

School of Continuing and Professional Studies
ACCELERATED Degree Program
2010 – 2011 Catalog
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Chestnut Hill College does not discriminate on the basis of race, color, national and ethnic origin, sex, disability or age in its programs and activities generally made available to its students. It does not discriminate on the basis of race, color, national and ethnic origins, sex, disability or age or on the basis of any other criteria which is inconsistent with state or local laws in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs. Chestnut Hill College endeavors to present an accurate overview of its curricular and co-curricular programs, facilities and fees in this publication. The information contained herein is current as of July 1, 2010. As growth and changes are inevitable, Chestnut Hill College reserves the right to alter any program, facility or fee described in this publication without notice or obligation. Failure to read this catalog and other sources of regulation governing academics and student life at Chestnut Hill College does not excuse the student from the requirements and regulations discussed herein.

Accreditation and Memberships

Chestnut Hill College holds institutional accreditation by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, phone: 215.662.5606. Institutional accreditation does not imply specialized accreditation of the programs offered.

Certification programs are approved by the Department of Education of the Commonwealth of Pennsylvania.

The College holds membership in the American Council on Education, Association of Colleges of the Sisters of St. Joseph, Association of Catholic Colleges and Universities, Association of Independent Colleges and Universities, Association of Governing Boards of Universities and Colleges, the College Entrance Examination Board, Council of Independent Colleges and Universities, Middle States Association of Colleges and Schools, National Association of Independent Colleges and Universities, Pennsylvania Association of Colleges and Universities, Southeastern Pennsylvania Consortium for Higher Education (SEPCHE), and other educational groups and learned societies.

The Chestnut Hill College ACCELERATED Degree Program holds individual memberships in ACHE (Association for Continuing Higher Education), PAACE (Pennsylvania Association for Adult Continuing Education), CEA (Continuing Education Association of Pennsylvania), CAEL (The Council for Adult and Experiential Learning), and NACADA (National Academic Advising Association).

Southeastern Pennsylvania Consortium for Higher Education

The Southeastern Pennsylvania Consortium for Higher Education (SEPCHE) is a consortium of eight independent higher education institutions in the Greater Philadelphia region who engage in a collaborative approach to the challenges of higher education and work together to promote quality and efficiency of academic programming, student access, faculty development, institutional operations and community outreach, through sharing a range of activities, services, technology and information.

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**SCHOOL OF CONTINUING AND PROFESSIONAL STUDIES
ACCELERATED DEGREE PROGRAM
ACADEMIC CALENDAR: 2010 - 2011**

Fall 1 (August 23 - October 16, 2010)

August 22	Add Period ends
August 23	Fall 1 classes begin
August 23 - August 28	80% Withdrawal Refund
August 30 - September 4	60% Withdrawal Refund
September 6	Labor Day Holiday (No Classes)
September 6 -11	40% Withdrawal Refund - No refund after this date
September 18	Last day to withdraw from a course without academic penalty
September 25	Last day to make up incomplete grades from Summer 2
October 6 - 15	Last day for December graduates to complete exit interviews
October 11	Late Registration Fee for Fall 2 begins
October 16	Fall 1 classes end

Fall 2 (October 18 – December 11, 2010)

October 17	Add Period ends
October 18	Fall 2 classes begin
October 18 - October 23	80% Withdrawal Refund
October 25 - October 30	60% Withdrawal Refund
November 1, 2010	Registration begins for Spring I and 2, 2011
November 1 - November 6	40% Withdrawal Refund - No refund after this date
November 13	Last day to withdraw from a course without academic penalty
November 20	Last day to make up incomplete grades from Fall 1
November 24 - November 27	Thanksgiving Holiday (No Classes)
December 8	Late Registration Fee for Spring 1 begins
December 11	Fall 2 classes end

Spring 1 (January 3 - February 26, 2011)

January 2	Add Period ends
January 3	Spring 1 classes begin
January 3 - 8	80% Withdrawal Refund
January 10 - 15	60% Withdrawal Refund
January 17 - 22	40% Withdrawal Refund—No refund after this date
January 29	Last day to withdraw from a course without academic penalty
February 5	Last day to make up incomplete grades from Fall 2
February 2 - 11	Exit Interviews for May graduates
February 21	Late Registration Fee for Spring 2 begins
February 26	Spring 1 classes end

Spring 2 (February 28 - April 23, 2011)

February 27	Add Period ends
February 28	Spring 2 classes begin
February 28 – March 5	80% Withdrawal Refund
March 7 - 12	60% Withdrawal Refund
March 14	Registration begins for Summer 1 and 2, 2011
March 14 - 19	40% Withdrawal Refund—No refund after this date
March 26	Last day to withdraw from a course without academic penalty
April 6	Last day to make up incomplete grades from Spring 1
April 19	Late Registration Fee for Summer 1 begins
April 23	Spring 2 classes end
April 21 - April 23	Easter Holiday (No Classes)

Summer 1 (April 25 - June 19, 2011)

April 24	Add Period ends
April 25	Summer 1 classes begin
April 25 - 30	80% Withdrawal Refund
May 2 - 7	60% Withdrawal Refund
May 14	Graduation (No Classes)
May 9 -14	40% Withdrawal Refund - No refund after this date
May 16 - 27	Exit Interviews for August graduates
May 21	Last day to withdraw from a course without academic penalty
May 28	Last day to make up incomplete grades from Spring 2
May 30	Memorial Day Holiday Observed (No Classes)
June 13	Late Registration Fee for Summer 2 begins
June 18	Summer 1 classes end

Summer 2 (June 20 - August 13, 2011)

June 19	Add Period ends
June 20	Summer 2 classes begin
June 20 - June 25	80% Withdrawal Refund
June 27 - July 2	60% Withdrawal Refund
July 4	Independence Day Holiday (No Classes)
July 5 - 9	40% Withdrawal Refund – No refund after this date
July 11	Registration begins for Fall 1 and 2, 2011
July 16	Last day to withdraw from a course without academic penalty
July 23	Last day to makeup incomplete grades from Summer 1
August 8	Late Registration Fee for Fall 1 begins
August 13	Summer 2 classes end

No Friday Evening Classes Scheduled during Summer 1 and 2
No Classes Scheduled week of August 15 - 20

The instructor will determine and incorporate alternative class time/class work (extended hours, etc.) where official holidays are scheduled on the academic calendar.

INTRODUCTION

CHESTNUT HILL COLLEGE MISSION STATEMENT

THE MISSION OF CHESTNUT HILL COLLEGE IS TO PROVIDE STUDENTS WITH HOLISTIC EDUCATION IN AN INCLUSIVE CATHOLIC COMMUNITY MARKED BY ACADEMIC EXCELLENCE, SHARED RESPONSIBILITY, PERSONAL AND PROFESSIONAL GROWTH, SERVICE TO ONE ANOTHER AND TO THE GLOBAL COMMUNITY, AND CONCERN FOR THE EARTH.

Chestnut Hill College, founded by the Sisters of Saint Joseph in 1924, is an independent, Catholic institution that fosters equality through education. Faithful to its strong liberal arts tradition, Chestnut Hill College offers academic programs of excellence in the areas of undergraduate, graduate, and continuing studies.

True to its Catholic heritage, Chestnut Hill College espouses the beliefs and values inherent in the Judeo-Christian tradition while it respects the contributions made by other faith traditions in the development of the whole person. The College nurtures a sense of integrity, spirituality, and social justice in all.

The College community dedicates itself to four purposes in fulfilling this mission. It seeks:

- To provide avenues for students to achieve academic excellence and to pursue research in their major field or in interdisciplinary studies. The College encourages students to explore and experience diverse curricula and to participate in exchange programs with other institutions of higher education.
- To initiate links between the world of learning and the world of work through curricular planning, technological opportunities, and career preparation. The College guides students in applying theoretical learning through experiential education designed collaboratively by faculty and students.
- To uphold an atmosphere of communal respect in which all may clarify and articulate personal values and beliefs while exploring the ethical and moral dimensions underlying all relationships. The College encourages interfaith opportunities by acquainting all students with Catholicism, its theology and its Judeo-Christian roots, and by engaging in dialogue with women and men of other beliefs.
- To create local and global connections that enable students to respond to the needs of others through service-oriented enterprises. The College educates students to identify and to address issues of social justice and to work toward systemic change.

Approved by the Chestnut Hill College Board of Directors October 7, 2002

PHILOSOPHY

Chestnut Hill College's ACCELERATED Degree Program through the School of Continuing and Professional Studies offers evening and weekend fast-track degrees to working adults. This alternative degree delivery model provides the opportunity for women and men to earn college degrees by delivering courses in a continuous eight-week format. Majors are related to business, technology and the social sciences. All degrees require a core liberal arts education.

Chestnut Hill College is committed to preparing students for living and working in a global community by offering undergraduate degree programs grounded in the liberal arts. The purpose of the educational experience is to:

- Educate students for their roles as responsible citizens in a global community.
- Provide links between the world of learning and the world of work, the liberal arts and professional studies.
- Affirm the concept of lifelong learning; and
- Uphold the ideals of social justice and the values inherent in the Judeo-Christian tradition.

THE ACCELERATED DEGREE PROGRAM OFFERINGS

Academic Excellence at an Accelerated Pace

Chestnut Hill College's ACCELERATED Degree Program offers the opportunity to complete associate or baccalaureate degrees in an accelerated eight-week format. In the degree program schedule, the calendar year is divided into six, eight-week sessions, and students may enter any session. Students attend classes one evening (M-F) or two evenings (M/W or T/TH) during the week; Friday afternoons; Saturday mornings; or Saturday afternoons. Students may take two courses every eight weeks, for a total of six credits per session. This arrangement makes it possible for students to be enrolled full-time for financial aid purposes and hold a full-time job.

Dual Majors

If students wish to major in two areas, they need to have maintained a cumulative GPA of 3.50 or better after having completed fifteen credits at Chestnut Hill College and are responsible for completing the degree requirements for each major. Application must be made before completing ninety credits towards the degree program. An academic advisor and the Director of ACCELERATED Degree Program must approve the student's program of study, designating one area as the official major, which determines the degree (B.A. or B.S.). *The degree will be awarded only in the primary major.* If interested in a dual major, consult an academic advisor for detailed information on curriculum requirements. Both degrees will be listed on the official transcript.

Degree Programs

The Chestnut Hill College ACCELERATED Degree Program offers the Associate of Science (A.S.), the Bachelor of Arts (B.A.) and the Bachelor of Science (B.S.) degree. A student may obtain an undergraduate degree by pursuing one of the following majors:

- Accounting and Business (A.S.) or (B.S.)
- Business Administration (A.S.) or (B.S.)
- Business Communications (A.S.) or (B.S.)
- Childcare Management (A.S.) or (B.S.)
- Criminal Justice (A.S.) or (B.S.)
- Early Childhood Education (B.S.)
- Elementary Education (B.S.)
- Healthcare Management (A.S.) or (B.S.)
- Human Resources Management (A.S.) or (B.S.)
- Human Services (A.S.) or (B.S.)
- Liberal Studies (B.A.)
- Marketing (A.S.) or (B.S.)

Second Degree

Chestnut Hill College will grant a second baccalaureate degree to students with a baccalaureate degree from Chestnut Hill College or another accredited institution, and who wish to earn a degree in a different major.

The student must satisfy the requirements of the ACCELERATED Degree Program's core liberal arts studies and the requirements of the major. At least ten courses toward the second degree must be completed at Chestnut Hill College; at least five of these courses must be in the major field of study. A minimum cumulative grade-point average of 2.0 both in the major field of study and in all courses taken at Chestnut Hill College is required. (Accounting and Business requires a cumulative grade point average of 2.50 in the major.)

Articulation Agreements

Chestnut Hill College has curricular and transfer partnerships with several two-year institutions, including but not limited to Community College of Philadelphia, Manor College, Delaware County Community College, Montgomery County Community College, The PJA School, and the Philadelphia Police Academy. Please call the Director of Admissions at 215.248.7062 or the Off-Site and Transfer Manager at 215.242.7704 for updates on transfer partnerships, and for detailed information about dual admissions, core-to-core transfer opportunities, and transfer scholarships.

GETTING STARTED

Admission to the Chestnut Hill College ACCELERATED Degree Program

Admission is open to women and men. Individuals can obtain admission and course registration information directly from the ACCELERATED Degree Program Office, by contacting the Office of Admissions at chcaadm@chc.edu or by visiting the College's website at www.chc.edu.

Steps to Apply

- Attend an Information Session to learn about the program or
- Meet individually with the Director of Admissions to discuss the Program.
- Submit an Application for Admission (with \$40.00 application fee).
- Submit an official high school transcript or GED certificate.
- If transferring credits from another institution, request that official transcript(s) from those institutions be forwarded directly to:

Chestnut Hill College
School of Continuing and Professional Studies
9601 Germantown Avenue
Philadelphia, PA 19118-2693

International Students

International students follow all admission requirements as stated in the Admission section of this catalog. A TOEFL score of 550 (paper-based test) or 213 (computer-based test) is required; in addition, a financial statement indicating ability to pay must accompany application materials. The I-20 needed to obtain an F-1 visa is sent to the student upon receipt of these materials. (See International Student Services.) *All persons born outside the United States need to meet with the Director of International Student Services when applying for admission.*

ACADEMIC POLICIES AND PROCEDURES

It is the responsibility of the student to know and comply with the academic policies, procedures, and regulations of the College as outlined in this Catalog. Such policies, procedures and regulations may change without prior notice.

Academic Advising

All course registrations require the approval of an ACCELERATED Academic Advisor. It is further recommended that students meet with an ACCELERATED Academic Advisor specifically to review academic records and progress. This review serves to avoid conflict in academic scheduling and misunderstanding of program requirements. Students are responsible for meeting the requirements of the degree or certificate and prerequisites for courses in which they are enrolled. It is strongly recommended that if a student is planning to graduate within the year or has at least ninety credits, she/he should have a graduation requirement assessment status completed with an Academic Advisor. The ACCELERATED Degree Program Academic Advising Center is located in Fournier Hall Room 11A.

Academic Probation/Dismissal

An academic probation letter serves as a precaution to an ACCELERATED student who is in danger of not attaining the necessary cumulative GPA to graduate in the School of Continuing and Professional Studies. Students placed on academic probation must meet with the Director of the ACCELERATED Degree Program for academic advisement prior to registering for the next session(s). While on academic probation, student's future enrollment is limited to one course per session. A student who falls below the required GPA may be at risk of losing his/her financial aid. Probationary status is automatically withdrawn after a student's cumulative GPA reaches acceptable standing. A student who does not make academic progress and who continuously fails to raise the cumulative GPA may be dismissed from the ACCELERATED Degree Program. Probationary and academic dismissal status is reported on the student's official transcript. A dismissed student remains responsible for all tuition and fees.

In addition violations to institutional regulations, including but not limited to plagiarism and cheating, sexual harassment, violence (both verbal and physical), firearms, theft, and alcohol and drug use may result in dismissal from the ACCELERATED Degree Program.

Academic Honors and Awards

A student who receives the following cumulative grade point average computed in the prior session preceding completion of the degree requirements will be recognized at graduation: 3.60 *cum laude*; 3.75 *magna cum laude*; 3.90 *summa cum laude*. The final cumulative GPA and corresponding honors are recorded on the student's permanent record. Other academic honors awarded to ACCELERATED students include:

Dean's List

Students are recognized on the ACCELERATED Degree Program Dean's List when they have earned twenty-four semester credits and attained a GPA of 3.60 or better during the Fall 1 through Summer 2 sessions. The ACCELERATED Degree Programs Dean's List is published every September for the previous academic year.

Alpha Sigma Lambda Honor Society

In 1987, Chestnut Hill College was given approval to establish a chapter (Epsilon Sigma) of Alpha Sigma Lambda. This National Honor Society, founded in 1946, recognizes adult students (24 years of age or older) in higher education who have achieved academic excellence and leadership while fulfilling the many responsibilities of family, work and community service.

Potential inductees must be matriculated at Chestnut Hill College and have a minimum of thirty graded semester credits, fifteen of which must be in the liberal arts and outside the student's major. Members shall be selected only from the highest ten percent of the adult population and have a minimum cumulative GPA of 3.60 on a 4.00 scale.

Delta Epsilon Sigma Honor Society

This is the national scholastic honor society for graduating students of Catholic colleges and universities. Delta Epsilon Sigma established its Chestnut Hill College chapter, Alpha Upsilon, in 1941. Eligibility for election to membership is limited to students with a cumulative GPA of 3.60.

Kappa Gamma Pi Honor Society

Kappa Gamma Pi is the national Catholic college graduate honor society. Membership, which is limited to no more than 10 percent of the graduating class, is based on scholarship, leadership, and service. Members are selected in recognition of past accomplishments and also in anticipation of future service.

Psi Chi Psychology Honor Society

Psi Chi, the national honor society in Psychology, is an affiliate of both the American Psychology Society Association and the American Psychological Society. Membership in the local chapter requires a major or minor in Psychology, a ranking in the top 35% of the class, a cumulative GPA of 3.2, a Psychology GPA of 3.5, Junior standing, and the completion of four or more Psychology courses.

Sigma Beta Delta

Sigma Beta Delta, the national honor society that encourages and recognizes scholarship and accomplishment among students of business, management, and administration, established its chapter at Chestnut Hill College in 2006. Eligibility for election to membership is limited to those students who rank in the upper 20 percent of their class and have achieved an overall GPA of 3.50 at the time of invitation to membership following completion of at least one-half of the degree program in which they are enrolled. Transfer students who meet the qualifications for membership may be inducted after they have completed a minimum of 12 credits in the ACCELERATED Degree Program.

Academic Integrity and Responsibility Policy

Academic integrity, which is essential to the mission of Chestnut Hill College, consists in responsibility and honesty in the fulfillment of academic duties and is vital to the Chestnut Hill College community of scholars. Academic integrity promotes trust, mutual respect, cooperation, and the advancement of learning.

Academic integrity requires of students:

- Careful and thorough preparation for classes, including reading, completion of assignments, finding required background material, and reflecting on relevant issues.
- Regular and prompt attendance for the entire class session unless there is a serious reason for absence.
- Effort to maintain careful and focused attention during class.
- Participation in class discussion by both speaking and listening.

- Consistent attendance at lectures, events, study groups, and/or conferences with the instructor, as required or suggested by the instructor.
- Asking questions and seeking appropriate assistance from peers, academic support staff, and instructors, as needed.
- Respect for instructors and students.
- Careful and thorough preparation for and complete honesty in fulfilling assignments, writing papers, citing sources, and taking tests and examinations.
- Speaking to any student observed in violation of academic integrity, to discourage such violation. If this is not successful, reporting the violation to the appropriate academic authority.
- Cheating and plagiarism destroy the trust and mutual respect that are essential to a community of learning. These behaviors violate the deepest convictions of the College community and are infractions of academic integrity.

Cheating

The following acts are example of cheating, though the list is not exhaustive:

- Using materials not specifically allowed by the instructor during the taking of an examination, test or quiz, such as material written by another student during the taking of an examination, test or quiz, either with or without his or her knowledge; crib notes; texts and /or supplementary marginal notations in texts; notes written on any object in the room in which examination is being taken; unauthorized calculators or any other unauthorized aids.
- Collaborating during an in-class examination, test or quiz, either in the giving or receiving of information, or improper collaboration on a take-home examination, test or quiz, or laboratory report.
- Stealing, using or transmitting verbally or otherwise, actual examinations, tests, quizzes or portions thereof, or other likewise confidential information before or during the time of the exam. Once an exam has been given it becomes part of the public domain.
- Submitting for a grade in one class any material previously or simultaneously submitted for a grade in another class without documented authorization from both instructors.
- Taking an examination by proxy.
- Falsifying laboratory or research data or results; or falsifying or inventing bibliographical entries for research papers.
- Withholding knowledge of an incident of cheating or plagiarism from the individual instructor to whom the work is submitted.
- Knowingly participating in another student's act of cheating or plagiarism.

Plagiarism

Plagiarism is defined as the submission of work (written work, art work, musical composition, oral presentation, software program, experimental design, etc.) that incorporates ideas from another individual (student, teacher, author, etc.) and presents these ideas as one's own without adequate acknowledgement of the source.

The following acts will be deemed acts of plagiarism, though the list is not exhaustive:

- Presenting published or unpublished work prepared by others, or dictated by others, as your own, including papers purchased or borrowed from any person or organization.
- Presenting, as your own, reports or exercises copied from or dictated by others.
- Incorporating formal lecture notes or information from textbooks into your own work without acknowledgement and thus presenting them as one's own.
- Presenting as your own, a computer solution developed by someone else.
- Copying the ideas, and/or speculations, and/or language of any other person or persons, without acknowledgement, and presenting this as one's own original work.

If an instructor suspects that a student may have cheated or plagiarized, the instructor will discuss the issue with the student and identify methods and materials that the student may supply to determine the facts. It is the prerogative of the instructor to ascertain whether the evidence submitted by the student is satisfactory. For minor incidents apparently due to misunderstanding, the instructor will determine the consequences for the student. In cases of suspected cheating or plagiarism, the instructor will submit the Report of Violation of the Academic Integrity Policy form to the Director of ACCELERATED Degree Program. If this student has been reported to the Director previously for suspected cheating or plagiarism, the Director will notify the instructor. The Director and the instructor will then decide whether this incident will be considered an infraction of academic integrity. The Dean of the School of Continuing and Professional Studies will be notified of cases of confirmed plagiarism or cheating. This notification must include the student's name and a brief description of the incident. Penalties such as failure of the course and/or dismissal from the College are enacted by the Dean in consultation with the instructor in cases of confirmed plagiarism or when a student has multiple infractions. Even a first offense, if severe, may incur the penalties.

Appeal of Academic Integrity Violation

A student who is reported to the Dean for a violation of academic integrity may appeal the charge according to the following procedure:

1. Academic integrity cases should first be addressed between the faculty member and the student in an effort to reconcile their differences. If the faculty member decides to pursue the case, he or she will complete the appropriate form, obtain the student's signature, and submit the form to the Director of the ACCELERATED degree program.

2. If the student disagrees with the charge, he or she will have three weeks to present an appeal in a signed letter to the Dean. It is the charge that is in question, not the penalty. All participants in the hearing must have three working days notice of the hearing.

3. In the SCPS, the appeals board will be composed of four members: the Dean, the Chair of the Academic Standards committee, one other faculty member and a student, both appointed by the Dean. The Dean will moderate the discussion but will not vote.

4. If the case is brought to the Appeals Board, both student and faculty member will present relevant evidence. If more than one student is involved, each will have a separate hearing. No attorneys are to be present at this hearing. Only individuals approved by the Dean may be present.

5. The Appeals Board will pronounce on the charge, not the penalty. If the student is found innocent, the sanction is lifted. Otherwise it remains as imposed. The decision of the Board is final. The Dean will communicate the decision to the student within ten working days of the hearing.

Acceptable Academic Standing

An ACCELERATED Degree Program student is said to be in acceptable academic standing if she/he earns the minimum applicable cumulative GPA of 2.00. (Accounting and Business requires a cumulative GPA of 2.50 in the major. Education majors must maintain a cumulative GPA of 3.0.) Failure to maintain the applicable cumulative GPA may result in changing a major or academic dismissal from the ACCELERATED Degree Program.

Alcohol and Drug Policy

Chestnut Hill College expects from each student a mature recognition of her/his responsibilities regarding the use of alcoholic beverages. No student is permitted to possess or use alcoholic beverages on campus. Each student is responsible for knowledge of the Pennsylvania statutes that prohibit the serving, possessing, consuming or selling of alcoholic beverages to persons less than twenty-one years of age. Students may not use, possess, distribute, or offer for sale narcotics or dangerous drugs, including marijuana or any hallucinogenic agents. Possession of and merchandising drugs is a serious offense that may result in expulsion. The use of drugs is a violation of the law, and Chestnut Hill College cannot and will not protect students from prosecution under the federal and state laws. Possession of, or consumption of drugs or alcohol, or misconduct resulting there from is a serious offense which may be subject to penalties up to and including, suspension or expulsion, depending on the seriousness and the extent of the offense.

Attendance Policy

Regular, timely attendance is an essential part of every student's course work. Students must attend all classes as scheduled. Students who fail to attend the first two classes in any session will NOT be allowed in the class and will be withdrawn at the 60% refund rate. Attendance is taken and recorded at each class meeting, including labs (if applicable). Instructors will announce their course requirements, policies on participation, and methods of assigning grades at the beginning of the session. An instructor may ask a student to justify excessive absences, early departures or lateness. Permission to make up assignments, quizzes, announced tests, or examinations may be granted only at the discretion of the instructor. Excessive absences, early departures or lateness may result in a failing grade or dismissal from a class. The U.S. Department of Education requires attendance records for federal financial aid programs. Excessive absence may result in loss of financial aid eligibility.

Audit and Cultural Enrichment

Chestnut Hill College's ACCELERATED Degree Program actively encourages members of the community who seek self-improvement or desire educational enrichment to participate in courses of special interest. If students wish to audit or take classes for cultural enrichment, the following regulations apply: no attendance is recorded for auditing students; no assignments or papers are corrected; no examinations are taken; and no credit is given. A record of the audit is kept in the Office of the Registrar. A course audited or taken for cultural enrichment may not be used for credit. Tuition for audit is the same as for credit.

Cancellation of Courses/Programs

Chestnut Hill College or the School of Continuing and Professional Studies reserves the right to cancel courses due to insufficient enrollment, staffing difficulties, or other unforeseen contingencies. In such cases, students will be informed as soon as possible so that other courses may be selected. Occasionally, majors or certificate programs may be terminated. Reasonable efforts will be made so that students who have matriculated will be able to complete those programs.

Cancellation of Class due to Inclement Weather (Snow, Flooding, etc.)

Because of the accelerated sessions and the year-round academic program, the ACCELERATED Program does its best to avoid canceling classes and/or examinations. Should a severe weather or other emergency happen, cancellation of ACCELERATED Degree Program classes will be announced on KYW-AM 1060 radio after 3 pm. If an emergency announcement becomes necessary, it will be identified as cancellation of Chestnut Hill College ACCELERATED Degree Program classes. The closing number for the ACCELERATED Degree Programs is 1094. Closing messages will also be recorded on the College's phone 215.248.7009 and published on the College homepage at www.chc.edu. Instructors have the responsibility of rescheduling and making up missed time and course work for any cancelled classes. Students are expected to complete all supplemental course work or meetings assigned to offset missed class time as required by individual instructors.

Change of Address

To signal a change of address, telephone number, place of employment, or other contact information, students should submit a Change of Address Form to the Assistant to the Registrar. Change of Address forms are available in the ACCELERATED Main Office. Students are responsible for ensuring that all communications mailed from ACCELERATED Degree Program offices and Chestnut Hill College are directed to their proper addresses.

Change of Major

Students who wish to change their major must complete a Change of Major Form and have it signed by an Academic Advisor. Changing a major requires a re-evaluation of all credits and may require additional courses beyond the minimum credits required for graduation. Change of Major Forms are available in the ACCELERATED Main Office.

Change of Registration

Students may change their course schedules at any time prior to session start dates. A student may obtain a Change of Registration Form from the ACCELERATED Main Office. All Change of Registration forms must be signed by an Academic Advisor. A \$40.00 fee is applied each time a change of schedule is made. This fee applies only to withdrawals.

Addition of courses after session start dates may have academic outcomes, for example when classes are missed. Grading penalties or make-up assignments required for classes missed due to changes in registration after session start dates are the purview of individual faculty members.

All course withdrawals must be done in writing. A fax or e-mail is acceptable only in the case of course withdrawals provided the faxed or e-mailed request contains all pertinent information, including student name, student ID number, course name, course number, and date of request. Students should consult the Academic Calendar for the last day to withdraw from courses without academic penalty. If a student withdraws before the last day to withdraw, she/he will be given a grade of "W." Withdrawal after the designated withdrawal date results in Withdrawal Failure ("WF"). Any course withdrawal that is submitted on or after the first day of the session in question will be subject to partial tuition charges. The withdrawal refund policy is shown on the Tuition and Fees schedule and the Academic Calendar.

Please note: Not attending class or notifying the instructor does not constitute an official withdrawal; such action will result in a failing grade ("F") for the course in which the student was enrolled and full tuition charges.

Classification of Students

- A *first-year student* is a student with fewer than twenty-four credits.
- A *sophomore* is a student who has satisfactorily completed twenty-four credits with a minimum cumulative GPA of 2.00.
- A *junior* is a student who has satisfactorily completed fifty-four credits with a minimum cumulative GPA of 2.00.
- A *senior* is a student who has satisfactorily completed eighty-four credits with a minimum cumulative GPA of 2.00.

Full-time status refers to a course load of twelve credits across two sessions in the fall, spring, or summer. This designation is applicable to financial aid requirements only. Those who are classified as a School of Continuing and Professional Studies student qualify for the ACCELERATED part-time tuition rate, and are therefore classified by Chestnut Hill College as part-time students.

A *non-matriculated student* is one who is not matriculated in a degree program. Once a non-matriculated student has been admitted to the ACCELERATED Degree Program, credits earned as a non-matriculated student may be applied retroactively to a degree program.

Closed Courses

Students will not be permitted to enroll in courses at maximum enrollment ("closed" courses). Exceptions to this policy can only be made by the Director of ACCELERATED Program and the Assistant to the Registrar when a student graduating at the end of the current session needs the specific course in order to complete her/his degree requirements. Closed course lists are updated frequently and available through Academic Advisors, and posted in the ACCELERATED Degree Program Main Office.

Commencement Exercises

Chestnut Hill College confers baccalaureate degrees three times a year: May, August and December. All graduates are encouraged to march in the annual commencement procession in May, including those who received diplomas in August or December of the same academic year. Students who have not completed their academic program will not be permitted to participate in commencement. It is the student's responsibility to make certain all graduation requirements are successfully completed.

Communication

In an effort to “go green”, correspondence to and from the College should be sent via CHC email. Course schedules, grades and unofficial transcripts are available on the portal at my.chc.edu. Please check your CHC email and the portal on a regular basis. Access problems should be directed to helpdesk@chc.edu

Course Overload

Two courses per session are considered within load. An overload of one course (9 credits total) per session may be permitted to students in good academic standing, with the approval of an Academic Advisor or the Director of the ACCELERATED Degree Program. A student in good academic standing, in this context, is defined as one who has completed at least 15 credits at CHC and who maintains a 3.2 or better. ACCELERATED Degree Program students are not permitted to enroll in more than nine credits per session for any reason, at any time.

Course Registration

Students are responsible for reviewing course prerequisites and determining the appropriateness of their academic preparation in consultation with an Academic Advisor. When possible, students should register for two sessions at a time: Fall 1 and Fall 2; Spring 1 and Spring 2; or Summer 1 and Summer 2. No registration will be processed until all financial obligations to the College have been met. (See Financial Information for billing policies.)

Course Registration Procedures

Registration information is sent electronically to students three times each academic year: for Fall, Spring and Summer Registration. All registration options require consulting with and obtaining the signature of an Academic Advisor. Be sure to complete the registration information, including name, address, telephone numbers and CHC email address, and your signature.

Course Syllabi

Faculty members are expected to state on their syllabi at the beginning of each session policies on such matters as academic integrity, class attendance, frequency of examinations, use of notes and textbooks during examinations, submission and grading of written assignments and papers, their grading scale, and the basis for determining the final grade. College policies as published in this Catalog also apply. It is the student’s responsibility to carefully review this information.

Degree Candidacy

It is the student’s responsibility to see that all graduation requirements are fulfilled. The minimum credit hour requirement for graduation is 120 credits and the minimum course requirement is 40 courses. A candidate for graduation must also satisfy the following:

- Achieve a minimum cumulative GPA of 2.00 for all courses presented for the degree;
- Achieve a minimum cumulative GPA of 2.00 for courses required in her/his major and offered by the major;
- If majoring in Accounting and Business, achieve a minimum cumulative GPA of 2.50 in the major;
- If majoring in Education, achieve a minimum overall cumulative GPA of 3.0;
- Achieve a grade of “C-” or above for all courses required in the major area of study;
- If a transfer student, complete a minimum of forty-five credits (fifteen courses) at Chestnut Hill College;
- If a transfer student, complete half the courses required in the major at Chestnut Hill College.

An *exit interview* is required with the Assistant to the Registrar. Signatures for graduation are required from the Assistant to the Registrar and the Director of the ACCELERATED Degree Program.

Disabilities Policy Statement

Chestnut Hill College is committed to providing equal educational opportunities for qualified students. The College is in compliance with applicable federal and state laws. Disclosure of a disability is voluntary and confidential. To access services, students must submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

Documentation must state the nature of the disability and provide adequate information to support accommodations. Accommodations will be determined on a case-by-case basis. The College reserves the right to request additional information if necessary, especially in cases where re-certification of a disability is warranted.

Students should contact Leslie Wilson, Director of the Student Learning Center at 215.248.7013. She will advise faculty and administrators on appropriate accommodations for students with disabilities.

Exit Interviews and Application for Graduation

Each student's program is subject to degree requirements as outlined in the dated catalog at the time of the student's initial enrollment in the program. When planning to graduate, students must make an appointment for an exit interview with the Assistant to the Registrar. In that meeting, they will complete the Application for Graduation from Chestnut Hill College. *Pending graduates must complete the application no later than three months prior to graduation.* Dates for exit interviews are set by the Assistant to the Registrar and are posted and published in the Academic Calendar. Students are encouraged to participate in commencement exercises. Students must complete all course requirements, pay a graduation fee, and remove all financial indebtedness to Chestnut Hill College prior to receipt of degree and/or participation in graduation.

Family Education Rights and Privacy Act

This act protects the privacy of educational records, establishes the rights of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through formal or informal appeals. Currently enrolled students may withhold disclosure of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold information regarding educational records, a currently enrolled student must give written notification to the Assistant to the Registrar's office within two weeks after the first class meeting of any course.

Disclosure to the following parties, however, is specifically excepted by the Privacy Act from this rule:

- administrative and academic personnel within the institution who have a legitimate educational interest;
- officials of the institution in which the student seeks to enroll;
- persons or organizations to whom the student is applying for financial aid;
- certain federal and state government officials;
- organizations conducting studies relating to tests, student aid program, instruction;
- appropriate persons where a health or safety emergency affecting the student exists;
- any person where the disclosure is required for compliance with a judicial order to proper subpoena.

Copies of The Family Education Rights and Privacy Act are available in the Registrar's office, second floor, St. Joseph Hall.

The Chestnut Hill College ACCELERATED Degree Program staff will not disclose a student address or telephone number to another student. Students may request withholding information from directories by written notification to the Assistant to the Registrar's Office.

The Chestnut Hill College ACCELERATED Degree Program staff will not disclose a faculty address or telephone number to any student. Student requests will be left in the mailbox of faculty presently teaching or mailed to faculty not teaching in the current session.

Firearms Policy

The Chestnut Hill College policy concerning the possession and use of firearms conforms with the Pennsylvania Uniform Firearms Act. Firearms are not permitted in any College building.

Grade Appeal

A student must appeal a final course grade before the end of the session immediately following the session in which the grade was assigned. The student must initiate the process by first appealing in writing (e-mail is not acceptable) to the instructor who has given the grade, providing the instructor with any relevant material/evidence in support of appeal. If requested by the student, the instructor should provide within one week of the request a written statement to the student detailing the reasons for the grade.

If consultation with the instructor does not lead to a resolution satisfactory to the student, the student may, within five days of the instructor's response, appeal in writing (e-mail is not acceptable) to the Chair of the appropriate department or program stating the reasons for the disagreement and presenting evidence in support of appeal (course syllabus, copies of assignments and exams, etc.)

If the decision of the Chair remains unsatisfactory to the student, the student may, within five days of the Chair's written response, request that the Dean of the School of Continuing & Professional Studies form an *ad hoc* committee (consisting of the Dean and three faculty members other than the instructor and department Chair) to review the issue. As part of the request, the student must supply 4 copies of relevant supporting documentation arranged in chronological order. The *ad hoc* committee will convene as soon as possible. The Dean of the School of Continuing and Professional Studies will forward all relevant material to the *ad hoc* committee in sufficient time for it to be reviewed prior to the meeting. The student and instructor will present their arguments before the *ad hoc* committee in one another's presence. The student and instructor will answer questions from the committee. The *ad hoc* committee, deliberating in private, will review the evidence and reach a decision. The Dean of the School of Continuing and Professional Studies will notify the student of the final decision.

Grade Changes after Submission

After submitting a final grade to the Registrar, an instructor may change it only under the following conditions:

- The change must be submitted on the official Grade Change form, available in the ACCELERATED Main Office, within two weeks into the next semester or session of the school in which the course was taken. In the School of Undergraduate Studies, spring semester grades may not be changed after the end of Summer Session I.
- The instructor must state the reason for the change, which must be due only to serious extenuating circumstances.
- The instructor may not assign nor accept any additional work after submitting the final grade.

Please refer to other College policies regarding grade appeal by the student, or incomplete grades.

Grade Point Average (GPA)

In addition to passing all courses, the student is required to maintain a specific cumulative GPA in order to be in acceptable academic standing, to maintain financial aid eligibility (See Financial Information section) and to graduate. Only courses for which a letter grade is given and that are presented for the degree are computed into the cumulative GPA. The cumulative GPA is calculated in the following way: The quality points per course are determined by multiplying the number of semester credits (3, 6, 9, etc.) by the number of quality points assigned to the grade received (e.g., "A" = 4.0 quality points). The sum of the quality points received for all courses is then divided by the number of semester credits earned.

Quality points per course = semester credits multiplied by quality points.

Grade-point average (GPA) = sum of the quality points of all courses divided by the number of semester credits earned.

Grading System

Faculty members have the right to use other grading scales and are required to report their scale of use on all course syllabi.

A	=	97-100	C+	=	77-80
A-	=	93-96	C	=	73-76
B+	=	89-92	C-	=	69-72
B	=	85-88	D+	=	65-68
B-	=	81-84	D	=	60-64
			F	=	59 and lower

Academic achievement is designated by the following letters on student transcripts:

A	=	4.0	I = Incomplete
A-	=	3.7	P = Pass
B+	=	3.3	F = Failure
B	=	3.0	NR = Not Recorded
B-	=	2.7	W = Withdrawal during approved time period
C+	=	2.3	WF = Withdrawal Failure after approved time period
C	=	2.0	AU = Audit
C-	=	1.7*	CL = CLEP
D+	=	1.3	CR = Credit
D	=	1.0	PA = Portfolio Assessment
F	=	0.0	

* *Minimum grade required in all courses in the major.*

- A/A- indicates mastery of the course content accompanied by evidence of exceptional achievement in critical, independent thought masterfully expressed.
- B+/B/B- indicates a good grasp of course content accompanied by evidence of a marked achievement in critical, independent, and creative thought competently expressed.
- C+/C/C- indicates an adequate grasp of course content accompanied by an average achievement in critical, independent, and creative thought and the capacity to express it.
- D+/D indicates a limited grasp of course content and evidence of minimal achievement in critical, independent, and creative thought. (A grade of "D" or "D+" is not acceptable in the major and must be repeated.)
- F indicates an insufficient grasp of course content with evidence of an unacceptably low achievement in critical, independent, and creative thought.
- I indicates an Incomplete. (See Incomplete Grades below)

P/F indicates a pass/fail grade. Internships are graded on a pass/fail basis. A grade of “P” (pass) is not computed in the cumulative GPA. The grade of “P” indicates that the student has received full credit for the internship toward graduation; the grade of “F” indicates that the student has failed the internship, and receives no academic credit and it is computed into the cumulative GPA.

Graduate Course Enrollment

A Chestnut Hill College ACCELERATED Degree Program student may begin graduate work in the School of Graduate Studies at Chestnut Hill College while fulfilling the requirements of an undergraduate degree if the student’s academic performance and promise justify such action. Credits earned in excess of those required for the undergraduate degree may be applied toward an advanced degree. Students must have senior status, a cumulative grade-point average of 3.00 and permission of the Dean of the School of Continuing and Professional Studies and Dean of the School of Graduate Studies. Graduation Course Permission forms are available in the ACCELERATED Main Office and in the Academic Advising Center. Registration is completed through the ACCELERATED Degree Program. Undergraduate students who register for graduate courses pay graduate tuition, unless enrolled in select combined degree programs.

Incomplete Grades

An incomplete grade can be given only in an emergency situation when a student is unable to complete the course before the end of the session. The approval from the Dean of the School of Continuing and Professional Studies and permission from the instructor is required. An Incomplete Grade Request Form must be completed by the faculty member, signed by the student, and submitted to the Dean for approval *prior to the last class meeting*. If approved, all required work must be completed and submitted to the instructor prior to the fifth week of the next session. An Incomplete grade will automatically change to an “F” if all work is not completed by five weeks into the next session. (See Academic Calendar for specific dates.)

Independent Study

Permission of the Dean of the School of Continuing and Professional Studies is required to study independently. A petition in writing is required and permission will be granted only in exceptional circumstances.

Internships

An internship is a Major Elective option for all majors and is offered on a pass/fail basis. (Practicum is a graded requirement for Education majors.) Three academic credits are awarded for each internship/practicum. Criteria for internships are available from the Coordinator of Experiential Learning. Requests for letter grades must be submitted in writing prior to the beginning of the internship.

Late Registration

Registration during the last full week before a session begins is accompanied by a \$55 fee. Sessions start with published session dates on the Academic Calendar, *not the date of the student’s first scheduled class*. Exceptions to regularly published dates are posted on all ACCELERATED bulletin boards. Please check for holiday schedules on the Academic Calendar.

Math Placement Examination

ACCELERATED students must take a Math Placement Exam within the first semester prior to their registration in a mathematics course and must register for a math course within the first year. The Math Placement Examination is designed to encourage strong academic performance in mathematics courses, and courses for which mathematics is a prerequisite. Workshops are available to help prepare for the Math Placement Exam.

Examination is waived when a student has transferred in from another collegiate institution mathematics courses equivalent to all mathematics courses required for the chosen CHC degree, or the equivalent of the first mathematics course required in the major curriculum track (ie: *UEMA 104 Math for Business I*, or *UEMA 153 Mathematics: Basic Mathematical Theory and Applications I*).

Students will be placed in mathematics courses based on their placement exam results. These results may indicate that students need to take one or more prerequisite courses prior to those mathematics courses specified for their major. Therefore, the number and sequence of courses students will complete in mathematics will be determined by their test results and major requirements. Students may not enroll in any mathematics course for which they are not qualified. Students need not re-take the placement exam before every course.

Placement exams are administered online in the Math Resource Center on the third floor of Saint Joseph Hall. Students will receive their exam scores and associated placement by mail within three weeks of completing the exam. A copy of this letter will be filed with the School of Continuing and Professional Studies to support informed academic advisement. Students should schedule a placement exam at least six weeks prior to course registration. Students may call the Math Resource Center at 215.248.7088. Students must provide photo ID at the test site.

Online Learning

Chestnut Hill College's ACCELERATED Degree Program offers courses that may be partially completed away from the traditional classroom with the aid of Internet technologies. Hybrid courses will enhance and integrate classroom lectures with the use of computers, e-mail, the Internet, and Blackboard.com. The instructor will give students a syllabus on the first night of class concerning specific hardware/software requirements. Additional online learning opportunities will be offered via a special consortium relationship coordinated by Regis University.

Prior Learning Assessment (PLA)

The ACCELERATED Degree Program will give a written evaluation of all courses according to credit transfer guidelines. The original signed evaluation form, which is placed in the student's permanent file, will show how many courses and credits apply to her/his degree requirements. Successful completion of certain training programs may apply as transfer credits.

Credit by Examination Options include the following:

- **Advanced Placement**

Students may obtain credit through examinations given by the College Entrance Board each May. Credit and/or advanced placement will be given to students who score three or higher on the Advanced Placement Examination. Only the results of the first administration of each examination will be considered as a basis for granting credit, i.e., students may not re-take exams to achieve a satisfactory score. All examination results to be considered for advanced placement and/or credit need to be submitted prior to completing six credits in the ACCELERATED Degree Program.

- **College-Level Examination Program (CLEP)**

The ACCELERATED Degree Program recognizes fifteen approved CLEP credits at the ACE recommended level. Each CLEP examination is equivalent to one three-credit course. Credit for CLEP will be given after a) having earned fifteen credits in the ACCELERATED Degree Program, and b) prior to registration for the final fifteen credits required for the degree. CLEP credits are recorded on the academic transcript as a transfer and not calculated in the cumulative GPA. The CLEP Examinations Handbook and subject exam textbooks are on reserve in Logue Library.

- **Challenge Examination**

Matriculated ACCELERATED Degree Program students may challenge up to twelve credits in four approved courses after the successful completion of fifteen credits in the ACCELERATED Degree Program with a cumulative 3.50 GPA. Students may not challenge a previously failed course, computer courses, or Mathematics for Business I and II. All Challenge Examinations must be completed prior to registration for the final fifteen credits required for the degree. Challenge Examinations are credits earned at Chestnut Hill College's ACCELERATED Degree Program and grades are calculated in the cumulative GPA; a grade of "C" or above must be achieved for credit to be awarded.

Other prior learning experiences are evaluated based on the recommendations and/or accreditations of the following national organizations or programs:

- (ACT/PEP) American College Testing's Proficiency Examination Program
- (DANTES) Defense Activity for Non-Traditional Education Support – Training and education offered through the Armed Services is evaluated by the American Council of Education (ACE)
- (ACE/CREDIT) Program on Noncollegiate Sponsored Instruction

Portfolio Assessment

Adults who have acquired knowledge through prior experience may apply for credit through portfolio assessment. Designed for the highly self-directed learner, this process demands rigorous self-assessment, critical analysis of the level of learning acquired, work samples and/or exhibits, third-party verification, and other documentation. Well documented college-level learning can earn up to fifteen college credits after the successful completion of fifteen credits in the ACCELERATED Degree Program with a cumulative 3.50 GPA and prior to the last fifteen credits required for the degree. Students who wish to apply for portfolio assessment should contact the Coordinator of Experiential Learning.

Release of Grades

Collection and reporting of ACCELERATED course grades is the purview of the Assistant to the Registrar's Office. Due to privacy legislation, no grade can be issued over the telephone or individually processed early. College policy prevents ACCELERATED staff from releasing individual session or course grades to students other than by standard U.S. mail. Grades will be mailed via U.S. Postal Services only if tuition for graded courses and all monies due the College are paid in full.

Repeat Course Policy

If a student fails a course and then repeats it with a passing grade, both the original failure and the repeated grade appear on the transcript, but only the higher grade is used in the calculation of the cumulative grade point average. If a student fails a course that s/he has failed before, only one failure is calculated on the transcript. Ordinarily, students may repeat a course only once, but in case a student twice fails a course required for graduation, the student may petition the Dean of the School of Continuing and Professional Studies for approval to take the course a third time.

Any course in which a "D" or "D+" was recorded may be repeated once with the permission of an Academic Advisor. Both grades will be recorded on the transcripts but only the higher grade will be used in the calculation of the cumulative grade-point average. Any course in which a grade of "C-" or higher was recorded may not be repeated to raise cumulative GPA.

Sexual Harassment Policy Statement

It is the policy of Chestnut Hill College that no administrator, faculty member, staff member or student shall be subject to sexual harassment by another.

Policy Rationale

Chestnut Hill College values right relationships, respect for all and shared responsibility. Therefore, Chestnut Hill College is committed to fostering an educational and working environment that is free from sexual harassment. In recognition of and respect for the dignity of all at Chestnut Hill College sexual harassment in any form, cannot be tolerated. This policy directly supports our Mission in the areas of shared responsibility, social justice and communal respect. The last decade has witnessed a heightened awareness in our society of the various forms of sexual misconduct and a deep and sincere concern for the entire College community prompts us to form a policy on Sexual Harassment.

The College is dedicated to compliance and cooperation with applicable laws and programs of the United States of America. The following policy has been adopted to carry out the intent of laws to inculcate Chestnut Hill College values into our daily professional lives and to integrate the Chestnut Hill College Mission Statement into College policy.

The purpose of this policy is

- to educate the community on the definition of sexual harassment;
- to outline the steps necessary to most effectively deal with cases involving allegations of sexual harassment;
- to define the rights and responsibility for members of the Chestnut Hill College community.

Legal Definition

Harassment on the basis of sex is a violation of Section 703 of Title VII of the 1964 Civil Rights Action and Title IX of the Educational Amendments of 1972. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- submission to such conduct is made with explicitly or implicitly a term or a condition of an individual's employment or academic achievement;
- submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting that individual;
- such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive educational, living or working environment.

Scope of Policy

This policy and the procedures set forth herein apply to and cover all members of the College community without exception. The College community includes all administrators, faculty, staff, and students. Members of the College community who are traveling abroad on College business or due to a College course are expected to comply with this policy regardless of local laws and/or customs.

To Report a Complaint

All members of the College community as defined above under *Scope of Policy* who believe they may have been subject to sexual harassment, herein Complainants, shall submit their complaint to a Designated Complaint Recipient. Designated Complaint Recipients, herein Recipient(s), are

- the Assistant to the President for Administration and Special Projects;
- the Vice President for Financial Affairs;
- the Vice President for Student Affairs;
- the Vice President for Academic Affairs.

The Recipient will notify the President of the College of all complaints. The President will confidentially contact the College's attorney and, with the Recipient, determine the appropriate procedure to follow to ensure timely and confidential resolution to the complaint.

Responsibilities

All members of the College community are responsible for ensuring that their conduct does not sexually harass any other member of the College community. This same responsibility extends to employees of third parties who are either doing business with the College or are on the College campus and to other campus visitors. Further, all members of the College have the responsibility of preventing and eliminating sexual harassment. If administrators or supervisors know sexual harassment is occurring, receive a complaint of sexual harassment, or obtain other information indicating possible sexual harassment, they must take immediate steps to inform a Designated Complaint Recipient to ensure the matter is addressed even if the problem or alleged problem is not within their area of oversight. Faculty, staff and students, likewise, must inform a Designated Complaint Recipient if they have reason to believe sexual harassment as defined above, is occurring. Individuals who believe that they have been subject to sexual harassment are responsible for informing a Designated Complaint Recipient in a prompt and timely manner. The effective investigation of possible incidents and early resolution of complaints cannot be effectively accomplished when individuals fail to come forward with their complaint within a reasonable time period. It is the responsibility of each member of the campus community to insure that such incidents do not go unreported. In internal proceedings, the College will in general not be sympathetic to a defense based on consent when the situation is such that the Accused had the power to affect the Complainant's employment status or future prospects. (2/27/99)

The Sisters of St. Joseph Association of Colleges Student Exchange Program

Chestnut Hill College offers students the opportunity to enrich their educational experience by studying for a semester or a year at one of seven other colleges founded and/or operated by the Sisters of St. Joseph: Avila College (Kansas City, MO); Elms College (Chicopee, MA); Fontbonne College (St. Louis, MO); Mount St. Mary's College (Los Angeles, CA); Regis College (Weston, MA); The College of St. Catherine (St. Paul, MN); and the College of St. Rose (Albany, NY).

Student Concerns

Chestnut Hill College has procedures for resolving student concerns. Issues about, for example, expectations outlined on a course syllabus, faculty performance, or final grades should be discussed directly with the faculty member. If the situation is not resolved, a written letter (not an e-mail) to the Director of ACCELERATED Program may be submitted, or a student may utilize the recommendations section of the Course Evaluation form distributed at the close of each course. A student appealing a grade should follow the Grade Appeal Policy. Concerns about institutional policies or procedures should be directed in writing to the Director of ACCELERATED Program.

Student/Institution Relationship

A student's enrollment at Chestnut Hill College is a voluntary decision that involves acceptance of the responsibility to meet academic requirements, adhere to policies and procedures and to act in ways consistent with the mission of the College and civil law. Conduct that threatens or endangers the health or safety of any person on college premises, verbal or written harassment, intentional obstruction or disruption of teaching, administration or other college activities may result in dismissal from the program. Students remain responsible for all tuition and fees.

Study Tours

The ACCELERATED Degree Program sponsors annual study tours for the purpose of experiential learning. In the past, students and faculty have traveled in the United States and to France, England, Germany, Italy, Ireland, Greece, and Russia for intensive cultural experience. On these trips, students have the option of earning up to six credits in their programs.

Student Participation in Assessment Research

Ongoing assessment of student learning is expected of all colleges and universities. Assessment projects search for evidence of the effectiveness of various instructional techniques and educational experiences by using such tools as surveys, interviews, focus groups, and/or samples of student work. Student participation in assessment surveys, interview, and /or focus groups is voluntary. All work submitted by a student in fulfillment of course and/or program requirements is considered available for assessment research purposes, unless the student specifically requests otherwise. Along with the work, written notice of this request must be submitted to the course instructor. Students will never be individually identifiable in any assessment report.

Transfer Policies and Procedures

With the exception of those students who enter through a partnership agreement, students who transfer to Chestnut Hill College's ACCELERATED Degree Program must complete forty-five credits and half of the major courses at Chestnut Hill College in order to be awarded the College's degree. Students may transfer courses in which they have achieved at least a grade of "C" (a minimum cumulative GPA of 2.00) and which are applicable to a curriculum offered by the ACCELERATED Degree Program (Core Liberal Arts, Major Requirements and Free Electives). These courses are evaluated on an individual basis; only the credit is transferred and grades for these courses are not calculated into the cumulative GPA.

Once matriculating in the program, students are expected to complete all course work at Chestnut Hill College.

Student Responsibilities

The ACCELERATED Degree Program will provide a written evaluation of all courses according to credit transfer guidelines. An official transcript from each institution from which transfer credit is being requested is required. Transcript(s) must be sent directly from the other institution to the Chestnut Hill College ACCELERATED Program Main Office, preferably within the first eight weeks of admission. A Transcript Request Form is available in the ACCELERATED Degree Program Office.

Catalog(s) from the other institution(s) containing course descriptions may need to be presented. Applicants may need to provide the course description of every course for which transfer credit is being requested. International students need to submit a complete set of academic credentials in English translation.

Withdrawal on Probation

Students who are on academic probation may apply in writing to the Dean of the School of Continuing and Professional Studies for permission to withdraw voluntarily from the program. Permission will ordinarily be given if the student has resolved all financial indebtedness to Chestnut Hill College. If a student has withdrawn on probation and wishes to return to Chestnut Hill College's ACCELERATED Degree Program, she/he must apply in writing to the Dean of the School of Continuing and Professional Studies.

FINANCIAL INFORMATION
STUDENT ACCOUNTS
Office of Student Accounts

Students may make payments on their account and receive information about their account in the Student Accounts Office, located on the first floor of St. Joseph Hall. The Student Accounts Office hours are as follows:

Monday	9:00AM to 5:00PM
Tuesday	9:00AM to 7:00PM (Summer Hours 9:00AM to 6:00 PM)
Wednesday	9:00AM to 7:00PM (Summer Hours 9:00AM to 6:00PM)
Thursday	9:00AM to 5:00PM
Friday	9:00AM to 4:00PM (Summer Hours 9:00AM to 3:00PM)

Students may also contact the office by phone from 9:00AM to 5:00PM, Monday through Friday or by e-mail any time. Student Accounts Office 215.248.7116 or Accounts@chc.edu

Payment of Bills

By act of registration, students accept responsibility to pay the charge for the entire session of enrollment, regardless of the method or source of payment. Payment for courses and related fees in the ACCELERATED Degree Program is due before the start of each session. Chestnut Hill College accepts cash, money order, Visa, MasterCard, Discover and AMEX as forms of payment. Payments may be mailed to the following address:

Chestnut Hill College
PO Box 8500 #9986
Philadelphia, PA 19178-9986

Please include the student ID number on all payments.

All students who have not fully satisfied their tuition and fees by the start of the session, including those who have applied for financial aid that has not been credited to their account, are asked to complete a Student Financial Responsibility Agreement. This agreement defines various payment options that may be used by students to settle their full balance in a timely manner.

Chestnut Hill College offers an interest-free Monthly Payment Plan (MPP); there is a \$65 enrollment fee for the MPP. Students may pay the semester balance in up to three payments. More information about the MPP is available in the Monthly Payment Plan section of this catalog. Failure to make a payment on schedule will result in the total balance becoming due immediately with a late payment fee and/or a service charge of 1.5% of the outstanding balance added per month.

Students may defer payment of the portion of their tuition reimbursable under their employers' program until thirty days following the end of classes each semester. See the *Employer Assisted Deferred Payment Plan* section for details or contact the Student Accounts Office.

Important: Students who do not pay or make suitable payment arrangements for their semester bill will be placed on Business Hold and will not be allowed to register for class until payment or satisfactory arrangements have been made at the Student Accounts Office. A late payment fee and/or a service charge will be charged for all past due accounts.

Tuition

The tuition charge is uniform for all ACCELERATED Degree Program students, regardless of the major being pursued. Tuition for 2010-2011 is \$460 per credit.

Course Fees

Additional operating costs involved in offering certain courses require that a course fee be charged. In general, course fees are charged on a per course basis and are charged as follows:
Art Studio courses \$75-120 per course

Parking Permit

All students attending classes, workshops, seminars, and special sessions are required to purchase and display a valid parking permit while parking on the campus of Chestnut Hill College. All students parking on campus are required to purchase a parking permit regardless of the number of semester hours they may be taking per semester. Each parking permit runs from September 1 through August 31 of the following year. The purchase of a parking permit does not guarantee a parking space on campus, but it does permit students to park in authorized areas on a first-come, first-served basis.

The fee for the 2010-2011 parking permit is \$120.00 plus a \$6.00 handling fee. Permits can be obtained online at www.chc.edu, click on Student Services and Resources, Parking and www.thepermitstore.com. Enter "Chestnut Hill College" as the parking destination and follow the directions. (Note: You will need your care registration.) Limited permit sales will be available at the Fournier Front Desk; hours will be posted.

It is the student's responsibility to be aware of and comply with all parking policies and procedures as reflected in the parking brochure. Students are responsible for any and all fines that result from parking in an unauthorized area, as defined by the parking brochure, or from not displaying or obtaining a parking permit. The College reserves the right to withhold registration materials, transcripts, diplomas, and all other information regarding the record of any student who is in arrears in the payment of tuition, fees, or any other amounts due the College. This includes unpaid parking fines.

Other Charges

Returned (NSF) Check Charge	\$35.00 each time
Late Payment Charge	1.5% of balance per month (automatically charged to student account if session bill is not paid by the Payment Due Date)
MPP Deferred Payment Plan Fee	\$65.00 per semester (2 sessions)
Changed Registration	\$40.00 each time
Late Payment Fee (MPP)	\$20.00 per each payment
New Student Application Fee	\$40.00 one time only (non-refundable)
Graduation Fee	\$250.00 one time only (charged in last session; does not include cap and gown)
Transcript Fee	\$5.00 per transcript
Challenge Examinations	\$210.00 per credit
Evaluation of Experiential Learning: Portfolio Assessment Charge	\$210.00 per credit

Employer Assisted Tuition Deferred Payment Plan

Students in the ACCELERATED Degree Program may request to defer payment of that portion of their tuition reimbursable under their employer's program until thirty days following the end of classes each term. Providing employer's policy is to mail payments directly to CHC upon remittance of a CHC tuition invoice.

Students must provide a guarantee of payment in the form of a credit or debit card account to be charged if in the event the student's employer does not pay by the deferred due date. To be eligible to participate in this plan, the student must complete and submit the attached application by the due date shown on the billing statement, along with proof of employment, and a copy of the employer's education assistance plan.

Tuition amounts not covered under the employer education assistance plan or the employer's policy is for the student to pay in full and then be reimbursed by the employer. If this is the case all payments are due by the original due date. All applicable late fees and interest will be applied and/or collection actions will be taken if the tuition and fees are not paid in full and on time.

The student is personally obligated for any and all financial obligations made to the College, regardless of employment status or the length of time it will take their employer to process their reimbursement.

The College reserves the right to withhold registration materials, transcripts, diplomas and all other information regarding the record of any student who is in arrears in the payment of tuition, fees or any other amounts due the College. A student may be dismissed from the College for continued delinquency of financial obligations. Unpaid bills will be turned over to a collection agency. Collection costs and/or other finance charges must be paid by the student, in addition to the unpaid amount, before the College will release grades or transcripts.

Monthly Payment Plan

ACCELERATED Degree Program students can participate in the *Monthly Payment Plan (MPP)* if enrolled in *both ACCELERATED* sessions during the fall, spring or summer semester. This is a no interest payment plan which enables students to pay semester charges (2 sessions at a time) in three equal installments, rather than upfront. There is a \$65 non-refundable enrollment fee each semester (2 sessions – about four months). To enroll in the MPP, call 1.800.551.2773 (Weekdays 7:30 a.m. to 6:00 p.m., Saturdays 9:00 a.m. to 1:00 p.m.).

Refund Policy

Students who officially withdraw from all classes at the College (See *Change of Registration*) are eligible for refunds of tuition according to the schedule below. Fees and other charges are non-refundable after the first day of classes; permits are non-refundable. Students who withdraw from the College may also have to return a portion of the Federal Financial (Title IV) Aid they received. (See *Return of Financial Aid Policy* in the Financial Aid Section below). *For purposes of calculating refunds, the calendar week begins as of the first scheduled class time of each session, regardless of the individual student's individual course start date.* For more information on the Refund Policy, contact the Office of Student Accounts at 215.248.7116. Questions regarding Financial Aid, please call the Financial Aid Office at 215.248.7182.

- | | |
|-------------------------------------|------------------|
| • Prior to the first day of session | 100% refund |
| • Within the first calendar week | 80% refund |
| • Within the second calendar week | 60% refund |
| • Within the third calendar week | 40% refund |
| • Weeks thereafter | No Refund |

Business Hold

Students with delinquent accounts are placed on business hold and are prevented from registering for future classes, receiving course grades, receiving copies of official or unofficial transcripts, or participating in commencement ceremonies until they have made satisfactory arrangements to satisfy their accounts. A student may be dismissed from the College for continued delinquency of financial obligations. Students on business hold should contact the Office of Student Accounts immediately to satisfy their remaining balance. A student may be placed on business hold at:

- Beginning of Session – For failure to make payment in full or to make satisfactory arrangements to pay the semester's bill. Students in this category cannot attend classes until the Office of Student Accounts approves financial arrangements for the session.

- During Session – For defaulted or late payment on terms arranged at the beginning of the session. Students in this category cannot register for the following session, receive grades or transcripts and may be prevented from taking tests, attending classes or graduating. Students should contact the Office of Student Accounts immediately if they have not met their financial obligations as agreed upon at the beginning of the session.

Students will be removed from business hold when their bills are fully paid or addressed in a satisfactory manner, as agreed upon and approved by the Office of Student Accounts. Written confirmation of removal from business hold must be provided to the Main ACCELERATED office before an appointment can be scheduled with an advisor.

FINANCIAL AID

Financial Aid Office

The Office of Financial Aid can assist in the process of applying for financial aid. While financial assistance, from your employer, or from federal, state and other sources may help to pay a large portion of your tuition and fees, the responsibility for the remaining portion of the unpaid fees remains with the student.

Financial Aid Office Hours (Subject to Change)

Monday	9:00AM to 5:00PM
Tuesday	9:00AM to 7:00PM (Summer Hours (9:00AM to 6:00PM))
Wednesday	9:00AM to 7:00PM (Summer Hours (9:00AM to 6:00PM))
Thursday	9:00AM to 5:00PM
Friday	9:00AM to 4:00PM (Summer Hours (9:00AM to 3:00PM))

To schedule an appointment with the Financial Aid Office, please call 215.248.7182 or e-mail finaid@chc.edu.

Financial Aid Available for Qualified Students

There are two types of financial aid:

1. **Grant** - Credits for tuition and fees that are not required to be repaid, and are generally based on financial need. Financial awards based on academic merit or scholastic accomplishments of the student are referred to as Scholarships.
2. **Loan** - Monetary advances that must be repaid with interest over a period of time. Most loans allow students to complete their education before beginning repayment.

The three main sources of financial aid are

1. **Federal** - Federal financial aid, also known as Federal Title IV Aid, includes Pell Grants, Supplemental Educational Opportunity Grants (SEOG), Stafford Loans and Federal Work Study. All of these are available at Chestnut Hill College. Students must complete a FAFSA (Free Application for Federal Student Aid) to be eligible for federal aid. Eligibility for federal aid programs is determined by the federal government and based on each student's FAFSA.
2. **State** - The State of Pennsylvania offers a PHEAA state grant which can be applied for by all residents of Pennsylvania. The grant is based on need. Chestnut Hill College students who reside in Pennsylvania may apply for this grant by returning the appropriate form (available at the Chestnut Hill College Office of Student Financial Services).
3. **Private** - Many private and local organizations have grants and scholarships available to students who meet certain criteria. We encourage all students to perform their own scholarship search. The local library is an excellent source of information on scholarships. Scholarship opportunities for CHC students are posted outside the Financial Aid Office, located at the end of the music hallway on the first floor of St. Joseph Hall. The Internet is also a good starting place

to search for additional funding to help with your educational costs. We recommend the following websites to search for scholarships:

www.fastweb.com

www.wiredscholar.com

www.scholarships.com

www.aesmentor.org

Financial Aid Status for ACCELERATED Students

ACCELERATED Degree Program sessions are: Fall 1, Fall 2; Spring 1, Spring 2; Summer 1 and Summer 2. The traditional Fall semester is the equivalent of ACCELERATED sessions Fall 1 and Fall 2. The traditional Spring semester is the equivalent of ACCELERATED sessions Spring 1 and Spring 2. The traditional Summer semester is the equivalent of ACCELERATED sessions Summer 1 and Summer 2.

In order to be considered a full-time student for *federal financial aid purposes*, a student must be enrolled in a minimum of 12 credits per semester (through a combination of sessions Fall 1 and Fall 2; and/or Spring 1 and Spring 2; and/or Summer 1 and Summer 2). In other words, to be considered for full-time federal financial aid, students must enroll in two classes each eight-week session during both Fall sessions; and/or both Spring sessions; and/or both Summer sessions.

Enrolling in nine, ten or eleven credits per semester (both Fall sessions; and/or both Spring sessions; and/or both Summer sessions) attains 3/4 time status. Enrolling in six, seven or eight credits per semester attains 1/2 time status for financial aid purposes. Generally, students must take a minimum of six credits per semester to be eligible for federal financial aid. Part-time federal financial aid is available for qualified students taking classes at 3/4 and 1/2 time status.

Please note that financial aid is based on the number of credits taken for each semester, as defined above. Failure to enroll for the number of credits, as indicated on the Chestnut Hill College Institutional Financial Aid Application, will result in a reduction in financial aid and could result in the required return of Title IV aid, as described below. Students should contact the Financial Aid Office with any questions regarding changing the number of credits enrolled per semester.

Applying for Financial Aid

Students interested in applying for financial aid must complete the Free Application for Federal Student Aid (**FAFSA**) each academic year by **April 15**. The FAFSA can be submitted by completing a paper FAFSA, FAFSA Renewal Application, or through the Internet by using FAFSA on the web (www.fafsa.ed.gov). Students must indicate Chestnut Hill College's federal school code (003245) on the FAFSA to ensure proper disclosure of students' FAFSA information to the Financial Aid Office.

In addition to the FAFSA, students must complete a Chestnut Hill College Institutional Financial Aid Application each academic year.

Any student that is interested in obtaining a Federal Stafford Loan must also complete a Master Promissory Note (MPN). The MPN is a multi-year promissory note that can be used for an entire collegiate career. This means that once a student completes the MPN, another MPN is not required for borrowing in future years. This process is designed to eliminate paperwork and simplify the process of applying for a Federal Stafford Loan.

Financial Aid for Summer Sessions

ACCELERATED students may take courses year-round. A number of financial aid options are available to finance summer enrollment expenses.

1. Stafford Loan Three-Disbursement Option

Stafford loans can be disbursed in three installments. If a student chooses the three-disbursement option, one-third of Stafford loans will be disbursed during each of the following semesters: fall, spring, summer. If a student plans to register for courses during the summer sessions, we strongly recommend requesting three disbursements. This option will reserve funds for the cost of summer registration.

If a student continues to have Stafford loans disbursed twice during the academic year, one-half of Stafford loans will be disbursed during each of the fall and spring semesters. When choosing this option, funds will not be available from Stafford loans during the summer sessions. Arrangements for summer tuition cost payment should be made through the Student Accounts Office.

Choice of disbursement is requested on the Chestnut Hill College Institutional Financial Aid Application.

2. PHEAA Summer State Grant

PHEAA Summer State Grant applications are available in the College Financial Aid Office. Applications can be requested by calling the Financial Aid Office. Eligibility requirements are outlined on the back of the grant application. The completed grant application must be returned to PHEAA for processing. PHEAA notifies students directly concerning Summer State grant eligibility. In order to qualify for a PHEAA Summer State grant, students must enroll in a minimum of six credits during the summer semester (6 credits over 2 summer sessions).

3. Private Education Loans/Alternative Education Loans

Various alternative loan programs are available from private lenders to help students with educational expenses throughout the academic year. Most of these loans are credit based and may require a co-signer depending on credit history. A variety of alternative loan applications are available in the Financial Aid Office. If you want to apply for an alternative loan or if you require additional information, please contact the Financial Aid Office.

Return of Unearned Federal Financial Aid (Title IV)

A student who received federal Title IV financial aid, as defined previously, and who withdraws from all classes at Chestnut Hill College, will be required to return some or all of the federal Title IV funds. The amount of federal financial aid to be returned will be the largest amount as determined by using the Federal Refund Policy (except for first-time students who use the Pro-Rata Refund Policy which follows), which is calculated by dividing the total Title IV funds (less work-study earnings) by the student's total aid package and applying this fraction to the Chestnut Hill College refund. The resulting amount is the amount of funds to be returned to the Title IV programs. The Pro Rata Refund Policy is used only for the first-time students withdrawing before 60% of the term is completed. Charges are pro-rated depending on the student's date of withdrawal.

Federal regulations require Chestnut Hill College to return unearned aid in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal PLUS Loan
4. Federal Perkins Loan
5. Federal Pell Grant
6. Federal Pell Grant
7. Other Title IV programs
8. Other federal sources of aid
9. Other state, private or institutional aid
10. The student

Academic Progress Policy for the Continuation of Federal Financial Aid

To be eligible for federal and institutional financial aid, a student must make satisfactory academic progress each year. This means that a student must complete a certain number of credits each year and maintain a minimum cumulative GPA after completing a total of 30 college credits. This policy

ensures the student's intention of completing his/her program of study and moving toward the goal of graduation.

Standards of Academic Progress

In order to continue to receive federal and institutional financial aid, all students must successfully complete 66% of all credits attempted. In addition, all students are required to maintain a minimum cumulative GPA. See chart below:

CREDITS EARNED	REQUIRED CUMULATIVE GPA
30 - 59	1.75
60 and up	2.00

Maximum Time Frame

The maximum time frame for completion of undergraduate programs cannot exceed 150% of the published program length for a full-time student. For undergraduate students the minimum number of credits needed for graduation is 120. Therefore, a student would have a maximum time frame of 180 attempted credits to complete the program before the student would lose their eligibility for financial aid.

Measurement of Progress

Academic progress for each student will be measured at the end of each academic year. If students do not meet the satisfactory standards of academic progress, they will be notified in writing regarding the cancellation of financial aid funding.

Appeals

Appeals may be granted based on extenuating circumstances. Students must be able to demonstrate that the extenuating circumstance had a direct impact on their academic performance. Students must put their requests in writing and submit them to the Director of Financial Aid. Students may be asked to provide supporting documentation of the situation.

If an appeal is approved, an academic waiver will be granted. This will allow the student's financial aid to be reinstated for one academic year only (except the PHEAA state grant). The student must comply with any and all conditions attached to the waiver of the academic policy.

Standards of Academic Progress for the PHEAA State Grant Program

Pennsylvania Higher Education Assistance Authority (PHEAA) requires recipients of the PHEAA state grant to complete a minimum of 24 credits for every two semesters of full-time grant assistance received or a minimum of 12 credits for every two semesters of half-time grant assistance received. No academic waivers will be granted for the PHEAA state grant program by Chestnut Hill College. A student may appeal directly to PHEAA concerning extenuating circumstances.

Veteran's Benefits

The Pennsylvania State Approving Agency has determined that Chestnut Hill College meets all of the criteria for approval for Veterans Education under the provisions of Title 38, United States Code, Section 3675.

STUDENT SERVICES AND FACILITIES

ACADEMIC SUPPORT SERVICES AND FACILITIES

Academic Advising

Academic advisors with advanced degrees and experience in curriculum, education, and academic counseling are available to meet with students during the day or evening. They can help students choose majors, select courses, transfer credits, schedule classes and set goals. Students are required to review their course schedules with academic advisors prior to course registration in order to support academic progress. To schedule an appointment with an academic advisor, contact the ACCELERATED Office at (215) 248.7063. The Academic Advising Center is located in Fournier Hall, room 11A.

Academic Resources: The Math Center and the Writing Center

The Math Center provides assistance with math courses and administers mathematics placement exams. For an appointment, call 215.248.7088.

The Writing Center offers assistance with academic writing. For an appointment, call 215.248.7114.

The Resource Centers are accessible during the fall, spring, and summer sessions. Hours are posted for each Center.

Academic Computer Services

The Academic Computer Center is located on the ground floor of Saint Joseph Hall. IBM-compatible PCs are available for student use on a walk-in basis during posted daytime and evening hours. Students may take advantage of major state-of-the-art software for purposes such as word processing, statistical analysis, graphics, desktop publication, database manipulation, web browsing over the Internet and e-mail. Laser printers are available for high quality printed work.

The Academic Computer Center also maintains three teaching labs, three for IBM-compatible PCs and one primarily for Macintoshes. These four computer labs are available for classroom instruction ranging from computer software application basics to sophisticated programming languages, and are not generally available for use by students on a walk-in basis. The computer labs are also available for use by faculty for the integration of technology in education. The Devlin Video Production Suite in Martino Hall is an extension of the Computer Center and houses state-of-the-art video editing systems and a well-equipped television studio.

The Academic Computer Center is open to Chestnut Hill College students only. Matriculated students may receive a personal account on the College network, giving them an Internet e-mail address and access to the Internet from on campus. All students requesting personal accounts are required to agree to the College's acceptable use policy and to the rules and policies regulating the use of College computer resources. The computer center hours which follow show the typical schedule during the fall and spring semesters:

COMPUTER CENTER HOURS

Monday through Thursday	9:00AM to 11:00PM
Friday	9:00AM to 5:00PM
Saturday	9:00AM to 5:00PM
Sunday	1:00PM to 11:00PM

Hours are subject to change due to holidays and other scheduling considerations.

Logue Library

Logue Library houses 140,000 volumes on three floors of open stacks. In addition to the circulating materials, there are 550 periodicals and a reference collection in the Alumnae Reference Room on the main floor, as well as an extensive electronic research center. Among the electronic the resources are ERIC, PsychINFO, Lexis-Nexis, MLA, JSTOR, and Ebscohost Premier. Students may access the catalog and electronic resources via www.chc.edu/library. Passwords for databases are available to registered students.

Along with a rare book collection that features British literary works and early Catholic liturgical music, Logue Library houses an Irish Collection specializing in Irish history The Brimmer Children's Library holding children's literature and curriculum materials for grades K-12. The main collection is classified according to the Library of Congress Classification System while the Curriculum Library uses the Dewey Decimal System.

To borrow books or reserve materials all students must have a current Chestnut Hill College ID with a library barcode. Barcodes are obtained at the circulation desk.

LIBRARY HOURS

Monday to Thursday	8:00AM to Midnight
Friday	8:00AM to 9:00PM
Saturday	9:00AM to 5:00PM
Sunday	10:00AM to Midnight

Library hours during the summer sessions and breaks are subject to change. Holiday and summer hours are posted on the library door, at the Information Desk in FR Hall, in the ACCELERATED Main Office. They are also recorded on the library voice mail.

STUDENT LIFE SERVICES AND FACILITIES

Athletic Facilities

Registered students, faculty and staff members are encouraged to use the Fitness Center, gymnasium, swimming pool, tennis courts and fields during free time. Showers and lockers are available in the locker room located next to the pool entrance.

Fitness Center Fontbonne Hall, Ground Floor

Students, staff and faculty members with official Chestnut Hill College ID may use the Fitness Center during posted hours.

Swimming Pool Fournier Hall, Ground Floor 215.248.7060

Students, staff and faculty members with official Chestnut Hill College photo ID may use the pool during posted pool hours. All others, including adult family members and friends must purchase a lap card from the lifeguard on duty. Swimming is permitted only when a lifeguard is on duty.

Campus Ministry

Rooted in the Mission of Chestnut Hill College, the Office of Campus Ministry welcomes all. The function of this office is to minister and to empower others to minister on the Chestnut Hill College Campus and beyond.

Campus ministry encourages a faith community through liturgical worship, various prayer forms, retreats, spiritual counseling and sacramental preparation. It upholds the ideals of social justice by providing opportunities for service to the poor, the elderly and disadvantaged children.

Career Development St. Joseph Hall, 3rd Floor 215.248.7048

Career Development is an on-campus resource available to all students. Programs enable students to obtain knowledge and skills needed to plan careers and develop an effective job search. Personal interviews, special seminars, and career planning workshops assist the student in assessing abilities, choosing an occupational field and selecting an entry position.

Resources include the following:

- Full-time, part-time and summer job listings
- GRE, GMAT, LSAT, MCAT applications
- Literature on various careers as well as graduate programs
- Participation in the Annual Chestnut Hill College Job Fair
- *Senior Career Services* Newsletter
- Registry in credential service
- Job search workshops
- Critique of resume/personal interviews

Childcare

Childcare is not provided on campus. Children may not be left unattended in any college building or anywhere on campus, including Logue Library, the Student Life Center, or other public lounge areas. Children are not permitted in classrooms, even when attended by parent or guardian.

Counseling Center St. Joseph Hall, 3rd Floor 215.248.7104

The Counseling Center offers free, short and long-term individual and group therapy to students in the School of Undergraduate Studies, the School of Continuing Studies, and the School of Graduate Studies. Counseling staff can also see couples, roommates, or friends, and meet with students and members of their families. Therapy groups and workshops are offered to address students' interests and needs.

The Counseling Center is completely confidential, except in cases of a life-threatening emergency (the threat of suicide, for example). Concerned, trained clinicians work under the supervision of a licensed psychologist.

Students may seek counseling for a wide variety of reasons and should feel free to schedule a preliminary appointment to determine if therapy would be helpful for a particular issue. Students who have received treatment in the past are also welcome to return to the Counseling Center as needed.

Office hours are posted at the Counseling Center, as well as in central locations on campus. Appointments can be arranged by calling the office, or stopping by and scheduling an appointment in person.

Food Services

The Dining Hall is located on the first floor of Fournier Hall. Meals may be purchased on a cash basis. A retail café, The Griffin's Den, is located on the ground floor of Fournier Hall. Hours and prices are listed at both locations, or call 215.248.7015 for information. Vending machines are located on the lower level walkway between St. Joseph and Fournier Halls, the third floor of St. Joseph Hall, and on the lower level of FR Hall. The Bookstore also sells an assortment of drinks and snacks.

Health Services Fitzsimmons Hall, 1st Floor 215.248.7111

The College Health Office is an integral part of the College community providing care to students during illness, making recommendations for health maintenance and providing programs throughout the year on health related issues. Hours of operation are posted outside the Health Services Office. For emergency assistance dial 911.

Identification Cards

All ACCELERATED students are required to have a valid identification card to use in the College Library, for admittance to campus buildings and events, and for presentation upon request of a college official or security at any time. ID cards are non-transferable and, upon request, must be surrendered to authorized personnel e.g., security officers or college officials in the performance of their duties. Picture ids are available at the start of each ACCELERATED session as posted. There is a \$10.00 charge for replacement photo ids.

International Student Services

The Office of International Student Services coordinates the College's international contacts and seeks to provide assistance to all international students and non-native speakers on campus (the School of Undergraduate Studies, the School of Continuing and Professional Studies, and the School of Graduate Studies). The Director advises students about academic procedures, expectations and requirements of Chestnut Hill College, and offers information about the U.S. educational system. Assistance is provided on U.S. Immigration regulations, such as visa requirements, work permission, U.S. Tax Laws, extension of stay and transfer of schools. Information about health care and medical insurance is also offered. International students must contact this office before admission and registration. Telephone 215.242.7989 or e-mail mclaughlinj@chc.edu.

Lost and Found Fournier Hall, 1st Floor Front Desk 215.248.7090

Students are personally responsible for the safekeeping of their valuables and belongings. Therefore, necessary precautions should be taken to guard against loss. All found articles are to be turned over to the Office of Security and Safety. For Lost and Found inquiries, check with the Information Desk located on the first floor of Fournier Hall. All articles will be kept for a period of 30 days. If not claimed, the articles will be disposed of.

Parking on Campus Fournier Hall, 1st Floor Front Desk 215.248.7090

All students attending classes, workshops, seminars and special sessions are required to purchase and display a valid parking permit while parking on the campus of Chestnut Hill College regardless of the number of courses they may be taking each session. Each parking permit runs from September 1 through August 31 of the following year, regardless of session start date. The purchase of a parking permit does not guarantee a parking space on campus, but it does permit you to park in authorized areas on a first-come, first-served basis. Please remember that no one can give you permission to park illegally. See Financial Information for parking permit fees.

Posting Policy

1. Individuals (including faculty and staff) and/or groups are responsible for hanging and removing posters and/or flyers. This means making sure all rules are adhered to.
2. Poster Specifications
 - a. Name of sponsoring groups must appear on poster
 - b. Specific date(s) must be clearly stated
 - c. No reference to alcohol may be made in any way
 - d. Poster must be in good taste as judged by CHAT or SGA
 - e. Tape should not be visible. It should be placed in rolls on the back of the poster
3. Posters may not be attached to paneling or directly to painted walls.

4. Masking tape is the only kind of tape to be used to hang a poster. Cellophane/scotch tape and adhesive gum may never be used.
5. Posters may not appear more than two (2) weeks prior to an event and must be removed within 48 hours after the event.
6. All materials being posted must bear the Chestnut Hill Activities stamp of approval. Items to be posted must be taken to the Activities Office or Student Affairs Office to obtain approval.
7. No event should be publicized until the necessary scheduling, reservation and approval procedure have been completed as appropriate to the event.

Security and Campus Safety Fournier Hall, 1st Floor 215.248.7007

The Office of Safety and Security provides twenty-four hour foot and vehicle patrols. In the evenings, walking escorts are provided to and from campus parking lots. Motorized escorts are available if needed. Motorized and/or walking escorts can be requested at the Information Desk in FR Hall, or by calling ext. 6168.

There are campus security stations located in the following areas: the Information Desk in the main foyer of Fournier Hall, in Parking Lot #4, near the tennis court, and on the ground floor of St. Joseph Hall. Communication can be made directly with a security officer or through the Information Desk (215.248.7090) via a walkie-talkie.

EMERGENCY CALL	215.242.7777
8:30 a.m. - 4:30 p.m.	215.248.7000
After 10:00 p.m.	215.242.7777
Beeper	215.406.3626

Emergency Phones

In-house emergency phones are located throughout the buildings. Should any emergency arise, these phones will give direct contact with the Information Desk and Security to obtain help or assistance. Outside emergency phones are located throughout the campus. The phone puts a caller in direct contact with the Information Desk and/or the Philadelphia Police Department. Follow the operating instructions on the emergency phone.

Student and Faculty Mailboxes Fournier Hall, 1st Floor

Mailboxes for all ACCELERATED students are located in the ACCELERATED Main Office. Faculty and academic advisors may place returned assignments and/or correspondence in student mailboxes. Student mail is distributed according to last name, with a mailbox for each letter of the alphabet. Individual student mailboxes are not available.

Faculty members teaching in each ACCELERATED session have individual mailboxes available in the ACCELERATED Main Office. Students may leave assignments and/or correspondence for faculty members at this site.

CURRICULUM

Overview

The Chestnut Hill College ACCELERATED Degree Program design focuses on the adult learner and provides a holistic overview of components required in pursuit of a liberal arts degree. Chestnut Hill College's ACCELERATED Degree Program encourages shared responsibility within a flexible framework. The courses of study provide the student with a background in the fine arts and humanities, knowledge of science and a keen awareness of the social problems of our day, as well as intensive, in-depth study in a major field. The degrees offered respond to the needs of adult students seeking practitioner's majors in areas of career interest.

All ACCELERATED Degree Program curricula are reviewed and approved by the faculty of Chestnut Hill College. The academic work required in all courses is equivalent to Chestnut Hill College's fifteen-week semester. The curriculum adheres to the Mission of the College and provides academic excellence in shorter eight-week sessions.

The completion of the degree requires 120 credits (40 courses). Depending on the major of study, the required number of credits vary in either the Core Liberal Arts, Major Requirement, Major Elective, or Free Elective courses.

Students who have successfully completed ENG 101 & 102 at another institution will be required to submit a writing sample to determine placement.

The Core Liberal Arts courses are designed to encourage critical thinking and processes of intellectual activity. The courses answer the following questions:

- What information is important?
- How are data processed?
- What conclusions can be reached?
- What are the values and limitations of the discipline?

These courses develop an appreciation for human culture and intend to diversify the student's educational experience. The cultural studies component exposes students to snapshots of foreign culture through literature and to the practitioner's application of foreign language for the workplace.

Global Awareness Seminar (UEGS 201) – This course explores the economic, political, social, environmental, and cultural roots of global conflicts, the risk of catastrophic confrontations, and the potential of peaceful resolutions. Topics in this course vary depending on the expertise of the teaching faculty and the world situation.

Religious Studies courses evaluate human action and decisions and encourage moral choices and the associated responsibilities.

Major Requirement and Major Elective courses are designed to offer a systematic study of a subject area and provide an integrated grasp of its contents and methodologies.

Free Elective Courses are designed to strengthen courses in the major, provide opportunities for learning in academic areas of special interest, supplement academic areas where a student's background is deficient, and provide additional required courses in preparation for graduate study.

Course Designations (Descriptions of courses are in alphabetical order in Course Description section.) The following letter designations preceded by UE are assigned to courses given in these areas:

AB	Accounting and Business	HM	Healthcare Management
BA	Business Administration	HR	Human Resources Management
BC	Business Communications	HS	Human Services
BI	Biology	LS	Liberal Studies
CH	Chemistry	MA	Mathematics
CJ	Criminal Justice	MK	Marketing
CM	Childcare Management	MU	Music
EC	Economics	PH	Physics
ED	Education	PL	Philosophy
EN	English	PO	Political Science
FA	Fine Arts	PS	Psychology
FL	Foreign Language	RS	Religious Studies
FN	Finance	SO	Sociology
HI	History		

Minors

The School of Continuing and Professional Studies currently offers two minors in Religious Studies and Psychology. Each minor consists of six courses (18 credits). Each of the minors follows the requirements of the School of Undergraduate Studies and is available to students in any major. Interested students must complete a "Minor Studies Permission" form to receive proper credit. Transfer credits applied to the minor will be limited to two courses (six credits). See an academic advisor for more information.

CERTIFICATE PROGRAMS

Computer Forensics and Electronic Discovery

The Computer Forensics and Electronic Discovery Certificate program teaches students to search a computer's memory for hidden or deleted files as evidence for investigation or a court case, and teaches the legal context for the investigation and prosecution of cyber crime. The Certificate curriculum is designed to serve two purposes:

- to develop understanding of regulations and legislation surrounding criminal investigations, in the context of computers and digital technologies; and
- to develop technical knowledge of computer and digital forensics to support active investigation of evidence.

The courses required for the Computer Forensics Certificate are:

Intro to Digital Forensics and Cyber Crime
Digital Forensics in the Lab I
Digital Forensics in the Lab II
Electronically Stored Information: Civil and Constitutional Issues I
Electronically Stored Information: Civil and Constitutional Issues II
Obtaining Electronically Stored Information in Criminal and Civil Cases: Practical Applications

ASSOCIATE OF SCIENCE

The Associate of Science (AS) degree at Chestnut Hill College ACCELERATED Degree Program develops a strong core program and provides an academic concentration, so that an Associate degree student, in addition to benefiting from a planned liberal arts exposure, also has an opportunity to select a major. The major ensures focused preparation for varied careers and permits one to move smoothly

into a baccalaureate program with no loss of credits. The AS is available in nine programs of study offered through the School of Continuing and Professional Studies ACCELERATED Degree Program.

The AS is incorporated within the ACCELERATED baccalaureate degree program. This affords students the advantage of ACCELERATED Degree Program faculty, the challenge of intermediate level courses, the expertise of a supportive staff experienced with academic counseling and advising and the interaction not only with other associate students but with the baccalaureate student as well.

Program Requirements

The Associate of Science degree is awarded to an ACCELERATED Degree Program student who completes satisfactorily the requirements of the curriculum. To qualify for a degree, students earn a minimum of 60 credits (at least 30 of which are earned at Chestnut Hill College), have a cumulative grade-point average of 2.00, a grade of C or above in all major courses, and comply with the standards of the College.

Core Liberal Arts include 9 courses (27 credits). The major curriculum is structured to prepare students for an entry-level position in a specialized field. The program provides a solid foundation for continued studies toward a baccalaureate degree.

Associate Degree Curriculum

Accounting and Business (AB)

In addition to the Core Liberal Arts Studies, the following 33 credits are required:

- Introduction to Computer Applications OR Advanced Software Applications
- Principles of Management
- Principles of Marketing
- Mathematics for Business I
- Principles of Microeconomics
- Legal Environment of Business
- Financial Accounting
- Managerial Accounting
- Intermediate Accounting I
- Intermediate Accounting II
- Human Resources Management

Business Administration (MG)

In addition to the Core Liberal Arts Studies, the following 33 credits are required:

- Introduction to Computer Applications OR Advanced Software Applications
- Principles of Management
- Principles of Marketing
- Principles of Finance
- Mathematics for Business I
- Principles of Microeconomics
- Financial Accounting
- Managerial Accounting
- Legal Environment of Business
- Psychology of Leadership
- Operations Management

Business Communications (BC)

In addition to the Core Liberal Arts Studies, the following 33 credits are required:

- Introduction to Computer Applications OR Advanced Software Applications
- Web Page Development

Desktop Publishing and Graphic Design
Principles of Management
Principles of Marketing
Legal Environment of Business
Introduction to Mass Communications
Business Writing and Communications
Public Speaking
Public Relations
Survey of Math

Childcare Management (CM)

In addition to the Core Liberal Arts Studies, the following 33 credits are required:

Introduction to Computer Applications OR Advanced Software Applications
Principles of Management
Principles of Marketing
Mathematics for Business I
Financial Accounting
Introduction to Psychology
Psychology of Child Development
Foundations of Education
Designing an Early Childhood Environment I
Designing an Early Childhood Environment II
Administration of Children's Programs

Criminal Justice (CJ)

In addition to the Core Liberal Arts Studies, the following 33 credits are required:

Introduction to Computer Applications OR Advanced Software Applications
Introduction to Sociology
Introduction to Psychology
Social Problems
Criminal Law
Introduction to Criminal Justice
Criminal Investigations
Juvenile Justice
Criminology
Corrections
Survey of Math

Healthcare Management (HM)

In addition to the Core Liberal Arts Studies, the following 33 credits are required:

Introduction to Computer Applications OR Advanced Software Applications
Principles of Management
Principles of Marketing
Principles of Microeconomics
Mathematics for Business I
Financial Accounting
Introduction to the American Healthcare Systems
Healthcare Management
Legal Issues in Healthcare
Risk and Insurance
Human Resources Management

Human Resources Management (HR)

In addition to the Core Liberal Arts Studies, the following 33 credits are required:

- Introduction to Computer Applications OR Advanced Software Applications
- Mathematics for Business I
- Principles of Management
- Principles of Marketing
- Principles of Microeconomics
- Legal Environment of Business
- Financial Accounting
- Human Resources Management
- Compensation and Benefits
- Employer Relations
- Employee Training and Development

Human Services (HS)

In addition to the Core Liberal Arts Studies, the following 33 credits are required:

- Introduction to Computer Applications OR Advanced Software Applications
- Public Welfare Policy
- Introduction to Psychology
- Introduction to Sociology
- Human Development
- Diversity Issues
- Social Problems
- Introduction to Human Services
- Human Behavior in the Social Environment
- Administration of Human Services
- Survey of Math

Marketing (MK)

In addition to the Core Liberal Arts Studies, the following 33 credits are required:

- Introduction to Computer Applications OR Advanced Software Applications
- Principles of Management
- Principles of Marketing
- Mathematics for Business I
- Principles of Microeconomics
- Financial Accounting
- Managerial Accounting
- Legal Environment of Business
- Consumer and Buyer Behavior
- Marketing Strategy and Planning
- Business Writing and Communications

BACHELOR'S DEGREES

I. Core Liberal Arts

Introduction to Computer Applications	BC or
Advanced Software Applications	BC
Communications and Thought I	EN
Communications and Thought II	EN

- *Modes of Thinking* (MOT) one course in each general area for a maximum of 4 courses.

Literature	EN
Natural Science	BI, CH, PH
Philosophy	PL
Cultural Studies	FL
Political Science	HI, PO
Art OR Music	FA or MU
Upper Level Literature	EN
Global Awareness Seminar	GS
Religious Studies	RS

II. Major Courses are designed to offer a systematic study of a subject area and provide an integrated grasp of its contents and methodologies.

III. Elective Courses are designed to strengthen courses in the major, provide opportunities for learning in academic areas of special interest, supplement other academic areas, and provide additional required courses in preparation for graduate study.

MAJOR REQUIREMENTS

Accounting and Business (AB)

Chestnut Hill College's ACCELERATED Degree Program offers a Bachelor of Science in Accounting and Business designed to:

- Develop women and men who can draw upon their liberal arts education and technical business training in order to deal with business problems in an informed, socially sensitive manner;
- Equip students with the technical skills necessary to pursue successfully careers in public or private accounting, finance, banking and management;
- Prepare students for graduate study in business and/or accounting.

In addition to the Core Liberal Arts, 57 credits are required *with a 2.50 cumulative grade-point average in the major*. The Major Requirements are:

Principles of Management
Principles of Marketing
Mathematics for Business I
Mathematics for Business II
Probability and Statistics
Principles of Macroeconomics
Principles of Microeconomics
Financial Accounting
Managerial Accounting
Legal Environment of Business
Financial Management
Intermediate Accounting I
Intermediate Accounting II
Cost Accounting
Advanced Accounting
Auditing
Senior Seminar

Major Electives: Any two (2) of the following courses:

Tax Accounting I
Special Topics
Internship
International Business

Government and Business

Students planning to sit for the Uniform Certified Public Accounting (CPA) examination are advised to contact the State Board of Accountancy for specific educational and experience requirements mandated by that state.

Business Administration (BA)

Chestnut Hill College ACCELERATED offers a Bachelor of Science in Business Administration designed to:

- Develop women and men who can draw upon their liberal arts education and technical business training to deal with business problems in a socially sensitive, ethical manner;
- Prepare students to properly analyze both qualitative and quantitative variables in decision-making as required of business professionals;
- Equip students with the skills necessary to successfully pursue their careers;
- Prepare students for graduate study in business and/or management.

In addition to Core Liberal Arts, 54 credits are required in the major. The Major Requirements are:

Principles of Management
Principles of Marketing
Principles of Finance: Money and Banking
Business Writing and Communications
Principles of Macroeconomics
Principles of Microeconomics
Mathematics for Business I
Mathematics for Business II
Probability and Statistics
Financial Accounting
Managerial Accounting
Legal Environment of Business
Operations Management
Financial Management
Human Resources Management
Senior Seminar

Major Electives: Any two (2) of the following courses are required as:

Psychology of Leadership
Entrepreneurship
Risk and Insurance
International Business
Special Topics
Internship
Managing Non-Profit Organizations

Business Communications (BC)

Chestnut Hill College ACCELERATED offers a Bachelor of Science in Business Communications designed to:

- Provide students with major communication and technical skills, graphics and information sciences necessary for effective participation in the workplace;
- Emphasize the functions of management, the corporate legal process, fundamental marketing procedures and interpretation of financial information;
- Enable graduates to obtain positions in print and non-print media, as production managers, editors or communication directors; or to function in the public relations field.

In addition to Core Liberal Arts, 51 credits are required in the major. The Major Requirements are:

Survey of Math
Introduction to Mass Communications

Web Page Development
Public Speaking
Business Writing and Communications
Desktop Publishing and Graphic Design
Public Relations
Techniques of Professional Presentations
Grant Writing
Principles of Management
Principles of Marketing
Legal Environment of Business
Human Resources Management
Senior Seminar

Major Electives: Any three (3) of the following courses are required as

Introduction to Computer Applications
Information Systems for Organizations
Intermediate Business Communications
Journalism
Managing Non Profit Organizations
Mathematics for Business I
Mathematics for Business II
Financial Accounting
Principles of Microeconomics
Special Topics
Internship

Childcare Management (CM)

Chestnut Hill College ACCELERATED offers a Bachelor of Science (B.S.) in Childcare Management designed to:

- Equip students with administrative skills necessary in the management of a day care center;
- Prepare students to work with children and to create and maintain a healthful, safe environment;
- Provide an educational component conducive to intellectual, social, and emotional development;
- Facilitate effective communication and interaction with parents and community;
- Prepare students for graduate studies in the field of education.

In addition to Core Liberal Arts, 57 credits are required in the major. This program, by itself, does not fulfill the requirements for State Teaching Certification. The Major Requirements are:

Psychology of Child Development
Designing an Early Childhood Environment I
Designing an Early Childhood Environment II
Administration of Children's Programs
Early Literacy
Introduction to Special Education
Family, School and Community
Principles of Management
Principles of Marketing
Human Resources Management
Principles of Microeconomics
Financial Accounting

Mathematics for Business I
Financial Management
Practicum
Senior Seminar

Major Electives: Any three (3) of the following courses

Foundations of Education
Introduction to Psychology (recommended)
Educational Psychology
Grant Writing
Child Advocacy and U.S. Policy
Managing Non-Profit Organizations
Principles of Macroeconomics
Introduction to Human Services
Special Topics

Students contemplating graduate school in education should complete the following courses: Foundations of Education, Educational Psychology, Introduction to Sociology, Introduction to Fiction, and Pre-Calculus I.

Criminal Justice (CJ)

Chestnut Hill College ACCELERATED offers a Bachelor of Science in Criminal Justice designed to:

- Provide students with knowledge about the criminal justice system and its impact on society;
- Encourage students to be contributors in society and to meet the challenges of a diverse, global society;
- Prepare students for job opportunities in the field, for graduate school, or for law school.

In addition to Core Liberal Arts, 54 credits are required in the major. The Major Requirements are:

Survey of Math
Introduction to Sociology
Introduction to Psychology
Criminology
Juvenile Justice
Introduction to Criminal Justice
Criminal Law
Criminal Procedure
Diversity Issues
Corrections
Criminal Investigations
Research Methods
Senior Seminar

Major Electives: Any five (5) of the following courses:

Criminalistics
Major Global Problems
Juvenile Delinquency
Social Problems
Public Welfare Policy
Women and the Law
Civil Liberties
Law Enforcement

Special Topics
Internship

Education (ED)

Chestnut Hill College offers a Bachelor of Science in Education with certification, approved by the Pennsylvania Department of Education, in Elementary Education and in Early Childhood Education.

The Teacher Education Program combines a sound liberal arts background with specific training in educational and child psychology, in curriculum methods and materials, and involves extensive fieldwork. The program is approved by the Pennsylvania Department of Education (PDE). Students accepted into the teacher education program must have a cumulative grade point average (GPA) of 3.0. Students are required to take statewide competency tests that are in place at the time of application. Following the successful completion of coursework and testing, the student can apply for the Pennsylvania Instructional I Certificate. Applicants for certification must comply with PDE directives in place at the time of their application. (The year following graduation is called the Induction Year, and the new teacher will teach in a school district with an approved induction plan.)

In addition to Core Liberal Arts, 48 credits are required in the major. The Major Requirements for Elementary Education are:

- Foundations of Education
- Introduction to Special Education
- Educational Psychology
- Psychology of Child Development
- Reading/Children's Literature
- Writing/Rubrics
- Elementary Methodology I
- Elementary Methodology II
- Practicum
- Educational Technology
- Strategies for Teaching Mathematics
- Student Teaching (6 credits)
- Student Teaching Seminar
- Senior Seminar

Major Elective: Any one (1) of the following courses:

- Early Literacy
- Family, School and Community
- Child Advocacy and U.S. Policy

In addition to Core Liberal Arts, 48 credits are required in the major.

The Major Requirements for Early Childhood Education are:

- Foundations of Education
- Introduction to Special Education
- Educational Psychology
- Psychology of Child Development
- Reading/Children's Literature
- Writing/Rubrics
- Designing an Early Childhood Environment I
- Designing an Early Childhood Environment II
- Administration of Children's Programs

Practicum
Educational Technology
Strategies for Teaching Mathematics
Student Teaching (6 credits)
Student Teaching Seminar
Senior Seminar

The following courses are program prerequisites for both Elementary Education and Early Childhood Education:

Mathematics: Theory and Application 1 (or equivalent)
Mathematics: Theory and Application 2 (or equivalent)
Communication and Thought I or II (Composition I or II)
American or British Literature
American History Survey I or II
Introduction to Sociology
Introduction to Psychology

Requirements for field experience can be satisfied through a supervised practicum in one of the following ways: two (2) full-week experiences or ten (10) single-day experiences. The selected format must be completed within a single 16-week period. A supervised practicum completed at another collegiate institution may be eligible for transfer. Supervised student teaching takes place during the first semester of a student's senior year, and incorporates observation, participation, and actual teaching in an assigned public or private elementary school.

Certification Program Admissions Requirements

Candidates for Elementary Education or for Early Childhood Education should apply for formal acceptance to the certification program after completion of 60 credits, with at least 12 credits completed at Chestnut Hill College (CHC). *A 3.0 cumulative grade point average (GPA) and two (2) letters of recommendation are required.* Praxis I tests must be completed successfully prior to acceptance into certification program. Praxis II tests must be completed successfully prior to certification.

Portfolio Development

During the course of their undergraduate studies, students will also compile a portfolio(s) containing: summaries of classroom observations and fieldwork completed before student teaching; evidence of computer skills; unit plans designed to accommodate diverse populations; examples of cooperative learning strategies; a statement of philosophy; photographs; anecdotal records; and other miscellaneous documentation considered critical for pre-service teachers. Academic advisors and/or education faculty are available to guide each student toward successful portfolio development.

Exit Program Competencies

All students must be able to cognitively and physically meet competencies organized by the following three categories: Knowing the Content; Performance; and Professionalism. Each student will present a comprehensive portfolio that contains materials prescribed by the department attesting to the mastery of the competencies.

Healthcare Management (HM)

Chestnut Hill College ACCELERATED offers a Bachelor of Science in Healthcare Management designed to:

- Equip students with administrative and managerial skills necessary for professional careers in hospitals, clinics, long-term and short-term healthcare facilities, and health departments;

- Emphasize an interdisciplinary program that provides a comprehensive foundation in health issues, health systems, sociological influences, and legal and ethical concerns;
- Facilitate effective communication and interaction with physicians, administrators, patients and families;
- Prepare students for graduate studies in the field of healthcare.

In addition to Core Liberal Arts, 54 credits are required in the major. The Major Requirements are:

Principles of Management
 Principles of Marketing
 Introduction to the American Healthcare System
 Healthcare Management
 Legal Issues in Healthcare
 Human Resources Management
 Mathematics for Business I
 Probability and Statistics
 Financial Accounting
 Managerial Accounting
 Principles of Microeconomics
 Risk and Insurance
 Financial Management
 Senior Seminar

Major Electives: Any four (4) of the following courses:

Principles of Finance: Money and Banking
 Diversity Issues
 Social Problems
 Public Welfare Policy
 Principles of Macroeconomics
 Business Writing and Communications
 Psychology of Leadership
 Grant Writing
 Special Topics
 Internship

Human Resources Management (HR)

Chestnut Hill College ACCELERATED offers a Bachelor of Science in Human Resources Management designed to:

- Demonstrate how organizations can achieve success through their employees by strategically managing HR functions;
- Present current issues and practices relating to state-of-the art human resources management, organizational research, and staff training and development;
- Build the skills and competencies necessary to pursue and advance their careers in the field;
- Prepare students for graduate study in Business.

In addition to Core Liberal Arts, 54 credits are required in the major. The Major Requirements are:

Principles of Management
 Principles of Marketing
 Principles of Microeconomics
 Mathematics for Business I
 Probability and Statistics

Financial Accounting
Managerial Accounting
Financial Management
Legal Environment of Business
Psychology of Leadership
Human Resources Management
Employee Development and Organizational Training
Compensation and Benefits
Employer Relations
Senior Seminar

Major Electives: Any three (3) of the following courses:

Principles of Macroeconomics
Diversity Issues
Business Writing and Communications
Risk and Insurance
Government and Business
Special Topics
Internship

Human Services (HS)

Chestnut Hill College ACCELERATED offers a Bachelor of Science in Human Services designed to:

- Prepare students for careers working with children and youth, juvenile delinquents, the poor, individuals with physical and/or developmental disabilities, the mentally ill, the elderly and related populations;
- Emphasize a broad-based curriculum for opportunities in a variety of other careers requiring a social science background;
- Offer students an opportunity to pursue graduate work in a professional field.

In addition to Core Liberal Arts, 57 credits are required in the major. The Major Requirements are:

Survey of Math
Introduction to Sociology
Introduction to Psychology
Diversity Issues
Social Problems
Introduction to Human Services
Abnormal Psychology
Human Development
Human Behavior in the Social Environment
Public Welfare Policy
Theory & Practice of Counseling
Administration of Human Services
Human Service Methods
Research Methods
Senior Seminar

Major Electives: Any four (4) of the following courses

Social Gerontology
Aging & Adoptions for Wellness
Women and the Law
Health Psychology: the Mind/Body Connection

Introduction to the American Healthcare System
Juvenile Delinquency
Psychology of Child Development
Managing Non Profit Organizations
Business Writing and Communications
Grant Writing
Special Topics
Internship

Combined BS Human Services/MS Administration of Human Services Program

The combined BS/MS program provides an excellent opportunity for qualified Human Services majors in the School of Continuing and Professional Studies to complete a MS degree in Administration of Human Services in the School of Graduate Studies.

Admissions

Students majoring in Human Services in the School of Continuing and Professional Studies are eligible to apply to the program once they have completed 90 credits. Each student is expected to complete the admissions requirements of the School of Graduate Studies. (Formal acceptance will be granted upon receipt of a transcript verifying successful completion of the undergraduate degree program).

The requirements are as follows:

- Interview with the Program Coordinator.
- Complete an application form. The application fee must be paid, if the student has not paid an application fee or has not had the fee waived.
- Request all official college transcripts
(NOTE: Because of the nature of this program, a 3.0 overall GPA is required.)
(Transfer students must take a minimum of 15 credits at Chestnut Hill College and earn a 3.0 overall GPA in these courses)
- Submit three (3) letters of recommendation – (1 professional and 2 academic)
(NOTE: Letters written by family members or friends are not acceptable)
- Earn acceptable GRE or MAT scores (test taken at or near completion of 90 credits)
- Submit a Statement of Professional Goals
(Content and quality of writing evaluated for evidence of satisfactory graduate writing ability.)

In addition, international students must:

- Interview with the Director of International Student Services
- Earn acceptable TOEFL scores

It is recommended that applicants have experience in human services or a related field. This experience may include volunteer work, internships or employment.

The Program

Students in the combined program will be able to select two core courses from the following three (3) graduate course options:

- GAHS 510 Organization Management in Human Services
- GAHS 550 Public Policy
- GAHS 570 Human Diversity in Human Services

In addition, students accepted into the combined program can select two (2) graduate electives to satisfy courses in either the Major Elective or Elective category of the undergraduate degree program. (Credits earned would apply to the undergraduate degree program.)

Liberal Studies (LS)

Chestnut Hill College ACCELERATED offers a Bachelor of Arts in Liberal Studies designed to:

- Develop students' critical and constructive communication skills through an ability to organize and present ideas effectively
- Provide students with the ability to access and effectively incorporate a variety of authoritative sources in their presentation of ideas
- Provide students with the ability to integrate material from various areas of study in exploration of a topic
- Prepare students to recognize and discuss movements and major trends in the discipline of their minor specialization

In addition to 45 credits in Core Liberal Arts, 54 credits are required in the major. The Major Requirements are:

Survey of Math
Creative Writing
Literature (3 credits)
History or Political Science (3 credits)
Philosophy (6 credits)
Religious Studies (3 credits)
Foreign Language (6 credit sequence)
Fine Arts (6 credits)
Senior Seminar

As part of their Major Requirements, students must select a minor specialization. The following are Minor Specializations Requirements:

English

Shakespeare I or II (3 credits)
American Literature Survey (3 credits)
English Literature Survey (3 credits)
English Electives (9 credits)

History

Topics in Global History, or
American History I or II (3 credits)
History or Political Science Electives (6 credits)
History Electives (9 credits)

Political Science

American Federal Government (3 credits)
International Studies (3 credits)
Political Science or History Electives (6 credits)
Political Science Electives (6 credits)

Religious Studies

Courses from within the following theological areas:

Religious Traditions (3 credits)
Scripture Studies (3 credits)
Morality and Justice (3 credits)
Doctrine and History (3 credits)
Liturgy and Spirituality (3 credits)
Religious Studies Elective (3 credits)

Students may select up to two minors.

Marketing (MK)

Chestnut Hill College ACCELERATED offers a Bachelor of Science in Marketing designed to:

- Develop women and men who can draw upon their liberal arts education and technical business training to deal with business problems in an informed, socially sensitive manner;
- Give students an in-depth understanding of the role of marketing in its relation to the other management functions and the goals of business and public service organizations;
- Provide students with the skills essential to fill responsible positions in marketing;
- Prepare students for graduate study in business and/or marketing.

In addition to Core Liberal Arts, 51 credits are required in the major. The Major Requirements are:

Principles of Management
Principles of Marketing
Mathematics for Business I
Mathematics for Business II
Probability and Statistics
Principles of Macroeconomics
Principles of Microeconomics
Financial Accounting
Managerial Accounting
Legal Environment of Business
Financial Management
Consumer and Buyer Behavior
Marketing Research
Marketing Strategy Planning and Organization
Senior Seminar

Major Electives: Any two (2) of the following courses are required as

International Business
Government and Business
Business Writing and Communications
Public Relations
Intermediate Business Writing
Special Topics
Internship

COURSE DESCRIPTIONS

ACCELERATED undergraduate degree programs are structured to promote the liberal arts, and effective discipline specific learning. The courses below offer a variety of options suited to individual career preferences. Consultation with an academic advisor is essential to ensure completion of course requirements, when selecting optional courses, ACCELERATED undergraduate degree programs are structured to and in determining the sequence in which these courses should be taken.

Course Numbering System

Courses are numbered 100, 200, 300 and 400 to provide an informal guideline for course rotation.

- 100 and 200 Level: Courses designed to familiarize, broaden and apply the student's knowledge of a field.
- 300 and 400 Level: Advanced courses designed to further broaden and deepen the student's knowledge and allow the student to synthesize and apply this knowledge. Generally, these courses imply junior or senior level status.

COURSE DESCRIPTIONS

Accounting and Business (AB)

UEAB 217 Financial Accounting 3 credits

An introduction to the concepts of measuring, recording, and reporting economic information by business entities using accrual accounting. Topics include the accounting cycle, description and valuation of balance sheet accounts and income determination.

UEAB 219 Managerial Accounting 3 credits

Highlights planning, control and managerial decision-making using accounting data. Topics include cost flows, cost-volume-profit analysis, operating and cash budgets, responsibility accounting, variable costing, relevant costs, and the contribution approach to decision making. *Prerequisite: UEAB 217.*

UEAB 301 Intermediate Accounting I 3 credits

An intensive study of the financial reporting function of the accounting process, including an examination of generally accepted accounting principles and how they relate to the preparation of statements of financial position, income, and cash flows. Specific emphasis is on asset valuation. *Prerequisite: UEAB 219.*

UEAB 302 Intermediate Accounting II 3 credits

A continuation of UEAB 301. Emphasis is on the reporting of liabilities and stockholders' equity. *Prerequisite: UEAB 301.*

UEAB 321 Cost Accounting 3 credits

Focuses on cost accounting concepts and techniques in service, retail, wholesale and manufacturing organizations. The course provides an in-depth study of job costing, process costing, activity based costing, variable costing, cost-volume-profit analysis, and managerial decision-making. *Prerequisite: UEAB 219.*

UEAB 322 Tax Accounting I 3 credits

An introductory study of the principles and concepts of federal income taxation of individuals, small businesses and corporations. Students will be familiarized with tax research procedures and will acquire a broad base of tax knowledge for responsible action as accountants, businesspersons, and

citizens. Tax compliance is covered through the use of either tax compliance software or IRS forms. *Prerequisite: UEAB 219.*

UEAB 323 Tax Accounting II 3 credits

An advanced study of federal income taxation of small businesses, corporations, and partnerships. Tax research, practice and procedures are emphasized using established research models. *Prerequisite: UEAB 322.*

UEAB 372 Legal Environment of Business 3 credits

A study of the legal process and how the law affects the internal and external relationship of business organizations. The course is designed to identify the restraints placed on the actions taken by business organizations and how they affect business decisions. An introduction to the law of contracts, agency, torts, and business organizations is included.

UEAB 400 Special Topics 3 credits

Provides an opportunity to pursue in a structured setting a topic of current interest or specialized focus not available in other business and accounting courses. *Prerequisite: UEAB 217.*

UEAB 450 Advanced Accounting 3 credits

A study of accounting for corporate mergers and acquisitions, inter-company transactions, consolidation procedures, foreign currency transaction, partnerships, governments, and not-for-profit organizations. *Prerequisite: UEAB 302.*

UEAB 451 Auditing 3 credits

An introduction to the philosophy and environment of auditing with emphasis on professional standards, ethics, legal-social and professional responsibilities, and designing and planning an audit program. *Prerequisite: UEAB 302.*

UEAB 453 Senior Seminar 3 credits

An interdisciplinary capstone course that deals with special problems and ethical and topical issues affecting organizations in a business environment. Case studies, research and a paper will be presented for class discussion. *Prerequisite: Senior status and completion of all course work required in the major.*

UEAB 460 Internship 3 credits

Fieldwork with approved business firms where meaningful assignments are performed with appropriate training, instruction and supervision. *Prerequisite: junior or senior status.*

Biology (BI)

UEBI 106 Ecology and Environmental Issues 3 credits

Basic concepts of ecological theory: physical and biotic factors affecting the evolution, behavior and community organization of organisms. Lab and field observation. Field trips required.

UEBI 117 Essentials of Human Cancer 3 credits

The course is intended to serve the needs to obtain a broad understanding of the cancer problem. The lecture component will include an overview and perspective of both the scientific and clinical aspects of cancer to understand the current advances made in dealing with the disease. Topics include: cancer epidemiology, basic concepts of malignant process, modern advances in tumor biology and molecular

biology including the effects of a variety of agents that are known to cause human cancer. Examines major types of cancer as well as present methods of cancer prevention and treatment.

UEBI 118 Biotechnology 3 credits

An introduction to molecular biology and genetic engineering. Topics include structure and function of DNA, plasmid and viral vectors, cloning and expression of genes, human genome project, genetic diseases, gene therapy, DNA fingerprinting.

UEBI 119 Nutrition 3 credits

An introduction to nutrition and biochemistry. Topics include proteins, fats and carbohydrates, vitamins and minerals, absorption and metabolism of nutrients, nutritional deficiencies and excesses, diet, health and disease.

UEBI 120 Developmental Biology 3 credits

Examines cellular structure and gamete formation, fertilization, cleavage, gastrulation and organ formation are studied with regard to both anatomical changes and underlying genetic and molecular mechanisms of differentiation and morphogenesis.

UEBI 400 Man's Menacing Microbes 3 credits

The course will begin with the basics of clinical microbiology and infectious disease. Then it will cover the major infectious diseases of the past and present and the concerns for the future.

Business Communications (BC)

UEBC 101: Professional Practices Seminar 3 credits

This introductory course provides students with an opportunity to become knowledgeable about concepts and processes in higher education; develop educational goals; and integrate their professional, personal, and academic experiences into a comprehensive learning framework and a tool for applying knowledge gained in the classroom into the student's work environment. The course draws on student motivation, critical reflection, oral and written communication, and analytical skills to help students become active and successful in the learning process.

UEBC 105 Introduction to Computer Applications 3 credits

The course provides an overview of business software and applications for non-technical majors and provides grounding in the technology, operating systems and programs specific to the PC platform. Particular attention is given to the component programs of Microsoft Office, including Word, Excel, and PowerPoint as well as e-mail and Internet usage.

UEBC 130 Introduction to Mass Communications 3 credits

An introduction to the various media of mass communications: newspapers, radio, film, television, and their impact on American life, with attention to the larger ethical, cultural, political, economic, and social context.

UEBC 145 Advanced Software Applications 3 credits

The course covers advanced topics in MS Word, Excel, Power Point, and beginning to intermediate topics in Access. Additional topics relating to the use and operation of computer systems are discussed. *Prerequisite: Proficiency in Word, Excel and PowerPoint.*

UEBC 155 Web Page Development 3 credits

The course focuses on web design using web development software and HTML. Emphasis is placed on good web design. *Prerequisite: Internet proficiency and UEBC 105 or UEBC 145.*

UEBC 201 Public Speaking 3 credits

This course is a study of the basic principles, types and techniques of speeches, intensive practice in the composition and delivery of speeches. Psychology of audience response and appeal is included.

UEBC 206 Business Writing and Communications An in-depth study 3 credits

An in-depth analysis of the basic dynamics of communication in business and technology. Students develop proficiency in fundamental forms such as letters and memos, simple reports and visuals, preparation, instruction writing. Students also prepare resume packages and letters of applications, and learn interview techniques. *Prerequisite: UEBC 105 or UEBC 145.*

UEBC 210 Desktop Publishing and Graphic Design 3 credits

This course covers desktop publishing utilizing industry standard software applications, including Adobe In Design. Topics include letterhead design, business cards, newsletters, color technique, merging and placing graphics, and other desktop publishing techniques. *Prerequisite: UEBC 105 or UEBC 145.*

UEBC 223 Journalism 3 credits

An introduction to news writing, the sources and components of news, structure of news story, sources and interviews, field experience in gathering and writing news, journalistic rules and ethics. *Prerequisites: UEEN 104.*

UEBC 230 Information Systems for Organizations 3 credits

An introductory course in computer information systems. Topics range from the consideration of local information exchange through global networking, including teleconferencing and interactive global dialogues. Additional topics incorporate the study of communications hardware and software, database management systems, expert systems, and the ethical and moral issues emanating from the communications explosion. *Prerequisite: UEBC 105 or UEBC 145.*

UEBC 255 Public Relations 3 credits

A study of the principles and techniques used in communication between an organization and any individual or audience. Media and press releases, promotions and trade shows, community and customer relations. Students plan and present a public relations campaign.

UEBC 305 Intermediate Business Writing and Communications 3 credits

This course includes the fundamentals of proposal design and manual preparation. After studying considerations of audience and style, students prepare a pre-proposal, a formal proposal, and a manual. Graphics, questionnaire construction, and interviewing techniques are also included. *Prerequisite: UEBC 206.*

UEBC 306 Techniques of Professional Presentations 3 credits

A review of oral communication dynamics for professionals. Students will continue to develop audience analysis skills so they can deliver technical and non-technical material in effective oral presentations. The use of visuals, nonverbal communication strategies, accurate and discriminating listening ability, and intercultural sensitivity will also be stressed. *Prerequisites: UEBC 105 & UEBC 201.*

UEBC/MK 325 Advertising and Promotional Communication 3 credits

A study of the promotional communication process as it relates to facilitating the exchange between consumer and provider. Special emphasis on advertising and sales promotion.

UEBC 355 Grant Writing 3 credits

Examines resources for funding, developing relationships with funding agencies, and writing the grant proposal, with attention to both narrative and budget sections. Issues of collaboration, social change, community development, and authorship are also addressed.

UEBC 400 Special Topics 3 credits

Provides an opportunity to pursue, in a structured setting, a topic of interest or specialized focus not available in other business communications courses.

UEBC 453 Senior Seminar 3 credits

An interdisciplinary capstone course that deals with special problems and ethical and topical issues affecting organizations in a business environment. Case studies, research and an in-depth paper will be presented for class discussion. *Prerequisite: Senior status and completion of all course work required in the major.*

UEBC 460 Internship 3 credits

Field work for the qualified student in the working environment of business, corporate and professional communication. *Prerequisite: junior or senior status.*

Chemistry (CH)**UECH106 Introduction to Forensic Science**

This is an introductory course for non-science majors who have little or no background in Chemistry and minimal mathematical background. The lecture portion of the course introduces basic chemical principles and their application to the collection, preservation and analysis of physical evidence. Laboratory activities will focus on techniques of analysis of evidence and on critical thinking.

UECH 109 Chemistry and Public Policy 3 credits

An introductory course for non-science majors who have little or no background in Chemistry and minimal mathematical background. The chemical basis of environmental issues including air pollution, energy use, global warming, and ozone depletion are discussed in their social, political, and economic context. Emphasis will be placed on applying knowledge of chemistry to a range of current public policy issues.

Certificate in Computer Forensics and Electronic Discovery**UECJ 410 Introduction to Digital Forensics and Cyber Crime**

This course introduces students to cyber crime and criminal and civil investigations, covering topics that include the history of cyber crime, digital forensics and on-line investigation.

UECJ 412 Digital Forensics in the Lab I

This course is a continuation of UECJ 410. It provides hands-on instruction, storage concepts and recovering residual data on Windows Systems. *Prerequisite: UECJ 410.*

UECJ 414 Digital Forensics in the Lab II

This course is a continuation of UECJ 412. It provides hands-on instruction in bit-stream imaging and advanced data recovery in both criminal and civil context. Students are introduced to case management in digital and electron context. *Prerequisite: UECJ 412.*

UECJ 416 Electronically Stored Information: Civil and Constitutional Issues I

This course explores the powers of the various branches of federal and state government and the source of those powers. It also covers both the manner in which courts interpret statutory and constitutional provisions, and the federal and state constitutional provisions regarding search and seizure of electronic evidence.

UECJ 418 Electronically Stored Information: Civil and Constitutional Issues II

This course is a continuation of UECJ 416. It explores in greater depth federal and state constitutional provisions regarding search and seizure of electronic evidence, the statutory protections of the privacy of electronically stored information (ESI) and how they are overcome. It also examines federal rules pertaining to civil discovery of ESI. *Prerequisite: UECJ 416.*

UECJ 420 Obtaining Electronically Stored Information in Criminal and Civil Cases: Practical Applications

In this course, students will apply information presented in all previous courses. It is done through writing reports, applications to obtain ESI from Internet Service Providers, Search Warrants and Civil Discovery demands, responses and motions. *Prerequisite: UECJ 418.*

Criminal Justice (CJ)

UECJ 122 Introduction to Criminal Justice 3 credits

Introduces the student to the American criminal justice system. Offers an examination of law enforcement, the administration of justice, and the correctional system.

UECJ/PO 203 Civil Liberties 3 credits

Examines the evolution of civil liberties in America from the adoption of the U.S. Bill of Rights through some of the most recent Supreme Court decisions. Emphasis will be focused on human rights' issues in a historical context.

UECJ 212 Gender and the Law 3 credits

An historical-sociological treatment of the gender issues in the American legal system. Explores the successful and sometimes failed challenges mounted by advocates in the areas of political and civil rights, domestic and reproductive issues, employment opportunities, criminal justice and education.

UECJ 220 Juvenile Justice 3 credits

Studies the American juvenile justice and child welfare systems from historical, legal, and institutional perspectives.

UECJ 224 Criminal Investigations 3 credits

Includes principles and practices for getting the maximum amount of information to solve a crime. Proper procedure in the handling of witnesses, informants, suspects, and surveillants. Methods for discovering, interpreting and preserving the physical evidence left at the crime scene.

UECJ 225 Criminalistics 3 credits

An introduction to the use of forensic chemistry, photography, and modern laboratory instrumentation in the scientific investigation of crime. Laboratory techniques and methodology in Police Sciences is included.

UECJ 250 Criminology 3 credits

Examines the theories explaining criminal behavior. The nature, causes, extent, and distribution of crime and criminal conduct are studied. Considers policy applications of theoretical studies.

UECJ 260 Law Enforcement 3 credits

A survey of the law enforcement components of the criminal justice process. Topics considered include history, powers, limitations, liability, management, and organization.

UECJ 280 Corrections 3 credits

Studies the constituent parts of the criminal justice correctional system. Topics include correctional history, theory and philosophy, statutes, management and operation, prisoner programs, personnel, and participants.

UECJ/SO 350 Research Methods 3 credits

An introduction to basic social research methods. Students consider problem identification and stating; research design; and data gathering, analysis, interpretation, and presentation. Pre-requisite: junior status

UECJ 353 Juvenile Delinquency 3 credits

Examines the theoretical explanations of juvenile crime and explores societal control responses.

UECJ 364 Criminal Law 3 credits

Studies the principles and doctrines embodied in the criminal law. Topics such as substantive crimes, justification, complicity and liability, causation, and inchoate crimes are explored and emphasized.

UECJ 365 Criminal Procedure 3 credits

A study of the Constitution, appellate cases, and the statutory rules governing the criminal justice system. Emphasis is on the rights and restrictions derived from the Fourth, Fifth, Sixth, and Fourteenth Amendments to the United States Constitution. Topics include searches and seizures, confessions, trials, and sentencing. *Prerequisite: UECJ 364.*

UECJ 400 Special Topics 3 credits

Provides an opportunity to pursue in a structured setting a topic of current interest or specialized focus not available in other criminal justice courses.

UECJ 453 Senior Seminar 3 credits

An interdisciplinary capstone course that considers special problems and ethical and topical issues affecting social systems. The preparation and presentation of a paper of significant length and considerable breadth and depth is required. *Prerequisite: Senior status and completion of all course work required in the major.*

UECJ 460 Internship 3 credits

Field placement in law enforcement, adult or juvenile judicial or correctional agencies, or community criminal justice groups related to the student's interest is supervised by a field supervisor employed by the agency, and a faculty liaison. *Prerequisite: junior or senior status.*

Economics (EC)

UEEC 109 Principles of Macroeconomics 3 credits

An introduction to economics that includes a study of supply and demand, national income accounting, business cycles, theories of income, output, employment, and general price level. Monetary and fiscal policies, banking, budget deficits and public debt, and application of economic theories are emphasized. *Prerequisite:UEMA104.*

UEEC 110 Principles of Microeconomics 3 credits

The economics of American capitalism and the theory of supply and demand in different market structures. Price and output determination, efficient employment and allocation of economic resources are highlighted. *Prerequisite:UEMA104.*

Education (ED)

UEED 150 Designing an Early Childhood Environment I 3 credits

This course examines programs for young children (0-6 years), including designing and furnishing a classroom, planning and implementing a developmentally-appropriate curriculum, classroom management, and incorporating a multicultural perspective. Observations of classrooms, lesson and unit planning will be required.

UEED 151 Designing an Early Childhood Environment II 3 credits

This course examines programs for young children (3-6 years), including issues of planning math, social studies, science, and art and music curriculum. *Pre-requisite: UEED 150.*

UEED/PS 202 Educational Psychology 3 credits

Application of psychological principles to the processes of educational growth and development, thinking, learning and motivation. Principles of social psychology and mental hygiene are applied to educational problems in the home, school and community. *Prerequisite: UEPS 109.*

UEED/PS 203 Psychology of Child Development 3 credits

This course explores the psychological theories of emotional, social, cognitive, and physical development from the prenatal period through childhood. It contains an experiential component through personal research on cognitive transitions that occur during middle childhood. *Prerequisite: UEPS 109*

UEED 210 Reading with Trade Books (formerly Reading/Children's Literature) 3 credits

Presents the theoretical base for how children acquire literacy-reading, writing, speaking, and listening as processes for constructing meaning. A primary focus of the course is to present instructional programming and teaching strategies best designed to accomplish this goal. A second emphasis is an exploration and appreciation of varying genres of children's literature. The two strands of the course are interwoven as students apply their growing knowledge on methodology to literature in the development of instructional units.

UEED 211 Writing/Rubrics 3 credits

This course further explores language as a tool for comprehension. Introduces and examines strategies for evaluating reading achievement from the perspectives of diagnosis, remediation and enrichment. Teaches process writing, writing to learn, as an integral part of the learning curriculum in the elementary classroom. Examines use of portfolios from the perspectives of current research.

UEED 216 Elementary Methodology I 3 credits

Examines all aspects of planning for instruction including materials, curricular organization, and textbook utilization. Classroom management strategies will be discussed including motivation, grouping, physical layout, climate and discipline. Stands concerning the special methodology of the teaching of science and arts will be introduced.

UEED 217 Elementary Methodology II 3 credits

Examines the opportunities to extend learning through homework, utilizing community resources, parental involvement and the library. Emphasizes effective student assessment through the use of standardization test interpretation, formative and summative evaluation, portfolios and anecdotal records. Creating a multicultural classroom, understanding gender differences and celebrating diversity will be included. Effective utilization of school support staff will be explored. Included will be strands on methods peculiar to the teaching of Social Studies, Art and Music. *Prerequisite: EDUC 216.*

UEED 222 Foundations of Education 3 credits

The historical, philosophical and social foundations of education and their relationships to the present day.

UEED 225 Administration in Children's Programs 3 credits

Focuses on the administration of programs in early childhood education. Deals with methods of parent orientation and provides guidelines and strategies for parental involvement, professional recruitment, relevant legal issues for administrators of early childhood programs, techniques of supervision, observation of staff and evaluation of children. Students will examine, analyze and develop general administrative procedures. Also incorporates after school and summer programming.

UEED 230 Early Literacy 3 credits

This course is an introduction to emergent literacy research, practice, and programs, including intersections between print and numeracy, performance, art, and music. It addresses whole language, phonics, and balanced literacy pedagogies and policy debates. It also introduces children's texts and research on responding to literature. Discusses standards movement and literacy measures.

UEED 246 Educational Technology 3 credits

Introduces students to applications, games, simulations and resource software to enrich and enhance the curriculum. Students develop their own criteria and strategies for the selection and uses of technology across the curriculum and across grade levels. *Prerequisite: UEBC105 or UEBC145*

UEED 250 Introduction to Special Education 3 credits

The course is designed to provide a complete overview of Special Education and the children who receives special education services. Areas of concentration include classifications and definitions, patterns of learning, description of assessment and intervention strategies, legislation, and inclusion. To obtain a broader more comprehensive perspective, students will conduct research through journal articles, Internet searches, classroom observations and interviews of parents and/or teachers.

UEED 300 Student Teaching 6 credits

First semester of senior year: observation, participation and actual teaching. Assigned to an elementary school either public or private, student teacher is supervised and rated by master critic teacher within the school as well as by college supervisor. *Prerequisites: Senior status, completion of course work in education and approval by department, a cumulative GPA of 3.0 and a 3.0 GPA in the major. Students who have not passed the PPST Test will not be admitted to Student Teaching. UEED 300 and UEED 301 must be taken simultaneously.*

UEED 301 Student Teaching Seminar 3 credits

This course must be taken simultaneously with UEED 300. A study and evaluation of observation and participation experiences of seminar members working with children in primary and intermediate grades. Weekly conferences to correlate methods and student teaching. Identification and analysis of problems facing student teachers will be a major focus.

UEED 305 Strategies for Teaching Mathematics 3 credits

In this course, students explore the structure of mathematics, sets and numbers, systems of numeration, problem solving and skill development. The content of elementary school mathematics and the development of strategies for effective teaching of mathematics concepts in K-6 classrooms are emphasized. Students will examine the NCTM Curriculum and Evaluation Standards and Professional Teaching Standards to evaluate curriculum requirements, manipulatives, activities and computer software for the elementary school classroom. *Prerequisite: UEMA 153*

UEED 344 Family, School and Community 3 credits

Presents both theory and practice on ways to integrate parents and community into the educational program of their children. Emphasizes effective ways of communicating for all parties. Investigates relationships between community goals and those of its agencies and schools. Highlights resources and services available in the community.

UEED 352 Child Advocacy and U.S. Policy 3 credits

History of children's rights in U.S. and current status of legislation and public policy affecting children and families. Policies in other countries will also be studied. Addresses confidentiality rights of children as well as well as other advocacy issues.

UEED 453 Senior Seminar 3 credits

Explores areas of current interest and research in education not included in structured courses. Employs group discussions, independent study and research. Students demonstrate their research in an oral presentation and written paper.

UEED 460 Practicum 3 credits

Observation and limited instruction of education activities in a K-3 or grades 4-6 classroom. Student will explore multicultural implications of the setting and will design a plan to accommodate various learning styles. State requirements for field experience can be satisfied through a supervised practicum accomplished in one of the following ways: a) two (2) full-week experiences; or b) ten (10) single-day experiences. The selected format must be completed within a single 16-week period. *Prerequisite: Education Department approval.*

English (EN)

(E) *Courses satisfy literature requirement for Education majors.*

UEEN 103 Communications and Thought I 3 credits

An intensive development of the communications skills required for college learning: thinking, reading, speaking, listening, researching and most especially, academic writing and the essay form. This course is a prerequisite for all other English courses. A grade of C- or better is required.

UEEN 104 Communications and Thought II 3 credits

A continuation of UEEN 103. Emphasis is on writing the academic essay, critical interpretation of scholarly writing and information literacy, including citation strategies and issues of intellectual property and plagiarism. This course is an absolute requirement of the ACCELERATED Program. *Prerequisite: UEEN 103.*

UEEN 110 An Introduction to Poetry 3 credits (E)

An introduction to the reading and interpretation of poetry and to writing about imaginative literature, with an emphasis on British and American authors.

UEEN 112 An Introduction to Drama 3 credits (E)

An introduction to the reading and interpretation of drama and to writing about imaginative literature, with an emphasis on British and American authors.

UEEN 120 Literature into Film 3 credits

Great works of literature translated into great films of the twentieth century.

UEEN 142 Images of Women in Literature 3 credits

A study of some images of women, and the cultural and literary implications of these images. Studies male and female authors in poetry, fiction, and plays.

UEEN 175 The Short Story 3 credits (E)

Readings from British and American authors to appreciate the short story as a literary genre. Attention to style, appeal, and relation to life.

UEEN 201 Shakespeare I 3 credits (E)

A study and in-depth analysis of ten plays including histories, tragedies and comedies. Attention to dramatic art, language, and characters. *Prerequisite: UEEN 103 or equivalent.*

UEEN 203 Shakespeare II 3 credits (E)

A study of the sonnets and ten plays not included in Shakespeare I. *Prerequisite: UEEN 103 or equivalent.*

UEEN 205 American Poetry 3 credits (E)

A study of the spirit and form that makes poetry by Americans "American." Includes readings from early American romantics to the present. *Prerequisite: UEEN 103 or equivalent.*

UEEN 212 Creative Writing 3 credits

An introduction to creative writing in all genres; a workshop approach emphasizing development of expression and development of rewriting skills. Discussion of student writing is supplemented by an examination of contemporary authors.

UEEN 233 English Romantic Writers 3 credits (E)

A study of the major poems and essays of the period, with attention to theories and origins of the movement. Introduces students to an appreciation of the beauty and emotion in Blake, Wordsworth and Keats. *Prerequisite: UEEN 103 or equivalent.*

UEEN 238 Victorian Literature 3 credits (E)

Readings in the major works of the period, exclusive of the novel. Relates the literature to the religious, scientific and artistic milieu of the time. Emphasizes the role of the essay, the burgeoning of poetry, and the history of fiction. *Prerequisite: UEEN 103 or equivalent.*

UEEN 240 The Comic Spirit 3 credits

Masterpieces of comedic literature from around the world. Attention to classical and modern theories of comedy. Includes drama, poetry and fiction. *Prerequisite: UEEN 103 or equivalent.*

UEEN 245 The American Theater 3 credits (E)

A study of plays from O'Neill to the present. Gives attention to the history of early drama in America, with intensive reading of modern plays. *Prerequisite: UEEN 103 or equivalent.*

UEEN 261 American Literature Survey I: Irving to Whitman 3 credits (E)

A survey of American writers from Washington Irving to Walt Whitman. *Prerequisite: UEEN 103 or equivalent.*

UEEN 271 Gothic Tradition in Literature 3 credits (E)

This course explores the nature and evolution of Gothic literature in the 19th and 20th centuries, with attention to the artistic and political roots of horror fiction. Includes Frankenstein, Dracula, and American literary offspring. *Prerequisite: UEEN 103 or equivalent.*

UEEN 285 Contemporary Literature 3 credits (E)

A study of important works from Britain and America written since 1970, with emphasis on changing literary forms and issues.

UEEN 286 Topics in English Renaissance Literature 3 credits (E)

Provides an opportunity to explore in more depth some aspects of English Renaissance literary history. The course may focus on a theme, a genre, a writer or a group of writers, a literary or cultural movement, or some aspect of English history or culture as it is reflected, explored, and influenced by English writers of the sixteenth and seventeenth centuries.

UEEN 287 Eighteenth Century British Literature 3 credits (E)

A study of eighteenth century English literature, by such writers as Pope, Swift, Johnson, DeFoe, Fielding, Sterne, Richardson, Burney, and Austen.

UEEN 288 Topics in American Literature 3 credits (E)

Provides an opportunity to explore in more depth some aspect of American literary history. The course may focus on a theme, a genre, a writer or a group of writers, a literary or cultural movement, or some aspect of American history or culture as it is reflected, explored, and influenced by American writers.

UEEN 400 Special Topics 3 credits

Provides an opportunity to pursue, in a structured setting, a topic of interest or specialized focus not available in other education courses.

Finance (FN)

UEFN 220 Principles of Finance: Money and Banking 3 credits

This course deals with the nature and functions of money, financial institutions, monetary system and credit, and central banking. Interest rate determination and the effects of money supply on interest rates and economic activities are examined. Classical, Keynesian, and Monetarist models are fully examined and evaluated. Current issues affecting financial markets are stressed. *Prerequisite: UEEC 109.*

UEFN 342 Risk and Insurance 3 credits

This course covers the function of insurance and risk management in the business enterprise. Risk management techniques as well as the use of specific insurance contracts to cover pure risk exposures in life, health, property, liability and selected topics are analyzed. The role of government insurance and the regulation of the insurance industry are fully examined.

UEFN 441 Financial Management 3 credits

This course covers the role of financial management in the business enterprise, financial analysis, planning needs for short-term and long-term funds, planning for profits, capital budgeting/cost of capital, leverage, internal management of working capital and income, and raising funds to finance growth of business enterprises. *Prerequisites: UEAB 219; UEEC 110.*

Fine Arts (FA)

Music (MU) courses will also satisfy Fine Arts requirements. Art studio courses require a fee.

UEFA 110 Ceramics 3 credits

An introductory course developing a variety of hand building techniques in clay. Explores both functional and sculptural forms and covers fundamentals of glazing and kiln operation. *Studio Fee.*

UEFA 113 Historical Survey of Women Artists 3 credits

An introduction to the role of women who produced art in the history of western painting.

UEFA 114 Art of the Ancient and Primitive Worlds 3 credits

A study of the architecture, painting, and sculpture of the ancient and primitive people of the Americas, Africa, Asia, and Western Europe from the Paleolithic era through Imperial Rome. Of particular concern is the interrelationship between art and religious belief and ritual. Included is an exploration of world mythologies and their images as seen in art.

UEFA 115 Book Arts 3 credits

The history of book making as well as the book as an art form will be explored. Starting with the simplest traditional books, the student will develop a technical competence in the more advanced techniques and conceptual ideas of book making. The arts of decorating paper and of using simple printing techniques will also be examined. *Studio Fee*

UEFA 117 Post-Impressionism 3 credits

The course will examine the paintings, artists, aesthetic values and cultural influences of Post-Impressionism. Beginning in Paris in the 1880s with Cezanne, Seurat, Van Gogh, and Gauguin, painters up to the 1920s including Matisse and Picasso, as well as the distinct styles of The Nabis and The Fauves. In-class image lectures will be supplemented by a field trip to a local museum.

UEFA 202 Field Study of Art in Galleries and Museums 3 credits

On-site study of primary visual art resources in selected areas. Guided, lecture-tour visits to current exhibitions as well as permanent collections in the various museums and galleries. Fee for buses and museum entrances required.

UEFA 203 Art of the Middle Ages 3 credits

A study of painting, sculpture, and architecture of Western Europe and the Middle East from the Fall of the Roman Empire to the end of the Gothic era. Emphasis will be given to art as an expression of Christian beliefs and practices. The influence of cultural, political, and geographical diversity on artistic expression will be explored.

UEFA 204 Art of the United States 3 credits

A study of the art and architecture of the United States from colonial days to the present. Art is seen in light of what makes our culture uniquely American as expressed by the Federalist style and the changes wrought by the Civil War and the World Wars.

UEFA 400 Special Topics 3 credits

Provides an opportunity to pursue, in a structured setting, a topic of interest or specialized focus not available in other fine arts courses.

Foreign Language (FL)

UEFL 101 Introduction to the French Language 3 credits

This course will focus on French in a global perspective, as an international tool for communication in North America, Europe, Africa, and Asia. Students will learn the basic communication skills and structures of the language from a perspective oriented to the career world. Audio-visual and technological materials will be incorporated, along with practical readings. Intended for those beginning the language or for intensive review.

UEFL 102 Introduction to the Spanish Language 3 credits

This course will focus on Spanish in a global perspective, as an international tool for communication in North, Central, and South America, and Europe. Students will learn the basic communication skills and structures of the language from a perspective oriented to the career world. Audio-visual and technological materials will be incorporated, along with practical readings. Intended for those beginning the language or for intense review.

UEFL 104 Introduction to Italian 3 credits

For beginners. Essentials of grammar are covered. Oral and written exercises, reading and conversation.

UEFL 105 Italy Today 3 credits

The goal of this course is to expose students to the contemporary Italian culture. The events of the 20th century have shaped the modern character of this nation unlike other European countries. This modern European culture whose democratic constitution was ratified on January 1, 1948 struggles to maintain its unique multicultural traditions which are being assaulted by the pressures of Europeanization, globalization and immigration.

UEFL 112 Intro to Spanish II 3 credits

For students with a basic knowledge of Spanish. Grammar review, pronunciation and introduction to Hispanic authors, with development of reading, writing, speaking and listening skills. *Pre-requisite UEFL 102*

UEFL 250 Latin American Literature in Translation 3 credits

This course will study texts of Latin American Literature encompassing poetry, short story and the novel. Class discussions on the readings of the course will be complemented by explorations into the dynamics of Latin American culture and the practice of critical methods in the evaluation of literary texts. Some of the authors to be included are Gabriel Garcia Marquez, Pablo Neruda, Octavio Pax, and Jorge Luis Borges.

UEFL 251 Masterpieces of European Literature in Translation 3 credits

Begins with the ancient Greeks and Romans and focuses on great works in the novel, poetry, short story, and drama from the major countries of continental Europe. Student discussion will be an integral part of the course.

UEFL 400 Special Topics 3 credits

Provides an opportunity to pursue, in a structured setting, a topic of interest or specialized focus not available in other foreign language courses.

Healthcare Management (HM)

UEHM 202 Healthcare Management 3 credits

Examines critical issues currently affecting the delivery of healthcare in the United States and other countries. Topics include financing and delivering these health services as well as current developments in managed care.

UEHM 372 Legal Issues in Healthcare 3 credits

This course examines the legal aspect of administering health care facilities, programs, accrediting and regulatory issues. Topics include medical malpractice and patient's rights.

UEHM 400 Special Topics 3 credits

Provides an opportunity to pursue, in a structured setting, a topic of current interest or specialized focus not available in other healthcare management courses.

UEHM 453 Senior Seminar 3 credits

This capstone course integrates the contents and experiences of other courses in the healthcare management major. It considers social problems and ethical issues affecting healthcare. Areas of current interest and in-depth research not included in structured courses are explored through group discussions and research. Students demonstrate their research in an oral presentation and a written paper. *Prerequisite: Senior status and completion of all other major courses.*

UEHM 460 Internship 3 credits

Fieldwork with approved health care organization where meaningful assignments are performed with appropriate training, instruction and supervision. *Prerequisite: junior or senior status.*

History (HI)

(H) *Courses satisfy history requirement for Education majors.*

UEHI 104 Topics in the Global History 3 credits **(H)**

An analysis and comparison of revolution and political upheaval in modern world history. Topics for study will include the communist revolutions of China and Russia. Emphasis will be placed upon the causes of revolution and political upheaval, how they changed the nations in which they occurred, as well as their global impact on international economics, politics, and balance of power. Course objectives may be increased or decreased to adjust for extenuating circumstances.

UEHI 141 American Survey I 3 credits

An exploration of the major movements, events, persons, and ideas of American history from the colonial period to the aftermath of the Civil War. Includes the European background to American History, colonial life, the American Revolution and Constitution, the evolution of the Supreme Court, political developments, comparisons of the enlightenment and romanticism, territorial expansion, growth of technology and the economy, important aspects of American material, intellectual, and popular culture, the Civil War and its legacies.

UEHI 142 American Survey II 3 credits (H)

An exploration of the major movements, events, persons, and ideas of American history from the end of the Civil War to the present day. Includes the Industrial Revolution and growth of cities, progressive reform, the nation's rise to world power, World War I, and the Roaring Twenties, the Great Depression and New Deal, World War II, the Cold War, the Sixties counterculture, civil rights and the gender revolution, the decline of presidential power, the evolution of political parties, the role of the Supreme Court, the importance of science and technology, major ideas of the late nineteenth and twentieth centuries, material and popular culture.

UEHI 210 Twentieth Century Europe 3 credits

The course will examine Europe from the Belle Epoque through the end of the Cold War and era of ethnic nationalism considering the political, economic, social and cultural developments on the continent of Great Britain. Topics include: the Great War, the Russian Revolution, the women's movement, totalitarianism, World War II, the Holocaust, post-war reconstruction, decolonization, European Economic Community, EEC and the break-up of the Soviet Union.

UEHI 214 Twentieth Century Germany 3 credits

Covers the history of Germany and the German-speaking lands in the twentieth century. Among the topics to be discussed are: the era of Kaiser Wilhelm II, the First World War, the Weimar Republic, the rise of Adolf Hitler and National Socialism, the Second World War, the Holocaust and Anti-Semitism, West and East Germany in the age of the Cold War and the EEC, and the re-unified German nation.

UEHI 220 The Rise and Fall of the Soviet Union 3 credits

The course will survey the history of Russia from the first revolution in 1905 through the breakup of the Soviet Union. Topics include: Lenin and the Bolshevik seizure of power, the Civil War, Stalin and the Five Year Plan, Soviet society, the "new woman", the Gulag experience, de-Stalinization, the Gorbachev experiment, and the age of free market reform.

UEHI 226 Survey of Women's History 3 credits

A general survey of the history of women in Western Civilization from antiquity to the present. Special emphasis will be given to the study of women's roles, their work and their place in Society. Students will view a variety of films which illustrate the changing roles of women over time. While the course will focus on Europe and America, women's experiences globally will also be considered.

UEHI 233 America and the Two World Wars 3 credits (H)

Describes and analyzes the many ways in which World War I and World War II changed the United States, including the country's role in world affairs, wartime mobilization, the expansion of government, the revolution in manners and morals, the great depression, the Baby Boom, the GI Bill, the expansion of higher education, civil rights, the role of women in American life, the Cold War, scientific research, the nuclear age, and much more.

UEHI 234 the American Presidency: a History 3 credits (H)

Considers the evolving scope of the American presidency from the Constitutional Convention of 1787 to the present day. Stress is placed upon the growing power of the presidency, the shifting contours of presidential elections and the lives of important presidents, within the wider context of American and world history.

UEHI 235 American Business History: 1789 to the Present 3 credits

The course will closely follow Alfred Chandler's and Thomas McCraw's Harvard Business School casebook. The course includes the following topics: the Federalist Financial Revolution, the Transportation Revolution, the Market Revolution, the Industrial Revolution, the Managerial Revolution, the Business Merger Revolution, the Second Industrial Revolution and the development of corporation finance, accounting, marketing, and information management. Also covered will be case studies of important businessmen like J. P. Morgan, theorists like Alexander Hamilton and Frederick Taylor, and innovators like Thomas Edison and Henry Ford. Finally, the course will introduce students to business concepts like information asymmetry and non-price credit rationing.

UEHI 240 Twentieth Century America: Part I 3 credits (H)

An assessment of the close of a tumultuous century. Topics will include American imperialism, immigration, progressive reform, progressive education, the Social Gospel, the Arts and Crafts Movement, the Colonial Revival, the growth of cities, rural and urban culture, women's suffrage, World War I, prohibition, the revolution in manners and morals, automobiles, movies and the radio, the Great Depression, the New Deal, the New York World's Fair of 1939, the rise of the welfare state, World War II, and the nation's emergence as a world power.

UEHI 241 Twentieth Century America: Part II 3 credits (H)

The last fifty years of the last century. Among the topics considered will be the Cold War, the decline of cities and the rise of suburbs, the Baby-Boom generation, the civil rights movement, the women's rights movement, the sexual revolution, "the sixties," Vatican II, Vietnam, Watergate, the imperial presidency, greater longevity, the end of the Cold War, television, the computer revolution, political correctness, immigration, ethnicity and racism, politics and religion, and the new conservatism.

UEHI 243 The Civil War and American Life 3 credits (H)

Examines the great tragic epic of American life, the Civil War of 1861-1865. This terrible conflict between the North and South finished the work of the Revolution, freed the slaves, made the United States into a true nation, and cleared the way for massive industrialization and urbanization in the decades just ahead. Students will examine the roots of the Civil War, the major issues of the conflict, life during the War (in the military as well as on the home front), the reason for Northern victory and Southern defeat, and the many important legacies of this seminal time in the nation's history.

UEHI 245 The 1960s and Its Legacies 3 credits

Examines the great upheavals in American life during the 1960s and early 1970s, and the continuing consequences of these tumultuous years. Among the topics to be considered are the Baby Boom, hippies, the counterculture, the New Left, the sexual revolution, women's liberation, changing family patterns, civil rights, the revival of ethnic consciousness, the Vietnam War, suburbanization, political correctness, multiculturalism, the renewal of conservatism, the Moral Majority, casual dress, the reassertion of Congressional authority, and fears of American decline.

UEHI 247 African Americans During the Age of Slavery 3 credits (H)

This course examines the development and experiences of the African-American community during the age of slavery. We will analyze the origins and development of the African slave trade and evolution of slavery in the United States. We will focus on the development of African-American culture with an in-depth examination of the slave community, family and religion. We will also examine the growth of the free black community and the creation of black political, social and economic ideologies and institutions. We will focus further on the African American struggle against slavery, emphasizing slave insurrections, the abolitionist movement, and the Civil War.

UEHI 248 African Americans Since Emancipation 3 credits (H)

This course examines the development of the African-American community in the United States from the end of slavery until the present time. We will chronologically and thematically explore the process of reconstruction, segregation, disenfranchisement, migration, and urbanization and the rise of African-American protest organizations, black nationalism, the Harlem Renaissance, and the modern day civil rights movement. Special attention will be given to the social, economic, political, religious, and cultural forces inside and outside of the African-American community that have helped shape the course of African-American History.

UEHI 270 History of Chestnut Hill 3 credits

A history of the Chestnut Hill section of Philadelphia with a particular emphasis on its social development over the past century. Students will also be introduced to basic techniques in researching and writing local history. The course will include field trips, slide lectures, and student presentations.

UEHI 275 Film and History 3 credits

This course analyzes the relationship between film and history. Emphasis is placed on the historical and aesthetic concerns at work upon particular directors. Weekly film showings, lecture and discussion. Students will be required to read critical, historical works. Among the directors studied are: Einstein, Chaplin, Capra, Welles, Renoir, Bergman, Truffaut, Hitchcock, Fellini, Kurosawa, Sajatit Ray, and Bunuel.

UEHI 400 Special Topics 3 credits

Provides an opportunity to pursue, in a structured setting, a topic of current interest or specialized focus not available in other history courses.

Human Resources Management (HR)**UEHR 305 Human Resources Management 3 credits**

Focuses on effective human resource management in support of organizational goals and objectives. Blends theory and practice to assist students in understanding the impacts of HR management on the organization. This course covers such topics as HR planning and strategies, selection and placement, performance appraisal, training and development, employee and labor relations, legal and social environments, diversity and cross-cultural issues of organizational behavior, compensation and benefits, and health and safety. *Prerequisite: UEMG 201.*

UEHR 306 Employee Training and Development 3 credits

This course is designed to develop an in-depth understanding of the current issues facing organizations in supporting employee development. Topics include needs assessments, development and implementation of training programs, and learning principles focusing on the adult learner. The student will gain not only an understanding of these principles but will be presented with the opportunity to practice the theories through in-class activities and assignments.

UEHR 307 Compensation and Benefits 3 credits

This course is an examination of the design and administration of financial and non-financial reward systems in an organization. Students will gain an understanding of how compensation links to the overall HR strategy of the company. Topics covered include pay equity, pay for performance and incentives, benefits, family-friendly policies, pension plans and legal implication and requirements. *Prerequisite: UEHR 305.*

UEHR 309 Employer Relations 3 credits

This course examines current management practices and strategies used in dealing with both labor and employee relations. Today more than ever organizations must balance employee concerns for fair dealings with the pressures of competing in a world economy. Topics covered will include changes in the labor force, collective bargaining, grievance and alternative dispute resolution, labor law and government policy, employee work teams and labor management cooperation.

UEHR 453 Senior Seminar 3 credits

An interdisciplinary capstone course that deals with special problems and ethical and topical issues affecting organizations in a business environment. Case studies, research and an in-depth paper will be presented for class discussion. *Prerequisite: Senior status and completion of all course work required in the major.*

UEHR 400 Special Topics 3 credits

An opportunity to pursue, in a structured setting, a topic of current interest or specialized focus not available in other human resources management courses.

UEHR 460 Internship 3 credits

Fieldwork with approved business firms where meaningful assignments are performed with appropriate training, instruction, and supervision. *Prerequisite: junior or senior status.*

Human Services (HS)

UEHS 205 Introduction to Human Services 3 credits

This course has been designed to introduce students to the role of the human service professional. Students will examine the development of social welfare institutions, philosophies, practices and policies in diverse human service settings. A systems approach and generalist practice perspective will assist students in the development of core competencies necessary for problem solving and planned social change and advocacy efforts.

UEHS/PS 308 Theory and Practice of Counseling 3 credits

Covers the major theories, principles and techniques of counseling used by mental health professionals. Topics include individual counseling, family counseling and group counseling. Special attention is given to the development of interpersonal awareness and sensitivity and to the application of counseling techniques by psychologists, counselors, nurses, physicians, and clerics. *Prerequisite: UEPS 109.*

UEHS 345 Human Service Methods 3 credits

Analyzes methods, processes, and practices used in the human services. Skills needed for competent practice are studied. Interviewing, assessment, support systems, goal planning, empathy, brokering, professional ethics, and advocacy are considered. *Prerequisite: UEHS 205.*

UEHS 399 Administration of Human Services 3 credits

The functions/roles of human service organization management including: organization theory and structure, program planning and evaluation, human resource management, fiscal accountability and legal issues will be the focus of the overview course.

UEHS 400 Special Topics 3 credits

Provides an opportunity to pursue, in a structured setting, a topic of current interest or specialized focus not available in other human services courses.

UEHS 453 Senior Seminar 3 credits

An interdisciplinary capstone course that considers special problems and ethical issues affecting private and public organizations in social systems. The preparation and presentation of a paper of significant length and considerable breadth and depth is required. *Prerequisite: Senior status and completion of all course work required in the major.*

UEHS 460 Internship 3 credits

An educational and practical experience with a public agency or private organization. The experience is monitored through faculty and professional supervision and requires the student to apply knowledge of various disciplines to the realities confronted in the intern experience. *Prerequisite: junior or senior status.*

Liberal Studies (LS)

UELS 453 Senior Seminar 3 credits

Explores areas of current interest and research in liberal studies education not included in structured courses. Employs group discussions, independent study and research. Students demonstrate their research in an oral presentation and written paper.

Management (MG)

UEMG 201 Principles of Management 3 credits

Offers an in-depth examination of organizational behavior as it relates to the management of individuals and groups at work. Emphasis will be placed on individual motivation and the organization system with its own design, policies, ethics, and culture. Investigation of management techniques and their impact on employees at work are included.

UEMG 303 Psychology of Leadership 3 credits

Focuses on characteristics of effective leadership; dilemmas of leadership; organizational structure and leadership; motivation of people; effecting change; theories of leadership and leader's personality. Also included is a study of leadership function in small group settings.

UEMG 310 Entrepreneurship 3 credits

An examination of all aspects of starting a new organization including appreciation of conceptual basics of entrepreneurship, selecting promising ideas, initiating enterprises, exploring opportunities, obtaining initial financing, legal aspects of starting an organization, market analysis, special tax problems, and organization structure. Methods of establishing and maintaining small businesses, foundations, educational institution, and public service (non-profit) organizations will also be discussed. *Prerequisite: UEEC 110.*

UEMG 321 Managing for Non-Profit Organizations 3 credits

An overview of management from the perspective of diverse not-for-profit organizations will be the focus of this course. The not-for-profit manager must explore strategic initiatives designed to meet mission needs while improving efficiency and quality. By contrasting management for profit and not-for-profit organizations, the course will cover: social responsibility, budgeting, volunteerism, employment, stakeholders, legal obligations, mission accountability, and community relations. *Prerequisite: UEMG 201, junior status.*

UEMG 325 Operations Management 3 credits

Covers the translation of product and service requirements into facilities, procedures and operations in organizations. Topics include systems analysis, facilities planning, balancing, inventory planning, scheduling, and control systems. Course presents principles involved as well as their application. *Prerequisites: UEMG 201, UEMA 111.*

UEMG 340 International Business 3 credits

An introduction to the most important aspects of international business, including factors influencing the environment of international business, the strategies, structure and control systems of multinational companies, and the nature of management systems, and practices in different cultures. *Prerequisites: UEEC 109, UEMG 201, UEMK 201.*

UEMG/PO 350 Government and Business 3 credits

An in-depth examination of the complex and expanding role of government activity in the private business sector. The history of intergovernmental aid programs, the growth of public/private economics partnerships and the pros and cons of government regulation and tax structures will be explored in detail, giving students the background necessary for understanding current government policies.

UEMG 400 Special Topics 3 credits

An opportunity to pursue, in a structured setting, a topic of current interest or specialized focus not available in other management courses. *Prerequisite: UEMG 201.*

UEMG 453 Senior Seminar (includes BA, BC, CM, HR, and HM) 3 credits

An interdisciplinary capstone course that deals with special problems and ethical and topical issues affecting organizations in a business environment. Case studies, research and an in-depth paper will be presented for class discussion. *Prerequisite: Senior status and completion of all coursework required in major.*

UEMG 460 Internship 3 credits

Fieldwork with approved business firms where meaningful assignments are performed with appropriate training, instruction and supervision. *Prerequisite: junior or senior status.*

Marketing (MK)

UEMK 201 Principles of Marketing 3 credits

A managerially-oriented introduction to the activities involved in directing the global flow of goods and services from suppliers to final consumers. Considers environmental variables and the tools of the marketing mix: product, pricing, promotion, packaging, and distribution, with their implications for ethical decision-making.

UEMK 220 Consumer and Buyer Behavior 3 credits

An interdisciplinary approach to understanding the decision-making behavior of consumers as they become aware of, search out, purchase, and evaluate products, services, and ideas.

UEMK 400 Special Topics 3 credits

Provides an opportunity to pursue, in a structured setting, a topic of current interest or specialized focus not available in other marketing courses. *Prerequisite: UEMK 201.*

UEMK 410 Marketing Research 3 credits

Examines tools and techniques of marketing research as an aid to marketing decision-making. Included are the definition of research problems, selection of research methodologies, design of research projects, interpretation and reporting of research results. *Prerequisites: UEMK 201, UEMA 111.*

UEMK 450 Marketing Strategy, Planning and Organization 3 credits

An advanced marketing management course emphasizing ethical goal setting, planning and evaluation of marketing objectives, policies, strategies, and tactics in an increasingly global environment. Cases are used as vehicles for decision making involving marketing mix variables and may be supplemented with a marketing simulation. *Prerequisite: UEMK 201.*

UEMK 453 Senior Seminar 3 credits

An interdisciplinary capstone course that deals with special problems and ethical and topical issues affecting organizations in a business environment. Case studies, research and an in-depth paper will be presented for class discussion. *Prerequisite: Senior status and completion of all coursework required for major.*

UEMK 460 Internship 3 credits

Fieldwork with approved business firms where meaningful assignments are performed with appropriate training, instruction and supervision. *Prerequisite: junior or senior status.*

Mathematics (MA)

UEMA 100 Developmental Math 3 credits

A fundamental course in basic mathematical skills. Includes a study of the real number system and basic concepts of algebra. The course may be required for some students as a result of the Mathematics Placement Exam. **Credits from this course are not applicable toward a degree.**

UEMA 101 Precalculus I 3 credits

This course is designed to provide the student with essential algebraic skills. Topics include concepts of algebra, functions, problem solving, and techniques of graphing. *Prerequisite: UEMA 100 or Mathematics Placement Exam recommendation of UEMA 101.*

UEMA 102 Precalculus II 3 credits

Continuation of UEMA 101. Topics include algebraic skills and functions, transcendental functions, and graphing techniques. Provides the background necessary for further study of mathematics. *Prerequisite: UEMA 101 or Mathematics Placement Exam recommendation of UEMA 102.*

UEMA 103 Survey of Mathematics 3 credits

A study of mathematics using an analytical approach incorporating topics such as sets and logic, elementary number theory, basic algebra, geometry, and trigonometry. Includes problem solving and applications. An emphasis will be placed on developing an appreciation of the way mathematicians think and work, how mathematics contributes to understanding the world, and the role of technology in the study of mathematics. Satisfies the MOT/Mathematics requirement. *Prerequisite: UEMA 100 or Mathematics Placement Exam recommendation of UEMA 103.*

UEMA 104 Mathematics for Business I 3 credits

Algebraic functions and their graphs, mathematical modeling, systems of linear equations and inequalities, matrices, linear programming, mathematics of finance. Applications to business, management and the life sciences. Credit by examination is not available. *Prerequisite: UEMA 102 or Mathematics Placement Exam recommendation of UEMA*

UEMA 105 Mathematics for Business II 3 credits

Basic concepts and techniques of differential and integral calculus with applications to business, management and the life sciences. Credit by examination is not available. *Prerequisite: UEMA 104.*

UEMA 111 Probability and Statistics 3 credits

Quantitative methods for decision-making. Topics include: descriptive statistics, elementary probability theory, discrete and continuous probability distributions, random sampling, correlation and regression, confidence intervals and tests of hypothesis. *Prerequisite: UEMA 104.*

UEMA 153 – 154 Basic Mathematical Theory and Applications I and II 3 credits each

A development of basic mathematical concepts and skills needed by students in education and related fields. Emphasis on mathematical reasoning, problem solving, and connecting mathematics, its ideas, and its applications. Topics include: real number system; sets and logic; patterns, relations and functions; elementary number theory; geometry; measurement; probability and statistics. *Prerequisite for UEMA 153: UEMA 101 or Math Placement Exam recommendation of UEMA 153. Prerequisite for UEMA 154: UEMA 153.*

Music (MU)

UEMU 101 Music in Western Culture 3 credits

A chronological survey of the development of music, its styles and characteristics from the Middle Ages to the contemporary period. No musical background required.

UEMU 124 Music in Twentieth Century America 3 credits

A survey of the ethnic, folk, religious, and popular music of the United States including jazz and its forerunners, Broadway musicals and fine art music.

UEMU 221 Music in the Medieval, Renaissance and Baroque Periods 3 credits

A chronological survey of the development, styles and characteristics of music from 1450 to 1750.

UEMU 222 Music in the Classical and Romantic Periods 3 credits

A survey of the styles, features and development of music from 1750 to 1900.

Philosophy (PL)

Each of the philosophy courses listed below may be taken as an introduction to the discipline of philosophy. There are no prerequisites. Each course introduces the student to the nature and methodology of philosophy in addition to exploring a specific philosophical topic.

UEPL 109 Philosophical Thinking 3 credits

An introductory course which explores philosophy as a human activity. It focuses upon the processes used by philosophers as they examine questions like: What is reason? What can we know? What is real? What ought we to do? Is there a God? Students not only experience major philosophers at work on important human issues, but also participate in this activity by developing their own skills for creative and critical thinking, rational argument, and responsible judgment.

UEPL 110 Ethics 3 credits

A consideration of the ethical dimension of human action, with a focus on the value systems which function as ultimate determinants of what a person does and, therefore, of what a person will become. Analysis of the rational psychological nature of values, their place in ethical systems, and their role in the human decision-making process.

UEPL 125 Logic and Argument 3 credits

An examination of systems of logic, fallacies, strategies of logical persuasion and propaganda and theories of meaning and truth. The goal of the course is twofold: that students gain an appreciation of the manifold character of “everyday” reasoning, and that they develop a sensitivity to the possibilities and pitfalls of persuasive discourse.

UEPL 130 Ethics and the Environment 3 credits

A study of major Western ethical theories and their application to perennial and contemporary ethical issues, with special focus on environmental concerns in both discussion and writing assignments. Emphasis on critical analysis, the relation between ethics and culture, the significance of virtue-based ethical analysis and the connections between environmental ethics and other ethical issues.

UEPL 135 Business Ethics 3 credits

Considers how and why certain business practices are good and others bad. Of particular concern are areas where the profit motive seems to conflict with moral standards. The various ethical issues facing business today, such as the effects of advertising and workers’ rights, form the final part of the course.

UEPL 140 Introduction to Non-Western Philosophy 3 credits

An introduction to some of the main traditions of India and Asia through a reading of a central primary text in each. Focus is on the Hindu, Buddhist, and Taoist traditions as an attempt to appreciate the range and thematic unity of these perspectives.

Physics (PH)

UEPH 104 Astronomy 3 credits

An introduction to the sky, the solar system and stellar evolution as well as the tools used by astronomers to study the universe. Use is made of the College’s 14” Celestron telescope and the planetarium instrument.

UEPH 108 Physics for Life 3 credits

A course which introduces the non-science major to the basic physical principles of the natural world. Topics include motion, energy, heat, wave motion and sound, electricity and magnetism and light. *Prerequisite: minimum high school algebra.*

Political Science (PO)

UEPO 103 American Federal Government 3 credits

An analysis of the basic principles of the Federal Constitution, political parties, the electoral process and the political character and behavioral pattern of the American voter. The structure and processes of the Congress, the presidency and judiciary are examined.

UEPO 104 International Studies 3 credits

An analysis of the relationship among politics, economics, and culture in selected nations from different regions of the world. Emphasis is placed on an examination of how different nations approach such issues as economic development, political organization, the distribution of wealth, environment, health care, and child welfare.

UEPO 201 Classical Political Thought: Constitutionalism and Human Rights 3 credits

An analysis of the development of Western constitutionalism and its protection of human rights, from the Greek philosophers, the Roman lawyers, and medieval theologians to the British and American constitution. Artistic and literacy aspects of Western civilization are considered in this analysis.

UEPO 202 Modern Political Thought: Totalitarianism and Human Rights 3 credits

An analysis of the development of the totalitarian idea from the Renaissance through the Enlightenment to its actualization in contemporary regimes which systematically abuse human rights. A broad cultural overview of these periods is provided.

UEPO/CJ 203 Civil Liberties 3 credits

Examines the evolution of civil liberties in America from the adoption of the U.S. Bill of Rights through some of the most recent Supreme Court decisions. Emphasis will be focused on human rights' issues in a historical context.

UEPO 330 Constitutional Law and Public Policy 3 credits

An examination of the impact of constitutional law on the formation of American public policy. The debate on the proper policy role of the judiciary is examined. Leading Supreme Court decisions in the areas of intergovernmental relations, commerce, and civil rights and liberties are analyzed.

UEPO/MG 350 Government and Business 3 credits

An in-depth examination of the complex and expanding role of government activity in the private business sector. The history of intergovernmental aid programs, the growth of public/private economics partnerships and the pros and cons of government regulation and tax structures will be explored in detail, giving students background necessary for understanding current government policies.

Psychology (PS)

UEPS 109 Introduction to Psychology 3 credits

An overview of psychology that emphasizes how psychologists function as scientists. Topics include research methods, psychobiology, motivation, perception, consciousness, learning, cognition, development, personality, psychology and health, psychological disorders, psychotherapy, and social relationships.

UEPS/ED 202 Educational Psychology 3 credits

Application of psychological principles to the processes of educational growth and development, thinking, learning and motivation. Principles of social psychology and mental hygiene are applied to educational problems in the home, school and community. *Prerequisite: UEPS 109.*

UEPS 203 Psychology of Child Development 3 credits

Explores the psychological theories of emotional, social, cognitive, and physical development from the prenatal period through childhood. Contains an experiential component through personal research on cognitive transitions that occur during middle childhood. *Prerequisite: UEPS 109.*

UEPS 217 Abnormal Psychology 3 credits

What is "abnormality"? An examination of the major theoretical perspectives on abnormal behavior. Studies patterns of maladaptive behavior and contemporary methods of assessment, treatment, and prevention.

UEPS 240 Human Development 3 credits

An overview of human development from conception to death. Special attention is given to the effects of psychological and social factors on development. *Prerequisite: UEPS 109.*

UEPS 245 Health Psychology: The Mind/Body Connection 3 credits

What is the relationship between the mind and the body? Can psychological stress result in a physical disease? Explores the relationship between psychobiological factors and health through a didactic method as well as experiential group exercises. A holistic approach to wellness is presented, including such topics as nutrition, exercise, environment and lifestyle. Various stress-related disorders are studied in light of current research on personality, lifestyle and coping style.

UEPS 267 Drugs and Behavior 3 credits

Examines the basic principles of drug action in the central nervous system. Effects of stimulants, depressants (including alcohol), intoxicants and drug abuse on behavior; and clinical use of drugs in treatment of various psychological and psychiatric disorders are examined.

UEPS 280 Psychology of Aging 3 credits

Includes the psychological transition from adolescence into adulthood. Explores social, emotional, cognitive and maturational changes during adulthood. Special emphasis on the effects of gender, race, socioeconomic status, health and disability as they escalate to the experience of adulthood and aging. *Prerequisite UEPS 109.*

UEPS/HS 308 Theory and Practice of Counseling 3 credits

Covers the major theories, principles and techniques of counseling used by mental health professionals. Topics include individual counseling, family counseling and group counseling. Special attention is given to the development of interpersonal awareness and sensitivity and to the application of counseling techniques by psychologists, counselors, nurses, physicians, and clerics. *Prerequisite: UEPS 109.*

Religious Studies (RS)

Religious Traditions**UERS 104 Religion and Culture** 3 credits

This course is designed to invite students to reflect upon and examine the dynamic relationship between religious experience and culture. Emphasis is placed on the historical, theological, and sociological dimensions of the many cultures and religions of North America. Faith stories from people representing a multicultural cross-section of the major world religions are studied emphatically and critically.

UERS 106 World Religions 3 credits

Examines humanity's evolving relationship with the supernatural. Studies primitive, archaic, and historic periods in the development of religion as background to modern religious systems and traditions. Explores several of the world's religions, including their belief statements; sacred writings; moral codes; relationship to other religions.

UERS 107 Contemporary Christian Living 3 credits

A study of the person and mission of Jesus as they developed in the understanding of the early Church and as they are interpreted anew today. Emphasizes the revelation of God's love in the person of Jesus and his saving mission. Contemporary readings and discussions focus on how, where, and by whom the presence and action of Christ continue to be revealed today.

UERS 108 Roman Catholicism 3 credits

An overview of both the contemporary Catholic milieu and the factors which have contributed to the current state of the Church. Covers the major components of Catholicism: revelation, theology of God, Christology, Ecclesiology, Sacramentology, and Morality. Topics are investigated from the position of traditional belief and of modern scholarship.

UERS 200 Introduction to the Bible 3 credits

Examines the formation of selected sections of the Bible in light of modern biblical scholarship. Major themes includes: creation; covenant; the prophetic movement; Wisdom literature; the person and message of Jesus; the Synoptics and Fourth Gospel; Pauline theology; and apocalyptic literature.

UERS 209 Old Testament Studies 3 credits

Explores the Old Testament in the light of modern biblical scholarship. Areas of concentration include creation material; covenant and roots of Israelite worship; the prophets; Wisdom literature; and apocalyptic literature.

Morality and Justice**UERS 216 Fundamental Moral Theology 3 credits**

Examines the moral decision-making process in light of biblical and Christian principles. Areas of study include the human act, conscience, moral development, and various ethical systems. Uses selected contemporary issues for discussion.

UERS 218 Biomedical Moral Issues 3 credits

Examines questions related to human life and death, including artificial insemination, genetic manipulation, surrogacy, abortion, euthanasia, and removal of life support.

Doctrine and History**UERS 241 Women in the Christian Tradition 3 credits**

A timely exploration of Church teachings on the nature of women and women's roles. Considers New Testament foundations, historical developments, and the tradition of theological reflection. Includes study of representative writing by and about Christian women.

UERS 244 Global Theology and The Cry for Justice 3 credits

Explores core aspects of the Christian theological tradition in light of emerging global concerns. By means of case studies, the voices of the marginalized peoples of the world are highlighted for the ethical challenges in their urgent cries for justice, peacemaking, and reconciliation. Provides opportunities to reflect on the radical nature of the call to Christian discipleship.

Liturgy and Spirituality

UERS 222 Marriage and the Family 3 credits

Examines the nature and evolution of the marriage covenant through scripture and history. Explores issues such as human development, interpersonal relationships, communication, and lifestyle choices. Discusses contemporary challenges to marriage, such as career choices, finances, child care, and gender roles.

UERS 226 The Meaning of Death and Dying 3 credits

Examines approaches to caring for the sick and dying. Explores the physical, psychological, sociological and theological aspects of the dying process. Discusses the role of religious ideals and values in enabling people to deal with dying and death. Considers rituals of death and the grieving process.

UERS 234 Sacraments and Spirituality 3 credits

Explores the relationship between the sacramental/liturgical life of the Church and Christian spirituality. Attention is given to the reciprocal relationship between intimacy with God (prayer) and intimate life events (sacraments), as sacred moments when we encounter God with particular intimacy: birth, adolescence, conversion and reconciliation, friendship and marriage, common and ministerial priesthood, sickness and death, and Eucharistic-centered living.

UERS 235 Christian Spirituality: A Life Journey 3 credits

Through critical reflection, the student is drawn into an examination of gospel values, examines central themes of spirituality, such as images of God; church; scripture; stories; symbols; nature; relationships; personal and communal prayer in the context of the faith maturation process.

Sociology (SO)

UESO 101 Introduction to Sociology 3 credits

Invites the student to the study of sociology. An analysis of the nature of human society and groups, cultural factors, and social institutions. Areas covered include stratification, socialization, family, gender, deviance, work, and social change.

UESO 106 Aging and Adaptation for Wellness 3 credits

Living longer increases the probability that we will have to respond to change. This course investigates adaptations that will enhance the overall quality of life of the aged. Topics include myths about aging and the effects of biological aging on psychological and sociological aspects of aging. Healthy lifestyle choices including fitness, nutrition, stress management, and drug and alcohol use will be explored.

UESO 114 Social Gerontology 3 credits

An introduction to the physical, cognitive and psychosocial aspects of aging. Students will be introduced to aging issues by examining the demographic characteristics of this group. The course will focus on how these characteristics impact attitudes about older persons and aging, the provision of services to older adults as well as the development of aging policy issues.

UESO 128 Diversity Issues 3 credits

Examines the diversity issues in American society including race, ethnicity, gender, age, religion, and ability. Lifestyles, adaptations, and problems of identity are studied. Assimilation, prejudice, discrimination, and differential success of varying groups are among the topics to be studied.

UESO 203 Social Problems 3 credits

Examines the various social problems in contemporary American society and how they affect and are affected by societal attitudes. Theoretical perspectives will be applied to such problems as poverty, violence, substance abuse, sexism, racism, ageism, and environmental problems.

UESO 204 Major Global Problems 3 credits

A study of several selected problems facing the world community today including the inequality of individuals, groups, and nations, world hunger, population growth, environmental issues, and war and peace.

UESO 215 Sociology of Death 3 credits

A global study of life, death, and dying from historical and contemporary perspectives. Topics include the social meaning of death, grief and mourning practices, hospice programs, suicide, euthanasia, and megadeath.

UESO 250 Human Behavior in the Social Environment 3 credits

An introduction to the social systems model and theory and the study of human interaction in families, small groups, organizations, and other social institutions. Special emphasis is given to ways the model can be used to explain and predict human behavior in the social context.

UESO 256 Public Welfare Policy 3 credits

Analyzes public welfare policy in the United States and the role played by public welfare agencies in the delivery of services. Special attention is given to welfare policy as it relates to the problems that confront urban America.

UESO 270 Introduction to the American Healthcare System 3 credits

This course covers the background and development of the healthcare system in this country in relation to economic, political and social factors. The philosophical view of health and wellness, the changing roles of health professionals, health planning, and the voice of the consumer are examined.

UESO 312 Elder Law Issues 3 credits

An examination of the legal issues concerning aging members of society. Some topics to be considered are age discrimination, pensions and retirements, health care benefits, the right to die, living wills, guardianship issues and elder abuse. Actual cases will be studied.

UESO/CJ 350 Research Methods 3 credits

An introduction to basic social research methods. Students consider problem identification and stating; research design; and data gathering, analysis, interpretation, and presentation. Prerequisite: junior status

UESO 400 Special Topics 3 credits

Provides an opportunity to pursue, in a structured setting, a topic of current interest or specialized focus not available in other sociology courses.

IMPORTANT Phone Numbers

<i>Chestnut Hill College ACCELERATED</i>	
Main Office	215.248.7063
<i>Dean of the School of Continuing and Professional Studies</i>	
Elaine R. Green, Ed.D.	215.248.7063
<i>Director of ACCELERATED Degree Program</i>	
Walter C. Childs, M.B.A.	215.753.3644
<i>Director of Admissions</i>	
Mary Esther Lee, SSJ, M.A.	215.248.7062
<i>Assistant to the Registrar</i>	
Marie Scheetz	215.248.7064
<i>Offsite and Transfer Manager</i>	
April Fowlkes, M.S.	215.242.7704
<i>Admissions Counselor/Academic Advisor</i>	
Sharon Ward, M.S.	215.242.7711
<i>Coordinator of Experiential Learning</i>	
Victoria Lee, M.A.	215.242.7708
<i>Education Instructor and Academic Advisor for Early Childhood & Elementary Education Majors</i>	
Carolyn Gardner, M.A.	215.753.3653
<i>Academic Advisor</i>	
Susan Niescier, M.Ed.	215.242.7986
<i>Data Input Specialist</i>	
Mary Ann Borek, B.S.	215.242.7706
<i>Administrative Assistant</i>	
Anne Harkin, SSJ, M.A.	215.248.7063
<i>Administrative Support Specialist</i>	
MaryAnne Galbally, M.S.	215.753.3606

College Phone Numbers

Campus Book Store	215.248.7150
Career Services	215.248.7048
Computer Center	215.248.7195
Financial Aid	215.248.7182
Library	215.248.7050
Math Resource Center	215.248.7088
Security Paging Desk	215.248.7090
Student Accounts Office	215.248.7116
Writing Center	215.248.7114

CHESTNUT HILL COLLEGE

OFFICE OF THE PRESIDENT

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Assistant to the President for Administration and Special Projects
Assistant to the President for Mission and Ministry
Chaplain
Director of Campus Ministry
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Carol Jean Vale, SSJ, PhD
Regina Bernhardt, AS
Kathryn Miller, SSJ, PhD
Mary Darrah, SSJ, MA
Rev. Raymond Tribuiani, MDiv
Mindy Welding, IHM, MA
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Resident Coordinator Katherine Bogel, BA
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Sandra Bumgardner, PsyD
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Patrick Flanagan
Frank Davis
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Assistant Athletic Director/Griffin Camp Coordinator
Assistant Athletic Director/Operations
Assistant Athletic Director/Community Engagement and Academic Advising
Head Athletic Trainer/Fitness Center Coordinator
Assistant Athletic Trainer
Athletic Communications/Community Outreach Coordinator

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Assistant to the Vice President for Financial Affairs
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Manager of Student Accounts
Director of Human Resources
Director of Financial Aid
Associate Director of Financial Aid
Associate Director of Financial Aid
Director of Facilities

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Rudolf Alexandrov, Ph.D.	Moscow University, Moscow, Russia
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		A.B.D., University of California at Berkeley
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Carolyn Gardner, M.S.	Villanova University
James Greene, M.Ed.	St. Joseph University
Melissa Groden, M.S.	Chestnut Hill College
Charles Grogan, M.S.	Philadelphia University
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Jason Herpel, J.D.	Pennsylvania State University
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		M.S.W., Marywood University
James Hoban, M.A.	St. Joseph's University
Ruth Hoskins, M.S.W.	Tulane University
Steve Jamshidi, M.B.A.	University of Phoenix
Lenore Jefford, M.A.	Kutztown University

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Martha Kearns, M.Ed.	Antioch Graduate School of Education, Fulbright Scholar (Netherlands)
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Shawn Kraemer, M.S.	LaSalle University
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Patricia Mengel, IHM, M.A.	Immaculata University
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Moylan Mills, Ph.D.	University of Pennsylvania
Sheldon Miller, Ph.D.	Arizona State University
Dana Morici, J.D.	Rutgers School of Law
Clement Ndovie, M.Th.	Princeton Theological Seminary
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Christine P. Nydick, M.Ed.	Chestnut Hill College
Tara O'Brien, M.F.A.	University of the Arts
Andrea O'Driscoll, B.A.	Chestnut Hill College
Brian Ortale, Ph.D.	Temple University
Peter Pagano, M.A.	Middlebury College
Steven Patrylak, M.A.	Temple University
Diane Pieri, B.F.A.	Tyler School of Art
Bryan Quigley, M.Ed.	Arcadia University
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Reg Regis, M.A.	West Chester University
Bridget Rineer, M.S.	University of Scranton
Joseph Roche, M.S.	Villanova University
Michael Rossano, M.S.	M.B.A., Widener University
Margie Scherzer, M.S.	St. Joseph's University
Eric Sessler, D.M.A.	Pennsylvania State University
Manisha Shendge, M. Div.	The Julliard School
Ted Smith, Ph.D.	Princeton Theological Seminary University
Debesai Solomon, M.S.	California Coast University
Robert Spratt, M.Ed.	Chestnut Hill College
Michael Suetta, M.A.	Chestnut Hill College
Christopher Tankelewicz, A.B.S.	University of Scranton
	Community College of Philadelphia

ADJUNCT FACULTY 2009 – 2010 (continued)

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John Trudeau, Ph.D.	Temple University
John Paul Weber, M.B.A.	LaSalle University
Ralph West, M.A.	University of Virginia
Teri Wiedeman-Rouse, M.Ed.	Chestnut Hill College
Loretta Williams, M.S.	Pennsylvania State University
William Wisnecki, M.Div	Palmer Theological Seminary
Michael A. Zaccagni, M.B.A.	St. Joseph's University

Travel Directions

It is easy to reach Chestnut Hill College from the Pennsylvania Turnpike (Rt. 276), from Route 309, from the Blue Route (Route 476), from the Schuylkill Expressway (Rt. 76) and from Germantown Pike (Rt. 422).

FROM THE PENNSYLVANIA TURNPIKE

Exit 333 (Germantown Pike). Bear right and proceed four miles east on Germantown Pike to the College entrance, which is on the left immediately after the light at Northwestern Avenue.

FROM ROUTE 309

Proceed South on 309 to Paper Mill Road. Bear right onto Paper Mill Road and continue straight on to Stenton Avenue. Follow Stenton to Northwestern. Turn left onto Northwestern and proceed to Germantown Avenue. Turn left onto Germantown Avenue. Entrance is on your left.

FROM THE BLUE ROUTE (Rt. 476)

Exit at Germantown Pike-East (Exit 19). Turn right at end of exit ramp onto Germantown Pike and proceed four miles to the College. Entrance is on the left, immediately after the light at Northwestern Avenue.

FROM PHILADELPHIA INTERNATIONAL AIRPORT

Take I-95 South to Rt. 476 North (Blue Route) and follow instructions above from the Blue Route.

FROM WILMINGTON/WEST CHESTER

Take Rt. 202 North to 76 East to Rt. 476 (Blue Route) and follow as above.

BY TRAIN

Chestnut Hill College is also accessible by train. Both the Chestnut Hill East (R7) and the Chestnut Hill West (R8) Lines service Chestnut Hill from Center City and 30th Street Station. Chestnut Hill East (R7) also provides service from Trenton, NJ, and Northeast Philadelphia. If using the R7 (Chestnut Hill East), walk two blocks west on Chestnut Hill Avenue to Germantown Avenue. Take the L bus marked Plymouth Mall one mile west to the College entrance.