

UNIVERSITY OF SAINT KATHERINE



ACADEMIC CATALOG 2023-2024





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 We are not saddled with bureaucracy and the need to perpetuate outdated ways of doing things.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

TABLE OF CONTENTS

APPROVAL TO OPERATE	7
REGARDING THIS CATALOG	9
ABOUT THE UNIVERSITY OF SAINT KATHERINE	10
UNIVERSITY CONTACT INFORMATION	10
FACILITIES AND EQUIPMENT	10
LIBRARY RESOURCES	10
MISSION STATEMENT	10
INSTITUTIONAL LEARNING OUTCOMES (ILOs)	11
ADMINISTRATION	12
BOARD OF TRUSTEES	12
CALENDAR 2023-24	13
ADMISSIONS	14
CAMPUS TOUR	14
APPLICATION	14
FINAL HIGH SCHOOL AND COLLEGE TRANSCRIPTS REQUIRED FOR ENROLLMENT	14
ADMISSION CRITERIA	14
ADMITTED STUDENTS ON ACADEMIC PROBATION	15
DEFINITION OF A STUDENT	15
TECHNOLOGY REQUIREMENTS	15
FOREIGN CREDENTIALS	15
MINIMUM QUALIFICATIONS FOR ENTERING FRESHMEN OR FOR THOSE WITH FEWER THAN 30 TRANSFERABLE SEMESTER CREDITS	16
FOREIGN LANGUAGE REQUIREMENT	16
PLACEMENT TESTING	16
ADVANCED PLACEMENT CREDIT (AP)	17
INTERNATIONAL BACCALAUREATE (IB)	17
COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)	17
IGETC	17
TRANSFER POLICY	18
ACADEMIC PREPARATION	18
ELIGIBILITY CRITERIA FOR TRANSFER ADMISSION	18
EARNING A SECOND UNIVERSITY OF SAINT KATHERINE BACHELOR’S DEGREE	19
GRADUATE ADMISSION REQUIREMENTS	19
MASTER OF ARTS: ORGANIZATIONAL LEADERSHIP	19
MASTER OF SCIENCE: KINESIOLOGY	19
MASTER OF ARTS: ORTHODOX CHRISTIAN THEOLOGY	20
MASTER’S PROGRAM SUBSEQUENT TO USK BACHELOR’S DEGREE	20
MULTIPLE MASTER’S DEGREES	20
CONCURRENT ENROLLMENT	20
SUBSEQUENT ENROLLMENT	21
STUDENT SERVICES	21
ACADEMIC ADVISING	21
COUNSELING AND REFERRALS	21
SPIRITUAL LIFE	21
UNIVERSITY CHAPEL	21
TUTORING CENTER	21

ORTHODOX CHRISTIAN FELLOWSHIP	22
FELLOWSHIP OF CHRISTIAN ATHLETES	22
STUDENT SENATE	22
STUDENT LEADERSHIP	22
VETERANS.....	22
STUDENTS’ RIGHTS.....	23
STUDENTS’ RIGHT TO CANCEL.....	23
CALIFORNIA STUDENT TUITION RECOVERY FUND.....	23
DIVERSITY STATEMENT	24
STATEMENT OF NON-DISCRIMINATION/AMERICANS WITH DISABILITIES ACT AND ACCOMMODATIONS.....	24
ACCESS TO STUDENT EDUCATIONAL RECORDS	25
STATEMENT ON ACADEMIC FREEDOM	25
INSTITUTIONAL REVIEW BOARD	25
STUDENT GRIEVANCES	26
ACADEMIC GRIEVANCES	26
NON-ACADEMIC GRIEVANCES	26
INSTITUTIONAL INTEGRITY COMMITTEE	27
DISCRIMINATION COMPLAINTS	27
FILING A COMPLAINT WITH THE BUREAU FOR PRIVATE POSTSECONDARY EDUCATION.....	27
STUDENT RESPONSIBILITIES.....	27
THE UNIVERSITY HONOR CODE.....	27
RESPONSE PROCEDURE	29
APPEAL PROCEDURE	29
OTHER STUDENT RESPONSIBILITIES.....	30
ACADEMIC POLICIES & PROCEDURES	30
THE ACADEMIC YEAR.....	30
CREDIT HOUR POLICY.....	30
MONITORING CREDIT HOUR COMPLIANCE	31
EVALUATION/CREDIT FOR PREVIOUS EDUCATION AND TRAINING FOR VETERANS	31
CREDITS AND CONTACT HOURS.....	32
STUDENT ACADEMIC CLASSIFICATIONS	34
COURSE LOAD	34
MAKE-UP QUIZZES AND EXAMS POLICY.....	35
FINAL EXAMINATION POLICY	35
EDUCATIONAL DELIVERY FORMAT AND LOCATION	35
COURSE REGISTRATION AND ATTENDANCE	35
COURSE REGISTRATION	35
PREREQUISITES	35
CHANGES IN CLASS AND SCHEDULE.....	35
AUDITING A COURSE.....	35
INDEPENDENT STUDY	36
GUIDED STUDY	36
ATTENDANCE POLICY	36
ABSENCE FROM TESTS AND EXAMINATIONS.....	37
LATE-ASSIGNMENT POLICY	37
DROPS, WITHDRAWALS, AND LEAVES OF ABSENCE	37
FIRST WEEK DROP POLICY	37
REGISTRATION AMENDMENT.....	37
COURSE WITHDRAWAL	38

COURSE WITHDRAWAL/ATHLETIC ELIGIBILITY.....	38
LEAVE OF ABSENCE.....	38
RESUMING STUDIES.....	38
CHANGING PROGRAMS.....	39
WITHDRAWING FROM THE UNIVERSITY.....	39
DISMISSAL.....	39
GRADING SYSTEM.....	40
FINAL GRADES.....	40
GRADES AND GRADE QUALITY POINTS.....	40
GRADE POINT AVERAGE (GPA).....	40
COURSE REPEATS.....	41
APPEALING A GRADE.....	41
ACADEMIC STANDING.....	42
SATISFACTORY STANDING.....	42
HONORS RECOGNITION.....	42
LEVELS OF ACADEMIC CONCERN.....	42
ACADEMIC WARNING.....	42
ACADEMIC PROBATION.....	42
ACADEMIC DISQUALIFICATION/SUSPENSION.....	43
NON-ACADEMIC POLICIES.....	43
CHAPEL POLICY.....	43
COMMUNITY SERVICE POLICY.....	43
SERVICE ANIMALS.....	43
DRUG AND ALCOHOL POLICY.....	45
RECORDS, TRANSCRIPTS AND DIPLOMAS.....	46
ACCESS TO STUDENT EDUCATIONAL RECORDS.....	46
TRANSCRIPTS AND DIPLOMAS.....	46
OFFICIAL TRANSCRIPTS.....	46
TRANSCRIPT DELIVERY.....	46
UNOFFICIAL TRANSCRIPTS.....	47
FINANCES AND EXPENSES.....	47
TUITION BREAKDOWN.....	47
DEPOSITS.....	49
ENROLLMENT DEPOSIT.....	49
PAYMENT PLANS.....	49
<i>Payment Plan</i>	50
<i>Long Term Payment Plan</i>	50
<i>Financial Aid</i>	50
<i>State and Federal Student Aid Programs</i>	50
<i>Loans</i>	51
<i>Title IV Awards and Institutional Aid</i>	51
FINANCIAL AID DISBURSEMENT POLICY.....	52
ACADEMIC SCHOLARSHIP RULES.....	52
ACADEMIC AWARDS.....	53
REFUNDS.....	53
SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS FOR THE RECEIPT OF FINANCIAL AID.....	54

BACKGROUND	54
OVERVIEW OF THE SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS.....	54
HOW SATISFACTORY ACADEMIC PROGRESS STANDARDS ARE MONITORED.....	56
WARNING STATUS.....	56
PROBATION STATUS.....	57
RE-GAINING ELIGIBILITY	57
RETURN TO TITLE IV (R2T4) POLICY	58
VERIFICATION OF ATTENDANCE.....	59
AUTOMATIC WITHDRAWALS DUE TO ATTENDANCE.....	59
TREATMENT OF UNOFFICIAL WITHDRAWALS	60
VETERANS ADDENDUM	60
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY	60
ATTENDANCE POLICY	60
PRIOR CREDIT EVALUATION POLICY	60
REFUND POLICY	60
FACULTY	61
DEGREE REQUIREMENTS	62
GRADUATION	62
REQUIREMENTS	62
GRADUATION HONORS RECOGNITION.....	63
HONORS TRACK.....	63
INTEGRATED CORE COURSES & GENERAL EDUCATION.....	64
INTEGRATED CORE (INT).....	65
GENERAL EDUCATION (GE).....	65
“C OR BETTER” POLICY FOR CORE COURSES	65
ACADEMIC PROGRAMS	66
MINOR PROGRAM POLICY	79
GRADUATE DEGREES.....	83
COURSE DESCRIPTIONS	84

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 2023-24 academic year - August 21, 2023 - May 19, 2024.

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 2023-24 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 7:00 a.m. to 2:30 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

President

Frank J. Papatheofanis, MD, PhD, MPH, MLitt (Div)

fpapath@usk.edu

Chief Academic Officer

Tina Keating, EdD

tkeating@usk.edu

Chief Operating Officer, VP of Enrollment Management, and Accreditation Liaison Officer

Marina Trigonis, MA Ed

mtrigonis@usk.edu

Senior Director of Strategic Planning and Institutional Research Officer

Hilary Tarazi, MPP

htarazi@usk.edu

Athletic Director

Peter Haze Haring

pharing@usk.edu

Board of Trustees

David Aberizk

Arturo Alemany

Daniel Braun (Chair)

Dn. Thomas Braun

Penny Brunner

Dr. Andrew Geleris

Steven Kreta

William Nassir

Dr. Terry Orr-Weaver

Dr. Frank Papatheofanis

Concetta Smarius

Carol Vassiliadis

Calendar 2023-24



2023-2024 ACADEMIC YEAR

FALL SEMESTER 2023		SPRING SEMESTER 2024	
Faculty Development Day	Wednesday, August 16	Faculty Development Day	Wednesday, January 17
New Student Orientation	Thursday, August 17	New Student Orientation	Thursday, January 18
Fall Classes Begin	Monday, August 21	Spring Classes Begin	Monday, January 22
Last day to Add/ Drop classes	Friday, August 25	Last day to Add/ Drop classes	Friday, January 26
Labor Day - No classes	Monday, September 4	President's Day - No classes	Monday, February 19
Mid-terms	Mon., Oct. 9 - Fri., Oct. 13	Mid-terms	Mon., Mar. 11 - Fri., Mar. 15
Registration for Spring Semester	Mon., Oct. 23 - Fri., Nov. 3	Spring Break - No classes	Mon., Mar. 18 - Fri., Mar. 22
Thanksgiving Recess - No classes	Mon., Nov. 20 - Fri., Nov. 24	Registration for Fall Semester	Mon., Mar. 25 - Fri., Apr. 5
Last day of Classes	Friday, December 8	Orthodox Easter - No Classes	Thurs., May 2 - Fri., May 3
Finals	Mon., Dec. 11 - Fri., Dec. 15	Last day of Classes	Friday, May 10
Fall Semester Grades due	Tuesday, December 19	Finals	Mon., May 13 - Fri., May 17
Christmas Recess	Sat., Dec. 16 - Sun., Jan. 21	Commencement	Saturday, May 18
		Spring Semester Grades due	Tuesday, May 21
Winter Session	12/18/2023 - 1/19/2024		
		Summer Session I	5/27/2024 - 7/5/2024
		Summer Session II	7/8/2024 - 8/16/2024

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 if taken.

Final High School and College Transcripts Required for Enrollment

All degree-seeking students are required to provide the college a final, official copy of their high school (8th semester transcripts) noting their high school diploma and graduation date and/or college transcripts from all other institutions attended as a condition of continued enrollment. Final, official transcripts are due to the university by **July 31** prior to the start of the first term of enrollment. In some rare circumstances, a waiver will be granted, and a student may be permitted to continue enrollment in fall semester. Students in this situation who do not meet the July deadline for this requirement will be restricted from registering for future terms starting with their second term of enrollment. Reminders of the requirement are sent from the admissions office.

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 (2.0 - 2.499 GPA) 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. Admission will not be considered for students below a 2.0 GPA.

Probation brings with it 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 2.5 in the first semester at USK.
- Maintaining an 85% attendance rate in each course.
- Adhering to a weekly tutoring 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 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, Math, 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 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

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.

Graduate Admission Requirements

Master of Arts: Organizational Leadership

Master of Science: Kinesiology

- 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. Please send **OFFICIAL** transcripts with degree conferred to admissions@usk.edu.

Graduate Transfer Policy

Transfer students may transfer up to 9 acceptable credits into the MAOL/MSKIN program with a C or better in each course. Courses must have been completed within the last 7 years.

Prerequisite Courses

MAOL - one college course each in Economics (3 units) and Statistics (3 units). MSKIN - one college course in Statistics (3 units) and two courses in Human Anatomy and Physiology (6 units). USK will grant conditional acceptance to students lacking these qualifications and offer affordable, time-sensitive options for attaining them.

Master of Arts: Orthodox Christian Theology

Option 1: Bachelor's or Master's degree in a related field such as Divinity, Theology, Theological Studies, or Ministry earned from an accredited institution.

Option 2: Bachelor's or Master's degree in any field with a GPA of 2.5 or above, plus evaluation of the following: College/university transcripts, writing sample, and interview with the program director.

Prospective students are encouraged to enhance their applications by submission of additional materials such as academic or pastoral letter of recommendation, current resume, and/or personal essay.

Prerequisite Courses

Prospective students with less academic preparation may be assigned online, undergraduate level courses in theology. Other prerequisite or concurrent courses may be assigned at the discretion of the Registrar based on past academic experience.

Master's Program Subsequent to USK Bachelor's Degree

Interested students may apply to a USK master's degree during their final term in the bachelor's degree program. Admission is contingent upon successful completion of the bachelor's degree and fulfillment of all admissions requirements. Students are not eligible to begin the master's program until the term following the award of the bachelor's degree.

Multiple Master's Degrees

Students interested in completing multiple master's degrees at USK are required to apply to and be admitted to each program. This applies to completing a second degree, as well as transferring to a program offered by a department other than that to which the student was admitted. Credits applied to a previously awarded USK master's degree cannot be applied toward the requirements of a second master's degree except as specified. Students are required to meet all course, exam, research, practicum, internship, candidacy, and other graduation requirements for each program. No work submitted for the first degree, such as a thesis or portfolio project, may be submitted for the second degree.

A diploma will be issued for each master's degree awarded unless dual enrollment is required. Students must submit a petition to graduate when registering for their final term in each program and a diploma will be issued for each degree awarded. If dual enrollment is required, students petition to graduate when registering for their final term in attendance and one diploma will be issued showing both degrees and majors.

Concurrent Enrollment

Students must meet all degree requirements for both degrees. No more than 6 units may be shared by both degrees and must be approved in advance by the chairs of both departments. Students are required to meet all course, exam, research, practicum, internship, candidacy, and other graduation requirements for each program. No work submitted for the first degree, such as a thesis or portfolio project, may be submitted for the second degree unless explicitly approved by both department chairs at the time of admission.

Subsequent Enrollment

Students who have earned a master's degree at USK or elsewhere may complete a second master's degree at USK if offered by a different department. No more than 6 units earned towards the first master's degree may be applied to the second master's degree. No work submitted for the first degree, such as a thesis or portfolio project, may be submitted for the second degree.

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

Full time, undergraduate students attend chapel at the scheduled time each week.

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.

Student Leadership

Participation in leadership roles at the university level is a key avenue for developing valuable professional skills. These roles offer students hands-on opportunities to acquire skills that may not be readily practiced. Student leaders develop innumerable leadership skills including conflict resolution, cultural intelligence, collaboration, project management, event planning, motivational speaking, and more.

We welcome students to pursue leadership positions at University of Saint Katherine. Leadership opportunities include but are not limited to the following: Student Senate, Student Board of Trustees Representatives, Athletics/Team Leadership, Graduate Assistants, Work Study Supervisors, and Club Leadership.

While exceptional academic performance is not a prerequisite for student leadership, individuals under Academic Warning or Probation for the academic year of leadership consideration will not be eligible. Additionally, candidates must maintain good standing with the university, adhering to the university honor code without any breaches during the academic year of leadership consideration.

Contact the Director of Student Affairs for more information.

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 Place, 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 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 student must follow the grievance procedure. Students will submit an Academic Grievance Form to the Chief Academic Officer.

The following is the academic grievance procedure:

- The student must first seek to resolve her/his complaint with the course 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 may consult the Intuition Integrity Committee (IIC) for review. The CAO's judgment is final.

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.
6. All non academic grievances will be reviewed by the IIC.

"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 witness's 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.

Institutional Integrity Committee

The Institutional Integrity Committee (IIC) may be utilized for review of any academic or non academic grievance. The CAO and/or university administration may seek the guidance of the committee. The committee consists of the following members or their designees: The Chief Academic Office (CAO); the Registrar, The Athletic Director, The Director of Student Affairs, and a member of the active Student Senate. The role of the IIC is to review student grievances to assure due diligence was properly followed by all parties.

Discrimination Complaints

Students wishing to file complaints based upon 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 Director of Student Affairs 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 Affairs Office for initial review by the Director of Student Affairs.

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 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.

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.

Any criminal violation of law (on or off campus) is at the same time a violation of the University's Student Honor Code. The University reserves the right to take necessary and appropriate action to remedy serious academic or social problems, including disciplinary warning, disciplinary probation for a specific period, suspension, dismissal, and/or removal from campus.

University of Saint Katherine is committed to upholding the highest standards of academic integrity. We foster a culture that values honesty, originality, and ethical scholarship, empowering our students to pursue knowledge with integrity. Students who use ChatGPT and/or similar tools on assignments without permission, or who use them in improper ways, are violating the academic integrity rules of the University.

Students who have breached the Student Code of Conduct will:

- complete an in-house assignment on Populi. The assignment will consist of articles and videos with reflections. It is projected to take about 2-3 hours to complete the assignment. As a part of the assignment, students will be required to meet with a school leader (Academic Senate member) of their choice as a part of the self-reflection process.
- not be eligible for academic accolades for one year - (Dean's and President's lists, ODK).

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 Institutional 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 Institutional 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 removal of academic accolades, 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 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.

Institutional Integrity 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 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 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 page (250 words)
Original Research	1 hour for 1 page (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 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 (\$900 per credit for the 2023-24 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 \$900 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 \$900 per unit over 18 units. Graduate students are considered full-time with 6 credits.

Make-up Quizzes and Exams Policy

Quizzes and exams may not be made up for unexcused absences. Quizzes or exams missed due to an excused absence must be completed within one week from the original quiz or exam date. If a student has extended excused absences, they are required to make up quizzes and exams either within one week from the date of their return or as directed by the professor.

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 online.

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 in 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 approval by the Director of Student Affairs.

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.

Tardy Policy

It is USK policy that each instructor should communicate to students how tardiness will be addressed for their course. USK's tardy policy practices are designed to promote punctuality and responsibility, essential qualities for success in both academic and professional settings. Late arrivals are discouraged as they disrupt the flow of the class and are a potential distraction for instructors and students alike.

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 must be passing the class to date to be considered for an incomplete. 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. Please note that an “I” may affect athletic eligibility.

“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

A student who earns a C-, D+, D, D-, or F in a non-major course may repeat the course up to two times (3 total attempts) to improve the grade of the substandard work. Only the final grade will be reflected in the GPA. **Course repeats are not always covered by financial aid.**

A student who earns a C-, D+, D, D- or F in a major course may repeat the course one time (2 total attempts) to improve the grade of the substandard work. A third attempt requires approval from the Department Chair, Program Director, or Chief Academic Officer. Only the final grade will be reflected in the GPA. **Course repeats are not always covered by financial aid.**

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 (GPA) 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.** Graduate students must maintain a 2.5 GPA and 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, and have no breach in the University Honor Code, 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

Attendance and grade checks will be conducted every two (2) weeks by the Director of Student Affairs. Any student whose class attendance does not meet the USK Attendance Policy and/or who has a course grade of D or below, will be suspended from ALL participation in non-academic university-sponsored activities, including athletics, until the stated requirements are met.

Academic Warning

Students whose USK resident cumulative GPA meets the minimum standard for academic good standing, but whose term GPA falls below 2.00, are placed on Academic 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(s) and the Director of Student Affairs. Students are required to meet with the Director of Student Affairs and sign the Academic Plan for Success.

Any student on Academic Warning status who does not meet the requirements on the Academic Plan for Success will be suspended from ALL participation in non-academic university-sponsored activities, including athletics, until the stated requirements are met.

Academic Probation

Students whose USK resident cumulative GPA falls below 2.00 or whose term GPA falls below 2.0 for two consecutive terms 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). *Students on Academic Probation are suspended*

from ALL participation in non-academic university-sponsored activities, including athletics. **Student athletes are not eligible to play their sport while on academic probation.**

Academic Disqualification/Suspension

Students whose USK resident cumulative GPA falls below 2.00 for two consecutive terms or whose term GPA falls below 2.00 for three consecutive terms will be disqualified from continuing at the University.

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 for all full-time, undergraduate students.

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. Five (5) hours of community service per semester are required of full-time, undergraduate students. Hours served during the summer will be applied to the following academic year. If students do 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 nor will they be able to participate in commencement, 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.

Service Animals

The University of Saint Katherine recognizes the important service Assistance Animals have for individuals with disabilities. The University is committed to providing equal access to its classrooms and athletic facilities for all its community members, including students, employees and visitors.

Permitted animals: For students and visitors, only Service Animals are permitted in areas where dogs are not otherwise allowed. A Service Animal is a dog that is individually trained to do work or perform tasks for

an individual with a disability.

Animals NOT permitted: The following are NOT Service Animals: 1) non-dog animals, except in some cases miniature horses; 2) animals that solely serve to deter crime; 3) emotional support, comfort, and companion animals.

Permitted Inquiries: If it's not readily apparent that an animal is trained to do work/perform tasks, then University employees can ask two questions ONLY:

1) Is the animal required because of a disability; and 2) What work/task is the animal trained to perform?

If the answer to the first question is yes and the answer to the second question is some work or task related to the disability, then the animal is a Service Animal.

Prohibited Inquiries: University employees may NOT ask about the nature/extent of the disability, may NOT require documentation that the dog is trained or is a service animal, and may NOT ask the dog to perform the work/task.

Requirements for all Service and Assistance Animals:

- The handler, not the University, is responsible for the animal's care and supervision.
- The handler must keep the animal under control in public areas – via a harness, leash, tether, or voice control, depending on the task/work performed.
- The animal must be free from offensive odors and display habits appropriate to the environment. For example, the animal must be house-broken.
- The animal may not engage in behavior that endangers the health or safety of others.
- The animal must comply with San County codes, including requirements for vaccinations and licensing laws. Documentation may be required.

Removal of Service or Assistance Animals:

A University employee may ask for an animal to be removed if: (1) the inquiry indicates that the animal is not a permitted Service or Assistance Animal; or (2) the handler does not comply with the requirements (above) for all Service and Assistance Animals.

If an individual reports a medical condition(s) that is affected by a Service or Assistance Animal, (respiratory disease, asthma, and severe allergies) the University will consider the needs of all parties in meeting its obligation to provide reasonable accommodations.

Generally, allergies and fear of dogs may not be valid reasons for denying access to handlers with Service or Assistance Animals, without attempting to accommodate the parties through a separation or other arrangements. An individualized assessment is required for each situation.

For USK Employees:

Permitted animals: Employees and applicants for employment may have Service Animals and Assistive Animals as a reasonable accommodation, including trained Service Animals and emotional support animals.

Permitted inquiries: The University may require documentation explaining why the employee requires an Assistive Animal in the workplace. ALL such inquiries must be handled through Disability Management Services, as they may involve confidential medical information.

Drug and Alcohol Policy

The University of Saint Katherine provides the following information in response to the Drug-Free Schools and Communities Act of 1989. In order to comply with each section, USK will distribute to all students, faculty, and staff annually:

1. Standards of conduct that clearly prohibit the unlawful possession, use, and/or distribution of illicit drugs and alcohol on school property or as part of any school activities.
2. A description of the applicable legal sanctions under local, State or Federal law for the unlawful possession or distribution of illicit drugs.
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
4. A description of any drug or alcohol counseling, treatment, rehabilitation, or re-entry programs that are available to employees or students.
5. A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

Furthermore, USK will conduct a biennial review of its alcohol and drug policy.

A. Standards of Conduct

Policy Goal

USK has a responsibility to maintain an educational environment conducive to academic achievement. The prohibition of illicit drugs helps to assure students, faculty, and staff that the University is exercising this responsibility.

Policy Statement

The unlawful manufacture, distribution (by either sale or gift), dispensing, possession or use of alcohol or a controlled substance is prohibited anywhere on the campus of USK. Sections B and E of this notice, delineate actions that will be taken against those who violate this prohibition.

For the purpose of this policy, the term-controlled substance has the meaning given such term in Section 102 of the Controlled Substances Act (21 U.S.C. 802) and includes, but is not limited to, marijuana, cocaine, cocaine derivatives, heroine, "crack", amphetamines, barbiturates, LSD, PCP, and substances typically known as "designer drugs" such as "ecstasy" or "eve." Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. The illicit use of alcohol is also included in this policy.

B. Legal Sanctions

The use of alcohol beverages must be in compliance with California State Law and is strictly limited to persons 21 years of age or older. The possession, transportation, and/or consumption of alcohol by individuals under 21 years of age is strictly prohibited. Federal Law and the State Law prohibit the solicitation, procurement, sale or manufacture of narcotics or controlled substances except as expressly permitted by law. Applicable legal sanctions under local, State, and Federal law for the unlawful distribution of alcohol and illicit drugs range from probation, diversion, imprisonment in the county jail for less than one year, to imprisonment in State Prison. A police officer can take the license from any driver suspected of driving under the influence of alcohol and/or drugs who refuses to take a blood alcohol test.

C. Health Risks

There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug used in excess over time can produce illness, disability and death. The health consequences of substance abuse may be immediate and unpredictable, or long-term such as liver deterioration associated with the prolonged use of alcohol. In addition to health-related problems, other concerns relating to substance abuse include the following:

- Regular users of alcohol and other drugs often have erratic lifestyles, which interfere with sleep, nutrition, and exercise.

- Alcohol and substance use, and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced school and job performance.
- Repeated use of alcohol and other drugs can lead to dependence.

D. Treatment Available

Counseling is available for students through the Department of Student Affairs. Students are encouraged to contact usksupport@usk.edu or meet with the Director of Student Affairs.

Employees may also contact usksupport@usk.edu to review counseling options via USK and other resources.

E. University Sanctions

Disciplinary action imposed by the University will not be in lieu of penalty, fines, or imprisonment imposed through the legal system. Disciplinary action for students may include penalties up to and including expulsion.

For employees, appropriate personnel action will be taken within 30 days, and may include penalties up to and including termination.

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 www.usk.edu under the Academics tab.

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. **Accounts that are delinquent for over six (6) months will be sent to collections.**

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 (\$900 per credit for the 2023-24 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 \$900 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 \$900 per unit over 18 units.

Graduate students are considered full-time with 6-9 credits. Graduate program cost is \$24,900. Graduate scholarships are offered.

**UNDERGRADUATE TUITION AND FEES PER SEMESTER
(FALL 2023/SPRING 2024)**

Charge	\$	Notes
Enrollment Deposit	400.00	Non-refundable (one time only)
Full-time Tuition	13500.00	For students registered for 12 to 18 credits
General Service Fee	900.00	Student Life Activities
Athletics Fee	900.00	For Student Athletes Only
Books and Supplies	500.00	Estimated
Other Fees	variable	See Penalty and Administrative Fees below

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	Per official transcript
LAB/ART Fee	varies	Per LAB/ART class

ESTIMATED EXPENSES FOR A BACHELOR'S DEGREE AT THE UNIVERSITY OF SAINT KATHERINE

<u>Charge</u>	<u>\$</u>	<u>Notes</u>
Enrollment Fee	400.00	Non-refundable (one time only)
Full-time Tuition	108,000.00	For students registered full time, 12-18 credits, and an average of 15 credits per semester to graduate in 4 academic years.
Off-campus Housing	Variable	Payable to outside vendors
General Service Fees	7200.00	Student Life Activities/Tech. Fee
Laboratory Fees	Variable	\$100 per relevant course per semester
Athletics Fee	7200.00	For student-athletes only
Books & Supplies	Variable	Estimated at \$7,000.00 for four years (payable to outside vendors)
Graduation Fee	300.00	Charged when student submits Petition to Graduate
Meals & Incidentals	Variable	Estimated at \$16,000.00 for four years (payable to outside vendors)

Other Fees Variable See Penalty and Administrative Fees above.

\$115,900.00 Minimum total for full-time students for 4 years (not including athletic fee)

GRADUATE TUITION

PER SEMESTER (FALL 2023/ SPRING 2024)

<u>Charge</u>	<u>\$</u>	<u>Notes</u>
Full-time Tuition	6225.00	For students registered for 6-9 credits
<i>Athletics Fee</i>	900.00	<i>For Student Athletes Only</i>
<i>Books and Supplies</i>	250.00	<i>Estimated</i>
<i>Other Fees</i>	<i>Variable</i>	<i>See Penalty and Administrative fees below.</i>

Deposits

Enrollment Deposit

To enroll as a first-time undergraduate student at the University, new and transfer students must submit a \$400 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 2023-24 academic year, Cal Grant A first-time awards are expected to be \$9358.

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).

Loans

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.

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).

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.
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 COO 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. For students that fall below a 3.0 USK cumulative GPA, their academic award will be placed on PROBATION for one semester. If at the end of that following semester, the student earns a 2.7-2.99 cumulative GPA, their Academic Award will be reduced to half their award amount. If the student's GPA falls below a 2.70 the student will lose their academic award altogether.
8. 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.
9. 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 full time, qualifying, 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 \$900 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 \$900. 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

Benjamin Andrew, EdD (Grand Canyon University), Organizational Leadership
Bari Berman, MBA (University of Chicago), Economics
Kelly DeGrassie, MS (UC Riverside), Physics
Nikki Dell'Ara, LL.M (University of San Diego), Taxation
Stephen Eggers, MBA (Southern Illinois University), Business Administration
Luka Erceg, JD, MBA, (South Texas College of Law), Law
Evan Getz, PhD (Baylor University), English Language & Literature, Writing
Jeffery Eyanson, PhD (Capella University), Psychology
Blair Havens, MS (Azusa Pacific University), Physical Education
Tina Keating, EdD (Trevecca Nazarene University), Leadership
Michael Kelly, DPT (Columbia University), Physical Therapy
Suzanne Lawrence, PhD (University of Tennessee), Sport Psychology
Helen Lee, MEd (Portland Concordia University), Mathematics Curriculum and Instruction
Christopher Lockwood, PhD (Aristotle University of Thessaloniki) Theology
Dimitris Magemeneas, MBA (University of San Diego), Finance and Marketing
Michael Massis, MA (San Diego State University), Kinesiology/Biomechanics
Karen Mendoza, MA (San Diego State University), Mathematics
John O'Loughlin, MA (UC San Diego), Teaching and Learning
Daryl Ono, PhD (California Miramar University), Business Administration
William Palmer, MA (Fuller Theological Seminary), Theological Studies
Frank J. Papatheofanis, MD, MPH, MLitt (Div), PhD (University of Illinois), Biological Chemistry
Su Park, PhD (Korean Advanced Institute of Science and Technology), Biological Sciences
Rick Pertler, DDS (University of Michigan), Dental Surgery
Zachary Porcu, PhD (The Catholic University of America), Theology and Religious Studies
Laura Ratto, MA (San Diego State University), Kinesiology
Alden Reynoso, MS (UC Santa Cruz), Psychology
Brady Rice, ATC, MS (University of Wyoming), Kinesiology and Health
Jessica Rodriguez, MS (ABD) (San Diego State University), Nutritional Sciences
Mulinde Ruyonga, PhD (University of the Pacific), Pharm. and Chem. Sci., Synthesis, Drug Discovery & Design
Alfonso Sanchez, MA (National University), English
Joseph Sanchez, MS (San Jose State), Library and Information Science
Chandrasen Soans, PhD (Iowa State University), Biochemistry
Sarah Spencer, MSN (Point Loma Nazarene University) Nursing
Kathie Sweeten, PsyD (California School of Professional Psychology San Diego), Psychology
Martha Velasco, MA (San Diego State University), Spanish
Melanie Veteto, ALM (Harvard University), Extension/Museum Studies; MA (Pittsburg State University), History
Crista Wagner, MS (Cal State University San Marcos), Biological Sciences
Cindy Warner, MEd (Portland Concordia University), Educational Leadership
Dcn. David-John Williams, MA (ABD) (Royal Holloway, University of London), History
Lauren Wood, PhD (University of California, San Diego) Medieval Europe
Chelsea Wright, MA (University of Texas), Art History
Elizabeth Wyatt, MA (UC Irvine), English
Vahick Yedgarian, PhD (North Central University), Business, MS (University of Phoenix), Psychology

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.

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*.

Students qualify for honors on the basis of their overall grade point averages for the semester the degree is conferred. Honors for the Commencement ceremony and printed program will be printed based on the overall GPA after the term prior to the graduation term. Graduation for the permanent record and diploma are based on the final grades in the term in which the student graduates. Honors are withheld from students found guilty of violations of college policies regarding academic honesty, such as cheating or plagiarism. Grade point averages **are not** rounded up to meet the honors standards noted above. Graduation honors are recorded on the student's permanent academic record following graduation processing. Honors will not be changed or updated for courses taken after the degree is conferred.

Honors Track

Designed for academically dedicated and intellectually curious students. Freshmen, sophomores, and juniors of any major are eligible to apply for the Honors Track.

Requirements Include:

- Maintain a 3.5 cumulative GPA
- Completion of the Fall Honors Seminar course
- Attendance at two Forum Lectures per semester
- One Academic Senate-approved cultural event per semester
- Completion of three 400- or 500-level electives
- Regular meetings with an honors advisor

Members will receive special recognition at graduation.

Integrated Core Courses & General Education

Integrated Core	18
INT 100 Interdisciplinary Liberal Arts	3
INT 200 Classical Rhetoric	3
INT 205 Byzantine and Medieval Mediterranean Studies	3
INT 210 Western Civilization and the Formation of Christendom	3
INT 310 Ethics and Culture in Modern Society	3
INT 350 The American Experiment in Politics, Culture & Religion	3
General Education	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

Esports & Gaming

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

Sport, Exercise, and Performance Psychology

Graduate Degrees:

Master of Arts in Organizational Leadership

Master of Arts in Orthodox Christian Theology

Master of Science in Kinesiology

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)
WRI 498 Research Methods (3)
HUM 499 Capstone II: Thesis Writing/Portfolio (3)
Pick a Concentration
Art Concentration (18)
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) or MGT 315 Organizational Behavior
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)
MGT 315 Organizational Behavior (3)
PSY 345 Social Psychology (3)
PSY 330 Developmental Psychology (3)
PSY 355 Psychology of Personality (3)
General Education (42)
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)
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 (18 Units)
INT 100 Interdisciplinary Liberal Arts (3)
INT 200 Classical Rhetoric (3)
INT 205 Byzantine and Medieval Mediterranean Studies (3)
INT 210 Western Civilization and the Formation of Christendom (3)
INT 310 Ethics and Culture in Modern Society (3)
INT 350 The American Experiment in Politics, Culture and Religion (3)
Miscellaneous Electives (9)
TOTAL UNITS REQUIRED: 120 Units

BA - Business Management 120 units
Core Courses (48)
Lower Division Courses (27)
BUS 100 Introduction to Business Management (3)
MTH 100 College Algebra (3)
MTH 105 Introduction to Statistics (3)
ECO 110 Microeconomics (3)
ECO 115 Macroeconomics (3)
BUS 150 Introduction to Spreadsheets (3)
ACC 220 Financial Accounting (3)
ACC 230 Managerial Accounting (3)
MKT 260 Principles of Marketing (3)
Upper Division Courses (21)
BUS 305 Business Law (3)
MGT 320 HR and Talent Management (3)
BUS 320 Quantitative Analysis for Management (3)
FIN 430 Corporate Finance (3)
MGT 480 Strategic Management (3)
WRI 498 Research Methods (3)
BUS 499 Senior Capstone (3)
Pick a Concentration
Management (18)
PMG 100 Introduction to Project Management (3)
MKT 320 Marketing Management (3)
BUS 310 Business Leadership (3)
MGT 315 Organizational Behavior (3)
MGT 400 Special Topics in Management (3)
BUS Elective (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)
Esports & Gaming Concentration (18)
GDM 200 Introduction to Games (3)
ESM 200 Introduction to Esports Management (3)
ESM 300 Convention, Event and Trade Show Planning (3)
DIG 200 Social Media Marketing (3)
ESM 400 Distribution of Games (3)
MKT 410 Sports Entertainment Marketing (3)
Human Resources Management Concentration (18)
MGT 315 Organizational Behavior (3)
HRS 405 Training and Development (3)
HRS 400 Special Topics in Human Resources (3)
HRS 420 Total Compensation Management (3)
HRS 410 Employment and Labor Law (3)
HRS 300 Human Resources Risk Management (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 350 Supply Chain Management Technologies (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 200 Classical Rhetoric (3)
INT 205 Byzantine and Medieval Mediterranean Studies (3)
INT 210 Western Civilization and the Formation of Christendom (3)
INT 310 Ethics and Culture in Modern Society (3)
INT 350 The American Experiment in Politics, Culture and Religion (3)
Business Electives (3) / For Business Management Concentration (15)
BUS 460 Internship (3)
ECO 400 Special Topics in Economics (3)
BUS 400 Special Topics in Business (3)
FIN 400 Special Topics in Finance (3)
FIN 410 Personal Finance and Investment (3)
MKT 400 Special Topics in Marketing (3)
RES 405 Real Estate Principles (3)
RES 410 Real Estate Practices (3)
TOTAL UNITS REQUIRED: 120 Units

BS - Natural Science – 120-127 Units	
Natural Science Core Courses (29)	
BIO 205	General Biology I (3)
BIO 205L	General Biology I Lab (1)
BIO 210	General Biology II (3)
BIO 210L	General 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)
MTH 105	Statistics (3)
MTH 109	Pre-Calculus (3)
MTH 110	Calculus I (3)
PHY 105	Physics I (3)
PHY 105	Physics I Lab (1)
Pick a Concentration	
Biological Sciences Concentration (36) / Total Units: 122	
BIO 305	Human Physiology and Anatomy I (3)
BIO 305L	Human Physiology and Anatomy I Lab (1)
BIO 325	Genetics and Genomes (3)
BIO 340	Global Ecology (3)
BIO 345	Microbiology of Disease (3)
BIO 345L	Microbiology of Disease Lab (1)
BIO 425	Cell Biology (3)
BIO 496	Senior Thesis (3)
CHE 215	Organic Chemistry I (3)
CHE 215L	Organic Chemistry I Lab (1)
CHE 300	Biochemistry I (3)
CHE 300L	Biochemistry I Lab (1)
WRI 498	Research Methods (3)
Natural Science Electives - Choose any 2 (5)	
Applied Biological Health Sciences Concentration (41) / Total Units: 127	
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 325 Genetics and Genomes (3)
BIO 345 Microbiology of Disease (3)
BIO 345L Microbiology of Disease Lab (1)
BIO 425 Cell Biology (3)
BIO 430 Neuroscience (3)
BIO 496 Senior Thesis (3)
CHE 215 Organic Chemistry I (3)
CHE 215L Organic Chemistry I Lab (1)
CHE 300 Biochemistry I (3)
CHE 300L Biochemistry I Lab (1)
WRI 498 Research Methods (3)
Natural Science Electives - Choose any 2 (6)
Chemistry and Biochemistry Concentration (36) / Total Units: 122
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)
CHE 496 Senior Thesis (3)
MTH 210 Calculus II (3)
MTH 310 Calculus III (3)
WRI 498 Research Methods (3)
Natural Science Electives - Choose any 1 (3)
Public Health Concentration (37) / Total Units: 120
BIO 305 Human Physiology and Anatomy I (3)
BIO 305L Human Physiology and Anatomy I Lab (1)
BIO 496 Senior Thesis (3)
PH 100 The History of Public Health (3)

PH 200 Epidemiology (3)
PH 205 Health Services (3)
PH 300 Health Economics (3)
PH 400 Public Health Studies I (3)
PH 405 Public Health Studies II (3)
PSY 150 Intro to Psychology (3)
Natural Science Electives - Choose any 2 (6)
Computer Science Concentration (39) / 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)
Natural Science Electives - Choose any 1 (3)
Natural Sciences Related Electives (Courses require prior approval of the Academic Advisor)
BIO 305 Human Physiology and Anatomy I (3) (Required for ABHS, BS and PH Concentrations)
BIO 305L Human Physiology and Anatomy I Lab (1) (Required for ABHS, BS and PH Concentrations)
BIO 310 Human Physiology and Anatomy II (3) (Required for ABHS Concentration)
BIO 310L Human Physiology and Anatomy II Lab (1) (Required for ABHS Concentration)
BIO 325 Genetics and Genomes (3) (Required for ABHS and BS Concentrations)
BIO 330 Zoology (3)
BIO 340 Global Ecology (3) (Required for BS Concentration)
BIO 345 Microbiology of Disease (3) (Required for ABHS and BS Concentrations)
BIO 345L Microbiology of Disease Lab (1) (Required for ABHS and BS Concentrations)
BIO 425 Cell Biology (3) (Required for APHS, BS and C/B Concentrations)
BIO 430 Neuroscience (3)

BIO 495 Supervised Laboratory Instruction (1)
CHE 300 Biochemistry I (3) (Required for ABHS, BS and C/B Concentrations)
CHE 300L Biochemistry I Lab (1) (Required for ABHS, BS and C/B Concentrations)
KIN 215 Fundamentals of Nutrition (3) (Required for PH Concentration)
MTH 210 Calculus II (3)
PH 200 Epidemiology (3) (Required for PH Concentration)
PSY 150 Introductory Psychology (3) (Required for PH Concentration)
PSY 250 Physiological Correlates of Human Behavior (3)
PSY 320 Applied Cognition (3)
PSY 330 Developmental Psychology (3)
PSY 345 Social Psychology (3)
General Education (39)
COM 105 Oral Communication (3)
CSS 100 College Student Success (3)
ECO 100 Introduction to Economics (3)
Foreign Language I (3)
Foreign Language II (3)
Foreign Language III (3)
MTH 100 College Algebra (3)
THE 100 Orthodox Christianity (3)
THE 110 Introduction to the Bible (3)
WRI 100 College Composition I (3)
WRI 105 College Composition II (3)
General Electives (6)
Integrated Core (18)
INT 100 Interdisciplinary Liberal Arts (3)
INT 200 Classical Rhetoric (3)
INT 205 Byzantine and Medieval Mediterranean Studies (3)
INT 210 Western Civilization and the Formation of Christendom (3)
INT 310 Ethics and Culture in Modern Society (3)
INT 350 The American Experiment in Politics, Culture and Religion (3)

BS Kinesiology Total Units Required: 120 Minimum
Preparation for the Major (19)
BIO 205 General Biology I (3)
BIO 205L General 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 (33)
KIN 125 Introduction to Kinesiology (3)
KIN 150 Introduction to Athletic Training (3) or KIN 175 Introduction to Sport, Exercise and Performance Psychology (3)
KIN 215 Fundamentals of Nutrition (3)
KIN 300 Applied Kinesiology (3) or KIN 225 Applied Sport Psychology (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)
WRI 498 Research Methods (3)
KIN 499 Senior Thesis (2)
Select ONE concentration below
Health Science Concentration (6)
KIN 245 Principles Health Promotion (3)
KIN 260 Health Concepts and Disease Prevention (3)
Exercise Science and Athletic Performance Concentration (10)
PHY 105 Physics I (3)
PHY 105L Physics I LAB (1)
KIN 230 Prevention and Care of Injuries (3)
KIN 320 Biomechanics (3)

Sport, Exercise and Performance Psychology Concentration (9)
KIN 220 Psychology of Coaching (3)
KIN 340 Advanced Sport, Exercise and Performance Psychology (3)
KIN 380 Psychology of Exercise (3)
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)
Foreign Language II (3)
Foreign Language III (3)
ECO 100 Introduction to Economics (3)
CSS 100 College Success Strategies (3)
Integrated Core (18)
INT 100 Interdisciplinary Liberal Arts (3)
INT 200 Classical Rhetoric (3)
INT 205 Byzantine and Medieval Mediterranean Studies (3)
INT 210 Western Civilization and the Formation of Christendom (3)
INT 310 Ethics and Culture in Modern Society (3)
INT 350 The American Experiment in Politics, Culture and Religion (3)
Electives (4-9)
<i>Choose from the courses listed below (see advisor)</i>
KIN 198 Certified Strength & Conditioning Specialist Certification Prep (3)
KIN 199 Personal Training Methodology Certification Prep (3)
KIN 220 Psychology of Coaching (3)
KIN 260 Health Concepts and Disease Prevention (3)
KIN 370 Health and Fitness Across the Lifespan (3)
Or approved elective by advisor

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.

LIBERAL STUDIES MINOR (18 Units)
INT 100 Interdisciplinary Liberal Arts (3)
INT 200 Classical Rhetoric (3)
INT 205 Byzantine and Medieval Mediterranean Studies (3)
INT 210 Western Civilization and the Formation of Christendom (3)
INT 310 Ethics and Culture in Modern Society (3)
INT 350 The American Experiment in Politics, Culture and Religion (3)

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 General Biology I (3)
BIO 105L General Biology I Lab (1)
BIO 110 General Biology II (3)
BIO 110L General 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)

Graduate Degrees

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

MA: Orthodox Christian Theology (30 UNITS)
THEO 501 Old Testament (4)
THEO 502 New Testament (4)
THEO 510 Patristics (4)
THEO 511 Christian Ethics (4)
THEO 598 Research Methods (4)
THEO 599 Thesis Research (10)

MS: Kinesiology (30 UNITS)
KIN 500: Biophysical Foundations of Kinesiology
KIN 505: Statistical Analysis in Kinesiology
KIN 510: Advanced Motor Control Lab
KIN 515: Advanced Biomechanics Lab
KIN 520: Advanced Clinical Exercise Physiology
KIN 525: Exercise Testing Methodology
KIN 530: Advanced Exercise Nutrition
KIN 535: Graduate Research Methodology and Design
KIN 540: Health Behavior and Exercise Adherence
KIN 599: Applied Project in Kinesiology

Course Descriptions

ACCOUNTING

ACC 220 Financial Accounting (3)

Prerequisites: MTH 100 recommended

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. Understanding the core financial accounting principles is important for taking optimal financial decisions and communicating financial information to shareholders, investors, regulators, and other stakeholders.

ACC 230 Managerial Accounting (3)

Prerequisites: requires ACC 220, MTH 100 recommended

Course Description:

The course focuses on managerial accounting and emphasizes the use of accounting data in decision making. Topics covered include job-order and activity-based costing, cost-volume-profit relationships, variable costing and segment reporting, break-even analysis, budgeting, variance analysis, and differential 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:

This class is the second in a series of four American Sign Language (ASL) courses. This course is designed to continue development of ASL 100 – American Sign Language 1 (ASL 1) course, and emphasizes development and refinement of comprehension, production, and interpersonal skills as covered in ASL 100. Additional information about the Deaf community and Deaf culture will be included.

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: ART 100

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: ART 100

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 as applied to two-dimensional media. The goal is to learn how intentional artistic choices help to convey, express, or compel the viewer. The course aims 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: ART 100

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 cameras, 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 200

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. Guided by a diverse and discursive selection of texts written by critics, theorists, art historians, and artists whose different ideas and perspectives represent significant positions on the role of artists and art, the emphasis on the seminar is on close reading and critical thinking. The selected texts attempt to balance idea- and theory- based writing with a focus on particular artists' practices. The objective of the seminar is to strengthen your own understanding of – and independent critical perspective on – significant cultural trends and issues.

BIOLOGY

BIO 100 Natural World - Biology (3)

Prerequisite: None

Course Description:

This course is intended for non-science majors and is a survey of the fundamental concepts of biology and current biological issues. BIO 100 focuses on scientific inquiry and the scientific method, scientific reasoning and communication, and a survey of key biological topics including the characteristics common to all living things, cellular structure and biochemistry, genetics, organismal physiology, ecological processes and systems, and environmental stewardship.

BIO 205 Introduction to Biology I (3)

Prerequisite: None

Course Description:

This course is the first biology course in a two-semester series for science majors, which together are designed to give students an in-depth understanding of the major topics of the field of biology. BIO 205 focuses on biological chemistry, cellular physiology and structure, metabolism, genetics, gene regulation and biotechnology. The laboratory 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 are made at the discretion of the Department Chair.)

BIO 205L Introduction to Biology I (1)

Corequisite: BIO 205

Course Description:

This course is the lab component of Introduction to Biology I. BIO 205L focuses on techniques and safe practices that allow students to gain laboratory experience relevant to the concepts presented in BIO 205.

BIO 210 Introduction to Biology II (3)

Prerequisites: BIO 205

Course Description:

This course is the second biology course in a two-semester series for science majors, which together are designed to give students an in-depth understanding of the major topics of the field of biology. This course builds on the material presented in Introduction to Biology I and focuses on organismal biology and the diversity of organisms, evolutionary mechanisms and natural selection, biodiversity, ecology and

environmental stewardship. (Note: A grade of “B” or better is necessary to remain in the Natural Sciences or Kinesiology major/program. Exceptions to this policy are made at the discretion of the Department Chair.)

BIO 210L Introduction to Biology II (1)

Corequisite: BIO 210

Course Description:

This course is the lab component of Introduction to Biology II. BIO 210L focuses on techniques and safe practices that allow students to gain laboratory experience relevant to the concepts presented in BIO 210.

BIO 305 Human Physiology and Anatomy I (3)

Prerequisites: BIO 205

Course Description:

This course is the first in a two-semester physiology and anatomy series for majors which together are designed to give students an in-depth understanding of the human body. This course focuses on the structures and functions of the major organ systems of the human body at both the gross anatomical and cellular levels. Consideration will be given to understanding how cellular mechanisms determine the function of organs, and how organ systems interact and coordinate their activities. Focus will be placed on the following body systems: Integumentary System, Skeletal System, Muscular System, Nervous System and Endocrine System.

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

Corequisite: BIO 305

Course Description:

This course is the lab component of Human Physiology and Anatomy I and is a corequisite for that course. This lab course will use a lab-based systems approach, with an emphasis on integrated structure and 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, and histological slides to reinforce concepts discussed in lecture.

BIO 310 Human Physiology and Anatomy II (3)

Prerequisites: BIO 305

Course Description:

This course is the second in a two-semester physiology and anatomy series for majors which together are designed to give students an in-depth understanding of the human body. This course continues the focus of BIO 305 on the structures and functions of the major organ systems of the human body at both the gross anatomical and cellular levels. Consideration will be given to understanding how cellular mechanisms determine the function of organs, and how organ systems interact and coordinate their activities. Focus will be placed on the following body systems: Circulatory and Immune System, Cardiovascular System, Lymphatic System, Respiratory System, Digestive System, Urinary System, and Reproductive System.

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

Corequisite: BIO 310

Course Description:

This course is the lab component of Human Physiology and Anatomy II and is a corequisite for that course. This 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. The lab will include, but is not limited to, slide preparation, microscope usage, chemical labs, specimen dissection, and histological slides to reinforce concepts discussed in lecture.

BIO 325 Genetics and Genomes (3)

Prerequisite: BIO 205 and BIO 205L

Course Description:

This course focuses on the basic principles of inheritance and gene regulation in prokaryotes and eukaryotes. Topics include Mendelian and non-Mendelian inheritance, structure and function of chromosomes and genomes, DNA structure and replication, the cell cycle and cell division, gene expression and regulation, natural selection and microevolution, and population genetics.

BIO 330 Zoology (3)

Prerequisites: BIO 100 or BIO 205

Course Description:

This course focuses on the particular characteristics of each of the major groupings of Kingdom Animalia and the protozoans of Kingdom Protista. Topics include the anatomy and physiology, reproduction and development, classification, and ecological roles of these organisms.

BIO 340 Global Ecology (3)

Prerequisites: BIO 100 or BIO 205

Course Description:

This course focuses on the interactions of organisms with each other and the environment. Topics will include nutrient cycling, trophic levels, energy transfer, population and community ecology and biodiversity of aquatic and terrestrial ecosystems and the earth as a biosphere. Consideration is also given to major environmental issues, environmental stewardship, and sustainable-earth solutions to environmental issues.

BIO 345 Microbiology of Disease (3)

Prerequisite: BIO 205

Course Description:

This course focuses on the fundamental aspects of microbiology including taxonomy, structure, physiology, reproduction, genetics, control, immunology, host-parasite relations, and antimicrobial resistance. Consideration will be given to the study of living and non-living microbes of medical importance.

BIO 345L Microbiology of Disease Lab (1)

Corequisite: BIO 345

Course Description:

This course is the lab component of BIO 345 and is a co-requisite for that course. This course focuses on the microscopic examination and culture of microbes. Consideration of techniques for the counting and culturing of microbes, and the identification of unknown microbes will be given. The use of microscopes and culture media will be used to reinforce concepts discussed in lecture.

BIO 415 Molecular Biology (3)

Prerequisites: BIO 325, CHE 110, BIO 325

Course Description:

This course is designed to re-introduce the topics explored in BIO 205 in greater detail and complexity. This course focuses on an advanced discussion of molecular biochemistry and molecular genetics. Consideration will be given to protein structure and function, DNA structure and replication, chromatin dynamics, transcription, RNA processing and translation and recombinant DNA technology.

BIO 420 Developmental Biology (3)

Prerequisites: BIO 210, BIO 325

Course Description:

This course is designed to provide an in-depth introduction to the molecular and cellular mechanisms that underlie the early development of animals. The focus of this course will be on the genes and proteins involved in controlling the behavior of cells in the processes of differentiation, morphogenesis and growth into complex multicellular organisms with differentiated tissue and organ systems from a single cell

type. Developmental mechanisms and processes will be examined in genetic model organisms and humans. Consideration of the ethical and moral implications of developmental biology including gene therapy and cloning will be discussed.

BIO 425 Cell Biology (3)

Prerequisites: BIO 210, CHE 110, BIO 325

Course Description:

This course is designed to re-introduce the topics explored in BIO 205 in greater detail and complexity. This course focuses on the structure and function of the cell and organelles with an advanced discussion of molecular and cellular biochemistry, gene expression and nucleic acid replication, cell signaling, cellular reproduction, membrane structure and composition, transport, and trafficking, the cytoskeleton and cell movement, the breakdown of macromolecules and generation of energy, the integration of cells into tissues, apoptosis (programmed cell death), and cell cycle regulation and cancer.

BIO 430 Neuroscience (3)

Prerequisites: BIO 210, BIO 310

Course Description:

This course introduces students to the field of neuroscience, explores the cellular and molecular basis of neural systems, and discusses the neural basis of cognition. Students are expected to leverage their understanding of biology and chemistry to build a working knowledge of neuroscience fundamentals. This online class has optional live sessions.

BIO 495 Supervised Laboratory Instruction (1)

Prerequisites: Students must obtain consent of the laboratory instructor.

Course Description:

This course provides students the opportunity to assist in the preparation, design and instruction of a biology laboratory course. Students will work alongside the laboratory instructor and will provide instruction to students enrolled in the laboratory course. This course may be repeated, but no more than two (2) units may be applied to the major.

BIO 496 Senior Thesis I (3)

Prerequisite: WRI 498, open to Natural Sciences seniors ONLY.

Course Description:

This course prepares students to complete their summative assessment, the Capstone project. This course is designed to prepare students to formulate and research a senior thesis that is relevant to their specific scientific discipline. This research will be presented in both written and oral form and will be presented to a general audience in a poster or slide presentation. Students must adhere to professional presentation standards and will be required to provide constructive feedback to their classmates.

BUSINESS

BUS 100 - Introduction to Business (3)

Prerequisite: None

Course Description

This course provides students with an overview as to how a business is managed as well as the forces within the business environment (i.e., globalization, economics, government, and society). Students are introduced to the key functional areas within a firm, such as marketing, operations, accounting, finance, management, and human resources. This class is a requirement for business majors, but students of any discipline may

use this introductory course to learn about the business landscape, evaluate interest in the business management major or minor, and to begin career planning.

BUS 150 - Intro to Spreadsheets (3)

Prerequisite: None

Course Description:

This course will introduce learners to the proper use of spreadsheet software to develop basic through intermediate skills. Emphasis is on proper management of data to produce accurate results useful for analysis and decision-making. Concepts include how to design, create, edit, format, and print spreadsheets for common business applications; work with the various formulas, functions and commands needed to arrange, manipulate, display, analyze and assure the integrity of data. This is an excellent course for accounting and business majors; however, students from any major may take it as an elective.

BUS 305 Business Law (3)

Prerequisite: Junior Standing or Instructor Approval

Course Description:

Students will be exposed to the fundamental principles of law as they relate to businesses and individuals as well as the process of legal reasoning through the discussion of current events, case law and hypotheticals. Areas of substantive include such topics as: Constitutional Law, Statutory & Administrative Law, Formation and Requirements of Contract, Performance of a Contract, Secured Transactions, Agency Law, Business Entities, Securities & Anti-Trust Law, Estate Planning, Intellectual Property Law, Torts, Product Liability, Alternative Dispute Resolution, Employment issues, Criminal Law, Cyber-Crime and Bankruptcy Law issues. Students will also examine ethical considerations impacting business organizations.

BUS 310 Business Leadership (3)

Prerequisite: Junior Standing or Instructor Approval

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.

BUS 320 Quantitative Analysis for Management (3)

Prerequisite: MTH 100

Course Description:

The course will cover applications of descriptive and inferential statistics to business applications to understand organizational decision-making. Specific quantitative topics include: measures of central tendency and variation, probability distributions, estimation, hypothesis testing, statistical and predictive modeling, decision trees, psychosocial features of decision-making, technical components of working with data, and communicating complex data to various audiences.

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 and Course Learning outcomes will vary 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:

This Capstone course is required of all business program bachelor's degree candidates. The USK Capstone is a multi-disciplinary independent study designed by the student and approved, supervised, and guided by a USK faculty member. The purpose of the Capstone is to create an opportunity for bachelor's degree candidates to make connections between the variety of disciplines that are part of their business administration degree program (i.e., accounting, finance, marketing, management).

BUS 510 Leadership & Organizations (3)

Prerequisite: graduate status or consent of Department Chair

Course Description:

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 a 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

Course Description:

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

Course Description:

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. Topics include mathematical programming, inventory analysis, digital dashboards, simulation analysis, time series analysis, predictive analysis/forecasting, machine learning and geospatial analysis, all intended to position students to be able to assess data in a changing organizational environment.

BUS 525 Managing Innovation and Change (3)

Prerequisite: graduate status or consent of Department Chair

Course Description:

This course explores the ideas of Change, Innovation and Creativity within a variety of organizations and the influence of positive growth and development on organizations. Students will learn to develop and employ leadership skills to enable the process of managing innovation and change. In addition, this course will include theory and practice as they relate to the change management while exercising a higher level of critical thinking in the process.

BUS 530 Strategic Planning (3)

Prerequisite: graduate status or consent of Department Chair

Course Description:

The overall objective of this course is to increase participants' abilities as individuals and in groups to think, act, and learn strategically. This course will also enhance a learner's capacity to think about what the context is and how it might or should be changed; what the purposes are or should be; and what capabilities or competencies will or might be needed to enhance an organization in an ever-changing and dynamic environment.

BUS 535 Project Management (3)

Prerequisite: graduate status or consent of Department Chair

Course Description:

This course will teach students fundamental project management concepts, and prepare them with the knowledge and behavioral skills needed to successfully launch, lead and manage projects from conception to completion. Weekly class sessions will consist of lecture, discussion and case study examination and will emphasize active learning via student participation. Course material will include project scope definition, failure mode identification, time and cost management, effective communication, human resource considerations, dealing with conflicts, risk management and quality management.

BUS 540 Crisis Management (3)

Prerequisite: graduate status or consent of Department Chair

Course Description:

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

Course Description:

This Capstone course is required as a culmination of the Master's in Organizational Leadership (MAOL) Program. This course is 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. The thesis will be a minimum of 15,000 words including references.

CHEMISTRY

CHE 100 Natural World – Chemistry (3)

Prerequisite: None

Course Description:

This course is intended for non-science majors and is a survey of the fundamental concepts of chemistry. CHE 100 focuses on the nature of matter at the molecular level. Consideration will be given to the physical traits of molecules and the structure, function, composition, and properties of elements and molecules and the nature of chemical reactions.

CHEM 105 General Chemistry I (3)

Prerequisites: Placement in MTH 100

Course Description:

This course is the first chemistry course in a two-semester series for science majors, which together are designed to give students an in-depth understanding of the major topics of the field of chemistry. CHEM 105

focuses on the structure, bonding, and properties of matter. Consideration will be given to 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.)

CHEM 105L General Chemistry I Lab (1)

Corequisites: CHEM 105

Course Description:

This course is the lab component of General Chemistry I and is a corequisite for that course. CHE 105L focuses on techniques and safe practices that allow students to gain laboratory experience relevant to the concepts presented in CHE 105.

CHEM 110 General Chemistry II (3)

Prerequisites: CHEM 105

Course Description:

This course is the second chemistry course in a two-semester series for science majors, which together are designed to give students an in-depth understanding of the major topics of the field of chemistry. As a continuation of General Chemistry I, this course focuses on stoichiometry, chemical reactions, chemical kinetics, equilibrium, specific reactions, electrochemistry, 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.)

CHEM 110L General Chemistry I Lab (1)

Corequisites: CHEM 110

Course Description:

This course is the lab component of General Chemistry II and is a corequisite for that course. CHE 110L focuses on techniques and safe practices that allow students to gain laboratory experience relevant to the concepts presented in CHE 110.

CHEM 150 General, Organic and Biochemistry (3)

Prerequisite: None

Course Description:

This course is designed for Kinesiology majors. This course 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. Focus will be given to the composition of matter and the quantitative nature of chemistry, the Periodic Table of the elements, chemical bonding and reactions, solutions, the reactivity of both organic and inorganic molecules, and the role of chemical reactions in metabolism.

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

Corequisite: CHEM 150

Course Description:

This course is the lab component of General, Organic and Biochemistry and is a corequisite for that course. This laboratory course will utilize lab techniques to reinforce material covered in lecture. Focus will be given to the composition of matter and the quantitative nature of chemistry, the Periodic Table of the elements, chemical bonding and reactions, solutions, the reactivity of both organic and inorganic molecules, and the role of chemical reactions in metabolism.

CHE 215 Organic Chemistry I (3)

Prerequisite: BIO110, CHEM 110

Course Description:

This course is intended for Natural Science majors and is the first semester of a one-year course with an in-depth introduction to the properties and reactivity of carbon-based organic compounds. Focus will be given to nomenclature, structure, reactivity, mechanisms, and synthesis of organic compounds; electronic and orbital theory with applications to carbon bonding; stereochemistry; resonance theory; and reaction mechanisms of both aliphatic and aromatic compounds.

CHE 215L Organic Chemistry I Lab (1)

Corequisite: CHE 215

Course Description:

This course is the laboratory component of CHE 215 and is a co-requisite for that course. This laboratory course will utilize lab techniques to reinforce material covered in lecture. Focus will be given to nomenclature, structure, reactivity, molecular mechanisms, qualitative organic analysis and instrumental methods of experiments related to the material presented in CHE 215.

CHE 300 Biochemistry I (3)

Prerequisites: BIO110, CHE 110, CHE215

Course Description:

This course is an in-depth introduction to the structures, general properties, and functions of simple and complex biomolecules: amino acids, peptides, proteins, enzymes, carbohydrates, lipids and nucleic acids. Focus will be given to the structure and function of enzymes, including kinetics and catalytic mechanisms of enzymes; the central biochemical pathways of the cell; and biochemical research and drug development.

CHE 300L Biochemistry I Lab (3)

Corequisite: CHE 300

Course Description:

This course is the lab component of Biochemistry I and is a corequisite for that course. This laboratory course will utilize lab techniques to reinforce material covered in lecture. Focus will be given to the general properties and functions of simple and complex biomolecules, the basic mechanisms of enzymatic action, and membrane and solute transport.

CHE 305 Physical Chemistry I (3)

Prerequisites: MTH 110, CHE 215, PHY 105

Course Description:

This course is an in-depth examination of the laws of classical thermodynamics, the physical properties matter, the properties of solutions, and the kinetic theory of gasses at equilibrium. Consideration will be given to phase and chemical equilibria, an understanding of enthalpy, entropy, and free-energy concepts in the biological systems, and the physical-chemical interpretation of the equilibrium, reaction, and enzyme functions in the biological system.

CHE 310 Physical Chemistry II (3)

Prerequisites: CHE 305

Course Description:

This course is an in-depth examination of ionic solutions and electrochemistry. Focus will be given to the statistical description of bulk properties of matter with application to chemical thermodynamics, molecular dynamics and kinetics of complex reactions. Consideration to the elementary applications of quantum approach, and experimental physical chemistry methods will be given.

CHE 420 Analytical Chemistry

Prerequisite(s): General Chemistry I & II, Organic Chemistry I

Course Description:

This is an upper level chemistry course designed to introduce students to the principles of experimental design, sampling, calibration strategies, standardization and the validation of experimental data.

CHE 496 Senior Thesis (3)

Prerequisite: Open to Natural Sciences seniors ONLY.

Course Description:

This course is the first in a two-part series of the capstone project intended for natural sciences majors who are pursuing a degree with an emphasis in chemistry & biochemistry. The course will prepare students to formulate and research a senior thesis topic that is relevant to their specific scientific discipline. This research will be presented in both written and oral form as part of the CHE 497 coursework and students will be expected to provide constructive feedback to their classmates.

CHE 497 Senior Thesis II (3)

Prerequisite: WRI 498 or CHE 496, open to Natural Sciences seniors ONLY.

Course Description:

This course prepares students to complete their summative assessment, the Capstone project. This course is designed to prepare students to formulate and research a senior thesis that is relevant to their specific scientific discipline. This research will be presented in both written and oral form and will be presented to a general audience in a poster or slide presentation. Students must adhere to professional presentation standards and will be required to provide constructive feedback to their classmates.

COLLEGE STUDENT SUCCESS

CSS 100 College Student Success (3)

Prerequisite: None

Course Description:

This course is designed to explore the fundamentals of college success through academic topics such as setting short-term and long-term goals, developing non-cognitive skills for success, learning to learn, decreasing the negative effects of stress, and creating an academic and financial plan for completing college. The course will be oriented toward enabling students to thrive academically, socially, emotionally, and spiritually as they embark on their college journey.

SAC 200 Success After College (3)

Prerequisite: Sophomore, Junior, or Senior standing

Course Description:

This course helps students understand Career Development as an ongoing process. What comes after college for you will be a unique path laid out in accordance with God's plan for you. Students will also be exposed to some skills essential for independent living. Through lectures, assignments and experiential learning activities, students create a career and life plan while simultaneously developing practical skills such as resume writing and job search and interviewing basics.

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 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 320 Strategic Public Relations (3)

Prerequisites: None

Course Description:

Modern companies are increasingly focused on their public image and brand. This has created a significant demand for employees with an understanding of how to message complex issues to a wide audience. This course will introduce you to Public Relations theory and how business and communication strategies are interrelated. For the final project, you'll take on the role of communications director and create a holistic strategic PR plan.

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 330 Public Relations Tactics (3)

Prerequisites: None

Course Description:

This course provides students with a range of Strategic Communications and Public Relations tactics that they can deploy to create effective, targeted messaging. The primary focus will be on translating principles and theory to applicable actions.

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 410 Crisis Communication (3)

Prerequisites: COM 105

Course Description:

As companies are increasingly taken to task for their errors, the ability to successfully respond to a crisis can mean the difference between weathering a storm or facing collapse. In this course, you will learn how to develop and execute crisis communications strategies for the private and public sectors. By the end of the course, you will be able to help an organization respond confidently and effectively to a wide range of problems.

COM 510 Strategic Communications (3)

Prerequisite: Graduate status

Course Description:

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 help 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.

COMPUTER SCIENCE

CS 100 Internet History, Technology & Security (3)

Prerequisites: None

Course Description:

To thrive in today's digital world, you need to understand the system that powers it. The course, built in collaboration with Google, will explore the internet and show you how it works. This class focuses on hands-on learning of important topics like cybersecurity, networking, and programming. By the end, you'll be able to evaluate your options for a rewarding career in technology. At minimum, you will be a much wiser network citizen.

CS 105 Programming for Everyone I (3)

Prerequisites: None

Course Description:

This course, built in collaboration with Google, provides a gentle, but thorough, introduction to programming using Python. You will learn the core concepts and techniques needed to create programs and perform basic data analysis. By the end of this course, you'll be ready to pursue further study in computer science and unlock more advanced programming courses.

CS 110 Programming for Everyone II (3)

Prerequisites: CS 105

Course Description:

This course, built in collaboration with Google, follows on from Programming for Everyone I. In the first half of the course, you will learn how to leverage your Python skills to treat the internet as a source of data. The second half of the course will teach you the fundamentals of Structured Query and learn how to build a range of applications.

CS 200 Web Development (3)

Prerequisites: CS 105

Course Description:

This course, built in collaboration with Google covers everything you need to know in order to build a website from scratch. You'll learn HTML, CSS and Javascript - the core technologies which power modern websites - and build a website of your own. By the end of this course you'll be able to create interactive, aesthetically pleasing websites for any purpose you can imagine.

CS 300 Application Development I (3)

Prerequisites: CS 105

Course Description:

Modern development relies on frameworks which provide developers with powerful tools to speed up development. If you want to build apps, you need to understand how to use frameworks. This course, which has been built in collaboration with Google, will introduce you to Django - a framework used for data-driven web applications. You'll learn the fundamentals of Django, improve your database management skills, and begin developing your own apps.

CS 305 Application Development II (3)

Prerequisites: CS 105, CS 110, CS 200, CS 300

Course Description:

This course - built in collaboration with Google - is the second part of the application development series. In this course, you will put your skills into practice and build your own application. By the end of this course, you'll have a greater understanding of the technologies that power modern apps and be able to build your own.

CS 310 Introduction to C (3)

Prerequisites: CS 105, CS 110, MTH 105

Course Description:

In order to become a successful developer, you need to understand how computers interpret code. This course, which was built in collaboration with Google, will introduce you to C - the fundamental language used to write many high-level languages, including Python. By the end of this course, you will have a better understanding of how computers turn your code into ones and zeroes, and be able to use that understanding to build more efficient programs.

CS 320 Hardware: Inside of a Microprocessor (3)

Prerequisites: CS 105, CS 110, CS 310, MTH 105, MTH 110

Course Description:

This course is intended as an introduction to computer hardware and builds upon Introduction to C. It covers the techniques used to design and build microprocessors, memory, and other elements of modern-day hardware. Students will learn the fundamentals of machine language (binary) and assembly language, and understand what happens inside of a computer on a fundamental level. Students will also have the opportunity to analyze the C compiler and learn how it produces the necessary strings of ones and zeros that will run on the hardware.

CS 330 Data Structures (3)

Prerequisites: CS 105, CS 110, MTH 110

Course Description:

This course, built in collaboration with Google covers everything you need to know in order to build a website from scratch. You'll learn HTML, CSS and Javascript - the core technologies which power modern websites - and build a website of your own. By the end of this course you'll be able to create interactive, aesthetically pleasing websites for any purpose you can imagine.

CS 400 Algorithms (3)

Prerequisites: CS 105, CS 110, CS330, MTH 110

Course Description:

This course explores algorithms from a coding-focused perspective, using Python. Students will learn about the issues that arise in the design of algorithms for solving computational problems and will explore a number of standard algorithm design paradigms and their applicability. Students will also become familiar with concepts of runtime, recursion, implementation and evaluation.

CS 405 Product Development (3)

Prerequisites: CS 105, CS 110

Course Description:

Creating software products is more than just writing code, it also requires an analysis of what your customers want, and how to meet their needs. As a result, understanding product development is key to a successful career in technology. By the end of this course (built in collaboration with Google), you will understand how product teams and processes work, and learn how to develop an idea into an actual product that delights your users.

CS 495 Capstone (3)

Prerequisites: CS 400

Course Description:

This course is intended as a culmination of all of a student's work in their Computer Science major. Students will work in groups to launch a web app prototype that uses Database concepts from the Computer Science Core, Data Structures, and Algorithms. Students will pitch their product, select the necessary technologies, work in groups to build an application, and create a webpage from which the application can be accessed. Students will be evaluated based on whether their product meets the goals they initially established, and on their internal project management processes.

DIGITAL MARKETING

DIG 200 Social Media Marketing (3)

Prerequisites: None

Course Description:

The average consumer spends 2.5 hours per day on social media sites and this course explores how to effectively use social media to move those consumers to action. In order to be a successful marketer, you must be able to plan a campaign that aligns with strategic goals, execute using the appropriate channels and tactics, and measure the success or failure of your efforts. By the end of this course, you will learn how to do just that.

DIG 205 Email Marketing (3)

Prerequisites: None

Course Description:

Email marketing is vital to modern businesses and a primary tool in any skilled marketer's toolkit. In this course, you'll learn how to craft successful email marketing campaigns for sales, engagement, and activation. By the end of this course, you'll know how to write emails that drive customers to take desired actions and how to structure campaigns for maximum effect. You'll also build your own marketing campaign.

DIG 210 SEO/SEM (3)

Prerequisites: None

Course Description:

How do you find what you're looking for on the internet? Chances are you turn to google or another search engine. Companies use Search Engine Optimization (SEO) and Search Engine Marketing (SEM) to make sure you see them first every time you turn to a search engine. By the end of this course you'll learn how to optimize a website so that it shows up first on a search, and how to build search ads that will drive customers to your website.

DIG 400 Digital Marketing Analytics (3)

Prerequisites: MTH 105, and one of the following: DIG 200, DIG 205, or 210

Course Description:

Marketing professionals today have access to incredible amounts of data. The ability to use this data is what differentiates successful marketing efforts from failed ones. In this course, students will learn how to analyze digital customer behavior data using a range of tools, and use that data to test marketing hypotheses and improve customer acquisition

DIG 405 Viral and Organic Growth (3)

Prerequisites: None

Course Description:

"Going Viral" is the goal of most web-based marketing content. Companies that generate content that can spread through the internet organically are the most successful in growing their brand. This course will teach you what drives people to share content and how to build content that is shareable and meme-worthy. By the end of this course, you will understand what drives viral sharing and learn how to facilitate it.

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 to the fundamentals of macroeconomics, the branch of economics that pertains to large-scale economic policies including taxation, trade, monetary policy and the labor market. It is the study of how the economy performs in the aggregate both domestic and global markets. Specific 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, 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

Course Description:

This course is a graduate managerial/microeconomics course that will help students develop essential microeconomic knowledge and business application skills. The skills developed in this course will enhance students' know-how in allocating the firm's scarce resources and achieving shareholders' value maximization mission. Class activities entail economic analysis that assists managers in developing short and long-term business strategies, promoting business competitiveness, and ensuring the firm's sustainability in a globally challenging environment.

ESM 200 Introduction to Esports Management (3)

Prerequisites: None

Course Description:

Esports is one of the fastest growing industries, attracting 450 million viewers and generating over \$1bn in revenue in 2020. This course will introduce you to the history of competitive gaming and will explore its ecosystem. You will learn to navigate Esports leagues, teams, players, publishers, tournament operators, media and affiliate organizations. Furthermore, you'll get firsthand experience in analyzing the space.

ESM 300 Convention, Event and Trade Show Planning (3)

Prerequisites: ESM 200 or GDM 200

Course Description:

Esports and Gaming companies rely heavily on conventions for marketing. Shows like TGS, PAX and E3 attract audiences from 60,000-300,000, and are tremendous opportunities for companies to generate excitement and drive sales. This course will teach you how to turn a gaming convention into a big win. By the end of this course, you'll understand how to handle planning, marketing and logistics for a corporate presence at a major convention.

ESM 400 Distribution of Games (3)

Prerequisites: ESM 200, MKT 260

Course Description:

The role of a publisher in the games industry is to ensure that a game can get in front of its audience successfully. To do that, a publisher must consider a variety of distribution strategies and channels. This course will teach you how publishers promote games and bring them to market. By the end of this class, you will be able to plan a game's launch and promotion.

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 and corresponding learning outcomes will vary 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. Course content is delivered in an immersive format from a Christian perspective with practical, applied learning, preparing students to become proficient in personal finance and investment. Through interactive discussion, inquiry and application, students will attain the education and encouragement needed to achieve financial success – for themselves now, and for helping others later.

FIN 430 Corporate Finance (3)

Prerequisites: MTH 100, MTH 105 and ACC 220

Course Description:

This course will provide the 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. In addition, it will introduce the students to the analyses utilized in the

decision-making processes of corporate entities, including capital budgeting and capital investment decisions.

GAME DEVELOPMENT MANAGEMENT

GDM 200 Introduction to Games (3)

Prerequisite: None

Course Description:

Games sit at the intersection of technology, art, and culture, so success within the games industry requires you to understand all three. This course explores why we love games, what role they play in society, and the industry that produces them. You'll also learn the basics of game development. This course was developed in partnership with Unity and the IGDA to help everyone interested in the games industry start on the right foot.

GDM 300 Content and Systems Design (3)

Prerequisite: None

Course Description:

If you've ever enjoyed the experience of playing a video game, you've had a first-hand lesson in how important content and systems design are. The experience of a game is driven by four major components: content, systems, narrative, and user experience. This class will help you learn to design all four components, and build a deeper understanding of the game development process and an introduction to concepts in scripting.

GDM 400 Unity I: Working with Unity (3)

Prerequisite: None

Course Description:

The Unity engine powers nearly 50% of all games and nearly 75% of mobile games. This course, built in collaboration with Unity and IGDA, will introduce you to developing games in Unity. By the end of this course, you'll learn how to build a fully functioning game within the Unity system, including all key elements.

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.

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.

GKC 205 Greek IV (3)

Prerequisite: GKC 200

Course Description:

Selected readings in Greek literature are offered to meet the needs of the student. GKC 205 aims at reading proficiency of Homeric, Attic, or New Testament Greek. Selection of texts are at the discretion of the instructor.

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: HIS 100

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

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 may be considered.

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

Prerequisites: HIS 100

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: HIS 100

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.

HONORS

HON 200 Honors Seminar (1)

Prerequisites: Admission to the Honors Program

Course Description:

Students in Honors Seminar pursue an understanding of what is true and how best to live in light of seminal literary, philosophical, and theological texts. To this end, students learn to identify enduring questions of the humanities and how to interrogate and discuss texts, promoting incisive analysis and fruitful connections. The texts and topics are left to the discretion of the instructor, and the course may be repeated for credit.

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 315 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.

HUM 498 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.

HUM 499 Capstone II—Thesis/Writing Portfolio (3)

Prerequisites: 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.

HUMAN RESOURCE MANAGEMENT

HRS 300 Human Resource Risk Management (3)

Prerequisite: MGT 320

Course Description:

This course will examine the scope and role of HR in the occupational health and safety arena, the fundamental components of comprehensive programs and, more importantly, the interplay between these considerations and how important HR professionals are in their success. Topics covered include OSHA requirements, risk management and loss prevention, management of safety & workers' compensation, employee assistance plans, preventative health issues, emergency response and preparedness, and developing a culture of safety, amongst others. There will be focus on the fundamental components of a comprehensive health and safety program to protect the employees in an organization and costly liability.

HRS 400 Special Topics in Human Resources (3)

Prerequisites: MGT 320

Course Description:

An advanced level course on a special topic in HRM. The topic and corresponding learning outcomes will vary depending on faculty specialization. Student interest may be taken into account.

HRS 405 Training and Development (3)

Prerequisites: None

Course Description:

Training & development are key to building an empowered and motivated workforce.

This course will help you build knowledge and skill in the design, development, delivery, and evaluation of organizational training. You'll also learn how to create effective performance improvement programs, a vital resource in talent retention that is often overlooked. Lastly, you'll get hands-on experience, by producing your own sample training plan.

HRS 410 Employment and Labor Law (3)

Prerequisites: MGT 320

Course Description:

This course is an overview of laws and regulations that determine the rights and

obligations of employees and employers. You'll learn about the nature of the employment relationship, common law principles, prohibitions against discrimination, wage law, specific governmental acts, and other areas of labor and employment law. By the end of this course you will become familiar with the federal and state laws that govern employment.

HRS 420 Total Compensation Management (3)

Prerequisites: MGT 320

Course Description:

Great people power great businesses, but attracting and retaining top talent requires

companies to offer competitive compensation packages. This course will help you develop knowledge and skills in the development and evaluation of pay structures and benefits packages. You'll also learn how total compensation issues affect every manager in an organization and analyze processes and procedures to create effective compensation plans.

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. The course opens with an introduction and development of the basic intellectual tools for clear and critical reasoning. The key features of language, deductive and inductive forms of logic, informal logical fallacies, and a select range of philosophical topics are explored. 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 has 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 and Medieval Mediterranean Studies (3)

Prerequisites: None

Course Description:

The study of the Byzantine Empire is fraught with cliché, anachronism and prejudice. The term 'Byzantine' itself is problematic and reflects the negative attitude towards Byzantium taken by many Western European and Anglophone scholars in the 19th Century. Even those scholars who have undertaken a rapprochement with the East have passed over the millennia long history of the Christian Roman Empire to emphasize the importance of the Islamic World in the preservation of western literature and philosophy. This course then, can be seen as a corrective to the prevailing negative attitude toward Byzantium and the labeling of Byzantine studies as obscurantist. Taught through an interdisciplinary manner students will be immersed in Byzantine art, History, Law, Philosophy, Statecraft and Religion. The course will delve deeply into Byzantine texts (in translation) and examine the significant movements and changes in Byzantine Society over its almost twelve-hundred-year history. Emphasis will be paid to understanding the uniquely Byzantine synthesis of Hellenic philosophy, Roman Imperial Ideology and Christian Identity.

INT 210 Western Civilization and the Formation of Christendom (3)

Prerequisite: None

Course Description:

This course is part of the Saint Katherine Integrated Core curriculum and is a study of the rise of western civilization under the influence of Christianity. Its first part covers the civilizations of the Fertile Crescent, Greece, Rome, the early Church, and Byzantium. It culminates with the estrangement of Eastern and Western Christianity in the period of the Crusades. The second part addresses the rise of medieval Western Europe; the decline, fall, and legacy of the Byzantine Empire, and the collapse of Christendom during the Protestant Reformation.

The 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, with its transformative

principles, values, and cultural achievements. As such it provides a basis from which to evaluate and interpret the rise of modern western civilization, both in Europe and America, which prepares students for later courses in the Integrated Core curriculum. By approaching the topic from an eastern Christian point of view, it further provides critical insights into the character of western civilization.

INT 310 Ethics and Culture in Modern Society (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 life and career lived out in critical awareness of and appreciation for the beliefs and values that have shaped modern western civilization, and how those beliefs and values have changed over time. One of the leading learning outcomes of this course is 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 insights into the problems and opportunities created by secularization. Indeed, Christian principles continue to exist incognito in many of the institutions and values of our contemporary age: human rights, freedom, and equality are all deeply rooted in Christian ideas about the human person. In addition, students completing the course will further develop skills introduced at earlier stages in USK's Integrated Core Curriculum such as interdisciplinary thinking, written expression, and critical thinking. The course is organized into two main units, which are listed below in the course schedule. Running through them are three areas of modern European thought and culture with which we will be especially concerned: politics, religion, and art (literature and visual art esp.). We will explore these through online lessons and assignments and by looking at examples and discussing primary and secondary sources. The ability to identify and to describe in detail the course material with explicit reference to beliefs and values is essential for success in the course.

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:

This course will provide an introduction to the prevention, evaluation, and treatment of sports-related injuries. Students will learn the fundamentals to assist with emergency and first aid procedures, to evaluate sports-related injuries, and to develop rehabilitation programs for athletes. The course will review basic human anatomy as applied to the field of Sports Medicine. There will be a lab connected to this class to include: proper taping procedures, injury evaluations, therapeutic modalities, and rehabilitation protocol for specific injuries. Each student will have the opportunity to acquire his/her certificate in Community First Aid and Safety.

KIN 175 Introduction to Sport, Exercise, and Performance Psychology (3)

Prerequisites: PSY 150 Preferred

Course Description: This course provides an introduction to the field of Sport, Exercise and Performance Psychology by providing a broad overview of the major topics. Current theories and research are presented related to concepts of understanding behavior in the sport and performance setting. An overview of factors influencing participation in individual or group sport and performance, as well as outcomes associated with performance will be discussed. Techniques applied to optimizing performance in an applied setting are also examined, as well as application in a variety of career settings.

KIN 198 Certified Strength & Conditioning Specialist Certification Prep (3)

Prerequisites: None

Course Description:

This course will prepare students for the National Strength and Conditioning Association's highly prestigious Certified Strength and Conditioning Specialist certification which is a requirement in many Kinesiology related work fields. This course will teach students how to analyze which aspects of the Kinesiological sciences should be applied under a variety of situations. Students will need to recall and be familiar with much of the scientific theories and methods from their various other courses and be able to apply them in a comprehensive method so as to be able to design, implement and execute an exercise and nutrition-based movement program for athletic populations. Athletic populations require differing levels of training in a variety of situations and in different areas and timeframes related to their competition schedule and their timing to achieve peak performance. Students will be able to analyze and determine the appropriate levels of resistance, endurance, flexibility, and overall components required for peak performance for a large variety of athletes in different sporting situations and even different positions of play in differing sports.

KIN 199 Personal Training Methodology Certification Prep (3)

Prerequisites: None

Course Description:

This course will prepare students to sit for the American Council on Exercise's prestigious Certified Personal Trainer certification which is a requirement in many Kinesiology related work fields. This course will teach students how to put together much of the science from their various other courses in a comprehensive method so as to be able to design, implement and execute an exercise and nutrition-based movement program for general populations. The program can be designed for a myriad of situations including fat loss, muscle gain, improving performance of the 'weekend warrior' or to increase the movement function and capacity of generally healthy adults of various ages.

KIN 215 Fundamentals of Nutrition (3)

Prerequisites: CHEM 150 preferred or concurrent enrollment

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 220 Psychology of Coaching and Leadership (3)

Prerequisite: PSY 150

Course Description:

This course provides an introduction to current research and theories regarding coach-athlete relationships and the coaching profession, including leadership, psychosocial factors, and performance of teams and athletes. Leadership from the perspective of the coach, as well as leaders within the group, facilitating leaders on and leadership within a team dynamic, psychological components of team building and group dynamics. Group processes, Team-building techniques, leadership skills, and interpersonal communication skills will be applied to the enhancement of steam sports performance and individual well-being. Behavior in groups with attention to such factors as leadership, followership, interaction and influence including organization, management, morale, and efficiency. Problems, techniques and methods of investigation. Team Building - This course studies principles influencing team building strategies and leadership skills. Foundations such as servant, situational, and charismatic leadership are examined, including leadership qualities, skills, and cultural contexts.

KIN 225 Applied Sport and Performance Psychology (3)

Prerequisite: KIN 175

Course Description:

This course covers a brief history of the field, as well as theoretical approaches and concepts. Students will progress beyond theory to the application of theories and psychological skills and interventions. Examination of roles that individual athlete differences, team dynamic, sport variation, and setting play in the choice and application of techniques and interventions. Application of psychological skills and interventions to enhance athletic performance. Application of psychological skills and interventions to enhance athletic performance.

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. The purpose of this course is to acquire knowledge and skills relating to the nature, recognition, prevention, care, and rehabilitation of athletic injuries for current and future recreational pursuits.

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 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 micronutrient 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:

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 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 340 Advanced Sport, Exercise and Performance Psychology (3)

Prerequisite: KIN 175, 225

Course Description:

An in-depth analysis of sport psychology theory and exercise behavior will be applied to areas such as motivation, goal setting, burnout, anxiety, attention/concentration, and behavior change. This course enables a deeper understanding of the skills, techniques, and concepts and involves using case studies and student practice of skills and techniques to further understand the work. Application of psychological skills and interventions to enhance athletic performance. An in-depth analysis and application of psychological principles and research in motivation, psychophysiology, personality, cognition, and emotion in sport settings. Review of individual consultant differences on successful interactions with athletes.

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 forms. 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 Psychology of Exercise (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 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 students' faculty advisor. Graded credit/no credit or report in progress (RP). Enrollment is restricted to Kinesiology majors with Senior standing in their last year of the Program who have obtained consent of their faculty advisor.

KIN 490 Experimental and Research Methods (3)

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 (3)

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.

KIN 500 Biophysical Foundations of Kinesiology (3)

Prerequisites: Graduate status or consent of department chair

Course Description:

This course provides an overview of the theory and applications in Kinesiology with specific emphasis on the exercise sciences. Students will engage with the concept of incorporating exercise as preventive medicine for chronic conditions such as autoimmune disease. The course will also include an exploration and overview of laboratory procedures in each discipline. Students will formulate an initial research idea as part of the MS degree, interfacing with program faculty and the university library to initially form and develop their Applied Project in Kinesiology.

KIN 505 Statistical Analysis in Kinesiology (3)

Prerequisites: Graduate status; college-level course in Statistics or consent of instructor

Course Description:

This course targets the development of understanding in statistical methodology as it relates to the field of exercise science. Students will be able to summarize, analyze, and interpret data using descriptive and inferential statistics. Students will review statistics commonly used in Kinesiology research including correlation, regression, t-test and ANOVA, as well as reliability analyses and multivariate techniques.

KIN 510 Advanced Motor Control Lab (3)

Prerequisites: Graduate status; college-level anatomy and physiology or consent of department chair

Course Description:

Principles of motor control and skill acquisition, with an emphasis on relevance to sport, rehabilitation, physical education, human factors, and performance. Involves designing and performing laboratory experiments to test hypotheses about motor control, learning, and rehabilitation.

KIN 515 Advanced Biomechanics Lab (3)

Prerequisites: Graduate status; college-level anatomy and physiology or consent of department chair

Course Description:

This course involves the application of mechanical principles, quantitative analysis of human movement, and advanced study of biomechanical instrumentation systems. Causes of injury and disease and understanding or designing techniques to overcome motor impairments will be highlighted. Critical analysis of current research in the field of biomechanics is also emphasized.

KIN 520 Advanced Clinical Exercise Physiology (3)

Prerequisites: Graduate status; college-level anatomy and physiology or consent of department chair

Course Description:

An in-depth study of changes that occur due to acute and chronic exercise and the influence of disease on these processes. Examines human bioenergetics, fuel metabolism, body composition, and neuromuscular, endocrine, and cardio-respiratory physiology with an emphasis on differences across individuals. Students will be prepared to pursue certification as an ACSM Registered Clinical Exercise Physiologist.

KIN 525 Exercise Testing Methodology (3)

Prerequisites: Graduate status or consent of department chair

Course Description:

This course provides advanced study of the theoretical basis for exercise testing and practical procedures involved with pre-exercise screening and exercise testing. Students will interpret screening information and apply this to appropriate exercise programming for intervention and prevention of chronic disease conditions.

KIN 530 Advanced Exercise Nutrition (3)

Prerequisites: Graduate status or consent of department chair

Course Description:

This course examines the latest evidence-based principles and recommendations for optimal fueling and performance. Topics include principles of nutrient timing, regulation of metabolism by micronutrients and macronutrients and their role in weight control, safety and validity of supplements, and nutritional aspects of optimal performance.

KIN 535 Graduate Research Methodology and Design (3)

Prerequisites: Graduate status; KIN 505 or consent of department chair

Course Description:

The course details the principles of research theory, methods, inquiry, problem formulation, data collection, literature searches, and ethical considerations. Emphasis is placed on how to design a master's level research study.

KIN 540 Health Behavior and Exercise Adherence (3)

Prerequisites: Graduate status or consent of department chair

Course Description:

This course examines the principles of behavior change and their application to various health behaviors, such as exercise, in diverse community settings. Study and discussion of empirical research and theory as it relates to exercise adherence from psychological, behavioral, and public health perspectives is included. Topics include health behavior change theory, principles and techniques, and their application to health behavior change programs.

KIN 599 Applied Project in Kinesiology (3)

Prerequisites: Graduate status, must be in final semester of study

Course Description:

Completion of a project pertinent to a health or wellness-related area of their professional interest. This culminating course is designed to provide an opportunity to students to make use of the skills and knowledge that they have acquired in order to pursue a research-based project that is of particular interest to them. In addition to coursework, students complete a research project as part of the course requirement. Through a rigorous research experience, students will demonstrate their mastery of the material. Students will create and present either an original wellness or exercise program, curriculum-based project, or other health and wellness-focused project.

LAT 100 Latin I (3)

Prerequisites: None

Course Description:

Latin 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 Latin for complete beginners. From the first class meeting students will be presented with Latin 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 Latin texts and gain a deeper understanding of the development of Roman culture. In Latin II grammar is further developed while examining more sophisticated classical literature.

LAT 105 Latin II (3)

Prerequisites: None

Course Description:

Latin II is the second of a three-course unit which fulfills the foreign language requirement at the University of Saint Katherine. This course continues building on the foundational grammar learned in Latin I. From the first class meeting students will be presented with Latin 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 Latin texts and gain a deeper understanding of the development of Roman culture.

LAT 200 Latin III (3)

Prerequisites: Latin 105

Course Description:

Latin III is the third of a three-course unit which fulfills the foreign language requirement at the University of Saint Katherine. This course is an introduction to Latin for complete beginners. From the first class meeting students will be presented with Latin 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 Latin texts and gain a deeper understanding of the development of Roman culture. In Latin III, students read at least one complete work of sophisticated classical literature.

LEADERSHIP

LED 460 Leadership Experience Internship (3)

Prerequisites: None

Course Description:

This course is designed to provide experiential learning of leadership through observation and practice in a 125+ hour internship in the USK Athletics, Student Affairs, and/or Administrative Departments. Engage in the hands-on development of leadership traits, attend to tasks and relationships, create a vision, advance objectives, problem solve, and overcome obstacles. Students will assess their leadership traits and skills to improve their leadership performance. Graded credit/no credit or report in progress (RP).

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 (3)

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:

A literary survey of Anglo-Saxon and Medieval through Renaissance 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, Shakespeare, Donne, and Herbert.

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

Prerequisites: LIT 200 (or taken concurrently)

Course Description:

A literary survey of Restoration, Neoclassical, Romantic, and Victorian to Modernist literature in the context of its age, with attention to form and theme. Authors may include Dryden, Johnson, Pope, Blake, Wordsworth, Coleridge, Shelley, Keats, Byron, Austen, Bronte, Dickens, Tennyson, Browning, Hopkins, Chesterton, G. 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:

This course is designed to teach students the skills necessary to effectively manage the planning, selection, implementation, use, and administration of information and communications technologies. This program also provides students with the knowledge and skills needed to integrate people, information and communication technologies, and business processes in support of organizational strategic goals.

MGT 315 Organizational Behavior (3)

Prerequisites: MGT 100 or PSY 150

Course Description:

This course integrates the study of management principles and practices with the study of human behavior within organizations. The focus will be on translating management and organizational behavior theory to practices that result in organizational effectiveness, efficiency, and human resource development.

The primary goal of this course is to prepare students for advanced leadership roles in modern organizations. The course will examine the contemporary principles, techniques, and research findings in management and organizational behavior that drive high performance and continuous improvement in business today. To understand management and organizational behavior, concepts associated with constant improvement in individual and group processes will be discussed.

Specific attention will be given to Organizational Behaviors, Diversity in Organization, Attitudes and Job Satisfaction, Personality and Values, Perceptions and Individual Decision Making, Motivation Concepts, Foundations of Group Behavior, Communication, Leadership, Power and Politics, and Conflict and Negotiation.

MGT 320 HR and Talent Management (3)

Prerequisites: None

Course Description:

This course is designed as an overview of the Human Resource Management functions and the employment of human resources to achieve organizational strategic goals by working with and through people. 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 facing HR professionals in modern workplaces. Finally, students will learn the basics of the legal and administrative side of human resource management and how these provide structure for 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 and learning outcomes vary 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. This course provides a solid foundation for the future study of marketing and professional work in this field. It provides insights into how the marketing function fits within a business and how marketing professionals can partner with other business functions. This course is designed as a working experience.

MKT 320 Marketing Management (3)

Prerequisites: None

Course Description:

A comprehensive introduction to marketing management where students develop and practice their ability to assess marketing opportunities, make effective marketing decisions, and develop strategies and implementation plans that meet customer needs and achieve marketing objectives. Through a combination of interactive discussions, cases, and a group project, the course applies marketing topics to consumer and business-to-business products, services, and nonprofit organizations. Students gain significant experience in communicating and defending their marketing recommendations and collaborating with others, emphasizing learning to develop responsive marketing strategies that meet customer needs.

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 and learning outcomes vary depending on faculty specialization. Student interest may be considered.

MATH

MTH 085 Pre Algebra (3)

Prerequisites: None

Course Description:

Review of the properties of natural numbers and integers, including prime factorization. Introduction to the language of Algebra: Introduction to variables and expressions, translating between word phrases and algebraic expressions, evaluating algebraic expressions using Order of Operations, and estimating the value of an algebraic expression. Includes working with decimals and fractions, including fractions with variable expressions in the numerator and denominator, ratios, proportions, and percent as well as their use in solving common applied problems. Also includes finding roots, using basic geometric formulas, graphing in the Cartesian Plane and solving one and two step equations in one variable. (Note: A grade of “C” or better is necessary for movement from MTH 085 to MTH 090 and any 100-level mathematics course. This class does not count toward graduation.)

MTH 090 Intermediate Algebra (3)

Prerequisites: None

Course Description:

This course is a preparatory course which is meant to assist students moving on to college-level math courses. Focus will be given to a review of basic mathematics, including: operations on real and complex numbers, Factoring and operating on polynomials, Linear equations and inequalities, Systems of Equations, Quadratic Equations, Graphing on the Cartesian plane, Functions and their graphs. (Note: A grade of “C” or better is necessary for movement from MTH 090 to any 100-level mathematics course. This class does not count toward graduation.)

MTH 100 College Algebra (3)

Prerequisite: None

Course Description:

This course focuses on the fundamentals of algebra, including linear functions; equations and inequalities; analysis of graphs and functions; quadratic and higher degree polynomial functions; rational, power, and root functions; inverse, exponential and logarithmic functions; as well as basic trigonometry circular functions. Consideration will be given to factoring exponents and higher order polynomials. Emphasis is placed on the practical application of algebra with descriptive text problems that include geometric examples.

MTH 105 Introduction to Statistics (3)

Prerequisite: MTH 100

Course Description:

This course focuses on the fundamental principles and theories of statistics and statistical methods, organized by descriptive and inferential topics. Consideration will be given to methods for displaying, describing, and evaluating 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: MTH 100

Course Description:

This course focuses on preparing students to take Calculus I. Consideration will be given to 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:

This course is an in-depth 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. Consideration will be given to limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable.

MTH 210 Calculus II (3)

Prerequisites: MTH 110

Course Description:

This course builds on the material covered in Calculus I. Consideration is given to 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, functions of one variable, with applications, anti-derivatives, definite integrals, the Fundamental Theorem of Calculus, methods of integration, areas and volumes, and separable differential equations.

MTH 310 Calculus III (3)

Prerequisites: MTH 210

Course Description:

This course builds on the material covered in Calculus II. Focus will be given to ordinary differential equations, and the development of abstract concepts and applications for first order and linear higher order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and the Laplace transform. Consideration of the appropriate models and techniques for finding solutions to differential equations-related problems will be given.

MTH 315 Biostatistics (3)

Prerequisite: MTH 100

Course Description:

This course focuses on appropriate experimental design which yields reliable, statistically testable results. Consideration of the appropriate statistical tools for analysis will be given, including probability and hypothesis testing via t-tests, ANOVA, goodness-of-fit testing, contingency table analysis, data modeling using correlation and linear regression analysis, and the evaluation of scientific data rather than on statistical theory.

MUSIC

MUS 060 Piano Proficiency (1)

Prerequisite: None

Course Description:

This course seeks to further performance practice through advanced technique exercises, sight-reading, pedagogy and repertoire.

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

PHYS 105 Physics I (3)

Prerequisites: MTH100

Course Description:

This course is an introduction to the study of the nature and properties of matter and energy as these topics relate to algebra-based physics. This course focuses on classical mechanics, wave motion, sound, thermodynamics and fluids.

PHYS 105L Physics I Lab (1)

Corequisite: PHYS 105

Course Description:

This course is the lab component of Physics I and is a corequisite for that course. This laboratory course will focus on lab techniques to reinforce material covered in lecture.

PHYS 110 Physics II (4)

Prerequisites: PHY 105

Course Description:

This course builds on the material presented in Physics I. The focus of this course is fluid mechanics, oscillations and waves, temperature and ideal gas law, optics, special relativity, quantum physics, and nuclear physics. Consideration of the applications in technology and the physical sciences will be given.

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.

PSY 199 Registered Behavior Technician Certificate Preparation Course (3)

Prerequisites: None

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.

PUBLIC HEALTH

PH 100 History of Public Health (3)

Prerequisite: None

Course Description:

Covid-19 has thrust Public Health into the spotlight, but the domain of public health includes many critical issues, including mental health, obesity, and gun violence. From the first quarantines to the modern movement towards universal health care, public health has fundamentally shaped societies. In this course, you'll learn the role of the state in public health, the importance of public health, and how it's provided and practiced.

PH 200 Epidemiology (3)

Prerequisite: None

Course Description:

Epidemiology is the branch of medicine which deals with the incidence, distribution, and control of a disease. In this course, you will learn and apply key concepts of epidemiology to multiple domains of public health. By the end of this course, you'll be able to use epidemiology to better understand, characterize, and promote health at a population level.

PH 205 Health Services (3)

Prerequisite: None

Course Description:

Health Services - the means by which healthcare is provided - is a critical concept in Public Health that impacts all of us. This course will introduce you to the modern history of healthcare in high, middle, and low income countries and explore the evolution of health services. Students will evaluate the strengths and weaknesses of particular systems and policies and examine their ideal version of a health service in the context of current events.

PH 300 Health Economics (3)

Prerequisite: None

Course Description:

The field of public health is driven by economics as much as it is by epidemiology. This course will teach you about health economics, which is the application of economic principles and techniques of analysis to health care in support of the public good. By the end of this course you will learn how to analyze the effectiveness of health policy outcomes through an economic lens, and how to use available resources to improve the quality of healthcare.

PH 400 Public Health Studies I (3)

Prerequisite: None

Course Description:

This course is intended to provide students with a means of evaluating the health impact of political decisions and a broad knowledge base about the practice of Public Health today. Students will explore a range of current topics in public health - including COVID-19, HIV/AIDS, and the obesity epidemic. Students will also look at the impact of US politics on global public health, especially in developing nations. Furthermore, this course will explore key topics such as the WHO's Millenium Development Goals, the disastrous circumstances that can arise when Public Health Policies fail, and the conflict between data and political will that drives so much of Public Health policy decision making.

PH 405 Public Health Studies II (3)

Prerequisite: PH 400

Course Description:

This course provides students with a variety of tools for understanding the impact that disease or other Public Health concerns may have on a population. Students will learn how to design effective surveys, analyze geographic data, and use qualitative information with the ultimate goal of gaining a better understanding of how events may affect the health of a particular population. This course will also require students to participate in a marathon in order to help them build understanding of how geographic data is used in the practice of Public Health.

PROJECT MANAGEMENT

PMG 100 Intro to Project Management (3)

Prerequisite: None

Course Description:

According to a recent study of human resource managers, effective project management is one of the most coveted skills for new hires in the modern economy. This course will introduce you to the power of effective project management through two primary frameworks: waterfall and agile. You will also learn vital project-management concepts that can be applied to a wide range of industries and occupations.

PMG 200 Project Planning (3)

Prerequisite: None

Course Description:

Any successful project starts with a plan. This course provides students with a deep understanding of project planning. Projects are a series of tradeoffs between scope, cost, and time, so you'll need to learn how to balance them in order to create a plan which is realistic and achievable. You will also learn how to leverage resources, and how to manage risk, quality, and stakeholder expectations to ensure project success.

PMG 305 Project Execution (3)

Prerequisite: PMG 200

Course Description:

In today's fast paced work environment, no project proceeds from beginning to end without encountering unforeseen challenges, and the changing scope, priorities or context of a project may require various adjustments. Additionally, project implementation and closure requires conviction and trust in established processes and personnel. In either context, these are vital parts of a project's success and are reflections of how future projects will be managed. This course covers project execution, monitoring / control, implementation / handover, DevOps, and project closure. This course is intended to finalize a student's preparation for their Project Management Practicum and Internship.

Real Estate

RES 405 Principles of Real Estate (3)

Prerequisites for BUS Majors: Junior Standing. BUS 100 and ACC 220

Prerequisites for Non-Majors: ECON 100 and MTH 100

Course Description:

This practical study of the basic principles, economic aspects, and laws of real estate covers the information needed to obtain a real estate license and/or for better management of personal investments. Topics include legal descriptions and estates; encumbrances, liens, and homesteads; agencies; contracts; mathematics; financing and lenders; appraisals; escrows; title insurance; leases, landlords, and tenants; urban economics and planning; taxation; and careers in real estate. One of three classes required to sit for the California Real Estate Salesperson licensing exam. Admission into programs leading to licensure and credentialing does not guarantee that students will obtain a license or credential. *Licensure and credentialing requirements are set by agencies that are not controlled by or affiliated with USK, and requirements can change at any time. For example, licensure or credentialing requirements can include evidence of the right to work in the United States (e.g., Social Security number or taxpayer identification number) or successfully passing a criminal background check. Students are responsible for determining whether they can meet licensure or credentialing requirements. USK will not refund tuition, fees or any associated costs to students who determine subsequent to admission that they cannot meet licensure or credentialing requirements.*

RES 410 Real Estate Practice (3)

Prerequisites for BUS Majors: Junior Standing. BUS 100, ACC 220, BUS 305

Prerequisites for Non-Majors: ECON 100 and MTH 100, BUS 305

Course Description:

This course explores the practical applications of real estate theory to the operation of a real estate business. Legal, ethical, marketing and financial aspects of running a real estate business, including property management and leasing will be introduced. Economic factors affecting real estate value are emphasized. One of three classes required to sit for the California Real Estate Salesperson licensing exam. Admission into programs leading to licensure and credentialing does not guarantee that students will obtain a license or credential. *Licensure and credentialing requirements are set by agencies that are not controlled by or affiliated with USK, and requirements can change at any time. For example, licensure or credentialing requirements can include evidence of the right to work in the United States (e.g., Social Security number or taxpayer identification number) or successfully passing a criminal background check. Students are responsible for determining whether they can meet licensure or credentialing requirements. USK will not refund tuition, fees or any associated costs to students who determine subsequent to admission that they cannot meet licensure or credentialing requirements.*

SPANISH

SPA 100 Spanish I (3)

Prerequisite: None

Course Description:

Spanish I is an introductory course to language and culture emphasizing aural and reading comprehension as well as speaking and writing through active practice and participation. Students learn to recognize and use elementary grammar and understand the cultural and historical contexts of words and phrases.

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, Writing. Cultural and historical background of the language is important and will be emphasized during the semester. Participation and active use of the language are emphasized in the classroom.

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.

SUPPLY CHAIN

SCN 200 Forecasting & Logistics (3)

Prerequisite: None

Course Description:

Have you ever wondered how that Amazon package arrived at your door so quickly?

Supply chain management is the process by which organizations get us the products we consume, and companies need talented employees to help optimize their supply chain. This course will teach you how to use forecasting techniques to match supply and demand, and how to develop logistics networks that help minimize costs and deliver top customer service.

SCN 300 Sourcing & Operations (3)

Prerequisite: None

Course Description:

In today's modern economy, something as simple as a razor might be manufactured in multiple countries with each part coming from a different supplier. This course will teach you how businesses manage this increasing complexity behind the scenes through efficient sourcing of suppliers and operations. You will have the opportunity to apply this knowledge by conducting a real-world case study of a product of your choosing.

SCN 350 Supply Chain Management Technologies (3)

Prerequisites: SCN 200, SCN 300

Course Description:

This course covers the major relevant supply chain technologies and systems. In this course you'll survey the systems that enable the supply chain in best-in-class supply chain organizations. Understanding of how

information flows throughout the supply chain is critical to managing a supply chain and this will be the main focus in this course. By the end of this course, you will have gained a basic understanding of how supply chain systems work and how they make the supply chain more efficient and effective. This online class has optional live sessions.

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 and theology of the Old and New Testaments; to familiarize the student with its authors, history, textual formation, and theology. Special attention will be given to the cultural, political and social contexts of Biblical times, that of the ancient Near-East, Hebrew and Graeco-Roman world; the importance of literary genres; understanding transmission and the role of Orthodox Christian tradition. We will examine how the Old Testament figures in its fulfillment of the New, particularly as it is expressed in the faith and practice of Orthodox Christianity. Furthermore, we will examine and discuss how we can approach and appropriate the teachings and theology of the Bible in our own contexts 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.

Seven

Ecumenical

Councils are of particular importance to the theology and practice of the Eastern Orthodox churches.

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 is a comprehensive study of Eastern Orthodox theology in modern times. We will examine Orthodoxy's principal thinkers, the important developments of thought which engaged them, and the multifarious challenges that helped shape Orthodoxy in the modern world. Marking the 1782 publication of the *Philokalia* as the emblematic beginning of modern Orthodox theology, this course will cover the 19th, 20th and the 21st centuries, right up until our present day. By examining the historical and biographical sketches of the most influential Orthodox personalities, this course will provide the student with an understanding of the task, challenge, and vision of Orthodox theology in and for modernity.

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.

THEO 501 Old Testament (4)

Prerequisite: Graduate standing

Course Description:

In this graduate-level survey course we will conduct an in-depth study of several of the central events, personalities and motifs in the Hebrew Bible. We will accomplish this through textual study and the exploration of classical and modern commentary.

THEO 502 New Testament (4)

Prerequisite: Graduate standing

Course Description:

In this course we will study the diverse writings of the NT as products of their original historical, social, and religious contexts. We will ask how these ancient writings served to interpret and respond to the life situations of the earliest Christians. By asking this question, we prepare ourselves for thinking critically about the ways the NT writings have been appropriated and interpreted in later contexts.

THEO 510 Patristics (4)

Prerequisite: Graduate standing

Course Description:

This course is a study of Patristic texts, from both Eastern and Western Church Fathers. It will introduce the student to some of the theological writings that reflect the formative period of the Church's history. Students will examine some of the following theological themes in the Early Church Fathers: Trinity, Christology, soteriology, theological anthropology, ecclesiology, Patristic exegesis, and sacramental theology. The goal of the course is not only to introduce students to some of the foundational reflections in each of these areas, but to help them understand how the Church Fathers thought about the faith, and to help them understand the importance of the questions the Church Fathers were seeking to answer.

THEO 511 Christian Ethics (4)

Prerequisite: Graduate standing

Course Description:

In this course we will review the different approaches in Christian ethics to contemporary moral issues in the areas of politics, sexuality, medicine, economics, and ecology. We will begin by reviewing the distinctive forms (virtue theory, natural law, divine command, and liberation) and sources (reliance on Scripture, tradition, and reason) of Christian ethics, as well as those favored by central figures in Orthodoxy. We then will consider contributions by important Orthodox writers on particular issues, such as the just-war tradition, same-sex marriage, genetic manipulation, and globalization.

THEO 598 Research Methods (4)

Prerequisite: Graduate standing

Course Description:

Research Methods, THEO 598, forms a major pillar of the Master of Arts in Orthodox Christian Theology online program. This course will introduce you to the vast information universe of theological inquiry, with a focus on application in research-based thesis preparation.

Much of the actual research completed for the MA in Orthodox Christian Theology Program will involve a theological model of qualitative and literary research. This course will focus on the literature search competencies that connect the researcher with the disciplinary conversation.

The context for the written work in this class is "scholarly discourse" in written form and will follow the expectations and conventions for scholarly discourse in theological studies.

The course also assumes "theological inquiry," the intentional seeking after a knowledge of God. The course will be a voyage of discovery, in which each writer will experience a more complete understanding of the God we serve.

As Master's level researchers, it is assumed that much of this discussion reflects tacit knowledge, and will be a brief and intentional review of prior knowledge. Two standards will be applied to this program. First, the University of Saint Katherine Standards for Written Work, will be applied. These standards are rooted in the Institutional Learning Outcome (ILOs), centered around clearly communicated inquiry, interdisciplinary knowledge, and practical skills.

Second, the Association of College and Research Libraries (ACRL)¹ ground-breaking "Information Literacy" model will be used to outline the general competencies required for the academic use of information and for knowledge growth from a librarian's perspective. The five steps to the Effective Research Process are "Define the Need", "Find the Information", "Evaluate the Information", "Organize the Information", and "Communicate the Information."

THEO 599 Thesis Research (10)

Prerequisite: THEO 598

Course Description:

In consultation with a faculty member, the student will identify a sufficiently specific area of interest and will begin the process of refining the study of the topic to the point where an appropriate research question can be posed. An essential component of this process is the conduct of a literature review. The student is

responsible for examining scholarly publications on the topic to discern what research has been conducted in the past, what results have been obtained, and what gaps exist in the study of this field.

WRITING

WRI 090 Intermediate Composition (3)

Prerequisites: None

Course Description:

WRI 090 Introduction to College Composition is a preparatory course for WRI 100 Composition I at University of Saint Katherine. WRI 090 focuses on reading comprehension and the basic principles and skills of effective college-level writing: conventions of punctuation and usage, drafting and revising sentences, creating cohesive paragraphs, and successfully arguing thesis-driven essays. This course prepares students 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.*

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.

WRI 498 Capstone/Thesis Research Methods (3)

Prerequisite(s): WRI 105. Must be a senior to take this course.

Course Description:

This Senior-level course is designed as the first course in the Capstone Senior Thesis project for all majors. 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.