# Waldorf College Online

2013–2014 Catalog
Online Degree Programs

Published 2013, Vol. 4

The provisions of this catalog are not to be seen as a binding contract between the student and Waldorf College. The College reserves the right to make changes that seem necessary or desirable, including course, policy and program changes, and cancellations.

To graduate, students must meet the degree requirements from the catalog of any year in which they are enrolled full-time. If the student withdraws for more than two terms, the requirements of a subsequent catalog must be followed.

The fulfillment of graduation requirements is the responsibility of the student, not the registrar or the academic advisor. To this end, the students should keep a copy of the catalog under which they intend to graduate.

Waldorf College, Online Programs, 106 South Sixth Street, Forest City, Iowa 50436, 877-267-2157

Waldorf College is accredited by The Higher Learning Commission (HLC) and a member of the North Central Association of Colleges and Schools (NCA), 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413; 312-263-0456.

For Gainful Employment disclosures, visit www.waldorf.edu/disclosure.

Waldorf College, Online Programs

Edition 3

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The content and policies included in this catalog are subject to change and will be updated periodically throughout the year as needed. The most recent version of this catalog can be found at: http://www.waldorf.edu/Download-Information

# I. General Information

MORE THAN 100 YEARS OF
TRADITION
NOW ONLINE

## About Waldorf College

### Mission

Waldorf College seeks to be an engaging community of learning and faith where relationships are formed and opportunities for learning and service abound. Our mission is to educate the whole person, emphasizing integrity and equipping students to succeed and to serve the communities where they live and work.

***As a liberal arts college with core values***

Waldorf offers a curriculum to liberate the way students think that they may develop a basic understanding and knowledge of how those in a variety of disciplines think and approach life. As a liberal arts college, Waldorf seeks to instill values of service, community, critical inquiry, and lifelong learning in each student and in the very culture of the college community. These values and this education prepare our graduates to understand and contribute to life in our complex and ever-changing world.

***As a residential college***

Waldorf offers a carefully designed student life program, as well as extensive co-curricular, cultural, and community service activities designed to create a campus atmosphere conducive to a well-rounded educational experience. We value high academic achievement, personal growth, the building of lasting friendships, and a growing awareness of community responsibility.

***As an online college***

Waldorf offers a broad range of quality online academic programs delivered in an innovative flexible format while providing a positive experience that impacts the lives of students.

***As a community that values religious faith***

Waldorf seeks to explore the meaning and depth that religion and spirituality can add to life. The questions religion poses for the living of life and the unique perspective Christianity can give to the living of life are explored with academic rigor. Students are encouraged to develop a deep respect for the role religious devotion can play in giving direction, purpose, and a moral foundation to life.

***As a college engaged with the world***

Waldorf seeks to bring the world to our community by enrolling a significant number of international students. Waldorf actively encourages all students to experience the world through multi-disciplinary opportunities for travel and study abroad.

***As a college born of a strong academic heritage***
Waldorf has upheld the Lutheran tradition of excellence in higher education since the college was founded in 1903. This tradition values service to the community, academic excellence, freedom of inquiry, a liberating education, and learning through the exchange of ideas in open conversation.

***Learn ~ Live ~ Serve***

## History and Character

The character of Waldorf is shaped by the values and beliefs of its Norwegian Lutheran founders: veracity, discipline, the dignity and responsibility of the individual, a commitment to service, and faith in God.

Waldorf was founded in 1903 by the Reverend C. S. Salveson, then the pastor of what is now Immanuel Lutheran Church in Forest City. Unlike several other Lutheran colleges founded by Norwegian immigrants and the first generation of their progeny, Waldorf began operation as an academy and business college rather than as a preparatory program primarily for future pastors.

Thus, from its earliest days, Waldorf has viewed education sponsored by the church as vital for persons who would serve primarily in secular society. The emphasis of Waldorf is fundamentally a "stewardship emphasis:" human lives are viewed as a gift from God, and the educational enterprise offers the opportunity for the full flowering of one's potential. The mission of Waldorf has always stressed service to others as the means to serve God and achieve fulfilling lives. Whether as future business leaders, teachers, professors, scientists, entrepreneurs, ordained clergy, psychologists or musicians—it is hoped that Waldorf graduates will aspire to lives of service.

Since 1920, when Waldorf became a junior college, the curriculum has gradually evolved to fully reflect a liberal arts emphasis. Now, nearly all students enroll with the intent of ultimately earning a bachelor's degree. In the spring of 1994, the College was accredited by the North Central Association of Colleges and Schools to offer its first bachelor's degrees. In February of 2001, Waldorf became a fully accredited bachelor's degree granting college.

The "core" of the liberal arts program has as goals that students:

- learn to think, write and speak clearly;
- begin the process of developing a mature and inquiring mind, with the ability to formulate questions, solve problems and make both intellectual and value judgments;
- engage in and appreciate the arts;
- acquire understanding of our historical and scientific heritage;
- begin to develop an appreciation of other cultures and their ways of knowing; and,
- consider their religious commitments for their meaning in life and the world in which they live and serve.

Finally, the faculty recognizes that concern for the goals of liberal arts education does not begin at Waldorf, nor are these goals likely to be fully achieved on this campus. The development of an appreciation of "a life of the mind" should begin in the home and at school, be further nurtured at Waldorf, continue in baccalaureate studies at Waldorf and in graduate schools, and become a lifelong process.

We believe the success of the Waldorf program results from the interplay of several characteristics:

- a dedicated, capable faculty who take pride in effective teaching and who share a personal commitment to the faith, values and traditions of the College;
- a low student to faculty ratio, permitting a high level of faculty/student interaction;
- solid curricular offerings in a variety of disciplines, enabling students to begin to clarify career goals;
- an environment in which faith and values are a subject of inquiry, and one in which growth toward moral maturity is a valued goal;
- a special emphasis on writing, speaking, and global awareness; and,
- a solid tradition in the fine arts, coupled with a lively program of cultural events, and a broad program of varsity and intramural sports to help students shape a life of enrichment and physical wellbeing.

Lux et Veritas, reads the motto on the official seal of the College—"Light and Truth." In its Lutheran and Norwegian roots and uncommon quality of community, Waldorf offers a distinctive educational experience in a spiritual and moral framework. This catalog will introduce you to the Waldorf community.

## Accreditation and Memberships

Waldorf College is accredited by the Higher Learning Commission (HLC) and a member of the North Central Association of Colleges and Schools (NCA). The NCA is recognized by the U.S. Department of Education as one of six regional institutional accreditors in the United States. As a commission member of the NCA, the HLC accredits educational institutions in the North Central region. In addition to accreditation, Waldorf holds membership in the following associations: Council of Independent Colleges, Council of Higher Education Accreditation, and Servicemembers Opportunity Colleges (SOC).

## State Registration

Established in 1903, Waldorf College's residential campus is located in Iowa and is registered with the Iowa College Student Aid Commission. Any complaints may be mailed to Iowa College Aid, 603 E. 12th Street, FL 5th, Des Moines, IA 50319, following the instructions found at www.iowacollegeaid.gov.

In addition to residential programs, Waldorf offers online degree programs to students nationally and internationally. Pursuant to Program Integrity and state regulations, Waldorf seeks state authorization, registration, or exemption, as applicable, in all U.S states and territories.

Registration is not an endorsement of the institution. All credits earned at the institution may not transfer to all other institutions.

The State of Texas requires disclosure that Waldorf is not regulated in Texas under Chapter 132 of the Texas Education Code. However, Waldorf College is permitted to offer online degree programs to residents of the state of Texas.

For information on state licensure, please visit www.waldorf.edu/Online/About-Us/Accreditation-and-Memberships/State-Licensure.

## Student Policies

### Campus Crime Policy

Waldorf is committed to preventing workplace violence and to maintaining a safe working environment. All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local laws.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the employee's immediate supervisor or any other member of management. This includes threats by employees, as well as threats by students, vendors, solicitors, or other members of the public. All suspicious individuals or activities should be reported as soon as possible to a supervisor. Waldorf will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment/reporting to local law enforcement authorities.

The college must publish and distribute the annual campus security report by October 1 of each year. The report is distributed to students and staff and made available to prospective students and employees. The statistics contained in the report must include the following:

- Criminal homicide, including murder and non-negligent manslaughter and negligent manslaughter
- Sex offenses, including forcible sex offenses and non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- By category of prejudice, crimes listed above and any other crime involving bodily injury reported to local law enforcement or to the campus that demonstrates evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability
- Arrests for violations of liquor and drug law violations
- Persons not arrested but referred for campus disciplinary action for liquor, drug, and weapons law violations.

Please contact the Office of Human Resources at hr@waldorf.edu for a copy of the full campus crime policy.

## Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords a student certain rights with respect to their educational records. Waldorf acknowledges this law as College policy.

Under the provisions of this law, students are entitled to the following privileges:

- Inspection and review of the student's educational records.
- Request of amendments to the student's records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- File a complaint with the U.S. Department of Education concerning alleged failures by Waldorf to comply with FERPA requirements in the instance that a complaint cannot be resolved within the College.

Requests by students to inspect, review, or amend must be submitted in writing and identify the following:

- Record the student wishes to inspect
- Purpose of the disclosure
- Records that may be disclosed
- The party or class of parties to whom the disclosure may be made
- Signature and date

Recently, the FERPA regulations have been amended to allow requests to be made electronically. In addition to the aforementioned information, the consent form must:

- Identify and authenticate a particular person as the source of the electronic consent; and
- Indicate that person's approval of the information contained in the electronic consent.

For requests to amend, students must clearly identify the portion of the educational record the student is requesting be changed, and specify why the record should be changed. If the requested change is not approved, the student will be notified of the College's decision, and the student's right to a hearing. Students are informed of those instances where FERPA authorizes disclosure without consent in the Catalog information (electronically and in print).

However, FERPA allows schools to disclose student records, without consent, to the following parties:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- Appropriate officials in cases of health and safety emergencies
- State and local authorities

Release of student directory information is also permitted by FERPA. Waldorf identifies directory information as name, address, telephone number, e-mail address, date and place of birth, honors and awards, dates of attendance, major field of study, enrollment status, previous institutions attended, photograph, or other comparable information.

Personally identifiable information (or non-releasable information) includes all information not defined as directory information and may not be released without expressed written consent of the student. The Consent to Release Student Information form is located in the myWaldorf Student Portal. Students may control the release of directory information by notifying the Registrar's Office at Waldorf in writing. Upon receipt of this request, a Privacy Hold will be placed on the student's record. The Request to Revoke Directory Release form can be found at http://www.waldorf.edu/downloads/pdf/academics/online/waldorf-revoke-release.

### To Whose Record Does the Act Apply?

FERPA applies to the education records of persons who are, or have been, in attendance at Waldorf, including students in continuing education programs sponsored by the college. FERPA does not apply to records of applicants who are denied admittance or, if accepted, do not attend Waldorf.

### To What Records Does the Act Apply?

The act applies to all education records maintained by Waldorf, and all parties acting for Waldorf, which are directly related to a student. Records containing a student's name, identification number, or other personally identifiable information, in whatever medium, are covered by FERPA unless identified in one of the act's excluded categories. After a student leaves Waldorf, the student's transcripts are maintained by the College indefinitely and remain covered by FERPA.

### Enforcement and Penalties

The Registrar is responsible for college compliance with this policy. Responsibility for administering the act by the federal government has been assigned to the Family Policy Compliance Office within the United States Department of Education. This office reviews and investigates complaints and attempts to bring compliance through voluntary means.

### Financial Records Release

The Buckley Amendment concerning student privacy (commonly known as the Family Educational Right and Privacy Act of 1974) requires that Waldorf receive permission from students age 18 and older in order to release their college records. Students wishing to allow Waldorf to discuss financial aid, Business Office account balances, and payment arrangements must fill out the Financial Release form located at http://www.waldorf.edu/buckley.

### High School Students enrolled at Waldorf

Any high school student who is enrolled at Waldorf through either dual-credit or PSEO will not have records made publicly available. All student records will only be shared with the student's originating high school. Anyone wishing to view a high school student's records must obtain them from the high school. Waldorf will not release any of these records to the public or to parents/guardians.

## Contact Us

Please contact us if you have any additional questions or concerns about our privacy policies.

Waldorf College
106 S. 6th Street Forest City, IA 50436
registrar@waldorf.edu

### Concerns or Complaints

Please contact the Student Services Department at 877-267-2157 if you have any concerns or complaints regarding Waldorf's academic programs or services.

## Disclaimer and Disclosure

### Catalog Disclaimer

This publication is not a contract between the student and Waldorf or any party or parties and should not be regarded as such. Reasonable effort was made at the time this document was created to ensure that all policies and provisions of this publication were correct.

Waldorf reserves the right to make changes and addenda to current policy as it feels necessary. Students affected by policy changes will be contacted by the appropriate Waldorf faculty or staff member to discuss the student's options under the new policy.

### Policy Disclaimer

Waldorf is committed to ensuring that our students are kept informed of the latest principles, theories, and applications pertaining to their studies. However, Waldorf reserves the right to make changes as deemed appropriate in our course offerings, curricula, academic policies, and other rules and regulations affecting students without prior notification.

### Disclosure to Students

In compliance with Iowa Code § 261B.9, prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction,

## Technology

Waldorf College is dedicated to the success of its students through the use of a variety of technologies and technology support within the College. Collectively, the Technology Policies communicate institutional expectations for its users and constituents by providing instructional principles for use of all college systems, including the myWaldorf Student Portal, Waldorf website, college networks, internet, online classroom, and other hardware or software utilized in association with the user's interaction with Waldorf College or its partners and affiliates.

### Technology Requirements

Proficient use of e-mail, the Internet, and standard desktop software is recommended to successfully complete online, distance learning courses. Waldorf utilizes an online curriculum delivery method through the Blackboard Learning Management System (LMS.)

The following technologies are required for online courses:

- Access to the Internet, personal or public, with a minimum download speed of 128Kbs and a minimum upload speed of 128Kbps
- An appropriate, individualized (non-shared) email address

The following are computer requirements for online courses:

- Operating System: Windows XP or later; Mac OSX10.5 or later
- Software: Software, such as Microsoft Word, Excel, and PowerPoint, capable of saving files in .doc, .docx, .xls, and .ppt
- Plug-ins: Java, Acrobat Reader, Quick Time, Flash Player
- Internet Browser: A list of certified and compatible browsers can be found at the following site: http://kb.blackboard.com

### Additional Technology Requirements:

Additional technology requirements may be required in some programs of study. Specific requirements are notated in the Course Description of courses requiring additional technology.

Should Waldorf College implement virtual, third-party proctoring technology to administer final examinations, a webcam with audio capability will be required.
Waldorf College reserves the right to update technology requirements, including both hardware and software, throughout the duration of the program. Waldorf strives to be innovative in its curriculum delivery to support student engagement in coursework.

### Technical Support

Technical Support services are available and offer a variety of support services including desktop support, diagnostics, and Blackboard support. Students encountering technical difficulty are encouraged to contact the Waldorf Helpdesk at 877-399-1063.

### myWaldorf Student Portal

The myWaldorf Student Portal is the gateway to the College. A few of the features available through the portal include the ability to view grades, submit course enrollments and access a student account. Upgraded applications, features, or functionality may be installed within the myWaldorf Student Portal and are subject to change. Occasionally, technology requirements will be revised accordingly to meet new standards and initiatives.

### Email Policy

Waldorf College considers email as the official form of communication. Important student information and announcements are communicated through this method. An appropriate, individual (non-shared) email address is required for all Waldorf students. Students are expected to maintain a current email address on file with the College. In the event a student's email address is no longer valid, access to the myWaldorf Student Portal may be restricted until such time the address is updated.

Email communications are subject to all applicable College policies.

### Student Technology Responsibilities

Online, distance learning utilizes technology as a platform for curriculum delivery and student engagement. Although most technologies can be viewed as stable, there may be occasions when technology fails. In our efforts to support students during technology failure, it is recommended students maintain an alternate technology plan. A student's ability to request a grade change, late assignment submission, or similar request will be reviewed on a limited basis by the course professor and may be verified by Waldorf Helpdesk Support.

The following recommendations are made to maintain an alternate technology plan:

- Periodically save written work as progression is made on assignments.
- Hard disks or memory sticks are recommended to back-up data storage. Computer or hard disk failures do occur and can be detrimental to student course progress.
- In the event the technology failure is severe enough to disrupt course completion, the student should contact the course professor for alternate arrangements.
- Regular use of the back-up device is recommended for effective retrieval.
- A plan of action is recommended when the user's primary computer fails. Examples of other alternatives include work computers, libraries, Internet Cafés, or a friend or family member.

The following student requirements are maintained in the event of technology failure:

- Continued course participation and assignment completion is expected unless the student makes alternate arrangements with the course professor or campus.
- Accidental assignment submission is not a basis for an opportunity to resubmit an assignment. Students encountering this circumstance should contact their course professor for a decision.

### User Information Compilation and Use

Waldorf College is the sole owner of user information, further defined as applicant and/or student information, collected within the constraints of user interaction with the College. Directory information may be disseminated to specific parties pursuant to Federal Educational Rights and Privacy Act (FERPA). Waldorf does not sell or share user information to

outside parties without prior written consent of the user; however, the College may share any user information with its employees, affiliates and partners, or independent contractors with a vested interest. In addition, Waldorf may share user information to parties who provide educational, operational, or technical services or products on behalf of or directly to the College.

Student Portal and Blackboard Access
User access of all college systems will terminate under the following conditions:

- Graduation or other official separation from the College; in the event a student returns for an additional program, access is restored.
- Students who achieve inactive status, further defined as inactivity in any 365-day period.

## Electronically Transmitted Messages

Waldorf College may retain electronically transmitted messages, defined as email or other data, for an indefinite amount of time. Electronically submitted information, defined by this policy, is distinct and does not pertain to information collected and contained in the official student record. Waldorf does not retain electronically transmitted messages for any specified period other than time periods dictated by law. Users should not have an expectation any electronically transmitted messages will be retained for a specified time period.

## Security of Information

Waldorf College takes security of information seriously and as such, takes all reasonable precautionary measures to protect sensitive user information. Waldorf uses encryption and Secure Sockets Layer Web Server Certificates (SSL) for sensitive information requested for submission through the World Wide Web.

Information contained within the Waldorf Student Information System (SIS) is also viewed as sensitive, personally identifiable information, and the College makes reasonable efforts to ensure all information contained within is secure from modification or deletion by unauthorized personnel. In addition, employees who do not have a vested interest to perform a relative job function are not granted access to information contained in the SIS. Servers containing the SIS are located in a secure environment.

Users of technology systems should acknowledge security of the aforementioned information cannot be guaranteed as systems can be compromised by unauthorized third-parties. All users further acknowledge there is no expectation user information is confidential or private when transmitted through or stored upon equipment or systems owned by the College.

## Acceptable Use Policy

The Acceptable Use Policy governs all college systems used in association with the user's interaction with Waldorf College or its partners and affiliates. Such systems include but are not limited to the following:

- myWaldorf Student Portal
- Waldorf College's website
- College networks
- Internet
- Online classroom
- Other hardware or software utilized in association with the College

All content transmitted to and from systems or networks are subject to any applicable College policies and sanctions contained therein.

## Permitted Uses:

Waldorf College technology systems are to have beneficial uses for all users for the sole purpose of instructional delivery in connection with academic, administrative, and operational activities of the College.

Prohibited Uses:

- Harassment
  - Sending other users threatening, inappropriate, or unwelcome messages
  - Sending unsolicited, bulk spam to other users
  - Any other form of harassment
- Privacy Breach
  - Accessing, reading, copying, altering, or deleting another users work without authorization or permission
  - Unauthorized access to other users' accounts
  - Transfer of user passwords to others
  - Accessing unauthorized electronic communications
  - Invasion of personal privacy
- Willful Damage
  - Purposefully damaging or corrupting hardware, software, or data systems
  - Malicious uses of network and College systems
  - Committing malicious attacks on college networks or systems
  - Hacking passwords or systems
- Copying
  - Distribution or copying copyrighted material
  - Copying other's work as your own; plagiarism
  - Unauthorized distribution of instructional material to other users
  - Use of illegal or unlicensed software in conjunction with college systems
- Abstract
  - Engagement in illegal activities
  - Unjustified accusations or slander of any person associated with the College

## Indemnification of the College

Users granted access to Waldorf College Systems agree, by authorization of access and use, to exempt the College and hold it harmless from damages to include lawsuits, losses, and expenses. Damages also include but are not limited to attorney fees and litigation costs which could arise from breaches of transmitted content, violation of sensitive information and privacy, user violation of the Acceptable Use Policy or any other of the Technology Policies associated with use of College systems.

# II. Student Resources

OUR MISSION
IS TO EDUCATE
THE WHOLE PERSON
EMPHASIZING INTEGRITY
AND EQUIPPING
STUDENTS TO SUCCEED
AND TO SERVE THE COMMUNITIES
WHERE THEY
LIVE AND WORK.

## myWaldorf Student Portal

The myWaldorf Student Portal contains several useful resources and can be accessed by visiting https://myWaldorf.waldorf.edu. Forms and information relating to student records, enrollment, courses, and other college services are accessible by logging into the myWaldorf Student Portal using a user ID and password. Students may also access their Blackboard courses and the Waldorf Online Library through the myWaldorf Student Portal. Course grade reports will be available in the myWaldorf Student Portal.

## Library Services

The Luise V. Hanson Library provides access to a variety of resources to meet the information needs of students. Library professionals are available to help students with their research and to provide guidance in navigating the Waldorf online databases so that students are able to make full use of the information resources offered. Waldorf provides extensive research databases through which resources such as full text journal or magazine articles, newspaper articles, and electronic books are available. Library resources can be accessed by students from within their online course or through the myWaldorf Student Portal.

Professional librarians are available to provide reference service via phone (877-350-0594) or e-mail (librarian@waldorf.edu) during the regular operating hours of the Luise V. Hanson Library building.

## Student Services

Student Services staff are available to assist the students with a variety of services. The student's Student Services Representative is the primary contact for any administrative support or questions.

## Technical Support

Students who have technical difficulties, trouble opening links in the course, accessing the CD or companion websites that accompany the textbook, or submitting assignments should contact Technical Support, their Student Services representative, and their professor. Free technical support is available to Waldorf students by phone 877-399-1063 Monday through Friday, 8 a.m. - 11 p.m CST, or e-mail techsupport@waldorf.edu.

## Student Success Center

For academic assistance, call 877-267-2157 or e-mail success@waldorf.edu. Students may also submit math or writing center requests through the myWaldorf Student Portal.

The Success Center provides services to students that will aid in their academic success. The Success Center has personnel and resources readily available for students, regardless of the degree they are seeking. The Center offers specialized academic tutoring, a writing and math center, and general course assistance. In addition, they provide the following services:

- Assistance in the understanding of individual learning styles related to study skill techniques that will enhance academic success
- Assist students in finding academic resources
- Writing and APA assistance, including grammar and paper organization
- Guidance and assistance in math labs

The Success Center hours are Monday through Friday, 8 a.m. to 5 p.m. CST. If students need assistance at other times, personal appointments can be made 24 hours in advance.

Please allow two business days for the processing of math and writing center written requests.

## Advising Services

Trained Waldorf academic advisors are available to assist students with selecting the courses needed to successfully complete their desired program of study. These academic advisors are familiar with the academic requirements and career opportunities for the program they advise.

## Career Services

The Career Center at Waldorf is available to all current students and alumni. We are happy to assist with career exploration, resumé and cover letter writing, job searches, interview preparation and graduate school information.

The Career Center is open Monday through Friday 8 a.m. – noon, and 1 – 5 p.m. CST.

Visit our website (http://www.waldorf.edu/Residential/Current-Students/Career-Center) for:

- Information on exploring academic majors and careers
- Resources for searching for employment
- Graduate school information

If students or alumni want to get connected with us through Facebook, they can "like" us at: http://www.facebook.com/WaldorfCollegeCareerCenter.

On the Career Center's Facebook site, we post the following:

- Information about career-related events both on-campus and off-campus
- Current job postings
- Links to job search sites
- Tips for résumés and cover letters, professional networking, and interviewing
- And much more!

Questions? Contact us by e-mail at careers@waldorf.edu or call us at 641-585-8681 or 641-585-8682.

# III. Admissions

## Admission Requirements

Waldorf seeks students whose academic preparation, potential for successful collegiate study, and qualities of character will enable them to benefit from and contribute to the online learning community. Requirements for admission into Waldorf online degree programs include:

- High school diploma or GED
- All transcripts from any post-secondary institutions

The online admissions committee seeks to look at the whole person. An applicant is individually considered for admission based on academic records, work history, commitment to education, and potential for academic growth. Students may be denied acceptance based on any or all of these criteria:

- Academic issues
- Financial aid issues
- Failure to send all transcripts

Upon completing the application, students are given a transfer credit evaluation. The evaluation for one degree program is free of charge. However, students wanting to be evaluated for multiple degrees will not be charged for the first evaluation, but charged $25 for each subsequent evaluation. Students will be notified by phone or e-mail of their acceptance status within 10 business days of receipt of all required admissions materials. Upon acceptance, students may register for classes. Registration ends two weeks prior to the beginning of a term.

### Computer Access

Students must have access to the internet and an e-mail account in order to complete a program of study at Waldorf. If personal internet service is unavailable, students are encouraged to contact local libraries, schools, or a public business to locate access to the internet. Word processing programs that save in .doc format and Adobe Reader are also required. Other software programs or packages may be required for select courses or degree programs.

### International Students

International Students who are citizens of a country where English is not the primary language are required to submit one of the following prior to admission:

Official Copy of TOEFL (Test of English as a Foreign Language) Requirements for admission into our degree programs include: A minimum of 500 in the paper-based version or 61 in the internet-based version.

International English Language Testing System Exam (IELTS): A minimum of a Band 5 or higher is required.

TOEFL and IELTS scores are not required from:

- International students who have completed two years of study in which English was the language of instruction, or
- International students whose English language transcripts have been accepted by institutions domiciled in the U.S. and Canada.
- Written proof of successfully completing (2.0. GPA or higher) at least 30 academic semester hours of university/college level courses (excluding ESL) that are transferable and that were taught completely in English.
- Written proof of attaining the C Level English certificate issued by the Government of Vietnam.

Transcripts not in U.S. equivalency must be translated through a National Association of Credential Evaluation Services (NACES) approved translating service. Please visit www.naces.org for more information.

Students who cannot meet the above requirements because of exceptional circumstances may petition to enroll under an alternate admission status (see Admissions Status Policy). If permitted, the student will be allowed to take a maximum of four courses on a non-degree seeking student basis. If a student has a 3.0 GPA or higher after taking four courses, the student may be accepted as a degree-seeking student. If the student's GPA is lower than 3.0, the student's enrollment at Waldorf will be terminated.

## Enrollment System

### Credit Hours

Waldorf measures course credits for both online and residential courses on a semester hour basis. Course credit for online programs is measured according to semester hour equivalence for an 8-week term format. Therefore, a 3-credit online course is equivalent to 3 semester hours.

### Term Enrollment (8 Week Courses)

Waldorf offers its online programs in an accelerated 8-week term format. The Term Enrollment System allows adult students the ability to fit their courses around their schedule. The Term Academic Calendar provides the term start dates, end dates, and registration periods.

Because the courses are asynchronous, there are no scheduled sessions in which students must be logged in at a certain time. Students log in during the week to review that week's unit assignments and then may study offline. Students log in to participate in class discussions and submit assignments.

Each course must have a minimum number of student enrollments or the course is subject to cancellation for that term. Academic advisors are available to assist students in planning what courses they need to take each term.

### Enrollment Status Classification

Please refer to the chart below for enrollment status classifications.

| | |
|---|---|
| Full-Time | 6 Credits + |
| 3/4 Time | 5 Credits |
| Half-Time | 3-4 Credits |
| Less Than Half Time | 1-2 Credits |

Note: Dropping or withdrawing from courses can affect a student's enrollment status.

### Course Enrollment

When students first enroll, the Admissions Department assists them with the process of enrolling in their first course.

Students enrolling in a A.A., B.A. or B.S. degree program will first complete the Introduction to Waldorf Online course (2 credits) and Wellness course (1 credit). This Introduction to Waldorf Online course is designed to offer valuable information concerning time management, reading skills, writing techniques, research skills, use of technology, and test-taking strategies. The history of Waldorf, information on the faculty and staff, and policies and procedures are also presented.

Each time students enroll in a course, they will be notified by e-mail that the registration has been processed. The e-mail contains online account information and instructions for accessing their online course. Within each online course, students will find the information necessary to begin their course work.

## Admissions Status Policy

Students may enroll at Waldorf under one of the following:

- Temporary—Application has been approved but not yet evaluated for transfer credit.
- Conditional—Application approved and transfer credit evaluated based on copies of transcripts.
- Accepted—Application approved, transfer credit evaluated, and all required official transcripts on file.

Federal Student Aid and Veterans Affairs Benefits are not available to students under Temporary or Conditional Admission Status.

Students who wish to begin enrolling in courses immediately after their application has been received may do so under Temporary Admissions Status and, while Temporary, may complete up to 13 credit hours. Once all official transcripts are received and evaluated, an Application Evaluation Report will be issued and, pending a favorable review, the student's status will be changed to Accepted. Conditional Status is not available to students under Temporary Status.

When enrolling in courses while on Temporary status, the student is responsible to select courses that will fulfill the requirements of his/her selected program of study. Information on Waldorf program course requirements can be found on the Waldorf website. For assistance on course selection, students may contact the Assistant Registrar at assistant.registrar@waldorf.edu.

Before enrolling under Temporary status, the student should make certain he/she meets the Waldorf admissions requirements of a high school diploma or GED. Waldorf only accepts transfer academic credit from institutions accredited by agencies that are recognized by the Department of Education or, for non-U.S. institutions, approved by the World Education Service (W.E.S.).

A Waldorf transcript cannot be issued while a student is on Temporary status. A Waldorf transcript may be issued for students on Conditional Status but will not list transfer credit. Students with Accepted Status may be issued a Waldorf transcript listing all institutional credit.

Falsification or omission of information on College application may be cause for rescinding admission acceptance.

# III. Admissions

## Transfer Credit

Waldorf allows transfer credit for prior academic credits, training, and relevant professional licenses, and certifications. Up to 75-percent of undergraduate courses can be transferred into the degree program based upon the degree requirements.

## Academic Credit

Credits from other accredited institutions of higher learning will be evaluated according to the nature and quality of work presented as judged by the Registrar's Office. Generally, courses comparable to Waldorf courses and successfully completed with grades of C or better will be considered for transfer and applied toward graduation requirements. Students who have earned an Associate of Arts degree from an accredited community college will have their degree considered for meeting all core requirements with the exception of a lower-division religion course and an upper-division religion course, and any specific courses required by the individual major area of study. Up to 16 vocational-technical credits will be accepted if a student has completed the Associate in Arts Degree. Up to eight vocational-technical credits will be accepted if a student has an AAS degree, an AS degree, an ASB degree, or no degree.

Grade points earned at other institutions are generally not included in computing the grade point average at Waldorf and are not used in computing academic honors.

## Professional Licenses, Certificates, and Training Programs

Waldorf considers guidelines established by the American Council on Education (ACE) to determine if certain training programs, certificates, professional licenses, and/or military training warrant awarding academic credit.

## Transfer Credit by Examination

Waldorf accepts credit by examination from the following:

- The College Level Examination Program (CLEP)
- Defense Activity for Non-Traditional Education Support (DANTES)

## Transcript Request Service

Waldorf offers a transcript request service. Upon request for no fee we will contact the prior colleges and/or universities the applicant has attended to secure all the transcripts needed. Two forms must be completed and signed in order to process the request. The Request for Official Transcript form is sent to each individual college to process the transcript request; the payment form is kept at Waldorf for processing. We are unable to process the request without both signed forms being submitted. These forms can be accessed by visiting www.waldorf.edu/Online/Current-Students/Forms. When completed, please fax to 251-224-0573.

## Accommodation for Disabilities

It is the policy of Waldorf to provide reasonable accommodation for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and all other local and state requirements dealing with students who have recognized disabilities.
A request for reasonable accommodation will be granted provided that the following criteria are met:

- The request for reasonable accommodation is based on individual needs.
- The request does not require a financial burden on Waldorf that is beyond what is viewed as customary and reasonable.
- The request does not compromise the basic requirements of the course.

Waldorf online students who would like to request academic accommodations for a disability will need to contact the learning disabilities specialist and provide appropriate documentation of their disability at least two weeks prior their first class meeting.

Learning Disabilities Specialist
Phone: 641-585-8224
Fax: 641-585-8194, Attn: AACE Learning Disabilities Specialist

Appropriate documentation will include the Initial Online Academic Accommodation Request (available in the myWaldorf Student Portal), a diagnosis of the disability, testing results and the impact of the disability on the student in the online learning environment. The college is required by law to have current documentation of the disability in order to provide accommodations. Typically academic testing results are required to be within the last three years. (The timeframe of testing for certain disabilities can be more or less frequent based on the area of disability and the possibility of a change in the disability or condition pertaining to student need and the requirements of our office.)

Insufficient or incomplete documentation can result in a delay in the accommodations or the implementation of limited or temporary accommodations until appropriate and up-to-date documentation is received in our office.

# IV. Academic Information

## Online Degree Programs

### Certificate Programs*

- Communications – 12 credits
- Diversity and Inclusion – 15 credits
- Emergency Management – 12 credits
- Global Leadership – 15 credits
- Health Care Management – 12 credits
- Homeland Security – 12 credits
- Human Resource Management – 15 credits
- Leadership Communications – 15 credits
- Management – 15 credits
- Occupational Safety and Health – 12 credits
- Sport Management – 12 credits

***Certificate Program Requirements***

- Completion of the certificate's curriculum and credit requirements
- All courses required for the certificate must be completed at Waldorf College
- Minimum of grade C for each course

*Certificate programs are not eligible for Federal Student Aid.

### Associate in Arts in Liberal Arts

***Concentrations:***

- Communications
- Criminal Justice
- Diversity and Inclusion
- Emergency Management
- Fire Science
- Global Leadership
- Health Care Management
- Homeland Security
- Human Resource Management
- Leadership Communication
- Management
- Occupational Safety and Health
- Psychology
- Sport Management

***Associate Degree Requirements***

- Completion of the 60-credit curriculum
- Minimum of 15 credit hours completed at Waldorf College
- 2.00 cumulative grade point average for coursework at Waldorf College
- Minimum grade of C in all concentration coursework.
- Concentrations are optional with concentration credits applied toward elective credit requirements.

### Bachelor of Arts

- Communications
- Emergency Management
  ***Concentrations:***
  - Fire Science
  - Homeland Security
- Health Care Management
- Homeland Security
  ***Concentrations:***
  - Criminal Justice
  - Emergency Management
- Psychology
  ***Concentrations:***
  - Communications
  - Criminal Justice
  - Fire Science
  - Health Care Management
  - Occupational Safety and Health
  - Sport Management

### Bachelor of Science

- Business Administration
  ***Concentrations:***
  - Human Resource Management
  - Management
- Criminal Justice
  ***Concentrations:***
  - Homeland Security
- Criminal Justice Administration
- Fire Science Administration
- Organizational Leadership
  ***Concentrations:***
  - Diversity and Inclusion
  - Global Leadership
  - Health Care Management
  - Leadership Communication
  - Occupational Safety and Health

***B.A. and B.S. Degree Requirements***

- Completion of the core curriculum and the curriculum for the major, totaling 120 credits
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf
- Minimum of 36 upper-division credit hours

### Bachelor of Applied Science

- Business Administration
  ***Concentrations:***
  - Human Resource Management
  - Management
- Communications
- Criminal Justice
  ***Concentrations:***
  - Homeland Security
- Criminal Justice Administration
- Emergency Management
  ***Concentrations:***
  - Fire Science
  - Homeland Security
- Fire Science Administration
- Health Care Management

- Homeland Security
  ***Concentrations:***
  - Criminal Justice
  - Emergency Management
- Organizational Leadership
  ***Concentrations:***
  - Diversity and Inclusion
  - Global Leadership
  - Health Care Management
  - Leadership Communication
  - Occupational Safety and Health
- Psychology
  ***Concentrations:***
  - Communications
  - Criminal Justice
  - Fire Science
  - Health Care Management
  - Occupational Safety and Health
  - Sport Management

***B.A.S. Degree Requirements***

- Completion of B.A.S. core (30 credits), major requirements (30 credits), and electives (60 credits).
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf
- Minimum of 30 upper-division credit hours

## Courses

### Course Load Policy

The academic advisor must approve all course loads over seven credit hours. Students requesting course loads over seven hours must have a minimum GPA of 3.0. The maximum course load allowed is nine credit hours (3 courses) without prior approval of the Dean of the College for Online Learning. A student may not take courses in overlapping terms, with the exception of the Residency courses.

### Course Structure

Students access their course on the Waldorf learning platform, Blackboard, using their login and password, which are e-mailed to the student before the start of his/her first term. Once logged in, the student will be presented with a personalized welcome page and a list of enrolled courses.
After the student enters the online course, the first screen they see is the announcements section. The announcements section contains important information concerning the course. On the left side of the screen the student will see a link to each section of the course.

The students should review the entire syllabus for each course so that they are aware of all course requirements. Waldorf courses are designed and developed to match the content and rigor of the residential courses. However, courses are laid out in a consistent manner so students are able to navigate the courses with ease.

### Three-Day Residency Course Option

Waldorf offers periodic one-credit, face-to-face course electives for students who wish to integrate a face-to-face learning experience into their online programs. These optional, three-day courses are designed to provide networking opportunities, hands-on instruction from faculty, and opportunities to discuss current, relevant topics with experts in the field.

The residency courses are typically offered during weekends and generally begin at 5 p.m. Friday and end early Sunday afternoon, local time. They are offered on-campus in Forest City, Iowa, and at the College's discretion, may be scheduled in other cities where major airports are located. Often, residencies are held on-campus to coincide with graduation, making this an attractive option for students traveling to campus to participate in the graduation ceremony.

### Course Professors

Students may find information about their professor in the online course by clicking on the Professor link. Students should direct all course-related questions to the professor. The preferred contact method for all Waldorf online faculty is their Waldorf e-mail as this provides a written record of all communication. However, many faculty members will make phone appointments if e-mail correspondence will not suffice.

### Student Course Evaluation

Students are asked to complete a Student Course Evaluation for each course. Students may remain anonymous. Notification of the Student Course Evaluation is located in Week/Unit 7 of each course and at the end of the residency courses. Student Course Evaluations enable the college to measure the effectiveness of the course and to pinpoint problem areas. The evaluation rates the textbook, course content, assessments, assignments, and the course professor.

### Assessments and Assignments

Waldorf courses are divided into eight units, each normally containing objective and subjective assignments and one or more class discussion. Depending on the course, papers, projects, and/or a proctored final exam may be required. Students will receive feedback from their professor for each subjective assignment graded. An e-mail notification will also be provided for each assignment when it is graded. Students can access faculty feedback and comments through the My Grades section of the Blackboard course. After the conclusion of a term, final course grades are available in the myWaldorf Student Portal.

## Student Identity Verification Policy

In compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning the verification of student identity in distance education, Waldorf College has established processes to verify that a student registered in a distance education or correspondence education course or program is the same student who participates in and completes the program and receives the academic credit. The Student Identity Verification Policy is applicable to all Waldorf College students beginning with the application for admission and continuing through graduation, transfer, or withdrawal from the College.

### Identity Verification Methods

Students enrolled in courses or programs offered through distance education or correspondence education are subject

to one or more of the following student identity verification methods:

A. Government-Issued Photo Identification - Students making entrance application to Waldorf are required to submit government-issued photo identification prior to course registration for student identity verification. Students sitting for a proctored final examination are required to provide government-issued photo identification (i.e. driver's license or other governmental agency issued photo identification.)

B. Secure, Individual Login and Passcode - Students are assigned a secure, individual Student Identification Number (SID) and password upon enrollment to Waldorf College. These assigned identifiers are used to access Waldorf's Learning Management System (LMS) to complete coursework and myWaldorf Student Portal to access course grades and related information. Because students use their SID when in email or phone communication with the College, it is recommended students periodically change their password to maintain security.

C. Proctored Examinations - Use of a Waldorf approved proctor is required for all final examinations, pursuant to the Final Examination Policy. Should virtual, third-party proctoring technology be implemented at Waldorf College, its use will be an acceptable method of student identification verification during final examinations in accordance with the Final Examination Policy.

D. Administrative or Academic Practices - Students are subject to identity verification, at the institution's discretion, through use of personally identifiable information provided by the student upon application to the College. Students may be asked a random selection of questions when contacting the College to verify identity. In addition, faculty may commence verification of student identity following review of student work. Changes in academic performance or writing style may be monitored and prompt a request for identity verification.

E. Other Technologies used to Verify Student Identity - Use of new technologies proven effective in verification of student identity may be used. Technologies include typing pattern identification, personally identifiable information, biometric software, or other technologies.

### Protection of Student Information

Waldorf practices methods of student identity verification that protects the privacy of student information. Additional facts pertaining to security of information can be found within the Technology Policy, under the Security of Information heading.

### Notification of Student Fees

Students will be notified at the time of registration of any fees associated with verification of student identity. Proctoring services and associated costs are the responsibility of the student.

### Procedure for Changing Password

Students who have forgotten their password or request to change their password should navigate to the main login page of myWaldorf Student Portal. The Forgot Password link prompts entry of Username. Once this information is inserted successfully, an email with new password credentials is sent to the students' primary email address. After completion of this process, students can login to Blackboard and access Tools and Personal Information, in the left navigation, to personalize their new password.

### Student Responsibilities

Appropriate use of technology is the student's responsibility. Students should take precautionary measures to keep login credentials secure and make arrangements to change password credentials periodically or in the event a breach is suspected. Unauthorized use of College Systems, further defined as myWaldorf Student Portal, Waldorf College's website, College networks, Internet, online classroom, or other hardware or software utilized in association with the College, is prohibited as identified in the Acceptable Use section found in Waldorf's Technology Policy. This includes unauthorized access to other user accounts or transfer of user passwords to others.

## Grading Procedures

### Academic Integrity

Cheating and other forms of deception are causes for dismissal. Examples of cheating include the following:

- Utilizing another student's answers during an exam
- Using unauthorized materials during an exam
- Having someone take your exam for you
- Using unauthorized test materials
- Disseminating exams to others
- Plagiarism
- Falsifying information

Other causes for dismissal from Waldorf include:

- Failure to pay tuition or fees due
- Failure to abide by college rules and regulations

### Plagiarism Policy

Plagiarism is using someone else's words or ideas and representing them as your own without giving due credit to your source of information. If the plagiarism policy is violated, the student may fail an assignment, course, or be dismissed. This includes copying from a book, magazine, newspaper, website, or any other sources without giving credit to that source. If students incorporate another author's writings into their paper, they must include this text in quotation marks, if directly quoted, and cite their source(s).

Intentional plagiarism is deliberate cheating and includes, but is not limited to:

- Downloading a free research paper or purchasing a paper online.
- Buying a paper from a commercial paper mill.
- Faking a citation.
- Submitting a paper written by someone else.
- Copying an entire article or a paper from any source.
- Resubmitting a paper that you have submitted for another course.

Unintentional plagiarism can occur when a writer commits the following acts:

- Copying and pasting to recreate a paper from several sources without citing them.
- Copying or paraphrasing sentences or paragraphs from sources without using proper citations.

Plagiarism, whether intentional or unintentional, remains a very serious academic offense.

### Plagiarism Detection

Waldorf uses TurnItIn as its plagiarism detection service. The service compares a student's work to internet sites, internet and library databases, and its own database. The service provides a report to both the professor and student indicating the percentage of material that is found in other sources. If the professor finds that the report indicates plagiarism, he or she will work with the Dean of the College to determine the appropriate action.

## Final Exams

Many courses require a final exam. These comprehensive exams allow students, faculty, and Waldorf to know the student's level of knowledge at the completion of the course. If the course has a final exam, it is a required exam and must be taken before the end of the term. If the student does not complete the final exam within the limits of the term or an approved extension, the grade for the entire course will be changed to an F.

The following are important facts concerning proctored final examinations:

- Students may retain up to three approved proctors on file with the College. It is the student's responsibility to ensure a proctor is approved by the College before the final exam. See the proctor policy and proctor approval sections within this policy for more information.
- Students should request to sit for a final examination during the last two weeks of the course by submission of Final Examination Request form located in the Student Portal.
- Final Examinations must be submitted for grading prior to midnight, Central Standard Time (CST), on the last day of class.
- Refer to course exam instructions for materials allowed during final examination. Materials not specified in the exam instructions are not permitted. Students may use a computer to access the online exam and/or type essay answers. They may not use the internet to search for answers to the exam questions. Unless otherwise specified in the exam instructions, the exam is open book.
- Valid, government-issued photo identification, such as a driver's license, is required for identity verification prior to examination administration.
- Compliance with all identified final examination violations is required. Violations are identified at the conclusion of this policy.
- Students are allowed short breaks during the examination. A total of 15 minutes break time is permitted during the four (4) hour examination. No materials are allowed to leave or re-enter the testing area.
- Students are allotted four (4) hours for examination completion. The time allotment is cumulative; therefore, short breaks taken during the examination administration are included in the time allotment.
- Fees incurred by use of proctoring services are the responsibility of the student.
- Final examinations should not be taken in an environment where the student is likely to be interrupted during examination administration; i.e. the workplace or other interactive environment.

### Proctor Policy

Final exams are to be administered to students by an approved proctor on a date before the course end date that is mutually convenient. The student is responsible for selecting a qualified proctor who must be approved by the college. A list of acceptable proctors is provided in the Proctors section of this policy. Proctors must submit to Waldorf's Student Services a signed Proctor Agreement for approval before being allowed to proctor an exam. Proctors are to verify the student's identity, remain in proximity while the student takes the exam, assure that the four (4) hour exam time limit is strictly adhered to, and assure that no unauthorized materials are allowed during the exam. Proctor forms can be found in the myWaldorf Student Portal and in the course. Students should allow time for the proctor to return the agreement to Waldorf and for processing before submitting the Final Examination Request form.

### Proctors

Waldorf reserves the right to verify proctor qualifications, require additional evidence of eligibility, or require a different proctor be selected.

The following may serve as Proctors:

- Direct supervisor
- Personnel at a university/college testing center, private testing center, military base testing office
- School principal or vice principal
- Full-time librarian, teacher, or school counselor
- College professor, dean, or director
- Human resources manager, training director/officer
- Minister, priest, or rabbi of a church, temple, mosque, or synagogue

Unacceptable Proctors include:

- Assistant
- Tutor
- Neighbor
- Relative
- Friend
- Current Waldorf student
- Anyone with a conflict of interest

Individuals selected to serve as a proctor must have no vested interest in the outcome of the exam. Falsifying proctor information or not following proctor testing procedures will result in failure of the course and may be cause for termination from the College.

### Proctor Approval

Students must provide the desired proctor with the Final Examination Policy and Waldorf's Proctor Agreement. The proctor will complete the agreement and fax the document to Waldorf's Student Services at 251-224-0554.

Once an approved proctor(s) is listed on the student's record, the student only needs to submit the Final Examination Request form in which the pre-approved proctor is listed. Forms should be submitted to Student Services by fax at 251-224-0554 or email at students@waldorf.edu. The final Examination Request Form can be found and completed in the myWaldorf Student Portal. Waldorf will process the request and send the final exam or online final exam instructions to the identified pre-approved proctor.

Students may have up to three approved proctors on file. Information on the approved proctor will remain on file for the student and the student may use the proctor until one of the following occurs:

- The student or proctor cancels the proctor agreement.
- Waldorf disapproves or cancels the proctor agreement.

### Proctor Responsibilities

- Keep the exam secure and only allow the student to access the exam in the proctor's presence. The password must be kept confidential and should never be shared with the student.
- Provide the student with a private area conducive to testing. A computer with Internet access must be available.
- Check student's photo ID to ensure the examinee is actually the person scheduled to test.
- Ensure no copies of the exam are made.
- Ensure that the student does not access notes, articles, or other unauthorized materials. Unless otherwise specified, only the textbook is allowed.
- Time the exam and stop the examinee when time has been expended. A maximum of four (4) hours is allowed for the exam.
- Keep the exam during any breaks. The student should never have access to the test without the proctor present and the test should never leave the testing room.
- If a fee is charged for exam proctoring, request payment from the student at the time of testing. Students are responsible for any proctor fees.

### Additional Final Examination Information

As resources for virtual, third-party proctoring technology become available, Waldorf College will permit students to take final examinations using that service. Any costs associated with the proctoring technology are the responsibility of the student. When and if this service becomes available, Waldorf College will inform students about the usage policy in the myWaldorf Student Portal.

### Final Examination Violations

The following final examination violations are subject to sanctions identified in the Academic Integrity Policy:

- Use of materials or unapproved software/technology, other than a writing utensil, course textbook, and calculator or examination specific materials.
- Use of the Internet to access any site other than the Blackboard Learning Management System.
- Speaking with another individual during examination administration.
- Use of a cellphone or technology other than the computer being used for examination administration. (Students encountering technical difficulty are allowed to access a cellphone to call technical support.)
- Materials exiting or re-entering the testing area.
- Exceeding the four (4) hour testing time limit.

Should any circumstances develop before or during a final examination, including natural disasters, emergencies, power or internet outages, etc., the student and/or proctor should contact Student Services immediately at 877-267-2157. Student Services hours are Monday through Thursday, 8 a.m. to 5 p.m. CST and Friday, 8 a.m. to 3 p.m. In the event the call is placed after standard operating hours, please leave a message or e-mail students@waldorf.edu. Or contact Technical Support at 877-399-1063 Monday through Friday, 8 a.m. to 11 p.m. CST.

## Grading Scale

The following scale is used to determine the final course grade:

***A Excellent 90-100***
4.00 Quality Points per semester hour

***B Good 80-89***
3.00 Quality Points per semester hour

***C Average 70-79***
2.00 Quality Points per semester hour

***D Passing 60-69***
1.00 Quality Points per semester hour

***F Failing 59-0***
0.00 Quality Points per semester hour

***I Incomplete***
0.00 Quality Points per semester hour

***W Withdrawal***
0.00 Quality Points per semester hour

***WF Unofficial Withdrawal***
0.00 Quality points per semester hour

***R Course Retake***
0.00 Quality points per semester hour

The grade point average (GPA) is computed by dividing the total number of quality points earned by the total number of semester hours completed.

The grade I indicates that the student, for reasons satisfactory to the instructor, has been granted additional time to complete the coursework. This grade is given only when the work already finished has been of a quality acceptable for completion of the course. A student receiving an I must complete the work within the prescribed extension period and then will receive a grade representing the quality of all work in the course. If the student fails to complete the work before the end of the extension period, the grade will be calculated based on the work completed before the end of the extension. Although the I grade will be replaced with a letter grade when the course extension ends, as long as the I grade remains it is counted as a grade of F when calculating Satisfactory Academic Progress (SAP). Therefore, the I grade may affect future registrations, GPAs, and/or FSA eligibility.

The grade W indicates that permission was granted after the drop date to withdraw from a course for which the student was registered. Note: Students are not permitted to withdraw from a course after the term end date.

The grade WF indicates that a student was institutionally withdrawn from a course. See the Unofficial Withdrawal Policy for more information.

An F can only be removed from the transcript if the student repeats the course at Waldorf and earns a higher grade.

## Dean's List

Dean's List is calculated after each term. Students who have earned a minimum grade point average of 3.50 for courses enrolled that term and have completed a minimum of six credits during the term will be included on the Dean's List.

Students may opt for their names and Dean's List designation to be posted on the website and sent to their hometown newspapers by completing the Hometown News Release Authorization form, located at www.waldorf.edu/Online/Current-Students/Forms

## Honor Society Membership

Waldorf College offers membership to the Alpha Iota Lambda chapter of the Alpha Sigma Lambda national honor society. Founded in 1946, Alpha Sigma Lambda recognizes adult students who achieve and maintain academic excellence. Students eligible for membership will be contacted and required to complete an application to receive this honor.

## Course Retake

Students must earn a cumulative GPA of 2.0 or higher on a 4.0 scale. Students earning a D or below in a course have the option of retaking the course. Students who earn a grade of D or below in major courses must retake them. If a course is retaken, the highest grade is counted, and all lower grades appear as an "R." (See also the Satisfactory Academic Progress section, regarding the calculation of hours attempted.)

## Grade Appeal Policy

Students who believe that a grading discrepancy has occurred should follow the procedures listed below.

- Direct the grade challenge to the course professor via e-mail.
- Include in this written correspondence the course name and number, the exam (unit or final), and the full text of the question or questions at issue, the page number and text that you feel supports your answer.
- Forward a copy of this e-mail to the Student Services Department at students@waldorf.edu.
- To allow the Waldorf faculty to effectively process a grade challenge, Waldorf requires that the grade challenge be submitted within 14 days of the grade report date.
- Allow five to seven business days for a reply.
- Students unsatisfied with the faculty member's response should direct their grade appeal request to the Dean of the College.

### Non-Academic Appeals and Grievances

In instances where a student raises a question about a policy or decision, the appropriate staff member will respond. If it is not possible to resolve a matter through discussion, a student may appeal in writing for further consideration to the Dean of the College, Waldorf College, 106 S. 6th St., Forest City, IA 50436, or by fax: 641-585-8194, ATTN: Dean of the College. The Dean may be reached by phone at 641-585-8134.

Should a student not be satisfied with the action taken by the Dean of the College, the student may appeal the decision to the Waldorf President. This policy is designed in accordance with the State Postsecondary Review Entry (SPRE) Guidelines and is intended to ensure that the student is given fair and equitable consideration in any matter that may arise.

## Satisfactory Academic Progress Policy

Federal regulations require Waldorf College to establish and apply reasonable standards of Satisfactory Academic Progress (SAP) for eligible students to receive financial assistance under the programs authorized by Title IV of the Higher Education Act. Waldorf students who wish to be considered for financial aid must:

- Be in good standing at the College and
- Maintain satisfactory academic progress in their program of study as set forth in this policy.

SAP is a Federal Student Aid eligibility requirement and is administered by the College in addition to the academic standards of performance required under the Waldorf Satisfactory Academic Progress (SAP) policy. The SAP policy is reviewed annually by the Waldorf Registrar.

Students are evaluated at the end of every term for SAP. All students are evaluated on three standards: grade point average (qualitative measure), semester hours completion ratio (quantitative measure), and maximum timeframe. To maintain eligibility under SAP, students must meet all three standards.

### Standard 1: Grade Point Average (Qualitative Measure)

Students must maintain a minimum qualitative measure of progress defined as the Cumulative Grade Point Average (CGPA). Students must maintain a 2.0 Cumulative GPA.

### Standard 2: Semester Hour Completion Ratio (Quantitative Measure)

Students (either full-time or part-time) must achieve a passing rate of at least 67 percent of all hours attempted to demonstrate proper pace. Hours attempted include completed courses, repeated courses, withdrawals, and incompletes. Transfer credit, if applicable, is also calculated in the completion ratio.

### Standard 3: Maximum Timeframe

Students must complete their degree program within 150 percent of the semester hour requirements for the degree. Students must complete an associate's degree within 90 semester hours and a bachelor's degree within 180 semester hours. Students who are unable to complete their degree program within the timeframe limitation will no longer be eligible to use Federal Student Aid to cover any costs associated with completing their degree program. Transfer credit, if applicable, is also calculated in the maximum timeframe calculation.

### SAP Notification
Students are notified of the SAP policy in the Waldorf catalog, website, and during the initial financial aid application process. All periods of enrollment at Waldorf are calculated in SAP, including periods of enrollment during which a student did not receive financial aid. Cumulative GPAs are calculated using grades earned at Waldorf.

### Transfer Credits
Transfer credits accepted toward the student's degree program will be included when calculating the SAP Maximum Timeframe and quantitative progress. This includes credit for English as a Second Language (ESL) and remedial courses, if accepted toward the degree program.

### Repeated Courses
Students receiving Title IV Aid may repeat a course, as allowed under the Waldorf Satisfactory Academic Progress policy. Repeated courses will count toward the quantitative and maximum timeframe SAP standards.

### Incomplete Grades
Students receiving Title IV Aid may receive incomplete grades, as allowed under the Waldorf Satisfactory Academic Progress policy. Incomplete grades will count toward the quantitative and maximum timeframe standards of SAP. Students who do not complete course requirements after an incomplete grade is assigned will receive a course grade based on the assignments completed with zeros being assigned for non-completed assignments.

### Second Bachelor's Degree
Students must complete their degree program within 150 percent of the semester hour requirements for the degree. Students must complete an associate's degree within 90 semester hours and a bachelor's degree within 180 semester hours. Transfer credit, if applicable, is also calculated in the maximum timeframe calculation. Students pursuing a second bachelor's degree are not eligible to receive Federal SEOG or Pell Grants.

### SAP Evaluation
Students are evaluated at the end of every term for SAP. Students who have not met the conditions for satisfactory academic progress will be placed on academic warning for the following term and will be expected to work with their academic advisor to discuss enrollment options. Students on SAP Warning status will continue to be eligible to receive federal aid for this additional eight-week term. Students on SAP Warning status who fail to meet SAP standards at the end of the eight-week term will be dismissed from the college.

### Appeal Guidelines
Students on Failing SAP status may appeal to the Admissions and Academic Progress Committee if they have extenuating circumstances during the period of academic substandard performance and are able to provide supporting documentation. The student may appeal the dismissal to the Admissions and Academic Progress Committee. Appeals may be filed by faxing the appeal to the attention of the Vice President of Academic Affairs at 641-585-8194. The appeal must include the reason(s) why the student failed to meet satisfactory academic progress and what will change to allow the student to meet the standards at the next evaluation. The committee will make every effort to consider each appeal carefully and provide a decision within seven to 10 business days. The committee will make one of the following decisions regarding the student's appeal:

- The appeal will be denied; the student will be dismissed academically and no longer be eligible for financial aid.
- The appeal will be granted and the student placed on Academic Probation for one term; the student should be able to meet satisfactory academic progress by the end of the probationary term. If the student does not meet satisfactory academic progress at the end of the probationary term, the student will be dismissed.
- The appeal will be granted and the student will be placed on an Academic Plan because satisfactory academic progress cannot be met within one term. The Academic Plan, monitored on an individual basis, will ensure that the student will be able to meet satisfactory academic progress by a specific point in time, will have set conditions, and can be evaluated at whatever periods as determined by the plan or at a minimum at the end of every term. The student will be dismissed when he/she fails to meet the conditions of the Academic Plan.

Students on academic probation or academic plan may be required to retake courses in which D or F grades were received, take a reduced credit-load, and/or become involved in special programs. They are also required to submit periodic academic progress reports.

If it becomes apparent that a student is not profiting from the course, as evidenced by poor attendance or poor performance, the Vice President of Academic Affairs may dismiss a student without any warning period at any point during the term.

### Reinstatement
Students who do not submit any coursework within a twelve-month period will be considered inactive and any tuition being held by the college will be forfeited. Students desiring to return to their studies must be reevaluated and will be subject to any changed academic requirements, tuition increases, and policy changes in force at the time of reenrollment.

## Attendance Policy
Waldorf will verify each student's attendance in each registered course at the end of the first week. The discussion board posting or Unit 1 Assessment or Assignment must be submitted to verify attendance. Students who choose not to attend the first week will be institutionally dropped from the course.

## Leave of Absence Policy
Students unable to enroll in one or more terms may apply for a temporary Leave of Absence (LOA) from the College. This policy is designed to allow a student the flexibility to take a temporary break from their academic program and upon return a student will not be required to apply for readmission to the College. A student will not be granted a LOA in the middle of a term; therefore, for purposes of Title IV, a student granted a temporary LOA will be considered withdrawn from the College during this time. A student is expected to complete all courses if currently enrolled in a term and apply for a LOA to begin at

the start of the next term in the academic program. If a student is having difficulty or unable to complete all courses in the term, the student may apply for an incomplete or an incomplete for special circumstance, or the student may withdraw, in which case a Return of Title IV calculation may be required.

A student may apply for a LOA by submitting the Leave of Absence Request Form located in the myWaldorf Student Portal. All requests must be submitted a minimum of three weeks prior to the start of the term a student will be unable to attend. A temporary LOA from the College will only be granted to a student planning to return to their academic program at the end of the LOA. In addition, the LOA request may not exceed more than two consecutive terms within a 12 month period. A student may request more than one LOA during the student's academic program not to exceed two terms within a 12 month period. A student may return from a LOA early and resume enrollment in the next available term or enrollment period.

Important facts concerning a Leave of Absence:

- For purposes of Title IV, a student will be considered withdrawn from the College while on a LOA; therefore federal student loans are not eligible for an in-school deferment;
- A student will not be eligible to receive federal student aid while on a LOA;
- A student who fails to return from a LOA will be required to reapply for admissions to the College after a period of 12 months of inactivity in their academic program.

### Military/Special Services Leave of Absence Provision

Students requiring a military or special services deployment may request a provisional LOA for the designated deployment period up to 12 consecutive months. A student may apply for a provisional LOA by submitting the Leave of Absence Request Form located in myWaldorf Student Portal. In addition, a student must provide supporting documentation regarding the nature and period of deployment from their commanding officer or supervisor. If the military or special services deployment occurs during a course, the student should contact his or her Academic Advisor to discuss the options provided by the Military Deployment Policy and Incomplete for Special Circumstances Policy.

### Academic and Financial Considerations

Students should contact their Academic Advisor and the Financial Aid Office to discuss potential academic and financial implications prior to taking a LOA from their academic program.

## Assignment Make-Up

Waldorf College delivers curriculum through a variety of assignment types and methodologies. Assignment types are unique and carry specific submission requirements. Assignment submittal information can be viewed within the assignment instructions in each course. In the event technical difficulty occurs, please refer to the Technology Policies located within the myWaldorf Student Portal.

The Waldorf Technical Support Department is available to assist students in resolving technical issues. Technical Support may be contacted by phone at 877-399-1063 Monday through Friday, 8 a.m. to 11 p.m. CST or by e-mail at techsupport@waldorf.edu.

On occasions in which special consideration is granted by the course professor to make-up or re-submit an assignment, specific instructions or assignment due dates for make-up work should be followed. Requests for special consideration to make-up or re-submit an assignment should be emailed to the course professor along with a specific date for submitting the assignment prior to the course end date. Requests will be reviewed by the course professor, who will render a decision based upon the merits of the case.

## Unit Extension

There are circumstances when a student may not be able to complete a week's worth of assignments by the due date. When this occurs, the student may contact the professor and request a unit extension.

If the situation is not an emergency circumstance, a student may qualify for a maximum of three additional days after the assignment and/or assessment due date to complete the unit work. However, discussion boards must be completed by the due date. The criteria to qualify for a unit extension are as follows:

1. The student is responsible for contacting the professor before the due date of the assignment. The student will provide an explanation as to why he/she cannot complete the assignment on time; documentation may be requested.
2. If the professor approves, the professor will e-mail to the student, in detail, which assignments/assessments are extended, as well as the revised due date. This documentation will also be sent to students@waldorf.edu.

   If the professor does not approve, the professor will e-mail to the student, in detail, the reasons for denying the extension. This document will be also sent to students@waldorf.edu.
3. Only 1 unit extension allowed per term.

If the situation is an emergency circumstance, a student may qualify for three additional days after contacting the professor. The student's circumstance must involve an unusual or critical circumstance such as military deployment, temporary duty, temporary additional duty, permanent change of station, major surgery, natural disaster, family emergency, death in the immediate family, or job relocation. The criteria to qualify for an emergency unit extension are as follows:

1. Within five (5) days of the student's ability to make contact, the student is responsible for notifying the professor of his or her situation. The student is responsible for providing documentation – such medical or deployment papers – of the specific emergency situation.
2. If the professor approves, the professor will e-mail to the student, in detail, which assignments/assessments, including discussion boards, are extended, as well as the revised due date. This documentation will also be sent to students@waldorf.edu.

   If the professor does not approve, the professor will e-mail to the student, in detail, the reasons for denying the extension. This document will be also sent to students@waldorf.edu.

3. Unless the Military Deployment policy is applicable, only two weeks' worth of work can apply to this extension. Any student who misses over two weeks' worth of coursework due to an emergency needs to apply for an Incomplete for Special Circumstances.

Unit extensions will not be granted after term end-date.

## Incomplete Course Policy

Students requesting additional time, in excess of the prescribed enrollment period, to successfully complete coursework may apply for an Incomplete. Requests for an Incomplete should be the exception during a student's tenure; academic progress throughout coursework is expected and promotes student success. Should circumstances prevent regular, on-time course completion within the term period, students have the option to request an Incomplete or withdraw from the course. Academic and financial consequences should be noted when withdrawing from a course beyond the first week of the term period. Prior to submitting the withdrawal request, students are advised to review any applicable College policies, including the Satisfactory Academic Progress policy and Refund Policy for Online Programs. In addition, academic advisement should be sought.

The following are important facts concerning an Incomplete:

- An additional time allotment of up to 45 days may be granted with an Incomplete. Students needing more than 45 days may wish to view the Incomplete for Special Circumstances Policy.
- All requests are subject to approval by the course professor and the Dean of the College. Requests are not automatically granted.
- A plan to complete the coursework during the Incomplete time allotment must be presented to the course professor and adhered to. This plan must include a list of assignments and revised due dates; it must be approved by the course professor.
- Students cannot resubmit assignments previously submitted without professor approval.
- If an Incomplete is granted, a course grade of I will be assigned and may affect future course enrollments, Satisfactory Academic Progress hours attempted, and Federal Student Aid (FSA) eligibility. See the Incomplete Grading Policies section for more information.
- Students approved for an Incomplete forfeit the option to withdraw from the course.
- An Incomplete fee of $50 will be charged if the Incomplete is approved.

The following qualifications have been established to apply for an Incomplete:

- The student cannot have a grade of I from a previous term. The student will not be allowed to enroll in a new course until the incomplete courses have been completed.
- A request for an Incomplete is to be submitted prior to the end date of the course, during weeks six, seven, or eight. Students are required to formally request an incomplete through submittal of the Incomplete Course Request form found in the myWaldorf Student Portal. The Incomplete Course Request form must be submitted before the last day of the course.
- The student must be successfully completing course requirements at the time of the request (earning a passing grade for assignments completed). Students unable to meet the revised assignment due dates must contact their professor for late submission approval.
- The student must submit valid justification as to why the course could not be completed on schedule due to reasons beyond normal circumstances. Supporting documentation may be requested by the College.

To request an Incomplete, the student must complete and submit the Incomplete Course Request form found in the myWaldorf Student Portal. This form includes the reason for the extension, the student's plan for completion, and the date of completion for each remaining assignment. Students will be held to the revised assignment due dates in the same manner as the original course weekly deadlines.
Students will be notified of the status of the Incomplete request within four (4) business days.

The Incomplete request is not automatic and must be approved. If the request is denied and the course end date has passed, the course grade based on the coursework completed by the student will be posted. A grade of zero (0) will be given for all assignments not completed. Any denied Incomplete requests can be appealed to the Dean of the College.

### Incomplete Grading Policies

When a student is approved for an Incomplete, an I grade will be posted for the course. Although, the I grade will be replaced with a letter grade when the time allotment for the Incomplete ends, as long as the I grade remains, it is counted as a grade of F when calculating Satisfactory Academic Progress (SAP). Therefore, the I grade may affect future registrations, GPAs, and/or Federal Student Aid eligibility.

Students who do not complete the course within the Incomplete time allotment will receive a course grade calculated on the weighted scores of all completed course assignments. All assignments left undone will be assigned a grade of zero (0). If the calculated grade is an F, the course must be taken over again in its entirety and the student will be required to pay the full tuition of the course.

### Incomplete for Special Circumstances Policy

An Incomplete for Special Circumstances (ISC) is for those students who encounter unusual circumstances that prevent them from completing a course. An ISC can be up to 60 days in length and has no fee requirements.

The following are required for ISC approval:

- The student's circumstance must involve an unusual or critical circumstance such as military deployment, temporary duty, temporary additional duty, permanent change of station, major surgery, natural disaster, family emergency, death in the immediate family, or job relocation.
- The student must submit official documentation that substantiates the circumstance and indicates the dates that the student will be affected. Requests that are received without support documentation will not be considered.
- The Incomplete for Special Circumstances Request form, located in the myWaldorf Student Portal, should be completed and submitted to Waldorf College. It must be dated within five (5) days of the student's ability to contact the College. The Dean of the College, based on individual student need, may grant exceptions for the form-filling deadline.
- Unless the Military Deployment policy is applicable, the student must be able to complete the course within a maximum of 60 days from the course end date. If the unusual circumstance does not allow the completion of the course within a 60-day extension

period, the student should contact Student Services at students@waldorf.edu and discuss withdrawing from the course. However, the request to withdraw must be submitted prior to the original end date of the course.

These are important facts concerning an Incomplete for Special Circumstances:

- Waldorf College allows a maximum of two Incompletes for Special Circumstances events per calendar year. Students are not granted in excess of one ISC per course.
- An ISC forfeits the option to withdraw from the course.
- The student must be successfully completing course requirements at the time of the request (earning a passing grade for assignments completed).
- Assignments not completed during the timeline received a zero (0) grade.
- If an ISC is granted, a course grade of I will be assigned and may affect future course enrollments, Satisfactory Academic Progress hours attempted, and Federal Student Aid (FSA).
- Request for ISC must be submitted prior to the original end date of the course.

To request an ISC, the student must complete and submit the Incomplete for Special Circumstances Request form found in the myWaldorf Student Portal. The reason for the extension, the student's plan for completion, due dates for each assignment, and the anticipated date of completion of all course work are required on this form. Students will be held to the revised assignment due dates in the same manner as the original course weekly deadlines.

Please note that approval is not automatic. The course professor and the Dean of the College must approve each request. The student and course professor will determine the appropriate amount of time for course completion, which will be granted upon ISC request approval. All course requirements must be satisfied within the allotted time period; the Dean of the College – on a case-by-case basis – may grant additional time.

The form and supporting documentation must be submitted to Student Services for processing by mail to Attn: Online Learning, 106 South 6th Street, Forest City, IA 50436; by fax to 251-224-0573; or by email to students@waldorf.edu. Please remember, request forms that are received without supporting documentation will not be considered.

## Military Deployment Policy

Waldorf College will offer the following options to a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and who is ordered to state military service or federal service or duty:

1. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
2. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
3. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped, and the tuition and mandatory fees for the course shall be refunded.

## Unofficial Withdrawal Policy

If no assignments are submitted in the last 21 days of the term and the student receives a failing grade, the student will be withdrawn from the course and a grade of WF will be assigned. Grades of WF count in the calculation of the student's GPA the same as a grade of F. WF also is counted in attempted hours. A charge will be posted to the student's account if the text was supplied through the Waldorf Book Grant. An e-mail will be sent to the student providing a link to the Course Drop/Textbook Return Form.

If an assignment has been submitted in the last 21 days of the term, the student will not be withdrawn and no action will be taken. The grade calculation will automatically occur as follows: Any non-submitted assignments will be given a grade of 0 and the final grade calculated.

When determining Last Day of Attendance for financial aid purposes, the course mid-point or last assignment date, whichever is later, will be used.

## Inactive Status

Students who do not submit any coursework within a twelve-month period will be considered inactive and any tuition being held by the college will be forfeited. Students desiring to return to their studies must be reevaluated and will be subject to any changed academic requirements, tuition increases, and policy changes in force at the time of reenrollment.

## Student Conduct and Due Process

A student will receive written notice in the event that the college determines that the student's conduct warrants disciplinary action and/or expulsion. The student may contest the college's findings and conclusions with a written challenge directed to the Dean of the College. The Dean of the College will review all written challenges within 10 days of receipt.

Within 15 days after receiving the decision of the Dean of the College, the student has the right to appeal the decision to the President of Waldorf. Decisions rendered by the President are final.

## Graduation

### Graduation Requirements

A 2.00 GPA is required for students to be eligible for graduation. A minimum of 25% of the total credit hours must be completed with Waldorf to be eligible to graduate from any program. Students in a bachelor program must receive a C or above in all courses in the major.

### Graduation with Honors

In order for a student enrolled in a bachelor degree program to graduate with Summa Cum Laude, Magna Cum Laude, or Cum Laude honors, they must earn the following grade point average.

Summa Cum Laude .....3.9-4.00
Magna Cum Laude .....3.7-3.89
Cum Laude .....3.5-3.69

Honors are based upon coursework completed at Waldorf. Honor graduates must have no grades lower than a C, and must not have repeated any course taken at Waldorf.

### Petition for Graduation

Within 2 terms of completing a degree program, the student must submit a Petition for Graduation to begin the Graduation Audit Process. This form can be completed online and can be accessed in the myWaldorf Student Portal. Any students wishing to attend the graduation ceremonies must have their Petition for Graduation submitted at the end of Term 3.

Once the graduation audit is complete, the student will be notified of the application status and any requirements that have not been satisfied. A $75 graduation fee is to be paid at the time the Petition for Graduation is submitted to Waldorf. This fee covers the audit of the student records and the processing of the diploma. The graduation fee also includes the regalia (cap, gown and tassel) rental if the student attends the graduation ceremonies.

### Diploma

The diploma and an official transcript will be mailed directly to the address provided on the Petition for Graduation form.

### Graduation Ceremony

Each year Waldorf hosts a commencement ceremony for those graduates who have completed their program or who will complete their program in the subsequent Term 5. The student must be within six credit hours of completing the degree. It is not required for the graduate to attend the ceremony. However, Waldorf encourages all graduates to attend the commencement exercise and accompanying activities. Travel arrangements and accommodations are the responsibility of the student.

## Transcripts

A transcript bearing the college seal and signature of the registrar is the official copy of the student's permanent academic record. One official transcript will be provided at the time of graduation. Additional transcripts may be obtained by written request to the college registrar's office.

### Requesting a Waldorf College Transcript

Once a student has completed the first three credit hours and course tuition is paid, the student may request an official Waldorf transcript. A Waldorf transcript may be requested by using the Transcript Request Form. This form may be downloaded from the myWaldorf Student Portal. Please allow 7 to 10 business days for processing.

### Transcript Fees

The first three transcripts are free. After three free copies, the fee is $5.00 for the transcript and $2.00 for each additional ordered at the same time. Delivery by FAX is also available at a cost of $2.00 each. However, it is important to note that a faxed document is NOT accepted as an official transcript. Therefore, faxed transcripts are usually followed up by an official mailed copy which carries normal charges. To ensure prompt handling, the requests should include maiden and all married names, Social Security number, year(s) of attendance or graduation, current home address and name and address to whom the transcript should be sent.

***The signature of the student requesting the transcript is required.*** (No phone calls or e-mails asking for a transcript request will be accepted.)

## Alumni

The mission of the Waldorf Alumni Association is to encourage and cultivate lifelong Waldorf relationships that provide mutual benefit to alumni, students, and the college through:

- Active alumni involvement;
- Meaningful communication;
- Enthusiastic commitment to the Waldorf mission and vision.

As a graduate, students will gain automatic free access to the Waldorf Alumni Association to stay connected with Waldorf College. Alumni Association benefits include:

- A subscription to our monthly alumni e-newsletter.
- Notice of any social or career networking events.
- An alumni e-mail directory.
- Opportunities to make contact with hundreds of other Waldorf alumni.

Please see http://www.waldorf.edu/Residential/Alumni for more information.

Waldorf tuition is competitively priced to make achieving a quality education affordable and realistic. Tuition and fees are payable in U.S. funds. Waldorf accepts checks, money orders, and credit cards.

# V. Tuition and Fees

## Undergraduate Tuition Rates[1]

| *Tuition* | *Per Credit Hour* |
|---|---|
| Undergraduate | $275* |

* Active duty servicemembers and reservists receive a special rate of $250/credit hour.

## Student Fees

Fees may apply to certain services rendered. Charges are as follows:

| Fee | Amount |
|---|---|
| Online Library Fee | $20 |
| *The library fee is a one-time charge and is waived for active duty military.* | |
| Application Fee | $0 |
| Degree Program Change Fee | $25 |
| Concentration Change Fee | $25 |
| Certificate Fee | $35 |
| Graduation Fee | $75 |
| *This applies to A.A., B.A., and B.S., and B.A.S. graduations.* | |
| Course Extension Fee | $50 |
| Return Check Fee | $25 |
| Transcript Fee[2] *(First Three)* | $0 |
| Additional Transcript Fee(s) | $5 |
| *After three free copies, the fee is $5.00 for the transcript and $2.00 for each additional ordered at the same time.* | |
| First Program Evaluation Fee | $0 |
| Additional Program Evaluation Fee | $25 |

[1] *Effective April 17, 2013, with Term 5-2013 enrollments.*

[2] *Please review the complete Transcript Fees policy on page 22.*

All fees are nonrefundable.

## Book Grant

Textbooks are provided at no cost through the Waldorf Book Grant. Students who do not successfully complete a course through which a Book Grant is used will be responsible for the return or cost of the course textbook(s). If textbooks are not suitable for return, the student will be responsible for the cost of the text and Waldorf may charge the credit card listed on the enrollment agreement.

## Payment Options

### 1. Full or Split Payment

Students may pay their tuition for the term in full or may split the tuition over two payments. The payments are automatically charged to a credit card.

### 2. Federal Student Aid

Federal Financial Aid, also known as Federal Student Aid, offers grant and loan programs administered by the U.S. Department of Education. Waldorf participates in the following grant and loan programs available through Federal Student Aid: Federal Pell Grant; Federal Direct Subsidized Stafford Loan; Federal Direct Unsubsidized Loan; Federal Direct PLUS Loan.

### 3. Corporate Direct Billing

Tuition is billed to the corporation responsible for funding an employee's tuition. Approved company or government vouchers or purchase orders must accompany Enrollment Agreements.

### 4. Military Tuition Assistance and VA Benefits

Tuition assistance is available for all active and some retired military personnel through either TA or VA benefits.

## Federal Student Aid

Waldorf students may apply for Federal Student Aid. Various grant and loan programs are available. Students wishing to enroll at Waldorf for the first time and use Federal Student Aid should begin the Application for Admissions process at www.waldorf.edu and file their FAFSA form at www.fafsa.gov at least four weeks prior to the last day of registration. Please note that some student applications for financial aid take longer to process than others as a result of factors beyond the control of Waldorf. For complete details of the procedures and policies related to Federal Student Aid, visit the Financial Aid—Online Programs section of the Waldorf website. The Waldorf Admissions Department is ready and available to assist new students with beginning the application process for Federal Student Aid.

Waldorf College encourages students to explore Federal Student Aid options, when applicable, before exploring private loan options.

### Return of Federal Title IV Student Aid Funds Policy

As part of the Higher Education Amendments of 1998, Congress passed new provisions governing what must happen to your Federal financial assistance if you completely withdraw from school in any semester. This change of policy went into effect at Waldorf College beginning with the Fall 2000 semester. The policy governs all Federal grant and loan programs, including Federal Pell Grant, Federal Perkins Loan, Federal SEOG, Federal TEACH Grant, and Federal Direct Loans, but doesn't affect Federal Work-Study.

In general, the new law assumes that you earn your Federal Student Aid awards directly in proportion to the number of days of the term you attend. If you completely withdraw from school during a term, the school must calculate according to a specific formula the portion of the total scheduled financial assistance you have earned and are therefore entitled to receive up to the time you withdrew. If you receive (or the College receives on your behalf ) more assistance than you earn, the unearned excess funds must be returned to the Department of Education. If, on the other hand, you receive (or the College receives on your behalf ) less assistance than the amount you have earned, you may be able to receive those additional funds. The portion of your Federal grants and loans you are entitled to receive is calculated on a percentage basis by comparing the total number of calendar days in the semester to the number of calendar days you completed before you withdrew. (The total number of calendar days in a semester shall exclude any scheduled breaks of more than five days.) For example, if you complete 30% of the semester, you earn 30% of the assistance you were originally scheduled to receive. This means that 70% of your scheduled awards remain unearned and must be returned to the Federal government.

Federal aid funds are returned in the following order, both by the College and the student:
1) Unsubsidized Federal Direct Stafford Loans; 2) Subsidized Federal Direct Stafford Loans; 3) Federal Perkins Loans;
4) Federal Direct PLUS Loans; 5) Federal Pell Grants;
6) Federal SEOG Grants; 7) Federal TEACH Grant; 8) Other Federal aid programs.

Once you have completed more than 60% of the semester, you can be said to have earned all (100%) of your assistance. If you withdraw from the College (either officially or unofficially) before completing 60% of the semester, you may have to repay any unearned Federal funds that were already disbursed to you. Your withdrawal date will be determined by the College as (1) the date you began the College withdrawal process or the date you officially notified the Registrar of your intent to withdraw; (2) the midpoint of the semester if you withdraw without notifying the College; or (3) your last date of attendance at an academically-related activity as documented by the College.

If you have received excess funds that must be returned to the government, the College shares with you the responsibility of returning those excess funds. The College's portion of the excess funds to be returned is equal to

- the lesser of the entire amount of the excess funds, or your total
- tuition and fee charges multiplied by the percentage of unearned funds.

If the College is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return must be repaid according to the terms of your promissory note. If you must return any grant funds, the law provides that the amount you must repay is to be reduced by 50%. This means that you only have to return half of any excess funds you receive. If the return of unearned Federal assistance causes any portion of your tuition and fees to become uncovered, you will be billed by the College. In such cases, you will be required to make arrangements with the Business Office to pay the balance. Refunds and adjusted bills will be sent to the student's home address on file in the Office of the Registrar following withdrawal. Students are responsible for any portion of the institutional charges that are left outstanding after Title IV and other funds are returned. Any award money you do have to return is considered a Federal grant overpayment. You must either repay the amount due in full or make satisfactory arrangements with the Department of Education to repay the amount. You must complete these arrangements within 45 days of the date of the College's notifying you of your overpayment status or risk losing your eligibility for further Federal financial assistance. You may contact the U.S. Department of Education Claims Division at (800) 621-3115.

### Return of Institutional Funds Policy

If a student withdraws before the end of a term after receiving institutional student aid payments, the percentage calculated under the College's formula for return of Title IV funds to the student's account will be used to calculate the institutional return of funds amount.

The portion of your institutional grants you are entitled to receive is calculated on a percentage basis by comparing the total number of calendar days in the semester to the number of calendar days you completed before you withdrew. (The total number of calendar days in a semester shall exclude any scheduled breaks of more than five days). For example, if you complete 30% of the semester, you earn 30% of the assistance you were originally scheduled to receive. This means that 70% of your scheduled awards remain unearned and must be returned to Waldorf College.

### Return of State of Iowa Funds Policy

If a student withdraws before the end of a term after receiving state financial aid payments, the percentage calculated under the College's formula for return of institutional funds to the student's account must be used to calculate the state return of funds amount.

### Federal Student Aid Disclosure

Per the Drug-Free Schools and Communities Act of 1989, colleges that offer Federal Student Aid are required to disclose to all enrolled students of the consequences of drug sales/possession on the ability to receive federal aid. It is the expectation of the federal government that no student will possess or sell illegal drugs while they are receiving federal student aid for their education.

In general, a student who is convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any Title IV aid, including grants or loans, during the period beginning on the date of such conviction and ending after the interval specified in the following table:

| | Possession of a controlled substance | Sale of a controlled substance |
|---|---|---|
| 1st Offense | 1 year* | 2 years* |
| 2nd Offense | 2 years* | Indefinite Period |
| 3rd + Offense | Indefinite Period | Indefinite Period |

** from date of conviction*

If you have any questions regarding this notice, please contact the Financial Aid Office at 641-585-8120.

It is the sincere hope of Waldorf College that any student struggling with alcohol/drug abuse will seek help. For free and confidential information for individuals and family members facing substance abuse issues, students may contact the treatment referral helpline at 1-800-662-HELP. This helpline is staffed 24 hours/day, 7 days/week, and is provided by the Substance Abuse & Mental Health Services Administration of the U.S. Department of Health and Human Services.

## Refund Policy for Online Programs

Tuition refunds for course withdrawals are based on the Refund Policy for Online Programs. All students who drop/withdraw from a course after the drop date will be charged a 20-percent registration fee, up to a maximum registration fee of $150 for the term.* Tuition will be refunded based on the term start date and the tuition percentage amounts listed below, minus the registration fee.

- Week 1 = 100%
- Week 2 = 80%
- Week 3 = 60%
- Week 4 = 40%
- Week 5**=20%
- Week 6 = 0%
- Week 7 = 0%
- Week 8 = 0%

* This registration fee does not apply to Iowa residents

** Refunds are issued from 0-percent up to 60-percent completion of calendar days in the term, in compliance with regulatory requirements, Therefore, refund eligibility occurs up to the 60-percent threshold, prior to the conclusion of Week 5.

Students are not permitted to withdraw from a course after the term end date.

## Scholarships

There are various scholarships available to the online students. Please see http://www.waldorf.edu/OnlineScholarships for the list of scholarships and their requirements.

## Learning Partners

With the Learning Partner Tuition Discount Program, employees/members of the learning partners are eligible for 10 percent tuition discount and exclusive scholarship opportunities in the online degree programs. There is no cost to the organization, company, or group to become a learning partner with Waldorf.

Per Federal and State regulations, Waldorf College complies with the Institutional Code of Conduct for Education loans. For more information, see www.waldorf.edu

# VI. Certificate Programs

MORE THAN 100 YEARS OF
TRADITION
NOW ONLINE

## Certificate Programs*

### Communications** ..... 12

COM 1010 Graphic Core ..... 3
COM 1020 Digital Core ..... 3
COM 1030 Mass Communications and Society ..... 3
Choose one from the following:
COM 1040 News Gathering and Reporting ..... 3
COM 2010 Visual Theory ..... 3

**For the Communications certificate, a Mac computer and the software indicated in the course descriptions are required for student purchase. Information about software education discounts are available at www.waldorf.edu/Online/Academics/Programs-of-Study/Communications

### Diversity and Inclusion ..... 15

ORG/BUS 4000 Organization Diversity and Inclusion ..... 3
BUS 3900 Employment and Labor Law ..... 3
PSY 4515 Psychology of Prejudice and Discrimination ..... 3
Choose two from the following:
ORG 3800 Leadership Across Generations ..... 3
HIS/REL 3360 Introduction to the Muslim World ..... 3
HIS 3630 African American History ..... 3
PSY 3205 Psychology of Gender ..... 3
REL 2350 Philosophies of World Religions ..... 3
SPN 1010 Introduction to Spanish ..... 3

### Emergency Management ..... 12

EMG 3001 Disaster Mitigation and Preparedness ..... 3
EMG 3002 Disaster Response and Recovery ..... 3
EMG 3100 Terrorism in Emergency Management ..... 3
EMG 4001 Interagency Disaster Management ..... 3

### Global Leadership ..... 15

ORG/BUS 4000 Organization Diversity and Inclusion ..... 3
ORG 4800 Leading Virtual Teams ..... 3
BUS 4426 International Management ..... 3
Choose two from the following:
BUS 4751 Business Ethics ..... 3
BUS 4951 Business Policy and Strategic Management ..... 3
HIS 1710 Contemporary World ..... 3
SOC 2010 Survey of Global Societies and Cultural Geography ..... 3
SPN 1010 Introduction to Spanish ..... 3

*Certificate programs are not eligible for Federal Student Aid.

Visit our website at www.waldorf.edu/disclosure for information about gainful employment including cost of attendance, on-time graduation rates, occupational opportunities, median student debt and other important information about Waldorf programs.

## Health Care Management..... 12

HCM 3002 Introduction to Health Care Management..... 3
HCM 3801 Issues and Trends in Health Care..... 3
HCM 4201 Health Care Law..... 3
HCM 4053 Financial Management of Health Care Organizations ..... 3

## Homeland Security ..... 12

CRJ 2050 Introduction to Terrorism ..... 3
CRJ 3000 American Homeland Security..... 3
CRJ 3050 Terrorism Response Operations..... 3
CRJ 3500 Weapons of Mass Destruction ..... 3

## Human Resource Management..... 15

BUS 3352 Human Resource Management ..... 3
Choose four courses from the list below:
BUS 3900 Employment and Labor Law ..... 3
BUS 4601 Recruitment and Staffing ..... 3
BUS 4680 Human Resource Development ..... 3
BUS 4700 Compensation and Benefits..... 3
BUS 4750 Human Resource Management Strategy and Emerging Issues ..... 3

## Leadership Communication ..... 15

ORG/BUS 4040 Communication Skills for Leaders..... 3
PSY 4510 Attitudes and Persuasion ..... 3
Choose three from the following:
ORG 3800 Leadership Across Generations..... 3
ORG/BUS 4080 Creative Thinking and Problem Solving..... 3
COM 1010 Graphic Core*** ..... 3
COM 1020 Digital Core***..... 3
COM 2040 Introduction to Public Relations..... 3
COM 4220 Public Relations Skills..... 3
COM 4360 Crisis Management ..... 3
SPC 1010 Speech Communications..... 3
*** Please see course description for hardware/software requirements.

## Management ..... 15

BUS 4851 Production and Operations Management..... 3
BUS 4951 Business Policy and Strategic Management ..... 3
Choose three courses from the list below:
BUS 2026 Organizational Communication..... 3
BUS 3301 Financial Management..... 3
BUS 3211 Consumer Behavior..... 3
BUS 3826 Managerial Decision Making ..... 3
BUS 4000 Organization Diversity and Inclusion..... 3
BUS 4080 Creative Thinking and Problem Solving ..... 3
BUS 4126 Project Planning ..... 3
BUS 4160 Negotiation and Conflict Resolution ..... 3

## Occupational Safety and Health..... 12

OSH 3001 Fundamentals of Occupational Safety and Health..... 3
OSH 3651 Total Environmental, Health, and Safety Management ..... 3
OSH 4301 Fundamentals of Industrial Hygiene..... 3
Choose one of the electives below:
FSC 3345 Introduction to Fire Prevention..... 3
OSH 3640 Interactions of Hazardous Materials ..... 3
OSH 3701 Industrial Ergonomics..... 3
OSH 4601 Accident Investigation..... 3

## Sport Management..... 12

SMT 2701 Sociology of Sport ..... 3
SMT 4101 Sport Administration ..... 3
Choose two from the following:
SMT 2801 Sport Public Relations and Promotions ..... 3
PED 2701 History and Principles of PE and Sport..... 3
SMT 3901 Sport Fundraising..... 3
SMT 4001 Sport Facilities..... 3
SMT 4201 Sport Financing..... 3
SMT 4301 Sport Legal Liability and Risk Management ..... 3

### Certificate Program Requirements

- Completion of the certificate's curriculum and credit requirements
- All courses required for the certificate must be completed at Waldorf College
- Minimum of grade C for each course

# VII. Associate in Arts Degree in Liberal Arts

MORE THAN 100 YEARS OF
TRADITION
NOW ONLINE

## Associate in Arts Degree in Liberal Arts

**Core Requirements ..... 60**

| Prefix/Number | Course | Credits |
|---|---|---|
| **Wellness** | | **1** |
| WEL 1010 | Concepts of Wellness | 1 |
| **Humanities** | | **8** |
| HUM 1010 | Introduction to Waldorf Online | 2 |
| HUM 1020 | Critical Thinking | 3 |
| Choose one from the following: | | |
| ENG 2000 | American Literature I | 3 |
| ENG 2010 | American Literature II | 3 |
| FRE 1010 | Elementary French | 3 |
| HIS 1100 | Ancient World | 3 |
| HIS 1110 | American History I | 3 |
| HIS 1120 | American History II | 3 |
| HIS 1200 | Medieval World | 3 |
| HIS 1610 | Modern World | 3 |
| HIS 1710 | Contemporary World | 3 |
| SPN 1010 | Introduction to Spanish | 3 |
| **English Composition** | | **6** |
| ENG 1010 | English Composition I | 3 |
| ENG 1020 | English Composition II | 3 |
| **Fine Arts** | | **3** |
| Choose one from the following: | | |
| ART 1010 | Art Appreciation | 3 |
| ART 1020 | Art Appreciation II | 3 |
| MUS 1010 | Introduction to Music Appreciation | 3 |
| SPC 1010 | Speech Communications | 3 |
| THR 1010 | Introduction to Theatre | 3 |
| **Natural Sciences** | | **3** |
| Choose one from the following: | | |
| BIO 1030 | Principles of Biology | 3 |
| CHM 1030 | Chemistry I | 3 |
| PHY 1010 | Earth Science | 3 |
| PHY 1510 | Physical Science | 3 |
| PHY 2200 | Exploration of Astronomy | 3 |
| **Mathematics** | | **3** |
| Choose one from the following: | | |
| MTH 1010 | General Education Mathematics for Online Students | 3 |
| MTH 2000 | Managerial Mathematics | 3 |
| MTH 2023 | Elementary Statistics | 3 |
| **Behavioral and Social Sciences** | | **6** |
| Choose from two of the following: | | |
| BUS 3602 | Principles of Management | 3 |
| CRJ 3201 | Juvenile Justice and Delinquency | 3 |
| CRJ 2501 | Criminology | 3 |
| ECO 2401 | Principles of Macroeconomics | 3 |
| ECO 2501 | Principles of Microeconomics | 3 |
| POL 1010 | American Government | 3 |
| POL 2000 | Introduction to Political Science | 3 |
| POL 2010 | American, State, and Local Politics | 3 |
| PSY 1010 | General Psychology | 3 |
| PSY 3450 | Abnormal Psychology | 3 |
| SOC 1010 | Introduction to Sociology | 3 |
| SOC 2010 | Survey of Global Societies and Cultural Geography | 3 |

**Religion and Philosophy** ..... **3**
Choose one from the following:
REL 2050 Contemporary Ethical Issues ..... 3
REL 2350 Philosophies of World Religions ..... 3
**General Education Electives*** ..... **27**
Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. See the Online Programs Catalog and term schedule for course listings.

* A.A. concentrations may apply toward elective requirements.

**Grand Total** ..... **60**

**A.A. Degree Requirements**

- Completion of the 60-credit curriculum
- Minimum of 15 credit hours completed at Waldorf College
- 2.00 cumulative grade point average for coursework at Waldorf College
- Minimum grade of C in all coursework for a concentration.
- Concentrations are optional with concentration credits applied toward elective credit requirements.

## A.A. Concentrations

The A.A. concentration option requires completion of the curriculum for the A.A. in Liberal Arts including the credit requirements for the concentration. Concentration credits are applied to the A.A. program's General Education Electives.

**Communications** ..... *12 credit hours*
(a) COM 1010, (b) COM 1020, (c) COM 1030, and (d) COM 1040 or COM 2010

**Criminal Justice** ..... *12 credit hours*
(a) CRJ 2000, (b) Choose any 9 credits in CRJ courses offered at Waldorf.

**Diversity and Inclusion** ..... *15 credit hours*
(a) ORG/BUS 4000, (b) BUS 3900, (c) PSY 4515 and (d) Choose 2 from the following: ORG 3800, HIS/REL 3360, HIS 3630, PSY 3205, REL 2350, or SPN 1010

**Emergency Management** ..... *12 credit hours*
(a) EMG 3001, (b) EMG 3002, (c) EMG 3100, and (d) EMG 4001

**Fire Science** ..... *12 credit hours*
Choose any 12 credits in FSC courses offered at Waldorf.

**Global Leadership** ..... *15 credit hours*
(a) ORG/BUS 4000, (b) ORG 4800, (c) BUS 4426 and (d) Choose 2 from the following: BUS 4751, BUS 4951, HIS 1710, SOC 2010, SPN 1010

**Health Care Management** ..... *12 credit hours*
(a) HCM 3002, (b) HCM 3801, (c) HCM 4201, and (d) HCM 4053

**Homeland Security** ..... *12 credit hours*
(a) CRJ 2050, (b) CRJ 3000, (c) CRJ 3050, and (d) CRJ 3500

**Human Resource Management** ..... *15 credit hours*
(a) BUS 3352 and (b) Choose 4 from the following: BUS 3900, BUS 4601, BUS 4680, BUS 4700, or BUS 4750

**Leadership Communication** ..... *15 credit hours*
(a) ORG/BUS 4040, (b) PSY 4510 and (c) Choose 3 from the following: ORG 3800, ORG/BUS 4080, COM 1010, COM 1020, COM 2040, COM 4220, COM 4360 or SPC 1010

**Management** ..... *15 credit hours*
(a) BUS 4851, (b) BUS 4951, and (c) Choose 3 from the following: BUS 2026, BUS 3211, BUS 3301, BUS 3826, BUS 4000, BUS 4080, BUS 4126 or ORG/BUS 4160

**Occupational Safety and Health** ..... *12 credit hours*
(a) OSH 3001, (b) OSH 3651, (c) OSH 4301, and (d) Choose 1 from the following: FSC 3345, OSH 3640, OSH 3701, or OSH 4601

**Psychology** ..... *12 credit hours*
(a) PSY 1010, (b) Choose 1 from the following: PSY 3140, PSY 3450, or PSY 3460, and (c) Choose any 6 credits in PSY courses offered at Waldorf.

**Sport Management** ..... *12 credit hours*
(a) SMT 2701, (b) SMT 4101, and (c) Choose 2 from the following: SMT 2801, SMT 3901, SMT 4001, SMT 4201, SMT 4301, and PED 2701.

# VIII. Bachelor of Arts

MORE THAN 100 YEARS OF TRADITION NOW ONLINE

## Bachelor of Arts in Communications

### Core Requirements ..... 60

| Prefix/Number | Course | Credits |
|---|---|---|
| **English Composition** | | **6** |
| ENG 1010 | English Composition I | 3 |
| ENG 1020 | English Composition II | 3 |
| **Humanities** | | **8** |
| HUM 1010 | Introduction to Waldorf Online | 2 |
| HUM 1020 | Critical Thinking | 3 |
| Choose one from the following: | | |
| ENG 2000 | American Literature I | 3 |
| ENG 2010 | American Literature II | 3 |
| HIS 1100 | Ancient World | 3 |
| HIS 1110 | American History I | 3 |
| HIS 1120 | American History II | 3 |
| HIS 1200 | Medieval World | 3 |
| HIS 1610 | Modern World | 3 |
| HIS 1710 | Contemporary World | 3 |
| FRE 1010 | Elementary French | 3 |
| SPN 1010 | Spanish I | 3 |
| **Fine Arts** | | **3** |
| Choose one from the following: | | |
| ART 1010 | Art Appreciation | 3 |
| ART 1020 | Art Appreciation II | 3 |
| MUS 1010 | Introduction to Music Appreciation | 3 |
| SPC 1010 | Speech Communications | 3 |
| THR 1010 | Introduction to Theatre | 3 |
| **Natural Sciences** | | **3** |
| BIO 1030 | Principles of Biology | 3 |
| CHM 1030 | Chemistry I | 3 |
| PHY 1010 | Earth Science | 3 |
| PHY 1510 | Physical Science | 3 |
| PHY 2000 | Exploration of Astronomy | 3 |
| **Mathematics** | | **3** |
| Choose one from the following: | | |
| MTH 1010 | General Education Mathematics for Online Students | 3 |
| MTH 2000 | Managerial Mathematics | 3 |
| MTH 2023 | Elementary Statistics | 3 |
| **Behavioral and Social Sciences** | | **6** |
| Choose two from the following: | | |
| BUS 3602 | Principles of Management | 3 |
| CRJ 2501 | Criminology | 3 |
| CRJ 3201 | Juvenile Justice and Delinquency | 3 |
| ECO 2401 | Principles of Macroeconomics | 3 |
| ECO 2501 | Principles of Microeconomics | 3 |
| POL 1010 | American Government | 3 |
| POL 2000 | Introduction to Political Science | 3 |
| POL 2010 | American, State, and Local Politics | 3 |
| PSY 1010 | General Psychology | 3 |
| PSY 3450 | Abnormal Psychology | 3 |
| SOC 1010 | Introduction to Sociology | 3 |
| SOC 2010 | Survey of Global Societies and Cultural Geography | 3 |
| **Religion and Philosophy** | | **3** |
| Choose one from the following: | | |
| REL 2050 | Contemporary Ethical Issues | 3 |
| REL 2350 | Philosophies of World Religions | 3 |

**Wellness** ..... **1**
WEL 1010 Concepts of Wellness ..... 1
**Capstone** ..... **3**
REL 4035 Life, Meaning, and Vocation ..... 3
**General Electives** ..... **24**
Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. For a full list of electives, please see Course Description catalog pages at the back of the catalog.

## Major Requirements and Professional Electives .... 60

**Major Required—Group A** ..... **30**
COM 1010 Graphic Core ..... 3
COM 1020 Digital Core ..... 3
COM 1030 Mass Communications and Society ..... 3
COM 1040 News Gathering and Reporting ..... 3
COM 2010 Visual Theory ..... 3
COM 2040 Introduction to Public Relations ..... 3
COM 3180 Editing ..... 3
COM 4410 Mass Media Law ..... 3
COM 4420 Media Literacy ..... 3
COM 4520 Senior Capstone ..... 3
**Professional Electives—Group B** ..... **30**
**In-Field Electives:**
Choose a minimum of 9 credits from the following courses.
COM 3020 Radio Production ..... 3
COM 3030 Television/Film Production ..... 3
COM 3400 Digital Imaging ..... 3
COM 4010 Web Design ..... 3
COM 4220 Public Relations Skills ..... 3
COM 4360 Crisis Management ..... 3
**Remaining Professional Electives:**
For the remaining 21 credits, any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives.
BUS 3201 Principles of Marketing ..... 3
BUS 3352 Human Resource Management ..... 3
BUS 3451 Organizational Theory and Leadership ..... 3
BUS 4060 Team Building and Leadership ..... 3
BUS 4080 Creative Thinking and Problem Solving ..... 3
BUS 4160 Negotiation and Conflict Resolution ..... 3
PSY 3140 Social Psychology ..... 3
PSY 3500 Judgment and Decision Making ..... 3
PSY 4510 Attitudes and Persuasion ..... 3

## Grand Total ..... 120

### Bachelor's Degree Requirements

- Completion of the core curriculum and the curriculum for the major, totaling 120 credits
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf
- Minimum of 36 upper-division credit hours

For the Communications major or minor, a Mac computer and the software indicated in the course descriptions are required for student purchase.

Software education discounts are available at www.waldorf.edu/Online/Academics/Programs-of-Study/Communications.

## Minor Requirements

**Minor Required–Group A** ..... **12**
COM 1010 Graphic Core, COM 1020 Digital Core, COM 1030 Mass Communications and Society, COM 1040 News Gathering and Reporting
**In-Field Electives–Group B** ..... **9**
*Choose a minimum of 9 credits from the following courses. :*
COM 2010 Visual Theory, COM 2040 Introduction to Public Relations, COM 3020 Radio Production, COM 3030 Television/Film Production, COM 3180 Editing, COM 4220 Public Relations Skills, COM 4410 Mass Media Law

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Visit our website at www.waldorf.edu/disclosure for information about gainful employment including cost of attendance, on-time graduation rates, occupational opportunities, median student debt and other important information about Waldorf programs.

# Bachelor of Arts in Emergency Management

## Core Requirements ..... 60

| Prefix/Number | Course | Credits |
|---|---|---|
| **English Composition** | | **6** |
| ENG 1010 | English Composition I | 3 |
| ENG 1020 | English Composition II | 3 |
| **Humanities** | | **8** |
| HUM 1010 | Introduction to Waldorf Online | 2 |
| HUM 1020 | Critical Thinking | 3 |
| Choose one from the following: | | |
| ENG 2000 | American Literature I | 3 |
| ENG 2010 | American Literature II | 3 |
| HIS 1100 | Ancient World | 3 |
| HIS 1110 | American History I | 3 |
| HIS 1120 | American History II | 3 |
| HIS 1200 | Medieval World | 3 |
| HIS 1610 | Modern World | 3 |
| HIS 1710 | Contemporary World | 3 |
| FRE 1010 | Elementary French | 3 |
| SPN 1010 | Spanish I | 3 |
| **Fine Arts** | | **3** |
| Choose one from the following: | | |
| ART 1010 | Art Appreciation | 3 |
| ART 1020 | Art Appreciation II | 3 |
| MUS 1010 | Introduction to Music Appreciation | 3 |
| SPC 1010 | Speech Communications | 3 |
| THR 1010 | Introduction to Theatre | 3 |
| **Natural Sciences** | | **3** |
| Choose one from the following: | | |
| BIO 1030 | Principles of Biology | 3 |
| CHM 1030 | Chemistry I | 3 |
| PHY 1010 | Earth Science | 3 |
| PHY 1510 | Physical Science | 3 |
| PHY 2200 | Exploration of Astronomy | 3 |
| **Mathematics** | | **3** |
| Choose one from the following: | | |
| MTH 1010 | General Education Mathematics for Online Students | 3 |
| MTH 2000 | Managerial Mathematics | 3 |
| MTH 2023 | Elementary Statistics | 3 |
| **Behavioral and Social Sciences** | | **6** |
| Choose two from the following: | | |
| BUS 3602 | Principles of Management | 3 |
| CRJ 2501 | Criminology | 3 |
| CRJ 3201 | Juvenile Justice and Delinquency | 3 |
| ECO 2401 | Principles of Macroeconomics | 3 |
| ECO 2501 | Principles of Microeconomics | 3 |
| POL 1010 | American Government | 3 |
| POL 2000 | Introduction to Political Science | 3 |
| POL 2010 | American, State, and Local Politics | 3 |
| PSY 1010 | General Psychology | 3 |
| PSY 3450 | Abnormal Psychology | 3 |
| SOC 1010 | Introduction to Sociology | 3 |
| SOC 2010 | Survey of Global Societies and Cultural Geography | 3 |
| **Religion and Philosophy** | | **3** |
| Choose one from the following: | | |
| REL 2050 | Contemporary Ethical Issues | 3 |
| REL 2350 | Philosophies of World Religions | 3 |

**Wellness** ..... **1**
WEL 1010 Concepts of Wellness ..... 1
**Capstone** ..... **3**
REL 4035 Life, Meaning, and Vocation ..... 3
**General Electives** ..... **24**
Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. For a full list of electives, please see Course Description catalog pages at the back of the catalog.

## Major Requirements and Professional Electives .... 60

**Major Required–Group A** ..... **30**
EMG 2000 Introduction to Emergency Management ..... 3
EMG 3001 Disaster Mitigation and Preparedness ..... 3
EMG 3002 Disaster Response and Recovery ..... 3
EMG 3050 Special Operations ..... 3
EMG 3100 Terrorism in Emergency Management ..... 3
FSC 3110 Community Risk Reduction for the Fire and Emergency Services ..... 3
EMG 4001 Interagency Disaster Management ..... 3
EMG 4002 Incident Command in Emergency and Disaster Management ..... 3
EMG 4050 Socio-Psychological Nature of Emergency Management ..... 3
EMG 4900 Capstone in Emergency Management ..... 3

**Professional Electives—Group B** ..... **30**
Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives. The concentration options listed below may also be used toward elective credits.
CRJ 2050 Introduction to Terrorism ..... 3
CRJ 3000 American Homeland Security ..... 3
CRJ 3500 Weapons of Mass Destruction ..... 3
CRJ 3050 Terrorism Response Operations ..... 3
BUS 3451 Organizational Theory and Leadership ..... 3
BUS 3602 Principles of Management ..... 3
BUS 3651 Leadership ..... 3
BUS 3826 Managerial Decision Making ..... 3
SPC 1010 Speech Communications ..... 3
COM 4360 Crisis Management ..... 3
FSC 4510 Personnel Management for the Fire and Emergency Services ..... 3
FSC 4610 Fire and Emergency Services Administration ..... 3
FSC 4753 Terrorism Incident Management and Emergency Procedures ..... 3
OSH 3640 Interactions of Hazardous Materials ..... 3

## Grand Total ..... 120

### Bachelor's Degree Requirements

- Completion of the core curriculum and the curriculum for the major, totaling 120 credits
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf
- Minimum of 36 upper-division credit hours

## Concentrations

The concentration option requires completion of a minimum of 12 credits in the concentration area. Concentrations credits may be applied to Group B requirements.

### Fire Science ..... 12 Credits

FSC 4510 Personnel Management for the Fire and Emergency Services ..... 3
FSC 4610 Fire and Emergency Services Administration ..... 3
FSC 4753 Terrorism Incident Management and Emergency Procedures ..... 3
FSC 3610 Fire Related Human Behavior ..... 3

### Homeland Security ..... 12 Credits

CRJ 2050 Introduction to Terrorism ..... 3
CRJ 3000 American Homeland Security ..... 3
CRJ 3500 Weapons of Mass Destruction ..... 3
CRJ 3050 Terrorism Response Operations ..... 3

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# Bachelor of Arts in Health Care Management

## Core Requirements ..... 60

| Prefix/Number | Course | Credits |
|---|---|---|
| **English Composition** | | **6** |
| ENG 1010 | English Composition I | 3 |
| ENG 1020 | English Composition II | 3 |
| **Humanities** | | **8** |
| HUM 1010 | Introduction to Waldorf Online | 2 |
| HUM 1020 | Critical Thinking | 3 |
| Choose one from the following: | | |
| ENG 2000 | American Literature I | 3 |
| ENG 2010 | American Literature II | 3 |
| HIS 1100 | Ancient World | 3 |
| HIS 1110 | American History I | 3 |
| HIS 1120 | American History II | 3 |
| HIS 1200 | Medieval World | 3 |
| HIS 1610 | Modern World | 3 |
| HIS 1710 | Contemporary World | 3 |
| FRE 1010 | Elementary French | 3 |
| SPN 1010 | Spanish I | 3 |
| **Fine Arts** | | **3** |
| Choose one from the following: | | |
| ART 1010 | Art Appreciation | 3 |
| ART 1020 | Art Appreciation II | 3 |
| MUS 1010 | Introduction to Music Appreciation | 3 |
| SPC 1010 | Speech Communications | 3 |
| THR 1010 | Introduction to Theatre | 3 |
| **Natural Sciences** | | **3** |
| Choose one from the following: | | |
| BIO 1030 | Principles of Biology | 3 |
| CHM 1030 | Chemistry I | 3 |
| PHY 1010 | Earth Science | 3 |
| PHY 1510 | Physical Science | 3 |
| PHY 2200 | Exploration of Astronomy | 3 |
| **Mathematics** | | **3** |
| Choose one from the following: | | |
| MTH 1010 | General Education Mathematics for Online Students | 3 |
| MTH 2000 | Managerial Mathematics | 3 |
| MTH 2023 | Elementary Statistics* | 3 |
| **Behavioral and Social Sciences** | | **6** |
| Choose two from the following: | | |
| BUS 3602 | Principles of Management | 3 |
| CRJ 2501 | Criminology | 3 |
| CRJ 3201 | Juvenile Justice and Delinquency | 3 |
| ECO 2401 | Principles of Macroeconomics | 3 |
| ECO 2501 | Principles of Microeconomics | 3 |
| POL 1010 | American Government | 3 |
| POL 2000 | Introduction to Political Science | 3 |
| POL 2010 | American, State, and Local Politics | 3 |
| PSY 1010 | General Psychology | 3 |
| PSY 3450 | Abnormal Psychology | 3 |
| SOC 1010 | Introduction to Sociology | 3 |
| SOC 2010 | Survey of Global Societies and Cultural Geography | 3 |
| **Religion and Philosophy** | | **3** |
| Choose one from the following: | | |
| REL 2050 | Contemporary Ethical Issues | 3 |
| REL 2350 | Philosophies of World Religions | 3 |

**Wellness** ..... **1**
WEL 1010 Concepts of Wellness ..... 1
**Capstone** ..... **3**
REL 4035 Life, Meaning, and Vocation ..... 3
**General Electives** ..... **24**
Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. For a full list of electives, please see Course Description catalog pages at the back of the catalog.

## Major Requirements and Professional Electives .... 60

**Major Required–Group A** ..... **30**
HCM 1301 Medical Terminology ..... 3
HCM 3002 Introduction to Health Care Management ..... 3
HCM 3305 Community Health ..... 3
HCM 3303 Health Informatics: Principles and Practice ..... 3
HCM 3304 Principles of Epidemiology ..... 3
HCM 4201 Health Care Law ..... 3
HCM 4053 Financial Management of Health Care Organizations ..... 3
HCM 3801 Issues and Trends in Health Care ..... 3
HCM 3100 Reimbursement Methods in Health Care ..... 3
HCM 4320 Development and Strategic Planning in Health Care ..... 3

**Professional Electives—Group B** ..... **30**
Courses can be selected from the list below or any course not used to satisfy other program requirements. Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives.
HCM 4304 Project Management for Health Care Professionals ..... 3
HCM 4303 Comparative Health Systems ..... 3
HCM 4305 Long-Term Care Management ..... 3
HCM 4308 Research Methods for Health Professionals* ..... 3
BUS 2201 Principles of Accounting ..... 3
HCM 4307 Health Care Quality Management ..... 3
BUS 3602 Principles of Management ..... 3
BUS 3352 Human Resource Management ..... 3
BUS 3651 Leadership ..... 3
HCM 4400 Risk Management in Health Care ..... 3

*HCM 4308 and MTH 2023 are strongly recommended for students considering graduate school

## Grand Total ..... 120

**Bachelor's Degree Requirements**
- Completion of the core curriculum and the curriculum for the major, totaling 120 credits
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf
- Minimum of 36 upper-division credit hours

# Bachelor of Arts in Homeland Security

## Core Requirements ..... 60

| Prefix/Number | Course | Credits |
|---|---|---|
| **English Composition** | | **6** |
| ENG 1010 | English Composition I | 3 |
| ENG 1020 | English Composition II | 3 |
| **Humanities** | | **8** |
| HUM 1010 | Introduction to Waldorf Online | 2 |
| HUM 1020 | Critical Thinking | 3 |
| Choose one from the following: | | |
| ENG 2000 | American Literature I | 3 |
| ENG 2010 | American Literature II | 3 |
| HIS 1100 | Ancient World | 3 |
| HIS 1110 | American History I | 3 |
| HIS 1120 | American History II | 3 |
| HIS 1200 | Medieval World | 3 |
| HIS 1610 | Modern World | 3 |
| HIS 1710 | Contemporary World | 3 |
| FRE 1010 | Elementary French | 3 |
| SPN 1010 | Spanish I | 3 |
| **Fine Arts** | | **3** |
| Choose one from the following: | | |
| ART 1010 | Art Appreciation | 3 |
| ART 1020 | Art Appreciation II | 3 |
| MUS 1010 | Introduction to Music Appreciation | 3 |
| SPC 1010 | Speech Communications | 3 |
| THR 1010 | Introduction to Theatre | 3 |
| **Natural Sciences** | | **3** |
| Choose one from the following: | | |
| BIO 1030 | Principles of Biology | 3 |
| CHM 1030 | Chemistry I | 3 |
| PHY 1010 | Earth Science | 3 |
| PHY 1510 | Physical Science | 3 |
| PHY 2200 | Exploration of Astronomy | 3 |
| **Mathematics** | | **3** |
| Choose one from the following: | | |
| MTH 1010 | General Education Mathematics for Online Students | 3 |
| MTH 2000 | Managerial Mathematics | 3 |
| MTH 2023 | Elementary Statistics | 3 |
| **Behavioral and Social Sciences** | | **6** |
| Choose two from the following: | | |
| BUS 3602 | Principles of Management | 3 |
| CRJ 2501 | Criminology | 3 |
| CRJ 3201 | Juvenile Justice and Delinquency | 3 |
| ECO 2401 | Principles of Macroeconomics | 3 |
| ECO 2501 | Principles of Microeconomics | 3 |
| POL 1010 | American Government | 3 |
| POL 2000 | Introduction to Political Science | 3 |
| POL 2010 | American, State, and Local Politics | 3 |
| PSY 1010 | General Psychology | 3 |
| PSY 3450 | Abnormal Psychology | 3 |
| SOC 1010 | Introduction to Sociology | 3 |
| SOC 2010 | Survey of Global Societies and Cultural Geography | 3 |
| **Religion and Philosophy** | | **3** |
| Choose one from the following: | | |
| REL 2050 | Contemporary Ethical Issues | 3 |
| REL 2350 | Philosophies of World Religions | 3 |
| **Wellness** | | **1** |
| WEL 1010 | Concepts of Wellness | 1 |
| **Capstone** | | **3** |
| REL 4035 | Life, Meaning, and Vocation | 3 |

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**General Electives ..... 24**

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. For a full list of electives, please see Course Description catalog pages at the back of the catalog.

## Major Requirements and Professional Electives.... 60

**Major Required–Group A ..... 30**

CRJ 2050 Introduction to Terrorism ..... 3
CRJ 3000 American Homeland Security..... 3
CRJ 3050 Terrorism Response Operations..... 3
CRJ 3500 Weapons of Mass Destruction ..... 3
CRJ 3304 Ethical and Legal Issues in Homeland Security ... 3
CRJ 3305 Disaster Planning and Management ..... 3
CRJ 3306 Homeland Security Technology ..... 3
CRJ 4302 Preparedness and Response Partners ..... 3
CRJ 4303 Critical Infrastructure Protection ..... 3
CRJ 4320 Homeland Security Capstone ..... 3

**Professional Electives—Group B ..... 30**

Courses can be selected from the list below or any course not used to satisfy other program requirements. The concentration options listed below may be used toward professional elective credits.Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives. The concentration options listed below may also be used toward elective credits.

CRJ 2000 Introduction to Criminal Justice ..... 3
CRJ 2001 Theory and Practice of Law Enforcement..... 3
CRJ 2501 Criminology ..... 3
CRJ 2900 Management and Supervision Skills for Criminal Justice Personnel ..... 3
CRJ 3301 Judicial Process ..... 3
CRJ 3601 Criminal Law..... 3
CRJ 3701 Criminal Investigation..... 3
CRJ 3801 Criminal Evidence and Legal Issues ..... 3
CRJ 3950 Constitutional Law for Criminal Justice ..... 3
EMG 2000 Introduction to Emergency Management..... 3
EMG 3002 Disaster Response and Recovery..... 3
EMG 3100 Terrorism in Emergency Management..... 3
EMG 4001 Interagency Disaster Management ..... 3
EMG 4002 Incident Command in Emergency and Disaster Management ..... 3
EMG 4050 Socio-Psychological Nature of Emergency Management ..... 3
FSC 4631 Advanced Principles of Fireground Strategies and Tactics..... 3
FSC 4753 Terrorism Incident Management and Emergency Procedures..... 3
OSH 3640 Interactions of Hazardous Materials ..... 3
OSH 4410 Managerial Issues in Hazardous Materials..... 3

## Grand Total..... 120

### Bachelor's Degree Requirements

- Completion of the core curriculum and the curriculum for the major, totaling 120 credits
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf
- Minimum of 36 upper-division credit hours

## Concentrations

Students may choose one or more concentrations, applying the credits to the professional elective requirements.

## Criminal Justice..... 12 Credits

CRJ 2000 Introduction to Criminal Justice ..... 3

Choose the remaining 9 credits from any additional Criminal Justice courses offered at Waldorf.

## Emergency Management..... 12 Credits

EMG 3001 Disaster Mitigation and Preparedness ..... 3
EMG 3002 Disaster Response and Recovery ..... 3
EMG 3100 Terrorism in Emergency Management..... 3
EMG 4001 Interagency Disaster Management ..... 3

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## Bachelor of Arts in Psychology

### Core Requirements ..... 60

| Prefix/Number | Course | Credits |
|---|---|---|
| **English Composition** | | **6** |
| ENG 1010 | English Composition I | 3 |
| ENG 1020 | English Composition II | 3 |
| **Humanities** | | **8** |
| HUM 1010 | Introduction to Waldorf Online | 2 |
| HUM 1020 | Critical Thinking | 3 |
| Choose one from the following: | | |
| ENG 2000 | American Literature I | 3 |
| ENG 2010 | American Literature II | 3 |
| HIS 1100 | Ancient World | 3 |
| HIS 1110 | American History I | 3 |
| HIS 1120 | American History II | 3 |
| HIS 1200 | Medieval World | 3 |
| HIS 1610 | Modern World | 3 |
| HIS 1710 | Contemporary World | 3 |
| FRE 1010 | Elementary French | 3 |
| SPN 1010 | Spanish I | 3 |
| **Fine Arts** | | **3** |
| Choose one from the following: | | |
| ART 1010 | Art Appreciation | 3 |
| ART 1020 | Art Appreciation II | 3 |
| MUS 1010 | Introduction to Music Appreciation | 3 |
| SPC 1010 | Speech Communications | 3 |
| THR 1010 | Introduction to Theatre | 3 |
| **Natural Sciences** | | **3** |
| BIO 1030 | Principles of Biology | 3 |
| **Mathematics** | | **3** |
| MTH 2023 | Elementary Statistics | 3 |
| **Behavioral and Social Sciences** | | **6** |
| Choose two from the following: | | |
| BUS 3602 | Principles of Management | 3 |
| CRJ 2501 | Criminology | 3 |
| CRJ 3201 | Juvenile Justice and Delinquency | 3 |
| ECO 2401 | Principles of Macroeconomics | 3 |
| ECO 2501 | Principles of Microeconomics | 3 |
| POL 1010 | American Government | 3 |
| POL 2000 | Introduction to Political Science | 3 |
| POL 2010 | American, State, and Local Politics | 3 |
| PSY 1010 | General Psychology | 3 |
| PSY 3450 | Abnormal Psychology | 3 |
| SOC 1010 | Introduction to Sociology | 3 |
| SOC 2010 | Survey of Global Societies and Cultural Geography | 3 |
| **Religion and Philosophy** | | **3** |
| Choose one from the following: | | |
| REL 2050 | Contemporary Ethical Issues | 3 |
| REL 2350 | Philosophies of World Religions | 3 |
| **Wellness** | | **1** |
| WEL 1010 | Concepts of Wellness | 1 |
| **Capstone** | | **3** |
| REL 4035 | Life, Meaning, and Vocation | 3 |
| **General Electives** | | **24** |

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. For a full list of electives, please see Course Description catalog pages at the back of the catalog.

## Major Requirements and Professional Electives....60

### Major Required—Group A.....30

PSY 1010 General Psychology.....3
PSY 3019 History and Systems of Psychology.....3
PSY 3140 Social Psychology.....3
PSY 3150 Developmental Psychology.....3
PSY 3350 Theories of Personality.....3
PSY 3450 Abnormal Psychology.....3
PSY 3460 Cognitive Psychology.....3
PSY 4021 Physiological Psychology.....3
PSY 4501 Research Methods.....3
PSY 4995 Senior Capstone.....3

### Professional Electives—Group B.....15

Select 15 credits from the list below or any qualified transfer credit in Psychology.

PSY 4030 Sensation and Perception.....3
PSY 3100 APA for Academic Writing.....1
PSY 3500 Judgment and Decision Making.....3
PSY 4510 Attitudes and Persuasion.....3
PSY 4515 Psychology of Prejudice and Discrimination.....3
PSY 3380 Psychology of Adjustment.....3
PSY 3480 Principles of Learning.....3
PSY 4560 Psychological Assessment.....3
PSY 3220 Health Psychology.....3
PSY 3490 Industrial/Organizational Psychology.....3
PSY 3205 Psychology of Gender.....3
PSY 3210 Close Relationships.....3

Three-day, face-to-face residency electives offered on the Waldorf College campus

BIO 4900 Biology Lab*.....1
CHM 4900 Chemistry Lab.....1

### Remaining Electives—Group C.....15

For the remaining elective credits, any Waldorf courses (including those not selected in Group B) may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. A concentration is recommended, and the concentration options listed below may also be used toward elective credits.

For a full list of electives, please see Course Description catalog pages at the back of the catalog.

## Grand Total.....120

### Bachelor's Degree Requirements

- Completion of the core curriculum and the curriculum for the major, totaling 120 credits
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf
- Minimum of 36 upper-division credit hours

## Concentrations

Students may choose one or more concentrations, applying the credits to the elective requirements.

### Communications** ..... 12 Credits

COM 1010 Graphic Core.....3
COM 1020 Digital Core.....3
COM 1030 Mass Communications and Society.....3

Choose one from the following:

COM 1040 News Gathering and Reporting.....3
COM 2010 Visual Theory.....3

** See course descriptions for hardware/software requirements

### Criminal Justice..... 12 Credits

CRJ 2000 Introduction to Criminal Justice.....3
CRJ 2501 Criminology.....3

Choose the remaining 6 credits from any additional Criminal Justice courses offered at Waldorf.

Below are examples of courses that may be selected:

CRJ 2001 Theory and Practice of Law Enforcement.....3
CRJ 2200 Theory and Practice of Corrections.....3

### Fire Science ..... 12 Credits

FSC 3110 Community Risk Reduction for the Fire and Emergency Services.....3
FSC 3210 Fire Dynamics.....3
FSC 3610 Fire Related Human Behavior.....3

Choose one from the following:

FSC 2010 Introduction to Fire Protection Strategies.....3
FSC 3601 Fire Prevention Organization and Management..3

### Health Care Management..... 12 Credits

HCM 3002 Introduction to Health Care Management.....3
HCM 3801 Issues and Trends in Health Care.....3
HCM 4201 Health Care Law.....3
HCM 4053 Financial Management of Health Care Organizations.....3

### Occupational Safety and Health .....12 Credits

OSH 3001 Fundamentals of Occupational Safety and Health.....3
OSH 3651 Total Environmental, Health, and Safety Management.....3
OSH 4301 Fundamentals of Industrial Hygiene.....3

Choose one from the following:

FSC 3345 Introduction to Fire Prevention.....3
OSH 3640 Interactions of Hazardous Materials.....3
OSH 3701 Industrial Ergonomics.....3
OSH 4601 Accident Investigation.....3

### Sport Management.....12 Credits

SMT 2701 Sociology of Sport.....3
SMT 4101 Sport Administration.....3

Choose the remaining 6 credits from any additional Sport Management courses offered at Waldorf.

Below are examples of courses that may be selected:

SMT 4001 Sport Facilities.....3
SMT 4301 Sport Legal Liability and Risk Management.....3

* Lab science strongly recommended for students considering graduate school.

Students considering graduate school for Psychology are strongly advised to enroll in the B.A. program, rather than the B.A.S. program.

# IX. Bachelor of Science Degrees

## Bachelor of Science in Business Administration

### Core Requirements ..... 60

| Prefix/Number | Course | Credits |
|---|---|---|
| **English Composition** | | **6** |
| ENG 1010 | English Composition I | 3 |
| ENG 1020 | English Composition II | 3 |
| **Humanities** | | **8** |
| HUM 1010 | Introduction to Waldorf Online | 2 |
| HUM 1020 | Critical Thinking | 3 |
| Choose one from the following: | | |
| ENG 2000 | American Literature I | 3 |
| ENG 2010 | American Literature II | 3 |
| HIS 1100 | Ancient World | 3 |
| HIS 1110 | American History I | 3 |
| HIS 1120 | American History II | 3 |
| HIS 1200 | Medieval World | 3 |
| HIS 1610 | Modern World | 3 |
| HIS 1710 | Contemporary World | 3 |
| FRE 1010 | Elementary French | 3 |
| SPN 1010 | Spanish I | 3 |
| **Fine Arts** | | **3** |
| Choose one from the following: | | |
| ART 1010 | Art Appreciation | 3 |
| ART 1020 | Art Appreciation II | 3 |
| MUS 1010 | Introduction to Music Appreciation | 3 |
| SPC 1010 | Speech Communications | 3 |
| THR 1010 | Introduction to Theatre | 3 |
| **Natural Sciences** | | **3** |
| Choose one from the following: | | |
| BIO 1030 | Principles of Biology | 3 |
| CHM 1030 | Chemistry I | 3 |
| PHY 1010 | Earth Science | 3 |
| PHY 1510 | Physical Science | 3 |
| PHY 2200 | Exploration of Astronomy | 3 |
| **Mathematics** | | **3** |
| MTH 2023 | Elementary Statistics | 3 |
| **Behavioral and Social Sciences** | | **6** |
| BUS 3602 | Principles of Management | 3 |
| ECO 2401 | Principles of Macroeconomics | 3 |
| **Religion and Philosophy** | | **3** |
| Choose one from the following: | | |
| REL 2050 | Contemporary Ethical Issues | 3 |
| REL 2350 | Philosophies of World Religions | 3 |
| **Wellness** | | **1** |
| WEL 1010 | Concepts of Wellness | 1 |
| **Capstone** | | **3** |
| REL 4035 | Life, Meaning, and Vocation | 3 |

### General Electives ..... 24

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. For a full list of electives, please see Course Description catalog pages at the back of the catalog.

## Major Requirements and Professional Electives....60

### Major Required—Group A....36

BUS 2010 Introduction to Business....3
BUS 3651 Leadership....3
BUS 3201 Principles of Marketing....3
BUS 2201 Principles of Accounting....3
BUS 3210 Business Law....3
BUS 3551 Information Systems Management....3
BUS 4951 Business Policy and Strategic Management....3
BUS 3352 Human Resource Management....3
BUS 3620 Managerial Accounting....3
BUS 3451 Organizational Theory and Leadership....3
BUS 4426 International Management....3
BUS 4751 Business Ethics....3

### Professional Electives—Group B....24

Courses can be selected from the list below or any course not used to satisfy other program requirements. Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives. The concentration options listed below may also be used toward elective credits.

BUS 2026 Organizational Communications....3
BUS 3826 Managerial Decision Making....3
BUS 4126 Project Planning....3
BUS 4601 Recruitment and Staffing....3
BUS 4851 Production and Operations Management....3
ECO 2501 Principles of Microeconomics....3
BUS 3301 Financial Management....3
BUS 3211 Consumer Behavior....3

Three-Day, Face-to-Face Residency Electives (optional):

BUS 4900 Time Value of Money....1
BUS 4901 Business Intelligence....1
BUS 4902 Budgeting and Finance....1
BUS 4903 Perspectives on Leadership....1
BUS 4904 Personal Marketing....1

## Grand Total....120

### Bachelor's Degree Requirements

- Completion of the core curriculum and the curriculum for the major, totaling 120 credits
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf
- Minimum of 36 upper-division credit hours

## Concentrations

The concentration option requires completion of a minimum of 12 credits in the concentration area. Concentrations credits may be applied to Group B requirements.

### Human Resource Management....12

Choose four from the following:

BUS 4601 Recruitment and Staffing....3
BUS 4680 Human Resource Development....3
BUS 4700 Compensation and Benefits....3
BUS 3900 Employment and Labor Law....3
BUS 4750 Human Resource Management Strategy and Emerging Issues....3

### Management....12

BUS 4851 Production and Operations Management....3

Choose three from the following:

BUS 2026 Organizational Communication....3
BUS 3211 Consumer Behavior....3
BUS 3826 Managerial Decision Making....3
BUS 4000 Organization Diversity and Inclusion....3
BUS 4080 Creative Thinking and Problem Solving....3
BUS 4126 Project Planning....3
BUS 4160 Negotiation and Conflict Resolution....3

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# Bachelor of Science in Criminal Justice

## Core Requirements ..... 60

| Prefix/Number | Course | Credits |
|---|---|---|
| **English Composition** | | **6** |
| ENG 1010 | English Composition I | 3 |
| ENG 1020 | English Composition II | 3 |
| **Humanities** | | **8** |
| HUM 1010 | Introduction to Waldorf Online | 2 |
| HUM 1020 | Critical Thinking | 3 |
| Choose one from the following: | | |
| ENG 2000 | American Literature I | 3 |
| ENG 2010 | American Literature II | 3 |
| HIS 1100 | Ancient World | 3 |
| HIS 1110 | American History I | 3 |
| HIS 1120 | American History II | 3 |
| HIS 1200 | Medieval World | 3 |
| HIS 1610 | Modern World | 3 |
| HIS 1710 | Contemporary World | 3 |
| FRE 1010 | Elementary French | 3 |
| SPN 1010 | Spanish I | 3 |
| **Fine Arts** | | **3** |
| Choose one from the following: | | |
| ART 1010 | Art Appreciation | 3 |
| ART 1020 | Art Appreciation II | 3 |
| MUS 1010 | Introduction to Music Appreciation | 3 |
| SPC 1010 | Speech Communications | 3 |
| THR 1010 | Introduction to Theatre | 3 |
| **Natural Sciences** | | **3** |
| Choose one from the following: | | |
| BIO 1030 | Principles of Biology | 3 |
| CHM 1030 | Chemistry I | 3 |
| PHY 1010 | Earth Science | 3 |
| PHY 1510 | Physical Science | 3 |
| PHY 2200 | Exploration of Astronomy | 3 |
| **Mathematics** | | **3** |
| Choose one from the following: | | |
| MTH 1010 | General Education Mathematics for Online Students | 3 |
| MTH 2000 | Managerial Mathematics | 3 |
| MTH 2023 | Elementary Statistics | 3 |
| **Behavioral and Social Sciences** | | **6** |
| Choose two from the following: | | |
| BUS 3602 | Principles of Management | 3 |
| CRJ 2501 | Criminology | 3 |
| CRJ 3201 | Juvenile Justice and Delinquency | 3 |
| ECO 2401 | Principles of Macroeconomics | 3 |
| ECO 2501 | Principles of Microeconomics | 3 |
| POL 1010 | American Government | 3 |
| POL 2000 | Introduction to Political Science | 3 |
| POL 2010 | American, State, and Local Politics | 3 |
| PSY 1010 | General Psychology | 3 |
| PSY 3450 | Abnormal Psychology | 3 |
| SOC 1010 | Introduction to Sociology | 3 |
| SOC 2010 | Survey of Global Societies and Cultural Geography | 3 |
| **Religion and Philosophy** | | **3** |
| Choose one from the following: | | |
| REL 2050 | Contemporary Ethical Issues | 3 |
| REL 2350 | Philosophies of World Religions | 3 |
| **Wellness** | | **1** |
| WEL 1010 | Concepts of Wellness | 1 |
| **Capstone** | | **3** |
| REL 4035 | Life, Meaning, and Vocation | 3 |

**General Electives ..... 24**

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. For a full list of electives, please see Course Description catalog pages at the back of the catalog.

*A minimum of MTH 1010 is required. For students who may pursue graduate school, MTH 2023 Elementary Statistics is strongly recommended.

** Transfer credits beyond the introductory level may satisfy this requirement.

## Major Requirements and Professional Electives.... 60

**Major Required–Group A ..... 31**

CRJ 2000 Introduction to Criminal Justice ..... 3
CRJ 2001 Theory and Practice of Law Enforcement ..... 3
CRJ 2200 Theory and Practice of Corrections ..... 3
CRJ 2501 Criminology ..... 3
CRJ 2900 Management and Supervision Skills for Criminal Justice Personnel ..... 3
CRJ 3301 Judicial Process ..... 3
BUS 3352 Human Resource Management ..... 3
BUS 3602 Principles of Management ..... 3
CRJ 3601 Criminal Law ..... 3
CRJ 3950 Constitutional Law for Criminal Justice ..... 3
CRJ 4101 Diversity and Ethics in Criminal Justice ..... 1

**Professional Electives—Group B ..... 29**

Courses can be selected from the list below or any course not used to satisfy other program requirements. Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives. The concentration options listed below may also be used toward elective credits.

POL 1010 American Government ..... 3
SPC 1010 Speech Communications ..... 3
CRJ 3201 Juvenile Justice and Delinquency ..... 3
BUS 3210 Business Law ..... 3
BUS 3551 Information Systems Management ..... 3
CRJ 3701 Criminal Investigation ..... 3
CRJ 3801 Criminal Evidence and Legal Issues ..... 3
CRJ 4001 Procedures in the Justice System ..... 3
CRJ 4201 Probation and Community Corrections ..... 3
CRJ 4701 Criminal Justice Organization and Administration ..... 3

Three-Day, Face-to-Face Residency Electives (optional):

CRJ 4900 Media Skills and Professional Development for Emergency Management Personnel ..... 1

## Grand Total ..... 120

### Bachelor's Degree Requirements

- Completion of the core curriculum and the curriculum for the major, totaling 120 credits
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf
- Minimum of 36 upper-division credit hours

## Concentrations

The concentration option requires completion of a minimum of 12 credits in the concentration area. Concentrations credits may be applied to Group B requirements.

## Homeland Security ..... 12

CRJ 2050 Introduction to Terrorism ..... 3
CRJ 3000 American Homeland Security ..... 3
CRJ 3500 Weapons of Mass Destruction ..... 3
CRJ 3050 Terrorism Response Operations ..... 3

# Bachelor of Science in Criminal Justice Administration

## Core Requirements ..... 60

| Prefix/Number | Course | Credits |
|---|---|---|
| **English Composition** | | **6** |
| ENG 1010 | English Composition I | 3 |
| ENG 1020 | English Composition II | 3 |
| **Humanities** | | **8** |
| HUM 1010 | Introduction to Waldorf Online | 2 |
| HUM 1020 | Critical Thinking | 3 |
| Choose one from the following: | | |
| ENG 2000 | American Literature I | 3 |
| ENG 2010 | American Literature II | 3 |
| HIS 1100 | Ancient World | 3 |
| HIS 1110 | American History I | 3 |
| HIS 1120 | American History II | 3 |
| HIS 1200 | Medieval World | 3 |
| HIS 1610 | Modern World | 3 |
| HIS 1710 | Contemporary World | 3 |
| FRE 1010 | Elementary French | 3 |
| SPN 1010 | Spanish I | 3 |
| **Fine Arts** | | **3** |
| Choose one from the following: | | |
| ART 1010 | Art Appreciation | 3 |
| ART 1020 | Art Appreciation II | 3 |
| MUS 1010 | Introduction to Music Appreciation | 3 |
| SPC 1010 | Speech Communications | 3 |
| THR 1010 | Introduction to Theatre | 3 |
| **Natural Sciences** | | **3** |
| Choose one from the following: | | |
| BIO 1030 | Principles of Biology | 3 |
| CHM 1030 | Chemistry I | 3 |
| PHY 1010 | Earth Science | 3 |
| PHY 1510 | Physical Science | 3 |
| PHY 2200 | Exploration of Astronomy | 3 |
| **Mathematics** | | **3** |
| MTH 2000 | Managerial Mathematics | 3 |
| **Behavioral and Social Sciences** | | **6** |
| Choose two from the following: | | |
| BUS 3602 | Principles of Management | 3 |
| CRJ 2501 | Criminology | 3 |
| CRJ 3201 | Juvenile Justice and Delinquency | 3 |
| ECO 2401 | Principles of Macroeconomics | 3 |
| ECO 2501 | Principles of Microeconomics | 3 |
| POL 1010 | American Government | 3 |
| POL 2000 | Introduction to Political Science | 3 |
| POL 2010 | American, State, and Local Politics | 3 |
| PSY 1010 | General Psychology | 3 |
| PSY 3450 | Abnormal Psychology | 3 |
| SOC 1010 | Introduction to Sociology | 3 |
| SOC 2010 | Survey of Global Societies and Cultural Geography | 3 |
| **Religion and Philosophy** | | **3** |
| Choose one from the following: | | |
| REL 2050 | Contemporary Ethical Issues | 3 |
| REL 2350 | Philosophies of World Religions | 3 |
| **Wellness** | | **1** |
| WEL 1010 | Concepts of Wellness | 1 |
| **Capstone** | | **3** |
| REL 4035 | Life, Meaning, and Vocation | 3 |
| **General Electives** | | **24** |

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. For a full list of electives, please see Course Description catalog pages at the back of the catalog.

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## Major Requirements and Professional Electives.... 60

### Major Required—Group A ..... 33

BUS 2201 Principles of Accounting ..... 3
CRJ 2001 Theory and Practice of Law Enforcement ..... 3
CRJ 2501 Criminology ..... 3
CRJ 3301 Judicial Process ..... 3
CRJ 3601 Criminal Law ..... 3
CRJ 3701 Criminal Investigation ..... 3
CRJ 3801 Criminal Evidence and Legal Issues ..... 3
BUS 3651 Leadership ..... 3
CRJ 3950 Constitutional Law for Criminal Justice ..... 3
CRJ 4701 Criminal Justice Organization and Administration ..... 3
BUS 3602 Principles of Management ..... 3

### Professional Electives—Group B ..... 27

Electives can be taken from any course related to criminal justice administration with a minimum of six credits taken from the list below. Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives.

CRJ 2000 Introduction to Criminal Justice ..... 3
CRJ 2200 Theory and Practice of Corrections ..... 3
BUS 3551 Information Systems Management ..... 3
BUS 3352 Human Resource Management ..... 3
BUS 3826 Managerial Decision Making ..... 3
BUS 3451 Organizational Theory and Leadership ..... 3
CRJ 4001 Procedures in the Justice System ..... 3
CRJ 2900 Management and Supervision Skills for Criminal Justice Personnel ..... 3

Three-Day, Face-to-Face Residency Electives (optional):

CRJ 4900 Media Skills and Professional Development for Emergency Management Personnel ..... 1

## Grand Total ..... 120

### Bachelor's Degree Requirements

- Completion of the core curriculum and the curriculum for the major, totaling 120 credits
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf
- Minimum of 36 upper-division credit hours

The U.S. Fire Administration has formally recognized Waldorf's B.S. in Fire Science Administration as a FESHE program, meeting the standards of excellence for Fire and Emergency Services Higher Education (FESHE) established by the National Fire Academy. Students receive a USFA Certificate of Completion for each completed FESHE course.

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# Bachelor of Science in Fire Science Administration

## Core Requirements ..... 60

| Prefix/Number | Course | Credits |
|---|---|---|
| **English Composition** | | **6** |
| ENG 1010 | English Composition I | 3 |
| ENG 1020 | English Composition II | 3 |
| **Humanities** | | **8** |
| HUM 1010 | Introduction to Waldorf Online | 2 |
| HUM 1020 | Critical Thinking | 3 |
| Choose one from the following: | | |
| ENG 2000 | American Literature I | 3 |
| ENG 2010 | American Literature II | 3 |
| HIS 1100 | Ancient World | 3 |
| HIS 1110 | American History I | 3 |
| HIS 1120 | American History II | 3 |
| HIS 1200 | Medieval World | 3 |
| HIS 1610 | Modern World | 3 |
| HIS 1710 | Contemporary World | 3 |
| FRE 1010 | Elementary French | 3 |
| SPN 1010 | Spanish I | 3 |
| **Fine Arts** | | **3** |
| Choose one from the following: | | |
| ART 1010 | Art Appreciation | 3 |
| ART 1020 | Art Appreciation II | 3 |
| MUS 1010 | Introduction to Music Appreciation | 3 |
| SPC 1010 | Speech Communications | 3 |
| THR 1010 | Introduction to Theatre | 3 |
| **Natural Sciences** | | **3** |
| Choose one from the following: | | |
| BIO 1030 | Principles of Biology | 3 |
| CHM 1030 | Chemistry I | 3 |
| PHY 1010 | Earth Science | 3 |
| PHY 1510 | Physical Science | 3 |
| PHY 2200 | Exploration of Astronomy | 3 |
| **Mathematics** | | **3** |
| MTH 2000 | Managerial Mathematics | 3 |
| **Behavioral and Social Sciences** | | **6** |
| Choose two from the following: | | |
| BUS 3602 | Principles of Management | 3 |
| CRJ 2501 | Criminology | 3 |
| CRJ 3201 | Juvenile Justice and Delinquency | 3 |
| ECO 2401 | Principles of Macroeconomics | 3 |
| ECO 2501 | Principles of Microeconomics | 3 |
| POL 1010 | American Government | 3 |
| POL 2000 | Introduction to Political Science | 3 |
| POL 2010 | American, State, and Local Politics | 3 |
| PSY 1010 | General Psychology | 3 |
| PSY 3450 | Abnormal Psychology | 3 |
| SOC 1010 | Introduction to Sociology | 3 |
| SOC 2010 | Survey of Global Societies and Cultural Geography | 3 |
| **Religion and Philosophy** | | **3** |
| Choose one from the following: | | |
| REL 2050 | Contemporary Ethical Issues | 3 |
| REL 2350 | Philosophies of World Religions | 3 |
| **Wellness** | | **1** |
| WEL 1010 | Concepts of Wellness | 1 |
| **Capstone** | | **3** |
| REL 4035 | Life, Meaning, and Vocation | 3 |

**General Electives ..... 24**

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. For a full list of electives, please see Course Description catalog pages at the back of the catalog.

## Major Requirements and Professional Electives.... 60

**Major Required–Group A ..... 30**

| | | | |
|---|---|---|---|
| FSC | 3110 | Community Risk Reduction for the Fire and Emergency Services | 3 |
| FSC | 3510 | Political and Legal Foundations of Fire Protection | 3 |
| BUS | 3352 | Human Resource Management | 3 |
| FSC | 3601 | Fire Prevention Organization and Management | 3 |
| ORG | 3651 | Leadership | 3 |
| FSC | 4510 | Personnel Management for the Fire and Emergency Services | 3 |
| FSC | 4610 | Fire and Emergency Services Administration | 3 |
| FSC | 4631 | Advanced Principles of Fireground Strategies and Tactics | 3 |
| FSC | 4710 | Applications of Fire Research | 3 |
| FSC | 4753 | Terrorism Incident Management and Emergency Procedures | 3 |

**Professional Electives—Group B ..... 30**

Courses can be selected from the list below or any course not used to satisfy other program requirements. Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives.

| | | | |
|---|---|---|---|
| FSC | 2010 | Introduction to Fire Protection Strategies | 3 |
| FSC | 3120 | Organization and Management of Fire and Emergency Services Training | 3 |
| FSC | 3210 | Fire Dynamics | 3 |
| FSC | 3302 | Fire Investigation and Analysis | 3 |
| FSC | 3410 | Fire Protection Structures and Systems | 3 |
| FSC | 3440 | Building Construction for Fire Protection | 3 |
| FSC | 3610 | Fire Related Human Behavior | 3 |
| FSC | 4001 | Diversity in the Fire Service | 1 |
| FSC | 4002 | Back to Basics: A Refresher of Fire Fighting Strategies for Company Officers | 1 |
| FSC | 4110 | Advanced Principles in Fire and Emergency Services Safety and Survival | 3 |
| FSC | 4210 | Analytical Approaches to Public Fire Protection | 3 |
| FSC | 4310 | Disaster Planning and Control | 3 |
| OSH | 4410 | Managerial Issues in Hazardous Materials | 3 |
| FSC | 4550 | Industrial Fire Protection | 3 |

Three-Day, Face-to-Face Residency Electives (optional):

| | | | |
|---|---|---|---|
| FSC | 4900 | Chief Officer Leadership | 1 |
| FSC | 4901 | Managing You Multi-Generational Organization Today | 1 |

## Grand Total..... 120

**Bachelor's Degree Requirements**

- Completion of the core curriculum and the curriculum for the major, totaling 120 credits
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf
- Minimum of 36 upper-division credit hours

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# Bachelor of Science in Organizational Leadership

## Core Requirements ..... 60

| Prefix/Number | Course | Credits |
|---|---|---|
| **English Composition** | | **6** |
| ENG 1010 | English Composition I | 3 |
| ENG 1020 | English Composition II | 3 |
| **Humanities** | | **8** |
| HUM 1010 | Introduction to Waldorf Online | 2 |
| HUM 1020 | Critical Thinking | 3 |
| Choose one from the following: | | |
| ENG 2000 | American Literature I | 3 |
| ENG 2010 | American Literature II | 3 |
| HIS 1100 | Ancient World | 3 |
| HIS 1110 | American History I | 3 |
| HIS 1120 | American History II | 3 |
| HIS 1200 | Medieval World | 3 |
| HIS 1610 | Modern World | 3 |
| HIS 1710 | Contemporary World | 3 |
| FRE 1010 | Elementary French | 3 |
| SPN 1010 | Spanish I | 3 |
| **Fine Arts** | | **3** |
| Choose one from the following: | | |
| ART 1010 | Art Appreciation | 3 |
| ART 1020 | Art Appreciation II | 3 |
| MUS 1010 | Introduction to Music Appreciation | 3 |
| SPC 1010 | Speech Communications | 3 |
| THR 1010 | Introduction to Theatre | 3 |
| **Natural Sciences** | | **3** |
| Choose one from the following: | | |
| BIO 1030 | Principles of Biology | 3 |
| CHM 1030 | Chemistry I | 3 |
| PHY 1010 | Earth Science | 3 |
| PHY 1510 | Physical Science | 3 |
| PHY 2200 | Exploration of Astronomy | 3 |
| **Mathematics** | | **3** |
| Choose one from the following: | | |
| MTH 1010 | General Education Mathematics for Online Students | 3 |
| MTH 2000 | Managerial Math | 3 |
| MTH 2023 | Elementary Statistics* | 3 |
| **Behavioral and Social Sciences** | | **6** |
| PSY 1010 | General Psychology | 3 |
| Choose one from the following: | | |
| BUS 3602 | Principles of Management | 3 |
| CRJ 2501 | Criminology | 3 |
| CRJ 3201 | Juvenile Justice and Delinquency | 3 |
| ECO 2401 | Principles of Macroeconomics | 3 |
| ECO 2501 | Principles of Microeconomics | 3 |
| POL 1010 | American Government | 3 |
| POL 2000 | Introduction to Political Science | 3 |
| POL 2010 | American, State, and Local Politics | 3 |
| PSY 3450 | Abnormal Psychology | 3 |
| SOC 1010 | Introduction to Sociology | 3 |
| SOC 2010 | Survey of Global Societies and Cultural Geography | 3 |
| **Religion and Philosophy** | | **3** |
| Choose one from the following: | | |
| REL 2050 | Contemporary Ethical Issues | 3 |
| REL 2350 | Philosophies of World Religions | 3 |
| **Wellness** | | **1** |
| WEL 1010 | Concepts of Wellness | 1 |
| **Capstone** | | **3** |
| REL 4035 | Life, Meaning, and Vocation | 3 |

**General Electives ..... 24**

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. Concentration coursework applies toward this requirement. For a full list of electives, please see Course Description catalog pages at the back of the catalog.

*A minimum of MTH 1010 is required. For students who may pursue graduate school, MTH 2023 Elementary Statistics is strongly recommended.

** Transfer credits beyond the introductory level may satisfy this requirement.

## Major Requirements and Professional Electives.... 60

**Major Required—Group A ..... 24**

ORG 3651 Leadership ..... 3
ORG 4000 Organization Diversity and Inclusion ..... 3
ORG 4040 Communication Skills for Leaders ..... 3
ORG 4060 Team Building and Leadership ..... 3
ORG 4160 Negotiation and Conflict Resolution ..... 3
ORG 3451 Organizational Theory and Leadership ..... 3
ORG 3490 Industrial/Organizational Psychology ..... 3
PSY 3140 Social Psychology ..... 3

**Concentration Required—Group B ..... 12**

Choose one of the following concentrations: Diversity and Inclusion, Global Leadership, Health Care Management, Leadership Communication, or Occupational Safety and Health.

**Professional Electives—Group C ..... 24**

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives. The following are sample electives. Select either: (a) additional Organizational Leadership concentrations, (b) courses from the list below, or (c) any courses not used to satisfy other program requirements.

BUS 3211 Consumer Behavior ..... 3
BUS 3352 Human Resource Management ..... 3
BUS 3602 Principles of Management ..... 3
BUS 3900 Employment and Labor Law ..... 3
BUS 4750 Human Resource Management Strategy and Emerging Issues ..... 3
PSY 3350 Theories of Personality ..... 3
PSY 3380 Psychology of Adjustment ..... 3
PSY 3480 Principles of Learning ..... 3
PSY 3500 Judgment and Decision Making ..... 3
PSY 4560 Psychological Assessment ..... 3

## Grand Total ..... 120

### Bachelor's Degree Requirements

- Completion of the core curriculum and the curriculum for the major, totaling 120 credits
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf
- Minimum of 36 upper-division credit hours

## Air University Associates-to-Bachelors Cooperative

Air Force service members completing the AU-ABC program may take an alternative curriculum: 30 major required credits, 30 professional elective credits and optional concentrations. Major required courses include: ORG/BUS 3451, BUS 3210, PSY 3140, BUS 4951, BUS 4751, BUS 3201, ORG/BUS 4000, ORG/BUS 4040, ORG/PSY 3490, and ORG/BUS 4060. Professional Elective courses can be selected from the above list or any course not used to satisfy other program requirements. The concentration options listed in the adjacent list may be used toward elective credits.

## Concentrations

The concentration option requires completion of a minimum of 12 credits in the concentration area. Concentration credits may be applied to Group B requirements.

### Diversity and Inclusion ..... 12

BUS 3900 Employment and Labor Law ..... 3
PSY 4515 Psychology of Prejudice and Discrimination ..... 3
Choose two from the following:
ORG 3800 Leadership Across Generations ..... 3
HIS/REL 3360 Introduction to the Muslim World ..... 3
HIS 3630 African American History ..... 3
PSY 3205 Psychology of Gender ..... 3
REL 2350 Philosophies of World Religions ..... 3
SPN 1010 Introduction to Spanish ..... 3

### Global Leadership ..... 12

ORG 4800 Leading Virtual Teams ..... 3
BUS 4426 International Management ..... 3
Choose two from the following:
BUS 4751 Business Ethics ..... 3
BUS 4951 Business Policy and Strategic Management ..... 3
HIS 1710 Contemporary World ..... 3
SOC 2010 Survey of Global Societies and Cultural Geography ..... 3
SPN 1010 Introduction to Spanish ..... 3

### Health Care Management ..... 12

HCM 3002 Introduction to Health Care Management ..... 3
HCM 3801 Issues and Trends in Health Care ..... 3
HCM 4201 Health Care Law ..... 3
HCM 4053 Financial Management of Health Care Organizations ..... 3

### Leadership Communication ..... 12

PSY 4510 Attitudes and Persuasion ..... 3
Choose three from the following:
ORG 3800 Leadership Across Generations ..... 3
ORG/BUS 4080 Creative Thinking and Problem Solving ..... 3
COM 1010 Graphic Core* ..... 3
COM 1020 Digital Core* ..... 3
COM 2040 Introduction to Public Relations ..... 3
COM 4220 Public Relations Skills ..... 3
COM 4360 Crisis Management ..... 3
SPC 1010 Speech Communications ..... 3
*See course descriptions for hardware/software requirements

### Occupational Safety and Health ..... 12

OSH 3001 Fundamentals of Occupational Safety and Health ..... 3
OSH 3651 Total Environmental, Health, and Safety Management ..... 3
OSH 4301 Fundamentals of Industrial Hygiene ..... 3
Choose one from the following:
FSC 3345 Introduction to Fire Prevention ..... 3
OSH 3640 Interactions of Hazardous Materials ..... 3
OSH 3701 Industrial Ergonomics ..... 3
OSH 4601 Accident Investigation ..... 3

# X. Bachelor of Applied Science

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## Bachelor of Applied Science
## Business Administration

### Core Requirements ..... 30

| Prefix/Number | Course | Credits |
|---|---|---|
| **English Composition** | | **6** |
| ENG 1010 | English Composition I | 3 |
| ENG 1020 | English Composition II | 3 |
| **Humanities, Fine Arts and Communications** | | **12** |
| HUM 1020 | Critical Thinking | 3 |
| Choose one from the following: | | |
| HIS 1100 | Ancient World | 3 |
| HIS 1110 | American History I | 3 |
| HIS 1120 | American History II | 3 |
| HIS 1200 | Medieval World | 3 |
| HIS 1610 | Modern World | 3 |
| HIS 1710 | Contemporary World | 3 |
| Choose two from the following: | | |
| ENG 2000 | American Literature I | 3 |
| ENG 2010 | American Literature II | 3 |
| SPN 1010 | Introduction to Spanish | 3 |
| FRE 1010 | Elementary French | 3 |
| ART 1010 | Art Appreciation | 3 |
| ART 1020 | Art Appreciation II | 3 |
| SPC 1010 | Speech Communications | 3 |
| THR 1010 | Introduction to Theatre | 3 |
| MUS 1010 | Introduction to Music Appreciation | 3 |
| REL 2050 | Contemporary Ethical Issues | 3 |
| REL 2350 | Philosophies of World Religions | 3 |
| **Natural Sciences** | | **3** |
| Choose one from the following: | | |
| BIO 1030 | Principles of Biology | 3 |
| CHM 1030 | Chemistry I | 3 |
| PHY 1010 | Earth Science | 3 |
| PHY 1510 | Physical Science | 3 |
| PHY 2200 | Exploration of Astronomy | 3 |
| **Mathematics** | | **3** |
| MTH 2023 | Elementary Statistics | 3 |
| **Behavioral and Social Sciences** | | **6** |
| Choose two from the following: | | |
| ECO 2401 | Principles of Macroeconomics | 3 |
| BUS 3602 | Principles of Management | 3 |

## Major Requirements ..... 30

BUS 2201 Principles of Accounting ..... 3
BUS 3201 Principles of Marketing ..... 3
BUS 3210 Business Law ..... 3
BUS 3352 Human Resource Management ..... 3
BUS 3451 Organizational Theory and Leadership ..... 3
BUS 3620 Managerial Accounting ..... 3
BUS 4426 International Management ..... 3
BUS 4751 Business Ethics ..... 3
BUS 4951 Business Policy and Strategic Management ..... 3
PHL 4035 Life, Meaning, and Vocation ..... 3

## Electives ..... 60

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives. The concentration options listed may also be used toward elective credits. For a full list of electives, please see Course Description catalog pages at the back of the catalog.

BUS 2010 Introduction to Business ..... 3
BUS 2026 Organizational Communication ..... 3
BUS 3211 Consumer Behavior ..... 3
BUS 3301 Financial Management ..... 3
BUS 3551 Information Systems Management* ..... 3
BUS 3651 Leadership ..... 3
BUS 3826 Managerial Decision Making ..... 3
BUS 4126 Project Planning ..... 3
BUS 4601 Recruitment and Staffing ..... 3
BUS 4851 Production and Operations Management ..... 3
ECO 2501 Principles of Microeconomics* ..... 3

* BUS 3551 and ECO 2501 are strongly recommended for the B.A.S. in Business Administration.

## Grand Total ..... 120

### B.A.S. Degree Requirements

- Completion of the B.A.S. core curriculum (30 credits)
- Completion of the required courses in a major field (30 credits)
- Completion of additional courses (including any supporting courses required by the major in other departments) to a total of 120 credits depending on the major
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf College (some majors may require a cumulative GPA higher than a 2.00)
- Minimum of 30 upper-division credit hours

## Concentrations

Students may choose one or more of the optional concentrations listed below, applying the credits to the elective requirements.

## Human Resource Management ..... 12

Choose four from the following:

BUS 3900 Employment and Labor Law ..... 3
BUS 4601 Recruitment and Staffing ..... 3
BUS 4680 Human Resource Development ..... 3
BUS 4700 Compensation and Benefits ..... 3
BUS 4750 Human Resource Management Strategy and Emerging Issues ..... 3

## Management ..... 12

BUS 4851 Production and Operations Management ..... 3

Choose three from the following:

BUS 2026 Organizational Communication ..... 3
BUS 3211 Consumer Behavior ..... 3
BUS 3826 Managerial Decision Making ..... 3
BUS 4000 Organization Diversity and Inclusion ..... 3
BUS 4080 Creative Thinking and Problem Solving ..... 3
BUS 4126 Project Planning ..... 3
BUS 4160 Negotiation and Conflict Resolution ..... 3

# Bachelor of Applied Science in Communications

## Core Requirements ..... 60

| Prefix/Number | Course | Credits |
|---|---|---|
| **English Composition** | | **6** |
| ENG 1010 | English Composition I | 3 |
| ENG 1020 | English Composition II | 3 |
| **Humanities, Fine Arts and Communications** | | **12** |
| HUM 1020 | Critical Thinking | 3 |
| Choose one from the following: | | |
| HIS 1100 | Ancient World | 3 |
| HIS 1110 | American History I | 3 |
| HIS 1120 | American History II | 3 |
| HIS 1200 | Medieval World | 3 |
| HIS 1610 | Modern World | 3 |
| HIS 1710 | Contemporary World | 3 |
| Choose two from the following: | | |
| ENG 2000 | American Literature I | 3 |
| ENG 2010 | American Literature II | 3 |
| SPN 1010 | Introduction to Spanish | 3 |
| FRE 1010 | Elementary French | 3 |
| ART 1010 | Art Appreciation | 3 |
| ART 1020 | Art Appreciation II | 3 |
| SPC 1010 | Speech Communications | 3 |
| THR 1010 | Introduction to Theatre | 3 |
| MUS 1010 | Introduction to Music Appreciation | 3 |
| REL 2050 | Contemporary Ethical Issues | 3 |
| REL 2350 | Philosophies of World Religions | 3 |
| **Natural Sciences** | | **3** |
| BIO 1030 | Principles of Biology | 3 |
| CHM 1030 | Chemistry I | 3 |
| PHY 1010 | Earth Science | 3 |
| PHY 1510 | Physical Science | 3 |
| PHY 2200 | Exploration of Astronomy | 3 |
| **Mathematics** | | **3** |
| MTH 1010 | General Education Mathematics for Online Students | 3 |
| MTH 2000 | Managerial Mathematics | 3 |
| MTH 2023 | Elementary Statistics | 3 |
| **Behavioral and Social Sciences** | | **6** |
| Choose two from the following: | | |
| ECO 2501 | Principles of Microeconomics | 3 |
| ECO 2401 | Principles of Macroeconomics | 3 |
| BUS 3602 | Principles of Management | 3 |
| PSY 1010 | General Psychology | 3 |
| PSY 3450 | Abnormal Psychology | 3 |
| SOC 1010 | Introduction to Sociology | 3 |
| SOC 2010 | Survey of Global Societies and Cultural Geography | 3 |
| POL 1010 | American Government | 3 |
| POL 2000 | Introduction to Political Science | 3 |
| POL 2010 | American, State, and Local Politics | 3 |
| CRJ 3201 | Juvenile Justice and Delinquency | 3 |
| CRJ 2501 | Criminology | 3 |

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## Major Requirements ..... 30

COM 1010 Graphic Core ..... 3
COM 1020 Digital Core ..... 3
COM 1030 Mass Communications and Society ..... 3
COM 1040 News Gathering and Reporting ..... 3
COM 2010 Visual Theory ..... 3
COM 2040 Introduction to Public Relations ..... 3
COM 3180 Editing ..... 3
COM 4410 Mass Media Law ..... 3
COM 4520 Senior Capstone ..... 3
PHL 4035 Life, Meaning, and Vocation ..... 3

## Electives ..... 60

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives. For a full list of electives, please see Course Description catalog pages at the back of the catalog.

COM 3020 Radio Production ..... 3
COM 3030 Television/Film Production ..... 3
COM 3400 Digital Imaging ..... 3
COM 4010 Web Design ..... 3
COM 4220 Public Relations Skills ..... 3
COM 4360 Crisis Management. ..... 3
COM 4420 Media Literacy ..... 3
BUS 3201 Principles of Marketing ..... 3
BUS 3352 Human Resource Management ..... 3
BUS 3451 Organizational Theory and Leadership ..... 3
BUS 4060 Team Building and Leadership ..... 3
BUS 4080 Creative Thinking and Problem Solving ..... 3
BUS 4160 Negotiation and Conflict Resolution ..... 3
PSY 3140 Social Psychology ..... 3
PSY 3500 Judgment and Decision Making ..... 3
PSY 4510 Attitudes and Persuasion ..... 3

For the Communications major or minor, a Mac computer and the software indicated in the course descriptions are required for student purchase.

## Grand Total ..... 120

### B.A.S. Degree Requirements

- Completion of the B.A.S. core curriculum (30 credits)
- Completion of the required courses in a major field (30 credits)
- Completion of additional courses (including any supporting courses required by the major in other departments) to a total of 120 credits depending on the major
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf College (some majors may require a cumulative GPA higher than a 2.00)
- Minimum of 30 upper-division credit hours

## Minor Requirements

### Minor Required–Group A ..... 12

COM 1010 Graphic Core, COM 1020 Digital Core, COM 1030 Mass Communications and Society, COM 1040 News Gathering and Reporting

### In-Field Electives–Group B ..... 9

*Choose a minimum of 9 credits from the following courses. :*
COM 2010 Visual Theory, COM 2040 Introduction to Public Relations, COM 3020 Radio Production, COM 3030 Television/Film Production, COM 3180 Editing, COM 4220 Public Relations Skills, COM 4410 Mass Media Law

# Bachelor of Applied Science in Criminal Justice

## Core Requirements ..... 60

| Prefix/Number | Course | Credits |
|---|---|---|
| **English Composition** | | **6** |
| ENG 1010 | English Composition I | 3 |
| ENG 1020 | English Composition II | 3 |
| **Humanities, Fine Arts and Communications** | | **12** |
| HUM 1020 | Critical Thinking | 3 |
| Choose one from the following: | | |
| HIS 1100 | Ancient World | 3 |
| HIS 1110 | American History I | 3 |
| HIS 1120 | American History II | 3 |
| HIS 1200 | Medieval World | 3 |
| HIS 1610 | Modern World | 3 |
| HIS 1710 | Contemporary World | 3 |
| Choose two from the following: | | |
| ENG 2000 | American Literature I | 3 |
| ENG 2010 | American Literature II | 3 |
| SPN 1010 | Introduction to Spanish | 3 |
| FRE 1010 | Elementary French | 3 |
| ART 1010 | Art Appreciation | 3 |
| ART 1020 | Art Appreciation II | 3 |
| SPC 1010 | Speech Communications | 3 |
| THR 1010 | Introduction to Theatre | 3 |
| MUS 1010 | Introduction to Music Appreciation | 3 |
| REL 2050 | Contemporary Ethical Issues | 3 |
| REL 2350 | Philosophies of World Religions | 3 |
| **Natural Sciences** | | **3** |
| BIO 1030 | Principles of Biology | 3 |
| CHM 1030 | Chemistry I | 3 |
| PHY 1010 | Earth Science | 3 |
| PHY 1510 | Physical Science | 3 |
| PHY 2200 | Exploration of Astronomy | 3 |
| **Mathematics** | | **3** |
| MTH 1010 | General Education Mathematics for Online Students | 3 |
| MTH 2000 | Managerial Mathematics | 3 |
| MTH 2023 | Elementary Statistics | 3 |
| **Behavioral and Social Sciences** | | **6** |
| Choose two from the following: | | |
| ECO 2501 | Principles of Microeconomics | 3 |
| ECO 2401 | Principles of Macroeconomics | 3 |
| BUS 3602 | Principles of Management | 3 |
| PSY 1010 | General Psychology | 3 |
| PSY 3450 | Abnormal Psychology | 3 |
| SOC 1010 | Introduction to Sociology | 3 |
| SOC 2010 | Survey of Global Societies and Cultural Geography | 3 |
| POL 1010 | American Government | 3 |
| POL 2000 | Introduction to Political Science | 3 |
| POL 2010 | American, State, and Local Politics | 3 |
| CRJ 3201 | Juvenile Justice and Delinquency | 3 |
| CRJ 2501 | Criminology | 3 |

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## Major Requirements ..... 30

| | | | |
|---|---|---|---|
| CRJ | 2000 | Introduction to Criminal Justice | 3 |
| CRJ | 2001 | Theory and Practice of Law Enforcement | 3 |
| CRJ | 2200 | Theory and Practice of Corrections | 3 |
| CRJ | 2501 | Criminology | 3 |
| CRJ | 2900 | Management and Supervision Skills for Criminal Justice Personnel | 3 |
| CRJ | 3301 | Judicial Process | 3 |
| CRJ | 3601 | Criminal Law | 3 |
| CRJ | 3950 | Constitutional Law for Criminal Justice | 3 |
| BUS | 3602 | Principles of Management | 3 |
| PHL | 4035 | Life, Meaning, and Vocation | 3 |

## Electives ..... 60

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives. The concentration options listed may also be used toward elective credits. For a full list of electives, please see Course Description catalog pages at the back of the catalog.

| | | | |
|---|---|---|---|
| CRJ | 3201 | Juvenile Justice and Delinquency | 3 |
| CRJ | 3701 | Criminal Investigation | 3 |
| CRJ | 3801 | Criminal Evidence and Legal Issues | 3 |
| CRJ | 4001 | Procedures in the Justice System | 3 |
| CRJ | 4101 | Diversity and Ethics in Criminal Justice | 1 |
| CRJ | 4201 | Probation and Community Corrections | 3 |
| CRJ | 4701 | Criminal Justice Organization and Administration | 3 |
| BUS | 3210 | Business Law | 3 |
| BUS | 3352 | Human Resource Management | 3 |
| BUS | 3551 | Information Systems Management | 3 |
| POL | 1010 | American Government | 3 |
| SPC | 1010 | Speech Communications | 3 |

## Grand Total ..... 120

### B.A.S. Degree Requirements

- Completion of the B.A.S. core curriculum (30 credits)
- Completion of the required courses in a major field (30 credits)
- Completion of additional courses (including any supporting courses required by the major in other departments) to a total of 120 credits depending on the major
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf College (some majors may require a cumulative GPA higher than a 2.00)
- Minimum of 30 upper-division credit hours

## Concentrations

Students may choose the optional concentration listed below, applying the credits to the elective requirements.

## Homeland Security ..... 12

| | | | |
|---|---|---|---|
| CRJ | 2050 | Introduction to Terrorism | 3 |
| CRJ | 3000 | American Homeland Security | 3 |
| CRJ | 3500 | Weapons of Mass Destruction | 3 |
| CRJ | 3050 | Terrorism Response Operations | 3 |

# Bachelor of Applied Science in Criminal Justice Administration

## Core Requirements ..... 60

| Prefix/Number | Course | Credits |
|---|---|---|
| **English Composition** | | **6** |
| ENG 1010 | English Composition I | 3 |
| ENG 1020 | English Composition II | 3 |
| **Humanities, Fine Arts and Communications** | | **12** |
| HUM 1020 | Critical Thinking | 3 |
| Choose one from the following: | | |
| HIS 1100 | Ancient World | 3 |
| HIS 1110 | American History I | 3 |
| HIS 1120 | American History II | 3 |
| HIS 1200 | Medieval World | 3 |
| HIS 1610 | Modern World | 3 |
| HIS 1710 | Contemporary World | 3 |
| Choose two from the following: | | |
| ENG 2000 | American Literature I | 3 |
| ENG 2010 | American Literature II | 3 |
| SPN 1010 | Introduction to Spanish | 3 |
| FRE 1010 | Elementary French | 3 |
| ART 1010 | Art Appreciation | 3 |
| ART 1020 | Art Appreciation II | 3 |
| SPC 1010 | Speech Communications | 3 |
| THR 1010 | Introduction to Theatre | 3 |
| MUS 1010 | Introduction to Music Appreciation | 3 |
| REL 2050 | Contemporary Ethical Issues | 3 |
| REL 2350 | Philosophies of World Religions | 3 |
| **Natural Sciences** | | **3** |
| BIO 1030 | Principles of Biology | 3 |
| CHM 1030 | Chemistry I | 3 |
| PHY 1010 | Earth Science | 3 |
| PHY 1510 | Physical Science | 3 |
| PHY 2200 | Exploration of Astronomy | 3 |
| **Mathematics** | | **3** |
| MTH 2000 | Managerial Mathematics | 3 |
| **Behavioral and Social Sciences** | | **6** |
| Choose two from the following: | | |
| ECO 2501 | Principles of Microeconomics | 3 |
| ECO 2401 | Principles of Macroeconomics | 3 |
| BUS 3602 | Principles of Management | 3 |
| PSY 1010 | General Psychology | 3 |
| PSY 3450 | Abnormal Psychology | 3 |
| SOC 1010 | Introduction to Sociology | 3 |
| SOC 2010 | Survey of Global Societies and Cultural Geography | 3 |
| POL 1010 | American Government | 3 |
| POL 2000 | Introduction to Political Science | 3 |
| POL 2010 | American, State, and Local Politics | 3 |
| CRJ 3201 | Juvenile Justice and Delinquency | 3 |
| CRJ 2501 | Criminology | 3 |

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## Major Requirements ..... 30

| | | | |
|---|---|---|---|
| CRJ | 2001 | Theory and Practice of Law Enforcement | 3 |
| CRJ | 2501 | Criminology | 3 |
| CRJ | 3301 | Judicial Process | 3 |
| CRJ | 3601 | Criminal Law | 3 |
| CRJ | 3701 | Criminal Investigation | 3 |
| CRJ | 3950 | Constitutional Law for Criminal Justice | 3 |
| BUS | 2201 | Principles of Accounting | 3 |
| BUS | 3602 | Principles of Management | 3 |
| BUS | 3651 | Leadership | 3 |
| PHL | 4035 | Life, Meaning, and Vocation | 3 |

## Electives ..... 60

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives. The concentration options listed may also be used toward elective credits. For a full list of electives, please see Course Description catalog pages at the back of the catalog.

| | | | |
|---|---|---|---|
| CRJ | 2000 | Introduction to Criminal Justice | 3 |
| CRJ | 2200 | Theory and Practice of Corrections | 3 |
| CRJ | 2900 | Management and Supervision Skills for Criminal Justice Personnel | 3 |
| CRJ | 3801 | Criminal Evidence and Legal Issues | 3 |
| CRJ | 4001 | Procedures in the Justice System | 3 |
| CRJ | 4701 | Criminal Justice Organization and Administration | 3 |
| BUS | 3352 | Human Resource Management | 3 |
| BUS | 3451 | Organizational Theory and Leadership | 3 |
| BUS | 3551 | Information Systems Management | 3 |
| BUS | 3826 | Managerial Decision Making | 3 |

## Grand Total ..... 120

### B.A.S. Degree Requirements

- Completion of the B.A.S. core curriculum (30 credits)
- Completion of the required courses in a major field (30 credits)
- Completion of additional courses (including any supporting courses required by the major in other departments) to a total of 120 credits depending on the major
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf College (some majors may require a cumulative GPA higher than a 2.00)
- Minimum of 30 upper-division credit hours

# Bachelor of Applied Science in Emergency Management

## Core Requirements ..... 30

| Prefix/Number | Course | Credits |
|---|---|---|
| **English Composition** | | **6** |
| ENG 1010 | English Composition I | 3 |
| ENG 1020 | English Composition II | 3 |
| **Humanities, Fine Arts and Communications** | | **12** |
| HUM 1020 | Critical Thinking | 3 |
| Choose one from the following: | | |
| HIS 1100 | Ancient World | 3 |
| HIS 1110 | American History I | 3 |
| HIS 1120 | American History II | 3 |
| HIS 1200 | Medieval World | 3 |
| HIS 1610 | Modern World | 3 |
| HIS 1710 | Contemporary World | 3 |
| Choose two from the following: | | |
| ENG 2000 | American Literature I | 3 |
| ENG 2010 | American Literature II | 3 |
| SPN 1010 | Introduction to Spanish | 3 |
| FRE 1010 | Elementary French | 3 |
| ART 1010 | Art Appreciation | 3 |
| ART 1020 | Art Appreciation II | 3 |
| SPC 1010 | Speech Communications | 3 |
| THR 1010 | Introduction to Theatre | 3 |
| MUS 1010 | Introduction to Music Appreciation | 3 |
| REL 2050 | Contemporary Ethical Issues | 3 |
| REL 2350 | Philosophies of World Religions | 3 |
| **Natural Sciences** | | **3** |
| BIO 1030 | Principles of Biology | 3 |
| CHM 1030 | Chemistry I | 3 |
| PHY 1010 | Earth Science | 3 |
| PHY 1510 | Physical Science | 3 |
| PHY 2200 | Exploration of Astronomy | 3 |
| **Mathematics** | | **3** |
| MTH 1010 | General Education Mathematics for Online Students | 3 |
| MTH 2000 | Managerial Mathematics | 3 |
| MTH 2023 | Elementary Statistics | 3 |
| **Behavioral and Social Sciences** | | **6** |
| Choose two from the following: | | |
| ECO 2501 | Principles of Microeconomics | 3 |
| ECO 2401 | Principles of Macroeconomics | 3 |
| BUS 3602 | Principles of Management | 3 |
| PSY 1010 | General Psychology | 3 |
| PSY 3450 | Abnormal Psychology | 3 |
| SOC 1010 | Introduction to Sociology | 3 |
| SOC 2010 | Survey of Global Societies and Cultural Geography | 3 |
| POL 1010 | American Government | 3 |
| POL 2000 | Introduction to Political Science | 3 |
| POL 2010 | American, State, and Local Politics | 3 |
| CRJ 3201 | Juvenile Justice and Delinquency | 3 |
| CRJ 2501 | Criminology | 3 |

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## Major Requirements ..... 30

| | | |
|---|---|---|
| EMG 2000 | Introduction to Emergency Management | 3 |
| EMG 3001 | Disaster Mitigation and Preparedness | 3 |
| EMG 3002 | Disaster Response and Recovery | 3 |
| EMG 3100 | Terrorism in Emergency Management | 3 |
| FSC 3110 | Community Risk Reduction for the Fire and Emergency Services | 3 |
| EMG 4001 | Interagency Disaster Management | 3 |
| EMG 4002 | Incident Command in Emergency and Disaster Management | 3 |
| EMG 4050 | Socio-Psychological Nature of Emergency Management | 3 |
| EMG 4900 | Capstone in Emergency Management | 3 |
| PHL 4035 | Life, Meaning, and Vocation | 3 |

## Electives ..... 60

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives. The concentration options listed may also be used toward elective credits. For a full list of electives, please see Course Description catalog pages at the back of the catalog.

| | | |
|---|---|---|
| EMG 3050 | Special Operations | 3 |
| CRJ 2050 | Introduction to Terrorism | 3 |
| CRJ 3000 | American Homeland Security | 3 |
| CRJ 3050 | Tactical Response Operations | 3 |
| CRJ 3500 | Weapons of Mass Destruction | 3 |
| ORG 3451 | Organizational Theory and Leadership | 3 |
| BUS 3602 | Principles of Management | 3 |
| ORG 3651 | Leadership | 3 |
| BUS 3826 | Managerial Decision Making | 3 |
| COM 4360 | Crisis Management | 3 |
| FSC 4510 | Personnel Management for the Fire and Emergency Services | 3 |
| FSC 4610 | Fire and Emergency Services Administration | 3 |
| FSC 4753 | Terrorism Incident Management and Emergency Procedures | 3 |
| OSH 3640 | Interactions of Hazardous Materials | 3 |
| SPC 1010 | Speech Communications | 3 |

## Grand Total ..... 120

### B.A.S. Degree Requirements

- Completion of the B.A.S. core curriculum (30 credits)
- Completion of the required courses in a major field (30 credits)
- Completion of additional courses (including any supporting courses required by the major in other departments) to a total of 120 credits depending on the major
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf College (some majors may require a cumulative GPA higher than a 2.00)
- Minimum of 30 upper-division credit hours

## Concentrations

Students may choose the optional concentration listed below, applying the credits to the elective requirements.

## Fire Science ..... 12

| | | |
|---|---|---|
| FSC 3610 | Fire Related Human Behavior | 3 |
| FSC 4510 | Personnel Management for the Fire and Emergency Services | 3 |
| FSC 4610 | Fire and Emergency Services Administration | 3 |
| FSC 4753 | Terrorism Incident Management and Emergency Procedures | 3 |

## Homeland Security ..... 12

| | | |
|---|---|---|
| CRJ 2050 | Introduction to Terrorism | 3 |
| CRJ 3000 | American Homeland Security | 3 |
| CRJ 3050 | Terrorism Response Operations | 3 |
| CRJ 3500 | Weapons of Mass Destruction | 3 |

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# Bachelor of Applied Science in Fire Science Administration

## Core Requirements ..... 30

| Prefix/Number | Course | Credits |
|---|---|---|
| **English Composition** | | **6** |
| ENG 1010 | English Composition I | 3 |
| ENG 1020 | English Composition II | 3 |
| **Humanities, Fine Arts and Communications** | | **12** |
| HUM 1020 | Critical Thinking | 3 |
| Choose one from the following: | | |
| HIS 1100 | Ancient World | 3 |
| HIS 1110 | American History I | 3 |
| HIS 1120 | American History II | 3 |
| HIS 1200 | Medieval World | 3 |
| HIS 1610 | Modern World | 3 |
| HIS 1710 | Contemporary World | 3 |
| Choose two from the following: | | |
| ENG 2000 | American Literature I | 3 |
| ENG 2010 | American Literature II | 3 |
| SPN 1010 | Introduction to Spanish | 3 |
| FRE 1010 | Elementary French | 3 |
| ART 1010 | Art Appreciation | 3 |
| ART 1020 | Art Appreciation II | 3 |
| SPC 1010 | Speech Communications | 3 |
| THR 1010 | Introduction to Theatre | 3 |
| MUS 1010 | Introduction to Music Appreciation | 3 |
| REL 2050 | Contemporary Ethical Issues | 3 |
| REL 2350 | Philosophies of World Religions | 3 |
| **Natural Sciences** | | **3** |
| BIO 1030 | Principles of Biology | 3 |
| CHM 1030 | Chemistry I | 3 |
| PHY 1010 | Earth Science | 3 |
| PHY 1510 | Physical Science | 3 |
| PHY 2200 | Exploration of Astronomy | 3 |
| **Mathematics** | | **3** |
| MTH 2000 | Managerial Mathematics | 3 |
| **Behavioral and Social Sciences** | | **6** |
| Choose two from the following: | | |
| ECO 2501 | Principles of Microeconomics | 3 |
| ECO 2401 | Principles of Macroeconomics | 3 |
| BUS 3602 | Principles of Management | 3 |
| PSY 1010 | General Psychology | 3 |
| PSY 3450 | Abnormal Psychology | 3 |
| SOC 1010 | Introduction to Sociology | 3 |
| SOC 2010 | Survey of Global Societies and Cultural Geography | 3 |
| POL 1010 | American Government | 3 |
| POL 2000 | Introduction to Political Science | 3 |
| POL 2010 | American, State, and Local Politics | 3 |
| CRJ 3201 | Juvenile Justice and Delinquency | 3 |
| CRJ 2501 | Criminology | 3 |

## Major Requirements ..... 30

| | | | |
|---|---|---|---|
| FSC | 3110 | Community Risk Reduction for the Fire and Emergency Services | 3 |
| FSC | 3510 | Political and Legal Foundations of Fire Protection | 3 |
| FSC | 3601 | Fire Prevention Organization and Management | 3 |
| FSC | 4510 | Personnel Management for the Fire and Emergency Services | 3 |
| FSC | 4610 | Fire and Emergency Services Administration | 3 |
| FSC | 4631 | Advanced Principles of Fireground Strategies and Tactics | 3 |
| FSC | 4710 | Applications of Fire Research | 3 |
| FSC | 4753 | Terrorism Incident Management and Emergency Procedures | 3 |
| BUS | 3651 | Leadership | 3 |
| PHL | 4035 | Life, Meaning, and Vocation | 3 |

## Electives ..... 60

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives. The concentration options listed may also be used toward elective credits. For a full list of electives, please see Course Description catalog pages at the back of the catalog.

| | | | |
|---|---|---|---|
| FSC | 2010 | Introduction to Fire Protection Strategies | 3 |
| FSC | 3120 | Organization and Management of Fire and Emergency Services Training | 3 |
| FSC | 3210 | Fire Dynamics | 3 |
| FSC | 3302 | Fire Investigation and Analysis | 3 |
| FSC | 3410 | Fire Protection Structures and Systems | 3 |
| FSC | 3440 | Building Construction for Fire Protection | 3 |
| FSC | 3610 | Fire Related Human Behavior | 3 |
| FSC | 4001 | Diversity in the Fire Service | 1 |
| FSC | 4002 | Back to Basics: A Refresher of Fire Fighting Strategies for Company Officers | 1 |
| FSC | 4110 | Advanced Principles in Fire and Emergency Services Safety and Survival | |
| FSC | 4210 | Analytical Approaches to Public Fire Protection | 3 |
| FSC | 4310 | Disaster Planning and Control | 3 |
| FSC | 4550 | Industrial Fire Protection | 3 |
| BUS | 2201 | Principles of Accounting* | 3 |
| BUS | 3352 | Human Resource Management* | 3 |
| OSH | 4410 | Managerial Issues in Hazardous Materials | 3 |

* BUS 2201 and BUS 3352 are strongly recommended for the B.A.S. in Fire Science Administration.

## Grand Total ..... 120

### B.A.S. Degree Requirements

- Completion of the B.A.S. core curriculum (30 credits)
- Completion of the required courses in a major field (30 credits)
- Completion of additional courses (including any supporting courses required by the major in other departments) to a total of 120 credits depending on the major
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf College (some majors may require a cumulative GPA higher than a 2.00)
- Minimum of 30 upper-division credit hours

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# Bachelor of Applied Science in Health Care Management

## Core Requirements ..... 30

| Prefix/Number | Course | Credits |
|---|---|---|
| **English Composition** | | **6** |
| ENG 1010 | English Composition I | 3 |
| ENG 1020 | English Composition II | 3 |
| **Humanities, Fine Arts and Communications** | | **12** |
| HUM 1020 | Critical Thinking | 3 |
| Choose one from the following: | | |
| HIS 1100 | Ancient World | 3 |
| HIS 1110 | American History I | 3 |
| HIS 1120 | American History II | 3 |
| HIS 1200 | Medieval World | 3 |
| HIS 1610 | Modern World | 3 |
| HIS 1710 | Contemporary World | 3 |
| Choose two from the following: | | |
| ENG 2000 | American Literature I | 3 |
| ENG 2010 | American Literature II | 3 |
| SPN 1010 | Introduction to Spanish | 3 |
| FRE 1010 | Elementary French | 3 |
| ART 1010 | Art Appreciation | 3 |
| ART 1020 | Art Appreciation II | 3 |
| SPC 1010 | Speech Communications | 3 |
| THR 1010 | Introduction to Theatre | 3 |
| MUS 1010 | Introduction to Music Appreciation | 3 |
| REL 2050 | Contemporary Ethical Issues | 3 |
| REL 2350 | Philosophies of World Religions | 3 |
| **Natural Sciences** | | **3** |
| BIO 1030 | Principles of Biology | 3 |
| CHM 1030 | Chemistry I | 3 |
| PHY 1010 | Earth Science | 3 |
| PHY 1510 | Physical Science | 3 |
| PHY 2200 | Exploration of Astronomy | 3 |
| **Mathematics** | | **3** |
| MTH 1010 | General Education Mathematics for Online Students | 3 |
| MTH 2000 | Managerial Mathematics | 3 |
| MTH 2023 | Elementary Statistics* | 3 |
| **Behavioral and Social Sciences** | | **6** |
| Choose two from the following: | | |
| ECO 2501 | Principles of Microeconomics | 3 |
| ECO 2401 | Principles of Macroeconomics | 3 |
| BUS 3602 | Principles of Management | 3 |
| PSY 1010 | General Psychology | 3 |
| PSY 3450 | Abnormal Psychology | 3 |
| SOC 1010 | Introduction to Sociology | 3 |
| SOC 2010 | Survey of Global Societies and Cultural Geography | 3 |
| POL 1010 | American Government | 3 |
| POL 2000 | Introduction to Political Science | 3 |
| POL 2010 | American, State, and Local Politics | 3 |
| CRJ 3201 | Juvenile Justice and Delinquency | 3 |
| CRJ 2501 | Criminology | 3 |

## Major Requirements ..... 30

| | | |
|---|---|---|
| HCM 1301 | Medical Terminology | 3 |
| HCM 3002 | Introduction to Health Care Management | 3 |
| HCM 3305 | Community Health | 3 |
| HCM 3303 | Health Informatics: Principles and Practice | 3 |
| HCM 3304 | Principles of Epidemiology | 3 |
| HCM 4201 | Health Care Law | 3 |
| HCM 4053 | Financial Management of Health Care Organizations | 3 |
| HCM 3801 | Issues and Trends in Health Care | 3 |
| HCM 4320 | Development and Strategic Planning in Health Care | 3 |
| PHL 4035 | Life, Meaning, and Vocation | 3 |

## Electives ..... 60

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives. For a full list of electives, please see Course Description catalog pages at the back of the catalog.

| | | |
|---|---|---|
| HCM 4304 | Project Management for Health Care Professionals | 3 |
| HCM 4303 | Comparative Health Systems | 3 |
| HCM 4305 | Long-Term Care Management | 3 |
| HCM 4308 | Research Methods for Health Professionals* | 3 |
| BUS 2201 | Principles of Accounting | 3 |
| HCM 4307 | Health Care Quality Management | 3 |
| BUS 3602 | Principles of Management | 3 |
| BUS 3352 | Human Resource Management | 3 |
| ORG 3651 | Leadership | 3 |
| HCM 4400 | Risk Management in Health Care | 3 |

* HCM 4308 and MTH 2023 are strongly recommended for students considering graduate school

## Grand Total ..... 120

### B.A.S. Degree Requirements

- Completion of the B.A.S. core curriculum (30 credits)
- Completion of the required courses in a major field (30 credits)
- Completion of additional courses (including any supporting courses required by the major in other departments) to a total of 120 credits depending on the major
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf College (some majors may require a cumulative GPA higher than a 2.00)
- Minimum of 30 upper-division credit hours

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# Bachelor of Applied Science in Homeland Security

## Core Requirements ..... 30

| Prefix/Number | Course | Credits |
|---|---|---|
| **English Composition** | | **6** |
| ENG 1010 | English Composition I | 3 |
| ENG 1020 | English Composition II | 3 |
| **Humanities, Fine Arts and Communications** | | **12** |
| HUM 1020 | Critical Thinking | 3 |
| Choose one from the following: | | |
| HIS 1100 | Ancient World | 3 |
| HIS 1110 | American History I | 3 |
| HIS 1120 | American History II | 3 |
| HIS 1200 | Medieval World | 3 |
| HIS 1610 | Modern World | 3 |
| HIS 1710 | Contemporary World | 3 |
| Choose two from the following: | | |
| ENG 2000 | American Literature I | 3 |
| ENG 2010 | American Literature II | 3 |
| SPN 1010 | Introduction to Spanish | 3 |
| FRE 1010 | Elementary French | 3 |
| ART 1010 | Art Appreciation | 3 |
| ART 1020 | Art Appreciation II | 3 |
| SPC 1010 | Speech Communications | 3 |
| THR 1010 | Introduction to Theatre | 3 |
| MUS 1010 | Introduction to Music Appreciation | 3 |
| REL 2050 | Contemporary Ethical Issues | 3 |
| REL 2350 | Philosophies of World Religions | 3 |
| **Natural Sciences** | | **3** |
| BIO 1030 | Principles of Biology | 3 |
| CHM 1030 | Chemistry I | 3 |
| PHY 1010 | Earth Science | 3 |
| PHY 1510 | Physical Science | 3 |
| PHY 2200 | Exploration of Astronomy | 3 |
| **Mathematics** | | **3** |
| MTH 1010 | General Education Mathematics for Online Students | 3 |
| MTH 2000 | Managerial Mathematics | 3 |
| MTH 2023 | Elementary Statistics | 3 |
| **Behavioral and Social Sciences** | | **6** |
| Choose two from the following: | | |
| ECO 2501 | Principles of Microeconomics | 3 |
| ECO 2401 | Principles of Macroeconomics | 3 |
| BUS 3602 | Principles of Management | 3 |
| PSY 1010 | General Psychology | 3 |
| PSY 3450 | Abnormal Psychology | 3 |
| SOC 1010 | Introduction to Sociology | 3 |
| SOC 2010 | Survey of Global Societies and Cultural Geography | 3 |
| POL 1010 | American Government | 3 |
| POL 2000 | Introduction to Political Science | 3 |
| POL 2010 | American, State, and Local Politics | 3 |
| CRJ 3201 | Juvenile Justice and Delinquency | 3 |
| CRJ 2501 | Criminology | 3 |

## Major Required ..... 30

CRJ 2050 Introduction to Terrorism ..... 3
CRJ 3000 American Homeland Security ..... 3
CRJ 3050 Terrorism Response Operations ..... 3
CRJ 3500 Weapons of Mass Destruction ..... 3
CRJ 3304 Ethical and Legal Issues in Homeland Security ..... 3
CRJ 3305 Disaster Planning and Management ..... 3
CRJ 4302 Preparedness and Response Partners ..... 3
CRJ 4303 Critical Infrastructure Protection ..... 3
CRJ 4320 Homeland Security Capstone ..... 3
PHL 4035 Life, Meaning, and Vocation ..... 3

## Electives ..... 60

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives. The concentration options listed may also be used toward elective credits. For a full list of electives, please see Course Description catalog pages at the back of the catalog.

CRJ 2000 Introduction to Criminal Justice ..... 3
CRJ 2001 Theory and Practice of Law Enforcement ..... 3
CRJ 2501 Criminology ..... 3
CRJ 2900 Management and Supervision Skills for Criminal Justice Personnel ..... 3
CRJ 3301 Judicial Process ..... 3
CRJ 3601 Criminal Law ..... 3
CRJ 3701 Criminal Investigation ..... 3
CRJ 3801 Criminal Evidence and Legal Issues ..... 3
CRJ 3950 Constitutional Law for Criminal Justice ..... 3
EMG 2000 Introduction to Emergency Management ..... 3
EMG 3002 Disaster Response and Recovery ..... 3
EMG 3100 Terrorism in Emergency Management ..... 3
EMG 4001 Interagency Disaster Management ..... 3
EMG 4002 Incident Command in Emergency and Disaster Management ..... 3
EMG 4050 Socio-Psychological Nature of Emergency Management ..... 3
FSC 4631 Advanced Principles of Fireground Strategies and Tactics ..... 3
FSC 4753 Terrorism Incident Management and Emergency Procedures ..... 3

## Grand Total ..... 120

### B.A.S. Degree Requirements

- Completion of the B.A.S. core curriculum (30 credits)
- Completion of the required courses in a major field (30 credits)
- Completion of additional courses (including any supporting courses required by the major in other departments) to a total of 120 credits depending on the major
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf College (some majors may require a cumulative GPA higher than a 2.00)
- Minimum of 30 upper-division credit hours

## Concentrations

Students may choose one or more concentrations, applying the credits to the professional elective requirements.

## Criminal Justice ..... 12

CRJ 2000 Introduction to Criminal Justice ..... 3
Choose the remaining 9 credits from any additional Criminal Justice courses offered at Waldorf. Below are examples of courses that may be selected:
CRJ 2001 Theory and Practice of Law Enforcement ..... 3
CRJ 2200 Theory and Practice of Corrections ..... 3
CRJ 3301 Judicial Process ..... 3

## Emergency Management ..... 12

EMG 3001 Disaster Mitigation and Preparedness ..... 3
EMG 3002 Disaster Response and Recovery ..... 3
EMG 3100 Terrorism in Emergency Management ..... 3
EMG 4001 Interagency Disaster Management ..... 3

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# Bachelor of Applied Science in Organizational Leadership

## Core Requirements ..... 30

| Prefix/Number | Course | Credits |
|---|---|---|
| **English Composition** | | **6** |
| ENG 1010 | English Composition I | 3 |
| ENG 1020 | English Composition II | 3 |
| **Humanities, Fine Arts and Communications** | | **12** |
| HUM 1020 | Critical Thinking | 3 |
| Choose one from the following: | | |
| HIS 1100 | Ancient World | 3 |
| HIS 1110 | American History I | 3 |
| HIS 1120 | American History II | 3 |
| HIS 1200 | Medieval World | 3 |
| HIS 1610 | Modern World | 3 |
| HIS 1710 | Contemporary World | 3 |
| Choose two from the following: | | |
| ENG 2000 | American Literature I | 3 |
| ENG 2010 | American Literature II | 3 |
| SPN 1010 | Introduction to Spanish | 3 |
| FRE 1010 | Elementary French | 3 |
| ART 1010 | Art Appreciation | 3 |
| ART 1020 | Art Appreciation II | 3 |
| SPC 1010 | Speech Communications | 3 |
| THR 1010 | Introduction to Theatre | 3 |
| MUS 1010 | Introduction to Music Appreciation | 3 |
| REL 2050 | Contemporary Ethical Issues | 3 |
| REL 2350 | Philosophies of World Religions | 3 |
| **Natural Sciences** | | **3** |
| BIO 1030 | Principles of Biology | 3 |
| CHM 1030 | Chemistry I | 3 |
| PHY 1010 | Earth Science | 3 |
| PHY 1510 | Physical Science | 3 |
| PHY 2200 | Exploration of Astronomy | 3 |
| **Mathematics** | | **3** |
| MTH 1010 | General Education Mathematics for Online Students | 3 |
| MTH 2000 | Managerial Mathematics | 3 |
| MTH 2023 | Elementary Statistics | 3 |
| **Behavioral and Social Sciences** | | **6** |
| PSY 1010 | General Psychology | 3 |
| Choose one from the following: | | |
| ECO 2501 | Principles of Microeconomics | 3 |
| ECO 2401 | Principles of Macroeconomics | 3 |
| BUS 3602 | Principles of Management | 3 |
| PSY 3450 | Abnormal Psychology | 3 |
| SOC 1010 | Introduction to Sociology | 3 |
| SOC 2010 | Survey of Global Societies and Cultural Geography | 3 |
| POL 1010 | American Government | 3 |
| POL 2000 | Introduction to Political Science | 3 |
| POL 2010 | American, State, and Local Politics | 3 |
| CRJ 3201 | Juvenile Justice and Delinquency | 3 |
| CRJ 2501 | Criminology | 3 |

## Major Requirements ..... 30

ORG 3451 Organizational Theory and Leadership. ..... 3
ORG 3651 Leadership ..... 3
ORG 4000 Organization Diversity and Inclusion ..... 3
ORG 4040 Communication Skills for Leaders ..... 3
ORG 4060 Team Building and Leadership ..... 3
ORG 4160 Negotiation and Conflict Resolution. ..... 3
ORG 3490 Industrial/Organizational Psychology. ..... 3
PSY 3140 Social Psychology. ..... 3
PHL 4035 Life, Meaning, and Vocation ..... 3
Choose one course from an Organizational Leadership concentration ..... 3

## Electives ..... 60

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives. The concentration options listed may also be used toward elective credits. For a full list of electives, please see Course Description catalog pages at the back of the catalog.

ORG 3800 Leadership Across Generations ..... 3
ORG 4800 Leading Virtual Teams ..... 3
BUS 3211 Consumer Behavior ..... 3
BUS 3352 Human Resource Management ..... 3
BUS 3602 Principles of Management ..... 3
BUS 3900 Employment and Labor Law ..... 3
BUS 4750 Human Resource Management Strategy and Emerging Issues ..... 3
PSY 3350 Theories of Personality ..... 3
PSY 3380 Psychology of Adjustment ..... 3
PSY 3480 Principles of Learning ..... 3
PSY 3500 Judgment and Decision Making ..... 3
PSY 4560 Psychological Assessment ..... 3

## Grand Total ..... 120

### B.A.S. Degree Requirements

- Completion of the B.A.S. core curriculum (30 credits)
- Completion of the required courses in a major field (30 credits)
- Completion of additional courses (including any supporting courses required by the major in other departments) to a total of 120 credits depending on the major
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf College (some majors may require a cumulative GPA higher than a 2.00)
- Minimum of 30 upper-division credit hours

## Concentrations

Students may choose one or more of the optional concentrations listed below, applying the credits to the elective requirements.

## Diversity and Inclusion ..... 12

BUS 3900 Employment and Labor Law ..... 3
PSY 4515 Psychology of Prejudice and Discrimination ..... 3
Choose two from the following:
ORG 3800 Leadership Across Generations ..... 3
REL 3360 Introduction to the Muslim World ..... 3
HIS 3630 African American History ..... 3
PSY 3205 Psychology of Gender ..... 3
REL 2350 Philosophies of World Religions ..... 3
SPN 1010 Introduction to Spanish ..... 3

## Global Leadership ..... 12

ORG 4800 Leading Virtual Teams ..... 3
BUS 4426 International Management ..... 3
Choose two from the following:
BUS 4751 Business Ethics ..... 3
BUS 4951 Business Policy and Strategic Management ..... 3
HIS 1710 Contemporary World ..... 3
SOC 2010 Survey of Global Societies and Cultural Geography ..... 3
SPN 1010 Introduction to Spanish ..... 3

## Health Care Management ..... 12

HCM 3002 Introduction to Health Care Management ..... 3
HCM 3801 Issues and Trends in Health Care ..... 3
HCM 4201 Health Care Law ..... 3
HCM 4053 Financial Management of Health Care Organizations ..... 3

## Leadership Communication ..... 12

PSY 4510 Attitudes and Persuasion ..... 3
Choose three from the following:
ORG 3800 Leadership Across Generations ..... 3
ORG 4080 Creative Thinking and Problem Solving ..... 3
COM 1010 Graphic Core* ..... 3
COM 1020 Digital Core* ..... 3
COM 2040 Introduction to Public Relations ..... 3
COM 4220 Public Relations Skills ..... 3
COM 4360 Crisis Management ..... 3
SPC 1010 Speech Communications ..... 3
*See course descriptions for hardware/software requirements

## Occupational Safety and Health ..... 12

OSH 3001 Fundamentals of Occupational Safety and Health ..... 3
OSH 3651 Total Environmental, Health, and Safety Management ..... 3
OSH 4301 Fundamentals of Industrial Hygiene ..... 3
Choose one from the following:
FSC 3345 Introduction to Fire Prevention ..... 3
OSH 3640 Interactions of Hazardous Materials ..... 3
OSH 3701 Industrial Ergonomics ..... 3
OSH 4601 Accident Investigation ..... 3

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# Bachelor of Applied Science in Psychology

## Core Requirements ..... 30

| Prefix/Number | Course | Credits |
|---|---|---|
| **English Composition** | | **6** |
| ENG 1010 | English Composition I | 3 |
| ENG 1020 | English Composition II | 3 |
| **Humanities, Fine Arts and Communications** | | **12** |
| HUM 1020 | Critical Thinking | 3 |
| Choose one from the following: | | |
| HIS 1100 | Ancient World | 3 |
| HIS 1110 | American History I | 3 |
| HIS 1120 | American History II | 3 |
| HIS 1200 | Medieval World | 3 |
| HIS 1610 | Modern World | 3 |
| HIS 1710 | Contemporary World | 3 |
| Choose two from the following: | | |
| ENG 2000 | American Literature I | 3 |
| ENG 2010 | American Literature II | 3 |
| SPN 1010 | Introduction to Spanish | 3 |
| FRE 1010 | Elementary French | 3 |
| ART 1010 | Art Appreciation | 3 |
| ART 1020 | Art Appreciation II | 3 |
| SPC 1010 | Speech Communications | 3 |
| THR 1010 | Introduction to Theatre | 3 |
| MUS 1010 | Introduction to Music Appreciation | 3 |
| REL 2050 | Contemporary Ethical Issues | 3 |
| REL 2350 | Philosophies of World Religions | 3 |
| **Natural Sciences** | | **3** |
| BIO 1030 | Principles of Biology | 3 |
| **Mathematics** | | **3** |
| MTH 2023 | Elementary Statistics | 3 |
| **Behavioral and Social Sciences** | | **6** |
| Choose two from the following: | | |
| ECO 2501 | Principles of Microeconomics | 3 |
| ECO 2401 | Principles of Macroeconomics | 3 |
| BUS 3602 | Principles of Management | 3 |
| PSY 1010 | General Psychology | 3 |
| PSY 3450 | Abnormal Psychology | 3 |
| SOC 1010 | Introduction to Sociology | 3 |
| SOC 2010 | Survey of Global Societies and Cultural Geography | 3 |
| POL 1010 | American Government | 3 |
| POL 2000 | Introduction to Political Science | 3 |
| POL 2010 | American, State, and Local Politics | 3 |
| CRJ 3201 | Juvenile Justice and Delinquency | 3 |
| CRJ 2501 | Criminology | 3 |

## Major Requirements ..... 30

PSY 1010 General Psychology ..... 3
PSY 3140 Social Psychology ..... 3
PSY 3150 Developmental Psychology ..... 3
PSY 3350 Theories of Personality ..... 3
PSY 3450 Abnormal Psychology ..... 3
PSY 3460 Cognitive Psychology ..... 3
PSY 4021 Physiological Psychology ..... 3
PSY 4501 Research Methods ..... 3
PSY 4995 Senior Capstone ..... 3
PHL 4035 Life, Meaning, and Vocation ..... 3

## Electives ..... 60

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives. The concentration options listed may also be used toward elective credits. For a full list of electives, please see Course Description catalog pages at the back of the catalog.

PSY 3019 History and Systems of Psychology ..... 3
PSY 3100 APA for Academic Writing ..... 1
PSY 3205 Psychology of Gender ..... 3
PSY 3210 Close Relationships ..... 3
PSY 3220 Health Psychology ..... 3
PSY 3380 Psychology of Adjustment ..... 3
PSY 3480 Principles of Learning ..... 3
PSY 3490 Industrial/Organizational Psychology ..... 3
PSY 3500 Judgment and Decision Making ..... 3
PSY 4030 Sensation and Perception ..... 3
PSY 4510 Attitudes and Persuasion ..... 3
PSY 4515 Psychology of Prejudice and Discrimination ..... 3
PSY 4560 Psychological Assessment ..... 3

Three-day, face-to-face residency electives offered on the Waldorf College campus

BIO 4900 Biology Lab ..... 1
CHM 4900 Chemistry Lab ..... 1

## Grand Total ..... 120

### B.A.S. Degree Requirements

- Completion of the B.A.S. core curriculum (30 credits)
- Completion of the required courses in a major field (30 credits)
- Completion of additional courses (including any supporting courses required by the major in other departments) to a total of 120 credits depending on the major
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)
- 2.00 cumulative grade point average for work completed at Waldorf College (some majors may require a cumulative GPA higher than a 2.00)
- Minimum of 30 upper-division credit hours

## Concentrations

Students may choose one or more concentrations, applying the credits to the elective requirements.

## Communications ..... 12

COM 1010 Graphic Core* ..... 3
COM 1020 Digital Core* ..... 3
COM 1030 Mass Communications and Society ..... 3

Choose one from the following:

COM 1040 News Gathering and Reporting ..... 3
COM 2010 Visual Theory ..... 3

*See course descriptions for hardware/software requirements

## Criminal Justice ..... 12

CRJ 2000 Introduction to Criminal Justice ..... 3
CRJ 2501 Criminology ..... 3

Choose the remaining 6 credits from any additional Criminal Justice courses offered at Waldorf. Below are examples of courses that may be selected:

CRJ 2001 Theory and Practice of Law Enforcement ..... 3
CRJ 2200 Theory and Practice of Corrections ..... 3

## Fire Science ..... 12

FSC 3110 Community Risk Reduction for the Fire and Emergency Services ..... 3
FSC 3210 Fire Dynamics ..... 3
FSC 3610 Fire Related Human Behavior ..... 3

Choose one from the following:

FSC 2010 Introduction to Fire Protection Strategies ..... 3
FSC 3601 Fire Prevention Organization and Management ..... 3

## Health Care Management ..... 12

HCM 3002 Introduction to Health Care Management ..... 3
HCM 3801 Issues and Trends in Health Care ..... 3
HCM 4201 Health Care Law ..... 3
HCM 4053 Financial Management of Health Care Organizations ..... 3

## Occupational Safety and Health ..... 12

OSH 3001 Fundamentals of Occupational Safety and Health ..... 3
OSH 3651 Total Environmental, Health, and Safety Management ..... 3
OSH 4301 Fundamentals of Industrial Hygiene ..... 3

Choose one from the following:

FSC 3345 Introduction to Fire Prevention ..... 3
OSH 3640 Interactions of Hazardous Materials ..... 3
OSH 3701 Industrial Ergonomics ..... 3
OSH 4601 Accident Investigation ..... 3

## Sport Management ..... 12

SMT 2701 Sociology of Sport ..... 3
SMT 4101 Sport Administration ..... 3

Choose two from the following:

SMT 2801 Sport Public Relations and Promotions ..... 3
PED 2701 History and Principles of PE and Sport ..... 3
SMT 3901 Sport Fundraising ..... 3
SMT 4001 Sport Facilities ..... 3
SMT 4201 Sport Financing ..... 3
SMT 4301 Sport Legal Liability and Risk Management ..... 3

Students considering graduate school for Psychology are strongly advised to enroll in the B.A. program, rather than the B.A.S. program.

# XI. Course Descriptions

"I looked for years for the **right program** to fit my needs. Waldorf offered just what I was looking for—**flexible** online programs backed by a residential campus with **rich history.**"

**Wade Stevens**
*Waldorf Graduate, 2012*

### ART 1010 Art Appreciation (3 cr.)

Provides a firm foundation of art appreciation based on the comprehension of stylistic and theoretical concepts in the art and architecture from the Prehistoric to the Middle Ages.

### ART 1020 Art Appreciation II (3 cr.)

Provides a firm foundation and/or continuation of art appreciation covering the Renaissance to Modern Art, focusing on the comprehension of stylistic and theoretical concepts.

### BIO 1030 Principles of Biology (3 cr.)

An introduction to biological principles for the non-science major; it does not satisfy the prerequisites for most advanced biology courses. The course stresses many of the basic principles behind biological processes and relates many topics to the human experience when practical. Topics include the nature of science, cell biology, basic biochemistry, homeostasis, genetics and inheritance, ecology and evolution. Together with its accompanying residential lab course (Biology Lab Camp; BIO 4900), these courses are designed to be transferable to residential college degree programs.

### BIO 4900 Biology Lab (1 cr.)

*Optional Three-Day, Face-to-Face Residency Elective*

*Prerequisite: BIO 1030 Principles of Biology*

Biology Lab Camp is a residency course designed to accompany Principles of Biology (BIO 1030). Students will travel to Waldorf College in Forest City, IA, and spend three days in our laboratories, and on short field trips, testing central ideas and biological principles covered in BIO 1030. Topics include cell structure, cellular metabolism, genetics and basic biotechnology, the diversity of life, processes of ecology and evolution, and the nervous system and sensory perception, all within the context of the nature of science. Together with Principles of Biology, these courses also are designed to be transferable to most residential college programs and satisfy their general education laboratory science requirement.

### BUS 2010 Introduction to Business (3 cr.)

Presents the fundamentals of business principles and practices. Business strategies emphasized are decision making and planning, teamwork, technology, and communication. Topics include analysis of the business environment, starting a new business, managing business and employees, marketing, accounting, and finance.

### BUS 2026 Organizational Communication (3 cr.)

*Software Required: Microsoft PowerPoint, or other presentation software*

An in-depth study of the communication process as it pertains to modern organizations. Topics include communication responsibilities of managers, strategies involved in the communication process, methods of verbal and nonverbal communication in organizations, intercultural and international factors in the communication process, and conflict management.

### BUS 2201 Principles of Accounting (3 cr.)

An introduction to accounting information for financial reports, including accounting concepts, analysis and interpretation of financial reports, with an emphasis on the operating and financial activities. Measures income and expense, working capital and investments in calculating performances and making business decisions. Emphasis is on corporations and fund-flow.

### BUS 3201 Principles of Marketing (3 cr.)

Introduction to the functions of marketing, building on the influence of social, economic, ethical, legal, and technological forces on marketing activities, and marketing in a socially responsible way around the globe. Features real-world examples that show concepts in action and how marketers address today's marketing challenges.

### BUS 3210 Business Law (3 cr.)

Provides an analysis of business law and management skills. Learners gain knowledge of how public policy is formed and encourages a greater appreciation for modern organizational decision theory. Includes the study of general legal terms and applications utilized in managerial decision making.

### BUS 3211 Consumer Behavior (3 cr.)

Investigates consumer behavior as the study of people and the products that shape their identities. Presents personal and professional relevance to consumer behavior including psychological, social, economic and political foundations in consumer activities. Analyzing buying behavior, learners explore the products, services, and consumption activities which contribute to the broader social world from a multi-cultural perspective.

### BUS 3301 Financial Management (3 cr.)

*Prerequisites: BUS 2201 Principles of Accounting and BUS 3620 Managerial Accounting or equivalent*

Provides an analytical understanding of financial management, and builds upon the fundamental principles of elementary accounting, economic principles, and the interrelationships underlying the techniques and data through which financial decisions are based. Students are presented with a cohesive, interrelated set of content, which merges fundamental principles into problem-solution techniques. Topics include financial analysis and planning, time value of money, and basic security valuation.

### BUS 3352 Human Resource Management (3 cr.)

*Software Required: Microsoft PowerPoint, or other presentation software*

Study of the policies, methods, and techniques that professional human resource managers create and implement to increase the effectiveness of the organization. Emphasis will be on leadership and human relations skills. Topics covered include acquiring, preparing, developing and compensating employees to assist companies in meeting the challenges of today's business environment. Awareness of legal issues in the realm of human resource management will also be covered.

### BUS/ORG 3451 Organizational Theory and Leadership (3 cr.)

A basic grounding in the principles of managing organizations and methods for improving management skill through knowledge of organizational behavior. Stresses the development of job-relevant skills and covers a wide range of behaviors. Areas of study can be applied to daily life.

### BUS 3551 Information Systems Management (3 cr.)

A comprehensive overview of the management of information systems, and the combination of hardware, software, and people that is vital to the successful operation of a business. The strategic role of information systems is examined, as well as the characteristics of computer systems, software applications, programming languages, and relational databases.

### BUS 3602 Principles of Management (3 cr.)

A comprehensive knowledge and understanding of the dynamics involved in managing modern organizations. The history of management and its impact on the modern manager will be explored. The functions and elements of management will be examined.

### BUS 3620 Managerial Accounting (3 cr.)

*Prerequisite: BUS 2201 Principles of Accounting, or equivalent*

An introduction to the concepts and methods needed to assist management in the evaluation of the business enterprise and to aid in its planning, organizing, and controlling functions. Managerial accounting will focus on providing internal management with the information needed for setting goals for the company, directing their day-to-day operations, evaluating business operations with its stated goals, and providing appropriate feedback.

### BUS/ORG 3651 Leadership (3 cr.)

Presents the importance of leadership in conjunction with various leadership traits, styles, and qualities. Enhances the importance of having a vision, the motivation to lead, social motives in the workplace, levels of morality and values, and the significance of empowerment for effective leadership. Topics include situational leadership, organizational climate, moral dilemmas, personal integrity, servant leadership, participative management, human relations, high-performance teams, diversity, cultural and interpersonal differences, workplace stress, performance management, and organizational change.

### BUS 3826 Managerial Decision Making (3 cr.)

Theory of decision-making including the process of rational decision-making and the various problems associated with making rational decisions. Ethics and fairness in decision-making are highlighted, as well as the various ways to improve decision-making both as an individual and as a member of a group.

### BUS 3900 Employment and Labor Law (3 cr.)

An examination of the legal aspects of employee recruitment, selection, dismissal, discrimination, health and safety issues, and other human resource management topics that are a part of the human resource management environment today. The

historical and legal basis for labor relations and collective bargaining in the United States will also be covered including changes in union and management relations.

### BUS/ORG 4000 Organization Diversity and Inclusion (3 cr.)

The personal and organizational implications of increasing workforce diversity will be presented in this course. The aim is to explore the complex dynamics of ethnic, racial, and gender diversity in organizations as seen from the vantage point of social science and organizational studies. The course also examines the managerial implications of increasing cultural diversity in organizations, and the orientations to diversity adopted by organizations, the correlates of these approaches, and the possibilities for organization change.

### BUS/ORG 4040 Communication Skills for Leaders (3 cr.)

Review of the importance of professionalism in all types of communications. This course provides you with the opportunity to improve your abilities to communicate effectively, regardless of the medium or situation. Emphasis is placed on writing and presentation skills. You will also be given information that will enhance your understanding of factors contributing to group effectiveness to develop skills in working as a member of a group or project team.

### BUS/ORG 4060 Team Building and Leadership (3 cr.)

Review of important issues relating to leadership. Analysis and discussion of leadership styles in both social and work situations and how to use this information when making business decisions within a team based environment. Includes leadership communication styles, the power of leaders, situational leadership, creativity and leadership, teamwork, motivation, coaching skills, emotional intelligence, and the impact of leaders on organizational decision-making.

### BUS/ORG 4080 Creative Thinking and Problem Solving (3 cr.)

An in-depth study of many creative thinking and problem solving techniques that are essential for organizational leaders. Causal, deductive, and inductive arguments are described as well as the use of persuasion. Moral, legal, and aesthetic reasoning are also covered.

### BUS 4126 Project Planning (3 cr.)

Provides the tools to understand, design, and apply systematic project management organization and administration. In addition to learning how to satisfy customer needs, this course will assist students in learning how to apply budgeting concepts, manage production time, invest resources, and create performance specifications designed with defined requirements.

### BUS/ORG 4160 Negotiation and Conflict Resolution (3 cr.)

Using case studies, this course focuses on the development of the communication and management skills essential for successfully resolving conflict situations involving labor and management practices. The structural dysfunction of organizations is explored.

### BUS 4301 International Financing (3 cr.)

Explores the new found importance and excitement of international financial management and highlights the new approaches in this field. Covers the theoretical foundations of international financial decisions, and the extensive applications of the theory to financial practice. The main objective is to develop critical thinking skills regarding the theory and practice of international financial management.

### BUS 4351 International Economics (3 cr.)

An analysis of contemporary topics in international economics involving international trade, international finance, open market macroeconomics, international trade blocks, labor migration, and capital flows including those resulting from operations of multinational firms.

### BUS 4426 International Management (3 cr.)

A study of the challenges that confront the managers of organizations and individuals in global settings. Special focus on benefits from diversity that exists across international cultures, markets, economics, governments and organizations. A general overview of the process and effect of internationalization in contemporary business.

### BUS 4446 International Legal Operations (3 cr.)

An examination of the role of international and comparative law, including the laws governing multinational enterprises; foreign investment; money and banking; and sales of goods, services, labor, intellectual property, transportation, financing, taxation, and disputer settlement. Reviews the most important international organizations, from the Bank of International Settlements to the World Trade Organization.

### BUS 4501 International Human Resource Management (3 cr.)

Examines three broad areas of international human resource management by examining human behavior within organizations from an international perspective; comparing and analyzing HRM systems in various countries and regions of the world; and focusing on key aspects of HRM systems in multinational firms.

### BUS 4601 Recruitment and Staffing (3 cr.)

Explore a strategic approach to recruitment in the 21st century where the strategy of staffing and business align. This course will prepare current and future managers to use forecasting to effectively identify, attract, select and retain talent.

### BUS 4653 International Trade (3 cr.)

Provides a solid background of the key factors that influence international trade and the manner in which Economic policy affects both trade flows and the nature of economic activity. Relationships between trade and growth, effects of labor and capital movements between countries, and the key factors that influence relative costs between countries are also examined.

### BUS 4680 Human Resource Development (3 cr.)

Provides an organizational development model in human resource management to prepare professionals to train and develop people throughout the career continuum in the international arena. Presents an overview of mentoring and coaching, the role of team leaders and managers in performance appraisals, and orientation programs.

### BUS 4700 Compensation and Benefits (3 cr.)

This course provides a background in the art of developing and administering compensation and benefit practices for organizations. Topics covered will include the criteria used to create a competitive package, and the theories and practices used to implement, maintain, and revise a compensation and benefits package for today's environment.

### BUS 4750 Human Resource Management Strategy and Emerging Issues (3 cr.)

This course explores the importance of aligning human resource goals and issues with the long-term goals and strategies of the organization. Topics may include human resources best practices, the changing role of the human resource function in today's organizations, guiding and leading change, examination of how HR activities can be a key to long-term success, and talent management for today's workforce.

### BUS 4751 Business Ethics (3 cr.)

An introduction to business ethics. Part philosophy and part business, the course explores a wide array of ethical issues arising in contemporary business life. Major theoretical perspectives and concepts are presented. Corporate social responsibility is examined. Environmental responsibilities, global ethics, and regulation concerns in an era of increasing globalization are also explored.

### BUS 4851 Production and Operations Management (3 cr.)

Concerned with the production of goods and services in an efficient and effective business operation. The course also addresses the management of resources, the distribution of goods and services to customers, and the analysis of queue systems.

### BUS 4900 Time Value of Money (1 cr.)

*Optional Three-Day, Face-to-Face Residency Elective*

*Hardware Required: TIBA-II Plus financial calculator*

Time Value of Money—Being Smart with Your Finances is an introductory business course. This TVM course is designed to familiarize the student with numerous financial topics including: attitudes about money, simple and compound interest, time value of money problems, annual and effective interest rates, mortgages, loans, and "rational money ideas." Additional topics will include excessive spending theory, debt consolidations, business cash flow, using TVM to make business decisions, retirement problems, debt and equity investments, and credit cards and individual credit scores.

### BUS 4901 Business Intelligence (1 cr.)

*Optional Three-Day, Face-to-Face Residency Elective*

A survey of business intelligence topics: The role of information systems in an organization, roles and characteristics of information systems professionals, information systems career paths, information system lifecycle, software acquisition and development, hardware and telecommunications, and workflow systems.

### BUS 4902 Budgeting and Finance (1 cr.)

*Optional Three-Day, Face-to-Face Residency Elective*

*Software Required: Microsoft Excel*

Examines the accounting process, from journal entry posting to creation of financial statements. Students also have hands-on experience creating spreadsheets and performing financial analysis techniques.

### BUS 4903 Perspectives on Leadership: Understanding Yourself So You Can Understand Others (1 cr.)

*Optional Three-Day, Face-to-Face Residency Elective*

Explores differing styles of leadership and the effectiveness of each. Students examine different aspects of their personality and the potential impact these personality differences can have on their ability to perform in a leadership role.

### BUS 4904 Personal Marketing (1 cr.)

*Optional Three-Day, Face-to-Face Residency Elective*

This course applies marketing and public relations techniques for the purpose of promoting oneself professionally. Topics include audience research, message development, media placement, and SWOT analysis.

### BUS 4951 Business Policy and Strategic Management (3 cr.)

This course provides an overview of strategic management. A practical, integrative model of the strategic-management process is introduced. Basic activities and terms in strategic management are defined. The benefits of strategic management are presented. Important relationships between business ethics and strategic management are discussed. In addition, the readings initiate discussion of three themes that are present throughout the course: global considerations, electronic commerce, and the strategic implications of the natural environment.

### CHM 1030 Chemistry I (3 cr.)

*Prerequisite: MTH 1010, General Education Mathematics for Online Students, or equivalent*

Introduction of core chemical concepts to help the student acquire a long-term, meaningful understanding of the basic principles and relevant connections to those principles operating in everyday life. Together with its accompanying residential lab course (Chemistry Lab; CHM 4900), these courses are designed to be transferable to residential college degree programs.

### CHM 4900 Chemistry Lab (1 cr.)

*Optional Three-Day, Face-to-Face Residency Elective*

*Prerequisite: CHM 1030, General Chemistry I*

Chemistry Lab is a residency course designed to accompany Chemistry I (CHM 1030). Students travel to the Waldorf College campus in Forest City, IA, and spend three days in the chemistry laboratory, applying the concepts learned in Chemistry I. Together with its accompanying course, CHM 1030, these courses are designed to be transferable to residential college degree programs.

### CIS 3000 Advanced Word (1 cr.)

*Software Required: Microsoft Word 2010*

This course will examine features in Word that are not covered by most basic courses. The course emphasis will be projects that mimic real-life business applications. Concepts include creating Macros, performing mail merges, formatting documents for APA style, and using advanced tools to streamline processes.

### CIS 3001 Advanced Excel (1 cr.)

*Software Required: Microsoft Excel 2010*

This course will examine features in Excel that are not covered by most basic courses. The course emphasis will be projects that mimic real-life business applications. Concepts include consolidating data, using what-if scenarios, editing charts, and using data in a database-style format.

### CIS 3002 Advanced PowerPoint (1 cr.)

*Software Required: Microsoft PowerPoint 2010*

This course will examine features in PowerPoint that are not covered by most basic courses. The course emphasis will be projects that mimic real-life business applications. Concepts

include modifying templates and themes, adding interactive elements, formatting masters, and adding multimedia.

### CIS 3003 Advanced Access (1 cr.)

*Software Required: Microsoft Access 2010*

This course will examine features in Access that are not covered by most basic courses. The course emphasis will be projects that mimic real-life business applications. Concepts include adding functions and formulas to queries and reports, advanced data manipulation, filtering data, and advanced formatting of tables, forms, reports, and queries.

### CIS 4000 MS Office Integration (1 cr.)

*Software Required: Microsoft Word, Excel, PowerPoint, and Access 2010*

This course will examine features in that relate to all four programs. The course emphasis will be projects that mimic real-life business applications. Students will learn how to use the programs together to be more productive. Concepts include mail merge, linking of documents, and linking of data sources.

### COM 1010 Graphic Core (3 cr.)

*Software Required: Adobe CS6 Design*

*Hardware Required: Mac computer with specs listed at www.waldorf.edu/Online/Academics/Programs-of-Study/Communications*

Introduces students to the Adobe Creative Suite, the software used in the field of communications. Students will have hands-on experience learning and using Illustrator, Photoshop, and InDesign.

### COM 1020 Digital Core (3 cr.)

*Software Required: Keynote, Final Cut Pro X*

*Hardware Required: Mac computer with specs listed at www.waldorf.edu/Online/Academics/Programs-of-Study/Communications*

This course provides students with an introduction to digital production and social media. Students will explore Flicker, Facebook, Twitter, Keynote, Final Cut Pro X, YouTube, and Wordpress. Students will build an online portfolio using the above software. This portfolio will be used to showcase projects throughout their career at Waldorf College.

### COM 1030 Mass Communications and Society (3 cr.)

A history and explanation of the relationship between mass communication and our popular culture, including technological, economic, and legal. Magazines, newspapers, movies, radio, television, and music are examined along with types of media control, advertising, public relations, and changing technologies.

### COM 1040 News Gathering and Reporting (3 cr.)

What news is, how it is gathered, and how it is reported forms the basis of this course that offers practice in news writing and editing. Student work is used to positively affect the quality of Waldorf's newspaper, The Lobbyist.

### COM 2010 Visual Theory (3 cr.)

*Prerequisite: COM 1010 Graphic Core, or equivalent*

*Software Required: Adobe CS6 Design*

*Hardware Required: Mac computer with specs listed at www.waldorf.edu/Online/Academics/Programs-of-Study/Communications*

This course attempts to provide students with the critical thinking skills necessary for viewing and producing visual media. The objective of the course is to provide students with a grounding in visual communication theory, sharpen their critical eye in viewing visual phenomena, and provide them with the skills to produce effective visuals.

### COM 2040 Introduction to Public Relations (3 cr.)

*Prerequisites: COM 1010 Graphic Core, or equivalent; COM 2010 Visual Theory, or equivalent*

*Software Required: Adobe CS6 Design*

*Hardware Required: Mac computer with specs listed at www.waldorf.edu/Online/Academics/Programs-of-Study/Communications*

This course serves as a general overview of public relations as a four-step process. Process application as it relates to case studies in media relations, internal communications, community relations, public affairs, and communications.

### COM 3020 Radio Production (3 cr.)

*Prerequisite: COM 1020 Digital Core, or equivalent*

*Software Required: Avid ProTools, MegaSeg, Podcast*

*Hardware Required: Mac computer with specs listed at www.waldorf.edu/Online/Academics/Programs-of-Study/Communications*

Acquaints students with the basic equipment, techniques, and procedures of radio production.

### COM 3030 Television/Film Production (3 cr.)

*Prerequisites: COM 1020 Digital Core, or equivalent; COM 3020 Radio Production, or equivalent*

*Software Required: Final Cut Pro X; Hardware Required: Video Camera*

*Hardware Required: Video camera, Mac computer with specs listed at www.waldorf.edu/Online/Academics/Programs-of-Study/Communications*

Acquaints students with the basic equipment, techniques, and procedures of television/film writing and production. The emphasis is on hands-on production.

### COM 3180 Editing (3 cr.)

Students learn that editing is part science, part art, and part diplomacy. Science means mastering language skills—spelling, grammar, punctuation, usage, and style— and using them to ensure that copy is clear, accurate, and consistent. Art means making the writing tight and effective through word choice and economy.

Diplomacy means knowing when to change copy and when to leave well enough alone. Students learn how editors play the roles of gatekeeper and quality-control agent. Those not interested in editing as a career will learn valuable skills to improve their writing.

### COM 3400 Digital Imaging (3 cr.)

*Prerequisites: COM 1010 Graphic Core, or equivalent; COM 1020 Digital Core, or equivalent; COM 2010 Visual Theory, or equivalent*

*Software Required: Adobe CS6 Design*

*Hardware Required: Mac computer with specs listed at www.waldorf.edu/Online/Academics/Programs-of-Study/Communications*

An in-depth study of digital still photography and the capabilities of computers to manage, enhance, and manipulate images. Using Adobe Photoshop, the student will study and perform techniques previously possible only in the darkroom, plus explore capabilities only available using computers. Besides covering the basic and advanced techniques, the course is intended to expand student understanding of digital imaging as a means of visual communication.

### COM 4010 Web Design (3 cr.)

*Prerequisites: COM 1010 Graphic Core, or equivalent; COM 1020 Digital Core, or equivalent; COM 2010 Visual Theory, or equivalent*

*Software Required: Adobe CS6 Design*

*Hardware Required: Mac computer with specs listed at www.waldorf.edu/Online/Academics/Programs-of-Study/Communications*

This course explores the basics of designing and developing functioning web pages. Students examine effective interface design and target marketing, along with client development, user experience, and usability. Throughout the duration of the course, students will produce both a portfolio website for their personal use and have a practical experience with a client-based web project.

### COM 4220 Public Relations Skills (3 cr.)

*Prerequisite: COM 2040 Introduction to Public Relations, or equivalent*

*Software Required: Adobe CS6 Design*

*Hardware Required: Mac computer with specs listed at www.waldorf.edu/Online/Academics/Programs-of-Study/Communications*

Instruction in the basic skills needed for public relations programming, including strategic and organizational planning, special events planning, and persuasive writing. Includes sample analysis, writing projects, and actual events planning.

### COM 4360 Crisis Management (3 cr.)

*Prerequisite: COM 2040 Introduction to Public Relations, or equivalent*

This course will cover practical strategies useful for a Public Information Officer (PIO).

### COM 4410 Mass Media Law (3 cr.)

Discusses the legal issues affecting the mass media, including First Amendment rights, libel, fair trial rights, privacy, and public access to information. Students study the U.S. Constitution, court cases, and legislative actions that are the foundations for media law.

### COM 4420 Media Literacy (3 cr.)

A senior-level course that examines issues in communications. Topics will vary from year to year.

### COM 4520 Senior Capstone (3 cr.)

*Software Required: Adobe CS6 Design*

*Hardware Required: Mac computer with specs listed at www.waldorf.edu/Online/Academics/Programs-of-Study/Communications*

Gives students a chance to prepare a portfolio of work that can be used to gain entrance to graduate school or gainful employment. Students will be allowed to stress their area of interest—news writing, radio, video, public relations, etc.—but will also be required to show a broad range of talent in the communications area.

### CRJ 2000 Introduction to Criminal Justice (3 cr.)

Examines the past, present, and future of the American criminal justice system with emphasis on the court system and changing philosophies of the American correctional system.

### CRJ 2001 Theory and Practice of Law Enforcement (3 cr.)

Presents the historical development of law enforcement, organization, administration, and systems of local, state, and federal policing with an emphasis on theories as they relate to practices.

### CRJ 2050 Introduction to Terrorism (3 cr.)

This course will provide students an opportunity to analyze the historical impact of terrorism on current and future terrorism incidents. It examines past incidents to provide insight into current and future terrorism methodologies, ideologies, and goals. The course also provides post-incident analyses of recent terrorism incidents to determine responder "best practices."

### CRJ 2200 Theory and Practice of Corrections (3 cr.)

Provides a historical overview of theory and practices of convicted offenders with an emphasis on U.S. corrections, including institutional procedures, relevant technological innovations in security, and future innovation impact.

### CRJ 2501 Criminology (3 cr.)

Explores the study of crime and crime causation theories, including traditional and modern approaches and emerging technological innovations, as well as social policy.

### CRJ 2900 Management and Supervision Skills for Criminal Justice Personnel (3 cr.)

Many supervisors in law enforcement positions are eligible for retirement. Promotions are occurring more rapidly, and line staff are being placed in supervisor positions faster than ever. This course is designed to help the student learner bridge the gap between concept and practice, and provide them with a knowledge and understanding of the myriad of roles and responsibilities affiliated with management in law enforcement.

### CRJ 3000 American Homeland Security (3 cr.)

Explores the terms and definitions that apply specifically to Homeland Security as well as the recognition and utilization of national resources and political interaction. Evaluates all related elements of Homeland Security as well as terrorist organizations and the motivations behind each. Analyzes the variety of career paths in Homeland Security.

### CRJ 3050 Terrorism Response Operations (3 cr.)

This course will compare the roles of the involved agencies (Fire/EMS/EM/LE, etc.) that prepare for and respond to terrorism incidents, with emphasis on their respective strengths and interrelationships. In addition, the course will examine the range of tactical response operations options to include legal issues, procedures, staffing, equipment interoperability, NIMS and incident command. Finally, the course will analyze tactical response operations at actual terrorism incidents.

### CRJ 3201 Juvenile Justice and Delinquency (3 cr.)

Provides a historical overview of the American juvenile justice system from the development of the juvenile court, juvenile jurisdiction, and patterns of delinquency, including gangs, training schools, probation, aftercare, family, school, and related factors as well as intervention strategies.

### CRJ 3301 Judicial Process (3 cr.)

*Prerequisites: CRJ 2000 Introduction to Criminal Justice, or equivalent; CRJ 2001 Theory and Practice of Law Enforcement, or equivalent; CRJ 2200 Theory and Practice of Corrections, or equivalent*.

This course examines the American judiciary in relationship to state and federal criminal justice systems, including court structure, jurisdiction, selection of judges, and judicial discretion. Emphasis is given to contemporary issues confronting the American courts.

### CRJ 3304 Ethical and Legal Issues in Homeland Security (3 cr.)

Identifies major ethical and legal issues related to homeland security and discusses methods for addressing them. Topics include rights of privacy, the Patriot Act, and Title 18 of the United States Code.

### CRJ 3305 Disaster Planning and Management (3 cr.)

Examines the actions needed and the personnel involved in disaster planning, preparedness, response, and recovery with specific reference to terrorism incidents.

### CRJ 3306 Homeland Security Technology (3 cr.)

Discusses homeland security technologies and approaches for leveraging technologies to provide national and economic security.

### CRJ 3500 Weapons of Mass Destruction (3 cr.)

This course will provide students an opportunity to assess the capabilities of weapons of mass destruction to determine counteraction strategies. It defines weapons of mass destruction, using definitions from the United States Code; examines the agents used by terrorists to include chemical, biological, radiological, nuclear, and explosive (CBRNE) agents to determine what counteractions can be taken; and analyses recent terrorist incidents using CBRNE to determine future protective measures.

### CRJ 3601 Criminal Law (3 cr.)

Provides a study of the nature and foundations of U.S. criminal law. Students focus on evolution of statutory crimes in the United States, analysis of contemporary federal and statutory offenses, criminal conduct, criminal responsibility, criminal defenses, criminal liability, and elements of the crime.

### CRJ 3701 Criminal Investigation (3 cr.)

*Prerequisite: CRJ 3601 Business Law, or equivalent*

Presents a study of the development of the investigative procedures and techniques from early practices to modern-day forensic science capabilities with an emphasis on leadership, investigation, and case preparations.

### CRJ 3801 Criminal Evidence and Legal Issues (3 cr.)

Examines the laws governing proof of facts involving evidence presentation in trials and common law. Students study practical application of the rules of criminal procedure in respect to evidence, burden of proof, presumptions, judicial notice, and basic functions of courts as the third facet of the criminal justice system.

### CRJ 3950 Constitutional Law for Criminal Justice (3 cr.)

*Prerequisites: CRJ 2000 Introduction to Criminal Justice, or equivalent; CRJ 3601 Criminal Law, or equivalent*

This course examines the principles and practice of analysis of significant cases and trends in American constitutional law, with an emphasis in criminal justice, including search and seizure, arrest, and civil rights as well as the judiciary, first amendment, due process, and the judicial system.

### CRJ 4001 Procedures in the Justice System (3 cr.)

Focuses on U.S. Supreme Court interpretations of the U.S. Constitution in respect to rights of the accused. Students discuss Supreme Court decisions and identify the impact on the criminal justice system as well as study a historical overview of the procedures involved in moving a suspect through the criminal justice system.

### CRJ 4101 Diversity and Ethics in Criminal Justice (1 cr.)

This course provides insight into the importance of diversity and ethical behavior background information, current diversity situations, and future trends involving diversity. The roles of officers, controversial opinions, types of diversity, etc. are explored. Students have the opportunity to evaluate their department and how diversity may assist more in accomplishing its mission.

### CRJ 4201 Probation and Community Corrections (3 cr.)

This course examines probation and community corrections from its inception through current times. Students will examine the philosophy behind probation and community corrections as well as its implementation in the United States. This course will also address the roles and responsibilities of practitioners and the relationship of probation and community corrections to other components in the criminal justice system.

### CRJ 4301 Supervision of Criminal Justice Personnel (3 cr.)

An overview of supervisor and middle management roles in criminal justice agencies with emphasis on the importance of inter-personal skills and co-worker relations as well as the positive and negative aspects of various leadership styles.

### CRJ 4302 Preparedness and Response Partners (3 cr.)

Examines systems for homeland security preparedness and discusses synchronized efforts of federal, state, and local partners for effective response.

### CRJ 4303 Critical Infrastructure Protection (3 cr.)

Discusses at-risk technological systems, evaluating elements of critical infrastructure to identify methods for optimizing system protection.

### CRJ 4320 Homeland Security Capstone (3 cr.)

Applies foundational knowledge and perspectives to discuss comprehensive efforts for creating and sustaining security of the American homeland.

### CRJ 4701 Criminal Justice Organization and Administration (3 cr.)

This course defines and analyzes criminal justice system organizations including planning and management of human resources, research, environmental factors, centralized authority, and other issues.

### CRJ 4900 Media Skills and Professional Development for Emergency Management Personnel (1 cr.)

*Optional Three-Day, Face-to-Face Residency Elective*

This course will discuss various skills and strategies necessary in the field of Criminal Justice or Fire Science Administration to assist in career and promotion opportunities. Topics will include: media relations, public speaking tips, and professional development topics such as interview skills, résumé writing, and job search strategies.

### ECO 2401 Principles of Macroeconomics (3 cr.)

Introduction to macroeconomic principles. Emphasis on application of these principles to current problems. General topics include: policies for controlling inflation and unemployment, economic way of thinking, characteristics of market systems and competitive market behavior, money and banking, national income theory, and the fundamentals of economic growth.

### ECO 2501 Principles of Microeconomics (3 cr.)

*Prerequisite: ECO 2401 Principles of Macroeconomics, or equivalent*

Introduction to microeconomics. Emphasis on applications of these principles to current problems. General topics include: Demand and consumer behavior, the firm and market structures, international economic relations, comparative economic systems, and current events with microeconomic content.

### EMG 2000 Introduction to Emergency Management (3 cr.)

This course will provide students with an introductory understanding of the field of emergency management. Students will focus on the basic principles of emergency management and become familiar with the disaster cycle. Students will also be introduced to the major systems operating within the field, such as NIMS and ICS.

### EMG 3001 Disaster Mitigation and Preparedness (3 cr.)

This course will provide students with an in-depth understanding of two of the phases in the disaster cycle, mitigation and preparedness. Students will analyze the concepts of vulnerability and risk, and develop an understanding of how to mitigate and prepare an area for future disaster events.

### EMG 3002 Disaster Response and Recovery (3 cr.)

This course will provide students with an in-depth understanding of the last two phases in the disaster cycle, response and recovery. Crucial in this course is student understanding of planned efficiency and effectiveness in true disaster situations. Topics covered include advanced search and rescue procedures, emergency care of disaster victims, management of mass fatalities, and systematic planning for communitywide recovery after disaster.

### EMG 3050 Special Operations (3 cr.)

This course will prepare students for the world of special operations within emergency management. Topics covered include vehicle extraction, water rescue, recovery during a disaster, and diversity of other operations. The course also addresses key aspects to managing special operations during an event.

### EMG 3100 Terrorism in Emergency Management (3 cr.)

This course addresses terrorism in emergency management in terms of preparedness, incident response, and safe approaches to mitigation. The course will present issues related to terrorism throughout history, risks and hazards at the scene, preservation of evidence, risk assessments, key management roles, and recognition of explosive substances and devices.

### EMG 4001 Interagency Disaster Management (3 cr.)

Students will analyze the interagency aspect to Emergency Management. Crucial to this course is an understanding of the intergovernmental, inter-organizational and interagency collaboration that continuously occurs when working in the field. Students will also develop an understanding of the political, legal and economic impact on emergency management.

### EMG 4002 Incident Command in Emergency and Disaster Management (3 cr.)

This course will provide an in-depth analysis of the Incident Command Structure within Emergency Management. Real life events will be used as case studies in order to allow students to demonstrate the ability to use NIMS and ICS. At the culmination of this course, students will have received several FEMA certificates.

### EMG 4050 Socio-Psychological Nature of Emergency Management (3 cr.)

Students will analyze the social and psychological nature of working in emergency management. Relevant theories will be incorporated to display how humans prepare for, respond to and recover from vulnerabilities, risks, emergencies, disasters and catastrophes.

### EMG 4900 Capstone in Emergency Management (3 cr.)

This course will synthesize the principles and theories presented in the core group of courses in this program. Students will examine numerous case studies and evaluate the policy options that officials are facing today, in addition to future approaches in EM. The course will also aid students in developing the skills necessary to work in the field.

### ENG 1010 English Composition I (3 cr.)

Introduction to the basic concepts and requirements of college-level writing. Provides students with the ability to implement effective communication skills via the written word.

### ENG 1020 English Composition II (3 cr.)

*Prerequisite: ENG 1010 English Composition I, or equivalent*

Provides advanced introduction to the basic concepts and requirements of college-level writing, and presents additional skills, methods, and techniques to improve and polish the student's completed written documents. Gain writing experience, an understanding of the writing and revision process, methods and techniques to enhance the delivery of the writer's thoughts and ideas, proper grammar usage, and critical reading skills.

### ENG 2000 American Literature I (3 cr.)

This course surveys American literature from its beginnings to 1865. Emphasis is placed on the literary, cultural, historical and philosophical forces that shaped these works and that are reflected in them.

### ENG 2010 American Literature II (3 cr.)

Surveys the emergence of modern American literature from the latter half of the 19th century through the social challenges experienced in the 20th century before and after World Wars I & II, and into the postmodern era that ushered in the 21st century.

### FOS 3125 Hazardous Materials Management (3 cr.)

This course is replaced by OSH 4410: Managerial Issues in Hazardous Materials.

### FOS 3640 Interactions of Hazardous Materials (3 cr.)

This course is replaced by OSH 3640: Interactions of Hazardous Materials. See OSH 3640.

### FRE 1010 Elementary French (3 cr.)

Fundamentals of the French language, with emphasis on oral and written communication, grammar, and vocabulary. Cultural aspects of French-speaking countries are also included.

### FSC 2010 Introduction to Fire Protection Strategies (3 cr.)

Provides a comprehensive overview of fire protection, career opportunities in fire protection and related fields, fire loss analysis, and an orientation to the philosophy and history of fire protection and fire services. Fire protection systems are introduced and a discussion and application to fire strategy and tactics are included. (This course replaces FSC 3251: Introduction to Fire Protection.)

### FSC 3110 Community Risk Reduction for the Fire and Emergency Services (3 cr.)

Provides a theoretical framework for understanding ethical, sociological, organizational, political, and legal components of community risk reduction. Methods for the development of a comprehensive community risk reduction plan are explored. (This course replaces FSC 3820: The Community and the Fire Threat.)

FESHE outcomes: 1. Become champions of risk reduction. 2. Develop and meet risk reduction objectives. 3. Identify and develop intervention strategies. 4. Implement a risk reduction program. 5. Review and modify risk reduction programs.

### FSC 3120 Organization and Management of Fire and Emergency Services Training (3 cr.)

Examines the basic and advanced functions and responsibilities of the fire or emergency services training manager. Specific leadership challenges covered include: determining and selecting training needs, selecting and developing training personnel, developing and managing a training budget, and market training to internal and external customers.

### FSC 3210 Fire Dynamics (3 cr.)

The course provides an introduction to advanced fire behavior and combustion concepts. Assignments and discussions will focus on real world applications and principles of fire dynamics and chemistry. (This course replaces FSC 3430: Principles of Fire Behavior.)

FESHE Outcomes: 1. Analyze building structural components for fire endurance and fire resistance. 2. Understand the flame spread and smoke production properties of building furnishings and materials. 3. Understand the importance and be able to calculate heat release for combustibles.

### FSC 3251 Introduction to Fire Protection (3 cr.)

This course provides a comprehensive overview of fire protection, career opportunities in fire protection and related fields, fire loss analysis, and an orientation to the philosophy and history of fire protection and fire services. Fire protection systems are introduced and a discussion and application to fire strategy and tactics are included. (This course is replaced by FSC 2010: Introduction to Fire Protection Strategies.)

### FSC 3302 Fire Investigation and Analysis (3 cr.)

Examines the technical, investigation, legal, and social aspects of arson, including principles of incendiary fire analysis and detection, environmental and psychological factors of arson, legal considerations, intervention, and mitigation strategies. (This course replaces FSC 4618: Incendiary Fire Analysis and Investigation.)

FESHE Outcomes: 1. Document the fire scene, in accordance with best practice and legal requirements. 2. Analyze the fire scenario utilizing the scientific method, fire science, and relevant technology. 3. Analyze the legal foundation for conducting a systematic incendiary fire investigation and case preparation. 4. Design and integrate a variety of arson related intervention and mitigation strategies.

### FSC 3345 Introduction to Fire Prevention (3 cr.)

Opportunity to study the fundamentals and latest information on fire prevention practices and procedures. Addresses both the public and organizational responsibilities for fire safety and prevention.

### FSC 3410 Fire Protection Structures and Systems (3 cr.)

Examines the underlying principles involved in structure fire protection systems, building furnishing, and fire protection systems including water-based fire suppressions systems, fire alarm and detection systems, special hazard suppression systems, and smoke management systems. (This course replaces FSC 3460: Fire Protection Systems.)

FESHE Outcomes: 1. Analyze building structural components for fire endurance and fire resistance. 2. Understand the flame spread and smoke production properties of building furnishings and materials. 3. Analyze, evaluate, and determine appropriate use for fire detection and alarm systems; water-based fire suppression systems; special hazard fire suppression systems; and smoke management systems, with a sophisticated understanding of how they integrate to function as a complete life safety system. 4. Understand the fundamental principles related to structural fire protection, building furnishings, and fire protection systems.

### FSC 3430 Principles of Fire Behavior (3 cr.)

The course provides a general understanding of fire chemistry principles. The consideration of these principles are applied to various areas such as agents used to extinguish fire, firefighting tactics and strategies, wildland fires, fires in multi-story buildings and hazardous materials. The course also reinforces basic concepts of pre-incident considerations, incident management, and post-incident consideration. (This course is replaced by FSC 3210: Fire Dynamics.)

### FSC 3440 Building Construction for Fire Protection (3 cr.)

Examines the overview of building construction, building types, designs of structures, and a knowledge of building construction in relation to firefighting.

### FSC 3460 Fire Protection Systems (3 cr.)

Provides the basic principles on which fire protection systems are designed. It explores system components including sprinklers, water spray, water mist, standpipe, and ultra high-speed water spray systems. (This course is replaced by FSC 3410: Fire Protection Structures and Systems.)

### FSC 3470 Fire Protection Hydraulics and Water Supply (3 cr.)

Provides a foundational understanding of the use of water in fire protection, applies hydraulic principles to analyze and solve water supply problems.

### FSC 3480 Fire Department Safety Officer (3 cr.)

Explores the laws, regulations, and standards that affect safe operations and employee safety. In addition, this course examines employer responsibility to provide a safe and healthy work environment and to improve the overall operations of the department by reducing risk to personnel and limiting or decreasing liability.

### FSC 3501 Advanced Fire Administration (3 cr.)

Deals with organization and management of a fire department and the relationship of government agencies to fire service. Emphasizes fire service leadership from the perspective of the Company Officer. (This course is replaced by FSC 4610: Fire and Emergency Services Administration.)

### FSC 3510 Political and Legal Foundations of Fire Protection (3 cr.)

Examines the legal aspects of fire service and the political and social impacts of legal issues. This course includes a review of the American legal system and in-depth coverage of legal and political issues involving employment and personnel matter, political process with regard to the fire service. (This course replaces FSC 4401: Legal Aspects of Fire Protection.)

FESHE outcomes: 1. Identify potential legal and political issues in fire and emergency services. 2. Describe legal lessons learned from recent cases, and identify best practices in the fire service to avoid legal liability. 3. Analyze and apply legal rules and political issues to manage risk. 4. Formulate political and legal conclusions and recommendations based on the analysis. 5. Locate and apply recent legal and legislative online resources.

### FSC 3601 Fire Prevention Organization and Management (3 cr.)

Examines the factors that shape fire risk and the tools for fire prevention, including risk reduction education, codes and standards, inspection and plans review, fire investigation, research, planning, various types of influences and strategies.

FESHE outcomes: 1. Describe aspects of risk reduction education and overall community risk reduction. 2. Explain the fundamental aspects of codes and standards, and the inspection and plan review process. 3. Describe the fire investigation process and discuss fire prevention research. 4. Discuss historical and social influences and describe the planning process. 5. Describe economic and governmental influences on fire prevention programs and activities. 6. Explain the effects of departmental influences on fire prevention programs and activities. 7. Discuss strategies for fire prevention.

### FSC 3610 Fire Related Human Behavior (3 cr.)

Presents a study of human behavior in fire and other emergency situations. Students will examine current and past research on human behavior, systems models, life safety education, and building design to determine interactions of these areas in emergency situations. Students will develop understanding of a best-practice building life safety system as one that combines knowledge in the areas of psychology and sociology joined with engineering and education to produce the best possible outcomes in terms of human survivability in an emergency.

FESHE Outcomes: 1. Apply knowledge to create a system that integrates human behavior factors into life safety planning and practice. 2. Understanding how psychology and sociology factors influence behavior. 3. Demonstrate how current computer systems modeling functions. 4. Locate and analyze current human-related fire research.

### FSC 3820 The Community and the Fire Threat (3 cr.)

The course provides the student with general information to prevent community fire-related threats. Additionally, the course will address emergency response to terrorism and general response to other incidents that could be catastrophic. (This course is replaced by FSC 3110: Community Risk Reduction for the Fire and Emergency Services.)

### FSC 4001 Diversity in the Fire Service (1 cr.)

Provides background information, current diversity situations, and future trends involving diversity. The roles of officers, controversial opinions, types of diversity are explored. Students have the opportunity to evaluate their department and how diversity may assist more in accomplishing its mission.

### FSC 4002 Back to Basics: A Refresher of Fire Fighting Strategies for Company Officers (1 cr.)

This course is designed to reinforce the basic knowledge and skills from basic fire fighter training, while requiring the student to reference advanced knowledge and skills. This course challenges the student to reference and use the experiences gained from a basic fire fighter to present.

### FSC 4110 Advanced Principles in Fire and Emergency Services Safety and Survival (3 cr.)

Examines Line of Duty Death (LODD) and injury data. Students review in depth the 16 Firefighter Life Safety Initiatives that have been adopted to ensure that everyone goes home.

FESHE Outcomes: 1. Analyze the need for cultural change within the fire service to ensure that Everyone Goes Home. 2. Incorporate leadership, management, supervision, accountability, and personal responsibility to develop a positive safety attitude. 3. Recognize the importance of personal and organizational accountability for health and safety. 4. Discuss the importance of integrating risk management at all levels of incident management, including strategic, tactical, and planning responsibilities. 5. Defend the concept that all emergency personnel be empowered to stop unsafe practices. 6. Explain the importance of equally applying training qualifications, certification, and physical fitness standards to all emergency personnel based on the duties they are expected to perform.

### FSC 4210 Analytical Approaches to Public Fire Protection (3 cr.)

Examines the tools and techniques of rational decision-making in fire and emergency services agencies, including collection, statistics, probability, decision analysis, utility modeling, resource allocation, and cost-benefit analysis.

FESHE Outcomes: 1. Discuss the uses of analytical approaches to rational decision-making. 2. Differentiate techniques of

analysis. 3. Select appropriate analytic tools to support critical thinking. 4. Discuss how the use of databases, histograms, inferential statistics and probabilities and GIS are used in fire station location planning. 5. Apply the 5-step cost-benefit analysis process to justify essential budgetary needs. 6. Use linear programming to solve fire department equipment, revenue facility and personnel issues.

### FSC 4310 Disaster Planning and Control (3 cr.)

Examines concepts and principles of community risk assessment, planning, and response to fires and natural and human-caused disasters, including National Incident Management Systems – Incident Command Systems (NIMS-ICS), mutual aid and automatic response, training and preparedness, communications, civil disturbances, terrorist threats/incidents, hazardous materials planning, mass casualty incidents, earthquake preparedness, and disaster mitigation and recovery.

FESHE Outcomes: 1. Discuss the importance of disaster planning, preparation, and mitigation. 2. Evaluate the hazard assessment processes and role of the firefighter in community disaster planning and recovery. 3. Assess hazard response and planning procedures. 4. Define the impact of hazard occurrence of community response. 5. Define the parameters and effectiveness of an Emergency Operations Plan (EOP) and its components. 6. Differentiate the multilevel agency responsibilities in disaster mitigation. 7. Define the relationships between disaster planning, mitigation, and recovery.

### FSC 4401 Legal Aspects of Fire Protection (3 cr.)

Introduces the basic principles and terms of law, discussing various legal actions against people or organizations charged with fire protection duties, and creates an awareness of the risk, which can then be mitigated. This course provides a basic knowledge of the methodology through which to locate, read and creates an awareness of the risk, which can then be mitigated. This course provides a basic knowledge of the methodology through which to locate, read and comprehend various statutes, regulations, and cases that are the framework of the law. (This course is replaced by FSC 3510: Political and Legal Foundations of Fire Protection.)

### FSC 4432 Fire Prevention and Code Enforcement (3 cr.)

The course provides the student with general information to fully understand the fire department's roles in fire inspection and code enforcement. Students gain a thorough understanding of the role of the fire inspector, plans reviewer, and code administration personnel.

### FSC 4510 Personnel Management for the Fire and Emergency Services (3 cr.)

Examines relationships and issues in personnel administration and human resource development within the context of fire-related organizations, including personnel management, organizational development, productivity, recruitment and selection, performance management systems, discipline, and collective bargaining.

FESHE outcomes: 1. Identify and explain contemporary personnel management issues. 2. Explain potential personnel management issues. 3. Classify the collective rules, procedures, laws, and policies that relate to personnel management issues. 4. Analyze simple/complex personnel management issues from recruitment to retirement. 5. Formulate recommendations and solutions to personnel management issues. 6. Explore organizational development and leadership styles and how they relate to personnel relationships.

### FSC 4550 Industrial Fire Protection (3 cr.)

Examines fire prevention and protection within business and industrial environments. The course explores the control of hazards including smoking, housekeeping, electrical, flammable and combustible liquids, flammable gases, welding and cutting.

### FSC 4610 Fire and Emergency Services Administration (3 cr.)

This course is designed to be a progressive primer for students who want more knowledge about fire and emergency services administration. The course demonstrates the importance of the following skills necessary to manage and lead a fire and emergency services department through the challenges and changes of the 21st century: persuasion and influence, accountable budgeting, anticipation of challenges, and the need for change using specific management tools for analyzing and solving problems. (This course replaces FSC 3501: Advanced Fire Administration.)

FESHE outcomes: 1. Define and discuss the elements of effective departmental organization. 2. Classify what training and skills are needed to establish departmental organization. 3. Analyze the value of a community-related approach to risk reduction. 4. Outline the priorities of a budget planning document while anticipating the diverse needs of a community. 5. Assess the importance of positively influencing community leaders by demonstrating effective leadership. 6. Analyze the concept of change and the need to be aware of future trends in fire management. 7. Report on the importance of communications technology, fire service networks, and the Internet, when conducting problem-solving analysis and managing trends. 8. Develop a clear understanding of the national assessment models and their respective approaches to certification.

### FSC 4618 Incendiary Fire Analysis and Investigation (3 cr.)

This course examines the dynamics of ignition, flame spread, and room fire growth and explores all phases of fire and explosion investigation, financial management, and other fire department functions related to incendiary fire analysis and investigation. (This course is replaced by FSC 3302: Fire Investigation and Analysis.)

### FSC 4631 Advanced Principles of Fireground Strategies and Tactics (3 cr.)

Provides a management oriented focus that progresses from pre-incident preparation to systematically managing the incident. The course helps the student to understand and apply the concepts involved in the development and deployment of an on-scene strategic or tactical plan.

### FSC 4710 Applications of Fire Research (3 cr.)

Examines the basic principles of research and methodology for analyzing current fire-related research. The course also provides a framework for conducting and evaluating independent research in the following areas: fire dynamics, fire test standards and codes, fire safety, fire modeling, structural fire safety, life-safety, firefighter health and safety, automatic detection and suppression, transportation fire hazards, risk analysis and loss control, fire service applied research and new trends in fire-related research.

FESHE outcomes: 1. Locate, evaluate, and analyze fire-related research. 2. Apply research to a fire related problem. 3. Compose a fire-related research problem. 4. Design a research plan using one or more qualitative and /or qualitative methodologies.

### FSC 4753 Terrorism Incident Management and Emergency Procedures (3 cr.)

Covers many aspects of emergency response to terrorist attacks, from actions to take prior to an incident, to operations at the scene and afterward. Designed to provide emergency responders with comprehensive strategic and tactical information pertaining to prevention, preparedness, recognition, response, and recovery from terrorist attacks. Special emphasis is placed on explosive, chemical, biological, radiological, and nuclear incidents.

### FSC 4900 Chief Officer Leadership (1 cr.)

*Optional Three-Day, Face-to-Face Residency Elective*

Through facilitated discussions, case studies, and group activities, students examine a wide array of leadership and customer service topics for Fire Science Administration.

### FSC 4901 Managing Your Multi-Generational Organization Today (1 cr.)

*Optional Three-Day, Face-to-Face Residency Elective*

Provides an overview of generational experiences and characteristics and examines strategies for leading a multi-generational workforce.

### HCM 1301 Medical Terminology (3 cr.)

This course will provide students with fundamental skills in understanding how to use prefixes, suffixes, and root words to develop medical terms. Students will become familiar with the spelling and definition of common medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

### HCM 3002 Introduction to Health Care Management (3cr.)

This course provides an introduction to the field of modern healthcare management through a systematic analysis of the important areas of concern to the healthcare manager. Topics covered include the planning process and how planning is used in healthcare administration; the organizing process and job design; supporting and implementing decisions; building the quality of clinical service; and providing human resources and plant services.

### HCM 3100 Reimbursement Methods in Healthcare (3 cr.)

This course focuses on payment systems, including those for inpatient and ambulatory care settings, as well as those for psychiatric, hospice, and home health services. Topics include reimbursement and case mix management, revenue cycles, coding compliance requirements, charge-master maintenance, auditing processes, types of insurances, payment systems (e.g., prospective), and various Diagnosis Related Groups.

### HCM 3303 Health Informatics Principles & Practice (3 cr.)

This course provides an overview of health information management, HIM principles, policies and procedures including health data content, collection, quality, registries, access, and retention. This course examines the use of technology in warehousing and mining health care data, communicating health care data, and safeguarding health care data, electronic health records and personal health records. The benefits and challenges of health care information systems as well as the future of health information management systems are discussed.

### HCM 3304 Principles of Epidemiology (3 cr.)

Examines the genetic and environmental determinants and distribution patterns of disease among human populations. Methods for developing and testing approaches for disease prevention and control are also discussed.

### HCM 3305 Community Health (3 cr.)

This course provides a comprehensive introduction to the four areas of community health and includes preventative medicine, public health, school health, and self-care. The course also reflects the advances in population health in the community health field. This course represents the concept that many populations of concern in health programs are not solely defined by geographic location. This course presents information within a problem solving framework.

### HCM 3801 Issues and Trends in Health Care (3 cr.)

This course provides an overview of the nature of the health care system, factors influencing the distribution of health care, mainstream and alternative health manpower, the social distribution and meaning of illness in the United States. Topics including bioethical issues, and contemporary issues such as bioterrorism, human genome project, rising prescription drug costs, and urbanization, social stress, and mental illness are covered.

### HCM 4053 Financial Management of Health Care Organizations (3 cr.)

This course introduces many financial management aspects in health care organizations by covering many considerations and factors affecting the financial aspects of providing health care in today's dynamic and competitive environment. Students learn the different types of budgets and how they are utilized.

### HCM 4201 Health Care Law (3 cr.)

This course provides background and legal principles for problems concerning our health care delivery system. Focuses on professional regulation and the managed care and hospital certification programs that impact professional practice. Designed to prepare clinical and administrative health care personnel for the challenges of understanding today's important issues— from handling patient records and avoiding malpractice to abortion, AIDS, and the right to die.

### HCM 4303 Comparative Health Systems (3 cr.)

This course examines the structure of the major health care systems in the United States in a comparative analysis with other countries, focusing on financing, reimbursement, delivery systems and adoption of new technologies. Students will study the relative roles of private sector and public sector insurance and providers, and the effect of system design on cost, quality, efficiency, access to primary and specialty care, and equity of medical services.

### HCM 4304 Project Management for Healthcare Professionals (3 cr.)

This course teaches students the principles of project management, reengineering, and work redesign. Students will focus on developing strategies necessary to initiate, plan, implement and disseminate the results of a health science project.

### HCM 4305 Long-Term Care Management (3 cr.)

This course provides an overview of various settings for long-term care including nursing homes, senior housing options, adult day care, home health care, assisted living, and hospice to include unique individual and facility licensure and regulatory guidance for each. Introduces ethical and quality of care issues, reimbursement for services, role of technology, marketing, supervising medical and nursing professionals, and other leadership responsibilities. Current and Future trends of long-term care management will be discussed.

### HCM 4307 Health Care Quality Management (3 cr.)

This course examines the history of the quality movement in the United States as adapted by leading healthcare organizations. Methods of assessing quality and techniques for process improvement are discussed, as well as opportunities for preventing adverse events. Lean, Six Sigma, Constraints Theory, and other key approaches to quality improvement are reviewed with an emphasis on developing, executing, and reporting the findings of common projects in healthcare.

### HCM 4308 Research Methods for Health Professionals (3 cr.)

This course focuses on basic concepts of statistics such as measures of central tendency and variability; concepts of test validity, reliability, and objectivity; and on basic techniques used in inferential statistics. This course will also examine the basic components required for designing, conducting, and interpreting health-related research. Topics discussed include research design, methodologies, observational studies, experimental and quasi-experimental design, inherent biases, ethical considerations, use of primary and secondary data, statistical techniques and software programs utilized to analyze and interpret data, and common formats used to report the findings.

### HCM 4320 Development and Strategic Planning in Healthcare (3 cr.)

Development and Strategic Planning in Health Care is an integrated capstone course which promotes understanding of the dynamics of strategic planning for medical organizations of all kinds. Students will cultivate skills in environmental assessment, diagnose organizational problems, identify opportunities for improvement, formulate and select strategic alternatives, and create strategic management action plans for effective implementation. Emphasized is the importance of leadership for effective strategic planning in health care organizations.

### HCM 4400 Risk Management in Healthcare (3 cr.)

This course introduces the concepts of health care risk management and will focus identifying real and potential risks in health-care settings. This course will also explore patient rights issues that give rise to common risk management concerns.

### HIS 1100 Ancient World (3 cr.)

A survey of global societies including Europe, Asia, Africa, and the Americas from prehistory to around AD 500. There will be a focus on the birth of civilization and its struggle for existence.

### HIS 1110 American History I (3 cr.)

By the end of this course, you will understand the major political, social, economic, and cultural developments in American history, from first contact through Reconstruction. Furthermore, you will be able to trace the evolving relationship between various minority groups and America's dominant white male culture.

### HIS 1120 American History II (3 cr.)

The United States is a pluralistic place where diverse characters pursue their own distinctive visions of The American Dream side by side. But those Dreams often conflict with one another. In fact, Americans form a nation of so many voices that people rarely understand one another. Our plot this semester will be peopled by a motley crew: Joseph, Muir, Du Bois, Addams, Long, Carson, Carmichael, Chavez, Falwell. These names may not mean anything to you now, but they will form a familiar cast of characters by the time that the final exam rolls around. Each posited a unique vision of The American Dream, each spoke with a distinctive voice. These figures represent the subject of our inquiry: the United States since 1877.

### HIS 1200 Medieval World (3 cr.)

A survey of global societies including Europe, Asia, Africa, and the Americas which existed in the thousand year period between the ancient and modern eras (c. AD 500-1500). Attention will be given to the massive and creative developments of this period.

### HIS 1610 Modern World (3 cr.)

A survey of global societies including Europe, Asia, Africa, and the Americas from the Renaissance through the first half of the 20th Century and the beginning of the Cold War (1500-1945). Particular focus will be given to issues of Imperialism, Nationalism, and Industrialism.

### HIS 1710 Contemporary World (3 cr.)

A survey of global history in the 20th and 21st centuries with emphases on the legacy of the world wars, the Cold War, and the rise of the post-colonial Third World. This course will study the impact of modernization and globalization of nationalist and extremist responses, including the issue of modern terrorism.

### HIS/REL 3360 Introduction to the Muslim World (3 cr.)

An introduction to the foundations of Islam: Muhammad, the Qur'an, and the sources of Islamic faith. The course includes an overview of the spread of Islam from its early beginnings to the present. The course also examines Muslim beliefs and practices and the diversity of ways of being Muslim in the world today. Student research explores various forms of life and piety in selected locations in Asia, Africa, the Middle East, Europe, and North America. Attention is paid to the area of Christian-Muslim relations with the goal of fostering better understanding between the two communities.

### HIS 3630 African American History (3 cr.)

A survey of African American history from the trans-Atlantic slave trade to the present, with a special emphasis on the black struggle for freedom.

### HUM 1010 Introduction to Waldorf Online (2 cr.)

Introduces students to various strategies for learning and other skills that are often overlooked when planning for college.

### HUM 1020 Critical Thinking (3 cr.)

Introduces the art of devising ways to improve the quality of learning and life by systemically improving the thinking that underlies them.

### MTH 0098 Basic College Mathematics for Online Students (3 cr.)

*Prerequisite: Placement by HUM 1010 Introduction to Waldorf Online*

Introduction to mathematics, whole numbers, fractions, decimals, percent, ratio and proportion, and applications of arithmetic. Algebra: solving equations and applications, exponents and radicals, concepts in geometry and applications. (Placement by HUM 1010)

### MTH 1010 General Education Mathematics for Online Students (3 cr.)

*Hardware Required: TI-83 or TI-84 calculator*

Designed primarily for the online student who does not plan to specialize in mathematics or related science. The course emphasizes the fundamental concept of mathematics along with formal techniques. Topics discussed will be number bases, real numbers, intermediate algebra, geometry, right angle trigonometry and sets. (Prerequisite: One year of elementary algebra. Note: This course is not suitable for inclusion in an Education licensure program at Waldorf College.)

### MTH 2000 Managerial Mathematics (3 cr.)

*Hardware Required: TI-83 or TI-84 calculator*

Overview of topics in finite mathematics and analysis involving real life situations.

### MTH 2023 Elementary Statistics (3 cr.)

*Hardware Required: TI-83 or TI-84 calculator*

Elementary Statistics provides the basic principles and issues relevant to the understanding of data sources and research. Students gain an overview of the basic concepts of statistics by exploring the world of descriptive statistics, probability, and inferential statistics.

### MUS 1010 Introduction to Music Appreciation (3 cr.)

Concise survey of music history from the Middle Ages to the present. Through guided listening, students identify style periods and genres that are particular to each period.

### ORG/BUS 3451 Organizational Theory and Leadership (3 cr.)

A basic grounding in the principles of managing organizations and methods for improving management skill through knowledge of organizational behavior. Stresses the development of job-relevant skills and covers a wide range of behaviors. Areas of study can be applied to daily life.

### ORG/PSY 3490 Industrial/Organizational Psychology (3 cr.)

*Prerequisite: PSY 1010 General Psychology, or equivalent*

Provides an analytical understanding of industrial/organization (I/O) psychology, one of the major applied areas of psychology. It is a diverse field that addresses the human side of organizations.

### ORG/BUS 3651 Leadership (3 cr.)

Presents the importance of leadership in conjunction with various leadership traits, styles, and qualities. Enhances the importance of having a vision, the motivation to lead, social motives in the workplace, levels of morality and values, and the significance of empowerment for effective leadership. Topics include situational leadership, organizational climate, moral dilemmas, personal integrity, servant leadership, participative management, human relations, high-performance teams, diversity, cultural and interpersonal differences, workplace stress, performance management, and organizational change.

### ORG 3800 Leadership Across Generations (3 cr.)

Presents leadership strategies for multi-generational teams. Topics include: the defining experiences of each generation in the workforce and how those defining experiences have shaped the generation's work style; individual versus generational differences; and leadership strategies for influencing group dynamics to embrace generational diversity.

### ORG/BUS 4000 Organization Diversity and Inclusion (3 cr.)

The personal and organizational implications of increasing workforce diversity will be presented in this course. The aim is to explore the complex dynamics of ethnic, racial, and gender diversity in organizations as seen from the vantage point of social science and organizational studies. The course also examines the managerial implications of increasing cultural diversity in organizations, and the orientations to diversity adopted by organizations, the correlates of these approaches, and the possibilities for organization change.

### ORG/BUS 4040 Communication Skills for Leaders (3 cr.)

Review of the importance of professionalism in all types of communications. This course provides you with the opportunity to improve your abilities to communicate effectively, regardless of the medium or situation. Emphasis is placed on writing and presentation skills. You will also be given information that will enhance your understanding of factors contributing to group effectiveness to develop skills in working as a member of a group or project team.

### ORG/BUS 4060 Team Building and Leadership (3 cr.)

Review of important issues relating to leadership. Analysis and discussion of leadership styles in both social and work situations and how to use this information when making business decisions within a team based environment. Includes leadership communication styles, the power of leaders, situational leadership, creativity and leadership, teamwork, motivation, coaching skills, emotional intelligence, and the impact of leaders on organizational decision-making.

### ORG/BUS 4080 Creative Thinking and Problem Solving (3 cr.)

An in-depth study of many creative thinking and problem solving techniques that are essential for organizational leaders. Causal, deductive, and inductive arguments are described as well as the use of persuasion. Moral, legal, and aesthetic reasoning are also covered.

### ORG/BUS 4160 Negotiation and Conflict Resolution (3 cr.)

Using case studies, this course focuses on the development of the communication and management skills essential for successfully resolving conflict situations involving labor and management practices. The structural dysfunction of organizations is explored.

### ORG 4800 Leading Virtual Teams (3 cr.)

Why do virtual teams often fail? How are effective virtual teams created? This course explores the role of virtual teams in today's global environment. Special emphasis placed on identifying pitfalls that inhibit the effectiveness of virtual teams, as well as strategies for leading from a distance and creating an environment for cross-cultural collaboration.

### OSH 3001 Fundamentals of Occupational Safety and Health (3 cr.)

Overview of regulations and issues in the occupational safety and health profession. Examines the underlying cause mechanisms of health and safety hazards, along with recordkeeping standards and analysis of injury and illness statistics.

### OSH 3640 Interactions of Hazardous Materials (3 cr.)

A systematic analysis of how hazardous materials escalate an incident or emergency event. Examination of the basic fundamental concepts common to hazardous chemicals with an emphasis on how some key elements, compounds and mixtures are inherently dangerous. Emphasis will be placed on how these chemicals are transported, what regulations are in place, and what steps may be needed for incident mitigation.

### OSH 3651 Total Environmental, Health, and Safety Management (3 cr.)

A comprehensive study of the essential components needed when developing an effective safety management system. Examines the cultural aspects of integrating total safety management into all levels of an operation.

### OSH 3701 Industrial Ergonomics (3 cr.)

Review of the principles and practices of ergonomics as it applies to the industrial environment. Demonstrates how to collect data on users and operators and how to convert the data to good workplace design.

### OSH 4301 Fundamentals of Industrial Hygiene (3 cr.)

Introduction to the basic concepts of industrial hygiene from a technical level. Focuses on the areas typically encompassed by industrial hygiene and highlights the importance of the industrial hygienist in protecting employee safety and health.

### OSH 4410 Managerial Issues in Hazardous Materials (3 cr.)

This course examines presents current issues in management of a department-wide hazardous materials program. It includes issues that are pertinent to officers and managers in public safety departments, including regulations and requirement for hazardous materials (hazmat) preparedness, response, storage, transportation, handling and use, and the emergency response to terrorism threat/incident. Subject covered include State, local and Federal emergency response planning, personnel and training, and operations considerations such as determining strategic goals and tactical objectives. (This course replaces FOS 3125: Hazardous Materials Management.)

FESHE Outcomes: 1. Explain and apply local, State, and Federal regulations concerning hazmat. 2. Participate meaningfully in the process of planning, organizing, and training for response to hazmat/terrorist incidents. 3. Interpret and act on departmental responsibility for hazmat response preparedness, incident prevention, and incident response. 4. Identify and work with representatives of multiple services, levels of government, and organizations in an organized incident-management structure. 5. Discuss issues pertaining to terrorism and tactical violence, including terrorism preparedness, response, and planning issues. 6. Develop and incident command organizational structure for a hazmat response using the guidelines set forth in the National Incident Management Systems (NIMS).

### OSH 4601 Accident Investigation (3 cr.)

Study of integrating accident or near miss investigations as an effective, practical, and even a profitable, management tool. Incorporates systematic, procedural, determinative, and corrective applications for investigative accident management.

### PED 2301 History and Principles of PE, Fitness, and Sport (3 cr.)

An overview of the history, philosophy, and principles of physical activity, exercise, and leisure studies.

### PHL/REL 4035 Life, Meaning and Vocation (3 cr.)

*Prerequisite: HUM 1020 Critical Thinking, or equivalent*

An applied liberal arts course designed as a capstone which stimulates students to integrate the knowledge and skills of their respective disciplines with their deepest convictions and the living of their whole lives.

### PHY 1010 Earth Science (3 cr.)

Study of the scientific principles that influence our planet, its rocks, mountains, atmosphere, and oceans.

### PHY 1510 Physical Science (3 cr.)

*Prerequisite: MTH 1010 General Education Mathematics for Online Students, or equivalent*

Introductory course in physical science for non-science majors. Course content includes: discussion of basic concepts in physics, chemistry, astronomy, and meteorology.

### PHY 2200 Exploration of Astronomy (3 cr.)

Reviews the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent development.

### POL 1010 American Government (3 cr.)

In-depth study of American government and politics focusing on a balanced, unbiased, and up-to-date introduction to constitutional, governmental, political, social, and economic structures and processes.

### POL 2000 Introduction to Political Science (3 cr.)

*Software Required: Microsoft PowerPoint, or other presentation software*

Introduces the major concepts and themes of political science by examining the fundamental principles, concepts, and methods of the discipline, and the basic political processes and institutions of organized political systems.

### POL 2010 American, State, and Local Politics (3 cr.)

Introduction to state and local governments in the United States. Acquaints students with the structures and functions of state and local level governments and how political decisions are made at these levels.

### PSY 1010 General Psychology (3 cr.)

This course is an introductory survey of the principles, theories, and methods of psychology as a basis for the understanding of human behavior and mental processes. Students will be exposed to a variety of topics in the broad field of psychology, including history, research methods, biological foundations of behavior, sensation and perception, states of consciousness, learning, memory, cognition, development, personality, abnormal behavior, and social psychology.

### PSY 3019 History and Systems of Psychology (3 cr.)

*Prerequisite: PSY 1010 General Psychology, or equivalent*

The purpose of the courses is to provide the historical context that has shaped the the modern theoretical perspectives in psychology. Specifically the course will discuss the philosophical and physiological context that proceeded psychology, the founding of psychology in Germany, the origins of evolutionary psychology, the spread of psychology to America, the development of psychology through different theoretical perspectives including structuralism, functionalism, Gestalt psychology, behaviorism, and the cognitive revolution, and the applications of psychology to clinical and business contexts. The historical context should help students to identify the origins of the current sub-disciplines within psychology and draw connections between research and theoretical perspectives that they discuss in other psychology courses.

### PSY 3100 APA for Academic Writing (1 cr.)

Introduction to the elements and standards for APA style. Provides students with the ability to use the APA manual in implementing effective writing skills for academic work.

### PSY 3140 Social Psychology (3 cr.)

*Prerequisite: PSY 1010 General Psychology, or equivalent*

Social psychology is the study of how our thoughts, feelings and behaviors are influenced by our social environment. The goal of this course is to familiarize students with theory and research in social psychology and to apply this knowledge toward understanding yourself and other people as social beings.

### PSY 3150 Developmental Psychology (3 cr.)

*Prerequisites: PSY 1010 General Psychology, or equivalent and BIO 1030 Principles of Biology, or equivalent*

This course discusses major psychological theories of physical, cognitive, social, and emotional development that occur throughout the life span. Human development at the pre-natal, infancy, adolescence, adulthood, and old age stages of life will be covered. Classic and current psychological studies in the area will be discussed.

### PSY 3205 Psychology of Gender (3 cr.)

*Prerequisite: PSY 1010 General Psychology, or equivalent*

This course will examine psychological theories and research related to gender. The focus of this class will be on empirical investigations that examine gender differences and similarities in behaviors, experiences, and expectations. Topics will include gender development, gender roles, and the role of gender in cognitive abilities, physical and mental health, social behavior, power, work, and relationships.

### PSY 3210 Close Relationships (3 cr.)

This course will explore a wide array of relationship topics including attraction, mate selection, theories of love, communication, conflict, jealousy, and infidelity. Throughout the course, research methods, gender roles, and the place of relationships as a science will be emphasized.

### PSY 3220 Health Psychology (3 cr.)

*Prerequisites: PSY 1010 General Psychology, or equivalent and BIO 1030 Principles of Biology, or equivalent*

This course will examine psychological theories and research related to health and wellness. The focus of this class will be on psychological factors associated with health-related and health-compromising behaviors. Furthermore, this course will cover the psychological aspects of health issues such as pain, chronic illness, terminal illness, cardiovascular disease, and immune system diseases.

### PSY 3350 Theories of Personality (3 cr.)

*Prerequisite: PSY 1010 General Psychology, or equivalent*

Personality psychology is the study of stable individual differences between people and how these differences account for patterns of thought, emotion and behavior. The goal of this course is to familiarize students with theories and research in personality psychology. Several major approaches to the study of personality will be covered.

### PSY 3380 Psychology of Adjustment (3 cr.)

*Prerequisite: PSY 1010 General Psychology, or equivalent*

This course examines human adjustments to life changes to the changing requirements of the environment. Some of the topics covered in this class include self-understanding, self-help, stress coping techniques, impression formation, and interpersonal communication. Classic and contemporary theories and research will be discussed.

### PSY 3450 Abnormal Psychology (3 cr.)

*Prerequisite: PSY 1010 General Psychology, or equivalent*

This course is an overview of the theories, concepts, and research related to abnormal behaviors. The specific topics covered in this class include: history of abnormal psychology, symptoms of abnormal behaviors, causes of abnormal behaviors; characteristics and classification of major abnormalities; and intervention strategies.

### PSY 3460 Cognitive Psychology (3 cr.)

*Prerequisite: PSY 1010 General Psychology, or equivalent*

Study of human intellectual functioning and development from infancy to adulthood. Provides a comprehensive study of our cognitive processes.

### PSY 3480 Principles of Learning (3 cr.)

*Prerequisite: PSY 1010 General Psychology, or equivalent*

Introduction to the branch of psychology that addresses how people and animals learn, and how their behaviors are changed as a result of this learning.

### PSY/ORG 3490 Industrial/Organizational Psychology (3 cr.)

*Prerequisite: PSY 1010 General Psychology, or equivalent*

Provides an analytical understanding of industrial/organization (I/O) psychology, one of the major applied areas of psychology. It is a diverse field that addresses the human side of organizations.

### PSY 3500 Judgment and Decision Making (3 cr.)

*Prerequisite: PSY 1010 General Psychology, or equivalent*

This class covers the psychological theories of judgment and decision making. Basic models and strategies of effective decision making and how they can be applied to a variety of fields will be discussed.

### PSY 4021 Physiological Psychology (3 cr.)

*Prerequisites: PSY 1010 General Psychology, or equivalent and BIO 1030 Principles of Biology, or equivalent*

Examines the physiological correlates of behavior. Explores current problems, theories, and techniques in physiological psychology with emphasis on central nervous system mechanisms.

### PSY 4030 Sensation and Perception (3 cr.)

*Prerequisites: PSY 1010 General Psychology, or equivalent and BIO 1030 Principles of Biology, or equivalent*

The study of sensation and perception is the study of how we know that there are other objects around us (sensation) and how we identify these objects and react to them (perception). In other words, it is the study of how our brain knows what is going on in our immediate environment.

### PSY 4501 Research Methods (3 cr.)

*Prerequisites: PSY 1010 General Psychology, or equivalent and MTH 2023 Elementary Statistics, or equivalent* Introduction to research methods in psychology. The primary emphasis is on behavioral research, but the approach can be applied in other fields as the broad basis of scientific thinking.

### PSY 4510 Attitudes and Persuasion (3 cr.)

*Prerequisite: PSY 1010 General Psychology, or equivalent*

Examines the social psychological theories of attitudes and attitude change. The class is divided into two parts. The first part covers attitudes-their measurement, origins, content, structure and function. The second part covers theories of persuasion and persuasion techniques.

### PSY 4515 Psychology of Prejudice and Discrimination (3 cr.)

*Prerequisite: PSY 1010 General Psychology, or equivalent*

This course covers selected theories and concepts in the area of prejudice and discrimination. The topics covered will include: history of prejudice and discrimination, categorization and stereotyping, old-fashioned and modern forms of prejudice, predictors and correlates of prejudice, development of prejudice, and techniques to reduce prejudice. Classic studies on these topics will be discussed.

### PSY 4560 Psychological Assessment (3 cr.)

*Prerequisite: PSY 1010 General Psychology, or equivalent*

Overview of the field of psychological testing and the fundamental principles and procedures applicable to all types of psychological tests. Explores various types of psychological testing.

### PSY 4900 Graduate School and Career Planning Strategies (1 cr.)

*Optional Three-Day, Face-to-Face Residency Elective*

Exploration of strategies for career planning and graduate school application. Students apply strategies for writing cover letters and résumés, as well as preparing for and performing well during a job interview. Students also explore graduate school selection, the process and timeline for application, and what to expect during the course of a typical graduate program.

### PSY 4901 Professional Ethics (1 cr.)

*Optional Three-Day, Face-to-Face Residency Elective*

Examines the everyday implications of recent developments in scientific research, primarily in the fields of medicine, cognitive neuroscience, and physiological psychology. Students analyze two historical theories of ethics that have shaped moral decision making and ethical standards in Western society. This analysis serves as a basis for examination of recent findings from cognitive neuroscience and medicine.

### PSY 4995 Senior Capstone (3 cr.)

*Prerequisites: Senior Status; PSY 1010 General Psychology, or equivalent; and PSY 4501 Research Methods, or equivalent*

*Software Required: Microsoft PowerPoint, or other presentation software*

Designed for students to thoroughly examine a current psychology topic of interest through an independent theoretical investigation. Knowledge gained and experiences from other psychology courses will aid in the completion of the senior capstone project. In addition, students in this course will consider their future plans after they graduate with a psychology degree.

### REL 2050 Contemporary Ethical Issues (3 cr.)

A study of the contemporary ethnical issues beginning with humankind as decision-making people; the basis for decision; the theological human predicament; selected methods/systems used in dealing with this predicament; the Christian response; and how this conclusion relates to ethical issues and everyday life.

### REL 2350 Philosophies of World Religions (3 cr.)

Philosophies of World Religions provides an introduction to the histories, basic philosophies and characteristic practices of the world's major religions. Students will learn the importance of viewing religion from various scholarly perspectives. This course is taught from the philosophical perspective which requires that faith correspond to one's ability to use the human gift of reason.

### REL/PHL 4035 Life, Meaning, and Vocation (3 cr.)

*Prerequisite: HUM 1020 Critical Thinking, or equivalent*

An applied liberal arts course designed as a capstone which stimulates students to integrate the knowledge and skills of their respective disciplines with their deepest convictions and the living of their whole lives.

### SMT 2701 Sociology of Sport (3 cr.)

This course examines how sociology can be used to study sport in society, and is organized to facilitate the use of published literature. The course pays special attention to sports and sport-related behaviors as they occur in social and cultural contexts, and uses concepts, theories, and research as tools that enable students to examine sports as a part of culture. Students will gain an appreciation of sport as both a cultural and economic tool, and explain how sport has been used to bridge countries separated by political strife. The course also investigates the historical relationship of sport to society.

### SMT 2801 Sport Public Relations and Promotions (3 cr.)

The goal for this course is to examine and discuss the theoretical and practical implications of marketing in the

sports industry. A framework will be presented to help explain and organize the strategic marketing process. The course will offer a growing appreciation on the globalization of sports and an understanding of the ethical issues emerging in sports and their impact on sport marketing decisions. A comprehensive coverage of the functions of sports marketing is presented.

### SMT 3901 Sport Fundraising (3 cr.)

Discusses the theory and practice of fundraising in sports related fields and provides specific, helpful ideas and plans for conducting fundraising activities in sports business. Combines fundraising theory and practical advice for learners to organize and develop fundraising plans.

### SMT 4001 Sport Facilities (3 cr.)

This course provides a basic understanding of the planning and design process, as well as the features of many different areas and types of recreation and sport facilities. Topics include facilities design and development, common facility components, and playing fields and courts. Specific course topics include: history of the CFE and facility design standards; site selection and development phases; facilities planning for safety and risk management; and development of ancillary areas.

### SMT 4101 Sport Administration (3 cr.)

This course will examine the concepts relating to efficient management and leadership of the sport industry. Emphasis will be placed on principles and techniques of management relating to programs, facilities, special events, and personnel. Special topics include: key personnel issues in sport management situations; ethics, law, and governance as they apply to sport management; the role of the marketing process in sport administration; and the economics, accounting and budgeting, and the importance of each for managers of sport.

### SMT 4201 Sport Financing (3 cr.)

This course will examine the concepts relating to efficient financial management in the sport industry. Emphasis is placed on principles and techniques of management relating to economics, inventory, accounting and budgeting, and the importance of each for managers of sport.

### SMT 4301 Sport Legal Liability and Risk Management (3 cr.)

Study of the legal implications of tort, liability law, and risk management in sports related fields. Provides specific law terminology, issues, cases, and decisions that have been addressed by the American legal system. Presents an overview of the legal system, an introduction to conducting legal research, an explanation of the role of arbitration as an alternative to litigation, and an examination of the role of practical risk management programs in sport fields.

### SOC 1010 Introduction to Sociology (3 cr.)

In-depth study of the basic concepts of sociology. Specific attention is given to culture characteristics, societal changes, inequalities in social classes, and how they relate to different groups in society.

### SOC 2010 Survey of Global Societies and Cultural Geography (3 cr.)

Surveys current issues and developing trends in social and cultural structures and regions across the globe. Explores social phenomena in geographical settings and fosters understanding of the interdependence of places, regions, and cultures in a globalizing world.

### SPC 1010 Speech Communications (3 cr.)

Presents the basic principles of speechmaking and opportunities for students to develop their own skills. With the assistance of the course text, this course demonstrates the principles of public speaking in action. Course requires student have equipment needed to record and submit a speech.

### SPN 1010 Introduction to Spanish (3 cr.)

Introduces the Spanish language with an emphasis on vocabulary and structure. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish speaking countries. Students use headsets to take advantage of the audio component of this course.

### SPN 1020 Introduction to Spanish II (3 cr.)

*Prerequisite: SPN 1010 Introduction to Spanish, or equivalent*

Provides a continuation of SPN 1010; learning the Spanish language with an emphasis on vocabulary and structure. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish speaking countries. Students use headsets to take advantage of the audio component of this course.

### THR 1010 Introduction to Theatre (3 cr.)

Provides a perspective of theatrical form and function throughout history to present. Aims to develop a critical ability based on background knowledge which will increase the understanding and appreciation of the theatre and related arts. Specific emphasis will be placed upon theatrical literary survey, dramatic analysis techniques, and developing oral interpretation skills.

### WEL 1010 Concepts of Wellness (1 cr.)

An introductory wellness course based on the seven-component model of wellness: physical, emotional, social, intellectual, environmental, occupational, and spiritual well-being. There is an emphasis on self-evaluation, self-improvement, and integration.

# XII. Governance

MORE THAN 100 YEARS OF
TRADITION
NOW ONLINE

*Note: Waldorf College is a wholly owned subsidiary of Columbia Southern Education Group, Inc.*

## Board of Trustees

Rev. Buford Lipscomb.....Chair
Dr. David Weber.....Vice Chair
Robert Mayes, Jr.....Secretary
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Chantell Cooley
Casey Miller
Dr. Randy Juhl
Minnie Mayes
John Thompson
Dr. James Pate
Dr. Fred Snow

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Eldoris Bunnell.....Belmond
Rev. Allen Hermeier.....Decorah
Ruth Holtan.....Forest City
Daniel Kunau.....Preston
Dr. Kenneth Larson.....Ames
Conrad Sorensen.....Peoria, AZ
Dr. A.L. Sponberg.....Tuscon, AZ
Eugene Sukup.....Sheffield

## Alumni Association

Amy Bahr '03.....President
Duane Jolivette '81.....Vice President
Rachel Anderson '08.....Secretary
Richard Corcoran '70
Dr. Randy Juhl '68
Casey Miller '97
Dr. David Weber '62

# XIII. Administration

## Office of the President
**Robert Alsop,** President
**Cindy Carter,** Assistant to the President

## Office of Academic Affairs
**Scott Searcy,** Vice President for Academic Affairs and Dean of the College
**Jennifer Edwards,** Administrative Assistant
**Laura Friesenborg,** Director of Online Learning
**Crystal Drake,** Assistant Director of Online Learning
**Teresa Davis,** Faculty and Curriculum Coordinator for Online Learning
**Darrell Barbour,** Registrar
**Karen Hehman,** Assistant Registrar for Online Learning
**Debra Waldrop,** Advisor/Evaluator for Online Learning
**Latasha Moreland,** Advisor/Evaluator for Online Learning

## Academic Support Services
***Academic Achievement Center for Excellence (AACE)***
**Kristin Wempen,** Director of AACE/Learning Disabilities Specialist
**Sabrina Parcher,** Assistant Director of Academic Support Programs
**Stephanie Storby,** Assistant Director of Academic Support Programs/Learning Disabilities Specialist
**Sandy Franco,** Office Coordinator

## Library
**Elizabeth Kiscaden,** Library Director
**Rebekah Vrabel,** Reference & Instruction Librarian
**Jodi Barkema,** Library Assisstant
**Cindy Fitzgerald,** Library Services & Operations Assistant
**Andrea Slonecker,** Library Assistant

## Career Planning Center
**Mary Reisetter,** Director of Career Planning

## Office of Admissions and Student Services
**Rick Cooper,** Vice President, Online Enrollment
**Ashley Smith,** Executive Assistant
**Bonnie Lader,** Director of Online Admissions & Student Services
**Cassondra Leisenring,** Supervisor, Admissions and Student Services
**Jeri Rayfield,** Admissions & Enrollment Senior Advisor
**Lisa Brannan,** Admissions & Enrollment Advisor
**Robbin Phillip,** Admissions & Enrollment Advisor
**Carol Ann Snider,** Admissions & Enrollment Advisor
**Heather Coley,** Student Services Representative
**Hannah Wilson,** Student Services Representative

## Education Representatives
**Richard Hill,** Director of Military & Corporate Outreach
**Carl Childs,** Education Representative
**Craig Goltz,** Education Representative
**Andrew Hanes,** Education Representative
**Laurin Lader,** Education Representative
**Shane Snider,** Education Representative
**Ralph Rodriguez,** Education Representative
**Rodney Daniels,** Education Representative
**James Elkins,** Education Representative
**Robert Wade,** Education Representative

## Office of Financial Aid
**Duane Polsdofer,** Director of Financial Aid
**DeAnn Krutsinger,** Assistant Director of Financial Aid
**Cathy Stensland,** Financial Aid Counselor
**Mark Gilbertson,** Assistant Director of Financial Aid – Online
**Karla Olson,** Administrative Assistant

## Office of Business Affairs
**Mason Harms,** Vice President for Business Affairs
**Linda Harms,** Student Accounts Manager
**Bev Retland,** Student Loans and Insurance Coordinator
**Debbe Nelson,** Accounts Payable Manager
**Samantha Kohner,** Student Accounts Specialist
**Julie Pollard,** Cashier

## Institutional Technologies
**Ken Styron,** Chief Information Officer, CSEG
**Tammy Larson,** Manager of Institutional Technologies
**Julie Eishen,** Technology Support Specialist
**John Fraser,** Technical Support Representative

## Office of Marketing
**Barbara Barrows,** Director of Marketing

## Office of Advancement
**Nancy Olson,** Director of Institutional Relations
**Rita Gilbertson,** Director of Alumni Relations
**Janet Berhow,** Gift Processing Manager

# XIV. Faculty

At Waldorf, highly qualified and diverse faculty members are recognized leaders within their professions and bring practical real-world experience to their teaching. Waldorf faculty play a leading role in creating a beneficial learning experience and act as trusted sources for individualized direction, advice, and support throughout each course.

This is a list of current faculty and is subject to change.

| Faculty Member | Degree Information | Educational Institution |
|---|---|---|
| Kevin Abbott | M.S., Fire Science | Grand Canyon University |
| Christine Atwell | M.A., Higher Education | Touro University International |
| Steven Bardwell | M.S., Executive Fire Service Leaders | Grand Canyon University<br>Executive Fire Officer Program, U.S. Fire Admin., Department of Homeland Security |
| Paul Bartelt* | Ph.D., Biology<br>M.A., Biology | Idaho State University<br>University of South Dakota |
| David Behling* | M.F.A., Writing<br>M.A., English<br>M.A. | Goddard College<br>Minnesota State University, Mankato<br>Wartburg Theological Seminary |
| Richard Bell | Ed.D., Sports Management<br>M.A., History<br><br>J.D., Law | United States Sports Academy<br>The Citadel—The Military College of South Carolina<br>University of South Carolina |
| Mitchell Berger* | Ph.D., Chemistry<br>M.S., Organic Chemistry | University of Rochester<br>University of Rochester |
| Craig Boswell | Ph.D., Child Psychology & Developmental Psychology<br>M.S., Family & Human Development | Utah State University<br>Utah State University |
| Sheryl Bulloch | M.S., Management Info Systems | Auburn University |
| Erik Burks | M.S., Emergency Services Administration | California State University Long Beach |
| Joni Caldwell | Ph.D., Psychology<br>M.A., Psychology and Literature | University of Dallas<br>University of Dallas |
| Marnie Carroll | Ph.D., Sociology<br>M.A., Sociology | University of Colorado, Boulder<br>New York University |
| Mark Clouse* | M.A., Teaching Spanish | Minnesota State University, Mankato |
| Bari Courts | Ph.D., E-Business<br>M.B.A., Management | Capella University<br>University of Cincinnati |
| Joel De Boer* | M.S., Leadership<br>M.Div. | Grand Canyon University<br>Calvin Theological Seminary |
| David Damm* | M.A., Communications | University of Iowa |

**Residential faculty or staff member*

| Faculty Member | Degree Information | Educational Institution |
|---|---|---|
| Christopher DeFusco | Ph.D., Philosophy | Temple University |
| | M.A., Philosophy | West Chester University of Pennsylvania |
| Heather Dewaard-Flickinger | M.A., Scientific Basis of Physical Education | University of Northern Iowa |
| Brent Dodson | D.M.A., Trumpet | University of Southern California |
| | M.Mus., Trumpet | The Juilliard School |
| Valentina Eberlein | Master of Accountancy | University of West Florida |
| | M.B.A. | University of West Florida |
| Paul Edleman | Ph.D., Political Science | Syracuse University |
| | M.A., Polticial Science | Syracuse University |
| | M.A., Communication Studies | University of Kansas |
| Bruce Franklin | M.A., History/Education | Southeastern Oklahoma State University |
| Eric Franco* | B.S., History/Secondary Education | Edgewood College |
| | M.Ed., History Ed & Instruction | Cardinal Stritch University |
| | Ed.D., Educational Leadership | Edgewood College |
| Sara Finley* | Ph.D., Cognitive Science | Johns Hopkins University |
| | M.A., Cognitive Science | Johns Hopkins University |
| | B.A., Psychology and Linguistics | University of California, Santa Cruz |
| Laura Friesenborg* | Ed.D., Organization Development | University of St. Thomas |
| | M.S., Industrial Relations/HR Management | Iowa State University |
| Regina Fulcher | M.Ed., Art Education | Columbus State University |
| James Gauthier | M.B.A., Public Administration | Columbia Southern University |
| | M.S., Criminal Justice Leadership | Northeastern University |
| Denny Gilbertson* | M.A. | Minnesota State University, Mankato |
| Angela Golden | M.B.A., Business Administration | Columbia Southern University |
| Daniela Green | M.B.A., Project Management | Capella University |
| Vickie Hayes | M.S., Counseling Psychology | Alabama A & M University |
| Karen Hehman* | M.B.A. | Columbia Southern University |
| | M.S., Counseling and Human Development | Troy University |
| Larry Hill* | Ed.D., Educational Administration | Drake University |
| | Ed.S., Education Administration | Drake University |
| | M.S., Educational Administration | Drake University |
| Valerie Houghton | Ph.D., Health Psychology | Capella University |
| | M.S., Biology | California State University Northridge |
| Dawn Johnson* | M.B.A., Management | University of Saint Thomas |
| | M.S., Business, Education and Comp. Science | Minnesota State University |
| Ted Lehne | M.S., Industrial Administration | Carnegie Institute of Technology |
| Carolyn Littell | J.D., Law | Samford University |
| Jody Martinez | M.S., Leadership | Grand Canyon University |
| Sheana Mullen | M.Ed., Math Education | Troy University |
| LeAnn Nash* | Ph.D., English | Texas A & M University Commerce |
| | M.A., English | Texas A & M University Texarkana |
| Mark Newcom* | M.A., Communication | Southwestern Baptist Theological Seminary |
| James Olds | M.S., Engineering Technology Systems Management | Murray State University |
| Jagruti Patel | M.A., History | San Jose State University |
| John Robinson* | M.B.A. | University of St. Thomas |
| | M.S., Accounting and Computer Systems | Minnesota State University, Mankato |

**Residential faculty or staff member*

| Faculty Member | Degree Information | Educational Institution |
|---|---|---|
| Edmond Rodriguez | B.S., Fire Science<br>M.A., Executive Fire Service Leadership | Columbia Pacific University<br>Grand Canyon University |
| Cynthia Ryder* | Ed.D., Physical Education<br>M.B.A., Human Resource Management<br>M.S., Physical Education | University of Georgia<br>Columbia Southern University<br>University of North Carolina at Greensboro |
| Adam Sauer* | J.D., Law | William Mitchell College of Law |
| Scott Searcy* | D.A., Mathematics<br>M.S., Mathematics | Idaho State University<br>New Mexico Highlands University |
| Robert Seccuro | M.A., Emergency and Disaster Management | American Public University |
| John Shook* | M.P.A.<br>B.S., Administration of Justice | The Ohio State University<br>Pennsylvania State University |
| Steve Smith* | B.A., History<br>Master of Divinity | University of Minnesota—Duluth<br>Luther-Northwestern Theological Seminary |
| David Sollish* | Ph.D., Theatre and Film<br>M.S., Theatre | Bowling Green State University<br>Illinois State University |
| Kevin Sweers | B.A., Finance and Banking<br>M.A., Counseling Studies<br>Ph.D., (ABD) Applied Clinical Psychology | Buena Vista University<br>Capella University<br>The Chicago School of Professional Psychology |
| Edward Tetteh-Lartey | Ph.D., Experimental Particle Physics<br>M.Sc., Instrumentation & Metrology | University of London<br>Brunel University |
| Kyle Torke* | B.A., Anthropology<br>M.A., English<br>Ph.D., English | Grinnell College<br>University of Denver<br>University of Denver |
| Joseph van Gaalen | Ph.D., Geology<br>M.S., Geological Oceanography | University of South Florida<br>University of South Florida |
| Glen Wegge* | Ph.D., Music Theory<br>M.M., Composition<br>M.S., Organizational Leadership | Indiana University<br>Ithaca College<br>Columbia Southern University |
| Todd Weidman | M.P.A., Fire Science Administration<br>M.B.A., Human Resource Management | Anna Maria College<br>Columbia Southern University |
| Mitch Weiss | J.D., Law<br>M.E., Environmental Engineering | Florida Coastal School of Law<br>University of Florida |
| Donnie West | M.S., Occupational Safety & Health Engineering<br>M.S., Leadership | Columbia Southern University<br>Grand Canyon University |
| Kristi White | M.A., English (Literature) | Minnesota State University |
| Betsy Yaros* | M.F.A., Art and Technology | School of Art Institute of Chicago |
| Heather Yeoman | M.A., Theology | Wartburg Theological Seminary |
| Robert Zahn | M.Div. | Luther Seminary |

**Residential faculty or staff member*

# XV. Term Calendar 2013–2014

The Term Academic Calendar provides term start dates, end dates and registration periods.

**Academic Calendar** **2013-2014 Term Enrollment**

| Track A | | | | |
|---|---|---|---|---|
| **Term** | **Registration** | **Start Date** | **Drop Date** | **End Date** |
| 1A14 | 4/03/2013 to 06/04/2013 | 6/19/2013 | 6/25/2013 | 8/13/2013 |
| 2A14 | 6/05/2013 to 8/6/2013 | 8/21/2013 | 8/27/2013 | 10/15/2013 |
| 3A14 | 8/07/2013 to 10/01/2013 | 10/16/2013 | 10/22/2013 | 12/10/2013 |
| 4A14 | 10/2/2013 to 12/03/2013 | 12/18/2013 | 12/24/2013 | 2/25/2014 |
| **Christmas Break – During Term 4A (12/25/13 to 1/07/14; 2 weeks)** | | | | |
| 5A14 | 12/04/2013 to 2/25/2014 | 3/12/2014 | 3/18/2014 | 5/06/2014 |
| 6A14 | 2/26/2014 to 4/29/2014 | 5/14/2014 | 5/20/2014 | 7/08/2014 |

| Track B | | | | |
|---|---|---|---|---|
| **Term** | **Registration** | **Start Date** | **Drop Date** | **End Date** |
| 1B14 | 4/17/2013 to 7/09/2013 | 7/24/2013 | 7/30/2013 | 9/17/2013 |
| 2B14 | 7/10/2013 to 9/13/2013 | 9/25/2013 | 10/1/2013 | 11/19/2013 |
| 3B14 | 9/11/2013 to 11/12/2013 | 11/27/2013 | 12/3/2013 | 1/28/2014 |
| **Christmas Break – During Term 3B (12/25/13 to 12/31/13; 1 week)** | | | | |
| 4B14 | 11/13/2013 to 1/21/2014 | 2/05/2014 | 2/11/2014 | 4/01/2014 |
| 5B14 | 1/22/2014 to 3/25/2014 | 4/09/2014 | 4/15/2014 | 6/03/2014 |
| 6B14 | 3/26/2014 to 5/27/2014 | 6/11/2014 | 6/17/2014 | 8/05/2014 |

**Waldorf Online Admissions**
P.O. Box 3269 • Orange Beach, AL 36561
*Phone:* 877.267.2157 • *Fax:* 251.224.0573
onlineadmissions@waldorf.edu • www.waldorf.edu
Date: _____/_____/_____

## Applicant Information

Mr.__ Ms.__ Mrs.__ Dr.__

Name (First)_____(Middle)_____(Last/Maiden)_____

Address _____

City _____ State/Providence _____ Zip _____

Country _____ E-Mail _____

Marital Status _____ S.S. #_____–_____–_____ Cell Phone _____

Telephone: Business (___) _____–_____ Home (___) _____–_____ Fax (___) _____–_____

Gender: ❑ Male ❑ Female Date of Birth:_____/_____/_____

Ethnic Affiliation (check one): ❑ White/Non-Hispanic ❑ Black/Non-Hispanic ❑ American Indian ❑ Asian/Pacific Islander ❑ Hispanic ❑ Other

Present Employer _____ Position_____

City _____ State/Providence _____ Zip _____

Is your organization a Learning Partner? ❑ Yes ❑No Name_____

Where did you learn about Waldorf College? Please provide details in the space provided.

❑ Internet Search ❑ Magazine Ad ❑ Flyer/Poster ❑ E-mail ❑ Direct Mail ❑ Education Officer ❑ Conference ❑ Referral ❑ Billboard ❑ Educational Representative ❑ News Article ❑ Other DETAILS _____

## Online Degree Program For Which You Are Making Application

❑ Certificate
*Concentration:*_____
❑ AA in Liberal Arts
*Concentration:*_____
❑ BA in Communications
❑ BA in Emergency Management
*Concentration:*_____
❑ BA in Health Care Management
❑ BA in Homeland Security
*Concentration:*_____
❑ BA in Psychology
❑ BS in Business Administration
*Concentration:*_____
❑ BS in Criminal Justice
*Concentration:*_____
❑ BS in Criminal Justice Administration
❑ BS in Fire Science Administration
❑ BS in Organizational Leadership
*Concentration:*_____
❑ BAS in Business Administration
*Concentration:*_____
❑ BAS in Communications
❑ BAS in Criminal Justice
*Concentration:*_____
❑ BAS in Criminal Justice Administration
❑ BAS in Emergency Management
*Concentration:*_____
❑ BAS in Fire Science Administration
❑ BAS in Health Care Management
❑ BAS in Homeland Security
*Concentration:*_____
❑ BAS in Organizational Leadership
*Concentration:*_____
❑ BAS in Psychology
*Concentration:*_____

## Indicate Status

❑ First-Time Degree ❑ Transfer Student ❑ Returning Student

WHAT MONTH DO YOU PLAN TO BEGIN YOUR DEGREE PROGRAM? _____

☐ I am active military and will be using Tuition Assistance benefits.
☐ I am a Veteran and planning on using VA benefits.
☐ I have previously used my VA benefits.
☐ I am planning to use Federal Financial Aid.
☐ I've already submitted my FAFSA with the Waldorf College school code of 001895.

## Previous Education

Please attach a copy of your high school diploma and college transcripts (copies will suffice for evaluative purposes).
**Note:** If faxing transcripts, please fax both sides.

Name of HIGH SCHOOL _____ Date Graduated _____
City_____State_____

If you are not a high school graduate, you must have earned a GED. Date GED Received: _____/_____/_____

## College Education

List all colleges, universities, or postsecondary institutions you have attended.

| College/University Name | Date Graduated | Degree Earned | Concentration | Credits Earned |
|---|---|---|---|---|
| | | | | |
| | | | | |

## Academic Transcripts Requested

If you do not have copies of academic transcripts from the university(s) you have attended, you will need to request that these official transcripts be forwarded to Waldorf College. In the box below, please indicate which schools will be sending us official transcripts. Once we receive these transcripts, we will complete your evaluation.

| University/ College Name | Your name as it will appear on transcript |
|---|---|
| | |
| | |

## Professional Licenses, Certifications, and Training Programs

Waldorf College uses the guidelines established by ACE (American Council on Education) to determine if certain professional licenses, certificates, training programs and military training warrant the awarding of academic credit. Submit all professional licenses and/or certifications that have listed the number of CEU's awarded and/or classroom contact hours.

| Name of Certificate, License, or Training Program | Documentation | Date Completed | Attached (Yes/No) |
|---|---|---|---|
| | | | |
| | | | |

*Please list additional Professional Licenses, Certifications, and Training Programs on a separate paper.*

I certify that to the best of my knowledge the information provided in this application is accurate and complete. I understand that if this information or any other information upon which my admission is based is found to be inaccurate or incomplete, the school may rescind my degree. If I am approved for admission and decide to enroll at Waldorf College, I agree to abide by the rules and regulations of the College as contained in the Waldorf catalog. I acknowledge that all official transcripts that I submit to the school will become the property of the College and will not be forwarded to another institution or returned to me.

_____ _____

**Applicant Signature** **Date**

## Application Submission

Please forward your completed application along with all necessary documents and your application fee to: Waldorf College Online Programs Services, Admissions Department • P.O. Box 3269 • Orange Beach, AL 36561

## Admissions Status Option (Select One):

☐ **I wish to enroll in courses immediately after submitting my application.** I understand my Admission Status will be "Temporary" pending the completion of my transfer credit evaluation. I further understand while on "Temporary" status, I am responsible for only enrolling in courses that I will not be transferring to Waldorf College and that meet the requirements of my selected program. Once all transcripts are received and evaluated, an Application Evaluation Report will be issued and my status changed to "Conditional." After all official transcripts have been received, my status will change to "Accepted." I will not be allowed to complete more than 13 credit hours until my Admission Status is "Accepted." I have read the Admission Status Policy, Waldorf College Admission Requirements, Transfer Credit Policy and I meet the requirements for the program in which I am enrolling.

☐ **I wish to wait on enrolling in courses until my Application Evaluation Report is completed** so that I will know what transfer credit Waldorf College has accepted and what courses are required before I begin my degree program with Waldorf College.

## Acceptance Policy

Waldorf seeks students whose academic preparation, potential for successful collegiate study, and qualities of character will enable each person to benefit from and contribute to the online learning community. The online admissions committee seeks to look beyond standardized test scores and grades to individually consider applicant's qualities. Students can be denied acceptance based on any or all of these criteria:

- Academic issues
- Financial aid issues
- Failure to send all transcripts

# Transcript Request Service Form

Waldorf College will request official transcripts from the colleges and universities you previously attended. Please complete this form, sign and fax along with completed Request for Official Transcript form to 251-224-0573, email to WAL-onlineadmissions@waldorf.edu, or mail to the address listed below.

Please Note: Some universities or colleges may require the student to obtain transcripts directly. If this is the case, we will notify you via the email you provided below. **Waldorf cannot order copies of: Military Transcripts, CLEP Scores, or International Transcripts.

| Student Information | | | | |
|---|---|---|---|---|
| **Name:** | **First**: | **MI:** | **Last**: | |
| **Address Line 1:** | | | | |
| | **City**: | | **State:** | **Zip**: |
| **Email:** | | | | |
| **Day Phone:** | | | | |

## Institutions Attended

Please list the name of the institution of transcripts to be ordered by Waldorf in the space below.

| Institution Name (Please do not abbreviate) | High School Requirement (if requested) | City and State | Dates of Attendance | Requested |
|---|---|---|---|---|
| | ☐ | | | ☐Waldorf |
| | ☐ | | | ☐Waldorf |
| | ☐ | | | ☐Waldorf |
| | ☐ | | | ☐Waldorf |
| | ☐ | | | ☐Waldorf |
| | | | | |
| Student's Signature: (required) | | | Date: | |

Revised 6/3/13

***Fax or Mail this form along with the signed Request for Official Transcript Form***

Waldorf College
P.O. Box 3269, Orange Beach, AL 36561

# Request for Official Transcript Form

| | |
|---|---|
| | **Records Office:**<br>Please mail one official transcript along with a copy of this form to:<br><br>Waldorf College<br>P.O. Box 3269<br>Orange Beach, AL 36561-7110 |

## STUDENT INFORMATION

| | | | |
|---|---|---|---|
| Name | First: MI: Last: | | |
| Previous Name(s) | | | |
| Address Line 1 | | | |
| Address Line 2 | | | |
| | City: | State: | Zip: |
| Social Security # * | | Birth Date: | |
| E-Mail | | Day Phone: | |

* Social Security Number is required to assist institution in locating the proper student's transcript.

## TRANSCRIPT RELEASE AUTHORIZATION

By signing this form, I am authorizing you to send my official transcript to Waldorf College. I am also authorizing Waldorf to mail/fax this Transcript Request Form to you and pay the transcript fee on my behalf.

| | | | |
|---|---|---|---|
| Student's Signature: | | Date: | |

Records Office:
Please contact the Transcript Records Office at Waldorf if you are unable to process this request.

Waldorf College
877.267.2157
Email: WAL-onlineadmissions@waldorf.edu

# Waldorf College

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Forest City, Iowa 50436

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