Overview of this Catalog

This catalog contains descriptions of programs and courses in effect for the period for which it is issued. The university reserves the right to revise information, requirements, charges or regulations at any time. Such changes will be announced through periodic university publications, advisors, or subsequent catalogs. This catalog, published by Judson University, is intended to give an accurate description of university programs and services for the years indicated. However, the information is subject to change without notice. This catalog is for informational purposes and does not constitute a contract.

Mission, Purpose, and Goals

MISSION STATEMENT

You are the salt of the earth...You are the light of the world. (Matt. 5:13-14)

The mission of the School of Business and Professional Studies is based on Matthew 5:13-14 and we desire to develop effective leaders by applying our core values:

- God's Word is our foundation
- Real-world application of theory is our educational practice
- Lifelong learning is our expectation
- Student-focused learning is our commitment
- Being salt and light is our aspiration

STATEMENT OF PURPOSE

The purpose of the programs within Professional Studies is to provide adult learners a faith-integrative environment in which to achieve their educational and career goals. Programs are designed to be academically rigorous, flexible, convenient, accelerated, and accessible.

GOALS

Professional Studies is committed to providing high quality, Christian-based education clearly delineating a relationship with Jesus Christ. This is accomplished in a supportive environment through a variety of programs that meet the needs of adult learners.

Programs offered through the Center foster:

COGNITIVE SKILL DEVELOPMENT
1. Theory-based, practical, relevant curriculum
2. Critical reading, writing, and thinking skills
3. Appreciation of culture---both one's own and others'
4. Preparation for academic work at the graduate level
5. In-depth study in a major field

LIFE SKILL DEVELOPMENT:

1. Ethical growth and behavior
2. Oral and written communication skills
3. Effective use of technology
4. Lifelong learning
5. Collaborative learning

JUDSON UNIVERSITY COMMUNITY STANDARDS

We at Judson University do not wish to be conformed to the standards of this world, but pray to be transformed by the renewing of our minds. Therefore, for the advancement of the Kingdom of God and well-being of the Judson University community, we pledge ourselves to strive to embody the fruits of the Spirit as listed in Galatians 5:22-23.

Love: We will seek for others what we desire for ourselves.

Joy: We will cultivate a deep sense that comes from our awareness of God's presence.

Peace: We will show tolerance when events or individuals behave contrary to our expectations.

Kindness: We will balance clear standards with generosity of spirit.

Goodness: We will strive to live morally upright lives in relation to God and others.

Faithfulness: We will be trustworthy in our relationship to God and others.

Gentleness: We will be submissive, teachable and warm in spirit.

Self-control: We will channel our desires and energies into biblically acceptable expressions.

CHILDREN ON CAMPUS

Since Judson University only provides accommodations for adult students, no children should be brought to our Rockford or Elgin location. Our institution is not licensed to care for the safety and protection of our children. If an emergency occurs and children accompany the parent to our facility, the children MUST be with the parent in the classroom at all times. In the case of testing, the Judson student forfeits the opportunity to take the exam if accompanied by children.

SMOKE-FREE ENVIRONMENT
Judson University is a smoke-free environment. Smoking on campus is prohibited at both the Elgin and Rockford campuses. A fine will be incurred for each smoking violation.
Welcome from the Dean

Dear Student,

Welcome to the School of Business and Professional Studies. When it comes to Judson University things worth noting include: We are a Christian institution offering undergraduate and graduate students opportunities in a wide variety of subjects. These are provided in small classes, often interdisciplinary, on two primary campuses, Elgin and Rockford, as well as online. The mission of the School of Business and Professional Studies is based on Matthew 5:13-14. We desire to shape students to become persons of integrity, who effectively and compassionately serve their professions and communities.

We accomplish this through:

Using God’s Word as our foundation;

Applying theory in our educational practice;

Encouraging lifelong learning;

Being committed to student-focused instruction; and by

Aspiring to be salt and light.

Here are some additional specifics:

1. Our focus is on real-world application. Although research plays an important role in the educational process, if students cannot take learning into where they work, we have missed the mark.
2. Although our standards are high, our approach is on how you will succeed, not what rigors we can impose. We want to work with you in successfully developing a HOW way of thinking instead of an IF state of mind.
3. Our faculty is experienced, professional and caring. You have access to them, the program directors and the dean. You are not a number.
4. We offer degree programs in traditional undergraduate, adult undergraduate and graduate studies.
5. We offer face-to-face, online and blended courses.
6. Our adult undergraduate and graduate programs meet one night per week.

Those are exciting and valuable features. However, the bottom line of what we do is help you take significant steps toward your potential. You will determine purpose, develop skills and establish action plans. You will learn how to distinguish between paths of value and paths of frustration. You will further develop both your professional and personal networks. All of these will not only contribute to you becoming a life-long learner, but also assist you in enhancing your work, your organizations, society and your work-life balance. As with all of Judson, we want to shape lives that will shape the world.

If you have questions, concerns or suggestions, please contact me directly. I would be thrilled to meet with you.

Dr. David L. Cook
Dean, School of Business and Professional Studies
History

Judson's roots extend back to 1913 and the founding of Northern Baptist Theological Seminary. From its very first day, NBTS offered both graduate and undergraduate education to men and women training for the ministry. When the seminary portion of Northern Baptist moved from Chicago to Lombard, Illinois, in the early 1960's, it was decided to make the college an independent entity. Under the guidance of Dr. Benjamin P. Browne, college and seminary president, the "new" college was founded in 1963 in Elgin, Illinois, along the shores of the Fox River. It was named after Adoniram Judson, the first American missionary to foreign shores.

From its birth on a 19-acre private estate, Judson has grown today to a campus of 90-acres of woods and spacious lawns. Sixteen buildings dot the campus including four student residence halls; a campus apartment building; a center for science and mathematics; a fine arts center; an education building; a fitness center; a campus commons; a university center; athletic fields; a seven-story classroom, office and residential facility; and as a center of spiritual life, a 650-seat chapel.

A state-of-the-art academic center to house the School of Art, Design and Architecture and an expanded library opened in the summer of 2007. This facility, the Harm A. Weber Academic Center, employs innovative “green” technology and is one of the most energy efficient and environmentally friendly buildings in the U.S.

Judson's first president, Dr. Browne, retired in 1967. Dr. Amos B. Barton served as president through 1969 and Dr. Harm A. Weber from 1969-1992. In 1992, Dr. James W. Didier was appointed president. He retired in 1998, and Dr. Jerry B. Cain became Judson's fifth president. Dr. Cain retired in June 2012. Dr. William Crothers joined Judson in July 2012 as Interim President. Judson celebrated the installation of its sixth president, Dr. Gene C. Crume, Jr. on October 24, 2013.

Judson is an American Baptist-affiliated, evangelical Christian university of the liberal arts, sciences and professions. It is coeducational and offers the bachelor of arts degree; master's degrees in Architecture, Literacy Education, Organizational Leadership, Business Administration and Leadership in Ministry, and a doctorate degree in Literacy Education.

Judson's size and intimate campus setting allows for close personal associations among students, faculty and staff. Campus life does not end in the classroom; co-curricular activities provide personal recreation and social development. These include intercollegiate and intramural athletics for men and women, Christian ministries, drama, choir, reach-out teams, student publications, volunteer programs, student government and special campus festivities such as Homecoming and seasonal banquets. A majority of Judson's traditional-aged students live in campus residence halls and apartments.

In 1994 Judson introduced a new academic program concentrating on continuing education for non-traditional students. Since its inception, Adult Professional Studies has offered innovative majors with a high level of student service on our main campus and in 1999, a second location was established in Rockford.

Judson is also home to the annual World Leaders Forum which has brought such world leaders as George W. Bush, Mikhail S. Gorbachev, Tony Blair and Condoleezza Rice to Judson's campus since the event began in 2011. The World Leaders Forum offers our students and area professionals the opportunity to be in the presence of and be inspired by World Leaders and serves as a catalyst to raise the capital necessary to begin an Entrepreneurial Studies Program at Judson University.

Today, Judson University is home to over 1,200 traditional and adult professional students from 35 states and 21 countries.

1968 Statement of Purpose
It is the conviction of the faculty, administration, and Board of Trustees of Judson University that education is more than the acquisition of knowledge. Education is also the growth of an individual that results from the total experience of the living-learning situation involving the experiences in the classroom, the chapel, the residence halls, the athletic fields, as well as other meaningful associations with persons in the university community.

It is the conviction of the faculty, administration, and Board of Trustees of Judson University that education is at its best when it provides experiences of liberation—that is, when it helps to free persons from bigotry, provincialism, and unexamined belief systems. We consider it imperative for intelligent, searching minds that issues be discussed and options evaluated with humility, since education involves a process of discrimination among alternative answers to the great issues of life. Accordingly, we affirm the values of liberal education, realizing that it is as likely to raise questions as it is to provide answers.

It is the conviction of the faculty, administration, and Board of Trustees that higher education at Judson College should involve a personal intellectual encounter with the Christian revelation. Viewed from this perspective, both knowledge and faith are dynamic, not static. This is consistent with our belief that it is not possible to have worthwhile education where there is uncritical devotion only to the accepted, the safe, and the sanctioned. Christian education is at its best when it involves consideration of both new and familiar truths. The Christian, above all, should hold unswerving allegiance to honesty and integrity in the pursuit of knowledge.

It is the conviction of the faculty, administration and Board of Trustees of Judson University that Christian higher education should include a consideration of commitment to Jesus Christ as Savior and Lord. It is hoped that every Judson student will experience this commitment during his years at the university.

**Mission Statement and Educational Goals**

Judson is an evangelical Christian university that represents the Church at work in higher education, equipping students to be fully developed, responsible persons who glorify God by the quality of their personal relationships, their work, and their citizenship within the community, the nation and the world. Through a broadly based education in the liberal arts, sciences and professions, the university enables its students to acquire ideas and concepts that sharpen their insights, develop skills appropriate to their career goals, and develop the skills and commitment for lifelong learning. The Judson community experience challenges graduates to be decisive leaders and active participants in church and society, articulate proponents of Biblical Christianity, persuasive advocates for the sovereignty of God over all life, and effective ambassadors for Christ.

**EDUCATIONAL GOALS**

Judson graduates will embrace a Christian worldview derived from critical and disciplined interaction with God's Word and God's world. This ultimate goal will be achieved as students attain the following intermediate goals:

1. Embrace Christian ethics for lifelong growth and behavior, model personal commitment to Christ and the church, and articulate that faith.
2. Practice wellness from a Christian stewardship perspective and make responsible lifestyle choices that lead to optimal health and vitality.
3. Appreciate the development, values and limitations of their own and other cultures through personal integration and communication.
4. Engage the complexity of human personality and behavior, developing balanced and critical self-awareness, and demonstrating sensitivity in interpersonal relationships.
5. Develop widening aesthetic appreciation, discernment and expression, including an understanding of the creative process.
6. Acquire critical and creative thinking abilities, read and listen perceptively, and write and speak effectively and
Operational Objectives

1. Judson will be a Christ-centered community that cares.
2. The total Judson community will minister to the whole student, addressing academic, spiritual, physical, emotional, and social needs in a multicultural and multinational environment.
3. Judson will deliver Christ-honoring professional service in all operations to all stakeholders.
4. Judson faculty and staff will be spiritually maturing Christians who minister through learning, facilitating, mentoring and advising.
5. Learner-centered education in the liberal arts and sciences will undergird all programs.
6. Judson will be financially healthy.
7. The college will embrace growth in student populations and programs through ongoing strategic planning and assessment.

STUDENT OUTCOMES

Like any educational institution, Judson University includes students of varying degrees of preparedness, motivation and discipline. This being the case, there will be a variety of student outcomes. Indeed, no college or university can guarantee equality of outcome, but it can do everything in its power to ensure equality of opportunity. Our goal is to provide the finest Christian liberal arts education possible. However, it is up to the individual student to show initiative and take ultimate responsibility for his or her education. Consequently, this catalog represents a snapshot of where we are in our community-wide quest for excellence, rather than an unconditional contract.

A Conservative, Evangelical Christian Institution

Judson University is and has been a conservative, evangelical Christian university that represents the Church at work in higher education, equipping students to be fully developed, responsible persons who glorify God by the quality of their personal relationships, their work, and their citizenship within the community, the nation and the world. In addition, and as stated in the "1968 Statement of Purpose" and reflected in other documents, the academic experience at Judson is founded within the context of the liberal arts tradition.

Judson's faith identity is defined by three foundational principles. First, and as mentioned above, Judson is a conservative, evangelical, Christian university, reflecting the commitment to share God's love through Jesus Christ throughout the world. Second, Judson is a Baptist institution of higher education, and its historical faith perspective shapes its academic and co-curricular programs. Third, the evangelical Baptist commitment provides a learning environment that is predominantly, but not exclusively, Christian.

There are ten qualities that clearly reflect how Judson University Trustees, administrators, faculty, staff, students and alumni are to live out the three foundational principles of the University’s faith identity. To learn more about these ten qualities, read Judson's Faith Identity Statement.

Diversity
Judson University is a conservative, evangelical Christian university that represents the Church at work in higher education, equipping students to be fully developed, responsible persons who glorify God by the quality of their personal relationships, their work, and their citizenship within the community, the nation and the world. Diversity is an ethos embraced by the University to foster inclusion, service, and quality of life amongst our global and local communities. Strategic actions toward achieving diversity goals facilitate meaningful and sustainable impact throughout the Judson community, enriching the University as a whole.

Our goals are to:

1. Maintain and increase the institution’s diversity population based on the existing urban context,
2. Cultivate an environment where people of all backgrounds can thrive academically, socially, spiritually, and professionally,
3. Implement plans to support diversity activities throughout all areas of the University, including recruitment, hiring, retention efforts, curriculum transformation, and partnerships.

Strategies for achieving these goals include:

1. Continued recruitment and retention of diverse under-represented populations of faculty, staff, and students,
2. Measurable initiatives that facilitate recruitment, retention, and graduation of diverse under-represented populations,
3. Scholarship and grant opportunities for diverse under-represented populations,
4. Support for multicultural student organizations and leadership opportunities,
5. Linkages to external support groups/organizations/societies.
Locations

Elgin Campus

Judson is located in Elgin, a city of 100,000 in the Fox River Valley of Illinois. It is 40 miles northwest of Chicago just off the Northwest Tollway (Interstate 90) on State Route 31. To the east is the Chicago, metropolitan area, to the west, a broad expanse of farmland. Therefore, it is possible to enjoy the cultural and recreational advantages of metropolitan Chicago plus the openness of the Illinois countryside.

Rockford Campus

Students at Judson’s Rockford campus enjoy classes in a building that opened June 2007. This building provides a total of eight classrooms that feature window views and provide wireless internet access. In addition, a new, larger Customized Learning Center provides a separate testing room. Students can also enjoy the student lounge complete with a kitchen area. This facility is located at 1055 Featherstone Road, Rockford.
Mission, Goals, and Objectives

Mission

Judson is an evangelical Christian University which represents the Church at work in higher education. We strive to equip students to be fully developed, responsible persons who glorify God by the quality of their personal relationships, their work, and their citizenship within the community, the nation and the world.

Through a broadly based education in the liberal arts, sciences, and professions, the University enables its students to acquire:

- Ideas and concepts which sharpen their insights
- Skills appropriate to their career goals
- A commitment to lifelong learning

The Judson community experience challenges graduates to be:

- Decisive leaders and active participants in church and society
- Articulate proponents of Biblical Christianity
- Persuasive advocates for the sovereignty of God over all life
- Effective ambassadors for Christ

Educational Goals

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1. Embrace Christian ethics for lifelong growth and behavior, model personal commitment to Christ and the church, and articulate that faith.
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4. Engage the complexity of human personality and behavior, developing balanced and critical self-awareness, and demonstrating sensitivity in interpersonal relationships.
5. Develop widening aesthetic appreciation, discernment and expression, including an understanding of the creative process.
6. Acquire critical and creative thinking abilities, read and listen perceptively, and write and speak effectively and responsibly.
7. Develop analytical, research, and problem-solving skills using appropriate mathematics, logic, technology, and scientific methods.
8. Embrace the Christian life, as ethical and redemptive servants, leaders, and stewards.
9. Acquire competencies in a major field and skills for lifelong learning.
Operational Objectives

1. Judson will be a Christ-centered community that cares.
2. The total Judson community will minister to the whole student, addressing academic, spiritual, physical, emotional, and social needs in a multicultural and multinational environment.
3. Judson will deliver Christ-honoring professional service in all operations to all stakeholders.
4. Judson faculty and staff will be spiritually maturing Christians who minister through learning, facilitating, mentoring and advising.
5. Learner-centered education in the liberal arts and sciences will undergird all programs.
6. Judson will be financially healthy.
7. The university will embrace growth in student populations and programs through ongoing strategic planning and assessment.

Student Outcomes

Like any educational institution, Judson University includes students of varying degrees of preparedness, motivation and discipline. This being the case, there will be a variety of student outcomes. Indeed, no college or university can guarantee equality of outcome, but it can do everything in its power to ensure equality of opportunity. Our goal is to provide the finest Christian liberal arts education possible. However, it is up to the individual student to show initiative and take ultimate responsibility for his or her education.
Affiliations and Accreditation

Judson University Affiliations

American Association for Higher Education
American Association of Collegiate Registrars and Admissions Officers
American Baptist Association of Colleges and Universities
American Baptist Churches in the USA
American College Testing Program
Associated Colleges of the Chicago Area
Association of Christian Schools International
Association of Collegiate Conference and Event Directors International
Association of Governing Boards of Universities and Colleges
Association of Independent Liberal Arts Colleges for Teacher Education
Association of the Collegiate Schools of Architecture
Au Sable Institute
Chicago Area Faculty Development Network
Chicagoland Collegiate Athletic Conference

Christians in the Visual Arts
Christian Stewardship Council
Council for Adult and Experiential Learning
Council for Advancement and Support of Education
Council for Christian Colleges and Universities
Council of Independent Colleges
Federation of Independent Illinois Colleges and Universities
Illinois Association for Teacher Education in Private Colleges
Illinois Association of Colleges for Teacher Education
Illinois Association of Collegiate Registrars and Admissions Officers
Illinois Baptist State Association
Illinois Council on Continuing Higher Education
Illinois Regional Library Council
Institute of Holy Land Studies
International Association of Baptist Colleges and Universities
National Architectural Accrediting Board
National Association of Christian College Admissions Personnel
National Association of College Admissions Counselors
National Association of College & University Business Officers
National Association of Foreign Student Advisors
National Association of Intercollegiate Athletics
National Christian College Athletic Association
North Central Association of Colleges and Schools
Private Illinois Colleges and Universities
Judson University Accreditation

Judson University is accredited by the Higher Learning Commission (HLC) and a member of the North Central Association. Inquiries concerning Judson's accreditation may be directed to the Association, 30 N. LaSalle, Suite 2400, Chicago IL 60602-2504; (800) 621-7440, Fax (312) 263-7462.

Judson University Recognition

Division of Higher Education of the United States Department of:

- Division of Higher Education of the United States Department of Health, Education and Welfare
- Illinois Department of Unemployment Security
- Illinois Board of Higher Education
- Illinois State Board of Education
- Illinois State Scholarship Commission
- National Merit Scholarship Corporation
- U.S. Department of Justice: Immigration and Naturalization Service
- U.S. Department of Defense
- U.S. Department of Veterans Affairs
Right to Know

In accordance with the provision of Law 93-380, a student currently or formerly enrolled at Judson University has the right to access his or her records.
 Degrees and Honor Societies

 Degrees

 Judson confers the bachelor of arts degree and the master of Architecture (M.Arch), Arts (M.A), Business Administration (MBA), Education (M.Ed), Leadership in Ministry (M.L.M) and a Doctor of Education (Ed.D).

 Honor Societies

 Judson is affiliated with the following honor societies:

 1. **The Alpha Lambda Delta Honor Society**
    - Honors traditional students who have achieved a 3.5 grade point average in their freshman year at Judson University.

 2. **The Alpha Sigma Lambda National Honor Society**
    - Honors adult undergraduate students who are in the top ten percent of their class, having a minimum grade point average of 3.2 in at least 30 graded credit hours.

 3. **The Kappa Delta Pi International Honors Society**
    - Honors traditional and adult students who major in Education and have achieved a minimum grade point average of 3.5 in at least 30 credits of coursework.

 4. **The Phi Alpha Theta National Honor Society**
    - Honors traditional students who major/minor in History and who maintain a minimum grade point average of 3.0 overall and a 3.2 in History coursework.

 5. **The Pi Mu Epsilon**
    - Honors Mathematics students who have had at least two years of college mathematics including calculus, who have completed their mathematical work with honor (at least B average) and who are in the top one-third of the class in general college work.

 6. **The Psi Chi National Honor Society**
    - Honors traditional students who major/minor in Psychology, are in the top 35 percent in general scholarship and have a minimum grade point average of 3.2 in Psychology coursework.

 7. **The Tau Sigma Delta Honor Society**
    - Honors Architecture and Design majors by encouraging and acknowledging academic excellence in their field, are in the top 20% of their class and have a minimum grade point average of 3.0 overall.

 8. **The Theta Alpha Kappa National Honor Society**
    - Honors traditional students majoring in Biblical Studies, Theological Studies or related fields who have achieved a minimum grade point average of 3.5 in at least 15 credits in Biblical and Theological Studies coursework and who maintain a minimum grade point average of 3.0 overall.
Transcripts, Enrollment, and Degree Verification

An official transcript of a student’s academic record at Judson University is available only through the Registrar’s Office. Any student who has an obligation to the university will have his/her transcript, degree verification and/or enrollment verification held until the obligation is resolved.

Transcripts

There are three methods available for ordering your transcripts. Rush orders will be processed for transcript requests through option 1 only.

Online Transcript Request by Credentials Solutions: Log on to [www.judsonu.edu](http://www.judsonu.edu). From the MYJU menu, select Transcript Request. A transcript can be delivered by the U.S. Postal Service or sent electronically. The service fee is $5.00 per transcript. You will need a valid credit card and email address to place the order. In most cases, your request will be processed within 2-4 business days after the order is authorized by Credentials. For an additional fee, you may request Federal Express and one day processing is possible as long as there are no outstanding obligations to the university. If you would like to place an order over the phone (additional fee may apply), need assistance completing the online order form or have order tracking questions contact Credentials Solutions at 847-716-3005. If you have questions regarding you academic records, contact Judson University at 847-628-1155.

Transcript Request by U.S. Postal Service: An institution or a student may forward a transcript request form to the Registrar’s Office at Judson University including the following information.

- Where the transcript is to be sent
- Current first and last name, middle initial and previous name(s) if applicable
- Date of birth
- Social security number
- Dates of attendance and date of graduation if applicable
- Student’s signature
- Cash or check made out to Judson University for $5.00 per transcript, no credit cards accepted.

Transcript request by postal service will be processed within 7-10 business days of receipt.

Request Transcript in Person: There is no charge for transcripts picked up in the Registrar’s office by the student. If you need Judson to mail your transcript, there is a $5.00 postage and handling. The Registrar’s office is located on the first floor of the Lindner Tower and hours are 9 am to 5 pm weekdays. Please allow at least 30 minutes for processing. It is a good idea to call the Registrar’s office at 847-628-1155 prior to your visit.

Enrollment and Degree Verification

Most Judson University degree and current or past enrollment verifications will be provided by the National Student Clearinghouse at [www.studentclearinghouse.org](http://www.studentclearinghouse.org). Verification request forms are available on MyJudson or in the Registrar’s Office for current students. Verification requests from outside institutions may also be delivered to the Registrar’s Office for processing. There is no charge to the student.
Student Information

Communication with Students

Important information from various administrative offices is normally communicated to students via email. All current Judson University students are provided an email and MyJudson information account. All Students are responsible for checking their Judson email accounts regularly as well as check all academic and schedule information on their own MyJudson information page. The email accounts are maintained by the Information Technology department. The MyJudson Information System is maintained by the Registrar's Office.

Student Responsibility

The student must become familiar with the academic policies, curriculum requirements and associated deadlines as outlined in this catalog (posted on the university web site). The academic adviser will advise the student on all matters related to their program of study and will aid the student in the interpretation of policies whenever necessary. It is ultimately the student’s responsibility for meeting all stated requirements for the degree and the policies related thereof.

MyJudson

The following features are available within your MyJudson account:

- Your Biographical Information
- Your Student Schedule
- Your Grades
- Your Academic Record (Judson and Transfer Courses)
- Your Degree Audit
- Your Financial Aid
- The Judson University Course Catalog/Class Schedule Listings
- The ability to project your grade point average (GPA) based on estimated grades
- Student Forms

If you access the Judson web site from a public area, be sure to close the browser before you leave the computer.

All questions related to your student academic record should be directed to the Registrar's Office at 847-628-1155.
Students With Disabilities

Under the American Disabilities Act, (ADA-Amendments Act, Title III) and Section 504 of the Rehabilitation Act (1973) all student seeking special educational accommodations must provide current notice of the restricting condition to the university. All Clinician reports must be performed while you are an adult age (over the age of 18). The university may not accept Individual Education Plans (IEP's) from High School as current valid documentation under the ADA guidelines since students are identified as minors and children under the age of 18 while receiving IEP (K-12) services. Colleges and universities are only required to accommodate a student's disability if the relevant school personnel are aware that the student has a current disability and the student has publicly stated their disability. If you seek a reasonable educational accommodation at Judson University, we must request current proof of your disability.

The most effective way to show that you are entitled to reasonable ADA accommodations in the current school term is to:

- Obtain a licensed clinician's summery letter outlining the disability, test results and any confirmed, possible limitations to learning, and reasonable academic accommodations in order to meet the needs of the post-secondary coursework. Under AA, reasonable accommodations or minor academic adjustments may include the following samples based on diagnostic test result.
  - Allowable recording devices for class lectures
  - Assigned note takers
  - Audio books
  - Extended time on tests (not to exceed time and 1/2)
  - Testing in a quiet testing room
  - Use of calculators (for Dyscalculia)
  - Sign Language Interpreters for academic coursework

- The documentation must reflect your abilities and limitations at the academic Post-Secondary level at the time you request the accommodation.

- Please note: The post-secondary school does not have to make changes or adjustments that fundamentally alter the academic prescribed coursework or graduation requirements under ADA.

The University allows individuals with Service Animals access to buildings on campus, including Campus Housing. The University will allow qualified students with disabilities to have Support Animals in Campus Housing on a case-by-case basis according to the policy available on this page.

Any questions regarding accommodations at Judson University, please contact Gineen Vargas, Tutor and ADAA Compliance Coordinator at gineen.vargas@judsonu.edu. Phone: 847-628-1156 Fax: 847-628-1007. Gineen's office is located in the Student Success Center - Lindner Tower 2nd floor.
Program Offerings

The adult professional program offers a comprehensive program for adult learners to complete an Associate of Arts or Bachelor of Arts degree. Many students complete a bachelor degree in the programs offered by the division in as few as 24 months by attending classes one evening per week and an occasional half-day Saturday. Students may earn the additional credits they need to meet graduation requirements through a variety of flexible options and formats.

Degree-seeking students are enrolled in a learning community/program. Before joining a program, every student completes LDB101 - Principles of Adult Learning, a course designed to introduce or re-introduce adult students to learning in an accelerated, higher education setting. Each course is taught by Judson University faculty. All options are offered on the Elgin campus and the branch campus in Rockford. There is also an online delivery option.

Associate Degree

- Associate of Arts in Liberal Arts

Bachelor Degrees

BUSINESS AND LEADERSHIP

- B.A. in Business Administration
- B.A. in Communications Management
- B.A. in Organizational Leadership

HUMAN SCIENCES

- B.A. in Applied Psychology
- B.A. in Criminal Justice Management
- B.A. in Human Resource Management
- B.A. in Human Services
Associate of Arts

Degree Description

The Associate of Arts is a two-year program with emphasis in the lower division Liberal Arts for working adults. It is designed to fulfill all the general education prerequisites for a Bachelor’s Degree at Judson University in compliance with the IL Articulation standards.

Learning Outcomes

The Associate of Arts in Liberal Arts degree equips students to:

- Encounter and reflect on the Christian faith and its implications on life, work, and learning.
- Practice wellness from a Christian stewardship perspective and make responsible lifestyle choices that lead to optimal health and vitality.
- Appreciate the development, values, and limitations of their own and other cultures through personal integration and communication.
- Engage the complexity of human personality and behavior, developing balanced and critical self-awareness, and demonstrating sensitivity in interpersonal relationships.
- Develop widening aesthetic appreciation, discernment, and expression, including an understanding of the creative process.
- Acquire critical and creative thinking abilities, read, and listen perceptively, and write and speak effectively and responsibly.
- Develop analytical, research, and problem-solving skills using appropriate mathematics, logic, technology and scientific methods.

CORE REQUIREMENTS

Required = 60 hours

- 3 LDB105 Foundations of Adult Learning (pass with a C or higher to continue on in the Program)
- 2 GEN101 Faith and Life Learning I
- 3 MTS106 Computer Skills
- 4 COM101 Effective Communication I (pass with a C or higher to continue on in the Program)
- 4 COM102 Effective Communication II (pass with a C or higher to continue on in the Program)
- 4 MAT105 General Education Mathematics
- 1 ESS145 Wellness
- 3 ART210 Visual Culture
- 3 GEN126 Foundations of Spiritual Life
- 3 SSC211 Contemporary Issues in Psychology
- 3 SSC263 The City in History: Chicago
- 3 SPC230 Business Presentations
- 3 GEN105 Survey of the Bible
- 3 ENG267 Literature, Life, and Ideas
- 3 COM111 Business Writing
- 3 ENG225 Literature of Spirituality
- 4 SCM101 Scientific Ideas in Physical Science that Impact the 21st Century
- 3 **SOC220** Social Problems
- 3 **SCM102** Scientific Ideas in Life Science that Impact the 21st Century
- 2 **GEN102** Faith and Learning II
Applied Psychology

Major Description

The Applied Psychology major provides students with theoretical knowledge and practical skills to manage people in a variety of occupational settings and fields. The major also provides foundational knowledge for students pursuing further graduate studies.

Learning Outcomes

The Applied Psychology major equips students to:

- Recognize important major historical events, key, and theoretical perspectives in psychology, and link their trends in the field.
- Examine theories to explain mental processes and predict behavior, and evaluate advantages and limitations within selected frameworks.
- Illustrate how psychological principles explain social issues, inform public policy, and address societal needs.
- Interpret behavior and mental processes at appropriate level of complexity.
- Develop appropriate problem solving strategies and interventions in applied setting such as schools, community, government, and businesses.
- Evaluate information based on the reliability, validity, and generalizability of sources.
- Explain how individual differences, social identity, and worldview may influence beliefs, values, and interaction with others.
- Implement legal, ethical, and Christian-based principles within the field of psychology.
- Demonstrate the values that will contribute to positive outcomes in workplace settings and in building a society responsive to multicultural global concerns.
- Demonstrate clear, concise written and oral communication skills.
- Develop interpersonal skills with diverse individuals including clients, co-workers, and supervisors.

CORE REQUIREMENTS

Required = 46 hours

- 3 HSC315 Applied Psychology
- 3 HSC320 Lifespan Development
- 3 HSC321 Psychological Disorders
- 3 HSC430 Statistical Theories and Applications
- 3 HSC392X Research Design and Analysis
- 3 HSC481X Faith and Life Issues
- 3 HSC327 Psychological Tests and Measurement
- 3 HSC365 Cultural Competence: Divergence or Deviance
- 3 HSC331 Brain Development, Dynamics, and Disabilities
- 3 HSC318 Interpersonal Communication and Relationships
- 3 HSC345 Applied Social Psychology
- 3 HSC420 Applied Positive Psychology
- 3 LMM326 Organizational Behavior and Development
- 3 HSC350 Applied Field Experience
• 3 HSC425 Applied Psychology Capstone Research
• 1 HSC46 Human Services Learning Outcomes Portfolio
Business Administration

Major Description

Judson University's Business Administration major will help equip students to effectively manage processes, achieve goals, and solve problems in a corporate or organizational setting. Students will integrate Christian values while developing appropriate business aptitudes, including communication, operation, marketing, strategy and financial skills. This program was designed with input from business professionals. This is an accelerated program, so students can complete their coursework in as little as two years.

Learning Outcomes

- Lead people to create and achieve a common goal.
- Effectively manage goal achievement through planning, organization, leading, and controlling.
- Communicate clearly and professionally in both oral and written form.
- Develop appropriate business practices and communication skills in a global environment.
- Analyze financial related aspects of a business.
- Identify appropriate technology to use in specific business contexts.
- Complete a business plan/proposal with supporting quantitative data.
- Develop and follow an ethical decision making model.
- Identify business law issues that are critical to organizations and corporations.
- Think creatively, solve problems, and make logical decisions in a business environment

Complete core requirements (36 hours):

- CORE REQUIREMENTS

And select one of the following (12 hours)

- NO CONCENTRATION
- DIGITAL MARKETING CONCENTRATION
- ENTREPRENEURSHIP CONCENTRATION
- HUMAN RESOURCE MANAGEMENT CONCENTRATION
- LEADERSHIP CONCENTRATION

NOTE: The concentrations listed above are also available as certificates. A student cannot earn a certificate in the same area in which he or she has a concentration. A student who has earned or is earning an Organizational Leadership major cannot earn a certificate in Management.

Core Requirements

- 3 BUS302 Critical Thinking, Research and Writing
- 3 BUS309 Interpersonal Effectiveness
- 3 BUS330 Managerial Budgeting and Accounting
- 3 BUS342 Organizational and Corporate Finance
- 3 BUS350 Technology Management
• 3 BUS374 Economics
• 3 BUS376 Financial Accounting and Analysis
• 3 BUS378 Business Law
• 3 BUS421 Leading Innovation
• 3 MKT425 Marketing Analytics
• 3 BUS485 Business Capstone (focused on concentration)
• 3 LDB481 Faith and Life Issues

No Concentration

Choose 12 from the following (cannot be part of you major, 2nd major or any certificate):

• BUS*** 300 or 400 Business Electives
• 3 HSC315 Applied Psychology
• 3 HSC327 Psychological Tests and Measurements
• 3 HSC345 Applied Social Psychology
• 3 HSC365 Cultural Competence: Divergence and Deviance
• 3 HSC420 Applied Positive Psychology
• 3 HSC440 Non-for Profit Management

Digital Marketing Concentration

• 3 MKT335 New Media Platforms
• 3 MKT361 Website Essentials for Marketers
• 3 MKT461 Digital Campaigns I
• 3 MKT462 Digital Campaigns II

Entrepreneurship Concentration

• 3 BUS351 Consumer Behavior
• 3 BUS363 Leading and Entrepreneurial Venture
• 3 BUS365 Professional Selling
• 3 MKT345 Integrated Marketing Communications

Human Resource Management Concentration

• 3 HRM330 Theory and Practice of Training and Development
• 3 HRM351 Human Resource Management
• 3 HRM353 Legal Aspects of Human Resource Management
• 3 HRM425 Employee Benefits and Compensation Management

Leadership Concentration

• 3 BUS306 Strategic Management
• 3 HRM351 Human Resource Management
- 3 ORL328 Diversity and Intergenerational Effectiveness
- 3 ORL340 Leading Change in Organizations
Communications Management

Major Description

The Communications Management major is designed for managing communications in a variety of fields. This program prepares students to effectively blend leadership, innovative, and technical skills to work across multiple disciplines. Graduates are equipped to lead creative people and projects and to use a variety of communications strategies, technologies, and new media tools to forward organizational goals.

Learning Outcomes

- Understand and apply communication principles to a wide variety of communication issues and scenarios.
- Develop competencies in oral and written communication from media to organizational applications, choosing the style and medium most appropriate to the audience.
- Approach communication and leadership challenges with both creative and analytical thinking.
- Cultivate an understanding of design and its importance in achieving communicative objectives.
- Manage public and media relations by applying traditional and new media strategies for communication, including cultivating public opinion, preparing for media interviews, and managing crisis communication.
- Select and integrate appropriate technologies and digital tools to support collaborative, interactive, and promotional communication within organizations and between organizations and their constituencies.
- Explore areas of organization behavior and human communication at individual, group, and organization levels.
- Use analytical and administrative skills to create strategic communication and media campaigns.
- Apply sound leadership principles and creative project management skills to effectively lead people and teams with diverse talents and skills for common goal achievement.
- Create a framework for understanding legal, ethical, and Christian-based principles as they relate to communication and leadership.

CORE REQUIREMENTS

Required = 45 Hours

- 3 LDB322 Managerial Communications
- 3 LDB392 Research Methods
- 3 LDB357 Principles of Management and Leadership
- 3 LDB481 Faith and Life Issues
- 3 LMM326 Organizational Behavior and Development
- 3 CMM309 Applied Communications Theories
- 3 CMM311 Media Writing and Techniques
- 3 CMM328 New Media Investigation and Application
- 3 CMM321 Public and Media Relations
- 3 CMM332 Evaluating and Interacting with Design
- 3 CMM458 Leading Creative People and Projects
- 3 CMM470 New Media and Public Relations Strategies
- 3 CMM465 Strategic Planning for Communications
- 2 CMM360 Conflict and Negotiation
- 1 CMM483 Innovation
- 2 CMM485 Communications Management Capstone
1 CMM496 Communications Management Portfolio
Criminal Justice Management

The major in criminal justice management has been designed by law enforcement professionals. The curriculum not only provides classes that meet the needs of those interested in law enforcement, but also provides a solid management basis for students who may want to work their way up the ranks to a better career position now or in the future. This major prepares and enriches police officers, court and security personnel, and anyone else interested in the law enforcement field.

Learning Outcomes

The Criminal Justice Management major equips students to:

- Examine criminal justice management field from a biblical perspective. Employ Christian values as a guidepost when managing and leading criminal justice agencies and their staff.
- Develop the individual student’s personal management and leadership philosophy.
- Acquire and enhance necessary written and verbal communication skills in order to facilitate both internal and external communication in the modern criminal justice agency.
- Develop their capabilities with management information systems and other technological strategies necessary to perform as efficient as possible in the modern workplace.
- Employ Christian ethics and sound moral judgment in decision-making and respect for multicultural diversity.
- Examine the role of homeland security in today’s law enforcement agencies and acquire a basic understanding of emergency management.
- Develop sound budgeting decision-making practices by widening their perspective beyond the fiscal, but also the ramifications of those decisions.
- Develop critical thinking skills as they pertain to American jurisprudence in both the criminal and civil justice court systems.
- Increase awareness of community oriented policing and analyze the philosophy as an alternative to the traditional methods of policing.

Core Requirements

Required = 46 Hours

- 3 LDB322 Managerial Communications
- 3 LDB392 Research Methods
- 3 LDB357 Principles of Management and Leadership
- 3 LDB481 Faith and Life Issues
- 3 CJM349 Public Financing and Budgeting
- 3 CJM309 Personal and Interpersonal Effectiveness in Criminal Justice Settings
- 3 CJM356 Labor Relations in a Criminal Justice Environment
- 3 CJM368 Crime Analysis
- 3 CJM370 Homeland Security/Emergency Management
- 3 CJM375 Community-Oriented Policing
- 3 CJM383 Law Enforcement, Ethics and Mortality
- 3 CJM387 Criminal Procedure: Law and Practice
- 3 CJM395 Urban Policing
- 3 CJM389 Civil Liability – Police Misconduct and Accountability
- 3 CJM455 Senior Leadership and Management Seminar in Criminal Justice Setting
- 1 CJM496 Criminal Justice Learning Outcomes Portfolio
Human Resource Management

The major in human resource management has been designed to specifically meet the needs of those who are managing people in human resource departments and other related areas. A curriculum emphasizing management and specific employment practices is taught by experienced professionals and will prepare students for human resource management careers, as well as the Society of Human Resource Management (SHRM) certification. This degree also prepares students to continue studies at the graduate level in HRM or for a JD (Juris Doctorate).

Learning Outcomes

The Human Resource Management major equips students to:

- Understand the principles of Human Resource Management from a Christian perspective.
- Identify key concepts of the process of research, including the research problem, tools of research, and quantitative and qualitative research.
- Increase personal sensitivity to cultural differences, religious diversity, gender and special needs through assigned experiential exercises to better understand and communicate in the world of work.
- Understand the key technological challenges and issues related to information systems specific to human resource management.
- Identify with major competencies needed to prepare to the Society of Human Resource Management certification.
- Understand the theory and psychology related to the human resource management process, legal implications and compliance issues.
- Understand the extent of the employer’s responsibility to maintain a safe and healthy work environment.
- Recognize differences in compensation opportunities for employees in varying levels in the organization.
- Understand the contract negotiations process and the collective bargaining agreement process.
- Increase awareness of training and development in various industrial organizations.
- Employ Christian ethics and sound moral judgment and leadership principles in the human resource management process.

CORE REQUIREMENTS

Required = 45 Hours

- 3 LDB322 Managerial Communications
- 3 LDB392 Research Methods
- 3 LDB357 Principles of Management and Leadership
- 3 LDB481 Faith and Life Issues
- 3 HRM330 Theory and Practice of Training and Development
- 3 HRM351 Human Resource Management
- 3 HRM353 Legal Aspects of Human Resource Management
- 3 HRM374 Safety and Organizational Wellness
- 3 HRM441 Employee and Labor Relations
- 3 HRM425 Employee Benefits and Compensation Management
- 3 HRM456 Workforce Diversity
- 3 HRM309 Communications for the Human Resource Professional
- 3 HRM327 Theory and Principles of Testing and Evaluation
- 3 HRM350 Management Information Systems for Human Resources
- 2 HRM455 Senior Human Resource Management Seminar
- 1 HRM496 Human Resource Management Learning Outcome Portfolio
Human Services

The major in human services has been designed for those already working or those interested in working in human services organization. Students in the program examine and evaluate human systems, analyze service problem situations and select appropriate interventions, develop interpersonal skills and administrative competencies, recognize and respect the dignity and worth of all persons, and advocate for social change for vulnerable and oppressed people and groups.

Learning Outcomes

The Human Services major equips students to:

- Understand the historical, philosophical, and faith-based aspects of human services and integrate those principles into their professional practice.
- Examine and evaluate human systems—individual, group, family, organization, community, and society—from a Christian perspective.
- Understand the conditions that promote or limit optimal human functioning for individuals, groups, and the community at large in order to advocate for social change particularly for vulnerable and oppressed people and groups.
- Systematically analyze a service problem situation; select appropriate strategies, services, or interventions and evaluate their outcomes.
- Use critical thinking skills to manage information and communicate it effectively in oral and written form.
- Develop human service intervention skills appropriate to Bachelor-level education and in preparation for graduate education.
- Develop interpersonal skills with clients, co-workers, and supervisors.
- Demonstrate competency in the general administrative aspects of the service delivery system.
- Recognize and respect the dignity, worth, and right to self-determination of all persons with regard to multidimensional aspects of diversity.
- Implement legal, ethical, and Christian-based principles within the human services profession.
- Develop an ongoing awareness of their own values, personality styles, interpersonal skills, and limitations.

CORE REQUIREMENTS

Required = 46 Hours

- 3 HSC312 Foundations of Human Services
- 3 HSC328 Social Welfare Policy
- 3 HSC314 Human Behavior and Social Environment
- 3 HSC430 Statistical Theories and Applications
- 3 HSC392X Research Design and Analysis
- 3 HSC342 Individual Practices and Interventions
- 3 HSC343 Group Practices and Interventions
- 3 HSC382 Practice Perspectives in Older Adult Care
- 3 HSC357 Advocacy and Social Justice
- 3 HSC365 Cultural Competence: Divergence of Deviance
- 3 HSC440 Not-for-Profit Management
- 3 HSC472 Legal and Ethical Issues in Human Services
- 3 HSC297 Field Experience in the Human Services I
- 3 HSC481X Faith and Life Issues
- 3 HSC492 Integrated Learning Capstone Course
- 1 HSC496 Human Services Learning Outcomes Portfolio
Organizational Leadership

The major in organizational leadership has been designed for those involved in both for-profit and not-for-profit environments. The organizational leadership skills learned and applied during the program include: leading people to create and achieve a common goal, communicating clearly and professionally, developing and following an ethical decision making model, and thinking creatively to solve problems and make logical decisions in a business environment. The major in organizational leadership has been designed for those involved in both for-profit and not-for-profit environments.

The major in organizational leadership is available in both face-to-face and online formats.

Learning Outcomes

The Organizational Leadership major equips students to:

- Lead people to create and achieve a common goal.
- Effectively manage goal achievement through planning, organization, leading and controlling.
- Communicate clearly and professionally in both oral and written form.
- Develop appropriate business practices and communication skills in a global environment.
- Analyze financial aspects of a business.
- Identify appropriate technology to use in specific business contexts.
- Complete a business plan/proposal with supporting quantitative data.
- Develop and follow an ethical decision making model.
- Think creatively, solve problems, and make logical decisions in a business environment.

Organizational Leadership Major

Core Requirements

Required = 48 Hours

- 3 BUS302 Critical Thinking, Research and Writing
- 3 BUS306 Strategic Management
- 3 BUS309 Interpersonal Effectiveness
- 3 BUS330 Managerial Budgeting and Accounting
- 3 BUS350 Technology Management
- 3 BUS374 Economics
- 3 BUS421 Leading Innovation
- 3 HRM351 Human Resource Management
- 3 MKT425 Marketing Analytics
- 3 ORL328 Diversity and Intergenerational Effectiveness
- 3 ORL340 Leading Change in Organizations
- 3 ORL345 Leadership Theory and Application
- 3 ORL442 Global Leadership
- 3 ORL326 Organizational Behavior and Development
- 3 BUS485 Business Capstone
- 3 LDB481 Faith and Life Issues
Second Majors and Advanced Certificates

Upon completion of their first major, students in the Center for Adult Professional Studies Program may choose to complete a second major. Students interested in a second major may obtain an AU Major Declaration form from their academic advisor or program directors.

Rather than completing a second major, students may choose to complete an advanced certificate. Advanced certificates are identical to second majors except for portfolios and other courses which are marked as not required for advanced certificates below.

NOTE: A student cannot earn a certificate in the same area in which he or she has a concentration. A student who has earned or is earning an Organizational Leadership major cannot earn a certificate in Management.

**BUSINESS AND LEADERSHIP**

- **Second Major or Advanced Certificate in Business Administration** - for students who have earned/are earning an Organizational Leadership Major
- **Second Major or Advanced Certificate in Business Administration** - for students who have earned/are earning a major outside of Business Program
- **Second Major or Advanced Certificate in Communications Management**
- **Second Major or Advanced Certificate in Organizational Leadership** - for students who have earned/are earning a Business Administration Major
- **Second Major or Advanced Certificate in Organizational Leadership** - for students who have earned/are earning a major outside of Business Programs

**HUMAN SCIENCES**

- **Second Major or Advanced Certificate in Applied Psychology**
- **Second Major or Advanced Certificate in Human Resource Management**
- **Second Major or Advanced Certificate in Human Services**

### Second Major or Advanced Certificate in Business Administration

*Required: 24 hours (2nd major) 21 hours (advanced certificate)*

**For students who have earned/are earning an Organizational Leadership Major.**

- 3 **BUS342** Organizational and Corporate Finance
- 3 **BUS376** Financial Accounting and Analysis
- 3 **BUS378** Business Law
- 3 **BUS485** Business Capstone*

*BUS485 Business Capstone, must be taken a second time with an business administration focus to earn a second major. Students do not need to take BUS485 for an advanced certificate.

Choose 4 (12 hours) of the following
Second Major or Advanced Certificate in Business Administration

Required: 27 hours (2nd major) 24 hours (advanced certificate)

For students who have earned/are earning a major outside of Business Programs.

- 3 BUS330 Managerial Budgeting and Accounting
- 3 BUS342 Organizational and Corporate Finance
- 3 BUS350 Technology Management
- 3 BUS374 Economics
- 3 BUS376 Financial Accounting and Analysis
- 3 BUS378 Business Law
- 3 BUS421 Leading Innovations
- 3 MKT425 Marketing Analytics
- 3 BUS485 Business Capstone*

*Students do not need to take BUS485 for an advanced certificate.

Second Major or Advanced Certificate in Communications Management

Required: 25 hours (2nd major) 21 hours (advanced certificate)

- 3 CMM309 Applied Communication Theory
- 3 CMM311 Media Writing and Techniques
- 3 CMM321 Public and Media Relations
- 3 CMM328 New Media Investigation and Application
- 3 CMM332 Evaluating and Interacting with Design
Second Major or Advanced Certificate in Organizational Leadership

Required: 24 hours (2nd major) 21 hours (advanced certificate)

For students who have earned/are earning a Business Administration major. Students earning a Business Administration major with a Leadership concentration can not complete a second major or advanced certificate in Organizational Leadership.

- BUS306 Strategic Management
- HRM351 Human Resource Management
- ORL328 Diversity and Intergenerational Effectiveness
- ORL340 Leading Change in Organizations
- ORL345 Leadership Theory and Application
- ORL442 Global Leadership
- ORL326 Organizational Behavior and Development
- BUS485 Business Capstone*

*BUS485 Business Capstone must be taken a second time with an Organizational Leadership perspective to earn a second major. Students do not need to take BUS485 for an advanced certificate.

Second Major or Advanced Certificate in Organizational Leadership

Required: 24 hours (2nd major) 21 hours (advanced certificate)

For students who have earned/are earning a major outside of Business Programs.

- BUS306 Strategic Management
- BUS330 Managerial Budgeting and Accounting
- BUS421 Leading Innovation
- ORL328 Diversity and Intergenerational Effectiveness
- ORL340 Leading Change in Organizations
- ORL345 Leadership Theory and Application
- ORL442 Global Leadership
- BUS485 Business Capstone*

*Students do not need to take BUS485 for an advanced certificate.

Second Major or Advanced Certificate in Applied Psychology
Required = 25 Hours (2nd major) 21 hours (advanced certificate)

- 3 HSC315 Applied Psychology
- 3 HSC327 Psychological Tests and Measures
- 3 HSC318 Interpersonal Communication and Relationship
- 3 HSC365 Cultural Competence
- 3 HSC345 Applied Social Psychology
- 3 HSC420 Applied Positive Psychology
- 3 LMM326 Organizational Behavior and Development
- 3 HSC350 Applied Field Experience*
- 1 HSC496 Human Sciences Learning Outcomes Portfolio*

*Students do not need to take HSC350 or HSC496 for an advanced certificate.

Second Major or Advanced Certificate in Human Resources Management

Required = 24 Hours (2nd major) 21 Hours (Advanced Certificate)

- 3 HRM330 Theory and Practice of Training and Development
- 3 HRM351 Human Resource Management
- 3 HRM353 Legal Aspects of Human Resource Management
- 3 HMR374 Safety and Organizational Wellness
- 3 HRM425 Employee Benefits and Compensation
- 3 HRM441 Employee and Labor Relations
- 3 HMR456 Workforce Diversity
- 2 HRM455 Senior Human Resource Management Seminar*
- 1 HRM496 Human Resource Management Learning Outcome Portfolio*

*Students do not need to take HRM455 or HRM496 for an advanced certificate.

Second Major or Advanced Certificate in Human Services

Required = 25 Hours (2nd major) 12 Hours (advanced certificate)

- 3 HSC312 Foundations of Human Services
- 3 HSC328 Social Welfare Policy
- 3 HSC342 Individual Practices and Interventions
- 3 HSC343 Group Practices and Interventions
- 3 HSC357 Advocacy and Social Justice
- 3 HSC440 Not-For-Profit Management
- 3 HSC472 Legal and Ethical Issues in the Human Services
- 3 HSC297 Field Experience in the Human Services I*
- 1 HSC496 Human Services Learning Outcomes Portfolio*

*Students do not need to take HSC297 or HSC496 H for an advanced certificate.
Certificates

Certificates have been designed for those seeking completion of a concentrated block of courses in a field. Certificates are 12 or more academic credit hours and are offered in a variety of formats, including online.

NOTE: A student cannot earn a certificate in the same area in which he or she has a concentration. A student who has earned or is earning an Organizational Leadership major cannot earn a certificate in Management.

BUSINESS AND LEADERSHIP

- Digital Marketing
- Entrepreneurship
- Human Resource Management
- Leadership

HUMAN SCIENCES

- Studies in Human Behavior

Digital Marketing

- MKT335 New Media Platforms
- MKT361 Website Essentials for Marketers
- MKT461 Digital Campaigns I
- MKT462 Digital Campaigns II

Entrepreneurship

- BUS351 Consumer Behavior
- BUS363 Leading and Entrepreneurial Venture
- BUS365 Professional Selling
- MKT345 Integrated Marketing Communications

Human Resource Management

- HRM330 Theory and Practice of Training and Development
- HRM351 Human Resource Management
- HRM353 Legal Aspects of Human Resource Management
- HRM425 Employee Benefits and Compensation Management

Leadership
Studies in Human Behavior

Designed for students whose career or graduate school goals require courses in traditional psychology. Courses available only online.

- **HSC320** Life Span Development (3 CR)
- **HSC321** Psychological Disorders (3 CR)
- **HSC327** Psychological tests and Measurements (3 CR)
- **HSC331** Brain Development, Dynamics, and Disabilities (3 CR)
Liberal Arts Program

The liberal arts program has been designed for those who have few or no college credit hours and would like to fulfill their general education requirements before beginning a major in Professional Studies.

Learning Outcomes

The Liberal Arts program equips students to complete their general education requirements and to address Judson's educational goals:

- Embrace Christian ethics for lifelong growth and behavior, model personal commitment to Christ and the church, and articulate that faith.
- Practice wellness from a Christian stewardship perspective and make responsible lifestyle choices that lead to optimal health and vitality.
- Appreciate the development, values and limitations of their own and other cultures through personal integration and communication.
- Engage the complexity of human personality and behavior, developing balanced and critical self-awareness, and demonstrating sensitivity in interpersonal relationships.
- Develop widening aesthetic appreciation, discernment and expression, including an understanding of the creative processes.
- Acquire critical and creative thinking abilities, read and listen perceptively, and write and speak effectively and responsibly.
- Develop analytical, research, and problem-solving skills using appropriate mathematics, logic, technology, and scientific methods.
- Embrace the Christian life, as ethical and redemptive servants, leaders and stewards.
- Acquire competencies in a major field and skills for lifelong learning.

Core Requirements

1. LDB101  Principles of Adult Learning
2. LDB223  Developing Effective Study and Work Skills
3. GEN101  Faith and Learning I
4. COM101  Effective Communication I
4. COM102  Effective Communication II
3. SSC211  Contemporary Issues in Psychology
3. GEN126  Foundations of the Spiritual Life
4. ART210  Visual Culture
3. ENG267  Literature, Life, and Ideas
3. SSC263  The City in History: Chicago
4. SCM101  Scientific Ideas that Impact the 21st Century
1. GEN102  Faith and Learning II
3. ENG225  Literature of Spirituality
2. COM111  Business Writing
3. SPC230  Business Presentations
3. SPC322  Group Discussions
3. LDB226  Leading Groups and Teams
LDB232  Decision Making Strategies
LDB122  Developing Your Life Mission
General Education and Elective Courses

The liberal arts program has been designed for those who have few or no college credit hours and would like to fulfill their general education requirements before beginning a major in Professional Studies.

Liberal Arts Program

Courses have been designed for those seeking general education credits, high-interest electives, or focused study in a particular field. Most courses are available to all students served by Judson: adult, traditional, and distance learning. Courses are available various terms; some courses are offered online and others are offered in a face-to-face format. Some individual courses are also associated with a certificate.

Online Courses

Over 20 different general education and elective courses are available throughout the academic year. Courses typically run four weeks per credit hour. For example, 3-credit courses run 12 weeks.

Evening Courses

Judson offers elective courses in the evenings. Just like courses in our Professional Studies programs, courses typically run three to eight weeks.
Prior Learning Assessment Portfolios

The prior learning assessment program (PLA) has been designed for those seeking recognition for prior learning acquired either formally within an institution or through a wide variety of life and work experiences, such as career involvement, personal study, and community work. Prior learning assessment is completed through portfolio writing. For more information about PLA, please visit the Student Services portal in MYJUDSON.
Leadership Development Group

Through the Leadership Development Group, Judson University sponsors both professional and enrichment events. Individuals, institutions, churches, fraternal organizations or corporations may contract with Judson University to develop and provide specialized educational and training opportunities. For more information contact 847-628-1515, or email Michelle Kilbourne (mkilbourne@judsonu.edu).
Admission Requirements

Associate of Arts and Liberal Arts Programs of Study

1. Applicants must be a high school graduate or have earned a high school equivalency certificate.*
2. Applicants must provide official transcripts from all institutions of higher education attended. Review of transcripts for admission includes all non-remedial and non-developmental courses attempted.
3. Applicants must have a minimum of one year full-time work experience after high school and have access to a work/organizational environment.
4. Applicants with fewer than 3 courses successfully completed at the college level must have earned a minimum high school grade point average (GPA) of 2.0.
5. *Applicants with 0-8 college semester hours must also submit an official copy of their high school transcript or G.E.D. with graduation date.
6. *Applicants with at least 9 semester hours will have to submit official transcripts from all previously attended regionally accredited colleges and/or universities.
7. International Students must meet all of the regular admission criteria stated above. They must also submit official bank statements and an affidavit financial support. International students must present evidence of proficiency in the English language by scoring a 550 or higher on the paper-based Test of English as a Foreign Language (TOEFL) or 213 or higher on the computer based TOEFL. All international students must comply with federal SEVIS regulations.

Major Programs of Study

Applicants for Applied Psychology, Business Administration, Communications Management, Human Resource Management, Human Services, or an Organizational Leadership major program of study must meet all of the following admissions criteria:

1. Applicants must have a minimum of 40 transferable semester hours from regionally accredited colleges and universities and/or from CLEP (College Level Examination Program), DSST (DANTES Subject Standardized Test), ACE (American Council on Education), or other standardized evaluations, as documented by official transcripts.
2. Applicants must provide official transcripts from all institutions of higher education attended. Review of transcripts for admission includes all non-remedial and non-developmental courses attempted.
3. Applicants must have earned a minimum GPA of 2.0 on previous college and university course work.
4. Student must have a minimum of two years of full-time work experience after high school and have access to a work/organizational environment.

Procedure

ASSOCIATE OF ARTS, LIBERAL ARTS, AND MAJOR PROGRAMS OF STUDY

Students applying for the the Associate of Arts, Liberal Arts or a major program of study must provide the following:

1. A completed application for admission.
2. Application fee
3. All high school, GED and/or college transcripts as outlined in the admission criteria.
4. CLEP; ACT-PEP (Proficiency Examination Program); DSST (Dantes Subject Standardized Tests); AARTS (Army/ACE Registry Transcript System); SMART (Sailor/Marine ACE Registry Transcript); DD214 or DD295; and/or CCRS (College Credit Recommendation Service-formerly ACE/PONSI as outlined in the admission criteria.

Acceptance

ASSOCIATE OF ARTS, LIBERAL ARTS AND MAJOR PROGRAMS OF STUDY

Following approval for admission, applicants for the Associate of Arts, Liberal Arts or a major program of study will receive:

1. Notice of Admission.
2. Login and Password for the MyJudson Information System.
3. Final evaluation email.

Readmission

POLICY

Students who discontinue and then return to attend Judson after an absence of two or more years have broken residence. Students who have broken residence must resubmit all previous academic regionally accredited college and university coursework to Judson University. Students who have previously completed their major, but have broken residence will be required to complete and meet the catalog requirements currently in effect at the time in which they are readmitted. This policy allows students in the work place an opportunity to meet the current trends of the field. Updates made to programs may result in an increase in major and degree requirements as well as the completion of additional credit upon their return to Judson University.

PROCEDURE

All students wishing to be considered for readmission must complete the following:

1. Submit a completed application for readmission form
2. Readmit fee
3. Submit official transcripts of all prior academic coursework completed at regionally accredited colleges and/or universities attended since leaving Judson University to the academic advisor.
4. Meet with their academic advisor.

The completed readmission application and official documentation will be reviewed within a week of submission to the Registrar's Office and a final evaluation will be completed prior to re-admittance to the university.

PROCEDURE FOR DISMISSED STUDENTS

A dismissed student may apply for readmission after one academic year from date of dismissal upon demonstrating an improvement in motivation or preparation for university work; however, readmission by virtue of reapplication is not guaranteed. Dismissed students must:
• Complete at least 12 hours of approved college-level coursework at a regionally accredited single institution other than Judson University.
• Earn from there a cumulative GPA of 2.00 or above before being considered for re-admission to Judson University.
• Adult Undergrad student may petition to begin the readmission process.

Dismissed students who have been readmitted must achieve a semester GPA of at least a 2.00 (1.80 for freshman) each semester to remain at Judson University, since a continued semester GPA of at least a 2.00 is necessary in order to raise the cumulative GPA to 2.00 (which is the minimum required to graduate for most majors). Students dismissed a second time for failing to achieve a continued semester GPA of 2.00 (1.80 for freshman) will be denied any further readmission to the University. The academic standing policy can be found in the academic standing section of the Adult Undergraduate catalog.

ACCEPTANCE

Students will be accepted for readmission if they have not had academic dismissals, if their accounts are paid in full, if their financial aid records are satisfactory, and all official transcripts have been received by the Registrar's Office. Returning students will maintain previous academic standing unless transferring in on probationary status. The academic standing policy can be found in the academic standing section of the Adult Undergraduate catalog.

Students can not begin courses at Judson University until the readmission process is complete.

Students accepted for readmission will receive:

1. Student login letter for the MyJudson Information System.
2. Readmit letter to Judson University.
3. An updated evaluation (for broken residence students only) found via the MyJudson Information System.

Declaring a Major**

Majors are considered "declared" when students indicate their selected major on their Judson application for admission.

CHANGE OF MAJOR

Students who decide to change their major after admittance and/or matriculation to Judson University must complete a Declaration of Major form with their academic advisor. The completed form must be submitted to the Registrar's Office for processing. Within one week of the receipt of the form, the degree audit will reflect the requirements for the recently declared major. Students are responsible to know the requirements of the major by checking their degree audit via their MyJudson account. The date that the Declaration of Major form is filed in the Registrar's Office is the date the major requirements are in effect. Students are responsible to meet with their academic advisor if the major declared will affect their registration.

CHANGE FROM ASSOCIATE OF ARTS OR LIBERAL ARTS TO A MAJOR PROGRAM OF STUDY

Students who have completed their Associate of Arts or Liberal Arts program and are ready to begin a major program of study are required to complete and submit an Application to Major Program of Study form with their academic advisor. The Registrar's Office will update the degree audit to reflect the requirements for the declared major within a week of receiving the Application. Students are responsible to know the requirements of the major by checking their
SECOND MAJOR DECLARATION

Students who wish to pursue a second major are required to complete and submit a Declaration of Major form. Students wishing to change their major or declare a second major must fill out a Declaration of Major form. Major requirements are those in effect the day the application is filed in the Registrar's Office.

Second majors will appear on the academic record within a week after students notify the academic advisor that they have completed the requirements for their second major.

Students who successfully complete a second major are eligible and will receive one diploma from Judson University and participate once in a Judson University commencement.

Both majors will be listed on the students' academic record once all major requirements have been completed.

**Note:** Students who change their major or begin a second major without submitting a Declaration of Major form may run the risk of being required to take additional hours due to the requirements of the catalog in effect at the time the form is submitted in the Registrar's Office.
Non-Discrimination Statement

Admission to Judson University, participation in all of its academic and co-curricular programs, eligibility for its various financial aid programs and all college services are open to all without regard to race, color, gender, creed, or national and ethnic origin.

Judson University seeks to provide a balance in all of its programs and services to women. A self study has been completed to make certain the university is fulfilling all requirements of Title IX concerning nondiscrimination on the basis of sex. No disabled person shall, on the basis of disability, be excluded from admission and no disabled student shall, on the basis of disability, be excluded from participation in or be denied the benefits of any university program, activity or service. No qualified disabled person shall, on the basis of disability, be subject to discrimination in employment under any program or activity of the university. Judson's nondiscrimination policies are coordinated by the Vice President for Business Affairs and the Vice President for Student Development.
Transfer Policy

Transfer students must submit official transcripts from all post-secondary institutions attended to the Judson University Registrar. Students transferring courses from institutions outside of the U.S. must submit an official World Evaluation Services (W.E.S.) or American Association of Collegiate Registrars and Admissions Officers (AACRAO) evaluation.

Most college level courses earning a grade of C- or better will transfer from a regionally accredited college and/or university. The transfer of courses that are vocational or technical will be limited to 18 credit hours and will apply only as elective credit. A vocational or technical course may be transferred if it meets the rigor and requirements of courses offered at Judson University. Courses taken through an unaccredited college will be reviewed by the Registrar. Remedial courses will not transfer. The University reserves the right to accept only courses that are equivalent in content and objectives to those offered at Judson.

Grades for transfer courses are calculated in the summary GPA for determining qualification for graduation with honors, class rank, the honors programs, and athletic eligibility.

Transfer students who have completed an Associates of Arts or Science and/or a Bachelor’s degree prior to matriculation from a currently regionally accredited college or university with a cumulative GPA of 2.00 or higher will be deemed to have completed all General Education course requirements for graduation. Applied Associates degrees will not fulfill the general education course requirements.

In order for transfer credit from any institution to be recognized by Judson University, all official transcripts from all previously attended institutions must be on file in the Registrar's Office. Credit hours listed on personal and/or unofficial transcripts will not be counted toward graduation.

If CLEP/DSST tests were taken at another college and/or university and the student wishes to receive credit, the student must request that an official score report be sent to the Registrar’s Office for evaluation. CLEP/DSST credits will not be transferred to Judson University from other colleges and/or university transcripts as each institution has different standards for awarding credit for CLEP/DSST testing. Additional information regarding CLEP/DSST tests can be found in the Course Work section under Alternative Credit in the Adult Undergraduate catalog.

If Military Experience the student must submit a copy of their DD214 and official transcripts for the particular branch in which they served. You can request these by contacting:

- Army, Army National Guard, Army Reserve: AARTS transcript, 913-684-3269
- Coast Guard: 405-954-7241
- Navy or Marine Corps: SMARTS transcripts, 877-253-7122

To request official transcripts from other colleges and universities previously attended, you will need to contact, in writing, each of the institutions and request that official transcripts be sent to the Registrar's Office.

Institutional credit not disclosed in the application process will not be reviewed or awarded credit if it is not received by the end of the first course taken at Judson.

If transfer courses do not fulfill a general education course requirement or transfer as elective credit, it may mean that...
the course(s) that were taken may not meet the requirements to transfer to Judson University. The course(s) may be considered for credit if the student submits a course description(s) for the course(s) in question from the transfer college catalog that was in effect when the course(s) were taken. Transfer coursework that received a grade of pass (P) or satisfactory (S) will not transfer. Course descriptions that are not submitted by the end of the first program course will not be evaluated or awarded credit.

Students who have matriculated to Judson University must complete an application for advanced course approval and include course descriptions for the course(s) in which are seeking approval. The student must secure approval from both the academic advisor and the Registrar's Office before registering for a course at another institution. This procedure is for the student's protection. Failure to follow this procedure of prior approval will result in non-transferable credit. After earning 90 semester hours, a maximum of 10 semester hours may be transferred and applied to degree requirements. Students can not transfer any coursework in the semester that they plan on graduating. Additional information regarding graduation requirements can be found in the Graduation Requirements section of the Adult Undergraduate catalog.

The time limit appeal of a course evaluation upon matriculation to Judson University is 30 days.

**Illinois Articulation Initiative (IAI)**

Judson University is a participating institution in IAI. The IAI was designed to help Illinois college students transfer easily. All participating colleges and universities agreed to accept an IAI general education "package" for transfer students in place of the institution's own general education requirements.

**Conversion Policy**

Courses are offered based on the semester-hour system. Whenever students take courses at another university or college that is using the quarter-hour credit system, the following policy governs the number of credit hours that will transfer to Judson. Quarter hours convert to semester hours at the rate of 1 quarter hour = 2/3 semester hour. Divide number of quarter hours by .67.

5 Quarter Hrs. = 3.35, 4 Quarter Hrs. = 2.68, 3 Quarter Hrs. = 2.01, 2 Quarter Hrs. = 1.34, 1 Quarter Hr. = .67.

A course from another university or college using the quarter-hour system may be approved to fulfill a general education requirement. However, students must be aware that the conversion formula may affect the student fulfilling the required 126 degree hours for the BA degree.
Adult Undergraduate (AU) Charges

Tuition and Costs

Bachelor of Arts Tuition: $520 per credit hour, this includes the Campus Technology Fee.

Associate of Arts Tuition: $430 per credit hour, this includes the Campus Technology Fee.

Academic Fees*

1. Application Fee - Payable upon Application Submission (non refundable) $35
2. Registration Deposit - Prerequisite to first-time course registration, credit toward tuition (deposit is non refundable) $100
3. Graduation audit fee - Cap, gown, diploma, and other commencement expenses $100
4. Late Payment Fee - See payment due information in Payment Policy $50 (Note: Tuition and fees for all semesters and terms are due two weeks prior to the first day of class.)
5. Add/drop course change, per transaction $30
6. DSST or similar administration fee for exam(s) through Judson, per test $15
7. Challenge examination development/evaluation fee, per credit hour $75
8. PLA-CAEL (http://www.learningcounts.org/)
9. Readmit fee $35
10. AU program of study course make-up, individualized study fee $375 plus the hourly cost of tuition
11. Payment Plan Fee (TDP) - $50 Per Billable Term
   Employer Reimbursement Payment Plan Fee (ETRP) - $50 Per Billable Term

OTHER FEES*

1. I.D. Replacement fee $25
2. Parking in handicapped zone $350
3. Smoking fine, each incident $100
4. Deferred Payment Plan Fee - One-time fee for an extended payment due date plan
5. TDP Plan - Monthly payments for course-by-course plan $50
6. ETRP - Employer Tuition Reimbursement based payment plan $50
7. NSF check fee or rejected Online Electronic Check payment $25
8. Rejected Direct Deposit disbursement of refund $15

* Academic and other fees are subject to change.
Payment Policy

DEFINITION OF AN ACADEMIC TERM

A term is made up of the courses registered in either a Fall or Spring session. The start of a term is the first class meeting of the first course that begins in the term. The end date of term is the last class meeting of the last course that began in the term.

General Payment Policies

Payment in full for the academic term charge is due 2 weeks prior to the first day of each billed term*.

Payment for all subsequently billed charges is due within 30 days from the date charges post to the student’s bursar account.

*Monthly billing statements are published online can be viewed on the Student Accounts page after logging into their MyJudson. *No paper bills are mailed through the postal service.

PAYMENT IN FULL IS ANY COMBINATION OF THE FOLLOWING:

- Cash, Check, or Money Order payments made in the Student Accounts Office; or sent VIA the U.S. Postal Service.
- Debit Card, Electronic Check, Credit Card payments made online through the student’s MyJudson Student Accounts page; or during business hours at the Payment Kiosk in Student Accounts Office located on the Elgin campus.
- Electronically accepted (signed for) Financial Aid Award.
- Student Loan Master Promissory Note electronically signed & Loan Entrance Counseling completed for students who choose to borrow loans.
- State & Federal Rehabilitation Grants, with vouchers submitted to the Student Accounts Office.
- Approved Judson University Deferred Payment Plans (TDP or ETRP).

PAST DUE ACCOUNTS:

If charges become 30 days past due, the balance is subject to both a Late Payment Fee and a 1.3% per month carrying charge.

DEBT HOLDS:

If a Student's Account becomes past due, a DEBT hold is placed on the student’s records.

A debt hold will result in:

- Student may not register for additional coursework
- Student may not participate in the Graduation Ceremony
- Neither Transcripts nor Diploma will be released until all debt to the University has been paid in full.

Should the student fail to make payment due for any amount owed to Judson University for Tuition and Fees, the balance due will be subject to advanced collection activity. All Collection fees (23% - 50% of outstanding charges), plus
Refund Policy / Dropping Courses From Within the Academic Term

If a student must drop a registered course from within the term, the following policies are applicable:
(If due to unforeseen circumstances a student will be out of school longer than the expected 45 days due, please refer to paragraph below on Leave of Absence (LOA) policy.)

- **Course dropped prior to first class meeting:**
  - Will be refunded at 100%
  - Financial Aid will be adjusted based on the number of net billed hours.
  - Course will be dropped from the student's Transcript (no records).
  - No Drop fee is assessed.
  - To avoid being subject to complete administrative withdrawal from the university, the student must provide in writing, or via their Judson e-Mail address, their intention to begin classes again within 45 days of dropping any course from within the current academic term. (Please refer to paragraph below on Leave of Absence (LOA) policy)

- **Courses dropped after the first class meeting:**
  - Financial Aid may be adjusted based on the number of net billed hours.
  - Course will remain on the student’s transcript as:
    - **Dropped prior to second meeting:** "W" (withdraw)
    - **Dropped prior to fourth class meeting:** "WP" or "WF" (withdraw pass or fail)
    - **Dropped after fourth class meeting:** "WF" (withdraw fail)
  - A per course $30 Drop fee will be assessed.

Leave of Absence from Within the Academic Term

A leave of absence (referred to as LOA) is as an interruption in a student’s program of study.

- Students must submit to their Academic Advisor a completed & signed LOA Form.
- Reason for a leave of absence would include medical, family emergency, job emergency, military duty, jury duty.
- The number of days in a leave of absence will be calculated based on the day after your last date of attendance and the day before you are scheduled to return.
- LOA days cannot exceed 100 continuous days per approved leave of absence, and no more than 180 total days within a 12-month period.
- If a student fails to return to class as stated on the approved LOA, current student loans will be subject to cancellation or re-calculation to determine how much of already disbursed loans will need to be returned to the Department of education. Any balance due on a student account resulting from cancellation or re-calculation will become immediately due.
- If as student fails to return to class as stated on an approved LOA, the sum of student loans borrowed to date will enter the grace or repayment period as of my last date of class attendance.
WITHDRAWAL PROCEDURE:

Students that choose to withdraw completely from the University must file the appropriate form(s) with their Academic Advisor to establish the official date of withdrawal from all registered courses in both the current term, as well from as future academic terms not yet billed.

- **All courses in a current term dropped prior to first class meeting of the course:**
  - Financial Aid will be adjusted accordingly to R2T4 Government calculations based on days of attendance and net billed tuition charges.
  - Course will be dropped from student's Transcript (no records).
  - No Drop fee is assessed

- **A course(s) currently in session at time of complete withdrawal:**
  - Will not be refunded.
  - Financial Aid will be adjusted according to R2T4 Government calculations based on days of attendance and net billed tuition charges.
  - Course will remain on the student’s Transcript as:
    - Dropped prior to second meeting: "W" (withdraw)
    - Dropped prior to fourth class meeting: "WP" or "WF" (withdraw pass or fail)
    - Dropped after fourth class meeting: "WF" (withdraw fail)
  - A per course $30 Drop fee will be assessed.

Financial Aid Policies

DISBURSEMENT OF EXCESS FINANCIAL AID:

Any credit on a student’s account resulting from the posting of Title IV funding (Federal Student Loans & Pell Grants) will be released within 14 days after the aid posting to the student’s account.

Please be advised:

- Students who receive Financial Aid and drop courses from within or withdraw completely from a given academic term may have their Financial Aid reduced based on the reduced number of registered hours and/or days in attendance within the academic session.
- If at any time a Financial Aid reduction results in a balance due on the student’s account, this balance is due within 30 days from the date the adjustment is posted to the Student Account.

Maintaining Your Student Records

Until all debt to Judson University is settled, it is the Student’s responsibility to maintain the accuracy of their Judson Student Records such as address, phone, and name change.

- Updates can only be made through the student’s MyJudson by logging into the page.
  Note: No Judson faculty or Staff can change your records once a student is enrolled at the University.
- It is the Student’s responsibility to ensure that all registered courses are appropriate to their degree program
To avoid being subject to complete administrative withdrawal from the university, the student must provide in writing their intention to begin classes again within 45 days of dropping any course registered within the current academic term.

Please refer to paragraph above on Leave of Absence (LOA)

**Employer Tuition Reimbursement**

Judson University cooperates with many company based tuition reimbursement plans. Judson will defer any portion of unpaid tuition that the student expects to be covered by their employer’s tuition benefit plan.

This policy is subject to the following conditions:

- If employer payment will be made after course completion, the student must enroll in Judson’s ETRP plan [Employer Tuition Reimbursement Plan] for each term of charges to be deferred.
- Payment in full for deferred tuition is due within 30 days of grade posting. No exception can be made should employer money be delayed past the 30 day due date. If a scheduled payment due student account become 30 days past due, the balance is subject to a 1.3% per month carrying charge.
- A per term payment plan fee is charged and due upon enrollment in the approved ETRP plan.
- A new deferment plan must be set on each billed term.
- If employer pays upfront prior to grades, the employer payment vouchers must be submitted to the Student Accounts Office prior to payment due date. No formal deferment plan is required.
Financial Aid

The university has a strong financial aid program to help the student meet the costs of a Judson education. Funds are awarded in the form of grants, scholarships, loans, and earnings from work study employment. To apply for financial aid, the student must complete the Free Application for Federal Student Aid (FAFSA). Through this form, they are applying for federal, state, and university aid. For more detailed information concerning the university's financial aid program, contact the Financial Aid Office (847-628-2532) for a brochure.

Federally Funded

Students enrolled at Judson are eligible to apply for grants, loans, and work study funded by the federal government. To be eligible, the student must submit a Free Application for Federal Student Aid (FAFSA), demonstrate need, be a U.S. citizen or eligible non-citizen, be in compliance with selective service regulations, not be in default on a student loan nor owe a refund on a federal or state grant, carry at least six hours per semester and be making academic progress toward a degree. Disbursement of excess financial aid: Any credit on a student's account resulting from the posting of Financial aid (including Title IV funding) will remain on the student account until there is a written request by the student to have excess funds disbursed by check or direct deposit. Credit on account can be disbursed a minimum of 15 days after the term start date.

Veterans

Students who are eligible for Veterans Administration benefits should apply at their VA offices. The registrar's staff certifies enrollment and reports any significant change in the student's status. Probationary status jeopardizes the continuance of such benefits.

State Funded

Illinois Student Assistance Commission grants are awarded to eligible Illinois residents. Application for these grants is made through the Free Application for Federal Student Aid (FAFSA). Requirements are the same as those for federal funds. The Department of Rehabilitation Services (DORS) provides assistance for students with special needs. Application must be made to the DORS office.

Financial Aid/Retention Policy

Financial aid may be retained as long as the student is meeting the academic standards for continuing at Judson, is making satisfactory progress toward a degree, and maintains eligibility for any specific award. Financial aid is subject to change based on a change in need as determined by the federal formula. Students who return after dismissal will be denied all aid-federal, state, and university until they have earned a grade point average, based on at least 12 hours, of 2.00 or higher, at any accredited university. Full-time students are expected to finish their degree requirements in eight semesters; however, a maximum of 10 semesters of institutional financial aid eligibility is allowed to cover special circumstances. Details of this policy are available in the Financial Aid Office.

Course Load
Refund Policy

Financial aid which has been awarded to students who withdraw or are dismissed will be returned to the proper funds per a refund schedule which is consistent with current government regulations. This schedule is on file in the Financial Aid Office.

Annual Financial Reports

Annual financial reports of the university are available for review, on request, in the Business Affairs Office.
Academic Records

An official transcript of a student's academic record at Judson University is available only through the Registrar's Office. Any student who has an obligation to the university will have his/her transcript, degree verification, or past enrollment verification held until the obligation is resolved.

There are three methods available for ordering your transcripts. Rush orders will only be processed for transcripts requested through option 1.

1. **Online/Phone Request**: Order online or by phone. There is a $5.00 service fee for online orders and a $10.00 service fee for phone orders. You will need a valid major credit card to order transcripts. Orders will be processed within 2-4 business days. 1 day processing is possible as long as the student has no outstanding obligation to the university. Log on to [https://www.credentials-inc.com/tplus/?ALUMTRO001700](https://www.credentials-inc.com/tplus/?ALUMTRO001700), or call direct at 800-646-1858.

2. **Mail Request**: Order via the U.S. Postal Service. There is a $5.00 postage and handling fee. Orders will be processed within 7-10 business days of receipt of your request form.

3. **Request in Person**: You may request your transcript in person at the Registrar's Office, first floor of the Lindner Tower Building. *Please allow minimum of 30 minutes for processing.* If issued to the student there is no fee. If you need Judson to mail your transcript the $5.00 postage and handling fee will apply.


Degree verification, past enrollment, or present enrollment: [National Student Clearinghouse](https://www.studentclearinghouse.org)

1. **For Degree Verifications (and past attendance)** Log on to [National Student Clearinghouse](https://www.studentclearinghouse.org)

2. **For current enrollment verification**, Log on to [National Student Clearinghouse](https://www.studentclearinghouse.org)

**Veteran's Affairs (VA) Verifications**

Certain armed forces veterans and dependents who qualify under federal laws administered by the Veteran's Administration are eligible to receive education benefits. Those who are eligible for Veterans Administration benefits should contact their county VA office or 1-888-GIBILL-1 for additional information regarding the veteran's program. Forms are available in The Registrar's Office. It is the student's responsibility at the start of each student's program term to contact The Registrar's Office to begin the enrollment verification process. Students in academic status other than good jeopardize the continuation of VA benefits. Veteran's verifications can not be completed and submitted until all outstanding debt is paid to the university.

Students who receive veteran's benefits must report expected benefits on their FAFSA when submitting it to the [Financial Aid Office](#).
Academic Standing

Academic Standing Policy

Each student admitted to Judson University is assumed to have the preparation, the desire and the ability to make satisfactory progress toward a degree. In practice, however, some students do not make the progress expected of them. Such students are notified, offered special assistance, provided academic counsel, and allowed time to improve their performance. Failing in that, they will be dismissed. Listed below are the Judson University Academic Standings and the consequences for students not in good academic standing. These standings are provided as a standard; however, in individual cases, the university administration reserves the right to change a student’s standing based on the student’s academic performance and any extenuating circumstances. Students on Academic Warning or Probation are not allowed to take any additional credits until they return to good standing. Academic standings will be run for all students at the end of each term.

Academic Standing

GOOD STANDING

The minimum grade point average (GPA) required for good standing is 1.80 for freshmen and 2.00 for all other students. For simplicity the word "limit" will be used for the required GPA.

ACADEMIC WARNING

A student will be placed on academic warning at the end of any session in which his or her session grade point average falls below the limit. Students will be limited to courses required by the major and not permitted to register in any additional courses without approval.

ACADEMIC PROBATION

A student will be placed on academic probation at the end of any session in which his or her cumulative grade point average falls to below the limit. If the student’s following session and cum GPA falls below 2.0 (1.80 for freshman) the student will be suspended. If the student’s following session and cum are at 2.0 the student will return to Good Standing. Students will be limited to courses required by the major and not permitted to register in any additional courses without approval.

Academic Suspension

Until a cumulative GPA of 2.00 (1.80 for freshman) is achieved, a student on probation must achieve a semester GPA of 2.00 (1.80 for freshman) or above in all subsequent sessions; failure to do so will result in suspension. Students in the Professional Studies program who are notified of suspension may appeal to the Dean, School of Business and Professional Studies.

REAPPLICATION PROCEDURE FOR SUSPENDED STUDENTS

A suspended student may apply for readmission after one academic semester from date of suspension upon
demonstrating an improvement in motivation or preparation for university work; however, readmission by virtue of reapplication is not guaranteed. The best means for a suspended student to demonstrate improvement worthy of readmission is to:

- Complete at least 12 hours of approved University-level coursework at an accredited single institution other than Judson University. Earn from there a cumulative GPA of 2.00 or above before being considered for re-admission to Judson University.
- Students petition the Registrar to begin the readmission process.

### Academic Dismissal

Suspended students who have been readmitted must achieve a semester GPA of at least 2.00 (1.80 for freshmen) each semester to remain at Judson University, since a continued semester GPA of at least 2.00 is necessary in order to raise the cumulative GPA to 2.00 (which is the minimum required to graduate for most majors). Students who do not achieve a continued semester GPA of 2.00 (1.80 for freshmen) will be Academically Dismissed and denied any further readmission to the University.
**Registration**

**Policy**

Students who register at Judson commit themselves to an academic program. In order to register for courses, students must be approved by all administrative offices. Students' tardiness in fulfilling obligations or in submitting required credentials may delay or cancel their registration. The date a completed and signed form is filed in the Registrar's Office is the date it is effective. Please see the withdrawal section of the catalog for additional information on transcript notification and refund information.

**Procedure**

Enrollment Representatives and Academic Advisors will assist in planning and advising students on how to finish degree requirements. Students are responsible for understanding and fulfilling graduation requirements. The course schedule, catalog and registration schedules provide the curriculum and course information to assist each student in completing degree requirements. Courses outside of the major must be registered three weeks before the course starts.

To make official changes to a student’s registration after classes have started, students must file an Add/Drop form for each course added or dropped. These must be approved and signed by the student, academic advisor and course instructor(s) (if applicable) and will require payment of a fee. Verbal, phone and email requests are not accepted.

Registration paperwork that is received after the start of the course will be charged a late fee. It is the student’s responsibility to ensure their registration paperwork has been received by the Registrar's Office.

Student registrations can be viewed via your MyJudson account under Student Info. It is the student’s responsibility to know what courses he/she is registered for. Once a registration is processed, the courses will immediately appear on the student’s schedule, degree audit and academic record.

**Enrollment Load**

Twelve credit hours is the minimum enrollment load to be classified as full time. Less than 12 hours is classified as part time; 9-11 semester hours is three quarter time; 6-8 semester hours is considered half time; fewer than 6 credit hours is less than half time.

**Overload**

Due to the accelerated nature of the program, students are not encouraged to take any more than 3 additional hours per payment period. In extreme circumstances, students may be granted permission to take additional coursework after consultation with their academic advisor.

**New Students: Associate of Arts, Liberal Arts and Major**

Students starting a program must sign their registration form for the whole program on their assigned orientation
Continuing Students: Associate of Arts, Liberal Arts and Major

Students who have academic or financial holds will not be registered for the next payment period. The registration forms will be returned to the student. The student will not be registered for the program term if academic and/or financial holds are not cleared when it is received by the Academic Advisor. Students are responsible to clear any holds and return registration forms to their Academic Advisor. If a student does not return their registration form, they will not be registered for courses or receive grades regardless if they have attended and participated in those courses.

Withdrawal Policies

For information regarding transcript notification and refund policies on withdrawals, please check the AU Withdrawal calendar and the Online Withdrawal calendar.

Withdrawals are effective the date they are received by the Registrar's Office. It is the student’s responsibility to ensure their withdrawal paperwork has been received by the Registrar's Office. Students can confirm their registration by viewing their registration via their MyJudson account.

Students who drop a course(s) after the begin date will be charged a drop fee. To make official changes to a student's registration after classes have started, students must file an Add/Drop form for each course added or dropped. These must be approved and signed by the student, academic advisor, and course instructors (if applicable) and will require payment of a fee. Verbal and phone requests are not accepted.

Please note: At a minimum, students are responsible to check their student schedule, academic record and degree audit via MYJUDSON prior to the start of each term.

Withdrawal Calendar

Administrative Withdrawal from a Course

Students who register for a course, never attend, but fail to officially withdraw will be administratively withdrawn from the course by the Registrar's Office with a grade of Administrative Withdrawal Failure (AWF). This grade is indisputable and will negatively effect the student’s GPA. Students will be responsible for all tuition and fees.

If students are not officially registered for a course, they will not receive credit for the course, even if they attend, participate in, and/or receive a grade for the course.

All withdrawal paperwork must contain the signature of both the student and the student's advisor. Verbal, telephone and email withdrawals will not be accepted. A student must complete either the Leave of Absence or Intent to Return form at the time of withdrawal (see Financial Aid section).

Changes in courses which cause students to drop below 12 credit hours during a given term will have implications for financial aid.

University Unofficial Administrative Withdrawal
A student may be administratively withdrawn from the program for academic misconduct, behavioral misconduct, non-attendance, non-payment of tuition or fees, failure to meet provisional admission requirements, or failure to maintain good academic standing. The administrative withdrawal may be noted on the student’s transcript. Students who receive consecutive Administrative Withdrawal Failures (AWF’s) in a payment period will be administratively withdrawn from the remainder of the payment period. The student will be held liable for all tuition and fees and will receive grades of Administrative Withdrawal Failures (AWF’s) for the remaining courses in their payment period. Students who desire to continue in the next payment period must meet with their academic advisors.

**Withdrawal from a Program**

Students who find it necessary to change programs should first consult with their academic advisor. On very rare occasions, personal circumstances will dictate that students enrolled in AU programs terminate enrollment and request admission to a subsequent program. If applicable, a Leave of Absence will need to be completed (see Financial Aid section).

**University Official Withdrawal**

Students withdrawing from the university, for any reason, must begin the withdrawal process by completing an AU Student-Initiated Withdrawal form with their academic advisor. The withdrawal will not be processed until this form is completed, signed and submitted to the Registrar's Office. The effective date of the withdrawal is the date it is received by the Registrar's Office. Grades will be issued according to the AU Withdrawal calendar.

Refunds will be issued according to the refund policy for AU students. Students who leave Judson University without completing, signing and submitting add/drop paperwork will be held liable for all tuition and fees and will receive grades of Administrative Withdrawal Failure (AWF) for all unfinished courses.

**Military Withdrawal**

Withdrawal for military reasons is total or none; a student is not allowed to withdraw from some courses but not others. A copy of the government's official "Call or Recall to Active Duty" documentation is absolutely required, and should be attached to the withdrawal form. Grades of "W" for "Withdrawal" are recorded on the official academic record; these grades are non-penalizing. All tuition and fees paid by the student for the payment period the student is withdrawing from will be refunded at a rate of 100%; however, room and board will be refunded on a pro rated basis through the date of withdrawal. If, in the future the student wishes to return to Judson University, he or she must reapply in accordance to the University's readmission policy, as outlined in this catalog.

**Medical Withdrawal**

Withdrawal for medical reasons is total or none; a student is not allowed to withdraw from some courses but not others (rare exceptions may be made by written appeal to the Dean of the Center for Adult and Professional Studies). Written medical documentation from a licensed physician/psychiatrist/other health care provider approved by the university is absolutely required, and will be taken into consideration along with other factors/information in evaluating the requested withdrawal. All documentation should be attached to the withdrawal form. Grades of "W" for "Withdrawal" are recorded on the official academic record; these grades are non-penalizing. The student is responsible for tuition and other appropriate charges up to the day of official withdrawal as outlined in the university catalog’s Tuition and Fees Refund Policy. However, in the event of a severe or life-threatening medical condition to the student or an immediate
family member, the student may appeal in writing to the Dean of the Center for Adult and Professional Studies for consideration above and beyond the normal refund policy. Such appeals must be made in writing, dated and signed. The letter must fully explain the circumstances involved and specify the consideration desired. A signed physician's letter explaining the medical condition must accompany the appeal. All appeals will be reviewed within 30 days of receipt and the student will be notified of the refund determination in writing. The student cannot resume study until a licensed physician/psychiatrist/other health care provider, approved by the university, provides written documentation that the student is "now healthy enough to resume university study." The student must then reapply in accordance to the university's readmission policy, as outlined in this catalog.

Leave of Absence Policy

PURPOSE

Judson University must have a written leave of absence (LOA) policy. The University and students must comply with the stated policy as well as governing regulations when requesting, approving, and processing LOAs.

POLICY

Students may be approved by Judson University for two LOAs in a 12-month period. The first LOA may not be longer than 100 days and the total of all LOAs may not exceed 180 days in the 12-month period. During an LOA, the student is not considered withdrawn and no return of federal funds calculation is required. The University will not assess additional charges related to the LOA.

REQUIRED DOCUMENTATION

A leave of absence (LOA) may be considered approved if Judson University determines there is a reasonable expectation the student will return. Students must follow the University's LOA Policy when requesting the LOA, by providing to the campus (on or before the start of the LOA) a written, signed, and dated request, including the reason for the LOA. All requests must be forwarded to the Academic Advisor and academic advising will provide a copy to the Financial Aid and the Accounting Offices for final approval.

If unforeseen circumstances prevent a student from providing a request to the campus on or before the start of the LOA, Judson University may grant the LOA if the campus has documented the reason and decision. The student must still provide the LOA request to the Academic Advisor and the approved copy should be forwarded to the Financial Aid and Accounting Offices within a reasonable amount of time from the last date of attendance. Unforeseen circumstances may include, but not limited to, medical and family emergencies, military, jury duty, business travel, University course cancellation and or facility closure, and natural disasters.

LENGTH

The LOA length is based on the number of days between the LOA start date and the reentry date. The first day of the student’s initial LOA is used when determining the start date for the 12-month period. If a student is granted an LOA due to unforeseen circumstances, the beginning date of the approved LOA is the date the student was unable to attend class because of the unforeseen circumstance.

EXTENDING AN LOA

A student may request an LOA extension as long as the request is made before the scheduled reentry date. Students must follow Judson University’s LOA Policy when requesting the LOA, by providing to the campus (on or before the
a written, signed, and dated request, including the reason for the LOA. All requests must be forwarded to the Academic Advisor.

**DISBURSEMENTS DURING AN LOA**

Judson University may disburse Pell to a student on an LOA. Loan funds cannot be disbursed to a student while on the LOA. Federal financial aid funds that are part of a credit balance created before a student began an LOA may be paid to a student, since those funds were disbursed before the student went on the LOA.

**COMPLETING OF COURSEWORK UPON RETURN**

Judson University will allow students returning from an LOA to complete coursework started prior to the leave with no additional charges.

**FAILURE TO RETURN**

Judson University will explain to the student, prior to granting the leave of absence, the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the expiration of the student's grace period. If a student does not return from an approved LOA (his/her withdrawal date and beginning of his/her grace period will be the last date of class attendance.)
Alternative Course Work

ACE-Evaluated, Professional Courses, and Continuing Education Units

MILITARY

To receive credit for military experience, students must submit a copy of their DD214 military form and an official transcript from the branch in which the student served. Upon evaluation, credit may be awarded based on the listed military occupational specialty ratings and any specified courses, which have been evaluated by the American Council on Education (ACE). Judson University uses The Guide to the Evaluation of Educational Experiences in the Armed Forces to determine credit awarded for military experience. A maximum of 30 credit hours of military coursework may apply to degree requirements. All military coursework will count only toward elective hours.

PROFESSIONAL COURSES

To receive credit for professional courses that have been evaluated by American Council on Education (ACE), students must request to have ACE send their official transcript directly to the Enrollment Specialist during the application process. To determine the amount of credit awarded, Judson University uses the ACE recommendations provided on the official transcript. ACE recommended courses will count only toward elective hours.

CONTINUING EDUCATION UNITS (CEU)

CEU credit is not accepted toward degree requirements and will not be recorded on a student's academic record at Judson University.

Alternative Credit Options

Judson University welcomes students of all ages. Many students bring a depth of knowledge in specific subjects that may have been acquired experientially. Students who have been accepted as Judson University students may be able to convert this learning into university credit on the basis of satisfactory performance on proficiency examinations. Judson University awards credit for AP, CLEP and DSST testing based on The American Council on Education (ACE) recommendations.

ADVANCED PLACEMENT TESTS (AP)

The Advanced Placement (AP) Program is a cooperative educational endeavor of secondary schools, Universities, and the University Board. It consists of 29 university-level courses and examinations in 16 academic disciplines. The examinations in most subjects cover the equivalent of a full-year university course. Judson University awards at least three credit hours for a score of three and at least six credit hours for a score of four or higher on tests of the one-year courses. Some of the examinations cover the equivalent of a half-year course; three credit hours are awarded for a score of three or higher on these. A table listing Judson University courses awarded for satisfactory scores on AP examinations is available in the Registrar's Office. Students should request that AP test scores be sent to the Registrar's Office. [Advanced Placement Chart](#).
COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

For more information on this computer based testing or to have an official score report sent, please visit http://clep.collegeboard.org. or call 1-609-771-7865.

DSST SUBJECT STANDARDIZED TESTS (DSST)

For more information on this computer based testing or to have an official score report sent, please visit www.getcollegecredit.com. or call 1-877-470-9860.

Students who wish to receive credit for CLEP/DSST testing must request official score reports be sent to the Office of Registration and Records.

Students who intend to take CLEP and DSST tests must check with their academic advisor before registering for tests to ensure that the tests will not duplicate previous coursework.

Judson University provides DSST testing on site and is a closed site testing center. A student needs to be accepted and admitted to Judson in order to sign up and take a test. If taking a DSST test at Judson, Academic Advisors will confirm with the Student Success Coordinator that the student is a student at Judson. Once a student has started their major program, the following CLEP/DSST tests cannot be taken for credit by corresponding majors.

**Criminal Justice Management**

- DSST Principles of Supervision
- DSST Human Resource Management
- DSST Introduction to Law Enforcement
- DSST Criminal Justice
- CLEP Principles of Management

**Human Resource Management**

- DSST Organizational Behavior
- DSST Management Information Systems
- DSST Human Resource Management

**Human Services**

- DSST Fundamentals of Counseling

**Management and Leadership**

- DSST Introduction to Business
- DSST Management Information Systems
- DSST Organizational Behavior
- DSST Principles of Supervision
- DSST Principles of Finance
- DSST Principles of Financial Accounting
- CLEP Principles of Accounting
- CLEP Information Systems and Computer Applications
- CLEP Principles of Marketing
For information regarding whether CLEP or DSST tests will meet general education requirements, general education equivalency forms for CLEP and DSST are available through the Student Success Center in MYJUDSON. Information regarding fees associated with these tests can be found in the Finances section of the Adult Undergraduate catalog.

PRIOR LEARNING ASSESSMENT (PLA)

Students can earn university credit for life's learning experiences. Prior learning assessment through portfolio writing provides recognition for prior learning acquired either formally within an institution or through a wide variety of life and work experiences, such as career involvement, personal study and community work. Students can go onto the CAEL website for additional information at http://www.learningcounts.org/.

Transfer Prior Learning Assessment (PLA)

Students who have completed credits equivalent to Judson's prior learning assessment criteria before their matriculation date have the opportunity to submit their PLA coursework through CAEL at http://www.learningcounts.org/.

POLICE PRIOR LEARNING ASSESSMENT (POLICE PLA)

Students who have completed police training are eligible to receive PLA credit for their documented training. Students must submit all current, official police training transcripts at the time of application to the university. Students who receive additional police training while enrolled at Judson University must complete the Application for Advanced Approval of Transferred Course(s) prior to beginning training and provide official transcripts immediately upon completion. Police PLA credit awarded will count toward elective hours and cannot be counted towards the requirements for the major.

CHALLENGE EXAMS

Departmental Challenge Exams have been developed by Judson University faculty for some courses. Students are encouraged to discuss the options that are available with their academic advisor and the appropriate division chair.

ALTERNATIVE CREDIT LIMIT

No more than 30 hours of military credit, no more than 30 credit hours of prior learning assessment, and no more than 30 credit hours of credit by examination (CLEP/DSST/Challenge/SAM/AP) may apply toward degree requirements. Alternative credit is credit earned on a pass/fail grading system; therefore, they are not calculated into the student’s GPA. To view charges associated with Alternative Credit Options, please view the Finances section of the Adult Undergraduate catalog.
AUDITING

Students may enroll in classes on a non-credit basis at a reduced tuition (audit) rate. Students auditing a course generally attend lectures but are not required to submit coursework or take exams. Audited courses will be recorded on the student transcript with a grade of AU and zero credit hours earned. Therefore, courses that students wish to take as an audit will not meet a major course requirement from the student’s program. Students who wish to take a class as audit must make a note on their add/drop form before submitting their paperwork to the Office of Registration and Records.

AU PROGRAM MAKE-UP COURSE

Students who need to complete or retake a program course, for whatever reason, must take the course the next time it is offered within another program and can be fit into the student’s schedule. This must be done within six months of dropping or completing the course. If there are scheduling problems, then the student must take the course the next time it is offered. Generally, students will take the course at the most convenient location, but they may travel to an alternate location if they choose. In any event, students must complete the course before the deadline for graduation.

It is recognized that there may be unusual circumstances that make it impossible for a student to complete or retake a required course according to the above guidelines. When a scheduling problem or curriculum revision makes it impossible for a student to follow the above policy, the student may be advised to request permission to take or retake the required course in an alternative format, i.e., a specially scheduled course. A specially scheduled program make-up course request will not be granted if the course is being offered within the next six months, but may be granted if this is a required program course and the course can not be complete 1) prior to the student’s program ending date or 2) prior to the student’s graduation deadline.

In the rare occasion that a student requests to do an AU program make-up course, the student must meet with their academic advisor to complete the proper paperwork. Paperwork will require the signature of the academic advisor, student, program director, instructor, and the senior dean. In signing on this form, the academic advisor is stating that the specially arranged course is the only way the student can complete graduation requirements.

Please check the Finances section of the Adult Undergraduate catalog for fees associated with the AU program make-up courses.
Attendance

Attendance Policy

Attendance and active participation at all face-to-face class sessions and significant activity in eLearn each week is expected. In the event an absence is necessary, students are encouraged to inform the instructor via email or phone.

Attendance is defined as:

- **Online Course**: activity on the eLearn course site 3 out of 7 days per week
- **Face-to-Face Course**: presence in class during the entire session
  - **Tardiness**: arrival later than 10 minutes after the start of a class session. Three late arrivals equal one absence.
  - Arrivals 90 or more minutes after the start of a class session are considered absences and result in no participation points for that class session or class activity.
  - **Leaving classroom during class sessions**: patterns of this behavior result in diminished participation points for class sessions or activities at the discretion of the instructor.
  - **Leaving class early**: departure prior to the instructor's dismissal result in diminished participation points for the class session or activity at the discretion of the instructor.
  - **Participation points**: no points for class participation or activities should be expected by absentees

The following guidelines apply, regardless of course length:

- **One/Two credit hour course**: no absences permitted
- **Three/Four credit hour course**:
  - **One absence**: Acceptable if work can be made up by the student. If not, one letter grade reduction.
  - **Two or more absences**: Administrative Withdrawal Fail (AWF) from the course.

*If the student wishes to appeal denial of a substitute assignment, it must be run through the Program Chair to the Dean of the School of Leadership and Business with signatures from both. If the instructor is willing to accept a substitute assignment, he/she will define it.*

A pattern of absences, e.g., missing class meetings in two or more consecutive courses or missing consecutive Saturday sessions, may result in an administrative withdrawal from the program. Any changes in course schedule also affects financial aid.

Late Work Policy

Regardless of reason, all late work will be reduced in grade by the following scale. Work is considered late when it is not completed at the time stated in the curriculum guide. Thus, if work is to be submitted prior to the start of a class session, the work is considered one day late when that class session begins.

- **One day late**: 10% reduction
- **Two days late**: 20% reduction
- **Three days late**: 30% reduction
- **More than three days late**: No points given
Students who believe a grade reduction has occurred due to a legitimate emergency (e.g., accident, hospitalization, death in family) may appeal their final grade after the final grade has been submitted by the instructor. Written justification such as a letter from a doctor must be submitted with the Request for Grade Change paperwork.

Written Assignments

Students are to follow the rules and guidelines of the APA manual, for all written assignments, which they receive as part of their educational resources. It is always a wise practice to make copies or save all assignments, papers, etc. to your computer hard drive or a flash drive before submitting your paper through eLearn.

Standards for Oral and Written Work

All work—oral and written—is to be at university level. Work will be evaluated according to the Professional Studies' written and oral presentation rubrics.

Electronic Devices

Cell phones are to be turned off or placed on vibration mode while you are in class; use of laptops, iPads or any other devices is to the instructor's discretion.

Communication with Instructors

Students are expected to communicate with instructors if they have questions or concerns. The very best way to communicate is through the instructor's Judson University email account. Students can also email their instructors through their eLearn course site. Instructors may also provide telephone numbers or other email addresses as they wish. Once a course has started, an instructor is expected to respond to students' questions and concerns within 24 hours.

Course Evaluations

The final assignment in all courses is to complete the online course evaluation. This must be completed before the instructor can assign a final grade.

Judson University Adult Program Student Absence Communication Plan

NOTE: This does not mean the student absence is excused

FIELD TRIPS / FACULTY SCHEDULED EVENTS

Dean of the College or School in which the event is being approved will submit the communication via the Field Trip Notification Distribution List provided for all deans.
ILLNESS OR SCHEDULED HOSPITALIZATION

The student is responsible to contact their Adjunct Faculty member, Program Chair, and Advisor.

EMERGENCY HOSPITALIZATION / FAMILY EMERGENCY

The student is responsible to contact their Adjunct Faculty member. The Adjunct Faculty member will contact the Program Chair. Program Chair will contact the Advisor, Registrar, and Director of Retention.

MENTAL & EMOTIONAL HEALTH

The student is responsible to contact their Program Chair. The student will be provided with recommendations for counseling services through local agencies. The Program Chair will talk to the student regarding if they need to submit a Leave of Absence form. The Program Chair is responsible to contact the student’s Adjunct Faculty member, Dean of the School, Registrar, Advisor, and Director of Retention.

Recommended resources are:

- **Rockford**
  - Jan Selander, Center for Marriage and Family, 815-391-3055
    1463 South Bell School Road, Rockford, IL 61108

- **Elgin**
  - Dr. Mussarat Zahid, 847-697-6464
  - Dr. Syed Anwar, 847-697-2400
  - Dr. Michael Shapiro, 847-697-6290
  - Private practices: Sheilah Mahan, Kim Rapach, Gary Gilles, and Nate Perron.

If a student displays mental and/or emotional health concerns in the classroom to their Adjunct faculty member, the Adjunct Faculty member is responsible to contact the Program Chair and if they feel the student’s life is in danger they will contact the area police. If the student displays these concerns, but you do not feel their life is in danger, you may recommend the resources above.

SPECIAL ACCOMMODATIONS

The student is responsible to make this request known to the Tutoring and ADAA Compliance Officer. The Compliance Officer will provide the student the documentation to submit to their faculty outlining any accommodations.

REMOVAL FROM CLASS DUE TO POLICY

The office enforcing the policy will need to email the student’s professors, Dean, Advisor, Registrar, and Director of Retention.
Duplicate Course Work

Liberal Arts

Students may not substitute courses that have been taken at Judson University or at previously attended regionally accredited academic university and/or universities to meet the requirements of the Liberal Arts program. Students who enroll in this program must complete all courses in the curriculum in order for their general education requirements to be considered fulfilled.

Major

Students who have transferred into the Professional Studies program from another university, occasionally have completed courses similar to those required in the Professional Studies major. It is the student's responsibility to bring this to the attention of the instructor and negotiate an alternative course or set of course requirements. It is possible for students to complete advanced coursework, alternative coursework, or individualized projects in lieu of repeating a course with the same title or course number. Students should contact their academic advisor for information concerning alternative arrangements which might help them avoid course duplication.

Students who are enrolled in a major program may meet their general education requirements with Associate of Arts/Liberal Arts courses. Enrollment in Associate of Arts/Liberal Arts courses is based on the space availability as well as the student’s demonstrated difficulty working in an online course. Major program students are limited to a maximum of 12 hours of Liberal Arts credit to apply to general education requirements. Major students who enroll in 13 or more credit hours of Liberal Arts are considered to be fulfilling the general education requirements through the Liberal Arts program and therefore must complete all the credits in the program.
Application for Graduation

Procedure

A student should consult with his/her academic advisor prior to the application deadlines for graduation to assure that all requirements are fulfilled. Students are required to meet with their academic advisor to complete an application for graduation. AU graduation applications can be found via their MyJudson account under the Student Services for Adult and Graduate students folder (left-hand column).

Students must complete the application for graduation and attach a copy of their Degree Audit one year prior to their planned graduation.

Applications for graduation must be signed by the academic advisor and are to be sent to the Registrar’s Office, Attn: Graduation Auditor. No late applications will be accepted.

Credit Requirements for Graduation

To be eligible for graduation, a student must have completed the following:

- A minimum of 120 semester hours.
- A maximum of 8 semester hours in physical activity courses may be applied to degree requirements.
- A maximum of 8 semester hours in applied music and/or theatre courses may be applied to degree requirements.
- A minimum cumulative GPA of 2.00 or higher.
- A minimum GPA of 2.00 or higher in major program courses.
- Successful completion of all major program courses (no major program courses may be exempted or taken at another college).
- A maximum of 30 semester hours of military coursework may be applied to degree requirements.
- A maximum of 30 semester hours of PLA credit may be applied toward degree requirements.
- A maximum of 30 semester hours of DSST/SAM/CLEP credit may be applied toward degree requirements.

Course Requirements for Graduation

I. General Education course requirements, 24-25 hours*

- English Composition (6 hours) (Grades for English Composition courses must be a C or higher. Grades lower than a C will not meet the General Education requirement for English Composition).
- Humanities (6 hours)
- Fine Arts (3 hours)
- Social Sciences (6 hours)
- Math (3 hours) or Science w/Lab (4 hours)

II. Major-See course cycle for individual major course requirements.
III. Electives-To reach a minimum of 120 semester hours

* General Education course requirements may be fulfilled by an Associates of Arts or Science and/or a Bachelor's degree from an accredited college or university or by completing the Associate of Arts/Liberal Arts program.

Academic Planning Prior to Graduation

Students may not do any alternative credit during the term in which they plan to graduate. No credit will be awarded for alternative credit and it will not count toward degree requirements. AU students are responsible for checking and following the AU Deadlines for Commencement form for the term in which they plan to commencement. Students may not transfer courses in the semester in which they plan to graduate. No credit will be awarded for the courses and will not count toward degree requirements.

Grade Point Average (GPA) Requirement

Minimum of 2.00 both in cumulative GPA and major GPA.

Academic Residence Requirements

Students who have matriculated to Judson University must complete an application for advanced approval to transfer courses in and include course descriptions for the course(s) that are seeking approval. The student must secure approval from both the academic advisor and The Registrar's Office before registering for a course at another institution. This procedure is for the student's protection. Failure to follow this procedure will result in non-transferable credit. After earning 90 semester hours, a maximum of 10 semester hours may be transferred and applied to degree requirements.

Letters of Completion

All degree candidates who complete coursework after the Spring Term will participate in the next fall ceremony. Upon their course completion, they may request a Letter of Completion stating that they have met all graduation requirements, and a similar comment line will be recorded on their transcript. Their degree date will be that of the December ceremony date.

Diplomas/Conferral Date

Diplomas will be issued for each student who has completed all requirements for their undergraduate degree. Conferral dates coincide with commencement dates with an additional conferral date in August. Diplomas will not be issued for each major/minor completed in the undergraduate program. Lost or destroyed diplomas will be replaced with a written request along with a $25.00 replacement fee to the Registrar's Office.
Grading Policy and Honors

Honors

GRADUATION HONORS

Students must complete a minimum of 60 earned graded hours at Judson University to be considered for graduation honors. Students who transfer to Judson must maintain the minimum cumulative GPA both in work at Judson and in all previous college work.

Graduation cum laude: 3.50-3.69 summary GPA
Graduation magna cum laude: 3.70-3.84 summary GPA
Graduation summa cum laude: 3.85-4.00 summary GPA

DEAN'S LIST

At the end of each term, academic honors and standings are calculated. Degree-seeking students achieving a 3.55 or higher semester GPA based on 12 or more earned graded hours are recognized after the end of each term. Pass-fail credit can not be used to meet the 12 or more semester hour requirement. Students with grades of I or NR are not considered for the Dean's List until their final grades are received. Non-degree seeking students are not eligible for the Dean’s List.

ALPHA SIGMA LAMBDA

Alpha Sigma Lambda (ASL) is a national honor society that recognizes the academic achievements of top performing adult students.

AWARDS

The Professional Studies Student Service Award is conferred upon eligible graduates from the School of Business and Professional Studies at graduation.

Judson's Grading System

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*Not calculated in the grade point average.

**Transcript Columns Interpretation**

- **Earn** – total semester hours earned that apply toward graduation requirements.
- **Pass** – total hours passed including hours that apply toward graduation requirements along with courses passed that are not applicable to degree requirements. **Quality** – total Judson hours passed and/or attempted that receive grade points (includes F, WF, and AWF).
- **Points** – total number of grade points earned by all quality hours.
- **Grade Point Average (GPA)** – a measure of a student’s performance. The quality of a student’s coursework is indicated by a session GPA. The quality of work through one or more semesters is indicated by a cumulative GPA which includes all Judson courses. A summary GPA includes all transfer work as well as Judson work.

**Example:**

- **Sess** – current Judson University session
- **Cum** – cumulative Judson University sessions
- **Sum** – cumulative Judson University and transfer course sessions

A semester GPA is calculated by:

1. Multiplying the number of grade points equivalent to the letter grade by the number of semester hours for that course.
2. Adding the semester hours of all courses with grades from A through F, WF and AWF.
3. Adding the grade points received in all courses during the semester.
4. Dividing the total number of grade points by the total number of semester hours.

Refer to the example below to calculate the semester GPA. ESS 101 is excluded because the grade is W and BST 221 is excluded because the grade is P. Divide the 37 grade points by 15 semester hours for a semester GPA of 2.46. The cumulative GPA is determined by the same process using all A through F, WF, and AWF grades received in all courses taken at Judson University. In the example, MAT 081 is excluded because the course is below 100 level. After excluding MAT 081, 12 semester
hours and 28 grade points remain. To calculate the cumulative GPA, divide the 28 grade points by 12 semester hours for a cumulative GPA of 2.33.

Repeating a course

Students may repeat a course in which they received a grade lower than C. The attempt with the highest grade will be used to compute the cumulative GPA and apply to semester hours earned for graduation. The course with the lower grade will no longer calculate in the cumulative GPA, but will not be removed from the student's record.

Grade of Incomplete

Incomplete grades will be issued only for extenuating circumstances. All incompletes must meet three criteria:

1. The student must have completed at least 75% of the course work
2. There must be an unusual problem that kept the student from completing the work
3. The student may not be a graduating senior. A student may petition the instructor for a grade of incomplete if they meet the above criteria. The student is responsible for completing the Incomplete Request Form, securing the necessary signatures and documentation, and submitting it to the instructor. The maximum allowable time in which to finish an incomplete is by the end of the sixth week after the course's original end date. The day after the designated due date, the registrar's office will issue a grade of "F" if the grade has not been submitted.

Grade Grievance

Any student has the right to appeal a questioned grade to the course instructor in writing, if the student believes the instructor has miscalculated the grade, or has not given reasonable and timely assessment of the student's course assignments. The appeal process must conclude within six weeks of the start of the appeal. Grade changes submitted after the six-week deadline will not be processed.

A procedure has been established for resolving those occasions when a student actively disagrees with the grade received in a course.

- No later than two weeks after the student's receipt of the grade report listing the questioned grade, the student must confer with the instructor. If a grade inaccuracy is determined, the instructor will process a grade-change request. Grade changes must be submitted within four weeks of the start of the appeal.
- If agreement cannot be reached, the student may appeal to the division chair in writing. If the division chair can mediate an agreement between the student and instructor, a grade-change request may be processed. If no agreement can be reached, or if the instructor is also the division chair, the next step is applicable.
- The student may appeal the decision to the Provost in writing. The Provost shall investigate and render a decision. A decision by the Provost either to change the grade or leave it as it is, will be considered final.
- Approved by the Provost.

Verification

Verification of attendance for students receiving financial aid will be sent on request to agencies supplying that aid. Student verification letters are available on the student's web page. You may also contact the Registrar's Office at ext. 1160.
Pass/No Credit Option (P/NC)

To encourage students to diversify their enrollments, the University has established a pass/no credit elective option which can be exercised according to the following guidelines:

1. To receive a "P" grade, students must have performed at least at the level of "C" (2.00) or above.
2. Students may exercise this option for a limited number of elective credits applied toward the bachelor's degree, according to their classification at entrance to Judson: Freshman - 12 credits Sophomore - 9 credits Junior - 6 credits Senior - 6 credits
3. No more than one P/NC course may be taken per term.
4. This option cannot be used for required courses in the major or minor (except those taught only P/NC).
5. This option cannot be used for general education requirements.
6. For students transferring to Judson, "Pass" credits will not be accepted for major, minor or general education requirements. It is not applicable to CLEP and AP exam scores.
7. The Pass/No Credit approval form must be on file in the Registrar's Office by the end of the first week of classes of the semester the student wishes to exercise the P/NC option.

Incomplete Grade Policy

Incomplete grades should be issued only for extenuating circumstances. All incompletes must meet three criteria: 1) the student must have completed at least 75% of the course work, 2) there must be an unusual problem that kept the student from completing the work, and 3) the student may not be a graduating senior.

Valid reasons for issuing a grade of incomplete may include: long term health problems or hospitalization, as verified in writing by the student's attending physician; family or personal emergency as approved by the Chair for your major; or extreme circumstances that are beyond the planning and control of the student.

Invalid reasons include: the student did not make good use of his/her time and needs more time to complete the coursework, the student had a heavy work schedule that prevented completion of the coursework, or the student did not contact the instructor.

A student may petition the instructor for a grade of incomplete if they meet the above criteria. All incompletes must be requested before the end of the course, with enough time left for the student to actually complete the coursework if the instructor rejects the request. If the student waits until the end of the course to make the petition, he/she runs the risk of the instructor rejecting the request and it will then be too late for the student to finish the work. The instructor will then be forced to issue an "F" (or whatever grade the student has earned at that point).

The student is responsible for completing the Incomplete Request Form, securing necessary signatures and documentation, and then submitting it to the instructor. The maximum allowable time in which to finish an incomplete is by the end of the sixth week after the course's original end date. The day after the designated due date, the Registrar's Office will issue a grade of "F" if he grade has not been submitted.
Classification of Students

Enrollment Load

Twelve semester hours is the minimum enrollment load to be classified as full time. Less than 12 hours is classified as part time: 9, 10 or 11 semester hours is three-quarter time; six, seven or eight semester hours is half time; fewer than six semester hours is less than half time.

Enrollment for more than 18 semester hours constitutes an overload and is permitted only for students with a cumulative GPA of 3.00 or higher. Exceptions must be approved by the registrar or designee. Hourly rate tuition is charged for overloads. Some services provided by students are awarded a semester credit hour but are not included in the credit hour count for overload. Examples are: Peer Tutoring Seminar, Communications Workshop, and several musical ensembles.

Year in university

Students are classified according to the credit hours they have accumulated.

<table>
<thead>
<tr>
<th>Semester Hours</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-27.99</td>
<td>Freshmen</td>
</tr>
<tr>
<td>28-59.99</td>
<td>Sophomores</td>
</tr>
<tr>
<td>60-89.99</td>
<td>Juniors</td>
</tr>
<tr>
<td>90 or more</td>
<td>Seniors</td>
</tr>
</tbody>
</table>
Dishonesty and Plagiarism

Honesty in all matters is a valued principle at Judson University. Members of this community of learners - students, faculty, staff, and administrators are expected to treat each other as trustworthy, honest, and honorable.

Any form of academic dishonesty, which includes cheating, plagiarism, and falsification of documents, constitutes a serious breach of trust. No form of academic dishonesty will be tolerated.

Plagiarism is the use of another's words, information or ideas without giving credit to that person. This includes copying, quoting, paraphrasing, or taking an idea from published or broadcast materials or from another individual. Plagiarism is dishonest and can be illegal. It is the student's responsibility to be careful and meticulous when taking notes and documenting sources. Unintentional plagiarism may still be considered stealing someone else’s work or misrepresenting it as one’s own. Further, it is the responsibility of the student to follow the appropriate style of documentation as determined by the instructor or program. If the student has any questions regarding the appropriate style of documentation, the student must be certain to ask his or her instructor.

Policy and Procedure:

1. A student suspected of cheating or plagiarism will receive a zero for that particular paper, assignment or exam. A written incident report will be sent to the appropriate administrator: Vice President of Student Development for traditional students and the Dean of Business and Professional Studies for AU/non-traditional students with a copy sent to the Chief Academic Officer.

2. The student will have an opportunity to demonstrate or prove that he or she did not cheat or plagiarize, but must appeal the charge in writing within two business days of the receipt of notification of the instructor. This appeal to the instructor may be submitted to the instructor via fax or email.

3. If the student is guilty of cheating or plagiarism and the student admits his or her guilt, the instructor has the discretion to:
   a) let stand the zero or F for the paper, assignment, or exam.
   b) require the student to redo the project or something similar to it, assessing an appropriate penalty. The instructor may also assess an additional 10% penalty against the student’s final grade.

4. If the student is guilty of cheating or plagiarism and the student refuses to admit his or her guilt, the instructor has two options. First, the instructor may allow the zero to stand and assess an additional 10% penalty against the student's final grade. Or, the instructor may assess a zero or F for the entire course. The instructor may decide to assess a zero or F for the entire course especially if the paper, assignment or exam is a cumulative or comprehensive requirement of the course.

5. Once the appeal has been decided, a follow-up written report will be sent, as appropriate, to the Vice President for Student Development or the Dean of Business and Professional Studies with a copy sent to the Chief Academic Officer.

6. Should there be a second offense of cheating or plagiarism, in the same course or in any other course, the student may be subject to expulsion from the University, and in the case of fraud, appropriate legal action.

7. Further appeals may be heard by the Provost or the Dean of Business and Professional Studies. Final appeals may be heard by the Campus Judiciary Committee, whose decision is final.
Student Services

The Student Services team seeks to minister to the whole student, facilitating and supporting students to become successful, resourceful adult learners. Services and resources are available to assist students in their academic, personal, emotional, spiritual and career growth and development. We provide services and resources in three main areas:

1. Academic advisement and counseling
2. Communication between students and the program
3. Career development and transition counseling

Every student takes a course entitled, "Principles of Adult Learning." This course enables students to identify the academic, professional, and personal skills they bring to the learning experience and to integrate a rich variety of strategies and tools for lifelong learning in all aspects of their lives. Students also have the opportunity to identify resources and establish an Academic Plan for their educational journey at Judson University.

Students who meet eligibility requirements may receive academic recognition through Alpha Sigma Lambda National Honor Society, Judson Graduation Honors and AU graduation awards.

Transcript evaluation and financial aid counseling are available through the Registrar's Office and Financial Aid Office. AU students are invited to attend the academic and athletic activities, guest lectures and workshops, etc. as noted on the Judson University web page. For information about our Student Success Center, please click on the [http://www.judsonu.edu/content.aspx?id=16636](http://www.judsonu.edu/content.aspx?id=16636).

MyJudson

The Following features are available within MyJudson:

- Your Financial Aid
- Your Academic Record (Judson and Transfer Courses)
- Your Biographical Information
- The Judson University Course Catalog/Class Schedule Listings
- Your Degree Audit
- Your Grades
- Your Student Schedule
- Student Forms

If you access MyJudson from a public area, be sure to close the browser before you leave the computer. All questions related to your student academic record should be directed to the Registrar's Office at 847-628-1155.

Communication with Students
Important information from various administrative officers is normally communicated to students via the student's Judson University email. All current Judson University students are provided with an email and MyJudson account. All students are responsible for regularly checking both their Judson email account and their academic and schedule information via MyJudson.

**Academic Advising**

Every student is assigned an academic advisor. The academic advisor assists students in establishing their education plan for completing their degree. Academic advisors are available to answer questions about completing degree requirements. Contracts can be made by email, phone, or by individual appointment. Students are to consult with their academic advisor at least 16 weeks prior to graduation to assure that all requirements are fulfilled.

**Student Identification Cards**

Student I.D. cards are prepared and issued by the end of the first term course. They are needed when cashing checks, using the Fitness center, Library, and participating in campus student activities. There is a replacement fee if an I.D. card is lost.

**Change of Address/Information**

Students who change their address, telephone number, or name are required to make the changes in their MYJUDSON page.

**Campus Services for Students**

**Bookstore**

Located on the Elgin campus, the bookstore offers textbooks, supplies, apparel, gifts, cards, and confections. The bookstore is located on the lower level of the Lindner Commons. All major credit cards are accepted. For information and bookstore hours, call 847-628-2066. Shop online at www.neebo.com/judson-university#

**Computer Facilities**

Professional Studies students are welcome and encouraged to use the computer facilities located in the Student Success Center on both the Elgin and Rockford campuses. All computers are connected to the Internet and offer a variety of software, including Microsoft Office Suite. Students may not load personal software onto the computers and should keep their work saved on a flash drive, since folders are regularly purged.

**Library**

The primary mission of the library staff is to give personalized attention through class instruction, individual appointments, and proactive reference help. Through the interlibrary loan service, the library staff is capable of obtaining virtually any book or periodical from other libraries, if given enough time to fulfill the request. The library sends and receives books throughout the state, country, and the world. Students are personally responsible for the proper use and timely return of all interlibrary loan materials, including fines charged by the lending libraries for overdue materials, not only at Judson University, but also at other Illinois academic libraries.

**Fitness Center**

Students can use their I.D. cards as their fitness center pass. For further information, contact the fitness center at 847-
Campus Safety

The mission of Judson University Campus Safety is to protect and serve the student body, faculty, staff, and guests of Judson University. Officers are on duty 24 hours a day. Officers are trained in First Aid and CPR, as they are the officially designated campus Medical First Responders.

Vehicles

When Professional Studies students attend orientation, they will also register their vehicle(s) so they may park at the Elgin campus (a proof of current auto insurance must be provided). A parking sticker and "The Judson University Parking and Traffic Regulations" will be issued at that time. All vehicles parked or operated on the Elgin campus must be registered and display the parking sticker in the lower left hand side of the back window. A fee of $75 will be charged to any student who fails to register his/her vehicle.

Spiritual Enrichment/Chapel

The Professional Studies video chapel, The King's Errand, provides a brief scriptural devotional thought, and may be accessed through the Judson website.

Inclement Weather

If conditions warrant either closing the university (traditional and adult classes) or a delay in opening, we will contact the Emergency Closings Center which you can access at http://www.emergencyclosings.com/ . You may also call the Judson emergency closing phone number to check the status: 847-628-2542. There may be situations when the main campus has classes during the day, but the Professional Studies administration decides that inclement weather that has occurred during the day requires canceling evening classes. On questionable weather days, a decision will be made for Professional Studies classes by 3pm on weekdays, and 6am on Saturdays.
## Judson University Course Catalog

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5. **Human Services**
6. **Management & Leadership**
7. **Management Tech Systems**
8. **Prior Learning Program**

## Adult Prof Studies

<table>
<thead>
<tr>
<th>Course Title &amp; Number</th>
<th>Course Description</th>
<th>Course Offered</th>
<th>Course Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART210 Visual Culture</td>
<td>This course engages the student in the discovery, examination, analysis, and discourse with the visual culture of Western Civilization as manifested in five categories: fine arts, applied arts, commercial art, folk art and craft, and popular art. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td></td>
<td>Hours: 3.00</td>
</tr>
<tr>
<td>BUS302 Critical Thinking, Research and Writing</td>
<td>This course develops analytical writing and critical thinking skills within the context of business and organizational leadership and provides the basis of appropriate research techniques and skills necessary within the Judson University program. Pre-requisites: LDB101</td>
<td></td>
<td>Hours: 3.00</td>
</tr>
<tr>
<td>BUS306 Strategic Management</td>
<td>This course applies management principles and the relationship to organizational decision making. Also emphasizes strategic planning, implementation, and evaluation.</td>
<td></td>
<td>Hours: 3.00</td>
</tr>
<tr>
<td>BUS309 Interpersonal Effectiveness</td>
<td>This course applies effective communication practices and principles to impact individuals, teams, and organizations. Pre-requisites: LDB101</td>
<td></td>
<td>Hours: 3.00</td>
</tr>
<tr>
<td>BUS330 Managerial Budgeting and Acctng</td>
<td>This course applies managerial accounting relevant to the business decision making process. Also explores the techniques of budgeting and cost/profit analysis. Pre-requisites: LDB101</td>
<td></td>
<td>Hours: 3.00</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Description</td>
<td>Hours:</td>
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<tr>
<td>BUS342</td>
<td>Organizational and Corporate Finance</td>
<td>This course studies the role of finance in a corporation, financial markets, financial analysis and planning, and capital budgeting. Covers cost of capital, capital structure, working capital and its management, and the sources of long-term capital. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>BUS350</td>
<td>Technology Management</td>
<td>This course reviews management issues and technologies needed to understand to effectively deal with the rapidly changing world of technology. Emphasizes application to management and leadership decision making.</td>
<td>3.00</td>
</tr>
<tr>
<td>BUS351</td>
<td>Consumer Behavior</td>
<td>This course introduces students to the variables that influence the decisions of individuals or groups to have or consume goods and services. They also will learn how producers of goods and services use these variables to influence consumer choices of goods and services.</td>
<td>3.00</td>
</tr>
<tr>
<td>BUS365</td>
<td>Professional Selling</td>
<td>This course is skill based and examines the elements of professional selling including buyer behavior, prospecting, needs analysis, relationship management, handling objections, closing, follow-up and organizing time.</td>
<td>3.00</td>
</tr>
<tr>
<td>BUS374</td>
<td>Economics</td>
<td>This course presents the principles and theories of micro and macroeconomics. It also explores its application to organizations, including decision making. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>BUS376</td>
<td>Financial Accounting and Analysis</td>
<td>This course will focus on financial accounting, and management's use of it. It covers analysis techniques and applications for organizations and corporations. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>BUS378</td>
<td>Business Law</td>
<td>This course covers the legal environment of business. Topics include areas of law relevant to business operations, general legal, environment, and employment issues. Pre-requisites: LDB101</td>
<td>3.00</td>
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<tr>
<td></td>
<td>An overview of project management consisting of: understanding what a project is and the various phases of a project; evaluating the project</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Description</td>
<td>Hours</td>
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<tr>
<td>BUS411</td>
<td>Project Management</td>
<td>against organizational objectives, cost-benefit and systems impact criteria; developing an implementation plan to meet organizational and project objectives; identifying barriers such as resistance to change; dealing with conflict management; and identifying style as it relates to project management. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>BUS421</td>
<td>Leading Innovation</td>
<td>This course focuses on creating a culture of innovation within an organization. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>BUS485</td>
<td>Business Capstone</td>
<td>This course synthesizes content learned during the business and leadership programs. It includes the assemblage of a learning portfolio to demonstrate mastery of learning outcomes and integrating learning outcomes into a comprehensive, applied project.</td>
<td>3.00</td>
</tr>
<tr>
<td>BUS496</td>
<td>Business Administration Portfolio</td>
<td>Provides a capstone of students' major experience through the assemblage and organization of a portfolio of work demonstrating mastery of the Business Administration learning outcomes. Portfolios present evidence of students' understanding of key theories, as well as application of these theories. Portfolios are also appropriate for students to share with current or prospective employers. Pre-requisites: LDB101</td>
<td>1.00</td>
</tr>
<tr>
<td>CMM295</td>
<td>Communications Management Internship</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>CMM309</td>
<td>Applied Communications Theory</td>
<td>Reviews the theories and practices for three main genres of communications: communication studies, mass communication and public relations. Explores the interrelationships among traditional and emerging theories, as well as their application and role in society. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>CMM311</td>
<td>Media Writing and Techniques</td>
<td>Emphasizes the skills necessary for writing, producing, and distributing a variety of communication materials through traditional and social media. This section is intended for Adult Professional students.</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Description</td>
<td>Hours</td>
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<tr>
<td>CMM321</td>
<td>Public and Media Relations</td>
<td>Covers the practice of public relations and explores how to build effective relationships with the media. Provides a multi-disciplinary approach that addresses traditional and new media considerations. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>CMM328</td>
<td>New Media Investigation and Application</td>
<td>Investigates the use of new media within society and organizations. This course explores the application of a variety of new media, including blogging, wikis, social media sites, and podcasting. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>CMM332</td>
<td>Evaluating and Interacting with Design</td>
<td>Provides understanding of the ways design enhances communication and offers an overview of standard design software. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>CMM360</td>
<td>Conflict and Negotiation</td>
<td>Examines the role of communication in managing conflict and negotiation. Topics include types of conflict, creating constructive dialogue, and negotiation strategies and outcomes. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>2.00</td>
</tr>
<tr>
<td>CMM458</td>
<td>Leading Creative People and Projects</td>
<td>Explores the unique perspective of leading creative individuals and teams and managing the creative production process for promotional communication projects. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>CMM465</td>
<td>Strategic Planning for Communications</td>
<td>Prepares students to use analytical and administrative skills to strategically plan, manage and execute communication campaigns. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Description</td>
<td>Notes</td>
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<tr>
<td>CMM470</td>
<td>New Media and Public Relations Strategies</td>
<td>Examines the strategic use of new media in public relations and promotion. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>Hours: 3.00</td>
</tr>
<tr>
<td>CMM483</td>
<td>Innovation</td>
<td>Focuses on the cultivation of design thinking for innovation. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>Hours: 1.00</td>
</tr>
<tr>
<td>CMM485</td>
<td>Communications Mngmnt Capstone</td>
<td>Integrates the learning outcomes of the communications management major into a final comprehensive, applied project. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>Minimum Hours: 0.00 Maximum Hours: 2.00</td>
</tr>
<tr>
<td>CMM496</td>
<td>Communications Mngmnt Portfolio</td>
<td>Provides a capstone of students' major experience through the assemblage and organization of a portfolio of work demonstrating mastery of the Communications Management learning outcomes. Portfolios present evidence of students' understanding of key theories, as well as application of these theories. Portfolios are also appropriate for students to share with current or prospective employers. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>Minimum Hours: 0.00 Maximum Hours: 1.00</td>
</tr>
<tr>
<td>COM101</td>
<td>Effective Communication I</td>
<td>Explores the use of communication skills and strategies in academic and professional contexts. This course introduces the fundamentals of effective writing and effective speech as well as research methodologies and use of APA style. Much of the writing done and begun in this course is revisited and continued in Effective Communication II. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>Hours: 4.00</td>
</tr>
<tr>
<td>COM102</td>
<td>Effective Communication II</td>
<td>Continues to explore the use of effective communication skills and strategies in academic and professional contexts. The primary emphases are</td>
<td></td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Description</td>
<td>Days</td>
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<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>COM102</td>
<td>Effective Communication II</td>
<td>Persuasive speaking and writing, the revision process, and research-based, APA-formatted, academic writing. This course follows Effective Communication I. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td></td>
</tr>
<tr>
<td>COM111</td>
<td>Business Writing for Professionals</td>
<td>This course covers correct format, style and presentation of a variety of written business communications regularly used. In the process, students will increase awareness of how they present themselves in written and verbal communication. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>Every Semester</td>
</tr>
<tr>
<td>ENG225</td>
<td>Literature of Spirituality</td>
<td>This course introduces the intellectual and spiritual riches that our civilization has inherited through great men and women of faith through a critical study of selected classics of Western spirituality. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td></td>
</tr>
<tr>
<td>ENG267</td>
<td>Literature, Life, and Ideas</td>
<td>This course examines a set of well-known works drawn from the principal literary genres. Students will read each work closely with an instructed understanding of the basic principles of literary engagement. A weekly sequence of online and in-class discussions followed by response essays helps the student gain progressive confidence in the tasteful study of literature, inspiring a habit of ongoing reading. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td></td>
</tr>
<tr>
<td>ESS145</td>
<td>Wellness For Life</td>
<td>This course focuses on the dimensions of wellness, which includes physical, spiritual, emotional, social and intellectual. An emphasis will be on awareness, understanding and a conscious effort to develop and balance each of these dimensions. Topics such as stress management, nutrition, alcohol and substance abuse will be covered.</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Description</td>
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</tr>
<tr>
<td>GEN101</td>
<td>Faith and Learning I</td>
<td>Challenges students to understand what it means to attend a Christian liberal arts college; focuses on holistic development. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td></td>
</tr>
<tr>
<td>GEN102</td>
<td>Faith and Learning II</td>
<td>This course continues to challenge students to understand what it means to attend a Christian liberal arts college; focuses on holistic development; serves as conclusion to liberal arts program. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td></td>
</tr>
<tr>
<td>GEN105</td>
<td>Survey of the Bible</td>
<td>This course presents a historical overview of the Bible—from Creation in the book of Genesis to Consummation in the book of Revelation. Students will study the key events, people, themes, and doctrines that emerge throughout the Bible's storyline. Pre-requisites: LDB105</td>
<td></td>
</tr>
<tr>
<td>GEN126</td>
<td>Foundation of the Spiritual Life</td>
<td>This course explores the foundations, processes, and practices of spiritual growth and development. Students will be encouraged to reflect on their own spiritual experiences, history, and traditions in light of the Christian tradition. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td></td>
</tr>
<tr>
<td>GEN301</td>
<td>Becoming a Successful Student</td>
<td>Enables students to identify the academic, professional, and personal skills they bring to the learning experience and to integrate a rich variety of strategies and tools for lifelong learning in all areas of their lives. Students also have the opportunity to identify resources - academic and personal-available to them if they choose to enroll in the adult undergraduate program at Judson. NOTE: Must earn a minimum grade of C Successful Student Book Fee: $100.00</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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</tr>
<tr>
<td>HRM351</td>
<td>Human Resource Management</td>
<td>Studies the principles, theories and responsibilities needed to become a human resource professional. Students are introduced to key concepts and practical approaches to problem solving from a human resource perspective. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>HRM353</td>
<td>Legal Aspects of HR Management</td>
<td>Explores the basic legal aspects of employer/employee relations as they relate to employee hiring and employee terminations. Students study various federal and state regulations, Title VII, the Civil Rights Act, the ADA, and sexual and age discrimination laws. These controversial issues are examined from both the employer's perspective and the employee's. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>HSC297</td>
<td>Field Experience in the Human Services I</td>
<td>Provides supervision of skill development and an introduction to the network of community services. Students fulfill 120 clinical hours at a human services agency and participate in three seminars. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>HSC312</td>
<td>Foundations of Human Services</td>
<td>Explores the range of human problems and ways in which care is provided for the whole person, surveying community resources and developing an understanding of the ways in which human services are carried out in various settings, including secular and faith-based agencies, as well as exploring the role of the human services professional within these settings. Ethical issues in human services practice are also examined. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
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<td>Focuses on human development and behavior within various social systems, including the conditions needed for optimal growth and development, and the application of this knowledge</td>
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<tr>
<td>Course Code</td>
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<td>Pre-requisites</td>
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</tr>
<tr>
<td>HSC314</td>
<td>Human Behavior and Social Environment</td>
<td>The course uses an ecological perspective in understanding what influences human behavior across diverse backgrounds and contexts. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td></td>
</tr>
<tr>
<td>HSC315</td>
<td>Applied Psychology</td>
<td>In this course, students will learn key concepts in psychology and apply them to individual, community, and organizational settings. Students will explore the application of psychology in various disciplines. As a result, students will begin to develop skills that will further their career goals and further learning. Pre-requisites: LDB101</td>
<td></td>
</tr>
<tr>
<td>HSC318</td>
<td>Interpersonal Communication and Relationships</td>
<td>This course will equip students with effective communication skills that will help them build healthy relationships on a personal and professional level. Students will learn how to interact with others and resolve conflict in a peaceful, loving manner. Pre-requisites: LDB101</td>
<td></td>
</tr>
<tr>
<td>HSC320</td>
<td>Life Span Development</td>
<td>Reviews developmental changes from conception to old age with particular attention to the physical, emotional, cognitive and social needs of each age group and the methods of addressing those needs. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td></td>
</tr>
<tr>
<td>HSC321</td>
<td>Psychological Disorders</td>
<td>Studies deviant patterns of behavior and their social significance, including such topics as compulsion and obsession, antisocial personality disorder, depression, schizophrenia, substance abuse, and disorders causing relational problems. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td></td>
</tr>
<tr>
<td>HSC327</td>
<td>Psych Test and Measurement</td>
<td>This course examines assessment of behavioral characteristics by studying and using selected intelligence, personality, achievement and diagnostic tests.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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</tr>
<tr>
<td>HSC328</td>
<td>Social Welfare Policy</td>
<td>Examines current social welfare policy and programs and how the history of social welfare has influenced current social policy and human services practice. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>HSC331</td>
<td>Brain Development, Dynamics and Disabilities</td>
<td>This course examines the development of the human brain identifying the human capabilities resulting from the developmental process. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>HSC342</td>
<td>Individual Practices and Interventions</td>
<td>Examines the roles, tasks, and functions of the human service practitioner, including the theoretical foundation of various human service interventions with individuals and families. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>HSC343</td>
<td>Group Practices and Interventions</td>
<td>Examines the roles, tasks, and functions of the human service practitioner, including the theoretical foundation of various human service interventions with groups and families. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>HSC345</td>
<td>Applied Social Psychology</td>
<td>This course will introduce students to the basic theories and research methods in social psychology, which is the scientific study of how individuals think, influence, and relate to one another. Major topics include self-concept formation, social beliefs, conformity, persuasion, group influence, interpersonal attraction, and conflict. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>HSC350</td>
<td>Applied Field Experience</td>
<td>Pre-requisites: LDB101</td>
<td></td>
</tr>
<tr>
<td>HSC357</td>
<td>Advocacy and Social Justice</td>
<td>This course explores the various dimensions of human diversity and at-risk groups within our society, the history of vulnerable groups, and theories of social oppression. This section is intended for Adult Professional students only.</td>
<td>3.00</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>HSC365</td>
<td>Cultural Competence: Divergence or Deviance</td>
<td>This course explores concepts related to the development of acquiring competence in counseling individuals from various cultures and ethnic backgrounds in the human services. Includes an evaluation of the interface between viewing human behavior from a perspective of cultural diversity versus one of deviance, particularly with regard to an evaluation of the nature of divergent behavior and the resultant effect on the individual and society as a whole. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>HSC382</td>
<td>Practice Perspectives in Older Adult Care</td>
<td>Expands students' knowledge of working with older adults in various practice settings. Students will develop the knowledge and skills necessary to work with older adults, their families, agencies, communities, and different cultures. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>HSC392X</td>
<td>Research Design and Analysis</td>
<td>Explores the use of research in human service settings, including research design, data collection and analysis, and presentation findings. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>HSC420</td>
<td>Applied Positive Psychology</td>
<td>Historically, psychology has focused on maladaptation and abnormalities in the human psyche. In recent decades, the field has focused on optimal functioning, which includes happiness and life satisfaction. Studying human behavior from a strengths perspective will enable students to overcome challenges positively and develop a zest for life that will draw others to Christ. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>HSC425</td>
<td>Applied Psychology</td>
<td>This course provides a concluding, integrated experience for all Applied Psychology majors. Students will demonstrate their mastery of the learning outcomes associated with the major by</td>
<td>3.00</td>
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<tr>
<td>HSC430</td>
<td>Statistical Theories and Applications</td>
<td>Analyzes parametric and nonparametric statistics commonly used in the human services. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>HSC440</td>
<td>Not-for-Profit Management</td>
<td>Explores the practical aspects of effective management in not-for-profit human service agencies. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>HSC472</td>
<td>Legal and Ethical Issues in Human Services</td>
<td>Examines principles and practices of ethical human service professionals, including: professional standards, laws related to service delivery, confidentiality, informed consent and privileged communication. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>HSC481X</td>
<td>Faith and Life Issues</td>
<td>Develops an understanding of biblical and other faith-oriented world views, with the implications and applications of these understandings to all dimensions of contemporary life. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>HSC492</td>
<td>Integrated Learning Capstone Course</td>
<td>The Integrated Learning Capstone Course integrates learning across the major from foundational to advanced level curriculum. The capstone course will allow the student to reflect back upon the knowledge and skills gained over the course of the program. Students will then apply their knowledge and skills in a practice setting focusing on human behavior, interventions, diversity, ethics, and advocacy and social justice by developing a proposal to establish a new program within a social services agency.</td>
<td>3.00</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>HSC496</td>
<td>Human Sciences Learning OutcomesPortfolio</td>
<td>Provides a capstone of students' major experience through assembling and organizing a portfolio of work demonstrating mastery of program learning outcomes within a Human Sciences major. Portfolios present evidence of students' understanding key theories, as well as application of these theories. Portfolios are also appropriate for students to share with current or prospective employers. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>1.00</td>
</tr>
<tr>
<td>LDB101</td>
<td>Principles of Adult Learning</td>
<td>This course enables students to identify the academic, professional, and personal skills they bring to the learning experience and to integrate a rich variety of strategies and tools for lifelong learning in all areas of their lives. Students have the opportunity to identify resources—academic and personal—available to them in the Adult Undergraduate (AU) Programs. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>1.00</td>
</tr>
<tr>
<td>LDB105</td>
<td>Foundations of Adult Learning</td>
<td>Assists students considering or already meeting a life change, including a change of careers. Reading and exercises promote a logical and realistic personal assessment of one's professional and life skills in a way that promotes holistic adult growth and development within the Christian, liberal arts learning context. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>LDB122</td>
<td>Developing Your Life Mission</td>
<td>Enables students to learn to lead group and teams with an emphasis on improving listening and responding skills. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>LDB226</td>
<td>Leading Groups and Teams</td>
<td>Enables students to learn to lead group and teams with an emphasis on improving listening and responding skills. Pre-requisites: LDB101</td>
<td>1.00</td>
</tr>
<tr>
<td>LDB232</td>
<td>Decision Making</td>
<td>Presents effective ways to be better problem solver and decision maker individually or as part of a team. Pre-requisites: LDB101</td>
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<td>Course Code</td>
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<tr>
<td>LDB295</td>
<td>Internship</td>
<td>Provides a supervised, planned program of observation, participation, and study. Students work 40 clock hours for each credit hour, for a total of 80 clock hours for two required credit hours.</td>
<td>2.00</td>
</tr>
<tr>
<td>LDB322</td>
<td>Managerial Communications</td>
<td>Presents effective written and oral communication in organizations and corporations. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>LDB357</td>
<td>Principles of Mgmt and Ldrshp</td>
<td>Presents principles and theories of management and leadership. Also explores the relationship of ethics and business. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>LDB392</td>
<td>Research Methods</td>
<td>Provides foundational knowledge of appropriate research techniques and skills necessary to evaluate their use. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>LDB481</td>
<td>Faith and Life Issues</td>
<td>This course provides an opportunity to develop an integrated understanding of Biblical and other faith-oriented worldviews, with the implications and applications of these understandings to all dimensions of contemporary life. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>LDB495</td>
<td>Practicum</td>
<td>Challenges students to apply what they have learned in their major courses in practical work settings. A practicum may be completed at a student's place of employment or elsewhere. In either case, the practicum project is expected to go beyond the scope of the student's current duties.</td>
<td>2.00</td>
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This course applies management principles and the relationship to organizational decision making. Also emphasizes
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<th>Section Availability</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>LMM306</td>
<td>Strategic Management</td>
<td>Strategic planning, implementation, and evaluation. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>LMM309</td>
<td>Interpersonal Effectiveness</td>
<td>This course applies effective communication practices and principles to impact individuals, teams, and organizations. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>LMM323</td>
<td>Building and Working with Teams in a Healthcare Environment</td>
<td>This course presents the principles, theory, and application of teams in the healthcare profession. This course also explores the relationship that human resource plays in the healthcare profession. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>Every Fall and Spring</td>
<td>3.00</td>
</tr>
<tr>
<td>LMM325</td>
<td>Healthcare Managerial Accounting and Budgeting</td>
<td>Presents application of managerial accounting relevant to the business decision making process in a Healthcare setting. Explores the techniques of budgeting and cost/profit analysis. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>LMM326</td>
<td>Organizational Behavior and Development</td>
<td>This course applies principles of the psychology of work in organizations. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>LMM328</td>
<td>Diversity and Intergenerational Effectiveness</td>
<td>This course recognizes generational issues as one aspect of diversity. Focuses on the characteristics of Veterans, Boomers, Gen Xers, and Millennials, and the impact these characteristics have on the professional relationships that foster unity in healthcare organizations. Students will develop skills that will facilitate leading a multigenerational workplace and serving a multigenerational patient base. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>Every Fall and Spring</td>
<td>3.00</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>LMM329</td>
<td>Managing Change in a Healthcare Environment</td>
<td>Presents and discusses ideas to advance one's understanding of leading and managing change within a healthcare environment. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>LMM330</td>
<td>Managerial Budgeting and Acctng</td>
<td>This course applies managerial accounting relevant to the business decision making process. Also explores the techniques of budgeting and cost/profit analysis. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>LMM332</td>
<td>Conflict Management</td>
<td>Course provides students with knowledge about different conflict resolution processes, including cross-cultural mediation, negotiation, arbitration, and facilitation, with a goal toward common objectives. Pre-requisites: LDB101</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>LMM336</td>
<td>Human Resource Legal Aspects of Healthcare</td>
<td>This course presents theory and application relevant to understanding the legal aspects of healthcare from a leadership and human resource management perspective. This course also explores the vital role of human resources in the healthcare profession. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>Every Fall and Spring</td>
<td>3.00</td>
</tr>
<tr>
<td>LMM338</td>
<td>Effective Leadership</td>
<td>Presents principles and practices of leadership to effectively lead people and organizations in a rapidly changing world. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>LMM340</td>
<td>Leading Change in Organizations</td>
<td>This course gives various opportunities for organizations to change, this course presents and discusses ideas to advance one's understanding of leading and managing strategic change for optimal financial, operational, and behavioral performance. Pre-requisites: LDB101</td>
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<td>This course studies the role of finance in a corporation, financial markets, financial</td>
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<td>Course Code</td>
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<tr>
<td>LMM349</td>
<td>Organizational and Corporate Finance</td>
<td>This section is intended for Adult Professional students only. Pre-requisites: LDB101. Analysis and planning, and capital budgeting. Covers cost of capital, capital structure, working capital and its management, and the sources of long-term capital.</td>
<td>3.00</td>
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<tr>
<td>LMM350</td>
<td>Technology Management</td>
<td>This course reviews management issues and technologies needed to understand to effectively deal with the rapidly changing world of technology. Emphasizes application to management and leadership decision making. This section is intended for Adult Professional students only. Pre-requisites: LDB101.</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>LMM358</td>
<td>Marketing Management</td>
<td>Studies dimensions of marketing from a problem-oriented perspective. This section is intended for Adult Professional students only. Pre-requisites: LDB101.</td>
<td>3.00</td>
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</tr>
<tr>
<td>LMM422</td>
<td>Global Leadership</td>
<td>This course explores strategies for starting or leading a global enterprise by developing frameworks to enable managers and leaders to achieve organizational objectives. Pre-requisites: LDB101.</td>
<td>Varies</td>
<td></td>
</tr>
<tr>
<td>LMM425</td>
<td>Marketing Analytics</td>
<td>This course incorporates research techniques to investigate current marketing trends. Emphasis is placed on problem solving through data driven solutions. Pre-requisites: LDB101.</td>
<td>Varies</td>
<td></td>
</tr>
<tr>
<td>LMM455</td>
<td>Executive Management and Leadership</td>
<td>Integrates executive analysis and application of principles of strategic management and effective leadership in a corporate and organizational environment. This section is intended for Adult Professional students only. Pre-requisites: LDB101.</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>LMM496</td>
<td>Management and Leadership</td>
<td>Provides a capstone of students' major experience through the assemblage and organization of a portfolio of work demonstrating mastery of the Management and Leadership learning outcomes. Portfolios present evidence of students' understanding of key principles.</td>
<td>1.00</td>
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</tbody>
</table>
### Leadership Outcomes Portfolio

Theories, as well as application of these theories. Portfolios are also appropriate for students to share with current or prospective employers. This section is intended for Adult Professional students only. Pre-requisites: LDB101

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Pre-requisites</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MAT105</td>
<td>General Education Mathematics</td>
<td>Pre-requisites: LDB105</td>
<td>4.00</td>
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<tr>
<td>MISC</td>
<td>Misc.</td>
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### MKT335 New Media Platforms

This course investigates established and emerging new media platforms for promotional use within organizations. A focus on the technical use of these platforms is included within the course.

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>MKT335</td>
<td>New Media Platforms</td>
<td>This course investigates established and emerging new media platforms for promotional use within organizations. A focus on the technical use of these platforms is included within the course.</td>
</tr>
</tbody>
</table>

### MKT345 Integrated Mktg Communications

This course teaches the value of creating a consistent marketing message that will build a brand image for consumers. This course will explore internal and external communications in the form of advertising, publicity, packaging, and promotional items that are offered through mass media both hard copy and digital formats.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT345</td>
<td>Integrated Mktg Communications</td>
<td>This course teaches the value of creating a consistent marketing message that will build a brand image for consumers. This course will explore internal and external communications in the form of advertising, publicity, packaging, and promotional items that are offered through mass media both hard copy and digital formats.</td>
</tr>
</tbody>
</table>

### MKT361 Website Essentials for Marketers

The Website Administration, Usability and Design Course exposes students to the practical development of a website, including: basic HTML, basic CSS, Layout Standards, Accessibility, Usability Testing, SEO and diversified management. This is a project based class in which learning will occur through the practical development of two websites. Most importantly students will develop their sites as a component of larger marketing campaign program.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT361</td>
<td>Website Essentials for Marketers</td>
<td>The Website Administration, Usability and Design Course exposes students to the practical development of a website, including: basic HTML, basic CSS, Layout Standards, Accessibility, Usability Testing, SEO and diversified management. This is a project based class in which learning will occur through the practical development of two websites. Most importantly students will develop their sites as a component of larger marketing campaign program.</td>
</tr>
</tbody>
</table>

### MKT425 Marketing Analytics

This course incorporates research techniques to investigate current marketing trends. Emphasis is placed on problem solving through data driven solutions.

<table>
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<tr>
<th>Course Code</th>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MKT425</td>
<td>Marketing Analytics</td>
<td>This course incorporates research techniques to investigate current marketing trends. Emphasis is placed on problem solving through data driven solutions.</td>
</tr>
</tbody>
</table>

### MKT461 Digital Campaigns I

This course examines the strategic use of digital marketing within organizations and prepares students to create a digital marketing plan.

<table>
<thead>
<tr>
<th>Course Code</th>
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</thead>
<tbody>
<tr>
<td>MKT461</td>
<td>Digital Campaigns I</td>
<td>This course examines the strategic use of digital marketing within organizations and prepares students to create a digital marketing plan.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Description</td>
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</tr>
<tr>
<td>MKT462</td>
<td>Digital Campaigns II</td>
<td>This course prepares students to implement, manage, analyze, and optimize digital marketing campaigns.</td>
</tr>
<tr>
<td>MTS101</td>
<td>Word Processing</td>
<td>Provides detailed instruction on how to use Microsoft Word. Course projects include creating announcements, research papers, resumes and cover letters, tables, form letters, and newsletters. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
</tr>
<tr>
<td>MTS102</td>
<td>Spreadsheets</td>
<td>Provides detailed instruction on how to use Microsoft Excel. Projects include creating a worksheet; using formulas, functions, and formatting features; creating charts; creating data tables and amortization schedules; creating, sorting, and querying a worksheet; and creating templates and working with multiple worksheets and workbooks. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
</tr>
<tr>
<td>MTS104</td>
<td>Presentation Graphics</td>
<td>Provides detailed instruction on how to use Microsoft PowerPoint. Projects include using a design template and text slide layout to create a presentation, using the outline tab and clip art to create a slide show, using visual elements and presentation formats, delivering presentations to and collaborating with workgroups, working with macros and Visual Basic for Application, and creating a self-running presentation containing shapes. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
</tr>
<tr>
<td>MTS105</td>
<td>DataBases</td>
<td>Provides detailed instruction on how to use Microsoft Access. Projects include creating a database using design and datasheet views; querying a database using the select query window; maintaining a database using the design and update features; creating reports, forms and combo boxes; enhancing forms th OLE fields, hyperlinks, and subforms; and</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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</tr>
<tr>
<td>MTS106</td>
<td>Computer Skills</td>
<td>Provides basic, introductory instruction for using the Microsoft Office Suite of programs including Word, Excel, PowerPoint, and Access. Job assignments include practical tasks a student would use for college, work, or home. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
</tr>
<tr>
<td>MTS107</td>
<td>Desktop Publishing</td>
<td>Provides basic instruction on how to use Publisher. Projects include creating and editing a publication, designing a newsletter, preparing a tri-fold brochure for outside printing, personalizing and customizing publications with information sets, and creating business forms and tables. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
</tr>
<tr>
<td>MTS210</td>
<td>Advanced Software Applications</td>
<td>Introduces advanced features of software applications. In addition to learning these features, the student must use more critical thinking and problem-solving skills in order to complete the advanced assignments. This section is intended for Adult Professional students only. Pre-requisites: MTS102 &amp; MTS105 &amp; MTS101 &amp; LDB101</td>
</tr>
<tr>
<td>ORL326</td>
<td>Organiz Behavior and Development</td>
<td>This course applies principles of the psychology of work in organizations.</td>
</tr>
<tr>
<td>ORL328</td>
<td>Diversity and Intergenerational Effectiveness</td>
<td>This course recognizes generational issues as one aspect of diversity. It focuses on the characteristics of Traditionalists, Boomers, Gen Xers, and Millennials and the impact these distinct generational characteristics have on the professional relationships that foster unity and productivity in healthcare organizations. For example, students will explore communication preferences of each group and their effect on recruiting, motivating, training</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>ORL338</td>
<td>Diversity and Intergenerational Effectiveness</td>
<td>This course recognizes generational issues as one aspect of diversity. Focuses on the characteristics of Veterans, Boomers, Gen Xers, and Millennials, and the impact these characteristics have on the professional relationships that foster unity in healthcare organizations. Students will develop skills that will facilitate leading a multigenerational workplace and serving a multigenerational patient base.</td>
</tr>
<tr>
<td>ORL340</td>
<td>Leading Change in Organizations</td>
<td>This course gives various opportunities for organizations to change, this course presents and discusses ideas to advance one's understanding of leading and managing strategic change for optimal financial, operational, and behavioral performance.</td>
</tr>
<tr>
<td>ORL345</td>
<td>Leadership Theory/Application</td>
<td>This course provides an overview of leadership theories and their practical application within the marketplace.</td>
</tr>
<tr>
<td>ORL422</td>
<td>Global Leadership</td>
<td>This course explores strategies for starting or leading a global enterprise by developing frameworks to enable managers and leaders to achieve organizational objectives.</td>
</tr>
<tr>
<td>ORL442</td>
<td>Global Leadership</td>
<td>This course explores strategies for starting or leading a global enterprise by developing frameworks to enable managers and leaders to achieve organizational objectives.</td>
</tr>
<tr>
<td>SCM101</td>
<td>Scientific Ideas for the 21st Century</td>
<td>This course introduces some of the scientific ideas impacting human life in the 21st century, including the areas of genetic engineering, modern medicine, environmental problems, alternative energy sources, computers, robotics, communication, and transportation. This section is intended for Adult Professional students only.</td>
</tr>
<tr>
<td>Course Code</td>
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</tr>
<tr>
<td>SCM102</td>
<td>Scientific Ideas in Life Sciences that Impact the 21st Century</td>
<td>The course studies the fundamental principles and processes in selected topics in the Life Sciences such as the nature of life, evolutionary theory, environmental science, human biology and genetics. The course also investigates the issues related to these topics that affect the 21st century using inquiry-based, active learning experiences. Pre-requisites: LDB105</td>
</tr>
<tr>
<td>SOC220</td>
<td>Social Problems</td>
<td>This course, offered in the Adult format, examines how culture, social structure and social processes contribute to the problems in the society. Various strategies and interventions used to solve the different social problems in the groups to which adult students belong, are specifically reviewed and evaluated. Pre-requisites: LDB105</td>
</tr>
<tr>
<td>SPC230</td>
<td>Business Presentations</td>
<td>The course studies strategies and techniques for various methods of presentation to a variety of audiences in business settings. Planning, preparation and actual presentation style are a focus of the course. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
</tr>
<tr>
<td>SSC211</td>
<td>Contemporary Issues in Psychology</td>
<td>This course challenges students to develop a critical thinking approach to reading, discussing and writing about psychological writing. Specific content covers major issues in the field of psychology, including the place of values in research, the origins and treatment of mental illness, learning and intelligence, psychological assessment, personality, motivation and behavior, and relationships. Broader issues of nature vs. nurture and the influence of gender and culture will be considered throughout the course. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
</tr>
<tr>
<td>HIST401</td>
<td>History of Chicago</td>
<td>This course examines the historical construction of the city of Chicago, from its origins to the present day. In the</td>
</tr>
</tbody>
</table>
### The City in History: Chicago

Course, students analyze the influence of culture, social organization, politics and government, economics, and the built environment on urban society. Students also assess the role of the city in regional and national life, and investigate ways of thinking historically and sociologically about the city, with particular emphasis on employing a Christian worldview. This section is intended for Adult Professional students only. Pre-requisites: LDB101

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</thead>
<tbody>
<tr>
<td>SSC263</td>
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<td>3.00</td>
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</table>

### Communication Mgmt

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>CMM495 Communications Management Practicum</td>
<td>Challenges students already working in communications management to apply what they have learned in their major courses in practical work settings. A practicum may be completed at a student's place of employment or elsewhere. In either case, the practicum project is expected to go beyond the scope of the student's current duties. Students completing a major in Communications Management must successfully complete either CMM295 or CMM495.</td>
<td>Nontraditional 2016-2017</td>
<td>2.00</td>
</tr>
<tr>
<td>CMM498 Communications Management Capstone</td>
<td>Integrates the learning outcomes of the communications management major into a final comprehensive, applied project.</td>
<td>Nontraditional 2016-2017</td>
<td>3.00</td>
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### Criminal Justice Mgt

<table>
<thead>
<tr>
<th>Course Title &amp; Number</th>
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</thead>
<tbody>
<tr>
<td>CJM295 Criminal Justice Management Internship</td>
<td>Provides a supervised, planned program of observation, participation, and study in a criminal justice management setting. Students work 40 clock hours for each credit hour for a total of 80 clock hours for two required credit hours. Students completing a major in Criminal Justice Management must successfully complete either CJM295 or CJM495. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>Nontraditional 2016-2017</td>
<td>2.00</td>
</tr>
<tr>
<td>CJM309 Personal and Interpersonal Effectiveness in Criminal Justice Settings</td>
<td>Applies knowledge of communication, conflict resolution, confrontation, leadership style, and goal setting to establish more effective interpersonal relationships in organizations. Self-awareness is used as the foundation to understanding how individuals relate to others and to analyze personal career paths. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>Nontraditional 2016-2017</td>
<td>3.00</td>
</tr>
<tr>
<td>CJM349 Public Financing and Budgeting</td>
<td>Studies the role of finance in a government setting. Incorporates forecasting for future planning and capital budgeting. Special emphasis on municipal budgeting practices and administration of grants from federal, state and corporate sources.</td>
<td>Nontraditional 2016-2017</td>
<td>3.00</td>
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<td>Hours</td>
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<tr>
<td>CJM351</td>
<td>Public Sector Human Resource Mgt</td>
<td>Covers the theories, principles, and responsibilities needed to manage human resources within a public sector environment. Emphasis will be placed on introducing key concepts and practical approaches to problem solving when involved with civil service or boards of fire and police commissioners as well as collective bargaining units.</td>
<td>3.00</td>
</tr>
<tr>
<td>CJM356</td>
<td>Labor Rel in Crimnl Just Environ</td>
<td>Provides an in-depth overview of the labor relations process and an understanding of and appreciation for labor-management relationships in diverse public sector environment covering both civilian and sworn personnel.</td>
<td>3.00</td>
</tr>
<tr>
<td>CJM357</td>
<td>Mngmnt/Ldrshp CJ Agencies</td>
<td>Introduces the role of the manager/supervisor/leader in the public sector. The course emphasizes subordinate/superordinate relationships, as well as studying the major concepts and theories of planning, strategizing, supplementing, and accessing various organizations. Special attention will be made to considerations within civil service as well as union environments.</td>
<td>3.00</td>
</tr>
<tr>
<td>CJM367</td>
<td>Criminal Investigations Mngmnt</td>
<td>Focused on the importance and challenges of managing an investigations or detective bureau. This course places emphasis on the management of this specialized unit rather than how to investigate a crime. Course concepts include introduction to how the supervisor plays a vital role in time management, deployment of personnel and utilization of resources.</td>
<td>3.00</td>
</tr>
<tr>
<td>CJM368</td>
<td>Crime Analysis</td>
<td>Introduces crime analysis to those who work in the field of law enforcement or are looking for a non-sworn position within Law Enforcement. Students will have the ability to analyze real police data and create comprehensive reports. The latest statistical techniques will be discussed along with the latest trends in policing.</td>
<td>3.00</td>
</tr>
<tr>
<td>CJM370</td>
<td>Homeland Security/Emerg Mngmt</td>
<td>Challenges students to develop an emergency preparedness plan to lead organizations in environments of increased uncertainty and global threats by integrating values, knowledge, abilities, community-oriented policing, and available technologies into an integrated whole.</td>
<td>3.00</td>
</tr>
<tr>
<td>CJM375</td>
<td>Community-Oriented Policing</td>
<td>Emphasizes major developments and problems involved with the system of policing in American society. Includes community policing and citizen empowerment; police structure; the relationship between police agencies and their communities. Includes organizational cultural changes necessary to embrace community oriented policing from a bottom-up organizational chart.</td>
<td>3.00</td>
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<tr>
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<tr>
<td>CJM383</td>
<td>Law Enfrcmt Ethics and Morality</td>
<td>particular emphasis on Christian principles for personal and social responsibility as applied to management and leadership. Situational considerations dealing with racial profiling, gratuities and political climates will be explored. This section is intended for Adult Professional students only.</td>
<td>3.00</td>
</tr>
<tr>
<td>CJM387</td>
<td>Criminal Proced: Law and Pract</td>
<td>Analyzes the judicial process in America by looking at the history and organization of the federal and state court systems and determining the jurisdictional boundaries between each system. Special attention will be paid to the difference between the criminal justice process and civil justice process as they relate to the federal and state court systems. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>CJM389</td>
<td>Civil Liability - Police Misconduct and Accountability</td>
<td>Police Civil Liability - Misconduct &amp; Accountability Process analyzes the administrative police investigative process by examining the historical and organizational foundation of the federal and state government pertaining to police misconduct and accountability. Special attention will be paid to the core competencies of constitutional policing and strong moral and ethical systems for a solidified and accepted police officer and agency. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>CJM395</td>
<td>Urban Policing</td>
<td>Urban Policing is a course centered on and around national contemporary policing issues. The course will examine, review, critique, and evaluate various programs and processes of urban policing. Urban Policing is best described as the moral fabric, which allows a police agency and police leadership to actively engage contemporary and constitutional policing within a police organization and serve the citizens it protects and at the same time safeguard constitutional protections for all. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>CJM455</td>
<td>Sr Ldrshp and Mngmnt Seminar in Criminal Justice Settings</td>
<td>Examines the basic functions of management and leadership, including planning, organizing, staffing, directing and controlling. Theories will be assessed which support various practices in organizational functioning. Special attention to servant leadership and the responsibilities of leaders of today to develop human capital entrusted to them. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>CJM481X</td>
<td>Faith and Life Issues</td>
<td>Develops an understanding of biblical and other faith-oriented world views, with the implications and applications of these understandings to all dimensions of contemporary life.</td>
<td>3.00</td>
</tr>
<tr>
<td>CJM495</td>
<td>Crim Justice Mngmnt Practicum</td>
<td>Challenges students already working in criminal justice management or in a related field to apply what they have learned in their major courses in practical work settings. A practicum may be completed at a student’s place of employment or elsewhere. In either case, the practicum project is expected to go beyond the scope of the student’s current duties. Students completing a major in Criminal Justice Management must successfully complete a practicum for graduation.</td>
<td>2.00</td>
</tr>
<tr>
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<tr>
<td>CJM496</td>
<td>Provides a capstone of students' major experience through the assemblage and organization of a portfolio of work demonstrating their mastery of each of the Criminal Justice Management learning outcomes. Portfolios present evidence of students' understanding of key theories, as well as application of these theories. Portfolios are also appropriate for students to share with current or prospective employers. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td></td>
<td>1.00</td>
</tr>
<tr>
<td>HRM295</td>
<td>Provides a supervised, planned program of observation, participation, and study in a human resource management setting. Students work 40 clock hours for each credit hour for a total of 80 clock hours for two required credit hours. Students completing a major in Human Resource Management must successfully complete either HRM295 or HRM495.</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>HRM309</td>
<td>Applies knowledge of communication, conflict resolution, confrontation, leadership style and goal setting to establish more effective interpersonal relationships in human resource management. Self-awareness is used as the foundation to understanding how individuals relate to others and to analyze personal career paths. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>HRM327</td>
<td>Examines assessment of behavioral characteristics by studying and using selected intelligence, personality, achievement and diagnostic tests. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>HRM330</td>
<td>This course studies the principles of training and development. Students will be introduced to industry norms, standards, and expectations, as well as learn to develop and evaluate a training event. Also includes consideration of the role of training and development within organizational structure and strategy/goals. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>HRM350</td>
<td>Provides a business perspective of management information systems within an organization. Management, technology and organizational issues are explored with a special emphasis in human resource management. Areas covered include software, hardware, networks, e-commerce and the Internet. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
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<td>3.00</td>
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</table>

Examine the field of occupational safety and health and the impact of technological changes, health and safety legislations, healthcare and workers'
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<tr>
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</thead>
<tbody>
<tr>
<td>HRM374</td>
<td>Safety and Organizational Wellness</td>
<td>compensation costs, and a growing interest in ethics and corporate responsibility. The interrelationship between physical and psychological factors in relationship to employee health, safety and organizational security are studied. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>HRM383</td>
<td>Management Ethics</td>
<td>Studies the ethical background and decision-making steps that are present in value-laden situations, with particular emphasis on Christian principles for personal and social responsibility as applied to human resource management.</td>
<td>3.00</td>
</tr>
<tr>
<td>HRM425</td>
<td>Employee Benefits and Compensation Management</td>
<td>This course examines the general structure of an organization and the rewards employees seek in exchange for their efforts and contributions. Topics to be covered include people and work; rewards and a motivating work environment. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>HRM441</td>
<td>Employee and Labor Relations</td>
<td>Emphasizes the evolution of labor-management relationships, legal influences on labor relations, union organization, campaigns, collective bargaining and the labor agreement, grievance procedures, and labor arbitration. Students are also introduced to the unique issues in the public sector and international labor relations. The course also provides an opportunity for students to apply theoretical concepts in a realistic collective bargaining exercise in which a labor agreement is negotiated. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>HRM455</td>
<td>Sr. Human Resource Management Seminar</td>
<td>Addresses management and leadership issues faced in contemporary organizations from a strategic human resource perspective. Emphasis is placed on exploring and acquiring the skills and techniques necessary for current and future HR professionals to successfully achieve organizational goals through people resources. The course uses reflection, synthesis, and action to compile prior program learning into a statement of professional practice. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>2.00</td>
</tr>
<tr>
<td>HRM456</td>
<td>Workforce Diversity</td>
<td>Studies the diverse nature of the workforce and the implications for the future. Provides an avenue through which important issues and concepts such as race, age, gender, ethnicity, diversity, multiculturalism, cultural awareness, cultural understanding and respect can be discussed freely, willingly and happily. Emphasis on valuing diversity in the workplace. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>3.00</td>
</tr>
<tr>
<td>HRM481X</td>
<td>Faith and Life Issues</td>
<td>Develops an understanding of biblical and other faith-oriented world views, with the implications and applications of these understandings to all dimensions of contemporary life.</td>
<td>3.00</td>
</tr>
</tbody>
</table>
## Human Resource Management Practicum (HRM495)

A practicum may be completed at a student's place of employment or elsewhere. In either case, the practicum project is expected to go beyond the scope of the student's current duties. Students completing a major in Human Resource Management must successfully complete either HRM295 or HRM495.

**Hours:** 2.00

## Human Resource Management Learning Outcomes Portfolio (HRM496)

Provides a capstone of students' major experience through the assemblage and organization of a portfolio of work demonstrating mastery of the Human Resource Management learning outcomes. Portfolios present evidence of students' understanding of key theories, as well as application of these theories. Portfolios are also appropriate for students to share with current or prospective employers. This section is intended for Adult Professional students only.

Pre-requisites: LDB101

**Hours:** 1.00

### Human Services

<table>
<thead>
<tr>
<th>Course Title &amp; Number</th>
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</thead>
<tbody>
<tr>
<td>HSC295 Human Services Internship</td>
<td>Provides a supervised, planned program of observation, participation, and study in a human services setting. Students work 40 clock hours for each credit hour for a total of 80 clock hours for two required credit hours. Students completing a major in Human Services must successfully complete either HSC295 or HSC495.</td>
<td>Hours: 2.00</td>
<td></td>
</tr>
<tr>
<td>HSC297C Field Experience in the Human Services I Credit</td>
<td>Provides supervision of skill development and an introduction to the network of community services. Students fulfill 120 clinical hours at a human services agency and participate in three seminars.</td>
<td>Hours: 3.00</td>
<td></td>
</tr>
<tr>
<td>HSC332 Physical and Psychological Maladies Related to Stress</td>
<td>Examines the complex nature of stress and its relationship to physical and psychological well being.</td>
<td>Hours: 3.00</td>
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<tr>
<td>HSC353 The Urban Environment</td>
<td>Studies the effect of contemporary urban life on the individual, family and group relationships. The focus is on establishing a theoretical and conceptual frame of reference toward understanding the complexity of racial, ethnic, employment, poverty, housing and education problems.</td>
<td>Hours: 2.00</td>
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<tr>
<td>HSC477 Concepts in Leadership</td>
<td>Explores the knowledge, skills, and qualities necessary for personal, team and organizational leadership. Examines issues of individual development, strategic planning, motivation, influence and change. Evaluates various leadership theories, including Servant Leadership, and their application to the human service field.</td>
<td>Hours: 3.00</td>
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<tr>
<td>HSC495 Human Services Practicum</td>
<td>Challenges students already working in human services to apply what they have learned in their major courses in practical work settings. A practicum may be completed at a student's place of employment or elsewhere. In either case, the practicum project is expected to go beyond the scope of the student's current duties. Students completing a major in Human Services must successfully complete either HSC295 or HSC495.</td>
<td>Hours: 2.00</td>
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<td>Course Title &amp; Number</td>
<td>Course Description</td>
<td>Course Offered</td>
<td>Course Hours</td>
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<tr>
<td>LMM295 Management and Leadership Internship</td>
<td>Provides a supervised, planned program of observation, participation, and study in a management and leadership setting. Students work 40 clock hours for each credit hour, for a total of 80 clock hours for two required credit hours. Students completing a major in Management and Leadership must successfully complete either LMM295 or LMM495.</td>
<td>Hours: 2.00</td>
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</tr>
<tr>
<td>LMM481X Faith and Life Issues</td>
<td>Provides an opportunity to develop an integrated understanding Biblical and other faith-oriented world views, with the implications and applications of these understandings to all dimensions of contemporary life.</td>
<td>Hours: 3.00</td>
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</tr>
<tr>
<td>LMM495 Management and Leadership Practicum</td>
<td>Challenges students already working in management and leadership to apply what they have learned in their major courses in practical work settings. A practicum may be completed at a student's place of employment or elsewhere. In either case, the practicum project is expected to go beyond the scope of the student's current duties. Students completing a major in Management and Leadership must successfully complete either LMM295 or LMM495.</td>
<td>Hours: 2.00</td>
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### Management Tech Systems

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<thead>
<tr>
<th>Course Title &amp; Number</th>
<th>Course Description</th>
<th>Course Offered</th>
<th>Course Hours</th>
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<tbody>
<tr>
<td>MTS295 Mgmt of Tech Syst Internship</td>
<td>Provides a supervised, planned program of observation, participation, and study in a management of technology systems setting. Students work 40 clock hours for each credit hour, for a total of 80 clock hours for two required credit hours. Students completing a major in Management of Technology Systems must successfully complete either MTS295 or MTS495.</td>
<td>Hours: 2.00</td>
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<tr>
<td>MTS310 Bus System Analysis and Design</td>
<td>Emphasizes strategies and techniques of structured analysis and structured design for producing logically developed business technology processing systems. The course includes analysis, design and implementation of business technology systems.</td>
<td>Hours: 3.00</td>
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</tr>
<tr>
<td>MTS315 Business Data Communications</td>
<td>Comprehensively introduces principles and techniques of business data communications and focuses on presenting an overview of the concepts of data transmission and methodologies employed in designing and managing local area, backbone and wide area networks.</td>
<td>Hours: 3.00</td>
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<tr>
<td>MTS320 Database Management</td>
<td>Introduces techniques for data modeling, query language, search strategies and user interfaces.</td>
<td>Hours: 3.00</td>
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<tr>
<td>MTS321 Visual Basic</td>
<td>Introduces and familiarizes students with the concepts and appropriate applications of Visual Basic programming.</td>
<td>Hours: 3.00</td>
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<tr>
<td>MTS322 Managerial Comm in Mgt Tech Systems</td>
<td>Presents effective written and oral communication in organizations and corporations.</td>
<td>Hours: 3.00</td>
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<tr>
<td>MTS326 Industrial and Organizational Psychology</td>
<td>This course applies principles of the psychology of work in organizations.</td>
<td>Hours: 3.00</td>
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Focuses on a wide scope of business and technical issues pertaining to e-commerce. Students explore the concept...
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<tr>
<td>MT373 e-Commerce</td>
<td>Introduces students to the concept of e-commerce and its applicability. Some of the topics include e-commerce technology, topologies, customer service, transactions and security.</td>
<td>Hours: 3.00</td>
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<tr>
<td>MTS410 Project Management</td>
<td>Provides an overview of projects management, including understanding what a project is and the various phases of a project, evaluating the project against organizational objectives, cost-benefit and systems impact criteria, developing an implementation plan to meet organizational and project objectives, identifying barriers such as resistance to change, dealing with conflict management, and identifying leadership style as it relates to project management.</td>
<td>Hours: 3.00</td>
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<tr>
<td>MTS420 Ethics and Future Issues in Computing</td>
<td>Studies ethical background and decision-making steps that are present in value-laden situations found computing and information management. The evaluation of the management of data from a Christian perspective is emphasized. Issues addressed include privacy, competition, software ownership, vendor-client relationships and information ownership.</td>
<td>Hours: 3.00</td>
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<tr>
<td>MTS455 Senior Management of Technology Systems Seminar</td>
<td>Examines basic functions of management and leadership, such as planning, organizing, staffing, directing and controlling. Theories supporting various practices in organizational functioning are assessed. Case studies focusing on decision-making processes are used.</td>
<td>Hours: 3.00</td>
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<tr>
<td>MTS477 Emerging Technologies</td>
<td>Provides a platform to study and research new current emerging technologies and evaluate their real life applications and benefits. Students learn how to use cost/benefit and risk analysis to the technologies they research. Research papers and projects are made available to the Judson community.</td>
<td>Hours: 3.00</td>
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<tr>
<td>MTS481X Faith and Life Issues</td>
<td>Provides an opportunity for the student to develop an understanding of the biblical philosophical worldview and to bring that understanding to bear on the critical issues of contemporary life.</td>
<td>Hours: 3.00</td>
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<tr>
<td>MTS495 Management of Technology Systems Practicum</td>
<td>Challenges students already working in management of technology systems to apply what they have learned in their major courses in practical work settings. A practicum may be completed at a student's place of employment or elsewhere. In either case, the practicum project is expected to go beyond the scope of the student's current duties. Students completing a major in Management of Technology Systems must successfully complete either MTS295 or MTS495.</td>
<td>Hours: 2.00</td>
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<tr>
<td>MTS496 Management of Technology Systems Learning Outcomes Portfolio</td>
<td>Provides a capstone of students' major experience through the assemblage and organization of a portfolio of work demonstrating mastery of the Management and Leadership learning outcomes. Portfolios present evidence of students' understanding of key theories, as well as application of these theories. Portfolios are also appropriate for students to share with current or prospective employers.</td>
<td>Hours: 1.00</td>
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<td><strong>Prior Learning Program</strong></td>
<td><strong>Nontraditional 2016-2017</strong></td>
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<td>GEN198 Intro/Prior Learning Assessment</td>
<td>self-motivated, continuing, lifelong learning. An autobiographical self-assessment is included in this course. This course serves as a prerequisite for any subsequent prior learning credit. This section is intended for Adult Professional students only. Pre-requisites: LDB101</td>
<td>Minimum Hours: 1.00 Maximum Hours: 3.00</td>
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