentration (18)
LIT 205 Introduction to Shakespeare (3)
LIT 301 British Literature: Beowulf to Milton (3)
LIT 302 British Literature: Swift to Eliot (3)

LIT 310 Golden Age of Russian Literature (3)

LIT 315 American Literature: Colonial to Contemporary (3)

LIT 400 Special Topics (3)

History Concentration (18)

HIS 200 United States Survey (3)

HIS 300 Historians and Historiography (3)

HIS 305 Special Topics in Western History to 1700 (3)

HIS 310 Non-Western History and Geography (3)

HIS 315 The Twentieth Century (3)

HIS 400 Special Topics (3)

Music Concentration (18)

MUS 202 Western Music History I (3)

MUS 300 Music Theory I (3)

MUS 305 Western Music History II (3)

MUS 310 Contemporary Composition (3)

MUS 315 World Music (3)

MUS 400 Special Topics (3)

Orthodox Theology Concentration (18)

THE 202 Theosis: Deification in the Orthodox Christian Tradition (3)

THE 300 The Early Church (3)

THE 305 Seven Ecumenical Councils (3)

THE 310 Orthodox Spirituality, Worship, and Sacred Arts (3)

THE 315 Orthodox Christianity in the Modern World (3) THE 400 Special Topics (3)

THE 400 Special Topics (3)

Psychology Concentration (18)

PSY 250 Psychological Correlates of Human Behavior (3)

PSY 310 Abnormal Psychology (3)

PSY 320 Applied Cognition (3)

PSY 345 Social Psychology (3)

PSY 330 Developmental Psychology (3)

PSY 355 Psychology of Personality (3)

General Education (39)

CSS 100 College Success Strategies (3)

WRI 100 College Composition I (3)

WRI 105 College Composition II (3)
COM 105 Oral Communication (3)
MTH 100 College Algebra (3)
BIO 100 Natural World: Biology (3)
CHE 100 Natural World: Chemistry (3)
THE 100 Orthodox Christianity (3)
THE 110 Byzantine Studies (3)
Foreign Language I (3)
Foreign Language II (3)
Foreign Language III (3)
ECO 100 Introduction to Economics (3)
Integrated Core (18 Units)
INT 100 Interdisciplinary Liberal Studies (3)
INT 200 Classical Rhetoric (3)
INT 205 Byzantine Studies (3)
INT 300 Ethics (3)
INT 310 Modern European Thought & Culture (3)
INT 350 The American Experiment (3)
Miscellaneous Electives (12)
TOTAL UNITS REQUIRED: 120 Units

BA - Business Management 120 units
Core Courses (54)
Lower Division Courses (27)
MGT 100 Foundations of Management (3)
MTH 100 College Algebra (3)
MTH 105 Introduction to Statistics (3)
ECO 110 Microeconomics (3)
ECO 115 Macroeconomics (3)
ACC 220 Financial Accounting (3)
ACC 230 Managerial Accounting (3)
MKT 260 Principles of Marketing (3)
MGT 270 Management Information Systems (3)
Upper Division Courses (21)
BUS 305 Business Law (3)
MGT 315 Organizational Behavior (3)
MKT 320 Marketing Management (3)
BUS 320 Quantitative Analysis for Management (3)
FIN 430 Corporate Finance (3)
MGT 480 Strategic Management (3)
BUS 499 Senior Capstone (3)
Business Electives (6) Choose 2 Courses
MGT 320 HR and Talent Management (3)
FIN 410 Personal Finance and Investment (3)
BUS 310 Business Leadership (3)
BUS 460 Internship (3)
BUS 400 Special Topics in Business (3)
MGT 400 Special Topics in Management (3)
ECO 400 Special Topics in Economics (3)
FIN 400 Special Topics in Finance (3)
General Education (33)
CSS 100 College Student Success (3)
WRI 100 College Composition I (3)
WRI 105 College Composition II (3)
COM 105 Oral Communication (3)
BIO 100 Natural World: Biology (3)
CHE 100 Natural World: Chemistry (3)
THE 100 Orthodox Christianity (3)
THE 110 Introduction to the Bible (3)
Foreign Language I (3)
Foreign Language II (3)
Foreign Language III (3)
Integrated Core (18)
INT 100 Interdisciplinary Liberal Arts (3)

INT 110 Critical Reasoning (3)
INT 200 Classical Rhetoric (3)
INT 205 Byzantine Studies (3)
INT 300 Ethics (3)
INT 310 Modern European Thought & Culture (3)
INT 350 The American Experiment (3)
Miscellaneous Electives (15)
TOTAL UNITS REQUIRED: 120 Units

BA - Business Management - Digital Marketing 120 units
Core Courses (48)
Lower Division Courses (27)
MGT 100 Foundations of Management (3)
MTH 100 College Algebra (3)
MTH 105 Introduction to Statistics (3)
ECO 110 Microeconomics (3)
ECO 115 Macroeconomics (3)
ACC 220 Financial Accounting (3)
ACC 230 Managerial Accounting (3)
MKT 260 Principles of Marketing (3)
MGT 270 Management Information Systems (3)
Upper Division Courses (21)
BUS 305 Business Law (3)
MGT 315 Organizational Behavior (3)
MKT 320 Marketing Management (3)
BUS 320 Quantitative Analysis for Management (3)
FIN 430 Corporate Finance (3)
MGT 480 Strategic Management (3)
BUS 499 Senior Capstone (3)
Digital Marketing Concentration (18)
DIG 200 Social Media Marketing (3)
DIG 205 Email Marketing (3)
DIG 210 SEO/SEM (3)
DIG 400 Digital Marketing Analytics (3)
DIG 405 Viral and Organic Growth (3)
MKT 410 Sports Entertainment Marketing (3)
General Education (33)
CSS 100 College Student Success (3)
WRI 100 College Composition I (3)
WRI 105 College Composition II (3)
COM 105 Oral Communication (3)
BIO 100 Natural World: Biology (3)
CHE 100 Natural World: Chemistry (3)

THE 100 Orthodox Christianity (3)
THE 110 Introduction to the Bible (3)
Foreign Language I (3)
Foreign Language II (3)
Foreign Language III (3)
Integrated Core (18)
INT 100 Interdisciplinary Liberal Arts (3)
INT 110 Critical Reasoning (3)
INT 200 Classical Rhetoric (3)
INT 205 Byzantine Studies (3)
INT 300 Ethics (3)
INT 310 Modern European Thought & Culture (3)
INT 350 The American Experiment (3)
General Electives - Choose One (3)
TOTAL UNITS REQUIRED: 120 Units

BA - Business Management - Human Resources Management 120 units
Core Courses (48)
Lower Division Courses (27)
MGT 100 Foundations of Management (3)
MTH 100 College Algebra (3)
MTH 105 Introduction to Statistics (3)
ECO 110 Microeconomics (3)
ECO 115 Macroeconomics (3)
ACC 220 Financial Accounting (3)
ACC 230 Managerial Accounting (3)
MKT 260 Principles of Marketing (3)
MGT 270 Management Information Systems (3)
Upper Division Courses (21)
BUS 305 Business Law (3)
MGT 315 Organizational Behavior (3)
MKT 320 Marketing Management (3)
BUS 320 Quantitative Analysis for Management (3)
FIN 430 Corporate Finance (3)
MGT 480 Strategic Management (3)
BUS 499 Senior Capstone (3)
Human Resources Management Concentration (18)
MGT 320 HR and Talent Management (3)
HRS 300 Human Resources Risk Management (3)
HRS 400 Special Topics in Human Resources (3)
HRS 405 Training and Development (3)
HRS 410 Employment and Labor Law (3)
HRS 420 Total Compensation Management (3)
General Education (33)
CSS 100 College Student Success (3)
WRI 100 College Composition I (3)
WRI 105 College Composition II (3)
COM 105 Oral Communication (3)
BIO 100 Natural World: Biology (3)
CHE 100 Natural World: Chemistry (3)

THE 100 Orthodox Christianity (3)
THE 110 Introduction to the Bible (3)
Foreign Language I (3)
Foreign Language II (3)
Foreign Language III (3)
Integrated Core (21)
INT 100 Interdisciplinary Liberal Arts (3)
INT 110 Critical Reasoning (3)
INT 200 Classical Rhetoric (3)
INT 205 Byzantine Studies (3)
INT 300 Ethics (3)
INT 310 Modern European Thought & Culture (3)
INT 350 The American Experiment (3)
General Electives - Choose One (3)
TOTAL UNITS REQUIRED: 120 Units

BA - Business Management - Supply Chain and Project Management 120 units
Core Courses (48)
Lower Division Courses (27)
MGT 100 Foundations of Management (3)
MTH 100 College Algebra (3)
MTH 105 Introduction to Statistics (3)
ECO 110 Microeconomics (3)
ECO 115 Macroeconomics (3)
ACC 220 Financial Accounting (3)
ACC 230 Managerial Accounting (3)
MKT 260 Principles of Marketing (3)
MGT 270 Management Information Systems (3)
Upper Division Courses (21)
BUS 305 Business Law (3)
MGT 315 Organizational Behavior (3)
MKT 320 Marketing Management (3)
BUS 320 Quantitative Analysis for Management (3)
FIN 430 Corporate Finance (3)
MGT 480 Strategic Management (3)
BUS 499 Senior Capstone (3)
Supply Chain and Project Management Concentration (18)
PMG 100 Introduction to Project Management (3)
PMG 200 Project Planning (3)
PMG 305 Project Execution (3)
SCN 200 Forecasting Logistics (3)
SCN 300 Sourcing and Operations (3)
SCN 400 Supply Chain Management Practicum
General Education (33)
CSS 100 College Student Success (3)
WRI 100 College Composition I (3)
WRI 105 College Composition II (3)
COM 105 Oral Communication (3)
BIO 100 Natural World: Biology (3)
CHE 100 Natural World: Chemistry (3)

THE 100 Orthodox Christianity (3)
THE 110 Introduction to the Bible (3)
Foreign Language I (3)
Foreign Language II (3)
Foreign Language III (3)
Integrated Core (18)
INT 100 Interdisciplinary Liberal Arts (3)
INT 110 Critical Reasoning (3)
INT 200 Classical Rhetoric (3)
INT 205 Byzantine Studies (3)
INT 300 Ethics (3)
INT 310 Modern European Thought & Culture (3)
INT 350 The American Experiment (3)
General Electives - Choose One (3)
TOTAL UNITS REQUIRED: 120 Units

BS - Natural Science - 120-127 Units**Natural Science Core Courses (26 units)**

BIO 105 Introductory Biology I (3)

BIO 105L Introductory Biology I Lab (1)

BIO 110 Introductory Biology II (3)

BIO 110L Introductory Biology II Lab (1)

CHEM 105 General Chemistry I (3)

CHEM 105L General Chemistry I Lab (1)

CHEM 110 General Chemistry (3)

CHEM 110L General Chemistry II Lab (1)

PHY 105 Physics I (3)

PHY 105 Physics I Lab (1)

MTH 105 Statistics (3)

MTH 110 Calculus I (3)

Pick a Concentration**Biological Sciences (39 units) / Total Units: 122**

BIO 225 Genetics and Genomes (3)

BIO 230 Intro to Zoology (3)

BIO 240 Global Ecology (3)

BIO 305 Human Physiology and Anatomy I (3)

BIO 305L Human Physiology and Anatomy I Lab (1)

CHE 300 Biochemistry I (3)

CHE 300L Biochemistry I Lab (1)

BIO 345 Microbiology of Disease (3)

BIO 345L Microbiology of Disease Lab (1)

BIO 425 Cell Biology (3)

BIO 496 Senior Thesis (3)

Free Choice Electives - Choose any 4 (12)

Applied Biological Health Sciences (44 units) / Total Units: 127

MTH 210 Calculus II (3)

CHE 215 Organic Chemistry I (3)

CHE 215 Organic Chemistry I Lab (1)

BIO 225 Genetics and Genomes (3)

CHE 300 Biochemistry I (3)

CHE 300L Biochemistry I Lab (1)
BIO 305 Human Physiology and Anatomy I (3)
BIO 305L Human Physiology and Anatomy I Lab (1)
BIO 310 Human Physiology and Anatomy II (3)
BIO 310L Human Physiology and Anatomy II Lab (1)
BIO 345 Microbiology of Disease (3)
BIO 345L Microbiology of Disease Lab (1)
BIO 415 Molecular Biology (3)
BIO 425 Cell Biology (3)
BIO 430 Neuroscience (3)
BIO 496 Senior Thesis (3)
Free Choice Electives - Choose any 2 (6)
Chemistry and Biochemistry (39 units) / Total Units: 122
MTH 210 Calculus II (3)
MTH 310 Calculus III (3)
CHE 215 Organic Chemistry I (3)
CHE 215L Organic Chemistry I Lab (1)
CHE 220 Organic Chemistry II (3)
CHE 220L Organic Chemistry II Lab (1)
CHE 300 Biochemistry I (3)
CHE 300L Biochemistry I Lab (1)
CHE 305 Physical Chemistry I (3)
CHE 310 Physical Chemistry II (3)
CHE 420 Analytical Chemistry (3)
BIO 415 Molecular Biology (3)
BIO 496 Senior Thesis (3)
Free Choice Electives - Choose any 2 (6)
Public Health (37 units) / Total Units: 120
PH 100 The History of Public Health (3)
PH 200 Epidemiology (3)
PH 205 Health Services (3)
BIO 305 Human Physiology and Anatomy I (3)
BIO 305L Human Physiology and Anatomy I Lab (1)
PH 300 Health Economics (3)

PH 400 Public Health Studies I (3)
PH 405 Public Health Studies II (3)
BIO 496 Senior Thesis (3)
Free Choice Electives - Choose any 4 (12)
Computer Science (42) / Total Units: 125
CS 100 Internet History, Technology, and Security (3)
CS 105 Programming for Everyone I (3)
CS 110 Programming for Everyone II (3)
CS 200 Web Development (3)
CS 300 Application Development I (3)
CS 305 Application Development II (3)
CS 310 Introduction to C (3)
CS 320 Hardware (Inside of a Microprocessor) (3)
CS 330 Data Structures (3)
CS 400 Algorithms (3)
CS 405 Product Development (3)
CS 496 Capstone Project (3)
Free Choice Electives - Choose any 2 (6)
General Education (33 Units)
CSS 100 College Student Success (3)
WRI 100 College Composition I (3)
WRI 105 College Composition II (3)
COM 105 Oral Communication (3)
THE 100 Orthodox Christianity (3)
THE 110 Introduction to the Bible (3)
Foreign Language I (3)
Foreign Language II (3)
Foreign Language III (3)
ECO 100 Introduction to Economics (3)
MTH 100 College Algebra (3)
Integrated Core (18 Units)
INT 100 Interdisciplinary Liberal Studies (3)
INT 200 Classical Rhetoric (3)
INT 205 Byzantine Studies (3)

INT 300 Ethics (3)
INT 310 Modern European Thought & Culture (3)
INT 350 The American Experiment (3)
Natural Sciences Related Electives - Choose 2 (6 units)
PSY 150 Introductory Psychology (3)
PSY 250 Physiological Correlates of Human Behavior (3)
PSY 320 Applied Cognition (3)
PSY 330 Developmental Psychology (3)
PSY 345 Social Psychology (3)
KIN 215 Fundamentals of Nutrition (3)
*BIO 310 Human Physiology and Anatomy II (3)
*BIO 310L Human Physiology and Anatomy II Lab (1)
**BIO 430 Neuroscience (3)
*Required for PH and ABHS concentrations
**Required for ABHS concentrations

BS Kinesiology	
Total Units Required: 120 Minimum	
Preparation for the Major (19)	
BIO 105	Introductory Biology I (3)
BIO 105L	Introductory Biology I LAB (1)
CHEM 150	General, Organic and Biochemistry (3)
CHEM 150L	General, Organic and Biochemistry LAB (1)
PSY 150	Introduction to Psychology (3)
BIO 305	Human Anatomy and Physiology I (3)
BIO 305L	Human Anatomy and Physiology I LAB (1)
BIO 310	Human Anatomy and Physiology II (3)
BIO 310L	Human Anatomy and Physiology II LAB (1)
Kinesiology Core Courses (32)	
KIN 125	Introduction to Kinesiology (3)
KIN 150	Introduction to Athletic Training (3)
KIN 215	Fundamentals of Nutrition (3)
KIN 300	Applied Kinesiology (3)
KIN 315	Nutrition for Exercise and Sport Performance (3)
KIN 325	Motor Control & Learning (3)
KIN 335	Exercise Physiology (3)
KIN 335L	Exercise Physiology LAB (1)
KIN 350	Measurement and Evaluation in Kinesiology (3)
KIN 460	Internship (3)
KIN 490	Experimental and Research Methods (2)
KIN 499	Senior Thesis (2)
Select ONE concentration below	
Health Science Concentration	
KIN 245	Principles Health Promotion (3)
KIN 260	Health Concepts and Disease Prevention (3)
Choose from the courses listed below (see advisor)	
KIN 370	Health and Fitness Across the Lifespan (3)
KIN 380	Socio-Psychological Aspects of Sport and Physical Activity (3)
KIN 395	Exercise Physiology in Special Populations (3)
CHE 105	General Chemistry I (3)
CHE 105L	General Chemistry I LAB (1)
BIO 345	Microbiology (3)
BIO 345L	Microbiology LAB (1)
Exercise Science and Athletic Performance	
PHY 105	Physics I (3)
PHY 105L	Physics I LAB (1)
KIN 230	Prevention and Care of Injuries (3)
KIN 320	Biomechanics (3)
Choose from the courses listed below (see advisor)	
KIN 370	Health and Fitness Across the Lifespan (3)
KIN 380	Socio-Psychological Aspects of Sport and Physical Activity (3)
KIN 395	Exercise Physiology in Special Populations (3)

CHE 105 General Chemistry I (3)
CHE 105L General Chemistry I LAB (1)
BIO 345 Microbiology (3)
BIO 345L Microbiology LAB (1)
General Education (36)
WRI 100 College Composition I (3)
WRI 105 College Composition II (3)
COM 105 Oral Communication (3)
MTH 100 College Algebra (3)
MTH 105 Introduction to Statistics (3)
THE 100 Orthodox Christianity (3)
THE 110 Intro to the Bible (3)
Foreign Language I (3) *choose from SPA 100, ASL 100, or GRK 100
Foreign Language II (3) *choose from SPA 105, ASL 105, or GRK 105
Foreign Language III (3) *choose from SPA 200 ASL 200, or GRK 200
ECO100 Introduction to Economics (3)
CSS 100 College Success Strategies (3)
Integrated Core (18)
INT 100 Interdisciplinary Liberal Studies (3)
INT 200 Classical Rhetoric (3)
INT 205 Byzantine Studies (3)
INT 300 Ethics (3)
INT 310 Modern European Thought & Culture (3)
INT 350 The American Experiment (3)
Electives (2-6)

Minor Program Policy

Selection of a minor is optional. It is intended to provide structure and guidance for a student's pursuit of knowledge in a second area of interest. The minor is indicated on the student's transcript.

At least 15 credits must be accumulated in a discipline other than the student's major.

At least nine (9) credits must be upper division.

Students must earn a 2.000 cumulative GPA in the minor.

At least six (6) credits in the minor must be taken at University of Saint Katherine

ART MINOR (15 UNITS)*
Lower Division A&H Core course (3 units)
ART 100 Intro to Studio Art & Art History (3)
Lower Division (3 units)
ART 200 Art History I (3)
Upper Division (9 units - select 3 courses)
ART 300 2D Design (3)
ART 305 Photography I (3)
ART 310 3D Design (3)
ART 315 Art History II (3)
ART 400 Special Topics (3)

*For Arts and Humanities majors pursuing a minor in Art, please note the following:

ART 100 Intro to Studio Art & Art History is waived.

You must select 4 upper level courses rather than 3 upper level course.

HISTORY MINOR (15 UNITS)*
Lower Division A&H Core course (3 units)
HIS 100 Intro to Historical Study (3)
Lower Division (3 units)
HIS 200 United States Survey (3)
Upper-Division (9 units - select 3 courses)
HIS 300 Historians & Historiography (3)
HIS 305 Special Topics in Western History to 1700 (3)
HIS 310 Non-Western History & Geography to 1900 (3)
HIS 315 The Twentieth Century (3)
HIS 400 Special Topics (3)

*For Arts and Humanities majors pursuing a minor in History, please note the following:

HIS 100 Intro to Historical Study is waived.

You must select 4 upper level courses rather than 3 upper level courses.

LITERATURE MINOR (15 UNITS)*
Lower Division A&H Core course (3 units)
LIT 200 Intro to Literary Study & Creative Writing (3)
Lower Division (3 units)
LIT 205 Introduction to Shakespeare (3)
Upper-Division (9 units - select 3 courses)
LIT 301 British Literature: Beowulf to Milton (3)
LIT 302 British Literature: Swift to Eliot (3)
LIT 310 Golden Age of Russian Literature (3)
LIT 315 American Literature: Colonial to Contemporary (3)
LIT 400 Special Topics (3)

*For Arts and Humanities majors pursuing a minor in Literature, please note the following:
 LIT 200 Intro to Literary Study & Creative Writing is waived.
 You must select 4 upper level courses rather than 3 upper level courses.

MUSIC MINOR (15 UNITS)*
Lower Division A&H Core course (3 units)
MUS 200 Intro to Music Listening and Performance (3)
Lower Division (3 units)
MUS 202 Western Music History I (3)
Upper-Division (9 units - select 3 courses)
MUS 300 Music Theory I (3)
MUS 305 Western Music History II (3)
MUS 310 Contemporary Composition (3)
MUS 315 World Music (3)
MUS 400 Special Topics (3)

*For Arts and Humanities majors pursuing a minor in Music, please note the following:
 MUS 200 Intro to Music History and Performance is waived.
 You must select 4 upper level courses rather than 3 upper level courses.

ORTHODOX CHRISTIAN THEOLOGY MINOR (15 UNITS)
Lower Division (3 units)
THE 202 Theosis: Deification in the Orthodox Christian Tradition (3)
Upper-Division (12 units - select 4 courses)
THE 300 The Early Church: Apostolic and Ante-Nicene Fathers (3)
THE 305 Seven Ecumenical Councils (3)
THE 310 Orthodox Spirituality, Worship, and Sacred Arts (3)
THE 315 Orthodox Christianity in the Modern World (3)
THE 400 Special Topics (3)

PSYCHOLOGY MINOR (21 UNITS)
Lower Division Required Courses (6 units)
PSY 150 Introduction to Psychology (3)
PSY 250 Physiological Correlates of Human Behavior (3)
Upper Division Required Courses (15 units)
PSY 310 Abnormal Psychology (3)
PSY 320 Applied Cognition (3)
PSY 330 Developmental Psychology (3)
PSY 345 Social Psychology (3)
PSY 355 Psychology of Personality (3)

COMMUNICATION MINOR (15 UNITS)
Lower Division Courses (12)
COM 100 Introduction to Communication (3)
COM 110 Introduction to Media Studies (3)
COM 310 Organizational Communication (3)
COM 315 Communication Theory (3)
Upper Division Courses (3) – Select One
COM 325 Interpersonal Communication (3)
COM 401 Intercultural Communication (3)

BUSINESS MANAGEMENT MINOR (24 UNITS)
MGT 100 Foundations of Management (3)
ECO 110 Microeconomics (3)
ECO 115 Macroeconomics (3)
ACC 220 Financial Accounting (3)
MKT 260 Principles of Marketing (3)
BUS 305 Business Law (3)
MGT 315 Organizational Behavior (3)
Select any one upper level course (3)

KINESIOLOGY MINOR (18 UNITS)
Kinesiology Core Courses (9)
KIN 125 Introduction to Kinesiology (3)
KIN 150 Introduction to Athletic Training (3)
KIN 215 Fundamentals of Nutrition (3)
Kinesiology Upper Division Courses (9)
KIN 245 Principles Health Promotion (3)
KIN 300 Applied Kinesiology (3)
KIN 350 Measurement and Evaluation in Kinesiology (3)

NATURAL SCIENCE MINOR (27 UNITS)
BIO 105 Introductory Biology I (3)
BIO 105L Introductory Biology I Lab (1)
BIO 110 Introductory Biology II (3)
BIO 110L Introductory Biology II Lab (1)
CHEM 105 General Chemistry I (3)
CHEM 105L General Chemistry I Lab (1)
CHEM 110 General Chemistry II (3)
CHEM 110L General Chemistry II Lab (1)
BIO 305 Human Physiology and Anatomy I (3)
BIO305L Human Physiology and Anatomy I Lab (1)
BIO 310 Human Physiology and Anatomy II (3)
BIO 310L Human Physiology and Anatomy II Lab (1)
Select any one upper level Natural Science course (3)

Master of Arts: Organizational Leadership

MA: Organizational Leadership (30 UNITS)
LEADERSHIP
BUS 510 Leadership and Organizations
COM 510 Strategic Communication
BUS 525 Managing Innovation and Change
PLANNING AND ANALYSIS
BUS 520 Analytics and Data-Driven Decision Making
ECO 510 Managerial Economics
BUS 530 Strategic Planning
MANAGEMENT
BUS 515 Performance Management
BUS 535 Project Management
BUS 540 Crisis Management
CAPSTONE
BUS 599Thesis

Course Descriptions

ACCOUNTING

ACC 220 Financial Accounting (3)

Prerequisites: None

Course description: The course will provide the students with an understanding of the basic concepts and practices of financial accounting, which will allow them to interpret the important financial documents reported by companies and other organizations, including the balance sheet, income statement, and statement of cash flows. Students will also be introduced to the collection, processing, and communication of accounting information.

ACC 230 Managerial Accounting (3)

Prerequisites: ACC 220

Course description: This course focuses on managerial accounting and emphasizes the use of accounting data in decision-making. Topics covered include cost accumulation models, cost behavior, break-even analysis, budgeting, short- and long-run decision analysis, capital expenditure analysis, and financial statement analysis.

AMERICAN SIGN LANGUAGE

ASL 100 American Sign Language I (3)

Prerequisites: None

Course Description: ASL 100 is an introduction to the practice and use of American Sign Language (ASL). This course is designed to teach basic beginning-level vocabulary, grammar and introduce the students to Deaf Culture. The course is interactive and will let the student learn through practical application of the vocabulary and grammar learned through the semester. Students will learn communication techniques as well as cultural rules they can apply in real-life situations.

ASL 105 American Sign Language II (3)

Prerequisites: ASL 100

Course Description: ASL 105 is a continuation course in American Sign Language. This course will build off the information learned in ASL 100. More beginning-level vocabulary and grammar rules will be introduced, and the students will utilize their new and previously learned knowledge to interact within the class and community.

ASL 200 American Sign Language III (3)

Prerequisites: ASL 105

Course Description: Intermediate ASL builds on skills learned in American Sign Language (ASL) II, adding more complex ASL grammatical features and vocabulary, short stories, narratives, and dialogues. The course will include description of general surroundings, appropriate sequencing, temporal aspects, and conditionals. Information about the Deaf Community and Deaf Culture will be included.

ART

ART 100 Introduction to Studio Art & Art History (3)

Prerequisites: None

Course Description: This course will introduce in tandem the active production and the historical study of

art, combining practical and theoretical aspects in a multi-modal fashion. By trying their hand at techniques of drawing, painting, sculpture while studying renowned works of art from both ancient and modern artists, students will more viscerally appreciate the skill involved in producing “masterpieces,” even while building confidence for their own artistic practice in a studio context.

ART 200 Art History I (3)

Prerequisites: None

Course Description: A survey of Western and Non-Western art history and styles, from Antiquity to the Medieval period. This course aims to develop a sense of visual literacy and an iconographic/iconological knowledge of art while examining key works in various historical, religious, political, philosophical and socio-cultural contexts.

ART 300 2D Design – Multimedia (3)

Prerequisites: None

Course Description: Introduction to two-dimensional design techniques, media, theories, and criticism. The course explores fundamental concepts and methods that are the basis of design. The goal is to learn how visual relationships function as a vehicle that conveys, expresses, or compels, and to develop a critical awareness of design's pervasive role in shaping values and emotions. This course uses a range of media including graphite, charcoal, ink, paint, and collage.

ART 305 Photography I (3)

Prerequisites: None

Course Description: (Digital or Analog) Includes fundamentals of digital photographic technique, focusing on both technical competence and conceptual creativity. Class format involves lectures on significant past and contemporary photographers, field work, student presentations, and group critiques of student work. Students supply camera, printing paper, and mounting supplies.

ART 310 3D Design – Sculpture/Ceramics (3)

Prerequisites: ART 300 (or taken concurrently)

Course Description: Introduction to the practice of three-dimensional design, theories, and criticism. Emphasis on the formal aspects of design including composition, balance, and space. Applications to sculpture, architecture, and industrial design. A variety of medial will be explored such as wire, foam, cardboard, wood, clay, and molds.

ART 315 Art History II (3)

Prerequisites: ART 100

Course Description: A survey of Western and Non-Western art history and styles, from the Renaissance to the present. This course aims to develop a sense of visual literacy and an iconographic/iconological knowledge of art while examining key works in various historical, religious, political, philosophical, and socio-cultural contexts.

ART 400 Special Topics (3)

Prerequisites: ART 310, ART 315 (or taken concurrently)

Course Description: An advanced level seminar or studio-style course on a special topic. Topic varies from year to year depending on faculty specialization. Student interest may be considered.

BIOLOGY

BIO 105 Introduction to Biology I (3)

Prerequisite: None

Course Description: The first biology course of a two-semester series for science majors, is designed to give an in-depth survey of the field of biology. It focuses upon central concepts in cell biology, genetics, and development through exploration of systems in plants as well as looking at the ecology of both populations and communities. We also look at biodiversity and the environment as they relate to sustainability and conservation. The laboratory component will further emphasize material covered in the lecture. (Note: A grade of "B-" or better is necessary to apply to/remain in the Natural Sciences or Kinesiology major/program. Exceptions to this policy made at the discretion of the Department Chair.)

BIO 105L Introduction to Biology I (1)

This course is the lab component of Bio 105 and is a corequisite for that course. This lab course introduces students to basic techniques and safety practices in the laboratory. BIO 105L provides the laboratory experience to accompany an introduction to the study of general biology, starting from basic scientific concepts and progressing to the natural laws that govern life and all living things.

BIO 110 Introduction to Biology II (3)

Prerequisites: BIO 105

Course Description: The second introductory biology course of the series for science majors builds on the foundation laid in Introduction to Biology I. This course focuses on evolutionary mechanisms in the introduction to the physiology of fish, birds, and humans as it relates to how life functions on earth. Emphasis will be placed on the diversity of living things and how specific physiology enables preferential population adaptation because of changes in the environment. (Note: A grade of "B-" or better is necessary to apply to/remain in the Natural Sciences or Kinesiology major/program. Exceptions to this policy made at the discretion of the Department Chair.)

BIO 110L Introduction to Biology II (1)

This course is the lab component of BIO 110 and is a corequisite for that course. This lab course continues the study of lab techniques and safety practices in the laboratory. BIO 110L provides the laboratory experience to accompany the study of general biology including the diversity of living things and how specific physiology enables preferential population adaptation as a result of changes in the environment

BIO 225 Genetics and Genomes (3)

Prerequisites: MTH 100, BIO 105

Course Description: An examination of the basic principles of genetics in eukaryotes and prokaryotes at the level of molecules, cells, and multicellular organisms, including humans. Topics include Mendelian and non-Mendelian inheritance, structure and function of chromosomes and genomes, biological variation resulting from recombination, mutation, and selection, and population genetics.

BIO230 Zoology (3)

Prerequisites: BIO 100 or BIO 105

This Zoology course covers general biological principles with an emphasis on cellular structure and function, genetics, and vertebrate anatomy and physiology. Consideration is also given to diversity within the animal kingdom and environmental interactions.

BIO240 Global Ecology (3)

Prerequisites: BIO 100 or BIO 105

Fundamental concepts, theoretical principles, and practical applications of modern ecology: the study of the interactions of organisms with each other and their environment. This course will examine the earth wide implications of the interactions between humans and their living and nonliving environments. Major environmental problems and their "sustainable-earth" solutions are discussed. Topics include overpopulation, overconsumption, deforestation, biodiversity loss, global warming, ozone depletion, acid rain, indoor air pollution, water pollution, nuclear energy, and hazardous waste disposal.

BIO 305 Human Physiology and Anatomy I (3)

Prerequisites: BIO 105

Course Description: The first of two physiology courses will begin to describe the structures of the major organ systems of the human body at both the gross anatomical and cellular levels. We will explore the functions of the major organ systems of the human body and understand how various cellular mechanisms determine the functions of the major organs. Major emphasis will be placed on understanding how organ systems interact and how their activities are coordinated.

BIO 305L Human Physiology and Anatomy I Lab (1)

This course is the lab component of BIO 305 and is a corequisite for that course. The lab course will use a lab-based systems approach, with an emphasis on integrated structure-function relationships at the tissue, organ and organ systems level. The lab will include, but is not limited to, slide preparation, microscope usage, chemical labs, specimen dissection along with histological slides to reinforce concepts discussed in lectures.

BIO 310 Human Physiology and Anatomy II (3)

Prerequisites: BIO 305

Course Description: The second in the series of two physiology courses will continue to describe the structures of the major organ systems of the human body at both the gross anatomical and cellular levels. The course is designed to explore the functions of the major organ systems of the human body leading to the understanding of how various cellular mechanisms determine the functions of the major organs. Major emphasis will be placed on understanding how organ systems interact and how their activities are coordinated.

BIO 310L Human Physiology and Anatomy II Lab (1)

This course is the lab component of BIO 310 and is a corequisite for that course. The second lab course of the series will continue with a lab-based systems approach, with an emphasis on integrated structure-function relationships at the tissue, organ and organ systems level.

BIO 345 Microbiology of Disease (3)

Prerequisite: BIO 110, CHE 110, BIO225

Course Description: The focus is on fundamental microbiological principles and laboratory techniques with an emphasis on disease-causing microorganisms, new and old methods of disease treatment and prevention, and host immune responses. The course provides the basic concepts of microbiology and microorganism related immunology. It includes the structure of microorganisms, diversity of microbes, their physiology, and their infectious process for humans and animals. The emphasis is the mechanism of microorganisms and viruses in infectious diseases.

BIO 345L Microbiology of Disease Lab (1)

This course is the lab component of BIO 345 and is a corequisite for that course. Laboratory techniques will be introduced in the context of disease-causing microorganisms, new and old methods of disease treatment and prevention, and host immune responses. This course instructs basic experimental skills for microbiology research.

BIO 415 Molecular Biology (3)

Prerequisites: BIO225, CHE 110

Course Description: An introduction to the basic concepts in biochemistry, molecular biology and molecular genetics. These include protein structure and function, DNA structure and replication, transcription, RNA processing and translation, recombinant DNA technology, as well as a look at current biotechnological advances in the field.

BIO 425 Cell Biology (3)

Prerequisites: BIO 110, CHE 110, BIO225,

Course Description: Concepts in the regulation of cell signaling, development, motility and chromatin dynamics are discussed, with a focus on how these processes are regulated, and involved in select disease pathogenesis, aging, pain and therapeutic interventions. Consideration is also given to the experimental findings and approaches leading to these insights.

BIO 430 Neuroscience (3)

Prerequisites: BIO110, BIO310

Course Description: An introduction to the mammalian nervous system, with emphasis on the structure and function of the human brain as well as certain diseases and pathologies that arise in both the central and peripheral nervous systems. Topics include the function of nerve cells, sensory systems, control of movement, learning and memory, and diseases of the brain.

BIO 496 Senior Thesis I (3)

Course Description: Students will synthesize a senior thesis that is relevant to a specific scientific discipline in the form of a literature review. As a final act during the senior year of study, students will demonstrate their ability to communicate their written senior thesis to an audience with a formal oral presentation. Students are expected to adhere to professional presentation standards at all times and allow 10 minutes at the end of the session for question from the audience and thesis supervisors.

BUSINESS

BUS 305 Business Law (3)

Prerequisite: None

Course description: This course covers the law of sales, employment, contracts, negotiable instruments, agency and partnerships, corporations, real and personal property, estates, and bankruptcy.

BUS 310 Business Leadership (3 units)

Prerequisite: None

Course Description: This course examines theories of leadership and its practice to be applied to public and private organizations and the skills and processes employed by effective leaders. The course also considers ethical theories as applied to problems in today's organizations, using critical thinking and moral reasoning. Business Leadership will help you understand the basis for leadership in the business environment.

BUS 320 Quantitative Analysis for Management (3)

Prerequisite: MTH 105 and MGT 100

Course Description: This course explores quantitative methods utilized in business decision making, with an emphasis placed on problem solving and evaluation, as well as applications in marketing, finance, accounting, and operations. Topics may also include decision analysis, linear programming, forecasting techniques, statistical process control, and inventory models. A project with practical problems solving is required.

BUS 400 Special Topics in Business (3)

Prerequisite: Open to Business Juniors and Seniors ONLY

Course description: An advanced level course on a special topic in business. The topic varies depending on faculty specialization. Student interest may be considered.

BUS 460 Internship (3)

Prerequisite: Approval by the Business Department Chair

Course description: The internship allows students to apply their business skills and knowledge in a business environment as they engage in a practical real-world experience with a private or public company.

BUS 499 Senior Capstone (3)

Prerequisite: Open to Business Seniors ONLY

Course description: Business students complete a significant research project for graduation. This course draws upon research completed in rough draft in BUS 498. The project will involve significant research leading to a business plan, strategic plan, marketing plan, or senior topical thesis. A final completed project is presented in writing and orally.

BUS 510 Leadership & Organizations (3)

Prerequisite: graduate status or consent of Department Chair

This course is designed to enhance a student's ability to build and lead high performance organizations. This course will explore a variety of leadership theories and the significance that organizational leadership has on dynamic workplace environments. Regardless of person's position within an organization, leadership opportunities and challenges present themselves every day and it is important to recognize opportunities and make the most of these challenges to the benefit of all stakeholders.

BUS 515 Performance Management (3)

Prerequisite: graduate status or consent of Department Chair

This course examines the importance of an effective performance management system in helping organizations define and achieve short and long-term goals. It explains and reinforces the concept that performance management is not a one-time supervisory event, but an ongoing process of planning, facilitating, assessing, and improving individual and organizational performance. In addition, the course emphasizes the importance of measuring the effectiveness of human resource activities that are designed to enhance individual and organizational performance.

BUS 520 Analytics and Data-Driven Decision Making (3)

Prerequisite: graduate status or consent of Department Chair; successful completion of undergraduate course in statistics or consent of Program Director

This course examines the role of Business Analytics in decision-making processes. Behavioral issues at the intersection of data-generated insights and persuasion will receive a prominent focus.

BUS 525 Managing Innovation and Change (3)

Prerequisite: graduate status or consent of Department Chair

This course explores the concepts of creativity, innovation and change within organizations and how to employ leadership skills to facilitate the process of leading innovation and change. The course will include theory and practice in relation to theories and processes of innovation and change as well as the leadership of innovation and change within organizations.

BUS 530 Strategic Planning (3)

Prerequisite: graduate status or consent of Department Chair

This course explores organizational success as a byproduct of effective planning. A significant part of an organization's success depends on the strategic plan that is developed and implemented for the organization. This course highlights the importance of leadership for realizing an organization's fullest potential.

BUS 535 Project Management (3)

Prerequisite: graduate status or consent of Department Chair

This course examines a leader's role as it relates to fundamental project management concepts and behavioral skills needed to successfully launch, lead, and realize benefits from projects in profit and nonprofit organizations. This course also examines the requirement to keenly manage resources, schedules, risks, and rewards to produce a desired outcomes.

BUS 540 Crisis Management (3)

Prerequisite: graduate status or consent of Department Chair

This course is designed to examine the process by which organizations deal with major unpredictable events that threaten organizations, stakeholders, or the public. This course develops a leader's ability to create management plans to help organizations best cope with these events.

BUS 599 Thesis (3)

Prerequisite: Graduate status; must be in final semester of graduate program or consent of Program Director

This Capstone course is required as a culmination of the Master's in Organizational Leadership (MOL) Program. This course is a supervised and guided by a USK faculty member. The purpose of the Capstone is to create an opportunity for Graduate degree candidates to make connections between the variety of topics covered in this program, conduct scholarly research, to create and present a Thesis that advances the field of study for this discipline.

CHEMISTRY

CHE 105 General Chemistry I (3)

Prerequisites: High school chemistry, MTH100

Course Description: An introduction to structure, bonding and properties of materials. Topics include molecules and atoms, bonding, molecular structure, intermolecular forces, properties of materials, and states of matter. (Note: A grade of "B-" or better is necessary to apply to/remain in the Natural Sciences or Kinesiology major/program. Exceptions to this policy made at the discretion of the Department Chair.)

CHE 105L General Chemistry I Lab (1)

This course is the lab component of CHE 105 and is a corequisite for that course. The laboratory course will utilize lab techniques to reinforce material covered in class. Topics to be reinforced include molecules and atoms, bonding, molecular structure, intermolecular forces, properties of materials, and states of matter.

CHE 110 General Chemistry II (3)

Prerequisites: CHE 105

Course Description: A continuation of General Chemistry I that explores chemical reactions, including the rates and energetics of reactions and specific types of reactions. Topics include stoichiometry, chemical reactions, chemical kinetics, equilibrium, specific reactions, and thermodynamics. (Note: A grade of "B-" or better is necessary to apply to/remain in the Natural Sciences or Kinesiology major/program. Exceptions to this policy made at the discretion of the Department Chair.)

CHE 110L General Chemistry I Lab (1)

This course is the lab component of CHE 110 and is a corequisite for that course. The laboratory course will utilize lab techniques to reinforce material covered in class. Topics to be reinforced include stoichiometry, chemical reactions, chemical kinetics, equilibrium, specific reactions, and thermodynamics.

CHE 150 General, Organic and Biochemistry (3)

Prerequisite: None

Course Description: This is an accelerated, compressed, and intensive course covering the basic principles of general, organic and biochemistry (GOB) for those preparing for careers as allied health professionals. The course will focus primarily upon the following topics: (1) composition of matter and the quantitative nature of chemistry; (2) model of the atom; (3) the Periodic Table of the elements; (4) ionic and molecular compounds; (5) chemical reactions; (6) solutions; (7) simple hydrocarbons; (8) heteroatom containing hydrocarbons; (9) carbonyl compounds; (10) amino acids, proteins; (11) enzymes, vitamins; (12) carbohydrates; (13) lipids; (14) nucleic acids; (15) metabolism.

CHE 150L General, Organic and Biochemistry Lab (1)

This course is the lab component of CHE 150 and is a corequisite for that course. The laboratory course will utilize lab techniques to reinforce material covered in class. Topics to be reinforced include (1) composition of matter and the quantitative nature of chemistry; (2) model of the atom; (3) the Periodic Table of the elements; (4) ionic and molecular compounds; (5) chemical reactions; (6) solutions; (7) simple hydrocarbons; (8) heteroatom containing hydrocarbons; (9) carbonyl compounds; (10) amino acids, proteins; (11) enzymes, vitamins; (12) carbohydrates; (13) lipids; (14) nucleic acids; (15) metabolism.

CHE 215 Organic Chemistry I (3)

Prerequisite: BIO110, CHE 110

Course Description: An introduction to the properties and reactivity of carbon-based organic compounds with emphasis on nomenclature, structure, reactivity, and mechanisms. A continued focus will be placed on the application of the compounds and reactions to all sciences and life in general.

CHE 215L Organic Chemistry I Lab (1)

This course is the lab component of CHE 215 and is a corequisite for that course. The laboratory course will utilize lab techniques to reinforce material covered in class. Among topics to be reinforced include nomenclature, structure, reactivity, and mechanisms.

CHE 300 Biochemistry I (3)

Prerequisites: BIO110, CHE 110, CHE215

Course Description: An introduction to the structures, general properties, and functions of simple and complex biomolecules: amino acids, peptides, proteins, enzymes, carbohydrates, lipids and nucleic acids. The basic mechanisms of enzymatic action will be introduced as well as membranes and solute transport.

CHE 300L Biochemistry I Lab (3)

This course is the lab component of CHE 300 and is a corequisite for that course. The laboratory course will utilize lab techniques to reinforce material covered in class. Topics to be reinforced include general properties, and functions of simple and complex biomolecules (amino acids, peptides, proteins, enzymes, carbohydrates, lipids and nucleic acids) and the basic mechanisms of enzymatic action will be introduced as well as membranes and solute transport.

CHE 305 Physical Chemistry I (3)

Prerequisites: MTH 110, CHE 215, and PHY 105

Course Description: An examination of the laws of classical thermodynamics, followed by applications to the properties of gases, liquids, and solids, as well as to solutions, phase, and chemical equilibria. Chemical reaction thermodynamics and the kinetic theory of gases at equilibrium.

CHE 310 Physical Chemistry II (3)

Prerequisites: CHE 305

Course Description: This course is an introduction to ionic solutions and electrochemistry. The statistical description of bulk properties of matter with application to chemical thermo- dynamics, molecular dynamics and kinetics of complex reactions is studied. Elementary applications of quantum approach are introduced. Experimental physical chemistry methods are emphasized.

CHE 496 Senior Thesis (2)

Course Description: This course is designed as a capstone research project for natural science majors in a non-honors track and is intended to prepare the senior student for writing his or her senior thesis. The course is 2-units, but only meets for an hour and 20 minutes per week because the remainder of the “in-class” time should be spent both meeting with your senior thesis supervisor and completing independent research for one’s senior thesis.

CHE 497 Senior Thesis II (2)

Course Description: The second in a two-part series of the capstone project, students will synthesize a senior thesis that is relevant to a specific scientific discipline in the form of a literature review. As a final act during the senior year of study, students will demonstrate their ability to communicate their written senior thesis to an audience with a formal oral presentation. Students are expected to always adhere to professional presentation standards and allow 10 minutes at the end of the session for question from the audience and thesis supervisors.

COLLEGE STUDENT SUCCESS

CSS 100 College Student Success (3)

Prerequisite: None

Course Description: CSS is a mandatory course for freshmen. This class is designed to provide you with the resources you will need to achieve academic success at USK. In addition, this course is designed to help you learn more about yourself whether it is how you think, study, handle stress, your physical/mental state, presenting to others, and the like. This course is all about YOU and how learning and discovering more about yourself will allow you to transition smoothly from high school to college. This course promotes student involvement and group discussions through interactive classroom experiences. Exercises in the textbook, guest speakers, co-curricular activities, and special assignments will be utilized.

COMMUNICATION

COM 100 Introduction to Communication (3)

Prerequisite: None

Course Description: This course introduces students to the history, theories, and perspectives to the study of communication. It examines the principles, key terms, and contexts of human communication.

COM 105 Oral Communications (3)

Prerequisite: None

Course Description: This is a basic speech course in which the student develops the ability to organize, present, and evaluate extemporaneous and prepared speeches. Through a variety of experiences, the student gains confidence in their ability to express ideas clearly, concisely, and effectively. Emphasis is placed on practical speaking experiences, such as introductions, demonstrations, and persuasive saturations. Students will learn the fundamentals of preparing a presentation. This section of Oral Communication will be organized around critical discussion and presentation of current social issues to increase student's thinking and presentation abilities as both producers and consumers of communication in a variety of settings, with a specific emphasis on "civic engagement." Students will be responsible for informally debating and presenting information on several specific current social issues through interpersonal, group, and public speaking mediums. The classroom climate will be highly interactive, with the use of personal narratives, presentations, and discussions.

COM 110 Introduction to Media Studies (3)

Prerequisite: None

Course Description: This course introduces students to the field of media and media literacy. It examines the history and development of mass media, as well as the characteristics, functions, and challenges in the areas of radio, television, cable, and internet.

COM 310 Organizational Communication (3)

Prerequisite: COM 105

Course Description: Organizational communication is concerned with the design and processes of communication within organizations. Organizations communicate to bring people together to accomplish goals from school, work, extracurricular clubs, and activities, to religious institutions. Through a variety of experiences, the student gains confidence in his or her ability to express ideas clearly, concisely, and effectively. The objective of this course is to explore how we shape organizational structures, goals, cultures, policies, problems, membership, and ethics through communication. This course will help students explore how communication processes may be engaged to improve the lives of members and stakeholders.

COM 315 Communication Theory (3)

Prerequisites: COM 105

Course Description: This course surveys the various theories in communication. It examines the dominant philosophical, conceptual, critical, and ethical perspectives from which communication has been studied and is contemporarily understood.

COM 325 Interpersonal Communication (3)

Prerequisites: COM 105

Course Description: This course examines the dynamics of relational communication. Topics include human relationships, verbal and nonverbal messages, reflective listening, conflict negotiation, showing affection and empathy, culture, and gender differences.

COM 401 Intercultural Communication (3)

Prerequisites: COM 105

Course Description: This course examines intercultural communication theory and research within broad and interpersonal contexts. It focuses on how culture interrelates with and effects the communication process.

COM 510 Strategic Communications (3)

Prerequisite: graduate status or consent of Department Chair

This course is built on the premise that strong communication and assessment skills are critical at every level of an organization. This course offers the knowledge that will students develop sophisticated persuasive presentation techniques, assess current and future roles of digital marketing on an organization's success, and help students communicate clearly through the multiple modalities available in today's organizational environment.

ECONOMICS

ECO 100 Introduction to Economics (3)

Prerequisites: None

Course Description: The course deals with basic economic principles that help us understand the process of decision making by individuals and societies. We analyze the fundamental economic activities of production, distribution, exchange, and consumption at both the micro and macro level. Besides developing an understanding of the functioning of a free market system, we also critically examine the controversies that surround the use of economic policies for the greater common good. (*Business majors exempt*)

ECO 110 Microeconomics (3)

Prerequisites: None

Course description: The course provides an introduction into the study of consumer behavior and the theory of the firm, by providing the student with basic tools to understand how consumer maximize utility and how firms maximize profits. Topics include the demand behavior of households, the supply behavior of business firms, and introduction to market structure, and the workings of input markets.

ECO 115 Macroeconomics (3)

Prerequisites: ECO 110

Course description: The course provides an introduction into the study of how the economy performs in the aggregate both domestic and global markets. Main topics include the gross domestic product, unemployment, inflation, government spending, business cycles, economic growth, banking, monetary policy, fiscal policy, budget deficits, national debt, international trade and exchange rates.

ECO 400 Special Topics in Economics (3)

Prerequisite: Open to Business Juniors and Seniors ONLY

Course description: An advanced level course on a special topic in economics. The topic varies depending on faculty specialization. Student interest may be taken into account.

ECO 410 Economics of Life (3)

Prerequisite: ECO 110 and ECO 115. Open to Business Juniors and Seniors ONLY

Course description: Economics of Life applies macroeconomic and microeconomic concepts to everyday life. Topics could include income disparity, crime, immigration, drugs, marriage contracts, education, the organization of major league baseball and other sports, communism, competition between religions,

discrimination against minorities, Supreme Court decisions, and government spending. The course also relates economics to current topics. This is an upper-level class and requires the approval of the Department Chair if you are not a junior or senior.

ECO 510 Managerial Economics (3)

Prerequisite: graduate status or consent of Department Chair; successful completion of undergraduate course in the economics or consent of Program Director

This course examines economic tools and analytic approaches used by organizational leaders for business decision making and applying macroeconomic policy that affects the business environment. This course will help students develop an economic perspective that is appropriate for managing business units or entire organizations.

GREEK

GKC 100 Greek I (3)

Prerequisite: None

Course description: Greek I is the first of a three-course unit which fulfills the foreign language requirement at the University of Saint Katherine. This course is an introduction to Ancient Greek for beginners. From the first class, students will be presented with Greek material of increasing complexity for in class translation in tandem with foundational grammar. By the end of the course students will be able to translate elementary Greek texts and gain a deeper understanding of the development of Hellenic culture.

GKC 105 Greek II (3)

Prerequisite: GKC 100

Course description: In Greek II grammar is further developed while examining more sophisticated classical, biblical, and Byzantine literature. Greek II culminates with an introduction to Greek Paleography for research.

GKC 200 Greek III (3)

Prerequisite: GKC 105

Course description: Intermediate Classical (Attic) Greek builds on the grammatical foundation laid down in GKC 100 and GKC 105. GKC 200 aims at reading proficiency of Classical Greek and a deeper appreciation of Greek history and culture. Readings may be drawn from literature, philosophy, or history.

FINANCE

FIN 400 Special Topics in Finance (3)

Prerequisite: Open to Business Juniors and Seniors ONLY

Course description: An advanced level course on a special topic in finance. The topic varies depending on faculty specialization. Student interest may be taken into account.

FIN 410 Personal Finance and Investment (3)

Prerequisites: ECO 110, ACC 220, MTH 105

Course description: This course presents essential knowledge to enable students to make informed decisions about their personal financial issues. The course will present information to assist the student in making wise saving, spending, and credit decisions based on their current and potential future income and personal situation.

FIN 430 Corporate Finance (3)

Prerequisites: MTH 100, MTH 105 and ACC 220

Course description: This course will provide students with financial analysis tools, such as cost of capital, valuation, risk/return, financial ratios, and financial statement analysis, to understand, analyze, and solve complex financial management problems.

HISTORY

HIS 100 Introduction to Historical Study (3)

Prerequisites: None

Course Description: The course will introduce students to the importance of historical knowledge as a fundamental principle of self-understanding, cultural traditions, social memory, political discourse, and humanities education. Exposing the widespread dearth of historical awareness in contemporary culture, this course will equip students for approaching the past not as a series of “mistakes not to repeat” but as an inexhaustible source for humanities study and the ground out of which human self-understanding and culture grows.

HIS 200 United States Survey (3)

Prerequisites: None

Course Description: A survey of American history from the European settlers to the present.

HIS 300 Historians & Historiography – Ancient and Modern (3)

Prerequisites: HIS 100, INT 210 (or taken concurrently)

Course Description: This course discusses the varying historiographic methods and leading historians and their influence on the discipline of historiography through the ages. Contributions to the study of history by figures such as Herodotus, Augustine, Hegel, Carlyle, Ranke, Marx, Dilthey, Spengler, Collingwood, Bloch, Foucault, and Florovsky.

HIS 305 Special Topics in Western History to 1700 (3)

Prerequisites: HIS 100, INT 210 (or taken concurrently)

Course Description: Because the Integrated Core curriculum provides two general survey courses of ancient-medieval and modern Western history, this course is meant to provide an additional context for exploring in depth a selected aspect of the formation of western civilization. Topics may include: Ancient Greece; Alexander the Great and the Hellenistic age; the Roman Republic; The Roman Empire; the Byzantine state; feudalism and the rise of the papacy in the west; the Crusades; the rise of national monarchies in the west; and the political and religious crisis of the Reformation.

HIS 310 Non-Western History & Geography to 1900 (3)

Prerequisites: HIS 100

Course Description: This course is a study of cultural, historical, and political geography, specifically in non-Western regions. It includes study of the ways people interact with their natural environments, the ways different cultures interact with one another, the global patterns of human migration and settlement, and the distinctive natural, linguistic, cultural, and political features of different regions of the world.

HIS 315 The Twentieth Century (3)

Prerequisites: INT 310 (or taken concurrently)

Course Description: This course explores the devastation and progress of the prior century, covering such topics as World War I, Modernism, the Great Depression, the New Deal, World War II, the Cold War and the fall of Soviet Communism, the 1960s cultural revolution, post-modernism, genocide, the global effects of

American foreign policy and finance capitalism, and the onset of the digital age. The class will explore several current-events and foreign affairs by tracing the historical trajectories from which they partly derive.

HIS 400 Special Topics (3)

Prerequisites: Open to History juniors or seniors ONLY

Course Description: An advanced level seminar-style course on a special historical topic. Topic varies from year to year depending on faculty specialization. Student interest may be taken into account.

HUMANITIES

HUM 300 Philosophy of Religion (3)

Prerequisites: THE 100, THE 105 (or taken concurrently)

Course Description: A philosophical exploration of the nature of religious belief and experience along with perennial religious questions. Topics may include arguments for the existence of God, freewill and providence, the relationship of faith and reason, the miraculous, the nature of prayer, the problem of suffering, and religious epistemology.

HUM 305 Literature in History (3)

Prerequisites: LIT 200

Course Description: This interdisciplinary humanities course explores selected works of literature and their historical context. The course balances methods of literary analysis with methods of historical inquiry to explore how literature both shapes and is shaped by its surrounding context. The instructor will select a historic period or event and the literature inspired by or responding to it.

HUM 310 Aesthetics (3)

Prerequisites (may be taken concurrently): ART 100, LIT 200, and MUS 200

Course Description: Drawing on both philosophy and theology, this interdisciplinary humanities course explores various definitions of beauty and the out workings of aesthetic ideas in art, literature, and music.

HUM 401 Philosophical Anthropology (3)

Prerequisites: None

Course Description: As a Senior-level interdisciplinary humanities course, Philosophical Anthropology explores questions of anthropology from theological, philosophical, and literary perspectives. Themes and topics may include: Creation, Incarnation, Salvation, Deification, freewill, happiness, virtue, and vice.

HUM498/Capstone I—Advanced Research in the Humanities (3)

Prerequisite(s): WRI 105

Course Description: This Senior-level course is designed as the first course in the Capstone Senior Thesis project for the Arts & Humanities major program in the form of Senior Thesis, Artistic Portfolio, or Musical Composition and Performance. The course will prepare students to complete the project by taking them through various stages of research with an emphasis on information literacy. Students will be encouraged to think about how they understand "information," what information they need for their thesis, how and where to find it, how to evaluate it, and how to appropriately use it and cite it.

HUM499/Capstone II—Thesis/Writing Portfolio (3)

Prerequisite(s): HUM498

Course Description: This Senior-level course is the second and last in the Capstone Project component within the Arts & Humanities program, oriented toward the completion of a Senior Thesis or Senior Portfolio. The course is equivalent to weekly meetings of students with their Capstone Project supervisor,

according to a recommended schedule of timely completion of the project. Students will give an oral presentation or showcase of the Capstone project in the final week of the semester.

INTEGRATED CORE

INT 100 Interdisciplinary Liberal Arts (3)

Prerequisites: None

Course Description: This course will introduce students to what has traditionally been called the “unity of knowledge,” but which has more lately been labeled under two aspects of higher education and research: the liberal arts, and interdisciplinary methodologies. The course will serve as the starting point for first-semester freshmen as they look ahead toward both their desired program of study and their participation in the Integrated Core curriculum, unique in its content and interdisciplinary method to the University of Saint Katherine. Offering an introduction to the different disciplines of knowledge and study, the methodologies proper to these disciplines, and the occupations that pertain to a path of study in that discipline – in addition to an array of related concepts such as freedom, duty, authority, and the three transcendentals (beauty, truth and goodness) - the course will also equip students to approach their education as a transformative and empowering process, one which demands rigor, integrity, and responsibility, and which has knowing the Lord Jesus Christ more fully as its ultimate aim. To this end, the University’s motto, Inquiry Seeking Wisdom, will be explored as students contemplate the personal and social purpose and effect of their “balanced education in the liberal arts and sciences” at a school like University of Saint Katherine that is “founded and rooted in the life of the Orthodox Christian Tradition.”

INT 200 Classical Rhetoric (3)

Prerequisites: None

Course Description: “What has Athens to do with Jerusalem?” Tertullian asked in the 3rd-century AD – and we shall be asking the same question. As the fountainheads of our civilization have often been recognized as Athens, Rome, and Jerusalem, our readings will first draw upon Greek, Latin, and Hebrew texts. These texts show the transition from Pagan and Hebrew sensibilities into the Christian tradition. They demonstrate, moreover, a conversation between religious traditions that together form our intellectual heritage. Yet neither even are the Greco-Roman nor the Judeo-Christian tradition homogenous entities – each have measures of internal difference that will be explored. In the mix are theists and atheists, realists and skeptics, kings and peasants, saints, and scoundrels. Before recommending any of the above, we must understand them: a particular canon of texts is our gateway into that understanding. This trans-historical canon has been familiar to scholars for, in some cases, well over 2,000 years, and to study it is to share the content, pursuit, and experience of the imaginative bedrock of Western civilization in all its unity and diversity. Some of these texts give rise to profound philosophical questions; some are exquisite works of art; some chart the basics of the Western theological landscape – each must be taken on its own terms and yet at the same time must be read, as St. Basil suggests in his Address to Youths on the Reading of Greek Literature, for what is good and useful for living as thoughtful, empathic Christians in our present world.

INT 205 Byzantine Studies (3)

Prerequisites: None

Course Description: This course is a study of the rise of western civilization under the influence of ancient Judaism, classical paganism, and traditional Christianity. Its first part covers the civilizations of Israel, Greece, Rome, the early Church, and Byzantium. It culminates with the Great Schism of 1054. The second part addresses the spectacular rise of medieval western Europe; the decline and fall of Byzantium; and the civilization of Russia prior to Peter the Great. It culminates with the Protestant Reformation in the west. This course provides the student with a foundation in the history of early western civilization and emphasizes the role played by traditional Christianity in the formation of that civilization. As such it provides a basis from

which to evaluate and interpret the rise of secular patterns of modern civilization, contributing to the University's vision of "inquiry seeking wisdom." Furthermore, since eastern Christians have historically been a minority in the West, this course, by approaching its topic with an eastern Christian point of view in mind, encourages an importantly critical perspective on Western civilization past and present.

INT 300 Ethics (3)

Prerequisite: None

Course Description: An introduction to the study of the nature, methods, concepts, and divisions of ethics through a survey of major ethical theories and thinkers: Plato, Aristotle, selected Biblical and late antique Christian literature, Thomas Aquinas, Immanuel Kant, and J.S. Mill. Other thinkers such as the following may also be used, including Friedrich Nietzsche, Dietrich Bonhoeffer, Alasdair MacIntyre, Christos Yannaras, Vigen Guroian. The course includes an overview of basic ethical problems and related biblical and theological teaching, including perspectives from patristic and Orthodox thinkers. Course instruction takes place primarily through students reading primary texts leading to discussion based on the texts, accompanied by some lecture and student presentation. This course will give students an appreciation of different modes of ethical analysis with a view to considering issues in all disciplines and fields from the ethical point of view.

INT 310 Modern European Thought and Culture (3)

Prerequisite: None

Course Description: This course is an introduction to the history of modern European thought and culture. Its goal is to provide a basis for a career, and indeed life, lived out in critical awareness of and appreciation for the beliefs and values that have shaped the center of modern Western civilization, and how those beliefs and values have changed over time. One of the leading learning outcomes of this course is an understanding how the world in which we live in the twenty-first century was transformed by secularization, and how traditional Christianity continues to offer valuable and challenging insights to the problems and opportunities created by secularization. In addition, students completing the course will further develop skills introduced at earlier stages in University of Saint Katherine's Integrated Core curriculum, such as interdisciplinary thinking, written expression, and critical thinking. The course will explore politics, religion, and art through lectures and by looking at examples of writing, painting, architecture, music, and film.

INT 350 The American Experiment in Politics, Culture & Religion (3)

Prerequisite: None

Course Description: This course is the final part of the University of Saint Katherine Integrated Core curriculum and is a study of the civilization of the United States from its origin to the present. The first half of the course covers the colonial period; the revolution; the foundations of the constitution; and development of uniquely American patterns of culture and religion. It culminates with the antebellum political crisis and the Civil War. The second half of the course explores the process of reconstruction; the progressive era; the two world wars; the Great Depression; the Cold War; the counter-cultural movement of the 1960s; the conservative reaction; and the transformation of religious beliefs and moral practices that preceded the close of the twentieth century. It culminates with revival of political partisan-ship and the "war on terror." Attention is also given to the history of marginalized communities such as Native Americans and African Americans.

KINESIOLOGY

KIN 125: Introduction to Kinesiology (3)

Prerequisites: None

Course Description: Study of human movement, including its role in daily life, its place in higher education and professional career opportunities in areas related to sport, movement, exercise, and fitness. Students

will be introduced to the various ways of understanding and studying human movement. Focus will be placed upon the sub-disciplines within kinesiology and their integration with sport performance

KIN 150: Introduction to Athletic Training (3)

Prerequisites: None

Course Description: Subject matter will include wounds, splinting, burns, rescue, breathing, diabetes, epilepsy, heart failure, stroke, and environmental emergencies to prepare the student with skills in emergency first aid procedures. Students will learn common injuries related to sport and basic taping. Each student will have the opportunity to acquire his/her certificate in Community First Aid and Safety.

KIN 215: Fundamentals of Nutrition (3)

Prerequisites: CHE110 preferred

Course Description: This course will provide an understanding of physical, economic, sociological and psychological factors that influence individual and group food choices. In doing such, students will learn the various physical, emotional, and mental interactions that occur with each of the major food groups during ingestion and metabolism.

KIN 230: Prevention and Care of Injuries (3)

Prerequisites: KIN 150, BIO 310 Preferred

Course Description: This course provides an overview of the field of athletic training, its organization, and the responsibilities of a certified athletic trainer (ATC) as part of the sports medicine team. Instruction will emphasize prevention, recognition, and immediate care of injuries and illnesses associated with physical activity.

KIN 245: Principles of Health Promotion (3)

Prerequisites: None

Course Description: Students will discuss the breadth of programs and the diversity of settings in the field of health education in health promotion. The importance of health behavior as a contributor to current public health problems and the role of health education and health promotion programs in addressing them will be explained. Effectiveness of health education programs in a variety of different settings, including school, community, health care, and worksite settings will be addressed. Special emphasis on issues of ethical standards and quality assurance in health education and health promotion will also be presented.

KIN 260: Health Concepts and Disease Prevention (3)

Prerequisites: None

Course Description: An examination of the philosophical, ethical, and theoretical foundations of the professional practice of health and drug education, health behavior and current public health problems and the addressing of these problems in school, community, worksite, and hospital settings. Topics discussed include physical fitness and disease; nutrition and obesity; mental health and stress management; substance abuse (drugs, tobacco, and alcohol) with special emphasis on risk factors for disease in populations and public health methodology for optimal treatment and prevention in clinical practices.

KIN 275: Fundamentals of Strength and Conditioning & Exercise Prescription (3)

Prerequisites: BIO 310 preferred

Course Description: Students will gain practical and theoretical knowledge surrounding the various modes and protocols used in graded exercise testing, muscular strength/fitness testing, and exercise prescription based on test results in healthy and diseased populations. Development, maintenance, implementation, and self-evaluation of physical fitness and the implementation of various methods, techniques, instructional

strategies, safety factors, motivation, and necessary equipment for teaching physical fitness and weight training will be discussed.

KIN 300: Applied Kinesiology (3)

Prerequisites: BIO 310 Preferred

Course Description: Human movement with emphasis on the structure and function of the musculoskeletal and neuromuscular systems with simple mechanical principles involved in movement skills. Students will develop a foundational understanding of muscle function and joint movement by evaluating muscle origins, insertions, and actions. Joint and full body motion analysis will be applied to muscle groups and their functional relationships as it pertains to human movement in sports, exercise, and activities of daily living. Other analysis of posture, gait, and movement screenings will aid the student in identifying incorrect posture and movement patterns.

KIN 315: Nutrition for Health and Exercise Performance (3)

Prerequisites: KIN 215

Course Description: Application of macro and micro-nutrient needs to specific athletic and performance objectives. Discussion of supplements, ergogenic aids, pre, mid, post workout and competition nutrition. The nutrition needs for recreational exercise and sports; skills in assessing nutritional needs; development of individual nutrition programs that are sport/activity specific; and identification and correction of nutrition problems affecting sports performance.

KIN 320: Biomechanics (3)

Prerequisites: MTH 105, PHYS 105, BIO 310

Course Description: Exploration of external and internal forces and their implications during human movement. Specific application to maximize potential for a particular movement.

KIN 325: Motor Control and Learning (3)

Prerequisites: BIO 310 Preferred

Course Description: Overview of significant factors that influence and determine the learning and control of motor skills. Principles of motor control and skill acquisition are discussed with an emphasis on relevance to sport, rehabilitation, physical education, human factors, and performance. Musculoskeletal physiology, segmented systems, control systems theory, nervous system organization and neural compensation, neural and musculoskeletal systems interactions, motor function development, neurophysiological principles of learning, behavioral learning and principles for maximizing performance are addressed.

KIN 335: Exercise Physiology (3)

Prerequisites: BIO 310, or current enrollment in BIO 310

Course Description: Students will be introduced to the scientific theories behind the body's responses to exercise and performance training. Topics will include exercise metabolism, respiration, circulation, and environmental influences on exercise. Basic concepts of human movement and the foundations of wellness and health related physical fitness will be discussed. Special emphasis on the function of the nervous, muscular, cardiovascular, and respiratory systems and how they respond to exercise and exercise conditioning. Students will be exposed to the application of these principles in examining the optimal means to promote health-related fitness and optimal athletic performance.

KIN 350: Measurement and Evaluation in Kinesiology (3)

Prerequisites: MTH 105

Course Description: Performance is an assessment of how well a task is executed and the success of a training program is largely dependent upon satisfying the performance aims associated with it. Testing and

measurement are the means of collecting information upon which subsequent performance evaluations and decisions are made. Students will be exposed to the various processes of selecting various forms of data to be collected and measured, suitable methods for measuring and evaluating data, collecting data, analysis of data collected, making decisions on the analysis, and implementing decisions because of the analyses performed.

KIN 370: Health and Fitness across the Lifespan (3)

Prerequisites: None

Course Description: Students will be introduced to the various stages of life an individual will pass through and learn to understand the psychological, psychomotor, psychosocial, and physiological factors of health and wellness. Each of these stages will provide various growth and development aspects that have long-lasting effects on everyone in various shapes and form. Students learn how one's sense of "self-concept" will alter their perceptions and outlook on life and examine the importance of sport to children, maturation, readiness to compete, adaptations to training, learning, participation motives, social factors, role of parents, role of coaches, fundamentals of training, overtraining, nutrition, gender, stress, competition, and overall fitness pertaining to adult and elderly life.

KIN 380: Socio-Psychological Aspects of Sport and Physical Activity (3)

Prerequisites: PSY 150

Course Description: The impact of what society presents as being physically fit has tremendous effects on to-day's society. Some of the topics covered in this class include an understanding of addictive behaviors (e.g., exercise dependence, eating disorders, and substance dependence), body image, injury rehabilitation, understanding the sport marketing powers of influence, and exercise initiation, maintenance, and adherence.

KIN 395: Exercise Physiology in Special Populations (3)

Prerequisites: KIN 335

Course Description: Students will examine the changes that occur due to acute and chronic exercise and the influence of disease on these processes. Special emphasis will be on human bioenergetics, fuel metabolism, body composition, and neuromuscular, endocrine, and cardiorespiratory physiology with and differences across individuals of various populations.

KIN 460: Kinesiology Internship (3)

Prerequisites: Open to Kinesiology Seniors or approval by department chair

Course description: Practical application of principles related to Kinesiology in a 90-hour internship approved by student's faculty advisor. Graded credit/no credit or report in progress (RP). Enrollment restricted to Kinesiology majors with Senior standing in last year of Program who have obtained consent of their faculty advisor.

KIN 490: Experimental and Research Methods (2)

Prerequisites: Open to Kinesiology Seniors or approval by department chair

Course Description: As a prerequisite to the senior thesis, students will have exposure to senior thesis topics for their final year of study in the areas of exercise and sport performance. In doing such, students will learn to develop research ideas and methods, while examining various research and scientific studies as well as conduct a literature review for the Thesis project.

KIN 499: Kinesiology Senior Thesis (2)

Prerequisite: KIN 490, Open to Kinesiology students in their last semester at USK

Course Description: Students complete their degree by completing independent work, research, readings and/or professional experiences in the field resulting in thesis format paper and oral defense.

LITERATURE

LIT 200 Intro to Literature and Creative Writing (3)

Prerequisites: HIS 100 (or taken concurrently)

Course Description: This course combines theoretical and practical approaches to literature and creative writing. While exploring the basic genres of literary work (drama, poetry, novel, short story, memoir, etc.) and their constitutive elements, students will practice creative writing in the genres they are studying. Thus, theoretical knowledge of exemplary literature is supplemented by the practice of creative writing.

LIT 205: Introduction to Shakespeare

Prerequisites: None

Course Description: This course examines Shakespeare's sonnets and his plays selected from the tragedies, histories, comedies, and romances. The historical context of the English Renaissance will be discussed alongside the plays and poetry.

LIT 301 British Literature – Beowulf to Milton (3)

Prerequisites: LIT 200 (or taken concurrently)

Course Description: This course is a literary survey of Anglo-Saxon and Medieval through middle 17th-Century literature in the context of its age and with attention to form and theme. Authors may include the poets of Beowulf and Sir Gawain, Chaucer, Malory, Sidney, Spenser, Donne, Herbert, and Milton.

LIT 302 British Literature – From Swift to Eliot (3)

Prerequisites: LIT 200 (or taken concurrently)

Course Description: This course is a literary survey of Restoration, Neoclassical, Romantic, Victorian and Modernist literature, studied in the context of the age and with attention to form and theme. Authors may include Swift, Pope, Blake, Wordsworth, Coleridge, Shelley, Keats, Byron, Austen, Bronte, Dickens, Tennyson, the Brownings, Hopkins, the Rossettis, Chesterton, Eliot, Yeats, Woolf, Joyce, the Inklings, and others.

LIT 310 The Golden Age of Russian Literature (3)

Prerequisites: LIT 200

Course Description: A literary survey of work from the golden age of Russian literature, the 19th century, in the context of its age, with attention to form and theme. Representative readings may include Zhukovsky, Pushkin, Leskov, Lermontov, Gogol, Turgenev, Dostoevsky, Tolstoy, and Chekhov.

LIT 315 American Literature: Colonial to Contemporary (3)

Prerequisites: LIT 200

Course Description: A literary survey of representative authors/texts from Colonial and Early American literature through Romanticism and Realism to Modernism in the context of its age, with attention to form and theme. Readings may include Native American texts, Bradstreet, Irving, Hawthorne, Emerson, Thoreau, Poe, Melville, Whitman, Dickinson, Twain, James, Robinson, Masters, Williams, Cummings, Eliot, Stevens, Frost, Jeffers, Snyder, Hemingway, Fitzgerald, Faulkner, Steinbeck, O'Connor, Wallace, Dillard, and Berry.

LIT 400 Special Topics (3)

Prerequisites: LIT 200

Course Description: An advanced level seminar-style course on a special literary topic, which can be

historically contextualized or related to theme or genre. Topic varies from year to year depending on faculty specialization. Student interest may be considered.

MANAGEMENT

MGT 100 Foundations of Management (3)

Prerequisites: None

Course description: The course will introduce students to the principles and strategies of management theory. The course will also review the fundamentals of planning, organizing, leading, and controlling within an organization. Examples of topics that will be covered include ethics, managing teams, HR management, motivation, leadership, and communication.

MGT 270 Management Information Systems (3)

Prerequisites: None

Course description: The course covers the use of information technology and other computing skills can be used to solve managerial problems and make forecasts that lead to achieving higher productivity, improving management decision making, manage quality control, improve inventory control, and more efficient use of e-business information systems. Students examine the use of computer-based information systems in all functional areas of business.

MGT 315 Organizational Behavior (3)

Prerequisites: MGT 225

Course description: The course covers the organizational functions impacting human resource management and personnel including strategic management, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations, and occupational health, safety, and security. The course will examine the legal aspects of employment law and the evolution and changes in human resource management.

MGT 320 HR and Talent Management (3)

Prerequisites: None

Course Description: Talent is the most important resource in an organization, as human capital is becoming more and more a critical piece in today's successful ways of management. This innovative course will give students the ability to understand the importance of people in a business context exploring the best way to utilize their talents. In addition, students will learn the way in which organizations define and use talent and will be invited to take positions on core questions such as the components of a typical Talent Management System and all its implications. Finally, students will learn the basics of the legal and administrative side of human resource management that serves as a support process to a full and complete approach to human capital development, including aspects such as how to identify, recruit and select the best skills.

MGT 400 Special Topics in Management (3)

Prerequisite: Open to Business Juniors and Seniors ONLY

Course description: An advanced level course on a special topic in management. The topic varies depending on faculty specialization. Student interest may be considered.

MGT 480 Strategic Management (3)

Prerequisites: BUS 430

Course description: This course is the integrative study of senior management functions using advanced case analysis, focusing on general management and decision making. Topics include casting a vision, importance of mission, setting measurable objectives, implementation, logistics, setting targets, evaluating,

and reformulating policies in response to change. It examines the fiduciary role of the Board of Directors and the executive responsibilities of senior leadership.

MARKETING

MKT 260 Principles of Marketing (3)

Prerequisites: None

Course description: This is an introductory course in marketing principles and practices. Students will be acquainted with current theories of marketing and learn how to incorporate marketing knowledge into business strategies within a global context.

MKT 320 Marketing Management (3)

Prerequisites: None

Course description: Comprehensive introduction to marketing where students develop and practice their ability to assess marketing opportunities, make effective marketing decisions, and develop marketing strategies and implementation plans that meet customer needs and achieve marketing objectives.

MKT 400 Special Topics in Marketing (3)

Prerequisite: Open to Business Juniors and Seniors ONLY

Course description: An advanced level course on a special topic in marketing. The topic varies depending on faculty specialization. Student interest may be considered.

MATH

MTH 090 Intermediate Algebra (3)

Prerequisites: None

Course Description: This course will facilitate the transition from the concrete world of numbers and recognizable real objects to the abstract world of letters and symbols. It has been quoted that, "Algebra is the class where you learn how to work with unknown quantities." MTH 090, is a preparatory course to College Algebra that will consist of a review of basic mathematics which will brush up on numbers and integers, plus the review of operations and application of fractions, decimals, percentages, exponents, algebraic equations, and inequalities; also function notation, composition, and inverses; linear, quadratic, polynomial, exponential, and algebraic functions, and their graphs. "C" is the minimum acceptable grade for movement from MTH 090 to MTH 100 and for completion of remediation/ developmental requirements. This class does not count toward graduation.

MTH 100 College Algebra (3)

Prerequisite: None

Course Description: This course will address a range of mathematical topics and principles beginning with a foundation in understanding of the real number system, and the fundamentals of Algebra. Acclimating students to the rigors that will be necessary to interrupt and solve algebraic equations and inequalities. This course will develop techniques to easily recognize and execute the simplest algebraic approach to factoring exponents, polynomials, trinomials and quadratic equations. Emphasis is placed on the practical application of the algebraic topic with descriptive text problems that include geometric examples.

MTH 105 Introduction to Statistics/Biostatistics (3)

Prerequisite: MTH 100

Course Description: This course explores fundamental principles and theories of statistics and statistical methods. This course is organized by descriptive and inferential topics. These include methods for

displaying, describing, and producing data, normal distributions, correlation and regression, sampling distributions and probability theory, statistical inference for means and proportions, one- and two-sample confidence intervals, one- and two- sample hypothesis tests, one- and two-way ANOVA, and simple and multiple linear least- squares regression.

MTH 109 Pre-Calculus (3)

Prerequisite: None

Course Description: Designed for students preparing to take MATH 110. Equations and inequalities, functions, graphs, polynomial and rational functions, trigonometric functions, exponential and logarithmic functions, systems of linear equations, conics, sequences and series, and the binomial theorem.

MTH 110 Calculus I (3)

Prerequisites: Pre-calculus or Approval of Instructor

Course Description: An introduction to differential calculus (concerning rates of change and slopes of curves), and basic integral calculus (concerning accumulation of quantities and the areas under and between curves), including the fundamental theorem of calculus, including the underlying theory of limits for functions and sequences.

MTH 210 Calculus II (3)

Prerequisites: MTH 110

Course Description: Techniques of integration; the definite integral and simple differential equations with applications and numerical techniques; the theoretical foundations of limits, including the epsilon-delta formulation; continuity and differentiability; advanced curve sketching; inverse functions; inverse trigonometric functions.

MTH 310 Calculus III (3)

Prerequisites: MTH 210

Course Description: This course introduces topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first order and linear higher order differential equations, systems of differential equations, numerical methods, series solutions, eigen values and eigen vectors, and La Place transforms. Upon completion, students will be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems.

MTH 315 Biostatistics (3)

Prerequisite: MTH 110

Course Description: An introduction to design of experiments, data analysis, correlation and regression, concepts of probability theory, sampling errors, confidence intervals, and hypothesis tests as they relate to life sciences.

MUSIC

MUS 060 Piano Proficiency (1)

Prerequisite: None

Course Description: This course seeks to further performance practice through technique exercises, sight-reading, pedagogy, and repertoire memorization. Students will be required to perform a minimum of two works from differing periods in music.

MUS 200 Intro to Music Listening and Performance (3)

Prerequisites: None

Course Description: Similar in concept to both ART 100 and LIT 200, this course will balance theoretical and practical aspects, exploring both the development of music in various cultures from ancient to modern (with special emphasis on Western European symphonic and Eastern Orthodox choral traditions) and also engaging with the practical techniques and instrumental/vocal exercise necessary in music performance. By not only introducing students to historical schemes of musical classification through critical listening but also participating in several elements of actual musical performance, students will gain a multi-faceted understanding through a multi-modal approach.

MUS 202 Western Music History I (3)

Prerequisites: None

Course Description: A survey of Western music from the Ancient, Medieval, Renaissance, and Baroque periods.

MUS 204 General Chorale/Vocal Training (1)

Prerequisite: None

Course Description: This course introduces students – both people pursuing a concentration in Music and otherwise – to the rudiments of vocal training and vocal techniques for beginning singers. The course is intended to prepare students who need additional training for the MUS205 Performance Chorale course.

MUS 205 Performance Chorale (2)

Prerequisites: MUS 204 or by audition

Course Description: This course furthers singers' performance practice by introducing students to a variety of vocal music ranging from ancient chant to contemporary pieces. Vocal techniques learned will include blending, breath control, lyrical tone painting, group dynamics, and score-reading. Students will be required to perform at an end-of-year concert and will be asked to perform throughout the semester at various churches and/or other musical events.

MUS 300 Music Theory - Introductory to Intermediate (3)

Prerequisites: MUS 200 (or taken concurrently)

Course Description: An introduction to the fundamentals of music and notation. This course will develop understanding in ear training, intervals, scales and chords, basic harmony, and sight reading. In the second half of the course, partly through analysis of music theory's application throughout history, the topics of advanced harmony, counterpoint, serialism, and experimentalism are introduced.

MUS 301 Western Music History II (3)

Prerequisites: None

Course Description: A survey of Western music from the Classical, Romantic, and Modern periods

MUS 305 Western Music History (3)

Prerequisites: MUS 200 (or taken concurrently)

Course Description: A survey of Western Music history. This course aims to cover the roots of Western Music History by examining its roots in Ancient Greek music theory, studying its iterations through the Middle Ages, Renaissance period, Baroque era, Classical and Romantic eras, avant-garde period, and ending with contemporary music. Music listening and recital attendance will be integral to this course.

MUS 310 Modern Composition (3)

Prerequisites: MUS 200, MUS 300 (or taken concurrently)

Course Description: This course explores modern and contemporary composition in Western Music. Covering

experimental composition of the 1960's, minimalism and spiritualism of Orthodox Christian composers, as well as modern day popular music, this course aims to highlight the diversity of compositional approaches of which students will analyze and apply to their in-class compositions.

MUS 315 World Music (3)

Prerequisites: MUS 200, MUS 305 (or taken concurrently)

Course Description: A survey of non-Western music. Approaches to improvisation, composition, and music listening will be examined. Students will participate in in-class ensembles to apply and analyze the different methods used.

MUS 400 Special Topics (3)

Prerequisites: MUS 300 (or taken concurrently)

Course Description: An advanced level seminar-style course on a special musical topic, which can be historically contextualized or related to theme or genre. Topic varies from year to year depending on faculty specialization. Student interest may be considered.

PHYSICS

PHY 105 Physics I (3)

Prerequisites: MTH100

Course Description: An introduction to physics with topics that include force, energy, momentum and collisions, torque and angular momentum, electric and magnetic fields, electric currents and circuits. Discussion regarding the application of physics in the life science.

PHY 105L Physics I Lab (1)

This course is the lab component of PHY 105 and is a corequisite for that course. The laboratory course will utilize lab techniques to reinforce material covered in class. Topics to be reinforced include force, energy, momentum and collisions, torque and angular momentum, electric and magnetic fields, electric currents and circuits.

PHY 110 Physics II (4)

Prerequisites: PHY 105

Course Description: Introduces students to aspects of physics with an emphasis on applications in technology and the physical sciences. Topics include fluid mechanics, oscillations and waves, temperature and ideal gas law, optics, special relativity, quantum physics, and nuclear physics.

PSYCHOLOGY

PSY 150 Introductory Psychology (3)

Prerequisites: None

Course Description: Psychology is the scientific study of behavior and mental processes. The content focuses on the exploration of major theories and concepts, methods, and research findings in psychology. Topics include the biological bases of behavior, ethics involved in research, perception, cognition, learning, memory, emotion, motivation, development, personality, social psychology, psychological disorders and therapeutic approaches, and applied psychology.

PSY199 Registered Behavior Technician Certificate Preparation Course

Course Description: The Registered Behavior Technician® (RBT®) is a paraprofessional certification in behavior analysis. RBTs assist in delivering behavior analysis services and practice under the direction and close supervision of an RBT Supervisor and/or an RBT Requirements Coordinator, who are responsible for

all work RBTs perform (BACB). The Registered Behavior Technician course prepares students to take the RBT exam upon completion of the course. The RBT certificate is approved by the Behavior Analyst Certification Board (BACB). The course will cover topics including autism spectrum disorder, measurement and data collection, behavior assessment, skill acquisition in working with individuals on the autism spectrum, behavior reduction strategies, documentation, and ethical considerations. During the course, students will be connected to agencies working with individuals on the autism spectrum to prepare for employment once the RBT exam is completed. **This training is based on the RBT Task List (2nd ed.) and is designed to meet the 40-hour training requirement for RBT certification. The program is offered independent of the BACB.**

PSY 250 Physiological Correlates of Human Behavior (3)

Prerequisite: PSY 150 and WRI 100

Course Description: Development of a greater understanding of the relationship between human behavior and human physiology. Includes basic information about the anatomy and function of the nervous and endocrine systems.

PSY 310 Abnormal Psychology (3)

Prerequisite: PSY 150

Course Description: Survey of mental disorders, including biological, psychological, and social/cultural determinants, as well as psychosocial and pharmacological interventions.

PSY 320 Applied Cognition (3)

Prerequisite: PSY 150

Course Description: Cognitive psychology is the study of mental processes, such as learning, memory, attention, problem solving and language. Applied cognitive psychology describes contemporary cognitive theory from the perspective of its application in support of human performance in real-world domains, such as medicine, legal practice, aviation, and business, among many others.

PSY 330 Developmental Psychology (3)

Prerequisite: PSY 150

Course Description: In the context of examining the development of the whole child, relevant aspects of physical, social, cognitive, linguistic, and emotional change are highlighted as part of development from birth to adolescence. Emphasis on the study of the underlying processes and influences on human development. Cultural contexts of development, key changes, continuity, and individual differences are examined. Includes evaluation of selected theories, contemporary issues, and practical applications.

PSY 345 Social Psychology (3)

Prerequisite: PSY 150

Course Description: Survey of phenomena that affect individual behavior. Topics include attitudes, affiliation, aggression, altruism, person perception, liking, social interaction, social influence, and group dynamics.

PSY 350 Managerial Psychology: People in Organizations (3)

Prerequisite: PSY 150, WRI 100 and WRI 105

Course Description: Survey of fundamental intra and interpersonal psychological processes inherent within managerial dynamics in organizations. The course calls upon and deconstructs essential concepts and theories for understanding, analyzing, and working effectively with diverse personnel. Other topics include perspectives on power and coercion, as well as the inherent need for people to control and manage.

PSY 355 Psychology of Personality (3)

Prerequisite: PSY 150

Course Description: Human behavior and personality as a function of social, dynamic, and biological determinants. Emphasis on social learning conditions that relate to normal and deviant behavior and other relevant contemporary issues.

SPANISH

SPA 100 Spanish I (3)

Course Description: An introductory course emphasizing four basic skills: aural (listening) comprehension, speaking, reading, and writing. Consideration of the cultural and historical background of the areas where the language is spoken is targeted. Participation and active use of the language are emphasized in the classroom.

1. Speak at the mid to high novice level using basic formulaic and memorized materials within the student's own experience.
2. Recognize basic connected discourse that uses vocabulary and grammar within the student's own experience.
3. Write discrete sentences as well as simple connected paragraphs using memorized vocabulary and grammar structures.
4. Read cultural texts that employ familiar vocabulary and cognates as well as learned grammatical structures.
5. Demonstrate comprehension of basic cultural mores and patterns of living of the target culture(s) studied.

SPA 105 Spanish II (3)

Prerequisite: SPA 100

Course Description: An introductory course extending the first semester's emphasis on four basic skills: aural (listening) comprehension, speaking, reading, and writing. Consideration of the cultural and historical background of the areas where the language is spoken is taken into further consideration. Participation and active use of the language are emphasized in the classroom.

1. Speak Spanish at the mid to high novice level using basic formulaic and memorized materials within the student's own experience.
2. Comprehend basic connected discourse that uses vocabulary and grammar within the student's own experience.
3. Write discrete sentences as well as simple connected paragraphs using memorized vocabulary and grammar structures.
4. Read and understand cultural readings that employ familiar vocabulary and cognates as well as learned grammatical structures.
5. Demonstrate comprehension of basic cultural mores and patterns of living of the target culture(s) studied.

SPA 200 Spanish III (3)

Prerequisite: SPA 105

Course Description: An introductory course extending the first semester's emphasis on four basic skills: aural (listening) comprehension, speaking, reading, and writing. Consideration of the cultural and historical background of the areas where the language is spoken is taken into further consideration. Participation and active use of the language are emphasized in the classroom.

1. Speak Spanish at the mid to high novice level using basic formulaic and memorized materials

within the student's own experience.

2. Comprehend basic connected discourse that uses vocabulary and grammar within the student's own experience.
3. Write discrete sentences as well as simple connected paragraphs using memorized vocabulary and grammar structures.
4. Read and understand cultural readings that employ familiar vocabulary and cognates as well as learned grammatical structures.
5. Demonstrate comprehension of basic cultural mores and patterns of living of the target culture(s) studied.

THEOLOGY

THE 100 Orthodox Christianity (3)

Prerequisite: None

Course Description: This is an introductory course in Orthodox Theology. It will provide a basic historical background of the ancient church and a foundational understanding of the Orthodox Christian orientation to God and the world. The revelation of God will be explored specifically through the early Church's apostolic and patristic witness, scripture, the Trinity, Sacraments, Liturgy and Worship, Feasts and Fasts, Saints and People of Faith, and Holy Images. This course will offer the student an ancient perspective through contemplation, philosophy, history, architecture, and the arts to illuminate modern-day practice and significance.

THE 110 Introduction to the Bible (3)

Prerequisite: None

Course Description: This course is an introduction to the texts of the Old and New Testament and is intended to familiarize the student with its history, formation, and theology. Special attention will be given to the cultural, political, and social context of the Old and New Testament; the importance of literary genres; understanding transmissions and tradition; and how we may approach and appropriate the Old and New Testament today.

THE 202 Theosis: Deification in the Orthodox Christian Tradition (3)

Prerequisite: None

Course Description: Orthodox spirituality uniquely emphasizes participation (Synergy) with the uncreated energies of God. Far from being a complicated philosophical idea, this process is an essential and practical aspect of Christian life. Growing in faith and likeness to God through *purification (Katharsis)*, *illumination (Theoria)*, and finally *deification (Theosis)* is, in fact, the purpose of all of the sacraments, doctrine, dogma, and the reason the Church exists. St Athanasios (298-373) reflecting on the incarnation said, "God became man that man might become God". THE202 seeks to understand how that might be. Students will learn about the development of Hesychasm to Palamas, read the Neptic Fathers as well as modern day Saints like Sophrony and Staniloae. Major themes include ontology, prayer, and sacramental theology.

THE 300 The Early Church: Apostolic & Ante-Nicene Fathers (3)

Prerequisites: THE 100, THE 105

Course Description: This course explores in detail the theological contribution of the biblical (apostolic) writings as well as the writings of selected ante-Nicene church fathers, including Ignatius of Antioch, Clement of Alexandria, Irenaeus of Lyon, Justin Martyr, Hippolytus, Tertullian, Origen, and Cyprian of Carthage. The formation and interpretation of the biblical canon and the early forms of liturgical worship will be explored as well.

THE 305 Seven Ecumenical Councils (3)

Prerequisites: THE 100, THE 105

Course Description: This course explores in detail the theological contribution of Nicene and post-Nicene church fathers, including Athanasius, John Chrysostom, the Cappadocians (Gregory Naz, Basil, Gregory of Nyssa), Ambrose, Augustine, Cyril of Alexandria, Gregory Dialogus, Maximos the Confessor, and John of Damascus. Key theological doctrines concern Jesus Christ, the Holy Spirit, the Trinity, the Church and its worship, salvation and the life of virtue, the Theotokos, the saints, and the veneration of icons.

THE 310 Orthodox Spirituality, Worship, and Sacred Arts (3)

Prerequisites: THE 100, THE 105

Course Description: This course will explore the many facets of Orthodox spirituality and worship, from liturgical theology and hymnography to monasticism and hesychasm. Special consideration will be given to the millennia-old traditions of prayer, music, and iconography as definitive of Orthodox spirituality and aesthetics, respectively.

THE 315 Orthodox Church in the Modern World (post-1453) (3)

Prerequisites: THE 100, THE 105

Course Description: This course explores the Orthodox diaspora after the Fall of Constantinople in 1453, including the Byzantine contribution to the Italian Renaissance, the rise of Orthodox Russia, the renewal of Athonite monasticism, and the sufferings of the Orthodox Church under 20th c. political communism. The course will also consider the Orthodox Church's positions to contemporary social issues and topics.

THE 400 Special Topics (3)

Prerequisites: THE 100, THE 105

Course Description: An advanced level seminar-style course on a special theological topic, which can be historically contextualized or related to theme or thinker. Topic varies from year to year depending on faculty specialization. Student interest may be considered.

WRITING

WRI 090 Intermediate Composition (3)

Prerequisites: None

Course Description: WRI 090 will introduce critical reading, thinking, and writing practices. Students will examine the fundamental process, concepts, and strategies needed to strengthen their overall critical thinking and writing skills. This course will focus on reading comprehension and the basic principles of effective college-level writing: drafting and revising sentences, paragraphs, and essays. When students finish this course, they will be prepared to meet the basic writing requirements to succeed in WRI 100. "C" is the minimum acceptable grade for movement from WRI 090 to WRI 100 and for completion of remediation/developmental requirements. This class does not count toward graduation.

WRI 100 College Composition I (3)

Prerequisite: None

Course Description: This course will introduce students to the conventions and process of academic writing at the college-level. Beginning with a writing diagnostic, the course will be oriented toward enabling students to conceive writing as an extended process which involves evaluating their own writing according to accepted standards of clarity, syntax, and format. A review of grammatical rules will be complemented by attention to the rhetorical component of writing for audiences and in particular contexts.

WRI 105 College Composition II (3)

Prerequisite: WRI 100

Course Description: The course will introduce students to the practice of writing research that responds to primary and secondary texts. By learning to read actively and critically, students will come to see their own responses to sources as a contribution in an ongoing conversation that must define itself in relation to what has already been said. In the process of learning to write a coherent, well-organized, and thesis-driven argument, students will directly engage with sources through quotation, paraphrase, summary, and citation.