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The programs, policies, requirements and regulations published in this catalog are subject to change as circumstances may require. For the current version of the catalog please go to www.stu.edu.

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St. Thomas University admits students of any gender, race, color, national, and ethnic origin to all rights, privileges, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

ACCREDITATION

St. Thomas University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, masters, law, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of St. Thomas University.



BOARD OF TRUSTEES

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PRESIDENT'S MESSAGE



Welcome to St. Thomas University, home of Biscayne College and the schools of Law; Science, Technology and Engineering Management; Theology and Ministry; Business; and Leadership Studies.

This catalog will give you a glimpse of the many exciting programs St. Thomas University's schools and college offer. For additional information please visit our website at www.stu.edu.

Dedicated to "Developing Leaders for Life" for over 50 years, St. Thomas University looks to instill the academic, professional and social skills necessary for each of our students to become exemplary leaders in their chosen field and in their community as a whole.

At St. Thomas University, our faculty of leaders has dedicated their lives to ensuring the success of each student.

Since its founding in 1961, St. Thomas University has been an integral part of the fabric of Miami, growing with the city, and contributing substantially to the economic, social, and cultural development of its people. Today, with the formation of our schools and college and the opening of new science and technology and health and wellness buildings, the University is in the midst of one of the most exciting periods in its history.

I look forward to meeting you and sharing ideas in this challenging new environment.

A handwritten signature in black ink that reads "Franklyn M. Casale". The script is fluid and cursive, with the first name "Franklyn" and last name "Casale" being the most prominent parts.

Rev. Monsignor Franklyn M. Casale
President

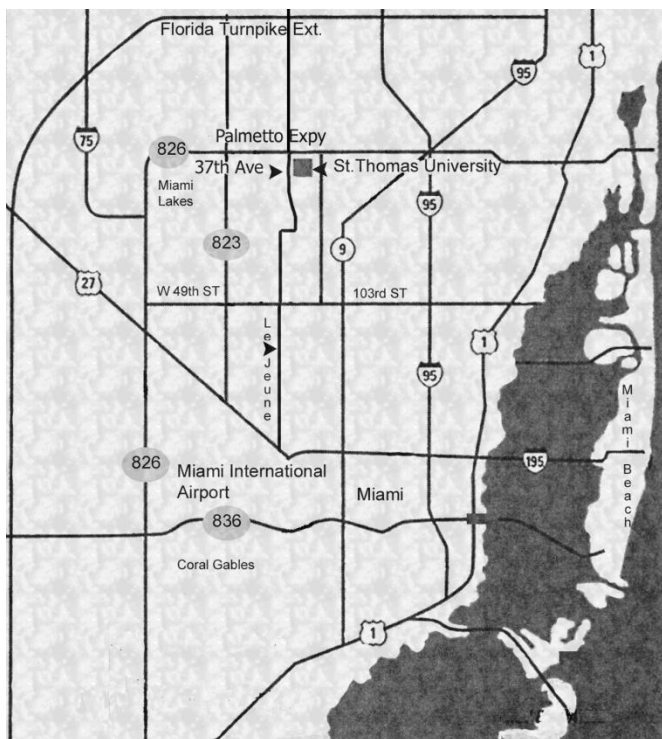
VISITING THE UNIVERSITY

The faculty and administration at St. Thomas University encourages you to visit campus to get a first-hand introduction.

Arranging a visit is quite simple. Please call the Office of Graduate Admissions one to two weeks prior to your visit. After the date and time of your visit has been confirmed, Graduate Admissions staff will make arrangements for you to meet with a financial aid counselor as well as an admissions officer. A St. Thomas University graduate student will take you on a tour of the University. If you would like to meet with a faculty member within your academic program, we can arrange that too.

Specific questions that are hard to answer via correspondence or telephone calls can be addressed directly to faculty members or admissions personnel.

ST. THOMAS UNIVERSITY LOCATION MAP



St. Thomas University
Main Campus
16401 NW 37th Ave.
Miami Gardens, Florida 33054-6459
305-628-6614/6770
FAX: 305-628-6591

ST. THOMAS UNIVERSITY CAMPUS SITE
 16401 NW 37th AVENUE - MIAMI GARDENS, FLORIDA 33054

Legend:

- 1. Residence Hall
- 2. Low School / Low Library
- 3. Academic Enhancement
- 4. College of Business / Business
- 5. College of Health & Wellness
- 6. Low Arts
- 7. University Arts
- 8. University Hall
- 9. Low Hall (Medical / Security / Maintenance)
- 10. University Hall
- 11. University Hall
- 12. University Hall
- 13. University Hall
- 14. University Hall
- 15. University Hall
- 16. University Hall
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- 22. University Hall

ST. THOMAS UNIVERSITY
Developing Leaders for Life

GUARD HOUSE

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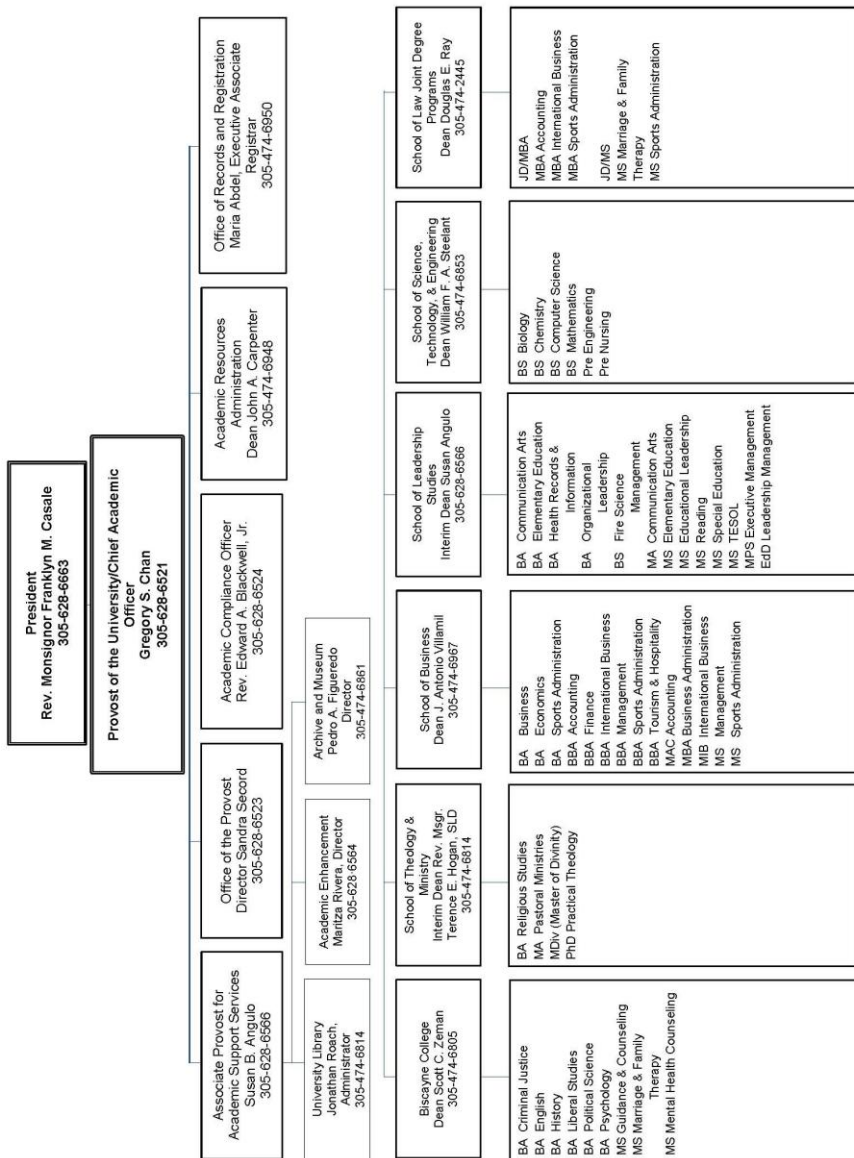
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ACADEMIC AFFAIRS ORGANIZATIONAL CHART



ASSOCIATIONS AND MEMBERSHIPS

St. Thomas University holds membership in the following consortia and professional organizations:

Academy of Hospitality and Tourism (National Academy Foundation NAF)
Academy of Finance (National Academy Foundation NAF)
American Association of Collegiate Registrars and Admissions Officers
American College Health Association (ACHA)
American College Personnel Association (ACPA)
American Conference of Academic Deans
American Council on Education (ACE)
American Institute of Certified Public Accountants (AICPA)
American Psychological Association
Association for Student Affairs Catholic Colleges & Universities (ASACCU)
Association of Catholic Colleges & University (ACCU)
Association of Graduate Programs in Ministry
Association to Advance Collegiate Schools of Business International (AACBS International)
Catholic Library Association
Caribbean Tourism Organization (CTO)
College and University Professional Association (CUPA)
Council of Independent Colleges
Florida Association of Colleges and Universities
Florida Association of Colleges for Teacher Education
Florida Association of Student Financial Aid Administrators (FASFAA)
Florida Board of Education Division of Colleges and Universities (FBE-DCU)
Florida Campus Compact
Florida Independent College Fund
Greater Miami Chamber of Commerce
Greater Miami Convention and Visitors Bureau
Greater Miami Society for Human Resource Management (GSHRM)
Higher Education Partnership of Southeast Florida (HEPSEF)
Hispanic Association of Colleges and Universities
Independent Colleges and Universities of Florida
International Assembly of Collegiate Business Education (IACBE)
International Society of Travel & Tourism Educators (ISTTE)
Marine Industries Association of South Florida (MIASF)
National Association of College Admissions Counseling (NACAC)
National Association of College Directors of Athletics (NACDA)
National Association of College and University Food and Services (NACUFS)
National Association of College and University Business Officers (NACUBO)
National Association of Graduate Admissions Professionals (NAGAP)
National Association of Independent Colleges and Universities
National Association of Intercollegiate Athletics
National Association of Foreign Student Advisors (NASFA)
National Association of Student Financial Aid Administrators (NASFAA)
National Association of Student Personnel Administrators (NASPA)
National Catholic Campus Ministry Association
National Intramural Recreation Association (NIRSA)
National Restaurant Association

North Dade Regional Chamber
Society for Human Resource Management (SHRM)
South Florida Career Consortium (SFCC)
South Florida Educational Consortium (SFEC)
Southeast Florida Library Information Network (SEFLIN)
Southeastern Library Network (SOLINET)
Southern Association of Colleges and Schools (SACS)
Southern Association of Collegiate Registrars and Admission Officers
Southern Association of Pre-Law Advisors
Southern Association of Student Financial Aid Administrators (SASFSA)
Southern Association for College Admission Counseling (SACAC)
The Sun Conference



ST. THOMAS UNIVERSITY

MISSION STATEMENT

St. Thomas is a Catholic university with rich cultural and international diversity committed to the academic and professional success of its students who become ethical leaders in our global community.

CORE VALUES

- Catholic Identity
- Global Diversity
- Student Success
- Leadership Development

The St. Thomas University graduate is a multilingual, internationally experienced individual, who rises to professional and community leadership guided by ethics enriched through an understanding of the Catholic social and intellectual heritage.

VISION STATEMENT

St. Thomas will position as the leading Catholic university in the Southeast by developing, through its academic programs, recognized global leaders in ministry, science, business, and justice, and will serve as a model resource that prepares its students to engage in the business, legal, social, and scientific universe of the global community.



Chapel of St. Anthony

INTRODUCTION

St. Thomas University's commitment to human development, throughout the life cycle, stems from its Catholic heritage. For 50 years, the Catholic and internationally diverse institution has been developing leaders who contribute to the economic and cultural vitality of the regions they serve. The Graduate programs are a natural extension of the University's concern for the development of the total person and its commitment to instill the academic, professional, and social service skills necessary for each of its graduates to become exemplary leaders.

The University recently launched an academic expansion, introducing exciting new programs, research, and teaching methodologies that include more in-depth studies in economics and online programs in Professional Studies. The University is home to:

- Biscayne College of Liberal Arts and Social Sciences
- School of Business
- School of Law
- School of Leadership Studies
- School of Science, Technology, & Engineering Management
- School of Theology and Ministry

Graduate degrees at the Master's level are offered in the following areas: Accounting, Business Administration, Communication Arts, Divinity, Educational Administration, Guidance and Counseling, International Business, Management, Marriage and Family Therapy, Mental Health Counseling, Pastoral Ministries, Professional Studies, Reading, Special Education, Sports Administration, and TESOL. Specializations in the MBA program include: Accounting, International Business, Management, and Sports Administration. Specializations in the MSM program include: Human Resource Management, International Business, Justice Administration, Management Accounting, and Public Management. Studies at the Law School lead to the Juris Doctor degree.

In addition to main campus programs, St. Thomas University may offer, to eligibly employed persons, the MS in Management at convenient locations throughout Dade County. Graduate faculty are well versed in the theory and application of their specific disciplines.

Graduate faculty have working relationships with a variety of governmental agencies, churches, and businesses which in turn provide graduate professionals from business, industry, government, education, counseling centers, law enforcement, healthcare, professional sports management, and the ministry to serve as adjunct faculty or guest lecturers. This dynamic mixture of academics and practitioners provides an exciting learning environment.

At the Graduate level, St. Thomas also offers Certificate Programs that are designed for career professionals who possess a Bachelor's degree and want to develop additional skills, but may not want to pursue a Master's degree. The Certificates are also designed for those possessing a Master's degree in a specific field and desiring a structured Graduate program in another, without having to complete a second Master's degree.

As a major metropolitan center and focus of international commerce, South Florida offers a wide range of employment opportunities, professional development activities, and cultural and leisure events. The general South Florida area offers an unlimited number of attractions and activities, which have helped to add to its growth and continuing appeal to tourists. The climate allows enjoyment of year-round activities. The 140-acre campus provides for a variety of sports and activities.

GRADUATE ADMISSION

REQUIREMENTS FOR ADMISSION

All applicants must possess a bachelor's degree or its equivalent from an accredited college or university prior to enrollment. The Admissions Committee considers all applicants for admission on the basis of their academic record, personal and professional accomplishments, motivation, talents, recommendations, personal statement, and test results, as applicable. Some programs require an interview. Applicants may be required to submit the results of the Graduate Record Examination (GRE), the Graduate Management Test (GMAT), the Miller Analogies Test (MAT), and/or the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or Level Of English Proficiency (LOEP) pre-test to assess English skills.

PROCEDURES FOR ADMISSION

All required application materials, including official undergraduate and graduate transcripts, must be submitted to the Office of Admissions prior to the semester for which the applicant plans to enroll. All documents become the sole property of St. Thomas University (STU) and cannot be forwarded to another institution or returned to the applicant.

In order for an applicant's file to be reviewed by the Admissions Committee, the file must contain the following:

1. A completed and signed Application for Admission.
2. A non-refundable application fee of \$40 US currency (money orders or treasurer's/cashier's/bank checks made payable to St. Thomas University). The application fee is waived for alumni of St. Thomas University.
3. Official college and/or university transcripts from the institution where the Bachelor's Degree was conferred. If you are a veteran expecting to utilize VA benefits, you are required to submit transcripts from each institution attended. Official transcripts are those sent directly from the institution attended to the Office of Admissions at St. Thomas University.
4. Letters of recommendation or the recommendation forms (letters of recommendation forms can be obtained online at www.stu.edu or from the Office of Admissions)

All programs require two (2) letters of recommendation except for the following programs, which require three (3) letters of recommendation.

- MA Pastoral Ministries
 - Master of Divinity
 - MBA/MS Sports Administration
 - PhD in Practical Theology
 - EdD in Leadership and Management
5. Admissions test scores, personal statements, resume, and a personal interview, if required by the graduate program.
 6. All graduate applicants who have an undergraduate GPA of less than 3.0 or low scores on standardized tests will be required to take a writing skills course.

INSTITUTIONAL ASSESSMENT OF WRITING SKILLS

Graduate applicants may be required to take the Graduate Writing Assessment examination. Students will be notified if their scores and/or GPA require them to take the examination, which is administered on campus at no cost to the applicant. Based on scores established by each graduate program, the applicant will either:

1. Be admitted on probation and required to enroll and pass a writing skills course (GRW 500 or ESL 111W) during their first semester of study,
2. Not be admitted to graduate study at St. Thomas University, or
3. Be fully admitted to St. Thomas University.

PROGRAM OFFERINGS

The following graduate programs are offered three semesters a year (Fall, Spring, and Summer):

- EdD in Leadership and Management [Online]
- Master of Divinity
- MA in Pastoral Ministries
- MPS in Executive Management [Online]
- MS in Educational Leadership [On Campus/Online]
- MS in Elementary Education [Online]
- MS in Guidance and Counseling
- MS in Marriage and Family Therapy
- MS in Mental Health Counseling
- MS in Reading [On Campus]
- MS in Special Education (Exceptional Student Education K-12) [On Campus]
- MS in TESOL [Online]
- PhD in Practical Theology

These graduate programs are offered five times a year (January, March, May, August, and October):

- Master of Accounting
- MA in Communication Arts
- Master of Business Administration
- Master in International Business
- MS in Management [On Campus/Online]
- MS in Sports Administration

APPLICATION DEADLINES

Admission to the university is on a "rolling" basis. Applications will be considered for admission according to the number of spaces available for the semester for which you are applying. Application for admissions will be reviewed upon receipt of all required documents. The preferred date for submission of all application materials for all programs, except Sports Administration, is two months before the start date for domestic students, and three months before the start date for international students.

Application Deadlines for Sports Administration Programs

- A1:** October 1
- A2:** January 1
- A3:** March 1
- A6:** June 1
- A7:** August 1

ADMISSION TESTS

All testing must take place before a student's personal interview for a graduate program.

GRE, GMAT, and MAT:

Students entering a graduate program may be required to take the Graduate Record Examination (GRE), the Graduate Management Admissions Test (GMAT), or Miller Analogies Test (MAT). The GRE, GMAT, and MAT information bulletins contain all necessary registration information, and may be obtained from the Educational Testing Service at GRE: www.gre.org, GMAT: www.gmat.com, or MAT: www.milleranalogies.com. The Admissions Committee will notify students who are required to submit either the GRE, GMAT, or MAT. If the graduate program does not require the GRE, GMAT, or MAT test score, applicants may voluntarily submit their test score to enhance their credentials. Test Centers for the GRE, GMAT, and MAT in Florida are listed in the information bulletin. GRE, GMAT, and MAT information is also available by mail from:

Educational Testing Services Harcourt Assessment, Inc

P.O. Box 6004 (GRE)

P.O. Box 7247-6707 (MAT)

P.O. Box 6103 (GMAT)

Philadelphia, PA 19170-6707

Princeton, NJ 08541 USA

TOEFL/IELTS:

The TOEFL and IELTS are acceptable tests for English proficiency. These tests are offered in the United States and many foreign countries. Further information may be obtained at US Consulates or from the test website www.toefl.org, www.ielts.org, or from the following addresses:

TOEFL Services Educational Service

PO Box 6151

Princeton, NJ 08541 USA

(609) 771-7100

IELTS International

825 Colorado Boulevard

Suite 112

Los Angeles, CA 90041

ADMISSION CLASSIFICATIONS

Graduate students may be admitted to St. Thomas University in one of four categories:

1. Full Admit - a student who meets all degree requirements, and who has submitted all required official documentation for admission.
2. Probational Admit - a student whose academic credentials are below the recommended program level but has submitted evidence that he/she is capable of meeting the rigorous academic challenge of graduate study. A student admitted on probation is limited to six (6) credits during the first term of study, may be required to take specific courses, and/or may have other academic limitations imposed on coursework. If students on probation receive a "B" or better in a course(s) taken during their first term at St. Thomas University, they may be taken off probation and placed in a full admit status upon subsequent review and approval by the Admissions Committee.
3. Conditional Admit - a student who meets all degree requirements; however, the application is incomplete or is missing required official documents.
4. Probational/Conditional - see both Probational and Conditional Admit above.

5. **Readmission** - To initiate the readmission process, the student must complete and submit, at a minimum, the reapplication form and non-refundable fee to the Graduate Admission Office. All past credits will be reviewed at the time of such readmission in light of current degree requirements. Other requirements for re-application may be requested by the Program Coordinator/Director before recommendation is made for the student to be re-admitted in the program.

SPECIAL STUDENTS

A student who wishes to take graduate courses for credit on a non-degree-seeking basis is categorized as a "Special Student." To enroll as a special student, an applicant must complete a Special Student (non-degree) Application, submit a copy of undergraduate transcript(s) with degree posted or copy of diploma, \$40 (US currency) application fee, and fill out a Registration Form for class selection. The Office of Admissions, under the direction of the Admissions Committee, processes all Special Student applications. In order to take graduate courses, applicants must possess a bachelor's degree from an accredited college or university. No financial aid or assistance is available to students in the Special Student category.

A special student is limited to six (6) credits only. A special student who is taking a St. Thomas University course(s) for transfer back to another academic institution should contact that school to ensure transferability of the course(s) before registering. A special student wishing to take more than six (6) credits must be admitted to a graduate or certificate program. St. Thomas University graduate credits earned prior to admission to a Master's degree program will be applied toward the graduate program only with the approval of the program coordinator. Graduate-level credits from other institutions are not automatically accepted, but will be evaluated on a course-by-course basis under the Transfer of Credit Policy of the University.

ADMISSIONS POLICY ON UNDOCUMENTED STUDENTS

Students seeking admission to St. Thomas University who are unable to demonstrate legal status as defined by Department of Homeland Security can be considered for admission to the university provided they have fulfilled and met the stated entrance requirements applicable to all candidates for admissions.

Students considered as "undocumented" are not eligible for receipt of federal or state government financial aid funds.

For purposes of tuition payments, "undocumented" students will be subject to the same payment requirements as international students, namely they must pay 50 percent of the total tuition charges for each semester at the time of registration for classes and the balance no later than eight days after that start of the semester/term.

INTERNATIONAL STUDENTS

International graduate students must fulfill the same requirements as all other students applying for graduate admission. In addition, international students must provide the following information:

1. **Educational Documents:** Official transcripts or Statement of Marks must be mailed to the Office of Admissions at St. Thomas University directly from

the educational institution(s) attended. The official transcript or Statement of Marks must contain:

- a. Subjects studied
- b. Marks or grades awarded
- c. Length of class periods (optional)
- d. Number of periods per week for each subject (optional)
- e. Grading scale with minimum passing marks

Note: If transcripts or Statement of Marks do not indicate the type of degree and date awarded, certified copies of the diploma or other proof of the awarding of the degree must be presented. Certified copies of transcripts or Statement of Marks from foreign institutions may be submitted, but the University requires that such transcripts or Statement of Marks be sent directly to St. Thomas University from the issuing institution(s).

2. **English Translations:** Documents in a language other than English must be accompanied by the original official English translation.
3. **Evaluations:** A NACES (National Association of Credential Evaluation Services) accredited evaluator must evaluate all transcripts from institutions outside the United States. The evaluation agency must indicate that the institution has accreditation equivalent to that of institutions recognized as accredited by the United States Department of Education. However, the Admissions Committee reserves the right to request an accredited evaluation of a transcript from an English speaking institution during the admissions process, if the accreditation of the institution is in doubt. International applicants can obtain information regarding accredited evaluators by contacting the Office of Admissions. International applicants must request that the evaluator provide the Admissions Committee with a course-by-course evaluation and a grade point average equivalent. Also, applicants must request that the evaluator send the original evaluation directly to the Office of Admissions at St. Thomas University.
4. **TOEFL/IELTS:** International students educated in foreign institutions where the language of instruction is not English are required to submit the results of either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Applicants who submit a TOEFL score of at least 213 on the computer-based test or 79 on the Internet-based test, or an IELTS score of at least 6 overall will not be required to take any course in English as a second language.

Applicants transferring from US or non-US institutions where the language of instruction is English, who have demonstrated proficiency in the English language, are exempt from the TOEFL and IELTS.

Academically qualified applicants unable to take the TOEFL/IELTS or who have a TOEFL score below 213 on the computer-based test or below 79 on the Internet-based test, or an IELTS score below 6 overall may be offered admission on the condition they must take the Level Of English Proficiency (LOEP) pre-test to assess English skills.

As a result, students may be required to pursue additional coursework in English, if their command of the English language is judged to be insufficient for graduate study. Depending upon the level of proficiency, as determined by the TOEFL, IELTS, or LOEP, international students may be allowed to take a limited number of courses in their degree program, while completing their English coursework. The Admissions Committee and Director of the Academic Enhancement Center will make this determination. Intensive English instruction is offered at St. Thomas University.

5. **GRE, GMAT, and MAT:** International students entering a graduate program may be required to take the GRE, GMAT, or MAT. The Admissions Committee will notify students who are required to submit either the GRE, GMAT, or MAT. St. Thomas University's Institutional Code for score reporting is 5076. If the GRE, GMAT, or MAT is required, the official test results must come directly from the testing organization.

Once all the documents required for admission by the graduate program have been received, the Admissions Committee will begin review of the applicant's file. An admissions decision will be made usually between two and four weeks, and communicated to the applicant by mail or email.

United States Citizen and Immigration Services Requirements

Most international students require a Student Visa (F-1/J-1) to study in the United States. Some international students may already have an immigration status that allows them to pursue studies in the United States without having to fulfill any other special visa requirements. International applicants are solely responsible for obtaining the appropriate information concerning U.S. immigration requirements in order to pursue their studies in the United States. Applicants who need to obtain a student visa (F1/J-1) should allow sufficient time to process their application for admission and acquire their student visa.

Certification of Eligibility (Form I-20 for F-1 Visa, Form DS-2019 for J-Visa)

International students who are required to have a student visa (F-1/J-1) in order to enter and study in the United States must fulfill the following requirements upon their acceptance to the University:

1. Statement of Financial Sponsorship (Form A). The individual or agency that will act as the Financial Sponsor for the student must complete this form.
2. Certification or Letter of Finances (Form B). This form must be completed and signed by the student, sponsor, and government representative or sponsoring agency. Students may elect to have their sponsor's bank forward a certified letter verifying that the funds required are available. (Please contact the Office of Admissions for the minimum amount that must be certified).
3. J-1 Exchange Visitor Student Request Form. This form must be completed and signed by the applicant who is requesting to attend St. Thomas University as an exchange student.

International students who do not require a student visa (F-1/J-1) because they already have a visa in effect that allows them to study in the United States must send a photocopy of the following:

- Identification page of their passport
- Passport page with corresponding visa

- I-94 card

Procedure for Obtaining a Student Visa (F-1/J-1)

To secure a student visa (F-1/J-1), admitted students must take the following documents to their local U.S. Consulate:

- Letter of acceptance from St. Thomas University
- I-20/DS-2019
- Passport
- Financial Guarantee

It is recommended that international students contact the U.S. Consulate in their country to clarify what documents will be required as evidence of financial support to meet the stipulations for the Financial Guarantee. Please contact the Office of Admissions at the address or telephone number listed below for additional questions on international student admissions.

Additional Requirement

For purposes of tuition payments, international students must pay 50 percent of the total tuition charges for each semester at the time of registration for classes and the balance no later than eight days after that start of the semester/term.

OFFICE OF ADMISSIONS ADDRESS

All requests for information and application forms or admission status inquiries should be directed to:

St. Thomas University
Office of Admissions
16401 NW 37th Avenue
Miami Gardens, FL 33054-6459
Phone: 305-628-6546
Fax: 305-628-6591
Toll free: 1-800-367-9006
graduate@stu.edu

GENERAL INFORMATION

OFFICE OF UNIVERSITY ADVANCEMENT

Mission Statement

The Office of University Advancement is focused on fostering relationships, building partnerships, creating awareness, and generating support amongst alumni, donors, leaders, business partners, legislators, and the community for the University's mission in academics, research, scholarships, and outreach. Our goal is to engage and connect these constituents to create meaningful partnerships with the University to garner support and secure resources that will enhance St. Thomas University's place in higher education.

ALUMNI ASSOCIATION

The St. Thomas University Alumni Association (STUAA) mission is to promote the welfare of St. Thomas University and to establish a mutually beneficial relationship between St. Thomas University and its alumni. The Alumni Association supports and strengthens the University, involves and enriches its alumni, and fosters a lifelong relationship with St. Thomas. We seek both to encourage alumni to become involved in alumni and University activities and to recognize those graduates who have contributed to the University through such activities.

ACADEMIC RESOURCES ADMINISTRATION (ARA)

Dean John A. Carpenter, PhD

Associate Director: Angela Rodriguez, MS

Academic Resources Administration (ARA) is a unit of Academic Affairs established to acquire financial and other external resources by means of federal, international and other public grants, contracts, innovative academic initiatives, research initiatives and partnerships. These resources will primarily support academic program development, increased enrollment quality and quantity, faculty development, research, student retention and achievement, and administrative development.

University faculty, administrators, and staff desirous of seeking resources should contact jcarpenter@stu.edu or cell phone 305-342-7959, visit ARA in O'Mailia Hall 6A and visit the ARA entry in the University website.

CAMPUS MINISTRY

Campus Ministry takes a leading role in the mission of St. Thomas University by assisting students, staff, and faculty in the ongoing tasks of spiritual and religious formation. While faithful to and supportive of the Catholic Identity of St. Thomas, the staff and programs of Campus Ministry are attentive and sensitive to the ecumenical and interfaith dimensions of the University's population.

The staff provides direct service to students in the office (Kennedy Hall 114) and in the Chapel of Saint Anthony. The Kennedy Hall office has become a place of hospitality and friendship for students, staff, and faculty. It is the center of the staff's efforts to provide for spiritual needs. Programs and projects are developed here that support liturgical and sacramental life, community outreach, spiritual development, and leadership training. Each year, the Rite of Christian Initiation of Adults (RCIA) process is offered for those who wish to be baptized, confirmed, or to join the Catholic Church from another faith tradition. There is an annual weekend retreat, faith sharing groups, Advent and Lenten reflections, and many service opportunities through the Office of Campus Ministry, open to all students. The staff is interested in learning about unmet spiritual needs of the community, so please stop in and talk with staff if you have new ideas.

In addition to faith-sharing groups and service opportunities offered in the School of Law, there is a chaplain for the School of Law, Monsignor Andrew Anderson, whose office is located in the Student Services suite of the Law School.

In the Chapel of Saint Anthony, Mass is celebrated daily at 12:15 pm. The Chapel is open throughout the day and provides the University community with a quiet place for private prayer and reflection. All are welcome and encouraged to spend time in the Chapel. It is also where community worship will take place in the Mass of the Holy Spirit at the beginning of each academic year and in the Baccalaureate Mass, held the night before graduation each semester.

All students are encouraged to visit the Office and become involved in the various activities and programs offered. We exist to serve you, so please give us that opportunity.

STUDENT AFFAIRS

St. Thomas University adheres to the philosophy that students will succeed if they are given support in their academic and social life. The mission of Student Affairs is to enhance academic success and holistic development of students by providing a broad array of collaborative, co-curricular programs, services, and activities that promote personal integrity, ethical leadership, civic responsibility, environmental awareness, and social consciousness. Services available through the Student Affairs Department include: Athletics and Intramurals, Campus Activities, Career Services, Counseling Services, Health and Wellness, International Students and Scholar Services, Residential Life and Housing, Emergency Management, and Student and Staff Development.

These offices oversee all aspects of student services relating to residence life, campus activities, student retention, and student success. Offices are located in the Student Center, Residence Life is located in Dunnellon Hall 104, and Athletics is located in the Fernandez Family Center for Leadership and Wellness. For detailed information regarding student's rights and responsibilities, please reference the St. Thomas University Student Handbook at <http://www.stu.edu/studenthandbook>.

HEALTH AND WELLNESS

Health and Wellness is dedicated to promoting health and well-being from the foundation of Catholic Identity guidelines for University communities and based on

the principles of Catholic Social teachings and Catholic Health Care: the care and dignity of the individual, attention to the needs of the marginalized and disenfranchised, respect for workers, care of the environment, and the promotion of peace and nonviolence in the world. St. Thomas University has the unique advantage of providing an intimate, family education model aimed at developing leaders for life.

Location: The south end of the Student Center Building near Rathskeller Hall.

Services Offered: Psychological (counseling) and acute medical care for the St. Thomas community, and if unable to help you directly, Center staff will assist you in searching for resources.

- **Psychological Care (Counseling):** Programs typically include brief psychotherapy, crisis intervention, referral programs, and psycho-educational resource materials. Staff offer wellness-themed monthly workshops that give students an opportunity to be proactive in their overall health. Health and Wellness also offers consultation services for faculty and staff to contribute to the overall goal of student success. Confidentiality is a foundational principle supporting all services.
- **Medical Care:** To address general health care concerns, weekly clinic days are staffed by an Registered Nurse. Outpatient surgical, urgent, ER gynecological, visual, radiology, or other specialty medical services are not provided. Medical issues requiring more specific care or students with emergency situations are referred to a physician, clinic, or hospital in the community. Medical services provided off campus are strictly at the student's expense. Emergency and urgent care medical and ambulance services MAY BE covered, in part, by your health insurance provider.

Contact: For non-emergency questions regarding student health insurance, general health care, or to make an appointment in the University clinic, contact Nellie Baez, RN: nbaez@stu.edu. To make an appointment for counseling, contact Josie Oramas, LMHC: joramas@stu.edu. For emergencies, call 911.

Hours:

Clinic: Monday – Friday, 9am-4:30pm

Counseling: Monday-Friday, 10am-6pm

Student Insurance: All full-time undergraduate, international, and law students are required to have adequate health insurance. This policy is in place for the sole purpose of safeguarding the well-being of students. There are no exceptions to this policy. If you do not have personal health insurance, a plan is available for students of St. Thomas University. **Health and Wellness communicates to students through St Thomas University e-mail accounts, this includes the waive/enroll insurance information and deadline.** Please be very careful to check your STU email regularly for updates on verifying existing health insurance, enrolling for student health insurance, and for all applicable deadlines. It is each **student's sole responsibility** to assure full cooperation with the guidelines for health insurance enrollment every calendar year. Each student is required to submit proof of insurance along with University registration. Active insurance status will be checked regularly for accuracy. All students who reside on campus must submit a completed medical form and updated immunization records before moving into the residence hall. **All first-year students residing on campus must show proof of a recent meningitis immunization. Please check the Health and Wellness**

webpage at www.stu.edu@healthandwellness for information on University Immunization Guidelines and for health forms. In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), only expressly designated staff of the University may confirm proof of medical insurance.

DEPARTMENT OF ATHLETICS

St. Thomas University offers athletics programs through the National Association of Intercollegiate Athletics (NAIA) and is a member of The Sun Conference (TSC). Men's teams compete in baseball, basketball, golf, soccer, tennis, and cross-country; women's teams compete in basketball, softball, volleyball, soccer, tennis, and cross-country. The University also has co-ed Cheer and Dance. The programs at St. Thomas have a long history of athletics and academic success. In the past few years, at least 5 of its 12 athletic teams have qualified for national tournaments and the athletics program as a whole finished 2nd in the Sun Conference Commissioner's Cup; 9 of 12 teams have also received NAIA Scholar Team honors. University athletes annually maintain a 3.0 overall GPA. According to the 2006 IPED report, the athletics program has a 42% graduation rate within a six year period. With increased academic support and mandatory study halls, this rate is sure to increase. The success of athletes is a true sign of the University's commitment toward its "student first" mission.

Mission: Intercollegiate athletics at St. Thomas University provides student-athletes with a competitive and diverse environment where they can challenge themselves athletically and academically. The Department of Athletics places a priority on the mental, social, physical, emotional, moral, and spiritual well-being of student-athletes, a practice that allows student-athletes to flourish and reach their full potential. Participation in athletics prepares student-athletes for future endeavors by developing leadership and encouraging teamwork – values that enhance good citizenship. Consistent with the University's Catholic tradition, rooted in diversity and service, the Department of Athletics emphasizes community engagement in the region. Whether on the field, in the classroom, or in the community, student-athletes and staff respect the rights, dignity, and worth of every human being; maintain the highest standards of ethical behavior; and conduct themselves in a manner which brings credit to the University.

Philosophy: The President of St. Thomas University and the Department of Athletics firmly believe in supporting the academic progress of student-athletes and encouraging the values of respect for others, quality sportsmanship, and ethical conduct in amateur intercollegiate athletics. These are key values in achieving the University mission of "Developing Leaders for Life." The President of St. Thomas University, in cooperation with the Department of Athletics, ensures that all student-athletes, athletic staff, and institutional personnel understand and practice the highest ethical conduct on and off the field or court and comply fully with all the rules of the Division. These values are the standards for all fans, alumni, boosters, and members of the immediate collegiate community at all events throughout the athletics program.

The Department of Athletics places a high priority on the health, safety, well-being, and academic success of its student-athletes, and encourages the growth of well-balanced student-athletes in the student-centered environment established by the University mission and its Catholic tradition. Participation in athletics facilitates the learning of values that improve the mental, social, physical, emotional, moral, and

spiritual development of student-athletes. These lifelong values teach teamwork, sportsmanship, and leadership. The Department of Athletics fully supports student-athletes and their efforts to meet their educational objectives and to maintain good academic progress toward their degrees.

In addition, the athletic programs afford student-athletes high-level, amateur, athletic competition where they can challenge themselves on the field or court through equitable participation. Excellence in competition is always approached within the framework created by the Division's constitution, bylaws, policies, and principles of sportsmanship. The Department of Athletics schedules the majority of its competitions with other members in its Division within the University's regional and geographical location. An equal opportunity to participate in intercollegiate athletics is provided for all students regardless of gender, race, ethnicity, religion, national origin, and sexual orientation. Furthermore, the Catholic tradition and mission of the University ensures all students have opportunities for volunteer service and community engagement in order to develop leaders who contribute in the region in which they reside.

Eligibility: Student-athletes will follow all eligibility guidelines that are set forth by the National Association of Intercollegiate Athletics (NAIA) and the Sun Conference (TSC), whichever is most stringent, in addition to the University's admissions requirements. **Graduate students that are interested in participating in athletics at St. Thomas University must have completed and received an undergraduate degree from St. Thomas University and be enrolled full-time in a graduate program according to the graduate admissions standards.**

In order to participate in athletics, student-athletes in the graduate program must maintain a minimum 3.00 overall GPA and pass at least 24 credit hours within the last two full-time terms of attendance. For specific NAIA rules, student-athletes and other interested parties should review the NAIA rules and procedures regarding athletics participation requirements at <http://www.playnaia.org/>.

To remain eligible to participate in intercollegiate athletics, the following must be met:

INTRAMURALS AND RECREATION

The Fernandez Family Center for Leadership and Wellness' Intramurals and Recreation department, offers a variety of activities featuring team and individual/dual competition. These year-round activities include flag football, softball, basketball, volleyball, street hockey, billiards, and more. The Intramurals and Recreation programs also offer many special event opportunities on and off campus designed to meet the needs of the students, faculty, and staff.

The Department has several recreational facilities located on campus for use by faculty, staff, students, and alumni, including the new Fernandez Family Center for Leadership and Wellness. The Center includes a state-of-the-art fitness center, café, full size gymnasium for volleyball and basketball, athletic department offices, media room, three classrooms for sports administration, and a fitness studio. Additional recreational facilities include a swimming pool, outdoor basketball courts, and tennis courts. Use of all recreational facilities requires a valid STU ID.

Mission: St. Thomas University is dedicated to placing an emphasis on providing students ongoing social, physical, intellectual, and cultural development. Students will have the ability to achieve these developmental needs through participation in

Intramurals and Recreational Sports activities. Intramurals and Recreational Sports afford students, faculty, and staff the opportunity to work together to strengthen personal development while enhancing academic productivity through the increase of physical fitness, psychological health, wellness, and exercise. All Intramurals and Recreational Sports programs highlight and reward values such as sportsmanship, leadership, teamwork, and lifelong leisure skills. The goal of Intramurals and Recreational Sports is to be as varied as possible to support the diverse population at St. Thomas University in addition to participation among the local educational institutions.

For more information call (305) 474-6874 or Like us on Facebook: Fernandez Family Center for Leadership and Wellness

CAREER SERVICES

The Office of Career Services is dedicated to assisting St. Thomas University students and alumni in attaining their career goals. Students who visit Career Services early-on in their pursuit of a degree learn about a variety of methods useful in making career decisions. Office staff specialize in combining one-on-one career advising with the latest in career-related technology, including an internet-based system for professional, internship, and part-time openings and resume referrals. Additional services available to students include:

1. **Self-assessment:** Students work one-on-one with a Career Advisor to identify their interests, abilities, and work values. When appropriate, students utilize the Myers-Briggs Personality Type Indicator. Once a student or alumni completes the MBTI and meets with a Career Advisor, he/she is better positioned to choose a major or decide on a career path.
2. **Job search assistance:** Students seeking professional employment, an internship, summer employment, or graduate study can obtain assistance with resumes, cover letters, and interviews in the classroom or one-on-one.
3. **Internships and Experiential Learning:** Students who secure an internship or experiential learning assignment enhance their marketability by developing valuable skills. Further, they increase their awareness of career options while developing a professional network. To learn more, visit the Career Services Office or <http://www.stu.edu/StudentLife/CareerServices/InternshipInformation/tabid/317/Default.aspx>.
4. **Web-based Career Services:** Students are able to post their resume and cover letter online, giving them the ability to apply for job/internship openings posted by employers.
5. **Career Expos:** Fall and Spring Career Expos result in approximately 50-60 employers converging on campus to hire students.
6. **Career Resources:** Visit the Career Services website at www.stu.edu/career to view the What can I do with this major? program that contains information on areas graduates can enter with a particular degree (i.e. accounting), the employers that recruit people in those majors, and the strategies to follow to get there. It's a must see!
7. **Career Workshops and Class Visits:** Participate in workshops on a variety of career topics including The Career Planning Timeline (freshmen through senior year), Resume Writing, Interviewing Skills, Networking, Skills Employers Seek, Cover Letter Writing, Going to Graduate School, and more.

Career Advisors also visit undergraduate and graduate classes, upon faculty request.

8. **Mock Interviews:** Students and Alumni can schedule a one-on-one mock interview with a Career Advisor. The purpose of the mock interview is to practice for the "real" interview. Feedback is provided on the spot to the interviewee to help him/her develop professional success techniques.
9. **Mentoring Program:** Career Services in partnership with The National Society of Hispanic MBAs (NSHMBA) offers the L.I.F.E. (Latin Initiative to Foster Empowerment) Mentoring Program in the Fall and Spring semesters. The purpose of L.I.F.E. is to increase the retention rate of Hispanic students (other minorities are encouraged to participate). L.I.F.E. targets undergraduate students, ideally in their freshmen and sophomore years, who may not be clear about their career path. Professional mentors provide mentees with resume critiques, mock interviews, and tips to help them jumpstart their careers. Graduate students and alumni interested in serving as professional mentors may contact a Career Advisor to express interest.

Office Hours and Location: Monday-Friday, 9am to 5pm. Career Services is located in the Student Center.

For more information, call (305) 628-6688 or visit www.stu.edu/career.

INTERNATIONAL STUDENT AND SCHOLAR SERVICES

St. Thomas enrolls students and scholars from over 65 countries. The University seeks qualified international students and scholars who bring a special richness and diversity to the cultural life of the University community. The University assists international students and scholars in achieving educational goals while providing insight into American culture.

Certificate of Eligibility SEVIS I-20 and Arrival/Departure Card I-94

The U.S. Citizenship and Immigration Services (USCIS) Certificate of Eligibility SEVIS I-20 is issued to admitted students who have provided an official financial affidavit. The student is required to attend St. Thomas University as indicated on the SEVIS I-20 for the time specified on the I-94 Arrival/Departure Card. Students are expected to complete at least one semester of study at this institution prior to requesting an institutional transfer.

Department of State DS-2019

The DS-2019 is the document issued by the sponsor of the Exchange Visitor Program (i.e. STU). It is the document used for the issuance of the J-1 visa at a U.S. Consulate or Embassy to students or scholars. The U.S. Customs & Border Patrol officer will stamp the DS-2019 at the port of entry and return it to the student/scholar along with the Arrival/Departure Card I-94. The DS-2019 must be valid at all times.

International students on an F-1 student visa while in the U.S. must:

- Be degree seeking and registered as a full-time student each semester (6 credit hours for graduate/doctoral students and 12 credit hours for undergraduate students), and may register for only one three-credit online course per semester;

- Check-in with the international student advisor within the first 15 days of the start of each semester;
- Not engage in off-campus employment without permission from USCIS or the principal designated school official (PDSO);
- Keep a current valid passport; and
- Have medical health insurance.

International students on an F-1 or J-1 visa who are physically present in the U. S. are not eligible for admission in to a program of study that is only offered online.

Important Note: J-1 students may be degree or non-degree seeking, and are required to follow the above stated guidelines to maintain legal status. J-1 scholars are required to check-in with their host department upon arrival and the International Student Advisor within the first five days of their arrival. J-1 scholars are required to comply with their contract agreement.

International Student Advisors assist international students and scholars by providing services and support related to immigration regulations and maintaining legal F-1/J-1 status while attending St. Thomas University. The Advisor serves as the liaison between international students and scholars and the USCIS. Additionally, the advisor serves as a resource to the University community. All international students and scholars are encouraged to visit an International Student Advisor for detailed information with regards to their F-1/J-1 status.

Permanent Resident Status

If a current student changes his or her status to that of a permanent resident, a copy of the Permanent Resident Card "green card" must be submitted to the Office of Admissions. Additionally, an International Student Advisor must be notified to update University records to reflect the change of status.

UNIVERSITY LIBRARY

The University Library provides space, resources, and support services to foster learning for all members of the University community. The 50,000 square foot building offers a modern wireless learning environment with networked seminar rooms, group study rooms, and personal study areas.

The Library houses over 215,000 print resources and over 512 print magazine, journal, and newspaper titles. The building contains four computer labs and is the center for a virtual library providing access to over 275,106 full-text journals, magazines, and newspapers in digital format and 117,222 electronic books.

Educational DVDs and videos are housed adjacent to the Reference Desk, and can be borrowed by faculty for classroom instruction. Students may use this media on the first floor of the library in the Reference area or in the fully equipped Study Rooms. The Library also provides popular movies and documentaries as well as New York Times Best Sellers in fiction and non-fiction for student's reading and viewing pleasure.

The Library provides online interlibrary loan and document delivery request forms for receiving material from other libraries in Florida, the United States, and from around the world. For distance students, the University Library also provides full-service

reference assistance through e-mail or telephone and provides books via the US Mail. Reference and research assistance is available in person at the reference desk and via telephone and e-mail. In-depth assistance is also available by appointment.

The Information Literacy instruction program teaches students how to conduct effective research using both electronic and print resources is also available by appointment for all undergraduate and graduate classes.

The wireless café is on the first floor and offers coffee, tea, and hot chocolate. The University Art Gallery is on the second floor as well as the John C. Favalora Archive and Museum.

Please visit our website at <http://www.stu.edu/library> for hours and to learn more about the services and collections.

FINANCIAL AID

At St. Thomas University our financial assistance program is designed to provide financial assistance to students who need monetary support in order to continue working toward their educational goals. Although aid for graduate/doctoral students is limited, St. Thomas does work closely with all students in order to make the cost of education affordable.

Graduate/doctoral students at St. Thomas University typically secure funds from a variety of sources to finance their education. Sources include graduate assistantships, loans, and scholarship awards based on academic merit. Graduate/doctoral students may also participate in tuition reimbursement plans if offered through their place of employment. A graduate/doctoral student at St. Thomas may receive a financial assistance packet combining aid from more than one of these sources. Aid from all sources may not exceed the cost of education.

GENERAL ELIGIBILITY FOR FINANCIAL AID

To be considered for Federal Financial Aid programs, a student must:

- Be a citizen, national or eligible non-citizen of the United States
- Be accepted and enrolled into a degree-seeking program at least half time (3 credits per term).
- Maintain satisfactory academic progress (as determined by the school).
- Not owe a refund or be in default of any Title IV funds.
- Register with Selective Service (if you are a male 18 through 25 years of age).
- Apply within designated deadlines.
- Have a valid Social Security Number.
- Sign a statement on the FAFSA certifying that you will use federal student aid only for educational purposes.
- Sign a statement on the FAFSA certifying that you do not owe a refund on a federal student grant or that you are not in default on a federal student loan.
- Not be a convicted drug offender during the period for which you will be receiving Title IV assistance.

HOW TO APPLY FOR FINANCIAL AID

To be considered for most form of financial assistance, the student must:

1. Be admitted to the university, or, if in attendance, be a student in good academic standing (please refer to the section below on satisfactory academic progress).
2. Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. To complete the FAFSA online, you must have a Personal Identification Number (PIN). To obtain your PIN, please go to www.pin.ed.gov. The federal school code for St. Thomas is **001468**.
3. Complete the Direct Stafford Master Promissory Note (MPN) if you wish to apply for the Direct Stafford Loans. The Direct Stafford MPN is available online using the electronic signature option E-sign at www.stu.edu/financialaid. Before applying for a Direct Stafford Loan, select "Student Loan Programs" from the menu for additional information. This loan is subject to a 1.051% federal default fee. If you are a first time

Stafford Loan borrower, you will need to complete the "Loan Entrance Counseling" at www.stu.edu/faforms.

4. Complete the Direct Stafford Loan Request Form and indicate the type of loans and amounts you wish to borrow. This form is available online at www.stu.edu/faforms.
5. Complete the Direct Federal PLUS Loan MPN for Graduate/Professional Students (**optional**). You must exhaust your loan option for the Direct Stafford Loan before the Office of Financial Aid can award you the Direct PLUS Loan. Keep in mind this loan is subject to credit approval by the US Department of Education, a 4.204% federal default fee. You must complete the FAFSA and a new PLUS Loan Request Form for each year you wish to apply for the Direct PLUS Loan. You can complete the Direct PLUS MPN using the electronic signature option E-sign at www.stu.edu/financialaid. Before applying for a Direct PLUS Loan, select "Student Loan Programs" from the menu for additional information. If you are a first time GradPLUS Loan borrower, you will need to complete the "Loan Entrance Counseling" at www.stu.edu/faforms.
6. Provide additional information as requested to satisfy institutional and federal program requirements.

You may complete financial aid forms before you are accepted to a degree seeking program at St. Thomas University. However, no offer of financial aid will be awarded until you have been officially accepted for admission to the university.

Financial aid is not available for audited or minimester courses.

TYPES OF FINANCIAL AID

Direct Unsubsidized Stafford Loans are awarded without consideration of financial need. You are responsible for all interest; interest accrues while in school and, if not paid, is added to your balance when your loan goes into repayment.

Graduate/doctoral students must be enrolled in at least three (3) **graduate level** credits to be eligible for a graduate level loan amount. If this criterion is not met, you must enroll in at least six (6) **undergraduate level** credits to receive up to the undergraduate maximum at the junior level.

All Unsubsidized Stafford loans have a six-month grace period following graduation (or unless you drop below half time enrollment) before you must begin repayment. For graduate/ doctoral students, the annual limit for a Stafford loan is \$20,500 of which no more. As of July 1, 2008, your total borrowing limit under the Stafford program is \$138,500 (limit includes undergraduate loans borrowed). All Unsubsidized Stafford Loan disbursed on or after July 1, 2008, has a fixed interest rate of 6.8%.

In accordance with federal regulations, all students who have received a Direct Stafford and/or GradPLUS Loan while attending at the University must complete in the Loan Exit Counseling prior to leaving the University or graduating, whichever comes first. The purpose of the Loan Exit Counseling is to advise the borrower of the amount of indebtedness, deferment, forbearance, and consolidation provisions related to loan repayment. The student can complete the Loan Exit Counseling online at www.stu.edu/faforms.

Direct PLUS Loan for Graduate/Professional Students (optional). Effective July 1, 2006, graduate/professional students are eligible to borrow the Direct PLUS Loan. This loan allows you, not your parents, to borrow up to the cost of attendance less any other financial aid you receive; it has a fixed interest rate of 7.9% and no aggregate limits. You must exhaust your loan option for the Direct Stafford Loan before the Office of Financial Aid can award you the Direct PLUS Loan. Keep in mind this loan is subject to credit approval by the U.S. Dept. of Education, a 4.204% federal default fees. You must complete the FAFSA and a new PLUS Loan Request Form for each year you wish to apply for the Direct PLUS Loan. This is an unsubsidized education loan that has no grace period, interest and repayment begins after the loan is fully disbursed; however, the Direct PLUS Loan has the same deferments and forbearance options as the Direct Stafford Loan program.

HOW TO BORROW WISELY

- Look into alternate methods of financing (e.g. scholarships, fellowships, employee tuition reimbursement, veteran's benefits, savings, family, etc.). Carefully compare repayment incentives.
- Repay debts as soon as possible; the longer you owe, the more you will pay.
- To help secure your financial future, stay in touch with your lender.
- Borrow as little as possible. **ONLY** borrow what you need.

NOTIFICATION

Once St. Thomas University's Office of Financial Aid receives the results of your FAFSA and you have submitted ALL required document(s) to process your file, an estimated Financial Aid Award notification will be sent to you. We strongly recommend that you register for your classes for the entire semester (fall/spring/summer) as soon as possible. Your award may include a Direct Unsubsidized Stafford, Direct PLUS Loan for Graduate/Professional Student and/or Private Loans. **Keep in mind this is only an estimated award notice, final eligibility for loans will be determined by the US Department of Education.** By accepting a loan as part of your financial aid package, you incur a binding obligation to repay the loan in full, including processing and guarantee fees, interest and any applicable late fees. It is essential when you plan your educational costs that you also plan for future repayment of any amounts borrowed.

RENEWAL OF AWARDS

Financial Aid awards are not automatically renewed. A student must reapply each year to receive an award determination. The FAFSA for the current academic year is available after January 1st online at www.fafsa.gov.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Federal regulations require the University to establish Standards of Satisfactory Academic Progress. You must maintain Satisfactory Academic Progress towards a course of study regardless of whether you previously received financial aid at the University. The programs affected by the Standards of Satisfactory Academic Progress include: Direct Unsubsidized Stafford and the Direct PLUS Loan for Graduate/Professional Students. Institutional scholarships and/ or grants are subject to the same standards. All courses taken at the University will be counted towards determining satisfactory academic progress.

Satisfactory Academic Progress is measured in both qualitative and quantitative terms.

- **Qualitative Measure:** Students must maintain a minimum cumulative grade point average of 3.0.
- **Quantitative Measure:** Full time students must complete a minimum of 75 percent of all cumulative credits attempted for each academic year (fall/spring). Less than full time students must earn ALL credits attempted for each academic year (fall/spring).

MAXIMUM TIME FRAME

Students are eligible to receive financial aid up to 33 percent over and above the maximum number of credit hours required to obtain his/her degree as defined in the University's Catalog. All undergraduate/graduate courses attempted at the University will be counted towards maximum time frame limitation. All period of enrollment (including Summer) will be counted towards maximum time frame.

Note: The Summer semester may be used to make up credit hour deficiencies and GPA for the new academic year.

CHANGE OF MAJOR

Students are eligible for aid up to 33 percent over and above the maximum number of credits required for their new degree. All transfer credits and credits attempted at the University from their previous major will be included in the calculation of maximum time frame. **Financial assistance will not be extended to cover lost credits due to change of major.**

DEFICIENCIES/PREREQUISITES

Students who are admitted with deficiencies and/or prerequisites will have those credits added to their minimum degree requirements.

TREATMENT OF PUNITIVE AND NONPUNITIVE GRADES AND COURSES

All courses with a grade of F, I, W, UW and repeated courses will be considered in the calculation of credit hours attempted and will be subject to the Standards of Satisfactory Academic Progress. Audited courses are not considered in awarding financial aid; therefore, they will not be counted in the determination of satisfactory academic progress. Incomplete (I) grades will be calculated as failing grades in regard to Credit Hour Completion until the course has been satisfactorily completed. **It is the student's responsibility to inform an Enrollment Specialist at the Bobcat Enrollment Center if grade changes have been made to his/her academic record.**

NOTIFICATION OF SATISFACTORY ACADEMIC PROGRESS STATUS

Before issuing an award for an academic year, the Office of Financial Aid will review the applicant's eligibility based on the student's academic performance at the end of each semester. Students who have not met the minimum standards of satisfactory academic progress as outlined will be placed on financial aid warning for one semester. Failure to meet the requirements of satisfactory academic progress during the warning period will result in the student being suspended from receiving any form of Title IV funding (including federal loans).

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

A student may regain eligibility by:

- Achieving the required GPA and Credit Hour Completion as outlined.
- Appealing the financial aid decision as described below.

APPEAL PROCESS

Any student who does not meet satisfactory academic progress standards and is able to document extenuating circumstances may appeal the suspension or termination of financial aid eligibility.

1. To appeal, submit the Satisfactory Academic Progress Appeal Form (available at www.stu.edu/faforms) with proper documentation to the Bobcat Enrollment Center explaining the reason(s) for the request.
2. The student will be notified of the decision within 15 business days of the receipt date.

If the Financial Aid Administrator denies the appeal, the student may request a "Final Appeal Request" along with a "Student Academic Plan Form" from the Bobcat Enrollment Center. The Final Appeal Request will be reviewed by the Financial Aid Appeal Committee and the student will be notified of their decision within 30 days. **This decision shall be final. Only one final appeal per academic year is allowed.**

Note: *All charges incurred during any period of time for which a student's aid is denied/suspended are the sole responsibility of the student. Under no circumstances will awards be made retroactively, unless specifically provided for herein. If the appeal is approved, financial assistance will be awarded based on availability of funds at the time.*

DROPPING/WITHDRAWING

The funds you are awarded are intended to help meet your educational expenses while attending the University. If you withdraw, drop out of school, drop below half-time, change enrollment status or leave without notice in any given enrollment period, your financial aid award may be reduced or canceled, and you may be required to return a portion of the aid awarded to you. If you are entitled to a refund of your tuition, all or part of the refund may be applied to the financial fund from which your aid was awarded. You may also be required to refund a portion of the funds disbursed directly to you. The amount of the refund is based on formulas established by the US Department of Education. **You should consult with an Enrollment Specialist at the Bobcat Enrollment Center prior to dropping or withdrawing to avoid an unnecessary financial hardship.**

Financial aid is refunded based on the date of withdrawal from St. Thomas University. Title IV aid is earned in a prorated manner on a per diem basis up to the 60 percent point in the semester. After this point in time, Title IV aid is viewed as 100 percent earned. Refunds to the federal student financial aid programs must be made prior to issuing a refund to the student. In accordance with federal regulations, refunds are allocated in this order:

1. Direct Unsubsidized Stafford Loan
2. Direct PLUS Loan for Graduate/Professional Students
3. Other Title IV Programs
4. Other non-federal financial aid
5. Student

STU will complete the Return of Title IV Funds calculation for these students and will return any Title IV funds that are due to the Title IV programs. Students will be notified in writing of balance owed to STU and have 45 days from the date of the letter to arrange payment with the Business Office. Failure to pay within this deadline will result in your student account being reported to the collection agency. Student will be responsible for any fees access by the collection agency.

RIGHTS AND RESPONSIBILITIES FOR FINANCIAL AID RECIPIENTS

RIGHTS:

1. Students have the right to expect that their financial assistance eligibility will be determined in an equitable manner, consistent with Federal regulations and university policies.
2. Students have the right to full information about financial assistance programs, pertinent regulations, policies and procedures.
3. Students eligible for financial assistance have the right to be considered for those programs for which they qualify, as long as funds are available.
4. Students have the right to complete information about how their financial assistance eligibility was determined.
5. Students have the right of access to their financial assistance records and assurance of confidentiality of family information as defined by the Buckley Amendment of 1973 and St. Thomas University student records policy.
6. Students have the right to accept all or any portion of their university assistance award, but the reduction of one portion will not necessarily be a basis for an increase in another portion and may affect the type of assistance students receive.
7. Students have the right to review their financial assistance upon written request to the Office of Financial Aid.
8. Information regarding tuition and fees, as well as, refund policies and procedures (available in the Business Office Handbook)

RESPONSIBILITIES:

1. Students are responsible for supplying complete, accurate, and current information upon which their eligibility for financial assistance is based.
2. Students have the responsibility of providing all additional documentation, corrections, and/or new information requested by the Office of Financial Aid.
3. Students are expected to read, understand, and keep copies of all forms they are asked to sign.
4. Students have the responsibility of planning for moderate spending, and to contribute to the costs of education.
5. Once financial assistance is accepted, students are responsible for notifying the Office of Financial Aid if they:
 - a. receive a loan, grant, scholarship, work or other additional aid.
 - b. change their marital status, permanent address or state of residence.
 - c. change their attendance status (e.g. half-time, three-quarter time, or full-time).
 - d. withdraw from the university.
6. Students must notify the Office of Financial Aid if they are, or plan to be employed on campus in a non-work study position while receiving financial aid from federal sources.
7. Students are responsible for using student aid funds awarded to them for educationally related expenses only.

8. It is the students' responsibility to know and comply with the deadlines for application or reapplication for assistance.
9. Know and comply with rules governing the aid you received including enrollment requirements and satisfactory academic progress.
10. Financial assistance is awarded by semester for periods up to one academic year. Students should reapply for assistance for the following academic year.
11. Students who withdraw from the university before the end of the semester may be required to refund a portion of the aid received from Direct Stafford Loans, Direct PLUS Loan and/or certain private scholarships, as determined by federal formula for Return of Title IV Funds.
12. Complete the Loan Exit Interview prior to graduation or separation from school. Students are responsible for understanding the conditions and repayment terms of all their loans, both federal and private.
13. Pay any tuition, fees, room, board or other expenses not covered by financial aid.

FINANCIAL AFFAIRS

REGISTRATION AND PAYMENT POLICY

In order for registration to be complete, tuition and fees must be paid, or payment arrangements made, at the time of registration. Payments may be made by cash, money order, check (subject to bank approval – checks may also include cashier's and treasurer's checks), credit card (VISA, MasterCard, and Discover), financial aid authorization, or bank wire transfers. Students who do not pay in full must sign a promissory note detailing the student's obligations.

To use anticipated Financial Aid funds toward payment at registration, a student **MUST** have received a Financial Aid award. If the Financial Aid award is less than the amount owed to the University, the difference must be paid in full at the time of registration. Grants and loans administered by the University are credited to a student's account once the award process has been completed. Student loans are electronically disbursed to the University weekly, excluding holidays or University closures. Some student loans are disbursed in the awarded amount less 4 percent processing fees; others are disbursed in the awarded amount. Student loans disbursed in the form of a paper check usually requires endorsement from the student before it can be applied to his/her account. Students should visit the Office of Financial Affairs with valid identification to endorse the check. Valid identification includes a state driver's license, student ID, or passport.

If a student opts not to get financial aid, a 50 percent payment is due upon registration, and the balance, in full, is due by the 8th day of the term. If suspended from receiving financial aid, payment is required in full.

LATE REGISTRATION

Students who have not completed their registration before the first day of the semester/term will be assessed a late registration fee. This fee varies based on the time registration is complete. **SEE BUSINESS OFFICE BULLETIN ONLINE FOR DETAILS.**

INTERNATIONAL STUDENTS

International students are required to pay 50 percent of the tuition and fee charges at the time of registration. The remaining 50 percent is due by the 8th day of the term. International students are not permitted to register via the Web Advisor.

In addition, all unpaid balances (net of financial aid and payment plans) are assessed 5% interest charge (APR) annually until balance is paid in full. (NO EXCEPTIONS).

ADD/DROP CLASS ADJUSTMENTS AND REFUND POLICY

Payment is due immediately for any additional charges resulting from the completion of an add/drop form. If a decrease in credit hours results in a student dropping below full-time during the posted add/drop period (12 hours for undergraduate students; 9 for graduate students), tuition, general fee assessment, and Financial Aid awards will be adjusted accordingly. A fee of \$10 will be charged per course added/dropped.

EXCEPTION: If class changes occur due to cancellation by University administration and a student's new total credits fall below full-time, the student will receive 100 percent tuition and fee adjustment for this change only.

"A" SESSIONS AND TERMS

Students enrolled in "A" Terms or Sessions are allowed to withdraw by the 8th day of **the first session**. For example, if registered for "A6" and "A7", a student may withdraw from either session during the first eight (8) days of either term and be eligible for a 100 percent refund **AS LONG AS THE STUDENT IS NOT RECEIVING FEDERAL OR STATE AID**.

ST. THOMAS UNIVERSITY REFUND POLICY

Tuition refunds are based on total tuition charges and **not** on the amount paid. Refunds for students who were awarded federal aid will be refunded in accordance with Federal Law to the programs that disbursed the funds. Federal law requires St. Thomas University to refund any excess funds as a result of Financial Aid by the 14th business day after aid has been posted to the students' account. **Registration fees and deposits are non-refundable. IN THE CASE OF "A" TERMS, THE TERM BEGINS ON THE FIRST BUSINESS MEETING DAY OF CLASSES FOR THAT SESSION, NOT THE STUDENT'S FIRST CLASS DAY.** Students who register but do not attend classes, or who stop attending classes, **will not** receive credit unless they withdraw officially by submitting a completed official withdrawal (add/drop) form to the Bobcat Enrollment Center. The effective date of withdrawal is the date on which the Bobcat Enrollment Center receives the form. Students who receive Financial Aid refunds in error are required to return the funds to St. Thomas University immediately. Failure to do so will be subjected to late charges, administrative drop, and referral to a collections agency. St. Thomas requires all students enroll in direct deposit. Paper checks will not be issued. **SEE BUSINESS OFFICE BULLETIN ONLINE FOR DETAILS.**

SPECIAL BILLING TO THIRD PARTIES

Authorization from third parties and/or students is required in order for the Office of Financial Affairs-Student Accounts Business Office to invoice for payments. Common examples of third party organizations are: AmeriCorps, Florida Prepaid, US Customs, Veterans Affairs, and Vocational Rehabilitation. Most of these organizations provide documentation. In the absence of such documentation, students should provide written authorization (including email) and detailed contact information for the Business Office to contact and invoice the organization on his/her behalf. Students should deliver documentation to the Bobcat Enrollment Center at the time of registration **or email stufa@stu.edu**. Students can also request a Tuition Invoice/Receipt online through the Bobcat Enrollment Center or Financial Affairs webpage. Please allow 5 to 10 business days for processing. Sponsorship payments are due within 30 days after the semester begins. **If the third party fails to honor its agreement, payment is due immediately from the student.**

TUITION INSTALLMENT PAYMENT PLAN

Students may choose to pay charges owed for an upcoming academic year (Fall and Spring semesters only) through a University approved tuition installment plan. A non-refundable payment plan application fee of \$75 is required. **See Business Office Bulletin ONLINE for Details.**

RIGHT TO PRIVACY AND DISCLOSURE REGARDING FINANCIAL RECORDS

The Gramm-Leach Bliley Act, enacted in 1999, provides for safeguarding customer information and the customer's right to privacy and disclosure. In accordance with this Act, all phone queries received from students or third parties requesting account information will have to be authenticated. **Students should also print their full name or ID # on any check payment sent by mail.**

STUDENT ACCOUNT CLEARANCE REQUIRED FOR FUTURE REGISTRATION, TRANSCRIPTS, AND DIPLOMAS

The University prohibits the registration or release of transcripts or the issuance of a certificate of completion or diploma to any student who has not satisfied their financial obligations to the University. The total balance due must be paid. **See Business Office Bulletin online for details.**

GRADUATION POLICY

Students applying for graduation must be cleared by the Business Office in order to participate in the Commencement Ceremony. Students who are not cleared for Graduation will not participate in the Ceremony. All financial obligations must be fulfilled.

DELINQUENT STUDENT ACCOUNTS

Students are responsible for course selection and will be held liable for tuition and fees incurred as stated on their registration statement, unless a written withdrawal form is filed with the Bobcat Enrollment Center before the end of the specified 100 percent refund period. **Therefore, the university reserves the right to refer student accounts to a collection agency, and or attorney and to disclose any relevant information to credit bureau organizations if payment of total charges is not made within 120 days.** In such an event, the student shall be liable for all collection expenses and, if required, all reasonable attorney fees associated with the collection of outstanding balances and accumulated interest.

In order to receive a full refund, students who wish to drop classes must complete the proper form and report to the Bobcat Enrollment Center no later than the final full refund drop date (100 percent Refund Withdrawal Date). **Please see Business Office Bulletin online for details.** Courses officially dropped with a 100 percent refund will be removed from the student's record. Amounts due to the University will be deducted before refund disbursement or credit is issued.

TRUTH IN LENDING ACT

The Higher Education Opportunity Act of 2008 (Pub. L. 110-35) (HEOA) added section 128(e)(3) to the TILA to require that, before a private educational lender may consummate a private education loan for a student in attendance at an institution of higher education, the private education lender must obtain the completed and signed Self-Certification Form from the applicant. The Federal Reserve Board's Final Regulations published on August 14, 2009 incorporate this new requirement at 12 CFR 226.48(e). **THE SELF-CERTIFICATION FORM MUST BE COMPLETED AND SUBMITTED TO THE BUSINESS OFFICE. This student form is located via the web under the Office of Financial Affairs.**

Payment should be submitted to the Bobcat Enrollment or mailed to:

St. Thomas University
Business Office ATTN: Cashier
16401 NW 37th Avenue
Miami Gardens, FL 33054-6459

WIRE TRANSFER PAYMENTS

Wire transfer of funds for payment on student accounts at St. Thomas University can be handled through any full service bank. Wire transfers should be directed to:

Sun Trust/Miami, N.A.
Corporate Cash Management
777 Brickell Avenue
Miami, Florida 33131
Phone: 1-800-947-3786

ABA Number: 061000104
Account Number: 0189001210477
St. Thomas University
16401 Northwest 37th Avenue
Miami Gardens, Florida 33054
Phone: 305-474-6977

FEDERAL PERKINS LOAN PROGRAM

The Office of Financial Affairs manages the Federal Perkins Loan Program. The Perkins fund is a revolving fund; that is, funds are replenished by student borrowers who fully repay their loans. Students who are awarded this loan are required to complete entrance and exit counseling, which discloses their rights and responsibilities regarding timely repayment and the consequences of loan default.

Please see Business Office Bulletin for details.

VETERANS ADMINISTRATION

St. Thomas University is approved for undergraduate and graduate education of Veterans and eligible dependents under current public laws. Students who may be eligible for educational benefits under any Veterans Administration program should contact:

Veterans Administration Regional Office
PO Box 1437
St. Petersburg, Florida 33731

Eligible students **MUST** contact the Veterans Administration at least one semester in advance of the date of their intended enrollment at the University. For further information contact the Veterans Administration Regional Office at 800-827-1000.

You can also visit the website at www.stu.edu and select "Veterans' Information and Services" for more information.

FINANCIAL INFORMATION

THE UNIVERSITY RESERVES THE RIGHT TO CHANGE, WITHOUT NOTICE, ITS TUITION, FEES, SERVICE CHARGES, RULES AND REGULATIONS AT THE BEGINNING OF ANY SEMESTER OR TERM AND DURING THE YEAR SHOULD CONDITIONS SO WARRANT. THIS RIGHT WILL BE EXERCISED JUDICIOUSLY.

TUITION

Academic year 2013 – 2014 (effective July 1, 2013).

FULL-TIME UNDERGRADUATE (12-17 credits)	\$13185	per semester
Medical Insurance (unless proof of existing coverage)	\$1030	per year
Tuition rate for credits in excess of 17 credits	\$871	per credit

PART-TIME UNDERGRADUATE (1-6 credits)	\$527	per credit
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GRADUATE	\$871	per credit
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OFF-SITE GRADUATE PROGRAM	\$571	per credit
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MASTER OF PROFESSIONAL STUDIES	\$571	per credit
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DOCTORAL PROGRAMS	\$871	per credit
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+FULL TIME TEACHER

Undergraduate Course (Must submit proof of applicable full time employment at time of registration)	\$527	per credit
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+CLERGY & IPM STUDENTS

Undergraduate Course (Must submit proof of applicable full time Employment or other required documentation at time of registration)	\$527	per credit
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+Only students enrolled in a degree-seeking program are eligible for tuition discounts.

PROFESSIONAL STUDIES/ONLINE COHORTS

UNDERGRADUATE	\$440	per credit
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GRADUATE	\$571	per credit
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DUAL ENROLLMENT-HIGH SCHOOL PROGRAM	\$55	per credit
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*ROOM AND BOARD

Cascia Hall

Single	\$5400	per semester
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Double	\$4500	per semester
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University Inn

Single	\$8270	per semester
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Double	\$5070	per semester
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Triple	\$3750	per semester
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Villanova Hall

Single	\$8600	per semester
Double	\$5400	per semester
Triple	\$4200	per semester

Room Reservation and Damage Deposit (Refundable upon departure from dormitories)	\$250
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***For full contract details regarding Room & Board options and fees, contact Campus Life**

GENERAL FEES AND DEPOSITS

*Audit Course Fee	\$879
*Audit Course Fee Law School	\$1463
*Credit by Exam	\$300
*Course Drop/Add Fee (<i>after 1st week of term/semester</i>)	\$10 per course
*Late Registration Fee (<i>1st week</i>)	\$150
<i>thereafter - after 1st week of term/semester</i>	\$300
*Late Payment Fee (<i>assessed monthly</i>)	5% APR
*Administrative Drop Fee	\$300
*Health Insurance Fee (<i>annual rate</i>)	\$1030
*Health Insurance Fee (<i>semester rate</i>)	\$588
<i>(Health Insurance fee will be waived upon submission of proof of private coverage by the posted deadline.)</i>	
*Supplemental Health Insurance	\$180
*Parking Permit/Decal replacement fee	\$30
*Portfolio Assessment Fee (<i>27 credit maximum</i>)	\$767
*Returned check fee (<i>plus 5% if over \$300</i>)	\$50 per check
*Laboratory Fee (<i>Computer Lab & Science Labs</i>)	\$105 per course
*Laundry Card	\$50
*Replacement Diploma Fee	\$150
*Official Transcript (<i>3 free per calendar year</i>)	\$15
*Official Transcript (<i>Express Service additional fee</i>)	\$25
*Tuition Payment Installment Plan	
10 month installment (<i>2 semesters</i>)	\$75
5 month installment (<i>1 semester</i>)	\$75
*International Student Fee (per semester)	\$250

TESTING

*Miller's Analogies Test	\$85
*CLEP	\$115
*LOEP	\$30
*Accuplacer (re-test whole exam)	\$45
*Accuplacer (partial re-test)	\$15
*ELLIS	\$25
*TOEFL	\$175
*DSST	\$115

NEW STUDENT FEES & DEPOSITS

*Application Processing Fee	\$40
*Room Reservation and Damage Deposit	\$250
*Tuition Deposit	\$250
*Law School Application Processing Fee	\$60
*School of Law (JD) Seat Deposit	\$500

NOTE: All items designated by an asterisk (*) are non-refundable.

ACADEMIC POLICIES AND REGULATIONS

ACADEMIC CONDUCT

Graduate students at St. Thomas University shall observe the highest standards of academic conduct, ethics and integrity. No student shall engage in any form of fraudulent, deceitful, dishonest or unfair conduct with respect to examinations, papers, presentations, or other academic endeavor. The consequences of this conduct may result in expulsion from the University.

ACADEMIC DISHONESTY

Academic dishonesty is considered to be the representation of another's work as one's own, either directly or through complicity in falsification; cheating; plagiarism; facilitating academic dishonesty; or infringing on academic rights of others. Instructors show responsibility toward the prevention of academic dishonesty by explaining to students what constitutes academic dishonesty within the particular requirements of a course. Academic dishonesty can also occur when the action does not impact grade related work of the student. **Refer to the Academic Code of Conduct** in the Student Handbook for specific examples of academic dishonesty and procedures for resolving the charge of academic dishonesty (<http://www.stu.edu/studenthandbook>).

ACADEMIC GRIEVANCES

It is assumed that most grievances will be resolved in conversation between student and professor. Grade appeals must be initiated NO LATER than 45 days after the end of the semester or term in which the grade was received. Requests for an appeal filed after the 45-day deadline will be automatically rejected from consideration.

1. The student must discuss the grade and attempt to come to a resolution with the course instructor.
2. The student should present, in writing, a specific appeal to the chairperson of the academic department responsible for the course. In disciplines where there is no chairperson, the Dean will appoint an appropriate faculty member to serve in this capacity. This appeal should include the specific reasons why the grade should be reviewed. The chairperson or Dean's designee will consult with the instructor of the course and any other appropriate parties and render a written decision within 30 days of receiving the appeal.
3. The student may appeal the decision of the chairperson or Dean's designee to the appropriate Dean. Such an appeal must be filed in writing no more than 30 days after the departmental decision is rendered. The decision of the Dean is final and may not be appealed. In colleges/schools where there is no Dean, the Associate Provost will serve in the Dean's absence.

ATTENDANCE POLICY

Attendance is course specific. For regular classroom courses, attendance is defined as engaging in a current course activity, including attending class, turning in an assignment, or engaging in activity with the instructor. In order to be counted as in attendance for an online course, the student must actively respond to a current activity in the course. Logging in or submitting previously assigned material is not sufficient to be considered in attendance. St. Thomas University must return unearned Title IV funds within 45 days of a student's last attendance, which is considered the student's unofficial withdrawal date. Any student who stops attending

a compressed course who is not also registered for and attending another course or who does not confirm that they plan on attending another modular/compressed or regular course within 45 days, will be considered withdrawn.

AUDIT POLICY

Students must register for all courses which they attend. Students may audit a course only with the instructor's approval. Audited courses appear on the student's transcript but the student does not receive a grade nor academic credit. Audited courses are not financial aid eligible. The fee to audit a course is the equivalent of one credit.

CHANGE OF DEGREE PROGRAM

A student is accepted into a specific degree program within the Graduate School. A student wishing to change from one program to another must submit a new application to the Office of Admission. Such a request will be evaluated on the same basis and according to the same standards and policies as a newly applying student. No more than nine (9) credits may be transferred from one program St. Thomas University graduate program to another program, regardless of similarity of individual course content. Additional limitations may exist. Students wishing to change specializations within a program must complete the change of degree program form. Forms are available in the Bobcat Enrollment Center.

COMPREHENSIVE EXAMINATIONS

Many St. Thomas University graduate programs require the student to pass a written examination in their field of specialization. Each program has a policy as to the minimum requirements that must be met in order to be eligible to take the Comprehensive Examination in that program. These criteria are available through the Office of the Dean of the College/School. No student will be permitted to sit for the Comprehensive Examination without the written authorization. No student on academic probation is eligible to take the Comprehensive Examination. Eligible students must complete an application and submit it no later than the scheduled deadlines. Applications are available in the office of the Dean of the College/School.

Comprehensive Examinations must be taken no later than one year after completion of coursework. "Coursework" does not include field experience, thesis, and similar credits. In the event of failure, and not more than one year after failure, one re-examination may be permitted, but not within the same semester. Extra coursework and/or remedial steps may be required before the student is allowed to take the Comprehensive Examination a second time.

APPEAL OF A COMPREHENSIVE EXAMINATION FAILING GRADE

Appeals must be initiated NO LATER than 45 days after the student receives notice of the failing grade. Requests for an appeal filed after the 45-day deadline will be automatically rejected from consideration.

The student should present in writing a specific appeal to the Dean of the College/School. This appeal should include the specific reasons why the grade should be reviewed. The Dean will consult with the coordinator of the program and any other appropriate parties and render a written decision within 30 days of receiving the appeal. The decision of the Dean of the College/School is final and may not be appealed. In colleges/schools where there is no Dean, the Associate Provost will serve in the Dean's absence.

CONFIDENTIALITY OF RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

1. The right to inspect and review the student's educational records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the University to amend a record they believe is inaccurate or misleading. Written requests should be made to the University official responsible for the record, clearly identifying the part of the record to be amended and specifying why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. A third party can be given information about a student's records only with the written consent of the student. Exceptions to this policy can include: (a) parents and legal guardians of students who are dependent as defined by the Internal Revenue Service, upon presentation of proof of that IRS status; (b) courts presenting a court order or subpoena for disclosure; (c) agencies needing information regarding students on F-1 or J-1 visas; (d) the U.S. Department of Education; (e) school officials with legitimate educational interests. A school official has legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. At St. Thomas University, directory information (that information which is freely given to those requesting it) is limited to name, dates of attendance/enrollment, and degrees/certificates earned, if any.
4. The right to file a complaint with the US Department of Education concerning alleged failures by St. Thomas University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC, 20202-4605

COURSE CANCELLATION POLICY

St. Thomas University cancels courses for which there are insufficient enrollments. In general, courses with less than 10 students are subject to cancellation. When courses are cancelled, the Bobcat Enrollment Center will provide a list of names, telephone numbers, and addresses of the students to the appropriate Dean or Dean's designee who will attempt to notify students. Students are advised to contact their academic advisor to find a suitable replacement for the cancelled course. All fees related to the cancelled course are refunded if the student is unable to find a suitable replacement.

CREDIT HOUR POLICY

St. Thomas University recognizes the "credit hour" as the basic unit for measuring and awarding college credit and ensures the total amount of engaged learning for each course is adequate and approximates more than the minimum amount of student work in accordance with commonly accepted practices in higher education, and meets the expectation of equivalency. Course credits are awarded for academic work resulting from student engagement in traditional classroom settings, laboratories, studios, internships, alternative credits, and distance education. All courses that share the same course codes also share the following commonalities: learning outcomes, course content, appropriate assessments, and instructors with appropriate academic credentials.

St. Thomas University defines credit hours for all courses in terms of the minimum amount of engaged learning time expected of a typical student in a course. Credit hours of academic work represent the satisfactory completion of the learning outcomes for each course as verified through the assessment of those outcomes by the instructor appropriately credentialed to teach that course.

EXCEPTIONS TO ACADEMIC POLICIES

No exceptions to policies are made except in writing. Only the Provost/Chief Academic Officer or his/her designee can grant exceptions. Additional University policies may be found in the St. Thomas University Handbook. Students may obtain a copy from the Student Services Office (<http://www.stu.edu/studenthandbook>).

EXCESSIVE WITHDRAWALS

Graduate students who receive more than a total of four Unauthorized Withdrawal (UW) and/or Withdrawal (W) grades combined during their tenure in the graduate program with St. Thomas University will be placed on probation for two semesters. If they do not receive any further "UW" or "W" grades during this period, obtain at least a grade of ``B" or better and meet other standard academic requirements, they will be removed from probation at the end of the second probationary semester.

FULL-TIME GRADUATE STUDENT

No student is allowed to register later than the last day to add courses without special permission of the Dean of the College/School. The normal load for a full-time student is nine (9) credit hours per semester. A student may be permitted to register for up to 12 credit hours but only with the special permission of the Dean of the College/School. Six (6) credit hours constitute the minimum full-time load per semester/term. Three (3) credit hours constitute a one-half time load. International students must be enrolled for 6 credit hours each semester.

GRADES AND GRADE POINTS

The grade points are used: A=4.00; A-=3.67; B+=3.33; B=3.00; B-=2.67; C+=2.33; C=2.00; C-=1.67; D+=1.33; D=1.00; F=0.00. The following terms are used: A=Superior; B=With Merit; C=Satisfactory; D=Passing; and F=Failure. Other grade indicators are: AD=Administrative Drop (permanent grade for non-payment, no credit or grade points, used in the calculation of GPA); AU=Audit (no credit or grade points, not used in calculation of GPA); CP=Course in Progress (temporary grade for internship courses); I=Incomplete; NG=No Grade Submitted (temporary grade); NP=No Pass (unsatisfactory, for pass/no pass courses); P=(credit earned, for pass/no pass courses); UW=Unofficial Withdrawal (no credit or grade points, not used in calculation of GPA, can only be given if the student never attended the course); W=Official Withdrawal (no credit or grade points).

GRADE APPEALS

A student who wishes to appeal a course grade must follow the procedure outlined below. Appeals must be initiated NO LATER than 45 days after the end of the semester or term in which the grade was received. Requests for an appeal filed after the 45-day deadline will be automatically rejected from consideration.

1. The student must discuss the grade with the course instructor and attempt to resolve any differences.
2. The student should present, in writing, a specific appeal to the chairperson of the academic department responsible for the course. In disciplines where there is no chairperson, the appeal should be made to the Dean or the Dean's designee. This appeal should include the specific reasons why the grade should be reviewed. The chairperson or Dean's designee will consult with the instructor of the course and any other appropriate parties and render a written decision within 30 days of receiving the appeal.
3. The student may appeal the decision of the chairperson or Dean's designee to the appropriate Dean. Such an appeal must be filed in writing no more than 30 days after the departmental decision is rendered. The decision of the Dean is final and may not be appealed. In colleges/schools where there is no Dean, the Associate Provost will serve in the Dean's absence.
4. Grades are considered permanent at the end of each term. A grade assigned for work in a course is not subject to change except in the case of a specific error, which may be corrected upon petition by the student to the instructor of the course and approval of the Dean of the College/School. A grade may be changed by the instructor no later than one year from the completion of the course. A grade cannot be changed after the student's degree has been posted.

GRADE REPLACEMENT

Any undergraduate student who receives a grade of C-, D, or F in an undergraduate course may retake the course once for grade replacement within one year. Students re-taking a course for grade replacement must file the appropriate form with the Bobcat Enrollment Center at the time of registration. Only the most recent grade will be used in calculating the Grade Point Average (GPA). This policy applies to St. Thomas University courses only.

The following are general graduation requirements for the Graduate degrees:

1. Attendance at St. Thomas University for at least one academic year.

2. Successful completion of all academic and functional degree requirements including submission of all required documentation.
3. Payment of all required tuition and fees.
4. Maintain a final cumulative 3.0 (B) grade point average.

Specific programs may have other requirements. Students should consult with their advisors to review program requirements. Each candidate must pass a written comprehensive examination if required by the degree program in order to graduate.

INCOMPLETE

The grade of Incomplete (I) may be given in a course at the sole discretion of the professor in unusual and exceptional circumstances. Incompletes are extremely rare at the graduate level. All incompletes must be completed prior to the midpoint of the following semester (*fall incompletes completed by spring, spring incompletes by the summer, and summer incompletes by fall*) or they automatically convert to an "F".

Students who are on Academic Probation will not be allowed to register if they have a course(s) remaining as Incomplete.

In order to be considered for an Incomplete, all of the following conditions must be met:

1. The student has completed the majority of the course assignments for which grades are awarded.
2. When Incomplete is requested, the student (at this point) is passing the course.
3. Unusual or exceptional circumstances have unexpectedly occurred near the end of the semester, which have prevented the student from completing all of the course requirements. In general, the circumstances are beyond the control of the student, e.g., sudden illness (sickness), death in the immediate family, significant job change, etc.
4. The student has requested an Incomplete from the instructor and presented a reasonable written plan to make up the Incomplete prior to the completion deadline.

INDEPENDENT STUDY

An independent study can only be taken by a graduate student who has received the cooperation of a full-time instructional faculty member and the approval of the appropriate academic dean. Only one independent study course will be accepted in a graduate student's program of study. Exceptions require written approval from the appropriate Academic Dean. Students must file the appropriate form with the Bobcat Enrollment Center at the time of registration.

INTERNSHIPS

Most Internships and Field Experience courses are graded on a Pass/Fail basis. A Pass grade will not be included in the computation of the Grade Point Average (GPA), but a Fail grade will be included in the computation. Graduate students must have a 3.0 GPA to participate in the internship.

LEAVE OF ABSENCE

Students who must interrupt their studies for sufficient reason, such as sustained ill health or military service, may be granted a leave of absence for a stated period, usually not to exceed one year. Students should apply in writing to the Dean of the

College/School, stating the specific reason for requiring the leave. The Dean of the College/School will respond in writing, either granting or denying the leave. This decision is final.

The period of leave of absence is not counted as part of the time allowed for the completion of degree requirements. Students who are not granted a leave of absence in writing by the Dean of the College/School will be deemed to have withdrawn after two semesters of absence.

MULTIPLE MASTER'S DEGREES

A student desiring to pursue an additional Master's degree at St. Thomas University must make an application for such additional Master's degree. The application will be evaluated on the same basis and according to the same standards and policies for new applicants. No more than twelve (12) credits may be transferred forward from one St. Thomas University Master's degree to another. In general, students may not pursue a second degree that shares more than nine credits of required course work with their first degree. Additional limitations also exist.

ONLINE/WEB ENHANCED COURSES

Any course may be web enhanced requiring the student to have access to the internet. A course that is delivered online/blended will be specified in the course schedule.

PARTICIPATION IN COMMENCEMENT

St. Thomas University considers Commencement to be an academic event, and thus available only to students who have met all requirements for graduation by the date of Commencement. In addition, students must fulfill all financial obligations to the University in order to participate in the Commencement Ceremony. If a student is unable to participate in Commencement, the student may participate in the next scheduled Commencement.

PROBATION SUSPENSION AND TERMINATION

1. Probational status will be imposed for failure to maintain a 3.0 cumulative grade point average (GPA) and may be imposed for other reasons.
2. The Dean and Program Coordinator may impose various restrictions during a student's probationary period. These restrictions include, but are not limited to requirements to take specific course(s), which may involve remedial courses not counted toward the student's degree; limitation of the maximum number of credits per semester; reduction or elimination of various types of financial aid; remedial work in addition to coursework; and exclusion from certain courses, such as internships.
3. In general, probation is limited to one semester or term of study.
4. During the course of a student's enrollment, excluding probational admission, a student may be placed on probation one time. Subsequent events that would otherwise result in the imposition of probation, such as failing to maintain a 3.0 cumulative GPA for a second time, may instead result in immediate termination from St. Thomas University.
5. A student receiving Veterans Administration educational benefits who has not maintained satisfactory progress (cumulative GPA of 3.00 GPA or better) at the end of any Fall or Spring Semester will be placed on academic probation. If the student has not been removed from academic probation by the end of two semesters subsequent to this posting of probation, the

student's VA educational benefits will be terminated for unsatisfactory progress. The VA student may petition St. Thomas University to re-certify him/her for educational benefits after one semester has elapsed. St. Thomas University will re-certify the student only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of his/her academic career.

READMISSIONS See admissions policy

RECENCY OF CREDITS

Graduate credits taken within (7) years are accepted toward degree requirements with the approval of the graduate advisor. No Graduate credits older than seven (7) years may be applied toward degree requirements. Exceptions to this policy may be made by the Dean of the School or College in consultation with the Office of Records and Registration.

REGISTRATION

Registration is a formal written procedure, which represents both a financial and an academic commitment. The obligations, which a student incurs by registration, remain unless the University cancels the course or the student officially withdraws from the course.

Although faculty and advisors will help the student choose appropriate courses, the students are responsible for fulfilling all requirements. Degrees and/or certificates will be awarded only if all requirements are met.

After registration, all changes of schedule must follow the formal procedure established by the University. This includes completion of a Registration-Add form and/or Drop form and submission of the appropriately signed forms to Bobcat Enrollment Center. The change becomes effective on the date the forms are received by Bobcat Enrollment Center. Unless the official change of schedule procedure is followed, a student is officially responsible for those courses listed on the Registration-Add form and receives a grade for each of those courses. Discontinuing class attendance does not constitute official withdrawal, just as attending class does not in itself constitute official registration.

Students will be permitted to register only after they have received an official letter of acceptance to graduate study. All students, whether registered in a previous year or not, whether continuing in a course of study or significant project are required to register at the beginning of each semester.

TRANSCRIPTS

1. All students who attended St. Thomas University are required to submit their transcript request online at <https://kenedy.stu.edu> (login required). Students who do not know their login ID and/or PIN number should complete the PIN Request form available online and fax it to 305-474-6930. **The first three transcript requests are free of charge.**
2. Transcript requests from anyone other than the student will not be honored.
3. Official transcripts are sent regular mail delivery and will normally be sent or ready for pick-up within five (5) working days. Mailed requests have a 10 – 14 working day turnaround time. However, at the end/beginning of Fall,

Spring and the Summer semesters, a period of up to ten (10) working days may be required for walk-in transcript requests.

4. Outstanding obligation to the University (past due student account balance and/or Perkins loans) is sufficient cause to prohibit registration and the release of transcripts and/or diplomas.
5. The University reserves the right to assign past due accounts to a collection agency.

All transcripts from other institutions other materials submitted to St. Thomas University become the sole property of the University and cannot be returned to the student. St. Thomas University does not provide transcripts from other colleges, universities, or high schools, or transcripts of standardized tests. Transcripts of records from other institutions must be obtained from those other institutions.

TRANSFER CREDIT

Transfer credit is not automatic. Graduate work completed at another accredited school prior to enrollment at St. Thomas University may be accepted as transfer credit if the course work parallels courses offered in the student's graduate program at St. Thomas.

In General:

1. Students may transfer a maximum of twelve (12) hours of graduate level coursework to be applied to a St. Thomas graduate degree.
2. Transfer credits will be accepted only from regionally accredited colleges and Universities within the United States. International credit transfer requests must be approved by the Program Coordinator and the appropriate Dean.
3. It is the responsibility of the student to provide official copy(s) of transcript(s) and both a catalog course description and course syllabus of the work intended to be transferred to be eligible to receive transfer credit.
4. Acceptable course work will be transferred only if it is "equivalent" to a St. Thomas course allowed in the student's degree program. Students may not take an "equivalent" course at St. Thomas and also receive transfer credit for the same course.
5. Transfer credit for coursework will be accepted only for courses completed prior to the student's enrollment in the St. Thomas University Graduate Program.
6. Graduate transfer credits may not have been course work which was part of the work used to complete the student's undergraduate degree.
7. Transfer credit must be completed during the first semester/term of the graduate student's fully accepted enrollment in a St. Thomas Graduate Program.
8. Credits for courses transferred will not be included in the calculation of the Grade Point Average at St. Thomas University.
9. Only grades of B or higher may be applied as transferred credit.

A student requesting transfer credit must file a written request with the required documentation to the Program Coordinator during the first semester of enrollment. Verification of all documents is the responsibility of the appropriate Program Coordinator. No requests for transfer of credit will be honored after the first semester of graduate study.

Master of Divinity Exception

Students transferring into the Master of Divinity program are eligible for a transfer of up to 24 graduate credits. Students working toward the Master of Divinity Degree in the School of Theology and Ministry may transfer a maximum of twenty-four graduate credits in theology, ministry from a regionally accredited program. The courses may be accepted in substitution for required courses in the M.Div curriculum only if their content is equivalent to the course for which it is being substituted. Students wishing to transfer credits into the Master of Divinity program are responsible for making a formal request in writing to the program director and for providing a syllabus and any other accompanying paperwork requested to ensure the content of the credits to be transferred. Transfer credits will only be accepted after the successful completion of one semester of coursework to ensure the student's preparation for advanced standing in the degree program.

WEBADVISOR

A Personal Identification Number (PIN), which gives access to WebAdvisor, will be assigned upon admission to St. Thomas University and may be obtained from the Bobcat Enrollment Center. Incoming students will be able to register via WebAdvisor using their PIN after their first semester of study; their first semester, new on-campus students must register in person at the Bobcat Enrollment Center. New online students should contact the College/School for their program for registration. WebAdvisor provides access to each student's Academic Evaluation Report, account balance, grades, unofficial transcript, and schedule. Online registration is denied to all students who have an Academic Enhancement hold flag, have an outstanding balance, have failed to meet course Prerequisite, have not declared a major, or are on academic probation/suspension. **Online registration through WebAdvisor does not substitute for academic advisement.** Students should continue to meet with their academic advisor on a regular basis so the advisor may help in selecting the appropriate courses to ensure academic success.

WITHDRAWAL FROM THE UNIVERSITY

Notice of withdrawal from the University for any reason whatsoever is NOT official until the student has obtained a signed withdrawal from the appropriate Program Coordinator and the Bobcat Enrollment Center. The withdrawal becomes effective on the date it is received by the Bobcat Enrollment Center, NOT the date on which the student discontinues class attendance.

Any student who does not register for two consecutive semesters/reporting terms will be considered withdrawn from the University. Once a student has withdrawn, the student may not resume studies until he/she is formally readmitted to the University. To initiate the readmission process, the student must complete and submit a new application form, a non-refundable fee, and new letters of recommendation to the Office of Graduate Admissions. Graduation requirements at the time of readmission may be different, as degree programs are enhanced. Students, when readmitted, will be admitted under the current catalog year.

See *Leave of Absence Policy* for students who must interrupt their studies due exceptional circumstances.

ST. THOMAS UNIVERSITY NETWORK ACCEPTABLE USE POLICY.

GENERAL USAGE:

1. Faculty, staff, students, and others with St. Thomas University authorized accounts may use the available computing facilities, including transmission of data for scholarly purposes, official University business, and for personal purposes so long as such use:
 - a. Does not violate any law or University policy.
 - b. Does not involve significant use of University resources, direct cost, or substantial interference with the performance of University duties/work.
 - c. Does not result in commercial gain or private profit.
2. ALL USERS are expected to preserve the integrity of the St. Thomas University (STU) network by prohibiting any person from sharing personal passwords or sharing personal accounts. It is the USERS' responsibility to report any unauthorized use of their account(s). Policies and procedures for system(s) security will be determined by the Office of Information Technology (OIT).
3. Owners of an account are responsible for actions that occur from that account.
4. Any attempt to circumvent system security, guess other's passwords, or in any manner gain unauthorized access to STU or INTERNET resources is prohibited.
5. With the exception of the "FAIR Use Doctrine," transferring copyrighted materials to or from any system or via the STU network without express consent of the owner may be a violation of Federal Law and is a felony under State Law. Such violations will be subject to case-by case review and may result in censure, removal of network access, or reported to pertinent authorities.
6. Use of electronic mail and other network communications facilities to harass, offend, or annoy is prohibited.
7. Use of STU network facilities for running graphics-based interactive applications (programs) is prohibited unless approved by OIT.

ST. THOMAS UNIVERSITY GRADUATE COURSE LEVELS

Courses at St. Thomas University are numbered at the following levels: Master's (500-700), Doctoral (800-900).

BISCAYNE COLLEGE

***"A Leader Is an Individual with a Dream
and the Will to Make It Real"***

Scott Zeman, PhD
Dean of Biscayne College & Professor of History

Associate Dean: James Conley, PhD

Faculty: R. Arango, D. Arnold, J. Bachay, T. Brezenski, B. Buzzi, J. Carpenter, P. Cingel, J. Conley, G. Feinberg, E. Ferrero, D. Goodman, J. Grace, J. Holland, G. Jamison, R. Lovett, R. Montes, J. Pickens, R. Raleigh, P. Reckford, B. Robinson, L. Rubin, F. Sicius, C. Silitsky, I. Wirshing, S. Zeman

Biscayne College, the home of Liberal Arts, Social Sciences, and Counseling, is composed of the Department of English and Humanities; the Department of History, Philosophy, and Global Studies; the Department of Social Sciences and Counseling; the Institute for World Languages; the University Honors Program; and the Center for Justice and Peace.

The Mission of Biscayne College is to empower students as future leaders and career professionals who will make a difference in life. Through teaching, scholarship, and service in the Liberal Arts and Social Sciences, the College cultivates in its students the knowledge to advance human values including peace, justice, and spirituality.

Biscayne College is committed to a rigorous liberal arts and professional education. It provides individualized attention to the nurturing of students and gives them the tools, academic record, and confidence to succeed in graduate school or law school. The College offers students practical leadership training through participation in interdisciplinary and international programs. The small classes emphasize face-to-face instruction and small group social interaction.

Biscayne College offers Master of Science (MS) degrees in three areas: Guidance and Counseling, Marriage and Family Therapy, and Mental Health Counseling. Joint degree programs include JD/MSMFC, and MSM/Justice Administration, along with several certificate programs.

GRADUATE COUNSELING PROGRAMS

Three counseling degree programs are offered at St. Thomas University: the Master of Science in Guidance and Counseling, the Master of Science in Marriage and Family Therapy, and the Master of Science in Mental Health Counseling. All three counseling programs share core coursework; however, the respective curricula varies with regard to specific areas of focus. While students must select one degree based upon their primary area of interest and certification/licensure needs, students are encouraged to

explore coursework outside of their primary track from among the other counseling degrees and certificate programs.

The process of counseling requires the development of a trusting relationship between the client and the practitioner through which the client learns new and different ways to cope with personal issues as well as with life's dilemmas and challenges. As such, its interactive relationship requires both the client and the practitioner to engage in meaningful dialogue, dedicated to problem solving.

Consequently, counseling is among the most personally fulfilling, while also among the most emotionally demanding, professions. The stressors placed on the counseling professional require a high degree of self-awareness, ethical integrity, and an ongoing responsibility to develop intellectually and emotionally from one's life experiences.

St. Thomas University is committed to providing high quality professional education in the fields of Guidance and Counseling, Marriage and Family Therapy, and Mental Health Counseling. The University seeks to contribute to the emotional health and welfare of consumers of counseling services in schools and communities by preparing knowledgeable, as well as ethically and emotionally mature, practitioners.

Prospective School Guidance and Counseling students pursuing certification in Florida are advised to seek information from the Bureau of Educator Certification, which has the responsibility for the certification of instructional staff for the public school system in Florida (FL Statute 231, and Florida Administrative Code). The Bureau's home page is <http://www.firn.edu> and in-state and out-of-state telephone numbers are 800-445-6739 and 850-488-2317 respectively.

Prospective Marriage and Family Therapy as well as Mental Health Counseling students pursuing licensure and/or certification in Florida are advised to seek information from the Department of Health, and, in particular, the Board of Clinical Social Work, Marriage and Family Therapy, and Mental Health Counseling. Licensing and practice information can be found in FL Statute 491 and Florida Administrative Code 64B4. The Board's home page is <http://www.doh.state.fl.us/mqa/491/> and the telephone is 850-245-4474.

GENERAL ADMISSION REQUIREMENTS:

1. A completed and signed Application for Admission.
2. A non-refundable application fee of \$40 (US currency). The application fee is waived for alumni of St. Thomas University.
3. Official college and/or university transcripts from the institution where the Bachelor's Degree was conferred. To utilize VA benefits, veterans are required to submit transcripts from each institution attended.
4. Letter of recommendation or recommendation forms (letters of recommendation forms can be obtained online at www.stu.edu or from the Office of Admissions).
5. Admissions test scores, personal statements, and resume.
6. All graduate applicants who have an undergraduate GPA of less than 3.0 or low scores on standardized tests will be required to take a writing skills course.

SPECIFIC ADMISSION REQUIREMENTS FOR THE GRADUATE COUNSELING PROGRAMS:

1. A cumulative undergraduate grade point average (GPA) of at least 3.0.
2. Two letters of recommendation to comment on the applicant's potential to work effectively with others in a therapeutic capacity.
3. An autobiographical statement that is no more than six (6) typed pages in length. The statement must include a description of the applicant's life experiences which have led to his/her choice of career as a counselor.
4. A summary of the applicant's personal and professional goals (two-page maximum).
5. After all documents have been received by the Graduate Admission Office, a member from the Social Sciences and Counseling Department will contact the applicant to schedule an interview with the Program Director for the degree to which the applicant wishes to be admitted. The purpose of this interview is to assess the applicant's potential to serve within the community as a therapeutic professional. The interview also helps to establish suitability for the academic preparation program.

The factors considered by the Graduate Admissions Committee in determining an applicant's status are (1) previous academic record, (2) oral and written communication skills, (3) motivation to excel academically, (4) openness to beliefs and values other than one's own, (5) capacity for self-reflection and personal growth, (6) maturity as reflected by one's attitude toward self and others, (7) psychological stability as communicated through the admission interview, and (8) a willingness to seek as well as provide therapeutic assistance.

In determining an applicant's admission status, all criteria are equally considered. Admission may be denied by the Graduate Admissions Committee on the basis of one or more criteria. Applicants are notified of their admission status by the Office of Graduate Admissions.

APPLICANT'S RESPONSIBILITIES

It is the responsibility of the applicant to submit all required admission materials directly to the Office of Graduate Admissions. In addition, it is the responsibility of the applicant to contact a member of the counseling faculty for the initial as well as subsequent interview appointments.

PROBATIONAL ADMISSION

Applicants may be admitted on probation. Probational admission to the MS counseling degree programs does not guarantee eventual full admission status. A change of status from probational to full admission status may be contingent upon the applicant obtaining one or more of the following: (1) additional, supplementary educational preparation, (2) a minimum of six months of ongoing individual psychotherapy focusing on personal and professional development, and/or, (3) a minimum of a 3.0 GPA in the first six (6) credits of counseling coursework.

It is at the discretion of the Graduate Admissions Committee to require that a student fulfill one or more of the above mentioned requirements. Supplementary education and individual psychotherapy lie outside the purview of the Counseling Programs. Thus, it is the responsibility of a student admitted on probation to independently undertake and document the successful completion of any such activities.

Documentation must be submitted to the Graduate Admissions Committee through the Office of Graduate Admissions.

Following submission of documentation, an overall review of a probationally admitted student's performance and status will be conducted by the Graduate Admissions Committee. At that time a student may be fully accepted, terminated, or continued on probation. Probational status will not exceed two academic terms.

PERSONAL AND PROFESSIONAL GROWTH

Personal and professional development are critical elements in the training of a mental health practitioner. It is imperative that graduate counseling students explore their motivations for choosing this career, examine personal issues that may interfere with their professional effectiveness, and be continually open to feedback from faculty regarding their readiness to transition from the academic to the clinical/experiential portion of their training. Once a student applies for field placement or school counseling practicum (after completion of required foundation and specialization courses), their progress, both academic and personal/emotional, will be reviewed by the counseling faculty, who will make a recommendation of either readiness or lack of readiness to enter their field placement. In the event that faculty determine a student is not ready for this transition, a formal recommendation for counseling and/or other remedial measures will be made and professional referrals offered. A student may be required to take a graduate writing seminar to improve his/her skills. In this circumstance, the student will be permitted to begin field placement once their readiness is determined in collaboration with both the counseling and/or other professionals to whom the student has been referred and the counseling faculty.

DEGREE REQUIREMENTS:

The MS degree program in Marriage and Family Therapy requires completion of forty-eight (48) credits, a minimum GPA of 3.0 (B), and passing a Comprehensive Examination. This represents twenty-one (21) credits of required foundation courses, eighteen (18) credits of specialization courses in Marriage and Family Therapy, and nine (9) electives. All students must achieve a 3.0 GPA each semester and a cumulative 3.0 GPA. If a student's semester GPA or cumulative GPA falls below 3.0, student will be placed on probation for one semester at the discretion of the Dean.

The MS degree program in Mental Health Counseling requires completion of sixty (60) credits, a minimum GPA of 3.0 (B), passing a Comprehensive Examination, and completion of 1,000 hours of clinical internship. This represents twenty-four (24) credits of required foundation courses, twenty-seven (27) credits of specialization courses in Mental Health counseling, and nine (9) elective credits within the general field. All students must achieve a 3.0 GPA each semester and maintain a 3.0 cumulative GPA. If a student's semester GPA or cumulative GPA falls below 3.0, student will be placed on probation for one semester at the discretion of the Dean.

Requirements for the MS in Guidance and Counseling include: successful completion of all Prerequisite courses needed for the program; successful completion of 45 semester hours (fifteen 3-credit courses); a minimum GPA of 3.0 (B); a supervised, 150-hour, unpaid practicum experience in a school; and passing a Comprehensive Examination. All general academic policies apply. Guidance and Counseling is categorized by the Florida State Department of Education as a Professional Service Area (grades PK - 12). All students are required to achieve a 3.0 GPA each semester and maintain a 3.0 cumulative GPA. If a students' semester GPA or cumulative GPA

falls below 3.0, the student will be placed on probation for one semester at the discretion of the Dean.

MASTER OF SCIENCE IN GUIDANCE AND COUNSELING (MS)

Program Coordinator: Judith Bachay, PhD

Academic Credentials: PhD, Leadership in Education with a Specialization in Counseling (Barry University); MS, Community Counseling (Barry University); BA, Public Administration (St. Thomas University).

Contact Information: 305-628-6583; jbachay@stu.edu

The MS in Guidance and Counseling program is designed to prepare students for counseling positions in public and private elementary, middle, and secondary schools. The curriculum combines courses in theory, practice, and specific areas of specialization. Graduate students are invited to become an integral part of a diverse, learning community committed to life-long learning and counselor/education leadership. Program faculty encourage opportunities for professionalization including collaborative research, presentations, and university intellectual life offerings. A comprehensive developmental guidance model provides a framework for the provision of professional and compassionate school guidance services.

Students who do not have the Florida Teacher Certification may obtain certification in Guidance and Counseling by completing the program and meeting the additional requirements of the State of Florida Department of Education. Applicants are encouraged to contact the Department of Education in order to determine additional coursework and testing requirements (Professional Preparation, Florida State Board of Education Rule (6A-4.006(2))). It is advisable to fulfill these requirements prior to admission into the graduate, degree-seeking Guidance and Counseling Program. Interested students are strongly encouraged to have transcripts evaluated by the Florida State Department of Education before making formal application to the Guidance and Counseling program. Undergraduate courses and testing requirements can be clarified before pursuing the master's degree.

Forty-five (45) semester hour credits are required for the MS in Guidance and Counseling program. The courses in the curriculum have been approved by the State of Florida Department of Education. Certification is an individual responsibility; therefore, all students are advised to contact the Department of Education Certification Office for specific information prior to enrollment in the Program.

All guidance candidates must meet the criteria for security clearance according to the policies and procedures of the public school districts and private school rules. The cost of required finger printing is the responsibility of the student. Should the student not meet the criteria for a security clearance, they will not be allowed access to any school site, which may be a requirement of any of the Program course offerings. Students are encouraged to seek security clearance upon admittance to the Program.

SPECIFIC ADMISSION REQUIREMENTS FOR MS GUIDANCE AND COUNSELING: In addition to the requirements listed for all counseling programs, it is recommended that, prior to entering the program, students have:

1. Basic Florida Teaching Certification on the early childhood, elementary, middle, or secondary school level.

2. One or more years of teaching experience or social service work experience.
3. Professional writing proficiency.
4. A personal goal statement that demonstrate the capacity for professional commitment and dedication to lifelong learning, ongoing self-reflection, and both professional and personal development.

COURSE REQUIREMENTS **45 credits**

Foundation Courses **24 credits**

CPS 503	Applied Research Methods	3
CPS 660	Psychology of Learning and Personality Theory	3
CPS 733	Introduction to Counseling	3
CPS 735	Group Therapy	3
CPS 736	Legal and Ethical Issues in Counseling	3
CPS 745	Abnormal Psychology	3
CPS 749	Intermediate Counseling	3
CPS 750	Introduction to Community Consultation	3

Specialization Courses **18 credits**

CPS 662	Principles and Procedures of Psychological Testing	3
CPS 663	Occupational and Educational Principles of Guidance	3
CPS 664	Principles, Phi., and Org. of Guidance and Counseling	3
CPS 665	Org. and Development of School Guidance Programs	3
CPS 667	Counseling Special and Diverse Populations	3
CPS 669	Supervised Counseling Practices	3

Elective Courses: (3 credits) chosen from the following **3 credits**

CPS 710	Play Therapy in Counseling	3
CPS 734	Therapeutic Issues of Infancy and Childhood	3
CPS 737	Therapeutic Issues of Adolescence	3
CPS 740	Introduction to Family Therapy and Evaluation	3
CPS 744	Substance Abuse and the Family	3
CPS 746	Human Sexuality Counseling	3
CPS 753	Crisis Intervention and Management	3

Additional Counseling courses can be selected in consultation with the student's advisor and applied as elective credit.

Program Student Learning Outcomes: A MS candidate in Guidance and Counseling will:

1. Demonstrate the following knowledge as it applies to school counseling K-12: case analysis and application, group processes in counseling, occupational guidance and assessment, measurement and research, legal, ethical and professional principles.
2. Demonstrate that they are personally, academically, and clinically prepared for direct provision of professional school counseling services.
3. Demonstrate applied strategies in consultation, individual and group counseling, developmental counseling, and outcomes assessment.
4. Complete the educational requirements for Florida State certification.

Program Student Learning Outcomes Assessment: These outcomes are assessed by the following:

1. Graduate comprehensive exam.

2. Field supervisor evaluation scores.
3. Scores on the State of Florida Guidance Counseling Certification Exam.

THE FACULTY

Experienced, full-time faculty members with degrees in counseling and counselor education teach courses in the program. Adjunct faculty members currently working as practitioners in the schools and in other community settings add expertise and diversity to the curriculum. The faculty, committed to academic excellence and community service, believe students should: strive for personal and professional growth, become advocates for their clients and for the counseling profession, and maintain high professional and ethical standards. Faculty have diverse research and practice interests and support the personal and intellectual growth of Guidance and Counseling candidate.

MASTER OF SCIENCE IN MARRIAGE AND FAMILY THERAPY (MS)

Program Coordinator: Barbara Buzzi, PhD

Academic Credentials: PhD, Leadership in Education with a Specialization in Counseling (Barry University); MS, Family Therapy (St. Thomas University); BSN Nursing (Barry University).

Contact Information: 305-628-6584; bbuzzi@stu.edu

Over the past several decades, family therapy has grown from an experimental innovation to a significant force in the mental health field. Today, the knowledge and skills of the family therapist are recognized as integral to the treatment of a host of issues such as marital conflict, chemical addiction, eating disorders, child and elder abuse, foster care, and juvenile delinquency. Family therapy practitioners are found in an array of professional settings: mental health clinics, public service agencies, private practices, churches and synagogues, businesses, schools, hospitals, courts, and prisons.

Families experience and must cope with the stress that accompanies milestones within the family life cycle: courtship, marriage/coupling, birth, child rearing, aging, and death. In addition, separation, divorce, remarriage, chronic and terminal illness, and the dramatic change in both women's and men's roles are social issues that challenge families today. Rather than obstacles to growth and change, these stressors and challenges, with the assistance of a skilled family therapist, offer families opportunities and new options for more satisfying, effective functioning.

The Master of Science degree in Marriage and Family Therapy provides graduate students with a broad, conceptual understanding of healthy and dysfunctional family relationship patterns within a multicultural context. A systems theory and process view is applied to behavior, growth, and change within individuals, couples, groups, families, and communities. Students develop an understanding of the dynamics of relationships within the family, e.g., alliances, cutoffs, triangles, and enmeshments. Relationship and communication patterns are considered within the context of the family life cycle. Students acquire skills and competencies to effectively facilitate and manage the therapeutic intervention process, leading to realignment of the family's relationship system and healthier functioning.

The Program is designed to provide advanced training for those who intend to serve or are currently serving the community in a therapeutic capacity within public or private human service settings. The curriculum is based on an integrative approach to professional preparation as a family therapist. Coursework emphasizes the acquisition of knowledge of a variety of theoretical approaches and methods of family therapy as well as the development of therapeutic skills. Theoretical learning and skills development takes place within the context of the student's personal family life experience as it influences the intervention process.

Additionally, St. Thomas University offers a joint JD and MS in Marriage and Family Counseling degree program. Students in the joint degree program will transfer eight credits from the JD program to the MS in Marriage and Family Counseling program. The joint JD/MS in Marriage and Family Counseling Program is available only to students who have been fully admitted to the St. Thomas University School of Law and who maintain satisfactory progress in their law studies. This 35 credit degree program does not include all the required coursework for the MS in Marriage and Family Therapy program (48 credits), and students have the option for completion of the lengthier MS in Marriage and Family Therapy program, which leads to licensure.

ACADEMIC PROGRAM

The academic program is theoretically and experientially based. A foundation in family systems theory provides a basis for understanding and assessing the therapeutic needs of families, couples, and individuals. Experiential learning is achieved through in-class simulation exercises and videotaping as well as evaluation of therapeutic techniques, site visits to successful family service agencies, and field-work internships which provide students with the opportunity to practice intervention skills with families as well as individuals.

While the development of the Marriage and Family Therapy curriculum was guided by both state and national credentialing requirements, matriculating and prospective students are encouraged to direct questions regarding licensure to the Florida Department of Health, Board of Clinical Social Work, Marriage and Family Therapy, and Mental Health Counseling at <http://www.doh.state.fl.us/mqa/491>, 4052 Bald Cypress Way, BIN C08, Tallahassee, Florida 32399-3258, 850-245-4474. At present, this agency is the only official source of information.

Marriage and Family Therapy students may earn a Certificate in the Study of Loss and Healing through the Center for Loss and Healing by completing the five required courses listed under the graduate certificate. Three of these courses may be used as electives in the Marriage and Family Therapy degree program with advisor approval.

COURSE REQUIREMENTS		48 credits
Foundation Courses		21 credits
CPS 503	Applied Research Methods	3
CPS 730	Theories of Personality and Therapy	3
CPS 733	Introduction to Counseling	3
CPS 736	Legal and Ethical Issues in Counseling	3
CPS 745	Abnormal Psychology	3
CPS 746	Human Sexuality Counseling	3
CPS 760	Multicultural Counseling	3

Specialization		18 credits
CPS 740	Introduction to Family Therapy and Evaluation	3
CPS 741	Transitions in Family Life	3
CPS 742	Intermediate Family Therapy	3
CPS 743	Theory and Practice of Counseling Couples	3
CPS 792	Field Experience I	3
CPS 793	Field Experience II	3

Electives	9 credits
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Three courses chosen from the following:

CPS 663	Occupational and Educational Principles of Guidance	3
CPS 734	Therapeutic Issues of Infancy and Childhood	3
CPS 735	Group Therapy	3
CPS 737	Therapeutic Issues of Adolescence	3
CPS 739	Therapeutic Issues of Aging	3
CPS 744	Substance Abuse and the Family	3
CPS 747	Individual Assessment and Treatment Planning	3
CPS 749	Intermediate Counseling	3
CPS 750	Introduction to Community Consultation	3
CPS 752	Selected Topics in Psychotherapy	3

Other courses may be taken as electives with the approval of the Program Coordinator.

Program Student Learning Outcomes. A Marriage and Family Therapy program candidate will:

1. Demonstrate the following knowledge as it applies to family therapy with families, couples and individuals: preparation of a Genogram, assessment of presenting problem and family system, case conceptualization from a systemic perspective, at least two models of Family Therapy.
2. Demonstrate that they are personally, academically, and clinically prepared for direct provision of family therapy.
3. Demonstrate the knowledge and skills required to bring therapeutic change to couples, families and individuals.
4. Complete the educational requirements for licensure as Marriage and Family Therapist in the state of Florida as described in Florida Statute 491.

Program Student Learning Outcomes Assessment: These outcomes are assessed by the following:

1. Graduate comprehensive exam.
2. Field supervisor evaluation scores.
3. Scores on the State of Florida Guidance Counseling Certification Exam.

Joint JD/MS in Marriage and Family Counseling

Program Coordinator: Barbara Buzzi, PhD

Academic Credentials: PhD, Leadership in Education with a Specialization in Counseling (Barry University); MS, Family Therapy (St. Thomas University); BSN, Nursing (Barry University).

Contact Information: 305-628-6584; bbuzzi@stu.edu

COURSE REQUIREMENTS		35 credits
Foundation Courses		20 credits
LAW635	Legal Analysis, Writing, and Research	3
LAW819	Alternative Dispute Resolution	2
LAW850	Professional Responsibility	3
CPS 730	Theories of Personality and Therapy	3
CPS 745	Abnormal Psychology	3
CPS 746	Human Sexuality Counseling	3
CPS 760	Multicultural Counseling	3
Required Family Courses		15 credits
CPS 740	Introduction to Family Therapy and Evaluation	3
CPS 741	Transitions in Family Life	3
CPS 742	Intermediate Family Therapy	3
CPS 743	Theory and Practice of Counseling Couples	3
CPS 792	Field Experience I	3

The joint JD/MS in Marriage and Family Counseling program requires prior acceptance into the University's School of Law in addition to admission into the MS in Marriage and Family Counseling degree program. Nine (9) credits from the student's Law program courses will transfer to the MS in Marriage and Family Counseling. LAW 635 (Legal Analysis, Writing and Research) will replace CPS 503 (Applied Research Methods) and LAW 850 (Professional Responsibility) will replace CPS 736 (Legal and Ethical Issues in Counseling) as a required foundation courses in the MS program. LAW 819 (Alternative Dispute Resolution) will replace CPS 733 (Introduction to Counseling) as a required foundation course in the MS program. Students in the joint degree program must complete 27 additional credits required for the Master of Science degree. Students in the joint program are not required to take and pass the comprehensive examination. CPS 503, CPS 733, and CPS 736 are commonly needed for Florida Licensure as LMFT. Although these three areas are covered to a degree in the Law program courses, the Florida Department of Health (Florida Statute 491, Rule Chapter 64B4, F.A.C.) determines education requirements for licensure and mental health practice in the state of Florida.

Program Student Learning Outcomes. The Joint JD/MS in Marriage and Family Counseling candidate is:

1. Prepared with knowledge of marriage and family therapy, family systems, the family life cycle, and couples and family relationships.
2. Prepared to work with clients with compassion, multicultural sensitivity, and skill.
3. Able to bring therapeutic change to individuals, couples, and families.

Program Student Learning Outcomes Assessment: These outcomes are assessed through a:

1. Capstone Exam in CPS 742 - Intermediate Family Therapy.
2. Field supervisor evaluation scores of 3 or above on all items in the Field Supervisor Evaluation process.

MASTER OF SCIENCE IN MENTAL HEALTH COUNSELING (MS)

Program Coordinator: Lawrence Rubin, PhD

Academic Credentials: PhD, Clinical Psychology (Nova Southeastern University); MA, Psychology (Wayne State University, Detroit); BS, Psychology (Brooklyn College).

Contact Information: 305-628-6585; lrubin@stu.edu

Trends over the past decade have substantially broadened the practice and responsibilities of the professional counselor, increasing employment opportunities in mental health agencies, businesses, hospitals, schools, and private practices. Additional trends include the advent of licensure and certification for counselors and a growing emphasis on accountability in the provision of therapeutic services. Coupled with these trends is an increasing diversity among those seeking direct mental health services in terms of age, ethnicity, cultural background, lifestyle, and socioeconomic status. With an exceedingly diverse consumer base, counselors also face an increasingly challenging array of issues such as chemical dependency, child and elder abuse, juvenile delinquency, divorce, physical disability, and terminal illness. The counselor of today, as well as of the future, must be a knowledgeable and skilled practitioner who can draw upon a wide range of approaches to meet the multifaceted needs of clients in achieving optimal mental health.

The Master of Science degree in Mental Health Counseling provides graduate students with the concepts and beginning clinical competencies required to effectively facilitate and manage the process of intrapersonal and interpersonal change. Students are equipped to assist others through a helping relationship in achieving optimal mental health through personal and social adjustment, development, and prevention. The Program is designed to provide training for those who intend to serve, or are currently serving, the community as counselors in public and private settings.

The Mental Health Counseling curriculum offers the graduate student foundation and specialization courses designed to enhance theoretical knowledge and counseling skills, as well as personal and professional development. Coursework emphasizes the exploration of social, professional, and personal issues and values as they influence the provision of mental health services. Throughout the Program, students are expected to demonstrate practical application of their knowledge and development through projects, papers, presentations, and field work.

Mental Health Counseling students may also obtain a Specialization Certificate in Child and Adolescent Studies. The requirements for this certificate include CPS 720 (Lifespan Psychology) along with three specific additional courses focused on the theory and practice of counseling minors (CPS 734 - Therapeutic Issues of Infancy and Childhood, CPS 737 - Therapeutic Issues of Adolescence, and CPS 710 - Play Therapy in Counseling) as well as at least one field experience in an appropriate child/family community treatment setting. A specialization certificate will be awarded to students who make appropriate admissions application and maintain 3.0 GPA.

ACADEMIC PROGRAM

The academic program emphasizes the integration of theoretical knowledge and counseling skills with the student's personal and professional development. In addition, courses are designed to encourage the development of each student's unique approach to counseling with clients from diverse backgrounds in varied work settings.

While the development of the Mental Health Counseling curriculum is guided by both state and national credentialing requirements, matriculating and prospective students are encouraged to direct questions regarding licensure to the Florida Department of Health. Students may be required to take a writing seminar to improve their skills in this area, and become involved in their own personal counseling.

MS in Mental Health Counseling Course Requirements **60 credits**

Foundation Courses 24 credits

CPS 503	Applied Research Methods	3
CPS 720	Life Span Psychology	3
CPS 730	Theories of Personality and Therapy	3
CPS 735	Group Therapy	3
CPS 736	Legal and Ethical Issues in Counseling	3
CPS 745	Abnormal Psychology	3
CPS 746	Human Sexuality Counseling	3
CPS 747	Individual Assessment and Treatment Planning	3

Specialization 27 credits

CPS 733	Introduction to Counseling	3
CPS 744	Substance Abuse and the Family	3
CPS 749	Intermediate Counseling	3
CPS 750	Introduction to Community Consultation	3
CPS 663	Occupational and Educational Principles of Guidance	3
CPS 667	Counseling Special and Diverse Populations	3
or		
CPS 760	Multicultural Counseling	3
CPS 790	Field Experience I	3
CPS 791	Field Experience II	3
CPS 795	Field Experience III	3

Electives 9 credits

Three courses chosen from either the following or from courses in other graduate programs:

CPS 710	Play Therapy in Counseling	3
CPS 734	Therapeutic Issues of Infancy and Childhood	3
CPS 737	Therapeutic Issues of Adolescence	3
CPS 739	Therapeutic Issues of Aging	3
CPS 740	Introduction to Family Therapy and Evaluation	3
CPS 741	Transitions in Family Life	3
CPS 742	Intermediate Family Therapy	3
CPS 743	Theory and Practice of Counseling Couples	3
CPS 752	Selected Topics in Psychotherapy	3
CPS 789	Directed Readings	3

Program Student Learning Outcomes. The MS candidate in Mental Health Counseling will:

1. Demonstrate knowledge of core theoretical information and its application as they pertain to academic areas including abnormal psychology, lifespan development, assessment, treatment planning, sexuality, ethics, diversity, micro-skills and group work.
2. Complete the educational requirements for licensure as Mental Health Counselor in the state of Florida as per Florida Statute 491.

3. Demonstrate the knowledge and skills required to bring therapeutic change to individuals resulting in reduced pathology, improved psychosocial adjustment and overall adaptive functioning.
4. Demonstrate that they are personally, academically, and clinically prepared for direct provision of individual counseling services.

Program Student Learning Outcomes Assessment: These outcomes are assessed by the following:

1. Graduate comprehensive exam.
2. Field supervisor evaluation scores.
3. Scores on the State of Florida Guidance Counseling Certification Exam.

GRADUATE CERTIFICATE PROGRAMS

CHILD ADOLESCENT STUDIES CERTIFICATE

Program Coordinator: Lawrence Rubin, PhD

Academic Credentials: PhD, Clinical Psychology (Nova Southeastern University); MA, Psychology (Wayne State University, Detroit); BS, Psychology (Brooklyn College).

Contact Information: 305-628-6585; lrubin@stu.edu

Mental Health Counseling students may obtain a Certificate in Child and Adolescent Studies. The requirements for this Certificate include three courses focusing on the theory and practice of counseling minors and field experience in an appropriate community setting. A Certificate will be awarded to students who make appropriate admissions application and maintain 3.0 GPA.

St. Thomas University offers the following eighteen (18) credit hours (six courses):

CPS 710	Play Therapy in Counseling	3
CPS 720	Life Span Psychology	3
CPS 734	Therapeutic Issues of Infancy and Childhood	3
CPS 737	Therapeutic Issues of Adolescence	3
CPS 790	Field Experience I	3
CPS 791	Field Experience II	3
or		
CPS 795	Field Experience III	3

Program Student Learning Outcomes. The Child Adolescent Studies Certificate candidate will:

1. Demonstrate and appreciation of the developmental and clinical theories related to counseling children and adolescents including client centered, cognitive behavioral and systems.
2. Demonstrate an understanding of the theories and techniques of play therapy and begin to develop a professional identity that incorporates this knowledge.
3. Effectively apply the theories and techniques of child/adolescent counseling in their clinical field work.

Program Student Learning Outcomes Assessment: The Certificate's outcome is assessed through evaluation of final exams and term papers in selected certificate courses and field supervisor evaluation scores.

Gainful Employment Material:

Estimated Tuition Cost: \$15,822.00

Estimated Cost of Books: \$380.00

Employment Opportunities: The Child and Adolescent Studies Certificate is designed for individuals who are studying to become mental health counselors as well as marriage and family, therapists, guidance counselors and those in law, business, public service, or education whose practice entails counseling minors.

ONET Code. 21-1014.00

CERTIFICATE IN MARRIAGE AND FAMILY THERAPY

Program Coordinator: Barbara Buzzi, PhD

Academic Credentials: PhD, Leadership in Education with a Specialization in Counseling (Barry University); MS, Family Therapy (St. Thomas University); BSN, Nursing (Barry University).

Contact Information: 305-628-6584; bbuzzi@stu.edu

The Marriage and Family Therapy Certificate program is designed to meet the needs of individuals who desire specialized training in marriage and family therapy and possess at least a Master's degree in counseling or a related field.

The MFT Certificate will appeal to licensed clinical social workers, mental health counselors, psychologists, and advanced registered nurse practitioners desiring dual licensure as marital and family therapists. The curriculum provides the family counseling training that guidance counselors need to deal most effectively with the family issues of their students and their parents and siblings. The MFT certificate allows those with graduate degrees in other disciplines, such as Pastoral Counseling and Human Resources, to specialize in an area of interest to them. Counselors with family therapy training are increasingly needed in the areas of juvenile justice, early childhood development, pastoral care, and employee assistance.

The Graduate Certificate in Marriage and Family Therapy consists of six marriage and family therapy specialization courses, including one field placement in a marriage and family therapy setting.

St. Thomas University offers the following eighteen (18) credit hours (six courses):

CPS 740	Introduction to Family Therapy and Evaluation	3
CPS 741	Transitions in Family Life	3
CPS 742	Intermediate Family Therapy	3
CPS 743	Theory and Practice of Counseling Couples	3
CPS 746	Human Sexuality Counseling	3
CPS 792	Field Experience in Marriage and Family Therapy	3

A minimum of two courses must be completed before beginning field work. A maximum of one course is allowed for transfer credit, with the approval of the academic advisor. Students must pass a capstone exam assessing their specialized knowledge and skills.

Admissions and academic requirements are: the appropriate graduate degree, 3.0 or higher GPA in graduate course work, two letters of recommendation, and recommendation after an interview by a MFT faculty member.

Certificate Student Learning Outcomes. The Certificate in Marriage and Family Therapy candidate:

1. Is prepared as a professional marriage and family therapist, with compassion, multicultural sensitivity, and skill.
2. Is able to bring therapeutic change to individuals, couples, and families, based on family systems theory and practice.
3. Has completed the educational requirements that demonstrate a focused course of advanced study in Marriage and Family Therapy.

Certificate Student Learning Outcomes Assessment: These outcomes are assessed through:

1. Capstone exam in CPS 742 Intermediate Family Therapy.
2. Field supervisor evaluation scores.

Gainful Employment Material:

Estimated Tuition Cost: \$15,822.00

Estimated Cost of Books: \$380.00

Employment Opportunities: The Certificate in Marriage and Family Therapy is designed for clinical social workers, mental health counselors, psychologists and advanced registered nurse practitioners desiring dual licensure as marital and family therapists as well as for individuals otherwise employed in the counseling field and those qualified to do so because of the Masters degree in counseling or a related specialization.

ONET Code. 21-1013.00

POST MASTER'S CERTIFICATE IN GUIDANCE AND COUNSELING

Program Coordinator: Judith Bachay, PhD

Academic Credentials: PhD, Leadership in Education with a Specialization in Counseling (Barry University); MS, Community Counseling (Barry University); BA, Public Administration).

Contact Information: 305-628-6583; jbachay@stu.edu

Professionals currently working in the public or private schools who have attained a master's degree in education, counseling, educational administration, educational curriculum, or a related field may apply for admission to the certificate program. The certificate program requires students to take only those courses specified by the Florida Department of Education needed to obtain certification in guidance and counseling. A certificate is awarded upon successful completion of these courses. Students are advised to contact the State Department of Education for specific information regarding certification requirements.

St. Thomas University offers the following thirty (30) credit hours (10 courses):

CPS 660	Psychology of Learning and Personality Theory	3
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CPS 733	Introduction to Counseling	3
CPS 735	Group Therapy	3
CPS 736	Legal and Ethical Issues in Counseling	3
CPS 750	Introduction to Community Consultation	3
CPS 662	Principles and Procedures of Psychological Testing	3
CPS 663	Occupational/Educational Principles of Guidance	3
CPS 664	Principles, Philosophy, Organization of Guidance and Counseling	3
or		
CPS 665	Org. and Dev. of School Guidance Programs	3
CPS 667	Counseling Special and Diverse Populations	3
CPS 669	Supervised Counseling Practices	3

6A-4.0181 Specialization Requirements for Certification in Guidance and Counseling (grades PK-12)—Specialty Class Beginning July 1, 1990.

1. Plan One. A master's or higher degree with a graduate major in guidance and counseling or counselor education which includes three (3) semester hours in a supervised counseling practicum in an elementary or secondary school, or
2. Plan Two. A master's or higher degree with thirty (30) semester hours of graduate credit in guidance and counseling to include the areas specified below:
 - a. Three semester hours in principles, philosophy, organization, and administration of guidance;
 - b. Three semester hours in student appraisal including administration and interpretation of standardized test;
 - c. Three semester hours in education and career development information practices and systems;
 - d. Three semester hours in learning, personality theory, and human development;
 - e. Three semester hours in counseling theories and individual counseling techniques;
 - f. Three semester hours in group counseling and guidance techniques;
 - g. Three semester hours in consultation skills and techniques for conferring with group such as agencies, teachers, and parents;
 - h. Three semester hours in legal, ethical, and current issues affecting school counselors;
 - i. Three semester hours in specialized counseling techniques for use with elementary or secondary level special populations such as exceptional students, drop outs, and minorities; and
 - j. Three semester hours in a supervised counseling practicum in an elementary or secondary school.

Certificate Student Learning Outcomes. Certificate candidates in Guidance and Counseling are:

1. Prepared as an ethical and culturally competent professional school counselor.
2. Able to provide a comprehensive school guidance program.
3. Have completed the educational requirements for certification as a school counselor in the state of Florida.

Certificate Student Learning Outcomes Assessment: These outcomes are assessed through:

1. Scores on the State of Florida Guidance Counseling Certification Exam.
2. Field supervisor evaluation scores of 3 or above on all items in the Field Supervisor Evaluation process.

Gainful Employment Material:

Estimated Tuition Cost: \$26,370.00

Estimated Cost of Books: \$620.00

Employment Opportunities: The Post Master's Certificate in Guidance and Counseling is designed to enhance professionals currently working in the public or private schools who have attained a Master's degree in education, counseling, educational administration, educational curriculum, or a related field.

ONET Code. 21—1012.00

CERTIFICATE IN THE STUDY OF LOSS AND HEALING

Program Coordinator: Barbara Buzzi, PhD

Academic Credentials: PhD, Leadership in Education with a Specialization in Counseling (Barry University); MS, Family Therapy (St. Thomas University); BSN, Nursing (Barry University).

Contact Information: 305-628-6584; bbuzzi@stu.edu

Program Description

The goal is to promote compassionate and holistic care among professionals, spiritual leaders, and caregivers working with the dying, the bereaved, and others experiencing loss. Through an interdisciplinary approach, this Certificate will cultivate a healing community dedicated to understanding and embracing the diverse cultural, societal, psychological, and spiritual aspect of the grief experience.

Program Requirements. Certificate recipients must complete six courses (18 credit hours):

STM 673 Spirituality and the Death and Dying Process	3
CPS 753 Crisis Intervention and Management	3
CPS 754 Counseling Needs of the Dying & Their Families/Caregivers	3
CPS 755 Culture and Death	3
CPS/STM 757 Special Issues in Grieving and Loss	3
CPS 790 Field Experience in MHC I	3
CPS/STM 757 Special Issues in Grieving and Loss	3
CPS 790 Field Experience in MHC I	3
or	
CPS 792 Field Experience in MFT I	3
or	
STM 791 Practicum I	1
STM 792 Practicum II	1
STM 793 Practicum III	1

Admission Requirements:

1. A bachelor's degree in a Human Services field or a bachelor's degree with significant experience in the area of human services
2. A two-three page autobiographical essay
3. Two letters of recommendation
4. An interview with the program director

Program Student Learning Outcomes. Certificate candidates in the Study of Loss and Healing will:

1. Demonstrate understanding of the diverse cultural expressions of loss, the psychological processes of healing and resilience, the spiritual aspects of the grief and the mourning experience.
2. Demonstrate awareness of the dying process, anticipatory grief and mourning, and extant and emerging research in the field of thanatology.
3. Demonstrate the ability to challenge myths about grief and loss, provide support for the family during the process of death and after death, and address the needs of children, adolescents, adults and the aged populations.

Program Student Learning Outcomes Assessment. Outcome assessed through:

1. Practicum supervisor evaluation scores.

Gainful Employment Material:

Estimated Tuition Cost: \$15,822.00

Estimated Cost of Books: \$380.00

Employment Opportunities: The Certificate in the Study of Loss & Healing is designed to enhance individuals who serve as counseling professionals, spiritual leaders, and caregivers working with the dying, the bereaved, and others experiencing loss.

ONET Code. 21-1013.00

SCHOOL OF BUSINESS

“Ethics and Leadership Are the Keys to Success”

J. Antonio Villamil

Dean of the School of Business & Research Professor of Economics

Faculty: T. Abernethy, J. Bell, C. Caldwell, R. Carrillo, G. Chan, M. Espino, N. Grandmont-Gariboldi, H. Gringarten, S. Gupta, P. Klein, L. Knowles, P. Maxwell, L. Mitchell, J. Peart, C. Reese, J. Rocha, S. Song

Mission: The School of Business supports the University’s mission of Developing **Leaders for Life** by providing high-quality, convenient, and affordable educational opportunities that represent superior value to diverse groups of part-time, full-time, traditional, and adult students with undergraduate, graduate, and Business Certificate programs.

The School of Business faculty is driven by a passion to develop the next generation of leaders. Working closely with faculty, students will expand upon the business concepts and principles necessary in today’s globally competitive business environment and borderless society. Each program emphasizes the many distinct facets of business theories and principles along with their practical application.

Following graduation, St. Thomas University alumni will have a mastery of advanced skills and business knowledge to help them succeed in the 21st century economy. Many graduates take advantage of the growth of international business in South Florida and use their graduate degree to help them become leaders of industry and their communities.

MASTER OF ACCOUNTING (MAC)

Program Coordinator: Craig E. Reese, PhD

Academic Credentials: PhD, Accounting (University of Texas); BBA, Accounting (University of Texas)

Contact Information: 305-628-6623; creese@stu.edu

Program Advisor(s): C. Reese

Program Description

The Master of Accounting degree program provides the student with intensive professional preparation in accounting and with an opportunity to specialize in Taxation or Forensic Accounting. The program is designed to enhance the professional development and competence of students and professionals who are planning to enter public accounting, public institution accounting, or private accounting.

All School of Business graduate academic standards apply, including the requirement that students must maintain a 3.0 (B) cumulative grade point average at all times for continuation in the program. Withdrawal for more than one (two consecutive nine-

week terms) semester subjects the student to reapplication procedures. All other academic policies apply.

Upon completion of the Master of Accounting degree, the graduate should meet the requirement of the Florida State Board of Accountancy for 30 credits of education beyond the baccalaureate degree. Final determination of one's eligibility to take the Uniform CPA Examination rests with the State Board.

GENERAL ADMISSION REQUIREMENTS:

1. A completed and signed Application for Admission.
2. A non-refundable application fee of \$40 (US currency). The application fee is waived for alumni of St. Thomas University.
3. Official college and/or university transcripts from the institution where the Bachelor's Degree was conferred. To utilize VA benefits, veterans are required to submit transcripts from each institution attended.
4. Letter of recommendation or recommendation forms (letters of recommendation forms can be obtained online at www.stu.edu or from the Office of Admissions).
5. Admissions test scores, personal statements, and resume.
6. All graduate applicants who have an undergraduate GPA of less than 3.0 or low scores on standardized tests will be required to take a writing skills course.

SPECIFIC ADMISSION REQUIREMENTS FOR THE MAC:

1. An undergraduate degree in accounting (or its equivalent) with a GPA of 2.75 or higher in upper-division accounting, business and economics courses. Admitted students should review graduate course prerequisites.
2. Testing:
 - a. Domestic applicants and international students who attended U.S. institutions with a GPA of 2.75 or higher (as explained above) are not required to take any admissions tests.
 - b. Dade and Broward County applicants with a GPA below 2.75 but above 2.49 are required to take a formal writing test offered through St. Thomas University's Academic Enhancement Center. Students with a GPA below 2.75 and living outside these two counties must submit a GMAT score. Dade/Broward County applicants with a GPA below 2.50 must submit a GMAT score.

MASTER OF ACCOUNTING REQUIREMENTS

30 credits

To earn the Master of Accounting degree the student must successfully complete:

Required accounting courses	15 credits
Business-related courses	6 credits
Accounting elective courses	3 credits
General elective courses	6 credits

Master of Accounting (MAC) Learning Outcomes: Intended as further study in professional accounting, the Master of Accounting degree is offered with specializations in forensic accounting and taxation. Graduate Business Certificates in forensic accounting and taxation are also offered.

This program has been designed for those desiring preparation for a professional career in public or private accounting or for a position in a not-for-profit or

government organization. An undergraduate degree in Accounting, or the equivalent, serves as the program entry requirement. Successful completion of the program will enable each graduate to:

1. Express their ideas and recommendations in a concise and professional fashion by utilizing their verbal, analytical, and writing skills to solve case studies.
2. Apply critical thinking skills acquired from exposure to specific subject theories and practices to strategic organizational issues involving Accounting, Finance and general management considerations.

Master of Accounting (MAC) Learning Outcomes Assessment: Most of the MAC core programs are taught using the case study method, popularized by the Harvard Business School. Case studies improve critical thinking. They are assessed using the Socratic Critical Thinking Rubric. Passing a comprehensive examination is required for graduation. All other graduate academic policies apply.

SPECIALIZATION IN FORENSIC ACCOUNTING or TAXATION

Students may obtain a specialization with the Master of Accounting degree in either Forensic Accounting or Taxation by completing the required 12 credits (four courses) within the specialization area. This can be accomplished within the 30 credit MAC program only through careful planning and scheduling of coursework.

Consult with an advisor in advance if you are interested in these specializations. Specialization courses normally require at least one and one-half years to complete. Details of course requirements are presented below.

MASTER OF ACCOUNTING		30 credits
Accounting		15 credits
ACC 502	Advanced Auditing	3
ACC 503	Management Accounting II - Cost Analysis	3
ACC 504	Advanced Accounting Information Systems	3
ACC 505	Advanced Taxation	3
ACC 508	International Financial Reporting Standards	3
Management		6 credits
BUS 670	Advanced Operations Management	3
MAN510	Management Ethics	3
Accounting Electives		3 credits
One course from:		
ACC 540	Fraud Examination	3
ACC 541	Forensic Accounting Applications	3
ACC 542	Forensic Accounting Practice Issues	3
ACC 543	Computer Auditing and Investigation	3
ACC 605	Seminar in Accounting Theory	3
ACC 755	Seminar: Selected Topics in Accounting	3
ACC 781	International Taxation	3
ACC 783	Tax Research	3
ACC 785	Taxation of Estates, Trusts and Gifts	3
ACC 786	Advanced Corporate Taxation	3

ACC 788	"S" Corporation and Partnership Taxation	3
ACC 790*	Accounting Internship I	3

Electives

6 credits

Two courses from any of the above listed Accounting Electives, or the following:

ACC 791*	Accounting Internship II	3
BUS 536	Entrepreneurship	3
BUS 673	Management Writing and Reporting	3
BUS 707	Marketing of Services	3
BUS 771	International Business Law	3
BUS 775	International Business	3
ECO 671	International Economics	3
FIN 772	International Finance and Banking	3

*These courses are available with some restrictions and only with the advanced approval of the MAC Program Coordinator/Director.

Forensic Accounting Specialization

The specialization in Forensic Accounting is designed for the Master of Accounting students who wish to expand their knowledge in the broad area of forensic accounting. Courses in this specialization are designed to provide the accountant with a broad base of knowledge across the field of forensic accounting and more specialized knowledge within the areas of fraud and computer applications and investigation. Forensic career opportunities are available with private companies, government agencies, public accounting and consulting firms, as well as in specialized individual practices.

The graduate specialization will be awarded to those who complete four courses (12 credits) at St. Thomas University from the following forensic accounting courses at the same time as they complete the MAC degree:

ACC 502	Advanced Auditing	3
ACC 540	Fraud Examination	3
ACC 541	Forensic Accounting Applications	3
ACC 542	Forensic Accounting Practice Issues	3
ACC 543	Computer Auditing and Investigation	3

Taxation Specialization

The specialization in Taxation is designed for the Master of Accounting students who wish to expand their knowledge in the area of taxation. Many candidates for the specialization will be practicing public accounting professionals desiring to improve their skills. For this reason, a practical viewpoint will prevail, i.e., an emphasis on case-problem solution analysis.

This specialization will be awarded to those who complete four courses (12 graduate credit hours) at St. Thomas University from the following graduate taxation courses at the same time as they complete the MAC degree:

ACC 505	Advanced Taxation	3
ACC 755*	Seminar: Selected Topics in Accounting	3
ACC 781	International Taxation	3
ACC 783	Tax Research	3
ACC 785	Taxation of Estates, Trusts and Gifts	3
ACC 786	Advanced Corporate Taxation	3

*Taxation topics only, e.g., Seminar: State and Local Taxation.

Prerequisites:

Although an undergraduate degree in accounting or its equivalent is a prerequisite for admission to the MAC, it is possible for an applicant to be admitted to the MAC program with a baccalaureate degree in another business discipline or some other discipline if he or she agrees to complete the prerequisites for the MAC program. Each prerequisite must be taken before the student may take the advanced graduate course related to the prerequisite, e.g., ACC 303 before ACC 503. Thus, a student may be taking both undergrad and grad courses at the same time until the prerequisites are completed. The prerequisites as expressed in terms of St. Thomas University courses are as follows:

Prerequisite Courses

ACC 201+202 Principles of Accounting I + II	6
ACC 301+302 Financial Accounting I + II	6
ACC 303 Management Accounting I: Cost Principles	3
ACC 304 Accounting Information Systems	3
ACC 305 Federal Income Tax	3
ACC 401 Advanced Accounting	3
or	
ACC 420 Governmental and Institutional Accounting	3
ACC 402 Auditing	3
BUS 220 Business Law I	3
BUS 322 Business Law II	3
Business and economics courses (upper division)	12 to 18

Total prerequisite credits

48 to 52

If a student is admitted without one or more prerequisites, he or she must complete the prerequisite course(s) with a grade of B or higher before he/she can take the graduate course(s) for which the prerequisite(s) is (are) necessary.

Some students with an undergraduate degree in accounting may be interested in completing their graduate accounting education by earning our MBA specialization in Accounting or Master of Science in Management (MSM) specialization in Management Accounting. Although the general admission requirements for the MBA and MSM differ from those for the MAC, the above listed accounting prerequisites are the same for all three graduate programs.

MASTER OF BUSINESS ADMINISTRATION (MBA) WITH SPECIALIZATIONS

Program Coordinator: Craig E. Reese, PhD

Academic Credentials: PhD, Accounting (University of Texas); BBA, Accounting (University of Texas)

Contact Information: 305-628-6623; creese@stu.edu

Program Advisor(s): T. Abernethy, J. Bell, R. Carrillo, L. Mitchell, C. Reese, S. Song

Program Description

The St. Thomas University Master of Business Administration degree is designed for students who are currently in, or plan to enter, responsible positions of management. The MBA program provides a balance between the quantitative and qualitative aspects of management and focuses on the needs of part-time students who may have special concerns because of their employment responsibilities. The MBA also provides an opportunity for full-time students to complete the degree program in as few as seven nine-week terms, i.e., less than 18 months.

St. Thomas offers two options for students interested in pursuing a Master of Business Administration, a General MBA or an MBA with intensive preparation in one of six areas: accounting, general management, international business, global entrepreneurship, sports administration, or human resource management. Additionally St. Thomas offers a joint JD (Law) and MBA degree with a specialization in Accounting, International Business, or Sports Administration. The joint degree program requires prior acceptance into the University's School of Law in addition to separate admission into the MBA program.

The St. Thomas University Master of Business Administration program has full-time and adjunct faculty representing a broad background in management, human resource management, international business, sports administration, global entrepreneurship, and accounting.

GENERAL ADMISSION REQUIREMENTS:

1. A completed and signed Application for Admission.
2. A non-refundable application fee of \$40 (US currency). The application fee is waived for alumni of St. Thomas University.
3. Official college and/or university transcripts from the institution where the Bachelor's Degree was conferred. To utilize VA benefits, veterans are required to submit transcripts from each institution attended.
4. Letter of recommendation or recommendation forms (letters of recommendation forms can be obtained online at www.stu.edu or from the Office of Admissions).
5. Admissions test scores, personal statements, and resume.
6. All graduate applicants who have an undergraduate GPA of less than 3.0 or low scores on standardized tests will be required to take a writing skills course.

SPECIFIC ADMISSION REQUIREMENTS FOR MBA:

1. Two letters of recommendation (three for the Sports Administration specialization), one of which must be submitted by the applicant's supervisor or academic advisor. None can be from a relative.
2. Testing:
 - a. All applicants are required to take a formal writing assessment through the St. Thomas University Academic Enhancement Center.
 - b. Applicants who are unable to take the formal writing assessment and who have an undergraduate GPA below 3.0 should submit a GMAT or GRE score.
3. Career Objectives and Interview (Sports Administration specialization only):
 - a. A double-spaced typed one to two-page statement of goals that includes career objectives.

- b. Those Sports Administration applicants who meet the quantitative admissions standards will be invited to St. Thomas University at their own expense for a personal interview. As part of the interview process, each interviewee will be asked to sit for an assessment of his/her writing skills.

DEGREE PROGRAMS

The program consists of (42) credits, thirty (30) credits of core courses and twelve (12) credits in the area of specialization, except for the accounting and sports administration specialization which require 27 hours of business core and 15 hours in the specialization area. The accounting specialization is only available to students with an undergraduate degree in accounting or its equivalent. An additional three preparatory courses might be required to provide the needed base-skills for those students who have not successfully completed the following undergraduate equivalencies: accounting-6 credits, economics-6 credits, and business statistics-3 credits. Preparatory courses are offered in a one (1) semester hour, self-paced, independent-study format.

Six areas of specialization are offered: Accounting, General Management, Global Entrepreneurship, Human Resource Management, International Business, and Sports Administration. Part-time students taking two courses per nine-week term can complete the program in as little as 18 months, if no preparatory courses are needed.

Students are required to maintain a 3.0 (B) cumulative grade point average at all times for continuation in the program. Failure to register for more than one semester or two consecutive nine-week terms results in withdrawal from the University. See Academic Policies.

Passing a Comprehensive Examination is required for graduation. All other graduate academic policies apply.

MASTER OF BUSINESS ADMINISTRATION 42 credits

Preparatory Courses (if required)

ACC 500	Fundamentals of Accounting	1
ECO 500	Fundamentals of Economics	1
BUS 500	Fundamentals of Statistics	1

Core Courses 30 credits

ACC 770	Managerial Accounting	3
BUS 533	Quantitative Methods for Business	3
BUS 670	Advanced Operations Management	3
BUS 673	Management Writing and Reporting	3
BUS 704	Policy, Planning and Strategy Systems	3
BUS 705	Advanced Information Systems	3
ECO 534	Managerial Economics for Business Decision-Making	3
FIN 751	Financial Management	3
MAN510	Management Ethics	3
MAN700	Organizational Behavior	3

Accounting Specialization*/*****15 credits**

Five of the following courses, one of which substitutes for ACC 770:

ACC 502	Advanced Auditing	3
ACC 503	Management Accounting II-Cost Analysis	3
ACC 504	Advanced Accounting Information Systems	3
ACC 505	Advanced Taxation	3
ACC 508	International Financial Reporting Standards	3
ACC 540	Fraud Examination	3
ACC 541	Forensic Accounting Applications	3
ACC 542	Forensic Accounting Practice Issues	3
ACC 543	Computer Auditing and Investigation	3
ACC 605	Seminar in Accounting Theory	3
ACC 755	Seminar: Selected Topics in Accounting	3
ACC 781	International Taxation	3
ACC 783	Tax Research	3
ACC 785	Taxation of Estates, Trusts and Gifts	3
ACC 786	Advanced Corporate Taxation	3
ACC 788	"S" Corporation and Partnership Taxation	3

Global Entrepreneurship Specialization**12 credits**

BUS 509	Social Entrepreneurship	3
BUS 536	Entrepreneurship	3

Two of the following courses:

BUS 672	Multinational Mar. Concepts and Strategies	3
BUS 771	International Business Law	3
BUS 774	Issues and Applications in Import/Export	3
BUS 775	International Business	3
BUS 780	Regional Business Economics Environment	3
BUS 795	International Management	3
ECO 671	International Economics	3
FIN 772	International Finance and Banking	3

Human Resource Management Specialization**12 credits**

Four of the following courses:

MAN607	Human Resources Planning and Staffing	3
MAN703	Human Resource Management	3
MAN710	Legal and Regulatory Aspects of Management	3
MAN712	Labor-Management Relations	3
MAN727	Organizational Development	3
MAN730	Compensation Administration	3
BUS 789	Graduate Project	3
BUS 792**	Business Internship I	3

International Business Specialization*****12 credits**

Four of the following courses:

ECO 671	International Economics	3
BUS 672	Multinational Mar. Concepts and Strategies	3
BUS 775	International Business	3
BUS 771	International Business Law	3
FIN 772	International Finance and Banking	3
BUS 774	Issues and Applications in Import/Export	3

BUS 780	Regional Business Economics Environment	3
BUS 795	International Management	3
BUS 789	Graduate Project	3
BUS 792**	Business Internship I	3

Management Specialization

12 credits

Four of the following courses:

BUS 750	Marketing Management	3
BUS 795	International Management	3
MAN701	Organizational Design and Theory	3
MAN703	Human Resource Management	3
BUS 536	Entrepreneurship	3
MAN712	Labor-Management Relations	3
BUS 789	Graduate Project	3
BUS 792**	Business Internship I	3

*The MBA-Accounting specialization is designed to enable a student who has earned an undergraduate degree in accounting from a regionally accredited institution to complete the educational requirements for the CPA exam in Florida while earning the MBA degree. The MBA-Accounting student must substitute one graduate accounting course for the accounting core course (ACC 770-Managerial Accounting); and therefore, this specialization requires only nine core courses (27 credits) rather than ten (30 credits).

If the student is considering taking the Florida CPA Examination, he/she must work with his/her program advisor prior to beginning the program. Final determination of one's eligibility rests with the State Board of Accountancy.

If the student does not want to take the CPA examination in Florida or any other state requiring a fifth year of accounting education, that student may agree in writing that his or her pursuit of an MBA-Accounting degree is not for the purpose of qualifying to take the CPA examination.

**These courses are available with some restrictions and only with the advance approval of the Program Coordinator/Director.

***The joint JD (Law) and MBA program in Accounting, International Business or Sports Administration requires prior acceptance into the University's School of Law in addition to admission into the MBA degree program. Nine (9) credits from the student's Law program will transfer to the MBA. The following grid shows what Law School courses are required, with satisfactory completion, to replace/substitute for the designated MBA courses:

Joint JD/MBA Students take:	MBA-Accounting	MBA – International Business	MBA – Sports Administration
LAW 635 – Legal Research and Writing	Replaces BUS 673	Replaces BUS 673	X
LAW 850 – Professional Responsibility	Replaces MAN 510	Replaces MAN 510	Replaces MAN 510
LAW 812 – Federal Income Taxation	Replaces ACC 505	X	Replaces SPO elective
LAW 700 – International Law or LAW 832 – International Business Transactions	X	Replaces BUS 771 or BUS 775	X
LAW 745 – Sports Law	X	X	Replaces SPO 719

Students in the joint degree programs must complete all of the other 33 credits (plus any prerequisite accounting, business and economics courses) required for the MBA degree.

MBA with Specialization Learning Outcomes: Successful completion of the program will enable each graduate to:

1. Apply a balance of quantitative and qualitative concepts to executive decision-making cases.
2. Apply critical thinking skills acquired from exposure to specific functional theories and practices to strategic issues.
3. Express their ideas and recommendations in a concise and professional fashion utilizing enhanced verbal, analytical and writing skills to solve case studies.

MBA with Specialization Learning Outcomes Assessment: These outcomes are assessed using a written comprehensive examination with a scoring rubric.

MASTER OF BUSINESS ADMINISTRATION (MBA) IN SPORTS ADMINISTRATION

Program Coordinator: Jan Bell, EdD

Academic Credentials: EdD, Physical Education (Temple University; MS, Education-Physical Education (State University College, Brockport); BS, Secondary Education (Salisbury State College)

Contact Information: 305-628-6634; jbelle@stu.edu

Program Advisor(s): T. Abernethy, J. Bell, S. Song

Program Description:

See the MBA with Specializations Program section for further detail.

MBA in Sports Administration Course Requirements **42 credits****Preparatory Courses (if required)**

ACC 500	Fundamentals of Accounting	1
ECO 500	Fundamentals of Economics	1
BUS 500	Fundamentals of Statistics	1

Core Courses***27 credits**

ACC 770	Managerial Accounting	3
BUS 533	Quantitative Methods for Business	3
BUS 673	Management Writing and Reporting	3
BUS 704	Policy, Planning and Strategy Systems	3
BUS 705	Advanced Information Systems	3
ECO 534	Managerial Economics for Business Decision-Making	3
FIN 751	Financial Management	3
MAN510	Management Ethics	3
or		
SPO 510	Sports Ethics	3
MAN700	Organizational Behavior	3

Sports Administration Specialization**15 credits**

SPO 717	Seminar/Principles of Sports Administration	3
SPO 719	Legal Aspects of Sports Administration	3

Three of the following courses, one of which substitutes for BUS 670 in the core:

SPO 540	Sports Media and Public Relations	3
SPO 543	Sports Financial Management	3
SPO 544	Sports Marketing and Promotions	3
SPO 546	Facility and Event Management	3
SPO 547	Principles of Leisure Services	3
SPO 548	Sports Psychology	3
SPO 549	Athletic Fundraising	3
SPO 551	Negotiation in the Sports Industry	3
SPO 552	Governance of Intercollegiate Athletics	3
SPO 750	Issues in Sports Administration	3
SPO 755	Special Topics in Sports Administration	3
SPO 790	Supervised Internship	3

*The core requirements for the MBA in Sports Administration do not include BUS 670 (Advanced Operations Management).

MBA in Sports Administration Learning Outcomes:

See the MBA with Specializations Program section for further detail.

MBA in Sports Administration Learning Outcomes Assessment:

See the MBA with Specializations Program section for further detail.

GENERAL MBA

Program Coordinator Craig E. Reese, PhD

Academic Credentials: PhD in Accounting (University of Texas); BBA, Accounting (University of Texas)

Contact Information: 305-628-6623; creese@stu.edu

Program Advisor(s): L. Mitchell, C. Reese

Program Description

This program is designed for those graduate students who desire to pursue a rigorous MBA degree. Successful completion of an undergraduate degree serves as an entry foundation, regardless of the major at the undergraduate level. All accepted applicants are required to have completed courses in Accounting, Economics and Statistics. A series of faculty-directed, self-paced courses are available to assist those candidates who have not met these requirements.

The General MBA with no specialization consists of thirty-nine (39) semester credit hours. An additional three preparatory courses may be required to provide the needed base skills for those students who have not successfully completed each of the following undergraduate equivalencies: accounting-6 credits (Principles of Accounting I and Principles of Accounting II), economics-6 credits (Principles of Macroeconomics and Principles of Microeconomics), and business statistics or applied statistics-3 credits. Preparatory courses are offered in a one (1) semester hour, self-paced, independent-study format.

Students are required to maintain a 3.0 (B) cumulative grade point average at all times for continuation in the program. Failure to register for more than one semester (or more than two consecutive nine-week terms) results in withdrawal from the University. See Academic Policies.

Passing a Comprehensive Examination is required for graduation. All graduate academic policies apply.

Master of Business Administration **39 credits**

Preparatory Courses (if required)

ACC 500	Fundamentals of Accounting	1
ECO 500	Fundamentals of Economics	1
BUS 500	Fundamentals of Statistics	1

Core Courses **39 credits**

ECO 534	Managerial Economics for Business Decision-Making	3
BUS 533	Quantitative Methods for Business	3
BUS 670	Advanced Operations Management	3
ACC 770	Managerial Accounting	3
BUS 705	Advanced Information Systems	3
FIN 751	Financial Management	3
BUS 737	Ethical and Legal Environment of Business	3
BUS 750	Marketing Management	3
BUS 775	International Business	3
MAN700	Organizational Behavior	3
BUS 794	Seminar in Business Administration	3
BUS 704	Policy, Planning, and Strategy Systems	3
BUS 673	Management Writing and Reporting	3

General MBA learning Outcomes: Successful completion of the program will enable each graduate to:

1. Apply a balance of quantitative and qualitative concepts to executive decision-making cases.
2. Apply critical thinking skills acquired from exposure to specific functional theories and practices to strategic organizational issues.
3. Express their ideas and recommendations in a concise and professional fashion by utilizing their enhanced verbal, analytical, and writing skills to solve case studies.

General MBA Learning Outcomes Assessment: Learning achievement will be evaluated by employing a combination of subject assignments, examinations, and/or term projects. Final achievement will be measured by the completion of a Comprehensive Examination administered by the School of Business.

MASTER IN INTERNATIONAL BUSINESS (MIB)

Program Coordinator: Raul Carrillo, DA

Academic Credentials: DArts, MA, BBA, Economics (University of Miami)

Contact Information: 305-628-6534; rcarrillo@stu.edu

Program Advisor(s): R. Carrillo, M. Espino, C. Reese

Program Description

This program is designed for those graduate students who desire to pursue a career in any of the many aspects of International Business, such as international trade and commerce, importing and exporting, in a global or multinational organization. Successful completion of an undergraduate degree serves as an entry foundation, regardless of the major at the undergraduate level. All accepted applicants are required to have completed courses in Accounting, Economics and Statistics. A series of faculty-directed, self-paced courses are available to assist those candidates who have not met these requirements.

The Master in International Business (MIB) program has an exclusive international focus and is designed to enable graduates to operate successfully in positions of managerial responsibility in global corporations. The 30 credit curriculum combines quantitative and basic business skills (12 credit hours) needed for sound decision-making with an international business core (18 credit hours) to provide students with a uniquely global perspective. [Prerequisites may apply, see Degree Program Section]. Cross-cultural management skills and regional business practices are essential components of the program. Business internships are also available.

GENERAL ADMISSION REQUIREMENTS:

1. A completed and signed Application for Admission.
2. A non-refundable application fee of \$40 (US currency). The application fee is waived for alumni of St. Thomas University.
3. Official college and/or university transcripts from the institution where the Bachelor's Degree was conferred. To utilize VA benefits, veterans are required to submit transcripts from each institution attended.
4. Letter of recommendation or recommendation forms (letters of recommendation forms can be obtained online at www.stu.edu or from the Office of Admissions).
5. Admissions test scores, personal statements, and resume.

6. All graduate applicants who have an undergraduate GPA of less than 3.0 or low scores on standardized tests will be required to take a writing skills course.

SPECIFIC ADMISSION REQUIREMENTS FOR MIB:

1. Testing:
 - a) All applicants are required to take a formal writing assessment exam through the St. Thomas University Academic Enhancement Center.
 - b) Applicants who are unable to take the formal writing assessment exam and who have an undergraduate GPA below 3.0 should submit a GMAT or GRE score.
 - c) International students and domestic students whose language of instruction is other than English are required to take the TOEFL. Students taking the TOEFL with the TWE subtest are not required to take the English writing assessment prior to course registration. A TOEFL score of 550 or higher on the paper-based, 213 or higher on the computer-based test, or 79 or higher on the Internet-based test is required for admission consideration. Students with a TOEFL score lower than the required minimum of 550, 213, or 79 must register in the University's English Language Development Program.

MASTER OF INTERNATIONAL BUSINESS 30 credits

To earn the Master in International Business degree, the student must successfully complete:

Management-related courses	15 credits
Required international business courses	12 credits
International business electives	3 credits

An additional three preparatory courses might be required to provide the needed base- skills for those students who have not successfully completed the following undergraduate equivalencies: 6 credits in accounting (3 credits in Accounting Principles I, and 3 credits in Accounting Principles II), 6 credits in economics (3 credits in Microeconomics, and 3 credits in Macroeconomics), and 3 credits in business statistics. Preparatory courses are offered in a one (1) semester hour, self-paced, independent-study format.

Students are required to maintain a 3.0 (B) cumulative grade point average at all times for continuation in the program. Failure to register for more than one semester (or two consecutive nine-week) terms results in withdrawal from the University. See Academic Policies.

Passing a Comprehensive Examination is required for graduation. All graduate academic policies apply.

MASTER OF INTERNATIONAL BUSINESS REQUIREMENTS 30 credits

Preparatory Courses (if required)

ACC 500	Fundamentals of Accounting	1
ECO 500	Fundamentals of Economics	1
BUS 500	Fundamentals of Statistics	1

General Requirements

MAN510	Management Ethics	3
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ECO 534	Managerial Economics for Bus. Decision Making	3
ACC 770	Managerial Accounting	3
FIN 751	Financial Management	3
BUS 673	Management Writing and Reporting	3

International Business Core Requirements **12 credits**

ECO 671	International Economics	3
BUS 775	International Business	3
BUS 780	Regional Business Economics Environment	3
BUS 795	International Management	3

Electives **3 credits**

Take ONE of the following courses:

BUS 672	Multinational Marketing Concepts and Strategies	3
BUS 771	International Business Law	3
FIN 772	International Finance and Banking	3
ACC 508	International Financial Reporting Standards	3
BUS 792*	International Business Internship and Field Experience	3
BUS 774	Issues and Applications in Import/Export	3

*Credits for the optional course BUS 792, International Business Internship/ Field Experience, can be obtained by either completing a business internship with a multinational firm or by attending approved course work at overseas institutions.

General Master of International Business (MIB) learning Outcomes:

Successful completion of the program will enable each graduate to:

1. Apply their critical thinking skills acquired from exposure to specific functional theories and practices to strategic organizational issues.
2. Express their ideas and recommendations in a concise and professional fashion by utilizing their verbal, analytical and writing skills to solve case studies.

Master of International Business (MIB) learning Outcomes Assessment:

These outcomes are assessed using a written comprehensive examination with a scoring rubric.

MASTER OF SCIENCE IN MANAGEMENT (MSM)

Program Coordinator: Justin Peart, PhD

Academic Credentials: PhD Business Administration, Marketing, Florida International University

Contact Information: 305-628-6602; jpeart@stu.edu

Program Advisor(s): C. Caldwell, R. Carrillo, L. Knowles, J. Peart, S. Song, C. Reese

Program Description:

The Master of Science in Management program provides graduate students with the skills to effectively manage today's organizations by using applied behavioral science concepts. This program is designed for those graduate students who desire to pursue studies in the non-quantitative areas of organizational leadership and management, and for those who are currently in or plan to enter responsible staff and management positions in the public or private sectors. Significant work experience is helpful.

The Master of Science in Management curriculum provides core knowledge and skills foundation. Concepts and theories are combined with practical applications. The Master of Science in Management program has full time and adjunct faculty representing broad experience in human resource management, international business, justice administration, management accounting, and public management.

Successful completion of an undergraduate degree serves as an entry foundation, regardless of the major at the undergraduate level. Students may focus their studies in any of the following specializations: Human Resource Management, General Management, International Business, Justice Administration, Management Accounting, and Public Management.

GENERAL ADMISSION REQUIREMENTS:

1. A completed and signed Application for Admission.
2. A non-refundable application fee of \$40 (US currency). The application fee is waived for alumni of St. Thomas University.
3. Official college and/or university transcripts from the institution where the Bachelor's Degree was conferred. To utilize VA benefits, veterans are required to submit transcripts from each institution attended.
4. Letter of recommendation or recommendation forms (letters of recommendation forms can be obtained online at www.stu.edu or from the Office of Admissions).
5. Admissions test scores, personal statements, and resume.
6. All graduate applicants who have an undergraduate GPA of less than 3.0 or low scores on standardized tests will be required to take a writing skills course.

SPECIFIC ADMISSION REQUIREMENTS FOR MSM:

1. An interview with the MSM program director or designated faculty member may be requested by the program director in certain circumstances.
2. Each applicant will be required to take the writing assessment through Academic Enhancement Center. If the applicant submits a satisfactory GRE or GMAT score and earned at least a 3.0 GPA, the writing assessment can be waived.
3. Full-time healthcare, public-sector and not-for-profit organization employees must submit employment documentation to be eligible for the On-Site/Off-Campus Program tuition discount.
4. A typed, double-spaced two-page professional goals statement.

The Master of Science in Management (MSM) degree program requires a total of 36 credit hours; 18 credits in required courses, 12 credits in specialization courses, and 6 credits in general electives (excluding the general management specialization). All courses are three credit hours. Individual advising and answers to questions about courses are available by contacting the MSM program director.

Specialization courses may require prerequisites. Carefully review course descriptions for details and contact the Program Coordinator for clarification.

Passing a comprehensive examination is required for graduation. All general graduate program academic policies apply.

MS IN MANAGEMENT COURSE REQUIREMENTS **36 credits****Required Core Courses** **18 credits**

MAN704	Policy, Planning and Strategy Systems	3
MAN503	Applied Research Methods	3
MAN510	Management Ethics	3
MAN700	Organizational Behavior	3
MAN701	Organizational Design and Theory	3
MAN703	Human Resource Management	3

Human Resource Management Specialization **12 credits**

Four courses chosen from:

MAN607	Human Resources Planning and Staffing	3
MAN710	Legal and Regulatory Aspects of Management	3
MAN712	Labor-Management Relations	3
MAN727	Organizational Development	3
MAN729	Human Resources Development	3
MAN730	Compensation Administration	3

International Business Specialization **12 credits**

Four courses chosen from:

BUS 672	Multinational Marketing Concepts and Strategies	3
BUS 771	International Business Law	3
BUS 774	Issues and Applications in Import/Export	3
BUS 775	International Business	3
BUS 780	Regional Business Economics Environment	3
BUS 795	International Management	3
ECO 671	International Economics	3
FIN 772	International Finance and Banking	3

Justice Administration Specialization **12 Credits**

Four courses chosen from:

CJA 650	Advanced Criminology	3
CJA 760	Analysis of Law Enforcement Operations	3
CJA 766	Legal Aspects for Criminal Justice Administration	3
CJA 775	International Comparative Criminal Law and Justice Sys.	3
CJA 780	Problems and Issues in Criminal Justice	3
CJA 790	Directed Management and Development Project	3
CJA 795	Special Topics in Justice Administration	3

Management Accounting Specialization** **12 credits**

Four courses chosen (with the advance approval of the student's advisor) from:

ACC 502	Advanced Auditing	3
ACC 503	Management Accounting II - Cost Analysis	3
ACC 504	Advanced Accounting Information Systems	3
ACC 505	Advanced Taxation	3
ACC 508	International Financial Reporting Standards	3
ACC 540	Fraud Examination	3
ACC 541	Forensic Accounting Applications	3
ACC 542	Forensic Accounting Practice Issues	3
ACC 543	Computer Auditing and Investigation	3
ACC 605	Seminar in Accounting Theory	3
ACC 755	Seminar: Selected Topics in Accounting	3

ACC 770	Managerial Accounting	3
ACC 781	International Taxation	3
ACC 783	Tax Research	3
ACC 785	Taxation of Estates, Trusts and Gifts	3
ACC 786	Advanced Corporate Taxation	3
ACC 788	"S" Corporation and Partnership Taxation	3

***If the student specializing in Management Accounting is considering taking the Florida CPA examination, he/she must contact his/her advisor prior to beginning the program. Final determination of one's eligibility rests with the State Board of Accountancy.*

Public Management Specialization 12 credits

Four courses chosen from:

BUS 707	Marketing of Services	3
MAN521	State and Local Government	3
MAN528	Problems of Metropolitan Government	3
MAN530	Planning, Budgeting and Financing for Public Agencies	3
MAN532	Regulatory Agencies	3
MAN709	Public Administration	3
MAN725	Community Development	3

General Electives 6 credits

Two courses from any of the specializations listed above or from the following courses:

MAN767	Seminar I: Issues in Management	3
MAN768	Seminar II: Issues in Management	3

Other graduate level courses may be substituted for the above electives with approval of the student's advisor. A course substitution form signed by the program office must be submitted to the Registrar's Office.

MS in Management Learning Outcomes: Successful completion of the program will enable each graduate to:

1. Apply behavioral science concepts to a private, public or government organizational environment.
2. Apply their critical thinking skills acquired from exposure to specific functional theories and practices to strategic organizational issues.
3. Express their ideas and recommendations in a concise and professional fashion by utilizing their enhanced verbal, analytical, and writing skills to solve case studies.

Master of Science In Management Learning Outcomes Assessment: These outcomes are assessed using a written comprehensive examination with a scoring rubric.

MASTER OF SCIENCE IN MANAGEMENT (MSM) GENERAL MANAGEMENT CONCENTRATION

Program Coordinator: Justin Peart, PhD

Academic Credentials: PhD, Business Administration in Marketing, Florida International University

Contact Information: 305-628-6602; jpeart@stu.edu

Program Advisor(s): R. Carrillo, L. Knowles, J. Peart, C. Reese, S. Song

Program Description:

The Master of Science in Management, General Management Concentration program provides graduate students with the skills to effectively manage today's organizations by using applied behavioral science concepts. This program is designed for those graduate students who desire to pursue studies in the non-quantitative areas of general management and for those who are currently in or plan to enter responsible staff and management positions in the public or private sectors. Significant work experience is helpful.

The Master of Science in Management curriculum provides core knowledge and skills foundation. Concepts and theories are combined with practical applications. The Master of Science in Management program has full time and adjunct faculty representing broad experience in human resource management, international business, justice administration, management accounting, and public management.

GENERAL ADMISSION REQUIREMENTS:

1. A completed and signed Application for Admission.
2. A non-refundable application fee of \$40 (US currency). The application fee is waived for alumni of St. Thomas University.
3. Official college and/or university transcripts from the institution where the Bachelor's Degree was conferred. To utilize VA benefits, veterans are required to submit transcripts from each institution attended.
4. Letter of recommendation or recommendation forms (letters of recommendation forms can be obtained online at www.stu.edu or from the Office of Admissions).
5. Admissions test scores, personal statements, and resume.
6. All graduate applicants who have an undergraduate GPA of less than 3.0 or low scores on standardized tests will be required to take a writing skills course.

SPECIFIC ADMISSION REQUIREMENTS FOR MSM:

1. An interview with the MSM program director or designated faculty member may be requested by the program director in certain circumstances.
2. Each applicant will be required to take the writing assessment through Academic Enhancement Center. If the applicant submits a satisfactory GRE or GMAT score and earned at least a 3.0 GPA, the writing assessment can be waived.
3. Full-time healthcare, public-sector and not-for-profit organization employees must submit employment documentation to be eligible for the On-Site/Off-Campus Program tuition discount.
4. A typed, double-spaced two-page professional goals statement.

The Master of Science in Management (MSM) degree program requires a total of 36 credit hours; 18 credits in required courses, 12 credits in specialization courses, and 6 credits in general electives (excluding the general management specialization). All courses are three credit hours. Individual advising and answers to questions about courses are available by contacting the MSM program director.

Specialization courses may require prerequisites. Carefully review course descriptions for details and contact the Program Coordinator for clarification.

Passing a comprehensive examination is required for graduation. All general graduate program academic policies apply.

MS IN MANAGEMENT COURSE REQUIREMENTS		36 credits
Required Core Courses		18 credits
MAN704	Policy, Planning and Strategy Systems	3
MAN503	Applied Research Methods	3
MAN510	Management Ethics	3
MAN700	Organizational Behavior	3
MAN701	Organizational Design and Theory	3
MAN703	Human Resource Management	3
General Management Concentration*		18 credits
BUS 705	Advanced Information Systems	3
BUS 707	Marketing of Services	3
or		
BUS 750	Marketing Management	3
MAN560	Finance for Non-Financial Managers	3
MAN711	Managerial Psychology	3
MAN710	Legal and Regulatory Aspects of Management	3
or		
MAN712	Labor-Management Relations	3
BUS 771	International Business Law	3
or		
BUS 774	Issues and Applications in Import/Export	3

*Six (6) credits in general electives are not required.

Master of Science in Management, General Management Concentration Learning Outcomes: Successful completion of the program will enable each graduate to:

1. Apply behavioral science concepts to a private, public or government organizational environment.
2. Apply their critical thinking skills acquired from exposure to specific functional theories and practices to strategic organizational issues.
3. Express their ideas and recommendations in a concise and professional fashion by utilizing their enhanced verbal, analytical, and writing skills to solve case studies.

Master of Science In Management, General Management Concentration Learning Outcomes Assessment: These outcomes are assessed using a written comprehensive examination with a scoring rubric.

SPORTS ADMINISTRATION GRADUATE PROGRAMS

Program Coordinator Jan Bell, EdD

Academic Credentials: EdD, Physical Education (Temple University; MS, Education-Physical Education (State University College, Brockport); BS, Secondary Education (Salisbury State College)

Contact Information: 305-628-6634; jbelle@stu.edu

Program Advisor(s): T. Abernethy, J. Bell, S. Song

Program Description:

As a leader in the field of Sports Administration, St. Thomas University (Biscayne College) pioneered the first undergraduate sports administration program in the nation in 1973. In 1977, St. Thomas University began offering a Master of Science (MS) in Sports Administration as a vehicle for teaching the unique skills of management necessary for the modern sports administrator. The curriculum design, blending management and sports business courses, meets the challenge of the rapidly changing world of sports. The growth of professional sports, college athletics, leisure and wellness services, facility management, and media and business participation has created a need for specialized professional preparation. The complex nature of today's sports programs is increasing the need for professionally prepared sports managers.

In 1994, a Master of Business Administration (MBA) with a specialization in Sports Administration was introduced to meet the need for more accounting and financially trained professionals. America is on the move, and the business of sports, from professional baseball to managing a fitness and wellness center, needs well-prepared administrators.

Two joint degrees with the law school, a J.D./MS and a J.D./MBA, were first offered in 2000 and 2006 respectively. With so many aspects of sports having legal ramifications, these alternatives for the law school students interested in the sports business aspects are growing in popularity. (Note: The joint degrees require prior acceptance into the University's School of Law in addition to admission into a Sports Administration Master's program.)

All graduate degrees in Sports Administration at St. Thomas University have been approved by the North American Society for Sport Management (NASSM) and the National Association for Sports and Physical Education (NASPE).

Professionals from all areas of sports and athletics are engaged in lending counsel and instruction through adjunct professorships, classroom presentations, volunteer opportunities, and internships. Throughout the year, leaders from the sports industry are invited as seminar speakers on specific topics related to sports management.

The uniqueness of the sports administration programs at St. Thomas University revolves around three elements:

1. Business courses with an application to sports comprise the curriculum.
2. South Florida is a natural laboratory setting which affords numerous opportunities for aspiring sports administrators to gain valuable experience while pursuing their graduate degrees.

3. The South Florida area, a major sports market, exposes students to a network of sports industry professionals who serve as guest lecturers and adjunct professors.

GENERAL ADMISSION REQUIREMENTS:

1. A completed and signed Application for Admission.
2. A non-refundable application fee of \$40 (US currency). The application fee is waived for alumni of St. Thomas University.
3. Official college and/or university transcripts from the institution where the Bachelor's Degree was conferred. To utilize VA benefits, veterans are required to submit transcripts from each institution attended.
4. Letter of recommendation or recommendation forms (letters of recommendation forms can be obtained online at www.stu.edu or from the Office of Admissions).
5. Admissions test scores, personal statements, and resume.
6. All graduate applicants who have an undergraduate GPA of less than 3.0 or low scores on standardized tests will be required to take a writing skills course.

SPECIFIC ADMISSION REQUIREMENTS FOR SPORTS ADMINISTRATION PROGRAMS:

1. A double-spaced typed one to two page statement of goals that includes career objectives.
2. Three letters of recommendation, one of which should be submitted by the applicant's supervisor or academic advisor.
3. A minimum overall GPA of 2.75 (3.00 for MBA) for all undergraduate coursework.
4. Interview: Those applicants who meet the quantitative admissions standards will be invited to St. Thomas University, at their expense, for a personal interview. As part of the interview process, each interviewee will be required to take the writing assessment through the Academic Enhancement Center.
5. Current resume detailing work experience and education.
6. If appropriate, international students must submit transcript evaluations of their documents by an accredited evaluator. Copies of certificates and/or diplomas must be submitted.
7. All international students requiring I-20 visas must submit a Certification or Letter of Finances and a Letter of Sponsorship.

MASTER OF SCIENCE IN SPORTS ADMINISTRATION

Program Coordinator: Jan Bell, EdD,

Academic Credentials: EdD, Physical Education (Temple University; MS, Education-Physical Education (State University College, Brockport); BS, Secondary Education (Salisbury State College)

Contact Information: 305-628-6634; jbelle@stu.edu

Program Advisor(s): T. Abernethy, J. Bell, S. Song

Program Description:

The Master of Science in Sports Administration is open to students who desire a career in the management of sports. The program requires thirty-six (36) credit hours

including up to six (6) hours of internship credit, for those who elect this option. All courses are three (3) hours of credit.

The program is designed to enable full-time students to complete 30 hours of coursework during one calendar year, leaving the final six (6) hours for an internship at a location agreeable to all parties involved. This program has been designed for those graduate students who desire to pursue a management-oriented degree in the field of Sports Administration.

Successful completion of an undergraduate degree serves as an entry foundation, regardless of the major or "specialization" at the undergraduate level. Program contents will enable each student to pursue a variety of specializations within the sports industry.

MS IN SPORTS ADMINISTRATION		36 credits
Required Courses		12 credits
MAN503	Applied Research Methods	3
MAN703	Human Resource Management	3
or		
SPO 510	Sports Ethics	3
SPO 717	Seminar/Principles of Sports Administration	3
SPO 719	Legal Aspects of Sports Administration	3
Guided Electives chosen from:		24 credits
MAN510	Management Ethics	3
MAN700	Organizational Behavior	3
MAN703	Human Resource Management	3
SPO 510	Sports Ethics	3
SPO 540	Sports Media and Public Relations	3
SPO 543	Sports Financial Management	3
SPO 544	Sports Marketing and Promotions	3
SPO 546	Facility and Event Management	3
SPO 547	Principles of Leisure Services	3
SPO 548	Sports Psychology	3
SPO 549	Athletic Fundraising	3
SPO 551	Negotiation in the Sports Industry	3
SPO 552	Governance of Intercollegiate Athletics	3
SPO 750	Issues in Sports Administration	3
SPO 755	Special Topics in Sports Administration	3
SPO 789	Directed Readings	3
SPO 790	Supervised Internship I	3
SPO 791	Supervised Internship II	3
Other Business and/or Management electives as available		

Each student, in conjunction with his/her advisor, designs an approved program of study taking into account the student's prior academic programs, areas of interest, and course availability.

MS in Sports Administration (MS-SA) Learning Outcomes: Successful completion of the program will enable each graduate to:

1. Apply critical thinking skills acquired from exposure to specific functional theories and practices to strategic organizational and managerial issues in a sports setting.
2. Acquire a keen perspective of the importance of employing ethical practices in all aspects of the sports setting.
3. Seek to acquire practical experience by successfully completing a supervised internship in the field of sports.
4. Conduct research and prepare an organized report of findings in a classroom organizational setting; additional research opportunities may become available through sponsorships offered by professional, public or private organizations.
5. Express their ideas and recommendations in a concise and professional fashion by utilizing their enhanced verbal, analytical and writing skills.

MS in Sports Administration (MS-SA) Learning Outcomes Assessment: These outcomes are assessed using a written comprehensive examination with a scoring rubric.

Joint JD (Law) and Master's Degrees in Sports Administration

Since 1977, St. Thomas' sports administration program has been a national leader in graduate sports administration/management education. Professionals from all areas of sports and athletics are engaged in lending counsel and instruction through adjunct professorships, classroom presentations, volunteer opportunities, and internships. Throughout the year, leaders from the sports industry are invited to be speakers on specific topics related to sports management.

Since most U.S. colleges and universities with law schools have added joint degree programs to fulfill the educational needs of law students who want to succeed in the business world today, these colleges and universities have gained a competitive advantage when compared to colleges and universities that do not provide these programs. As no two students are the same, neither should they be forced into only one degree option. Therefore, two sports administration master's degree options are available to St. Thomas law students: a Joint J.D. (Law) and Master of Science in Sports Administration and a Joint J.D. (Law) and Master of Business Administration in Sports Administration. While the School of Business and the School of Law work together in providing these joint degree programs, a joint JD/MS-SA or a JD/MBA-SA degree program offers clear benefits to its law students who are eager to pursue opportunities in not only sports but in entertainment in general.

Admission to a Joint Degree Program

Applicants for the JD/MS-SA or MBA-SA joint program must apply separately to the School of Law and to the School of Business's graduate sports administration program. Acceptance into the School of Law allows the student to begin the required first year law school program of study. The interested joint-degree student will make application by March 1 of the spring semester of the first year of law school to allow thorough review of the application materials and interview process. This will allow sufficient time for successful applicants to begin the joint degree program in May after their successful completion of the first year of law school.

To facilitate the application process for the joint JD/MS-SA or JD/MBA-SA programs, the School of Law catalog should direct an applicant for the joint program to communicate directly with the Sports Administration Office within the School of Business. In applying to the MS-SA or MBA-SA program, the joint program applicant's law school application and supporting materials are applicable to the MS-SA or MBA-SA program application. Admission into St. Thomas University's School of Law does not guarantee admission into either of the joint Master's degree programs.

The following grid shows what Law School courses are required with satisfactory completion to replace the designated MS or MBA courses:

All Joint JD /Sports Ad students take:	MS – Sports Administration	MBA – Sports Administration
LAW 850 – Professional Responsibility	Replaces MAN 510	Replaces MAN 510
LAW 812 – Federal Income Taxation	Replaces SPO elective	Replaces SPO elective
LAW 745 – Sports Law	Replaces SPO 719	Replaces SPO 719

Joint degree students should consult with their law school advisor regarding courses from the master's programs that transfer into their law school program of study.

Students in the joint degree programs must complete all other MS (27 credits) and MBA (33 credits plus any prerequisite accounting, business and economics courses) credits required for the degrees. All graduate policies apply (see other portions of the graduate catalog).

Joint J.D. (Law) and Master of Science in Sports Administration

(NOTE: The degree requirements that follow are ONLY for current St. Thomas University Law School students who are also pursuing the Master of Science in Sports Administration degree.)

COURSE REQUIREMENTS 27 credits

(in addition to the law degree course and credit requirements)

Required Courses: 9 credits

MAN503	Applied Research Methods	3
MAN703	Human Resource Management	3
SPO 717	Seminar/Principles of Sports Administration	3

Guided Electives 18 credits

Six approved courses chosen from:

SPO 510	Sports Ethics	3
SPO 540	Sports Media and Public Relations	3
SPO 543	Sports Financial Management	3
SPO 544	Sports Marketing and Promotions	3
SPO 546	Facility and Event Management	3
SPO 547	Principles of Leisure Services	3
SPO 548	Sports Psychology	3
SPO 549	Athletic Fundraising	3

SPO 551	Negotiation in the Sports Industry	3
SPO 552	Governance of Intercollegiate Athletics	3
SPO 719	Legal Aspects of Sports Administration	3
SPO 755	Special Topics in Sports Administration	3
SPO 790	Supervised Internship I	3

Joint J.D. (Law) and Master of Business Administration in Sports Administration

(NOTE: The degree requirements that follow are for current St. Thomas University Law School students ONLY who are also pursuing the Master of Business Administration in Sports Administration degree.)

COURSE REQUIREMENTS 27 credits

(in addition to the law degree course and credit requirements)

Preparatory Courses: 3 credits

(may be waived depending on undergraduate preparation)

ACC 500	Fundamentals of Accounting	1
ECO 500	Fundamentals of Economics	1
BUS 500	Fundamentals of Statistics	1

Required MBA Core Courses: 24 credits

ACC 770	Managerial Accounting	3
BUS 533	Quantitative Methods for Business	3
BUS 673	Management Writing and Reporting	3
BUS 704	Policy, Planning and Strategy Systems	3
BUS 705	Advanced Information Systems	3
ECO 534	Managerial Economics for Business Decision-Making	3
FIN 751	Financial Management	3
MAN700	Organizational Behavior	3

Sports Administration Specialization Requirements: 9 credits

Required Sports Administration Courses:

SPO 717	Seminar/Principles of Sports Administration	3
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Electives: 6 credits

Two courses from the following:

SPO 510	Sports Ethics	3
SPO 540	Sports Media and Public Relations	3
SPO 543	Sports Financial Management	3
SPO 544	Sports Marketing and Promotions	3
SPO 546	Facility and Event Management	3
SPO 547	Principles of Leisure Services	3
SPO 548	Sports Psychology	3
SPO 549	Athletic Fundraising	3
SPO 551	Negotiation in the Sports Industry	3
SPO 552	Governance of Intercollegiate Athletics	3
SPO 719	Legal Aspects of Sports Administration	3

This program is intended for MBA students at St. Thomas University who are also STU law students.

GRADUATE PROGRAM POLICY REMINDERS

- Students are required to maintain a 3.0 (B) cumulative grade point average at all times for continuation in the program.
- Failure to register for more than one semester or two consecutive nine-week terms results in withdrawal from the University.
- Passing a Comprehensive Examination is required for graduation.
- All other graduate academic policies apply.
- Each student, in conjunction with his/her advisor, designs an approved program of study taking into account the student's prior academic programs, areas of interest, and course availability.

GRADUATE BUSINESS CERTIFICATES

Graduate Business Certificates (Certificates) are a means by which individuals may increase their knowledge and skills by completing four courses in an area. These certificates are available under the following conditions:

- Certificates may only be earned while the student is attending a graduate degree program but NOT before the degree is posted.
- While it is not necessary to apply for a certificate at the same time as one applies for the degree, the admissions application for a certificate must be approved before the student's degree graduation application is posted.
- Certificate coursework must be completed no later than a year of the degree posting.

Please see your advisor and/or the degree program coordinator for more information.

Each Graduate Business Certificate consists of 12 credit-hours (four courses for three credit-hours each).

FINANCE

The Graduate Business Certificate in Finance is available to individuals who possess at least a bachelor's degree with two Principles of Accounting courses (or their equivalent) and have been admitted to the MAC, MBA, MIB or MSM program. The Certificate in Finance is designed for the graduate business student who wishes to expand his/her knowledge of financial services. A practitioner's viewpoint prevails, insofar as the case method is used extensively.

The Graduate Business Certificate is awarded to those who complete 12 credit hours (four courses) in graduate finance, international economics and/or graduate project at St. Thomas University. To earn the certificate, the student must successfully complete four of the following courses earning a grade of B or higher in each:

FIN 741	Investment Analysis	3
FIN 742	Financial Markets and Intermediaries	3
FIN 751	Financial Management	3
FIN 772	International Finance and Banking	3
BUS 789	Graduate Project	3
ECO 671	International Economics	3

Average Textbook Cost: \$636.96

O*NET CODE: 11-3031.02 Financial Managers, Branch or Department

LINK TO O*NET CODE: <http://www.onetonline.org/link/summary/11-3031.02>

FORENSIC ACCOUNTING

The Graduate Business Certificate in Forensic Accounting is designed for the accounting graduate or the MBA student who wishes to expand his/her knowledge in the broad area of forensic accounting. Courses in this certificate are designed to provide the accountant with a broad base of knowledge across the field of forensic accounting and more specialized knowledge within the areas of fraud and computer applications and investigation.

The Graduate Business Certificate is awarded to those who complete four courses (12 graduate credits) at St. Thomas University from the following forensic accounting courses.

ACC 502	Advanced Auditing	3
ACC 540	Fraud Examination	3
ACC 541	Forensic Accounting Applications	3
ACC 542	Forensic Accounting Practice Issues	3
ACC 543	Computer Auditing and Investigation	3

Admissions and academic requirements for the graduate certificate Program are the same as for the Master of Accounting degree program. In addition, a student must earn a minimum overall GPA of 3.0 for courses applied to a Graduate Business Certificate.

Average Textbook Cost: \$336.00

O*NET CODE: 13-2011.01 Accountants

LINK TO O*NET CODE: <http://www.onetonline.org/link/summary/13-2011.01>

HUMAN RESOURCE MANAGEMENT

The Graduate Business Certificate in Human Resource Management program is designed for career professionals who desire additional skills in their capacities as directors of human resource departments or as managers of training and development.

The Graduate Business Certificate in Human Resource Management is awarded after completing at St. Thomas University twelve (12) credit hours (four courses) as approved by the program office from the following list:

MAN607	Human Resources Planning and Staffing	3
MAN703	Human Resource Management (required)	3

MAN710	Legal and Regulatory Aspects of Management	3
MAN712	Labor-Management Relations	3
MAN727	Organizational Development	3
MAN729	Human Resources Development	3
MAN730	Compensation Administration	3

Admissions and academic requirements for the Graduate Business Certificate are the same as for the Master of Science in Management degree program. In addition, a student must earn a minimum overall GPA of 3.0 for courses applied to a Graduate Business Certificate.

Average Textbook Cost: \$528.00

O*NET CODE: 11-3040.00 Human Resources Managers

LINK TO O*NET CODE: <http://www.onetonline.org/link/summary/11-3040.00>

INTERNATIONAL BUSINESS

The Graduate Business Certificate in International Business is designed to meet the needs of individuals with a desire to participate in the opportunities available in international business. This certificate spans export/import, US-owned foreign subsidiaries, cross-border licensing, multi-country investments, foreign-owned subsidiaries in the United States, as well as many other issues.

The Graduate Business Certificate in International Business is awarded after completing at St. Thomas University twelve (12) credit hours (four courses) as approved by the certificate's coordinator from the following list:

BUS 672	Multinational Mar. Concepts and Strategies	3
BUS 771	International Business Law	3
BUS 774	Issues and Applications in Import/Export	3
BUS 775	International Business	3
BUS 780	Regional Business Economics Environment	3
BUS 795	International Management	3
ECO 671	International Economics	3
FIN 772	International Finance and Banking	3

Admissions and academic requirements for this Graduate Certificate are the same for the Master of Science in Management degree program. In addition, a student must earn a minimum overall GPA of 3.0 for courses applied to a graduate certificate.

Average Textbook Cost: \$454.56

O*NET CODE: 11-1021.00 General and Operations Managers

LINK TO O*NET CODE: <http://www.onetonline.org/link/summary/11-1021.00>

JUSTICE ADMINISTRATION

The Graduate Business Certificate in Justice Administration is designed to provide the student with the concepts and information utilized by administrators within the criminal justice system. This certificate emphasizes problems, solutions and contemporary issues related to the correctional, law enforcement and judicial areas of the justice system. The certificate is intended to enhance a student's career in the criminal justice profession.

The graduate certificate in Justice Administration is awarded after completing at St. Thomas University twelve (12) credit hours (four courses) from the following list:

CJA 760	Analysis of Law Enforcement Operations	3
CJA 766	Legal Aspects for Criminal Justice Administration	3
CJA 775	Int. Comparative Criminal Law and Justice Systems	3
CJA 780	Problems and Issues in Criminal Justice	3
CJA 790	Directed Management and Development Project	3
CJA 795	Special Topics in Justice Administration	3

Admissions and academic requirements for this Graduate Business Certificate are the same as for the Master of Science in Management degree program. In addition a student must earn a minimum overall GPA of 3.0 for courses applied to a graduate certificate.

Average Textbook Cost: \$352.00

LINK TO O*NET CODE: <http://www.onetonline.org/link/summary/43-1011.00>

MANAGEMENT ACCOUNTING

The Graduate Business Certificate in Management Accounting is available to individuals who wish to acquire additional skills and knowledge in the area of management accounting.

The Graduate Business Certificate in Management Accounting is awarded after completing at St. Thomas University four courses (12 credit hours) as approved by the certificate's coordinator from the following list:

ACC 502	Advanced Auditing	3
ACC 503	Management Accounting II - Cost Analysis	3
ACC 504	Advanced Accounting Information Systems	3
ACC 505	Advanced Taxation	3
ACC 508	International Financial Reporting Standards	3
ACC 540	Fraud Examination	3
ACC 605	Seminar in Accounting Theory	3
ACC 755	Seminar: Selected Topics in Accounting	3
ACC 770	Managerial Accounting	3

Admission and academic requirements for the graduate certificate are the same as for the Master of Science in Management degree program. In addition, a student must earn a minimum overall GPA of 3.0 for courses applied to a Graduate Business

Certificate. Finally, most graduate accounting courses cannot be taken until the undergraduate accounting prerequisites for that course are completed.

This Certificate is not available to students enrolled in the Master of Accounting (MAC) or MBA-Accounting degree programs.

Average Textbook Cost: \$520.00

O*NET CODE: 13-2011.01 Accountants

LINK TO O*NET CODE: <http://www.onetonline.org/link/summary/13-2011.01>

PUBLIC MANAGEMENT

The Graduate Business Certificate in Public Management is designed for the manager or the individual who has the desire to be a manager in the public sector. This certificate emphasizes the opportunities, constraints, and unique role of public administration.

The Graduate Business Certificate in Public Management is awarded after completing at St. Thomas University four courses (12 credit hours) from the following list:

MAN 531/ACC 530	Planning, Budgeting and Fin. for Public Agencies	3
BUS 707	Marketing of Services	3
MAN521	State and Local Government	3
MAN528	Problems of Metropolitan Government	3
MAN532	Regulatory Agencies	3
MAN700	Organizational Behavior (required)	3
MAN709	Public Administration	3
MAN725	Community Development	3

Admissions and academic requirements for the Graduate Business Certificate are the same as for the Master of Science in Management degree program. In addition a student must earn a minimum overall GPA of 3.0 for courses applied to a graduate certificate.

Average Textbook Cost: \$416.00

O*NET CODE: 11-1021.00 General and Operations Managers

LINK TO O*NET CODE: <http://www.onetonline.org/link/summary/11-1021.00>

SPORTS ADMINISTRATION

The Graduate Business Certificate in Sports Administration is available to individuals who possess at least a Bachelor's degree and wish to acquire some of the knowledge and skills deemed necessary for a career in the management of sports "but may not wish to pursue a Master's degree" in Sports Administration at St. Thomas University at the time.

The Graduate Business Certificate in Sports Administration is awarded after completing 12 hours at St. Thomas University - 6 required hours and 6 elective hours. All courses carry 3 hours of credit.

Required:

SPO 717	Seminar/Principles of Sports Administration	3
SPO 719	Legal Aspects of Sports Administration	3

Two of the following:

SPO 510	Sports Ethics	3
SPO 540	Sports Media and Public Relations	3
SPO 543	Sports Financial Management	3
SPO 544	Sports Marketing and Promotions	3
SPO 546	Facility and Event Management	3
SPO 547	Principles of Leisure Services	3
SPO 548	Sports Psychology	3
SPO 549	Athletic Fundraising	3
SPO 551	Negotiation in the Sports Industry	3
SPO 552	Governance of Intercollegiate Athletics	3

The admissions and academic requirements for the graduate certificates are the same as for any Master's degree in Sports Administration at St. Thomas University. In addition a student must earn a minimum overall GPA of 3.0 for courses applied to a Graduate Business Certificate.

Average Textbook Cost: \$248.00

O*NET CODE: 11-1021.00 General and Operations Managers

LINK TO O*NET CODE: <http://www.onetonline.org/link/summary/11-1021.00>

TAXATION

The Graduate Business Certificate in Taxation is designed for the accounting graduate or the MBA or MSM student who wishes to expand his/her taxation knowledge. A practitioner's viewpoint prevails.

The certificate is awarded to those who complete 12 graduate taxation credit hours at St. Thomas University from the courses listed below.

ACC 505	Advanced Taxation	3
ACC 755*	Seminar: Selected Topics in Accounting	3
ACC 781	International Taxation	3
ACC 783	Tax Research	3
ACC 785	Taxation of Estates, Trust and Gifts	3
ACC 786	Advanced Corporate Taxation	3
ACC 788	'S' Corporation and Partnership Taxation	3

*Taxation topics only, e.g., Seminar: State and Local Taxation.

The admissions and academic requirements for this certificate are the same as for the Master of Accounting degree at St. Thomas University. In addition a student must earn a minimum overall GPA of 3.0 for courses applied to a Graduate Business Certificate.

Average Textbook Cost: \$892.00

O*NET CODE: 13-2011.00 Accountants and Auditors

LINK TO O*NET CODE: <http://www.onetonline.org/link/summary/13-2011.00>

SCHOOL OF LEADERSHIP STUDIES

"Leadership Is Learned"

Susan B. Angulo, EdD, Interim Dean for the School of Leadership Studies & Associate Provost for Academic Support Services

Associate Dean: Hilroy Thomas, EdD

Faculty: S. Angulo, E. Blackwell, J. Booker, K. Cadeau-Stephenson, A. Campbell, J. Carpenter, O. Casse, W. Cegelka, G. Chan, Y. Chiang, S. Gillig, S. Massey, M. Moyano, Z.J. Mushipe, S. Raj, G. Ruiz, H. Thomas, A. Zupan

The School of Leadership Studies houses four distinct Institutes: Communication, Entertainment, & Media; Education; Professional Studies; and the STU-China Forum for Executive Leadership. Through its institutes, the School develops responsible, service-oriented professionals. It offers undergraduate, graduate, and certificate programs in the areas of communication, education, and professional studies. The curricula emphasize core leadership competencies, infuse technology, and provide local and global perspectives.

Faculty are committed to the conviction that leadership can be learned. While leadership is present in all organizations, the School's faculty believe individuals in communication, education, and public service have unique leadership roles extending beyond their immediate organizations and into the larger local and global community. The School's graduates are prepared to be leaders for the 21st century.

INSTITUTE FOR COMMUNICATION, ENTERTAINMENT, & MEDIA

Director: Gloria Ruiz, PhD

The Institute for Communication, Entertainment, & Media offers a Bachelor of Arts (BA) in Communication Arts. The Institute develops professional comprehensive communicators who are leaders in diverse communication specialties in professional work and advanced graduate work. Programs emphasize the highest standards of academic quality and innovation while acknowledging the complexity of the communication process, particularly the needs of multicultural audiences, and incorporate the diverse educational, professional, and cultural resources within the University and the South Florida Community.

At the graduate level, the Institute offers a Masters of Arts (MA) in Communication Arts with specializations in Electronic Media Arts and Art Management. Graduate certificates are offered for each specialization. Graduates from the masters program have the historical and theoretical knowledge along with the practical skills to gain a competitive edge in the media workplace and are prepared for studies at the doctoral level. In Electronic Media Arts, graduates are experts in visual media with skills to manage an array of visual media projects. Successful graduates in Art Management

will have a comprehensive understanding of sound communications practices within the art industry and management of art galleries, museums and events.

INSTITUTE FOR EDUCATION

Interim Director: Hilroy Thomas, PhD

The Institute for Education offers degrees and courses at the undergraduate and graduate levels. These degrees and courses fulfill the requirements of Florida's Administrative Rule 6A-4.003 which states, "Degrees and credits awarded by an institution of higher learning accredited by The Southern Association of Colleges and Schools shall be acceptable for educator certification purposes." Graduates of these programs are eligible to apply for a Florida Educator's Temporary Certificate.

Education program and course outcomes are aligned to State of Florida competencies and skills for professional educators. Required coursework is also infused with ESOL training, technology, and the use of a variety of assessment techniques including portfolio assignments. Applied classroom knowledge is offered through course field-based experiences and related to the Florida Educator Accomplished Practices.

At the undergraduate level, the BA in Elementary Education prepares graduates for instructional leadership in the K-6 setting. The courses in these programs are offered in traditional and online formats, although most programs are offered fully online. St. Thomas University undergraduate education majors vary from traditional to non-traditional students including immigrants or the children of immigrants who have a deep desire to become a teacher and give back to their communities. Others are older adults who have jobs and family responsibilities. Many international students come to St. Thomas to develop their teaching skills and return to their home countries to pursue teaching careers.

In an effort to meet the unique needs of non-traditional students, the Institute for Education offers undergraduate teacher preparation programs that emphasize the completion of professional education and subject area course work as the only degree requirement. The Institute provides its graduates of the BA in Elementary Education with convenient and State approved programs and a clear and simple path to Florida Teacher's Certification (Alternative Route to Florida Teacher Certification).

Unlike traditional education programs where new classes typically begin twice a year, The Institute for Education starts new cohorts of students three times a year (August, January and May). Convenient evening, weekend, and online classes are offered for the working professional.

The Institute offers five Master of Science (MS) degrees. The MS in Elementary Education, ESOL and Reading prepare graduates to become instructional leaders in their schools or school districts. The MS in Educational Leadership prepares graduates to become school-site administrators with an emphasis on educational leadership in Florida and in other jurisdictions. The MS in Special Education prepares graduates to become instructional leaders for students with special needs. In addition to these degree programs, the Institute provides three graduate-level endorsements in ESOL, Gifted, and Reading.

INSTITUTE FOR PROFESSIONAL STUDIES

Director: Hilroy Thomas, EdD

The Institute for Professional Studies serves adult students through both traditional and innovative instruction. Its programs respond to the needs of the lifelong learner. The degrees are targeted primarily towards employed persons serving in business, industry, labor, government and occupational fields (such as police, emergency and fire officers) serving in the government, private and non-profit sectors.

The Institute for Professional Studies' primary mission is to extend access to postsecondary educational opportunities for non-traditional adult learners, who combine work and study, with a special emphasis on serving professional workforce education needs. The Institute meets those needs through innovative online instruction, using a variety of delivery formats and scheduling options.

The Institute for Professional Studies offers the BA in Organizational Leadership, BA in Health Records and Information Management, BS in Fire Science Management, the MPS in Executive Management, and the EdD in Leadership and Management. All degree programs in the Institute for Professional Studies are offered totally online.

The BA in Organizational Leadership combines studies in arts and humanities, behavioral and social sciences, business and management, computing, research methods, and technology. The BA in Health Records Information Management allows healthcare professionals to make the transition from clinician to technician to managerial decision maker within the healthcare industry. The BS in Fire and Emergency Services Management is suited for those professionals seeking administrative credentials and careers in fire services, municipal/structural fire departments and agencies, emergency management, and administrative aspects of emergency medical services.

The MPS in Executive Management strives to create effective leaders through a program that synthesizes cutting-edge concepts and the student's professional experiences. This program serves adults who wish to advance their careers. The degree is for persons who hold managerial, executive, and other leadership positions in industry, government, and non-profit organizations. Students gain first-hand knowledge of current business practices and trends using a mixture of theory and practice.

The EdD in Leadership and Management provides for individuals who have completed a master's degree and seek to deepen their vision as organizational leaders and enhance their skills in leadership and management applied to a variety of organizational settings and environments. The EdD in Leadership and Management is designed for candidates who are interested in careers as business leaders and managers, school superintendents, principals, directors, and supervisors; administrators in state, federal, and international agencies; professors and administrators in institutions of higher education; or directors and supervisors of educational services in for-profit corporations and non-profit agencies.

INSTITUTE FOR STU-CHINA FORUM FOR EXECUTIVE LEADERSHIP DEVELOPMENT (FELD)

Director: Rev. Msgr. Franklyn M. Casale, President of St. Thomas University

The Institute for STU-China Forum for Executive Leadership Development (FELD) serves as a platform for executive dialogues and actions for both US and Chinese scholars and leaders. The mission of the FELD is to bring academic and community leaders together to research, plan, and implement leadership development opportunities for US and Chinese students.

MASTER OF ARTS IN COMMUNICATION ARTS (MA)

Program Coordinator: Sony Jalarajan Raj, PhD

Academic Credentials: PhD, Communication and Journalism (Mahatma Gandhi University), MPhil in Communication and Journalism (Madurai Kamaraj University), MA in Communication and Journalism (University of Kerala), MA (MCJ) in Advertising & Public Relations (Madurai Kamaraj University), BA in Arts-Economics (University of Kerala).

Contact Information: (305) 474-6834; sony.raj@stu.edu

Faculty Advisors: Dr. Andrea Campbell; Dr. Gloria P. Ruiz

The MA in Communication Arts establishes a graduate-level venue for studies and research in communications. The two specializations offer courses that develop analytical and practical skills for effective media-related writing and speaking, provide an understanding of media and cultural communication theories, and foster the capability to work in varied roles within the communications and creative industries or succeed in further studies leading to a doctoral program.

In relationship to the St. Thomas University mission, the MA in Communication Arts emphasizes the highest standards of academic quality and innovation. It specifically addresses the University's commitment to Diversity and Global Leadership.

The program develops in students the necessary analytical skills and technological applications to successfully manage communication projects in the modern media environment. The core courses required for both specializations focus on communications principles and enhancing the ability to apply the knowledge to these areas of study. Through its multidisciplinary curriculum, the program incorporates the diverse educational, professional and cultural resources within the University and the South Florida community.

Students in the MA in Communication Arts program select one of the two specializations:

The **Specialization in Arts Management** gives successful graduates a comprehensive understanding of the communication requirements for effective management of art galleries, museums, and events. Specialization courses include the study of art economics, production, marketing, fundraising, and legal aspects of administering art projects.

The **Specialization in Electronic Media Arts** focuses on film, television, and video gaming. Through a multidisciplinary approach, students gain a comprehensive

understanding of electronic media. This specialization is an asset for an academic or business career in media, providing a competitive edge in the media workplace.

ADMISSION REQUIREMENTS

1. Applicants must meet all university general admissions requirements for graduate programs.

Additionally:

2. An interview with the MA in Communication Arts Program Coordinator or designated faculty member.
3. A cumulative undergraduate grade point average of at least 3.0.
4. St. Thomas University's entrance exam, which consists of the Accuplacer Test (186 or above) and Written Essay (5 or above). GRE and Miller Analogies Test (MAT) scores can be submitted in lieu of this requirement.
5. International students will have a mandatory language testing administered by St. Thomas University. Students failing the language test may be required to complete English as a Second Language (ESL) courses.
6. A BA in Communications or Art or, if an applicant's undergraduate degree is completed in another discipline, have worked in a professional capacity in communications, the arts or related fields. Those applicants not meeting these criteria will be individually assessed for admittance to the program.
7. For the **Arts Management Specialization**, additional requirements are sufficient knowledge either from coursework or professional experience in business and art.

Admission to the program is at the discretion of the Institute.

MASTER OF ARTS IN COMMUNICATION ARTS

Core Courses

21 credits

MAN 503	Applied Research Methods	3
COM 510	Media Ethics	3
COM 511	Multicultural Communication Theory	3
COM 520	Mass Communication Theory	3
COM 530	Creative Processes in Visual Imaging	3
COM 691	Graduate Thesis Research and Development	3
COM 692	Graduate Thesis	3

Arts Management Courses

15 credits

ART 515	Curatorial and Exhibition Development	3
ART 520	Legal Aspects of Art Administration	3
ART 680	Arts Marketing	3
ECO 680	Arts Economics	3
ART 681	Grant Writing for the Arts	3

Electronic Media Arts Courses

15 credits

COM 620	World of Cinema	3
COM 621	Genres of Television	3
COM 622	Videogame Art and Analysis	3
COM 623	Communication Arts Event Management	3
COM 624	The Cutting Edge: Media Techno-trends	3

Program Student Learning Outcomes: The Institute for Communication, Entertainment and Media Arts' curriculum is guided by eight learning outcomes to support the Institute's goals. They are to:

- Outcome 1: Acquire, build and demonstrate critical thinking skills.
- Outcome 2: Conceptualize and integrate articulate, complex, and clear writing.
- Outcome 3: Evaluate and produce quality production materials for their area of study.
- Outcome 4: Conceptualize and express oral presentations in a clear, articulate and intelligent manner in a variety of situations.
- Outcome 5: Be proficient in current technology with imaginative applications.
- Outcome 6: Analyze and demonstrate cultural competency in a multicultural environment.
- Outcome 7: Evaluate the power of media and the ethical use of that power.
- Outcome 8: Assess and demonstrate leadership skills.

Program Student Learning Outcomes Assessment: Graduate thesis project.

Graduation Requirements

1. Students are required to complete a total of 36 credit hours with 21 credit hours taken from the required core courses and 15 credit hours taken in a specialization.
2. Student must maintain a 3.0 or higher in every course and attain a minimum cumulative GPA of 3.0.
3. Students must complete a thesis project. The completion of a thesis may require the registration for additional course work beyond the 36 credit hours required to graduate.

COMMUNICATION ARTS CERTIFICATE PROGRAMS

Graduate certificates are available to individuals who wish to acquire additional and practical knowledge about their respective area of interest in either Arts Management or Electronic Media Arts. These certificates are designed for professionals working in the field or related professions or with personal experience in the chosen area of study. Candidates must possess a Bachelor's degree and must satisfy all other admissions requirements identified for the MA in Communication Arts and the chosen certificate. All certificates require completion of 15 credits of specialization courses.

Courses completed for the certificate with a grade of A or B may be transferred toward the MA in Communication Arts upon acceptance into the master's degree program.

ADMISSION REQUIREMENTS FOR COMMUNICATION ARTS CERTIFICATE PROGRAMS

1. Applicants must meet all university general admissions requirements for graduate programs.
2. An interview with the MA in Communication Arts Program Coordinator or designated faculty member.
3. A cumulative undergraduate grade point average of at least 3.0.

4. St. Thomas University's entrance exam, which consists of the Accuplacer Test (186 or above) and Written Essay (5 or above). GRE and Miller Analogies Test (MAT) scores can be submitted in lieu of this requirement.
5. International students will have a mandatory language testing administered by St. Thomas University. Students failing the language test may be required to complete English as a Second Language (ESL) courses.
6. A BA in Communications or Art or, if an applicant's undergraduate degree is completed in another discipline, have worked in a professional capacity in communications, the arts or related fields. Those applicants not meeting these criteria will be individually assessed for admittance to the program.
7. For the Arts Management Specialization, additional requirements are sufficient knowledge either from coursework or professional experience in business and art.

Admission to the program is at the discretion of the Institute.

ARTS MANAGEMENT CERTIFICATE

Description: Arts Management Certificate provides a comprehensive understanding of the communication requirements for effective management of art galleries, museums and events. Courses include the study of art economics, production, marketing, grant writing and legal aspects of administering art projects.

Courses:	15 credits
ART 515	Curatorial and Exhibition Development
ART 520	Legal Aspects of Art Administration
ART 680	Arts Marketing
ART 681	Grant Writing for the Arts
ECO 680	Arts Economics

Cost of Tuition @ \$13,185

Cost of Textbooks for the Program @ \$625

Link to O*NET CODES: <http://www.onetonline.org/find/quick?s=art+management>

Employment Opportunities: Graduates may obtain media related jobs as production, marketing and visual media managers.

O*NET CODES:

27-1011.00	Art Directors
25-4012.00	Curators
25-4013.00	Museum Technicians and Conservators
11-2031.00	Public Relations Managers
11-1011.00	Chief Executives
11-2021.00	Marketing Managers
25-1122.00	Communications Teachers, Postsecondary
19-3021.00	Market Research Analysts
27-3022.00	Reporters and Correspondents

For Information Contact, Sony Raj, PhD (305) 474-6834 sony.raj@stu.edu

ELECTRONIC MEDIA ARTS CERTIFICATE

Description: Electronic Media Arts Certificate focuses on film, television and video gaming. Through a multidisciplinary approach, students gain a comprehensive understanding of electronic media. This program would be an asset for a career in media, providing a competitive edge in the workplace.

Courses:		15 credits
COM 620	World of Cinema	3
COM 621	Genres of Television	3
COM 622	Videogame Art & Analysis	3
COM 623	Communication Arts Event Management	3
COM 624	The Cutting Edge: Media Techno-trends	3

Cost of Tuition @ \$13,185

Cost of Textbooks @ for the program \$625

Link to O*NET CODE:

<http://www.onetonline.org/find/quick?s=electronic+media+arts>

Employment Opportunities: Graduates may obtain a job in electronic arts, journalism, public relations, marketing, television, film and video gaming.

O*NET CODES:

27-1014.00	Multimedia Artists and Animators
27-3099.00	Media and Communication Workers, All Other
27-4099.00	Media and Communication Equipment Workers, All Other
27-3031.00	Public Relations Specialists Bright Outlook Green
11-2011.00	Advertising and Promotions Managers

For Information Contact, Sony Raj, PhD (305) 474-6834 sony.raj@stu.edu

INSTITUTE FOR EDUCATION

GRADUATE EDUCATION PROGRAMS

Interim Director: Hilroy Thomas, EdD

Faculty: S. Angulo, E. Blackwell, K. Cadeau-Stephenson, J. Carpenter, W. Cegelka, G. Chan, Y. Chiang, S. Gillig, S. Massey, H. Thomas

The Institute for Education offers degrees and courses at the undergraduate and graduate levels. These degrees and courses fulfill the requirements of Florida's Administrative Rule 6A-4.003, which states, "degrees and credits awarded by an institution of higher learning accredited by The Southern Association of Colleges and Schools shall be acceptable for educator certification purposes." Graduates of these programs are eligible to apply for a Florida Educator's Temporary Certificate.

The courses in these programs are offered in traditional and online formats, although most programs are offered fully online. The programs and degrees respond to the needs of contemporary education with an emphasis on elementary and secondary education teaching and administration.

The Institute's graduates are prepared to enter the classroom or school system after graduation through a variety of strategies. Education program and course outcomes are aligned to State of Florida competencies and skills for professional educators. Required coursework is also infused with TESOL training, technology, and the use of a variety of assessment techniques including portfolio assignments. Applied classroom knowledge is offered through field-based experiences incorporated into each required course and related to the Florida Educator Accomplished Practices.

Unlike traditional education programs where new classes typically begin twice a year, the Institute for Education starts new cohorts of students three times a year (August, January, and May). Convenient evening, weekend, and online classes are offered for the working professional.

Five master-level programs are offered. The Master of Science (MS) prepares graduates to become instructional leaders in the areas of TESOL, Instructional Technology, and Reading. The MS in Educational Leadership prepares graduates to become school-site administrators with an emphasis of educational leadership in Florida. The MS in Special Education prepares graduates to become instructional leaders for students with special needs. Certificates are also offered in many of these subject areas. All graduate degree programs are offered online or in a blended format.

In addition to these degree programs, the Institute provides three graduate-level endorsements in TESOL, Gifted, and Reading.

MASTER OF SCIENCE IN ELEMENTARY EDUCATION

Program Coordinator: Katsia M. Cadeau-Stephenson, EdD

Academic Credentials: EdD, Organizational Leadership (Nova Southeastern University); MS, Elementary Education (Nova Southeastern University); BA, Criminal Justice (St. Thomas University)

Contact Information: 305-628-6576; kcadeau@stu.edu

Program Advisors: K. Cadeau-Stephenson, S. Massey

Program Description: The Master of Science (MS) in Elementary Education is offered completely online. It is designed to help fulfill three career paths for teachers:

1. To qualify teachers to teach in an elementary education program;
2. For teachers who hold an undergraduate degree in Special Education, to ensure coherence and breadth of knowledge and experience; and
3. For a change in careers.

The core courses consist of 7 courses designed to fulfill the professional education course requirements and to prepare an individual to take Florida's Professional Educator Test. The MS in Elementary Education consists of the 7 content/methods courses required for certification and to prepare an individual to take Florida's

Elementary Education. The program focuses on course-based clinical and field experiences and is designed for individuals who cannot complete a formal internship.

The program is currently accepted by the **Florida Department of Education's Bureau of Certification** under Rule 6A-4.003. *"Degrees, programs, and credits shall be determined acceptable for educator certification purposes when awarded by an institution of higher learning accredited by one (1) of the accrediting associations."* St. Thomas University is accredited by The Southern Association of Colleges and Schools Commission on Colleges.

GENERAL ADMISSION REQUIREMENTS:

1. A completed and signed Application for Admission.
2. A non-refundable application fee of \$40 (US currency). The application fee is waived for alumni of St. Thomas University.
3. Official college and/or university transcripts from the institution where the Bachelor's Degree was conferred. To utilize VA benefits, veterans are required to submit transcripts from each institution attended.
4. Letter of recommendation or recommendation forms (letters of recommendation forms can be obtained online at www.stu.edu or from the Office of Admissions).
5. Admissions test scores, personal statements, and resume.
6. All graduate applicants who have an undergraduate GPA of less than 3.0 or low scores on standardized tests will be required to take a writing skills course.

SPECIFIC ADMISSION REQUIREMENTS FOR MS ELEMENTARY EDUCATION:

1. A grade point average of at least 3.0 (on a 4.0 scale) in the last 60 semester hours of undergraduate work;
2. Letter from Supervising Principal; and
3. Passing scores on Florida's General Knowledge Test or equivalent Praxis test.

MS ELEMENTARY EDUCATION COURSE REQUIREMENTS 42 credits

Elementary Subject Area Requirements 21 credits

EDU 523	Content and Methods for Teaching Health and Physical Education	3
EDU 524	Literature and Multimedia in the Classroom	3
EDU 525	Content and Methods for Teaching Language Arts	3
EDU 526	Content and Methods for Teaching Science	3
EDU 527	Content and Methods for Teaching Mathematics	3
EDU 528	Content and Methods for Teaching Social Science	3
EDU 529	Content and Methods for Teaching the Arts	3

Professional Education Requirements 21 credits

EDF 621	Psychological Foundations of Education	3
EDF 660	Social, Philosophical & Historical Foundations of Ed	3
EDU 521	Effective Reading Instruction (K-12)	3
EDU 540	Effective Teaching and Classroom Management	3
EDA 606	Curriculum and Instruction for Diverse Student Populations	3
EDU 503	Applied Research Methods	3
EDU 530	Educational Measurement	3

Professional Education and Program Learning Outcomes: These learning outcomes are based on the professional education competencies published in The Competencies and Skills Required for Teacher Certification in Florida (16th Edition).

- Outcome 1: Knowledge of various types of assessment strategies that can be used to determine student levels and needs (Assessment)
- Outcome 2: Knowledge of effective communication with students, parents, faculty, other professionals, and the public, including those whose home language is not English (Communications)
- Outcome 3: Knowledge of strategies for continuous improvement in professional practices for self and school (Continuous Improvement)
- Outcome 4: Knowledge of strategies, materials, and technologies that will promote and enhance critical and creative thinking skills (Critical Thinking)
- Outcome 5: Knowledge of cultural, linguistic, and learning style differences and how these differences affect classroom practice and student learning (Diversity)
- Outcome 6: Knowledge of the Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida (Ethics)
- Outcome 7: Knowledge of how to apply human development and learning theories that support the intellectual, personal, and social development of all students (Human Development and Learning)
- Outcome 8: Knowledge of effective reading strategies that can be applied across the curriculum to increase learning (Subject Matter)
- Outcome 9: Knowledge of strategies to create and sustain a safe, efficient, supportive learning environment (Learning Environment)
- Outcome 10: Knowledge of how to plan and conduct lessons in a variety of learning environments that lead to student outcomes consistent with state and district standards (Planning)
- Outcome 11: Knowledge of collaborative strategies for working with various education professionals, parents, and other appropriate participants in the continual improvement of educational experiences of students (Role of the Teacher)
- Outcome 12: Knowledge of strategies for the implementation of technology in the teaching and learning process (Technology)
- Outcome 13: Knowledge of the history of education and its philosophical and sociological foundations (Foundations of Education)
- Outcome 14: Knowledge of specific approaches, methods, and strategies appropriate for students with limited English proficiency (ESOL)

Professional Education Learning Outcomes Assessment: The program outcomes for professional education are documented and assessed using an electronic portfolio. The portfolio is used as a diagnostic tool. It must include an artifact for each Florida Educator Accomplished Practice, a copy of the instructor's first rubric and a remediation plan, if necessary. A copy of the portfolio must accompany the graduation application.

Program's Elementary Education Learning Outcomes: The elementary education program learning outcomes are based on the elementary subject area competencies published in The Competencies and Skills Required for Teacher Certification in Florida (16th Edition). The candidate for this degree, to qualify for

certification in Elementary Education, will have demonstrated the following competencies at the pre-service level.

- Competency 1: Knowledge of the elementary subject matter and appropriate instructional methods for language arts and reading
- Competency 2: Knowledge of the elementary subject matter and appropriate instructional methods for social sciences
- Competency 3: Knowledge of the elementary subject matter and appropriate instructional methods for music and the visual arts
- Competency 4: Knowledge of the elementary subject matter and appropriate instructional methods for health and physical education
- Competency 5: Knowledge of the elementary subject matter and appropriate instructional methods for science, technology, and mathematics

Program Elementary Education Learning Outcomes Assessment. A locally developed instrument drawn from questions in a national test bank is used to assess a candidate's competency in each of these areas. This multiple choice test contains questions related elementary language arts and reading; social sciences; music and the visual arts; health and physical education; and science, technology and mathematics. A candidate must:

1. Maintain an overall GPA of 3.0.
2. Complete the entire program's required course work.
3. Present a copy of an electronic portfolio at the time of application for the degree. Directions concerning this portfolio are available from the program's advisors.
4. Present his/her scores on the Elementary Education Exit Examination at the time of application for the degree.

MASTER OF SCIENCE IN EDUCATIONAL LEADERSHIP (MS)

Program Coordinator: Scott E. Gillig, PhD

Academic Credentials: PhD, Educational Psychology, MEd, Guidance and Counselor Education, and BA, Psychology (University of Toledo)

Contact Information: 305-628-6539; sgillig@stu.edu

Program Description: The MS in Educational Leadership consists of coursework and experiences designed to develop entry-level competencies for principals. The program allows an individual student to design the best program of study to meet individual professional goals. Overall, the program is designed to address the Interstate School Leaders Licensure Consortium standards and Florida's educational leadership competencies.

The program is currently accepted by the *Florida Department of Education's Bureau of Certification* under *Rule 6A-4.003*. "Degrees, programs, and credits shall be determined acceptable for educator certification purposes when awarded by an institution of higher learning accredited by one (1) of the accrediting associations" St. Thomas University is accredited by The Southern Association of Colleges and Schools Commission on Colleges.

GENERAL ADMISSION REQUIREMENTS:

1. A completed and signed Application for Admission.
2. A non-refundable application fee of \$40 (US currency). The application fee is waived for alumni of St. Thomas University.
3. Official college and/or university transcripts from the institution where the Bachelor's Degree was conferred. To utilize VA benefits, veterans are required to submit transcripts from each institution attended.
4. Letter of recommendation or recommendation forms (letters of recommendation forms can be obtained online at www.stu.edu or from the Office of Admissions).
5. Admissions test scores, personal statements, and resume.
6. All graduate applicants who have an undergraduate GPA of less than 3.0 or low scores on standardized tests will be required to take a writing skills course.

SPECIFIC ADMISSION REQUIREMENTS FOR MS IN EDUCATIONAL LEADERSHIP:

1. Interview with the Program Coordinator.
2. A grade point average of at least 3.0 in the last 60 semester hours of undergraduate work.
3. A copy of the Florida Professional Teaching Certificate or equivalent for those students seeking School Leadership Certification.
4. A one page professional goal statement
5. Passing scores on Florida's General Knowledge Test or taking the formal writing assessment at the St. Thomas University Academic Enhancement Center and obtaining a score of 180 or above and a score of 5 or higher on the essay section. (Students who do not obtain a passing score are required to enroll in GRW 500.)
6. At least two years of successful full-time teaching experience is recommended.

MS IN EDUCATIONAL LEADERSHIP REQUIREMENTS **36 credits**

Educational Leadership Courses **24 credits**

EDA 600	Microcomputer Application for Administrators	3
EDA 601	Leadership in Education	3
EDA 602	Communication in Educational Leadership	3
	<i>Prerequisite: EDU 530 or permission of instructor</i>	
EDA 603	School Law	3
EDA 604	School Finance	3
EDA 606	Curriculum and Instruction for Diverse Populations	3
	<i>Prerequisite: EDU 530 or permission of instructor</i>	
EDA 608	School Personnel Management	3
EDA 612	The Principalsip: A Field Experience	3
	<i>Prerequisites: EDA 600, EDA 601, EDA 602, EDA 603, EDA 604, EDA 606, EDA 608, or Permission of Instructor</i>	

Professional Education Courses **12 credits**

Students may select from the following Professional Education Courses, which are offered each semester. With the advisor's permission, a student can also request to substitute an elective course from among other Institute for Education graduate courses. Please check with the program advisor in making these selections.

EDU 503	Applied Research Methods
EDU 530	Educational Measurement
EDF 621	Psychological Foundations of Education
EDF 660	Social, Philosophical and Historical Foundations of Education
EDU 540	Effective Teaching and Classroom Management

Program Learning Outcomes: The program's learning outcomes are based on the 2002/2008 standards for school-based leadership developed by the National Policy Board for Educational Administration. The program's coursework is based on national standards and addresses the three broad areas of instructional leadership, operational leadership, and institutional leadership. They include:

1. The knowledge and ability to promote the success of all students by facilitating the development, articulation, implementation, and stewardship of a school vision of learning supported by the school and the community it serves.
2. The knowledge and ability to promote the success of all students by promoting a positive school culture, providing an effective instructional program, applying best practices to student learning, and designing comprehensive professional growth plans for staff.
3. The knowledge and ability to promote the success of all students by managing the organization, operations, and resources in a way that promotes a safe, efficient, and effective learning environment.
4. The knowledge and ability to promote the success of all students by collaborating with families and other community members, responding to diverse community interests and needs, and mobilizing community resources.
5. The knowledge and ability to promote the success of all students by acting with integrity, fairly, and in an ethical manner.
6. The knowledge and ability to promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.
7. The ability to synthesize and apply the knowledge and practice and develop the skills identified in Standards 1-6 through substantial, sustained, standards-based work in real settings, planned and guided cooperatively by the institution and school personnel for graduate credit.

Program Learning Outcome Assessment: A capstone course (EDA 612 The Principalship: A Field Experience) is used for program level assessment. The course requires each student complete activities related to Standard 1 through Standard 6 in a guided field setting. These activities document the individual's ability to apply these standards in a real setting (Standard 7).

Graduation Requirements: A candidate must maintain a cumulative grade point average of at least 3.0 to remain in academic good standing and must complete all required courses with a cumulative grade point average of at least 3.0 to graduate.

MASTER OF SCIENCE IN READING

Program Coordinator: Susan Massey, PhD

Academic Credentials: PhD, Teaching and Learning-Special Education, MSED, Emotional Handicap/Learning Disabilities (University of Miami); BA, Elementary

Program Description. The MS in Reading consists of 36 credits. The courses are designed to prepare students to teach reading and diagnose and remediate children's reading problems K-12. Current research and theory of literacy and how children learn to read is translated into meaningful classroom application and practice while utilizing current research and materials. Knowledge and understanding of the principles of reading are directly applied while working with children in a clinical setting. Students have the opportunity to reflect on their own teaching and receive immediate feedback from the instructor so that subsequent teaching can incorporate and apply new insights, techniques, and strategies for improvement.

The program is currently accepted by the **Florida Department of Education's Bureau of Certification** under Rule 6A-4.003. *"Degrees, programs, and credits shall be determined acceptable for educator certification purposes when awarded by an institution of higher learning accredited by one (1) of the regional accrediting associations."* St. Thomas University is accredited by The Southern Association of Colleges and Schools Commission on Colleges.

GENERAL ADMISSION REQUIREMENTS:

1. A completed and signed Application for Admission.
2. A non-refundable application fee of \$40 (US currency). The application fee is waived for alumni of St. Thomas University.
3. Official college and/or university transcripts from the institution where the Bachelor's Degree was conferred. To utilize VA benefits, veterans are required to submit transcripts from each institution attended.
4. Letter of recommendation or recommendation forms (letters of recommendation forms can be obtained online at www.stu.edu or from the Office of Admissions).
5. Admissions test scores, personal statements, and resume.
6. All graduate applicants who have an undergraduate GPA of less than 3.0 or low scores on standardized tests will be required to take a writing skills course.

SPECIFIC ADMISSION REQUIREMENTS FOR MS IN READING:

1. A grade point average of at least 3.0 in the last 60 semester hours of undergraduate work.
2. Two letters of recommendation.
3. Passing scores on Florida's General Knowledge Test or taking the formal writing assessment at the St. Thomas University Academic Enhancement Center and obtaining a score of 180 or above and a score of 5 or higher on the essay section. Students who do not obtain a passing score are required to enroll in GRW 500.
4. An intake interview with the Program Coordinator.

MS IN READING COURSE REQUIREMENTS

36 Credits

Reading Program Courses

18 credits

- | | |
|---------|---|
| RED 500 | The Reading Process in the Content Area
<i>Prerequisite: EDU 521</i> |
| RED 505 | Techniques of Remedial and Corrective Reading
<i>Prerequisite: EDU 521</i> |

RED 506	Processes of Reading Comprehension <i>Prerequisites: EDU 521, RED 505</i>
RED 510	Reading Practicum <i>Prerequisites: EDU 521, EDU 522, RED 500, RED 505 and RED 506</i>
EDU 521	Theory and Foundations of Effective Reading Instruction (K-12)
EDU 522	Diagnosis and Remediation of Reading Difficulties <i>Prerequisite: EDU 521</i>
EDU 524	Literature and Multimedia in the Classroom
EDU 525	Content and Methods for Teaching Language Arts
EDU 530	Educational Measurement
EDU 506	Methods of Teaching English as a Second Language
EEX 502	Language Development and Language Disabilities
EEX 524	Instructional Strategies for Students with Learning Disabilities

Program Student Learning Outcomes: The MS in Reading program is designed to develop competent reading professionals who understand how literacy theory and research guide decisions to choose diagnostic assessments and strategies decisions in order to design appropriate instruction for all students. Learning outcomes are aligned with the 2010 International Reading Association Standards for Reading Professionals and the Florida State Competencies for Reading K-12. They include the following:

- IRA Standard 1: Candidates understand the theoretical and evidence-based foundations of reading and writing processes and instruction.
- IRA Standard 2: Candidates use instructional approaches, materials, and an integrated, comprehensive, balanced curriculum to support student learning in reading and writing.
- IRA Standard 3: Candidates use a variety of assessment tools and practices to plan and evaluate effective reading and writing instruction.
- IRA Standard 4: Candidates create and engage their students in literacy practices that develop awareness, understanding, respect, and a valuing of differences in our society.
- IRA Standard 5: Candidates create a literate environment that fosters reading and writing by integrating foundational knowledge, instructional practices, approaches and methods, curriculum materials, and the appropriate use of assessments.
- IRA Standard 6: Candidates recognize the importance of, demonstrate, and facilitate professional learning and leadership as a career-long effort and responsibility.

Program Student Learning Outcomes Assessment: A capstone course (RED 510: Reading Practicum) is used for program level assessment. The course requires each student to complete case studies related to IRA Standard 1 through IRA Standard 6. The case study assignment establishes virtual classroom situations and the individual must demonstrate his/her ability to apply the foundational knowledge, instructional strategies, and curriculum materials administration of a variety of assessment tools and groupings as well as demonstrate knowledge and skill of creating a literate environment in a real setting. The student practicum portfolio is used to assess the ability of an individual to apply learned skills and knowledge in a clinical setting. Finally, candidates will complete a survey test of basic reading knowledge at the start of the capstone course. This test serves as a diagnostic instrument for the previous courses in the program.

Graduation Requirements: A candidate must maintain an overall GPA of 3.0 and must complete the entire program's required coursework.

MASTER OF SCIENCE IN SPECIAL EDUCATION

Program Coordinator: Walter J. Cegelka, Jr., EdD

Academic Credentials: EdD, Education (Syracuse University); MS, Educational Psychology (Syracuse University); BA, Biology (University of Scranton)

Contact Information: 305-628-6576; wcegelka@stu.edu

Program Advisors: W. Cegelka; S. Massey

Program Description. The MS in Special Education prepares individuals to teach exceptional children in grades K through 12. The curriculum consists of 9 core courses in the theory and best practices of exceptional student education and 3 electives.

The program is currently accepted by the **Florida Department of Education's Bureau of Certification** under Rule 6A-4.003. *"Degrees, programs, and credits shall be determined acceptable for educator certification purposes when awarded by an institution of higher learning accredited by one (1) of the regional accrediting associations."* St. Thomas University is accredited by The Southern Association of Colleges and Schools Commission on Colleges.

GENERAL ADMISSION REQUIREMENTS:

1. A completed and signed Application for Admission.
2. A non-refundable application fee of \$40 (US currency). The application fee is waived for alumni of St. Thomas University.
3. Official college and/or university transcripts from the institution where the Bachelor's Degree was conferred. To utilize VA benefits, veterans are required to submit transcripts from each institution attended.
4. Letter of recommendation or recommendation forms (letters of recommendation forms can be obtained online at www.stu.edu or from the Office of Admissions).
5. Admissions test scores, personal statements, and resume.
6. All graduate applicants who have an undergraduate GPA of less than 3.0 or low scores on standardized tests will be required to take a writing skills course.

SPECIFIC ADMISSION REQUIREMENTS FOR MS IN SPECIAL EDUCATION:

1. A formal intake interview with the program coordinator.
2. A grade point average of at least 3.0 in the last 60 semester hours of undergraduate work;
3. Passing scores on Florida's General Knowledge Test or taking the formal writing assessment at the St. Thomas University Academic Enhancement Center. (Students who do not obtain a passing score are required to enroll in GRW 500.)

MS IN SPECIAL EDUCATION COURSE REQUIREMENTS 36 Credits

Core Special Education Courses 27 credits

EEX 500	Survey of the Education of the Exceptional Child	3
EEX 501	Assessment of the Exceptional Child	3
EEX 502	Language Development and Language Disabilities	3

EEX 503	Educational Management of Students with Exceptionalities	3
EEX 504	Vocational and Functional Life Skills	3
EEX 505	Education of Students with Mild Handicaps	3
EEX 514	Instructional Strategies for Students with Mental Handicaps	3
EEX 524	Instructional Strategies for Students with Learning Disabilities	3
EEX 534	Instructional Strategies for Students with Emotional Handicaps	3

Professional Education Requirements

9 credits

Students should work with an academic advisor to select 3 Professional Education courses to serve as electives. These courses should help a student develop a greater level of proficiency in a particular area or meet a professional or personal academic goal. Those courses are offered each semester.

EDA 606	Curriculum and Instruction
EDF 621	Psychological Foundations of Education
EDF 660	Social, Philosophical and Historical Foundations of Education
EDU 540	Effective Teaching and Classroom Management
EDU 503	Applied Research Methods
EDU 530	Educational Measurement

Program Learning Outcomes: The program's learning outcomes are based on the 2010 the Florida Department of Education's Exceptional Student Education K-12 Competencies and Skills. Candidates who complete the program will have a:

1. Knowledge of foundations of exceptional student education.
2. Knowledge of assessment and evaluation.
3. Knowledge of instructional practices in exceptional student education.
4. Knowledge of assessing, designing, and implementing positive behavioral supports.
5. Knowledge of language development and communication skills.
6. Knowledge of skills related to teaching interpersonal interactions and participation.
7. Knowledge of the transition process.

Program Learning Outcomes Assessment: A locally developed Exceptional Student Education Exit Examination, modeled after the Florida Teacher Education Certification Examination in Exceptional Student Education K-12, will be administered to all students. The examination may be taken by a student after completing 7 of the 9 core courses and with the permission of the program coordinator.

Program Graduation Requirements

1. A candidate must maintain an overall GPA of 3.0.
2. A candidate must complete the program's required course work.
3. A candidate must provide a copy of his/her scores on the Exceptional Student Education Exit Examination.

MASTER OF SCIENCE IN TESOL

Program Coordinator: Yi-Ying Chiang, EdD

Academic Credentials: EdD, Educational Leadership (St. Thomas University); MA, Education, MA, TESOL (The University of Findlay); BA, English (Sheng-Te Christian College, Taiwan)

Contact Information: 305-474-6948; ychiang@stu.edu

Program Description. The MS in TESOL consists of six, 3-credit courses. These courses are designed to prepare student to work with limited English speakers in a variety of settings. Five of the courses satisfy Florida's ESOL Endorsement for Category 1 teachers (Elementary and Secondary English) and one course satisfies Florida's ESOL requirement for Category 2 teachers and administrators.

The program is currently accepted by the **Florida Department of Education's Bureau of Certification** under Rule 6A-4.003. "*Degrees, programs, and credits shall be determined acceptable for educator certification purposes when awarded by an institution of higher learning accredited by one (1) of the regional accrediting associations.*" St. Thomas University is accredited by The Southern Association of Colleges and Schools Commission on Colleges.

GENERAL ADMISSION REQUIREMENTS:

1. A completed and signed Application for Admission.
2. A non-refundable application fee of \$40 (US currency). The application fee is waived for alumni of St. Thomas University.
3. Official college and/or university transcripts from the institution where the Bachelor's Degree was conferred. To utilize VA benefits, veterans are required to submit transcripts from each institution attended.
4. Letter of recommendation or recommendation forms (letters of recommendation forms can be obtained online at www.stu.edu or from the Office of Admissions).
5. Admissions test scores, personal statements, and resume.
6. All graduate applicants who have an undergraduate GPA of less than 3.0 or low scores on standardized tests will be required to take a writing skills course.

SPECIFIC ADMISSION REQUIREMENTS FOR THE MS IN TESOL:

1. A grade point average of at least 3.0 in the last 60 semester hours of undergraduate work.
2. Two letters of recommendation.
3. Passing scores on Florida's General Knowledge Test or taking the formal writing assessment at the St. Thomas University Academic Enhancement Center and obtaining a score of 180 or above and a score of 5 or higher on the essay section. Students who do not obtain a passing score are required to enroll in GRW 500.
4. An intake interview with the Program Coordinator.

MS TESOL COURSE REQUIREMENTS

Core ESOL Courses

		36 Credits
		18 credits
EDU 506	Methods of Teaching English as a Second Language	3
EDU 511	Cross Cultural Communication and Understanding	3
EDU 512	ESOL Curriculum and Material Development	3

EDU 516	Testing and Evaluation of ESOL	3
EDU 517	ESOL Issues and Strategies	3
EDU 555	Applied Linguistics: Language and Literacy through ESOL	3

Professional Education Requirements 18 credits

EDF 621	Psychological Foundations of Education	3
EDF 660	Social, Philosophical and Historical Foundations of Education	3
EDU 540	Effective Teaching and Classroom Management	3
EDA 606	Curriculum and Instruction	3
EDU 503	Applied Research Methods	3
EDU 530	Educational Measurement	3

Program Student Learning Outcomes: The graduate TESOL program is designed to prepare student to work with limited English speakers in a variety of settings. Program learning outcomes are aligned with the TESOL/NCATE'S Standards that are organized around five domains:

Domain 1: Language. Candidates know, understand, and use the major concepts, theories, and research related to the nature and acquisition of language to construct learning environments that support ESOL students' language and literacy development and content area achievement.

Domain 2: Culture. Candidates know, understand, and use the major concepts, theories, and research related to the nature and role of culture and cultural groups to construct learning environments that support ESOL students' cultural identities, language and literacy development, and content area achievement.

Domain 3: Planning, Implementing, and Managing Instruction. Candidates know, understand, and use standards-based practices and strategies related to planning, implementing, and managing ESL and content institution, including classroom organization, teaching strategies for developing and integrating language skills, and choosing and adapting classroom resources.

Domain 4: Assessment. Candidates understand issues of assessment and use standards-based assessment measures with ESOL students.

Domain 5: Professionalism. Candidates demonstrate knowledge of the history of ESL teaching. Candidates keep current with the new instructional techniques, research results, advances, in the ESL field, and public policy issues. Candidates use such information to reflect upon and improve their instructional practices. Candidates provide support and advocate for ESOL students and their families and work collaborate to improve the learning environment.

Program Student Learning Outcomes Assessment. The capstone course (EDU 517) is used for program level assessment and to assess a candidate's proficiency in the five domains covered in the program.

Graduation Requirements: A candidate must maintain an overall GPA of 3.0; must complete the entire program's required course work; and must present his/her scores on the exit examination.

EDUCATION ENDORSEMENTS

All endorsements should be taken with a graduate degree program.

ESOL CATEGORY 1 ENDORSEMENT

Description: These courses are designed for individuals who are pursuing an ESOL Endorsement from the State of Florida. These courses are offered in an online format.

GENERAL ADMISSION REQUIREMENTS:

1. A completed and signed Application for Admission.
2. A non-refundable application fee of \$40 (US currency). The application fee is waived for alumni of St. Thomas University.
3. Official college and/or university transcripts from the institution where the Bachelor's Degree was conferred. To utilize VA benefits, veterans are required to submit transcripts from each institution attended.
4. Letter of recommendation or recommendation forms (letters of recommendation forms can be obtained online at www.stu.edu or from the Office of Admissions).
5. Admissions test scores, personal statements, and resume.
6. All graduate applicants who have an undergraduate GPA of less than 3.0 or low scores on standardized tests will be required to take a writing skills course.

SPECIFIC ADMISSION REQUIREMENTS FOR ESOL ENDORSEMENT:

1. A grade point average of at least 2.5.
2. A Florida teaching certificate.

REQUIRED COURSES

15 Credits

EDU 506	Methods of Teaching English as a Second Language	3
EDU 511	Cross Cultural Communication Understanding	3
EDU 512	ESOL Curriculum and Materials Development	3
EDU 516	Testing and Evaluation of ESOL	3
EDU 555	Applied Linguistics: Language and Literacy through ESOL	3

All of the above courses are required for Florida's ESOL Category 1 Endorsement

Graduation Requirements: Students must maintain a cumulative grade point average of at least 3.0 to remain in academic good standing and must complete all required courses with a cumulative grade point average of at least 3.0 to graduate.

GIFTED EDUCATION ENDORSEMENT

Description: These courses fulfill the requirements for the Gifted Endorsement in Florida.

GENERAL ADMISSION REQUIREMENTS:

1. A completed and signed Application for Admission.
2. A non-refundable application fee of \$40 (US currency). The application fee is waived for alumni of St. Thomas University.

3. Official college and/or university transcripts from the institution where the Bachelor's Degree was conferred. To utilize VA benefits, veterans are required to submit transcripts from each institution attended.
4. Letter of recommendation or recommendation forms (letters of recommendation forms can be obtained online at www.stu.edu or from the Office of Admissions).
5. Admissions test scores, personal statements, and resume.
6. All graduate applicants who have an undergraduate GPA of less than 3.0 or low scores on standardized tests will be required to take a writing skills course.

SPECIFIC ADMISSION REQUIREMENTS FOR THE GIFTED EDUCATION ENDORSEMENT:

1. A grade point average of at least 2.5 (on a 4.0 scale).
2. A Florida teaching certificate.

Required Courses

15 credits

EEX 540	Nature and Needs of Gifted Students
EEX 541	Educating Special Populations of Gifted students
EEX 542	Theory and Development of Creativity
EEX 544	Curriculum and Strategies Gifted Students
EEX 546	Guidance and Counseling of Gifted Students

Graduation Requirements: Students must maintain a cumulative grade point average of at least 3.0 to remain in academic good standing and must complete all required courses with a cumulative grade point average of at least 3.0 to graduate.

READING ENDORSEMENT

Description: These courses are designed to fulfill the requirements to receive a reading endorsement in Florida.

GENERAL ADMISSION REQUIREMENTS:

1. A completed and signed Application for Admission.
2. A non-refundable application fee of \$40 (US currency). The application fee is waived for alumni of St. Thomas University.
3. Official college and/or university transcripts from the institution where the Bachelor's Degree was conferred. To utilize VA benefits, veterans are required to submit transcripts from each institution attended.
4. Letter of recommendation or recommendation forms (letters of recommendation forms can be obtained online at www.stu.edu or from the Office of Admissions).
5. Admissions test scores, personal statements, and resume.
6. All graduate applicants who have an undergraduate GPA of less than 3.0 or low scores on standardized tests will be required to take a writing skills course.

SPECIFIC ADMISSION REQUIREMENTS FOR THE READING ENDORSEMENT:

1. A grade point average of at least 2.5 (on a 4.0 scale).
2. A Florida teaching certificate.

Required Courses		15 credits
EDU 521	Effective Reading Instruction (K-12)	3
EDU 522	Diagnosis and Remediation of Reading Disabilities	3
RED 500	The Reading Process in the Content Area	3
RED 505	Techniques of Remedial and Corrective Reading	3
	<i>Prerequisites EDU 521</i>	
RED 510	Reading Practicum	3
	<i>Prerequisites: EDU 521, EDU 522, RED 500, RED 505, RED 506</i>	

Graduation Requirements: Students must maintain a cumulative grade point average of at least 3.0 to remain in academic good standing and must complete all required courses with a cumulative grade point average of at least 3.0 to graduate.

INSTITUTE FOR PROFESSIONAL STUDIES

Director: Hilroy Thomas, EdD

The Institute for Professional Studies is in the School of Leadership Studies. It serves adult learners and offers three bachelors, one masters and one doctoral degree, responding to the needs of the lifelong learner and working adult. The degrees are targeted primarily towards managers, executives and other professionals employed in business, industry, labor, government, non-profit, and occupational fields. Students will learn to address workplace related problems in an information and technology-centered environment.

The Institute for Professional Studies' primary mission is to extend access to postsecondary educational opportunities for non-traditional adult learners, combining work and study with a special emphasis on serving professional workforce education needs. The Institute meets those needs through innovative online instruction, using a variety of delivery formats and scheduling options.

The Institute for Professional Studies offers the BA in Organizational Leadership, BA in Health Records and Information Management, BS in Fire Science Management, the Master of Professional Studies in Executive Management and the Doctorate of Education in Leadership and Management. The Institute for Professional Studies offers degrees in multiple formats.

DOCTOR OF EDUCATION (EdD) IN LEADERSHIP AND MANAGEMENT

Program Coordinator: Jennifer Jo Booker, EdD

Academic Credentials: EdD, Child and Youth Studies (Nova Southeastern University); MEd, English Education (Florida Agricultural & Mechanical University); BA, English (University of Florida)

Contact information: 305-628-6732; jeddings@stu.edu

Program Advisors: J. Booker, J. Mushipe,

The Doctorate in Leadership and Management (EdD) combines cutting-edge management and leadership theories for practical application to the working environment. It is ideal for working professionals who seek to enhance their roles as organizational leaders and upgrade their skills in management, planning, design,

evaluation, research and policy development in a variety of organizational settings and environments.

The EdD in Leadership and Management is designed for candidates who are interested in careers in various areas of management and leadership such as: administrators in state, federal, and international agencies; leaders in business and healthcare corporations; school superintendents, principals, directors and supervisors; professors and administrators in institutions of higher education; or directors and supervisors of educational services in for-profit corporations and non-profit agencies.

The program offers a cohort model, a cross-disciplinary curriculum, and a broad spectrum of courses to meet individual student needs and to develop a diverse and scholarly community of learners. A typical cohort could include learners from government, business corporations, higher education, K-12 schools, and health care.

GENERAL ADMISSION REQUIREMENTS:

1. A completed and signed Application for Admission.
2. A non-refundable application fee of \$40 (US currency). The application fee is waived for alumni of St. Thomas University.
3. Official college and/or university transcripts from the institution where the Bachelor's Degree was conferred. To utilize VA benefits, veterans are required to submit transcripts from each institution attended.
4. Letter of recommendation or recommendation forms (letters of recommendation forms can be obtained online at www.stu.edu or from the Office of Admissions).
5. Admissions test scores, personal statements, and resume.
6. All graduate applicants who have an undergraduate GPA of less than 3.0 or low scores on standardized tests will be required to take a writing skills course.

SPECIFIC ADMISSION REQUIREMENTS FOR THE EdD:

1. An earned master's degree from an accredited institution or equivalent and a grade point average of at least 3.25 in all graduate work attempted. (An applicant with a second masters or other advanced credential may petition the Program Team to have up to 6 courses transferred into the program. The applicant must request the transfer of these additional courses as part of the initial interview with the Program Team.)
2. A personal statement demonstrating the ability to communicate well in English. This statement will describe and articulate management and leadership philosophy, and how each student's personality, experiences and character make for a perfect fit for this program.
3. Demonstration of appropriate work experience, including at least 5 years of progressive professional, technical, or executive experience noted on the resume.
4. Three letters of recommendation from persons knowledgeable about the applicant's academic and/or professional competence. Official transcripts of all prior graduate and undergraduate academic work.
5. Official copy of the results of the Graduate Record Examination (General Test) or the Miller's Analogy Test. Note: St. Thomas University is a host site for the Miller's Analogy Test. For details on registration, cost, test times, etc., please contact the Academic Enhancement Center at 305-628-6563.

6. On the basis of the review of the applicant's file, the Program Coordinator will either:
 - a. Schedule an interview with the applicant;
 - b. Withhold a decision and request additional information from the applicant; or
 - c. Bring the applicant's folder to the Leadership and Management Program Team, who will recommend an admission decision.

Program Requirements and Structure

The EdD program in Leadership and Management requires the completion of a minimum of 90 semester hours of graduate study beyond the baccalaureate degree. The EdD program incorporates 60 credits of graduate work beyond the master's degree, including 48 credits that form the core of the doctoral program.

Core Courses

48 credits

EDL 801	Theory and Practice of Leadership
EDL 803	Information Management Systems
EDL 804	Management of Crisis and Change
EDL 805	Strategic Management of Global Change
EDL 806	Fiscal and Economic Accountability in Leadership
EDL 815	Public Policy Leadership and Management
EDL 821	Qualitative Research
EDL 820	Quantitative Research
MAN807	Ethics, Corporate Control and Governance
MAN808	Human Resources Development and Management
MAN809	Innovation and Entrepreneurship
MAN813	Leading A Learning Organization
MAN814	Cross Cultural Relations in Management
MAN816	Consulting Management and Practice
MAN817	Managing Social Media in Organizations
MAN819	Managing Performance

Doctoral Candidacy Qualifying Paper

The Qualifying Paper (QP) is a substantial document in which the student reviews, summarizes, and integrates relevant leadership and management literature in order to provide a synopsis of the "state-of-the-art" regarding a specific topic relevant to the fields of leadership studies and management. Students will address this substantive topic from multiple points of view. This could include a multi-disciplinary approach to the topic or an evaluation of the topic from a variety of approaches within a single field.

The QP must demonstrate strong writing abilities and must be submitted as soon as possible after completing 24 semester hours in the program and long before embarking on the final dissertation project. It may be either a research study or a literature review and could be based on a topic completed in a course within the program.

The QP demonstrates the student's readiness and ability to embark on a substantial, independent research project. The student will critically review the appropriate scholarly literature and develop a sound conceptual or theoretical framework that reflects the literature. While the qualifying paper need not have any relationship to a student's dissertation, students are strongly encouraged to select a topic that will lead

to a dissertation. The paper serves as evidence of the student's readiness to begin a dissertation project and may serve as a preliminary step toward a more comprehensive review of the literature associated with the dissertation topic.

It is absolutely essential that adequate time be allowed for the development, completion, evaluation, and administrative processing of the QP. Candidates are strongly encouraged to contact their advisor and submit the QP for consideration as soon as possible after completing 24 semester hours in the program.

Advancement to Candidacy

A doctoral student does not become a candidate for the doctoral degree until granted formal admission to candidacy. The EdD Program Coordinator can recommend advancement to candidacy when an individual can demonstrate:

- Maintenance of at least a 3.00 grade-point average in the doctoral course work.
- Completion of all program requirements, except for the doctoral dissertation.
- Passing the Qualifying Paper.

Doctoral Dissertation

A candidate for the doctoral degree is required to prepare and present a doctoral dissertation that demonstrates a capacity for independent thought and for the application of the tools and methods of research to organizational issues and problems.

A candidate for the doctoral degree must complete a minimum of 12 semester hours of dissertation credit (EDL 892). Once the 12 semester hours of dissertation credit have been completed, the candidate must maintain continuous registration in EDL 895 and pay for one credit each semester (fall, spring and summer) until the dissertation is successfully completed and defended.

Ongoing Registration

All doctoral students are encouraged to make regular progress through the program's required course work. Once enrolled in the program, a doctoral student is expected to enroll in at least one course per semester until completion of course work. A doctoral student may request in writing to be excused from enrolling in a particular semester. The Program Coordinator will review and approve these requests.

Incomplete Policy

From time to time, a doctoral student may not be able to complete all the assigned work for a particular class. It may be necessary for a doctoral student to request an Incomplete for a course. The instructor and student are asked to complete the necessary paperwork to request an Incomplete and to submit it to the Program Coordinator. Instructors are encouraged to give doctoral students in this situation sufficient support and time to complete the assignments at an appropriate level.

Time Limit

All program requirements, including the successful defense of the dissertation, must be completed within eight years of first enrollment in the doctoral program.

Financial Aid

Various forms of financial aid may be available to students enrolled in the doctoral program. Information on financial aid may be obtained from the University's Financial Aid Office. Students in the Ed. D. in Leadership Management do not qualify for any current discount programs sponsored by St. Thomas University and listed in the Graduate Catalog.

Advisement

A candidate admitted to the doctoral program is assigned a temporary faculty advisor to provide guidance in the initial selection of program courses. During the first semester of doctoral study, or upon completion of twelve (12) semester hours of advised doctoral coursework, the student is assigned a Major Professor. The primary function of the Major Professor is to oversee the preparation and completion of the program of studies and the development of the candidacy examination. A Dissertation Committee guides the development and completion of the doctoral dissertation.

Doctoral Studies Policies and Procedures Manual

The Institute for Professional Studies "Doctoral Studies Policies and Procedures Manual" provides a set of policies and procedures that govern doctoral study in the School of Leadership Studies. St. Thomas University Dissertation Publication Manual, provides specific guidelines for producing the dissertation.

Program Learning Outcomes: The EdD in Leadership and Management is designed to prepare graduates who can:

1. Respond to the changing needs of diverse organizations
2. Participate in managing and leading private corporations, public organizations, educational institutions and systems and nonprofit agencies.
3. Develop leadership and management skills and effective team-oriented approaches to teaching and learning in order to maximize the performance achievements of all learners.
4. Demonstrate scholarly behaviors such as reflection and problem solving with skills for designing, critiquing and implementing research relevant to effective practice.

MASTER OF PROFESSIONAL STUDIES IN EXECUTIVE MANAGEMENT

Program Coordinator:

Academic Credentials:

Contact information:

Program Advisor(s): Z. Mushipe

Program Description: The Master of Professional Studies in Executive Management strives to create effective leaders through a program that synthesizes cutting-edge concepts and the student's professional experiences. This program serves adults who wish to advance their careers. The degree is for persons who hold managerial, executive and other leadership positions in industry, government and non-profit organizations. Students gain first-hand knowledge of current business practices and trends using a mixture of theory and practice.

In relationship to the St. Thomas University Mission, the Master of Professional Studies in Executive Management strives to further create effective leaders through a program that focuses on ethics, professionalism, diversity, practical experience and teamwork. By providing this service, students will be better prepared at their workplace and/or pursue continued studies including PhD Programs.

GENERAL ADMISSION REQUIREMENTS:

1. A completed and signed Application for Admission.
2. A non-refundable application fee of \$40 (US currency). The application fee is waived for alumni of St. Thomas University.
3. Official college and/or university transcripts from the institution where the Bachelor's Degree was conferred. To utilize VA benefits, veterans are required to submit transcripts from each institution attended.
4. Letter of recommendation or recommendation forms (letters of recommendation forms can be obtained online at www.stu.edu or from the Office of Admissions).
5. Admissions test scores, personal statements, and resume.
6. All graduate applicants who have an undergraduate GPA of less than 3.0 or low scores on standardized tests will be required to take a writing skills course.

SPECIFIC ADMISSION REQUIREMENTS FOR THE MPS:

1. A cumulative undergraduate grade point average of at least 3.0.
2. All graduate applicants will be required to take the University Graduate Writing Assessment.
3. Two letters of recommendation, one of which must be submitted by the applicant's supervisor or academic advisor.
4. A written statement from the applicant which:
 - a) Describes the applicant's own interest in the MPS in Executive Management degree.
 - b) Assesses the applicant's strength as a leader and describes what the applicant hopes to gain from a graduate degree.
5. A professional résumé outlining at least 5 years of progressive professional, technical or executive experience.

Program Student Learning Outcomes: Graduates of the Master of Professional Studies in Executive Management program should:

1. Demonstrate strong interpersonal skills along with strong oral, written, visual, presentation and listening communication skills.
2. Solve work place problems; using various applications of technology, research, critical and strategic thinking skills.
3. Participate in the creation of ethical and moral values within the work environment.
4. Assume leadership roles in the workplace while recognizing the value of group work and collaboration.

MPS IN EXECUTIVE MANAGEMENT REQUIREMENTS		36 credits
Required Core Courses		18 credits
MPS 503	Applied Research Methods	3
MPS 700	Organizational Behavior	3
MPS 580	Managing Technology	3
MPS 600	Leadership Foundations and Skills Assessment	3

MPS 615	Performance Measurement and Control	3
MPS 620	Contract Negotiation and Development	3

Executive Management Specialization 15 credits

MPS 630	Organizational Communication and Leadership	3
MPS 635	Legal and Ethical Aspects of Organizations	3
MPS 640	Organizational Leadership and Change	3
MPS 645	Global and Cultural Diversity in Leadership	3
MPS 650	Conflict Resolution and Mediation	3

General Electives 3 credits

Choose one course from the following courses

MPS 655	Grant Writing	3
MPS 660	Project Management and Leadership	3
MPS 670	Quality Management	3
MPS 675	Managing Innovation in Organizations	3

All courses in the program will use teaching strategies that integrate practical applications through fieldwork, online techniques, teamwork or other applied practices with research.

Program Student Learning Outcomes Assessment: Learning outcomes are assessed through individual course testing and assignments. All graduates are required to complete a research project as determined by the specialization and to produce an electronic synopsis of the project, summary, and reflection about academic and professional experiences associated with the degree. The final project and assessment of the program are conducted in the capstone course – Organizational Leadership and Change (MPS 640).

Graduation Requirements: The Master of Professional Studies in Executive Management requires a total number of thirty-six (36) graduate credit hours: eighteen (18) credits in required core courses, fifteen (15) credits in specialization courses, and three (3) credits in general elective courses. Individual advising and answers to questions about courses are available by contacting the MPS in Executive Management Program Coordinator. For graduation, students need to earn a B or better in every course and attain a cumulative GPA of at least 3.0.

SCHOOL OF SCIENCE, TECHNOLOGY, AND ENGINEERING MANAGEMENT

"Leaders Make the Discoveries That Build Our Future"

Wim Steelant, PhD

**Dean of the School of Science, Technology, and
Engineering Management & Associate Professor**

Associate Dean: Alfred Cioffi, SThD, PhD

Faculty: J. Abdirkin, E. Ajhar, A. Cioffi, T. Eaton, E. Hart, M. Kang, P. Maul, J. Plunkett, D. Quesada, W. Steelant, S. Van slambrouck, A. Varela, A. Vynne, L. Wang
Research Faculty: A. Tapanes-Castillo

Mission: The faculty of the School of Science, Technology, and Engineering Management teach the methods of science and engineering to future leaders in the sciences by immersing them in a modern learning environment, featuring close student-faculty engagement in leading-edge research programs.

School Overview: The School consists of two academic units: the Department of Natural Sciences, Mathematics, and Computer Sciences and the Institute for Applied Computer Applications and Engineering Management.

The **Department of Natural Sciences, Mathematics, and Computer Sciences** offers traditional undergraduate programs in the health, life, physical, and computer sciences. Emphasis is on hands-on research and laboratory experience in preparation for graduate and professional school as well as preparation for professional positions in the engineering and high-technology industries.

The **Institute for Applied Computer Applications and Engineering Management** includes programs for professionals, scientists, and engineers to advance their careers into executive leadership positions, requiring strategic decision-making, interdisciplinary skills, and the ability to successfully manage resources. Programs focus on the interdependence of technology and management as the core foundation required to prepare students to become technical leaders.

Faculty pursue research and other scholarly activities, and are committed to delivering an outstanding science education to students. Students learn current science and technology in the laboratory, in the classroom, and by participating in faculty-directed research, tailored to students' needs.

The School offers Bachelor of Science degrees in Biology, Chemistry, Computer Science, and Mathematics as well as a pre-Engineering program offered with Florida International University and a pre-Nursing Program offered with the University of Miami. The School also offers minors in Biology, Chemistry, Computer Information systems, Computer Science, Mathematics, Physics, and Science. Concentrations are offered in Forensic Science, linked with either a degree in Biology or Chemistry.

SCHOOL OF THEOLOGY AND MINISTRY

"Where Faith and Tradition meet Experience and Action"

Rev. Msgr. Terence E. Hogan, SLD Interim Dean for the School of Theology & Ministry and Visiting Associate Professor of Theology

Faculty: T. Hogan, B. Froehle, N. Samuel, B. Stovell, M. Carter Warren, T. Whapham

Vision: Rooted in the Catholic tradition, the School of Theology and Ministry calls forth the many and diverse gifts from the People of God for proclaiming and promoting the Reign of God on Earth.

Mission: Anchored in its Catholic tradition and its commitment to the methods of practical theology and religious studies, the School of Theology and Ministry prepares women and men to engage in experiential reflection, transformative action, and servant leadership required for the flourishing of both civil and ecclesial life.

MASTER OF ARTS IN PASTORAL MINISTRIES (MAPM)

Program Coordinator: Theodore James Whapham, PhD

Academic Credentials: PhD, Theology (Catholic University of America); MA, Theology (Catholic University of America); BA, Religious Studies (University of Dayton).

Contact Information: 305-474-6842; twapham@stu.edu

Program Advisor: T. Whapham

PROGRAM DESCRIPTION:

Vision: The Master of Arts in Pastoral Ministries provides students with competence in theological foundations and excellent pastoral skills, equipping them to lead the church of the 21st Century.

Mission: To educate men and women with theological expertise and pastoral skills within a community of faith and scholarship for use in church service.

The mission is modeled in the following ways:

- Formal classroom experiences that ground the student in the Christian Tradition.
- Frequent opportunities for interaction among faculty and students beyond the classroom.
- Online instruction, use of multiple media, and new research technologies.
- Individual advisement as an integral element of students' educational program.
- A rich multicultural experience provided by a diverse student body and learning opportunities.
- An ecumenical and interfaith appreciation grounded in the Catholic intellectual and artistic tradition.

ADMISSION REQUIREMENTS

Compliance with standard Graduate Program admissions requirements, including satisfactory letters of recommendation, transcripts, and test scores, as stated in the Procedures for Admissions section of this catalog.

1. Applicants must have a minimum of 6 undergraduate credits in Religious Studies, Theology or Ministry.
2. A cumulative undergraduate grade point average of at least 3.0.
3. Graduate Record Exam (GRE) or Miller Analogy Test Scores.
4. Three letters of Recommendation: one letter must be from a leader within the applicant's faith community attesting to the applicant's service. The other two letters should testify to the applicant's potential to successfully complete a Master's level program.
5. A sample of academic writing between 5 and 10 pages in length.
6. An admissions interview with the Program Director and/or Dean.

St. Thomas University's MA programs utilize a selective admissions process to insure compatibility of applicant's needs with the program.

MA PASTORAL MINISTRIES COURSE REQUIREMENTS **36 credits**

Pastoral Foundations **24 credits**

The foundational courses provide a theological base for understanding, exploring, and reflecting on the truths and richness of the Christian Faith experience as these apply to concrete ministerial situations.

STM 500	Theological Research and Writing	3
STM 511	Human and Faith Development	3
STM 512	Method in Ministry	3
STM 521	Hebrew Scriptures	3
STM 522	Christian Scriptures	3
STM 541	Theological Ethics	3
STM 732	Christology	3
STM 737	Sacrament and Symbol	3

Pastoral Skills **9 credits**

These courses enable the student to develop competence in specific areas of ministry. Students may choose courses according to their needs.

Courses may be chosen from the following:

STM 531	Christian Thought I	3
STM 532	Christian Thought II	3
STM 551	Religious Education and Spiritual Formation	3
STM 562	Justice Advocacy and Social Transformation	3
STM 571	Pastoral Care and Counseling	3
STM 581	Spiritual Practices in/for Ministry	3
STM 641	Ministerial Ethics	3
STM 681	Preaching and Presiding	3
STM 771	Clinical Pastoral Education I	4

Pastoral Integration **3 credits**

This level enables students to integrate their learning through field experience and theological reflection.

STM 591	Field Education I	1
STM 691	Field Education II	1
STM 791	Ministry Integration Seminar	1

Major Ministerial Project (Required for Graduation)

A Pastoral Project is the exit requirement for the MA in Pastoral Ministries. Through it, students demonstrate their competence in integrating the cognitive, affective and practical aspects of the program in the form of a concrete project. Using the methodology of practical theology students identify a need, research it appropriately, implement a pastoral response and evaluate it. They then reflect on their experience in light of the courses they have taken and develop an integrative statement. Students present their work for evaluation to a panel consisting of at least two peers and three faculty members. Students must successfully present their major project before the mid-term date of the semester they plan to graduate.

Program Student Learning Outcomes

- Outcome 1 Demonstrate knowledge of four major fields of Christian theology that inform ministry: systematics, scripture, ethics, and practical theology.
- Outcome 2 Demonstrate the use of a pastoral theological method.

Program Student Learning Outcomes Assessment:

These outcomes are assessed using a locally developed test and a project with an oral presentation.

Transfer of Credit

In consultation with the program coordinator, up to 6 graduate credits may be accepted from a regionally accredited institution toward the M.Div. Each course will be evaluated on a course-by-course basis for transfer of credit and its appropriateness to the degree. Please see the Transfer of Credit statement in the Academic Policy and Regulations section of the Graduate Catalog for further information.

Course Sequence

There is no required course sequence, and no prerequisites are mandatory for any student admitted to the program. Students should consult their advisor as they plan their studies.

Foundational courses follow a two-year cycle with two required courses offered each fall and spring. While the School does not in any way guarantee that certain courses will be offered at certain times, the ordinary sequence for the required coursework is based on a two-year rotation.

MASTER OF DIVINITY (MDiv)

Program Coordinator: Theodore James Whapham, PhD

Academic Credentials: PhD, Theology (Catholic University of America); MA, Theology (Catholic University of America); BA, Religious Studies (University of Dayton).

Contact Information: 305-474-6842; twhapham@stu.edu

Program Advisor(s): T. Whapham

Vision: The Master of Divinity (MDiv) program prepares students to serve communities of faith through transformative, interculturally engaged leadership reflectively grounded in Christian texts, traditions, theologies, and spiritualities.

Mission: To educate men and women with theological expertise and pastoral skills within a community of faith and scholarship for use in church service.

The M.Div. mission is modeled in the program in the following ways:

- Formal classroom experiences that ground the student in the Christian tradition.
- Frequent opportunities for interaction among faculty and students beyond the classroom.
- Online instruction, use of multiple media, and new research technologies.
- Individual advisement as an integral element of students' educational program.
- An intercultural and inter-confessional educational experience provided by a diverse student body and learning opportunities.

ADMISSION REQUIREMENTS

Compliance with standard Graduate Program admissions requirements, including satisfactory letters of recommendation, transcripts, and test scores, as stated in the Procedures for Admissions section of this catalog.

1. Applicants must have a minimum of 6 undergraduate credits in Religious Studies, Theology or Ministry.
2. A cumulative undergraduate grade point average of at least 3.0.
3. Graduate Record Exam (GRE) or Miller Analogy Test Scores.
4. Three letters of Recommendation: one letter must be from a leader within the applicant's faith community attesting to the applicant's service. The other two letters should testify to the applicant's potential to successfully complete a Master's level program.
5. A sample of academic writing between 5 and 10 pages in length.
6. An admissions interview with the Program Director and/or Dean.

The Master of Divinity program utilizes a selective admissions process to insure the compatibility of applicant's needs with our programs.

MASTER OF DIVINITY COURSE REQUIREMENTS		72 credits
Foundations		9 credits
STM 500	Theological Research and Writing	3
STM 511	Human and Faith Development	3
STM 512	Method in Ministry	3
Bible		9 credits
STM 521	Hebrew Scriptures	3
STM 522	Christian Scriptures	3
And one other approved scripture course		3
Systematics		9 credits
STM 531	Christian Thought I	3
STM 532	Christian Thought II	3
And one of the following courses, or others if approved		
STM 732	Christology	3
STM 737	Sacrament and Symbol	3

Ethics		6 credits
STM 541	Theological Ethics	3
STM 641	Ministerial Ethics	3

Pastoral Practice		18 credits
STM 551	Religious Education and Spiritual Formation	3
STM 562	Justice Advocacy and Social Transformation	3
STM 571	Pastoral Care and Counseling	3
STM 581	Spiritual Practices in/for Ministry	3

And two of the following courses, or others if approved

STM 671	Advanced Pastoral Care and Counseling	3
STM 771	Clinical Pastoral Education I	3
STM 681	Preaching and Presiding	3

Pastoral Integration **9 credits**

This area enables students to integrate their learning through field experience and theological reflection. Supervised ministry is offered each semester. Students are to work with their advisor in scheduling their placements, which will vary depending on their ministerial goals.

STM 591	Field Education I	3
STM 691	Field Education II	3
STM 791	Ministry Integration Seminar	3

Integrative Statement of Purpose (Required for Graduation)

Students are required to develop an integrative statement of purpose and vision for ministry, demonstrating their mastery of the cognitive, formational, and practical components of their course of study. A public presentation of their theological reflection will be made before a panel of three faculty and two peers for evaluation. This will ordinarily be done in the final semester of course work.

Electives **12 credits**

Students are encouraged to take cognate courses, with the permission of the program coordinator, within other disciplines at Saint Thomas University, including counseling, business administration, or other fields. Students may also take other approved courses within the School of Theology and Ministry, including directed research or reading courses. Twelve elective credits are the minimum required for the degree, although it is possible that some students may need to complete additional electives within the School of Theology and Ministry in order to obtain the academic qualifications necessary for ordination. Students are therefore encouraged to seek guidance from their respective authorities throughout their studies, as such requirements may change. Saint Thomas University is not responsible for establishing or communicating such requirements.

Program Student Learning Outcomes:

- Outcome 1 Demonstrate expansive knowledge of four major fields of Christian theology essential for ministerial leadership: scripture, systematics, ethics, and practical theology.
- Outcome 2 Demonstrate ministerial leadership skills.

Program Student Learning Outcomes Assessment: These outcomes are assessed using a locally-developed test, and a written presentation.

Transfer of Credit

In consultation with the program coordinator, up to 24 graduate credits may be accepted from a regionally accredited institution toward the M.Div. Each course will be evaluated on a course-by-course basis for transfer of credit and its appropriateness to the degree. Please see the Transfer of Credit statement in the Academic Policy and Regulations section of the Graduate Catalog for further information.

Course Sequence

There is no required course sequence, and no prerequisites are mandatory for any student admitted to the program. Students should consult their advisor as they plan their studies.

While the School does not in any way guarantee that certain courses will be offered at certain times, there is a two-year rotation of all the core courses offered by the M.Div. program. Students are reminded that they need additional elective credits to graduate, for which a minimum of 72 credit hours is required. Students cannot graduate without completing all required courses. Electives may be taken within the School of Theology and Ministry, elsewhere within the University, or on a transfer basis from other institutions, provided that Saint Thomas University and School of Theology and Ministry rules regarding transfer credit are observed. Such rules are ordinarily based on those set by the relevant accrediting agencies.

DOCTORAL DEGREE IN PRACTICAL THEOLOGY (PhD)

Program Coordinator: Bryan T. Froehle, PhD

Academic Credentials: PhD, MA, Sociology (University of Michigan); BS, Foreign Service (Georgetown University).

Contact Information: 305-628-6636; bfroehle@stu.edu

Program Advisor: As assigned

Program Description:

Vision: In response to the “joys and hopes, the grief and anxieties of the people of our time,” this PhD fosters a creative and critical conversation between the Christian tradition and the “signs of the times” so that faith and tradition meet contemporary experience in action throughout the arenas of culture and eco-social systems for personal and communal transformation.

Mission: To educate and inspire practical theologians who value the diversity and integrity of creation in the context of the faith tradition and who draw on the valuable resources in Miami as the crossroads of the hemisphere in the third millennium.

The Nature of Practical Theology

Practical theology at St. Thomas University is both a theological field and a way of doing theology. It begins with a practical concern that comes out of experience, engages that concern in dialogue with the religious tradition and the culture, and through that dialogue discerns wisdom that leads to transformative action.

The PhD in practical theology emphasizes sound theological research, the skills of social analysis, and lived experience. It employs a collaborative educational approach among a community of learners engaging theological and allied disciplines in critical

conversation. Students are expected to produce original research both creative and liberative. The program provides a unique opportunity for scholarly formation that is deeply rooted in Scripture and Tradition and critically engages contemporary experience and pastoral reality, prophetic and liberating activity, cultural diversity and contextual sensitivity, critical and constructive approaches, and imaginative and artistic spiritual engagement.

Modality

At present, the Doctoral Program is delivered on campus in the traditional classroom setting.

ADMISSION REQUIREMENTS FOR THE PhD:

Applicants must have a master's degree in theology before proceeding to a doctorate in theology. A master's degree in an allied field may be accepted if the applicant has successfully completed 15 graduate credits in theology. In order to apply, applicants must complete the online application for the doctorate in theology. This opens up a file in the Office of Admissions so that all documentation can be appropriately compiled.

1. **Statement of Purpose.** This is a 3-5 page articulation of the applicant's academic and professional interests. It should include a clear discussion of why the applicant is seeking a PhD in practical theology as well as why St. Thomas University and this program in particular is the best place for them to study.
2. **Writing Sample.** The writing sample should be in theology or an allied field and be no less than twenty pages. As such, it may include multiple papers or a single paper, as long as it is twenty or more pages total. The writing sample will ideally reflect an area of the applicant's interest, particularly within the field of practical theology.
3. **Recommendations.** There must be a minimum of three such letters and they must give evidence of scholarly potential as well as personal skills for the candidate to be both a self-motivated and peer learner.
4. **Curriculum Vitae.** Applicants are urged to submit an academic-style curriculum vitae following a generally accepted format of their choosing. Such formats ordinarily include a listing of a person's educational history, experience, and honors or awards. Other material, including any publications or papers that have been presented before scholarly associations, if applicable, is helpful to include as well, but by no means expected. A traditional resume is acceptable in lieu of a formal curriculum vitae.
5. **Transcripts.** Official transcripts must be provided to the Office of Admissions from any institution of higher education for any course ever taken.
6. **GRE Scores.** Applicants may schedule an examination specifically for their application or submit test results from within the past five years of the date of the application. Applicants must have these results sent directly to the St. Thomas University Office of Admissions.
7. **Application Fee.** This is set by the Office of Admission of St. Thomas University. The graduate admissions officer should be contacted with any questions regarding this fee.

TOEFL (if applicable). All graduate international students whose native language is not English, including transferring students from U.S. institutions, are required to submit the results of the Test of English as a Foreign Language TOEFL. Applicants holding an undergraduate or graduate degree from an academic institution within the United States are not required to take the TOEFL examination. Applicants who have completed a course of study in the English language outside of the United States are ordinarily also not required to take the TOEFL.

Deadlines: The deadline for all documentation is January 31. Applicants who do not submit materials in full by the deadline of January 31 may still be considered if their materials are submitted by March 31. Incomplete files are not considered after that date. For fullest possible consideration, applicants are strongly encouraged to have their file complete by January 31.

Personal Interview. This is the single most important part of the process, but does not occur until after all other required material has been submitted. This interview is organized and scheduled after the deadline has passed by the Program Director. Interviews are ordinarily scheduled for mid or late February, and generally take place over the phone or via Internet-based video connection. The interview will be conducted by an Admissions Committee comprised of the Program Director, Dean and two faculty of the School of Theology and Ministry. The committee is responsible for admission decisions. Interviews are scheduled in mid or late April for those who complete their files by March 31.

PHD PRACTICAL THEOLOGY COURSE REQUIREMENTS **54 credits**

The program has a specific sequence of courses that are to be taken in pre-candidacy and candidacy. A total of 54 academic credit hours in the prescribed courses and following the sequence intended are required in partial fulfillment of the requirements for the degree. Half of the courses are offered in the fall semester (STM 811, 831, 911, 931), while the other half of the courses are offered in the spring semester (STM 821, 841, 921, 941). Courses at the 800 level are organized around practical theological theory and method. Courses at the 900 level are organized around the four core areas of Christian practice. STM 851 is designed to reprise critical texts reflected in the bibliographies required for formal preparation for candidacy exams and is taken in the summer of candidacy exams.

Core Pre-Candidacy Courses **36 credits**

STM 811	Contemporary Practical Theology	4
STM 821	Hermeneutics and Methodology in Practical Theology	4
STM 831	Sources of Contemporary Practical Theology	4
STM 841	Social Science for Practical Theology	4
STM 851	Advanced Practical Theology	4
STM 911	Formation and Spirituality in Practical Theology	4
STM 921	Community Life & Pastoral Practice for Practical Theology	4
STM 931	Public Theology as Practical Theology	4
STM 941	Culture and Ritual in Practical Theology	4

Elective Pre-Candidacy Courses **6 credits**

This requirement may be met by formal elective courses

This may also be met by independent study courses (891, 893, 897)

STM 861-899 1-4 credits each

or

other pre-approved courses within the University or transfer credits from other institutions, as approved

Candidacy Course Sequence		12 credits
STM 961	Prospectus Seminar	3
STM 971	Dissertation Seminar I	3
STM 981	Dissertation Seminar II	3
STM 991	Dissertation Seminar III	3

Program Student Learning Outcomes: The PhD program is designed to accomplish the following four outcomes:

1. Demonstrate knowledge of practical theological and associated scholarly literature.
2. Demonstrate knowledge of one or more specialized fields related to practical theology and associated scholarly literature.
3. Apply practical theological methods that engage hermeneutics and the social sciences.
4. Design practical theological work that responds to challenges faced by faith communities and the larger society.

Program Learning Outcomes Assessment. These outcomes are assessed by the written and oral components of the candidacy examination, by the dissertation, and the oral defense of the dissertation.

PRE-CANDIDACY STAGE:

Pre-Candidacy

Pre-candidacy extends from the student's commencement in the program through the successful completion of candidacy examination. During this time, 42 credit hours of doctoral coursework is completed. This period of study is designed to engage the student with the length and breadth of the literature necessary for joining the scholarly conversation and commencing the student's doctoral dissertation. These courses enter into a dialogue with the works that help define contemporary practical theology, its engagement with philosophy and the social sciences, and critical methodological issues, including the relationship with social science methods. The program of study will also examine specific arenas of practical theology while relating them to the student's practice and experience in a way that builds on and advances practical theological method.

Pre-Candidacy Core Courses

There are 9 pre-candidacy core courses, all of which are four credits. Two each are taken in the fall and spring semesters of the first two years of study. The final such core course is taken in the summer after all other core courses are completed. Students are required to have a minimum of 36 hours in core required pre-candidacy courses.

Pre-Candidacy Elective Courses

The electives provide the student with the opportunity to take courses of particular relevance to their research interests. Provided that the student has received approval of the faculty director, or dean where relevant, electives may be taken in other departments of the university or transferred from other accredited institutions.

Candidacy Examinations

Doctoral students are eligible to take candidacy examinations when they have completed the prescribed program of pre-candidacy coursework consisting of 42 credits. They must be in good academic standing.

DISSERTATION STAGE:

Dissertation Prospectus

A dissertation prospectus proposes the study of a topic understudied or insufficiently studied, and to which the literature and methods of practical theology may be effectively applied. The prospectus offers a roadmap for such a dissertation, including an examination of the literature, presentation of design and relevant methods, and discussion of the anticipated topics and framing of the various chapters, together with proposed chapter titles, a detailed timeline of completion, and a list of references critical to the work.

Dissertation Committee

The dissertation committee consists of a chair, lead reader, and at least one other member. The chair must be drawn from St. Thomas University faculty. The composition of the committee must be formally approved by the dean of the School of Theology and Ministry in advance. It is the duty of the chair to coordinate institutional relationships and convene the committee. The lead reader is someone other than the chair, generally chosen for particular expertise in the area in which the candidate is working. This person initially reviews the candidate's work, particularly the most specialized portion of the candidate's work. Decision-making follows a consensus model. Candidates must formally and successfully defend their dissertation prospectus before their dissertation committee prior to formally commencing dissertation writing. The dissertation committee is formally constituted upon the successful defense of the prospectus.

Dissertation Evaluation

Dissertations are defended before the writer's dissertation committee. Such a defense must occur before the midpoint of the fall or spring semester if the dissertation writer is to graduate in that semester. Upon a successful defense, the dissertation is given a final format check by the designated university author. At this point, the dissertation is submitted for publication to ProQuest, the dissertation publisher of record. Doctoral graduation may not proceed until the Office of the Registrar has been notified of dissertation publication by ProQuest.

ADDITIONAL POLICIES:

Academic Standing

To remain in good academic standing, a student must maintain a cumulative grade point average of at least 3.0. All those who are active in the program must be enrolled in the fall and spring semesters. Those who have completed all up to Dissertation Seminar I, but have not successfully defended a prospectus, must enroll for a minimum of one credit while concluding their prospectus work. Those who continue to write their dissertation after completing all 54 credits required for graduation must enroll for a minimum of one credit while continuing to write their dissertation.

Length of Program

All requirements for the doctorate must be completed within seven consecutive years from the commencement of doctoral studies. Extensions beyond the seven year limit,

as with any other exception to program policies, may only be granted upon written application to, and written approval from, the dean of the School of Theology and Ministry.

Leave of Absence

Students or candidates who need to interrupt their program of studies, and thereby suspend their active student status while remaining in good standing, must seek and obtain written approval from the dean of the School of Theology and Ministry. Such a leave of absence is for no more than a year in duration, ending at the start of the fall semester, and must be renewed should it be necessary for more than one year. This includes those who have been admitted to the program and need to defer their initial start date in the program.

GRADUATE COURSE DESCRIPTIONS

ACCOUNTING COURSES

(All courses 3 credits unless otherwise specified)

ACC 500 Fundamentals of Accounting

1 credit

This course is an independent, self-paced study of accounting principles and practices for those with no previous background in accounting. The collection, reporting and interpretation of the financial data of modern business firm are emphasized. *As a one-credit-hour-course, it is for students who have not completed the MBA accounting prerequisite.*

ACC 502 Advanced Auditing

Auditing theory and practice focusing on the application of auditing standards and techniques in the achievement of audit objectives. Also covered are ethics, responsibilities, and specialized functions of CPAs and their changing role in society.

Prerequisite: Undergraduate course in Auditing or equivalent

ACC 503 Management Accounting II - Cost Analysis

Managerial applications of accounting data, cost-volume-profit analysis, budget administration, distribution-cost-analysis, contribution reporting, costs for decision-making, planning capital expenditures and computer applications to decision problems.

Prerequisite: Undergraduate course in Cost Accounting or equivalent

ACC 504 Advanced Accounting Information Systems

Application of general systems concepts to accounting; and to operational, and related planning and control, information requirements. Database management systems, ERP, electronic document, e-business and applications in accounting. Emphasis on the analysis of computer-based controls, case histories and AIS projects.

Prerequisite: Undergraduate course in Accounting Information Systems or its equivalent and admission to the graduate program in Accounting or Department Approval.

ACC 505 Advanced Taxation

Federal and state income tax laws and procedures applying to partnerships, corporations, and "S" corporations. Income tax planning is emphasized through the case study method.

Prerequisite: Undergraduate course in Federal Income Tax or equivalent

ACC 508 International Financial Reporting Standards

An overview of international financial reporting standards (IFRS) and comparison with U.S. Generally Accepted Accounting Principles (GAAP). The evolution of international accounting principles and practices, International Financial Reporting Standards, and reference to accounting and reporting requirements in selected countries are discussed. Current developments and implications for multinational organizations are also addressed.

Prerequisite: Undergraduate course in Advanced Accounting or ACC 770

ACC 531 (MAN 530) Planning, Budgeting and Financing for Public Agencies

An examination of the manner in which public agencies determine program priorities, allocate resources to carry out these programs, and obtain public funds through such mechanisms as taxation and bond issues.

ACC 540 Fraud Examination

An introduction to fraud from the accountant's viewpoint covering types of fraud, methods of preventing fraud in organizations, approaches to fraud detection, spotting fraud symptoms, and investigation of fraud allegations.

ACC 541 Forensic Accounting Applications

A survey of forensic accounting applications, including valuation, economic damages, fraud, family law, bankruptcy, securities and insurance claims, negligence, and contract disputes. Professional standards and the role of the forensic accountant as a critical team member in the resolution of complex legal issues are stressed.

Prerequisite: ACC 500 or equivalent

ACC 542 Forensic Accounting Practice Issues

The issues involved in managing a forensic accounting practice are explored. This includes such critical areas as the litigation process, relationships with attorneys, professional standards, investigations and evidence, asset recovery, practice management, reporting, and testifying.

ACC 543 Computer Auditing and Investigation

The computer, both as a source of evidence and a tool in forensic investigations and audits, is considered. Professional and legal standards, computer forensics, computer assisted audit tools, IS audits, and special issues involving e-mail and e-business are explored.

Prerequisites: ACC 304 and ACC 402 or equivalents.

ACC 605 Seminar in Accounting Theory

A study of the structure of accounting theory, with emphasis on definition, recognition and measurements of assets, liabilities, income and expenses. Special attention is given to standards set by FASB, AICPA, APB, & SEC and other sources.

Prerequisites: undergraduate course in advanced accounting or equivalent.

ACC 755 Seminar: Selected Topics in Accounting

An opportunity for advanced students to study specific current topic areas in the accounting field, including taxation.

ACC 770 Managerial Accounting

An analysis of accounting information for the purpose of planning, controlling and decision making. Emphasis on financial statement analysis, cash flow statements, cost analysis, budgeting, and control techniques. Case study method is emphasized.

Prerequisites: ACC 500, ACC 530 or equivalent

ACC 781 International Taxation

Analyzes the methods of taxation of business operations in other countries compared to the United States, including source of income, methods of operating overseas, bilateral tax treaties and their application, basis of US taxation, and resident versus non-resident taxpayer status.

Prerequisite: ACC 505 or equivalent

ACC 783 Tax Research

Emphasis upon current research methods and problem solving techniques. Tax ethics and the role of tax practitioner. Library training in the use of tax services, Internal Revenue Code provisions, and computerized tax research.

Prerequisite: Undergraduate course in Federal Income Tax or equivalent

ACC 785 Taxation of Estates, Trusts and Gifts

Income and wealth-transfer taxation and tax planning for estates, trusts and gifts. Income shifting and other aspects of estate and tax planning are emphasized through case-problem solution analysis.

Prerequisite: Undergraduate course in Federal Income Tax or equivalent

ACC 786 Advanced Corporate Taxation

The study of the Federal income tax consequences of the formation and operation of corporations; corporate distributions and redemptions; the liquidation and reorganization of corporations; multiple corporations; and current topics in corporate taxation. The case study method is emphasized in exploring income tax planning issues.

Prerequisite: ACC 505 or equivalent

ACC 788 "S" Corporation and Partnership Taxation

Federal and state income tax laws and procedures as they apply to "S" corporations and partnerships. Income tax planning is emphasized through case studies.

Prerequisite: ACC 505 or equivalent

ACC 790, 791 Accounting Internship I, II

Supervised internship, providing a practical learning mode for the graduate student to acquire skills, practice, and knowledge in the accounting field. Courses are evaluated on a pass/no pass basis.

Prerequisite: Program Approval

ART COURSES

(All courses 3 credits unless otherwise specified)

ART 515 Curatorial and Exhibition Development

This course is about art, art history and visual culture and addresses the Production side. Arts will be taken into account not as an essence – what is art- but as an activity – when is art producing meaningful relationships: action and passions. The course will define the theoretical articulation between a work of art's immanence – its physical presence and transcendence – the semiotic experience it induces. And the complex chain of mediation- artistic traditions, roles of the artist, institutions such as patronage, critics, museum curators, art market, etc. – that makes a work of art working.

ART 520 Legal Aspects of Art Administration

Provides students with a background and understanding of the courts and legal system in American and how law is used by and applied to art and art administration. Legal aspects of art administration that are covered include contracts, torts, antitrust, copyright, trademark and risk management.

ART 680 Arts Marketing

Starting from an analysis of the definition of marketing for arts and cultural organizations, students will understand the features of arts and cultural markets, customer behavior of agents, segmentation processes, development of new arts and cultural products and marketing planning components. Learning takes place through the interaction between the instructor and students through examination of case histories, presentations and discussion of case studies for art galleries, exhibitions, festivals, museums and theaters.

Art 681 Grant Writing for the Arts

This course will develop the ability to develop a comprehensive knowledge of the core principles for writing grants for profit and nonprofit organizations. Student will research the various types of proposals from different grant funding sources as well as apply successfully for grants. Course work will include responding to directives in grants applications entailing the ability to research and analyze the requirements of a funding agency, writing in a focused and concise manner and developing creative and sustainable concepts.

BUSINESS COURSES

(All courses 3 credits unless otherwise specified)

BUS 500 Fundamentals of Statistics

1 credit

This course is an independent, self-paced study of statistical principles and practices for those with no previous background in statistics. As a one-credit-hour-course, it is for students who have not completed the MBA statistics prerequisite.

BUS 509 Social Entrepreneurship

The field of social entrepreneurship encourages students to engage in activities that have potentially positive world impact. It focuses on the ability of individuals, businesses, governments, and organizations to design, start and manage feasible, sustainable projects that prioritize social values rather than just profit.

BUS 532 Statistical Analysis for Management

An overview of basic probability and statistical techniques, to provide a foundation in the use of statistical methodologies, and the interpretation of the findings in analyzing business data.

BUS 533 Quantitative Methods for Business

Quantitative methods are used in business to aid managers and leaders in making decisions. The course provides students with a comprehensive working knowledge of techniques and skills necessary for the application of concepts in other MBA courses. Students will focus on decision analysis, forecasting techniques, linear regression, project scheduling, queuing theory, and linear programming.

Prerequisites: BUS 500, BUS 532 or its equivalent

BUS 536 Entrepreneurship

The formation of a new enterprise and management of a small, growing business. Characteristics of the successful entrepreneur; methods of identifying new opportunities; legal and tax aspects of starting a new enterprise; pros and cons of various forms of organizations.

BUS 670 Advanced Operations Management

An overview of advanced concepts in operations management, including planning the operations system, organizing for and controlling operations. Concepts, theories, and decision-making techniques are combined with computer-augmented case studies.

Recommended: FIN 751

BUS 672 Multinational Marketing Concepts and Strategies

Concepts, theories, and applications of marketing in an international environment, including the analysis of marketing opportunities, structuring of marketing programs, marketing efforts, and legal aspects of multinational marketing.

BUS 673 Management Writing and Reporting

Effective methods of researching, writing, and presenting case studies and management reports.

Required as a first-term course for the MBA program.

BUS 704 Policy, Planning and Strategy Systems

Concepts, theories, and practices in public, private, and non-profit organizations of policy-making, strategy, planning, budgeting, and various implementing systems. The case study method integrated with a contingency approach to management. This course should be taken after most of the MBA core courses have been completed, but before taking the comprehensive examination.

BUS 705 Advanced Information Systems

Computer information systems approached from an operating manager's perspective - what the system's capabilities are, how they should be designed and managed, and how their benefits can be best assured for the organization.

BUS 707 Marketing of Services

Marketing techniques as applied to service organizations, including the marketing of programs such as housing, education, health services, sports, government, and transportation.

BUS 737 Ethical and Legal Environment of Business

This course is an examination of both ethical and legal issues from the perspective of business enterprises, the community and preservation of the environment. Study of case and statutory law and the use of case study method to analyze legal and ethical problems that arise in: various business, governmental and social contexts.

BUS 750 Marketing Management

A comprehensive overview of market analysis for new and on-going products and services. Competition, innovation, and the integrated organization of marketing and sales. A computer marketing simulation is utilized.

BUS 771 International Business Law

Foreign corporate laws and how they affect foreign operations; legal aspects of distributorship agreements, enforcement of agreements to arbitrate, the role of banking in international markets; and changes in taxes, licensing regulations, and antitrust laws. Anti-boycott and anti-dumping regulations are also covered.

BUS 774 Issues and Applications in Import/Export

Contemporary issues in import and export. Determination of market demand, locating export markets, promotions, financing procedures, laws for exports. Trade zones, dealing with banks, and techniques to reduce risk.

Prerequisite: ECO 531 or equivalent

BUS 775 International Business

This course provides an introduction to the international business environment and the practices of multinational corporations in functional areas such as strategic planning, foreign investment, international marketing, logistics, financial management, taxation, human resource management, etc.

BUS 780 Regional Business Economics Environment

This course is designed to familiarize students with the economic conditions and structure as well as the business environment and practices of one of four regions (Latin America, Europe, Africa, and Asia). It covers economic, cultural, political, institutional and legal issues relevant to the conduct of business transactions in the region.

Recommended: BUS 775

BUS 789 Graduate Project

Individual pursuit of specialized objectives on an intensive basis.

Prerequisite: Department Approval

BUS 792 Business Internship I

Practical learning mode for graduate student to acquire skills, practice and knowledge in the business world. Each internship is individually pre-arranged. Course is evaluated on a pass/no pass basis.

Prerequisite: Department Approval

BUS 793 Internship in Management Information Systems

Practical learning mode for graduate student to acquire skills, practice and knowledge in the field of management information systems.

Prerequisite: Department Approval

BUS 794 Seminar in Business Administration

Various topics in business administration will be presented in this seminar.

Prerequisite: At the discretion of the instructor

BUS 795 International Management

This course analyzes the cultural, economic, strategic, organizational, technological and other issues that affect managerial performance in multinational corporations. Communications and negotiations as well as staffing and structural managerial decisions are explained in a dynamic context characterized by increasing cross-cultural interactions and globalization.

COMMUNICATION COURSES

(All courses 3 credits unless otherwise specified)

COM 510 Media Ethics

This course considers the moral and social consequences of choices made by media and arts organizations and professionals. Working in small teams, students will develop a strategy paper on a major ethical issue that relates to the media industry. The class will use readings, discussions, small group work, and videos. Case studies will be discussed and critiqued.

COM 511 Multicultural Communication Theory

Through an exploration of a number of texts – popular, narrative, oral, and cinematic – students will analyze how cultural and ethnic interactions form the basis of communication in a multicultural society.

COM 520 Mass Communication Theory

A review of the evolution of mass communication theory examining frameworks and models for understanding media with an emphasis on diverse populations and cultures. The course combines the theoretical and the practical by use of case studies and problem solving in addition to traditional research.

COM 530 Creative Processes in Visual Imaging

This course explores what is the most effective way to communicate to any given audience in multimedia environments. In particular, web-imaging television and photography will be examined. Formatting and layouts will also be studied.

COM 620 World of Cinema

A review of the history of American and international cinema focusing on major cinema movements, historical generative mechanisms, and theoretical frameworks and models leading to an understanding of the integration of business, technology and the creative process.

COM 621 Genres of Television

A review of the history of television in the US and other countries with a special emphasis on generic structures. It examines various economic, political and social forces that affect our television content and utilizes television theory to understand these effects.

COM 622 Videogame Art and Analysis

A comprehensive analysis of video gaming, this course covers the history and development of videogames, analysis of videogames as an art form, and the technological, sociological and commercial impact of gaming on modern culture including the complex ways race, gender, ethnicity and sexuality intersect with gaming both on screen and off.

COM 623 Communication Arts Event Management

A basic to mid-level event planning and management course. It examines the components for an event by using effective skills and steps necessary for producing a successful event. Students will be expected to participate in the planning and execution of an event. This course prepares communications students for events management in the working world.

COM 624 The Cutting Edge: Media Techno-trends

This course reviews the latest in technology trends effecting media. From podcasting to blogging – this course is designed to bring the media student up to speed in the latest developments in media technology.

COM 627 Web Page Analysis and Design

This course will teach the fundamentals of web page design. It will enable students to assess the design of websites and create their own.

COM 691 Graduate Thesis Research and Development

Designed to guide students through the development and finalization of their graduate thesis proposal. Regular meetings are scheduled to ensure timely progress in students' proposal development.

COM 692 Graduate Thesis

Designed to guide students through the development and finalization of their graduate thesis.

COM 693 Graduate Special Projects

This practicum course is for internships and other special activities for credit.

COM 694 Graduate Special Topics

An intensive study of communications issues at the graduate level. Depending on the topic this course may satisfy a specialization course requirement.

COUNSELING COURSES

(All courses 3 credits unless otherwise specified)

CPS 503 (EDU 503) Applied Research Methods

An introductory course in research design (experimental and quasi-experimental) and statistical methods. Intended to make the student an informed consumer of research. Must be taken within the first or second semester of enrollment.

CPS 660 Psychology of Learning and Personality Theory

A study of the theoretical approaches of the psychoanalytic model, as well as the phenomenological and behaviorist theories related to personality development. Through demonstration projects, students are well prepared to apply the theories to guidance and counseling problems in the school system.

CPS 662 Principles and Procedures of Psychological Testing

A study of the basic concepts of testing, purpose, problems, and use of statistical foundations of reliability and validity are explored. Intelligence testing, achievement and aptitude tests, personality assessment, interest and vocational and non-standardized tests, such as teacher-generated types and the importance of testing in clinical situations, and evaluations of testing methodologies are stressed.

CPS 663 Occupational and Educational Principles of Guidance

An overview of career development theories, assessment instruments, and counseling strategies used in helping individuals with life/work planning. The philosophy, organization, and administration of career development centers are also reviewed.

CPS 664 Principles, Philosophy and Organization of Guidance and Counseling

Development of a conceptual framework for school counseling programs is the focus of this course. Students will learn the essential elements, modes of service delivery, and critical issues associated with guidance counseling programs.

CPS 665 Organization and Development of School Guidance Programs

Various models of elementary and secondary school guidance programs are explored. Emphasis is placed on the development, organization, operation, and evaluation of school guidance programs.

CPS 667 Counseling Special and Diverse Populations

An overview of prevention and intervention strategies for special and at-risk student populations. Issues and strategies for English Language Learners and families are approached through a framework that includes the needs of ESOL students in public schools. Topics include identification and assessment, equal access to appropriate programming, equal access to appropriate categorical and other programs for ELL students, monitoring issues, and outcome measures.

CPS 669 Supervised Counseling Practices

A supervised counseling practicum emphasizing competencies in several areas: (1) individual as well as group counseling in the schools, (2) individual tests for educational and vocational counseling, (3) case-management, and (4) school guidance activities.

CPS 710 Play Therapy in Counseling

An introductory course designed to explore the principles and techniques of play therapy with preschool- and elementary school-aged children in a variety of counseling settings.

CPS 720 Life Span Psychology

This course focuses on human biopsychosocial development from conception to death. Major developmental theories will be addressed as will the clinical/counseling issues relevant to each stage of development.

CPS 730 Theories of Personality and Therapy

This course provides a basic introduction to the theories of the analytic schools (Freud, Adler, and Jung), Gestalt Therapy, Existential Therapy, Person-Centered Therapy, Behavioral and Cognitive-Behavioral Therapies, Reality Therapy, and the role of the counselor/therapist. The theoretical concepts of personality development, dynamics, pathology, and treatment approaches are surveyed.

CPS 733 Introduction to Counseling

An investigation of the profession of counseling and practice in the classroom of various micro-skills as determined by the specific needs of clients. Experimentation with and evaluation of counseling styles as they relate to the counselor's theoretical orientation, therapeutic skills, general counseling theory, and basic techniques.

CPS 734 Therapeutic Issues of Infancy and Childhood

The developmental aspects of the neonate, the infant, and the child. Piaget and Eriksson are the basic authorities used to address these periods of human development. Therapeutic skills are practiced in and out of the classroom and

evaluated for their effectiveness. The importance of family relationships is given special emphasis.

CPS 735 Group Therapy

A group-process and a group-leader experience in the classroom. A variety of group techniques is studied and modeled based on an organized body of knowledge addressing human growth within a group context.

Prerequisite: CPS 730

CPS 736 Legal and Ethical Issues in Counseling

This course is designed to examine the ethical and legal issues that arise in the profession of counseling. Areas of study include legal responsibilities and liabilities, licensure and certification legislation, confidentiality and ethical standards of practice in the State of Florida, and codes of ethics developed by relevant professional organizations.

CPS 737 Therapeutic Issues of Adolescence

This course addresses developmental and therapeutic issues that relate to adolescence. It presumes a developmental perspective, and, in doing so, students examine the biopsychosocial issues of the adolescent as well as the reciprocal impact of those issues on related systems. These include the nuclear and extended family, school, medical, and mental health system. This course also addresses issues related to assessment, diagnosis, and treatment planning.

CPS 739 Therapeutic Issues of Aging

The phenomena of aging are studied as they occur within individuals and through social systems. Students are taught how to assist aging persons by drawing upon family, social, community, and agency resources. Assessment of psychological performance of clients, client interventions, supportive services, and programs favoring the elderly within the private and public sectors given special attention.

CPS 740 Introduction to Family Therapy and Evaluation

An introduction to family dynamics, systems theory, and family communication, as well as assessment and evaluation of family structure and its function as a system. Major theoretical approaches explored through videotape, role-play, family simulation, and study of the student's family history and dynamics.

CPS 741 Transitions in Family Life

A study of human development in the family. Introduction to the family life cycle with emphasis on identifying and understanding important transitional periods for individuals and couples during the adult years of development and appropriate treatment strategies. Adult human development theories are explored.

CPS 742 Intermediate Family Therapy

Extends the exploration of the family system emphasizing treatment strategies for problems frequently presented by clients. The student is encouraged to develop an integration of theory and technique in the establishment of treatment plans, crisis intervention strategies and working with families over time. Videotape feedback of role-played family simulations are utilized.

Prerequisite: CPS 740

CPS 743 Theory and Practice of Counseling Couples

An examination of the roles, expectations, needs, patterns of intimacy, and communication patterns associated with marital, non-marital, and divorcing dyads. Theoretical models and practical methods, such as contracting with couples, designing homework tasks, developing creative strategies for mediating the separation/divorce process presented through videotaped couple sessions, and role-play are used.

CPS 744 Substance Abuse and the Family

A study of the problems and characteristics of those who abuse chemical substances with special emphasis on how family members are affected actively and passively by abusive patterns. Special focus is placed on the problems and characteristics of the alcoholic. A survey of community resources available to individuals and their families is conducted.

CPS 745 Abnormal Psychology

Basic concepts of abnormal psychology are examined with attention to scientific evidence as criteria for diagnosis. The DSM-IV is studied in relation to clinical psychopathology. Recognition of major mental disorders are emphasized as are methods of working with such clients and techniques of referral for psychiatric treatment.

CPS 746 Human Sexuality Counseling

A study of human sexuality in contemporary society. Students review anatomy and physiology of sexuality, normal and abnormal sexual response, and function and psychosexual development. Treatment of sexual dysfunction is overviewed with emphasis on assessment and appropriate referral.

CPS 747 Individual Assessment and Treatment Planning

An introduction to qualitative and quantitative methods of individual assessment with special emphasis on standardized measures of ability and personality. Assessment methods examined within the context of intake interviewing and treatment planning.

Prerequisite: CPS 745 and either CPS 730 or CPS 731 and CPS 732

CPS 749 Intermediate Counseling

This course extends the basic micro-skills approach to counseling by focusing on treatment strategies for problems frequently presented by clients. Students are encouraged to develop their own integration of theory, style, and technique. Role-play, client simulation and videotape is used.

Prerequisite: CPS 733

CPS 750 Introduction to Community Consultation

An examination of the various models used in the process of community consultation with special emphasis placed on individual, group, intergroup, and organizational behavior and appropriate preventive and ameliorative intervention strategies. The role and functions of the consultant are explored through case material, simulation exercises, and visits to community agencies.

Prerequisite: CPS 733

CPS 752 Selected Topics in Psychotherapy

Selected topics relevant to marriage and family therapy and mental health counseling.

CPS 753 Crisis Intervention and Management

In this course, students will learn the theory of crisis intervention and the critical components of crisis response and management. Students will examine the primary, secondary, and tertiary interventions associated with crisis, grief, and post-traumatic stress. The course prepares students to apply crisis-related therapeutic and psycho-educational strategies that are developmentally and culturally appropriate.

CPS 754 Counseling Needs of the Dying and their Families/Caregivers

This course will explore the impact of terminal illness and death on the dying patient and their families and/or caregivers. Counseling skills that are effective with these populations will be examined and practiced. Hospice and palliative care techniques will be studied.

Prerequisites: CPS 733

CPS 755 Culture and Death

Central elements involved in the human experience of loss may be influenced by cultural variables. This course will explore cultural factors that may affect death-related experiences so that caregivers can understand the world view of individuals and families within a cultural context.

CPS 757 (STM 757) Special Issues in Grieving and Loss

This course will examine the process and many facets of grief in the context of death and non-death related loss. It will also explore grief and grieving across the lifespan, with an additional emphasis on complications in the grieving process.

CPS 760 Multicultural Counseling

This course examines the diversity of cultural, ethnic, socioeconomic, gender, and lifestyle experiences and their impact on the therapeutic relationship. The course is designed to increase effectiveness in counseling within an increasingly multicultural world, emphasizing self-awareness through critical reflection, which is a prerequisite to the development of multicultural knowledge and skills. Issues and strategies for English Language Learners and families are approached through a framework that includes the needs of ESOL students in the public schools. Topics include identification and assessment, equal access to appropriate programming, equal access to appropriate categorical and other programs for ELL students, monitoring issues, and outcome measures.

CPS 789 Directed Readings

This course is designed for independent study for students who have demonstrated excellence in their chosen area of study, allowing flexibility for the student pursuing specialized objectives on an intensive basis. Submission and approval of a proposed course of study is required. Tutorial only with permission of the student's Academic Advisor.

CPS 790 Field Experience in Mental Health Counseling I

A supervised internship in a public or private community-based setting that primarily provides individual and group mental health services. Field experience requires the advance approval of the student's Academic Advisor in cooperation with the sponsoring agency. Learning objectives for the supervised practice of mental health counseling must be established by the student and approved by the student's Academic Advisor prior to registration.

CPS 792 may be taken in place of CPS 790

CPS 791 Field Experience in Mental Health Counseling II

A continuation of CPS 790. CPS 793 may be taken in place of CPS 791.

CPS 792 Field Experience in Marriage and Family Therapy I

A supervised internship within a public or private community-based setting that primarily provides marriage and family therapeutic services. Field experience requires the advance approval of the student's Academic Advisor in cooperation with the sponsoring agency. Learning objectives for the supervised practice of marriage and family therapy must be established by the student and approved by the student's Academic Advisor prior to registration.

CPS 790 may be taken in place of CPS 792.

CPS 793 Field Experience in Marriage and Family Therapy II

A continuation of CPS 792. CPS 791 may be taken in place of CPS 793. This course is graded P/NP (Pass/No Pass).

CPS 795 Field Experience in Mental Health Counseling III

A continuation of CPS 791.

CPS 797 Guidance and Counseling of Gifted Students

A study of the special needs of gifted children from the point of guidance and counseling. Focus is on techniques and skills necessary for those working with the gifted.

CJA (JUSTICE ADMINISTRATION) COURSES
(All courses 3 credits unless otherwise specified)**CJA 650 Advanced Criminology**

A review of the history of research in criminology and those responsible for the growth of the field. Students focus in depth on various forms of criminal behavior in contemporary society, including new developments and understandings of street crimes, cyber-crime, political crime, the feminization of crime, computerized fraud, identity theft, and the like. The course concludes by examining topical issues in crime, such as legalizing marijuana, free speech and the right to hate, and environmental crime.

CJA 760 Analysis of Law Enforcement Operations

An analysis of the strategies and programs utilized in modern law enforcement. Recent research studies and contemporary methods for assessing the effectiveness of current practices are examined.

CJA 766 Legal Aspects for Criminal Justice Administration

This course will focus on an understanding of administrative law and procedure in the American legal system. The functions, roles, and interaction of administrators will be analyzed and evaluated.

CJA 775 International Comparative Criminal Law and Justice Systems

This course provides an in-depth comparison of the Common, Civil, Socialist, and Islamic law systems. It examines the organization and operation of policing, the courts, and correctional institutions as these occur in such countries as Great Britain, France, Germany, Russia, and China, among others. Examination of the

representative countries will also include discussions of their criminal laws and procedures, legal traditions, the roles of judges, lawyers, and prosecutors, as well as their unique crime and justice issues.

CJA 780 Problems and Issues in Criminal Justice

Problems dealing with crime, community, victims, special interest groups, media relations, and other issues are addressed. Case studies and the examination of current problems provide a mixture of practical and educational experience intended to stimulate new ideas and strategies.

CJA 790 Directed Management and Development Project

Students work with criminal justice faculty to identify a particular research project for in-depth independent study. This course requires the student to clearly demonstrate intellectual skills and engage in management problem solving.

Prerequisite: Permission of Program Coordinator

CJA 795 Special Topics in Justice Administration

This course is designed to give the graduate student exposure to a variety of contemporary topics in the administration of justice. Topics will vary from term to term based on student and faculty interest.

ECONOMICS COURSES

(All courses 3 credits unless otherwise specified)

ECO 500 Fundamentals of Economics

1 credit

This course is a one-credit, independent, self-paced study of economic principles and practices for those with no previous background in economics. It is for students who have not completed the MBA economics prerequisite.

ECO 534 Managerial Economics for Business Decision-Making

This course focuses on the application of microeconomic theories in the business environment and explores the relevance of economic reasoning to managerial decision-making. Both economic models and quantitative applications will be emphasized. Emphasis will be placed on using analytical and quantitative tools to apply economic concepts to real world applications. Topics to be covered include: demand and cost analysis, forecasting, pricing decisions, game theory, risk analysis, capital budgeting and capital analysis. Prerequisite: ECO 500, ECO 531 or equivalent

ECO 671 International Economics

A comprehensive view of economics in the international environment, including the theories of international trade; foreign exchange; factor movements; macro-policies for open economies; and comparative approach to economics.

Prerequisite: ECO 500, ECO 531 or equivalent

ECO 680 Arts Economics

Analytical micro and macroeconomic models to be applied to production, consumption and investment processes in art markets. Market failures and decision-making behavior of artists, art experts, art merchants, auction houses, museums, collectors and forgers. Heritage economics including art preservation, rights assignments on heritage property, the copyright assignment and the territorial management of

heritage. *Prerequisite: ACC 500, BUS 500, ECO 500 and arts courses or Permission of Instructor*

EDUCATIONAL ADMINISTRATION COURSES

(All courses 3 credits unless otherwise specified)

EDA 600 Microcomputer Application for Administrators

This course covers the role of computers in instructional leadership and administration.

EDA 601 Leadership in Education

Review, analysis and application of concepts and theories of leadership with emphasis on the importance of vision and ethical leadership within a school. The impact of organizational and environmental factors, group dynamics, and change processes on school-site administration are explored.

EDA 602 Communication in Educational Leadership

Analysis of principles, processes, and techniques of effective communication, public relations in educational leadership, and school community relations.

Prerequisite: EDU 530 or Permission of Instructor

EDA 603 School Law

Students will investigate the impact of school law on the rights of students and educators as guaranteed by the Constitution and its amendments. This investigation will include state and federal statutory and regulatory provisions, professional conduct of teachers, staff and administrators, and tort and contract liability.

EDA 604 School Finance

Describes and analyses current and emerging school finance plans; the influence of courts and federal and state legislation on those plans; the Florida Education Finance Plan; and the budget responsibilities of the school principal.

EDA 606 Curriculum and Instruction for Diverse Student Populations

A study of curriculum development and planning with an emphasis on meeting the needs of special need and limited English students. Educational program at all levels are reviewed in light of new federal and state accountability standards. The development of assessment skills related to curriculum evaluation are emphasized. Strategies for curriculum improvement are explored.

Prerequisites: EDU 530 or Permission of Instructor

EDA 607 Seminar in Educational Leadership

Review of selected concepts and competencies in the field of educational leadership.

EDA 608 School Personnel Management

Focus is on skills needed for exercising leadership in school personnel recruitment, selection, assessment and development.

EDA 612 The Principalship: A Field Experience

Students will implement an intervention plan developed in a previous course in this intervention plan should demonstrate the use of research-based, data-driven decision-making. Appropriate leadership and administrative skills should be

demonstrated in the implementation of the plan. The final product for the course includes the intervention plan, the research and data used to develop the plan, the implementation time line, the final evaluation of the plan, and reflection on the individual's leadership and administrative strengths and future areas of growth. This course is only offered as an Independent Study.

Prerequisites: Must complete 18 credits from the following courses: EDA 600, EDA 601, EDA 602, EDA 603, EDA 604, EDA 606, EDA 608

EDUCATION FOUNDATIONS COURSES **(All courses 3 credits unless otherwise specified)**

EDF 621 Psychological Foundations of Education

An intermediate course designed to apply psychological theories and principles of learning and development to teaching and student learning in career areas related to education. Challenges of diversity and teacher effectiveness are emphasized.

EDF 660 Social, Philosophical and Historical Foundations of Education

This course will assist student in examining and explaining the differing social contexts of schooling, the diverse value orientations represented in formal and informal education, and the major historical forces shaping schooling in America.

EDL (LEADERSHIP MANAGEMENT) COURSES **(All courses 3 credits unless otherwise specified)**

EDL 801 Theory and Practice of Leadership

In this course, students will analyze Eastern and Western theories and styles of leadership. Follower motivation, sources of power, change processes, group dynamics, and the characteristics and abilities associated with effective leadership will also be examined. In keeping with the mission of St. Thomas University, students in this course will explore the diversity of leadership theory and the impact of diversity on leadership.

EDL 803 Information Management Systems

This course will prepare students to use a variety of information management systems applications in management and administration. Students will become familiar with data communications, the Internet, multimedia other forms of technology and the applications of each to the field of leadership and management.

EDL 804 Management of Crisis and Change

Drawing on five-phase model of the change process, this course uses real-world examples to examine the discovery, design, development, implementation, and maintenance of educational innovations and improvements.

EDL 805 Strategic Management of Global change

This course will prepare students to restructure and create empowering environments in their organizations. A body of research will be reviewed to provide an empirical framework that can be used to draw conclusions about strategic management and leadership in organizations striving to provide an empowering environment in the 21st Century.

EDL 806 Fiscal and Economic Accountability in Leadership

A study of the significant issues embedded in questions of fiscal and economic accountability in Leadership Management beginning with a treatment of personal ethical development, moving to the practice of Leadership Management, the issues of pluralism, and concluding with an ethical approach to decision making in these areas.

MAN 807 Ethics, Corporate Control and Governance

The course is concerned with issues of ownership, control, ethics and accountability. It employs a stakeholder management framework, emphasizing business' social and ethical responsibilities to both external and internal stakeholder groups. It illustrates how ethical or moral considerations are included in the public issues facing organizations and the decision making process of managers.

MAN 808 Human Resources Development and Management

Human resource management belongs in all organizations. In the 21st Century, human resource management has become an active participant in charting the strategic course an organization must take, in order to remain competitive, productive and efficient. The course examines the skills an HR manager must employ to be an effective diagnostician and problem solver.

MAN 809 Innovation and Entrepreneurship

Innovation and Entrepreneurship revolves around the concept that innovation is the specific instrument of entrepreneurship; and that it is organized, systematic rational work. Sources for innovative opportunities are many and varied and are found within the changing environment. The course is designed to provide a deep grounding in the field of innovation and entrepreneurship to students whose goal is to play a leading role in an innovation-driven environment.

EDL/MAN 811 Organizational Systems and Processes

The course will explore the various disciplines upon which organizational behavior is built and examine the design of effective organizational systems and processes. The course will also look at labor-management relations and what two sides can do accommodate each other's needs, rather than confront them.

MAN 813 Leading a Learning Organization

Organizations are systems within which humans are continually developing structures that influence their action. This course helps students to become designers and members of organizations which engage in practices that encourage organizational learning. Students will examine ways that organizations create learning cultures, as well as leadership strategies that foster growth, creativity, and risk-taking while managing innovation, change, and future planning.

MAN 814 Cross Cultural Relations in Management

This course presents an analysis of major contemporary social problems with particular attention given to controversial issues that are common in the work place. Included in this course will be the emphasis of theory, structure, and the effective practice of diversity and its application as a director, manager, employee, student and faculty of academic organization who are involved in a diversified workforce.

EDL 815 Public Policy, Leadership and Management

This course examines various approaches to developing and managing and public policy. It is intended primarily for leaders who are department heads, policy

developers, managers and executive officers in business, higher education, schools, school boards, government and statutory agencies responsible for formulating or managing policies.

MAN 816 Consulting Management and Practice

This course enables students to assess real-world concerns and challenges, and using their knowledge, skills and aptitudes, evaluate strategies and solutions to resolve the challenges. The course also analyzes the consulting domain as it relates to internal and external barriers of organizations. Students will analyze, apply, synthesize, and evaluate consulting principles and practices through various instructional techniques. Additionally, students will evaluate the consulting process through case studies and research. The role of the consultant, project management concepts, and the application of key consulting methods and techniques will be evaluated.

MAN 817 Managing Social Media in Organizations

Social media for all organizations consist of a range of web-based applications that allow anyone to disseminate information to online communities. The main focus of this course is for students to assess the role of a social media presence in creating an online social or extended community for an organization's current clients; employees and friends, promote an awareness of the organization among potential clients, expand the mission of the organization and build an identity and brand image.

MAN 819 Managing Performance

Managing Performance or Performance Management includes organizational activities that ensure that goals are consistently being met in an effective and efficient manner. It can focus on the performance of an organization, a department, an employee, customers or a process. This course enables students to assess the tools used to effectively manage performance in organizations.

EDL 820 Quantitative Research

This course examines theory and practice in the design, conduct, analysis and interpretation of experimental, quasi-experimental and survey procedures for research and evaluation of programs. Development of basic skills required in the understanding, planning and executing of a research study will be covered. Multivariate statistical techniques commonly used in social research are introduced as well as the development of skills in survey design and scale construction, and in parametric and nonparametric statistical analysis. Advanced skills in the use of statistical analysis software (SPSS) are also provided.

Prerequisites: EDU 503 or equivalent, EDU 650

EDL 821 Qualitative Research

This course explores the methods and procedures used in qualitative research. Topics include the philosophical basis for the method, the conceptualization of research questions, and selection of appropriate research designs, data collection data, manual and computerized data analysis, and the drawing of inferences.

Prerequisites: EDU 503 or equivalent, EDU 650

EDL 880 Qualifying Paper

The Qualifying Paper (QP) is a substantial document in which the student reviews, summarizes, and integrates relevant leadership and management literature in order to provide a synopsis of the "state-of-the-art" regarding a specific topic relevant to the fields of leadership studies and management. Students will address this

substantive topic from multiple points of view. This could include a multi-disciplinary approach to the topic or an evaluation of the topic from a variety of approaches within a single field.

EDL 890 Dissertation Seminar

The course is designed to provide a transition to the formal work with a dissertation chair and committee. The doctoral candidate will have the opportunity to focus a possible dissertation topic, to select a dissertation chair and committee based on this topic, and to plan a public presentation on his/her views of leadership and management in the 21st Century.

EDL 892 Doctoral Dissertation

This course is designed to guide students through the various stages of the dissertation process beginning with the development of a proposal and ending with a successful dissertation defense.

EDL 895 Special Reading or Research in Leadership and Management

This non-credit course is designed to provide opportunity for doctoral students to engage in reading, research and discussion on special topics relating to preparation and successful defense of dissertation.

EDT (INSTRUCTIONAL TECHNOLOGY) COURSES **(All courses 3 credits unless otherwise specified)**

EDT 600 Introduction to Instructional Technology

This course provides students with an in-depth overview of the field of Instructional Technology. Topics include the history, critical issues, emerging trends, key concepts of the field; and basic technology operations and concepts.

EDT 610 Instructional Design: Theories and Models

This course focuses on pedagogical theories as they relate to instructional design, and on existing and emerging models of instructional design. Topics include major schools of thoughts on how people learn, instructional and learning theories, and instructional design models and principles.

EDT 620 Technology Integration

This course focuses on how to integrate technology into the curriculum to effectively support and enhance learning. It provides students with opportunities to apply the principles and methods of technology integration by designing and developing real life technology-based projects. Topics include technology integration frameworks and strategies, and technology integration across the curriculum (language arts, math and science, foreign languages, social studies, music and art, physical and health education, and special education).

EDT 630 Multimedia Design and Development

This course is designed to develop students' technical skills in multimedia design and development for instructional purposes. Topics include visual design principles, desktop publishing, digital graphics, and digital audio and digital video.

EDT 640 Advanced Multimedia Design and Development

This course is designed to develop students' technical skills with advanced interactive multimedia technologies. Topics include Web authoring tools, educational gaming and simulation technologies, educational 3-D technologies, and other emerging instructional technologies.

EDT 650 Practicum in Instructional Technology

This course provides supervised practice in applying students' knowledge, skills, and attitudes of instructional technology through placement in an appropriate work setting. It is intended to be a self-initiated and self-directed project which culminates students' interest and learning in the area of instructional technology.

Prerequisites: EDT 600, EDT 610, EDT 620, EDT 630, EDT 640 or Permission of Instructor

EDUCATION COURSES

(All courses 3 credits unless otherwise specified)

EDU 503 Applied Research Methods

An introductory course that surveys the variety of research designs used in educational settings with an application of evaluation research. Intended to make the student an informed consumer of research.

Course must be taken within the first or second term of enrollment.

EDU 505 Methods of Teaching Modern Languages

A study of the methods of teaching foreign languages by investigating the evolving trends in language teaching, theories of second language acquisition and curriculum program development including instruction in the demonstration of teaching skills for individual analysis to improve performance.

EDU 506 Methods of Teaching English as a Second Language

A study of the methods of teaching English as a Second Language by reviewing the major methodologies and current trends in ESOL teaching and practicing various speaking, reading, writing and reading instructional strategies used in the ESOL setting.

EDU 511 Cross Cultural Communication and Understanding

This course is designed to develop awareness and understanding of the major cultures represented by the different language minorities within the state. It provides insights that will enable participants to plan and implement curriculum, instruction, and assessment activities that will meet the special needs of limited English proficient (LEP) students who are speakers of other languages.

EDU 512 ESOL Curriculum and Materials Development

The course focuses on the teaching of second language philosophy and methodology. It highlights the development of curriculum and materials for teaching English to limited English proficient students.

EDU 515 The Catholic Educator: Issues, Challenges and Vision

This course helps the teacher develop a spirituality of teaching that assists their students in attaining their full potential as human beings. This is accomplished by exploring diversity, creativity, and ethical issues affecting the classroom.

EDU 516 Testing and Evaluation of ESOL

The course is designed to develop the knowledge and skills necessary in preparing students to select, adapt, and design assessment instruments and alternative testing techniques reflective of both instructional goals and the needs of linguistically and culturally diverse students in the ESOL classroom. Students will also become knowledgeable of the entry and exit procedures used to appropriately place students as well as the use of alternative assessment to determine readiness of LEP students to make a smooth transition to the regular classroom program.

EDU 517 ESOL Issues and Strategies

This course is designed to introduce issues and strategies of teaching English to speakers of other languages through content area instruction. The goal of this course is to develop the foundations of knowledge necessary to prepare teachers to understand the concepts upon which optimal environments for second language acquisition are based.

EDU 521 Effective Reading Instruction (K-12)

This course will familiarize students with current research-based theories of learning related to reading at the elementary and secondary level, with an emphasis on learning styles, cognitive development models, and computer-based learning experiences in reading. Practical application of the theories will be addressed. Adaptive instruction as it applies to meeting individual needs will also be explored.

EDU 522 Diagnosis and Remediation of Reading Disabilities

This course familiarizes the student with a variety of techniques both formal and informal, for assessing reading levels, diagnosing reading disability, and measuring achievement. Techniques for assessing reading level and readability are explored.

EDU 523 Content and Methods for Teaching Health and Physical Education

This course uses a competency-based, research focus to identify appropriate content and methods in the area of children's health and physical education. It will explore the physical, social, and emotional growth and development, personal health and wellness, community health and safety issues, instructional practices, subject content and appropriate curriculum design and assessment strategies in teaching physical education in the elementary school.

EDU 524 Literature and Multimedia in the Classroom

Students enrolled in this course will research and learn the various genres of Children's and Adolescent Literature by means of the Internet and through traditional means (e.g., texts, journals, classroom instruction, etc.). In addition, students will have opportunities to learn the use of various media for the teaching of Children's and Adolescent Literature (e.g., the computer, video, photography, etc.).

EDU 525 Content and Methods for Teaching Language Arts

This course provides students opportunities to learn and demonstrate skills in current practices of Language Arts instruction (K-12). Emphasis is placed on the use of Technology to teach the four basic components of Literacy: Reading, Writing, Speaking, and Listening. The diversified curriculum is based on current research in teaching elementary language arts that responds to national and state competencies and standards and satisfies states' certification or licensure requirements.

EDU 526 Content and Methods for Teaching Science

This course focuses on the methods, materials and approaches for teaching science, including developmentally appropriate introductions to the physical, earth and life sciences. Emphasis is given to exemplary processes and projects. This course is designed to prepare outstanding teachers who will perform effectively with elementary students in the current professional climate of diversity and restructuring. The diversified curriculum is based on current research in teaching elementary science that responds to national and state competencies and standards and satisfies states' certification or licensure requirements.

EDU 527 Content and Methods for Teaching Mathematics

This course focuses on methods, materials, and approaches for teaching mathematics, including numeration, number systems, problem solving, measurement, informal geometry, and computational algorithms. Emphasis is given to the teaching and assessment of concepts. This course is designed to prepare outstanding teachers who will perform effectively with elementary students in the current professional climate of diversity and restructuring. The diversified curriculum is based on current research in teaching elementary mathematics that responds to national and state competencies and standards and satisfies states' certification or licensure requirements.

EDU 528 Content and Methods for Teaching Social Science

This course focuses on recent trends and issues in curriculum development and instructional practice in elementary social studies. Models of social studies programs will be examined. Emphasis is on the areas of concept and skill development as they relate to the needs of children living in a multicultural society. This course is designed to prepare outstanding teachers who will perform effectively with elementary students in the current professional climate of diversity and restructuring. The diversified curriculum is based on current research in teaching elementary social studies that responds to national and state competencies and standards and satisfies states' certification or licensure requirements.

EDU 529 Content and Methods for Teaching the Arts

This course focuses on the skills and techniques, cultural and historical connections, and creation and communication in the visual arts. Emphasis is placed on aesthetic and critical analysis of the visual arts and design and use of appropriate assessment strategies. This course is designed to prepare outstanding teachers who will perform effectively with elementary students in the current professional climate of diversity and restructuring. The diversified curriculum is based on current research in teaching art that responds to national and state competencies and standards and satisfies states' certification or licensure requirements.

EDU 530 Educational Measurement

This course introduces prospective teachers to all of the elements of assessment that are essential to good teaching. It provides students with an understanding of the role of assessment in the instructional process. Students will learn how to construct effective test questions that are aligned with learning objectives and how to evaluate published tests and properly interpret scores of standardized tests as well as how to make appropriate modifications for ESOL students.

EDU 540 Effective Teaching and Classroom Management

Practical teaching methods, activities, and strategies will be emphasized to introduce the research on effective teaching. Psychological factors affecting the behavior of students in regular, special, and inclusive classrooms will be studied along with local codes of conduct. Participants must apply knowledge of classroom management practices, school safety, professional ethics, and educational law to meet the instructional needs of all students.

EDU 541 Instructional Methods in 6-12 Math and Science

This course is designed to introduce students to traditional and contemporary teaching methods used to introduce mathematic and scientific concepts and ideas to middle and high school students.

EDU 555 Applied Linguistics: Language and Literacy through ESOL

This course provides an overview of the subsystem of language (phonology, morphology, syntax, semantics, and pragmatic) and how they vary from language to language (L1 vs. L2 developmental patterns). In addition, students develop the understanding of how first and second language acquisition principles relate to the instruction of linguistically and culturally diverse knowledge and understanding of first and second language use to enable them to improve and adapt their teaching strategies in order to facilitate learning within diverse populations and environments.

EDU 650 Statistical Methods in Research

This course is designed to explore the role of statistical analysis in the research process. In addition to the fundamental principles of descriptive and inferential statistics, students will learn to use computers to compute data and to interpret computer generated results produced by statistical software (SPSS). Course topics include measurements of central tendency, variability, correlation; tests of significance; t-tests; analysis of variance and chi-square tests.

Prerequisite: EDU 503 or equivalent

EDU 668 Diagnostic Procedures of Testing

The procedures involved in psychological and educational testing instruments used in schools to measure achievement, aptitudes and abilities. Emphasis is placed on the principles and procedural elements involved in administering and analyzing standardized and non-standardized tests.

EDU 730 Classroom Management

Practical teaching methods, activities, and strategies will be emphasized to introduce the research on effective teaching. Psychological factors affecting the behavior of students in regular, special education, and inclusive classrooms will be studied along with local codes of conduct.

EDU 767 Assessment of the Exceptional Child

An overview of the formal and informal assessment procedures in intelligence, emotional and behavioral problems, language, achievement, transitional/vocational, and infant and early childhood. Application for exceptional student programming and placements.

EDU 882 School Administration

The responsibilities and tasks of school administrators are reviewed. Students will learn how school based administrators relate to other schools and to the district.

EXCEPTIONAL STUDENT EDUCATION

(All courses 3 credits unless otherwise specified)

EEX 500 Survey of the Education of the Exceptional Child

A study of the history, policies, laws and practices in exceptional student education. Definitions, causes, prevalence and educational treatments for students with disabilities are covered.

EEX 501 Assessment of the Exceptional Child

Basic assessment concepts and their application to appropriate test selection, administration and interpretation are covered. Formal and informal test utilized for assessing children with disabilities are stressed.

EEX 502 Language Development and Language Disabilities

This course provides students with a basic understanding of the nature of speech and language, developmental progression in language acquisition, and techniques for evaluating language development and remediating language and communication disorders.

EEX 503 Educational Management of Students with Exceptionalities

This course provides a comprehensive review of educational management techniques utilized with exceptional students. Techniques designed to manage classroom behavior, promote student's personal growth, and to foster positive classroom learning environments are covered.

EEX 504 Vocational and Functional Life Skills

This course covers the personal, social, and vocational skills that students with disabilities must acquire in order to transition from school to work and independent living. The role of vocational rehabilitation and other agencies in facilitating this process is emphasized.

EEX 505 Education of Students with Mild Handicaps

The nature and needs of mildly handicapped students are stressed. Prevention, curricular planning and intervention strategies for these students are covered. The role of parent and professional organizations in the field is emphasized.

EEX 514 Instructional Strategies for Students with Mental Handicaps

Instructional strategies and specialized approaches for teaching children with mental handicaps are emphasized.

EEX 520 Concepts, Theories and Research in Learning Disabilities

This course provides an overview of the field of learning disabilities. Concepts, theories, and research in the field are covered.

EEX 522 Curriculum and Materials for Students with Learning Disabilities

This course emphasizes curriculum development and materials and methods for children with learning disabilities. Individual education plans are formulated and implemented by the students.

EEX 524 Instructional Strategies for Students with Learning Disabilities

Instructional strategies and specialized approaches for teaching children with specific learning disabilities are emphasized.

EEX 530 Special Topics

Special topics related to instructional and technical areas in exceptional student education.

EEX 531 Current Issues

Current issues in curriculum, instruction and programming are covered.

EEX 534 Instructional Strategies for Students with Emotional Handicaps

Instructional strategies and specialized approaches for teaching children with emotional handicaps are emphasized

EEX 540 Nature and Needs of Gifted Students

Identification procedures, services, the history of the field, and psychological factors affecting the development of gifted and talented children are covered in this course.

EEX 541 Educating Special Populations of Gifted Students

This course emphasizes special populations of gifted students, such as minorities, children with disabilities, underachievers, economically disadvantaged and highly gifted students. Student characteristics and program adaptations are stressed.

EEX 542 Theory and Development of Creativity

This course provides an overview of research, theory, practical applications, and resources on creativity with an emphasis on classroom applications for gifted students.

EEX 544 Curriculum and Strategies for Gifted Students

Curriculum, Instructional strategies, and specialized approaches for teaching gifted and talented children are emphasized

EEX 546 Guidance and Counseling of Gifted Students

The special needs of gifted children from the standpoint of guidance and counseling are covered. Techniques and skills necessary for working with gifted and talented students are emphasized.

EEX 550 Graduate Project in Special Education I

The student will complete a research project with the guidance of their major professor.

EEX 551 Graduate Project in Special Education II

The student will complete a research project with the guidance of their major professor.

FINANCE COURSES

(All courses 3 credits unless otherwise specified)

FIN 741 Investment Analysis

Study of principles and practices used in analyzing securities ranging from top-quality bonds to low-quality common stocks and warrants. Course coverage includes investment risks, portfolio management, and policies of institutional investors. Application of analytical techniques to securities, effective income/risk selection of securities and portfolios in theory and practice. *Prerequisite: FIN 751*

FIN 742 Financial Markets and Intermediaries

This course provides an examination of commercial banks and other financial intermediaries. The economic functions of credit and credit institutions; the structure and determinants of interest rates; and the various monetary theories are considered as well as the volume of money and credit, capital formation, prices, interest rates, balance of payments, and exchange rates.

Prerequisite: FIN 751

FIN 751 Financial Management

Acquisition of capital and debt, long-range and annual budgeting, budget management, cash flow management, short-term debt financing, interfacing with operation functions.

Prerequisites: ACC 500, ECO 500 and BUS 500 or equivalents

FIN 772 International Finance and Banking

An overview of the international financial system from the viewpoint of the corporate executive. Balance of payments, foreign exchange, financing and banking operations and institutions, capital budgeting and foreign investments, Euro-currency, international bond and capital markets.

Prerequisite: FIN 751 or equivalent

MANAGEMENT COURSES

(All courses 3 credits unless otherwise specified)

MAN 503 Applied Research Methods

This is an introductory course on research design emphasizing computer skills, analysis and presentation of information. It is intended to make the student an informed consumer of research.

Must be taken in the first or second term of enrollment.

MAN 510 Management Ethics

The study of ethics and ethical behavior in public and private organizations is the fundamental purpose of this core course, which also explores broad areas of social responsibility to others in the enterprise, customers, the community and the preservation of the environment.

MAN 521 State and Local Government

Concentration on State government underlines the preparation for understanding local government practices, structures and interdependencies. This specialization course for public managers and other professionals lays the groundwork for effective action at a local governmental level.

MAN 528 Problems of Metropolitan Government

Cultural diversity, urban explosive growth and governmental systems undergoing change are major factors in this study, which focuses on both political and responsible solutions by administrators, managers and elected officials.

MAN 530 (ACC 531) Planning, Budgeting and Financing for Public Agencies

This course provides an examination of the manner in which public agencies determine program priorities, allocate resources to carry out these programs, and obtain public funds through such mechanisms as taxation and bond issues.

MAN 532 Regulatory Agencies

The legal and regulatory aspects of government agencies create strong controls on the public and private operations and require knowledge of the judicial system, which interprets findings in terms of statutory and procedural content

MAN 540 Fraud Prevention, Detection and Investigation

An introduction to fraud from the manager's viewpoint covering types of fraud, fraud symptoms, methods of preventing fraud in organizations, approaches to fraud detection, and investigation of fraud allegations.

MAN 560 Finance for Non-Financial Managers

This course emphasizes financial and accounting concepts and techniques needed by managers who do not have accounting backgrounds. It includes such topics as break-even analysis, fixed and variable costs, budgeting and taxes for managers, and capital investment analysis.

MAN 607 Human Resources Planning and Staffing

The course explores the processes for forecasting staffing needs, and planning for the fulfillment of those needs through effective recruitment programs and valid selection methodologies. Developing an understanding of the legal framework covering staffing is a major objective of this course.

Prerequisite: MAN 703

MAN 700 Organizational Behavior

This course provides a micro-perspective on organizations within the context of motivation, leadership, communication, interpersonal relations and group dynamics. Students will be encouraged to apply theoretical material to case studies and their own organizations.

MAN 701 Organizational Design and Theory

This course views the organization from a macro perspective including the domestic and global environment. Size and technology are also explored in determining the structure and process of design while providing students with "diagnostic" skills.

MAN 703 Human Resource Management

This survey course of human resource management examines human resource planning, equal employment opportunity, staffing, performance appraisal, compensation management, training and development, quality of work life, health and safety, and labor-management relations. The legal environment surrounding human resource management practices is explored.

MAN 704 Policy, Planning and Strategy Systems

Concepts, theories, and practices in public, private, and non-profit organizations of policy-making, strategy, planning, budgeting, and various implementing systems. The case study method integrated with a contingency approach to management. This course should be taken after most of the MSM core courses have been completed, but before taking the comprehensive examination.

MAN 709 Public Administration

This course examines the interaction of the public and private sectors in accomplishing the business of government and enables students to gain insight into

the unique roles, restraints and opportunities of a responsive bureaucracy framed by the theorists of the past and present.

MAN 710 Legal and Regulatory Aspects of Management

Today's manager faces the complexities of legal and moral responsibilities created by administrative rules and procedures, which govern all phases of business. Study of actual case law involves the learner in making both ethical and legal decisions.

Prerequisite: MAN 703

MAN 711 Managerial Psychology

The methods, subject matter and literature in the field of managerial psychology serve as a basis for considering the human problems facing management. Class discussions are devoted to subjects concerning causation in behavior, perception, personality, learning theory, motivation and work, and systems.

Prerequisite: MAN 700

MAN 712 Labor-Management Relations

This course investigates the relationships between employees and employers. Systems of administration/management and the delivery of cost-effective goods are examined in the context of historical, legal and structural frameworks that regulate and influence the course of employee/employer relationships. An emphasis is placed on negotiating and administering labor agreements effectively.

Recommended: MAN 703

MAN 725 Community Development

Providing an integrated exploration of the forces and actors guiding local planning and execution, this course prepares students in developing strategies for solving problems of the community. There is a strong emphasis on demography, economy and sociological indicators.

MAN 727 Organizational Development

Organizational development (OD) is a planned approach to organizational change occurring through the introduction of philosophies, strategies and techniques of the practitioner. Ethical issues and the future of organizational development are discussed. *Prerequisite: MAN 703 - Recommended: MAN 510, 700, 701, and BUS 704*

MAN 729 Human Resources Development

This course focuses on the foundations of HRD and the change process including needs analysis, design, implementation and evaluation. Employee socialization, skills training, coaching, counseling, and career development are covered. Current issues and future projections are also discussed.

Prerequisite: MAN 703

MAN 730 Compensation Administration

Compensation administration provides an overview of wage and salary administration, the factors for determining equitable remuneration for services rendered, and the alternatives available for providing direct and indirect compensation. Benefits administration and the legal constraints pertaining to compensation are explored.

Prerequisite: MAN 703

MAN 767, 768 Seminar in Management

Various topics in management are presented in these seminars.

MAN 789 Directed Readings

This independent study course is reserved for students who have already demonstrated excellence in their chosen area of study. It allows flexibility for those who are pursuing specialized objectives on an intensive basis or for those wishing to delve into an area of management, which is not attainable through the normal course offerings. Directed readings are allowed only with the permission of the Department and recommendation of the Program Office.

MPS (EXECUTIVE MANAGEMENT) COURSES **(All courses 3 credits unless otherwise specified)**

MPS 503 Applied Research Methods

An introductory course that surveys the variety of research designs used in educational settings with an application of evaluation research. Intended to make the student an informed consumer of research.

MPS 580 Managing Technology

This is an introductory technology course on using and understanding information for people who use computers as everyday tools both at home and at the workplace, not for individuals aiming to learn programming and designing computer systems. This course focuses on communications using computer technology, the digital revolution, the Internet, and the World Wide Web. It covers the fundamental computing concepts surrounding the digital age including software, hardware, data, people, communications, and procedures. It also examines ethical issues in the information age and investigates emerging technologies that could impact individuals as well as organizations in the future.

MPS 600 Leadership Foundations and Skills Assessment

This introductory course emphasizes empowerment; collaboration; participative management; team decision-making and organizational challenges. The course focuses on the models of leadership in today's organizations. The course also investigates the psychology, leadership abilities, and learning styles based on personal and professional experiences, values, and attitudes. Students develop a personal profile of their leadership style utilizing several inventories for identifying leadership competencies. Focus is on applying various instruments to effectively ascertain group leadership styles and increase knowledge of organizational dynamics.

MPS 615 Performance Measurement and Control

This course develops a broad understanding of the economic environment in which organizations operate. Budgeting and control systems in organizations are emphasized in a manner that includes the establishment of performance criteria, accountability, and measurement of results.

MPS 620 Contract Negotiation and Development

This course focuses on management of the overall contract negotiation process and examines the basics of negotiation, including the procedures, processes, psychology, and skills. Perspectives of both government and commercial interests are explored.

MPS 630 Organizational Communication and Leadership

This course encompasses research, theories, and models of communication in organizations. The systematic nature of communication processes within the context

of organizational environment, culture and structure are examined inclusive of maximizing communication effectiveness to overcome barriers and meet contingencies in achieving organizational goals.

MPS 635 Legal and Ethical Aspects of Organizations

This course encompasses the legal aspects of organizations to include regulatory agencies and their influence on organizations, torts, consumer protection, intellectual property rights, equal employment opportunity, and litigation. Ethical values include a study of their origins and the ways they are manifested in organizations as a basis for and stimulant of culture.

MPS 640 Organizational Leadership and Change

This course is a capstone course. This course provides knowledge of organizational development methods used in promoting organizational and large system change through concepts of diagnosis, development and implementation of intervention strategies and analyzing the effectiveness of change strategies. A leader's role in promoting change through strategic planning and change management is emphasized. In addition, students will produce a project-based research document examining their knowledge and skills gained from previous coursework.

MPS 645 Global and Cultural Diversity in Leadership

This course will prepare participants to recognize the differences in cultural value systems and behaviors in the global environment and how they affect leadership. Covers issues involved in multicultural organizations, including developing consensus within the organization for valuing diversity, relationship building, communicating across cultures, and managing people of different genders, races, and cultures. The course compares and contrasts styles and effectiveness of leadership practices of contemporary and historical leaders.

MPS 650 Conflict Resolution and Mediation

Theory, structure, and practice of collaborative negotiation and mediated negotiation. Application of the skills used to resolve conflict is emphasized. This approach to conflict resolution is generic and therefore appropriate for all professions whether formally or informally involved in resolving conflict.

MPS 655 Grant Writing

Examines beneficial strategies for focusing proposal efforts including organizing time invested in grant seeking. Stresses developing proposal ideas, determining priorities, documenting needs, organizing materials into a proposal, identifying potential funding sources, and managing a funded project.

MPS 660 Project Management and Leadership

This course will explore the dimensions and elements of project management; concepts, methodologies, strategies, and structures. Attention will also be given to cost controls, teamwork, and quality management. The role of the leader in managing projects will also be examined. The focus will be on general business project management.

MPS 670 Quality Management

This course emphasizes applications of principles and techniques of total quality management (TQM) in organizations. There will be an introduction to TQM tools,

techniques, models, and strategies. Develop skills in analyzing the concepts and techniques in a TQM case study.

MPS 675 Managing Innovation in Organizations

This course focuses on the sources of change and innovation in the business environment, and strategies for managing change, especially in dynamic environments. The course will review the impacts of technological innovation as well as social, economic, and cultural change on management strategy. Topics include a systems framework for understanding the types of change, reframing as a change management tool, and the practice of innovative leadership in diverse organizational settings.

MPS 700 Organizational Behavior

This course provides a micro-perspective on organizations within the context of motivation, leadership, communication, interpersonal relations and group dynamics. Students will be encouraged to apply theoretical material to case studies and their own organizations.

READING COURSES

(All courses 3 credits unless otherwise specified)

RED 500 The Reading Process in the Content Area

Understanding reading as a process of student education including both fluent decoding of words and construct meaning through the content area in grades K-12.

Prerequisite: EDU 521

RED 505 Techniques of Remedial and Corrective Reading

Understanding how to prescribe, differentiate and utilize appropriate strategies and materials based upon scientifically based research in order to address the prevention, identification, and remediation of difficulties in order to increase reading performance.

Prerequisite: EDU 521

RED 506 Processes of Reading Comprehension

This course is designed to provide an overview of the nature of reading and the theoretical processes of reading comprehension from literary and cognitive perspectives. Students will be expected to make decisions about the instructional strategies for children in grades K-12 as they explore the complex dimensions of the literacy processes and current issues in comprehension research and instruction.

Prerequisites: EDU 521 and RED 505

RED 510 Reading Practicum

A supervised practicum to obtain practical experience in increasing the reading performance of a student(s) with the prescription and utilization of appropriate strategies and materials based upon scientifically based reading research to address the prevention, identification, and remediation of reading difficulties.

Prerequisites: EDU 521, EDU 522, RED 500, RED 505

SCIENCE COURSES

(All courses 3 credits unless otherwise specified)

SCI 501 Environmental Science and Technology for Teachers

This course provides an overview of Ecology stressing the interconnectedness of Ecosystems. The progressive levels of the bioregion will be investigated. Special emphasis will be placed on energy utilization in the environment using computers and laser video discs. Activities will be geared for use in the elementary science classroom.

SCI 520A Science, Technology, and Society: Earth/Space Science Examples

This course explores the scientific method and how science and technology are presented to the society at large. Important scientific topics such as the placebo effect, human perception, double-blind tests, small number statistics, and correlation vs. causality are covered. The course also discusses the peer review process and government funding of scientific investigations and publications in scientific journals. Practical methods are given to assist the average citizen in distinguishing real science from pseudoscience. Examples throughout the history of astronomy are covered as they relate to the course content.

SCI 521 Astronomy I: The Solar System

This course is an introduction to astronomy and the Solar System. Employing a limited mathematical approach, this course is descriptive in nature. The content includes the origin of gravity, how planets move around, our understanding of the formation of the Solar System, and a comparison and contrast among the planets and other objects of the Solar System. Earth science is covered in greater depth than other planets, and Earth also serves as a point of comparison and contrast among other planets.

Prerequisite: MAT 181 or equivalent

SCI 522 Astronomy II: Stars, Galaxies, and Cosmology

This course is an introduction to stellar, galactic, and extragalactic astronomy. Appealing to a qualitative analysis in most cases and using a simple mathematical background, the course explores the fundamentals of the inner workings of stars and their life cycle. Course material includes unusual objects such as neutron stars, black holes, and gamma-ray bursters. The course also covers the basics of galaxies, clusters of galaxies, dark matter, dark energy, and cosmology.

Prerequisite: SCI 521

SCI 523 Introduction to Astrobiology

This course offers an introduction to a wide range of sciences, including astronomy, biology, chemistry, geology and cosmology. It has been developed as an integrated approach to the problem of life in the Universe, astrobiology. Topics include the science of life in the Universe, the nature of life, the geological history of Earth, the origin and evolution of life on Earth, searching for life in our Solar System, the search for habitable worlds and extraterrestrial intelligence, interstellar travel and the Fermi paradox.

Prerequisite: SCI 521

SCI 524 Introduction to Rocketry and Space Technologies

This course introduces students to space technologies: rockets, satellites, the global positioning system, radio-telescope arrays, infrared spectroscopy, sources of energy

for space stations and future colonies, space telescopes, robotics, artificial intelligence, and long distance communication technologies.

Prerequisite: SCI 521

SCI 525 Earth Science: An Integrated Approach

This course uses energy as the unifying concept behind all systems in nature: what it is, how it affects our lives, and how it affects the "Spaceship Earth." It focuses on the investigation of the flow of energy through the natural environment, including the atmosphere, hydrosphere and lithosphere, along with the basic chemical and physical principles needed to understand the concepts introduced above. It also addresses the connections and integration of environmental problems presently faced by humankind with physical principles discussed above.

Prerequisite: SCI 521

SPORTS ADMINISTRATION COURSES **(All courses 3 credits unless otherwise specified)**

SPO 510 Sports Ethics

This course will examine ethics within the context of a sport management environment, utilizing theory and case application. Human resource principles and concepts will be infused in assignments and discussions to add depth and breadth to the consideration of ethical implications specific to sport managers. The course will address criteria specific to moral and ethical developmental theories, teleological and deontological theories of ethics and code of professional ethics. In-class discussions will include personal and managerial missions and values and situational analyses using various ethic models. *(This course is web-enhanced)*

SPO 540 Sports Media and Public Relations

This course covers a comprehensive study of the sports information profession on the collegiate, professional, and recreational levels. Included within the course are 1) the field of public relations, its history and evolution, 2) the skills and methods involved in the duties of the SID, public relations specialist, or media relations specialist and current attitudes and concerns in media relations between athletes, coaches, administrators, and owners. Students are exposed to professionals in the field, as well as athletic events in which the SID is involved. *(This course is web enhanced)*

SPO 543 Sports Financial Management

This course provides students with the facts, knowledge, and opportunity to better understand the true nature of financially operating a sports program/organization. The student develops additional knowledge and insight by exposure to actual situations. It will guide future administrators to become more effective financial managers when they plan and execute budgeting and accounting systems. *(This course is web-enhanced)*

SPO 544 Sports Marketing and Promotions

This course introduces students to the principles of sports marketing and the application of these principles to sports and sports related organizations. The primary focus of the course is on planning, with additional emphasis on promotions management. This course includes presentations by guest lecturers, instructor's lectures, and student's presentations and is conducted in discussion format.

SPO 546 Facility and Event Management

Included within this course are the elements which shape the planning and construction of sports facilities and the issues and problems involved in facility and event management, including marketing, production, personnel, and budget. Students may also participate in the management of events. This course also includes visits to local facilities.

SPO 547 Principles of Leisure Services

This course examines all areas of the leisure service field, ranging from not-for-profit entities such as parks and libraries to businesses such as hotels, restaurants, amusement parks and country clubs. Students analyze operating problems and participate in case studies to enhance their knowledge and outlook on leisure facilities and operational management.

SPO 548 Sports Psychology

This course is designed to introduce students to the factors influencing sport socialization and psychology. Students will be provided with an extensive foundational experience in understanding the relationship between sport and the psychological contexts in which they exist. Topics for research will include, but are not limited to, the effects of personality, anxiety, motivation, and concentration as they relate to athletic peak performance. *(This course is web-enhanced)*

SPO 549 Athletic Fundraising

This course reviews the current approaches and techniques for increasing revenues and fundraising in athletic enterprises. *(This course is web enhanced)*

SPO 551 Negotiation in the Sports Industry

This elective course will introduce students to basic negotiating strategies applicable to the sports industries. The course will use, as its basic perspective, the theories and principles of current experts in the field of negotiation through reading text materials, faculty lectures, guest presentations, video presentations, practice negotiations, and case studies. *(This course is web enhanced)*

SPO 552 Governance of Intercollegiate Athletics

This course is designed to introduce students to the history, structure, rules and responsibilities of organizations that govern intercollegiate athletics. Current governance issues and trends are examined through a study of the literature, the insight of guest speakers, and actual case studies. Students are exposed to the complexities of the growing field of compliance.

SPO 717 Seminar/Principles of Sports Administration

This course is required for the Sports Administration graduate program degrees. It covers pertinent areas of overall management, leadership styles, decision-making, communication, philosophical and ethical conduct, and time and stress management. Timely topics of interest to the class are also researched and discussed. The course also provides students with opportunities to identify areas for potential internships and develop job/internship seeking skills. Guest speakers are frequently invited to class to share their experiences as practitioners in the field of sports administration. *(This course is web-enhanced)*

SPO 719 Legal Aspects of Sports Administration

This required course provides the student with a background and understanding of the court and legal system in America and how law is used by, and applied to, athletes and athletics in America. Some of the major legal problems and issues confronting the sports administrator covered are: contracts, due process, defamation, actions against professional, college, secondary school and community programs; actions involving safety procedures; antitrust; collective bargaining and arbitration; and risk management. *(This course is web enhanced)*

SPO 750 Issues in Sports Administration

Special issues courses may be offered from time to time on topics of particular significance to the sports industries.

SPO 755 Special Topics in Sports Administration

Special topics courses are offered focusing on areas of concern and change within the evolving business of sports.

SPO 789 Directed Readings

This independent study course is reserved for students who have already demonstrated excellence in their chosen area of study. It allows flexibility for those who are pursuing specialized objectives on an intensive basis or for those wishing to delve into an area of the sports industry that is not attainable through the normal course offerings.

Directed readings are allowed only with Department Approval and Program Coordinator Recommendation.

SPO 790, 791 Supervised Internship I, II

Those students who have demonstrated ability and commitment to their major through active volunteer participation and adequate grade point average are encouraged and assisted in arranging internships with professional, college, and school programs; public and private recreational programs; sports facilities, or other sports related organizations. This experience provides a practical learning mode for the graduate student in which to acquire skills and practice in their area of study. Credit hours are directly related to the length of the internship and the work week. Internship is Pass/Fail only and requires the advanced approval of the Program Office. *(Course offered in online format)*

SCHOOL OF THEOLOGY AND MINISTRY COURSES

(All courses three credits unless otherwise noted.)

All courses may be taught as on-campus or blended online courses.

STM 500 Theological Research and Writing

Empowers students to successfully communicate ideas and research through theological writing for their classes and their ministries. Major genres of theological writing, correct styles of documentation, and methods to improve writing, researching, editing, and revising processes, will be addressed.

STM 511 Human and Faith Development

Compares theories of human development as focused by adult and family life-cycle theories of the social sciences and theories of faith development as sources for pastoral practice.

STM 512 Method in Ministry

Designed to acquaint the student with the basic research methods used in pastoral action and reflection. Naming the problem, gathering data, analysis and discernment and evaluation will be studied as components that lead to pastoral practice. Each student chooses an area of research from which to develop a pastoral project of action and reflection.

STM 521 Hebrew Scriptures

Surveys the formation and literature of the Old Testament scriptures. Included is an introduction to Scriptural interpretation and practice in the exegesis of texts.

STM 522 Christian Scriptures

Surveys the formation and literature of the New Testament. Included is an introduction to Scriptural interpretation and practice in the exegesis of texts.

STM 531 Christian Thought I

Surveys Christian theology in a systematic and historical framework. Students will receive a strong background in basic Christian theology in a manner that enables them to consider current theological questions and applications of Christian theology to contemporary ministry. This course is the first of a two-course series and will explore the time of intense doctrinal development during the first five centuries up to the late fifteenth century.

STM 532 Christian Thought II

Surveys Christian theology in a systematic and historical framework. Students will receive a strong background in basic Christian theology in a manner that enables them to consider current theological questions and applications of Christian theology to contemporary ministry. This course is the second of a two-course series and will explore major theological developments from the time of the Reformation to the present day.

STM 541 Theological Ethics

Surveys contemporary moral theologies, their historical origin and development.

STM 551 Religious Education and Spiritual Formation

Examines the church's ways of calling and forming Christians in their faith as they emerge through history and are analyzed by contemporary research. Emphasis on practical skills in educating faith communities.

STM 562 Justice Advocacy and Social Transformation

Examines the role of the church as servant in mission to the world and as prophetic community. Students will study means by which ministry responds to contemporary social issues in a prophetic and reconciling manner.

STM 571 Pastoral Care and Counseling

Provides pastoral ministers with the basic principles and human relations skills for counseling in a faith-based setting, including spirituality and value orientation in the counselor/counselee relationship.

STM 581 Spiritual Practices in/for Ministry

Explores the ways people of faith have sustained their spirits through the centuries. Students will be encouraged to experiment with some of the traditional disciplines,

and also to establish modes of spirituality which are genuinely their own. This seminar recognizes the importance of spiritual formation in the maturing of one's Christian vocation and provides students with multiple sources for exploring and claiming spiritual practices during graduate theological education and in preparation for ministry.

STM 591 Field Education I (Formerly Supervised Ministry I) 1-3 credits

Develops ministerial skills by placing students in an appropriate ministerial setting under the direction of an approved supervisor. Students practice constructing and implementing goals and critiquing ministerial performance. Both student and supervisor report to the Practicum Director.

STM 596 Directed Readings

Designed for students who have already demonstrated excellence in their chosen area of study. Submission and approval of a proposed course of study is required. Tutorial only.

STM 641 Ministerial Ethics

Examines personal, congregational, ecclesial, and other ministerial ethical issues facing today's professional ministers, such as conflicts of interest, handling of money, sexual harassment and misconduct, the necessity for confidentiality, and legal issues pertaining to staff conduct.

STM 661 Ministering in a Multicultural Church

Enables pastoral ministers to study, reflect on and share the issues facing a church that must speak to all cultures using experience-based curriculum

STM 671 Advanced Pastoral Care and Counseling

Provides pastoral ministers with advanced study of theoretical approaches to counseling in a faith-based setting, including working with groups and families, pathologies, intercultural issues, and theological reflection.

STM 673 Spirituality, Death, Dying and Healing

Studies the spiritual attitudes, beliefs and practices of several major religious traditions from the perspective of the pastoral care of those involved. Special attention will be given to developing pastoral skills including leading rituals and preaching at funerals and memorial services and healing strategies for the bereaved.

STM 674 Special Issues in Grieving and Loss

Examines the process and many facets of grief in the context of death and non-death related loss including grieving across the lifespan and complications in the grieving process. Practical strategies for healing will be explored.

STM 681 Preaching and Presiding

Explores the nature of Christian worship with attention to the ministry of preaching and presiding. This course is designed to provide students with experience in preaching as well as the art of presiding in worship. Students will be encouraged to integrate and show the relevance of biblical texts to contemporary social issues and concerns.

STM 691 Field Education II (Formerly Supervised Ministry II) 1-3 credits

Develops ministerial skills by placing students in an appropriate ministerial setting under the direction of an approved supervisor. Students practice setting and implementing goals and critiquing ministerial performance. Both student and supervisor report to the Practicum Director.

STM 696 Directed Research I

Designed for students who have already demonstrated excellence in their chosen area of study. Submission and approval of a proposed course of study is required. Tutorial only.

STM 732 Christology

Integrates the study of historical developments in Christology, as well as some recent Christologies, with the faith response of discipleship.

STM 736 Ecclesiology

Surveys the scriptural and theological foundations for an understanding of the nature and life of the church. Provides a context for examining contemporary models of church.

STM 737 Sacrament and Symbol

Examines the sources of God's self communication through revelation and focuses on the mediation of God's presence and the human responses in symbol and sacrament.

STM 771 Clinical Pastoral Education I

Provides supervised experience in a clinical setting appropriate to ministry. This course is an essential element of ministry formation, providing the student an opportunity to develop pastoral care and counseling skills while advancing in formation and preparation for ministry. Grading for this course is Pass/Fail.

STM 772 Clinical Pastoral Education II

Provides further supervised experience in a clinical setting appropriate to ministry. This advanced course is an essential element of ministry formation, providing the student an opportunity to develop pastoral care and counseling skills while advancing in formation and preparation for ministry.

STM 791 Ministry Integration Seminar**1-3 credits**

Develops ministerial skills by placing students in an appropriate ministerial setting under the direction of an approved supervisor. Students practice setting and implementing goals and critiquing ministerial performance. Both student and supervisor report to the Practicum Director.

STM 796 Directed Research II

Designed for students who are ready for advanced work in their chosen area of study. Submission and approval of a proposed course of study is required. Tutorial only.

STM 801 Propadeutic Doctoral Course in Christian Theology**1-4 credits**

Presents seminal works within Christian theology. This course provides theological background necessary for approaching doctoral work in practical theology. It will be made available for beginning doctoral students as faculty determines necessary.

STM 811 Contemporary Practical Theology**4 credits**

Introduces major works within practical theology worldwide since the 1960s together with an exploration of practical theological method. Relates developments within practical theology to those within the larger discipline of theology. Students will develop a synthesis of contemporary practical theology suitable for work toward an eventual dissertation topic.

STM 821 Hermeneutics and Methodology in Practical Theology**4 credits**

Presents hermeneutical philosophy and related interpretive fields central to contemporary practical theology, integrating methodological topics with a diversity of perspectives including deconstructionist, critical and postmodern theory. Students will develop philosophical and methodological criticism necessary to advance the contemporary construction of theology in a direction that restores focus on phronesis and recovers the primacy of praxis.

STM 831 Sources of Contemporary Practical Theology**4 credits**

Explores practical theological sources in the Old and New Testament as well as the experience of Second Temple Judaism and the first Christian communities. Focuses on the practical theological conversation throughout Christian history, with emphasis on the formal development of practical theology in the early 19th century and subsequent advances through the mid-20th century. Students will acquire an understanding of how scripture, practice, and theological reflection over the centuries provide the foundation on which contemporary practical theology rests.

STM 841 Social Science for Practical Theology**4 credits**

Examines social research methods and theory as related to the work of practical theology. Includes strong emphasis on social scientific research method and the social scientific study of religion. Students will learn to critically appropriate the resources social science offers contemporary practical theology.

STM 851 Advanced Practical Theology**4 credits**

Integrates major contemporary topics across all practical theology, including method, related religious studies topics, and major fields of Christian practice. Serves as a capstone course that brings together previous study of the practical theological literature in a single advanced course. This course is designed for students preparing for the candidacy examination and is to be taken just before candidacy examinations.

STM 861 Special Topics in Practical Theology**2-4 credits**

Offered on an occasional basis for special topics within particular subfields and specializations of practical theology. May include such topics as scriptural basis of practical theology; pneumatology and practical theology; religious studies theory and method; empirical theology as practical theology; advanced studies in religious education; a practical theological exploration of theological education.

STM 862 Scripture Studies for Practical Theology

Explores Scripture as a critical source and model for practical theology. Includes strong emphasis on the intersection of biblical study with critical issues in understanding culture and society. Students will be trained to bring a contextual understanding to the Scriptures as they analyze hermeneutical questions critical to biblical studies and practical theology.

STM 865 Empirical Methods in Practical Theology

Presents the empirical approach in practical theology, including how it reshapes the epistemology of practical theological research. Explores theoretical foundations, methods, instruments, and outcomes of this approach. Students will be trained to craft and use empirical theological research instruments as well as to critically outline possible research paths in practical theology using empirical methods.

STM 891 Supervised Teaching for Practical Theologians 1-4 credits

Required of all PhD in practical theology students formally assigned to teach or mentor St. Thomas University undergraduate or master's level students. Provides supervision in teaching; addresses pedagogical issues in theological education and university teaching in general. The course is designated as 891a for the first semester in which a student is registered for the course, with the course number assigned sequentially on an alphabetical basis for each subsequent semester.

STM 893 Directed Doctoral Reading in Practical Theology 1-4 credits

Students will pursue readings in advanced topics of particular interest in practical theology on a tutorial basis. To be arranged between the professor and student or students in advance. Course numbers 892-895 are used sequentially for each time a student registers for a directed doctoral reading course.

STM 897 Directed Doctoral Research in Practical Theology 1-4 credits

Students will pursue pre-dissertation research in practical theology on a tutorial basis. To be arranged between the professor and student or students in advance. Course numbers 896-899 are used sequentially for each time a student registers for a directed doctoral research course.

STM 901 Propadeutic Doctoral Course in Christian Practice 1-4 credits

Presents seminal works in Christian practice, including pastoral practice and public witness. This course provides background necessary for approaching doctoral work in practical theology. It will be made available for beginning doctoral students as faculty determines necessary.

STM 911 Formation and Spirituality in Practical Theology 4 credits

Examines critical areas of Christian formational practice, including religious education and proclamation, including preaching (didache, kerygma); spiritual theology; theological reflection; spiritual direction; and theological education. Students will be trained to collectively undertake a practical theological examination of their experience of formational practice.

STM 921 Community Life and Pastoral Practice for Practical Theology

4 credits

Presents congregational studies and Christian community life (koinonia) in light of a practical ecclesiology, including organizational theory, leadership styles, and pastoral care practices. Students will be trained to collectively undertake a practical theological examination of their experience of such practices.

STM 931 Public Theology as Practical Theology

4 credits

Explores forms of public theology, including contemporary political and liberation theologies, in the context of theological ethics and moral theology; social teaching; and service (diakonia). Students will be trained to collectively undertake a practical theological examination of their experience of public theological practice.

STM 941 Culture and Ritual in Practical Theology**4 credits**

Examines contextual theologies and the theology of culture, including intercultural and postcolonial studies, with particular attention to ritual studies in light of the praxis of worship (leiturgia) and the role of symbol in practical theology. Students will be trained to collectively undertake a practical theological examination of their experience of such practices.

STM 961 Prospectus Seminar

Trains doctoral candidates to undertake and complete the writing of a dissertation prospectus in practical theology, including the creation of an appropriate literature review for their intended dissertation topic. Supports the process of integrating theological, philosophical, social scientific, and other appropriate methods within a unified practical theological method suitable for dissertation work in practical theology. The goal of the course is a successfully defended prospectus.

STM 971 Dissertation Seminar I

Trains dissertation writers in the art of practical theological writing and presentation while providing a collegial environment to facilitate and advance work on the dissertation. This course is designed to be the sole course taken during the second semester of candidacy.

STM 981 Dissertation Seminar II

Trains dissertation writers in the art of practical theological writing and presentation while providing a collegial environment to facilitate and advance work on the dissertation. This course is designed to be the sole course taken during the third semester of candidacy.

STM 991 Dissertation Seminar III

Trains dissertation writers in the art of practical theological writing and presentation while providing a collegial environment to facilitate and advance work on the dissertation. This course is designed to be the sole course taken during the fourth semester of candidacy.

STM 995 Dissertation Prospectus Writing**1-3 credits**

PhD degree candidates will pursue dissertation prospectus writing in practical theology on a tutorial basis. Number of credit hours to be arranged between the dissertation chair elect and candidate in advance. The course number takes on a different letter suffix for each term it is offered.

STM 999 Dissertation Writing**1-3 credits**

PhD degree candidates will pursue dissertation writing in practical theology on a tutorial basis. Number of credit hours to be arranged between the dissertation chair and candidate in advance. The course number takes on a different letter suffix for each term it is offered.

ADMINISTRATION

Office of the President

Rev. Msgr. Franklyn M. Casale, MDiv, Immaculate Conception Seminary, STB, Catholic University, BA, Seton Hall University, Professor of Theology, President.

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Arnol Lopez, Network Services Administrator.

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FACULTY

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ACADEMIC CALENDAR

Fall 2013 Calendar

The first week of registration is WebAdvisor registration only. Registration in Bobcat Enrollment Center begins the second week of registration for each term.

FALL 2013 SEMESTER			
Advising for Summer A3, S1, S3 & S6 & Fall A6, A7 & FL	April 1	FL - Term Residence Hall Check-in Returning	Aug. 17-18
Orientation A for Fall Semester	June 13-14	Orientation B for Fall Semester	Aug. 15-16
A6 - Residence Hall Check-in	Aug. 9	Advising/On-Line Registration for Spring A1, A2, & SP Terms	Oct. 14
FL - Term Residence Hall Check-in Check-in New Students	Aug. 14	Registration A1, A2 & SP Terms Begins Continues Through First Day of Term	Oct. 21
A6 - 2013 August 10 - October 11		A7 - 2013 October 12 - December 13	
Term A6 Begins	Aug. 10	Term A7 Begins	Oct. 12
Last day to Add A6 course - Instructor signature required for graduate classes	Aug. 16	Last day to Add A7 course - Instructor signature required for graduate classes	Oct. 18
Withdrawal Deadline 100% refund / A6 & FL - UG and GR	Aug. 28	Graduate Comprehensive Exam.	Oct. 19
Labor Day / St. Thomas University Closed	Sep. 2	Course Withdrawal Deadline w/ 100% refund if registered for A7 only Undergraduate) and for all A7 Graduate students	Oct. 23
Graduate Comprehensive Exam Application Deadline	Sep. 20	Life Experience Portfolio Deadline	Nov. 4
A6 withdrawal with "W" grade Deadline - All Students	Sep. 27	Founder's Day/Thanksgiving Vacation - STU closed	Nov. 27-29
Term A6 Ends	Oct. 11	A7 withdrawal - "W" grade Deadline	Nov. 26
A6 - Deadline for Faculty submission of Grades	Oct. 14	Term A7 Ends	Dec. 13
		A7- Deadline for Faculty submission of Grades	Dec. 16
FL - 2013 August 19 - December 6			
FL - 2013 August 19 - December 6		FL - 2013 continued	
New/Returning Student Registration for FL - Fall term	April 8	Graduate Comprehensive Exam.	Oct. 19
FL - Fall Term Begins -First day of classes	Aug. 19	FL - Fall term withdrawal deadline "W" grade - All Students	Nov. 1
Last day to Add w/out both Depart. Chair & Instructor Sig./ FL	Aug. 23	Life Experience Portfolio Deadline	Nov. 4
Course Withdrawal Deadline w/100% refund FL - GR and UG	Aug. 28	Founder's Day/Thanksgiving Vacation - STU closed	Nov. 27-29
Labor Day / St. Thomas University Closed	Sep. 2	Final Exams - FL - Fall term	Dec. 2-6
Graduate Comprehensive Exam Application Deadline	Sep. 20	FL - Fall term ends	Dec. 6
Midterm-Last day to submit SP Incompletes, and Dissertation/Thesis to library	Oct. 4	FL Term - Deadline for Faculty submission of Grades	Dec. 9
GRADUATION APPLICATION DEADLINES			
Application Deadline for December (Degree/Certificate) Graduation		October 10, 2013	
Application Deadline for May (Degree/Certificate) Commencement & Ceremony February 20, 2014			
Baccalaureate Mass - December 13, 2013			
December Commencement - December 14, 2013			

Law School Only: Emergency Make -Up Days (September 21, October 5, November 2, 2013)

Spring 2014 Calendar

The first week of registration is WebAdvisor registration only. Registration in Bobcat Enrollment Center begins the second week of registration for each term.

SPRING 2014 SEMESTER				
Advising/On-Line Registration for Spring A1, A2 & SP Terms	Oct. 14	SP & A1 - Term Residence Hall Check-in	Jan. 3-5	
Registration A1, A2 & SP Terms Begins Continues Through First Day of Term	Oct. 21	Advising for Summer A3, S1, S3 & S6 & Fall A6, A7 & FL	March 30	
Orientation Spring Semester	Jan. 2-3	Registration for A3, S1, S3, S6, A6, A7 & FL Begins Continues Through First Day of Term	April 6	
A1 - 2014 January 4 - March 7		A2 - 2014 March 8 - May 9		
Term A1 Begins	Jan. 4	Term A2 Begins	March 8	
Last day to Add A1 course - Instructor signature required for graduate classes	Jan. 10	Last day to Add for A2 course - Instructor signature required for graduate classes	March 14	
Martin Luther King, Jr. / St. Thomas Closed	Jan. 20	Graduate Comprehensive Exam.	March 15	
Withdrawal Deadline 100% refund/A1 & SP - UG and GR	Jan. 15	Course Withdrawal Deadline w/ 100% refund if registered for A2 only (Undergraduate) and for all A2 Graduate students	March 19	
Graduate Comprehensive Exam Application Deadline	Feb. 14	Easter Break - St. Thomas Closed	April 17-20	
A1 withdrawal with "W" grade Deadline - GR & UG	Feb. 21	Life Experience Portfolio Deadline	April 11	
Term A1 Ends	March 7	A2 withdrawal - "W" grade Deadline	April 25	
A1 - Deadline for Faculty submission of Grades	March 10	Term A2 Ends	May 9	
		A2 - Deadline for Faculty submission of Grades	May 12	
SP - 2014 January 6 - May 2				
SP - 2014 January 6 - May 2		SP - 2014 continued		
New/Returning Registration for SP - Spring term	Oct. 13	Spring Break - SP Term only - Not A1 or A2 Term	Feb. 24-Mar. 2	
Spring Term Begins - First day of classes	Jan. 6	Graduate Comprehensive Exam.	March 15	
Last day to Add Undergraduate and Graduate SP courses	Jan. 10	SP - Spring term withdrawal deadline - "W" grade	April 2	
Martin Luther King, Jr. / St. Thomas Closed	Jan. 20	Easter Break - St. Thomas Closed	April 17-20	
Withdrawal Deadline w/ 100% refund/A1 & SP - GR & UG	Jan. 15	Life Experience Portfolio Deadline	April 11	
Graduate Comprehensive Exam Application Deadline	Feb. 14	Final Exams - SP Term	Apr. 28-May 2	
President's Day - No SP Term Classes	Feb. 17	SP - Spring term ends	May 2	
Midterm-Last day to submit Fall Incompletes, and Dissertation/Thesis to the library	Feb. 21	SP Term - Deadline for Faculty submission of Grades	May 5	
GRADUATION APPLICATION DEADLINES				
Application Deadline for May (Degree/Certificate) Commencement & Ceremony February 20, 2014				
Graduation Expo: Graduate Students(Masters - Doctoral) - : Undergraduate Students - A-L - Undergraduate - M-Z - June 30, 2014				
Application Deadline for August Degree/Certificate				
Baccalaureate Mass - May 9, 2014				
May Commencement - MAY 10, 2014				

Summer 2014 Calendar

The first week of registration is WebAdvisor registration only. Registration in Bobcat Enrollment Center begins the second week of registration for each term.

SUMMER 2014				
Advising for Summer A3, S1, S3 & S6 & Fall A6, A7 & FL	March 31	Orientation A for Fall Semester	June 12-13	
Registration for A3, S1, S3, S6, A6, A7 & FL Begins Continues Through First Day of Term	April 6	Orientation B for Fall Semester	Aug. 14-15	
A3 - 2014 May 12 - July 12		S1 - May 12 - June 20 & S3 - May 12 - Aug. 1		
Term A3 Begins - First day of classes	May 12	S1 & S3 - First day of classes	May 12	
Last day to add A3 courses - GR & UG	May 16	Last day to add S1 & S3 courses - GR & UG	May 16	
Withdrawal Deadline 100% refund / S1, S3, & A3	May 21	Withdrawal Deadline w/ 100% refund/ S1, S3, & A3 - GR & UG	May 21	
Graduate Comprehensive Exam Application Deadline	May 23	Graduate Comprehensive Exam Application Deadline	May 23	
Memorial Day - St. Thomas Closed	May 26	Memorial Day - St. Thomas Closed	May 26	
Graduate Comprehensive Exam	June 14	S1 withdrawal with "W" grade Deadline - GR & UG	June 6	
A3 withdrawal with "W" grade Deadline - GR & UG	June 27	Graduate Comprehensive Exam	June 14	
Independence Day - St. Thomas Closed	July 4	Term S1 Ends	June 20	
Term A3 Ends	July 11	S1 - Deadline for Faculty submission of Grades	June 23	
A3 - Deadline for Faculty submission of Grades	July 14	S3 withdrawal with "W" grade Deadline - GR & UG	July 8	
		S3 Ends	Aug. 1	
		S6 - June 23 - August 1		
		Term S6 Begins - First day of classes	June 23	
		Last day to Add S6 courses - GR & UG	June 27	
		Independence Day - St. Thomas Closed	July 4	
		Withdrawal Deadline 100% refund / S6 - GR & UG	July 2	
		S6 withdrawal with "W" grade Deadline - GR & UG	July 18	
		Terms S3, S6 End	Aug. 1	
		S3 & S6 - Deadline for Faculty submission of Grades	Aug. 4	
GRADUATION APPLICATION DEADLINES				
Application Deadline for August (Degree/Certificate) Graduation June 30, 2014				
Application Deadline for December (Degree/Certificate) Graduation October 10, 2014				
Baccalaureate Mass - December 12, 2014 December Commencement - December 13, 2014				