

2025-2026

ONLINE
UNDERGRADUATE CATALOG

STEVENSON
UNIVERSITY



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Stevenson University

Academic Continuity Policy, Notice of Nondiscriminatory Policy and Catalog Disclaimer

ACADEMIC CONTINUITY POLICY

The University sets forth and upholds standards and policies and prioritizes the integrity of the academic experience. In the event that temporary adjustments must be made to the policies or processes included in the Catalog, information will be posted to the Registrar's Office Page on the SU website and shared with students via the Office of the Registrar.

NOTICE OF NONDISCRIMINATORY POLICY

Stevenson University admits students of any race, color, sex, religion, and national or ethnic origin to all of the rights, privileges, programs, benefits, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, sex, religion, disability, and national or ethnic origin in the administration of its education policies, admission policies, scholarship and loan programs, and other university-administered programs. The University is committed to providing all students with an educational environment free of bias, discrimination, intimidation, or harassment. In this regard, Stevenson University complies with all relevant federal, state, and local laws. The University also complies with all applicable laws and federal regulations regarding prohibition of discrimination and accessibility on the basis of age, disability, veteran status, or otherwise.

CATALOG DISCLAIMER

Stevenson University reserves the right to add, revise, or drop programs and courses; to implement new policies and procedures; and to change published calendars as it deems necessary. The information contained in this catalog is accurate as of the date of publication; however, Stevenson University reserves the right to add, revise, or modify its contents when necessary. Such changes, which will appear in the online catalog, will be applicable to all students who are enrolled at the time the changes occur. The online version of the Stevenson catalog is the governing version, and students should refer to the SU website for the most up-to-date information.

OWINGS MILLS CAMPUS

100 Campus Circle
Owings Mills, Maryland 21117-7803

OWINGS MILLS NORTH

11200 Gundry Lane
Owings Mills, Maryland 21117

GREENSPRING CAMPUS

1525 Greenspring Valley Road
Stevenson, Maryland 21153-0641

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CATALOG PUBLICATION DATE

August 20, 2025

SUO Academic Calendar - 2025-2026

Fall 2025 Semester

Aug. 25 - Dec. 14	Fall 2025 semester (25FSEM)
Aug. 25 - Oct. 19	8 week 1 (25F8W1)
Sept. 1	Labor Day - University closed
Sept. 2	Last day to drop for (25FSEM) and (25F8W1)
Sept. 26	Last day to withdraw with a "W" for (25F8W1)
Oct. 2	Yom Kippur - University Closed
Oct. 20 - Dec.14	8 week 2 (25F8W2)
Oct. 21	Final grades for (25F8W1) due by 5pm
Oct. 27	Last day to drop for (25F8W2)
Oct 27	Registration for Spring 2026 begins
Oct. 30	Last day to withdraw with a "W" for (25FSEM)
Nov. 19	Last day to withdraw with a "W" for (25F8W2)
Nov. 26 – Nov. 30	Thanksgiving holiday - University closed
Dec. 16	Final grades for (25FSEM) and (25F8W2) due by 5pm
Dec. 24 - 25	Christmas holiday - University closed
Dec. 31 - Jan. 1	New Year's holiday - University closed

Spring 2026 Semester

Jan. 26 - May 17	Spring 2026 semester (26SSEM)
Jan. 26 - Mar. 22	8 week 1 (26S8W1)
Feb. 3	Last day to drop for (26SSEM) and (26S8W1)
Feb. 27	Last day to withdraw with a "W" for (26S8W1)
Mar. 23 - May 17	8 week 2 (26S8W2)
Mar. 24	Final grades due for (26S8W1) by 5pm
Mar. 30	Last day to drop for (26S8W2)

Apr. 3 – 5	Easter holiday - University closed
Apr. 6	Registration for Fall 2026 begins
April 9	Last day to withdraw with a "W" for (26SSEM)
April 24	Last day to withdraw with a "W" for (26S8W2)
May 18 - 19	Commencement (Schedule TBD)
May 19	Final grades due for (26SSEM) and (26S8W2) by 5pm
May 25	Memorial Day - University closed

Summer 2026 sessions will be held between **May and August**. Multiple sessions are available. Please consult the Summer Schedule of Classes for details on the sessions and classes available or contact Stevenson University Online at 443-352-4030.

The Stevenson Approach

About Stevenson University

Founded in 1947 as Villa Julie College, Stevenson University serves more than 2,700 undergraduate students, as well as doctoral students in its Doctor of Psychology (Psy.D.) program and online graduate and bachelor's students through Stevenson University Online. Stevenson is dedicated to creating connections to careers, while providing a supportive community, individualized support, and exceptional experiences in and out of the classroom to foster students' academic, social, and professional success.

Academic Coursework

One of the strengths of Stevenson University is its ability to offer curricula that give students a strong foundation in the liberal arts and sciences, plus skills and knowledge in their major fields, in a mentoring environment of small classes and personal attention and support by faculty. All students must complete courses in a core curriculum that develop skills in writing, communication, and math and provide a basic understanding of the key disciplines in the liberal arts and sciences. Courses in the majors provide opportunities to acquire proficiency in a specific discipline that will prepare students for employment in their chosen field of study or for graduate school.

Program and Course Offerings

Most undergraduate degrees offered through SUO can be completed within 18-24 months depending on the number of credits a student has completed before entering the program. Undergraduate degree program courses may be scheduled in a mixed of 5, 8, or 16 week hybrid or online format. Hybrid courses generally meet once weekly in the evenings; many classes are conducted entirely online. Classwork incorporates hands-on projects, practical knowledge that is applicable to everyday work challenges, and group interactions with fellow students. Students are expected to complete many of their assignments and coursework outside of class, using Blackboard, e-mail, and other means.

The Stevenson Career Connection

Since Stevenson University's founding, connecting students to a meaningful career has been at the heart of our mission.

Through classroom instruction, experiential learning, and professional preparation, Stevenson fosters each student's development, readying them for their career and setting the stage for their success after college. A

network of individuals including student success coaches, career advisors, faculty mentors, and internship coordinators provide support along the way, helping students stay on track and meet their goals during each year at Stevenson.

Freshman and sophomore years focus on foundational experiences and career exploration. Students are introduced to career options tied to their desired path of study through career-focused first-year seminars, foundational courses in their majors, pre-professional courses, and workshops offered by the Stevenson Career Connection Center.

In their junior and senior years, students put experience into practice through upper-level coursework, required internships in each major, and Professional Minors that can be added to their majors to acquire additional career competencies. Career fairs and on-campus recruiting, networking opportunities, mock interviews, employer site visits, and mentoring organized through the Stevenson Career Connection Center prepare students for job searches and interviews as they establish their professional brand.

Stevenson's focus on career helps our students create strong paths to their post-college careers. The evidence is in our most recent graduating student data—the data shows an impressive 92 percent of Stevenson graduates are employed or are pursuing further education within six months of graduation.

Stevenson Ideals

Motto: "Pro Discendo, Pro Vivendo" (For Learning, For Living)

Mission and Values

Mission

The university is an innovative, coeducational, independent institution offering undergraduate and graduate students a career-focused education marked by individualized attention, civility, and respect for difference. The university blends the liberal arts with career exploration and planning, complementing a traditional education with applied learning beyond the classroom. The university meets students where they are and supports and challenges them to become reflective and accomplished individuals committed to a lifetime of learning and contribution. Students graduate with the competence and confidence needed to creatively address the opportunities and problems facing their communities, the nation, and the world.

Values

The core values of the university provide a foundation for faculty, staff, and students to fulfill the mission and

achieve the vision of the institution. The values are focused on community, learning, integrity, and excellence.

- **Promoting a sense of community**, the university embraces the common bonds and obligations within and beyond the campus while respecting individual and cultural differences.
- **Fostering learning**, the university promotes the pursuit of theoretical and practical knowledge while encouraging a life well-lived—a lifelong philosophy of informed, critical thinking to meet evolving challenges and opportunities.
- **Instilling integrity**, the university requires acting with dignity and honesty while adhering consistently to the university's ethical codes.
- **Achieving excellence**, the university lauds superior performance while recognizing the importance of persistence toward goals.

Diversity and Inclusion Statement

Stevenson University commits itself to diversity as it relates to awareness, education, respect, and practice at every level of the organization. The university embraces people of all backgrounds, defined by, but not limited to, ethnicity, culture, race, gender, class, religion, nationality, sexual orientation, gender identity or expression, age, physical ability, learning differences, and political perspectives. The university believes its core values are strengthened when all of its members have a voice and representation. The resulting inclusive organizational climate promotes the development of broad-minded members of the university who positively influence their local and global communities.

History of Stevenson University

University Timeline

1947

Villa Julie College is founded by the Sisters of Notre Dame de Namur at "Seven Oaks," an 80-acre estate in Greenspring Valley. The College opens its doors on October 1.

1954

Official approval as a two-year college is granted by the Maryland State Department of Education.

1967

Villa Julie becomes an independent institution, no longer affiliated with the Catholic Church, with governance vested in a newly formed Board of Trustees comprised of business, civic, and professional leaders.

1971

In response to increasing enrollment, the College builds a multi-million dollar complex consisting of an art wing, learning resource center, and student center. Evening and summer sessions are inaugurated this same year.

1972

Villa Julie becomes co-educational.

1984

Villa Julie becomes a four-year college offering a bachelor's degree in Computer Information Systems.

1985-1986

While the College continues to offer two-year programs, academic offerings grow to include new majors and programs that provide a wider choice of career possibilities and support the changing requirements of the business and professional communities in the region.

1993

Off-campus housing for students in garden-style apartments opens a short distance from the College.

1994

Villa Julie is awarded membership in NCAA Division III.

1995

The College begins the first phase of construction of the Academic Center, Inscape Theatre, Student Union and Gymnasium, and Science Center on the Greenspring campus.

1996

The Maryland State Department of Education (MSDE) grants approval for programs for the preparation of elementary and early childhood teachers.

1997

The College celebrates its 50th anniversary.

1999

President Carolyn Manuszak and Dean Rose Dawson retire after a combined 65 years of service to Villa Julie.

2000

The new decade brings the inauguration of Villa Julie's fifth President, Kevin J. Manning, Ph.D.

2002

The School of Graduate and Professional Studies is created to serve the needs of adult learners and professionals. Through this school, students can enroll in master's degree programs, evening/weekend bachelor's degree programs, or accelerated bachelor's degree programs. Additionally, the College begins offering an accelerated B.S. to M.S. degree in Advanced Information Technology, enabling students to earn both a bachelor's and a master's degree in five years.

2003

The College breaks ground on its first campus-owned student housing complex in Owings Mills.

2004

Apartment-style housing for 550 students and a community center opens in Owings Mills. The College leases classroom space on the same piece of land, allowing students to live and attend classes at the same location for the first time in Villa Julie history. Those moves, along with the purchase of the former Baltimore Ravens training facility and the office building where the College leased classroom and office space, create a new campus in Owings Mills. The same year, the Board of

Trustees begins discussing the possibility of transitioning to university status.

2006

Rockland Center opens to provide student dining, offices for Student Affairs, and a banquet hall for functions organized by on- and off-campus groups. The Caves Sports and Wellness Center, the new name for the renovated facility formerly used by the Baltimore Ravens, opens. In August, the College begins offering an online Master of Science in Forensic Studies degree. The Board approves university status in November and later establishes a committee to oversee a study of name options for the institution.

2007

In May, the College breaks ground on a new 60,000-square-foot academic building in Owings Mills to house the newly formed Brown School of Business and Leadership. Villa Julie celebrates its growth through the 2007-2008 academic year as part of its 60th anniversary. A new tradition, Founders Day, is inaugurated on October 1 to commemorate the day the college first opened.

2008

On June 11, 2008, the Board votes unanimously to change the name of the institution. The new name, Stevenson University, is unveiled the next morning.

2011

Two new residence halls welcome an additional 500 students on the Owings Mills campus, and the new 3,500-seat Mustang Stadium opens in early September. In November, the University purchases the Owings Mills site of Shire Pharmaceuticals. The 28-acre site—which today includes the Zaffere Library, School of Design, Arts, and Communication, and the Manning Academic Center—comprises the University's North campus.

2012

In December 2012, the Greenspring Valley Orchestra, conducted by Stevenson music professor Robert Suggs, celebrates its 10th Anniversary Concert.

2013

The men's lacrosse team wins Stevenson's first NCAA national championship, beating the Rochester Institute of Technology's Tigers at Philadelphia's Lincoln Financial Field on May 26.

2014

In April, Stevenson unveils the iconic 12-foot-tall, bronze mustang statue, "Victory," outside Mustang Stadium. The Dick Watts Athletics Hall of Fame opens named in honor of Dick Watts, the University's former Director of Physical Education.

2015

The School of Nursing and Health Professions is created bringing Stevenson's number of schools to seven.

2016

In August, the University dedicates the 200,000-square-foot Kevin J. Manning Academic Center (MAC). Stevenson

also receives naming gifts for two of schools housed in the MAC: the Sandra R. Berman School of Nursing and Health Professions and the Beverly K. Fine School of the Sciences.

2017

Stevenson opens the Center for Student Success to provide student resources and academic support services in one central location. The new center includes the Office of Student Success, the John L. Stasiak Academic Link, and the Experiential Learning Center. In March, Elliot Hirshman, Ph.D., President of San Diego State University (SDSU), is named as the new President of Stevenson University. The School of Graduate and Professional Studies changes its name to Stevenson University Online.

2018

The University's first Professional Minors are offered in Management and Organization Leadership, Entrepreneurship and Small Business Development, Human Resources, Real Estate, and Software Design and Coding.

2019

In November, senior Patrick Watson crosses the finish line at the 2019 NCAA DIII Cross Country Championships, becoming the first student-athlete in Mustang Athletics history to capture an NCAA individual national championship. In the fall, Stevenson celebrates its 25th anniversary in NCAA athletics.

2020

In February, Stevenson announces a \$2 million naming gift from the Philip A. Zaffere Foundation for the new campus library. In March, the University announces the launch of its first doctoral program, the Doctor of Psychology (Psy.D.) in Clinical Psychology. On September 25, Stevenson assumes ownership of Parcels 1 and 2 of the former Rosewood Center property after concluding its agreement with the State of Maryland. This property will be developed as Stevenson's East campus.

2021

In March, after the first year of the COVID pandemic, Stevenson announces its plan to return to full in-person classes, student events and activities and intercollegiate athletic competition for the 2021-2022 academic year.

2022

The University holds a ceremonial groundbreaking for the new 42,000 square-foot Philip A. Zaffere Library.

In February, the new Cordish Family Tennis Bubble opens on the Greenspring campus. The Bubble will be used annually between November and March as the winter practice facility for the men's and women's tennis teams. Stevenson dedicates the new Dennis A. Starliper Applied Finance Lab in the Brown School of Business, named after faculty member Dennis Starliper who donated funds to create the digital lab where business students can experience and participate in real-time stock market trading.

In October, the University partners with the Women's Institute of Torah Seminary and College of Baltimore (WITS) to create Pre-Med, Pre-Dental, and Biomedical Engineering degree pathways for WITS students.

2023

In February, the Athletics Department unveils its new Mustang logo.

The University creates the Center for Student Life and Leadership (CSLL) as a new space for student groups and leaders to host meetings, brainstorm, plan initiatives and events, or simply reflect and learn together.

The Professional Minors program adds two new minors—Event Planning and Web Design—bringing the total number of Professional Minors to seven.

In April, Stevenson celebrates the official opening of East campus with a ribbon cutting ceremony.

In September, the University announces its new 38,000-square-foot Sandra and Malcolm Berman Family Performing Arts Center project. Construction is slated to begin in 2024 on North campus.

In October, Garrison Hall is renamed Garrison Student Union in recognition of the many student resources housed under its roof.

2024

In February, Stevenson dedicates the Kahlert Foundation Makerspace in the MAC. The new space includes the Innovation Lab and Biomedical Engineering Lab.

The University celebrates the grand opening of its new Philip A. Zaffere Library in March.

In June, Stevenson and the Community College of Baltimore County (CCBC) announce a new partnership through the "Degrees to Succeed" program. The program allows participating CCBC students to seamlessly transfer to Stevenson to earn their bachelor's degrees.

Stevenson and the Lake Erie College of Osteopathic Medicine (LECOM) sign an affiliation agreement in July.

The agreement allows qualified Stevenson students to participate in LECOM's Early Acceptance Program and apply to the college's Medical, Dental, or Podiatry degree programs.

In September, Stevenson is once again named among the nation's "Best Value Schools" by *U.S. News and World Report*.

The University holds a ceremonial groundbreaking of the new Sandra and Malcolm Berman Family Performing Arts Center in September.

- Maryland Higher Education Commission (MHEC), 217 E. Redwood Street, Ste. 2100, Baltimore, Maryland 21202, 410-767-3301.

Programmatic Accreditation and Approvals

- Accreditation Board for Engineering and Technology, Inc. (ABET), 415 North Charles Street, Baltimore, Maryland 21201. 410-347-7700 (Biomedical Engineering Program).
- American Bar Association (ABA), Standing Committee on Paralegals and Approval Commission, 321 N. Clark Street, Chicago, Illinois 60654. 800-285-2221 (Legal Studies Program).
- Association for Advancing Quality in Educator Preparation (AAQEP), 173 Milkweed Drive, Lake Frederick, Virginia 22630. 301-276-5106 (Teacher Preparation Programs).
- Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001. 202-887-6791 (Nursing Programs).
- Council for Standards in Human Service Education (CSHSE), 9600 SW Oak Street, Ste. 565, Tigard, Oregon 97223. 571-257-3959 (Counseling & Human Services Program).
- International Accreditation Council for Business Education (IACBE), 11960 Quivira Road, Suite 300, Overland Park, Kansas 66213. 913-631-3009 (All Business Programs).
- Maryland Board of Nursing (MBON), 201 W. Preston Street, Baltimore, Maryland 21201. 410-767-6500 (Nursing Programs).
- Maryland Higher Education Commission (MHEC), 217 E. Redwood Street, Ste. 2100, Baltimore, Maryland 21202. 410-767-3301 (All Programs).
- Maryland State Department of Education (MSDE), 200 West Baltimore Street, Baltimore, Maryland 21201. 410-767-0600 (Teacher Education Programs).
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Illinois. 60018, 773-714-8880 (Medical Laboratory Science Program).
- National Council for State Authorization Reciprocity Agreements (NC-SARA), 3005 Center Green Drive, Suite 130, Boulder, Colorado 80301. 720-680-1600 (Distance Education Programs).
- National Security Agency (NSA) National Center for Academic Excellence in Cyber Defense (CAE-CD), 9800 Savage Road, Fort Meade, Maryland 20755-6804. 301-688-6311.
- U.S. Department of Homeland Security (DHS) Student and Exchange Visitor Program (SEVP), Student and Exchange Visitor Program, DHS/ICE, 500 12th Street, SW Stop 5600, Washington, DC 20356-5600. 703-603-3400 (Cybersecurity and Digital Forensics, Digital Transformation and Innovation, and Healthcare Management).
- U.S. Department of Veterans Affairs, State Approving Agency (VA-SAA), Maryland Higher Education

Accreditations

Institutional Accreditation and Authorization

- Middle States Commission on Higher Education (MSCHE), 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801, 267-284-5000.

Commission, 217 E. Redwood Street, Ste. 2100,
Baltimore, Maryland 21201. 410-767-3300 (All
Programs).

Life at Stevenson

Student Life

Athletics at SU

Stevenson's athletic facilities are among the best in Division III. The University opened its Owings Mills campus in 2004 to accommodate its growth and expansion. Two years later, it acquired the former headquarters and practice facility for both the NFL's former Baltimore Colts and two-time Super Bowl champion Baltimore Ravens.

The Caves Athletics Complex, a 60,000 square foot modern facility, is located on the Owings Mills campus and serves the needs of more than 900 NCAA and Club student athletes and as the general student body. On-campus facilities include the Caves Sports and Wellness Center, Garrison Student Center, Owings Mills Gymnasium, Beach Volleyball Courts, Club Bermuda Grass Field, Mustang Stadium and East Campus Athletic Complex.

The first floor of the Caves Sports and Wellness Center features a fully-equipped fitness center, athletic offices, an athletic training room, and team rooms. The second floor has classrooms, a commuter student lounge, and faculty, staff, and coaches offices. It also houses the Caves Wellness Center and the Center for Diversity & Inclusion. The Owings Mills Gymnasium is adjacent to the Caves Sports and Wellness Center on the Owings Mills campus. Designed to host NCAA Division III playoffs, the gym is 15,000 square feet, has a hardwood floor, and seats approximately 1,500 spectators.

Fall of 2022, the East Campus Athletic Complex opened. This facility boasts a 117-acre addition that provides two additional Bermuda grass fields designed for soccer, a Kentucky bluegrass field for general use, a baseball field, a softball field, an 8-lane track and a premier astro-turf field hockey surface. These additions will serve more than 350 Varsity and club student-athletes will be used by the general student population, and will be used for recreation and intramural purposes.

There are two fitness centers available for student use. The first is located on the bottom floor of the Caves Sports and Wellness Center, and the second is located on the north side of the Garrison Student Union. To access each fitness center, students must present their student ID to the attendant on duty.

Intercollegiate Athletics

Stevenson University participates in 29 NCAA Division III sports as a member of the Middle Atlantic Conferences except men's and women's beach volleyball, which competes as independents, and acrobatics & tumbling, which competes in the National Collegiate Acrobatics &

Tumbling Association (NCATA). The Mustangs are affiliated with the ECAC for all sports, providing additional post season opportunities besides the NCAA championships. Those interested in participating on one of Stevenson's 29 intercollegiate athletic teams should contact the head coach of that sport using the staff directory under "Inside Athletics" on GoMustangSports.com.

Club Sports

A club sports team would be an excellent choice for students who wish to keep competing in college but are not participating in one of the University's NCAA teams. All club teams have a coach, multiple structured weekly practices, and weekend competitions compete against other colleges and universities. Club sports are open to all Stevenson full-time undergraduate and graduate students.

Current club sports include baseball, men's basketball, cheerleading, dance team, field hockey, men's ice hockey (2 teams), women's lacrosse, men's soccer, women's soccer, softball, and women's volleyball. Students interested in joining any of these teams or learning how to start a team should contact Matt Grimm (Associate Athletic Director, Campus Recreation) by email at mgrimm@stevenson.edu or by phone at 443-352-4280.

Esports

Looking to improve your game? Stevenson offers a comprehensive Esports program. Our current team rosters include Overwatch, League of Legends, Rocket League, and Valorant. Stevenson Esports offers unique team opportunities for players of different levels as we host varsity and club level teams.

Stevenson Mustangs compete in the NECC against top ranked teams from across the country. Our program offers experienced head coaches for every Esport and practices multiple times per week. We currently have two Esports lounges equipped with top-of-the-line gaming PCs and equipment. With unique scholarship opportunities and a vibrant, growing community, there has never been a better time to squad up with Stevenson University Esports. For more information, please contact Jordan Sheets, Esports Coordinator, at 443-352-4445 or jsheets@stevenson.edu

Intramural Sports

The Intramural Sports program consists of leagues and tournaments against other members of the Stevenson community (students, faculty, and staff). Most sports offer three divisions: men's, women's, and co-ed. Games are typically in the evenings after classes, and schedules are made based on facility and team availability. All leagues and tournaments are scheduled on campus and are officiated by SU students. Intramural sports offered flag

football, volleyball, soccer, and basketball. For more information on which sports are being offered or how to register, please contact Brittany Bizila (Coordinator, Campus Recreation) by email at bbizia@stevenson.edu or by phone at (443)352-5540

Clubs and Organizations

Clubs and Organizations

Clubs are established in response to student interests and requests. The Student Government Association and the Office of Student Life & Leadership recognize the following organizations:

Academic & Pre-Professional

American Association for Men in Nursing (AAMN): The American Association for Men in Nursing (AAMN) supports male nursing students by offering resources, networking opportunities, leadership roles, and educational tools for personal and professional development. Our mission is to empower men to pursue and succeed in nursing while fostering a strong community. aamn@stevenson.edu

The Communication Hub: In order to prepare students for the workforce, The Communication Hub aims to give students hands-on experience in the fields of marketing, advertising, and public relations. thecomunicationhub@stevenson.edu

Accounting Association: The Accounting Association allows accounting students to interact with fellow accounting students and professional accountants. This Club advises students seeking employment and helps integrate university coursework and on-the-job experience. Each semester, members are encouraged to participate in professional, community service, fundraising, and recreational activities. accounting@stevenson.edu

Professional Association for Design, (AIGA): AIGA is a national professional association for designers. The Stevenson University AIGA Student Group, associated with the AIGA Baltimore Chapter, provides opportunities for serious art and design students to meet other students in the major, network with design professionals, and learn more about design technologies through club-sponsored workshops. Major activities include Adobe Crash Course Workshop, trips off-campus to professional design events and service projects, portfolio peer reviews, and more. AIGA@stevenson.edu

Alpha Phi Sigma: The Alpha Phi Sigma is a criminal justice honor society that provides students with opportunities to experience an international network of criminal justice employees and students. This organization is a certified member of The Association of College Honor Societies and affiliated with The Academy of Criminal Justice Sciences. alphaphisigasociety@stevenson.edu

American Chemical Society (ACS): The American Chemical Society helps its members network, explore chemistry career options, and learn about science by participating in local and national American Chemical

Society events. The society organizes chapter events, including research seminars, social events, community service, and more. ACS@stevenson.edu

Black M.I.N.D.S.: Black M. I. N. D. S. (Mentoring and Inspiring New Developments in Psychology) is to provide a safe space for all students to discuss the topic of Black Psychology. Events are welcoming and engaging as the Club aims for meaningful conversations through group discussions, such as African Americans' past and present accomplishments in psychology. Black M. I. N. D. S. also helps students progress into a career in psychology through networking, providing research opportunities, and fostering assistance to others by participating in fundraisers and donations. blackminds@stevenson.edu

Criminal Justice Student Association (CJSA): The Criminal Justice Student Association is an organization for students planning to work with the law, corrections, or courts. The group hosts events, study time, public speakers, and small group discussions on criminal justice as a major and career. CJSA@stevenson.edu

Environmental Club: The Environmental Club is committed to helping create a more sustainable environment for students on campus and in the surrounding areas. Students of all majors will be encouraged to enjoy what nature offers in leisure activities and scientific opportunities. The Club will discuss current events related to our environment and create an eager community ready to get involved with volunteer opportunities. environmentalclub@stevenson.edu

Fashion Apparel & Design (F.A.D.): The Fashion Club is a student organization that provides Stevenson University students with opportunities to be involved in fashion-driven and fashion-related activities. The Club appeals to students at Stevenson University who study various areas such as fashion merchandising, fashion design, business, business communication, photography, and art. The activities in the Fashion Club will expand students' knowledge by helping them understand the fashion retail business through activities, workshops, field trips, charities, and events. FAD@stevenson.edu

Financial Management Association (FMA): The FMA promotes the knowledge of finance, including financial literacy, elevates the understanding of the relationship between finance and business among peers, and provides members with professional development resources and opportunities related to finance. FMA also enhances the quality and relevance of education in finance and provides opportunities for professional interaction. FMAClub@stevenson.edu

Forensic Science Club: The Forensic Science Club strives to provide unity within the forensic science program at Stevenson by giving both graduate and undergraduate students and faculty members a chance to interact and participate in various campus events as a group. The Club also fundraises to host networking sessions with various external forensic science organizations. forensicclub@stevenson.edu

Future Real Estate Leaders: The Future Real Estate Leaders Club (FREAL) is a club for students interested in learning about different career paths and investment

opportunities in real estate. We offer a variety of activities, such as commercial property tours, guest speakers, and networking opportunities with real estate professionals. We aim to help students gain the knowledge and skills they need to succeed in the real estate industry. FREAL@stevenson.edu

Healthcare Management Club

This Club creates a space for Healthcare management majors to socialize, gain more knowledge about their major, and share more with the general student body. HMSAClub@stevenson.edu

Human Services Club: The Human Services Club strongly aligns with the major. It sponsors charitable, educational, and social activities. Students conduct service projects that benefit needy families, such as donating Christmas gifts to needy children through the Giving Tree Project. The club members will also be able to hear from speakers, such as admissions officers from graduate programs in counseling and social work, and representatives from non-profit organizations like Catholic Charities. Social gatherings include parties as well as recreational field trips. HSC@stevenson.edu

Legal Society: The Legal Society Club provides and encourages an environment that accommodates: learning, using, and applying the law in our country. This is achieved through various activities like Law and Constitutional Day, trips to the center of government both state and federal, providing comprehensive mentoring and advice with classes, and facilitating networking between professionals and students through a speaker series and various activities conducted throughout the year. legalsociety@stevenson.edu

Film Moving Image Club (FMI):

The FMI Club is a student-run organization that promotes a love of film and filmmaking while celebrating the creative talents of Stevenson University students. FMIClub@stevenson.edu

Maryland Student Legislature: The Maryland Student Legislature (MSL) educates students about state and local government through a simulation of the Maryland General Assembly, while preparing them for lives of public service. MSL provides practical experience in drafting and debating bills, navigating parliamentary procedures, and understanding the legislative process. These hands-on experiences serve as a foundation for potential government, law, and public service careers. mdstudentlegislature@stevenson.edu

Medical Laboratory Student Association: The Club enhances the experience and knowledge of students in the Medical Laboratory Science major by holding professional development lectures and mentoring incoming students. misaclub@stevenson.edu

National Student Nurses Association (NSNA): The Stevenson University chapter of the NSNA is a professional club that focuses on issues of interest to students preparing to join the nursing profession. As members of this national organization, students can network with nursing professionals, meet and plan activities with students from area chapters in Maryland, and enjoy the support and camaraderie of other students in the nursing field. NSNA members are involved in

education and service activities locally. Activities include co-sponsoring a day-long professional conference, social events, and a blood drive. The NSNA is also involved in various fundraising projects to support the many activities they participate in during the year. NSNA@stevenson.edu

Psychology Club: The Psychology Club gathers to discuss psychology-related issues, such as applying to graduate school, research possibilities, and careers in psychology. The club co-sponsors health awareness events, coordinates volunteer activities in the community, and hosts social activities to increase camaraderie. psychclub@stevenson.edu

Teachers of Tomorrow (TOT): The purpose of Teachers of Tomorrow is to promote the inherent rights, education, and well-being of all children in the home, school, and community; to work for desirable conditions, programs, and practices for children from infancy through early adolescence; to raise the standard of preparation for all those actively involved with the care and development of children; and to encourage continuous professional growth of educators. Membership in the Stevenson branch is open to any person affiliated with Stevenson University whose interests are in harmony with the purposes of TOT. TOTS@stevenson.edu

Women in STEM, Tech, and Business: At Women in Tech and Business, our mission is to cultivate an inclusive environment that motivates, assists, and fortifies women embarking on careers in technology and business. We achieve this through various activities, including interactive workshops, mentorship programs, networking gatherings, and collaborative initiatives. Our members acquire essential skills, perspectives, and networks that will significantly enrich their educational and professional paths. By affiliating with our Club, students are presented with new avenues for achievement, the opportunity to forge enduring connections, and the chance to contribute to a movement that advocates for gender equality within the technology and business industries. WomenInTechBusinessClub@stevenson.edu

Cultural

African Student Union (ASU): African Student Union is a club that aims to create a community and atmosphere for the members to build, learn more about, and share African culture. Open to all Stevenson University students, ASU is a great place to build friendships, speak freely, and make history. AfricanStudentUnionClub@stevenson.edu

Asian American Pacific Islander Student Union

AAPISU: The Asian American Pacific Islander Student Union (AAPISU) promotes and encourages appreciation and awareness of Asian culture and its related subcultures. We want to create a welcoming community and space for students of Asian descent and allies while engaging and educating students by creating an ongoing dialogue about cultural identity and heritage. aapisu@stevenson.edu

Black Student Union (BSU): The Black Student Union promotes racial and ethnic understanding on campus and fosters cultural awareness among the University

community through informal discussions, panel presentations, guest speakers, and community service projects. The BSU also hosts one of the most popular traditions on campus, the BSU Fashion Show, every spring. The Club is open to all students.
BSU@stevenson.edu

K-pop Stevenson University: This Club aims to create a vibrant community for K-pop enthusiasts, providing a space for like-minded individuals to connect and share their passion for Korean pop and culture.
kpopclub@stevenson.edu

Organization for Latin American Students (OLAS): OLAS provides a support group for Latin American students where they can embrace and celebrate their culture. The mission of the group is also to educate and inform the Stevenson community about the Latin American culture through educational and social programs as well as to make contributions to the greater Latin American community throughout the Baltimore area through partnerships with organizations.
OLAS@stevenson.edu

The Q Group: The Q Group promotes acceptance and support for gay, lesbian, bisexual, transgender, queer, ally, and other students on the campus. The group plans to educate students about the GLBTQA community and encourage a sex-positive environment on the SU campus. The group offers events and activities embracing the GLBTQA students on campus.
qgroup@stevenson.edu

Programming

Commuter Student Association (CSA): The Commuter Student Association represents the interests and needs of the commuting students attending Stevenson University. Through programming events and activities, representing commuters and in their dealings with the University, it is the hope of CSA to help the commuting student become an integral part of the campus community.
commuterstudentassociation@stevenson.edu

Mustang Activities and Programming Board (MAP): Mustang Activities and Programming is a branch of Student Activities that provides every Stevenson University student with an exciting, enriching, and unforgettable college experience. A diverse selection of low- or no-cost campus activities are offered to students. MAP aims to serve the SU community by being reliable, friendly, and responsive to feedback. All students are welcome to join MAP.
map@stevenson.edu

Residence Hall Association: The Residence Hall Association is designed to help make living on campus better, safer, and more engaging for students and residents. We aim to allow students to voice opinions, comments, and concerns about their living arrangements while putting all into perspective and working toward change. We aim to provide a safe and welcoming environment and open communication for all residents at Stevenson University.
reshallassociation@stevenson.edu

Faith Based

100% Triumph: The purpose of this Club is to assist students in adjusting to campus life and bring their pursuit of academics under the leadership of Jesus Christ so they can excel.
triumph@stevenson.edu

Bethel Campus Fellowship: Our mission is "Leading Students to Christ and preparing them to become reliable men and women that God can entrust with His word for the next generation". We are a campus ministry that welcomes everyone. Join us as we share the gospel of Jesus Christ through Bible studies and various events.
bcf@stevenson.edu

Catholic Campus Ministries: CCM is a club that invites Catholic students, students who were "raised Catholic" but no longer practice, or any students interested in Catholicism to learn about the Church and its teachings. Students are invited to discuss current events and learn the sometimes-confusing Catholic point of view on them. Students are also invited to help with service on or around campus to exemplify salvation through works and faith.
catholiccampusministryclub@stevenson.edu

CRU (Campus Crusade for Christ): CRU is a non-denominational Christian fellowship group. The ministries in which students participate include weekly meetings with music, Bible study, and fellowship. The Club also sponsors outreach and service projects.
CRU@stevenson.edu

Fellowship of Christian Athletes (FCA): The Fellowship of Christian Athletes is here to leave its footprint at Stevenson University and to create an open space for student-athletes to share.
fca@stevenson.edu

Muslim Student Association: The mission of the Muslim Student Association is to have a place for Muslim students on the Stevenson University campus to feel comfortable while sharing Islamic traditions and values with other students on campus. The organization is open to all students joining and enjoying activities and learning more about Islam in a friendly and comfortable environment. It is also a platform for Muslim students at Stevenson to reach out to Muslims on surrounding college campuses and come together.
msa@stevenson.edu

SU NATURALLS: SU NaturALLS aims to foster a community that normalizes natural hair textures, styles, and care emphasizing curly, kinky, and coily hair textures. We intend to empower all of Stevenson University's naturals, whether they're an expert or novice regarding the history and maintenance of their hair. We intend to promote meaningful intercultural conversations in order to establish a stronger sense of community among all cultural backgrounds across campus.
sunaturalls@stevenson.edu

Governance

Student Government Association (SGA): The mission of the Student Government Association, or SGA, is to improve the quality of student's academic, professional, social, and personal development while at Stevenson University; to serve as the democratic voice on campus and as a liaison between the student body and the faculty, staff, and administration; to advocate the incorporation of student views and opinions in the formulation of policies and procedures governing Stevenson University; and to provide a forum for the exchange and development of ideas in various areas of student concerns.
SGA@stevenson.edu

Fraternity & Sorority Life

Alpha Kappa Alpha Sorority, Inc.: AKA is an international service organization founded on the Howard University campus in Washington, D.C. in 1908. It is the oldest Greek-lettered organization established by African-American, college-educated women. Stevenson University's undergraduate chapter, Tau Theta, was chartered on April 3, 2011. Its members are distinguished young women who boast excellent academic records, and proven leadership skills, and are involved in the community through advocacy and service. AlphaKappaAlpha@stevenson.edu

Phi Beta Sigma Fraternity, Inc.: Phi Beta Sigma Fraternity, Inc., an international organization of college and professional men, was founded on January 9, 1914 at Howard University on the principles of Brotherhood, Scholarship, and Service. These principles are exhibited by the fraternity motto, "Culture for Service and Service for Humanity." phibetasigma@stevenson.edu

Phi Mu Fraternity: Phi Mu Fraternity, founded in 1852, is the second oldest sorority in the nation. Established in 2020, the Phi Pi chapter at Stevenson University contributes to Phi Mu's growing memberships and benefits from the supportive environment cultivated to foster a lifetime of development. We are committed to excellence, serving others, and lifelong friendships. Our sisterhood is centered around encouraging each other to achieve and be our personal best. Phimu@stevenson.edu

Phi Mu Delta National Fraternity: Founded nationally in 1918 as the first national fraternity to accept men regardless of their race or religious affiliation, Phi Mu Delta provides a positive fraternity experience for today's college man, encouraging high personal standards and helping its members live the ideals of our Founders: democracy, brotherhood and service. We seek to redefine fraternity by cultivating and curating a culture of lifelong civic engagement and fellowship. phimudelta@stevenson.edu

Phi Sigma Sigma, Inc.: Stevenson's chapter of this national and international sorority endeavors to promote friendships and cooperation among college women of all races and creeds, to provide service, to raise the standard of university ideals, and to promote philanthropic efforts. Members sponsor social events and fundraisers and participate in activities with other area chapters. Phisigmasigma@stevenson.edu

Health & Wellness

Active Minds: Active Minds is an organization that utilizes peer outreach to increase awareness of mental illnesses among all members of the Stevenson community. The organization sponsors educational and service events that provide a helping hand and a safe environment and are open to all participants. The organization also encourages students to seek help as soon as needed and to meet with counselors in the Wellness Center at Stevenson University. activeminds@stevenson.edu

Stangs for Reproductive Rights: Stangs for Reproductive Justice is a club centered on the principles of reproductive justice that educates and empowers

students on campus to make informed decisions about their reproductive health and have true reproductive freedom. Reproductive Justice is a social justice concept created by SisterSong as an intersectional approach to reproductive freedom advocacy, and covers many issues such as period equity, black maternal mortality, comprehensive sex ed, and more. sfrjclub@stevenson.edu

Leadership

National Society of Leadership & Success Sigma Alpha Pi: The National Society of Leadership and Success, Sigma Alpha Pi, is dedicated to creating lasting positive changes in people's lives. The society is an organization that helps people discover and achieve their goals. Membership in the society offers life-changing lectures from the nation's leading presenters and a community where like-minded success-oriented individuals come together and help one another succeed. The Society also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world. SAP@stevenson.edu

WORTH (Women of Resilience, Tenacity, and Humility): WORTH will engage in meetings, activities, and events while unlocking their leadership potential. WORTH will connect young women of different cultural backgrounds across campus to inspire one another through mental, physical, and emotional support. This group focuses on building a sisterhood and creating a sociable environment for all women. worthclub@stevenson.edu

Service

First Responders Club: "The First Responders Club (FRC) at Stevenson University is dedicated to providing students with the knowledge and skills needed to respond effectively in emergencies, while spreading awareness of emergency services. The FRC is a gateway for students interested in becoming EMTs and/or firefighters, offering opportunities to join the Owings Mills Volunteer Fire Company. With guidance on training programs, certification processes, and volunteer opportunities, the Club seeks to inspire the next generation of first responders". firstrespondersclub@stevenson.edu

Food Recovery Network: The Food Recovery Network (FRN) is a student-led movement against food waste and hunger. FRN volunteers package leftover foods from campus marketplaces and transport them to hunger fighting facilities around the Baltimore area. All Stevenson University students are welcome to join. This is a great opportunity to receive service hours on campus and make a positive impact in the community. foodnet@stevenson.edu

Operation Mato Grosso: Our mission is to grow as college students rooted in the virtues of charity and love by constantly putting others before ourselves and trusting and loving one another to become a truly devout community. We serve the most vulnerable by raising awareness and as a way of indirectly giving to the poor communities across South America. The money will cater to the needs of people experiencing poverty who are active in Operation Mato Grosso schools, hospitals, orphanages, and more. OMG allows young people to

fulfill their innate desire for service and charity.
OperationMatoGrosso@stevenson.edu

Stevenson University Red Cross Club

This Club provides the American Red Cross with support from activities that educate, train, and engage youth through mission-related service projects, meetings, fundraising, and preparedness measures.
redcrossclub@stevenson.edu

Special Interest

Allure Models: The Allure Models is a modeling team at Stevenson University that promotes diversity, body positivity, building confidence, and strengthening leadership skills. No experience is needed—everyone is encouraged to try-out and step out of their comfort zone. The Allure Models are always ready to shine, from small events like Sip and Paints to larger events like our annual Spring showcase. One heel, one sound, we are the Allure Models! alluremodels@stevenson.edu

Anime Club: The Anime Club strives to bring together members of the Stevenson community by creating a space for those interested in anime.
AnimeClub@stevenson.edu

Baking Club:

This Club works to introduce simple baking recipes to college students that can be created on or off campus.
bakingclub@stevenson.edu

Best Buddies: Best Buddies strives to enhance the lives of people with intellectual disabilities by providing opportunities for one-to-one friendships and integrated employment. Membership is open to all students.
bestbuddies@stevenson.edu

Ethical Hackers: The creation of this Club is based on the necessity for a cybersecurity community on campus. The Club provides a social outlet for those students who desire to become proficient in their field through practice, competition, and collaboration.
ethicalhackersclub@stevenson.edu

Fiber Crafts Club: Fiber Crafts is for everyone. It doesn't matter if you are a beginner, we welcome everyone to learn a new hobby, from knitting to crocheting to cross-stitch, etc. Our members are happy to help you learn.
fibercraftsclub@stevenson.edu

It's On Us: The mission of It's on Us is to build the movement to combat campus sexual assault by engaging all students, including young men, and activating the largest student organization of its kind in grassroots awareness and prevention education programs.
itsonus@stevenson.edu

Photo Club: Stevenson University's Photo Club looks into the relationship between the eye, the camera, and artistic creativity. The Club provides an encouraging and sociable environment for all members with different types of experience and enjoyment of photographic imagery. The Club offers a manner in which people can share ideas and knowledge with one another.
photoclub@stevenson.edu

Powerlifting Club:

This Club will bring people together through the sport of

powerlifting and encourage exercise and healthy lifestyles. PowerliftingClub@stevenson.edu

Stanley Combative Martial Arts Club: This self-defense club is open to all students. We are looking for members who want to learn to defend themselves and those interested in various martial arts.
stanleycombativemartialartsclub@stevenson.edu

Stangettes: The Stangettes' sole purpose is to perform. This team is a stomp and shake/ majorette team that engages in performances on and off campus, and sports games in support of Stevenson teams.stangettes@stevenson.edu

Tabletop Roleplaying Games Club:

The TTRPG club is where students can gather in a safe, respectful space to enjoy tabletop roleplaying games such as Dungeons & Dragons or Pathfinder. We will foster discussions about these game systems and games during meetings. ttrpg@stevenson.edu

Wild Stang Radio (WSR): WSR is Stevenson's digital radio station. It allows students to express themselves through radio programming. Students will do shifts from 1 to 5 hours per week of their own program/show. Any genres and topics are welcome as long as they're appropriate! In the past, students have done talk shows, and trivia shows, interviewed bands, and done themed programming. In addition to this, students will also have the opportunity to play music at live campus events.

Student Publications

The Villager is an independent online publication that covers news, sports, features, and opinion pieces, along with the "Villager Voice" podcast and "Villager Video" digital stories. Its staff consists of students from every discipline at Stevenson. Its purpose is to report University news and features that focus on students, faculty, and local activities while representing diverse views and acting as a channel of information. The Villager provides a laboratory environment in which students interested in journalism can gain skills in writing, editing, and digital news production. Students on staff may receive academic credit for their work. The student editor-in-chief makes final content decisions.

The Greenspring Review: A Literary, Art, and Media Magazine is a digital literary magazine run by Stevenson University students and produced by the English Language and Literature program. Launched in fall 2016, this online publication features fiction, creative nonfiction, poetry, photography, art, video, and other forms of media, including the podcast "In the Room," which features student interviews of authors from Stevenson English's Visiting Writer Series. The magazine hosts literary events throughout the year and accepts submissions for its fall and spring issues each semester. Read the latest issue at greenspringreview.org.

Arts Alive! Stevenson

While the Baltimore area has a wide variety of cultural attractions, Stevenson University offers its own array of events. Through professional artist exhibitions, theatre

productions, and musical performances, students are able to gain a greater appreciation for the arts without ever having to leave campus. Arts Alive! programming encourages all students to engage with the arts regardless of major or experience level.

Each year, the University hosts a series of art exhibitions highlighting diversity of artists and content in the Kevin Manning Academic Center Gallery, and the School of Design, Arts and Communication Gallery. The exhibition spaces provide a significant venue for artists and collectors in the region and give students, artists, and the community a chance to see established and emerging talents, and to learn through gallery talks and lectures. Student work in-progress fills hallways, and the academic year culminates with graduating senior exhibitions and showcases.

The 326-seat proscenium main stage in the Inscape Theatre hosts a pair of stage productions annually, presented by Stevenson's Theatre and Media Performance Department. Plays, including student-directed works, are also staged in the more intimate, 60-seat studio theatre. All students are invited to audition for roles or to serve as crew for productions.

Students interested in filmmaking have the opportunity to perform in student-produced projects and work alongside professional filmmakers on the faculty. Stevenson students have served as cast and crew for several productions in the Baltimore area, such as HBO's "VEEP" and Netflix's "House of Cards." The School of Design, Arts, and Communication also sponsors regular screenings of works by Stevenson's Film and Moving Image majors and artists-in-residence.

While the University does not offer a music major, it does offer a Music minor. Arts Alive! and the Music Department sponsor significant music events throughout the year. The Greenspring Valley Orchestra presents two concerts each year under the direction of Dr. Harlan Parker. Additionally, students and faculty with musical interests can participate in the University's marching band, concert or pep band, the ukulele ensemble, or the University Singers. These groups present a variety of music at several performances both on and off campus throughout the year.

Finally, outstanding speakers from a variety of fields visit the campus every year to share their expertise and experience. The topics are keyed to the interests and issues of today.

Reserve Officer Training Corps (ROTC) Programs

Johns Hopkins University (Army ROTC)

Stevenson University is proud to offer the Army Reserve Officers' Training Corps (ROTC) in conjunction with Johns Hopkins University's Blue Jay Battalion. The JHU Army Reserve Officers' Training Corps (ROTC) was among the first to be established by Congress in 1916 and is routinely ranked at the top of the nation's 273 programs. More than 3,000 students have received Army officer

commissions through the program, with over 40 attaining the rank of general officer. Students can enter the program with as little as two years remaining as an undergraduate, or, may complete the requirements while pursuing a graduate degree. Upon graduation, students are commissioned as a second lieutenant in the U.S. Army. Some are selected to attend a funded law school or several medical programs, while others serve in the active Army, the Army Reserve, or the Army National Guard. ROTC basic classes are open to all students.

Students interested in participating should contact the Stevenson University Registrar's Office. Additional information on military science or ROTC can be obtained by visiting the JHU ROTC website at www.krieger.jhu.edu/rotc, calling 410-516-7474 or 800-JHU-ROTC, or emailing rotc@jhu.edu. Undergraduate Stevenson University students who participate in the Johns Hopkins ROTC program are assessed no additional tuition charges for their ROTC courses as long as they are enrolled as full-time students (12-18 credits).

University of Maryland, College Park (Air Force ROTC)

Stevenson students interested in Air Force Reserve Officers' Training Corps (AFROTC) may participate with the University of Maryland's Det 330 program. AFROTC provides students the opportunity to earn a commission as a second lieutenant in the United States Air Force while completing their undergraduate or graduate degree. It is highly recommended that students seeking a commission contact the AFROTC department for full program details before registering for classes. They can be reached by visiting www.afrotc.umd.edu, calling 301-314-3242, or emailing afrotcdet330@umd.edu. Students are responsible for all financial and enrollment obligations set forth by the University of Maryland. Stevenson University students who wish to participate in the AFROTC program must register through the University of Maryland, who will assess charges for this program.

Campus Resources and Services

Campus Technology

Stevenson University is committed to providing all active students, faculty, and staff with secure and reliable technology and network infrastructure and services. The Office of Information Technology (OIT) is responsible for many of the technologies across all campus locations. This includes the computer labs, classrooms, residence halls, faculty and staff offices, and administrative areas. OIT operates two data centers, one on each campus, to achieve a high level of availability and performance. Both campuses have hard-wired and wireless networks with many classrooms and residence halls connected at gigabit speeds. Our dedicated digital connection to the Internet is rated at 3000 Mbps and provides fast and reliable access shared among the Stevenson community. Among the dedicated computer labs on campus, several labs are open for general use at varying times. These labs offer Mac and PC computers with the latest software

needed for academic work.

Computer Logins

Each student, faculty, and staff member must have an individual SU Single Sign-On account to use the computer equipment and network resources. All users must have read and electronically signed the Information Technology Acceptable Use Agreement before using their account. The complete agreement can be found on the SU Portal and the university's Consumer Information page. Students, faculty and staff should never share their login credentials with anyone, including members of the Technology Support Center or OIT. All account holders will be held responsible for all activity conducted under their login.

Access to Technology Services

Stevenson University offers the capability for students, faculty, and staff to connect to various services on the University's network from off-campus via the Web. This access includes, but is not limited to, Blackboard, Email, Microsoft Office 365 programs, and Self-Service.

Personal Device Support

OIT support for personal devices is limited to basic troubleshooting to access Stevenson University's services, network, and systems. For more involved troubleshooting or repairs to devices not owned by Stevenson University, it is highly recommended that all students, faculty, and staff maintain service plans through the manufacturer/vendor. Technology Support Center staff can only provide limited support for these types of issues. While OIT offers general assistance to resolve any software issues, staff will not install software on personal devices.

Technology Helpdesk and Contact Information

The Technology Support Center has two locations for walk-in support; on the Owings Mills campus in the Brown School of Business and Leadership, Room 100, and on the Owings Mills North campus in the Kevin J. Manning Academic Center, Room N159. Any technology-related assistance can be acquired at these facilities by students, faculty, staff, and administrators or by calling 443-334-3000 or x3000 from on campus or toll free at 1-866-344-8190.

Students may also contact The Technology Support Center by sending an email to helpdesk@stevenson.edu or by submitting a support request through Helpdesk.stevenson.edu.

Technology assistance is available by phone during the days and evenings when the University is open. For updates on all unplanned outages or service interruptions, please visit outage.stevenson.edu.

Dining Services

Stevenson University Dining Services offers dining options on all Stevenson campuses. Stevenson Dining is expecting some new and exciting menu choices for the students to enjoy in the Fall of 2025. Hours of operation can easily be found at each respective dining location, , on the Sodexo dining website. (SodexoMyWay.com), and

the Grub Hub app.

Students with a meal plan can use their meal swipes or Flex dollars at every dining location. Flex dollars, which are currency attached to the student ID, can also be used at on-campus retail locations, Grub Hub app, on-campus sporting event concessions, and at designated off-campus partner locations. On-campus dining and retail locations also accept cash, debit, and credit card payments. The Grub Hub app accepts Flex and credit card payments. In the fall of 2025, Stevenson has three "A" meal plans to provide students with the ability to match their dining experiences with their daily activities. In total, three "A" plans help to provide our resident's variety. Please visit the Admissions page of the Stevenson University site or the SodexoMyWay site to see meal plan assignment requirements.

On the Owings Mills South campus, students can choose to dine at the Rockland Marketplace, Pandini's (@ Rockland), swing by the Garrison Coffee House next door in the Garrison Student Union, or at "The "Natural" Smoothie Concept in the Ratcliffe Community Center. Rockland Marketplace, located in Rockland Center, provides an innovative, all-you-care-to-eat dining experience. With over ten unique food stations, students with all different dietary lifestyles can easily find a delicious meal. Offerings include the Simple Servings station (allergen free items), a vegan station, the deli, short order grill, Mongolian "stir-fry" grill, a made to order action station, the pizza station, the Hometown (comfort food), and a huge salad bar along with a Belgium waffle, fruit & yogurt bar for breakfast.

Stevenson Dining has late study nights covered too with Pandini's eatery featuring hand-made pizzas, pastas, sandwiches, and Serrano Mexican Food concept. Freshly brewed coffee and barista prepared specialty beverages are a quintessential necessity for any college campus. The Garrison Coffee House, which proudly serves Starbucks products, offers brewed coffee, Frappuccino, refreshers, and more, including bottled beverages and scrumptious pastries. Students can also find Grab N Go foods and snacks. Ratcliffe Community Center's "The Natural" smoothie concept offers fresh smoothies, coffee, and additional Grab N Go items.

On the Greenspring campus, students can find the "Mustang Express", with Grab N Go sandwiches and salads, coffee, bottled and fountain soft drinks, and snacks..

Café North, located on the Owings Mills North campus, offers made-to-order breakfast sandwiches, made-to-order deli and grill stations, a salad bar, Neopolitan personal pizzas, and a Hometown station offering freshly-made entrees and soups each weekday, Monday through Friday. Located within Café North is a retail station where students can purchase salads and sandwiches, freshly prepared sushi, snacks, and beverages.

The off-campus partners include great options such as Qdoba, Dunkin' Donuts, Tropical Smoothie Café CVS, Subway, and many more. New dining option partners

are frequently added for students to enjoy using their Flex Dollars off-campus. To see all of the off-campus partners and their locations, check out the Sodexo dining website.

For additional information about Dining Services go to Stevenson.SodexoMyWay.com or call 443-394-9354.

Career Connections

The Career Connection Center (CCC) provides all students with a variety of career-focused programs, services, and resources to ensure student success during their college career and beyond. Students are introduced to the CCC and our career and professional developmental model beginning in their first year at the University.

The Career Connection Center Tools

The Career Connection Center maintains a comprehensive career website and portal page which host information on Career Pathways for majors at Stevenson University, job and internship opportunities, on-campus recruiting, job success tips, résumé samples, interviewing resources, career assessments, a calendar of events, mock interviews, and many other tools related to career development. In addition, the CCC maintains an online Career Management System (CMS), Handshake. Handshake includes internships as well as full-time and part-time job opportunities. Career Advisors are available to review resumes which students may upload to the Handshake system.

To assist with major and career exploration, the Career Connection Center provides a diverse menu of career assessments to meet student needs. Assessments that help to identify strengths, interests, values, and personality including the MBTI and FOCUS 2.

Appointments with Career Advisors

The Career Connection Center staff works with all students at the undergraduate and graduate level to develop the skills, experiences, and confidence needed for success. Students are strongly encouraged to meet with their Career Advisor each year to monitor progress toward goals and review the steps they have taken in their career planning. Advising sessions include: deciding your major, career direction, researching careers and jobs, mock interviews, resume and cover letter reviews, internship and job search assistance, networking and career fair preparation, personal brand development, graduate and professional school preparation, and professional headshots. Appointments can be made on Handshake or over the phone. Career Advisors conduct satellite drop-in advising in academic centers; the schedule is posted on the CCC website.

Career Fairs, Networking Events, and Information Sessions

Students are encouraged to participate in a variety of career related events where they can meet and network with employers. Employer events are listed on Handshake as well as the Career Connection Center portal and webpage and include: on-campus recruiting for internships and full-time jobs, career seminars and workshops presented by business and community

leaders, career fairs and industry networking events, and many other programs. The CCC collaborates with Alumni Relations, Residence Life, student groups, and Faculty to support career development and life experiences that develop Stevenson University students into prepared and skilled emerging professionals for the workplace.

Executive in Residence Program and Classroom Presentations

Students also have the opportunity to meet with executives in various industries through the Executive in Residence program. The executives are dedicated and highly skilled professionals who volunteer their time to discuss various career related issues with students. Topics range from interviewing to managing expectations in the workforce. They also provide meaningful advice on career pathways, as well as make connections to others in industry. Through partnerships with faculty, the Career Connection Center also coordinates introductions to faculty for industry professionals to serve as subject matter experts in the classroom.

Library Services

The Stevenson University Library supports the students, faculty and staff of the SU community as they engage in research, teaching, and learning.

Library services can be accessed remotely through the library home page stevensonlibrary.org and at three convenient on-campus locations: Greenspring, Owings Mills and the Learning Commons on Owings Mills North. Whether students are working alone, reading recreationally, or studying with a group, they can find a place that meets their needs at the SU library. Through scholarly subscription databases encompassing many disciplines, students enjoy remote access to more than 70,000 full-text magazines, journals, and newspapers, over 200,000 eBooks, high-quality images, and streaming video. OneSearch on the library home page makes it easy to search most of the library's resources using a single search box.

The Greenspring Campus library holds the bulk of our print and film collections. The Stevenson University Archives are housed in the GS library as well as a Children's Collection for Education students. The Owings Mills Library, located in the Brown School of Business and Leadership, holds a print collection that covers a wide range of topics. This library also houses the print legal collection for Legal Studies students.

There is a browsing collection at both the Greenspring and Owings Mills library locations for leisure reading. The Learning Commons at Owings Mills North is an active, flexible space supporting collaborative work and interdisciplinary research.

Courier services deliver books from local academic libraries (Johns Hopkins, Goucher, Loyola-Notre Dame, the University of Maryland libraries and others) five days a week. Our interlibrary loan service also delivers items electronically.

Knowledgeable and friendly librarians stand ready to help Stevenson University students find reliable resources

appropriate for their assignments. Research services are available in person, by phone, and electronically via text, chat, and email. Close to the residence halls, the OM Library is a great place to study or do research. For the latest information regarding library hours, visit the Stevenson University Library website: stevensonlibrary.org

University Store

The Starting Gate: Stevenson University Campus Store

Located in Garrison Hall South adjacent to Garrison Coffee House. *The Starting Gate* has available required and recommended books for both traditional courses and courses offered through Stevenson University Online (SUO), as well as supplies for classroom use. A wide variety of other goods and services are for sale, including accessories, a large selection of Stevenson-imprinted clothing, gift items, and magazines. During the semester, *The Starting Gate's* hours of operation are Monday through Thursday from 8:30 a.m. to 7:30 p.m., Friday from 8:30 a.m. to 4:30 p.m., and Saturday from 8:30 a.m. to 1:30 p.m. Additional hours are scheduled before the beginning of each semester. Please note: Hours are subject to change. *The Starting Gate* also follows the University's holiday schedule and emergency closings. Students may also purchase merchandise and textbooks online at University Store for traditional and SUO courses. Specific ISBNs for ALL textbooks can be found on *The Starting Gate's* website.

Francis X. Pugh Courtroom

In 2009, Stevenson University and Stevenson University Online opened a state-of-the-art mock trial courtroom on the Owings Mills campus. Housed within the Brown School of Business and Leadership, the courtroom is based on the high-tech courtroom at William & Mary Law School. The undergraduate legal studies program uses the space for their Mock Trial teams with Stevenson's students being the first undergraduates in the state to have a courtroom for their studies.

The mock trial courtroom features the latest courtroom technology including electronic screens, screen projectors, a SMART Board interactive whiteboard fully integrated into the courtroom technology, touchscreen annotation functions, a portable Polycom HD video conferencing unit, video and audio digital recording using the Mediasite hardware and software platform, fully integrated presentation podium and fully integrated technology when using videotapes, DVDs, slides, electronic presentations, handouts, and live images. The mock trial courtroom technologies help continue the long tradition of providing SU students with a leading edge in the workplace.

Alumni Information

The Stevenson University Alumni Association is composed of a strong and vibrant network of alumni who remain engaged in the life of the university beyond graduation. Members work to advance themselves and the greater Stevenson community by participating in university events and initiatives, connecting with fellow alumni, serving as ambassadors across their professional and personal networks, and making their alma mater a

philanthropic priority. The Stevenson University Alumni Association is inclusive of all graduates of the institution's undergraduate and/or graduate degree programs. There is no membership fee.

The Alumni Association is led by the members of the Stevenson University Alumni Association Board (AAB). The AAB builds alumni connections across the Stevenson University community and directly aligns its work with the divisional priorities of the Office of University Advancement. Members of the AAB bring invaluable expertise from a wide range of industries, majors, class years, student experiences, and backgrounds. They are led by an Executive Committee including but not limited to the President, Vice President, and Immediate Past President.

The AAB seeks to recognize, encourage, and mentor undergraduate students. In support of this goal, members of the AAB launched the Alumni Association Scholarship Fund in spring 2019. The purpose of the fund is to provide financial support and encouragement to a rising junior with financial need who is involved in the Stevenson community through clubs, organizations, and/or community service. The AAB raises money for the fund through personal contributions, annual appeals, and gift components built into alumni event tickets.

The Wellness Center

The Wellness Center includes both Student Health Services and Counseling Services. These services are located at the Owings Mills campus on the first level of the Caves Sports and Wellness Center. The Wellness Center staff can be reached at 443-352-4200, by fax at 443-352-4201, or at wellness@stevenson.edu. The Wellness Center is open Monday - Friday from 9:00 a.m. to 5:00 p.m. Also, Fonemed, our 24/7 nurse line for mental and physical health concerns, can be reached at 1-800-245-4691. The Wellness Center is committed to providing a welcoming environment where diversity, equity, and inclusion are valued.

Student Health Services

Student Health Services

The Wellness Center offers limited primary care services by appointment with one of our health providers. A minimal fee will be charged to the student's account for services and supplies. Insurance can be used for medications and outside testing, such as labs or X-rays. Vaccine clinics and outreach programs are offered throughout the year.

Student Health Requirements

All new commuter and resident students taking classes on campus are required to have the Stevenson University Student Health Requirements completed by June 1 for fall entrance and January 15 for spring entrance. All new students taking classes on campus are required to complete these requirements even if they are turning in other health related records to other departments. Please refer to those specific departments for health requirement questions, i.e., Athletics. Nursing students

do not need to resubmit the Student Health Requirements every year. Students who have been away from Stevenson University for at least two years and are reapplying for admission as a student taking classes on-campus must complete another Student Health Form. Failure to submit a completed Student Health Form will block a student from registering for future classes and/or lead to removal from housing.

In addition, all students living in Stevenson University housing must be immunized against meningococcal disease (MCV4/Menveo/Menactra). Some students may require a booster dose of the meningitis vaccine prior to moving into the Residence Halls if they did not receive a booster after the age of 16. Currently, the meningitis B (Trumenba/Bexero) vaccination is NOT required for Stevenson students. All new students taking classes on campus are required to have records showing proof of MMR and Varicella. The COVID-19 vaccine is no longer required, but it is highly recommended.

Counseling Services

Counseling Services

Counseling services, including short-term counseling and crisis intervention, are free and confidential for all Stevenson University. Counseling staff can help students address a wide range of issues, including anxiety, depression, and relationship difficulties. Off-campus referrals can be provided if a student's exceed the Wellness Center's scope of service. The counseling staff can also refer students for limited onsite psychiatric care through the Wellness Center's Psychiatric Nurse Practitioner, if deemed appropriate. Psychiatric services come with a small fee charged to the student's account.

The University Pandemic Plan

The University has a comprehensive Pandemic Plan in place. It is included as an appendix in the Crisis Management Plan, which can be found on the President's Office portal page under the "Forms and Documents" tab.

Admissions

General Admissions Policy

Stevenson University is committed to ensuring that the incoming classes will be comprised of highly qualified individuals representing diverse academic and professional backgrounds and accomplishments. Students who enroll in course work at Stevenson University are classified as either degree-seeking students or non-degree seeking students. A degree-seeking student is defined as a student who has been accepted by the University in pursuit of an undergraduate degree. A degree-seeking student may enroll for course work for each consecutive semester as long as they remain in good academic standing in the program. Students who are not currently seeking a degree from Stevenson University are limited to part-time status, and financial aid is not available to them. While enrolled, non-degree seeking students must meet the same academic standards for continued enrollment as degree students.

Online Bachelor's Degree Programs

Stevenson University Online offers bachelor's degree programs for online learners. Online programs have the same curricular requirements as on campus programs, but with a few modifications, primarily in delivery modes. Courses are offered in the evening and online, making them convenient for adults who are working. Online bachelor's degrees are offered in the following fields:

- Business Administration
- Computer Information Systems
- Criminal Justice
- Cybersecurity and Digital Forensics
- Interdisciplinary Studies
- Legal Studies
- Medical Laboratory Science
- Nursing
- Associates to Bachelor's (ATB)
- RN to BS option
- RN to MS option
- Professional Studies

Admissions Procedures and Processes

Online Undergraduate Admissions Policies

Admission requirements for the online undergraduate degree programs in business administration, computer

information systems, criminal justice, cybersecurity and digital forensics, interdisciplinary studies, legal studies, and professional studies consist of the following:

- Completed application for *Online Undergraduate Degree Admissions*.
- First-Time College Students – Submit an official copy of high school transcript listing diploma. If applying with a GED, an official transcript must be submitted with a score of 145 or higher.
- Transfer Students with any college credit – Submit official college transcripts from all previous academic work.
- Transfer students with fewer than 15 credits must also submit an official copy of high school transcript listing diploma. If applying with a GED, an official transcript must be submitted with a score of 145 or higher.
- Students who have completed post-secondary academic coursework outside of the United States must submit an official course-by-course transcript evaluation from an organization that is a current member of the National Association of Credential Evaluation Services (NACES). A member list is available on the NACES website.
- Minimum cumulative GPA of 2.00 on a four-point scale.

Admission to the Associate to Bachelor's (ATB) option in Nursing requires the following:

- Completed application for *Online Undergraduate Degree Admissions*.
- Acceptance into the student's community college nursing program (selective process based on courses completed, GPA, and test scores).
- Minimum cumulative GPA of 3.00 on a four-point scale.
- Official college transcripts from each post-secondary institution previously attended. Students who have completed post-secondary academic coursework outside of the United States must submit an official course-by-course transcript evaluation from an organization that is a current member of the National Association of Credential Evaluation Services (NACES). A member list is available on the NACES website.
- Personal Statement.
- Additional documents may be required depending upon requirements from the community college partner.

Admission to the Medical Laboratory Science program requires the following:

- Completed application for *Online Undergraduate Degree Admissions*.
- Minimum cumulative GPA of 2.8 on a four-point scale.
- Official college transcripts from each post-secondary institution previously attended. Students who have completed post-secondary academic coursework outside of the United States must submit an official course-by-course transcript evaluation from an organization that is a current member of the National Association of Credential Evaluation Services (NACES). A member list is available on the NACES website.
- Associate degree in Medical Laboratory Technology (MLT) or Clinical Laboratory Technology (CLT).
- Official primary source verification of MLT(ASCP) or MLT (ASCP) certification, including certification number and expiration date

Admission to the RN to BS Option requires the following:

- Completed application for *Online Undergraduate Degree Admissions*.
- Current registered nurse's license in good standing.
- A minimum cumulative GPA of 2.50 on a four-point scale.
- Official college transcripts from each post-secondary institution previously attended. Students who have completed post-secondary academic coursework outside of the United States must submit an official course-by-course transcript evaluation from an organization that is a current member of the National Association of Credential Evaluation Services (NACES). A member list is available on the NACES website.
- Personal Statement.
- Completion of English 151 or the equivalent.

Undergraduate Application Deadline

Stevenson University reviews applications on a rolling basis throughout the year. However, the University strongly encourages applicants to the online undergraduate programs to submit all required documents no later than three weeks prior to the start of the desired session.

Evaluation of Transfer Credit

Students desiring to transfer from another accredited college or university and be admitted to a degree program at Stevenson University must submit official transcripts of all previously attended institutions. College-level coursework completed outside of the United States must be evaluated by an organization that is a current member of the National Association of Credential Evaluation Services (NACES). A member list is available on the [NACES website](#). An official NACES member transcript is required. Stevenson University will accept a maximum of 70 credits from 2-year institutions. No more than 90 credits can be applied to degree requirements from a combination of 2-year institutions, 4-year

institutions and non-direct classroom instruction (including nationally recognized standardized examination scores, professional certifications, and other credit for prior learning opportunities).

Courses completed at another regionally-accredited institution with a grade of C or better are generally transferable to Stevenson and will be awarded a grade of "P" for passing. Courses completed at another regionally-accredited institution with a grade of "C-", "D+", or "D" are generally transferable with a grade of "PD," but will not fulfill major requirements.

Transfer applicants must be in good standing from their sending institution. Grades and grade point averages earned at another institution do not transfer. The transferred credits apply toward graduation, but the grade points are not used in calculating the academic average required for graduation. Students seeking information on the transferability of credits may contact the Registrar's Office, the transfer admissions web pages, or a transfer admissions counselor.

Transfer Admissions 1-877-468-6852
transferadmissions@stevenson.edu or email the Registrar's Office transfereval@stevenson.edu

Credit Evaluation Process

Stevenson University's Registrar's Office facilitates the evaluation of credit for students who have earned college credit from another institution or successfully completed Advanced Placement (AP), International Baccalaureate (IB), or CLEP.

If a student's transfer coursework is coming from a Maryland community college, the Maryland Articulation Systems (ARTSYS) can provide general information on how their credits will transfer from their local community college to Stevenson. If there are any questions about the information in ARTSYS, students may contact the Registrar's Office.

Admitted students who have earned college credit in the United States and submitted official transcripts will receive their transfer credit evaluation shortly after their letter of admission and may access their transfer credit evaluation online through their Student Planning once they receive the evaluation.

If a student has credit from college-level coursework completed outside of the United States and has submitted documentation of this coursework to a [current NACES member](#), this process is dependent on the receipt of the NACES member evaluation by the Registrar's Office.

Please note that a student's evaluation is preliminary and ongoing. It is the applicant's/student's responsibility to submit additional official transcripts as external coursework is completed.

Block Transfer from Accredited Community Colleges

Students who enter Stevenson with an A.A., A.S., or A.A.T. degree from an accredited community college in the United States, which also meets the minimum State of Maryland requirements, will have met all of Stevenson's

general education (Stevenson Educational Experience) requirements. Please note a second composition course is required if the student doesn't have an equivalent course as part of the associate's degree.

International Student Information

U.S. Permanent Residents

Applicants who are currently United States permanent residents must meet all the stated admissions requirements and follow the same application procedures as U.S. citizens; however, permanent residents must also submit a high-quality, color copy of the front and back of their valid U.S. Permanent Resident Card. The Admissions Office will not process the application without this component.

All permanent residents and some other eligible non-citizens can apply for federal need-based financial aid programs. Applicants for traditional undergraduate programs are also automatically considered for merit-based scholarship when they meet the stated merit-based scholarship deadlines.

F-1 Visa Students

Students seeking an F-1 visa are not eligible for the online undergraduate programs.

International Applicants

Applicants who wish to remain in their home country outside of the United States and apply for admission to the online undergraduate programs are eligible to apply. A freshman applicant is defined as a student who has not taken university credits after graduating from secondary school. A transfer applicant is a student who has completed post-secondary school education or university credits after graduating from secondary school. International applicants for admission must submit the following:

1. **Online Undergraduate Application for Admission:** Students must complete the application for *Online Undergraduate Degree Admissions*, including additional documentation if required for the program of interest.
2. **Proof of English Proficiency:** Students must demonstrate a satisfactory level of English proficiency. Any student whose native language is not English must submit Proof of English Proficiency through one of the following methods:
 - If the student's secondary and/or post-secondary education used English as the official medium of instruction: submit documentation such as a letter from a teacher, counselor, academic advisor, or school administrator confirming that English is the official medium of instruction at their school.
 - If the student attended a school or schools at the secondary or post-secondary level at which English was not the official medium of instruction: submit results of one of the following English proficiency tests. Required scores are as follows:

- TOEFL (Test of English as a Foreign Language) with a score of 80 or higher (internet-based) and have no individual section score lower than 20; or
- IELTS (International English Language Testing System) with a minimum overall band score of 6.5 and no individual score lower than 6.0; or
- SAT Evidence-Based Reading and Writing score of 530 or higher; or
- ACT English score of 19 or higher; or
- Duolingo with a score of 105 or higher; or
- Pearson Test of English with a score of 54 or higher; or
- Cambridge English with a score of 175 or higher on B1 or B2.

All documentation is subject to review and additional information may be requested.

3. Official Transcripts/Diplomas/Graduation Certificates:

- a. **Freshman Applicants:** An applicant must submit official transcripts from all high school/secondary institutions. Transcripts from non-English foreign high school/secondary institutions and from post-secondary institutions outside of the United States must be submitted to an international credentials evaluation service that is a current member of the National Association of Credential Evaluation Services (NACES) for a course-by-course evaluation including GPA. A member list is available on the NACES website.
- b. **Transfer Applicants:** International Transfer students who have attended or who are currently attending a U.S. post-secondary institution must submit official transcripts from all institutions. Students who have completed post-secondary academic coursework outside of the United States must submit an official course-by-course transcript evaluation from an organization that is a current member of the National Association of Credential Evaluation Services (NACES). A member list is available on the NACES website. Transfer students who have completed less than 28 college-level academic credits (as determined by a Stevenson University credit evaluation) are required to submit an official U.S. high school transcript or official NACES member evaluation of a non-U.S. secondary school transcript.

Non-Degree Students

Undergraduate Students

Admission as a non-degree undergraduate student requires submission of the following:

- *Special Application for Non-Degree Status* form.
- Official college transcripts. At the time of registration, students who wish to take a course that has a pre-requisite must submit an official college transcript verifying successful completion of the pre-requisite course.

Non-degree students must take fewer than 12 credits in a semester and are not eligible for financial aid.

A non-degree student may become a degree student by applying for and being granted formal admission. Application must be made prior to the student's enrollment in the last 30 semester hours of academic credit required for a degree at Stevenson University. In addition, the last 30 semester hours of academic credit must be completed at Stevenson University unless a waiver is granted in writing by the Vice Provost for Online Learning. For admission as a degree student, a non-degree student must meet the same criteria as a transfer student.

A student denied admission as a degree student may enroll as a non-degree student only with the approval of the Vice Provost for Online Learning.

Admission to the Bachelor's to Master's Degree Option for Current Stevenson University Online Undergraduates

The objective of the Bachelor's to Master's options is to provide qualified Stevenson undergraduate students the opportunity to obtain both a bachelor's and a master's degree in a shorter time frame.

Students accepted to this option may complete a maximum of 50% of the credits required for the graduate program while still an undergraduate student. A maximum of two graduate courses (6 credits) may fulfill bachelor's degree requirements. Students should consult with their undergraduate academic advisor for academic planning.

Participating master's degree programs and related admissions requirements are listed below.

- MS in Communication
- MA in Community-Based Education and Leadership
- MS in Crime Scene Investigation
- MS in Cybersecurity and Digital Forensics
- MS in Digital Transformation and Innovation
- MS in Forensic Accounting
- MS in Forensic Investigation
- MFS in Forensic Science
- MS in Forensic Studies
- MS in Healthcare Management
- MEd in Integrative Learning
- MA in Teaching (Early Childhood Education)
- MA in Teaching (STEM)

Students are encouraged to consult with their undergraduate academic advisor prior to applying for the bachelor's to master's option.

In order to be admitted to the Bachelor's to Master's Option, the student must:

- Have completed at least 60 bachelor's degree credits at the time of application. The student may enroll in graduate courses after earning at least 75 undergraduate credits.

- Transfer students are eligible to apply after completing at least one semester at Stevenson.
- Have a minimum cumulative GPA of 3.00.
- Complete the Bachelor's to Master's application.
- Submit a personal statement.
- Forensic Science and the MAT programs have additional application and prerequisite requirements listed below.

Admitted Bachelor's to Master's Students

Students may complete a maximum of 50% of the credits required for the graduate program while they are still an undergraduate student. Students must successfully complete a minimum of 120 credits for a bachelor's degree. These credits include program requirements, University SEE requirements, and general electives. A maximum of six graduate credits can be used to fulfill bachelor's degree requirements.

Upon acceptance into the Bachelor's to Master's Option, students work with their undergraduate academic advisor to develop an academic plan that includes their chosen graduate courses and ensures all undergraduate degree requirements will be fulfilled appropriately. They must obtain permission from their undergraduate advisor to register for any graduate course, and the appropriate SUO Student Success Coach will complete the student's registration for graduate courses in each session. Students are not able to register for or drop graduate level courses on their own.

Eligibility for full-time undergraduate tuition and/or the full amount of financial aid requires enrollment in a minimum of 12 credits that are fulfilling undergraduate degree requirements in each semester until the bachelor's degree is completed. Bachelor's to Master's students may enroll in a graduate course in the 8W1 and/or 8W2 term. If a student drops a graduate course that is counting toward their undergraduate degree requirements before the add/drop deadline for the relevant term, they may lose their eligibility for the full financial aid amount unless they add another course that fulfills undergraduate degree requirements. Students are required to consult with the Office of Financial Aid as they work with their academic advisor and SUO Success Coach to plan their coursework.

Once students earn their bachelor's degree, they are reviewed for admission into the master's program. Upon formal acceptance into the graduate program, students will be recognized as a graduate student and begin paying at the graduate cost per credit rate.

Good academic standing in the Bachelor's to Master's Option requires a minimum cumulative 3.0 GPA for all graduate courses taken for credit. The grade of "C" is the lowest acceptable passing grade in graduate courses. Failure to maintain good academic standing will result in probation and/or suspension as outlined in the Academic Probation/Suspension policy.

Post-Baccalaureate Certificates

Post-baccalaureate certificates provide those students who have already earned their bachelor's degree additional credentials and college credits which can be applied to a graduate degree at SU. The following certificates are available. Please consult the *Stevenson University Graduate Catalog* or your success coach for more information.

- Community-Based Education and Leadership
- Crime Scene Investigation
- Digital Forensics
- Forensic Accounting
- Forensic Investigation
- Literacy Education
- National Board Teaching Professional
- Nursing Education
- Population Health Nursing
- Secondary (7-12) STEM Teaching and Learning
- Quality Management and Patient Safety

Credit for Prior Learning

Adults returning to college or beginning to seek a college degree may wish to investigate opportunities to earn credit that can be applied to their degree through credit for prior learning. Students must demonstrate that from significant experiences in their lives they have acquired knowledge and/or skills and abilities that are the equivalent of learning acquired from a college course. This learning (called Prior Experiential Learning) can be the result of a variety of life experiences: employment, volunteer work, community service, travel, military service, or courses at non-collegiate institutions.

Credit is granted for learning, not experience, and will be earned only when the student has successfully demonstrated that the learning acquired is the equivalent of that gained through courses traditionally taught in colleges, that it is at a level of achievement equal to what is normally required in college courses, and that it consists of current knowledge that shows both theoretical understanding and practical application of the subject area.

Credit Maximums

Credit for prior learning is limited to a maximum of 30 credits for bachelor's seeking students, and may be used to fulfill the core curriculum requirements and electives. In some cases, they may be used to fulfill program requirements. Grades for credit earned for prior learning are given as pass or fail. No more than 90 credits can be applied to degree requirements from a combination of 2-year institutions, 4-year institutions, and credit for prior learning.

Students in a degree program at Stevenson University can pursue credit for prior learning through the options listed below. Additional information, including course equivalences for exams and certificates, can be found at credit for prior learning on the Stevenson website.

ACE-American Council on Education credit

American Council on Education (ACE)

Students may receive academic credit and/or waivers of prerequisite courses in undergraduate or graduate academic programs based on credit recommendations provided by the American Council on Education (ACE). Students who successfully complete a course, examination, or certification with an ACE recommendation can receive an official transcript which can be reviewed by the relevant Academic Program Administrator at Stevenson. Please note that not all ACE-approved credits are guaranteed to transfer to Stevenson University. Prospective students are encouraged to contact your Admissions/Enrollment Counselor and current students are encouraged to contact your Academic Program Administrator to determine the transferability of ACE-approved credits. Please see the ACE website for more information.

Advanced Placement Examinations

Incoming students who submit Advanced Placement (AP) test scores from the College Board and who achieved satisfactory scores are considered for advanced placement or credit. College credit may be granted for scores of 3, 4, or 5, depending on the subject. See the Advanced Placement and International Baccalaureate webpage for details.

When test scores are sent directly to the university, they are reviewed and, when appropriate, credit is entered in the student's record. Transfer students who were awarded credit by AP from their previous institution must have test scores sent directly to Stevenson from the College Board in order to be awarded equivalent credit.

Credit cannot be awarded for AP and the equivalent college course. Credit awarded for AP exam scores is included in the 90 credits that can be applied to degree requirements from a combination of 2-year institutions, 4-year institutions, and non-direct classroom instruction.

CLEP Examinations

Stevenson University awards college credit to students who earn qualifying scores on College-Level Examination Program (CLEP) exams. CLEP exam results must be submitted directly to the university. If the designated passing score is achieved, appropriate credit will be awarded and entered into the student's record. Students may not earn credit for a CLEP exam and the equivalent college course. Students may not earn CLEP credit for World Language exams taken in their first language. Credit awarded for CLEP exam scores is included in the maximum of 90 credits that can be applied to degree requirements from a combination of 2-year institutions, 4-year institutions, and non-direct classroom instruction.

DSST

Stevenson University awards college credit to students who earn qualifying scores on a DANTES Subject Standardized Test (DSST). DSST exam results must be submitted directly to the university. If the designated passing score is achieved, appropriate credit will be

awarded and entered into the student's record. Students may not earn credit for a DSST exam and the equivalent college course. Credit awarded for DSST exam scores is included in the maximum of 90 credits that can be applied to degree requirements from a combination of 2-year institutions, 4-year institutions, and non-direct classroom instruction.

International Baccalaureate

Stevenson University values the International Baccalaureate (IB) Diploma Programme and awards credits based on scores earned on individual standard and higher level subject examinations. Students who have earned an IB diploma will be granted sophomore status and awarded 30 credits that will be applied toward degree requirements. See the Advanced Placement and International Baccalaureate webpage for details.

Transfer students who were awarded credit for IB from their previous institution must have their exam scores and IB transcripts sent directly to Stevenson. Credit cannot be awarded for scores at both the standard and higher level of the same subject, for IB and AP scores for the same subject, or for IB and the equivalent college course. Credit awarded for IB is included in the maximum of 90 credits that can be applied to degree requirements from a combination of 2-year institutions, 4-year institutions, and non-direct classroom instruction.

Credit by Portfolio

Matriculated students may earn credit for degree requirements by pursuing a Credit by Portfolio option. Students interested in this option are encouraged to meet with their Success Coach or Academic Advisor and their Academic Program Administrator to determine if they have appropriate professional experience for which college credit may be awarded. Upon approval of the Academic Program Administrator, the student will enroll in a 3-credit portfolio development course in which they will assemble appropriate evidence demonstrating that their documented experiential learning meets the objectives of the course for which they wish to receive credit. Completed portfolios are reviewed by faculty evaluators. Credit is awarded at the discretion of the Academic Program Administrator based on the evaluation of the portfolio. A student is allowed one revision and re-submission of a portfolio that does not meet criteria to award credit.

Awarded credits are posted on the student's transcript and are counted toward degree completion requirements. A maximum of 6 credits can be earned by portfolio, not including the portfolio development course. Credit earned by portfolio is included in the maximum of 90 credits that can be applied to degree requirements from a combination of 2-year institutions, 4-year institutions, and non-direct classroom instruction.

Credit for Professional Certification

A maximum of 30 credits may be awarded in a Stevenson University undergraduate degree program for the completion of an approved certificate from a professional organization. Official documentation of

successful completion of the certificate must be submitted and additional documentation including, but not limited to, a syllabus, curriculum or other documentation of the content of the certificate may be requested. Credit for a completed certificate is awarded at the discretion and with the approval of the appropriate academic program administrator and dean of the school in which the program resides. All approved certificates must be sufficiently equivalent to courses offered at Stevenson University. Credits awarded for an approved certificate are included in the maximum of 90 credits that can be applied to degree requirements from a combination of 2-year institutions, 4-year institutions, and non-direct classroom instruction.

Upon matriculation, students may not complete certificates elsewhere and transfer them into Stevenson University undergraduate programs.

Readmission

Undergraduate Readmission

Undergraduate degree-seeking students who are absent from the University for three or more consecutive semesters for any reason, including an approved Leave of Absence, must apply for readmission. Students should have been in good academic standing at the end of the last semester attended and must submit the *Application for Readmission/Reinstatement*, downloadable from the university website. If the student attended any other college since leaving Stevenson, an official transcript from each college or university attended is required. Readmission is not complete until all official documents are received. Students who are readmitted to the University are under the current catalog of the academic year in which they return.

Students who are absent from the University for two semesters or fewer do not need to apply for readmission and should contact their student success coach to register for classes. Official transcripts of any work taken at another institution must be submitted directly to Stevenson University Online. Students who return to the University after two semesters or fewer will return under the same catalog year in which they first enrolled at Stevenson.

Readmission of Service Members

In compliance with ED 34 C.F.R. 668.18 and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU), Stevenson University will promptly readmit students who, because of military service, must be absent from the University for more than 30 consecutive days, or for fewer than 30 days, if the absence results in a withdrawal from the University. For the purpose of this policy, military service is defined as "service, whether voluntary or involuntary, in the armed forces, including service by a member of the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under federal authority for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days" (ED 34 C.F.R. 668.18).

Regulations governing the readmission of service members after an absence because of military service can be found in the Code of Federal Regulations. The notification of service and the intent to return to Stevenson required by the federal regulations should be made to Stevenson's School Certifying Official in the Registrar's Office.

Financial Information

Costs

Tuition and Fees (2025–2026)

Bachelor's Degree Seeking Students

Tuition per credit non-nursing	\$465
Tuition per credit - RN to BS	\$500
Tuition per credit - RN to MS	\$500
Tuition per credit - ATB	\$500
Tuition per credit - Professional Studies	\$409

Miscellaneous Fees

Returned Check or ACH Fee	\$25
Late Payment Fee	\$100
Graduation Fee	\$25
NCAA Athletic Fee	\$200

Refund Policy

Tuition is 100% refundable through the published last day to drop without record. After that date, no refunds will be given. Please consult the Enrollment Calendar for these dates.

Students receiving financial aid should review the refund policies described in the section on Financial Aid under Disbursement of Aid.

Refund and Withdrawal Policy for Service Members

Stevenson University students who are called to active duty during the course of a term or session should contact the Assistant Registrar, Veteran & Military Education Benefits to formally withdraw for military service. For the purpose of this policy, military service is defined as "service, whether voluntary or involuntary, in the armed forces, including service by a member of the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under federal authority for a period of more than 30 consecutive days

under a call or order to active duty of more than 30 consecutive days" (ED 34 C.F.R. 668.18).

Students who withdraw from the University for military service during a term or session are eligible for a 100% refund of tuition and fees. Room and board expenses will be prorated based on the official date of withdrawal.

Students must supply a copy of military orders to be eligible for any tuition, fees, or room and board adjustments. Students receiving financial aid will be subject to the refund policies provided by the federal or state agency sponsoring the aid. Department of Defense Military Tuition Assistance and Veteran's Education Benefits will be returned to the government agency as required.

Students who have to withdraw from the University after the add/drop deadline will receive a grade of W or I, depending on the amount of coursework completed and the expected length of the absence.

Financing Options

Stevenson University offers an option of a payment plan for each semester. Nelnet Campus Commerce serves as the administrator of the plans. The payment plan allows students and families to pay amounts due to the University in manageable monthly installments. The payment plan provides the benefits of easy, online enrollment, flexible payment options, no interest charges, and 24/7 easy account access. The enrollment fee is \$50. Credit card/debit card and automatic bank (ACH) payments are accepted payment methods. For information visit My College Payment Plan or call 800-609-8056.

Tuition Insurance

Stevenson University has partnered with GradGuard™ to provide semester tuition insurance. The Tuition Protection Plan supplements the University's tuition refund policy. To get a quote or learn more about selecting this optional tuition insurance from GradGuard visit GradGuard.com/Tuition/Stevenson or call 866-985-7598.

Financial Aid

For the most current financial aid information, please refer to the SU Financial Aid Office website.

The website contains detailed information about the types of aid, governing rules, the application process, the Free Application for Federal Student Aid (FAFSA), policies, procedures, and forms. Links to helpful resources such as the U.S. Department of Education and the Maryland Higher Education Commission.

Financing higher education is an important concern for students. Types of financial assistance available to students attending Stevenson University include federal grants and loans and Maryland state grants.

Federal Financial Aid Programs

Financial aid funds post to student accounts after the financial aid census date. The census date typically marks the end of the add/drop period for the semester. This is the date we take a "snapshot" of all students' enrollment to establish the "official enrollment" for reporting purposes and financial aid eligibility.

The courses for which a student is registered as of the census date determine the amount of financial aid they will receive. Enrollment as of the census date will be compared to the Enrollment Status on the student's Offer Letter to determine if the eligibility requirements are still being met for each of the aid programs listed. Offer Letter revisions are sent via e-mail to a student's University account. It is possible for a student's aid to be increased, decreased, or even canceled.

If a student increases or reduces the number of credits enrolled in before the census date, the financial aid may be adjusted, as appropriate, for the new enrollment level. If aid is reduced and a balance on the SU account is created, the student will be responsible for payment. If credits are added after the census date, aid will not be increased. Aid may be affected if the student is taking courses that begin after the census date. For example, if a student is enrolled in a traditional undergraduate program and taking a class that starts after the census date, the Federal Pell Grant will not be disbursed until after the last drop date for which the student is enrolled. If the student fails to begin attendance in all classes, the grant will be reduced accordingly. Loans will disburse when the student reaches half-time enrollment. Financial aid may also be affected if a student submits FAFSA information or corrections after the census date.

The Financial Aid Office should be notified immediately concerning any changes in enrollment. Please note:

- Enrollment status is monitored after the drop date for each of the sessions for which a student is enrolled during the semester. Once half-time enrollment is attained, the Financial Aid Office will disburse loan funds. For example, if an undergraduate student is enrolled for three credit hours in 8-week 1 and three credit hours in 8-week 2 during the fall semester, the loan will be disbursed after the 8-week 2 drop date. The student must be enrolled at-least half-time at the time of disbursement. Federal grants will post after the LAST drop date for all sessions for which a student is enrolled in the semester.
- State scholarship and grants post upon receipt of the funds from the state of Maryland; generally, November for the fall semester, March for the spring semester.
- Private scholarships from independent sources will be credited upon receipt of these funds by the Student Accounts Office. Often times, these scholarships are

sent to the University in one check and therefore post as a single disbursement for the fall semester.

- Credit Balance - For those students with a credit balance resulting from financial aid, a refund check will be issued by Student Accounts Office. State aid recipient refund checks may be delayed due to the receipt date of these funds.

Maryland State Programs

The Maryland Higher Education Commission (MHEC) sponsors numerous grant and scholarship programs for Maryland residents. The state of Maryland offers an on-line inquiry system that allows students to view the status of their financial aid application and/or grant information.

The Howard P. Rawlings Educational Assistance Grant is for current high school seniors and full-time, degree-seeking undergraduates may apply for this need-based grant by completing the FAFSA or MHEC One App by June 1. Students and their parents (if the student is dependent) must be Maryland residents. Audited courses cannot be used to reach the minimum credit hours required for full-time status. Late applicants are placed on a wait list. Grants ranging from \$400 to \$3,000 may be renewed annually if the student maintains satisfactory academic progress, completes the FAFSA or MHEC One App by the **priority deadline of June 1, 2025**, continues to show financial need, and successfully completes 24 - 30 credits. The Howard P. Rawlings Guaranteed Access Grant is available to current high school seniors who will complete a college preparatory program with a minimum, cumulative, unweighted 2.5 high school GPA. Applicants must enroll at a Maryland college or university as a full-time, degree-seeking undergraduate student; meet certain income requirements, (which change yearly and are posted on MHEC's webpage) and complete the FAFSA or MHEC One App. To renew MHEC funding, students must maintain satisfactory academic progress, submit the FAFSA or MHEC One App by June 1, continue to demonstrate financial need, and successfully complete 30 credits.

The Senatorial Scholarship Program is offered to current high school seniors and students enrolled at least half-time in a degree-seeking, undergraduate or graduate program. Applicants must complete the FAFSA or MHEC One App by June 1 and contact their senator in February for further instructions.

The Delegate Scholarship Program is offered to current high school seniors and students enrolled at least half-time in a degree-seeking, undergraduate or graduate program. Applicants must complete the FAFSA or MHEC One App by the **priority deadline of June 1, 2025**, and contact their delegates in February for further instructions. A detailed list of all state of Maryland financial aid assistance programs and applications is available on the web site of the Maryland Higher Education Commission at mhec.state.md.us. State financial aid assistance is based on the availability of funds. Information about grants and other financial aid programs for residents of other states can be found at finaid.org and select the link for "US State Government Aid."

The Teaching Fellows for Maryland Scholarships is for students who are enrolled or plan to enroll at an eligible institution in an undergraduate or graduate program who are seeking to pursue a course of study or program in an academic discipline leading to a Maryland professional teacher's certificate, for eligibility requirements please visit mhec.maryland.gov.

A recipient is eligible to receive an award contingent on the availability of funds as follows:

- At a Maryland public senior higher education institution, the scholarship award is equivalent to 100% of the annual tuition, mandatory fees, and room and board of a resident undergraduate student or graduate student, as appropriate.
- At a Maryland private nonprofit institution, the scholarship award is equal to the lesser of:
 - 100% of the annual tuition and mandatory fees of a resident undergraduate student or graduate student, as appropriate, at the University of Maryland College Park (UMCP) and 100% of the room and board of a resident undergraduate student or graduate student, as appropriate, at the institution; or
 - 50% of the annual tuition and mandatory fees of a resident undergraduate or graduate student, as appropriate, at the institution and 100% of the room and board of a resident undergraduate student or graduate student, as appropriate, at the institution.

A private nonprofit institution must provide a matching scholarship in an equal amount to the state scholarship provided for tuition and fees only.

The Cybersecurity Public Service Scholarship Program supports students who are pursuing an education in programs that have been identified by the Secretary of Higher Education as being directly relevant to cybersecurity.

To be eligible for this scholarship students must fulfill requirements that are listed on mhec.maryland.gov

The Cybersecurity Public Service Scholarship shall be in the amount prescribed by MHEC and may be used to pay education expenses as defined by MHEC, including tuition and mandatory fees, and room and board. For more information please visit: Cybersecurity Scholarship Program.

Post 9/11 GI Bill® and Yellow Ribbon Program

Stevenson University is proud to participate in The Yellow Ribbon program, which is part of the Post-9/11 GI Bill®. This program is specifically designed for students wishing to attend private colleges and universities, and allows institutions of higher learning to fund tuition expenses that exceed the Department of Veterans Affairs' annual cap, per student. For the 2025 - 2026 academic year, the VA will pay a maximum of \$29,920.95 to any private

college or university, based on the student's percentage of eligibility. For eligible Yellow Ribbon Program students, Stevenson and the VA will divide any remaining tuition and fee charges 50/50, so that they are covered in full. Please note that tuition and fees do not include on-campus housing or meal plan charges; these expenses need to be paid by the student.

Only veterans entitled to the maximum benefit rate of 100% (based on service requirements) or their designated transferees may receive this funding. Stevenson currently offers unlimited enrollment to eligible students.

Starting August 1, 2022, you may become eligible for the Yellow Ribbon Program if you're currently an active-duty service member who qualifies at the 100% level (you already served on active duty for at least 36 months) or if you're a spouse using the transferred benefits of an active-duty service member who meets these qualifications.

The VA will determine eligibility and will send the student a Certificate of Eligibility (COE), which will indicate their percentage of benefits (50-100% based on length of service), as well as the amount of time awarded. For information on how to apply to transfer benefits to dependents, visit the GI Bill's® website: VA Transfer of Benefits. The student should forward the COE to the school certifying official located in the Registrar's Office as soon as it is received. Any questions regarding the use of educational benefits should be directed to the school certifying official located in the Registrar's Office.

"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 benefits.va.gov/gibill."

Tuition Assistance (TA) and Maryland National Guard Benefits

Tuition Assistance (TA) is a benefit paid to eligible service members. TA is available for courses offered in the classroom or online and is part of an approved academic program or certificate. Students should submit the appropriate documents to the Student Accounts Office certifying that they have approval for TA. Active duty service members must speak with their Educational Service Office (ESO) or counselor within their military service prior to enrolling. A joint education agreement also exists between the Maryland National Guard and Stevenson University. Active Guard members enrolled in an accelerated undergraduate program can receive a maximum of a 50% tuition discount for the first six credit hours per semester. The cost of the first six credit hours will be based on the traditional undergraduate part-time per credit rate. In the event that the SUO undergraduate standard tuition rate is less than the 50% part-time traditional undergraduate rate, employees will receive the lower tuition rate. The appropriate paperwork should be submitted to the Student Accounts Office to qualify for

this discount. Service members desiring information about courses and degree requirements should contact the School Certifying Official in the Registrar's Office.

Veterans' Benefits

Stevenson University is approved by the Maryland Higher Education Commission for the training of veterans under the Veterans Readjustment Benefits Act of 1966, Public Law 89-358.

A veteran desiring to determine eligibility under any of the VA's GI Bill® chapters may obtain information and apply at va.gov/education/how-to-apply. Following VA approval, the VA will send the student a Certificate of Eligibility (COE), which will indicate their percentage of benefits (50-100% based on length of service), as well as the amount of time awarded. For information on how to apply to transfer benefits to dependents, visit the VA's website: va.gov/education/transfer-post-9-11-gi-bill-benefits/. The student should forward the COE to the School Certifying Official (SCO) located in the Registrar's Office as soon as it is received. Questions regarding the use of educational benefits should be directed to the SCO located in the Registrar's Office.

"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 benefits.va.gov/gibill."

After the veteran has received the Certificate of Eligibility, the student should contact the SCO in the Registrar's Office at veteransbenefits@stevenson.edu to request certification of enrollment. The veteran will email the SCO their Certificate of Eligibility. Each semester, students intending to utilize veterans benefits for the upcoming semester will need to complete a Declaration of Intent form that can be found by going to forms.stevenson.edu and selecting Registrar's Office Forms. Please note, certification is not automatic, and the Declaration of Intent form must be completed for each term the student wants to use VA benefits.

If a student using VA Benefits has a change in their enrollment status, such as adding, dropping, or withdrawing from a course(s), their benefits may be impacted. It is critical that the student contacts the SCO in the Registrar's Office to determine the impact, if any, of these changes.

Attendance of students is verified at midterms. Students who stop attending class(es) and fail to officially withdraw prior to the withdrawal deadline, will receive a grade of FX (failure for non-attendance). If a student is reported as not attending, they will be contacted and advised of the repercussions of non-attendance. Please note: the VA does not pay for grades of FX. Students who are awarded grades of FX will be reported to the VA and will be required to repay benefits to the VA and Stevenson University.

According to the Veterans Benefits and Transition Act of 2018 section 3679 (e) of Title 38, United States Code, a covered individual is any student who is entitled to Veteran Readiness & Employment (VR&E, Chapter 31) or Post-9/11 GI Bill® (Chapter 33) education benefits. Stevenson University will permit any covered

individual to attend or participate in the course of education from the date on which the individual provides to the University a certificate of eligibility for entitlement to educational assistance under Chapter 31 or Chapter 33 and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Stevenson will not impose any penalty, including assessment of late fees or the denial of access to classes, libraries, and other institutional facilities, on any covered individual who is unable to meet financial obligations to the institution due to delayed disbursement of funds from the VA under Chapters 31 or 33. Stevenson will not require covered individuals to borrow additional funds. Stevenson University reserves the right to follow normal collection procedures for any difference between the amount of a covered individual's financial obligation and the amount of the VA education benefit disbursement.

To qualify for this provision, students must provide a Certificate of Eligibility or VA Form 28-1905; a Declaration of Intent form, which can be accessed by going to forms.stevenson.edu and selecting Registrar's Office Forms; and any additional information required to properly certify enrollment.

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 <http://www.benefits.va.gov/gibill>.

Qualifying for Need-Based Aid

Financial aid programs were created by the federal government and based on the premise that the primary responsibility for paying for college rests with the student and their family. Need-based financial aid is available to families who demonstrate a need for additional resources to help pay college costs. Stevenson University is committed to helping students cover their college costs through a variety of grants, work-study, and loan programs.

The formula used to determine whether a student is eligible for need-based aid is: Cost of Attendance (COA) <minus> Student Aid Index (SAI) = Financial Need.

Aid Application Procedure

In order to apply for federal aid, the student must

- Apply for admission to Stevenson University. The student must be an accepted to receive a financial aid offer.
- Complete the online Free Application for Federal Student Aid (FAFSA) at FAFSA.gov.
- The Stevenson University federal school code is #002107 and the priority filing deadline for the fall semester is February 15.

Financial aid offer letters are valid for one academic year. Students must reapply for aid by filing the FAFSA every

year between October 1 and February 15 for the following year to ensure maximum consideration of aid.

Student Eligibility Requirements

In general, to receive aid from the federal student aid programs, students must:

- Be a U.S. citizen or eligible non-citizen. Have a high school diploma, General Educational Development (GED) certificate, or have completed a high school education in a home school setting that is recognized as a home school or private school under state law.
- Enroll in an eligible program as a regular student seeking a degree or certificate.
- Be registered with Selective Service if required (in general, if the student is a male age 18 through 25).
- Meet satisfactory academic progress standards set by Stevenson University.

The Financial Aid Office must:

- Certify that the student is not in default on a federal loan or owes money on a federal grant.
- Certify that the student will use federal student aid only for educational purposes.

Additionally, most financial aid programs require at least half-time enrollment (6 credits for undergraduate students; 3 credits for graduate students) each semester. Most scholarships require full-time enrollment. Please see the individual financial assistance programs for minimum credit requirements.

Stevenson University is responsible for administering the Federal Campus-Based Programs, i.e., Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study, and institutional need-based funds. Offer letters are made reasonably available to all eligible students who meet the program requirements. Individual offer letters consider demonstrated need, program eligibility, and the availability of funds for the payment period. In the event that the number of eligible students exceeds the availability of funds, the University will give preference to those students demonstrating the greatest financial need. The determination of greatest financial need will consider grant and scholarship aid from all public and private sources.

For maximum consideration of aid, students are encouraged to apply for financial aid each year by completing the FAFSA between October 1 and February 15 for the following fall semester.

Offering of Aid

Cost of Attendance and the Student Aid Index (SAI)

Cost of Attendance (COA or budget) represents a reasonable estimate of the cost of attending the university for a 9-month academic year (fall and spring semesters). The Financial Aid Office determines student budgets every year as a basis for offering financial aid funds. The student's budget includes direct costs: tuition, fees, room, and board; and indirect costs: allowances for books, supplies, transportation, and personal/miscellaneous expenses. Direct costs are charges for which the student will be billed directly by

Stevenson. Indirect charges are costs incurred as a result of going to college, but for which a student is not necessarily billed. Actual charges vary depending on the choice of program, enrollment, and living arrangements (for example, apartment vs. double occupancy).

The Student Aid Index (SAI) is an eligibility index number that a college's or career school's financial aid office uses to determine how much federal student aid the student would receive if the student attended the school. This number results from the information that the student provides in their FAFSA® form

Disbursement of Aid

Funds will post to a student's account after the financial aid census date. The census date typically marks the end of the add/drop period for the semester. This is the date a "snapshot" is taken of all students' enrollment to establish the "official enrollment" for reporting purposes and financial aid eligibility.

The classes for which a student is registered as of the census date determines the amount of financial aid they will receive. Enrollment as of the census date will be compared to the enrollment status on the student's offer letter to determine if the eligibility requirements are still being met for each of the aid programs listed. Offer letter revisions are sent via email to a student's campus address. It is possible for a student's aid to be increased, decreased, or even canceled. Revisions may be necessary because of changes in housing status, academic status, enrollment status, verification, conflicting information, additional resources, fraud, availability of funds, federal or state regulations, and computation error.

If a student increases or reduces the number of credits in which they are enrolled before the census date, the financial aid may be adjusted, as appropriate, for the new enrollment level. If aid is reduced and a balance on the SU account is created, the student will be responsible for payment. If credits are added after the census date, aid will not be increased. Aid may be affected if the student is taking courses that begin after the census date. For example, if a student is enrolled in a traditional undergraduate program and taking a class that starts after the census date, the Federal Pell Grant will not be disbursed until after the last drop date for which the student is enrolled. If the student fails to begin attendance in all classes, the grant will be reduced accordingly. Loans will disburse when the student reaches half-time enrollment. Financial aid may also be affected if a student submits FAFSA information or corrections after the census date.

The Financial Aid Office should be notified immediately concerning any changes in enrollment or campus housing. Please note:

- Accelerated Students - Enrollment status is monitored after the drop date for each of the sessions for which a student is enrolled during the semester. Once half-time enrollment is attained, the Financial Aid Office will disburse loan funds. The student must be enrolled at least half-time at the time of disbursement. Federal grants will post after the LAST drop date for all

sessions for which a student is enrolled in the semester.

- At the latest, state scholarships and grants will post upon receipt of the actual funds from the state of Maryland; generally, November for the fall semester, March for the spring semester.
- Work-study earnings are not posted to student accounts. The student will receive a bi-weekly paycheck directly from Stevenson University.
- Private scholarships from independent sources will be credited upon receipt of these funds by the SU Student Accounts Office. Often these scholarships are sent to the University in one check and, therefore, post as a single disbursement for the fall semester.
- Credit Balance - For those students with a credit balance resulting from financial aid, a refund check will be issued by the SU Student Accounts Office after aid is posted from all sources. State aid recipient refund checks may be delayed due to the receipt date of these funds.

Book Vouchers

Under certain circumstances, students may be eligible for a book voucher if their total aid exceeds their total charges. Book vouchers are applied to a student's SUOne card and can only be used, in person, at the University store. For more information, contact Student Accounts at 443-334-3500.

Master Promissory Note, Annual Student Loan Acknowledgement, and Loan Entrance Counseling

To make certain that student loan borrowers are given the most up-to-date information on student loans, all borrowers are required to complete an online entrance counseling session. This information will apply when the student begins repayment of their loans.

First time borrowers are required to complete entrance loan counseling before the Financial Aid Office can process their loan. The purpose of the entrance counseling is to ensure students understand their rights and responsibilities as a new loan borrower as well as the regulations governing each loan program, such as interest rates, grace, deferment/forbearance options, prepayment, consolidation, and other general repayment obligations. Students will be informed of the consequences of not repaying their student loans (default) and of various repayment strategies. Instructions for completing the Entrance Counseling and the Master Promissory Note are included in the publication *Financial Aid Guide*. For more information on the Direct Loan Program, visit the federal website at studentaid.gov.

Annual Student Loan Acknowledgement (ASLA) will have to be completed annually for federal aid to disburse to a student's account. Instructions for completing ASLA are included in the publication *"Financial Aid Guide."*

All student loan borrowers are required to complete exit counseling before graduating or withdrawing from Stevenson University or ceasing to enroll at least half-time.

Financial Aid Verification

All Federal financial aid programs and many state and University aid programs require the submission of the Free Application for Federal Student Aid (FAFSA).

The IRS Data Retrieval Tool can be used to complete the FAFSA if a student chooses to use it. This tool allows students and parents to pull tax information directly from the IRS data base. Many students and parents complete the FAFSA using estimated taxes. The IRS Data Retrieval Tool should be used after the annual tax returns are filed.

Financial aid applicants may be selected for a process called verification by the U.S. Department of Education and SU. This review process requires applicants to submit income documents and other information as requested by the University. Selected applicants will be notified by the SU Financial Aid Office in writing. Failure to provide the required documents or successfully complete the IRS Data Retrieval directly through the FAFSA will prevent the student from being officially offered aid. More information about the verification process and the IRS Data Retrieval Tool may be found on the Financial Aid Office website at Stevenson Financial Aid.

Using Federal Financial Aid to Pay for Repeating a Course

Effective July 1, 2012, a student may use federal financial aid only one time to pay for repeating a course previously passed. If the student received a grade higher than an "F", this is considered passing by the Department of Education regulations and they may then only repeat that course one time using federal financial aid. If the student has not received a passing grade previously in the course, there is no limit to how many times the course may be retaken, provided satisfactory academic progress policy guidelines are met. Continually repeating courses may eventually impact the requirements affecting Satisfactory Academic Progress (SAP).

Continued Eligibility

Financial aid offers are valid for one academic year. Students must reapply for aid by filing the *FAFSA* every year between October 1 and February 15 to ensure maximum consideration of aid.

Stevenson Financial Aid Satisfactory Academic Progress (SAP)

Financial Aid Satisfactory Academic Progress (FA-SAP)

This policy addresses the Financial Aid requirement for Satisfactory Academic Progress (FA-SAP) in determining a student's eligibility for financial aid. This FA-SAP policy is not to be confused with the University's academic standing policy, which addresses the requirements for good academic standing at the university.

Financial aid recipients are required to maintain satisfactory academic progress toward their degree requirements in order to remain eligible to receive financial aid. Federal and State regulations require Stevenson University's Financial Aid Office to establish, publish, and apply FA-SAP standards (see below) to monitor and evaluate a student's progress toward a

degree. FA-SAP is formally evaluated at the end of the fall and spring semesters for each student recipient of financial aid. Progress is determined quantitatively (pace of completion) and qualitatively (grade point average).

Failure to maintain FA-SAP after one semester will result in a FA-SAP warning. Students will continue to receive financial aid while on warning. Failure to maintain FA-SAP for two consecutive semesters will result in the suspension of a student's financial aid. The Financial Aid Office will notify students who do not meet satisfactory academic progress (FA-SAP) through an email sent to the student's Stevenson University email account. Students whose financial aid is suspended may remain eligible for Stevenson University aid.

Quantitative standards: Undergraduate students receiving financial aid

are required to make steady progress toward the completion of their degree per the standards set forth below.

Credits Attempted: The maximum timeframe for completion of a degree program is defined as 150% of the credits required to complete the degree. For example, if a bachelor's degree requires 120 credits, then 180 is the maximum number of credits that can be attempted to receive financial aid ($120 \times 150\% = 180$).

Rate of Completion: Students must also reach the designated completion rate based on their number of credits attempted. The completion rate is calculated by taking the number of credits earned divided by the number of credits attempted. In their first 35 credits, students must complete a minimum of 50% of their attempted credits to remain eligible for financial aid. After that, students must complete a minimum of 66.67% of their attempted credits to remain eligible for financial aid.

Transfer Credits: Transfer credits accepted by Stevenson University will be included in the progress completion requirement as well as in the maximum attempted credits. Attempted credits include the following:

- Graded credits (A, A-, B+, B, B-, C+, C, D, F, FX, P)
- Incomplete grades (I)
- Withdrawn credits (W, WF)
- Repeat courses (if taken to replace failing grades)
- Transfer credits
- Foundational courses

Qualitative standards:

Undergraduate students receiving financial aid are required to meet the minimum requirement for grade point average (GPA) per the standards set forth below.

In the first 60 credits of study, students must earn a minimum cumulative GPA of 1.75 to remain eligible for financial aid. After that, students must earn a minimum cumulative GPA of 2.00 to remain eligible for financial aid.

Students who fail to meet these FA-SAP requirements for two consecutive semesters will have their financial aid suspended

. No financial aid will be disbursed during subsequent semesters for students on suspension.

There are two ways for a student to regain eligibility:

- In the event an extenuating circumstance exists, the student submits a written appeal in accordance with the appeals process outlined in the next section of this policy. The student is then placed on financial aid probation, allowing one additional semester to bring the FA-SAP requirements up to minimum standards.
- The student attends SU during the suspension of financial aid eligibility, pays for tuition and fees without the help of financial aid, and does well enough to satisfy all FA-SAP academic standards as outlined in this policy.

Appealing FA-SAP Findings:

A student who has had extenuating circumstances and wishes to appeal the suspension of their financial aid must do so by taking the steps set forth below.

The student must submit an appeal in writing to the Financial Aid Appeals Committee. The appeal letter must address the extenuating circumstance(s) as to why FA-SAP was not met. Extenuating circumstances can include, but are not limited to, illness, death of a family member, family difficulties, financial difficulties, etc. The committee will review the appeal and notify the student in writing of their decision by email.

If the appeal is approved, then the student is required to meet with a staff member from the Office of Academic Support to create a FA-SAP academic plan. Upon completion of the plan, the Financial Aid Office will reinstate the student's financial aid for one semester. At the end of the semester when final grades are posted, the Financial Aid Office will evaluate FA-SAP with the following potential outcomes:

- Students who now meet FA-SAP requirements will continue to receive financial aid.
- Students who pass all attempted credits and earn a semester GPA above a 2.30 may be eligible to continue to receive financial aid and remain on financial aid probation.
- Students who still do not meet FA-SAP requirements are not eligible to receive financial aid and are not eligible to appeal.

Maryland State Financial Aid:

Students receiving grants or scholarships from the State of Maryland may need to meet additional requirements to maintain eligibility for state financial aid. State financial aid is provided through the Office of Student Financial Assistance (OSFA) at the Maryland Higher Education Commission (MHEC). MHEC provides a number of state grants, scholarships, and loan assistance repayment programs for eligible Maryland residents, each with its own eligibility and renewal criteria. Students who do not meet the renewal requirements for a grant or scholarship provided by the State of Maryland will no longer be eligible to receive that funding. If extenuating circumstances exist and the student would like to appeal the loss of a State grant or

scholarship, they must do so directly to the OSFA at MHEC.

Eligibility requirements for State financial aid grants and scholarships can be found on the MHEC website: <https://mhec.maryland.gov/preparing/Pages/FinancialAid/descriptions.aspx>

Instructions on how to appeal the loss of State financial aid can be found on the MHEC website: https://mhec.maryland.gov/preparing/Pages/FinancialAid/ProgramDescriptions/prog_appeals.aspx

Return of Title IV Funds Policy

This Return of Title IV Funds (R2T4) policy applies to anyone who receives federal financial aid, has begun classes, and subsequently either withdraws (official or unofficial) from the courses the student was scheduled to complete during the payment period. (There are three payment periods at Stevenson University: fall semester, spring semester and summer semester.)

When a student withdraws from their courses, for any reason including medical withdrawals, they may no longer be eligible for the full amount of Title IV funds the student was originally scheduled to receive. Stevenson University follows the federally prescribed policies and procedures for calculating whether the student has earned all or a portion of their federal financial aid.

For students in accelerated courses (sessions) within the 16-week payment period, such as 8 week 1, 8 week 2, and/or any other variable length course that is not scheduled to run the entire 16 weeks, Stevenson University is required to review each session individually. This means that even if a student successfully completes one session and subsequently withdraws from a later term within the same payment period, we still must review eligibility under the most recent federal guidance.

Stevenson University is required to return all unearned federal aid attributed to school charges. This means that a portion of the student's tuition and fees is no longer covered by financial aid, and the student is liable for paying the balance of school charges. This amount will be subject to immediate repayment and no further registration activity will be allowed and official transcripts will not be released until the balance is paid in full.

Stevenson University's tuition refund policy will not affect the amount of Title IV aid the student has earned as described in this document. The tuition refund policy is located at: Student Accounts (p. 32).

Withdrawal Date

For an official withdrawal, the effective withdrawal date is the first date of notification by the student to SU. Students should complete the withdrawal form. If a student does not follow the official withdrawal procedure and subsequently earns a grade of FX, the effective withdrawal date must be determined on a case by case basis.

Stevenson University may use a last date of attendance at an academically related activity for the effective

withdrawal date if the last date a student attended class or submitted coursework is verified by an employee at Stevenson University (or an employee at one of our consortium institutions) who has sufficient knowledge of a student's academic participation, or if there is an emergency situation (death, incapacitation, etc.) and there is third party documentation that verifies a student has not academically participated. In the case of unofficial withdrawals, Stevenson University does not accept a student's self-reported last date of attendance.

Regulations require schools to perform calculations within 30 days from the date the school determines a student's withdrawal and to process the actual return of funds within 45 days of the student's withdrawal.

Return of Title IV Funds Process - The Financial Aid office follows the instructions outlined in the federal worksheet when calculating Title IV earnings according to the following steps.

Step 1: Student's Title IV Aid Information:

- The total amount of Title IV aid disbursed (if any) for the session in which the student withdrew. (A student's Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student's account on or before the date the student withdrew.)
- The total amount of Title IV aid disbursed plus the aid that could have been disbursed (if any) for the session in which the student withdrew.
- Students who are taking modules/accelerated courses, the Financial Aid Office will review the following to determine if a R2T4 is needed.
- Did the student complete all the requirements for graduation from the program of study?
- Did the student successfully complete, with passing grades, Title IV-eligible coursework in a module or combination of modules consisting of 49% or more of the countable days in the payment period or period of enrollment (excluding scheduled breaks of five or more consecutive days and all days between modules)?
- Did the student successfully complete, with passing grades, Title IV-eligible coursework equal to or greater than what the school considers to be half-time enrollment for the payment period or period of enrollment?

Step 2: Percentage of Title IV Aid Earned

The Financial Aid Office will determine a calculation needed and calculate the percentage of aid earned as follows:

- For students attending non-accelerated courses, the number of calendar days completed by the student divided by the total number of calendar days in the payment period (weekends included) in which the student withdrew minus any scheduled breaks of 5 days or more.

Days Attended (minus scheduled breaks if attended through that period)/days in Payment Period (minus scheduled breaks) = Percentage Completed

- For students attending SUO courses within the payment period, the number of calendar days

completed by the student divided by the total number of scheduled days in the payment period (weekends included) in which the student withdrew minus any days the student was not scheduled to attend (unscheduled breaks) and any scheduled breaks of 5 days or more.

Days Attended (minus scheduled breaks if attended through that period)/ scheduled Days in Payment Period (minus scheduled or unscheduled breaks) = Percentage Completed

Please note: If the calculated percentage exceeds 49%, then the student has "earned" all aid for that period.

Step 3: Amount of Title IV Aid Earned by the Student

The Financial Aid Office will calculate the amount of aid earned as follows:

- The percentage of Title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or by what could have been disbursed for the payment period in which the student withdrew (Step 1).

Total Aid Disbursed x Percentage Completed = Earned Aid

Step 4: Amount of Title IV Aid to be Returned or Disbursed

- If the aid already disbursed equals the earned aid, no further action is required.
- If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program in accordance with the federal guidelines. Go to Step 5.
- If the aid already disbursed is less than the earned aid, the Financial Aid Office will calculate a Post-Withdrawal Disbursement. If this post-withdrawal disbursement contains loan funds, the student will be notified and will need to accept or decline these funds. (A student should evaluate the situation as not to incur additional debt unnecessarily.)

Total Disbursed Aid - Earned Aid = Unearned Aid to be Returned

Step 5: Amount of Unearned Title IV Aid to be Returned by the School

- Add the total of institutional charges for the period.
- Multiply the percentage of unearned aid by the institutional charges.
- Calculate the lesser amount of the Title IV aid to be returned with the amount of unearned charges. This equals the amount of Title IV funds to be returned by the school.

Step 6: Order of Returned Funds by the School

The order of return of funds is proscribed by the Department of Education regulations as follows:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal PLUS Loans (both Parent and Graduate)
4. Federal Pell Grants

5. Federal Supplemental Educational Opportunity Grants (FSEOG)

6. Federal TEACH Grants

The student's grace period for loan repayments for Federal Unsubsidized and Subsidized Direct Loans will begin on the day of the withdrawal from the University. The student should contact the servicer if they have questions regarding the grace period or repayment status. If the student is not returning to Stevenson University, exit counseling should be completed online at Federal Student Aid.

Step 7, 8, 9, &10: Unearned Title IV Funds Due Directly from the Student

- Subtract the amount of Title IV aid being returned by the school from the amount of Title IV aid to be returned. If the amount is greater than zero, subtract the total loan funds the school must return from the total amount of net loans disbursed to the student. If the amount is less than or equal to the total, the school will notify the holder of the loan and Federal Direct loan funds are paid back to the lender by the student in accordance with the terms of the borrower's promissory note.
- If the amount is greater than the total, subtract the unearned Title IV aid due from the student with the amount of loans to be repaid by the student.
- Multiply the amount of Title IV grant aid that was or could have been disbursed by 50%, this is the amount of grant protection available.
- Subtract the initial amount of Title IV grant funding for the student to return with the grant protection. If this amount is less than or equal to zero, no further action is necessary.
- If the amount is greater than zero, the student must return the funds as proscribed by the Federal guidelines.

Notification

Students will receive a revised offer letter indicating the actions taken by the Financial Aid office, including any information on funds that may have been returned to the federal aid program(s) on behalf of the student.

Example of Return of Funds Calculations

In the following example the student's institutional charges will be adjusted by the amounts that must be returned to the Title IV programs. Please note that charges used in these examples may not reflect true University charges.

The student lives off campus. The charges are as follows: The student withdraws on 9/21. The student does not meet any of the R2T4 exemptions (Step 1). This is day 22 out of 106 scheduled days in the term. $22/106 = 20.8\%$ of Title IV funds earned by the student. Title IV funds total = \$3205.00 (\$537.00 + \$2668). $\$3205.00 \times 20.8\% = \667.00 Title IV funds earned.

Title IV funds to be returned: $\$3205.00 - \$666.64 = \$2538.36$ to be returned to Federal Programs.

Unearned Title IV funds due from the University: Institutional charges = \$2067.00; unearned Title IV =

79.2% (100% - 20.8%); $\$2067 \times 79.2\% = \1637.00 . This will become a balance due on the student account since Return of Title IV Funds calculation is required.

Stevenson University must return \$1637.00 of the Title IV funds. The Financial Aid Office will reduce the Subsidized Federal Direct Loan by this amount since this type of aid is ahead of Federal Pell Grant on the federal order list. The amount of overall student loan debt is reduced.

Unearned Title IV funds to be returned by the student:
 Unearned Title IV aid to be returned - amount returned by Stevenson University = amount to be returned by student: $\$2538.36 - \$1637.06 = \$901.30$ to be returned by Student A.

Note: Loan amounts to be returned by student (or parent in the case of a PLUS loan) are returned in accordance with the terms of the promissory note.

How can a student attending accelerated courses (sessions) determine if they are a withdrawal for Title IV purposes?

1. After beginning attendance in the payment period, did the student cease to attend or fail to begin attendance in a course that the student was scheduled to attend? If the answer is no, this is not a withdrawal. If the answer is yes, go to question 2.
2. When the student ceased to attend or failed to begin attendance in a course that they were scheduled to attend, was the student still attending any other courses? If the answer is yes, this is not a withdrawal; however other regulatory provisions concerning recalculation may apply. If the answer is no, go to question 3.
3. Did the student confirm attendance in a course in a term beginning later in the payment period? If the answer is yes, this is not a withdrawal, unless the student does not return. If the answer is no, this is a withdrawal.

Take, for example, a student who is a recipient of Title IV program funds who is scheduled to complete two courses in each of the first two of three sessions within the payment period (5 week 1 and 5 week 2).

Scenario 1: The student begins attendance in both courses in the first session but ceases to attend both courses after just a few days and does not confirm that they will return to any courses in sessions two or three. The student is a withdrawal because they ceased to attend courses they were scheduled to attend (Yes to question 1); was not still attending any other courses (No to question 2); and did not confirm attendance in a course in a session beginning later in the period (No to question 3).

Scenario 2: The student begins attendance in both courses in the first module but withdraws from just one of the courses after just a few days. The student is not a withdrawal. Although the student ceased to attend a course they were scheduled to attend (Yes to question 1), the student was still attending another course (Yes to question 2).

Scenario 3: If the student completes both courses in term one, but officially drops both courses in term two while still attending the courses in term one, the student

is not a withdrawal. Because the student officially dropped both courses in module two before they began, the student did not cease to attend or fail to begin attendance in a course they were scheduled to attend (No to question 1). However, because the student did not begin attendance in all courses, other regulatory provisions concerning recalculation may apply.

Scenario 4: If the student completes both courses in session one, starts attending both courses in session two but withdraws from both of these courses, the student is a withdrawal. Although the student successfully completed the first module, the student ceased to attend courses they were scheduled to attend (Yes to question 1); was not still attending any other courses (No to question 2); and did not confirm attendance in a course in a term beginning later in the period (No to question 3).

Intent to Enroll: Confirmation of Attendance in a Future Module during the Payment Period

As mentioned in the above scenarios, when it is determined that a student has withdrawn, students must confirm attendance in a future course within the same payment period, even if the student is already registered for future courses. Students can confirm attendance by completing the bottom section of the online Accelerated Class Add/Drop or Withdrawal Forms. This form allows Financial Aid to suspend the Return of Title IV Funds Calculation. As long as the student successfully completes the future course(s) within the current payment period, no other action will be necessary.

Consumer and General Information

Every student applying to the University for admission is encouraged to apply for assistance through the Financial Aid Office. Information about policies, procedures, and most of the information that a student will need to apply for financial aid, including the types of aid available and how to apply, can be accessed through Stevenson University's financial aid website. We strongly encourage all students to spend time reviewing the tools and information there. It is important that students and families are aware of the policies that govern access to financial aid records at Stevenson University as well as the College Loan Code of Conduct, Drug Conviction and Aid Eligibility, *Financial Aid Handbook*, *Financial Aid Guide*, and various other consumer information policies. In addition, there are a variety of helpful financial aid resources available online. Direct access to their websites is available through the links listed on the Financial Aid website located at stevenson.edu/finaid.

Academic Information

SEE: The Stevenson Educational Experience

The Stevenson Educational Experience, or SEE, provides students with experiential learning grounded in liberal arts, sciences, and career preparation. As a student, you will have opportunities to study a wide range of disciplines in Stevenson's general education curriculum and your chosen major. Through thoughtful, inquiry-based, hands-on learning, Stevenson students develop the intellectual, creative, and communication skills needed for personal and professional success in a diverse and changing world.

The SEE Student Learning Goals and Outcomes

SEE Goal 1: Develop Intellectual and Creative Expertise

Stevenson University students will exemplify rational, critical, and creative thinking needed to understand diverse perspectives and solve problems in a complex world.

- 1.A. Stevenson University students will use multiple modalities to articulate messages interactively for a specific audience and purpose.
- 1.B. Stevenson University students will apply principles of effective written communication to investigate perspectives and synthesize solutions.
- 1.C. Stevenson University students will apply terminology of a creative medium, interpret artistic expressions, and/or produce/perform creative work.
- 1.D. Stevenson University students will examine, analyze, and articulate perspectives on individual and/or collective experiences.
- 1.E. Stevenson University students will apply mathematical strategies to analyze, model, and solve problems.
- 1.F. Stevenson University students will investigate problems, analyze relevant data, and draw appropriate conclusions.
- 1.G. Stevenson University students will interpret and explain human behavior.

SEE Goal 2: Embody Civility and Respect for Difference

Stevenson University students will engage each individual positively as a being of worth and contributor to humanity's collective success and prosperity.

- 2.A. Stevenson University students will positively engage others in a diverse world by identifying biases, explaining the complexity of elements important to another culture,

and/or crafting inclusive responses to intercultural encounters.

SEE Goal 3: Engage In Authentic Career Experiences

Stevenson University students will apply learning beyond the classroom to acquire practical experience in a chosen career.

- 3.A. Stevenson University students will apply knowledge and skills learned through coursework in an academic program to a culminating professional experience.

SEE Goal 4: Act Ethically as a Professional

Stevenson University students will exhibit the professionalism needed to achieve success as a practitioner in a chosen career.

- 4.A. Stevenson University students will apply knowledge of the conduct expected of professionals in a chosen career.

Stevenson Intercultural Knowledge and Competency (IKC)

Nurturing, respecting, and cultivating an atmosphere where individual differences and identities are perceived as valuable strengths is critical to developing an inclusive learning environment for every student at Stevenson University.

The Stevenson Intercultural Knowledge and Competency (IKC) commitment provides students with opportunities to develop cultural competencies by engaging with cross-disciplinary perspectives.

SEE Goal 2: Embody Civility and Respect for Difference affirms the Stevenson Intercultural Knowledge and Competency commitment by establishing criteria whereby students develop their capacity to positively engage others in a diverse world by identifying biases, explaining the complexity of elements important to another culture, and/or crafting inclusive responses to intercultural encounters.

Recognizing the importance of scholarship and research, the Stevenson Intercultural Knowledge and Competency commitment and related criteria in the Stevenson Educational Experience are based on the Association of American College and Universities *Civic Engagement VALUE Rubric* (2016).

As points of entry, the courses FYS 100: First Year Seminar and ENG 152: College Writing II introduce students to topics in Intercultural Knowledge and Competency. Accordingly, in FYS 100 and ENG 152, Stevenson University students seek to:

1. Identify biases as perspectives that can impact the manner in which an individual or group is viewed.
2. Analyze their own culture(s) and another culture.

3. Craft inclusive responses to intercultural encounters.

Through IKC certification, additional courses are made available for students to continue their study of intercultural topics as they relate to different disciplines and/or major programs of study.

University Degree Requirements

Stevenson Educational Experience Requirements

Stevenson Educational Experience Requirements

To prepare students for personal and professional success, the Stevenson Educational Experience, or SEE, requires general education coursework and coursework in a student's undergraduate major program/field of study.

Please consult major program requirements and suggested course sequences for more information. Students may access major program requirements and suggested course sequences by accessing the appropriate Stevenson University Catalog and selecting a field of study in which they are interested.

SEE Course Requirements	Courses	Credits
Communication	1	3
Writing	3-4	10-12
Fine Arts	1	3
Humanities	4	12
Quantitative Literacy and Scientific Reasoning	3	10 - 12
Social Sciences	2	6
Total SEE Courses	14-15	44-48

The following is additional information regarding SEE course requirements that apply to students seeking an undergraduate degree in one of Stevenson University's major programs/fields of study.

Communication Intensive (CI) (3 credits):

Students complete 1 Communication Intensive course from available courses.

Writing Courses

Students complete writing courses that include the following:

- ENG 150 and ENG 152 (6 credits) or
- ENG 151 and ENG 152 (6 credits) or
- ENG 153 (4 credits) an Honors Program course, and

- Two Writing Intensive (WI) courses that meet the following criteria.
- At least one Writing Intensive course must be in the student's major area of study.
- One Writing Intensive course must be at the 200 level.
- One Writing Intensive course must be at the 300 level or 400 level.

Please Note: A single course may fulfill WI or CI. No single course may count as both WI and CI. A single course can fulfill either a WI or CI requirement and another distribution requirement.

Distribution Requirements

No single course may count in more than one distribution area for the purpose of fulfilling the SEE requirement.

Fine Arts (FA; 3 credits)

Students complete 1 Fine Arts course from available courses.

Humanities (HUM; 12 credits)

Students complete 4 Humanities courses in 3 different disciplines.

Quantitative Literacy and Scientific Reasoning (QL, SR, SR-L; 10-12 credits)

Students complete 3 Quantitative Literacy and Scientific Reasoning courses that include

- One Quantitative Literacy course coded as a MATH course and
- One Scientific Reasoning course including a laboratory component (e.g., BIO 113/113L).

Social Sciences (SS; 6 credits)

Students complete 2 Social Sciences courses in 2 different disciplines.

Foreign Language (6 credits)

Candidates for the Bachelor of Arts degree must complete two semesters of a foreign language from the point of placement or complete the 202 level of a foreign language.

¹The discipline areas are represented by the course prefix designators that precede the course number in the catalog (e.g. PHIL, REL, MATH)

Grade Requirements:

- The minimum passing grade for ENG 150, ENG 151, ENG 152 and ENG 153 is a "C".
- Students must earn a minimum grade of "D" in courses that are used to fulfill only SEE requirements.
- Students must earn a minimum grade of "C" in any course that fulfills both a major requirement and a SEE requirement.

Courses that fulfill SEE requirements are identified using the following designations in the course descriptions.

CI – Communication Intensive

FA – Fine Arts

HUM – Humanities

QL – Quantitative Literacy
SR – Scientific Reasoning
SR-L – Scientific Reasoning-Laboratory
SS – Social Sciences
WI – Writing Intensive

Requirements for the Bachelor's Degree

Stevenson University Online offers accelerated bachelor's degree programs in the following fields of study: business administration, business communication, computer information systems, criminal justice, cybersecurity and digital forensics, interdisciplinary studies, legal studies, professional studies, RN to BS in nursing, and RN to MS in nursing.

Stevenson University also offers campus-based bachelor's degrees for traditional undergraduate students. For more information about campus-based bachelor's degrees, please consult the Traditional Undergraduate Catalog.

In order to obtain a bachelor's degree from Stevenson University, a student must:

- Earn a minimum of 120 credits, which must include a minimum of 15 credits at the 300- or 400-level.
- Complete the SEE requirements.
- Complete the courses required by the major. Note – Grades of "I" (Incomplete) must be cleared from the student's record.
- Complete INT 100: Principles of Academic Integrity.
- Achieve a cumulative grade point average (GPA) of at least 2.00; the GPA is calculated on the basis of work done at Stevenson University only.
- Earn a minimum cumulative GPA in the major of 2.00 or higher. Some majors have additional GPA requirements; please consult the "Fields of Study" section for specific requirements.
- Earn at least 30 credits at Stevenson University which must include a minimum of 15 credits at the 300- and 400-level.
- If completing a bachelor of arts degree, a student must complete two semesters of a foreign language from the point of placement or complete the 202-level of a foreign language.
- Comply with all policies, procedures, and regulations of the University.
- Submit the official Application for Graduation in accordance with published deadlines.

Minors

Academic minors allow students to expand their professional flexibility, develop skills to be applied to graduate or professional programs, and pursue personal or intellectual interests.

General guidelines for all minors appear below; any additional discipline-specific guidelines for each minor can be found in the minor descriptions within the Field of Study section of the catalog.

General Guidelines for Earning a Minor

1. A minor consists of at least six courses (for a minimum of 18 credits) in a particular discipline.
2. Up to two courses that are among a student's major requirements can be used toward a minor in another discipline. For example, up to two psychology courses that are required by the nursing major can be used toward a minor in psychology.
3. Students may declare more than one minor; however, no individual course can be counted toward multiple minors regardless of the type of minor.
4. Students must earn a grade of "C" or better in a course for it to be counted toward a minor.

Students can declare a minor by submitting a Declaration of Minor Form, which is available through the forms.stevenson.edu link prior to their last semester of study. Once this declaration is submitted to the Registrar's Office, students can track their progress in their minor using "My Progress" in Student Planning. Minors may not be requested after a student has graduated. Minors are currently being offered in the following fields:

Minors in the following fields can be completed through online or hybrid course work:

- Criminal Justice
- Cybersecurity
- Information Systems
- Legal Studies (This minor is not intended to prepare students to work as paralegals and is not approved by the American Bar Association. LAW 102, a prerequisite for all LAW courses, and some core LAW courses are offered in hybrid format.)
- Management

Additional minors are available through the traditional undergraduate program. Please consult the *Undergraduate Catalog* for more information.

Second Bachelor's Degrees

The second bachelor's program is designed to meet the needs of graduates who wish to attain proficiency in another major field. To qualify for admission, students must hold a baccalaureate degree from a regionally accredited institution. A maximum of 90 transferable credits from a bachelor's degree program from an accredited institution may be applied toward the second bachelor's degree.

In addition the student must fulfill all major requirements for the new program and must take a minimum of 30 credit hours at Stevenson University, which must include

a minimum of 15 credits at the 300- or 400- level. To become fully acquainted with the program and its advantages, students should arrange for an appointment with the appropriate academic program administrator. At that time, questions regarding formal admission, academic requirements, course load, and other topics can be discussed in detail. Students should bring copies of their college transcripts to this appointment.

Double Majors and Double Degrees

Double Majors

A student interested in a double major should discuss their interest with their success coach or academic advisor and then contact the academic program administrator of their declared major for an appointment to discuss options. The student's academic program administrator will work with the student and the academic program administrator in the secondary major to develop a plan of study for the double major. Please note, there are many double major combinations that can be completed within eight semesters, but some major combinations may take longer or may not be available.

Double Degrees

Students who are earning two bachelor's degrees at Stevenson University must complete all program requirements for each degree as well as complete a minimum of 30 credits which count only toward the second bachelor's degree, which must include a minimum of 15 credits at the 300- or 400- level. These courses may consist of program requirements and general electives (if needed). To complete the second degree, students must have earned a minimum of 150 credits.

Bachelor's to Master's Degree Options

The objective of the Bachelor's to Master's options is to provide qualified Stevenson undergraduate students the opportunity to obtain both a bachelor's and a master's degree in a shorter time frame.

Students accepted to this option may complete a maximum of 50% of the credits required for the graduate program while still an undergraduate student. A maximum of two graduate courses (6 credits) may fulfill bachelor's degree requirements. Students should consult with their undergraduate academic advisor for academic planning.

Participating master's degree programs are listed below.

- MS in Communication
- MA in Community-Based Education and Leadership
- MS in Crime Scene Investigation
- MS in Cybersecurity and Digital Forensics
- MS in Digital Transformation and Innovation
- MS in Forensic Accounting
- MS in Forensic Investigation
- MFS in Forensic Science
- MS in Forensic Studies
- MS in Healthcare Management

- MEd in Integrative Learning
- MA in Teaching (Early Childhood Education)
- MA in Teaching (STEM)

Students are encouraged to consult with their undergraduate academic advisor prior to applying for the bachelor's to master's option.

Graduate Degrees

Stevenson University currently offers the following online master's degrees.

- Communication
- Community Based Education and Leadership
- Crime Scene Investigation
- Cybersecurity and Digital Forensics
- Digital Transformation and Innovation
- Early Childhood Education (MAT)
- Forensic Accounting
- Forensic Investigation
- Forensic Science
- Forensic Studies
- Healthcare Management
- Integrative Learning
- Nursing
- STEM Teaching (MAT)

Stevenson University currently offers the following campus-based master's and doctoral degrees.

- Doctor of Psychology in Clinical Psychology (Psy.D.)
- Master of Arts in Clinical Psychology (available only to students enrolled in the Psy.D. program) Please see the University's Graduate Catalog for further details.

SUO Student Success Resources

Stevenson University Online is dedicated to the academic achievement, support, and engagement of all students. A wide variety of academic support services are provided to support the needs of online students while balancing work, family, and education.

Services provided include:

- Dedicated Student Success Coaches - Provide schedule planning and one-on-one advising from student's initial course through graduation.
- Comprehensive Online New Student Orientation - Required online orientation course prepares student for their first academic course.
- Virtual Orientation to Student Success - Live online orientation option allows students to learn about the online learning environment and resources, and meet student success coaches, academic program administrators, and faculty.
- Student Skills Workshops and Webinars - Writing, library research skills, time management, and support services workshops and webinars offered throughout the year.

- Brainfuse Online Tutoring - 24/7 access to e-tutors, writing center, and academic resources.
- Library Resources - Online and onsite resources with accessible librarians.
- Career Connection Center - The Career Connection Center staff provide individual counseling and career planning services to students and alumni.

Accessibility & Disability Services

Stevenson University provides reasonable accommodations to qualified students with documented disabilities. To establish eligibility for services, students must register with the Office of Accessibility & Disability Services (ADS) and provide current, appropriate documentation by a qualified provider. Eligibility for accommodations is determined on an individualized basis, based on the student's documented need. The Office of Accessibility & Disability Services (ADS) can be reached at 443-352-5320 or ADS@stevenson.edu.

For the complete policy on Students with Disabilities, see University Policies located on the university website.

Academic Adjustments for English Learners

The Maryland Department of Education defines an English Learner as a student who a) comes from an environment where a language other than English is dominant, b) has sufficient difficulty speaking, reading, writing, or understanding the English language, and c) this difficulty may interfere with the student's opportunity to learn successfully in classrooms where the language of instruction is English.

Stevenson University is committed to providing reasonable academic adjustments for students who are English Learners. Such adjustments are designed to provide equal opportunity for students to access their education as they learn proficiency of the English language.

Students who are English Learners (EL) can request academic adjustments in their first 60 credits of study. To be considered for academic adjustments under this policy, students must submit the *Request for Academic Adjustments for English Learners Form* and the required documentation to the Vice Provost, Student Success. The request will be reviewed, and a decision rendered within 10 business days of the date all materials are received. Please note that completion of this form is not a guarantee that your request will be approved. Academic adjustments are approved on a semester-by-semester basis and cannot be implemented retroactively.

Additional Learning Opportunities

Experiential Learning

Experiential learning involves a process of learning, doing, and reflecting and provides Stevenson students with the opportunity to acquire first-hand experience. Experiential learning empowers students to connect ideas and experiences from a variety of contexts, synthesizing and transferring what they have learned in the classroom

to situations beyond the classroom. Stevenson offers students a variety of experiential learning opportunities, including internships, practicums, clinicals, and study abroad.

International and Off-Campus Study

Stevenson University offers exciting international and domestic study opportunities for academic credit. Students can choose from SU faculty-led travel courses or affiliate programs in a variety of countries around the world, including the United States. Terms include fall and/or spring semester, Winterim, summer, and spring break. Participating students must be at least 18 years old, be in good academic and disciplinary standing, and submit an application and deposit by stated deadlines. Costs vary, with many options allowing financial aid. Scholarships are available. Students should plan ahead with their academic advisors to make an international or domestic study experience part of their overall academic program. Engaging in off-campus programs enhances Stevenson's mission to graduate students with the competence and confidence needed to address creatively the opportunities and problems facing their communities, the nation, and the world.

Questions about international and off-campus study should be directed to the Office of International and Off-Campus Study, studyabroad@stevenson.edu. For more information, please see the Office of International and Off-Campus Study's portal page or visit studyabroad.stevenson.edu.

Summer Sessions

The summer sessions at Stevenson University offers opportunities to take accelerated online classes as well as traditional on-site classes. Students in traditional undergraduate programs are permitted to enroll in 8-week accelerated online courses during the summer.

Winterim

Winterim gives students an opportunity to take one accelerated three-week course. Courses are offered on-campus and off-campus. Additional information can be found on the Registrar's portal page at Winterim.

Courses at Another Institution

Other Institutions

After degree-seeking students have matriculated at Stevenson University, transfer of courses from other institutions requires advance approval on the "Request to Take Courses at Another Institution" form that is available through forms.stevenson.edu. Students are strongly advised to consult with their advisors prior to seeking permission to take a course at another institution to determine how the course applies to their degree audit. Credit may not be given for courses that are taken at another institution when the student has not gone through the course approval process. For information about how courses transfer to Stevenson please see [ARTSYS](#) Maryland's Articulation System or TES the

Transfer Evaluation System from CollegeSource. Equivalency questions may be sent to transfeval@stevenson.edu.

The following guidelines apply:

1. Students may take no more than 3 courses at another institution once they matriculated at Stevenson. Lecture/laboratory courses count as one course. Study Abroad courses are not considered a part of the 3-course limit.
2. Courses may not be taken elsewhere during fall and spring semesters if they are being offered at Stevenson during the same semester.
3. All major requirements must be taken at Stevenson University. Any exception requires permission from the Academic Program Administrator of the student's major.
4. Courses taken elsewhere will be accepted according to the university's published transfer credit policies (see the Evaluation of Transfer Credit section of this catalog).
5. Courses that are taken elsewhere will appear as transfer credit; a letter grade will not appear on the Stevenson University transcript. The letter grade will not be included in the calculation of the cumulative GPA.

StraighterLine

StraighterLine provides adult undergraduate students an affordable and convenient path to completing their bachelor's degrees at Stevenson University Online. Through StraighterLine, students can complete general education requirements that are guaranteed to transfer to Stevenson University Online undergraduate degree programs. Please note, taking courses with StraighterLine is only available to adult undergraduate students enrolled in Stevenson University Online.

Students will find a course equivalency guide at StraighterLine. Courses taken through StraighterLine prior to enrollment at Stevenson University Online are included in the 90 undergraduate credit transfer maximum. Once a student has matriculated, StraighterLine courses must be approved following the guidelines stated in this section and are included in the 3 course transfer maximum.

Academic Grading Information

Calculation of Class Level

An undergraduate student's class level is determined by the number of completed credits. Please note class level does not always determine the class level within a particular major.

Class Level	Completed Credits	Class Year
Freshman	0 to 26.5	First
Sophomore	27 to 54.5	Second
Junior	55 to 89.5	Third

Senior 90 or more credits Fourth

Undergraduate Grading Scale

In general, the grading scale in the table below serves as the basic numeric standard that faculty use in evaluating student performance. Instructors will explain the course grading system in the course syllabus.

The academic standing of a student is determined by the quality and quantity of their work. All student grades are based on the level of achievement in class work and by mastery demonstrated on examinations and other projects. Midterm grades are advisory; the final course grades determine academic standing.

Students' final course grades are posted in Student Planning at the end of the session or semester.

The grading system for undergraduate students is provided below.

Grade	Numeric Standard	Quality Awarded	Points
A	93–100	4.0	
A-	90–92	3.7	
B+	87–89	3.3	
B	83–86	3.0	
B-	80–82	2.7	
C+	77–79	2.3	
C	70–76	2.0	
D	60–69	1.0	
F	0–59	0.0	
FX			Student stops attending classes prior to the withdrawal deadline, yet fails to officially withdraw. This is calculated as a grade of "F" in the GPA.
WF			Course withdrawal after the specified term deadline. This is calculated as a grade of "F" in the GPA.
W			Course withdrawal within the specified term deadline. This is not calculated in the GPA.

AUD	Audit (see additional information below). This is not calculated in the GPA.
I	Incomplete (see additional information below). This is not calculated in the GPA.
P/PD/CR/NC	Pass/Pass with a "D"/Credit or No Credit (see additional information below).

Grade Point Average

Academic standing, graduation, and honors are based on the grade point average. To calculate the cumulative GPA, total the credit hours and then the grade points from all semesters. Divide the total grade points by the total credit hours. The grade points allotted to each letter grade are listed in the Grading System section of the catalog.

Auditing of Online Undergraduate Courses

A student may audit an undergraduate class if it is open for enrollment. Students may change an audit to a credit course only during the drop/add period. Students may change a credit course to an audit until the last day to withdraw with a "W." A student can change a course to audit status by using the Course Audit form that is available through the forms.stevenson.edu link. Changing a course to "audit" may have financial aid implications and will also make an athlete ineligible if the athlete is no longer full-time. The VA does not pay for audited courses for those students who receive VA benefits. Courses that are audited are the same cost as courses that are taken for credit, and no academic credit is given for an audited class. Students who change a course to audit status are expected to participate in the class.

Incompletes

A grade of incomplete (I) will only be granted by written request by the student and is subject to the approval of the faculty member and the academic program administrator of the major in which the course resides. The Request for Incomplete Grade form is available through forms.stevenson.edu and must be completed no later than the last day of classes at the end of the semester or session in which the student is taking the course; an email is not sufficient to request an incomplete. Incompletes are granted only when a student has completed at least 75% of the coursework and circumstances such as illness, death in the family, or a documented crisis situation prevent the student from completing the course by the end of the semester or session. A student must submit to their instructor the work outlined on the submitted Request for Incomplete Grade form no later than 30 days after the last day of the semester or session. The instructor then has five days to submit a change of grade to the Registrar's Office. If the grade is not changed within this time frame (35 days from the last day of the semester or session), the grade of "I" will automatically convert to a grade of "F".

Exceptions to this policy require special review by the dean of the school in which the course resides.

Pass(P)/ Pass with a D(PD)/ Fail(F) Option Pass (P)/Pass with a D (PD)/Fail (F) Option

This option pertains to credit-bearing courses. Students may take no more than two P/PD/F courses outside of the major requirements unless otherwise stipulated by the major. Students may elect to take only one P/PD/F course per semester for a total of up to two courses on the student's transcript. The "P" in this option equates to earning a "C" or better, the "PD" signifies passing at the "D" level, and the "F" signifies failure of the course. The "P" and "PD" are not calculated in the student's GPA. The "F" is calculated in the student's GPA. Eligible students are permitted to register for the P/PD/F option and may switch to the graded option no later than the published course withdrawal deadline. Similarly, eligible students are permitted to switch from the graded option to the P/PD/F option no later than the published course withdrawal deadline. This option does not apply to courses that are designated as P/PD/F in the catalog.

Credit (CR)/No Credit (NC) Option

This option pertains to non-credit-bearing courses (i.e., zero credit courses). There is no limit to the number of CR/NC courses a student may take in a semester or overall, but a student must enroll in a minimum of 12 credits to remain full-time. The "CR" in this option equates to a passing grade, the "NC" equates to a failing grade. The CR/NC courses are not calculated in a student's GPA. Students register for credit/no credit courses at the time of registration.

Grade Appeals

For information regarding grade appeals, please see University Policies located on the Stevenson University website. Please note a student has seven calendar days from the date grades are due from faculty to submit an appeal.

Academic Standing

Good Academic Standing

As a university focused on student success, Stevenson lets students know when their academic performance is below the university's minimum required for graduation and offers guidance and support to students in improving their academic performance.

Earning a bachelor's degree from Stevenson University requires students to earn a minimum 2.0 cumulative grade point average on all undergraduate level work attempted at Stevenson University. At the end of the Fall and Spring semesters, student grades are reviewed. Students whose semester grade point average and cumulative grade point average are 2.0 or higher are in good academic standing at the university. Certain majors require a higher minimum grade point average for progression and continuance in the major, and these requirements are specified in the program's policies.

Students make adequate progress toward earning a degree when they remain in good academic standing

and maintain a 2.0 or higher grade point average on all baccalaureate level work attempted at Stevenson University. Students receiving federal financial aid are held to Satisfactory Academic Progress (SAP) standards, which fall under separate monitoring and notification process managed by the Financial Aid Office.

Academic Notice

Students whose cumulative grade point average is 2.0 or higher, but semester grade point average falls below a 2.0 are sent an Academic Notice. The notice encourages students to take advantage of campus resources to improve their academic performance and provides guidance on how to do so.

Academic Warning

Students whose cumulative grade point average falls below 2.0 are in academic warning status and will receive an academic warning letter after the grade review process has been completed. The academic warning letter encourages students to take advantage of campus resources to improve their performance and provides guidance on how to do so. Students are in academic warning status for the semester following the issuance of the warning. Students in academic warning status are restored to good academic standing when their cumulative grade point average returns to a 2.0 or higher on all undergraduate level work attempted at Stevenson University.

Academic Probation

Students whose cumulative grade point average remains below 2.0 for a second semester are placed on academic probation, and are sent an academic probation letter after the grade review process has been completed. Academic probation is reflected on the student's transcript. The academic probation letter encourages students to take advantage of campus resources to improve their performance and provides guidance on how to do so. Students on academic probation are required to earn a semester grade point average of 2.0 or higher to avoid academic suspension. Students earning a semester grade point average of 2.0 or higher in their first semester of probation whose cumulative grade point average remains below 2.0 are permitted a second semester of probation to bring their cumulative grade point average to a 2.0 or higher. Students in academic probation status are restored to good academic standing when their cumulative grade point average returns to a 2.0 or higher on all undergraduate level work attempted at Stevenson University.

Academic Suspension

Students whose cumulative grade point average remains under 2.0 for a third consecutive semester are placed on academic suspension for at least one full semester. Students on academic suspension are not permitted to enroll in courses at Stevenson. Academic suspension status is reflected on the transcript. Students receive an academic suspension letter after the grade review process has been completed. If a student believes extenuating circumstances exist, then they may appeal their suspension through the Academic Review Board

process. Specific instructions and deadlines for appeals to the Academic Review Board are outlined in the suspension letter.

Academic Dismissal

Stevenson University affords students many opportunities to attain good academic standing. Repeated failure to maintain good academic standing may result in dismissal from the University. Students dismissed from the University may apply for reinstatement after a period of one year.

Academic Reinstatement

Students seeking reinstatement to Stevenson University following suspension or dismissal must complete the Application for Academic Reinstatement form found on the Stevenson University Admissions webpage. An application is considered complete when the form is filled out in its entirety and is accompanied by the set of required documents. Instructions on applying for reinstatement are provided in the letter the student receives upon suspension or dismissal. The deadline for student submission of the complete application for reinstatement is June 1 for the fall semester and January 2 for the spring semester.

Applications for academic reinstatement are reviewed by the University's Academic Review Board. If the merits of the application so warrant, the Board will schedule a reinstatement hearing with the student to discuss their academic status. If the application does not warrant an invitation to meet with the Academic Review Board, then the students are so notified and the suspension or dismissal stands.

Following a meeting with the Academic Review Board, one of the following decisions is made:

1. The student is reinstated on continued academic probation status and must follow specific requirements outlined in the reinstatement letter provided by the Academic Review Board.
2. The suspension or dismissal stands.

Upon reinstatement, students must earn a minimum 2.0 semester grade point average on all undergraduate level work attempted at Stevenson University. If students earn a minimum 2.0 semester grade point average in each consecutive semester following reinstatement, then they are permitted to continue at Stevenson until they meet the university's standard for good academic standing. If students earn less than a 2.0 grade point average in any semester following reinstatement, then they are suspended or may face dismissal.

Registration and Course Information

Credit Hour Definition

Regardless of course duration, delivery, or instructional method, Stevenson University awards academic credit in compliance with Maryland state requirements outlined in the Code of Maryland Regulations (COMAR) and with the

Department of Education's federal credit-hour definition, as defined in the Federal Code of Regulations.

State credit hour definition (COMAR 13b.02.02.16.D) (1)
An in-State institution shall award 1 credit hour for:

- A minimum of 15 hours, of 50 minutes each of actual class time, exclusive of registration, study days, and holidays;
- A minimum of 30 hours, of 50 minutes each of supervised laboratory or studio time, exclusive of registration, study days, and holidays;
- A minimum of 45 hours, of 50 minutes each of instructional situations such as practica, internships, and cooperative education placements, when supervision is ensured and learning is documented; or
- Instruction delivered by electronic media based on the equivalent outcomes in student learning in §D(1)(a) of this regulation, and may include a combination of telelessons, classroom instruction, student consultation with instructors, and readings, when supervision is ensured and learning is documented.

(2) One quarter hour of credit is awarded for instruction equivalent to 2/3 of the contact hours required for 1 credit hour.

Federal credit hour definition (34 CFR §600.2)

A credit hour is an amount of student work defined by an institution, as approved by the institution's accrediting agency or State approval agency, that is consistent with commonly accepted practice in post-secondary education and that:

1. Reasonably approximates not less than:
 - a. *one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours; and*
2. Permits an institution, in determining the amount of work associated with a credit hour, to take into account a variety of delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.

For additional information please see the Academic Affairs portal page.

Course Load

For full-time status, a student may take 12 - 18 credits each semester; however, the typical full-time undergraduate course load is 15 to 17 credit hours per

semester. Credits earned during Winterim do not count toward a student's regular fall or spring course load for the purpose of determining full-time status or financial aid. Students must take a minimum of 12 credits in fall or spring to be considered a full-time student for that semester.

A student may not register for more than 18 credit hours in any one semester without the permission of the student's advisor and the academic program administrator. There is an additional tuition charge for credits over 18. If the total number of credits taken by a student in any given Fall and Winterim semesters combined exceeds 18, then the student will pay standard tuition rates for any credits taken in excess of 18 in Winterim.

Registration

Registration takes place on the days scheduled in the academic calendar. Students may register on or after their assigned appointment time, and registration is done online using Student Planning, a software package designed for registration. Prior to registration, all students are required to meet with their advisor. It is the advisor's responsibility to check the student off in Student Planning so that registration will be enabled for the student.

There are several circumstances that could cause a student's registration to be blocked, such as holds for not completing the required Student Health Profile and/or integrity education and not meeting financial obligations to the University. Those students who have not been cleared by Student Accounts prior to the start of the semester will be removed from their classes.

Courses may be canceled for insufficient enrollment, and students will be notified via email regarding course cancellations.

All prerequisites, including any minimum grade requirements, for a course must be fulfilled prior to starting the course. Students may be removed from a course when the prerequisites have not been met. Students are not permitted to "sit in" on classes for which they are not registered.

Students in traditional undergraduate programs are permitted to enroll in accelerated courses during the summer and winterim terms. Students in traditional undergraduate programs are not permitted to enroll in 8-week accelerated online courses during the fall or spring semester and are not permitted to enroll in 16-week online math courses at any time. Any exceptions to these guidelines must be approved by the appropriate administrator.

For more information about registration, please see the Registration Guide on the Registrar's webpage and information on the Registrar's portal page.

Non Credit Courses

The University offers a non-credit foundational math course that provides support for basic skills. If, as a result of placement testing, a student is required to complete such a course, the course will count for determining charges and course credit load. However, no credit is applied toward the degree requirements.

MATH 005# - Foundations of Quantitative Reasoning is a four-credit course for billing and credit hour load, but no credit is applied to the degree requirements. It is designed to review the foundational mathematics which students need to succeed in introductory MATH courses.

Course Withdrawal

To withdraw from a course, students must complete a Course Withdrawal form that is available through forms.stevenson.edu. Students may not withdraw from courses online through Student Planning. Notice to the instructor or advisor of intent to withdraw is not sufficient. Students who stop attending and fail to officially withdraw from a class will be given a grade of "FX" which calculates as an "F."

Students may withdraw from a course only during the published withdrawal dates. Students withdrawing from class during this period will have a "W" recorded on their transcript; a grade of "W" does not affect the GPA. The last date for withdrawal from a course without penalty is listed in the enrollment calendar for each term and is found on the Registrar's Office website page.

Withdrawing from a course after the published withdrawal date results in a grade of "WF." Students may not withdraw from classes during exam week.

There may be extraordinary cases in which serious illness, injury or another significant personal situation prevents a student from continuing their classes after the published withdrawal date. If this is the case, students should refer to the Medical/Compassionate Withdrawal Policy that is located in the *Withdrawal from the University* section of the catalog.

Online Course Non-Participation Policy

Stevenson University Online students enrolled in any undergraduate course will be dropped from such course by the Registrar's Office if the student does not participate in the course by 11:59 PM of the Sunday of the first week of the session. A student will be deemed to have participated in the course if the student engages in at least one required assignment or activity during the first week of the course. A student who is dropped from a course for non-participation under this policy will not be charged any tuition or fees for the course.

Change of Catalog Year

If a student elects to move to a new catalog year, all policies of the new catalog will apply to the student, and the student must fulfill all requirements of the new catalog year. Students may not change to a prior catalog year. If a student desires to change to a new catalog year, the student should discuss this with their academic advisor so that all implications of the change are fully

reviewed. A Change of Catalog Year form is available through the forms.stevenson.edu link.

Repeating Undergraduate Courses

An undergraduate student may not register for the same course more than two times without prior approval of the dean of the school in which the course resides. Withdrawals and audits count as attempts. If a student repeats a course, only the latter grade will be used in calculating the cumulative grade point average. However, all courses taken will remain on the student's transcript. If a student withdraws from a course that has already been taken, the grade of "W" does not replace the original grade in the calculation of the student's grade point average. If a student receives VA benefits, specific regulations apply to the payment for repeated courses. Please contact the school certifying official in the Registrar's Office.

Attendance

Each student is responsible for their own class attendance and regular attendance is expected. Every student is responsible for the material covered or the skills exercised during scheduled classes. Grades will be based on demonstrated achievement of the objectives of the course, not on attendance in class as such. Although attendance alone does not determine grades, students should be aware that grades may depend on class activities, experiments, discussions, or quizzes for which consistent attendance is necessary. Students who stop attending and fail to officially withdraw from a class will be given a grade of "FX" which calculates as an "F" in the GPA.

Athletic Department Class Conflict Information

Stevenson University is committed to developing students who excel in both academics and athletics. Student-athletes are expected to maintain a positive relationship between faculty and academic staff at all times, including when out of season, and regular class attendance is expected of all student-athletes. There may be times where student-athletes have to miss class time to represent Stevenson University in an intercollegiate athletic competition. These absences must be approved by the faculty member in advance by completing the [Athletic Class Conflict Form](#). As per NCAA regulations, student-athletes are only permitted to miss class for an intercollegiate athletic competition and not for other athletic commitments such as practices, team lift, film review, or team meetings.

The Athletic Class Conflict Form must be completed at the start of the season for each class in which the student is enrolled. The form must be completed for every course even if there are no anticipated conflicts. When an absence has been approved via the Athletic Class Conflict form, the faculty will work with the student to ensure that there are opportunities to complete required coursework and that the student will not be penalized for the absence.

The student is responsible for reminding the faculty at least one week prior to any approved absence for a

NCAA athletic contest so arrangements to complete the missed coursework can be made. If a student is in poor academic standing in the course, the faculty may choose to not approve the absence or to withdraw previous approval of the absence.

Please note that this policy and process only applies to NCAA student-athletes and not to athletes competing in Club or Intramural sports.

Final Examinations

All students are required to take final examinations as scheduled. If a student misses an examination because of an emergency or illness, the student must contact the faculty member as soon as possible. If the student cannot reach the faculty member, the student should contact the Center for Student Success. Once appropriate documentation is provided, the faculty member will work with the student to take the examination at a rescheduled time. If needed, the faculty member and student may arrange for the rescheduled exam to be taken in the Testing Center. Students will not be permitted to reschedule a final exam for reasons other than documented emergencies or illness.

A student who is scheduled to take three or more exams in one day has the option to move one exam, Students wishing to move an exam should complete the required form no later than the Monday of the last week of classes. Once this form is completed, the Center for Student Success will work with the student's faculty to determine which exam will be rescheduled.

Hiatus-Leave of Absence

A degree-seeking student who finds it necessary to cease enrollment at the University for one or more consecutive semesters with the intent of returning at a later date must complete the Withdrawal or Hiatus from the University form that is available at forms.stevenson.edu. The hiatus can be in effect for a maximum of two consecutive semesters. A student with a hiatus on file does not need to reapply for admission to the University if they return within two consecutive semesters. Students who return to the University after a hiatus within two semesters will return under the same catalog year in which they first enrolled at Stevenson. Students who do not return to Stevenson within two semesters will be required to complete the readmission application and will return under the catalog year in which they are readmitted.

Withdrawal from the University

A degree-seeking student who wishes to withdraw from the University must do so using the Withdrawal or Hiatus from the University form that is available at forms.stevenson.edu.

Military Service Withdraw and Refund Policy

Stevenson University students who are called to active duty during the course of a term or session should contact the School Certifying Official to formally withdraw for military service. For the purpose of this policy, military service is defined as "service, whether voluntary or involuntary, in the armed forces, including

service by a member of the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under federal authority for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days" (ED 34 C.F.R. 668.18).

Students who withdraw from the University for military service during the course of a term or session are eligible for a 100% refund of tuition and fees. Room and board expenses will be prorated based on the official date of withdrawal.

Students must supply a copy of military orders to be eligible for any tuition, fees, or room and board adjustments. Students receiving financial aid will be subject to the refund policies as provided by the federal or state agency sponsoring the aid. Department of Defense Military Tuition Assistance and Veteran's Education Benefits will be returned to the government agency as required.

Students who have to withdraw from the University after the add/drop deadline will receive a grade of W or I, depending on the amount of coursework completed and the expected length of the absence.

Medical/Compassionate Withdrawal Policy

Withdrawals after the published last day to withdraw are only allowed for approved medical/compassionate reasons. A student may only request a medical or compassionate withdrawal in extraordinary cases in which serious illness or injury (medical) or another significant personal situation (compassionate) prevents a student from continuing their classes, and incompletes or other arrangements with the instructors are not possible. Any student submitting a request for a medical or compassionate withdrawal must have a compelling reason for the request and thorough and credible documentation is required. If, after the last day to withdraw, the student does not complete their classes or leaves the university without obtaining official approval, the student will be assigned a final course grade based upon the assignments completed by the student during the course(s).

Academic Integrity

All members of the Stevenson University community are responsible for creating and maintaining a culture of academic integrity that promotes a commitment to learning and the pursuit of knowledge. This culture is characterized by shared values and mutual respect and can only be achieved when students are producing work that is truly their own with proper acknowledgement of the intellectual contributions of others.

Students entering Stevenson are required to complete INT 100, Principles of Academic Integrity, a brief online course introducing students to academic integrity at Stevenson. Students who fail to complete the course by the published deadline will be unable to register for classes for the next semester until the course is completed.

For additional information about the Academic Integrity and Academic Misconduct policies, please see University Policies located on the Stevenson University website.

Transcript Requests

Transcripts are sent at the request of the student through the National Student Clearinghouse (NSC). The Registrar's Office does not accept emailed or faxed requests, and transcripts are not emailed or faxed.

Current students can print an unofficial copy of their transcript. Current students may also request an official transcript sent electronically by going to the National Student Clearinghouse website. Alumni or students who have withdrawn from the University must also request their transcripts through the National Student Clearinghouse.

FERPA: Notice to Students

Stevenson University complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and any subsequent amendments or regulations. Stevenson University students are afforded specific rights in accordance with FERPA.

- The right to inspect and review their education records within a maximum of 45 days after the request is made. The right to request the amendment of education records if the student believes the records are inaccurate or misleading.
- The right to prevent the unauthorized disclosure of their student records.
- The right to file a complaint with the Department of Education about a violation of FERPA

Please contact the Registrar's Office at 443-334-2206 for additional information about FERPA.

Graduation Information

To earn a degree from Stevenson University (i.e., to qualify for graduation), students must meet all University and program requirements as stated in the University catalog. Students must fulfill catalog requirements in effect at the time of matriculation or students may elect to move to a later catalog year. Students may not split requirements from multiple catalog years. It is the responsibility of the student to fulfill all requirements for graduation. Careful consultation with an academic advisor is strongly encouraged.

Degrees are conferred in May, August, or December. Students who complete degree requirements in a Winterim term will have their degrees conferred in May. Participation in a commencement ceremony does not confer a degree. Diplomas may be withheld for any graduate with unresolved financial obligations.

The academic record of anyone receiving a degree is closed three months after the end of the semester. Any changes to the academic record must be made prior to the closure of the academic record.

Diploma Information

Diplomas are mailed to the address listed on the application for graduation. They are sent via U.S. mail approximately six weeks after degree conferral. Diplomas are sent after all final grades have been received and degree requirements are confirmed complete. Diplomas include the graduate's name, degree, and major. The date listed on the diploma reflects the end of the semester when the degree is officially considered complete rather than the commencement date.

The official academic transcript, not the diploma, is considered the certifying document to verify a degree. Graduates will be issued one diploma. Replacement diplomas may be requested due to the name change from Villa Julie College to Stevenson University, due to an official personal name change, or due to a lost or damaged diploma. The replacement diploma may only be requested by the graduate using the request form link located on the Stevenson University website. The fee for a replacement diploma is \$50.

Graduation Application

Graduating students are required to submit a graduation application according to published deadlines. At the time of application, a \$25 fee is charged.

- December graduates must submit by August 1.
- May and August graduates must submit by January 1.

Failure to apply by the published deadlines may delay the evaluation and awarding of a student's degree. Students may apply online through Self Service.

Graduation Ceremonies

Commencement ceremonies are celebrations held once each year in May. Students may only participate in one ceremony unless they are earning an additional degree. Only bachelor's, master's and doctoral degree candidates may participate in commencement exercises. Certificate program completion does not qualify a student for commencement participation. Additional information regarding commencement is available via the website stevenson.edu/commencement.

Graduation with Academic Honors

Academic honors are conferred upon those undergraduate students who achieve the following cumulative grade point average based on work done at Stevenson University. These honors will be listed on the diploma and the official academic transcript. This may differ from the academic honors announced during the commencement ceremony, which are based on the cumulative GPA prior to the final semester. A student's GPA is not rounded in the determination of academic honors.

<i>Summa Cum Laude</i>	3.900–4.000
<i>Magna Cum Laude</i>	3.700–3.899
<i>Cum Laude</i>	3.500–3.699

Academic Honors are not awarded for graduate degrees.

Student Rights and Responsibilities and Grievance Procedure

For additional information about academic and student conduct policies, please see University Policies located on the Stevenson University website. Additional information regarding student grievance policies and procedures can also be found there.

Academic Awards

Academic Achievement List

The Academic Achievement List announces part-time undergraduate students who demonstrate outstanding scholastic achievement during each semester. To qualify, a student must earn a cumulative grade point average of 3.50 or better in the semester in which they accumulate 15, 30, 45, 60, 75, 90, 105 or 120 credits. Transfer credits are not included in this computation, and non-degree students are not eligible for this recognition.

Dean's List

The Dean's List announces full-time undergraduate students whose academic achievement is outstanding during each semester. To qualify, a student must earn a grade point average of 3.50 or better and have completed 12 or more credits that count toward degree requirements during that semester. Foundational courses are not included in this calculation. A student is not eligible for the Dean's List while an incomplete grade is in effect.

Who's Who Among Students in American Colleges

Each year, junior and senior students are selected by the University for listing in *Who's Who Among Students in American Universities & Colleges*. Students are selected on the basis of scholarship, participation, and leadership in academic and extracurricular activities, citizenship, and service.

University Recognized Honor Societies

Alpha Chi – National College Honor Society

Alpha Chi is an honor society that promotes only the highest academic excellence and exemplary character among undergraduate Stevenson University students. As a national honor society, Alpha Chi admits only junior and senior students from all academic disciplines who have been endorsed by their faculty and who have achieved a grade point average putting them in the top 10% of their class (including their grade point average from any transferring institutions). Alpha Chi is thus unique in that it draws its members from across all academic disciplines. In addition to recognizing students for their academic achievement, Alpha Chi also offers numerous opportunities for their further growth. The society sponsors a competition for scholarships and fellowships totaling more than \$50,000 yearly, mostly at the national level but also at the regional and local levels.

Members also have the opportunity to participate in student scholarly and creative presentations and publish scholarly articles at national and regional conventions.

Alpha Phi Sigma-National Criminal Justice Honor Society

Alpha Phi Sigma recognizes academic excellence of undergraduate and graduate students of criminal justice, as well as *juris doctorate* students. The goals of Alpha Phi Sigma are to honor and promote academic excellence, community service, educational leadership, and unity. Alpha Phi Sigma is the only criminal justice honor society that is a certified member of the Association of College Honor Societies and affiliated with the Academy of Criminal Justice Sciences. Stevenson University's Mu Psi chapter of Alpha Phi Sigma recognizes undergraduate criminal justice majors who have completed at least three full-time semesters, have a minimum grade point average of 3.2 overall and in the major, and rank in the top 35% of their class.

Alpha Psi Omega – National Honorary Theatre Society

Membership in Alpha Psi Omega is open to all students at Stevenson who participate regularly in University theatre productions. The local chapter, in conjunction with the theatre department at Stevenson University, extends invitations to those students who have acquired enough points based upon records supplied by the theatre staff and advisors or both. Most chapters operate by point guidelines as outlined in the Alpha Psi Omega constitution. The purpose of Alpha Psi Omega is to recognize and reward those students who have made significant contributions to the theatre.

Beta Beta Beta – National Biological Honor Society

Beta Beta Beta was founded in 1922 as an honor and professional society for students of the biological sciences. Its purposes are to encourage scholarly attainment and cultivate intellectual interest in the life sciences. To be eligible for regular membership, a student must be at least a second year biology, biochemistry, environmental science, or medical laboratory science major who has completed a minimum of three biology courses, at least one of which must be higher than the introductory level, with a GPA in all biology courses of 3.00 or higher. The society also welcomes associate members who are students at any level in any major who are interested in biology. Students who have multiple academic misconduct findings on their academic record or who have one academic misconduct finding on their record at any time after earning 30 credits at Stevenson University are not eligible for either regular or associate membership.

Chi Alpha Sigma -- National Scholar-Athlete Society

Chi Alpha Sigma is the first, and only, national scholar-athlete society to honor those four-year collegiate student-athletes who have excelled in both the classroom and in athletic competition. Chi Alpha Sigma recognizes undergraduate college student-athletes who participate in a sport at the varsity intercollegiate level, achieve junior academic standing or higher after their fifth full time semester, and earn a 3.5 and higher cumulative grade point average. Chi Alpha Sigma also recognizes

that it is part of an athletics community made of diverse groups and supports all efforts in the realm of diversity, equity and inclusion. Stevenson's Maryland Omicron chapter was established in 2021, but the national organization was founded in 1996. Chi Alpha Sigma provides outstanding student-athletes with an opportunity to become connected within a fraternal association that aligns their educational and athletic successes for a lifetime.

Delta Alpha Pi – International Honor Society (DAPI)

Delta Alpha Pi - Epsilon Rho Chapter is an academic honor society founded in 2004 to recognize high-achieving students with disabilities who are attending colleges and universities as undergraduate or graduate students. This dynamic organization celebrates and supports academic achievement, leadership, and advocacy in our community and beyond. Students who meet the eligibility requirements and are registered with the Office of Accessibility and Disability Services are invited to become members.

Delta Epsilon Iota – National Honor Society for Career Development

Delta Epsilon Iota is an interdisciplinary honor society open to all majors. Delta Epsilon Iota's mission is to educate members about career development, encourage academic excellence, and promote the principles of dedication, enthusiasm, and initiative in all aspects of campus life. The society has embraced these values and is now one of the leading academic honor societies serving higher education. Delta Epsilon Iota works directly with the Office of Career Services. Membership is comprised of students with at least 30 credits and a GPA of 3.30 and above.

Gamma Sigma Epsilon – National Chemistry Honor Society

Gamma Sigma Epsilon recognizes students demonstrating exceptional ability and interest in the field of chemistry. It aims to promote professionalism and scholarship in chemistry and the general welfare of its members. Membership in Gamma Sigma Epsilon is extended to those students who have completed a minimum of 16 credits in chemistry and are enrolled in four additional chemistry credits and who have a minimum GPA of 3.40 in all chemistry courses and a minimum 3.00 overall GPA. Students who have multiple academic misconduct findings on their academic record or who have one academic misconduct finding on their record at any time after earning 30 credits at Stevenson University are not eligible for membership.

Kappa Delta Pi – International Education Honor Society

Kappa Delta Pi is an international honor society in education, recognizes top students for their scholarship, leadership, and service. Open to juniors and above with at least 12 education credits and a 3.30 GPA or higher, KDP fosters leadership and fellowship among educators. Candidates must demonstrate a strong commitment to the field of education through academic achievement, professional involvement, and dedication to fostering excellence in teaching and learning.

Kappa Mu Epsilon – National Mathematics Honor Society

Kappa Mu Epsilon promotes a knowledge and appreciation of mathematics and recognizes outstanding student achievement in mathematics at colleges and universities whose primary focus is undergraduate education. Membership in Kappa Mu Epsilon is open to students in any major who have taken three mathematics courses at the 200 level or higher, one of which must be in the calculus sequence (MATH 220, MATH 221, or MATH 222), who have attained an average of a "B" or better in all mathematics courses, and who rank in the upper 35% of their class by GPA. Students who have multiple academic misconduct findings on their academic record or who have one academic misconduct finding on their record at any time after earning 30 credits at Stevenson University are not eligible for membership.

Kappa Omicron Nu – Fashion Merchandising and Fashion Design Honor Society

Kappa Omicron Nu promotes empowered leaders who use an integrative approach to enhance quality of living through excellence in scholarship, leadership, and research. Kappa Omicron Nu recognizes high achievement in academics and scholarship. The Nu Alpha Eta chapter of Kappa Omicron Nu at Stevenson University invites students in Fashion Merchandising and Fashion Design who meet the following requirements: at least 60 credit hours completed, with 30 of those completed at Stevenson University, and have a GPA in the top 25% of their major.

Lambda Epsilon Chi – National Honor Society for Legal Studies

Lambda Epsilon Chi (LEX) is open to full-time and part-time legal studies students in good standing who demonstrate superior academic performance by having a cumulative grade point average and a grade point average in their legal studies classes of 3.50 or above and who have completed at least one-half of the program. Members are selected by legal studies faculty based on written applications for membership, faculty recommendations, and demonstration of service and dedication to the legal profession.

Lambda Pi Eta – Honor Society of the National Communication Association

Lambda Pi Eta's goals are to recognize, foster, and reward outstanding scholastic achievement in communication studies; to stimulate interest in the field of communication; to promote and encourage professional development among communication majors; to provide an opportunity to discuss and exchange ideas in the field of communication; to establish and maintain closer relationships between faculty and students; and to explore options for graduate education in communication studies. Membership in Lambda Pi Eta is extended to those students with a 3.0 cumulative GPA who have completed 60 credits and have at least a 3.25 GPA in a minimum of four courses in the communication courses in the major. Activities are a mix of social, academic, and community service.

Psi Chi – The International Honor Society in Psychology

Psi Chi, the International Honor Society in Psychology, promotes excellence and scholarship in psychology and works to advance the science of psychology. Students who apply for membership must be psychology majors or minors who have completed at least three full-time semesters; have completed three psychology courses totaling nine credits with a minimum GPA in psychology of 3.0; and rank in the top 35% of GPAs for their academic year, with a minimum cumulative GPA of 3.00.

Sigma Beta Delta – International Honor Society in Business, Management, and Administration

Sigma Beta Delta recognizes scholarship and personal accomplishment for students of business, management, and administration. The society encourages and promotes aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. Students pursuing degrees in the Brown School of Leadership programs are invited to a lifetime membership in Sigma Beta Delta if they meet the following criteria: a ranking in the top 20% of the program majors for the academic year; at least a 3.50 total GPA on a 4.0 scale; and junior status with completion of at least 30 credits towards the major.

Sigma Tau Delta – International English Honor Society

Alpha Lambda Omicron, Stevenson University's chapter of Sigma Tau Delta, confers distinction upon students of English language and literature in undergraduate, graduate, and professional studies. Students majoring in English language and literature, interdisciplinary studies (with English as one of the focuses), or minoring in English who have an overall GPA of 3.00 or better and have an average in their English classes of 3.00 or better are eligible for membership. Members are recognized for their outstanding achievements and may enrich their educational experience by taking part in chapter activities, competing for national awards and scholarships, and attending the annual Sigma Tau Delta convention. They may also contribute to The Rectangle, the society's literary publication.

Sigma Theta Tau International – Honor Society of Nursing

Rho Epsilon, Stevenson University's chapter of Sigma Theta Tau International, is open to undergraduate and graduate nursing candidates who demonstrate scholastic achievement, academic integrity, and leadership qualities. Student candidates are invited to join the society when they meet specific membership requirements. These requirements can be reviewed at nursingsociety.org. Nurses in the community who demonstrate excellence in practice and leadership may also be nominated. A formal induction ceremony is held during the spring semester. The purpose of Sigma Theta Tau International is to create a community of leaders and scholars in practice, education, and research to enhance the health of all people. The society supports learning and professional development of members to improve nursing care worldwide.

Tau Upsilon Alpha – National Honor Society for Human Services

Candidates for Stevenson University's Alpha Chapter of Tau Upsilon Alpha must be counseling and human services majors or minors, have a minimum overall GPA of 3.25, have completed three full-time semesters of university work, and be in the upper 35% of their class. In addition, they must agree to abide by the National Organization for Human Services' Code of Ethics. The mission of this honor society is to honor academic excellence; to foster lifelong learning, leadership, and development; and to promote excellence in service to humanity.

Upsilon Pi Epsilon – International Honor Society for Computer and Information Disciplines

Upsilon Pi Epsilon recognizes academic excellence at undergraduate and graduate levels in the computing and information disciplines. Undergraduate students must have completed 45 credits plus a minimum GPA of 3.3 in the major and a minimum 3.5 GPA overall on a 4.0 scale and rank in the top 20% of the class, while graduate students must have completed a minimum of 18 credits in their degree program with a program GPA of 3.5 and rank in the top 20% of the class. Stevenson's chapter objective is the promotion of high scholarship in the various fields of the computing and information disciplines, and to provide community service in the area of Information Technology.

University Awards for Graduating Students

University awards are presented at the Commencement ceremony.

The **Rosemary Elliott Harder '69 Award for Creative Leadership** may be conferred on a graduating woman who has exhibited creative leadership and aptitude in her time at Stevenson University. The successful recipient will have experience where she has encouraged, cultivated, and implemented imaginative solutions and strategies. The student must be a graduating senior with a cumulative GPA of 3.5 at the time of her selection.

The **Marion and Henry J. Knott Achievement Award** may be conferred on one graduating student who has demonstrated the ability to achieve academically, to reach out to the needs of others at the University, and to persevere toward a goal while also managing major primary responsibilities outside Stevenson University life.

The **Elizabeth McWethy Award** may be conferred on one graduating student who has demonstrated exceptional creativity, manifested genuine concern for society, and has actively influenced the lives of others.

The **John Mitchell Award** may be conferred on one graduating student who has demonstrated outstanding service to their community in a way that exemplifies the values of Stevenson University's mission.

The **Dorothy Stang Award** may be conferred on one graduating senior who best exemplifies devotion to the good of the wider community as reflected in the life of Dorothy Stang, a member of the Sisters of Notre Dame de Namur, the founders of Stevenson University. Stang's commitment to bringing social justice to the underprivileged in Brazil led to her murder. The award honors integrity, courage in the face of adversity, and a

willingness to act on convictions without regard to consequence. Embodying the most cherished values that an education from Stevenson University instills in its students, the recipient of the Stang Award reaches out to members of the community who have financial, spiritual, social, or cultural needs. Our recipient is a "reflective and accomplished individual committed to a lifetime of learning and contribution" (Stevenson University Mission Statement).

The **Orsia F. Young Leadership Award** may be conferred on one graduating student from each academic school of the University who has performed in an outstanding manner as a leader in the University community, initiated action, motivated others to do so, and been an agent for positive change in the University.

The **Oak Award** may be conferred on one graduating part-time student who has demonstrated commitment to higher education, the determination to succeed, a high standard of academic achievement, and who has contributed in a tangible manner to the University while balancing many other personal and professional obligations.

The **Provost's Award for Exceptional Scholarship** is conferred from time to time on one graduating student who has performed academically in a particularly exceptional way, has demonstrated unique intellectual ability and initiative, and has contributed to the academic pursuits of their peers.

The **President's Award for Scholarly and Creative Achievement** is conferred from time to time on a graduating student whose total performance has been marked in a striking fashion by singular creativity and by the depth of their intellectual interest and performance in all subject areas.

The **SU Pin Award** is the most comprehensive honor the University may confer on one graduating student whose total personal performance is meritorious, including academic achievement, independence and integrity of thought and action, reliability, respect for others, and involvement in University or community affairs.

Undergraduate Fields of Study

Applied Mathematics

Beverly K. Fine School of the Sciences
Department of Engineering, Mathematics and Physics
Chair: Mark A. Branson, Ph.D.

Description

The applied mathematics major provides students with an array of courses that build mathematical skills. Students graduate with a solid background in mathematics and statistics and the ability to use data to solve problems in various disciplines. Critical and analytic thinking skills make applied mathematics majors highly employable in government, the private sector, and education.

In addition to their core mathematics coursework, students complete the actuarial track, which prepares students to work towards careers as actuaries in insurance, financial, and government careers; business mathematics.

Outcomes

Upon completion of the Bachelor of Science in Applied Mathematics, graduates will be able to:

1. Solve problems individually and collaboratively using mathematical techniques.
2. Support and justify results using mathematical reasoning, logic, and proof.
3. Construct, analyze, and interpret mathematical and statistical models.
4. Use technology to investigate and solve mathematical problems.
5. Communicate mathematics clearly in both written and oral formats.
6. Exhibit behaviors consistent with the professional and ethical standards of the discipline.

Policies

Students must earn a minimum GPA of 2.00 in the major. No student, regardless of major, will be permitted to take any science or math course unless they earn a grade of "C" or better in all prerequisite courses.

If a student withdraws, audits, or does not pass a course required in the applied math major with a grade of "C" or better, they may repeat that course without special permission. If a student withdraws, audits, or does not pass the course with a grade of "C" or better the second time, the student will be placed on probation in the major. To take a course for a third time, all SOS majors must meet with their advisor, and then apply in writing

to the Dean of the School of the Sciences requesting permission to take the course for a third time using the university form for this request. Those who pass the course will no longer be on probation in the major. Those who do not successfully complete the required course with a grade of "C" or better after three attempts will be permanently dismissed from the applied math major. Once dismissed from the applied math major, students must choose a major for which the course they failed three times is not required.

Requirements

The courses listed below are required for completion of the bachelor's degree in applied mathematics. Students must also complete the requirements for the Stevenson Educational Experience (SEE). Specific pre- and co-requisites for each course are listed in the course descriptions.

Major Requirements:

MATH 220	Calculus I	4
MATH 221	Calculus II	4
MATH 222	Calculus III	4
MATH 312	Mathematical Statistics I	3
MATH 313	Mathematical Statistics II	3
MATH 326	Linear Algebra	3
MATH 418	Mathematical Modeling	3
MATH 425	Scientific Computer Programming	3
MATH 470	Capstone Internship	3
MATH 475	Capstone Seminar	3
	3 MATH electives	

Complete the requirements for the Actuarial Track.

Actuarial Track:

All major requirements and the following electives:

ACC 140	Financial Accounting	3
ACC 141	Managerial Accounting	3
EC 201	Principles of Macroeconomics	3
EC 202	Principles of Microeconomics	3
FIN 300	Principles of Finance	3
MATH 342	Time Series Analysis	3
MATH 420	Actuarial Mathematics	3

Minor in Mathematics

A minor in Mathematics is available. The minor in Mathematics requires successful completion of a minimum of six courses and 18 credits with a MATH prefix. Courses ineligible for the Mathematics minor include all courses at the 000 and 100 level and MATH 205 and 206: Mathematics for Educators I and II.

Please see the Chair of the Department of Engineering, Mathematics and Physics for further information regarding this minor. General guidelines regarding minors may be found in the Minors section of the catalog.

Other Options

BS/MAT Option: The BS/MAT option is available for students majoring in applied mathematics who wish to combine their bachelor's coursework with work toward a Stevenson University master's degree in teaching. For more information on this program please see the *Stevenson University Graduate Catalog* and the *Additional Enrollment Options* in the *Admissions* section of this catalog.

Course Descriptions

See Applied Mathematics Course Descriptions

Business Administration

Description

The business administration major is designed to give graduates the knowledge, skills, critical thinking ability, and technological competence essential to be successful in business, such as conducting research, analyzing information, and communicating effectively. The business administration major provides a strong foundation in business functions and includes courses in management, marketing, finance, accounting, economics, information systems, international business, and business law. Additionally, students select electives from the disciplines above to develop a greater degree of specialization according to their individual interests and career goals. The business administration curriculum also provides graduates with an excellent background to continue their education by pursuing a graduate degree in business or a business-related field.

The Bachelor of Science in Business Administration has now received specialized accreditation through the International Accreditation Council for Business Education (IACBE).

Outcomes

Upon completion of the Bachelor of Science in Business Administration, graduates will be able to:

1. Demonstrate knowledge of the functional areas of business.
2. Formulate business solutions.
3. Communicate business information to specific audiences in varied formats.
4. Critique ethical issues and practices that affect business in domestic and global environments.
5. Demonstrate professional competencies related to contemporary business careers.

Policies

Students must earn a minimum GPA of 2.00 in the major. Furthermore, the lowest acceptable grade is a "C" in all

major courses. No student, regardless of major, will be permitted to advance to the next major course without earning a grade of "C" or better in the prerequisite course(s). When a grade below a "C" is earned in a major course, the student must repeat that course. The lowest acceptable grade in Stevenson Educational Experience (SEE) courses is a "D," with the exception of [ENG 151](#) and [ENG 152](#), for which the lowest acceptable grade is a "C." If a SEE course is required for the major the lowest acceptable grade is a "C."

A course may be attempted twice without special permission. Students must apply in writing to the dean of the school in which the course resides requesting permission to attempt the course for the third time. Those who do not successfully complete a major course with a grade of "C" or better after a third attempt will not be allowed to continue in the business administration program.

Requirements

The courses listed below are required for completion of the bachelor's degree in business administration. Students must also complete the requirements for the Stevenson Educational Experience (SEE).

Specific pre- and co-requisites for each course are listed in the course descriptions.

Major Requirements

ACC 140	Financial Accounting	3
ACC 141	Managerial Accounting	3
EC 201	Principles of Macroeconomics	3
EC 202	Principles of Microeconomics	3
FIN 300	Principles of Finance	3
GEN 200	Writing and Research for the Adult Learner	3
INBUS	Any International Business Course	3
IS 135	Computer Applications for Business	3
LAW 208	Business Law	3
MATH 136	Introduction to Statistics	4
MGT 204	Principles of Management	3
MGT 210	Business Writing	3
MGT 300/MKT 301	Applied Business Analytics	3
MGT 308	Business Ethics	3
MGT 310	Organizational Behavior	3
MGT 313	Operations Management	3
MGT 422	Strategic Management	3
MGT 430	Business Capstone Seminar	3
MKT 206	Principles of Marketing	3

Five focused electives (15 credits):

See advisor for list of focused electives.

Minor in Business Administration

A minor in business administration is not available; however, students majoring in other fields who have an interest in business may consider completing a minor in management or marketing. Please see a student success coach for more information. Specific information regarding minor requirements may be found in the *Academic Information* (p. 42) section of the catalog.

Other Options

The bachelor's to master's option is available for students majoring in business administration who wish to combine their bachelor's coursework with work toward a master's degree in one of Stevenson's graduate programs. Students choosing this option may earn their master's degree in as little as one year after their bachelor's degree. Interested students must formally apply for entrance into a bachelor's to master's option in their junior year. Once admitted into this program, students develop an educational plan in consultation with their student success coach. For more information on this program, see the *Admissions* (p. 25) section of this catalog.

Computer Information Systems

Description

The computer information systems (CIS) major is designed for the student who is interested in pursuing a career that combines business and technology. Specifically, the program graduates will learn how to utilize various technologies to improve the organization's processes, operations, and security. This major consists of courses in computer programming, database design and management, and network administration. The program's in-depth practical application of computer technology prepares the graduate to enter the workplace as a well-versed technology professional. Many graduates of this bachelor's degree program elect to continue their education at the graduate level by pursuing a Master's in Digital Transformation and Innovation. CIS students will develop a portfolio of essential skills valued by employers. They will become problem-solvers who know how to think analytically, assess business problems, and design the best technology solutions to improve business performance.

Outcomes

Upon completion of the Bachelor of Science in Computer Information Systems, graduates will be able to:

1. Demonstrate technology skills in software development, database design, network administration, and cloud-computing services.
2. Communicate technical and non-technical information to specific audiences in varied formats.
3. Formulate technology solutions to improve organizational performance.
4. Demonstrate professional competencies related to contemporary careers.

Policies

Students must earn a minimum GPA of 2.00 in the major. Furthermore, the lowest acceptable grade is a "C" in all major courses. No student, regardless of major, will be permitted to advance to the next major course without earning a grade of "C" or better in the prerequisite course(s). When a grade below a "C" is earned in a major course, the student must repeat that course. The lowest acceptable grade in Stevenson Educational Experience

(SEE) courses is a "D," with the exception of ENG 151 and ENG 152, for which the lowest acceptable grade is a "C." If a SEE course is required for the major the lowest acceptable grade is a "C."

A course may be repeated twice without special permission. Students must apply in writing to the dean of the school in which the course resides to attempt a course for a third time.

Requirements

The courses listed below are required for completion of the bachelor's degree in computer information systems. Students must also complete the requirements for the Stevenson Educational Experience (SEE).

Specific pre- and co-requisites for each course are listed in the course descriptions.

Major Requirements

CDF 308	Technology Law	3
GEN 200	Writing and Research for the Adult Learner	3
IS 135	Computer Applications for Business	3
IS 140	Information Systems Architecture and Design	3
IS 150	Relational Database Design & SQL	3
IS 201	Modern Information Systems	3
IS 231	Network Technologies	3
IS 232	TCP and IP Communication Protocols for Windows and UNIX	3
IS 235	Advanced Windows Server Architecture & Administration	3
IS 240	Computer Programming I	3
IS 241	Computer Programming II	3
IS 252	Advanced SQL Query Design with Oracle & SQL Server	3
IS 320	Human-Computer Interaction	3
IS 330	Business Application Programming	3
IS 350	IS Internship	Variable, 3-6
IS 355	Exchange Server & Messaging Systems	3
IS 365	Writing for IS Applications	3
IS 432	Network Security-Firewalls, IDS, and Counter Measures	3
IS 444	Mobile Application Development	3
IS 481	IT Project Management	3
MGT 210	Business Writing	3
MGT 300	Applied Business Analytics	3

Minor in Information Systems

A minor in information systems is available. Students who wish to pursue a minor in information systems may choose any six IS courses from the computer information systems program. IS 135 will count toward the minor. The lowest acceptable grade is a "C" in all IS courses. All course prerequisites must be met to be eligible to take the selected course for a minor. Please see a student success coach for more information. Specific information

regarding minor requirements may be found in the *Academic Information* (p. 42) section of the catalog.

Other Options

The bachelor's to master's option is available for students majoring in computer information systems who wish to combine their bachelor's coursework with work toward a master's degree in one of Stevenson's graduate programs. Students choosing this option may earn their master's degree in as little as one year after their bachelor's degree. Interested students must formally apply for entrance into a bachelor's to master's option in their junior year. Once admitted into this program, students develop an educational plan in consultation with their student success coach. For more information on this program see the *Admissions* (p. 25) section of this catalog.

Criminal Justice

Description

The criminal Justice program offers students a contemporary education by providing a comprehensive and critical understanding of the criminal justice system and the society in which it functions. The program prepares students for criminal justice careers and postgraduate work as liberal-arts educated, intellectually mature, ethically aware, and culturally sensitive professionals. The program provides students with opportunities to examine critically the broad questions of how justice is administered locally and nationally in American society and to confront the fundamental issues of criminal justice that they will face as professionals and involved citizens.

Practitioners in the field of criminal justice teach in the program, bringing real work experience into the classroom and providing specialized career preparation and connections for students. Students are supported by engaged faculty and staff who deliver one-on-one attention that embodies Stevenson University Online's commitment to student success. To meet the needs of working professionals with busy lifestyles, most courses are scheduled in an 8-week online format. Some courses, such as statistics, are offered in a 16-week online format.

Outcomes

Upon completion of the Bachelor of Science in Criminal Justice, graduates will be able to:

1. Analyze the theories, practices, and policies of the branches of criminal justice including governmental agencies and other institutions of social control.
2. Apply principles of substantive criminal law and procedure to criminal justice practice.
3. Utilize appropriate oral and written communication, critical thinking, and research skills for the criminal justice discipline.
4. Demonstrate ethical decision-making practices while working in the criminal justice field.
5. Apply academic preparation to professional experience in the criminal justice field.

Policies

Students must earn a minimum GPA of 2.00 in the major. Furthermore, the lowest acceptable grade is a "C" in all major courses. No student, regardless of major, will be permitted to advance to the next major course without earning a grade of "C" or better in the prerequisite course(s). When a grade below a "C" is earned in a major course, the student must repeat that course. The lowest acceptable grade in Stevenson Educational Experience (SEE) courses is a "D," with the exception of ENG 151 and ENG 152, for which the lowest acceptable grade is a "C." If a SEE course is required for the major the lowest acceptable grade is a "C."

A course may be repeated once without special permission. Students must apply in writing to the dean of the school in which the course resides requesting permission to attempt a course for a third time.

Requirements

The courses listed below are required for completion of the bachelor's degree in criminal justice. Students must also complete the requirements for the Stevenson Educational Experience (SEE).

Specific pre- and co-requisites for each course are listed in the course descriptions.

Major Requirements:

CJUS 101	Introduction to Criminal Justice	3
CJUS 205	Ethics Principles in Criminal Justice	3
CJUS 210	Writing for Criminal Justice	3
CJUS 275	Corrections	3
CJUS 280	Law Enforcement	3
CJUS 285	Criminology	3
CJUS 385	Research Methods in Criminal Justice	3
CJUS 495	Criminal Justice Capstone	3
GEN 200	Writing and Research for the Adult Learner	3
LAW 204	Constitutional Law	3
LAW 215	Criminal Law	3
LAW 322	Criminal Investigation and Procedure	3
MATH 136	Introduction to Statistics	4
	or	
PSY 136	Statistics for the Behavioral and Social Sciences	4
POSCI 205	State & Local Government	3

**Select Six Criminal Justice Electives (18 credits).
At least one elective must be taken at the upper level.**

See advisor for list of program specific electives.

Minor in Criminal Justice

A minor in criminal justice is available. All course prerequisites must be met to be eligible to take the selected course for a minor. Please see a student success coach for more information. Specific information regarding minor requirements may be found in the *Academic Information* (p. 42) section of the catalog.

Other Options

The bachelor's to master's option is available for students majoring in criminal justice who wish to combine their bachelor's coursework with work toward a master's degree in one of Stevenson's graduate programs. Students choosing this option may earn their master's degree in as little as one year after their bachelor's degree. Interested students must formally apply for entrance into a bachelor's to master's option in their junior year. Once admitted into this program, students develop an educational plan in consultation with their student success coach. For more information on this program, see the *Admissions* (p. 25) section of this catalog.

Cybersecurity and Digital Forensics

Description

The bachelor of science in cybersecurity and digital forensics will equip students with the ability to protect an organization's information technology assets from cyber-attacks, detect and respond to cyber intrusions, and mitigate the effects of such intrusions, as well as uncover digital evidence of criminal or unauthorized activity. The program combines cybersecurity concepts and skills with those of the field of digital forensics, creating a unique degree program. The emphasis of the program is on the prevention, detection and mitigation of cyber-attacks, combined with the ability to gather digital evidence and conduct electronic crime investigations. Students who complete an associate's degree in cybersecurity or related degree, or a certificate in digital forensics will have CDF 110 (p. 74) waived.

Outcomes

Upon completion of the Bachelor of Science in Cybersecurity and Digital Forensics degree, graduates will be able to:

1. Describe the best practices for a security policy for an organization.
2. Demonstrate knowledge of cybersecurity risk assessment methodologies.
3. Test the network infrastructure for potential cybersecurity vulnerabilities.
4. Implement security controls to protect organizational assets.
5. Produce a digital forensics evidence report.
6. Demonstrate professional competencies related to contemporary careers.

Policies

Students must earn a minimum GPA of 2.00 in the major. Furthermore, the lowest acceptable grade is a "C" in all major courses. No student, regardless of major, will be permitted to advance to the next major course without earning a grade of "C" or better in the prerequisite

course(s). When a grade below a "C" is earned in a major course, the student must repeat that course. The lowest acceptable grade in Stevenson Educational Experience (SEE) courses is a "D," with the exception of ENG 151 and ENG 152, for which the lowest acceptable grade is a "C." If a SEE course is required for the major the lowest acceptable grade is a "C."

A course may be repeated twice without special permission. Students must apply in writing to dean of the school in which the course resides requesting permission to attempt a course for a third time.

Requirements

Major Requirements

CDF 110	Cybersecurity and Digital Forensics Fundamentals	3
CDF 240	Linux System Administration	3
CDF 251	Network Security	3
CDF 252	CISCO Networking	3
CDF 261	Digital Forensics	3
CDF 271	Ethical Hacking and Penetration Testing	3
CDF 308	Technology Law	3
CDF 381	Advanced Network Defense	3
CDF 391	Incident Response and Investigation	3
CDF 392	Information Systems Forensic Internals – Auditing	3
CDF 393	Forensic Evidence Collection Tools and Techniques	3
CDF 475	Advanced Digital Forensics	3
CDF 480	Cybersecurity and Digital Forensics Capstone	3
GEN 200	Writing and Research for the Adult Learner	3
IS 140	Information Systems Architecture and Design	3
IS 231	Network Technologies	3
IS 232	TCP and IP Communication Protocols for Windows and UNIX	3
IS 235	Advanced Windows Server Architecture & Administration	3
IS 240	Computer Programming I	3
IS 350	IS Internship	Variable, 3-6
IS 365	Writing for IS Applications	3
IS 432	Network Security-Firewalls, IDS, and Counter Measures	3
IS 481	IT Project Management	3
MGT 210	Business Writing	3

Minor in Cybersecurity

The academic minor in Cybersecurity requires successful completion of six courses (18 credits) from the following list: CDF110 (p. 74), CDF240 (p. 74), CDF251 (p. 74), CDF271 (p. 74), CDF308 (p. 75), and CDF381 (p. 75). Substitutions of other CDF courses are subject to the department chair's approval. Students pursuing this minor must also complete all applicable prerequisite courses. Due to the curriculum overlap, Cybersecurity and

Digital Forensics majors cannot declare a minor in Cybersecurity.

Other Options

The bachelor's to master's option is available for students majoring in cybersecurity and digital forensics who wish to combine their bachelor's coursework with work toward a master's degree in one of Stevenson's graduate programs. Students choosing this option may earn their master's degree in as little as one year after their bachelor's degree. Interested students must formally apply for entrance into a bachelor's to master's option in their junior year. Once admitted into this program, students develop an educational plan in consultation with their student success coach. For more information on this program see the *Admissions* (p. 25) section of this catalog.

Interdisciplinary Studies

Description

The interdisciplinary studies program is designed for students who have changed their major, attended several institutions, or have multiple educational goals. It provides flexibility to students whose academic interests cannot be captured in a singularly-focused major.

Working closely with a student success coach, students have the ability to design a tailored course of study that enables them to have two areas of content focus (program cores). Program cores that can be completed through Stevenson University Online are business administration, business communication, criminal justice, information systems, legal studies, management, and marketing. It is also possible to transfer a program core in a content area from prior educational experiences that aligns with a major or minor offered at Stevenson University. Students should consult with an enrollment counselor for more information.

Courses are offered either in an 8-week online format or a 16-week online format.

Outcomes

Upon completion of the Bachelor of Science in Interdisciplinary Studies, graduates will be able to:

1. Demonstrate general knowledge in the liberal arts.
2. Demonstrate an understanding of content in two academic disciplines.
3. Demonstrate effective communication by engaging in inquiry and reflection on a topic of personal interest.

Policies

Students must earn a minimum GPA of 2.00 in the major. Furthermore, the lowest acceptable grade is a "C" in all major courses. No student, regardless of major, will be permitted to advance to the next major course without earning a grade of "C" or better in the prerequisite course(s). When a grade below a "C" is earned in a major course, the student must repeat that course. The lowest acceptable grade in Stevenson Educational Experience (SEE) courses is a "D," with the exception of ENG 151 and

ENG 152, for which the lowest acceptable grade is a "C." If a SEE course is required for the major the lowest acceptable grade is a "C."

A course may be repeated twice without special permission. Students must apply in writing to the dean of the school in which the course resides requesting permissions to attempt a course for the third time.

Requirements

The courses listed below are required for completion of the bachelor's degree in interdisciplinary studies. Students must also complete the requirements for the Stevenson Educational Experience (SEE).

Specific pre- and co-requisites for each course are listed in the course descriptions.

Major Requirements:

The requirements for the program are as follows:

- GEN 200
- 36 credits for the major selected from two disciplines, identified as program cores (at least 18 credits of which must be at the 300- and 400-level).
- A minimum of 12 credits is required in one program core.
- 30 credits of courses must be at the upper level.
- Six credits in INDSC courses, 300-level or above.
- INDSC 320 Internship in Interdisciplinary Studies
- INDSC 450 Senior Project: Seminar in Interdisciplinary Studies

One 200-level WI and one 300- or 400-level WI course taken in a program core or other writing intensive courses approved by the academic program administrator. The major is comprised of 36 credits of courses selected from two disciplines, identified as program cores (at least 18 credits of which must be at the 300- and 400-level). A minimum of 12 credits is required in one program core.

Minor in Interdisciplinary Studies

A minor in Interdisciplinary Studies is not available.

Other Options

The bachelor's to master's option is available for students majoring in interdisciplinary studies who wish to combine their bachelor's coursework with work toward a master's degree in one of Stevenson's graduate programs. Students choosing this option may earn their master's degree in as little as one year after their bachelor's degree. Interested students must formally apply for entrance into a bachelor's to master's option in their junior year. Once admitted into this program, students develop an educational plan in consultation with their student success coach. For more information on this program see the *Admissions* (p. 25) section of this catalog.

Legal Studies

Description

Stevenson University's legal studies program, the first in the state, and one of the first in the nation to be approved by the American Bar Association attracts students who have logical and analytical minds, possess organizational skills, and pay attention to detail. Paralegals may not provide legal services directly to the public, except as permitted by law. However, working under the supervision of an attorney, paralegals are vital members of the legal team. They perform such functions as:

- Legal research and writing
- Conduct factual investigations
- Interview clients and witnesses
- Draft pleadings and motions
- Manage trial preparation and litigation support
- Draft contracts and real estate documents
- Administer estates and guardianships
- Apply for intellectual property registrations
- Prepare bankruptcy schedules and tax forms

The ultimate goal of the legal studies program is to fully prepare students for employment by law firms, corporate law departments, government agencies, legal aid providers, and other employers in the legal profession. Students gain an extensive knowledge of numerous areas of law and practical experience to enable them to perform tasks in specific legal specialty areas. By taking a combination of law and liberal arts courses each semester, students are able to pursue their legal interests immediately and develop skills gradually. Students may select a sequence of courses that permits them to focus on a specific area within the legal studies curriculum, such as corporate law, estate administration, or litigation.

Stevenson University Online offers synchronous online and asynchronous online delivery of courses. Student must take at least nine semester credits or the equivalent of legal specialty courses through synchronous instruction. The following required classes are offered in an online synchronous format:

- LAW 102 Introduction to Legal Studies
- LAW 125 Legal Research and Writing I
- LAW 210 Legal Research and Writing II
- LAW 216 Civil Litigation and Pleading
- LAW 480 Legal Studies Capstone

Outcomes

Upon completion of the Bachelor of Science in Legal Studies, graduates will be able to:

1. Conduct research using all appropriate resources to identify and obtain relevant legal authority.
2. Compose documents based on factual investigation, legal research, and analysis to inform and/or persuade.

3. Apply legal terminology, principles of law, and rules of ethical legal practice to the performance of paralegal services.
4. Operate as productive and professional members of a legal services delivery team using appropriate communication, technology, and time-management skills.
5. Perform substantive legal work under the direction of an attorney, as permitted by law.

Policies

Students must earn a minimum GPA of 2.00 in the major. Furthermore, the lowest acceptable grade is a "C" in all major courses. No student, regardless of major, will be permitted to advance to the next major course without earning a grade of "C" or better in the prerequisite course(s). When a grade below a "C" is earned in a major course, the student must repeat that course. The lowest acceptable grade in Stevenson Educational Experience (SEE) courses is a "D," with the exception of ENG 151 and ENG 152, for which the lowest acceptable grade is a "C." If a SEE course is required for the major the lowest acceptable grade is a "C."

Legal studies majors who do not successfully complete a LAW course with a grade of "C" or better after a third attempt will not be allowed to continue in the legal studies program. A **non-major** course may be repeated twice without special permission. Students must apply in writing to the dean of the school where the course resides requesting permission to attempt the course for a third time.

Students must take a minimum of 18 credits or the equivalent of legal specialty courses at Stevenson University to earn a degree in legal studies. A legal specialty course is a LAW course that covers substantive law or legal procedures or process, has been developed for paralegals, emphasizes practical paralegal skills, and meets the American Bar Association's instructional methodology requirements. Students must take at least nine semester credits or the equivalent of legal specialty courses through synchronous instruction.

Credit for equivalent law courses considered legal specialty courses under the ABA Guidelines is accepted for students transferring from paralegal programs, whether ABA-approved or not. If a student has earned credit from an institution that is not ABA-approved, the academic program administrator for SUO students reviews the description of the course content, the course syllabus (if necessary), and information about the institution before credit is transferred for equivalent law courses. A maximum of 24 credits will be accepted for equivalent law courses.

If a student successfully completes a 3-credit internship class through another ABA-approved paralegal education program, the academic program administrator for SUO will review the course to determine if transfer credit could be awarded.

The award of legal specialty credits through examination or portfolio is monitored by the academic program administrator to ensure that the quality and integrity of the legal studies program are maintained. A maximum of

6 legal specialty credits can be earned through examination or portfolio. To receive credit for prior learning for a legal specialty course through examination or portfolio, the examination or portfolio must be evaluated by a faculty evaluator, under the supervision of the academic program administrator for SUO. In conducting this evaluation, the faculty evaluator will ensure that the credit sought can be classified as legal specialty, the student meets the course objectives and practical skills to be developed for the course for which credit is sought, the student meets the needs of the legal community the program serves, and the student's work is comparable to course work offered within the legal studies program.

UPL Statement:

Paralegals may not provide legal services directly to the public, except as permitted by law.

Synchronous Instruction Statement:

Students must take at least nine semester credits or the equivalent of legal specialty courses through synchronous instruction.

Requirements

The courses listed below are required for completion of the bachelor's degree in legal studies. Students must also complete the requirements for the Stevenson Educational Experience (SEE).

Specific pre- and co-requisites for each course are listed in the course descriptions.

Major Requirements:

GEN 200	Writing and Research for the Adult Learner	3
POSCI 102	American Government: Political Institutions and Procedures	3
LAW 102	Introduction to Law	3
LAW 112	Torts	3
LAW 114	Estates and Trusts	3
LAW 120	Contract Law	3
LAW 125	Legal Research and Writing I	3
LAW 130	Business Organizations Law	3
LAW 204	Constitutional Law	3
LAW 210	Legal Research and Writing II	3
LAW 216	Civil Litigation and Pleading	3
LAW 225A	Internship: Part I	1
LAW 225B	Internship: Part II	3
LAW 352	Law Office Technology	3
LAW 480	Legal Studies Capstone	3
LAW Electives	Six Law electives, two of which may be at the lower level.	18

Minor in Legal Studies

A minor in legal studies is available. The minor in legal studies is not intended to prepare students to work as paralegals and is not approved by the American Bar Association. All course prerequisites must be met to be eligible to take the selected course for a minor. Please see a student success coach for more information. Specific information regarding minor requirements may

be found in the *Academic Information* (p. 42) section of the catalog.

Other Options

The bachelor's to master's option is available for students majoring in legal studies who wish to combine their bachelor's coursework with work toward a master's degree in one of Stevenson's graduate programs. Students choosing this option may earn their master's degree in as little as one year after their bachelor's degree. Interested students must formally apply for entrance into a bachelor's to master's option in their junior year. Once admitted into this program, students develop an educational plan in consultation with their student success coach. For more information on this program see the *Admissions* (p. 25) section of this catalog.

Legal Studies Second Bachelor's Degree

Stevenson's second bachelor's degree in legal studies, which also is approved by the American Bar Association, is a 33-credit program. Students are required to complete the core courses, totaling 15 credits, plus six law electives, four of which must be at the upper level. The five core courses are offered in an 8-week hybrid format. The law electives are offered in 8-week online sessions. The following courses are required.

Program Requirements:

LAW 102	Introduction to Law	3
LAW 125	Legal Research and Writing I	3
LAW 210	Legal Research and Writing II	3
LAW 216	Civil Litigation and Pleading	3
LAW 480	Legal Studies Capstone	3
LAW 112	Torts	3
	or	
LAW 114	Estates and Trusts	3
LAW 120	Contract Law	3
	or	
LAW 130	Business Organizations Law	3
	Four upper-level LAW electives	12

Medical Laboratory Science-MLT to MLS Option

Beverly K. Fine School of the Sciences

Program Coordinator: Lara Biagiotti, M.S. MLS(ASCP)^{CM}

Description

Stevenson University offers the Medical Laboratory Technician (MLT) to Medical Laboratory Scientist (MLS) option for ASCP board-certified laboratory professionals interested in obtaining a bachelor's degree in Medical Laboratory Science (MLS). The curriculum is offered in 8-week sessions and is designed to enable online, part-time learners to complete the baccalaureate degree in MLS while taking one course at a time, or as full-time students taking four courses each semester.

The MLT to MLS option is a concentrated program designed for board-certified medical laboratory professionals currently employed in a full-service clinical laboratory, which allows the fulfillment of the program's

clinical placement requirements. This program option is concentrated and designed for the highly motivated, self-directed Medical Laboratory Technician (MLT) who is able to participate in independent learning activities. MLTs who hold ASCP certification but are not employed in a full-service clinical laboratory will be required to complete clinical practicum courses (MLS 431, MLS 432, MLS 433 and MLS 434). The Stevenson University Medical Laboratory Science program is fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

Qualified MLTs must successfully complete a total of 120 credits, of which 30 credits must be taken at Stevenson University. MLTs may transfer prerequisite and college core courses, but the MLT to MLS major requirements (30 credits) must be completed at Stevenson University. Students who take courses at other higher education institutions are required to submit official transcripts at the completion of their courses in order to obtain credit for these courses.

Stevenson University will award 12 upper-division Medical Laboratory Science credits for the practicum courses (MLS 431, MLS 432, MLS 433, and MLS 434) to ASCP board-certified Medical Laboratory Technicians who are actively employed in a full-service clinical laboratory.

The MLT to MLS Option at Stevenson University partners with several community colleges across the state, and more partnerships are being developed. Please check the website for updates. In order to increase MLTs' accessibility to baccalaureate education, partnerships are in place with the following colleges:

- Anne Arundel Community College
- College of Southern Maryland
- Community College of Baltimore County

Transfer guides allow Medical Laboratory Technicians to complete up to 70 credits at the community college.

Prior to enrolling in the MLT to MLS Option, the student will be required to:

- Complete the online application
- Submit an official transcript demonstrating successful completion of an Associate Degree in Medical Laboratory Technology (MLT)
- Submit official transcripts from every institution attended
- Submit official primary source verification of active MLT(ASCP) or MLT(ASCPi) Certification, including certification number and expiration date. This request can be made on the ASCP website: <https://www.ascp.org/content/board-of-certification/verify-credentials/#how-to-verify>. The verification should be emailed directly to the SUO Enrollment Counselor (select "Sending to a Third Party by Email" and enter the Enrollment Counselor's email address),
- Eligibility to waive clinical practicum courses requires a signed attestation from the student with signatures from the laboratory managers from each discipline area of the clinical laboratory in which they are working.

Students must complete program requirements, 30 institutional credits and 120 credits to earn the Bachelor

of Science in Medical Laboratory Science. Stevenson University will accept a maximum of 70 transfer credits from a regionally-accredited community college and 90 credits from a regionally-accredited four-year institution. Please contact an enrollment counselor for further details.

The medical laboratory science program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences. (NAACLS); 5600 North River Road, Suite 720, Rosemont, IL 60018-5119; 773-714-8880, naacls.org.

Graduates of the medical laboratory science program earn a Bachelor of Science degree and are eligible to take the national certification examination for medical laboratory scientists offered by the American Society for Clinical Pathology Board of Certification (ASCP-BOC).

Outcomes

Upon completion of the Bachelor of Science degree, graduates will be able to:

1. Demonstrate proficiency in performing the full range of clinical laboratory tests in the contemporary clinical laboratory.
2. Evaluate test systems and diagnostic algorithms in terms of diagnostic value, compliance outcomes, and cost-effectiveness.
3. Evaluate the results of laboratory analyses for accuracy and validity, and correlate laboratory data to disease processes.
4. Apply the principles and practices of quality assurance/quality improvement as applied to the pre-analytical, analytical, and post-analytical components of laboratory services.
5. Exhibit the ethical and professional behaviors required within the healthcare delivery system.
6. Communicate effectively orally, in writing, and through laboratory information systems in order to consult with members of the healthcare team, to provide patient education and customer service, and to interact with external parties.
7. Use research design/practice skills to evaluate published studies and investigate clinical laboratory issues/problems.
8. Exhibit an understanding of the concepts and principles of laboratory management such as human resource management, finance, operations, regulatory compliance, performance improvement, critical pathways and clinical decision-making.
9. Demonstrate understanding of education techniques and terminology to train/educate users and providers of laboratory services.
10. Seek national certification as a Medical Laboratory Scientist and pursue employment within this field or a related field or continue to post-graduate education.

Policies

1. The lowest acceptable grade is a "C" in all program requirements.

2. No student, regardless of major, will be permitted to take a science, math, or MLS course unless they earn a grade of "C" or better in all prerequisite courses.
3. Students must earn a minimum cumulative GPA of 2.8 to be admitted into the Medical Laboratory Science program. Once admitted to the MLT to MLS program, students must maintain a minimum cumulative GPA of 2.8 the major to remain in good standing.
4. Probation: The student who earns a cumulative GPA of less than 2.8 will be notified, in writing, by the Program Coordinator that they are on probation in the Medical Laboratory Science program.
5. Dismissal: If the student's cumulative GPA remains less than 2.8 for two semesters (consecutive or not), the student will be notified, in writing, by the Program Coordinator that they have been dismissed from the Medical Laboratory Science program. Students dismissed from the program are not eligible for re-admission.

Medical Requirements

Students who are not currently employed in a full-time capacity as an MLT will require clinical placement in a practicum experience at a full-service clinical laboratory facility to fulfill the clinical requirements of the MLT to MLS program.

Students enrolled in the program who must complete the clinical practicum courses will be required to provide proof of vaccination and/or proof of immunity to the following:

Measles, Mumps, and Rubella (MMR), Hepatitis B (HBV), Tdap and COVID-19. In addition, documentation will be required of the following:

1. Documentation of personal medical insurance.
2. Documentation of a negative tuberculosis screening test (Quantiferon, PPD or chest x-ray)
3. Seasonal influenza vaccine
4. Background Check and Drug Screen

It is the student's responsibility to ensure all medical requirements are met prior to beginning any clinical experiences. Failure to provide acceptable documentation of medical requirements may result in the student being ineligible to participate in clinical practicum courses.

Program Completion

Upon satisfactory completion of the required program of study, the student will be awarded a Bachelor of Science in Medical Laboratory Science. The granting of the degree is not contingent upon passing any external certification examination.

National Certification Examination

Program graduates are eligible to take the national certification examination for Medical Laboratory Scientists offered by the American Society for Clinical Pathology Board of Certification (ASCP-BOC).

As stated in the University's non-discrimination policy, the University does not discriminate on the basis of health or disability.

Stevenson is committed to providing reasonable accommodations to meet the needs of students with documented disabilities without fundamentally altering essential components of the program. Requests for accommodations should be initiated with Accessibility and Disability Services in the Center for Student Success. Disability Services will engage in the interactive process with the applicant/student and consult with the appropriate medical laboratory science program faculty members as necessary to determine accommodations on an individualized case-by-case basis. To be considered for an accommodation, applicants and students will be required to submit documentation of their disability that meets the guidelines established by Disability Services.

Requirements

The courses listed below are required for completion of the bachelor's degree in medical laboratory science. Students must also complete the requirements for the Stevenson Educational Experience (SEE). Specific pre- and co-requisites for each course are listed in the course descriptions.

Major Requirements

ENG 152	College Writing II	3
GEN 200	Writing and Research for the Adult Learner	3
MLS 335	Clinical Laboratory Management	3
MLS 338	Molecular and Immunologic Diagnostics	3
MLS 405	Transfusion Medicine	4
MLS 410	Hematology II	3
MLS 420	Clinical Microbiology II	4
MLS 425	Clinical Chemistry II	3
MLS 430	Professional Research and Writing	4

Major Requirements - 2nd Group

The following major requirements may be fulfilled by the successful completion of the Associate degree in Medical Laboratory Technology with an approved program transfer agreement or may be completed at another accredited college or university and transferred to Stevenson University. Students must submit official transcripts upon the completion of the course with a grade of "C" or higher for credit to be awarded.

BIO 112	Principles of General Biology	3
	or	
BIO 113	General Biology I: Cell Biology and Genetics	3
BIO 113L	General Biology I Laboratory: Cell Biology and Genetics	1
BIO 203	Microbiology	3
BIO 203L	Microbiology-Laboratory	1
BIO 217	Principles of Biochemistry	3
BIO 222	Human Anatomy	4
BIO 230	Genetics	3
BIO 230L	Genetics-Laboratory	1
BIO 322	Human Physiology	3
BIO 322L	Human Physiology-Laboratory	1
CHEM 115	General Chemistry I	3
CHEM 115L	General Chemistry I Laboratory	1
CHEM 116	General Chemistry II	3
CHEM 116L	General Chemistry II Laboratory	1
MATH 136	Introduction to Statistics	4

MLS 210	Principles of Laboratory Science	3
MLS 310	Hematology I	3
MLS 310L	Hematology I Laboratory	1
MLS 311	Communication and Cultural Competence in Health Care or approved SEE Communication Intensive course	3
MLS 315	Clinical Mycology, Parasitology and Virology	2
MLS 320	Urinalysis and Body Fluids	2
MLS 320L	Urinalysis and Body Fluids Laboratory	1
MLS 325L	Clinical Chemistry I Laboratory	1
MLS 330	Clinical Microbiology I	3
MLS 330L	Clinical Microbiology I Laboratory	1

Major Requirements - 3rd Group

Students who hold active MLT(ASCP) or MLT(ASCP) certification and are employed in a full-service clinical laboratory may fulfill the following program requirements:

MLS 431	Clinical Chemistry Practicum	3
MLS 432	Clinical Hematology Practicum	3
MLS 433	Clinical Microbiology Practicum	3
MLS 434	Clinical Immunohematology Practicum	3

Course Descriptions

See Medical Laboratory Course Descriptions

Nursing - ATB

Statement of Purpose

The philosophy of the nursing program is articulated as follows:

"The Stevenson University nursing program, as an integral part of its parent institution, is dedicated to the pursuit of higher learning grounded in the arts, sciences, and humanities. The philosophy and curricular focus of the nursing program emphasizes the ethic of caring, critical thinking, and a spirit of inquiry in education, practice, service, and research. The nursing faculty believes nursing is a professional discipline with academic and practice dimensions. The nursing faculty values scholarship and academic integrity and seeks to foster professional involvement and life-long learning in students and graduates. The essence of nursing is grounded in the philosophy of caring. The nursing faculty believes that caring exists in authentic relationships through which all persons are respected and nurtured. Within these co-created relationships, caring opens the possibility of transformation, inviting growth, healing, and wholeness of persons, families, and communities. In the reflective practice of nursing and nursing education, a caring environment affirms diversity in ways of being and ways of knowing."

Description

The Associate to Bachelor's (ATB) option is designed for students who want to be concurrently enrolled in a

community college nursing program and the ATB option at Stevenson University. Currently, Stevenson University partners with the Anne Arundel Community College (AACC), Carroll Community College (CCC), College of Southern Maryland (CSM), Cecil College, Chesapeake College, Community College of Baltimore County (CCBC), Prince George's Community College, Harford Community College, Howard Community College (HCC), and Wor-Wic Community College. Additional ATB partnerships are being developed, refer to the website for updated partnerships.

Only those students who have already been accepted into the participating college's associate degree nursing program are eligible to apply to the ATB option. Students must fulfill all requirements for the Stevenson University Bachelor's degree as listed in the ATB option including those courses which are prerequisites for the ATB option. Students interested in this option should contact the ATB Coordinator in Stevenson University Online.

Stevenson University Online Articulated College Transfer (SUO ACT)

Through Stevenson University Online's Articulated College Transfer (SUO ACT), nursing students who have earned an Associate of Arts (A.A.) or Associate of Science (A.S.) in nursing have satisfied all general education requirements for Stevenson University Online's ATB, RN to BS, and RN to MS options. Students must complete program requirements, 30 institutional credits and 120 credits to earn the Bachelor of Science in nursing.

Stevenson University will accept a maximum of 70 transfer credits from a regionally accredited community college and 90 credits from a regionally accredited four-year institution. Please contact an enrollment counselor for further details.

Outcomes

Based upon the concepts of person, health, environment, nursing and facilitation of learning as identified in the philosophy of the Stevenson University nursing program, the faculty subscribes to an organizing framework in which caring is firmly established in the practice of professional nursing. Graduates will be prepared to practice professional nursing.

Upon completion of the Stevenson University baccalaureate nursing program, graduates will be able to:

1. Integrate the concepts of caring in nursing practice in diverse health care settings across the health-illness continuum.
2. Engage in holistic reflective nursing practice informed by the arts, sciences, and humanities.
3. Exhibit competencies in critical thinking, communication, evidence-based decision making, scholarly inquiry and technical skills in the practice of nursing.
4. Integrate professional competencies in the nursing roles of provider, designer, manager, and coordinator of care and participate as an active member of the profession.
5. Assume ethical and legal responsibility and accountability in nursing practice, exemplifying the

values of altruism, autonomy, human dignity, integrity, and social justice.

- Apply leadership concepts, skills, and decision-making in creating caring environments to promote health and healing in individuals, families, communities, and global populations.

Policies

Students must achieve a grade of "C" or better in all required Stevenson nursing courses. If a student receives a "D" or "F" in any nursing course, the course must be repeated and a "C" or better must be achieved. A maximum of one nursing course may be repeated once throughout the nursing program. Students who earn a second grade of "D" or "F" in a nursing course will be automatically dismissed from the ATB option.

Requirements

Requirements for the ATB option vary based on the community college the student is attending. Please reference the Stevenson University Online website for details on individual partnerships.

Major Requirements

The following courses must be taken at Stevenson University.

GEN 200	Writing and Research for the Adult Learner	3
NATB 312	Physical Assessment and Pathophysiology or	3
NATB 330	Health Assessment	3
NATB 315	Information Technology in Nursing and Health Care	3
NATB 316	Concepts of Professional Nursing Practice I	3
NATB 414	Nursing Leadership for RNs	3
NATB 416	Concepts of Professional Nursing Practice II	3
NATB 418	Nursing Research in Professional Practice	4
NATB 424	Health in the Community	5
NATB 434	Concepts of Professional Nursing Practice III	3

Other Program Requirements

The following program requirements may be completed at another college or university and transferred to Stevenson. Students must submit official transcripts upon the completion of the course for credit to be awarded.

- Freshman Composition
- Anatomy and Physiology I and II
- Microbiology
- Introduction to Psychology
- Introduction to Sociology
- Human Growth and Development
- Communication course
- Chemistry
- Nutrition
- Statistics

- Ethics

Nursing - RN to BS Option

Statement of Purpose

The philosophy of the nursing program is articulated as follows:

"The Stevenson University nursing program, as an integral part of its parent institution, is dedicated to the pursuit of higher learning grounded in the arts, sciences, and humanities. The philosophy and curricular focus of the nursing program emphasizes the ethic of caring, critical thinking, and a spirit of inquiry in education, practice, service, and research. The nursing faculty believes nursing is a professional discipline with academic and practice dimensions. The nursing faculty values scholarship and academic integrity and seeks to foster professional involvement and life-long learning in students and graduates. The essence of nursing is grounded in the philosophy of caring. The nursing faculty believes that caring exists in authentic relationships through which all persons are respected and nurtured. Within these co-created relationships, caring opens the possibility of transformation, inviting growth, healing, and wholeness of persons, families, and communities. In the reflective practice of nursing and nursing education, a caring environment affirms diversity in ways of being and ways of knowing."

Description

Stevenson University offers the RN to BS option for registered nurses who would like to obtain a bachelor's degree in nursing. The curriculum is offered in an accelerated format and designed to enable online learners to complete the baccalaureate degree in nursing as part-time students taking one nursing course at a time.

All RN to BS courses are offered in 8-week sessions, with the exception of NURS 424 – Health in the Community, which is offered in a full 16-week semester. Multiple entry and exit points along the way enable registered nurses to complete requirements according to professional and personal goals. Some RN to BS courses are offered in a hybrid format, combining online and face-to-face delivery, at various locations throughout Maryland. All RNBS courses are offered online throughout the year, allowing RNs to schedule their academic work in keeping with family and work responsibilities.

The RN to BS option is a concentrated program for the registered nurse, who is highly motivated, self-directed, and able to participate in independent learning activities. The Stevenson University nursing program is fully accredited by the Commission on Collegiate Nursing Education and is approved by the Maryland Board of Nursing.

Qualified registered nurses must successfully complete a total of 120 credits, of which 30 credits must be taken at Stevenson University. RNs may transfer prerequisite non-nursing courses and college core courses, but the RN to

BS nursing program requirements must be taken at Stevenson University. Students who take community college courses are required to submit official transcripts at the completion of their courses in order to obtain credit for these courses. The RN to BS courses required at Stevenson University total 30 credits. In accordance with the Maryland Articulation Model, Stevenson University will award 30 upper-division nursing credits to the registered nurse with an active, unencumbered nursing license upon enrollment in the RN to BS Option. The RN to BS Option at Stevenson University partners with several community colleges across the state, and more partnerships are being developed. Please check the website for updates. In order to increase RNs' accessibility to baccalaureate education, partnerships are in place with the following colleges

- Anne Arundel Community College
- Baltimore City Community College
- Carroll Community College
- Cecil Community College
- Chesapeake College
- College of Southern Maryland
- Community College of Baltimore County
- Frederick Community College
- Hagerstown Community College
- Harford Community College
- Howard Community College
- Montgomery College
- Prince George's Community College
- Wor-Wic Community College

Transfer guides allow registered nurses to complete all non-nursing program requirements at the community college. The RN to BS courses will be completed through Stevenson University, at the Owings Mills site, at a hospital partner site, at the community college site, or online.

Prior to enrolling in NURS 424 - Health in the Community, the student will be required to:

- Submit proof of health insurance coverage.
- Submit current CPR certification.
- Substantiate adherence to the Department of Nursing's Health Requirements.

Students who start the RN to BS option and later decide that the RN to MS option would have been a better choice for them, can still apply. Criteria for admission are the following: completion of at least 12 RN to BS credits, GPA of 3.00 or above, and completion of the application for admission.

Stevenson University Online Articulated College Transfer (SUO ACT)

Through Stevenson University Online's Articulated College Transfer (SUO ACT), nursing students who have earned an Associate of Arts (A.A.) or Associate of Science (A.S.) in nursing have satisfied all general education requirements for Stevenson University Online's ATB, RN to BS, and RN to MS. Students must complete program

requirements, 30 institutional credits and 120 credits to earn the Bachelor of Science in nursing. Stevenson University will accept a maximum of 70 transfer credits from a regionally accredited community college and 90 credits from a regionally accredited four-year institution. Please contact an enrollment counselor for further details.

Outcomes

Based upon the concepts of person, health, environment, nursing and facilitation of learning as identified in the philosophy of the Stevenson University nursing program, the faculty subscribes to an organizing framework in which caring is firmly established in the practice of professional nursing. Graduates will be prepared to practice professional nursing.

Upon completion of the Stevenson University baccalaureate nursing program, graduates will be able to:

1. Integrate the concepts of caring in nursing practice in diverse health care settings across the health-illness continuum.
2. Engage in holistic reflective nursing practice informed by the arts, sciences, and humanities.
3. Exhibit competencies in critical thinking, communication, evidence-based decision making, scholarly inquiry and technical skills in the practice of nursing.
4. Integrate professional competencies in the nursing roles of provider, designer, manager, and coordinator of care and participate as an active member of the profession.
5. Assume ethical and legal responsibility and accountability in nursing practice, exemplifying the values of altruism, autonomy, human dignity, integrity, and social justice.
6. Apply leadership concepts, skills, and decision-making in creating caring environments to promote health and healing in individuals, families, communities, and global populations.

Policies

Students must achieve a grade of "C" or better in all required Stevenson nursing courses. If a student receives a "D" or "F" in any nursing course, the course must be repeated and a "C" or better must be achieved. A maximum of one nursing course may be repeated once throughout the nursing program. Students who earn a second grade of "D" or "F" in a nursing course will be automatically dismissed from the RN to BS option.

Requirements

The following are the major courses required for students in the RN to BS option.

Major Requirements:

GEN 200	Writing and Research for the Adult Learner	3
NURS 312	Physical Assessment and Pathophysiology	3
NURS 315	Information Technology in Nursing and Health Care	3

NURS 316	Concepts of Professional Nursing Practice I	3
NURS 414	Nursing Leadership For RNs	3
NURS 416	Concepts of Professional Nursing Practice II	3
NURS 418	Nursing Research in Professional Practice	4
NURS 424	Health in the Community	5
NURS 434	Concepts of Professional Nursing Practice III	3

Other Program Requirements

The following program requirements may be completed at another college or university and transferred to Stevenson. Students must submit official transcripts upon the completion of the course for credit to be awarded.

- Freshman Composition
- Anatomy and Physiology I and II
- Microbiology
- Introduction to Psychology
- Introduction to Sociology
- Human Growth and Development
- Communication course
- Chemistry
- Nutrition
- Statistics
- Ethics

Minor in Nursing - RN to BS Option

There is no minor in the nursing - accelerated RN to BS option.

Nursing - RN to MS

Statement of Purpose

The philosophy of the nursing program is articulated as follows:

"The Stevenson University nursing program, as an integral part of its parent institution, is dedicated to the pursuit of higher learning grounded in the arts, sciences, and humanities. The philosophy and curricular focus of the nursing program emphasizes the ethic of caring, critical thinking, and a spirit of inquiry in education, practice, service, and research. The nursing faculty believes nursing is a professional discipline with academic and practice dimensions. The nursing faculty values scholarship and academic integrity and seeks to foster professional involvement and life-long learning in students and graduates. The essence of nursing is grounded in the philosophy of caring. The nursing faculty believes that caring exists in authentic relationships through which all persons are respected and nurtured. Within these co-created relationships, caring opens the possibility of transformation, inviting growth, healing, and wholeness of persons, families, and communities. In the reflective practice of nursing and nursing education, a caring environment affirms diversity in ways of being and ways of knowing."

Description

This option was designed to give registered nurses who do not yet have a baccalaureate degree in nursing the knowledge and skills necessary to earn a baccalaureate degree. They then proceed directly into the master's program to pursue a concentration in either leadership/management, education, or population health nursing.

Although the most important aspect of applying to the RN to MS option at Stevenson may be the student's stated intention of wishing to make a difference in the nursing field, there are several other advantages for students, including:

- The need to submit only one application for both the undergraduate and graduate programs.
- The familiarity with Stevenson's educational culture, its policies and procedures, the technology environment, fellow students, and faculty and staff that make for an easier transition from the undergraduate to the graduate program.
- The ability to take a graduate course to meet a requirement for the bachelor's degree.
- The first graduate course is billed at the undergraduate tuition rate.

RN to MS Admissions Criteria

- To be considered for the RN to MS option, applicants must have an active RN license and a cumulative grade point average (GPA) of 3.00 or above on a four-point scale from previous academic work, and they must submit two letters of recommendation.
- Students meeting these criteria may be accepted to the RN to MS option. To be admitted to the MS program after earning the BS, students must have a GPA of 3.00 or above in the RN to BS courses, have completed all non-nursing courses, and continue to hold an active RN license.

Stevenson University Online Articulated College Transfer (SUO ACT) *

Through Stevenson University Online's Articulated College Transfer (SUO ACT), nursing students who have earned an Associate of Arts (A.A.) or Associate of Science (A.S.) in nursing have satisfied all general education requirements for Stevenson University Online's ATB, RN to BS, and RN to MS options. Students must complete program requirements, 30 institutional credits and 120 credits to earn the Bachelor of Science in nursing. Stevenson University will accept a maximum of 70 transfer credits from a regionally accredited community college and 90 credits from a regionally accredited four-year institution. Please contact an enrollment counselor for further details.

Outcomes

Based upon the concepts of person, health, environment, nursing and facilitation of learning as identified in the philosophy of the Stevenson University nursing program, the faculty subscribes to an organizing framework in which caring is firmly established in the practice of

professional nursing. Graduates will be prepared to practice professional nursing.

Upon completion of the Stevenson University baccalaureate nursing program, graduates will be able to:

1. Integrate the concepts of caring in nursing practice in diverse health care settings across the health-illness continuum.
2. Engage in holistic reflective nursing practice informed by the arts, sciences, and humanities.
3. Exhibit competencies in critical thinking, communication, evidence-based decision making, scholarly inquiry and technical skills in the practice of nursing.
4. Integrate professional competencies in the nursing roles of provider, designer, manager, and coordinator of care and participate as an active member of the profession.
5. Assume ethical and legal responsibility and accountability in nursing practice, exemplifying the values of altruism, autonomy, human dignity, integrity, and social justice.
6. Apply leadership concepts, skills, and decision-making in creating caring environments to promote health and healing in individuals, families, communities, and global populations.

Policies

Students must achieve a grade of "C" or better in all required Stevenson nursing courses. If a student receives a "D" or "F" in any nursing course, the course must be repeated and a "C" or better must be achieved. A maximum of one nursing course may be repeated once throughout the nursing program. Students who earn a second grade of "D" or "F" in a nursing course will be automatically dismissed from the RN to MS option.

Requirements

Major Requirements

The Bachelor of Science degree in Nursing requires a minimum of 120 credit hours. The following are the major courses required for students in the RN/MS option.

GEN 200	Writing and Research for the Adult Learner	3
NURS 312	Physical Assessment and Pathophysiology	3
NURS 315	Information Technology in Nursing and Health Care	3
NURS 316	Concepts of Professional Nursing Practice I	3
NURS 414	Nursing Leadership For RNs	3
NURS 416	Concepts of Professional Nursing Practice II	3
NURS 418	Nursing Research in Professional Practice	4
NURS 424	Health in the Community	5
NURS 434	Concepts of Professional Nursing Practice III	3
NURS 515	Theoretical Foundations	3

Other Program Requirements

The following program requirements may be completed at another college or university and transferred to Stevenson. Students must submit official transcripts upon the completion of the course for credit to be awarded.

- Freshman Composition
- Anatomy and Physiology I and II
- Microbiology
- Introduction to Psychology
- Introduction to Sociology
- Human Growth and Development
- Communication course
- Chemistry
- Nutrition
- Statistics
- Ethics

Professional Studies

Description

The bachelor of science in professional studies is a degree-completion program designed for working professionals. This degree will enable students to maximize transfer credits completed at regionally accredited institutions and complete a bachelor's degree while maintaining professional and personal responsibilities. In addition to taking online courses, students can earn credit for documented learning acquired through work and life experiences via credit for prior learning. The goal of the professional studies degree is to prepare professionals for the 21st century workplace, regardless of their position. Students benefit from coursework that is designed to make them successful in professional setting. This degree aligns well with most of the career readiness competencies identified by the National Association of Colleges and Employers. The professional studies program is a rigorous yet flexible degree that will accommodate a wide range of individuals seeking to finish their college education with professional skills valued by 21st century employers.

Outcomes

Upon completion of the Bachelor of Science in Professional Studies, graduates will be able to:

1. Communicate in written, oral, and multimedia modes as appropriate to professional contexts and audiences.
2. Apply digital tools for collaboration and productivity in professional settings.
3. Evaluate multiple information resources for use in projects, papers, and presentations.
4. Analyze key ethical issues in human conduct scenarios in professional settings.
5. Assess an organization's strengths and areas for improvement using organizational communication and creative leadership theories and frameworks.

Policies

Students must earn a minimum GPA of 2.00 in the major. Furthermore, the lowest acceptable grade is a "C" in all major courses. No student, regardless of major, will be permitted to advance to the next major course without earning a grade of "C" or better in the prerequisite course(s). When a grade below a "C" is earned in a major course, the student must repeat that course. The lowest acceptable grade in Stevenson Educational Experience (SEE) courses is a "D," with the exception of ENG 151 and ENG 152, for which the lowest acceptable grade is a "C." If a SEE course is required for the major the lowest acceptable grade is a "C."

A course may be repeated twice without special permission. Students must apply in writing to the dean of the school in which the course resides requesting permission to attempt a course for the third time.

Requirements

The courses listed below are required for completion of the bachelor's degree in Professional Studies. Students must also complete the requirements for the Stevenson Educational Experience (SEE). Prerequisites for each course are listed in the course descriptions.

Major Requirements

CM 205	Communication Ethics	3
	or	
MGT 308	Business Ethics	3
GEN 200	Writing and Research for the Adult Learner	3
IS 135	Computer Applications for Business	3
MGT 204	Principles of Management	3
MGT 210	Business Writing	3
MGT 310	Organizational Behavior	3
PRST 310	Creative Leadership	3
PRST 495	Professional Studies Capstone	3
	Professional Electives	9

CM 205 or MGT 308 or PHIL 215 may be used to fulfill a major requirement. Professional electives must be at the upper level.

Other Options

The bachelor's to master's option is available for students majoring in professional studies who wish to combine their bachelor's coursework with work toward a master's degree in one of Stevenson's graduate programs. Students choosing this option may earn their master's degree in as little as one year after their bachelor's degree. Interested students must formally apply for entrance into a bachelor's to master's option in their junior year. Once admitted into this program, students develop an educational plan in consultation with their student success coach. For more information on this program see the *Admissions* (p. 25) section of this catalog.

Undergraduate Courses

ACC - Accounting

ACC 140 - Financial Accounting (3 credits)

Introduces students to financial accounting, a system which provides information for decision makers external to the business entity, primarily by means of general-purpose financial statements. Topics include the elements of financial statements, the application of accounting theory and generally accepted accounting theory and generally accepted accounting principles to business transactions, ethics, and internal controls.

Prerequisite: Eligible for ENG 151 and MATH 135.

ACC 141 - Managerial Accounting (3 credits)

Introduces students to managerial accounting. Students learn how to prepare and use financial information to make internal decisions. Topics include managerial accounting concepts, accounting for manufacturing firms, cost systems, standard costs, segment reporting, profit planning, budgeting, and performance measurement.

Prerequisite: A grade of C or better in ACC 140 or ACC 215. SEE Certification: Quantitative Literacy.

CDF - Cybersecurity and Digital Forensics

CDF 110 - Cybersecurity and Digital Forensics Fundamentals (3 credits)

Explores the fundamentals of cybersecurity and digital forensics, including viewpoints based on technology, policy, human factors, management, careers, and law enforcement. Students learn about the nature, scope, and methods of cyber threats to modern society, and how society is responding to such threats on individual, organizational, national, and global levels.

Prerequisite: None.

CDF 240 - Linux System Administration (3 credits)

Investigates planning, installing, configuring, administering and troubleshooting of the Linux system server environment. Students will explore topics including Linux architecture, hardware requirements, installation methods, command line usage, file permissions, directory layout and special programs. Managing disks and file systems will also be examined. Administrative topics such as root accounts, log files, users, networking, automated process commands, security, and print services will be covered.

Prerequisite: Sophomore status or higher. Offered: Fall or Spring, every year.

CDF 251 - Network Security (3 credits)

Examines general security concepts, including authentication methods, cryptography basics, and common network attacks. Students will create secure communications for remote access, e-mail, the Web, directory, file transfer, and wireless data. Concepts of physical security and disaster recovery will be explored.

Prerequisite: A grade of C or better in IS 231.

CDF 252 - CISCO Networking (3 credits)

Investigates basic switching concepts and technologies such as VLANs and trunking. Switched networks concepts will be explored through configuration, monitoring, and troubleshooting. Router configurations, including static, default, and inter-VLAN will be examined, as well as the necessity for access control lists (ACLs), Dynamic Host Protocol (DHCP) and Network Address Translation (NAT).

Prerequisite: A grade of C or better in IS 232. Offered: Fall or Spring, every year.

CDF 261 - Digital Forensics (3 credits)

Explores the process of recovering, preserving and analyzing digital evidence using digital forensics tools and techniques. Students will examine file systems to discover how digital data is created and stored, review techniques and tools used to commit cybercrimes, and discuss how cybercrimes leave digital footprints that can be uncovered. Basic techniques for analyzing data, including Structured Query Language, data mining techniques, and social network analysis will be examined. Students will also develop proficiency in scripting languages and learn how to extract and preserve information from files.

Prerequisite: A grade of C or better in CDF 251.

CDF 271 - Ethical Hacking and Penetration Testing (3 credits)

Introduces ethical use of the techniques, tools, and processes used to penetrate networks, and the countermeasures that can be implemented to protect against such attacks. Students will also examine cybercriminal tools such as malware and scripts.

Prerequisite: A grade of C or better in CDF 240 and CDF 251. Offered: Fall or Spring, every year.

CDF 290 - Legal Aspects of Cybersecurity (3 credits)

Analyzes business risks arising from information security and privacy issues, as well as the creation and implementation of policies that ensure compliance with laws and industry standards. Students will explore topics

including privacy laws, payment card industry standards, information security measures mandated by federal statutes, governance and policy development, e-discovery, contracts, intellectual property, and security risk assessments.

Prerequisite: None.

CDF 308 - Technology Law (3 credits)

Explores the legal aspects of information security, privacy, and intellectual property rights, and the importance of creation and implementation of organizational policies and practices that ensure compliance with laws and industry standards. This course is designed to equip students with the knowledge and skills necessary to navigate the intricate web of technology-related legal issues. Topics covered include privacy laws, payment card industry standards, information security measures mandated by federal statutes, governance and policy development, e-discovery, contracts, intellectual property, and security risk assessments.

Prerequisite: A C or better in IS 201 or CDF 110, and ENG 152 or ENG 153. Offered: Fall and Spring, every year.

CDF 381 - Advanced Network Defense (3 credits)

Investigates network defense with a primary focus on intrusion detection and firewall defense mechanisms. Security issues in operating design and implementation, articulating the steps necessary for hardening the operating system with respect to various applications, and the various concepts in network defense will be examined. Students will apply essential security practices and methods to networks and deploy security tools.

Prerequisite: A grade of C or better in CDF 271.
Corequisite: None. Offered: Fall or Spring, every year.

CDF 391 - Incident Response and Investigation (3 credits)

Examines the role of the computer forensics investigator as a member of an Incidence Response Team and explores the nature of the threat to organizations, the indicators that an incident is underway, the policies and procedures to be followed when an incident is detected, and the investigation methods used to collect evidence for prevention or prosecution. The course will explore the best practices used to create, organize and deploy an incident response team for malicious activity.

Prerequisite: A grade of C or better in CDF 261 (may be offered concurrently). Offered: Fall.

CDF 392 - Information Systems Forensic Internals – Auditing (3 credits)

Examines the tools and techniques used in the recovery of information-systems-generated artifacts used to aid forensic evidence collection and timeline corroboration. Students will examine system policies, auditing techniques, authentication methods, and event and system logging techniques for the family of Windows

and Mac operating systems. Students will review documented prosecutions and investigations where operating system artifact recovery led to a successful resolution.

Prerequisite: A grade of C or better in CDF 261. Offered: Fall or Spring, every year.

CDF 393 - Forensic Evidence Collection Tools and Techniques (3 credits)

Provides hands-on expertise in evidence collection and analysis with the leading forensic tools in use throughout the government, military, and law enforcement agencies. Evidence handling and timeline techniques will be covered with particular emphasis on the relationship to court testimony.

Prerequisite: A grade of C or better in CDF 391 and CDF 392.

CDF 475 - Advanced Digital Forensics (3 credits)

Evaluates forensics-based examination of operating systems structures, advanced applications of forensics tools, mobile device forensics, and current topics in digital forensics research. The substance of the Department of Defense National Centers of Digital Forensics Academic Excellence (CDFAE) program form the basis for course content and assignments.

Prerequisite: A grade of C or better in CDF 393, can be taken concurrently.

CDF 480 - Cybersecurity and Digital Forensics Capstone (3 credits)

Explores developing and implementing an effective cybersecurity program for an organization. Through case studies, readings, review of current trends, projects, and group exercises, students will gain experience in integrating topics from their previous coursework by designing multifaceted, strategic responses to cyber threats and incidents.

Prerequisite: A grade of C or better in CDF 290 or CDF 308, CDF 475 (may be taken concurrently) and IS 365. Offered: Fall or Spring, every year.

CJUS - Criminal Justice

CJUS 101 - Introduction to Criminal Justice (3 credits)

Provides students with an overview of the criminal justice system, including historical development, present status, and suggested reforms. Topics covered include the duties and functions of actors in the criminal justice system, such as victim, offender, police, prosecuting and defense attorneys, and courts and corrections. Also covered is the criminal justice process from the formation of laws to the final stages of the treatment of criminals.

Prerequisite: None. SEE Certification: Social Science.

CJUS 205 - Ethics Principles in Criminal Justice (3 credits)

Examines the field of criminal justice ethics, which broadly encompasses the history of justice and theories

of morality and ethics. It includes the study of ethics from both the individual perspective and the organizational standpoint. Concrete ethical issues and dilemmas that are encountered regularly by participants in the major components of the criminal justice system are covered. Ethical decision making opportunities within the three major branches of criminal justice are analyzed. This includes law enforcement ethics, correctional ethics, and legal profession ethics.

Prerequisite: A grade of C or better in any 200-level CJUS course.

CJUS 210 - Writing for Criminal Justice (3 credits)

Emphasizes the development of reading, writing, and critical thinking skills in criminal justice. This course provides students with the skills necessary to interpret literature in the field of criminal justice and to write and speak about criminal justice topics in an accurate, clear and concise manner. In addition to being introduced to the basics of criminal justice research and APA style, students will be taught to take notes effectively and to write reports, social histories, and scholarly essays, as well as agency and court narratives.

Prerequisite: A grade of C or better in ENG 152 or ENG 153. SEE Certification: Writing Intensive.

CJUS 265 - The Juvenile Justice System (3 credits)

Examines the juvenile justice system including its history, structure, and interrelationships among law enforcement, the courts, and corrections. This course also explores federal, state, and local laws and programs with an emphasis upon case law and statutory law, both historical and current. Issues in terms of the philosophy of *parens patriae* doctrine and constitutional procedures are also explored.

Prerequisite: A grade of C or better in CJUS 101.

CJUS 275 - Corrections (3 credits)

Examines the history, structure, and functions of corrections, and the legal and philosophical basis for the punishment of criminal offenders including the role of corrections as one of the three major components of the criminal justice system.

Prerequisite: A grade of C or better in CJUS 101.

CJUS 280 - Law Enforcement (3 credits)

Provides students with an understanding of the fundamental principles of law enforcement. This course presents a substantial chronology of policing in the United States, beginning with the pre-American experience and ending with recent events. A wide spectrum of law enforcement agencies, identifying the most important characteristics of city, state, and federal police work are examined. The services and importance of different police activities (patrol, traffic, and criminal investigation) are explained and particular attention is given to current issues and trends in law enforcement.

Prerequisite: A grade of C or better in CJUS 101.

CJUS 285 - Criminology (3 credits)

Examines the nature and extent of criminology. This course places emphasis on past and current theories of crime; typologies of crime; and programs for the prevention, control, and treatment of crime. Students will explore criminal behavior from a variety of theoretical and historical perspectives. In addition, students will develop a better understanding of how crime, criminal behavior, and the criminal justice system are related.

Prerequisite: A grade of C or better in CJUS 101.

CJUS 310 - Comparative Criminal Justice Systems (3 credits)

Examines the criminal justice systems of selected countries with comparisons, where applicable, with that of the United States. Emphasis will be on crime rates, forms of criminality, police courts, and corrections. Descriptive material on selected countries will be analyzed and compared. This course will also focus on the thematic issues common among nations worldwide and provide insight into the various methods employed by those nations in administering criminal justice.

Prerequisite: A grade of C or better in any 200-level CJUS course.

CJUS 325 - Civil Liability in Criminal Justice (3 credits)

Examines civil liability issues at the local, state, and federal law levels. Students develop better awareness of the liability risks relative to criminal justice service by learning proactive protocols that may minimize personal and organizational liability risks related to 1983 actions, wrongful death actions, and various personnel laws including ADA, EEOC, age and sex discrimination and sexual harassment.

Prerequisite: A grade of C or better in CJUS 220, CJUS 275, and CJUS 280.

CJUS 335 - White Collar Crime (3 credits)

Examines the various forms of white-collar crime as illustrated through case studies. Students will estimate the extent and costs of these crimes which will be analyzed along with victim and offender profiles. Legal issues, including questions of corporate liability, will be reviewed as well as examination of the theoretical explanations for white-collar crimes committed by individual offenders and corporations. The problems associated with the enforcement of laws related to white-collar criminality, the investigation and prosecution of such offenses, and the sentencing of white-collar offenders will be examined.

Prerequisite: A grade of C or better in any 200-level CJUS course.

CJUS 345 - Victimology (3 credits)

Examines the crime victim as a larger part of our society and as a participant in the criminal justice system. Students will study criminal victimization in the United States, the role the victims play in the criminal justice process, their personal victimization, and victim-targeted service programs.

Prerequisite: A grade of C or better in CJUS 101 and CJUS 285.

CJUS 350 - Special Topics (3 credits)

Examines areas of criminal justice of current interest that are not covered in other CJUS courses. Emphasis will be placed on developing critical thinking and analytical skills through the study of special criminal justice topics. The course topic will differ with each offering of the course and will be specified in the class schedule for the session offered. This course may be repeated for credit if the topics are different.

Prerequisite: A grade of C or better in CJUS 101.

CJUS 383 - Law Enforcement and the Community (3 credits)

Examines the philosophy, tactics, problems, and solutions encountered when the community and police engage in the teamwork of community policing. Students will analyze the evolution of community policing; the community and law enforcement's relationship within this philosophy; community policing implementation; and, various community policing programs.

Prerequisite: A grade of C or better in any 200-level CJUS course.

CJUS 385 - Research Methods in Criminal Justice (3 credits)

Examines research methods and techniques used within the field of criminal justice. Topics discussed include research design, measurements, sampling, data collection, data analysis, quantitative vs. qualitative methods, research ethics, and application. The course will provide students with the ability to conduct research and the insight to become intelligent consumers of research. Achieving these goals will ensure the ability in both the students' occupational and personal decision making skills in making informed and reasoned choices on the validity and potential utility of research findings.

Prerequisite: A grade of C or better in any 200-level CJUS course and MATH 136 or PSY 136 or by permission of the academic program administrator.

CJUS 390 - Domestic Security (3 credits)

Introduces the causes, dynamics, and history of terrorism, extremist groups and cults, and their impact on the law enforcement profession. Emphasis is placed on issues associated with the causes and goals of terrorism, the cultural phenomenon of extremist groups and cults, and the challenges presented by these to future law enforcement professionals. Discussion topics will include a historical perspective of terrorism, international and domestic terrorism, political, cultural, and religious responses to terrorism, future predictions and role of law enforcement, the militarization of a civilian law enforcement, the birth, rise and dynamics of extremist religious and political groups, and the dynamics and impacts of cults and inter- and intra-national considerations.

Prerequisite: A grade of C or better in any 200-level CJUS course.

CJUS 430 - Law Enforcement Administration and Management (3 credits)

Provides in-depth analysis and synthesis of the various components and approaches to management and management styles within a police agency. The course emphasizes operational considerations, patrol operations, and auxiliary functions of managers within a policing agency.

Prerequisite: A grade of C or better in CJUS 383.

CJUS 495 - Criminal Justice Capstone (3 credits)

Evaluates the competence of criminal justice majors in the discipline. Students will complete an applied research project or a research paper and will deliver a professional presentation about the experience. In addition, students will write about how the curriculum prepared them for the capstone course, how they have developed as writers, and how they view their future direction as criminal justice professionals.

Prerequisite: A grade of C or better in MATH 136, CJUS 210, CJUS 385, and senior classification. SEE Certification: Writing Intensive.

CHEM - Chemistry

CHEM 113 - Food Chemistry (4 credits)

Explores chemical concepts related to food and its preparation and storage. This course focuses on the chemical composition of ingredients and the chemical changes that occur with the preparation of the food we eat and drink. Topics covered include chemical oxidation, fermentation, and the role of proteins, fats, sugars, and leavening agents in food. Hands-on exercises allow students to observe the chemical transformations involved in food preparation and storage.

Prerequisite: Eligible for MATH 135 or higher. SEE Certification: Scientific Reasoning - Laboratory. Offered: Spring 8-week-1 and Summer 8-week-2.

CHS - Counseling and Human Services

CHS 101 - Family Studies (3 credits)

Explores family forms and issues across the life course in terms of current and historical trends as well as cross-cultural variations. The course addresses marriage and the family, partner selection and intimate relationships, and family crisis and social policy.

Prerequisite: A grade of C or better in ENG 150, or ENG 151 or ENG 153 (may be taken concurrently). SEE Certification: Social Sciences.

CM - Communication Studies

CM 205 - Communication Ethics (3 credits)

Introduces students to the field of communication ethics. Students will critically analyze how ethics and communication intersect in contemporary public issues. Communication ethics, as a response and responsibility in all interactions, will be stressed. The course will identify

the questions that ethical communication raises as a starting point for practical decision-making.

Prerequisite: None. SEE Certification: Communication Intensive and Humanities. Offered: Summer 8-week-1 and Summer 8-week-2, every year.

CM 490 - Communication Capstone (3 credits)

Provides an academic capstone for business communication majors and generally will focus on the practical application of knowledge and skills gained throughout the program. The communication concepts will be investigated thoroughly in research based projects. Through written projects, students will demonstrate their mastery of the business communication curriculum by applying communication constructs in real world, career based contexts and develop solutions for current ethical and professional issues.

Prerequisite: Senior Status. SEE Certification: Writing Intensive.

EC - Economics

EC 201 - Principles of Macroeconomics (3 credits)

Examines the basic economic principles of the aggregate economy. Subjects covered include the essentials of aggregate demand and supply, government spending and taxation, national income accounting, analysis of unemployment and inflation, money and banking, fiscal and monetary policy, analysis of economic growth, and an overview of the international economy.

Prerequisite: A grade of C or better in ENG 150, ENG 151, or ENG 153 (may be taken concurrently) and placement in MATH 135 or higher. SEE Certification: Social Science.

EC 202 - Principles of Microeconomics (3 credits)

This course examines the basic economic principles governing the decisions of the economic agent. Topics include product and factor markets, as well as pricing decisions. In addition, government policies and the trade-off between efficiency and equity are examined.

Prerequisite: A grade of C or better in ENG 150, ENG 151, or ENG 153 (may be taken concurrently) and placement in MATH 135 or higher. SEE Certification: Social Science.

ENG - English

Note: SAT verbal scores, college placement tests, and high school transcripts determine a student's first semester English requirements. Advanced placement credit may be given based on the Advanced Placement tests given by the College Entrance Examination Board. (See "Placement" in the *Admissions* (p. 25) section of this catalog.) All students must establish evidence of writing competence by achieving a minimum grade of "C" in ENG 151 or presenting AP credit before proceeding to other English courses or graduating from the University. Except in the case of students who enter as transfers with writing and literature course credits from previous

semesters, all writing courses must be taken at Stevenson University.

ENG 150 - College Writing I (3 credits)

Focuses on sentence and paragraph construction in order to help students write clear, coherent, and well-developed expository prose. Students will review grammar and effective writing practices as they construct essays that respond to one or more sources of information. This course requires analytical reading and critical thinking and includes instruction and practice in research methods and writing from sources. Note: Students are placed into this course on the basis of college entrance exams and placement test results.

Prerequisite: Placement. SEE Certification: Writing Intensive - WI.

ENG 151 - College Writing I (3 credits)

Develops the ability to write clear, coherent, and well-developed expository prose. This course requires analytical reading and critical thinking and includes instruction and practice in research methods and writing from sources.

Prerequisite: By placement . SEE Certification: Writing Intensive - WI.

ENG 152 - College Writing II (3 credits)

Develops the ability to write clear, coherent, and well-developed arguments. This course requires close reading of poetry, drama, and fiction and includes instruction in argumentation. This course is IKC-certified.

Prerequisite: A grade of C or better in ENG 150 or ENG 151. SEE Certification: Writing Intensive - WI.

ENG 281 - Topics in Literature (3 credits)

Studies selected topics that recur in literature across time and/or across cultures. Students read texts closely and analyze them as representative samples of the literary treatment of the topic. This course may be repeated for credit if topics are different.

Prerequisite: A grade of C or better in ENG 152 or ENG 153. SEE Certification: Humanities.

ENG 286 - Literary Genres: The Short Story (3 credits)

Studies the development and/or the form of the short story. Students read texts closely and analyze them according to the conventions and definitions of the genre.

Prerequisite: A grade of C or better in ENG 152 or equivalent. SEE Certification: Humanities.

FIN - Finance

FIN 300 - Principles of Finance (3 credits)

Studies the financial tools and techniques used to manage money and investments in the modern business enterprise. Topics include financial analysis and planning, money and capital market instruments, risk analysis, and the time value of money.

Prerequisite: A grade of C or better in ACC 141, EC 201, EC 202, IS 135, and MATH 136.

FSCI - Forensic Science

FSCI 100 - Survey of Forensic Science (3 credits)

Introduces the various aspects of forensic investigations in solving crimes. Topics include drugs and toxicology, explosives, forensic biology (DNA), forensic chemistry (trace evidence analysis), firearms and toolmark identification, and questioned document examination. Evidence collection and processing in a manner that allows its use in court proceedings will be covered. Restricted to non-science majors.

Prerequisite: Placement into MATH 135 or higher and ENG 151 or higher. SEE Certification: Scientific Reasoning. Offered: Fall 8-week-1 and Summer 8-week-1, every year.

GDES - Graphic Design

GDES 125 - Fundamentals of Digital Media (3 credits)

Introduces basic skills and key concepts in computer graphics using industry-standard software. Students develop the ability to create, control, and manipulate digital images for print, interactive, and motion media using a Macintosh platform in a studio environment. In-class demonstrations and exercises are supplemented by research-based projects incorporating historic and contemporary visual culture and digital design references. Students are required to apply the appropriate newly learned tools in the creation of original imagery. Emphasis is placed on selecting and utilizing software and hardware in accordance with professional standards and practices. Course includes studio and lecture. Students will need to purchase supplies/materials for this course.

Prerequisite: None.

GEN - Stevenson University Online

GEN 200 - Writing and Research for the Adult Learner (3 credits)

Examines the way in which perceptions of the human experience influence life choices. Students will critically analyze theories of adult learning, behavioral changes, goal setting, and self-efficacy through the investigation of language and texts. Ethical and moral reflections will be exhibited through journals, discussions and debates. The course focuses on thinking critically, learning to learn, managing stress, planning time, conducting research, writing effectively, and evaluating language and texts. A scholarly research paper will be completed. The course prepares learners for the rigor of academia and increases their confidence that they can be successful.

SEE Certification: Writing Intensive.

HIST - History

HIST 110 - The United States: 1877 to Present (3 credits)

Surveys the major events, ideas, and personalities critical to the development of the United States from 1877 to the present. This course will examine the consequences of the Civil War and Reconstruction, Populism, Progressivism, the two World Wars, the Roaring Twenties, the Great Depression, the Cold War, and the post-Cold War world.

Prerequisite: A grade of C or better in ENG 150, or ENG 151 or ENG 153 (may be taken concurrently). SEE Certification: Humanities.

HIST 337 - The United States: The Sixties (3 credits)

Emphasizes primary sources to explore the fast-paced social, political, and cultural changes that occurred in America from 1960 to 1974. This course explores major trends in society, the economy, and politics. Topics include the presidencies of Kennedy, Johnson, and Nixon; the civil rights and black liberation movements; the Vietnam War; the rise and fall of the New Left; and the counter-culture.

Prerequisite: A grade of C or better in a 100- or 200-level American history class and ENG 152 or ENG 153.

INBUS - International Business

INBUS 315 - International Business Management (3 credits)

Examines international business activities and how business and management decisions are affected by international politics, treaties, and agreements. This course also discusses differences in customs and ethics, changes in monetary exchange rates, uses of foreign labor, and effects of natural events on management decisions.

Prerequisite: A grade of C or better in MGT 204 and MKT 206. Cross-Listed as: MGT 315.

INBUS 470 - International Business Law (3 credits)

Examines various aspects of international business law, including multinational enterprises, trade in goods, services and labor, money and banking, foreign investment, sales, intellectual property, transportation, financing, taxation, environmental protection, and dispute resolution.

Prerequisite: A grade of C or better in LAW 130 and LAW 210 (for Legal Studies majors) or LAW 208 or LAW 308 (for business and accounting majors) and senior status. Cross-Listed as: LAW 470.

INDSC - Interdisciplinary Studies

INDSC 260 - Introduction to Interdisciplinary Studies (3 credits)

Introduces concepts and principles of interdisciplinary studies. Students develop skills in interdisciplinary

research and problem solving, oral and written communication, and integrating diverse perspectives.

Prerequisite: A grade of C or better in ENG 152 or ENG 153 and declared Interdisciplinary Studies major. SEE Certification: Writing Intensive.

INDSC 350 - Topics in Interdisciplinary Studies (6 credits)

Examines selected issues or themes that can be approached from at least two academic disciplines. Rotating topics may be developed within the following categories: social phenomena and events, ideas and applications, or area studies.

Prerequisite: Third-year status or permission of the academic program administrator of Interdisciplinary Studies.

INDSC 360 - Interdisciplinary Research and Writing (3 credits)

Provides an opportunity for students to examine a topic of personal interest through independent interdisciplinary research. Continues practice in problem solving, oral and written communication, and integration of diverse perspectives, the skills featured in INDSC 260.

Prerequisite: A grade of C or better in INDSC 260 and declared Interdisciplinary Studies major. SEE Certification: Writing Intensive.

INDSC 450 - Senior Project: Seminar in Interdisciplinary Studies (3 credits)

Supports research-based projects presented by Interdisciplinary Studies majors in partial fulfillment of the requirements for the bachelor's degree. Each senior investigates a special interest or problem incorporating selected approaches and perspectives of the core disciplines of their unique interdisciplinary program.

Prerequisite: Senior status and permission of the Interdisciplinary Studies academic program administrator.

IS - Information Systems

IS 135 - Computer Applications for Business (3 credits)

Equips students with the essential skills to effectively use Microsoft Excel for business analysis and decision-making. Students will learn both basic and advanced spreadsheet techniques to manage and manipulate business data. Emphasis will be on solving business problems using appropriate Excel tools and functions, empowering students to generate actionable insights and clearly communicate findings in professional reports.

Prerequisite: None. Offered: Fall, Spring, and Summer, every year.

IS 140 - Information Systems Architecture and Design (3 credits)

Examines the component technologies of information system architectures. The course will cover the design principles behind computer hardware and peripheral devices, network components, and network operating systems. Students will explore topics in computer hardware design from handheld devices to large-scale super computers.

Prerequisite: None.

IS 150 - Relational Database Design & SQL (3 credits)

Explores relational database architecture and provides hands-on instruction in SQL. Students will evaluate the business requirement and design an effective relational database solution. Students will perform common workplace SQL tasks such as creating databases, tables and reports; inserting, updating, and selecting rows; designing queries, views, and data entry forms; and importing and exporting of data.

Prerequisite: None.

IS 170 - Systems Development with UML (3 credits)

Addresses the processes and methodologies of systems development to include project management; systems analysis; and modeling of systems, data, processes, and applications. Object Oriented Analysis and Design Methodologies using Unified Modeling Language (UML) are explored.

Prerequisite: None.

IS 201 - Modern Information Systems (3 credits)

Introduces effective and efficient use of information technology (IT) to support the mission of the organization which is critical. Strategic use of IT and the ability to manage information systems enables organizations to reduce or remove distance barriers, reduce time for processing and decision making, and support effective and efficient use of scarce resources. In this course students will learn skills and techniques used to implement and operate marketplace IT tools to support organizational objectives and strategies. This course is a broad survey of IT-related topics and introduces students to business information systems, IT infrastructure and emerging technologies, security, telecommunications, the Internet and the Web, decisions making systems, and ethical and social issues in IT.

Prerequisite: A grade of C or better in IS 135.

IS 231 - Network Technologies (3 credits)

Prepares the student to perform key network configuration and troubleshooting skills used by IT professionals. Students will learn the functional concepts of leading network architectures. Students examine in detail the TCP and IP family of communication protocols, structured cabling systems, fiber optic and wireless systems.

Prerequisite: A grade of C or better in IS 140 (may be taken concurrently).

IS 232 - TCP and IP Communication Protocols for Windows and UNIX (3 credits)

Prepares the student in the planning, installation, configuration, and management of a TCP- and IP-based network. Students will learn to monitor, optimize, diagnose, and resolve problems on the network using standard tools and utilities found in the workplace. The internal process of TCP will be examined along with the classic hacking attacks and countermeasure techniques. Prerequisite: A grade of C or better in IS 231.

IS 235 - Advanced Windows Server Architecture & Administration (3 credits)

Examines the management tools essential for creating, designing, and maintaining a Windows Server Active Directory. Students will learn planning, installation, configuration, and administration of Windows Active Directory. Students will create from the ground up a network infrastructure using Windows Advanced Server. Domain Name System (DNS), forest designs, site topology and replication, organizational unit structure, group policy and delegation of control are just a few of the essential topics covered in this course.

Prerequisite: Sophomore status or higher.

IS 240 - Computer Programming I (3 credits)

Provides a comprehensive foundation in core programming concepts shared across most languages at the introductory level. Students will learn to use a modern integrated development environment (IDE) and develop essential problem-solving skills through algorithmic thinking. Key topics include variables, data types, loops, and functions, enabling students to build a solid grasp of fundamental programming constructs. Through hands-on practice in a specific programming language, students will gain confidence in writing code and applying programming skills to solve real-world problems. This course is IKC-certified.

Prerequisite: A C or better in ENG 150 or ENG 151 or ENG 153 and placement in MATH 135 or higher. Offered: Fall and Spring, every year.

IS 241 - Computer Programming II (3 credits)

Applies principles of object-oriented programming using various languages. Key topics include the .NET Integrated Development Environment, control structures, methods, properties, classes, inheritance, polymorphism, data abstraction, arrays, data structures, collections, ADO .NET, GUI forms, controls, events, multimedia, graphics, and web services.

Prerequisite: A grade of C or better in IS 240.

IS 252 - Advanced SQL Query Design with Oracle & SQL Server (3 credits)

Develops proficiency in effective database and query design. Students will learn the underlying concepts of complex SQL Queries, the key to writing serviceable code, the normalization of data to minimize duplication

and errors, the design of stored procedures and triggers to improve system performance, optimization techniques using cursors and join statements, transaction control, techniques for securing data, and tools for testing data integrity. Students will design a multi-table, normalized, relational business database and advanced SQL queries.

Prerequisite: A grade of C or better in IS 150. Offered: Fall, every year.

IS 260 - Presentation Theory and Application (3 credits)

Covers the design of effective and dynamic audio and visual presentations, examining both theoretical and practical aspects of audio and visual presentations. Students will focus on presentations for business and technical reports using multimedia presentation software as the primary tool. Students will have several opportunities to hone and demonstrate their presentation skills through a series of practical assignments. A capstone presentation will also be required.

Prerequisite: None.

IS 280 - Data Management (3 credits)

Explores data storage, data archiving, quality assurance, data warehousing, data mining, and data security from a technology management perspective.

Prerequisite: A grade of C or better in IS 150.

IS 301 - Principles of E-Commerce (3 credits)

Introduces students to various technologies, applications, and issues associated with electronic commerce. There is a focus on understanding how organizations can adopt and integrate e-commerce in pursuit of organizational goals and to gain competitive advantage. Students learn about the background and history of e-commerce, e-commerce business models, online security and payment systems, e-marketing, online retailing and services, and the ethical, social, and political issues in e-commerce. Students will also conceptualize and create a basic business-focused website using popular free and low-cost web design tools.

Prerequisite: A grade of C or better in IS 201.

IS 320 - Human-Computer Interaction (3 credits)

Addresses the practical principles and guidelines needed to develop high quality interface designs for interactive systems, specifically ones that users can understand, predict, and control. The course covers theoretical foundations of human-computer interaction and design processes such as expert reviews and usability testing. Students will assess design considerations with respect to how humans act and react when confronted with a variety of interfaces, with balanced emphasis on mobile devices, Web, and desktop platforms.

Prerequisite: A grade of C or better in IS 201.

IS 330 - Business Application Programming (3 credits)

Advances students' knowledge, skills, and abilities to design, develop, and integrate custom software solutions.

The Business Application Programming course equips students with the knowledge and practical skills necessary to create dynamic, data-driven business applications. Through hands-on projects and comprehensive instruction, students will be able to harness the power of coding languages such as HTML and JavaScript to design and implement web-based software solutions tailored to real-world business needs.

Prerequisite: A C or better in IS 240. Offered: Spring, every year.

IS 331 - CISCO TCP and IP Routing (3 credits)

Examines techniques for deployment of quality of service features, route distribution, and route cost determination, all of which improve performance and guarantee delivery of the business' most important data. Students will gain hands-on experience in the configuration and management of CISCO routers and switches. Best practices in the design of an effective routed infrastructure will be addressed.

Prerequisite: A grade of C or better in IS 232.

IS 332 - High Speed Broadband Networks (3 credits)

Provides an in-depth examination of leading broadband network technologies including ATM, xDSL, Cable Modem, Gigabit Ethernet, T-Carrier Systems, SONET and SDH, Frame Relay, SMDS, VOIP, Internet2, and GEANT. The course will also explore topics in fiber optic systems including Wavelength Division Multiplexing (WDM) and Dense WDM (DWDM). Students will learn how to design and cost out global network connections, and compare the leading product offerings from the top tier vendors in each area of broadband network technology.

Prerequisite: A grade of C or better in IS 231.

IS 335 - Wireless LANS and Mobile Communication Systems (3 credits)

Examines the concepts and implementation of wireless technologies to include the IEEE 802.11 family of wireless local area network standards, IEEE 802.16 Wi-MAX, Local Multipoint Distribution Service (LMDS), satellite networks (GEO, MEO, LEO), microwave and laser links, and Mobile IP. Students will explore technologies such as the cellular communications system, General Packet Radio Services (GPRS), Global System for Mobile communication (GSM), Specialized Mobile Radio (SMR), Universal Mobile Telecommunications Service (UMTS), and 4G Wireless systems.

Prerequisite: A grade of C or better in IS 231.

IS 343 - Web Architecture & Design Technologies (3 credits)

Explores the art and architecture of web design. Students will learn the concepts of creating dynamic and interactive web pages with graphics, video, sound and animation using advanced Dynamic HTML techniques. JavaScript and ASP.NET will be introduced. Using popular web design tools, students will create several business-focused websites.

Prerequisite: A grade of C or better in IS 240 and IS 301.

IS 345 - Java Programming (3 credits)

Creates JAVA applications and Applets using the command line and WebSphere. The course will cover the use control structures, custom classes, design methods, manipulate arrays, use OOP design principles to develop reusable components, processing, handle errors with exception code, create multithreaded applications, create networked applications, and leverage JDBC for improved database connectivity.

Prerequisite: A grade of C or better in IS 240.

IS 348 - Advanced Business Applications (3 credits)

Develop applications and components, apply inheritance and polymorphism to objects, organize code using name-spaces, handle errors, access data using ADO.NET, create Windows applications and controls, create transactional and queuing components, create web services, and use assemblies to organize and deploy applications and libraries. Students will build a series of database connected, business applications.

Prerequisite: A grade of C or better in IS 241 and IS 252.

IS 349 - Service-Oriented Architecture and Dynamic Web Development (3 credits)

Implements a Service-Oriented Architecture, and develops Web Services and Web Services clients. Utilizes XML-based open standards-WSDL, SOAP, and UDDI-to support Web Services. Students will also build several dynamic Web sites implementing advanced features including Web forms, XML, database connectivity, client side and server side scripting, and electronic payment.

Prerequisite: A grade of C or better in IS 343 and IS 348.

IS 350 - IS Internship (Variable credits, 3-6)

Allows students to gain hands-on experience by working for a business, government, or not-for-profit organization that offers a well-rounded, supervised, practical career experience appropriate for their major. A minimum of 120 hours over 8 weeks or more of supervised work at the internship site is required for a 3-credit internship. Each additional credit requires 40 hours of on-the-job and/or classroom work. Students can complete up to 2 different internships, 3-6 variable credits each, not to exceed 9 credits in total. Course is repeatable for credit, subject to Department Chair's approval.

Prerequisite: Junior or senior status. Offered: Fall and Spring.

IS 355 - Exchange Server & Messaging Systems (3 credits)

Enables students to install, configure, and manage Microsoft's Exchange Server, a leading technology solution for enterprise wide collaboration. The course will examine in detail the components of the messaging infrastructure; key support tasks in configuration, optimization, and data protection; and competing messaging solutions.

Prerequisite: A grade of C or better in IS 232 and IS 235.

IS 361 - E-Collaboration and Social Networking (3 credits)

Examines various technologies, applications, and issues associated with electronic collaboration and social networking. There is a focus on understanding how organizations can adopt and integrate e-collaboration and social networking in pursuit of internal and external organizational goals and to gain competitive advantage. Students learn about the background and history of e-collaboration and social networking, cloud computing, social computing, electronic word-of-mouth, viral marketing, and the ethical, personal, organizational, and political issues in e-collaboration and social networking. Students will also conceptualize and create a business-focused social network using free and low-cost web-based applications.

Prerequisite: A grade of C or better in IS 301.

IS 365 - Writing for IS Applications (3 credits)

Focuses on effective writing of deliverables typical in the information systems profession. A major theme will be crafting messages with technical content for a non-technical audience. Students will practice developing communications products that they will encounter in their careers, such as instruction manuals, project proposals, managerial briefings, and IT policies.

Prerequisite: MGT 210. SEE Certification: Writing Intensive.

IS 375 - Special Topics in Computer Information Systems (Varied: (1-3) credits)

Examines special topics in Computer Information Systems not covered in other CIS courses. Subject matter will vary based on current issues in this dynamic field. Specific topics will be specified in the class schedule for the session offered. This course may be repeated for credit if the topics are different.

Prerequisite: Permission of Academic Program Administrator. Offered: Fall or Spring, as needed.

IS 380 - Information Security for the Organization (3 credits)

Addresses top security issues and surveys tools to detect threats and protect valuable organization resources. Key topics including threat and risk assessment, viruses, worms, Trojan horses, port scans spyware, and denial of service attacks will be covered along with discussion of free security tools available to help uncover vulnerabilities. Students will write a security policy for their organization. Checklists for protecting business resources will be covered in detail and provided.

Prerequisite: A grade of C or better in IS 231.

IS 385 - Management of Business Networks (3 credits)

Examines components of the business network, emphasizing the strategic selection and configuration of components to solve specific organizational problems. This course introduces students to file servers, application servers, database servers, transaction processing, and

groupware. The use of wide-area network services and the Internet to interconnect global business units is reviewed. Students learn the essential concepts of each technology and the interrelationships between the technologies to achieve an understanding of the business network environment.

Prerequisite: A grade of C or better in IS 231.

IS 386 - E-Commerce Business Solutions (3 credits)

Surveys the most common technologies employed to electronically link businesses with their partners, suppliers, distributors and customers. Supply Chain Management (SCM), Enterprise Resource Planning (ERP), Customer Relationship Management (CRM), Electronic Payment Systems and other Business to Business (B2B) systems will be surveyed and compared.

Prerequisite: A grade of C or better in IS 301.

IS 387 - Wireless Technology Solutions for the Office (3 credits)

Examines and compares the various wireless technologies available for the office environment at home or at work. Competing wireless technologies are compared and contrasted based on function, cost, security, and performance. Products implementing technologies such as Bluetooth, 802.11a, 802.11b, 802.11g, and the cellular phone system will be examined and their niche areas of usefulness in the workplace detailed.

Prerequisite: A grade of C or better in IS 201.

IS 391 - Incident Response and Investigation Methods (3 credits)

Examines the role of the computer forensics investigator as a member of an Incidence Response Team and explores the nature of the threat to organizations, the indicators that an incident is underway, the policies and procedures to be followed when an incident is detected, and the investigation methods used to collect evidence for prevention or prosecution. The course will explore the best practices used to create, organize and deploy an incident response team for malicious activity.

Prerequisite: A grade of C or better in IS 231.

IS 392 - Information Systems Forensics Internals-Auditing (3 credits)

Examines the tools and techniques used in the recovery of information-systems-generated artifacts used to aid forensic evidence collection and timeline corroboration. Students will examine system policies, auditing techniques, authentication methods, and event and system logging techniques for the family of Windows and Mac operating systems. Students will review documented prosecutions and investigations where operating system artifact recovery led to a successful resolution.

Prerequisite: A grade of C or better in IS 231.

IS 393 - Forensic Evidence Collection Tools and Techniques (3 credits)

Provides hands-on expertise in evidence collection and analysis with the leading forensic tools in use throughout the government, military, and law enforcement agencies. Evidence handling and timeline techniques will be covered with particular emphasis on the relationship to court testimony.

Prerequisite: A grade of C or better in IS 391 and IS 392.

IS 432 - Network Security-Firewalls, IDS, and Counter Measures (3 credits)

Examines the types of attacks launched by intruders and the system components that offer intrusion prevention, protection, and detection. Students will learn to configure firewalls, Intrusion Prevention, and Intrusion Detection Systems. Hacking exploits and the countermeasures to defeat them will be examined in detail.

Prerequisite: A grade of C or better in IS 232 and CDF 240.

IS 443 - XML E-Business Applications (3 credits)

Develops in-depth knowledge in writing well-formed XML Syntax, creating richer documents using namespaces to distinguish XML vocabularies, leveraging DTD's and Schemas to improve compatibility with externally designed applications, designing cascading style sheets to improve the expression of XML data, using the XPath querying language and XSLT style sheets to enable applications to extract components of an XML document. Students build an XML application that translates data from dissimilar databases in a web-based application.

Prerequisite: A grade of C or better in IS 301.

IS 444 - Mobile Application Development (3 credits)

Develops hands-on experience in the design of wireless applications using Microsoft's .NET Compact Framework and the Mobile Internet Toolkit development environment for mobile applications. Students will create several applications for handhelds.

Prerequisite: A grade of C or better in IS 241 or IS 345.

IS 462 - Current Topics in E-Commerce (3 credits)

Explores current topics in electronic commerce through reading and discussion of the primary literature and examination of existing and emerging theories, tools, and applications. Related ethical, cultural, social, organizational, and political issues are also discussed. Students will conduct research and propose extensions and improvements to existing e-commerce business models.

Prerequisite: Senior status, and a grade of C or better in IS 301 and IS 320.

IS 475 - Special Topics in Information Systems (3 credits)

Offers topics which vary each year to reflect new and emerging computer-related technologies and techniques in business and industry.

Prerequisite: Fourth year status or permission of the instructor.

IS 481 - IT Project Management (3 credits)

Enhances the knowledge, skills, and tools required to deliver projects on time and within budget. Students will explore the reasons for failed projects, the competencies of successful project managers, the functions all project managers perform, the tools project managers use to keep projects on time and within budget, and the project management life cycle.

Prerequisite: Junior or senior status.

LAW - Legal Studies**LAW 102 - Introduction to Law (3 credits)**

Provides students with an introductory analysis of the American legal system. Students will learn about the substantive (e.g., contract law, tort law, family law, criminal law) and procedural laws that comprise the legal system, and the impact those laws have on society. Students will explore how various contexts—historical, social, and political—shape current issues in the law. Students will also explore the roles of legal professionals and the effect of legal ethics on the practice of law. Legal specialty course (LSC).

Corequisite: A grade of C or better in ENG 150, ENG 151 or ENG 153 (may be taken concurrently). SEE Certification: Social Sciences - SS. Offered: Fall and Spring, every year.

LAW 112 - Torts (3 credits)

Provides an introduction to the broad area of civil wrongs and their appropriate remedies. Tort Law principles of liability for personal, property, and economic harm, negligence (including professional malpractice), strict liability (including products liability), and intentional torts will be covered. Affirmative defenses and limitation of duties including assumption of the risk, contributory negligence, comparative negligence, immunity, and limited liability of property owners will also be reviewed. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 102 and ENG 150, or ENG 151 or ENG 153 (may be taken concurrently).

LAW 114 - Estates and Trusts (3 credits)

Introduces students to the laws governing wills and estates. Topics covered include will drafting, inheritance through testacy and intestacy, the role of personal representatives in estate administration, formal and informal probate procedures, and tax ramifications of estate planning. The course also provides an overview of techniques for gathering facts, listing assets, and drafting probate documents and reports. Students will also gain first-hand knowledge of preparing wills and applying probate procedures in opening and closing an estate. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 102 and ENG 150, or ENG 151 or ENG 153 (may be taken concurrently).

LAW 120 - Contract Law (3 credits)

Provides a detailed introduction to the common law of contracts and the Uniform Commercial Code. Examines such topics as the bases for enforcing promises, the bargaining process, contract formalities, enforcement, breach, defenses, remedies, and assignment and delegation. Drafting skills are introduced and developed. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 102 and ENG 150, or ENG 151 or ENG 153 (may be taken concurrently).

LAW 125 - Legal Research and Writing I (3 credits)

Provides an introduction and overview to the methods of legal research and legal writing. Students will examine the various sources of law and categories of research materials. Students will be introduced to writing citations and learn how to develop a research plan, how to analyze cases and statutes, and how to use the law library. Basic legal writing skills will be covered as well as computer-assisted legal research. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 102 and ENG 150, or ENG 151 or ENG 153.

LAW 130 - Business Organizations Law (3 credits)

Examines the nature of sole proprietorships, partnerships, limited partnerships, limited liability companies, corporations, and S corporations. Emphasis will be placed on the drafting of articles of incorporation and articles of organization, partnership agreements, certificates of limited partnership, corporate minutes and consents, and preparation of various governmental filings that accompany corporate, LLC and partnership formation. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 102 and ENG 150, or ENG 151 or ENG 153 (may be taken concurrently).

LAW 204 - Constitutional Law (3 credits)

Introduces the Constitution with an emphasis on the Bill of Rights. Examination of criminal and civil constitutional rights, including the underlying legal principles governing searches and seizures, self-incrimination, due process, and equal protection of the law, will be included.

Prerequisite: A grade of C or better in LAW 102 and ENG 150, or ENG 151 or ENG 153.

LAW 208 - Business Law (3 credits)

Examines the legal aspects of business relationships, contracts, sales and Uniform Commercial Code, agency, and business organizations law. **Restricted to non-legal studies majors.**

Prerequisite: None.

LAW 210 - Legal Research and Writing II (3 credits)

Continues the examination of the methods of legal research and legal writing. Students will examine in depth

the primary and secondary state and federal materials. Students will learn to update and validate their research. Emphasis will be placed on creating a successful research strategy. Advanced computerized legal research will be incorporated into research assignments. Students will analyze and synthesize the results of their research and incorporate their research into forms of persuasive legal writing. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 125. SEE Certification: Writing Intensive.

LAW 215 - Criminal Law (3 credits)

Examines crimes and offenses, criminal procedures and constitutional guarantees of accused persons, jurisdiction of courts, preparation for trial, and appellate and post-conviction procedures.

Prerequisite: A grade of C or better in LAW 102 and ENG 150, or ENG 151 or ENG 153.

LAW 216 - Civil Litigation and Pleading (3 credits)

Provides a basic understanding of civil litigation and the functions and operations of the state and federal court systems. Includes selection of the proper court, court jurisdiction, pleadings and other court documents, discovery, rules of evidence, trial tactics, and principles of litigation. Students will study of the rules of procedure for Maryland courts. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 112, LAW 120 and LAW 125.

LAW 225A - Internship: Part I (1 credit)

Constitutes on-campus workshops and seminars in preparation for student workplace internships. Legal specialty course (LSC) Restricted to legal studies majors.

Prerequisite: A grade of C or better in ENG 150 or ENG 151 and ENG 152 or ENG 153 and LAW 125.

LAW 225B - Internship: Part II (3 credits)

Consists of 120 hours of supervised work in a law office or legal department as a paralegal. Includes the preparation of an internship portfolio based on professional experience. Legal specialty course (LSC)

Restricted to legal studies majors.

Prerequisite: A grade of C or better in LAW 225A and LAW 210, and 15 additional LAW credits.

LAW 260 - Juvenile Justice (3 credits)

Examines the legal problems faced by children within the family, at school, and in the criminal justice system. An in-depth analysis will be made of the issue of delinquency, including theories of delinquency, the impact of gender, family, peers, schools and drug use on delinquency, and policies and programs designed to prevent delinquency. Students will develop a working knowledge of the juvenile justice system, including police, court and corrections processes and procedures.

Prerequisite: A grade of C or better in ENG 150, or ENG 151 or ENG 153.

LAW 302 - Pre-Law Seminar (3 credits)

Provides students with assistance preparing for law school and the law school application process. Students will learn how to research and evaluate prospective law schools. Students will understand the application process and the role of the Law School Admission Council (LSAC) in law school admissions. Students will study the types of questions on the Law School Admission Test (LSAT), practice LSAT examination questions, and compare commercial LSAT preparation courses and other LSAT review materials. Students will draft case briefs and experience instruction using the Socratic method by participating in a "mock" law school class. Students will draft personal statements for inclusion in their law school applications. Legal specialty course (LSC).

Prerequisite: A grade of C or better in LAW 210, and junior or senior status. Offered: Spring (as needed).

LAW 305 - Special Topics in Law (3 credits)

Examines areas of law of current interest not covered in other LAW courses. Emphasis will be placed on developing critical thinking and analytical skills through the study of special legal topics. Special topics will be selected based on current events, developments in technology, changes in the law, and employer needs. The course topic will vary, and will be specified in the class schedule for the term offered. This course may be repeated for credit if topics are different.

Prerequisite: A grade of C or better in LAW 210.

LAW 312 - Advanced Business Organizations (3 credits)

Examines the essential documentation of business entity formation and operation including organizational documents, limited partnership agreements, articles of transfer, articles of dissolution, articles of merger, various tax elections, buy-sell agreements, and various types of minutes. Further, students will examine the fiduciary relationships both within various entities and their management's relationships with and duties toward others, including investors, lenders, employees, the government, consumers and society. Practical and intellectual appreciation of business forms is gained through an approach that considers the impact of current events on public confidence in business organizations and their management. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 130.

LAW 315 - Advanced Estate Administration (3 credits)

Examines the administration of a complex decedent's estate, preparation of all probate documents, including inventory and accounts, problems of valuation and appraisal of assets, preparation of federal estate tax return, and study of Maryland inheritance and estate taxation. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 114.

LAW 320 - Bankruptcy Law (3 credits)

Examines voluntary and involuntary proceedings, functions of the trustee, secured and unsecured debts and claims, exemptions, and discharge of debts, voidable transactions, preparation of petitions, schedules and other documents, and comparison with insolvency proceedings and compositions of creditors. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 130.

LAW 322 - Criminal Investigation and Procedure (3 credits)

Provides students the opportunity to study the principles and procedures employed in the investigation of crime. Emphasis is placed on the investigation of specific crimes, identification of information sources, and the procedures required for the proper handling of evidence.

Prerequisite: A grade of C or better in LAW 204.

LAW 325 - Employment Law (3 credits)

Provides an overview of the law of the workplace. This course examines the impact on the employer-employee relationship and provides guidance within the environment of employment law. It also examines employment law as the crossroads of several legal disciplines: contract, tort, and agency, common law, regulatory, and statutory law, as well as social, economic, and political policy. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 130.

LAW 330 - Advanced Estate Planning (3 credits)

Examines the entire estate planning process (as opposed to estate administration) using a step-by-step approach. Various aspects of estate planning are covered including the topics of wills, will substitutes, trusts, estate and gift tax planning, business succession planning, asset protection, estate and trust administration, and death taxation. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 114.

LAW 340 - Income Taxation (3 credits)

Examines the general principles of taxation of individuals, corporations, partnerships, and estates and trusts, with emphasis on points of tax law relating to individuals. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 102 and ENG 150, or ENG 151 or ENG 153.

LAW 352 - Law Office Technology (3 credits)

Introduces specialty applications software for law office management and case management. Examines computer applications in the legal field by studying the fundamentals of computer technology in the practice of law and reviewing the building blocks of law-related applications software including word processing, spreadsheets, electronic databases, and other tools. Instructs students on conducting e-discovery and related computer applications for litigation, such as the electronic courtroom, presentation and trial graphics, and electronic trial preparation. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 216.

LAW 356 - Domestic Relations (3 credits)

Studies the law regarding matters related to the family, including adoption, child support, custody, spousal support, guardianship, marital property, and the requirements for the formation and termination of a marriage. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 102 and ENG 150, or ENG 151 or ENG 153.

LAW 361 - Immigration Law (3 credits)

Examines the laws, policies and procedures pertaining to immigration, naturalization and citizenship. Topics include legal entry into and residence in the United States, qualifying for citizenship, Visas, amnesty, asylum and refugees, deportation, and post 9/11 issues. Course topics are designed to meet specific employer needs in the field of immigration law, both in the private and public sectors. Preparation of legal documents and immigration forms is emphasized. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 216.

LAW 365 - Health Care Law (3 credits)

Studies the framework of regulation of the health care arena, including the credentialing of health care professionals and how health insurance can define access to health care. Analysis of fraud and abuse legislation and regulations, including application of the law to hypotheticals, is covered. A review of the effect of antitrust legislation on health care business transactions is also included. The laws of birth and death will be examined.

Prerequisite: A grade of C or better in LAW 210.

LAW 380 - Mediation and Negotiation (3 credits)

Studies the role of mediation in resolving conflicts. This course includes an introduction to the skills and procedures needed to settle disputes and an examination of the dimensions and benefits of mediation and its use within the field of alternative dispute resolution.

Prerequisite: A grade of C or better in ENG 150, ENG 151 or ENG 153.

LAW 404 - Advanced Constitutional Law (3 credits)

Analyzes the Fourteenth Amendment rights of due process and equal protection. This course also includes examination of principles involving the Commerce Clause and Commercial Free Speech and review of recent decisions by the Supreme Court that significantly impact the major areas of criminal and civil law.

Prerequisite: A grade of C or better in LAW 204.

LAW 450 - Administrative and Government Law (3 credits)

Examines administrative law and policy at the federal and state levels. This course emphasizes how the administrative process functions in theory and in practice from the perspective of the lawyer and the paralegal.

This course also includes rule-making, both informal and formal, adjudication at the administrative level, judicial review, Freedom of Information and Public Information Act, and Federal and Maryland Administrative Procedure Acts. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 216.

LAW 462 - Advanced Contract Drafting (3 credits)

Instructs students in the skill of contract drafting. Students will learn the different parts of a contract and how to draft each part, to write provisions that are clear and unambiguous, then to organize the parts into a cohesive contract. Reviewing and commenting on contracts drafted by others will be studied. Students will consider ethical issues in drafting contracts. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 120 and LAW 210.

LAW 470 - International Business Law (3 credits)

Examines various aspects of international business law, including multi-national enterprises, trade in goods, services and labor, money and banking, foreign investment, sales, intellectual property, transportation, financing, taxation, environmental protection, and dispute resolution.

Prerequisite: A grade of C or better in LAW 130 and LAW 210 (for legal studies majors) or LAW 208 or LAW 308 (for business or accounting majors) and senior status. Cross-Listed as: INBUS 470.

LAW 480 - Legal Studies Capstone (3 credits)

Serves as a capstone course employing a broad range of substantive legal skills including legal research, legal writing, analytical reasoning, oral communication, professionalism, and technology. Through student projects in transactional law and/or litigation practice, students demonstrate their mastery of the legal studies curriculum by performing legal and administrative tasks required for paralegal employment. Students' professional portfolios are completed. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 210 and senior status. SEE Certification: Writing Intensive.

MATH - Mathematics

MATH 136 - Introduction to Statistics (4 credits)

Introduces the student to basic data analysis. Methods include data collection and packaging, discriminating between valid and invalid uses of statistics, and elementary methods for decision making. Topics include measures of central tendency and dispersion, elementary probability, probability distributions, interval estimates of parameters, hypotheses testing, correlation, and regression. Course activities include elementary applications of statistics to a variety of disciplines. A TI-83, TI-83 Plus, or TI-84 calculator is required for the course. Credit will not be granted for more than one of

the following statistics courses: MATH 115, MATH 136, MATH 140, MATH 210, and MATH 235.

Prerequisite: By placement. SEE Certification: Quantitative Literacy. Offered: Spring.

MATH 147 - Precalculus (4 credits)

Presents topics of algebra and trigonometry as a preparation for calculus. Topics covered include polynomial, rational, exponential, and logarithmic functions; trigonometry; and introductory calculus.

Prerequisite: A grade of C or better in MATH 005# or by placement. SEE Certification: Quantitative Literacy. Offered: Fall and Spring.

MATH 220 - Calculus I (4 credits)

Introduces the students to calculus. Topics include functions, limits, continuity, derivatives, applications of derivatives, and integrals.

Prerequisite: A grade of C or better in MATH 147 or by placement. SEE Certification: Quantitative Literacy. Offered: Fall and Spring.

MATH 221 - Calculus II (4 credits)

Continues the study of calculus. Topics include basic differential equations, techniques of integration, improper integrals, and applications of integration, sequences and series.

Prerequisite: A grade of C or better in MATH 220. SEE Certification: Quantitative Literacy. Offered: Fall and Spring.

MATH 222 - Calculus III (4 credits)

Continues the study of calculus with analytic geometry. Topics include the conic sections, plane curves, vectors, parametric equations, and multivariable functions. The course will also cover further applications of motion, area and volume.

Prerequisite: A grade of C or better in MATH 221. Offered: Fall.

MATH 312 - Mathematical Statistics I (3 credits)

Introduces the foundations of statistical theory. This first course in a two-course sequence focuses on the theory and applications of probability and its fundamental role in statistical inference. Topics covered include probability axioms and rules, counting techniques, discrete and continuous univariate and multivariate probability distributions, mathematical expectation, variance, and covariance.

Prerequisite: A grade of C or better in MATH 221. Offered: Fall, even years.

MATH 313 - Mathematical Statistics II (3 credits)

Continues the study of the foundations of statistical theory. This second course in a two-course sequence focuses on the fundamental tools of statistical inference. Topics covered include basis sampling distribution theory, point estimation of parameters, interval estimation, tests of hypotheses, correlation, and regression.

Prerequisite: A grade of C or better in MATH 312. Offered: Spring, odd years.

MATH 326 - Linear Algebra (3 credits)

Introduces the student to linear algebra and its applications. Topics covered include systems of equations, matrix algebra, n-dimensional real vectors, abstract vector spaces, linear transformations, theoretical foundations and proofs.

Prerequisite: A grade of C or better in MATH 220. Offered: Fall, odd years.

MATH 342 - Time Series Analysis (3 credits)

Focuses on the study of time series data. Topics discussed include correlation, forecasting, regression, and modeling. Students learn to use appropriate technology to analyze time series data sets and perform forecasting using that data.

Prerequisite: A grade of C or better in MATH 220. Offered: Spring, odd years.

MATH 345 - Actuarial Exam Review (1 credits)

Introduces students to the actuarial exam process and helps them review for the first Society of Actuaries professional examinations. Focus will be on a review of the material covered in calculus and mathematical statistics and/or actuarial mathematics as applied to actuarial topics. Course may be repeated for credit.

Corequisite: MATH 312 or MATH 420. Offered: Fall.

MATH 418 - Mathematical Modeling (3 credits)

Engages students in creative and empirical model construction and analysis. Students analyze existing models and research models in specific disciplines to gain a deeper understanding of the behavior of that model.

Prerequisite: A grade of C or better in MATH 221. Offered: Spring, even years.

MATH 420 - Actuarial Mathematics (3 credits)

Introduces the student to the principles of interest theory and insurance. Interest theory topics include calculating effective yields, annuities, amortization schedules, and valuation of bonds and other securities. Insurance principles include the economics of insurance, measurements of mortality, and individual risk models.

Prerequisite: A grade of C or better in MATH 221. Offered: Fall, even years.

MATH 425 - Scientific Computer Programming (3 credits)

Explores the field of computer programming with an emphasis on scientific and mathematical applications. Students learn a high-level language and write solutions to scientific and mathematical problems using that language. This class will provide the fundamental knowledge of computer programming required in many careers in mathematics and the sciences.

Prerequisite: A grade of C or better in MATH 221. Offered: Fall, odd years.

MATH 470 - Capstone Internship (3 credits)

Provides an opportunity to gain professional experience. Students will integrate academic content into a research or internship experience. A minimum of 120 hours of on-site work supervised by a mentor is required. This course is restricted to Applied Mathematics majors. Fees: transportation and parking fees may be required.

Prerequisite: A grade of C or better in a minimum of two upper-level math courses; senior status in Applied Mathematics. Offered: Fall, Spring, and Summer, as needed.

MATH 475 - Capstone Seminar (3 credits)

Integrates the professional knowledge gained in the Capstone Seminar into the academic context. Emphasis is on honing oral and written skills. Students reflect on professional ethics and career direction. The course provides students with the skills to pursue that career direction after graduation. This course is restricted to Applied Mathematics majors. Fees: printing fees will be required. This course is IKC-certified.

Prerequisite: A grade of C or better in a minimum of two upper-level mathematics courses; senior status in Applied Mathematics. Corequisite: MATH 470 or MATH 471 or prerequisites. Offered: Fall and Spring, as needed.

MGT - Management

MGT 204 - Principles of Management (3 credits)

Examines theories and principles underlying the management process. Students discuss fundamental management activities including planning, organizing, leading, controlling, and decision making.

Prerequisite: A grade of C or better in ENG 150, or ENG 151 or ENG 153 (may be taken concurrently). SEE Certification: Social Science.

MGT 210 - Business Writing (3 credits)

Focuses on the purposes, principles, and techniques of business writing. The course provides students with a review of the basics in writing while using a variety of operational workplace writing exercises. Students will apply advanced critical thinking ability and analytical competencies to develop overall writing ability.

Prerequisite: A grade of C or better in ENG 152 or ENG 153. SEE Certification: Writing Intensive.

MGT 300 - Applied Business Analytics (3 credits)

Discovers how applied business analytics is used to support business decisions, solve problems and add value to a business. Students will learn the basic concepts, tools and techniques of applied business analytics and data mining, formulate evidence-based decisions and solutions to business problems, and communicate their findings and recommendations in a form of effective business reports and presentations. Emphasis is on building, interpreting, and applying statistical and algebraic linear decision models using Excel and other business software. Due to cross-listing, students who take MKT301 are not eligible to take MGT300.

Prerequisite: A grade of C or better in IS 135, MATH 136 or MATH 312, and sophomore status or higher.

MGT 308 - Business Ethics (3 credits)

Explores ethical theories, critically and historically, as they relate to contemporary business conduct and issues. Students who have taken PHIL 415 or PHIL 416 are not eligible to take MGT 308.

Prerequisite: A grade of C or better in MGT 204 and MGT 210. SEE Certification: Writing Intensive.

MGT 310 - Organizational Behavior (3 credits)

Examines human resource problems and the integration of management theory and behavioral concepts as they relate to modern organizations. Topics discussed include leadership and motivation, job satisfaction, conflict resolution, power and politics, group dynamics, and managerial skills.

Prerequisite: A grade of C or better in MGT 204 or CHS 340.

MGT 313 - Operations Management (3 credits)

Investigates effective operating control in businesses and the interrelationship between operations and other functions of an organization. Topics include operating strategy, production planning, quality management, inventory management, project management, and technology assessment.

Prerequisite: A grade of C or better in IS 135, MATH 136, and MGT 204. Corequisite: FIN 300.

MGT 315 - International Business Management (3 credits)

Examines international business activities and how business and management decisions are affected by international politics, treaties, and agreements. This course also discusses differences in customs and ethics, changes in monetary exchange rates, uses of foreign labor, and effects of natural events on management decisions.

Prerequisite: A grade of C or better in MGT 204 and MKT 206. Cross-Listed as: INBUS 315.

MGT 318 - Human Resource Management (3 credits)

Examines human resource management and the role of line managers and HR professionals in recruiting, developing, and retaining a competent work force. Discussion will also include job analysis and design, human resource planning, compensation, benefits, labor relations, equal opportunity employment laws, work force diversity, and global competitiveness. This course prepares students to sit for the Professional in Human Resources (PHR) exam.

Prerequisite: A grade of C or better in MGT 310 or CHS 340.

MGT 413 - Project Management (3 credits)

Examines the tools and techniques necessary to manage resources to meet project objectives. Topics include project scheduling, time-cost trade-offs, budgeting, cost control, and project monitoring, as well as project organization, team development, and risk management.

Prerequisite: A grade of C or better in IS 135 and junior or higher status.

MGT 422 - Strategic Management (3 credits)

Investigates the theories, techniques, and models of organizational strategy formulation and implementation. Students will examine all facets of the strategic planning process including the impact and implications of: the current competitive position of an organization, emerging trends affecting the success of an organization, alternate strategic options, the development of a formal strategic plan, and implementation and evaluation of new strategies.

Prerequisite: A grade of C or better in FIN 300 or FIN 303, MGT 210, MGT 310, and MKT 206.

MGT 430 - Business Capstone Seminar (3 credits)

Develops the ability to recognize, analyze, and define problems within and outside the organization, to identify management choices, and to implement appropriate strategic action. This course stresses the assessment of the short- and long-term implications of taking certain actions. This course uses a broad range of research methodologies, traditional and electronic data sources, and primary research in investigating and solving business problems.

Prerequisite: A grade of C or better in FIN 300 or FIN 303, MGT 300, MGT 308, MGT 310, MGT 313, and MKT 206. . Corequisite: MGT 312 or MGT 422.

MKT - Marketing

MKT 206 - Principles of Marketing (3 credits)

Examines the relationship between an organization and the market for its goods and services. Topics covered include the marketing concept, marketing planning, consumer behavior, research, product development, and the marketing mix. Social, ethical, and international aspects of marketing are emphasized.

Prerequisite: ENG 150, or ENG 151 or ENG 153 (may be taken concurrently).

MKT 315 - Sports Marketing (3 credits)

Examines the application of marketing strategy and activity to a sports enterprise setting, including leagues, teams, events, and individuals. Topics include the impact of external, uncontrollable environments; the application of targeting and positioning strategies; the sport product and branding; event pricing and distribution strategies; and the use of appropriate, effective promotion tools.

Prerequisite: A grade of C or better in MKT 206.

MKT 316 - Principles of Negotiation and Sales (3 credits)

Examines the concepts, applications, and interrelationships involved in the process of negotiation. The course will also examine the wide range of negotiations in contemporary life and the evolution of the role of sales to that of technical problem-solving and advising. The issue of ethics and ethical behavior in negotiation and sales will be a perspective in all discussions.

Prerequisite: A grade of C or better in MKT 206..

MKT 410 - Strategic Marketing Cases (3 credits)

Develops the student's ability to identify, analyze, and resolve marketing problems using the case analysis method. Topics include target market selection, new product introduction, use of research, branding and promotion activity, and financial implications of alternatives under consideration.

Prerequisite: A grade of C or better in MKT 206 plus one additional MKT course.

MLS - Medical Laboratory Science-MLT to MLS Option

MLS 210 - Principles of Laboratory Science (3 credits)

Introduces the student to the medical laboratory profession by providing a discussion of the organization of an accredited clinical laboratory and regulatory agencies, principles of laboratory and patient safety, instruction in medical terminology, principles of quality control and quality assurance, professional conduct and ethical considerations relevant to the clinical laboratory, including HIPAA regulations, and instruction in phlebotomy. The student will perform calculations required to prepare laboratory solutions and dilutions.

Prerequisite: A grade of C or better in CHEM 116, CHEM 116L and MATH 136. Offered: Spring.

MLS 310 - Hematology I (3 credits)

Introduces the fundamental concepts in hematology with in-depth study of hematopoiesis, erythropoiesis, anemias, and hemoglobinopathies. Granulopoiesis and qualitative white blood cell abnormalities are introduced. Topics include normal and abnormal hematology, normal physiology and pathophysiology, and the correlation of laboratory data to diagnosis.

Prerequisite: A grade of C or better in BIO 322 (may be taken concurrently). Corequisite: MLS 310L. Offered: Spring.

MLS 310L - Hematology I Laboratory (1 credit)

Emphasizes laboratory procedures in routine hematology and morphologic skills. Students learn to proficiently identify normal and abnormal cellular morphology and inclusions in peripheral blood smears, and correlate abnormal morphology to disease states.

Prerequisite: A grade of C or better in BIO 322 (may be taken concurrently). Corequisite: MLS 310. Offered: Spring.

MLS 311 - Communication and Cultural Competence in Health Care (3 credits)

Explores the intersection of communication and culture in the context of health and healthcare. Theoretical models and assessment tools are utilized to examine the diversity of cultural beliefs, values, practices, legal-ethical concerns, and communication that impact the health of individuals, families and groups. These theories and skills will help students to perform competently within a diverse healthcare context.

Prerequisite: Third-year status in the Medical Laboratory Science program. Cross-Listed as: NURS 311. SEE Certification: Communication Intensive. Offered: Fall.

MLS 315 - Clinical Mycology, Parasitology and Virology (2 credits)

Emphasizes the correlation of in vitro and in vivo findings in the diagnosis and treatment of commonly isolated pathogenic fungi, parasites and viruses. The systems of the body will be discussed in terms of modes of transmission, mechanisms of pathogenicity, symptomatology and reproduction and dispersal. Proper specimen collection and processing, laboratory identification methods and treatment options are highlighted.

Prerequisite: A grade of C or better in BIO 203 and BIO 203L. Offered: Fall.

MLS 320 - Urinalysis and Body Fluids (2 credits)

Applies an in-depth study of the anatomy and physiology of the genitourinary system and the principles and procedures of the complete urinalysis, including physical, chemical, and microscopic examinations. This course also covers other body fluids, including cerebrospinal, synovial, serous, seminal, amniotic, gastric, and fecal analysis. Topics include specimen collection and handling, analyses, and correlation with disease states.

Prerequisite: A grade of C or better in BIO 322. Corequisite: MLS 320L. Offered: Spring.

MLS 320L - Urinalysis and Body Fluids Laboratory (1 credit)

Emphasizes the physical, chemical, and microscopic examination of urine, and manual and automated chemical dipstick urinalysis. Students also perform analyses of other body fluids, including manual cell counts and cell identification.

Prerequisite: A grade of C or better in BIO 322. Corequisite: MLS 320. Offered: Spring.

MLS 325L - Clinical Chemistry I Laboratory (1 credit)

Provides laboratory exercises that emphasize analytical accuracy and precision, using both manual techniques and automated laboratory instruments. Students will apply the principles and practices of quality control/

quality assurance to interpret data and trouble-shoot procedures and instrumentation.

Prerequisite: A grade of C or better in BIO 217 or CHEM 210 and BIO 322. Offered: Spring.

MLS 330 - Clinical Microbiology I (3 credits)

Discusses infectious bacterial diseases of humans. This course uses a taxonomic approach to the study of the pathogenesis, clinical syndromes, epidemiology, treatment and laboratory identification of human bacterial pathogens.

Prerequisite: A grade of C or better in BIO 203 and BIO 203L. Corequisite: MLS 330L. Offered: Spring.

MLS 330L - Clinical Microbiology I Laboratory (1 credit)

Provides laboratory experience in performing and interpreting phenotypic and serologic tests used to identify commonly isolated bacterial pathogens, including identification of unknowns and antimicrobial susceptibility testing.

Prerequisite: A grade of C or better in BIO 203 and BIO 203L. Corequisite: MLS 330. Offered: Spring.

MLS 335 - Clinical Laboratory Management (3 credits)

Provides an introduction and overview of management concepts strategic to the successful operation of a clinical laboratory. Students are introduced to management theory and practice, organizational structures, leadership functions, job descriptions, personnel performance management and appraisal, competency assessment, budgeting and financial management, laboratory operations, and computer applications, with additional discussions of current trends in laboratory services. Using a problem-based learning approach, professional responsibility, ethics, problem-solving, team-building, and interpersonal skills are integrated throughout the course content.

Prerequisite: Senior year status in the Medical Laboratory Science program or MLT(ASCP) certification and enrollment in the online MLS program.. Offered: Summer 8-week-1 and 8-week-2, as needed.

MLS 338 - Molecular and Immunologic Diagnostics (3 credits)

Provides the basic skills, concepts and theoretical background needed to work in a clinical immunology and molecular laboratory. Immunology topics include antigens, antibody structure and function, humoral and cellular immune responses, immunodeficiency, autoimmunity, hypersensitivity, and transplantation. Molecular biology topics include analysis of nucleic acids for normal variations, inherited disorders, cancer detection, and infectious diseases.

Prerequisite: A grade of C or better in BIO 203, BIO 203L, BIO 230 and BIO 230L or MLT(ASCP) certification and enrollment in the online MLS program.. Offered: Summer 8-week-1 and 8-week-2, as needed.

MLS 405 - Transfusion Medicine (4 credits)

Discusses the theoretical and practical concepts of blood banking and transfusion medicine. Introductory topics include donor screening and selection, basic blood group serology, component processing and therapeutic use, hemolytic disease of the fetus and newborn, adverse reactions to transfusion, and quality assurance in the blood bank. Advanced topics include transfusion therapy, adverse complications of transfusion, blood inventory management, autoimmune hemolytic anemia and regulatory issues in the blood industry. Students enrolled in the traditional program will perform ABO/Rh grouping, antibody screening, compatibility testing, antibody identification, and component modification in the laboratory. MLT (ASCP) certified students in the online MLS program will perform a comprehensive review of all transfusion service principles and procedures. Students will analyze and correlate the relationship between laboratory results, diagnoses and/or the progression of disease.

Prerequisite: A grade of C or better in MLS 310, MLS 310L and MLS 338 or MLT(ASCP) certification and enrollment in the online MLS program.. Offered: Fall 8-week-1 and 8-week-2, Spring 8-week-1 and 8-week-2, Summer 8-week-1 and 8-week-2, as needed..

MLS 410 - Hematology II (3 credits)

Continues the study of hematology concepts, including an advanced study of the pathophysiology, laboratory diagnosis, clinical correlation and peripheral blood identification of quantitative and qualitative white cell disorders, acute and chronic leukemias, and myeloproliferative, myelodysplastic, lymphoproliferative and plasma cell disorders. Topics in coagulation cover normal hemostasis and disorders in the clotting mechanism, therapeutic anticoagulants, pathologic inhibitors, and thrombotic disorders. Laboratory exercises concentrate on identification of precursor white cells and white cell disorders in peripheral smears. Students are introduced to bone marrow evaluation, coagulation testing procedures, automated instrumentation, and flow cytometry.

Prerequisite: A grade of C or better in MLS 310, MLS 310L and MLS 338 or MLT(ASCP) certification for students enrolled in the online MLS program.. Offered: Fall 8-week-1 and 8-week-2, Spring 8-week-1 and 8-week-2, and Summer 8-week-1 and 8-week-2, as needed..

MLS 420 - Clinical Microbiology II (4 credits)

Emphasizes the correlation of in vitro and in vivo findings in the diagnosis and treatment of infectious diseases. The systems of the body will be discussed in terms of normal flora, proper specimen collection and processing, the isolation, identification, and treatment of pathogens from various body sites, and correlation with infectious diseases. Students enrolled in the traditional program will participate in laboratories that use a specimen approach to the study of diagnostic microbiology and are designed to simulate a clinical microbiology laboratory experience by having students

work with simulated patient cultures. Students enrolled in the online MLS Program will participate in a comprehensive review of clinical microbiology principles with emphasis placed on the laboratory procedures for isolating, culturing and identifying microorganisms. Fundamental microbiology, epidemiology and pathogenesis are included as appropriate.

Prerequisite: A grade of C or better in MLS 330, MLS 330L, and MLS 338 or MLT(ASCP) certification for students enrolled in the online MLS program.. Offered: Fall 8-week-2, Spring 8-week-1 and 8-week-2, and Summer 8-week-1 and 8-week-2, as needed..

MLS 425 - Clinical Chemistry II (3 credits)

Expands on introductory biochemistry, physiology and clinical chemistry concepts, covering more complex analytes including hormones, enzymes, tumor markers, cardiac markers, and electrolyte disorders.. This course also includes the clinical areas of toxicology, therapeutic drug monitoring, endocrinology, and immunochemistry. It emphasizes the analytes, testing methods, and disease processes using a body systems approach, with additional training in laboratory data analysis, quality control, and quality improvement. Using simulation exercises and team projects where applicable, students gain experience in the development of SOPs, reference interval studies, and new method or instrument validation studies.

Prerequisite: A grade of C or better in MLS 325L and MLS 338 or MLT(ASCP) Certification for students enrolled in the online MLS program.. Offered: Fall 8-week-2, Spring 8-week-1 and 8-week-2, Summer 8-week-1 and 8-week-2, as needed..

MLS 430 - Professional Research and Writing (4 credits)

Uses the principles and practices of research design and evidence-based guidelines to evaluate published studies in the field of medical laboratory science and apply the results of a clinical research study to practice. Working collaboratively with the instructor or management within the clinical laboratory, students research an institutional study, project or case study, and present their findings in a professional poster and oral presentation. Additional writing projects allow students to demonstrate understanding of laboratory regulatory compliance, clinical decision making and educational methodologies to provide patient and provider education and that demonstrate the inter-professional nature of healthcare delivery today and the importance of laboratory results.

Prerequisite: Senior year status in the Medical Laboratory Science program or MLT(ASCP) certification for students enrolled in the online MLS program.. SEE Certification: Writing Intensive. Offered: Fall 8-week-2, Spring 8-week-1 and Spring 8-week-2, as needed..

MLS 431 - Clinical Chemistry Practicum (3 credits)

Applies laboratory theory and techniques in the major disciplines of clinical chemistry and immunology through a supervised rotation at an affiliated hospital laboratory.

Fee(s): Parking fees may be required for rotations at affiliate hospitals.

Prerequisite: A grade of C or better in MLS 425. Offered: Spring.

MLS 432 - Clinical Hematology Practicum (3 credits)

Applies laboratory theory and techniques in the major disciplines of hematology and urinalysis through a supervised rotation at an affiliated hospital laboratory. Fee(s): Parking fees may be required for rotations at affiliate hospitals.

Prerequisite: A grade of C or better in MLS 410. Offered: Spring.

MLS 433 - Clinical Microbiology Practicum (3 credits)

Applies laboratory theory and techniques in the major discipline of microbiology through a supervised rotation at an affiliated hospital laboratory. Fee(s): Parking fees may be required for rotations at affiliate hospitals.

Prerequisite: A grade of C or better in MLS 420. Offered: Spring.

MLS 434 - Clinical Immunohematology Practicum (3 credits)

Applies laboratory theory and techniques in the major discipline of transfusion medicine through a supervised rotation at an affiliated hospital laboratory. Fee(s): Parking fees may be required for rotations at affiliate hospitals.

Prerequisite: A grade of C or better in MLS 405. Offered: Spring.

MUS - Music

MUS 201 - Introduction to Music in History (3 credits)

Surveys music literature from the late Renaissance to the present day. This course examines how music has evolved through the centuries by studying works by the most influential composers while relating the music to the corresponding historical eras. Students will be introduced to the finest representative musical examples in live and video performance.

Prerequisite: A grade of C or better in ENG 150, ENG 151 or ENG 153. SEE Certification: Fine Arts.

MUS 275 - American Music: Hopi to Hip-Hop (3 credits)

Traces the development of American musical styles as they evolved from music brought over by the early colonists through the gradual incorporation of Native-American music, African-American music, and the music of other ethnic groups up to contemporary popular music. This course is IKC-certified.

Prerequisite: A grade of C or better in ENG 150, ENG 151, or ENG 153. SEE Certification: Fine Arts. Offered: Fall or Spring.

NATB - Nursing Associate's to Bachelor's

NATB 312 - Physical Assessment and Pathophysiology (3 credits)

Explores the role of the nurse in physical assessment and data collection utilizing an organizing framework. Gaining competence in the application of assessment skills and interviewing prepares the registered nurse for enhanced clinical practice. Physical examination across the life span and with diverse populations is included, as well as application of knowledge within the context of pathophysiological conditions. Restricted to ATB majors.

Prerequisite: Acceptance into the ATB option.

NATB 313 - Concepts of Professional Nursing Practice (4 credits)

Includes discussion of the philosophy of nursing, perspectives of nursing theorists, and historical foundations. Expansion of nursing roles, development of learning goals, and professional values are discussed. The principles of scholarly writing and critical thinking are applied throughout the course. Restricted to RN to BS majors.

Prerequisite: Acceptance into the ATB option. SEE Certification: Writing Intensive.

NATB 315 - Information Technology in Nursing and Health Care (3 credits)

Presents nursing informatics as a combination of computer science, information science, and nursing science. Nursing informatics assists in the management and processing of nursing data, information, and knowledge in the practice of nursing and delivery of health care. This course addresses how technology shapes nursing practice, nursing education, and access to health care information and examines informatics as an area of nursing specialization. Restricted to ATB majors.

Prerequisite: None.

NATB 316 - Concepts of Professional Nursing Practice I (3 credits)

Includes discussion of the philosophy of nursing, perspectives of nursing theorists, and establishment of the professional identity and image of nursing. Nursing roles and professional values are explored in an analysis of evidence-based clinical problem-solving, and elements of cultural literacy and educational competencies are explored.

Prerequisite: Acceptance into ATB option.. Offered: Fall, Spring, and Summer, every year.

NATB 330 - Health Assessment (3 credits)

Develops data collection and physical assessment skills across the life span. Clinical application in the clinical lab setting will be emphasized.

Prerequisite: Acceptance into the ATB option.

NATB 414 - Nursing Leadership for RNs (3 credits)

Provides opportunities for registered nurse students to explore a variety of topics essential to facilitation of nursing leadership in health care environments. Nurses

learn about theories of organizational behavior, leadership, and management. Dialog centers on topics of group facilitation, delegation, motivation, collaboration, team building, empowerment, conflict management, and negotiation as experienced in the context of nursing practice. Restricted to ATB majors.

Prerequisite: A grade of C or better in NATB 312 or NATB 330 and NATB 316.

NATB 416 - Concepts of Professional Nursing Practice II (3 credits)

Explores the caring concepts and values of autonomy, altruism, and social justice and their integration into the practice setting. This course builds on NATB 316 by developing a personal nursing philosophy and mission statement for practice. Students will discover the impact of sociopolitical, economic, ethical, and regulatory processes on the health care system and the nursing role. Students will participate as an active member of the profession through a project focused on healthcare advocacy and apply critical thinking and communication skills in collaboration with peers in the analysis of forces that impact the health care environment.

Prerequisite: Acceptance into ATB option.. Offered: Fall, Spring, and Summer, every year.

NATB 418 - Nursing Research in Professional Practice (4 credits)

Exposes learners to the nursing research process and advancing the nursing profession through scientific inquiry and the development of nursing knowledge. Varied research methods related to data collection and analysis and human subjects protection are explored by critically evaluating nursing research studies. Synthesis, interpretation, application, translation, and dissemination of nursing research are examined in relationship to evidence-based nursing practice. Emphasizes leveraging nursing research to re-shape healthcare delivery and advance the health of individuals, populations, and communities. Restricted to NURS majors. Repeatable for credit.

Prerequisite: A grade of C or better in MATH 136, NATB 414 and NATB 416. SEE Certification: Writing Intensive-WI. Offered: Fall, Spring, and Summer, every year.

NATB 424 - Health in the Community (5 credits)

Immerses the nursing student in community-focused health care. The first portion of the course explores nursing care provided to groups within the community setting, based on nursing research and using the nursing process, community assessment, goal setting, and community planning. The second portion of the course includes concepts associated with epidemiology, informatics, economics, environmental health, health promotion, vulnerable populations, and global health. Theoretical concepts will be applied in a mentored clinical experience; the setting will be selected under the guidance of the faculty and will be one where public or community health concerns can be identified and where nursing roles are present. 45 hours of mentored clinical practice required. Restricted to ATB majors and licensure as a registered nurse.

Prerequisite: A grade of C or better in NATB 418.

NATB 434 - Concepts of Professional Nursing Practice III (3 credits)

Assists the nursing student in synthesizing concepts and experiences from their course work into an integrated whole. Students will analyze implications for change in nursing practice and the delivery of health care. The students will explore ways in which they can individually and collectively become engaged in advancing the quality of nursing practice.

Prerequisite: A grade of C or better in NATB 424.

NURS - Nursing

NURS 312 - Physical Assessment and Pathophysiology (3 credits)

Explores the role of the nurse in physical assessment and data collection utilizing an organizing framework. Gaining competence in the application of assessment skills and interviewing prepares the registered nurse for enhanced clinical practice. Physical examination across the life span and with diverse populations is included, as well as application of knowledge within the context of pathophysiological conditions. Restricted to RN to BS majors.

Prerequisite: Acceptance into RN to BS option.

NURS 313 - Concepts of Professional Nursing Practice (4 credits)

Includes discussion of the philosophy of nursing, perspectives of nursing theorists, and historical foundations. Expansion of nursing roles, development of learning goals, and professional values are discussed. The principles of scholarly writing and critical thinking are applied throughout the course. Restricted to RN to BS majors.

Prerequisite: Acceptance into RN to BS option. SEE Certification: Writing Intensive.

NURS 315 - Information Technology in Nursing and Health Care (3 credits)

Presents nursing informatics as a combination of computer science, information science, and nursing science. Nursing informatics assists in the management and processing of nursing data, information, and knowledge in the practice of nursing and delivery of health care. This course addresses how technology shapes nursing practice, nursing education, and access to health care information and examines informatics as an area of nursing specialization. Restricted to RN to BS majors.

Prerequisite: None.

NURS 316 - Concepts of Professional Nursing Practice I (3 credits)

Includes discussion of the philosophy of nursing, perspectives of nursing theorists, and establishment of the professional identity and image of nursing. Nursing roles and professional values are explored in an analysis

of evidence-based clinical problem-solving, and elements of cultural literacy and educational competencies are explored.

Prerequisite: Acceptance into RN to BS option. Offered: Fall, Spring, and Summer, every year.

NURS 414 - Nursing Leadership For RNs (3 credits)

Provides opportunities for registered nurse students to explore a variety of topics essential to facilitation of nursing leadership in health care environments. Nurses learn about theories of organizational behavior, leadership, and management. Dialog centers on topics of group facilitation, delegation, motivation, collaboration, team building, empowerment, conflict management, and negotiation as experienced in the context of nursing practice. Restricted to RN to BS majors.

Prerequisite: NURS 312 or NATB 330 and NURS 316.

NURS 416 - Concepts of Professional Nursing Practice II (3 credits)

Explores the caring concepts and values of autonomy, altruism, and social justice and their integration into the practice setting. This course builds on NURS 316 by developing a personal nursing philosophy and mission statement for practice. Students will discover the impact of sociopolitical, economic, ethical, and regulatory processes on the health care system and the nursing role. Students will participate as an active member of the profession through a project focused on healthcare advocacy and apply critical thinking and communication skills in collaboration with peers in the analysis of forces that impact the health care environment.

Prerequisite: Acceptance into RN to BS option. Offered: Fall, Spring, and Summer, every year.

NURS 418 - Nursing Research in Professional Practice (4 credits)

Exposes learners to the nursing research process and advancing the nursing profession through scientific inquiry and the development of nursing knowledge. Varied research methods related to data collection and analysis and human subjects protection are explored by critically evaluating nursing research studies. Synthesis, interpretation, application, translation, and dissemination of nursing research are examined in relationship to evidence-based nursing practice. Emphasizes leveraging nursing research to re-shape healthcare delivery and advance the health of individuals, populations, and communities. Restricted to NURS majors. Repeatable for credit.

Prerequisite: A grade of C or better in MATH 136, NURS 414 and NURS 416. SEE Certification: Writing Intensive - WI. Offered: Fall, Spring, and Summer, every year.

NURS 424 - Health in the Community (5 credits)

Immerses the registered nurse student in community-focused health care. The first portion of the course explores nursing care provided to groups within the community setting, based on nursing research and using the nursing process, community assessment, goal setting, and community planning. The second portion of the

course includes concepts associated with epidemiology, informatics, economics, environmental health, health promotion, vulnerable populations, and global health. Theoretical concepts will be applied in a mentored clinical experience; the setting will be selected under the guidance of the faculty and will be one where public or community health concerns can be identified and where nursing roles are present. 45 hours of mentored clinical practice required. Restricted to RN to BS majors.

NURS 434 - Concepts of Professional Nursing Practice III (3 credits)

Assists the RN to BS student in synthesizing concepts and experiences from their course work into an integrated whole. Students will analyze implications for change in nursing practice and the delivery of health care. The students will explore ways in which they can individually and collectively become engaged in advancing the quality of nursing practice.

Prerequisite: A grade of C or better in NURS 424.

PHOTO - Photography

PHOTO 141 - Basic Digital Photography (3 credits)

Introduces digital photography including the operation of a DSLR camera and introductory level digital photography techniques. Attention will be given to the technical aspects of manual camera control, editing, digital image processing, inkjet printing, and image presentation. Students will learn exposure, digital image enhancement, and preparation of images for print and online viewing. Aesthetic and creative concerns will be emphasized, using photography as a tool for documentation, communication, expression, and emotional appeal. This course also explores making informed choices in composition, subject matter, and framing. Students will need to purchase supplies/materials for this course.

Prerequisite: None. SEE Certification: Fine Arts.

POSCI - Political Science

POSCI 102 - American Government: Political Institutions and Procedures (3 credits)

Examines the structures that comprise the American political system, how they interact, how they affect an individual member of the political system, and how they are changed by individuals and groups. This course covers federal, state, and local government.

Prerequisite: ENG 151 or equivalent (may be taken concurrently). SEE Certification: Social Science.

POSCI 205 - State & Local Government (3 credits)

Examines how local communities and states are governed in the United States. The course balances its emphasis on metropolitan areas by examining key aspects of state policy, such as education, crime, growth, and taxation. Students explore comparisons between Maryland political institutions and those of other states.

Prerequisite: ENG 152 or equivalent. SEE Certification: Social Science.

PRST - Professional Studies

PRST 310 - Creative Leadership (3 credits)

Explores creativity concepts as they relate to leadership. Topics explored include thinking tools for leaders, creative problem solving as a framework for creative leadership, leading people with different creativity styles, and building a creative organizational culture.

Prerequisite: None. Offered: Spring 8-week-1, odd years.

PRST 495 - Professional Studies Capstone (3 credits)

Provides opportunities for students to demonstrate mastery of program objectives via completion of a culminating portfolio that will include reflection on growth as a professional using signature assignments as evidence, a professional organizational audit, and a statement of future directions as a professional.

Prerequisite: A grade of C or better in CM 205, CM 390, GEN 200, IS 260, MGT 210, PRST 310 and senior standing. SEE Certification: Writing Intensive. Offered: Spring 8-week-2, odd years.

PSY - Psychology

PSY 101 - Introduction to Psychology (3 credits)

Introduces students to the main theories, methods, and major findings that characterize psychology as a science. The course presents the scientific basis of psychology and asks students to think critically about the various topics presented. The course addresses psychology's application to issues of everyday life.

Prerequisite: A grade of C or better in ENG 151 (may be taken concurrently). SEE Certification: Social Science.

REL - Religion

REL 265 - Comparative Thought in Religion (3 credits)

Explores, examines, and compares a targeted religious issue, such as transcendence, mortality, sexuality, humanity, transitions, justice, and evil in selected world religions.

Prerequisite: A grade of C or better in ENG 152 or be equivalent (may be taken concurrently), or permission of the academic program administrator. SEE Certification: Humanities.

REL 270 - Contemporary Religion in the U.S. (3 credits)

Studies contemporary religious expressions in America. This course examines the origins, development, and current status of both mainline and peripheral movements, with discussions on attendant problems of national interest and addresses issues in which religion,

politics, and community values influence each other across the contemporary landscape.

Prerequisite: A grade of C or better in ENG 152 or equivalent (may be taken concurrently), or permission of the academic program administrator. SEE Certification: Humanities.

SOC - Sociology

SOC 101 - Introduction to Sociology (3 credits)

Introduces building blocks of knowledge in the discipline of sociology, a discipline that examines how humans interact and how their interactions are influenced by social forces.

Prerequisite: A grade of C or better in ENG 151 or equivalent (may be taken concurrently). SEE Certification: Social Science.

SUO

SUO 100 - Orientation to Online Learning (0 credits)

Provides an introduction to online learning for students enrolled in Stevenson University Online programs. The course prepares students for the online learning experience and includes topics such as academic integrity, time management, skills for academic success, support resources, and online learning best practices. The course also orients students to using SU-specific technologies and platforms such as Blackboard and BlueJeans.

SUO 101 - Online Learning Strategies and Success (0 credits)

Provides an introduction to online learning for students enrolled in traditional face-to-face academic programs. The course prepares students for the online learning experience and includes topics such as academic integrity, time management, skills for academic success, support resources, and online learning best practices. The course also orients students to using SU-specific technologies and platforms such as Blackboard and BlueJeans.

SUO 300 - Credit by Portfolio (3 credits)

Guides students through the process of documenting their prior experiential learning to meet the requirements of a course in their major. Students reflect on their previous experiences, assemble appropriate evidence demonstrating that their documented experiential learning meets the objectives of the course for which they wish to receive credit, and produce a portfolio for review by faculty evaluators. Credits for major-specific courses are awarded based on the evaluation of the portfolio in accordance with the Credit by Portfolio policy.

Prerequisite: Permission of Academic Program Administrator. Offered: Summer 8-week-2.

THEA - Theatre

THEA 121 - Introduction to Theatre (3 credits)

Examines, through readings, lecture and discussion, the responsibilities and techniques of theater artists (playwrights, actors, directors, designers) who collaborate to create the dramatic experience. Students further investigate the nature of this experience by critiquing Stevenson University productions.

Prerequisite: None. SEE Certification: Fine Arts.

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Ph.D., Johns Hopkins University

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MLIS, University of Pittsburgh

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M.A., University of Tennessee, Knoxville
M.P.P., Vanderbilt University
Ph.D., Penn State University

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J.D., Mitchell Hamline School of Law
Ed.D., University of South Carolina

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B.S., Towson University

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Brooks Edman (2007)
Interim Manager, Conference Services
B.S., Lebanon Valley College

Facilities

Michael J. Campbell, Jr. (2008)
Director of Facilities, Greenspring campus and Owings Mills North campus

Information Technology

John "Karl" Bantillo (2014)
Chief Information Officer

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Manager

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LaShaun Calderone (2004)
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Business Office (2002)

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Human Resources

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M.F.A., Brandeis University
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