MAP Locations and Personnel:

**Marian University Campus** (Including Greenwood Site)
3200 Cold Spring Road, Marian Hall 115  317.955.6271
Indianapolis, IN 46222  317.955.6454 FAX

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**Greenwood Site**
300 South Madison Avenue, Suite 201
Greenwood, IN 46142

**Office Hours:**

Monday – Thursday  8 a.m. – 6 p.m. ET
Friday  8 a.m. – 4:30 p.m. ET

Any attempts to contact the MAP office (voicemail, email, or personal visit) after normal business hours will be handled and recorded as a transaction on the next business day.

During the normal business day, there may be times when our advisors are out of the office sharing information about Marian’s Adult Programs. It is recommended that students contact the MAP office before stopping by to ensure that an advisor or other MAP personnel are available to meet their needs.

**NOTE:** The MAP offices will be open 8 a.m. to 4:30 p.m. during the Christmas break weeks.
Handbook Revisions
The Marian University MAP Student Handbook may be modified by the MAP staff from time to time during the academic year. All modifications will be in consultation with the MAP executive director and academic dean. Modifications to the code will be made during the academic year to comply with federal, state, or local law. Any modifications of the handbook during the academic year will be made available in the handbook on the Marian’s Adult Programs web site and shall become effective upon publication.

Student Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Tuition and Fee Payments</td>
<td>317.955.6020</td>
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<tr>
<td>Marian Hall 103</td>
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<tr>
<td>Office of Financial Aid</td>
<td>317.955.6040</td>
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<td>Marian Hall 119</td>
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<td>Office of the Registrar</td>
<td>317.955.6050</td>
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<td>Marian Hall 104</td>
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<td>Book Store</td>
<td>317.955.6314</td>
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<td>Library, First Floor</td>
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<td>Campus Information</td>
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<td>Marian Hall 107</td>
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<td>Campus Ministry</td>
<td>317.955.6131</td>
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<td>Clare Hall 125</td>
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<tr>
<td>Campus Safety and Police Services/Student IDs</td>
<td>317.955.6789</td>
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<td>Ruth Lilly Student Center</td>
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<tr>
<td>CLEP and DSST Exam Testing</td>
<td>317.955.6150</td>
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<td>Learning and Counseling Center, Clare Hall, First Floor</td>
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<tr>
<td>Dining Services</td>
<td>317.955.6349</td>
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<td>Clare Hall 121 and 122</td>
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<tr>
<td>Health Services</td>
<td>317.955.6154</td>
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<td>Stokely Mansion’s Caretakers Cottage</td>
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<td>Clare Hall, First Floor</td>
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<td>Library Computer Center</td>
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<td>Marian Hall Computer Center</td>
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<td>Marian Hall 304</td>
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<td>Mother Theresa Hackelmeier Memorial Library</td>
<td>317.955.6224</td>
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<tr>
<td>Office of Internships and Career Services</td>
<td>317.955.6341</td>
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<td>Clare Hall 119</td>
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<td>Physical Education Center</td>
<td>317.955.6351</td>
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<tr>
<td>Writing Center</td>
<td>317.955.6224</td>
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<tr>
<td>Library, Lower Level</td>
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Dear MAP Student,

Welcome to Marian University! You have become a member of a very unique and dynamic community. It is a community that will provide multitude of experiences, laden with growth and development. It is an academic environment centering on the individual, while cultivating intellectual, spiritual, moral and social development.

MAP students come from diverse abilities and varied religious, cultural, ethnic, and socio-economic backgrounds. We support this diversity by offering many services on campus including individual advising, career counseling, writing assistance, financial assistance, peer tutoring and much more. We are here to assist you in any way that will be beneficial to your academic development.

This handbook is a resource for your transition through this stage in your development. The MAP staff and I hope you will find it a useful resource. If you have any questions, do not hesitate to contact a member of the MAP staff.

It is a pleasure to have you as a member of the Marian University community!

Sincerely,

Amy D. Bennett
Executive Director
Marian’s Adult Programs
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The University

Vision Statement
Provide an education that profoundly transforms lives, society, and the world.

Mission Statement
Marian University is a Catholic university dedicated to excellent teaching and learning in the Franciscan and liberal arts traditions.

Our Franciscan Values
Our campus welcomes students of all faiths who seek an educational experience that emphasizes a Franciscan understanding of four values: dignity of the individual, peace and justice, reconciliation, and responsible stewardship. These values guide faculty, staff, and students.

Strategic Direction
Marian University has fashioned a bold, clear vision to profoundly transform the lives of our students through an excellent education that addresses every dimension of their collegiate experience. The university intends to educate every dimension of the human person – mind, body, and spirit. To realize this vision, Marian University’s Board of Trustees approved a strategic plan with four goals that will:
- Elevate the university’s academic stature to a superior level;
- Create a more vibrant campus life and learning environment;
- Enrich the Catholic and Franciscan dimension of the university; and
- Strengthen the university’s financial resources.

These goals will be achieved primarily through seven initiatives that build on the traditional strengths of the university and address the needs of our modern society. They are:
- Great teaching and learning
- Mathematics and science education
- “Rebuild My Church” – a faith-based initiative
- Nursing
- Performing and visual arts
- Athletics
- Technology and facility improvements

Description and Goals of Marian University
Marian University is a Catholic, coeducational, comprehensive liberal arts university established by the Sisters of St. Francis, Oldenburg to provide higher education for a student body of traditional age and adult students, resident and non-resident, with diverse abilities and varied religious, cultural, ethnic, and socio-economic backgrounds. The university integrates a values-centered, liberal arts-based approach into its curriculum. Degrees are conferred in arts, science, business administration, and nursing at the associate and bachelor level. In addition, Marian University confers a master of arts in teaching degree. Marian University provides a mentoring environment that emphasizes individual attention and fosters multi-faceted personal development. Marian University is engaged in dialogue and conversation within the Catholic Church, with the broader Christian community, with other religious people, and with all people of good will.
Marian University also commits itself with integrity and creativity to the ongoing process of renewal as it pursues its institutional goals:

1. to provide quality academic programs, support services, and enrichment activities to ensure intellectual, emotional, social, physical, and spiritual development and responsible career preparation, within an environment that promotes respect for knowledge and the intellectual life, and a habit of critical thinking in pursuit of what is true, good, holy and beautiful;

2. to promote the continuing search for a mutually enriching synthesis of faith and reason; and to be engaged in a fruitful dialogue between the gospel and culture in order to discern and evaluate both the progress and decline of society;

3. to support academic freedom with responsibility in order to foster a dynamic community of learners;

4. to provide for effective development of faculty and staff, by encouraging academic and professional excellence and by acknowledging creative achievements;

5. to provide students and personnel financial and physical resources sufficient to achieve, based on a strategic planning process, the institution’s goals; to create a caring and challenging learning environment in which students, faculty and staff prepare to be responsible agents of a more humane society, with special concerns for those who are socially, politically, and economically marginalized.

**Accreditation**

Marian University is accredited by the The Higher Learning Commission, a commission of the North Central Association of Colleges and Secondary Schools; the National Council for Accreditation of Teacher Education; the National League for Nursing Accrediting Commission (associate program), and the Commission on Collegiate Nursing Education (bachelor programs). Specific academic programs are approved by the Indiana State Professional Standards Board, the Indiana State Board of Nurses’ Registration and Nursing Education, and the International Assembly for Collegiate Business Education.

**History of Marian University**

Marian University (formerly Marian College) dedicated to Mary—the Blessed Mother of God—evolved out of the teaching mission of the Sisters of St. Francis, Oldenburg in Oldenburg, Indiana. Founded in 1851 by Father Francis Joseph Rudolf and Mother Theresa Hackelmeier, a Franciscan sister from Vienna, Austria, the congregation sought to meet the educational needs of the German-Catholic residents of southern Indiana. Soon, the new congregation started teacher-training classes to prepare its members for teaching in its schools.

This teacher-training program, eventually called St. Francis Normal, was established long before Indiana adopted its first tax-supported normal school for the preparation of teachers. St. Francis Normal was accredited by the Indiana State Board of Education in 1910. In 1936, the normal school merged with Immaculate Conception Junior College (founded in 1924) to become Marian College, a four-year institution open to both Sisters and lay women. The following year, under the direction of its founder, Mother M. Clarissa Dillhoff, the college moved to Indianapolis, after securing a state charter and purchasing the James A. Allison estate.

When the college for Catholic women opened in the fall of 1937, a staff of 16 welcomed 24 full-time women students and a larger number of part-time students; with the addition of evening and Saturday classes, enrollment quickly increased to 100. In June of 1938, the first commencement was held; four bachelor of arts degrees were conferred.

For the initial 10-year period, the entire college-classroom, library, dormitory space, cafeteria, science laboratory, and faculty residences—was housed in existing buildings of the Allison Estate. In 1948, the college embarked on an expansion program which added Clare Hall and the gymnasium, now known as the intramural gymnasium. Marian Hall, the present administration building, was completed in 1954. In that year Marian College became the first Catholic coeducational college in Indiana. Monsignor Francis J. Reine was then named president, succeeding Sister Mary Kevin Kavanagh. Two years later the college was accredited by the North Central Association.

The gradual increase in student numbers demanded a larger campus. In 1963, the Frank Wheeler estate (then owned by William Stokely) was purchased. The mansion became the William B. Stokely Jr. Music Hall. The former estate of Carl Fisher separated the north and south campuses. Until 1967 it served as a private preparatory school for boys. The
property was purchased in 1967, giving the college 114 adjoining acres. Over time, residence halls and classroom buildings were added to the campus, and features such as the statue of St. Francis (1941), Franciscan Heritage Fountain and DeHann Family Forum (1998), and the Allen Whitehill Clowes Amphitheater (1999) were added. Renovations to existing buildings have been ongoing and include the auditorium in Marian Hall for the Indianapolis Civic Theatre (2004), Physical Education Center (2007), the St. Francis Hall garage, which became the Marian College Cycling Center in 2007, the new residence hall, University Hall (2008), the new Marian University multi-purpose field (2008-2009) and the new Campus Operations Building (2008).

Until 1968 Marian College was administered by the Sisters of St. Francis, Oldenburg with the assistance of Monsignor Reine who served as president from 1954 to 1968. He was succeeded by Marian College's first lay president, Dr. Dominic J. Guzzetta, and the Board of Trustees was reorganized with a predominance of lay members. Dr. Louis C. Gatto, the college's fifth president, retired at the end of the 1988-89 academic year after leading the college for 18 years. Dr. Daniel A. Felicetti served as the sixth president of Marian College from 1989-99, and Dr. Robert M. Abene, the seventh president of Marian College, served from 1999-2001. Daniel J. Elsener became the eighth president in 2001.


On July 1, 2009, Marian College became Marian University, and continues to seek means to make significant educational contribution to Indianapolis. This commitment to the community is actively demonstrated through such initiatives as Consortium for Urban Education; advanced placement testing and Advanced Study Program for outstanding high school students; degree completion programs for the career military; Marian’s Adult Programs; career ladder programs in nursing; the Master of Arts in Teaching program; Indianapolis Teaching Fellows Program; intensive summer science workshops and camps for middle and high school teachers and students; Family Mathematics and Family Science nights; and partnerships with the Life Science Education Center at Marian University and Indianapolis Civic Theatre.

Campus

The Marian University campus, located six miles from the center of Indianapolis, extends over 114 wooded acres, and includes the estates of three of the four developers of the Indianapolis Motor Speedway: James A. Allison, Carl Fisher, and Frank Wheeler. The university is within easy access of state and interstate highway systems which pass through Indianapolis.

A 55 acre wetland and forest area that was part of the original Jens Jensen landscape plan for the Allison estate has been established as an outdoor environmental science laboratory, known as the Marian University EcoLab, which is used by central Indiana educational groups as an educational resource and learning center.

Major campus buildings include:

• **Allison Mansion** – The former home of James A. Allison was known as the “House of Wonders” when it was completed in 1914. The Sisters of Saint Francis purchased it in 1936 and relocated Marian College from Oldenburg to the property in 1937. It was originally the main building on campus and housed the library, administrative offices, classrooms, and sleeping quarters for the Sisters. Biology and chemistry offices and student dormitory were located in the former greenhouses. Listed in the National Register of Historic Places, today the offices of the university’s president are located here.

• **Alumni House** – Used for many years as the Office of Admission, and recently as the Civic Theater Offices, the small house is now dedicated as the David B Haire Welcome Center and Alumni House.

• **Clare Hall** – Clare hall was names for Mother Clarissa Dillhoff, the first president of Marian College. Clare Hall was completed in 1949 and used as the primary residence hall. The lower level of Clare Hall houses the office of the Dean of the School of Liberal Arts, and faculty offices for professors of English, communication, and modern languages. The first floor of this building houses the campus cafeteria, the Learning and Counseling Center, Office of Campus Ministry, Office of Mission Effectiveness, “Rebuild My Church” and San Damiano Scholars, Office of Internships and Career Services, three classrooms, and a student lounge. Upper floors serve as a residence for students.
• **Doyle Hall** – Doyle Hall opened in 1964 as a men’s residence hall. It was dedicated and named for Monsignor John J. Doyle on May 17, 1967. Today it is a coed residence hall that is home to 220 students, including most incoming freshman.

• **Fisher Hall** – In 1909, Carl Fisher purchased a home on Cold Spring road, enlarged it, and added several buildings to the property to create the estate known as Blossom Heath. Park School for Boys purchased the property in 1923 and transformed the buildings into classroom space. The property was purchased by Marian College in 1968; today the building that was the former mansion contains the visual art and theatre departments and faculty offices, the Peine Arena Theatre, classroom facilities, and the Fisher Hall Art Gallery and the Civic Theatre offices.

• **Health Services** – This building was the caretaker’s cottage for the Wheeler-Stokely estate; it houses Health Services, staffed by a nurse practitioner.

• **Marian University Cycling Center** – The indoor cycling training facility opened in the spring of 2007 and is the training ground for nine-time national champions, the Marian University cycling team. It also serves as a health and fitness resource for the larger campus and Indianapolis community.

• **Marian Hall** – Dedicated in 1954 by Archbishop Paul Schulte of Indianapolis, Marian Hall, like the college, was named for and dedicated to Mary, the Mother of God, by the Sisters of St. Francis, Oldenburg. The statue of Mary located at the building’s center was also dedicated in 1954. The cornerstone of the building is set in the chapel wing to symbolize the Christ-centered education Marian University provides. The building houses the Bishop Chartrand Memorial Chapel and the Indianapolis Civic Theatre on opposite ends, with classrooms and Scutus Science Hall in the middle. In addition to being the main classroom building, this central administration building houses the offices for academic and financial student services, human resources, and Marian’s Adult Programs. It is the home of the offices of the deans of education and mathematics and sciences; and houses faculty offices for education, health and physical education, history, social sciences, natural and behavioral science, and the Honors Program.

• **Mother Theresa Hackelmeier Memorial Library** – Named for the founding member of the Oldenburg Franciscan congregation and dedicated in 1970, this contemporary structure can house 200,000 volumes. Students have access to individual group study spaces as well as several collaborative research pods combining computing technology and research tools. The library offers students and faculty traditional library collections, electronic resources, and a wireless network in a friendly student-centered environment. The library Learning Commons includes the largest open computing lab on campus, the university book store, the Writing Center, SmartSuite seminar rooms, a student lounge, student presentation rehearsal room, coffee bar, and a 220-seat auditorium. The Life Science Education Center at Marian University is also housed here.

• **Music Center** – The music center was originally built in 1968 as a home for the incoming president, Dominic Guzzetta; he never lived there. In 1990, the Department of Music relocated from the Wheeler-Stokely Mansion to this building after the college renovated the house and added classroom and rehearsal space. Special features were added during the renovation, making the acoustics tremendous in the teaching studios, practice rooms, and rehearsal room. Faculty offices are also located here.

• **Physical Education Center** – In 1983, the college opened the Physical Education Center, a building attached to Clare Hall at the west end. It houses the varsity gym, an intramural gym (the former Clare Hall gymnasium), racquetball courts, a weight room, physical assessment lab and classrooms. The college broke ground on the expansion and renovation of the Physical Education Center in June, 2006, to accommodate the growing need for better equipment and more space. The renovation included a fitness center, expanded locker rooms, and weight room, and is open to all Marian University students, faculty, staff, and alumni.

• **Ruth Lilly Student Center** – Ruth Lilly Student Center, formerly known as Alverna Hall, was used first as a garage and three-apartment servant’s quarters on the Allison estate. After it was purchased by the Sisters, it served Marian College as a women’s residence hall, student cafeteria, kindergarten, priests’ residence, and, since 1991, the student center. Today, the center’s first floor is home to the campus safety and police services, a large community room, and a Subway restaurant. The second floor houses the offices of student affairs, student activities, student housing, and student government.

• **St. Francis Hall** – Built in 1967 for the members of the Sisters of St. Francis, Oldenburg who taught at Marian College. The Sisters lived there until additional room was needed to accommodate the schools growing enrollment. After serving as a residence hall for many years, it now houses the School of Nursing, School of Business, theology
and philosophy department offices, and the St. Francis Chapel. The Bishop Simon Brute College Seminary was originally located in St. Francis Hall, but moved in 2008 to the Carmelite monastery.

- **Wheeler-Stokely Mansion** – The Wheeler-Stokely Mansion was built for Frank Wheeler in 1911 as the main house on his estate, which he named Hawkeye. The most distinctive feature associated with the building is the 324-foot long colonnade known as the “dog walk” that extends across campus to the west. Monty Williams, president of the Marmon Motor Car Company, purchased the estate in 1921 following Wheeler’s death. He filled in Wheeler’s lake and built a swimming pool. Williams occupied the house until 1937 when William B. Stokely purchased the property. He sold it to Marian College in 1963; the college subsequently removed the servant’s house, garage, and water tower to make room for much-needed student residence, Doyle Hall. Marian College first used the mansion to house the music department. The caretaker’s cottage is now the Health Services Building and the office of admission occupies the mansion. The outdoor swimming pool, used for many years by students, alumni, and friends, was filled-in in 2003. The estate was listed on the National Register of Historic Places in 2004.

- **University Hall** – The newest residence for students, University Hall opened in the fall of 2008. Designed in consultation with Marian University students, the hall has suite-style rooms. Kitchenettes are available on every floor as well as large common areas for student gathering. The entire hall has a wireless network and internet access as well as shared student computers. A coed residence, the hall is home to 190 upper class students.
Marian’s Adult Programs

Marian’s Adult Programs (MAP) offers four degrees and one certificate:

- Associate of Business Administration (A.B.A.)
- Associate of Science Degree in Paralegal Studies
- Bachelor of Business Administration (B.B.A.)
- RN to BSN
- Paralegal Certificate

MAP students enrolled in the A.B.A. program will major in business administration and may choose one of the following concentrations: management, marketing or human resource management. Those enrolled in the B.B.A. program will major in business administration and may select up to three of the following concentrations: management, marketing, human resources management, finance, business technology or entrepreneurship. *(For more information on MAP concentrations, see page 48).*

MAP students may also enroll in online science and general education courses. Although these courses are designed for students entering a nursing program, these courses are open to all MAP students.

A Unique Learning Environment

Marian’s Adult Programs (MAP) serves the educational needs of highly motivated, self-directed working adults with an accelerated, focused educational delivery system. This delivery system satisfies the student’s need for convenience, speed, flexibility, and a hassle-free environment, consistent with the values-centered, liberal arts traditions of Marian University.

MAP classes are designed to recognize the varied experience that adult students bring to the learning environment. Courses emphasize the integration of theory and practice, striving to deliver relevant information that students can immediately apply to their professional and personal lives. The learning environment is interactive and collaborative, emphasizing the examination of course specific problems and issues.

MAP Students

The majority of MAP students are 23 to 44 years of age and come from a variety of occupations. Some are expanding their knowledge and skills in their current professional fields while many are changing their career direction. Adults appreciate the smaller class sizes; MAP courses average 12-15 students per class.

MAP Calendar / Accelerated Terms

The MAP calendar consists of three semesters: Fall, Spring, and Summer. There are three 5-week terms and two 8-week sessions within each semester. MAP degree programs are delivered in 5-week and 8-week accelerated courses. This allows students to concentrate on one or two classes for a short period of time; complete the work; acquire three to six semester credit hours; and then repeat the cycle until their degree has been completed.

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Classroom based courses meet once or twice a week, in the evening, or on Saturday mornings, and are taught in five-week terms or eight-week sessions. Classes are held for three or four hours each night and range from 20 to 45 contact hours per course. Please review the MAP schedule or contact your advisor for specific information.

Select MAP courses are also available online via the Online Learning Platform (ANGEL).
MAP Faculty

The MAP faculty consists of working professionals who have earned at least a master’s degree and/or have significant experience in the field related to the courses they teach and approval of the Director of Educational Services and/or academic dean. The classroom environment is geared toward participatory learning in which the work experience of each student and faculty member contributes to everyone’s progress.

MAP Locations for Classroom Based Courses

MAP classes are held at the following locations:
  - the Marian campus near downtown,
  - our north side location at Keystone Crossing.

The classes at both sites are open to all MAP students. Classes rotate amongst the different campuses each term. While both beginning and more advanced classes are offered at each location every term, students may find that they need to attend a different location from time to time to achieve consecutive enrollment or to fulfill their individual education / graduation goals.

The Marian University campus is located at 3200 Cold Spring Road, and the MAP office is located in Marian Hall 115. The main office number is 317.955.6271.

The Keystone Crossing classes are held on the northeast side of Indianapolis near I-465 and Keystone Avenue. The address is 8435 Keystone Crossing Blvd., Suite 108 (south side of 86th Street and the east side of Keystone Avenue), and the phone number is 317.252.5690.

Select MAP courses are also available online via the Online Learning Platform (ANGEL).
Admission and Readmission

Marian University encourages applications from members of all cultural, racial, religious and ethnic groups. Marian University students include those who continue directly from high school, those who transfer from other colleges and universities, adults who seek to earn a degree or professional certification, and international students continuing their education in the United States.

MAP Requirements for Admission and Transferring Credits

To qualify for acceptance into the Business and Paralegal programs, the applicant must:
- Be at least 23 years of age.
- Have at least three years of work experience.
- Have a GPA of 2.00 on a 4.00 scale from the last college attended. Students without prior college attendance must have a high school GPA of 2.30 on 4.00 scale or have a GED score of 51 or above. (Students, who completed the GED exam prior to 12/31/01, must have a GED score of 510 or above.) Students whose last accredited academic record is over five years will be admitted without consideration of GPA.

To qualify for acceptance into the RN to BSN program, the applicant must:
- Have an associate degree or diploma with a major in nursing from a NLNAC accredited program.
- Have an active RN license in Indiana.
- Have a GPA of 2.50 on a 4.00 scale from a prior nursing program.
- Provide all official college transcripts.

RN-BSN Program - for registered nurses seeking a bachelor of science degree in nursing. Individualized Plan of Study (IPOS) options are available for recognition of prior experiential learning.

RN-BSN students with an associate degree in nursing from another institution will be awarded 53 credits toward their BSN degree at Marian University. These 53 credits will account for the associate level nursing requirements and science prerequisites.

Please note: An earned bachelor’s or RN degree from a regionally accredited institution will substitute for the age and work experience requirement.

An official GED or high school transcript, and all transcripts of all post-secondary education (including transcripts from Beauty Schools, Trade Schools, Bible Colleges, etc.) previously attended are required before an applicant may register for MAP classes. All transcripts must be mailed directly from the institution to Marian University. Non-degree seeking students should consult a MAP admission counselor before requesting transcripts, as only select transcripts are needed. (Students who have attended college previously should refer to page 40.)

Marian University will accept, in transferring of credits, only those courses approved for transfer by the Registrar and in which a C- or above has been earned.

Official records for training programs and college credit exams are not required for admission; however, they may be submitted directly to the MAP admission counselor for credit evaluation. (Please see page 40 for additional information.)

Marian University encourages applications from members of all cultural, racial, religious, and ethnic groups. Marian University does not discriminate in enrolling students on the basis of age, sex, race, sexual orientation, creed, national or ethnic origin, or disability.

Application Procedures

1) Request an application for admission by calling the MAP office, 317.955.6271 or 888.339.MAP1. Students may also apply online by going to the MAP website at www.marian.edu/MAP.
2) Mail completed application for admission along with a $35 application fee to the MAP office. Payments may be made at the Business Office, through U.S. mail, or online. For online payments, visit www.afford.com/marian and select the PAY IN FULL option. The application fee is non-refundable.
3) Contact educational institutions previously attended and have them mail official copies of transcripts. An official GED or high school transcript, and all transcripts of all post-secondary education (including transcripts
from Beauty Schools, Trade Schools, Bible Colleges, etc.) previously attended are required before an applicant may register for MAP classes. These become property of the university and cannot be returned.

4) Applicants who have previously earned 12 or more credits from a regionally accredited college or university are not required to submit an official GED or high school transcript for admission.

5) Official records for training programs and college credit exams are not required for admission; however, they may be submitted directly to the MAP admission counselor for credit evaluation. Examples include military documents, DD214, LOMA, CLEP/DSST exams, and programs approved by the American Council on Education (ACE). In order for these programs to be evaluated, students must request that an official transcript be sent directly to the admission counselor from the institution or the American Council on Education. Credit awarded will be determined by the Office of the Registrar.

- It is in the student’s best interest to submit all documentation prior to class registration so that the student does not take unnecessary courses. Marian University will not issue additional credit for duplicate courses.
- Please note: All academic documents must be evaluated and credit awarded by Marian University prior to the student’s last 30 (15) credit hours in the bachelor (associate) degree program at Marian University.

6) Students are not eligible to register for classes until they have been accepted into Marian’s Adult Programs. Acceptance cannot occur until all documents have been received and the application fee is paid.

7) Due to the rigor of the accelerated curriculum, we strongly advise new students to enroll in one course during their first MAP term.

8) If the applicant has not become a registered and actively enrolled student within three months of the application date, an updated application will be required.

International Students

1) International students must meet the Marian’s Adult Programs admission requirements. (Please refer to page 16 for MAP admission requirements.)

2) International students must submit a copy of their passport, driver’s license, status card, and social security card (if applicable).

3) Foreign transcripts (high school and college), certificates, diplomas, etc. must be validated and evaluated by an International Credential Evaluation Service. Course by course evaluation is necessary for transfer credit. Only official copies that are translated in English will be considered. Marian University recommends that one of the following services are used for official transcript evaluation: www.aacrao.org, www.ece.org, www.ierf.org, or www.wes.org.

4) Please contact the Office of Financial Aid at 317.955.6040 regarding aid eligibility requirements.

Non-Degree Seeking Students

Applicants who wish to pursue individual courses without qualifying for a degree, and are not on probation or ineligible at another college, may be admitted after consultation with a MAP admission counselor on the requirements and procedures. Students must be officially registered before they may attend classes. Applicants are required to complete the MAP application, pay a $35 application fee, and submit the appropriate transcripts.

An official transcript is required from the last institution attended. Prerequisites are also required for select MAP courses. Students registering for these courses are required to provide an official transcript for the institution where the prerequisite was completed. Students with 12 or more transferable credits from a regionally accredited institution are not required to submit a high school transcript. Transcripts must be mailed to Marian’s Adult Programs.

Auditing Courses

MAP students may audit classes in the traditional program. Students desiring to audit a traditional program course must complete an “audit only” application obtained from the Office of Admission. A student must be a high school graduate to audit a course. Laboratory, studio, or practicum courses cannot be audited. Students who audit a course receive no credit and no grade. Persons past 60 years of age may audit a traditional course for a reduced fee. The auditing charge for a traditional course is $135 per credit hour.

Readmission

- MAP is flexible because adult students have busy personal lives and careers. Students may choose to sit out a term from time to time. However, students will be considered inactive if they fail to complete one course during four consecutive terms. MAP reserves the right to drop inactive students from future classes.
Students who have been inactive for four consecutive terms and who wish to be readmitted to Marian University should request a readmission application from the MAP Office or complete an application via the MAP website at www.marian.edu/MAP. Students seeking readmission must be registered and actively enrolled within three months of the date on the readmission application. Former Marian University students readmitted into MAP will use the catalog in effect at the point of readmission (See page 26, Catalog Regulations section). No fee is required for readmission. Special approval of the Registrar would be required to vary from the above guidelines.

Candidates for readmission will have their financial, academic and social status at the time of their departure verified. Students currently in good standing are eligible for immediate readmission. Students with an unfavorable status must be approved by the Admission Committee. The committee will consider the nature of the problem and consult with the appropriate department. The committee may ask the applicant for additional information.
Finances

Miscellaneous Fees

Other miscellaneous fees include: official, unofficial, and rush transcript fees. Please refer to the Marian University website for specific fees. Transcripts of credits earned at Marian University are supplied to students who have met all financial obligations. The fee must accompany the signed transcript request form from the Office of the Registrar. The Prior Learning Assessment fee is $100 per credit hour for the credit being requested, plus the course fee for COL 108. The MIS 101 departmental exam fee is $100 per credit hour. Currently, the fee for a CLEP exam is $80 payable to CLEP and a non-refundable $20 registration fee payable to Marian University. The fee for the DSST exam is $80 and may be paid using a credit card (MC, VISA, AMX) or certified check and a $20 registration fee payable to Marian University.

Application Fees

The MAP application fee is $35 and is non-refundable.

Tuition

- **Business & General Education Courses** - While subject to change, tuition for the MAP business and general education classroom-based courses is $350 per credit hour. Textbook usage is included in the cost of tuition.
- **Paralegal & Nursing Courses** - While subject to change, tuition for the MAP paralegal and nursing courses is $350 per credit hour. In addition, all courses have a mandatory electronic book fee that is determined on a course-by-course basis. E-book fees may change each term or session. Fees are posted on the MAP website approximately two weeks prior to the start of the course.
- **Online Courses** - While subject to change, tuition for the MAP online course is $350 per credit hour. In addition, all courses have a mandatory electronic book fee that is determined on a course-by-course basis. Students taking BIO 214 are required to purchase a lab kit. The costs for the lab kit and the e-book fees may change each term or session. The MAP website lists the e-book fees and also includes information on ordering the lab kit for BIO 214. Fees are posted approximately two weeks prior to the start of the course. Tuition and e-book fees will be assessed if a course is repeated.

Payments may be made at the Business Office, through U.S. mail, or online. For online payments, visit www.afford.com/marian and select the PAY IN FULL option. Questions on account payments or balances should be directed to the Business Office at 317.955.6020.

Deferred Tuition Payment Policy, Past Due Accounts, Late Fee, and Drop Fee

Students taking MAP classes are eligible for deferred tuition payments. Tuition is due approximately 28 days after each term is completed. Please refer to the MAP calendar for specific dates. If tuition is not paid by the given date, students will be charged a $100 per class late fee. Students will be dropped from all future courses and will not be allowed to register for subsequent terms until tuition payments are current.

Once a past due balance has been paid and the account cleared by the Business Office, it is the student’s responsibility to contact their MAP academic advisor to register for classes. If a class has closed while the student was on financial hold, he/she may be added to the waitlist, but there is no guarantee that the student will be enrolled in that course.

Tuition and fees are due by the published due dates established by Marian University. Outstanding account balances for students who have ceased enrollment at Marian University will be forwarded to an outside billing service for installment billing. At the time the account is sent for installment billing, the account will be assessed interest at the rate of five percent annually. If regular payment on a student account fails to occur during the monthly billing process, the student account will be forwarded to a collection agency or attorney’s office. All collection costs associated with the collection of an outstanding balance which may include collection costs, interest, and attorney fees are the responsibility of the student.

Tuition and fees for dropped MAP courses will be applied as follows:

- There will be no tuition charge if a course is dropped by Friday (4:30 p.m. ET) of the first week of classes. For students whose first class meets on Saturday, there will be no tuition charge if a course is dropped by the Monday (6 p.m. ET) immediately following the first class. Students will be assessed a **$50 drop fee per course** for all drops made on or after the date posted on the MAP calendar through the second week of classes.
There will be a 50% tuition charge and a grade of “W” will be recorded if a course is dropped in the second week of the term. Regardless of weekday or Saturday enrollment, second week drops need to be made by Friday at 4:30 p.m. ET. In addition, students will be assessed a $50 drop fee per course for all drops made on or after the date posted on the MAP calendar, posted on the MAP website, through the second week of classes.

Students who stop attending a classroom based course after the second week will be charged 100% of the tuition and a grade of “F” will be recorded.

Tuition and textbook fees will be assessed if a course is repeated.

Students must communicate directly with a MAP advisor to make schedule changes or to drop a course. Students cannot make schedule changes to MAP courses in CAMS. An advisor will respond and give confirmation to all voicemails or emails. If confirmation is not received, it is the student’s responsibility to follow up with the advisor to make sure the communication was received. Students will be considered enrolled in the course and they will be financially responsible for the tuition and fees if they do not notify the MAP staff within the time period specified above. Note: Failure to participate in an online course or attend a classroom based course does not drop a student from the class.

Textbooks

Electronic Textbooks (Paralegal, Nursing, and Online Courses Only)

Marian’s Adult Programs will utilize an electronic textbook for online, paralegal, and nursing courses.

- Electronic textbooks are assigned directly to the student at the start of the course. E-books for the online, paralegal, and nursing courses will be accessible via the Canvas or ANGEL LMS. A username and password for these accounts will be e-mailed to the e-mail address listed on the application prior to the start of the first class.
- Electronic textbooks become the property of the student and should not be shared with others.
- Students who drop a course during the first two weeks of a term will no longer have access to the electronic textbook and will not be assessed the e-book fee.

Textbook Loans, Textbook Mailing, and Textbook Returns (Business and General Education Courses Only)

MAP tuition for the classroom based business and general elective courses include the use of textbooks.

The textbook and ancillary material loan program was implemented to save MAP students the cost of purchasing textbooks and other instructional materials like audio CDs. The program is a valuable service; however, it requires considerable effort for both students and the staff involved. For the program to work, students must treat their books with extra care and make sure that the texts and other ancillary items aren’t damaged in any way.

Each term textbooks and other ancillary items are shipped to all MAP students. The textbook, ancillary materials, instructor’s syllabus, and classroom location sheet are sent out approximately 10 days before the term begins. Parking passes are mailed along with the books to students attending classes at the Marian location. Books shipped through UPS use a street address; we cannot ship to a P.O. Box. Shipment dates are printed on the MAP calendar on the back of the MAP class schedule.

UPS packages will be left at or near the front door of a residence or at the apartment complex office. A signature may be required for students living in an apartment complex or a multi-family residence. UPS will make three delivery attempts; however, it is the student’s responsibility to make delivery arrangements after the first unsuccessful attempt. After the third attempt, the package will be returned to the MAP office and the student must pick up the textbook(s) at the MAP office. Students need to contact their academic advisor if they have not received their books one week prior to the start of classes. Course materials will not be reshipped. Please note: Students may submit a new MAP shipping address to the MAP office at any time. All course materials will be shipped to the new address as of the next academic term.

All students should make every effort to register for classes prior to the book shipment. Students who drop a class after course materials are shipped or miss the first night of class are responsible for returning the books and ancillary items before the date posted on the schedule.

It is the student’s responsibility to inform the MAP office of any address and phone number changes. If the MAP office is not informed of an address change and books and other ancillary items are sent to the wrong address, the student will be billed $150 for each item that the student cannot retrieve. Course materials will not be reshipped.
MAP students are required to review each book and other ancillary items for damage upon receipt. All damage must be reported in writing to the academic advisor by Friday (4:30 p.m. ET) of the first week of classes. Students in Saturday classes must submit damage by Monday (6 p.m. ET) immediately following the first class. Any damage reported after week one will be considered the student’s responsibility and a $150 fee will be assessed per item.

Students will be assessed a $150 fee per item for damage to a text or ancillary material:

1. Caused by a writing instrument. This includes, but is not limited to, highlighting, underlining, and notations. Any markings caused by pen, pencil, highlighter, marker, or colored pencils will be considered damage.
2. That diminishes the aesthetic appeal of the text or ancillary material or disfigures the cover, pages, or CDs. This damage is usually attributed to accidents, improper storage, and/or improper handling. Examples of damage include food or drink spills, ink/grease stains and/or disfigured pages, dust jackets or edges.
3. That has moisture damage including staining and/or stiff/wavy pages of the text or cover. Billable moisture damage includes, but is not limited to, illegible content, light to dark stains, adhered pages, and/or visible damage to 25 percent or more of the textbook pages.

Frequent use of the books and other ancillary items create normal wear and tear that includes, but is not limited to, bent corners with exposed cardboard, minimal moisture damage, covers and/or pages pulling away from the spine, and worn pages, covers, and/or binding. Students will not be billed for normal wear and tear. The MAP office will determine whether a text or ancillary item is damaged or if it has deteriorated through normal wear and tear. Textbooks with minimal wear and tear will be placed back in circulation.

In addition to being charged for damaged books or ancillary items, students will also be assessed a $150 fee for each textbook or ancillary item that is not returned by the due date. Check the back of the MAP schedule for specific due dates.

When returning textbooks or other ancillary items after a class is completed, MAP students may:

1. Leave their textbook and ancillary items with the instructor on the last night of class. A sign-in form is available as proof of return. MAP instructors are not responsible for reviewing textbooks or other ancillary items left in the classroom. The MAP office will retrieve and review textbooks and ancillary items during the next business day.
2. Return textbooks and ancillary items to the MAP office during normal business hours. A receipt will be given at that time.

Students must return the original textbooks and ancillary items that were mailed or picked up from the MAP office. The MAP office will not accept a replacement textbook or other ancillary item for damage incurred while in the student’s possession. Students who submit a replacement textbook or ancillary item will be assessed a $150 damaged book fee.

Students who choose to return textbooks and ancillary items after the due date posted on the MAP calendar will still incur the late textbook fee. Returned items become the property of MAP.

Students being assessed a $150 damage fee will receive written notification. If, at the end of the term, a student has cause to question a fee, an appeal process is available to review the case. The student must submit a written appeal to the MAP administrative assistant. The appeal must state the reason for the appeal and include the billing statement date, course number and billing term. The time limit for written appeal is five weeks from the book due date. The final decision regarding all damaged fees will be determined by the office coordinator. MAP textbooks and ancillary materials are not for sale; students who wish to purchase a textbook or ancillary item will need to contact the campus bookstore at 317.955.6080.

Textbook Policy for COL 108 Prior Learning Assessment: The Portfolio

Students who are working on prior learning portfolios are encouraged to access information at local libraries or other resources to research course content. Students may also use in stock MAP textbooks as a resource. Books may be reviewed at the MAP office at the main campus or Keystone Crossing during normal business hours. Textbooks must stay in the MAP office and cannot be loaned to students for use outside of the office. Appointments are not required to review the textbooks; however, it is recommended that students call first to ensure availability. The MAP office does not stock textbooks for courses taught outside of the MAP curriculum.
**Financial Aid**

The prospective MAP student must be accepted for admission and all official high school and college transcripts must be received, prior to the awarding of any financial aid. Students applying for financial aid cannot register for MAP classes until financial aid has actually been awarded.

**Attendance Status**

Attendance status: full time (12-20 credit hours), three quarter time (9-11 credit hours), half time (6-8 credit hours), less than half time (1-5 credit hours) is determined each semester. Each semester has three 5-week terms and two 8-week terms.

Example #1--A student enrolls in all three five-week terms, at three credit hours per session. He/she would be enrolled as a three quarter time student (9 credit hours) for the semester.

Example #2--A student enrolls in all three five-week terms, at three credit hours per session and one eight-week term, at three credit hours. He/she would be enrolled as a full time student (12 credit hours) for the semester.

**Financial Aid Application Process**

Students are strongly encouraged to apply for federal aid through the Free Application for Federal Student Aid (FAFSA) by going to www.fafsa.gov. Filing before the March 1 deadline is encouraged, but not required. Returning students who have filed the FAFSA in the previous year can submit a renewal FAFSA online. The Marian Financial Aid Award Year extends from the Summer Semester through the Spring Semester. Students must reapply for federal financial aid each award year, ideally in February of each calendar year.

Once the student has completed the FAFSA on-line, the Office of Financial Aid will electronically receive the Institutional Student Information Record (ISIR) from the federal aid processor. If the Office of Financial Aid is unable to obtain an ISIR, it will request the Federal Student Aid Report from the student.

The Office of Financial Aid also collects (1) a Marian University Financial Aid Application-MAP, (2) the NSLDS federal aid history from the Department of Education’s web site – listing all post secondary institutions that the student has attended, and (3) any documents requested by the federal government through the verification process.

The financial aid officer then reviews the student file and the ISIR for accuracy and completeness. If the file is complete, eligibility for federal and state awards will be determined. If additional documents are needed, the Office of Financial Aid will request and collect them. If corrections are needed, the Expected Family Contribution (EFC) will be recalculated and submitted to the federal processor. Once a corrected ISIR is re-obtained, with the correct EFC, the FA officer will determine award eligibility.

Once the awards have been determined, a Financial Aid Award Letter will be mailed to the student. The student is expected to sign and return an accepted award letter, which will be filed. If a student returns an award letter, indicating that the student will not attend for the semester, the Office of Financial Aid will cancel all awards.

**Federal Pell Grants**

The completed FAFSA will help determine eligibility for this grant. After the electronic ISIR is received from the federal processor, it will be examined to determine if the Expected Family Contribution (EFC) falls within the Pell program range for eligibility. The EFC must fall within a specified range before the Pell Grant award is authorized by the institution. The amount of the award is based upon the EFC and enrollment status.

**Student Loans-The Federal Direct Loan Program**

The student is notified of federal student loan eligibility via the award letter, upon completion of the financial aid application process. The student completes the Federal Direct Loan Request Form, for up to the maximum loan eligibility, as determined by the award letter. Beginning with the 2010-11 award year, all federal student loans must be processed through the Federal Direct Loan Program. The student may go to www.studentloans.gov to sign a Master Promissory Note and complete Entrance Counseling at any time, even before the award letter is received.
The loan application is returned to the Office of Financial Aid for processing. The loan processor submits the Federal Direct Loan origination to the Department of Education via federal software. The student should go to www.studentloans.gov to sign the Master Promissory Note and complete Entrance Counseling. Once this note is on file with the Department of Education, student loan funds will be processed automatically in subsequent award years according to each student’s eligibility. Federal student loans always disburse when the student is in his/her 6th hour of class each semester.

Private Student Loans

Occasionally, the Federal Direct Loan Program is not sufficient to cover the cost of a student’s education. If that is the case, there are a few private companies that offer credit-based education loans to cover education-related expenses. A link providing a list of several private loan products can be found on Marian’s website at: http://www.marian.edu/financialaid/Pages/educationloans.aspx.

Crediting Aid to the Student Account in Business Office

Federal Pell Grants – Disbursed during the third term of the semester, at the beginning of the second week of that term.

Federal Direct Loans – Disbursed during the term when the student begins his/her sixth (6th) credit hour of class, within the semester. The loan will be disbursed at the beginning of the second week of that term.

Example 1: A student is enrolled in one 3 credit hour class in each of Terms 1, 2 and 3 of the Fall semester, for a total of nine (9) credit hours. Her federal student loan would disburse the second week of Term 2.

Example 2: A student is enrolled in one 8-week course in Session 1 and one 5-week course in Term 3 of the fall semester. Her federal student loan would disburse the second week of Term 3, when her sixth (6th) credit hour of class has begun.

Example 3: A student is enrolled in one 5-week course in Term 1, one 8-week course in Session 1, and one 5-week course in Term 3. Her federal student loan would disburse the second week of Term 1.

Example 4: A student is enrolled in one 5-week course in each of Terms 1, 2 and 3 of Fall semester, but drops her Term 2 class. Her federal student loan would disburse the second week of Term 3.

Example 5: A student is enrolled in 2 classes in the fall semester totaling 6 credit hours, but then drops one of the classes. Her federal student loan would never disburse because enrollment never meets the 6 credit hour requirement.

If the loan disbursement creates a credit on the student’s account, the business office will mail a check to the student.

Please note: Any change to number of enrolled hours or sequence of enrolled hours can affect the amount and disbursement dates of your financial aid.

Financial Aid Implications When Dropping a MAP Course

Dropping a MAP course during the semester can have an impact on the amount and disbursement date of a student’s financial aid. Federal and state grant amounts are based on the number of hours enrolled in a semester. Any change to hours can result in a change to the amount of financial aid.

Since Federal Direct Loan funds are disbursed when a student is in his/her sixth (6th) hour of class, dropping a class can postpone the disbursement date of the loan funds. If a student drops to less than six (6) credit hours in a semester, federal student loan funds cannot be disbursed for that semester.

For more information on financial aid, please call (317) 955-6040, (800) 834-5494 or e-mail the office at finaid@marian.edu.
General Education

A Marian University education is designed to prepare our graduates to be:

- inquisitive in a broad, multi-dimensional and critical way;
- ethically informed and holistic in perspective;
- spiritually mature; and
- professional and knowledgeable in their field.

These institutional learning goals are achieved by completion of the general education program and the major program. The general education program provides a common educational experience within the Catholic Franciscan tradition.

To assist students in the pursuit of their education, the faculty have identified five areas of competency that they believe are central to intellectual, moral, social, physical, and spiritual development. The courses, which support these areas of competency, provide the base for exploration in new areas of learning, for deeper understanding of previously acquired learning, for recognition of one’s place in a global environment, and for examination of social and spiritual existence. This core educational program is infused with an appreciation of the four Franciscan sponsorship values: the dignity of the individual, peace and justice, reconciliation, and responsible stewardship. In essence, the program is a crucial stage in a lifetime of learning, analysis and contemplation.

General Education Program Goals and Objectives

Philosophical and Theological Reasoning

**GE Goal #1:** Within the context of a Catholic and Franciscan college, to demonstrate a basic understanding of and participation in theological and philosophical reflection on questions of ultimate meaning and value.

**Objectives:**
1. to demonstrate knowledge of philosophical and theological wisdom regarding what human beings are, who one can be as a person, and who God is and the ethical and moral implications thereof;
2. to demonstrate an understanding of the historical and contemporary impact of religion on philosophy; and
3. to demonstrate an engagement in the ongoing synthesis of faith and reason.

Scientific and Quantitative Reasoning

**GE Goal #2:** To understand and apply the basic concepts of science and mathematics and to explain their relationship to contemporary life and work.

**Objectives:**
1. to demonstrate knowledge of the scientific method and to apply it to problem-solving and research inquiry;
2. to demonstrate an understanding of mathematical concepts and language and to employ the tools of mathematics;
3. to demonstrate knowledge of the fundamental laws of nature underlying the universe; and
4. to demonstrate an understanding of the factors and choices involved in responsible stewardship of the environment.
Individual and Social Understanding

GE Goal #3: To understand the relationships between beliefs and actions of individuals and groups in social, political and economic contexts.

Objectives:
1. to demonstrate an understanding of the interactions among individual, group, political and economic factors in contemporary societies;
2. to demonstrate an understanding of how people are affected by the world-as it is and as they experience it-in social, political, and economic contexts; and
3. to demonstrate an understanding of the ways individuals and groups produce change in personal, social, political, and economic environments.

Cultural Awareness

GE Goal #4: To understand and appreciate the cultural life of world communities, past and present.

Objectives:
1. to expand cultural perspectives by establishing a foundational knowledge of world civilizations in their historical contexts;
2. to demonstrate an ability to analyze and interpret the diverse heritage of the past in terms of its own ideas and values; and
3. to establish a commitment to the life-long process of understanding and participating in contemporary local and global cultures.

Effective Communication

GE Goal #5: To develop proficiency in oral and written communication as a basis for constructive human interaction.

Objectives:
1. to demonstrate the ability to communicate and interpret meaning in a range of situations, for a range of purposes;
2. to demonstrate the ability to read, write, speak and listen in order to acquire, develop, and share information, ideas, and feelings; and
3. to demonstrate critical and creative strategies for generating and sharing meaning.
Educational Requirements

Major

The major is a field of concentration within the degree. The MAP baccalaureate degree requires at least 30 credit hours within the major. The major in associate degree program ranges from 18 to 30 credit hours. Students must maintain a 2.00 average in their major. (See Credit Hours and Grade Point section below). Students cannot simultaneously earn an A.S. or A.B.A. and a B.B.A.; however, students may earn an A.S. in Paralegal Students while earning an A.B.A.

Concentration

A focused course of study within the degree. MAP concentrations require 12 credit hours of guided electives. The concentrations in the associate degree program require six hours of guided electives. Students may select one concentration in the A.B.A. and up to three concentrations in the B.B.A.

Electives / Enhancement Courses

To graduate with a Bachelor of Business Administration degree, students need 37 hours of elective credit. To graduate with an Associate of Business Administration degree, students need 9 hours of elective credit. Students may transfer in these credits or take them through Marian University. (See page 40, Transfer Credit section). Students may choose these classes according to personal need, preference, or availability.

A combined maximum of 12 hours in enhancement courses - activity, developmental, and enrichment courses - can apply toward the total 128 hours required for B.B.A. Six hours of enhancement classes can apply toward the 64 hours required for the A.B.A. Physical education, drawing, ceramics, band, and stress management classes are all examples of enhancement courses.

General education elective credit is not required for the Associate of Science in Paralegal Studies or RN to BSN degrees.

Cross-Cultural Course

All Marian University students seeking a baccalaureate degree are required to take one non-western cultural course. ENG 213 Literature: The Short Story, fulfills this requirement for students earning a B.B.A.

Credit Hours and Grade Point

Candidates for the bachelor degree must complete a minimum of 128 credits and earn a 2.00 minimum overall GPA, as well as maintain the required minimum GPA in their major. The major includes all graded courses required by the major and any additional courses with the department prefix. Of the 128 hours, a minimum of 64 hours must be from courses numbered 200 and above (i.e., courses beyond the introductory level).

Candidates for the associate degree must complete 64 semester hours and earn a 2.00 minimum overall GPA.

Catalog Regulations

MAP students who maintain enrollment each semester use the catalog in effect at the point they first enrolled at the university as a degree-seeking student. Former Marian University students readmitted into MAP use the catalog in effect at the point of readmission. (For information on readmission, see page 17.)

Second degree students who earned their first degree at Marian University use the catalog in effect at the point when they first enroll in courses for the second degree.

The same catalog is used for meeting both major and general education requirements. Sometimes a program change is approved and required for both new and current students.

Special approval of the Registrar would be required to vary from the above guidelines.
Residency Requirements

In the bachelor programs, the last 12 hours in the major and the last 30 hours of credit overall must be earned at Marian. In the associate programs, the last nine hours in the major and the last 15 hours of credit overall must be earned at Marian.

Non-traditional collegiate credits cannot to be earned in the last 30 credits for the bachelor degree, or in the last 15 credits for the associate’s degree. Non-traditional collegiate credits are those defined as being earned from CLEP, DSST exams, Advanced Placement, military service and training, ACE recommendations, departmental examinations, portfolios, and other experiences as approved in collaborations between the Office of Academic Affairs and the dean of the appropriate school. In addition, no more than one-half of the allotted non-traditional credits can be earned through any one testing program or methodology.

The bachelor degree’s required 128 credits can include a maximum of 60 credits earned through non-traditional means. The associate degree’s that require 64 credits can include no more than 30 credits earned through non-traditional means.

Special waiver requests concerning the above policy must be submitted in writing and approved by the Dean for Academic Affairs. Waiver request forms are available in the Office of the Registrar.

Course Sequencing Guidelines

MAT 095/105 Intermediate Algebra and ENG 101 English Composition are foundation courses. MAP students who do not have transfer credit for English and Math should enroll in these courses early in their academic career.

The ability to effectively communicate what you know is just as important as having acquired the knowledge. MAP courses are designed to integrate new knowledge and skills with the ability to demonstrate the skills and knowledge to others. MAP students are expected to improve their communication skills as they move into upper division courses. Grades will be based, to some extent, on the quality of written and oral communication skills.

Assessment

The assessment of university outcomes is central to strategic planning, budgeting, and improvement of university programs and operations. Periodically, the university will conduct university-wide or program-wide assessment activities to gather data for such purposes. Students and personnel are expected to participate in annual date gathering, which may include placement testing, learning assessments, attitudinal surveys, and administrative/departmental annual reports and self studies. The results of the data analyses are used to improve academic programs and university services.
Graduation

Credits Required for Graduation

Candidates for the bachelor degree must complete a minimum of 128 credits and earn a 2.00 minimum overall GPA, as well as maintain the required minimum GPA in their major. The major includes all graded courses required by the major and any additional courses with the department prefix. Of the 128 credits, a minimum of 64 credits must be from courses numbered 200 and above, i.e., courses beyond the introductory level. Candidates for the associate degree must complete 64 credits and earn a 2.00 minimum overall GPA.

Graduation Application and Ceremony

All graduating students, whether participating in the graduation ceremony or not, must complete the MAP Graduation Application form. This form, available from your MAP academic advisor or on the MAP website, initiates the degree audit and the process of preparing diplomas.

Upon completion of all degree requirements, and following the student’s graduation date, a diploma will be mailed to the permanent address of record. Students may also elect to pick up their diploma in the Office of the Registrar. August and December graduates are invited to participate in the graduation ceremony the following May. Participation in the graduation ceremony requires satisfactory completion of all graduation requirements.
Academic Regulations

Standards of Conduct

The university assumes that when a student enrolls, a commitment is made to abide by university policies and to participate in their revision by established procedures. The policies are based on the university’s foundational values. The Office of Student Life assists students, faculty, and staff in formulating guidelines intended to maintain an atmosphere conducive to attaining educational goals. This office is responsible for the administration of the Code of Students Rights and Responsibilities, which is made available to students on the MAP website at www.marian.edu/MAP or in the Office of Student Life.

Academic Integrity (Cheating, Plagiarism, etc.)

The search for truth, the transmission of knowledge, and the facilitation of moral development are the avowed goals of institutions of higher education around the world. These goals cannot be achieved unless the men and women who participate in their achievement are honorable persons with a common desire for the highest level of academic integrity.

Members of the Marian University community are expected to maintain the highest level of honesty in every phase of their academic lives and to help create and promote an ethical atmosphere in which the goals of the university can be fully realized. Students must understand that by accepting admission to Marian University, they have agreed to abide by all the provisions of the code. Their willingness to respect and comply with the code should depend less on an expectation of punishment for violation than on a sincere belief in the university’s commitment to foster their intellectual and moral integrity.

The university has a positive obligation to protect this commitment by stating its code of academic integrity clearly and by taking decisive and responsible action when the code is violated. All Marian University students are responsible for knowing and avoiding academically dishonest behaviors. Such behaviors include cheating, plagiarism, multiple submission, fabrication, misuse of materials, misrepresentation, or facilitation of academic dishonesty. The code, plus the procedures and sanction (up to permanent dismissal from the university) for its violation, are reproduced in the Code of Student Rights and Responsibilities. To obtain a copy, please contact the Student Life Office, your advisor, or the MAP website at www.marian.edu/MAP.

Classroom Integrity

Marian’s MAP classroom is an environment dedicated to higher learning, where professionalism, academic integrity and respect for the individual, peers and professors is expected. Concerns are to be reported to Lesley Neff, Director of Educational Services, as students disrupting class will not be allowed to interfere with other students’ learning. The student code can be reviewed on Marian’s website, through “My Marian.” Continued concerns will be addressed with Ruth Rodgers, Dean of Student Affairs, and students involved may be scheduled for preliminary hearing.

Family Educational Rights and Privacy Act of 1974

Marian University operates in compliance with the Family Educational Rights and Privacy Act of 1974, (FERPA), as amended. Students have the right to inspect all official records which pertain to them and to challenge inaccurate or misleading information. Exceptions are parents’ financial records and confidential letters and statements placed in the record before January 1, 1975, or placed under conditions where students have signed a waiver of right of access.

All student academic information is considered confidential except the following “directory” information available to the public: student’s name, campus and off-campus address, email address, telephone and voice mail number, photograph, major field of study, participation in university activities and sports, physical and performance statistics of members of athletic teams, dates of attendance, full-time or part-time status, degrees, awards, and honors, dean’s list, and most recent previous institution attended by student.

Students may waive the right of nondisclosure, allowing access to their records by anyone who has a completed copy of the waiver form. The waiver form is effective through the student’s graduation or until the student designates otherwise. The student may request that directory information not be released. This must be made in writing to the Office of the Registrar within 15 days of the beginning of each term. Failure to notify the Office of the Registrar may mean that university publications, such as team roster, promotional brochures, or the student directory, may include some directory information.
Academic Honors

Dean’s List
At the end of each semester, the Dean’s List is published to honor students whose grade point average for the semester is 3.50 or above. In addition to a 3.50 minimum GPA, students must have been enrolled in at least 12 semester credits of courses grades “A-F,” and not earned any incompletes.

Graduation with Honors
MAP students who earn a Bachelor of Business Administration degree are eligible to graduate with honors if they have earned at least 60 hours of traditional graded course work at Marian University and have maintained a superior grade point average:

- Honors- if at least 3.50 but less than a 3.70 GPA average is earned
- High Honors- if at least 3.70 but less that 3.80 GPA average is earned
- Highest Honors- if at least 3.80 GPA average is earned

Students who earn a B.S.N. degree are eligible to graduate with honors if they have earned at least 60 hours of traditional graded course work at Marian University and have maintained a superior grade point average:

- cum Laude - if at least 3.50 but less than a 3.70 GPA average is earned
- magna cum laude - if at least 3.70 but less than 3.80 GPA average is earned
- summa cum laude - if at least 3.80 GPA average is earned
Classroom Based Course Policies

Attendance

Consistent with the mission of Marian University to provide students with a quality education, class attendance and participation are considered essential to facilitate learning.

Under emergency circumstances a student may miss one class during a five-week course or two classes of a course that meets two times per week. **Additional absences will result in a failing grade for the course.**

**Please note:** Students should not enroll in a class if they know ahead of time that they will miss one class meeting. Missing one class means that students lose 20% of their instructional time. An absence should be saved for unavoidable emergencies.

Attendance is an essential part of accelerated courses. We do realize that students may run a few minutes late because of work, family, or traffic; however, students will be counted as absent if they arrive after 6:15 p.m. for evening classes or after 9 a.m. for Saturday classes. Instructors will hold class for the entire scheduled time. Students are required to be in attendance until the class ends and students are dismissed. Those leaving prior to dismissal will be counted as absent. (See the MAP schedule for individual class meeting times.)

Canvas LMS

MAP classroom based and select online courses will utilize the Canvas LMS. Canvas provides a secure web space in which faculty can post syllabi, share course content, communicate with students, provide online learning activities, such as URLs and videos, attach worksheets, and launch discussion boards. In the event of an absence, students will be responsible for reviewing the course syllabus, policies, and missed material via Canvas.

In Canvas, students have the ability to set preferences for notifications, including announcements, assignment changes, and weather cancellations. We encourage students to select a notification method that will ensure that they receive up-to-date access to pertinent course information. Students may choose to receive this information via text, e-mail, twitter, Facebook, etc.

A Canvas username and password will be e-mailed to new students prior to the start of the first course. Students needing account information or assistance utilizing the Canvas LMS should contact the Marian University Help Desk at 317.955.6444 or helpdesk@marian.edu.

Make-up Exams

While MAP has an attendance policy that allows for emergency absences (see Attendance Policy above), instructors have discretion in whether they allow students to make-up missed work such as exams, quizzes or presentations. If a faculty member does allow for work to be made-up, it must be scheduled and completed prior to the next class meeting, and a 10% grade penalty will be assessed. Make-up exams will no longer be administered in the MAP office and left to the complete discretion of the instructor. Make-up policies will be outlined on each instructor’s syllabus.

Medical Absence Policy

Marian’s Adult Programs is concerned about students who may face a serious medical issue or hospitalization during the MAP term or session. In face-to-face courses, classroom attendance is essential, just as in the online courses, consistent, daily participation is crucial and mandatory. We also realize that severe illness, injury or hospitalization may keep a student from being able to return to the classroom or online format and complete the term/session.

Students with a serious medical issue or hospitalization, who miss two or more consecutive face-to-face classes, more than allowable under the above attendance policy, or students who are unable to log on and maintain consistent participation in an online course, will be responsible for paying tuition, and they will also receive a failing grade for the course. However, the grade of “F” will be changed to a “W” and Marian University will allow students to retake the same course within six (6) months from the date of the original course, at no charge, if proper documentation is received as follows.
Documentation must come from the student’s physician or authorized medical personnel, and must include the date that the student was treated. In addition, it must clearly state the dates that the student is unable to attend work and participate in school because of the injury, illness or hospitalization. In the face-to-face courses, the absences due to the illness, injury or hospitalization must be consecutive. In order for an exception to be considered, documentation must be received by the MAP advisor or the Director of Educational Services no later than two weeks after the treatment date or in the case of hospitalization, two weeks from the date of release.

The Medical Absence Policy takes effect after the withdrawal period has passed. Students whose illness or emergency occurs within the regular drop or withdrawal period must follow those guidelines and no medical exception will be granted.

Participation

The collaborative adult learning model requires students to participate and actively engage in the learning process. Participation is not the same as attendance. Attendance is simply being present in the classroom. Participation requires students to be actively involved in the learning process. However, participation is more than speaking out in class. The contribution made by the student should be related to the course content, be relevant to the class discussion, and advance shared learning. Participation makes the classroom experience more meaningful.

Classroom Integrity

Marian’s MAP classroom is an environment dedicated to higher learning, where professionalism, academic integrity and respect for the individual, peers and professors is expected. Concerns are to be reported to Lesley Neff, Director of Educational Services, as students disrupting class will not be allowed to interfere with other students’ learning. The student code can be reviewed on Marian’s website, through “My Marian.” Continued concerns will be addressed with Ruth Rodgers, Dean of Student Affairs, and students involved may be scheduled for preliminary hearing.

Course Workload

Coordinating school, family, and career requires perseverance and the ability to quickly react to changing priorities. The amount of time and commitment needed to complete course work will vary. Aptitude, prior educational experience, and course design will affect the length time it takes complete course assignments.

First Night Assignments

The accelerated format used in MAP requires students to be well prepared for class. Most often this involves completing an assignment beforehand. First night assignments are outlined in the course syllabus, which is posted in the Canvas LMS. Please ensure that you have completed the assignment prior to coming to the first class meeting.

Confidentiality in the Classroom

Students taking MAP courses learn through textbooks, instructors, and peer experiences. Peer experiences and personal information shared during classroom discussions are learning tools and should be treated as such. Shared information should never be used in a way that would jeopardize a person, business, or organization. Confidentiality should be practiced in the classroom. Whenever possible, please do not identify a person, business, or organization during class discussions.

Writing Skills and Plagiarism

The ability to effectively communicate what you know is just as important as having acquired the knowledge. MAP courses are designed to integrate new knowledge and skills with the ability to demonstrate the skills and knowledge to others.

Students taking MAP classes are expected to improve their communication skills as they move into upper division courses. Students needing assistance with their communication skills are encouraged to enroll in ENG 101, English Composition, early in their education experience. Grades will be based, to some extent, on the quality of written and oral communication skills. Writing assignments must be free of errors in sentence structure, usage, and mechanics (including punctuation and spelling) and show evidence of excellent control of language and management of writing.
style. Papers are expected to be well organized, have a clear thesis, contain well-developed content, demonstrate the student's ability to produce and synthesize complex ideas, and contain logical connectors and transitions.

Students must appropriately cite all ideas, models, opinions, and research of others. Plagiarism occurs when a student represents the words or ideas of another as their own. Examples include, but are not limited to failing to enclose a direct quotation from a reference source within quotation marks and/or paraphrasing the words or ideas of another person without proper citation or documentation. It is still considered plagiarism, whether this is done intentionally or unintentionally. (For more information on Academic Integrity, please refer to page 29.)

Audio or Video Recordings in the Classroom

Students may not use electronic or other devices to make an audio or video record of any person while on the university premises without prior knowledge and without his or her effective consent.

Children in the Classroom

Students who bring children to class disrupt the learning process. Therefore, students are not permitted to bring children to a MAP class. In addition, unsupervised children are not permitted on Marian University premises including all MAP locations.

Holidays and Make-up Dates

Marian University observes most major holidays including Martin Luther King Day, Memorial Day, Labor Day, Independence Day, Thanksgiving, and Christmas. To accommodate busy working adults, the MAP schedule is designed so that many breaks coincide with these holidays. During the Christmas break weeks, the MAP offices will be open 8 a.m. to 4:30 p.m. It is recommended that students contact the MAP office before stopping by to ensure that an advisor or other MAP personnel are available to meet their needs.

On occasion, holidays, emergencies, or inclement weather may make it necessary to have a Friday make-up class. Make-up dates are shown in the MAP calendar on the back of the MAP class schedule. In the event that a make-up date is utilized, the MAP attendance policy is enforced.

Please note: If the first night of a class is cancelled, the class scheduled in Week 2 will be considered the first class night. Thus, the attendance policy will be upheld even though the class is meeting for the first time in Week 2 of the term or session. In addition, the posted make-up date will be utilized.

Inclement Weather

In the event of a heavy overnight snow, please refer to major local TV and radio stations for Marian University closing information. If the university is closed, MAP personnel will not be in the office and MAP classes will also be cancelled.

If snowfall should begin during the day, the decision to run or cancel evening MAP classes is made at 3 p.m. Course cancellations and make-up dates will be posted in the Canvas LMS. It is the student’s responsibility to select a notification method (text, e-mail, twitter, Facebook, etc.) that will ensure that they receive up-to-date access to pertinent course information. The Canvas LMS is the only way that students will be notified of a course cancellation due to the weather. Students can find the applicable make-up date posted on the MAP calendar on the back of the MAP schedule of classes.

In addition, Marian University has implemented a broadcast voicemail and text messaging system to notify all students of inclement weather conditions that may affect classes.

Please note: Marian University rarely cancels classes because of inclement weather. Students should use their discretion when deciding whether to attend class or leave class early. Students have one absence in a five-week term or two absences in a course that meets twice a week to use in case of an emergency like the weather. (Please refer to page 31 for the MAP attendance policy.)
Registration, Dropping a MAP Course, Co-registration and Transferring Programs

MAP Registration and Class Changes

Students are encouraged to register for classes shortly after the new schedules are mailed. Some classes fill quickly and registration for each class is limited. Students may be added to a waitlist if the course has reached its designated enrollment limit. If space in the class becomes available, an advisor will call the waitlisted student to inform him/her. Likewise, students will be notified if the class is canceled due to insufficient enrollment. Students may register:

- at the MAP office
- over the phone
- via email (It is recommended that you verify your registration by phone if you choose this option.)

If students fail to make on-time tuition payments or payment arrangements, the class spot they hold may revert to a person who desires the spot and who has completed payment arrangements. (For more information on tuition payments and fees, please refer to page 20.)

Because many classes are contingent upon enrollment, we strongly encourage students to register as soon as possible. Unfilled classes may be canceled. Therefore, early registration enables us to confirm class offerings. Students may not register for a class after that class has met for the first time.

Dropping a MAP Course

Students must communicate directly with a MAP advisor to make schedule changes or to drop a course. Students cannot make schedule changes to MAP courses in the CAMS Student Portal. An advisor will respond and give confirmation to all voicemails or emails. If confirmation is not received, it is the student’s responsibility to follow up with the advisor to make sure the communication was received. Students will be considered enrolled in the course and they will be financially responsible for the tuition and fees if they do not notify the MAP staff within the time period specified above.

**Note:** Failure to participate in an online course or attend a classroom based course does not drop a student from the class.

Tuition and fees will be applied as follows:

- There will be no tuition charge if a course is dropped by Friday (4:30 p.m. ET) of the first week of classes. For students whose first class meets on Saturday, there will be no tuition charge if a course is dropped by the Monday (6 p.m. ET) immediately following the first class. Students will be assessed a $50 drop fee per course for all drops made on or after the date posted on the MAP calendar through the second week of classes.

- There will be a **50% tuition charge and a grade of “W”** will be recorded if a course is dropped in the second week of the term. Regardless of weekday or Saturday enrollment, second week drops need to be made by Friday at 4:30 p.m. ET. In addition, MAP students will be assessed a **$50 drop fee per course** for all drops made on or after the date posted on the MAP calendar, posted on the MAP website, through the second week of classes.

- Students who fail to participate in an online course or stop attending a classroom based course after the second week will be charged **100% of the tuition and a grade of “F”** will be recorded.

Students who drop a classroom based MAP course assume responsibility for returning textbooks and other ancillary materials to the MAP office. **Students will be assessed a $150 fee for each book that is not returned in good condition within two weeks after a course has ended. Textbook due dates are posted on the MAP calendar.** (For information on textbook returns, please refer to page 18.) Students who drop a paralegal, nursing, or online course during the first two weeks of a term will no longer have access to the electronic textbook and will not be assessed the textbook fee.

Students will be considered inactive if they fail to complete one course during four consecutive terms. MAP reserves the right to drop inactive students from future classes. **Inactive students will need to complete the readmission process when they wish to return to Marian University.** (For information on readmission, please refer to page 17.)

**NOTE:** Dropping a course can impact the amount and disbursement dates for financial aid. Refunds to students receiving Federal financial aid will follow Federal law and regulations. (For additional information on financial aid implications, please refer to page 23.)
Co-registration

MAP students may register for traditional courses without restriction. Students must complete a co-registration request form in the Office of the Registrar.

Traditional students seeking to enroll in a MAP course must meet the admission criteria for the accelerated program. A request for exception form, signed by the student and the academic advisor, must be submitted to the Office of Academic Affairs. The student must present evidence of hardship and/or be unable to achieve timely academic progress to receive the exception. An ad hoc subcommittee of the Academic Policies Committee will review and act on these requests. Students in the traditional Marian University program may apply no more than six credit hours of MAP courses toward a traditional associate degree, or no more than 12 credit hours of MAP courses toward a traditional bachelor degree.

Transfer between MAP and Traditional Programs

Students may transfer one (1) time from one Marian University program to the other if they meet the admission requirements. Transfers must be approved by the Office of Academic Affairs; taking into account relevant academic criteria. Students must fulfill the graduation requirements of the degree program from which they plan to graduate. Students will pay the rate advertised for the program into which they transfer.

Students complete a university form, Request to Transfer, which the Registrar immediately copies to the student, MAP, Business Office, Office of Admission, Office of Financial Aid, and the appropriate school with a copy remaining in the student’s file.
Grading System and Incompletes

The quality of each student’s work as determined by class achievement, tests, and examinations is reflected in terms of letter grades. Points are given for each semester hour of credit in the course in which the grade is earned.

A  4.00 points; highest level of achievement, implying originality and initiative
A-  3.67 points;
B+  3.33 points;
B   3.00 points; achievement above average
B-  2.67 points;
C+  2.33 points;
C   2.00 points; average achievement
C-  1.67 points; below average achievement
D+  1.33 points;
D   1.00 points; below average, but meeting the minimum requirements
F   0.00 points; failure in the course; failure to successfully complete the course

I  Students are expected to complete the course requirements by the last class meeting in a face-to-face course and during the last week, as assigned by the instructor, for an online course. There may be instances when crisis circumstances arise during Week 5 of the term or Week 8 of the session, preventing students from completing the course requirements, such as a final exam or presentation, on time. Incompletes are only given in cases where students are in good standing in the class, not to give more time to correct a failing grade. Students in the face-to-face courses must have attended all previous class sessions, Weeks 1-4 in a 5-Week term or Weeks 1-7 in an 8-Week session. Students in online courses must have all work completed/submitted, exams taken, discussions current and any other required work product assigned by the instructor throughout Week 7. In these rare situations, a grade of “I” may be issued if all of the following criteria have been met:

1. In face-to-face courses, the student must have complied with the MAP attendance policy by being present in all class sessions, Weeks 1-4 (5-Week) or Weeks 1-7 (8-Week). (Please refer to page 31.)
2. In online courses, all required work product must be completed/submitted as assigned by the instructor throughout Week 7.
3. The student must initiate the process and request an “I” from the instructor.
4. If the instructor agrees that an incomplete is justified, the instructor must obtain approval from the MAP Director of Educational Services.
5. Once an Incomplete is given, students will have no longer than five weeks from the last day of the term to complete their course work; however, the specific length of time is determined by the instructor.

AU Audited courses carry no credit and no grade. MAP classes may not be audited. Laboratory, studio, and/or practicum courses in the traditional program are also excluded from audit.

S/U Satisfactory/Unsatisfactory is used to evaluate experience-related courses such as practica, co-ops, and internships when these experiences do not count toward the total hours required for the major. An “S” grade does not increase the number of divisor credits or grade points earned, but it does increase the number of credits earned. A “U” grade does not increase the number of divisor credits, credits earned, or grade points earned. The only MAP class to be graded in this manner is COL 108, Prior Learning Assessment: The Portfolio.

W  A grade of “W” is recorded when a student withdraws from a course during the second week of classes. Students may elect to drop the course and receive a “W” by contacting the MAP academic advisor before the end of the second week of the current term; however, financial obligations may apply. (For information on dropping a MAP course, please refer to page 34.)

Classification of Students

A total of 30, 62, or 94 semester hours of credit classifies a student as a sophomore, junior, or senior, respectively. After 52 or more credit hours, a student must achieve an overall scholarship index of 2.00 in college courses. Those not reaching this standard are placed on probation. If the overall 2.00 is not attained by the end of the following semester, they are dismissed for academic reasons.
Course Load

To be considered full-time, a MAP student must take a minimum of 12 credit hours in a semester.

Due to the accelerated nature of the courses, students may not take more than two MAP classes at one time (including both terms and sessions). An exception may be considered for students in their last semester before graduation if the student has a cumulative GPA of 3.00 or higher. A student who is within one semester (3 terms) of graduation may request to take three courses in any one of these three terms. Requests should be made in writing to the student’s advisor.

Although it is not recommended that students enroll in more than two MAP classes at one time, an exception will be made for second degree students. Students earning a second degree will not be allowed to take more than 18 credit hours in a full semester. This allowance will be pro-rated if students only enroll in select terms or sessions.

Grade Reports

Grades are typically posted 7 – 10 days after the last day of the course. Course grades are available online via the Marian University Student Portal at https://camsap.marian.edu/student/. (Please refer to the MAP calendar for specific dates.)

Academic Progress and Probation

To graduate, the university requires a 2.00 or higher grade point average for all courses taken at Marian University and all courses which apply toward the major. The major, for the purpose of calculating the 2.00 graduation requirement, is defined as all business core courses required by the major (in and out of the department) plus any required concentration courses. To meet degree requirements, some disciplines require higher grades in each course or a higher cumulative grade point average.

Students will be placed on academic probation if their cumulative GPA does not meet the guidelines below for credits attempted:

<table>
<thead>
<tr>
<th>Total Credits Enrolled</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 17.999</td>
<td>1.50</td>
</tr>
<tr>
<td>18.000-34.999</td>
<td>1.75</td>
</tr>
<tr>
<td>35.000-51.999</td>
<td>1.90</td>
</tr>
<tr>
<td>52 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Students on probation are not considered in good academic standing. They are warned and their academic progress is watched closely. Active MAP students placed on probation are expected to meet the terms indicated in their probation letter and are restricted to one course per term for the next 6 credit hours. Those who raise their cumulative grade point average to or above the required GPA are removed from probation.

Academic Ineligibility

Students will become academically ineligible if:

- The cumulative grade point average, according to the above prescribed table, is not achieved after the next 6 credit hours for which a student attempts.
- The GPA requirements are met, but they fail in as much as 6 or more credit hours within any 12 consecutive credit hours.

Students who are dismissed because they are academically ineligible will receive written notification from the Office of the Academic Dean and be withdrawn from any future registered courses. If the letter is dated after the term has begun, the student will be allowed to complete the course.
Readmission Process Following Academic Ineligibility

Students who voluntarily withdraw from the university while on probation, as well as those who are dismissed, must reapply and petition to the Admission Committee. Readmission is not automatic and it is not guaranteed. Students must demonstrate that they have eliminated their prior obstacles and are now more likely to succeed.

With the guidance of the academic advisor, students may repeat courses for which they have received credit. The last grade and credit replace the previous ones in computing grade point average. All courses attempted are listed on the student’s records.

Readmission on Academic Probation

Students readmitted on probation are expected to meet the terms indicated in their admission letter and are restricted to one course per term during the probationary period, which is 12 credit hours. At the end of the probationary period, these students will be evaluated for continuation at the university. The university reserves the right to dismiss any student who does not meet the guidelines stated in the letter.

Appeal Process – Academic Status

When students are notified of dismissal due to poor scholarship, they may appeal their academic status. The appeal procedures are spelled out in the letter of dismissal and must be followed without exception. Evidence of the student’s commitment to academic progress is significant, but not the only consideration in deciding whether or not to waive dismissal.

Appeal Process – Course Grade

The student can expect and should request from the instructor information about class standing during the course of the term. Questions about procedure, requirements, and the grading system can thereby be resolved between student and instructor.

However, if at the end of a term, a student has cause to question the computation or “fairness” of the final grade, an appeal process is available to review the case.

1) The student must consult with the individual instructor concerning the grade. The meeting is to be documented by means of a memorandum of record which contains: a) date of meeting, b) a summary of the results of meeting, c) signatures of student and instructor. If there is no resolution at this level, then:

2) The student meets with the director of educational services, presenting the documents in #1. The meeting is to be documented by means of memorandum of record which contains: a) date of meeting, b) a summary of the results of meeting, c) signatures of student and the director of educational services. If there is no resolution at this level, then:

3) The student must submit a written appeal to the dean of Academic Affairs. The appeal must state what is requested concerning the grade and the reasons that the assigned grade is not a correct assessment of work accomplished in the course, along with the record of #1 and #2 above. The time limit for filing the written appeal with the dean is six (6) weeks from the release of grades.

4) If the dean of Academic Affairs determines that further clarification is needed, a meeting is arranged involving the student, the instructor and the dean of Academic Affairs for discussion of the appeal. The purpose of this meeting is primarily clarification of the situation.

5) Final decision on the fairness of the grade is made by the dean of Academic Affairs after considering all the information received. In this context “fairness” applies to the objective and unbiased assignment of the grade. If the dean of Academic Affairs determines that the grade was “unfairly” assigned, this decision would be conveyed to the instructor and the director of educational services for objective and unbiased correction. The student will receive written documentation of the outcome.
Academic Forgiveness Policy

An academic forgiveness policy option is available to Marian University students who re-enroll at Marian University after a lapse of five or more years. The following guidelines apply:

1) An academic advisor should discuss this policy with the student at the time of re-enrollment. Students must file a completed request in the Office of Academic Affairs before the end of their first academic semester back (3 terms). The request form must be signed by the student and the academic advisor.

2) Only course grades of C- or better apply to the current degree; these are not calculated in the GPA.

3) All courses and grades remain on the record. GPA is calculated from the returning point forward.

4) The academic forgiveness policy can only be used one time and is non-reversible.

5) Students who have previously earned a degree or have a cumulative GPA of 2.00 or higher are not eligible.

6) The transcript states that an academic forgiveness policy is in effect.

7) Students accepting this policy are eligible for academic honors after accumulating 60 new earned hours.
Transfer Credit, Training Programs, Non-Traditional Collegiate Credits, and Experiential Learning

Transfer Credit Regulations

Marian University accepts credit from many regionally accredited colleges and universities. The decision is made on a course by course evaluation by the Office of the Registrar; the content must be appropriate to the degree objective of the student. Courses with a minimum grade of C- are accepted. Classes with less than a grade of “C-” will not transfer. Grades of P and S, or the equivalent, are not acceptable. Credits, but not the grade points associated with them, are added to the Marian University permanent record. An official evaluation is not made until official records are received and the applicant is admitted.

Courses transfer in at the level (100, 200, 300, 400) assigned by the institution which originally awarded credit. Credits from two-year colleges transfer in as 100 or 200 level courses according to Marian University’s numbering system.

Continuing students who wish to transfer credits from other institutions must receive prior written approval from the Registrar. Most other institutions require students to be in good academic standing (2.00 cumulative GPA or higher) in order to be accepted for temporary study. Interested students should request a Transfer Course Approval Form from the academic advisor or Maryann Bonner, assistant registrar, at mbonner@marian.edu or 955.6050 prior to enrolling at another institution.

Training Programs and College Credit Exams

Official records for training programs and college credit exams are not required for admission; however, they may be submitted directly to the MAP admission counselor for credit evaluation. Examples include military documents, DD214, LOMA, CLEP/DSST exams, and programs approved by the American Council on Education (ACE). In order for these programs to be evaluated, students must request that an official transcript be sent directly to the admission counselor from the institution or the American Council on Education. Credit awarded will be determined by the Office of the Registrar.

It is in the student’s best interest to submit all documentation prior to class registration so that the student does not take unnecessary courses. Marian University will not issue additional credit for duplicate courses.

All academic documents must be evaluated and credit awarded by Marian University prior to the students’ last 30 (15) credit hours in the bachelor (associate) degree program at Marian University.

Military Service Credit

Veterans may receive credit for certain learning that took place while they were engaged in military service. A copy of the DD214 and other appropriate military records are required for the complete evaluation of military credit.

Non-Traditional Collegiate Credits

A student may receive credit and/or advanced placement for certain courses by successful performance on the College Level Examination Program (CLEP), DSST exam, Advanced Placement, portfolio, and/or examinations offered by an academic department of Marian University. Credit and/or advanced placement is awarded by the specific department. A student who has had superior preparation is encouraged by the university to accelerate his academic program in this manner; however, the following stipulations apply:

1. For a bachelor’s (associate’s) degree at Marian University, a maximum of 60 (30) credits earned through non-traditional collegiate means are allowed to count towards the minimum degree required 128 (64) total credits. In addition, at most one-half of the allotted non-traditional credits are allowed in any single testing program or methodology.

2. For a bachelor’s (associate’s) degree at Marian University, no credits earned through non-traditional collegiate means are allowed to count towards the required last 30 (15) credits in residency at Marian University. A student who receives non-traditional credits during this time must still fulfill their last 30 (15) credits at Marian University. Thus, these students would be required to complete more than 128 (64) hours.
Non-traditional collegiate credits are those defined as being earned from CLEP, DSST exams, military service and training, ACE recommendations, departmental examinations, portfolios and other experiences as approved in collaboration between the Office of Academic Affairs and department chairs.

**COL 108 Prior Learning Assessment: The Portfolio**

This course is designed to help MAP students assess their experiential learning background and petition for credit for prior learning. The students will follow the format outlined in this course to prepare a portfolio that demonstrates their knowledge, skills, and experience commensurate with college-level learning.

Students who are working on prior learning portfolios are encouraged to access information at local libraries or other resources to research course content. Students may also use in stock MAP textbooks as a resource. Books may be reviewed at the MAP office at the main campus or Keystone Crossing during normal business hours. Textbooks must stay in the MAP office and cannot be loaned to students for use outside of the office. Appointments are not required to review the textbooks; however, it is recommended that students call first to ensure availability. The MAP office does not stock textbooks for courses taught outside of the MAP curriculum. COL 108 will be arranged as an independent study with the Director of Educational Services.

**College Level Examination Program (CLEP)**

CLEP examinations are a national series of examinations which are available to students of all ages. The CLEP examination is designed to measure knowledge acquired outside the college setting as well as through formal education. Most examinations consist of a 90-minute multiple-choice test. Some English examinations also include an essay portion. College credit can be granted on the basis of test scores. The Learning and Counseling Center administers the CLEP examinations. Students may contact the Learning and Counseling Center at 317.955.6150 for information and to schedule a CLEP exam. The following regulations apply for CLEP examinations.

1. Students may take CLEP examinations prior to or after enrolling at Marian University.
2. Credit will be granted for scores of 50 or above with the following three exceptions:
   - French, Level 2: score of 62 or higher
   - German, Level 2: score of 63 or higher
   - Spanish, Level 2: score of 63 or higher
3. Students may not receive credit for a lower level CLEP examination if they have completed higher level courses in the same discipline.
4. Prior to registering for any CLEP exam, students must contact Maryann Bonner, assistant registrar, at 317.955.6053 for approval.
5. The fee for a CLEP exam is $80 payable to CLEP. The DSST exam is $80 payable via credit card (VISA, MC, AMEX) or a personal check. US money orders will also be accepted for the DSST exams and should be made out to Prometric. Both exams require a non-refundable $20 registration fee payable to Marian University.
College Level Examination Program (CLEP) Exams

Passing Score for all CLEP tests is a scaled score of 50 as recommended by the ACE (American Council on Education), with the exception of Foreign Language Exams – see foreign language section.

College Level Examination Program tests and their course equivalencies for Marian University credits:

<table>
<thead>
<tr>
<th>SUBJECT EXAMINATIONS</th>
<th>MARIAN UNIVERSITY’S COURSE EQUIVALENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Composition and Literature:</strong></td>
<td></td>
</tr>
<tr>
<td>American Literature</td>
<td>ENG 100 level elective 3</td>
</tr>
<tr>
<td>College Composition</td>
<td>ENG 101 3</td>
</tr>
<tr>
<td>English Literature</td>
<td>ENG 100 level elective 3</td>
</tr>
<tr>
<td>Humanities*</td>
<td>HUM 230, 231 6</td>
</tr>
<tr>
<td>*The Humanities test is not accepted for General Education requirement credit. MAP students may take this exam for elective credit.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Foreign Languages:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>French Language</td>
<td>Level 1 score = 50 FRE 101, 102 8</td>
</tr>
<tr>
<td></td>
<td>Level 2 score = 62 FRE 200, 201 14</td>
</tr>
<tr>
<td>German Language</td>
<td>Level 1 score = 50 GER 101, 102 8</td>
</tr>
<tr>
<td></td>
<td>Level 2 score = 63 GER 200, 201 14</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>Level 1 score = 50 SPA 101, 102 8</td>
</tr>
<tr>
<td></td>
<td>Level 2 score = 63 SPA 200, 201 14</td>
</tr>
<tr>
<td>(Level 1 – equivalent to the first two semesters of University level foreign language)</td>
<td>(Level 2 – equivalent to the first four semesters of University level foreign language)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>History and Social Sciences:</strong></th>
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</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>POL 102 3</td>
</tr>
<tr>
<td>History of the United States I</td>
<td>HIS 216 3</td>
</tr>
<tr>
<td>History of the United States II</td>
<td>HIS 217 3</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>PSY 220 3</td>
</tr>
<tr>
<td>Introduction to Educational Psychology</td>
<td>EDU 174 3</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>PSY 101 3</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>SOC 101 3</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>Ecn 201 3</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>Ecn 202 3</td>
</tr>
<tr>
<td>Social Sciences and History</td>
<td>General Elective 3 * No HIS/SOC/POL credit 3</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>HIS 100 level elective 3</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>HIS 100 level elective 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Science and Mathematics:</strong></th>
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</thead>
<tbody>
<tr>
<td>Biology</td>
<td>BIO 202 4 – No lab credit</td>
</tr>
<tr>
<td>Calculus**</td>
<td>MAT 230, 231 8</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHE 151, 152 8</td>
</tr>
<tr>
<td>College Algebra</td>
<td>MAT 140 3</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>MAT 095 3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>SCI 102, 103 6 – No lab credit</td>
</tr>
<tr>
<td>Pre-calculus</td>
<td>MAT 100 level elective 3</td>
</tr>
<tr>
<td><strong>The Calculus exam has an on-line graphing calculator. The student should familiarize themselves with the calculator’s functionality prior to taking the exam. The calculator, together with a brief tutorial, is available to students as a free download for a 30 day trial period on the CLEP website.</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Business:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Accounting</td>
<td>ACC 210 3</td>
</tr>
<tr>
<td>Information Systems and Computer Applications</td>
<td>MIS 101 3</td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>BUS 301 3</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>BUS 250 3</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>BUS 240 3</td>
</tr>
</tbody>
</table>
Student and Academic Support Services for MAP Students

Academic Advising

New MAP students are assigned an advisor. After initial planning, the student will continue to consult with the advisor about program changes, educational goals and general progress. At Marian University, advising is an integral part of a student’s education. It is important that students have meetings and/or phone conversations with their advisor on a regular basis.

MAT 095/105 Intermediate Algebra and ENG 101 English Composition are foundation courses. MAP students who do not have transfer credit for English and Math should enroll in these courses early in their academic career.

The most important reference tool for advising is the current edition of the MAP Student Handbook. Another effective tool for students is a copy of their degree plan. With these two tools, and assistance from an advisor when needed, students can determine their pace throughout their academic career in MAP.

Learning and Counseling Center/Academic Support Services

The Learning and Counseling Center (LCC) is a resource center for the Marian University community. The staff of the LCC provides academic support services, personal counseling, and consultation to students. Services are provided at no charge to students who are currently enrolled. The Learning and Counseling Center is located in Clare Hall and students may schedule appointments by calling 317.955.6150. Office hours are limited in the summer.

As an integral component of the Learning and Counseling Center (LLC), the Academic Support Services Program supports all Marian University students in their quest for academic success. Individual consultation and group workshops are available to assist students who desire additional academic support. Students may seek academic support services for a variety of reasons, including poor academic performance, difficulties with time management and organization, help with study and test-taking strategies, test anxiety, etc. All academic support services are free of additional charge to current Marian University students.

The Learning and Counseling Center provides the following resources and programs:

**Assessment and Screening** - Individual assessments are given to screen for learning difficulties, attention deficit issues, learning style, substance abuse, depression, anxiety, or eating disorders.

**Crisis Intervention** - During normal daytime office hours, the director of counseling and the LLC staff are available to provide crisis intervention services to all students. Resident students needing emergency mental health treatment in the evenings or weekends are directed to contact their residence hall director or the Campus Police at 317.955.6789. Non-resident students should call the local crisis intervention number at 317.251.7575 or 911.

**Individual Counseling** - Individual counseling is available to assist students who are experiencing problems that interfere with the attainment of their academic, interpersonal, spiritual, and vocational goals. Students may seek counseling for a variety of reasons, some of which may include problems with adjustment to university life, family conflicts, relationship difficulties, depression, anxiety, eating disorders, and substance abuse. The LLC is designed to handle acute and short-term mental health situations. Referrals to off-campus community agencies may be necessary and are available. Off-campus referrals are at the student’s expense.

**Peer Tutoring** - Peer tutors are usually available in most academic subject areas. Students who have demonstrated academic excellence in a specific subject area and have been approved by a faculty member, tutor students who desire academic support in those courses. This service is dependent upon tutor availability for specific courses and is not guaranteed for a specific course or at all times throughout the semester. It can be difficult to arrange for tutoring over the summer terms because many of the student tutors have gone home over the summer months.

**Resource Library** – Audio and video tapes and resource books are available for check-out on topics such as: Praxis/PPST preparation, graduate school admission (GRE, GMAT, MCAT), time management, organizational skills, study strategies, note-taking, test anxiety, speed reading, memory skills, stress management, depression, eating disorders, substance abuse, personal growth and development, and many others.
**Students with Disabilities** - In response to requests by qualified students with disabilities, the LCC arranges for reasonable accommodations in accordance with federal legislation (Rehabilitation Act of 1973; Americans with Disabilities Act of 1990) and University policy. Auxiliary educational aids may include tutors, note-takers, scribes, readers, enlarged text, extended time for exams, and administration of exams in a reduced distraction setting. Prior to the provision of accommodations, current documentation of disability, condition, or impairment must be provided to the MAP executive director (Marian Hall) and the director of Academic Support Services (Clare Hall) for review. Documentation consists of a diagnostic evaluation, completed within the last three years, that including test results and recommendations, by an appropriately qualified, licensed professional.

**Study Skills Assistance** – Individual sessions, tapes, and booklets on issues such as test taking skills, test anxiety, time-management, note taking, reading and understanding textbooks are available.

**Testing Services** – College Level Examination Program (CLEP) – for more information, see the catalog section, Transfer Credit, Non-Traditional Credits and Experiential Learning.

**Workshops** – Workshops and seminars are offered on a regular basis or as requested. Topics include study skills, test anxiety, learning styles, test-taking strategies, and time management.

**Writing Center**

Located on the lower level of Clare Hall, the Writing Center offers a number of writing-related services for MAP students. The Writing Center may be reached by calling 317.955.6244. Hours are from 9 a.m. - 9 p.m. Mondays-Thursdays and from 9 a.m. - 4 p.m. on Fridays.

**Individual Consultations** - Tutors are available to assist students in composing, revising, and editing all forms of writing projects.

**Word Processing** - The Writing Center assists in the instruction of word processing and other writing-related software programs.

**Seminars** - Occasional seminars are offered to interested classes in research paper writing, developing ideas for essays, and general composing and revising strategies.

**Resource Library** - Style manuals, dictionaries, software manuals, and essay anthologies are available for overnight checkout.

**Internships and Career Services Office**

The Office of Internships and Career Services (ICS) provides services to currently enrolled students and alumni. The office assists students in finding off-campus employment. Job and internship leads, employment referrals, and part-time, full-time, or summer employment opportunities are available to students at KnightWork on the web site at [http://careerservices.marian.edu](http://careerservices.marian.edu).

Career counseling is provided for individual and group assistance with an emphasis on self-assessment and career research. A career guidance, Internet software program called e-DISCOVER offers students the ability to assess their interests and skills while exploring various majors and corresponding career options.

ICS coordinates many career preparation events on campus throughout the school year: career fairs, networking receptions, an etiquette dinner, job search seminars, and mock interviews. An additional service is guidance for graduate school planning provided through information meetings and printed materials.

VAULT, an online career library containing current career information, is available to all students at anytime for exploring career subjects as well as researching employers and industries.
Computer Facilities

The university provides computing access in different areas of the campus on the needs of the students. The hours available for computing access will vary by area. Wireless access to the local area network and the Internet is available in all residential units, the library and green space, amphitheater, PE Center, the Ruth Lilly Student Center, and the MAP Keystone Crossing site.

All computers in the campus-wide labs, the MAP Keystone Crossing lab, the library open computing, and discipline-specific labs include word processing, spreadsheet, presentation, e-mail, and Internet-access applications. Discipline-specific labs will have added software applications; for example, graphic design and tutorial software.

Staff from the Department of Instructional Technology are available on the first floor of the library to answer questions, assist with problems, and provide informal and scheduled formal basic training on how to use the available software. Discipline-specific computing labs include biology, chemistry, education, languages, nursing, performing arts, and visual arts. Some labs also have student assistants available to answer questions regarding academic software applications installed in the lab.

The MAP Keystone Crossing lab is available for open computing for Marian students Monday through Thursday, 4:30-5:30 pm. Students will need a Marian University e-mail username and password to access a computer in the lab or the wireless system.

Students can access their e-mail through the web at https://webmail.marian.edu. Access to their CAMS portal is available at https://camsap.marian.edu/estudent. Both CAMS and e-mail accounts are available to all Marian University students. New students are issued their new accounts prior to the start of their first MAP class. Students, who have forgotten their account information or their account is not working, may request assistance by completing an IT Help Desk ticket at www.marian.edu/helpdesk or by calling them directly at 955-6444.

Mother Theresa Hackelmeier Memorial Library

The library is staffed by professional librarians whose goal is to meet the research needs of the Marian University community. Along with scholarly research material, the library houses the Catholic Identity Collection, a special collection of audio-visual and print materials and the campus book store.

The library contains over 130,000 volumes, plus over 500 subscriptions to journals in all fields. Materials are kept in a variety of print and electronic formats. The library offers a number of online databases to support all levels of research, as well as interlibrary loan service to obtain any kind of material from other libraries throughout the country. Open computing stations facilitate student access to word processing software and Internet connectivity. Study carrels, seminar rooms, an auditorium, A-V listening rooms, and individual faculty carrels are available.

Student IDs are necessary to check out materials from the library or to obtain access to the library’s databases. Students may call 317.955.6090 for a listing of the library hours.

Campus Ministry

Campus Ministry is an essential part of the mission of the total Church. It witnesses to the Gospel by teaching and preaching the Word of God, and by gathering together the community for worship and service. It promotes theological study and reflection on the religious nature of humankind. This ministry sustains the faith community on campus with pastoral care and liturgical worship and other prayer opportunities, and calls the university community to serve the needs of its members and the needs of the wider community.

The director of campus ministry, the campus minister of music and liturgy, and a representative faculty-student ministry committee coordinate the campus ministry services. All students, regardless of religious affiliation, are invited to participate in campus ministry activities.

The Bishop Chartrand Memorial Chapel is the center for liturgical services on campus. Mass is offered daily Sunday through Friday. At the opening of each school year, and on the regularly established holy days, special all-community liturgical celebrations are scheduled.
Campus Safety, Police Services and Parking

The safety and well being of our students, faculty and staff are a top priority. Maintaining a safe and secure campus requires the involvement and support of everyone. Keeping our environment relatively crime free can be achieved only through the cooperation and vigilance of all persons in the community. On-campus services provided by the department include 24-hour escort service; Operation Identification – a nationwide program designed to discourage theft by permanently identifying valuables; victim assistance program; motorist assistance program; disabled vehicle program; crime alert program when there is a crime problem in a particular area; and crime prevention presentations.

The Campus Safety and Police Services office is located on the first floor of the Ruth Lilly Student Center. This office may be reached by calling 317.955.6789 or the emergency tone beeper number is 317.461.0110. These numbers should be given to your family members in case of a family emergency.

Parking passes are necessary for MAP students taking classes at the Marian campus. The parking passes are only valid for one academic term. They are mailed, along with the textbooks, about 10 days before the start of each new term. Students should display the parking pass on their car’s dashboard. Parking passes are not necessary at the Keystone facility.

At the Marian Campus, there are two reserved MAP 1-hour parking spaces located on the south side of Marian Hall. These are available to prospective MAP students, faculty, or guests only. Campus Security will issue a ticket to any current MAP students or faculty who utilize the 1-hour MAP parking. Please refer to the Marian University Campus map for student/faculty parking locations. If you need a parking pass, please visit the main campus or Keystone MAP offices during normal business hours.

Annual safety and security compliance information is available. To review this information, visit the Marian University website at [http://marian.edu](http://marian.edu) or the Office of Student Life.

Dining Services

**Cooling Dining Room:** Students may enjoy all-you-care-to-eat dining in the Clare Hall dining room. Breakfast, lunch, and dinner are made-to-order at this all-you-care-to-eat location. Find favorites from the grill, deli, salad bar, and so much more.

**Subway:** Soups, salads, sandwiches and pizza are made just the way you like them. Subway is located in the Ruth Lilly Student Center.

**Knight and Day Cafe:** Students may enjoy the coffee bar and convenience store located in the Mother Theresa Hackelmeier Memorial Library. Dash into the campus café for sushi, fresh salads, cut fruit and sandwiches. Basic necessities of campus life are also available.


Student IDs

Marian University student identification cards are available through the Campus Safety and Police Services office located on the first floor of the Ruth Lilly Student Center. Students may contact the Campus Safety and Police Services office at 317.955.6789 to confirm office hours. MAP students may pick up a student ID once the student has been officially accepted into the program. Student IDs are necessary to check out materials from the library, utilize the PE Center facilities, and attend sporting events.

Student IDs are also available at our MAP Keystone Office at 8435 Keystone Crossing Blvd., Suite 108, Indianapolis, IN 46240. Call 317.252.5690 to confirm hours and availability.
Student Publications

On-campus publications include the Knight Times, the student newspaper; and the Focus, a student newsletter for MAP students.

Intramurals and Recreation

Consistent with students’ needs and interests, the director of intramurals coordinates a comprehensive program of sports and recreational activities. For the active participant, activities are offered in team sports such as flag football, basketball, softball, volleyball, racquetball, tennis, and dodge ball. Opportunities for participation in low-intensity exercise programs are also provided in such sports as jogging, weight lifting, and aerobics.

Varsity Athletics

Students are welcome to attend any of the university’s sporting events and schedules are posted on the university website. University ID’s are necessary for admission. Marian University is a member of the National Association of Intercollegiate Athletics (NAIA) and provides opportunities for MAP students to view university sports. Marian belongs to the Mid-Central Conference, which includes the following member schools: Bethel College, Goshen College, Grace College, Huntington College, Indiana Wesleyan University, University of St. Francis, and Taylor University.

Men may compete in intercollegiate basketball, baseball, cross country, football, track, tennis, golf, soccer, and cycling. Women may compete in intercollegiate basketball, volleyball, tennis, golf, softball, cross country, track, soccer, and cycling. Men and women may participate in varsity cheerleading. Women may also participate on a dance team which performs throughout the year. Marian University plays intercollegiate football as a member of the Mid-States Football Association. The Knights cycling team, nine-time national champions in collegiate track cycling, competes as a member of the National Collegiate Cycling Association (NCAA).
### Degrees

**MAP Degrees**

Marian’s Adult Programs (MAP) offers four degrees and one certificate:

- Associate of Science Degree in Paralegal Studies
- Paralegal Certificate
- RN to BSN
- Associate of Business Administration (A.B.A.)
- Bachelor of Business Administration (B.B.A.)

#### Associate of Science Degree in Paralegal Studies

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 100</td>
<td>Introduction to the Paralegal Profession</td>
<td>1</td>
</tr>
<tr>
<td>LAW 215</td>
<td>Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>LAW 216</td>
<td>Legal Writing and Communication</td>
<td>3</td>
</tr>
<tr>
<td>LAW 256</td>
<td>Legal Responsibilities and Ethical Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>LAW 261</td>
<td>Legal Liability: Contracts for the Paralegal</td>
<td>3</td>
</tr>
<tr>
<td>LAW 262</td>
<td>Legal Liability: Torts for the Paralegal</td>
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</tr>
<tr>
<td>LAW 272</td>
<td>Civil Litigation for the Paralegal</td>
<td>3</td>
</tr>
<tr>
<td>LAW 285</td>
<td>Case Practice Management and Technology Capstone</td>
<td>3</td>
</tr>
<tr>
<td>LAW 290</td>
<td>Legal Career Preparation and Development</td>
<td>1</td>
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<tr>
<td>LAW 360</td>
<td>Internship in Pre-Law Studies/Paralegal Studies</td>
<td>3</td>
</tr>
<tr>
<td>LAW 380</td>
<td>Special Topics/Independent Study in Law</td>
<td>3</td>
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**Total Business Administration Core & Support Hours**: 29

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hr.</th>
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</thead>
<tbody>
<tr>
<td>BUS 301</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>COM 101</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ECN 200</td>
<td>Introductory Economics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 239</td>
<td>Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENV 172</td>
<td>Intro to Environmental Science</td>
<td>4</td>
</tr>
<tr>
<td>HIS 102</td>
<td>History of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>MAT 095</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MIS 101</td>
<td>Information System Applications</td>
<td>3</td>
</tr>
<tr>
<td>PHL 130</td>
<td>Human Nature and Person</td>
<td>3</td>
</tr>
<tr>
<td>THL 105</td>
<td>Introduction to Theology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*One of the following:</td>
<td></td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td></td>
</tr>
<tr>
<td>PSY 220</td>
<td>Human Growth and Development</td>
<td></td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
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</tr>
</tbody>
</table>

**Total PSY or SOC Hours**: 3

**Total Supporting and General Education Hours**: 37

**Total Credit Hours**: 66
## Paralegal Studies Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hr.</th>
</tr>
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<tbody>
<tr>
<td>LAW 100</td>
<td>Introduction to the Paralegal Profession</td>
<td>1</td>
</tr>
<tr>
<td>LAW 215</td>
<td>Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>LAW 216</td>
<td>Legal Writing and Communication</td>
<td>3</td>
</tr>
<tr>
<td>LAW 256</td>
<td>Legal Responsibilities and Ethical Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>LAW 261</td>
<td>Legal Liability: Contracts for the Paralegal</td>
<td>3</td>
</tr>
<tr>
<td>LAW 262</td>
<td>Legal Liability: Torts for the Paralegal</td>
<td>3</td>
</tr>
<tr>
<td>LAW 272</td>
<td>Civil Litigation for the Paralegal</td>
<td>3</td>
</tr>
<tr>
<td>LAW 285</td>
<td>Case Practice Management and Technology Capstone</td>
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<tr>
<td>LAW 290</td>
<td>Legal Career Preparation and Development</td>
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</tr>
<tr>
<td>LAW 360</td>
<td>Internship in Pre-Law Studies/Paralegal Studies</td>
<td>3</td>
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<tr>
<td>LAW 380</td>
<td>Special Topics/Independent Study in Law</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Total Certificate Hours (Minimum)</strong></td>
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</table>

### Prerequisite Courses for the Paralegal Studies Certificate

One of the following:

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
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<tr>
<td>ENG 239</td>
<td>Professional Writing</td>
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</table>

**Total ENG Hours** ............................................. **3**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>MIS 101</td>
<td>Information System Applications</td>
<td>3</td>
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</table>

**Note:** Students must earn a C+ or higher in LAW 214, LAW 216, ENG 101, ENG 239 and MIS 101 to fulfill the course requirement. A grade of C will be accepted for colleges not utilizing a “+” or “-” grading scale.
# RN to BSN (Bachelor of Science in Nursing)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Sem. Hr.</th>
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<tbody>
<tr>
<td>NUB 328</td>
<td>Nursing Seminar</td>
<td>2</td>
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<tr>
<td>NUB 335</td>
<td>Health Assessment</td>
<td>2</td>
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<tr>
<td>NUB 400</td>
<td>Research in Healthcare</td>
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<tr>
<td>NUB 401*</td>
<td>Leadership and Management</td>
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</tr>
<tr>
<td>NUB 450*</td>
<td>Community Health Nursing</td>
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<tr>
<td>NUB 480</td>
<td>Communication and Therapeutic Relationships</td>
<td>2</td>
</tr>
<tr>
<td>NUR 310</td>
<td>Legal/Ethical Aspects of Healthcare</td>
<td>1</td>
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<tr>
<td>NUR 350</td>
<td>Nursing Informatics</td>
<td>2</td>
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<tr>
<td>NUR 400</td>
<td>Nursing Economics</td>
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<tr>
<td>NUR 410</td>
<td>Gerontological Issues in Healthcare</td>
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<tr>
<td>NUR 416</td>
<td>Senior Seminar: Professional Role III</td>
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<td><strong>Total Nursing Hours</strong></td>
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<table>
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<tbody>
<tr>
<td>ART 139</td>
<td>Art Appreciation</td>
<td>3</td>
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<tr>
<td>BUS 205</td>
<td>Statistical Methods</td>
<td>3</td>
</tr>
<tr>
<td>COM 101</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>ECN 200</td>
<td>Introductory Economics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 115</td>
<td>Written Analysis of Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 213</td>
<td>Literature: The Short Story</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>History of the Modern World</td>
<td>3</td>
</tr>
<tr>
<td>MUS 127</td>
<td>Appreciation of Music</td>
<td>3</td>
</tr>
<tr>
<td>PHL 130</td>
<td>Human Nature and Person</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>PSY 220</td>
<td>Human Growth and Development</td>
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<td>PSY 230</td>
<td>Abnormal Psychology</td>
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<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
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<tr>
<td>SPA 101</td>
<td>Introduction to Spanish I</td>
<td>4</td>
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<tr>
<td>THL 105</td>
<td>Introduction to Theology</td>
<td>3</td>
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<tr>
<td>THL 216</td>
<td>Moral Issues</td>
<td>3</td>
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<tr>
<td>XXX</td>
<td>Cross Cultural Course</td>
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<td></td>
<td><strong>Total Supporting and General Education Hours</strong></td>
<td><strong>55</strong></td>
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</table>

* Individualized Plan of Study (IPOS) option available for NUB 401 and 450.

Students who have taken HUM 230 and HUM 231 at Marian University may waive ART 139, MUS 127, and ENG 213. If the student has not taken a 100 level or higher Math course, the MAT 095 course is required prior to enrolling in BUS 205.

RN-BSN students with an associate degree in nursing from another institution will be awarded 53 credits toward their BSN degree at Marian University. These 53 credits will account for associate level nursing requirements and science prerequisites.

### Bachelor Degree Requirement (Minimum)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Bachelor Degree Requirement (Minimum)</td>
<td>128</td>
</tr>
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</table>
**Associate of Business Administration (A.B.A.) and Bachelor of Business Administration (B.B.A.) Degrees**

With approval from the Marian University faculty, Marian’s Adult Programs has enhanced our B.B.A. New students enrolled in MAP after July 1, 2008, may choose to earn an Associate of Business Administration (A.B.A.) or Bachelor of Business Administration (B.B.A.) degree.

Students choosing the associate degree will major in business administration and select one of the following concentrations:
- Management
- Marketing
- Human Resources Management

Those who choose the bachelor degree will major in business administration and may select up to three of the following concentrations:
- Management
- Marketing
- Human Resources Management
- Finance
- Business Technology
- Entrepreneurship

Students cannot simultaneously earn an associate and a bachelor’s degree. Specific degree requirements are outlined on the following pages. Please contact your advisor for academic assistance.

**Degree Options for Students Enrolled in MAP Prior to July 1, 2008**

With this enhancement, students who were enrolled prior to July 1, 2008 and who maintain continuous enrollment have two choices:
- Complete their current associate or bachelor degree in business administration and major in management, marketing or human resources management.
- Switch into the business administration major anytime after November 14, 2008. Students selecting the new business administration major will be required to fulfill all degree plan requirements. The academic advisor and the student will determine which degree plan is best suited for the path to graduation. After the change of major request is given to the academic advisor, students will not be allowed to return to a major in management, marketing or human resources management.

Students who plan to continue with the B.B.A. after graduating with an A.B.A. in December 2008, May or August 2009, may elect one of the two choices above. Students graduating with an A.B.A. after August 2009 will be required to major in business administration and follow the catalog in effect after the point of graduation.

Former Marian University students readmitted into MAP will use the catalog in effect at the point of readmission. *(See page 26, Catalog Regulations section.)*

Special approval of the Registrar would be required to vary from the above guidelines.
## Associate Degree in Business Administration

### Sem. Hr.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 210</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 211</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 205</td>
<td>Statistical Methods</td>
<td>3</td>
</tr>
<tr>
<td>BUS 240</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 250</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 301</td>
<td>Business Law</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Business Administration Core & Support Hours

**33**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECN 200</td>
<td>Introductory Economics</td>
<td>3</td>
</tr>
<tr>
<td>MIS 101</td>
<td>Information System Applications</td>
<td>3</td>
</tr>
<tr>
<td>MIS 201</td>
<td>Management Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Moral Reasoning Hours

**6**

### Total Scientific & Quantitative Understanding Hours

**7**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHL 130</td>
<td>Human Nature and Person</td>
<td>3</td>
</tr>
<tr>
<td>THL 105</td>
<td>Introduction to Theology</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Individual & Social Awareness Hours

**3**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 102</td>
<td>History of the Modern World</td>
<td></td>
</tr>
<tr>
<td>ART 139</td>
<td>Art Appreciation</td>
<td></td>
</tr>
<tr>
<td>MUS 127</td>
<td>Appreciation of Music</td>
<td></td>
</tr>
<tr>
<td>ENG 213</td>
<td>Literature: The Short Story</td>
<td></td>
</tr>
</tbody>
</table>

### Total Cultural Awareness Hours

**3**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Effective Communication Hours

**3**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 330</td>
<td>Leadership</td>
<td>3</td>
</tr>
<tr>
<td>BUS 352</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BUS 358</td>
<td>Law in the Modern Workplace</td>
<td>3</td>
</tr>
<tr>
<td>BUS 450</td>
<td>International Business</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Credit Hours

**64**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 338</td>
<td>Global Marketing</td>
<td></td>
</tr>
<tr>
<td>BUS 341</td>
<td>Promotion</td>
<td></td>
</tr>
<tr>
<td>BUS 342</td>
<td>Selling and Sales Management</td>
<td></td>
</tr>
<tr>
<td>BUS 346</td>
<td>Marketing Management</td>
<td></td>
</tr>
</tbody>
</table>

### Management

**You are required to select two of the following courses:**

- **BUS 330** Leadership 3
- **BUS 352** Organizational Behavior 3
- **BUS 358** Law in the Modern Workplace 3
- **BUS 450** International Business 3

### Marketing

**You are required to select two of the following courses:**

- **BUS 338** Global Marketing 3
- **BUS 341** Promotion 3
- **BUS 342** Selling and Sales Management 3
- **BUS 346** Marketing Management 3

### Human Resources Management

**You are required to take the following course:**

- **BUS 351** Human Resources Management 3

**You are required to select one of the following courses:**

- **BUS 361** Employee Training and Development 3
- **BUS 362** Compensation and Benefit Management 3
- **PSY 310** Organizational Psychology 3

### General Electives

**9**
Bachelor Degree in Business Administration

Sem. Hr.

ACC 210 Principles of Accounting I ........................................3
ACC 211 Principles of Accounting II ........................................3
BUS 205 Statistical Methods ....................................................3
BUS 240 Principles of Marketing .............................................3
BUS 250 Principles of Management ...........................................3
BUS 301 Business Law ...........................................................3
BUS 401 Business Ethics .........................................................3
BUS 495 Business Policy and Strategy .......................................3

Concentration Courses (see options to the right) ........12

ECN 200 Introductory Economics .............................................3
FIN 310 Managerial Finance ....................................................3
MIS 101 Information System Applications ................................3
MIS 201 Management Information Systems ...............................3

Total Business Administration Core & Support Hours .... 48

PHL 130 Human Nature and Person ........................................3
THL 105 Introduction to Theology ............................................3
THL 216 Moral Issues .............................................................3

Total Moral Reasoning Hours ...........................................9

MAT 095 Intermediate Algebra .................................................3
ENV 172 Intro to Environmental Science ................................4

Total Scientific & Quantitative Understanding Hours .... 7

PSY 101 General Psychology ..................................................3
SOC 101 Introduction to Sociology ...........................................3

Total Individual & Social Awareness Hours ..................... 6

HIS 102 History of the Modern World ....................................3
ART 139 Art Appreciation ....................................................3
MUS 127 Appreciation of Music .............................................3
ENG 213 Literature: The Short Story .......................................3

Total Cultural Awareness Hours .....................................12

ENG 101 English Composition ................................................3
ENG 239 Professional Writing .................................................3
COM 101 Public Speaking .....................................................3

Total Effective Communication Hours ............................9

General Electives ............................................................37

Total Credit Hours ............................................................128

Choose up to three Bachelor Degree concentrations. For each concentration, all four classes are required.

Management
BUS 330 Leadership ..........................................................3
BUS 352 Organizational Behavior ...........................................3
BUS 358 Law in the Modern Workplace ................................3
BUS 450 International Business ...........................................3

Marketing
BUS 338 Global Marketing ..................................................3
BUS 341 Promotion .............................................................3
BUS 342 Selling and Sales Management ................................3
BUS 346 Marketing Management ...........................................3

Human Resources Management
BUS 351 Human Resources Management ...............................3
BUS 361 Employee Training and Development .......................3
BUS 362 Compensation and Benefit Management ..................3
PSY 310 Organizational Psychology .......................................3

Finance
FIN 356 Principles of Real Estate ............................................3
FIN 357 Principles of Risk and Insurance .................................3
FIN 360 Investments .............................................................3
FIN 420 Financial Institutions ...............................................3

Business Technology
BUS 317 Business Internet Applications Design ......................3
BUS 350 Operations Management .........................................3
MIS 320 Advanced Business Decision Tools ..........................3
MIS 330 Project Management ...............................................3

Entrepreneurship
BUS 262 Foundations of Entrepreneurship ...............................3
BUS 353 Small Business Management ....................................3
BUS 372 Creativity and Change .............................................3
BUS 485 Bus. Creation and Development Capstone ..............3
Degree options for students who were enrolled prior to July 1, 2008 and who maintained continuous enrollment.

**Associate’s Degree in Business Administration – Management**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hr.</th>
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<tbody>
<tr>
<td>ACC 210</td>
<td>Principles of Accounting I</td>
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<tr>
<td>ACC 211</td>
<td>Principles of Accounting II</td>
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<td>BUS 205</td>
<td>Statistical Methods</td>
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<td>BUS 240</td>
<td>Principles of Marketing</td>
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<td>BUS 250</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>BUS 301</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS ___</td>
<td>Marketing Electives</td>
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<tr>
<td>ECN 200</td>
<td>Introductory Economics</td>
<td>3</td>
</tr>
<tr>
<td>MIS 101</td>
<td>Information System Applications</td>
<td>3</td>
</tr>
<tr>
<td>MIS 201</td>
<td>Management Information Systems</td>
<td>3</td>
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</tbody>
</table>

**Total Marketing Core & Support Hours** 33

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hr.</th>
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<tbody>
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</tr>
<tr>
<td>ENV 172</td>
<td>Intro to Environmental Science</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Scientific & Quantitative Understanding Hours** 7

One of the following:
- PSY 101 General Psychology 3
- SOC 101 Introduction to Sociology 2

**Total Individual & Social Awareness Hours** 3

One of the following:
- HIS 102 History of the Modern World 3
- ART 139 Art Appreciation 2
- MUS 127 Appreciation of Music 2
- ENG 213 Literature: The Short Story 3

**Total Cultural Awareness Hours** 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
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</table>

**Total Effective Communication Hours** 3

**General Electives** 9

**Total Credit Hours** 64

Management Electives:
- BUS 330 Leadership 3
- BUS 340 Public Relations Principles 3
- BUS 351 Human Resources Management 3
- BUS 350 Operations Management 3
- BUS 352 Organizational Behavior 3
- BUS 353 Small Business Management 3
- BUS 358 Law in the Modern Workplace 3
- BUS 361 Employee Training and Development 3
- BUS 450 International Business 3
- FIN 356 Principles of Real Estate 3
- FIN 357 Principles of Risk and Insurance 3
- MIS 330 Project Management 3
# Bachelor’s Degree in Business Administration – Management

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Sem. Hr.</th>
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<tbody>
<tr>
<td>ACC 210</td>
<td>Principles of Accounting I</td>
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<tr>
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<td>Principles of Accounting II</td>
<td>3</td>
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<tr>
<td>BUS 205</td>
<td>Statistical Methods</td>
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<tr>
<td>BUS 240</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 250</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>BUS 301</td>
<td>Business Law</td>
<td>3</td>
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<td>BUS ___</td>
<td>Management Electives</td>
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<tr>
<td>BUS 401</td>
<td>Business Ethics</td>
<td>3</td>
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<tr>
<td>BUS 495</td>
<td>Business Policy and Strategy</td>
<td>3</td>
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<tr>
<td>ECN 200</td>
<td>Introductory Economics</td>
<td>3</td>
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<tr>
<td>MIS 101</td>
<td>Information System Applications</td>
<td>3</td>
</tr>
<tr>
<td>MIS 201</td>
<td>Management Information Systems</td>
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<tr>
<td><strong>Total Management Core &amp; Support Hours</strong></td>
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<td>PHL 130</td>
<td>Human Nature and Person</td>
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<td>THL 105</td>
<td>Introduction to Theology</td>
<td>3</td>
</tr>
<tr>
<td>THL 216</td>
<td>Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Moral Reasoning Hours</strong></td>
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<td>9</td>
</tr>
<tr>
<td>MAT 095/105</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>ENV 172</td>
<td>Intro to Environmental Science</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Scientific &amp; Quantitative Understanding Hours</strong></td>
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<td>7</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td><strong>Total Individual &amp; Social Awareness Hours</strong></td>
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</tr>
<tr>
<td>HIS 102</td>
<td>History of the Modern World</td>
<td>3</td>
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<tr>
<td>ART 139</td>
<td>Art Appreciation</td>
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</tr>
<tr>
<td>MUS 127</td>
<td>Appreciation of Music</td>
<td>3</td>
</tr>
<tr>
<td>ENG 213</td>
<td>Literature: The Short Story</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Cultural Awareness Hours</strong></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>ENG 101</td>
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Management Electives:

- BUS 330 Leadership
- BUS 340 Public Relations Principles
- BUS 351 Human Resources Management
- BUS 350 Operations Management
- BUS 352 Organizational Behavior
- BUS 353 Small Business Management
- BUS 358 Law in the Modern Workplace
- BUS 361 Employee Training and Development
- BUS 450 International Business
- FIN 356 Principles of Real Estate
- FIN 357 Principles of Risk and Insurance
- MIS 330 Project Management

*One of the courses in the degree must be cross-cultural. MAP currently offers one cross-cultural course: ENG 213.*
## Associate’s Degree in Business Administration – Marketing

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### Total Marketing Core & Support Hours

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Bachelor’s Degree in Business Administration – Marketing

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**Total Marketing Core & Support Hours** 45

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**Total Moral Reasoning Hours** 9

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**Total Scientific & Quantitative Understanding Hours** 7

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**Total Individual & Social Awareness Hours** 6

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**Total Cultural Awareness Hours** 12

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**General Electives** 40

**Total Credit Hours** 128

Marketing Electives:
- BUS 317 Internet Applications
- BUS 338 Global Marketing
- BUS 340 Public Relations Principles
- BUS 341 Promotion
- BUS 342 Selling and Sales Management
- BUS 346 Marketing Management
- BUS 450 International Business

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Human Resources Management Electives:
- BUS 352  Organizational Behavior
- BUS 358  Law in the Modern Workplace
- BUS 361  Employee Training & Development
- BUS 362  Compensation and Benefit Management
- PSY 310  Organizational Psychology
# Bachelor's Degree in Business Administration – Human Resources Management

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Human Resources Management Electives:
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Catalog of Courses

Descriptions of all courses in the curriculum are on the following pages. Each area of instruction is listed alphabetically.

Each course is identified by a code of three letters and a three-digit number. The number of credits per course is listed.

Numbers 100-299 indicate lower division courses designed primarily for students at the freshman and sophomore levels. Normally, the content is introductory and basic to subsequent study in the discipline. Most general education courses are in this category.

Numbers 300-499 are upper division courses primarily for juniors and seniors. Normally, the content and requirements presuppose basic familiarity with the subject, which can be demonstrated through general education courses, prerequisite courses, or in conference with an advisor.

Not all courses listed in this catalog are offered each term. Please refer to the current schedule of classes available at the MAP office. The university reserves the right to add, delete or alter each MAP schedule as registrations warrant.

ACC 210
Principles of Accounting I 3 credits
An introduction to accounting principles, practices and systems for sole proprietorship, service and merchandising businesses. Study includes the basic accounting model and the measuring and reporting of assets and current liabilities.

ACC 211
Principles of Accounting II 3 credits
Prerequisite: ACC 210. An introduction to accounting for corporations and manufacturing businesses. Study includes special reports, analysis of accounting information, and an introduction to managerial accounting.

ART 139
Art Appreciation 3 credits
This course considers world art, for appreciative and aesthetic purposes, from ancient times to the present. The sequence of study examines works of art as cohesive units in architecture, sculpture, painting, and craft.

BIO 214
Introductory Microbiology 4 credits
Prerequisite: Not open to biology or chemistry majors. A study providing the basic requirements for a working knowledge of bacteria and related microorganisms, with emphasis on structure, metabolism, role in disease, and immune responses to infection.

BIO 225
Human Anatomy 5 credits
The content of this course will provide a full description of all the essential aspects of human anatomy. This course is designed to provide all the essential anatomical content required for anyone going forwards into a health profession.

BIO 226
General Human Physiology 5 credits
The content of this course will provide a full description of all the essential aspects of human physiology. This course is designed to provide all the essential physiological content required for anyone going forwards into a health profession.

BUS 205
Statistical Methods 3 credits
Prerequisite: MAT 095/105. A study of the basic concepts and methods of statistics, including descriptive statistics, probability, sampling theory and practice, hypothesis testing, and correlation.

BUS 240
Principles of Marketing 3 credits
A study of the process of planning and implementing the business activities that facilitates and expedites development of satisfying exchange relationships through the creation, distribution, promotion, and pricing of goods, services and ideas.

BUS 250
Principles of Management 3 credits
This course is designed to present a realistic picture of modern managerial challenges. It includes a study of the fundamentals of management principles and techniques for all fields of business: business objectives, policies, functions, executive leadership, organization structure and morale, operative and control procedures.

BUS 262
Foundations of Entrepreneurship 3 credits
This course introduces the basic elements of cash flow management and the business plan, and prepares students for the more advanced presentation of these concepts offered later in the program. Students learn the concepts of opportunity scanning and opportunity recognition. Students conduct a self-assessment to help them better understand their personal values and aspirations to help guide their entrepreneurial career. The variety of types of entrepreneurial ventures are introduced.
BUS 290  
Business Career Seminar  3 credits  
This course develops students’ abilities to successfully handle many of the challenges faced when approaching the job market either as job seekers or as prospective employers. Career planning, industry research, preparation and evaluation of appropriate documentation (resume, cover letter, thank you letter), and interviewing techniques are addressed. Peer coaching and evaluation are stressed.

BUS 301  
Business Law  3 credits  
A study of the legal relationships of various business entities and the nature of law and the court systems. Topics will include constitutional law, torts, contracts, crimes, commercial law and sales, property, litigation, alternative dispute resolution, agency, partnerships, corporations, unfair competition, securities regulation, antitrust and international law.

BUS 317  
Business Internet Applications Design  3 credits  
Prerequisite: MIS 101. The course will introduce students to the fundamental areas of internet website development and design using simple tools like HTML and FrontPage. This course is for all students who are interested in studying and designing personal, business, or organization web site designs.

BUS 330  
Leadership  3 credits  
Prerequisite: BUS 250. A study the theory and practice of leadership, the most current research trends and models, as well as the basic components of leadership.

BUS 338  
Global Marketing  3 credits  
Prerequisite: BUS 240. A study of world markets and the legal, economic, and cultural conditions influencing marketing abroad. Examines the marketing issues required to identify and evaluate the product, price, promotion, and distribution demands in global markets. Elements of an international marketing plan are discussed and developed.

BUS 341  
Promotion  3 credits  
Prerequisite: BUS 240. A study of the elements of the promotion mix from a managerial perspective. Topics include developing objectives used by firms to advance their products, promotional positioning and advertiser roles, strengths and weaknesses of advertising media and forms of publicity, roles of salespersons in personal selling, and types of sales promotion and reasons for their use.

BUS 342  
Selling and Sales Management  3 credits  
Prerequisite: BUS 240. A study of the management of the selling function, including sales communications, theories of motivation, ethical and legal issues in the selling profession, the organizational buying process, and the elements of personal selling. Students will demonstrate individual sales proficiency through case study presentations and role plays.

BUS 346  
Marketing Management  3 credits  
Prerequisite: BUS 240. An advanced marketing course that builds upon introductory marketing principles and concepts. The course addresses the analysis of marketing opportunities, the development of marketing strategies, the management of marketing programs, and the challenges confronted in international marketing.

BUS 350  
Operations Management  3 credits  
Prerequisite: BUS 2105 and BUS 250. A study of modern analytical techniques and methods employed in operations planning and control. Topics include TQM, inventory management, MRP, and JIT.

BUS 351  
Human Resources Management  3 credits  
Prerequisite: BUS 250. A study of the objectives, organization, policies and activities in typical human resource programs and of the problems encountered in their effective administration. Topics include recruiting, selecting, placing, training, safety, health employee services, wage and hours administration, labor-management relations and personnel research.

BUS 352  
Organizational Behavior  3 credits  
Prerequisite: BUS 250. A study of the nature of behavior in organizations as a function of the individual, the groups within which an employee interacts, and the organizational setting. Emphasis on applications of behavioral science concepts and findings to individual behavior and organizational performance.

BUS 353  
Small Business Management  3 credits  
Prerequisite: BUS 250. An introduction to the major areas of small business management and entrepreneurship. Major topics include organization and planning, financial planning, marketing functions, operational management, and accounting/taxation.
BUS 358
Law in the Modern Workplace 3 credits
Prerequisite: BUS 301. A study of the multiple legal issues faced by managers in the modern workplace, beginning with a survey of basic legal terminology and institutions, followed by a discussion of employment relationships, labor unions and collective bargaining, case law impacting contemporary concerns such as A.D.A., A.D.E.A., F.M.L.A., O.S.H.A. worker’s compensation, Title VII of the Civil Rights Act, employment at will, wrongful termination and reduction-in-force, workplace violence, risk analysis and insurance coverage, unfair competition issues, privacy and the electronic workplace, preventative law and compliance policies, alien workers, and the Foreign Corrupt Practices Act.

BUS 361
Employee Training and Development 3 credits
Prerequisite: BUS 250. This course is the study of the inter-relatedness of lifelong learning, training needs and methods, and career development for today’s employees. Emphasis on adult learning theory, training concepts and program development, and career progression through effective planning, curriculum design, needs assessment, transfer-of-learning and performance appraisal systems.

BUS 362
Compensation and Benefit Management 3 credits
Prerequisite: BUS 250. This course places emphasis on applications, concepts, management and theory of pay practices, benefit programs, and human capital cost-effectiveness. This course concludes with an introduction to human resource auditing.

BUS 372
Creativity and Change 3 credits
Prerequisite: BUS 262. This course acquaints students with theories and strategies for exercising the creative process. Leadership and change are also examined to help the students understand how to effectively introduce and implement new and creative ideas.

BUS 401
Business Ethics 3 credits
Prerequisite: Senior class standing. This course deals with a study of the role of ethics, morality, and social responsibility in the business environment. Students will be challenged to better understand the role of business managers in dealing with difficult ethical dilemmas, to improve their skills in analyzing and resolving business issues and ethical conflicts, and to critically examine assumptions and values that stakeholders have in complex business decisions which raise ethical issues. The case study method is used extensively to review topics such as consumer product safety, truth in advertising, affirmative action, sexual harassment, employee rights and responsibilities, whistle blowing, conflicts of interest and workplace safety.

BUS 450
International Business 3 credits
Prerequisite: BUS 250. A course designed to study the present and future implications of international trade and its economic impact on the United States. Emphasis will be on the analysis of case studies and current affairs in the context of international business.

BUS 485
Business Creation and Development Capstone 3 credits
Prerequisite: BUS 372. This course is the capstone experience for those completing the minor or concentration in business creation and development. The featured project in this course is the business plan. The student will produce a professional quality business plan suitable for financial acquisition or strategic management of a company.

BUS 495
Business Policy and Strategy 3 credits
Prerequisite: Senior class standing. This course serves as the academic “capstone experience”. Through a survey of strategic management and policy formulation theory along with participation in a competitive management simulation experience, students acquire an understanding of and an appreciation for the complexities of decision making at the corporate level. Students prepare written case analyses involving business strategy and make oral presentations of their competitive activities within the simulation.

CHE 100
Elements of General and Biological Chemistry 4 credits
An introduction to the principles of general chemistry, organic chemistry, and biochemistry. This course is designed for students in the health science areas.

CHE 108
Elements of General and Biological Chemistry Lab 1 credit
An introduction to the principles of general chemistry, organic chemistry, and biochemistry. This course is designed for students in the health science areas.
COL 108
Prior Learning Assessment: The Portfolio 1 credit
Prerequisite: Completion of two courses in the accelerated program. This course is designed to help students assess their experiential learning background and petition for credit for prior learning. Theories of experiential learning and learning styles will be explored and applied to personal work, and educational settings. In particular, David Kolb’s model of experiential learning will provide a framework for students to analyze, reflect on, and narrate their learning experiences. The students will follow the format outlined in this course to prepare a portfolio that demonstrates their knowledge, skills, and experience commensurate with college-level learning.

COM 101
Public Speaking 3 credits
General instruction in the principles of effective public speaking. Primary emphasis on performance, speech construction, and understanding basic rhetorical theory.

ECN 200
Introductory Economics 3 credits
An introduction to the major principles and issues in economics. This course covers both micro and macroeconomics.

ENG 101
English Composition 3 credits
In this course writing is promoted as a process of developing and shaping a text for an audience and a purpose. Students will develop and practice inventing, revising, and editing strategies through multiple drafting assignments. Students can expect a high level of instructor feedback through written responses and/or conferences.

ENG 115
Written Analysis of Literature 3 credits
Prerequisite: ENG 101. This course continues instruction in writing skills by strengthening students’ critical reading strategies when writing about literary and scholarly texts. The course is designed to develop analytical and interpretive skills and deepen understanding of textual strategies, literary terminology, and genre distinctions. This course partially satisfies the general education requirement in the effective communication category.

ENG 213
Literature: The Short Story 3 credits
Prerequisite: ENG 101. This course provides instruction in analyzing, discussing, and writing about modern short stories. The course explores styles and themes of contemporary short fiction written from a variety of Western and non-Western cultural perspectives, including American, Hispanic, African, Middle Eastern, Asian, and European. Fulfills the cross cultural general education requirement.

ENG 239
Professional Writing 3 credits
Prerequisite: ENG 101. Theory and practice of writing common professional forms such as sales materials, abstracts, memos, application letters, and resumes. Emphasis is placed on writing proposals and reports, and on understanding in general, the persuasive element in most professional writing.

ENV 172
Intro to Environmental Science 4 credits
This course examines the biological principles underlying the use, conservation, and preservation of natural resources, covering such topics as management of harvested populations, pest management, biodiversity, and conservation of endangered species, climate change, human demography, nutrient cycles and pollution.

ESS 230
First Aid 2 credits
Methods of rendering aid in case of sudden illness or accident. The student receives instruction on how to care for himself as well as others in emergency situations. Methods of maintaining optimal health are introduced. Instruction on how to perform CPR (cardio-pulmonary resuscitation) is provided.

FIN 310
Managerial Finance 3 credits
Prerequisite: ACC 211. Focuses on the financial functioning of business enterprises. Topics covered include organizational forms, the financial marketplace, the international financial marketplace, ratio analysis, time value of money, the risk/return tradeoff, fixed-income securities, common stock securities, and capital budgeting. Financial calculators and cases are utilized.

FIN 356
Principles of Real Estate 3 credits
Prerequisite: FIN 310. Covers the mastering of basic real estate principles and the transfer of real estate. Teaches practical knowledge related to the purchasing and leasing of residential, commercial and investment property. Study includes financing, title insurance, legal considerations, options, contract purchases, purchase money mortgages, tax ramifications, and other real estate issues.
FIN 357  
**Principles of Risk and Insurance**  
3 credits  
Prerequisite: FIN 310. Studies risk management and the nature of risk, insurance as a method of dealing with risk, and insurance as a social and economic institution. Topics include property, liability, life, health, and social insurances.

FIN 360  
**Investments**  
3 credits  
Prerequisite: FIN 310. Studies the fundamentals of investments and how they are analyzed and evaluated. This course focuses on security selection, portfolio diversification, and asset allocation. Topics also covered include techniques, vehicles, and strategies for implementing investment goals in light of risk return tradeoffs.

FIN 420  
**Financial Institutions**  
3 credits  
Prerequisite: FIN 310. An analysis of the commercial banking system, in the United States, the international banking system and other nonbank financial institutions. Study includes commercial bank sources and uses of funds, bank regulation, bank management and performance, and banking in foreign countries. Also, nonbank financial institutions are studied, including savings institutions, credit unions, finance companies, mutual funds, securities firms, pension funds, and insurance companies.

HIS 102  
**History of the Modern World**  
3 credits  
Study of the increasing contacts and interdependence of civilization from 1500 to the present; the rise of the West, European recognition and expansion, imperialism and decolonization, religion, science, and technology.

LAW 100  
**Introduction to the Paralegal Profession**  
1 credit  
This course is designed to introduce the student to the profession, as well as expectations of a paralegal and legal assistant in multiple environments and future career choices in the field. Students will be exposed to the following areas of specialization: real estate, wills and probate, health law, medical malpractice, criminal, family, insurance defense, property, immigration, commercial, corporate business and contracts, sports and more. Guest speakers (attorneys and paralegals), as well as expert panel discussions, will present throughout the term in the various areas.

LAW 215  
**Legal Research**  
3 credits  
Prerequisites: MIS 101, ENG 239 or 101, LAW 100. This course is designed to introduce the student to various legal research techniques and databases and gain exposure to federal and state case law, statutes and regulations. The student will learn how to find information, analyze information, and analyze and validate case law. The student will be introduced to key technologies to aid in research and learn the importance of validating one’s research. See the following components for the research course:

- Statutes (state, federal, international and uniform)
- Regulations: state, federal and ordinances
- Case Law: state, federal and administrative
- Internet research, copy right issues and secondary sources
- Westlaw, Lexis, Bloomberg Law, Casemaker and Fastcase
- Dockets and briefs
- Business and people information
- Law office software (e-discovery, case management, legal timekeeping and billing, litigation support, spreadsheet and database management)

LAW 216  
**Legal Writing and Communication**  
3 credits  
Prerequisites: LAW 215 (with the grade of C+ or higher). The student will be exposed to a variety of legal writing tools and forms of writing, such as legal correspondence, thesis paragraphs, memorandums of law, statements, summary arguments, proposals and briefs. The student will be competent in predictive writing and persuasive writing and made aware of the importance of editing and the revision process. This course will focus on reading for comprehension in the legal setting; reinforcement of strong legal research skills; clear, concise and persuasive legal writing skills, and communication and presentation abilities.
LAW 256
Legal Responsibilities & Ethical Decision Making  
3 credits
Prerequisite: LAW 216 (with the grade of C+ or higher). This course is designed to introduce the student to ethics in the legal field. This course promotes professional behavior and communication, ethical decision making, and strong analytical and interpretation skills. This course covers civil and criminal procedure, courtroom etiquette and individual legal rights. It will discuss the ethical obligations and liabilities of the attorney and paralegal relationships to each other and to the client.

LAW 261
Legal Liability: Contracts for the Paralegal  
3 credits
Prerequisite: LAW 216 (with the grade of C+ or higher). This course is designed to focus on the basics of contract law from formation to failure of performance to remedy and change. Students will study civil liability, as opposed to criminal liability; contract reviewing and drafting and the liability of those who breach contract.

LAW 262
Legal Liability: Torts for the Paralegal  
3 credits
Prerequisite: LAW 216 (with the grade of C+ or higher). This course is designed to focus on the basics of torts law, examining the issue of lawsuits and damage awards. Students will study civil liability, as opposed to criminal liability. The course will provide a hands-on approach with applicable cases in order to prepare the student for work in the practical area of tort law.

LAW 272
Civil Litigation for the Paralegal  
3 credits
Prerequisite: LAW 216 (with the grade of C+ or higher). This course will prepare students to properly and professionally assist attorneys in civil trial, from opening discovery to jury trial preparations. Students will draft legal documents; initiate, prepare and conduct discovery; navigate medical records and billing; investigate and interview; and design trial notebooks.

LAW 285
Case Practice Management & Technology Capstone  
3 credits
Prerequisites: All other legal courses. In this economy, students must be ready to enter the workplace, knowing the basic requirements expected of them from potential employers in a legal environment, such as calendaring systems, scheduling strategies, technology in the law office, file management and office etiquette. This course prepares students to walk in the first day and succeed in the environment as a legal assistant and/or paralegal. This course will build and reinforce objectives learned in the prior legal specialty courses and help students bring it all together. This course is structured to provide students with, not only a theoretical understanding of paralegal studies, research abilities, writing skills and computer technology and applications, but also, practical, hands-on experience, including advanced electronic correspondence, research, discovery and filing. Microsoft applications, such as Word, Excel, Access and Power Point will be covered to aid in research, data keeping, spreadsheets, calendaring methods and time management skills.

LAW 290
Legal Career Preparation & Development  
1 credit
Prerequisites: LAW 285 or permission. This course develops students’ abilities to successfully apply and interview for legal positions and provides an understanding of the current job market. Career planning, industry research, preparation and evaluation of appropriate documentation, such as an application letter and resume, and interviewing techniques are included.

LAW 360
Internship in Pre-law Studies/Paralegal Studies  
3 credits
Prerequisite: Completion of all other courses and/or permission; independent study with mentor in conjunction with internship. The student will work with a mentor and be guided through a special project in a specialization of the student’s choice to expand on the internship experience and provide research help to the law office of internship. This is a research, independent study course, requiring deadlines on assignments throughout the research process, leading up to submission of the final research paper/project. The specialization or focus areas of choice include, but are not limited to, the following:

LAW 380
Special Topics/Independent Study in Law 3 credits
Prerequisites: Completion of all other courses and/or permission. All coursework, aside from LAW 380, must be successfully completed. Director of Educational Services/Paralegal Studies approves work load, work site, objectives and credit hours in consultation with the Director of Prelaw Studies and the onsite internship supervisor of the law office. 60 hours of work are required for 1 credit hour.

MAT 095/105
Intermediate Algebra 3 credits
Topics selected include linear equations, graphing, proportion, variation applications, use of exponents.

MIS 101
Information Systems Applications 3 credits
A study of various applications of microcomputers to business operations and managerial decision making. Students are introduced to microcomputer hardware and software concepts as well as to major software applications used in managerial problem solving and decision making.

MIS 201
Management Information Systems 3 credits
Prerequisite: MIS 101. An introduction to the field of management information systems. Emphasis is placed on the role of computers and information in a modern organization. A variety of information systems problems will be studied using case methods.

MIS 320
Advanced Business Decision Tools 3 credits
Prerequisite: BUS 250 and MIS 201. An introduction to the design and use of decision support systems. Emphasis is placed on forecasting, operational analysis, and database management. Both theory and applications are stressed.

MIS 330
Project Management 3 credits
Prerequisite: BUS 250 and MIS 201. The field of systems analysis is explored through lectures and applications in analysis and design activities. Student are required to analyze an existing business and design improved procedures, forms, and managerial policies to enhance the firm’s operational efficiency.

MUS 127
Appreciation of Music 3 credits
Study of the elements and principles of music necessary for intelligent listening and appreciation. Surveys the chief developments of music history, the works of master composers, folk music and trends in contemporary music.

NUB 328
Nursing Seminar 2 credits
Prerequisite: Admission to the RN-BSN program. This course focuses on the transition of the associate and diploma nurse to bachelor nursing practice. Nursing theories provide the framework for discussion of professional practice. Topics for discussion include advanced practice roles, graduate education, selected ethical/legal issues, healthcare economics, and the role of nursing in the legislative/political process. Current trends and issues in nursing are explored.

NUB 335
Health Assessment 2 credits
Prerequisite: NUB 328. Health Assessment provides a foundation for the practice of professional nursing. The nursing process is an integral part of the course and serves as a working guide to prepare students to collect data for a complete health assessment. Health history data is collected and a review of systems is performed to determine the health status of the client. Emphasis is placed on the assessment skills of inspection, palpation, percussion, and auscultation.

NUB 400
Research in Health Care 2 credits
Prerequisite: NUB 328. This course is an introduction to the research and evidence based practice process, and develops beginning strategies for critiquing healthcare research for use in practice. Issues surrounding ethical and legal considerations are discussed with emphasis on the human rights of human subjects. Approaches to healthcare research, research questions, methodology, analysis of data, and description of results are integrated within the course.

NUB 401
Leadership and Management 4 credits
Prerequisite: NUB 328. The history and theories of leadership and management and current evolution of healthcare systems provide the framework for this course. Selected concepts include leadership style, decision-making, motivation resource management, budget development, communication, and ethical and moral principles. Analyses of personal leadership styles, research projects, and collaborative work with clinical preceptors foster critical thinking in the integration of theory to the clinical leadership role.
NUB 416
Professional Role Development III  1 credit
Prerequisite: NUB 328. The focus of this course is the transition from student to the roles of the professional nurse in the healthcare setting and community. Selected topics include resume development, interview skills, networking, career goals, graduate education, accountability, and responsibility to the profession and to society, political activism, and lifelong learning.

NUB 450
Community Health Nursing  4 credits
Prerequisite: NUB 328. The focus of the course is to synthesize knowledge of nursing concepts as applied to individuals, family, and community. The nursing process is used to promote, maintain, and restore health in the community across environments, as well as provide healthcare that is sensitive to the needs of vulnerable populations across the lifespan. Management of direct and indirect care of socioculturally diverse clients and aggregates is emphasized as well as application of research findings in the practice of community health nursing.

NUR 310
Legal/Ethical Aspects of Health Care  1 credit
Prerequisite: NUB 328. This course focuses on the legal and ethical aspects affecting health care. Topics include legal/ethical rights and responsibilities, court decisions, theories and principles of bioethics, various dilemmas with ethical and legal ramifications, and current trends.

NUR 350
Nursing Informatics  2 credits
Prerequisites: NUR 328. This course provides an introduction to the field of nursing informatics, the current state of the science and major issues for research, development, and practice. Students are introduced to computer hardware, software, databases, and communication applications. The focus of the course emphasized human information management processes (locating, analyzing, evaluating, and utilizing) required for nursing practice. Students learn how nurses can use nursing information systems to work more efficiently, allocate resources more effectively, and improve client care.

NUR 400
Nursing Economics  2 credits
Prerequisites: NUR 328. This course explores current healthcare economics as it impacts the nursing profession. Healthcare delivery models are analyzed as to their economic influences both in the United States and throughout the world.

NUR 410
Gerontological Issues in Healthcare  2 credits
Prerequisites: NUR 328. This course focuses on the physical, psychological, and social challenges faced by older adults. Topics include demographic shifts, the normal aspects of aging, functional assessment of activities of daily living and cognition, safety issues, polypharmacy, loss, elder abuse, and community resources.

PHL 130
Human Nature and Person  3 credits
This course addresses what it is to be human and what it means to be a human person. Particular emphasis is given to exploring these themes within the Western, and specifically Catholic philosophical tradition in dialogue with other, and sometimes competing, positions.

PSY 101
General Psychology  3 credits
This course serves as a broad introduction to the field of contemporary psychology, which is explored as a science, a profession, and a means of promoting human welfare. Students are exposed to psychology as both a natural and social science through reading assignments, lectures, discussions, and demonstrations. Writing assignments reflecting critical thinking are required.

PSY 220
Human Growth and Development  3 credits
The major themes, developmental stages, and current research in the area of human development are studied. Emphasis is placed on the genetic and environmental factors that influence the physical, cognitive, and social development of individuals throughout the lifespan.

PSY 230
Abnormal Psychology  3 credits
Prerequisite: PSY 101. A scientific study of abnormal behavior, with emphasis on cause, treatment, and prevention. Psychopathology, including its development, assessment, and treatment is approached using major paradigms and research findings as they relate to a range of disorders as listed in the current DSM.
PSY 310
Organizational Psychology 3 credits
Prerequisite: PSY 101. A study of social psychological application in the workplace. Special emphasis is placed on performance appraisal, motivation, leadership, and new forms of organizational structure and function. Psychological methods adapted for advertising and consumer research are also discussed.

PSY 315
Psychology of Motivation 3 credits
Prerequisite: PSY 101. An examination and analysis of important areas of research in motivation including physiological drives related to eating and sexual behaviors, the impact of stress and emotion on behavior, and the role of learned and social motivational states. Classical and modern theories of motivation are discussed.

SOC 101
Introduction to Sociology 3 credits
Introduction to the foundations of a science of society, evolution of social theory, group processes, the resulting social institutions and their effects on social behavior.

SOC 305
Sex, Gender, and Sexuality 3 credits
Prerequisite: SOC 101. This course examines the gendered construction of work both inside and outside the home in an historical and cross-national context.

SOC 377
Global Health Issues and Interventions 3 credits
Prerequisite: SOC 101. This course is intended to provide global studies students a comprehensive examination of numerous health and illness topics within the context of social, cultural, political, and economic arenas. The goal is to provide students with the knowledge that would assist them in understanding and addressing the health needs of various communities around the world.

SPA 101
Introduction to Spanish I 4 credits
Introductory study of the Spanish language with emphasis on building adequate vocabulary and sense of structure to carry out routine tasks and engage in simple conversation. The course is designed to help the student ask and answer questions about familiar topics and handle basic social situations, write simple sentences, learn about aspects of everyday culture in Spain and Latin America. This course partially satisfies the general education requirement in the effective communication category.

SPA 115
Speaking Like the Spanish 1 credit
This course is designed for students interested in conversing at a novice level in Spanish. This class focuses on vocabulary acquisition and basic conversational strategies.

THL 105
Introduction to Theology 3 credits
Study of the meaning and nature of theology, theological issues of God, human persons, Jesus Christ, the Holy Spirit, the Church, and an introduction to the scriptures, liturgy, sacraments and Christian morality.

THL 216
Moral Issues 3 credits
A study of moral theology in relationship to current moral issues with a particular emphasis on the dignity of the human person, conscience formation, and the struggle to live authentically in our culture. Moral issues will concentrate on a consistent ethic of life encompassing the personal, social, economic, and ecological dimensions.
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