2024-2025

ONLINE

UNDERGRADUATE CATALOG

STEVENSON UNIVERSITY

SUO Academic Calendar - 2024-2025

Academic Calendar: Fall 2024 to Summer 2025

Fall 2024 Semester

Aug. 26 - Dec. 15	Fall 2024 semester (24FSEM)
Aug. 26 - Oct. 20	8 week 1 (24F8W1)
Sept. 2	Labor Day - University closed
Sept. 3	Last day to drop for (24FSEM) and (24F8W1)
Sept. 27	Last day to withdraw with a "W" for (24F8W1)
Oct. 12	Yom Kippur - University Closed
Oct. 21 - Dec.15	8 week 2 (24F8W2)
Oct. 22	Final grades for (24F8W1) due by 5pm
Oct. 28	Last day to drop for (24F8W2)
Oct 28	Registration for Spring 2025 begins
Oct. 31	Last day to withdraw with a "W" for (24FSEM)
Nov. 20	Last day to withdraw with a "W" for (24F8W2)
Nov. 27 t Dec. 1	Thanksgiving holiday - University closed
Dec. 17	Final grades for (24FSEM) and (24F8W2) due by 5pm
Dec. 24 - 25	Christmas holiday - University closed
Dec. 31 - Jan. 1	New Year's holiday - University closed

Spring 2025 Semester

Jan. 27 - May 18	Spring 2025 semester (25SSEM)
Jan. 27 - Mar. 23	8 week 1 (25S8W1)
Feb. 4	Last day to drop for (25SSEM) and (25S8W1)
Feb. 28	Last day to withdraw with a "W" for (25S8W1)
Mar. 24 - May 18	8 week 2 (25S8W2)
Mar. 25	Final grades due for (25S8W1) by 5pm
Mar. 31	Last day to drop for (25S8W2)
Apr. 7	Registration for Fall 2025 begins
April 10	Last day to withdraw with a "W" for (25SSEM)
April 18 - 20	Easter holiday - University closed
April 25	Last day to withdraw with a "W" for (25S8W2)
May 19 - 20	Commencement (Schedule TBD)
May 20	Final grades due for (25SSEM) and (25S8W2) by 5pm
May 26	Memorial Day - University closed

Summer 2025 sessions will be held between May and AugustMultiple sessions are available. Please consult the Summer Schedule of Classes for details on the sessions and classes available or contact Stevenson University Online at 443-352-4030.

About Stevenson University

Founded in 1947 as Villa Julie College, Stevenson University serves more than 2,700 undergraduate students, as well as doctoral students in its Doctor of Psychology (Psy.D.) program

- Instilling integrity, the university requires acting with dignity and honesty while adhering cons] • š v š o Ç š } š Z µ v] À Œ] š Œ [• ethical codes.
- Achieving excellence, the university lauds superior performance while recognizing the importance of persistence toward goals.

Diversity and Inclusion Statement

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

History of Stevenson University

University Timeline

1947

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

1954

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

1967

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

1971

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

1972

Villa Julie becomes co-educational.

1984

Villa Julie becomes a four- Ç Œ } o o P } ((Œ] v P Z o } Œ [• degree in Computer Information Systems.

1985-1986

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

1993

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

1994

Villa Julie is awarded membership in NCAA Division III.

1995

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

1996

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

1997

The College celebrates its 50th anniversary.

1999

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

2000

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

2002

The School of Graduate and Professional Studies is created to serve the needs of adult learners and professionals. Through this • Z } } o U • š µ v š • v v Œ } o o] v u • š Œ [• P Œ À v] v P l Á l v Z o } Œ [• P Œ ‰ Œ } P Œ u • U Z o } Œ [• P Œ ‰ Œ } P Œ u • X] š] } v o o Ç U offering an accelerated B.S. to M.S. degree in Advanced Information Technology, enabling students to earn both a Z o } Œ [• v u • š Œ [• P Œ] v ( ] À Ç Œ •

2003

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

2004

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

2006

Rockland Center opens to provide student dining, offices for

Student Life

Athletics at SU

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

The Caves Athletics Complex, a 60,000 square foot modern facility, is located on the Owings Mills campus and serves the needs of more than 800 NCAA and Club student athletes as well as the general student body. On-campus facilities include the Caves Sports and Wellness Center, Garrison Student Center, Owings Mills Gymnasium, Beach Volleyball Courts, Club Bermuda Grass Field, Mustang Stadium and Owings Mills East Athletic Complex.

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

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

There are two fitness center

Clubs and Organizations

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

Academic & Pre-Professional

The Communication Hub
In order to prepare students for the work force, The

proficient in their field through practice, competition, and collaboration. ethicalhackersclub@stevenson.edu

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

Photo Club W ^š À v•}v hv]À Œ•]šK[•tWZ}š} oµ o}} relationship between the eye, the camera, and the artistic creativity. The club provides an encouraging and sociable environment for all members with all different types of experience and enjoyment for photographic imagery. The club offers a manner to share ideas and knowledge with one another. photoclub@stevenson.edu

Powerlifting Club:
This club will bring people together through the sport of powerlifting and encourage exercise and healthy lifestyles.

Stevenson University College Republicans The College Republican club raises awareness about the political process in the United States. In addition, the club fosters meaningful dialogue throughout the campus regarding critical issues occurring in the nation. crclub@stevenson.edu

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

Student Publications

The Villager is an independent online news publication that publishes news, sports, feature and opinion stories, along with šZ ^s]oo P Œ s}] _ ‰} •š igital stories o P Œ s] }_ Its staff consists of students from every discipline at Stevenson.

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

University of Maryland, College Park (Air Force ROTC)

Stevenson students interested in Air Force Reserve Officers' Training Corps (AFROTC) may participate with the University of D Œ Ç o v [• š ï ï ì ‰ Œ } P Œ u X & Z K d ‰ Œ } À] • • š µ v š • š Z opportunity to earn a commission as a second lieutenant in the United States Air Force while completing their undergraduate or graduate degree. It is highly recommended that students seeking a commission contact the AFROTC department for full program details before registering for classes. They can be reached by visiting www.afrotc.umd.edu, calling 301-314-3242, or emailing afrotcdet330@umd.edu. Students are responsible for all financial and enrollment obligations set forth by the University of Maryland. Stevenson University students who wish to participate in the AFROTC program must register through the University of Maryland, who will assess charges for this program.

Campus Resources and Se rvices

Campus Technology

Stevenson University is committed to providing all active students, faculty, and staff with secure and reliable technology and network infrastructure and services. The Office of Information Technology (OIT) is responsible for many of the technologies across all campus locations. This includes the computer labs, classrooms, residence halls, faculty and staff offices, and administrative areas.

OIT operates two data centers, one on each campus, to achieve a high level of availability and performance. Both campuses have hard-wired and wireless networks with many classrooms and residence halls connected at gigabit speeds. Our dedicated digital connection to the Internet is rated at 3000 Mbps and provides fast and reliable access shared among the Stevenson community.

Among the dedicated computer labs on campus, several labs are open for general use at varying times. These labs offer Mac and PC computers with the latest software needed for academic work.

Computer Logins

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

Access to Technology Services

Stevenson University offers the capability for students, faculty, v • š ((š } } v v š š } À Œ] } µ • • Œ À] • } v š Z network from off-campus via the Web. This access includes, but is not limited to, Blackboard, Email, Microsoft Office 365 programs, and Self-Service.

Personal Device Support

OIT support for personal devices is limited to basic š Œ } µ o • Z } } š] v P š } • • ^ š À v • } v h v] À Œ •] š network, and systems. For more involved troubleshooting or repairs to devices not owned by Stevenson University, it is highly recommended that all students, faculty, and staff maintain service plans through the manufacturer/vendor. Technology Support Center staff can only provide limited support for these types of issues. While OIT offers general assistance to resolve any software issues, staff will not install software on personal devices.

Technology Helpdesk and Contact Information

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

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

Technology assistance is available by phone during the days and evenings when the University is open. For updates on all

dining experience. With over ten unique food stations, students with all different dietary lifestyles can easily find a delicious meal. Offerings include the Simple Servings station (allergen free items), a vegan station, the deli, short order grill, Mongolian ^ • š] Œ E Ç _ P Œ] o o U u š } } Œ Œ š] } v • š š] } v U š Z ‰] Ì Ì • š š] } the Hometown (comfort food), and a huge salad bar along with a Belgium waffle, fruit & yogurt bar for breakfast.

Stevenson Dining has late study nights covered too with W v] v] [• U -style eatery featuring hand-made pizzas, pastas, and sandwiches. Freshly brewed coffee and barista prepared specialty beverages are a quintessential necessity for any college campus. The Garrison Coffee House, which proudly serves Starbucks products, offers brewed coffee, Frappuccino, refreshers, and more, including bottled beverages and scrumptious pastries. Students can also find Grab N Go foods v • v l • X Z š o] ((} u u µ v] š Ç v š Œ [• ^ d Z E š µ Œ o _ smoothie concept offers fresh smoothies, coffee, and additional Grab N Go items.

On the Greenspring campus, student • v ( ] v š Z ^ D µ • š v P } Œ Œ o _ U Á] š Z Œ E } , coffee, bottled and fountain soft drinks, and snacks. Coffee and barista

labs or x-rays. Vaccine clinics and outreach programs are offered throughout the year.

Student Health Requirements

All new commuter and resident students taking classes on campus are required to have the Stevenson University Student Health Requirements completed by June 1 for fall entrance and January 15 for spring entrance. All new students taking classes on campus are required to complete these requirements even if they are turning in other health related records to other departments. Please refer to those specific departments for any health requirement questions, i.e., Athletics. Nursing students do not need to resubmit the Student Health Requirements every year. Students who have been away from Stevenson University for at least two years and are reapplying for admission as a student taking classes on-campus must complete another Student Health Form. Failure to submit a completed Student Health Form will block a student from registering for future classes and/or lead to removal from housing.

In addition, all students living in Stevenson University housing

General Admissions Policy

Stevenson University is committed to ensuring that the incoming classes will be comprised of highly qualified individuals representing diverse academic and professional backgrounds

Services (NACES). A member list is available on the NACES website.

- Associate degree in Medical Laboratory Technology
- Official primary source verification of MLT(ASCP) or MLT (ASCP^{i}) certification, including certification number and expiration date

Admis

Post-Baccalaureate Certificates

Post-baccalaureate certificates provide those students who have

International Baccalaureate

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

Transfer students who were awarded credit for IB from their previous institution must have their exam scores and IB transcripts sent directly to Stevenson. Credit cannot be awarded for scores at both the standard and higher level of the same subject, for IB and AP scores for the same s

Costs

Tuition and Fees (2023 ²2024)

Bachelor's Degree Seeking Students	
Tuition per credit non-nursing	$460
Tuition per credit - RN to BS	$495
Tuition per credit - RN to MS	$495
Tuition per credit - ATB	$495
Tuition per credit - Professional Studies	$405

Miscellaneous Fees	
Returned Check Fee	$25
Late Payment Fee	$100
Graduation Fee	$25

Refund Policy

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

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

Refund and Withdrawal Policy for Service Members

Stevenson University students who are called to active duty during the course of a term or session should contact the Assistant Registrar, Veteran & Military Education Benefits to formally withdraw for military service. For the purpose of this ‰}o] ÇU u]o]š ŒÇ • ŒÀ]]• (]v • ^• ŒÀ] U ÁZ šZ Œ À}oµvš ŒÇ or involuntary, in the armed forces, including service by a member of the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under federal authority for a period of more than 30 consecutive days under a oo }Œ }Œ Œ š} š]À µšÇ }(u}Œ šZ v ïì }v• µš]À Ç•_ (ED 34 C.F.R. 668.18).

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

Enrollment as of the census date will be compared to the Enrollment Status on the student's Offer Letter to determine if the eligibility requirements are still being met for each of the aid programs listed. Offer Letter revisions are sent via e-mail to a s š µ v š [• h v] À Œ •] š Ç } µ v š X / š] • ‰ } • •] o (} Œ • š µ v š – •] š } be increased, decreased, or even canceled.

If a student increases or reduces the number of credits enrolled in before the census date, the financial aid may be adjusted, as appropriate, for the new enrollment level. If aid is reduced and a balance on the SU account is created, the student will be responsible for payment. If credits are added after the census date, aid will not be increased. Aid may be affected if the student is taking courses that begin after the census date. For example, if a student is enrolled in a traditional undergraduate program and taking a class that starts after the census date, the Federal Pell Grant will not be disbursed until after the last drop date for which

A recipient is eligible to receive an scholarship amount of 100% of the annual tuition and mandatory fees of a resident undergraduate student or graduate student, as appropriate, at the University of Maryland College Park (UMPC) and 100% of the room and board of a resident undergraduate student or graduate student, as appropriate, at the institution; or 50% of the annual tuition and mandatory fees of a resident undergraduate or graduate student, as appropriate, at the institution and 100% of the room and board of a resident undergraduate student or graduate student, as appropriate, at the institution. A private nonprofit institution must provide a matching scholarship in an amount equal to the state scholarship provided for tuition and fees only.

program requirements. Individual offer letters consider demonstrated need, program eligibility, and the availability of funds for the payment period. In the event that the number of eligible students exceeds the availability of funds, the University will give preference to those students demonstrating the greatest financial need. The determination of greatest financial need will consider grant and scholarship aid from all public and private sources.

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

Offering of Aid

Cost of Attendance and the Student Aid Index (SAI)

included in the publication Financial Aid Guide. For more information on the Direct Loan Program, visit the federal website at student aid.gov.

Annual Student

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

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

There are two ways for a student to regain eligibility:

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

Appealing FASAP Findings:

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

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

If the appeal is approved, then the student is required to meet with a staff member from the Office of Academic Support to create a FA-SAP academic plan. Upon completion of the plan, š Z &] v v] o] K (( ] Á] o o Œ] v • š š š Z • š µ v š [• ( ] v v] o] for one semester. At the end of the semester when final grades are posted, the Financial Aid Office will evaluate FA-SAP with the following potential outcomes:

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

Maryland State Financial Aid:

Students receiving grants or scholarships from the State of Maryland may need to meet additional requirements to maintain eligibility for state financial aid. State financial aid is provided through the Office of Student Financial Assistance (OSFA) at the Maryland Higher Education Commission (MHEC4 9 3< wanoueb5(edrof t)-4(tafe fran)t5(s)]TJETQq0.00000912 0 612 792 reW* nBT/F2 9 Tf1 0 0 1 68.4 210.96 Tm0 g0 G[sucholar4(sh)-3(e)3(

withdrawal and to process the actual return of funds within 45
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Return of Title IV Funds Process - The Financial Aid office follows the instructions outlined in the federal worksheet when calculating Title IV earnings according to the following steps.

Step 1: Student's Title IV Aid Information:

{

Code of Conduct, Drug Conviction and Aid Eligibility, Financial Aid Handbook, Financial Aid Guide and various other consumer information policies. In addition, there are a variety of helpful financial aid resources available online. Direct access to their websites is available through the links listed on the Financial Aid website located at stevenson.edu/finaid..

To prepare students for personal and professional success, the Stevenson Educational Experience, or SEE, requires general µ š] } v } µ Œ • Á } Œ l v } µ Œ • Á } Œ l] v • š µ v š [• undergraduate major program/field of study.

Please consult major program requirements and suggested course sequences for more information. Prospective students may access major program requirements and suggested course sequences by accessing the appropriate Stevenson University Catalog and selecting a field of study in which they are interested. Current students may also access a complete list of courses by major program via the Registrar's portal page in SU NOW.

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

The following is additional information regarding SEE course requirements that apply to students seeking an undergraduate P Œ] v } v } (^ š À v • } v h v] À Œ •] š Ç [• u i } Œ ‰ Œ } P Œ u • l ( ] o • } (study.

Communication Intensive (CI) (3 credits):

Students comple 40. TfrDC q0.00000912 0 65l0009reW* 8 reW* n /P <</MCs<</MCT1 9 Tf1 0 0 1 59.76 478.8ple 40. TfrDC q0.001 54 554.32 159.68 10.9

/ v } Œ Œ š } } š] v Z o } Œ [• P Œ (Œ } u ^ š è v h } University, a student must:

{ Earn a minimum of 120 credits, which must include a minimum of 15 credits at the 300- or 400- level.

{ Complete the SEE requirements.

{ Complete the courses required by the major. Note t ' Œ • } (— / — ~ / v } u ‰ o š • u µ • š o Œ (Œ } u š Z • š u v š [• record.

{ Complete INT 100: Principles of Academic Integrity.

{ Achieve a cumulative grade point average (GPA) of at least 2.00; the GPA is calculated on the basis of work done at Stevenson University only.

{ Earn a minimum cumulative GPA in the major of 2.00 or higher. Some majors have additional GPA requirements; please consult the "Fields of Study" section for specific requirements.

{ Earn at least 30 credits at Stevenson University which must include a minimum of 15 credits at the 300- and 400-level.

{ If completing a bachelor of arts degree, a student must complete two semesters of a foreign language from the point of placement or complete the 202-level of a foreign language.

{ Comply with all policies, procedures, and regulations of the University.

{ Submit the official Application for Graduation in accordance with published deadlines.

Minors

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

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

General Guidelines for Earning a Minor

1. A minor consists of at least six courses (for a minimum of 18 credits) in a particular discipline.
2. Up to two courses that are among a student's major requirements can be used toward a minor in another discipline. For example, up to two psychology courses that are required by the nursing major can be used toward a minor in psychology.
3. Students may declare more than one minor; however, no individual course can be counted toward multiple minors regardless of the type of minor.
4. 58 4 56 Unsatisfactory grades [Œ à v P Œ } (^ _ } Œ š š Œ] v } µ Œ • (} Œ] š to be counted toward a minor.

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

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

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

Additional minors are available through the traditional undergraduate program. Please consult the Undergraduate Catalogfor more information.

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Bachelor's to Master's Degree Options

dZ } i š]À }(šZ Z o}Œ[• š} D •š Œ[• }‰š]}v•]• š} ‰Œ}À] qualified Stevenson undergraduate students the opportunity to } š]v }šZ Z o}Œ[• v u •š Œ[• PŒ]v •Z}Œš Œ š]u frame.

Students accepted to this option may complete a maximum of 50% of the credits required for the graduate program while still an undergraduate student. A maximum of two graduate courses ~ò Œ]š•• u Ç (µo(]oo Z o}Œ[• PŒ Œ ‹µ]Œ u vš•X ^šµ vš• should consult with their undergraduate academic advisor for academic planning.

Participating master's degree programs are listed below.

- MS in Communication
- MA in Community-Based Education and Leadership
- MS in Crime Scene Investigation
- MS in Cybersecurity and Digital Forensics
- MS in Digital Transformation and Innovation
- D^]v &}Œ v•] }µvš]vP
- MS in Forensic Investigation
- MFS in Forensi

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

Additional Learning Opportunities

Experiential Learning

Experiential learning involves a process of learning, doing, and reflecting and provides Stevenson students with the opportunity to acquire first-hand experience. Experiential learning empowers students to connect ideas and experiences from a variety of contexts, synthesizing and transferring what they have learned in the classroom to situations beyond the classroom. Stevenson offers students a variety of experiential learning opportunities, including internships, practicums, clinicals, and study abroad.

International and Off-Campus Study

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

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

Courses at Another Institution

Other Institutions

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

The academic standing of a student is determined by the quality level of achievement in class work and by mastery demonstrated on examinations and other projects. Midterm grades are advisory; the semester grades determine actual academic standing.

of the session or semester.

The grading system for undergraduate students is provided below.

Grade	Numeric Standard	Quality Points Awarded
A	93 t100	4.0
A-	90 t92	3.7
B+	87 t89	3.3
B	83 t86	3.0
B-	80 t82	2.7
C+	77 t79	2.3
C	70 t76	2.0
D	60 t69	1.0
F	0 t59	0.0
FX	Student stops attending classes prior to the withdrawal deadline, yet fails to officially withdraw. This is calculated as a grade of "F" in the GPA.	
WF	Course withdrawal after the specified term deadline. This is calculated as a grade of "F" in the GPA.	
W	Course withdrawal within the specified term deadline. This is not calculated in the GPA.	
AUD	Audit (see additional information below). This is not calculated in the GPA.	
I	Incomplete (see additional information below). This is not calculated in the GPA.	
P/NC	Pass or No Credit (see additional information below). This is not calculated in the GPA.	

Grade Point Average

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

Auditing of Online Undergraduate Courses

A student may audit an undergraduate class if it is open for enrollment. Students may change an audit to a credit course only during the drop/add period. Students may change a credit course to an audit until the last day to withdraw with a "W." A student can change a course to audit status by using the Course Audit form that is available through the forms.stevenson.edu link. Changing a course to "audit" may have financial aid implications and will also make an athlete ineligible if the athlete

cumulative grade point average are 2.0 or higher are in good academic standing. Certain majors require a higher minimum grade point average for progression and continuance in the u i } Œ U v š Z • Œ ‹ µ] Œ u v š • Œ • ‰] ( ] v š Z ‰ Œ } P Œ u [• policies.

Students make adequate progress toward earning a degree when they remain in good academic standing and maintain a 2.0

In cases where a student is seeking reinstatement after an academic misconduct sanction of suspension, the student must complete the Application for Academic Reinstatement form and appear before the Academic Review Board.

Registration and Course Information

Credit Hour Definition

Regardless of course duration, delivery, or instructional method, Stevenson University awards academic credit in compliance with Maryland state requirements outlined in the Code of Maryland Z P µ o š] } v • ~ K D Z • v Á] š Z š Z ‰ Œ š u v š] (µ š] } v [• federal credit-hour definition, as defined in the Federal Code of Regulations.

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

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

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

Federal credit hour definition (34 CFR §600.2)
A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over] ((Œ v š u } µ v š } (š] u ¡ } Œ
- at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.

For additional information please see the Academic Affairs portal page.

Course Load and Credit Hour Statement

A bachelor's degree-seeking student who is carrying 12 or more credit hours is classified as a full-time student. A student may not register for more than 18 credit hours in any one semester without the permission of the Dean of their school.

Registration

Registration takes place on the days scheduled in the academic calendar. Students may register on or after their assigned appointment time, and registration is done online using Student Planning, a software package designed for registration. Prior to registration, all students are strongly encouraged to meet with their student success coach.

There are several circumstances that could cause a student's registration to be blocked. Students who have not met their financial obligations to the University will not be allowed to register. Those students who have not been cleared by Student Accounts prior to the start of the semester will be removed from their classes.

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

All prerequisites, including any minimum grade requirements, for a course must be fulfilled prior to starting the course. Students may be removed from a course when the prerequisites have not been met. Students in traditional undergraduate programs are permitted to enroll in 8-week accelerated online courses during the summer. Students in traditional undergraduate programs are not permitted to enroll in 8-week accelerated online courses during the fall or spring semester and are not permitted to enroll in 16-week online math courses at any time. Any exceptions to these guidelines must be approved by the appropriate administrator.

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

Online Course Non-Participation Policy

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

Course Add/Drop

Students may add or drop classes only during the published add/drop period. Course changes during the add/drop period Á] o o v } š Œ (o š } v š Z • š µ v š [• š Œ v • C

Course Withdrawal

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

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

Traditional students who withdraw from an accelerated course that is offered any time during the semester must do so during the published drop/add period. After drop/add ends, students will be able to withdraw based on the published schedule, but no refunds of tuition will be given even if the class has not started.

A student may be administratively withdrawn from the University if their absences in a class are excessive.

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

Change of Catalog Year

If a student elects to move to a new catalog year, all policies of the new catalog will apply to the student, and the student must fulfill all requirements of the new catalog year. Students may not

Graduation Ceremonies

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

The W Œ •] v š [• Á Œ (} Œ ^ Z } o Œ o Ç v Œ š] À Achievement is conferred from time to time on a graduating student whose total performance has been marked in a striking fashion by singular creativity and by the depth of their intellectual interest and performance in all subject areas.

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

University Recognized Honor Societies

Alpha Chi – National College Honor Society

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

Alpha Phi Sigma – National Criminal Justice Honor Society

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

Alpha Psi Omega – National Honorary Theatre Society

Membership in Alpha Psi Omega is open to all students at Stevenson who participate reg

additional chemistry credits and who have a minimum GPA of 3.40 in all chemistry courses and a minimum 3.00 overall GPA. Students who have multiple academic misconduct findings on their academic record or who have one academic misconduct finding on their record at any time after earning 30 credits at Stevenson University are not eligible for membership.

Kappa Delta Pi International Education Honor Society

Kappa Delta Pi is an international honor society open to the top students in the field of education. This honor society promotes leadership and fellowship among educators. Scholarship, leadership and service are the pillars of KDP. Eligible students must be juniors or above, have a minimum of 12 credits in education and a GPA of 3.30 or above, and provide supportive evidence of their commitment to education.

Kappa Mu Epsilon National Mathematics Honor Society

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

Kappa Omicron Nu Fashion Merchandising and Fashion Design Honor Society

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

Lambda Epsilon Chi National Honor Society for Legal Studies

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

Lambda Pi Eta Honor Society of the National Communication Association

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

Psi Chi The International Honor Society in Psychology

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

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

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

Sigma Tau Delta International English Honor Society

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

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Sigma Theta Tau International Honor Society of Nursing

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

Tau Upsilon Alpha National Honor Society for Human Services

Candidates for Stevenson University's Alpha Chapter of Tau Upsilon Alpha must be counseling and human services majors or minors, have a minimum overall GPA of 3.25, have completed three full-

Applied Mathematics

Beverly K. Fine School of the Sciences

Department of Engineering, Mathematics and Physics

Chair: Mark A. Branson, Ph.D.

Description

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

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

Outcomes

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

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

Policies

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

If a student withdraws, audits, or does not pass a course Œ ‹µ]Œ]v šZ ‰‰o] u šZ ui}Œ Á]šZ PŒ }(^ _ }Œ šš ŒU they may repeat that course without special permission. If a student withdraws, audits, or does not pass the course with a grade o(^ _ }Œ šš Œ šZ • }v š]u U šZ •šµ vš Á]oo placed on probation in the major. To take a course for a third time, all SOS majors must meet with their advisor, and then apply in writing to the Dean of the School of the Sciences requesting permission to take the course for a third time using the university form for this request. Those who pass the course will no longer be on probation in the major. Those who do not •µ ••(µooÇ }u‰o š šZ Œ ‹µ]Œ }µŒ• Á better after three attempts will be permanently dismissed from the applied math major. Once dismissed from the applied math major, students must choose a major for which the course they failed three times is not required.

Requirements

The courses listed below are required for completion of the Z o}Œ[• PŒ]v ‰‰o] u šZ u š] •X ^š complete the requirements for the Stevenson Educational Experience (SEE). Specific pre- and co-requisites for each course are listed in the course descriptions.

Major Requirements:

MATH 220	Calculus I	4
MATH 221	Calculus II	4
MATH 222	Calculus III	4
MATH 312	Mathematical Statistics I	3
MATH 313	Mathematical Statistics II	3
MATH 326	Linear Algebra	3
MATH 418	Mathematical Modeling	3
MATH 425		

program please see the Stevenson University Graduate Catalog and the Additional Enrollment Options in the Admissions section of this catalog.

Course Descriptions

See Applied Mathematics Course Descriptions

Business Administration

Description

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

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

Outcomes

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

assets.

5. Produce a digital forensics evidence report.

6. Demonstrate professional competencies related to contemporary careers.

Policies

Students must earn a minimum GPA of 2.00 in the major.
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courses. No student, regardless of major, will be permitted to
advance to the next major course without earnin P P Œ } (^ _
or better in the prerequisite course(s). When a grade below a
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course. The lowest acceptable grade in Stevenson Educational
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v E ' í ñ î U (} Œ Á Z] Z š Z o } Á • š ‰ š o P Œ] • ^ X _ / (
SEE course is required for the major the lowest acceptable grade
] • ^ X _
A course may be repeated twice without special permission.

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or better in the prerequisite course(s). When a grade below a
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5. Perform substantive lega

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

Policies

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

2. No student, regardless of major, will be permitted to take a science, math, or MLS course unless they earn a grade of "C" or better in all prerequisite courses.

3. Students must earn a minimum cumulative GPA of 2.8 to be admitted into the Medical Laboratory Science program. Once admitted to the MLT to MLS program, students must maintain a minimum cumulative GPA of 2.8 the major to remain in good standing.

4. Probation: The student who earns a cumulative GPA of less than 2.8 will be notified, in writing, by the Program Coordinator that they are on probation in the Medical Laboratory Science program.

5. Dismissal: If the student's cumulative GPA remains less than 2.8 for two semesters (consecutive or not), the student will be notified, in writing, by the Program Coordinator that they have been dismissed from the Medical Laboratory Science program. Students dismissed from the program are not eligible for re-admission.

Medical Requirements

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

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

in nursing as part-time students taking one nursing course at a time.

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

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

Qualified registered nurses must successfully complete a total of 120 credits, of which 30 credits must be taken at Stevenson University. RNs may transfer prerequisite non

Requirements

The following are the major courses required for students in the RN to BS option.

Major Requirements:

GEN 200	Writing and Research for the Adult Learner	3
NURS 312	Physical Assessment and Pathophysiology	3
NURS 315	Information Technology in Nursing and Health Care	3
NURS 316	Concepts of Professional Nursing Practice I	3
NURS 414		

subscribes to an organizing framework in which caring is firmly established in the practice of professional nursing. Graduates will be prepared to practice professional nursing.

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

1. Integrate the concepts of caring in nursing practice in diverse health care settings across the health-illness continuum.
2. Engage in holistic reflective nursing practice informed by the arts, sciences, and humanities.
3. Exhibit competencies in critical thinking, communication, evidence-based decision making, scholarly inquiry and technical skills in the practice of nursing.
4. Integrate professional competencies in the nursing roles of provider, designer, manager, and coordinator of care and participate as an active member of the profession.
5. Assume ethical and legal responsibility and accountability in nursing practice, exemplifying the values of altruism, autonomy, human dignity, integrity, and social justice.
6. Apply leadership concepts, skills, and decision-making in creating caring environments to promote health and healing in individuals, families, communities, and global populations.

Policies

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

Requirements

Major Requirements

The Bachelor of Science degree in Nursing requires a minimum of 120 credit hours. The following are the major courses required for students in the RN/MS option.

GEN 200	Writing and Research for the Adult Learner	3

SEE course is required for the major the lowest acceptable grade
] • ^ X _

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

Requirements

The courses listed below are required for completion of the
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complete the requirements for the Stevenson Educational Experience (SEE). Prerequisites for each course are listed in the course descriptions.

Major Requirements

CM 205	Communication Ethics	3
CM 390	Organizational Communication	3
GEN 200	Writing and Research for the Adult Learner	3
IS 260	Presentation Theory and Application	

ACC - Accounting

ACC 140 - Financial Accounting (3 credits)

Introduces students to financial accounting, a system which provides information for decision makers external to the business entity, primarily by means of general

CDF 308 - Technology Law (3 credits)

Explores the legal aspects of information security, privacy, and intellectual property rights, and the importance of creation and implementation of organizational policies and practices that ensure compliance with laws and industry standards. This course is designed to equip students with the knowledge and skills necessary to navigate the intricate web of technology-related legal issues. Topics covered include privacy laws, payment card industry standards, information security measures mandated by federal statutes, governance and policy development, e-discovery, contracts, intellectual property, and security risk assessments.

Prerequisite: A C or better in IS 201 or CDF 110, and ENG 152 or ENG 153. Offered: Fall and Spring, every year.

CDF 381 - Advanced Network Defense (3 cr edits)

Investigates network defense with a primary focus on intrusion detection and firewall defense mechanisms. Security issues in operating design and implementation, articulating the steps necessary for hardening the operating system with respect to various applications, and the various concepts in network defense will be examined. Students will apply essential security practices and methods to networks and deploy security tools.

Prerequisite: A grade of C or better in CDF 271. Corequisite: None. Offered: Fall or Spring, every year.

CDF 391 - Incident Response and Investigation (3 credits)

Examines the role of the computer forensics investigator as a member of an Incidence Response Team and explores the nature of the threat to organizations, the indicators that an incident is underway, the policies and procedures to be followed when an incident is detected, and the investigation methods used to collect evidence for prevention or prosecution. The course will explore the best practices used to create, organize and deploy an incident response team for malicious activity.

Prerequisite: A grade of C or better in CDF 261 (may be offered concurrently). Offered: Fall.

CDF 392 - Information Systems Forensic Internals ² Auditing (3 credits)

Examines the tools and techniques used in the recovery of information-systems-generated artifacts used to aid forensic evidence collection and timeline corroboration. Students will examine system policies, auditing techniques, authentication methods, and event and system logging techniques for the family of Windows and Mac operating systems. Students will review documented prosecutions and investigations where operating system artifact recovery led to a successful resolution.

Prerequisite: A grade of C or better in CDF 261. Offered: Fall or Spring, every year.

CDF 393 - Forensic Evidence Collection Tools and Techniques (3 credits)

Provides hands-on expertise in evidence collection and analysis with the leading forensic tools in use throughout the government, military, and law enforcement agencies. Evidence handling and timeline techniques will be covered with particular emphasis on the relationship to court testimony.

Prerequisite: A grade of C or better in CDF 391 and CDF 392.

CDF 475 - Advanced Digital Forensics (3 credi ts)

Evaluates forensics-based examination of operating systems structures, advanced applications of forensics tools, mobile device forensics, and current topics in digital forensics research. The substance of the Department of Defense National Centers of Digital Forensics Academic Excellence (CDFAE) program form the basis for course content and assignments.

Prerequisite: A grade of C or better in CDF 393, can be taken concurrently.

CDF 480 - Cybersecurity and Digital Forensics Capstone (3 credits)

Explores developing and implementing an effective cybersecurity program for an organization. Through case studies, readings, review of current trends, projects, and group exercises, students will gain experience in integrating topics from their previous coursework by designing multifaceted, strategic responses to cyber threats and incidents.

Prerequisite: A grade of C or better in CDF 290 or CDF 308, CDF 475 (may be taken concurrently) and IS 365. Offered: Fall or Spring, every year.

CJUS - Criminal Justice

CJUS 101 - Introduction to Criminal Justice (3 credits)

Provides students with an overview of the criminal justice system, including historical development, present status, and suggested reforms. Topics covered include the duties and functions of actors in the criminal justice system, such as victim, offender, police, prosecuting and defense attorneys, and courts and corrections. Also covered is the criminal justice process from the formation of laws to the final stages of the treatment of criminals.

Prerequisite: None. SEE Certification: Social Science.

CJUS 205 - Ethics Principles in Criminal Justice (3 credits)

Examines the field of criminal justice ethics, which broadly encompasses thBTq0.0000Fu5.4A -4(thi)3(c)3(s, w.e s)-4(yste)-2(m)6(,)3(s)cs

critical thinking and includes instruction and practice in research methods and writing from sources.

Prerequisite: By placement .

ENG 152 - College Writing II (3 credits)

Develops the ability to write clear, coherent, and well-developed arguments. This course requires close reading of poetry, drama, and fiction and includes instruction in argumentation.

Prerequisite: A grade of C or better in ENG 150 or ENG 151.

ENG 281 - Topics in Literature (3 credits)

Studies selected topics that recur in literature across time and/or across cultures. Students read texts closely and analyze them as representative samples of the literary treatment of the topic. This course may be repeated for credit if topics are different.

Prerequisite: A grade of C or better in ENG 152 or ENG 153. SEE Certification: Humanities.

ENG 286 - Literary Genres: The Short Story (3 credits)

Studies the development and/or the form of the short story. Students read texts closely and analyze them according to the conventions and definitions of the genre.

Prerequisite: A grade of C or better in ENG 152 or equivalent. SEE Certification: Humanities.

FMI - Film and Moving Image

FMI 101 - Cinema I: Storytelling (3 credits)

Introduces knowledge of basic video production equipment, crew functions, and techniques. Students learn and practice the foundational vocabulary of digital filmmaking and direct and shoot various short films of their own, working individually and in groups. Students also learn the principles of basic digital editing. Course includes studio and lecture.

Prerequisite: None. SEE Certification: Fine Arts.

FIN - Finance

FIN 300 - Principles of Finance (3 credits)

Studies the financial tools and techniques used to manage money and investments in the modern business enterprise. Topics include financial analysis and planning, money and capital market instruments, risk analysis, and the time value of money.

Prerequisite: A grade of C or better in ACC 141, EC 201, EC 202, IS 135, and MATH 136.

FSCI- Forensic Science

FSCI 100- Survey of Forensic Science (3 credits)

Introduces the various aspects of forensic investigations in solving crimes. Topics include drugs and toxicology, explosives, forensic biology (DNA), forensic chemistry (trace evidence analysis), firearms and toolmark identification, and questioned document examination. Evidence collection and processing in a manner that allows its use in court proceedings will be covered. Restricted to non-science majors.

Prerequisite: Placement into MATH 135 or higher and ENG 151 or higher. SEE Certification: Scientific Reasoning.

GDES- Graphic Design

GDES 125- Fundamentals of Digital Media (3 credits)

IS 320 - Human - Computer Interaction (3 credits)

Addresses the practical principles and guidelines needed to develop high quality interface designs for interactive systems, specifically ones that users can understand, predict, and control. The course covers theoretical foundations of human-computer interaction and design processes such as expert reviews and usability testing. Students will assess design considerations with respect to how humans act and react when confronted with a variety of interfaces, with balanced emphasis on mobile devices, Web, and desktop platforms.

Prerequisite: A grade of C or better in IS 201.

IS 330 - Business Application Programming (3 credits)

LAW 130 - Business Organizations Law (3 credits)

Examines the nature of sole proprietorships, partnerships, limited partnerships, limited liability companies, corporations, and S corporations. Emphasis will be placed on the drafting of articles of incorporation and articles of organization, partnership agreements, certificates of limited partnership, corporate minutes and consents, and preparation of various governmental

limited partnership agreements, articles of transfer, articles of dissolution, articles of merger, various tax elections, buy-sell agreements, and various types of minutes. Further, students will examine the fiduciary relationships both within various entities and their management's relationships with and duties toward others, including investors, lenders, employees, the government,

LAW 404 - Advanced Constitutional Law (3 credits)

Analyzes the Fourteenth Amendment rights of due process and equal protection. This course also includes examination of principles involving the Commerce Clause and Commercial Free Speech and review of recent decisions by the Supreme Court that significantly impact the major areas of criminal and civil law.

Prerequisite: A grade of C or better in LAW 204.

LAW 450 - Administrative and Government Law (3 credits)

Examines administrative law and policy at the federal and state levels. This course emphasizes how the administrative process functions in theory and in practice from the perspective of the lawyer and the paralegal. This course also includes rule-making, both informal and formal, adjudication at the administrative level, judicial review, Freedom of Information and Public Information Act, and Federal and Maryland Administrative Procedure Acts. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 216.

LAW 462 - Advanced Contract Drafting (3 credits)

Instructs students in the skill of contract drafting. Students will learn the different parts of a contract and how to draft each part, to write provisions that are clear and unambiguous, then to organize the parts into a cohesive contract. Reviewing and commenting on contracts drafted by others will be studied. Students will consider ethical issues in drafting contracts. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 120 and LAW 210.

LAW 470 - International Business Law (3 credits)

Examines various aspects of international business law, including multi-national enterprises, trade in goods, services and labor, money and banking, foreign investment, sales, intellectual property, transportation, financing, taxation, environmental protection, and dispute resolution.

Prerequisite: A grade of C or better in LAW 130 and LAW 210 (for legal studies majors) or LAW 208 or LAW 308 (for business or accounting majors) and senior status. Cross-Listed as: INBUS 470.

LAW 480 - Legal Studies Capstone (3 credits)

Serves as a capstone course employing a broad range of substantive legal skills including legal research, legal writing, analytical reasoning, oral communication, professionalism, and technology. Through student projects in transactional law and/or litigation practice, students demonstrate their mastery of the legal studies curriculum by performing legal and administrative tasks required for paralegal employment. Students' professional portfolios are completed. Legal specialty course (LSC)

Prerequisite: A grade of C or better in LAW 210 and senior status. SEE Certification: Writing Intensive.

MATH - Mathematics

MATH 135 - Introduction to Mathematical Reasoning (3 credits)

Surveys applications of various fields of mathematics to everyday life. Topics to be covered include calculation, measurement, and number sense; recognition and interpretation of growth patterns; mathematics in financial decisions; elementary statistics and probability and their uses in decision-making; and other applications.

Prerequisite: A grade of C or better in MATH 005# or by placement. SEE Certification: Quantitative Literacy.

MATH 136 - Introduction to Statistics (4 credits)

Introduces the student to basic data analysis. Methods include data collection and packaging, discriminating between valid and invalid uses of statistics, and elementary methods for decision making. Topics include measures of central tendency and dispersion, elementary probability, probability distributions, interval estimates of parameters, hypotheses testing, correlation, and regression. Course activities include elementary applications of statistics to a variety of disciplines. A TI-83, TI-83 Plus, or TI-84 calculator is required for the course. Credit will not be granted for more than one of the following statistics courses: MATH 115, MATH 136, MATH 140, MATH 210, and MATH 235.

Prerequisite: By placement. SEE Certification: Quantitative Literacy.

MGT - Management

MGT 204 - Principles of Management (3 credits)

Examines theories and principles underlying the management process. Students discuss fundamental management activ1 0 0 1 529.42n1tin

Prerequisite: A grade of C or better in IS 135, MATH 136 or MATH 312, and sophomore status or higher.

MGT 308 - Business Ethics (3 credits)

Explores ethical theories, critically and historically, as they relate to contemporary business conduct and issues. Students who have taken PHIL 415 or PHIL 416 are not eligible to take MGT 308.

Prerequisite: A grade of C or better in MGT 204 and MGT 210. SEE Certification: Writing Intensive.

MGT 310 - Organizational Behavior (3 credits)

Examines human resource problems and the integration of management theory and behavioral concepts as they relate to modern organizations. Topics discussed include leadership and motivation, job satisfaction, conflict resolution, power and politics, group dynamics, and managerial skills.

Prerequisite: A grade of C or better in MGT 204 or CHS 340.

MGT 313 - Operations Management (3 credits)

Investigates effective operating control in businesses and the interrelationship between operations and other functions of an organization. Topics include operating strategy, production planning, quality management, inventory management, project management, and technology assessment.

Prerequisite: A grade of C or better in IS 135, MATH 136, and MGT 204. Corequisite: FIN 300.

MGT 315 - International Business Management (3 credits)

Examines international business activities and how business and management decisions are affected by international politics, treaties, and agreements. This course also discusses differences in customs and ethics, changes in monetary exchange rates, uses of foreign labor, and effects of natural events on management decisions.

Prerequisite: A grade of C or better in MGT 204 and MKT 206. Cross-Listed as: INBUS 315.

MGT 408 - Human Resource Management (3 credits)

Examines human resource management and the role of line managers and HR professionals in recruiting, developing, and retaining a competent work force. Discussion will also include job analysis and design, human resource planning, compensation, benefits, labor relations, equal opportunity employment laws, work force diversity, and global competitiveness. This course prepares students to sit for the Professional in Human Resources (PHR) exam.

Prerequisite: A grade of C or better in MGT 310 or CHS 340.

MGT 413 - Project Management (3 credits)

Examines the tools and techniques necessary to manage resources to meet project objectives. Topics include project scheduling, time-cost trade-offs, budgeting, cost control, and project monitoring, as well as project organization, team development, and risk management.

Prerequisite: A grade of C or better in MGT 313 and ACC 141.

MGT 422 - Strategic Management (3 credits)

Investigates the theories, techniques, and models of organizational strategy formulation and implementation. Students will examine all facets of the strategic planning process including the impact and implications of: the current competitive position of an organization, emerging trends affecting the success of an organization, alternate strategic options, the development of a formal strategic plan, and implementation and evaluation of new strategies.

Prerequisite: A grade of C or better in FIN 300 or FIN 303, MGT 210, MGT 310, and MKT 206.

MGT 430 - Business Capstone Seminar (3 credits)

Develops the ability to recognize, analyze, and define problems within and outside the organization, to identify management choices, and to implement appropriate strategic action. 0 G 6120 g0 G[(ga)-2(t

of research, branding and promotion activity, and financial implications of alternatives under consideration.

Prerequisite: A grade of C or better in MKT 206 plus one additional MKT course.

MLS- Medical Laboratory Scie nce -MLT to MLS Option

MLS 210- Principles of Laboratory Science (3 credits)

Introduces the student to the medical laboratory profession by providing a discussion of the organization of an accredited clinical laboratory and regulatory agencies, principles of laboratory and patient safety, instruction in medical terminology, principles of quality control and quality assurance, professional conduct and ethical considerations relevant to the clinical laboratory, including HIPAA regulations, and instruction in phlebotomy. The student will perform calculations required to prepare laboratory solutions and dilutions.

Prerequisite: A grade of C or better in CHEM 116, CHEM 116L and MATH 136. Offered: Spring.

MLS 310- Hematology I (3 credits)

Introduces the fundamental concepts in hematology with in-depth study of hematopoiesis, erythropoiesis, anemias, and hemoglobinopathies. Granulopoiesis and qualitative white blood cell abnormalities are introduced. Topics include normal and abnormal hematology, normal physiology and pathophysiology, and the correlation of laboratory data to diagnosis.

Prerequisite: A grade of C or better in BIO 322 (may be taken concurrently). Corequisite: MLS 310L. Offered: Spring.

MLS 310L- Hematology I Laboratory (1 credit)

Emphasizes laboratory procedures in routine hematology and morphologic skills. Students learn to proficiently identify normal and abnormal cellular morphology and inclusions in peripheral blood smears, and correlate abnormal morphology to disease states.

Prerequisite: A grade of C or better in BIO 322 (may be taken concurrently). Corequisite: MLS 310. Offered: Spring.

MLS 311- Communication and Cultural Competence in Health Care (3 credits)

Explores the intersection of communication and culture in the context of health and healthcare. Theoretical models and assessment tools are utilized to examine the diversity of cultural beliefs, values, practices, legal-ethical concerns, and communication that impact the health of individuals, families and groups. These theories and skills will help students to perform competently within a diverse healthcare context.

Prerequisite: Third-year status in the Medical Laboratory Science program. Cross-Listed as: NURS 311. SEE Certification: Communication Intensive. Offered: Fall.

MLS 315- Clinical Mycology, Parasitology and Virology (2 credits)

Emphasizes the correlation of in vitro and in vivo findings in the diagnosis and treatment of commonly isolated pathogenic fungi, parasites and viruses. The systems of the body will be discussed in terms of modes of transmission, mechanisms of pathogenicity, symptomatology and reproduction and dispersal. Proper specimen collection and processing, laboratory identification methods and treatment options are highlighted.

Prerequisite: A grade of C or better in BIO 203 and BIO 203L. Offered: Fall.

MLS 320- Urinalysis and Body Fluids (2 credits)

Applies an in-depth study of the anatomy and physiology of the genitourinary system and the principles and procedures of the complete urinalysis, including physical, chemical, and microscopic examinations. This course also covers other body fluids, including cerebrospinal, synovial, serous, seminal, amniotic, gastric, and fecal analysis. Topics include specimen collection and handling, analyses, and correlation with disease states.

Prerequisite: A grade of C or better in BIO 322. Corequisite: MLS 320L. Offered: Spring.

MLS 320L- Urinalysis and Body Fluids Laboratory (1 credit)

Emphasizes the physical, chemical, and microscopic examination of urine, and manual and automated chemical dipstick urinalysis. Students also perform analyses of other body fluids, including manual cell counts and cell identification.

Prerequisite: A grade of C or better in BIO 322. Corequisite: MLS 320. Offered: Spring.

MLS 325L- Clinical Chemistry I Laboratory (1 credit)

Provides laboratory exercises that emphasize analytical accuracy and precision, using both manual techniques and automated laboratory instruments. Students will apply the principles and practices of quality control/ quality assurance to interpret data and trouble-shoot procedures and instrumentation.

Prerequisite: A grade of C or better in BIO 217 or CHEM 210 and BIO 322. Offered: Spring.

MLS 330- Clinical Microbiology I (3 credits)

Discusses infectious bacterial diseases of humans. This course uses a taxonomic approach to the study of the pathogenesis,

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personnel performance management and appraisal, competency assessment, budgeting and financial management, laboratory operations, and computer applications, with additional discussions of current trends in laboratory services. Using a problem-based learning approach, professional responsibility, ethics, problem-solving, team-building, and interpersonal skills are integrated throughout the course content.

Prerequisite: Senior year status in the Medical Laboratory Science program or MLT(ASCP) certification and enrollment in the online MLS program.. Offered: Summer 8-week-1 and 8-week-2, as needed.

MLS 338- Molecular and Immunologic Diagnostics (3 credits)

methodologies to provide patient and provider education and that demonstrate the inter-professional nature of healthcare delivery today and the importance of laboratory results.

Prerequisite: Senior year status in the MedtI* laboratory results.

NURS 316- Concepts of Professional Nursing Practice I (3 credits)

Includes discussion of the philosophy of nursing, perspectives of nursing theorists, and establishment of the professional identity and image of nursing. Nursing roles and professional values are explored in an analysis of evidence-based clinical problem-solving, and elements of cultural literacy and educational competencies are explored.

Prerequisite: Acceptance into RN to BS option. Offered: Fall, Spring, and Summer, every year.

NURS 414- Nursing Leadership For RNs (3 cre dits)

Provides opportunities for registered nurse students to explore a variety of topics essential to facilitation of nursing leadership in

THEA- Theatre

THEA 121- Introduction to Theatre (3 credits)

Examines, through readings, lecture and discussion, the responsibilities and techniques of theater artists (playwrights, actors, directors, designers) who collaborate to create the dramatic experience. Students further investigate the nature of this experience by critiquing Stevenson University productions.

Prerequisite: None. SEE Certification: Fine Arts.

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