

The background of the cover is a solid dark purple color. On the left side, there is a vertical strip of a light beige, textured fabric. Overlaid on the purple background are several large, stylized, overlapping leaf shapes in a lighter shade of purple. The text 'Waldorf College' is in a white serif font, and 'Online' is in a yellow cursive font.

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 2



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General Information

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.

States such as Minnesota require specific disclosure, as follows: Waldorf College is registered as a Private Institution with the Minnesota Office of Higher Education pursuant to Sections 136A.61 to 136A.71. 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

Drug Free Awareness

The Drug Free Schools and Communities Act of 1989 (Public Law 10.1-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

As a matter of policy, Waldorf prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

In certain cases, students or employees may be referred to counseling sources and/ or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

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 of 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 addendums 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, Waldorf provides written disclosure to students of the following information. This information is provided in the College Catalog, both in print and on the College's web site:

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course, the tuition charge or fee for all courses may be stated in one sum.
4. The Refund Policy for the return of the refundable portion of tuition, fees, or other charges.
5. The application process for Waldorf's degree programs and the fact that completion of the course is applicable toward a degree granted by Waldorf.
6. The name of Waldorf's accrediting agency, the Higher Learning Commission, a member of the North Central Association of Colleges and Schools, as recognized by the United States Department of Education.

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:

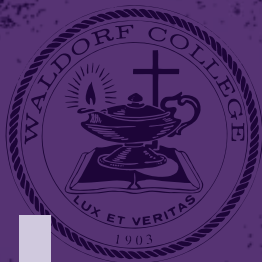
- Access to the Internet, personal or public, with a minimum download speed of 128Kbs and a minimum upload speed of 128Kbps
- An appropriate, individualized (non-shared) e-mail address

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.



Student Resources

myWaldorf Student Portal

The myWaldorf Student Portal contains several useful resources and can be accessed by visiting <http://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. In addition to the online resources provided by the Luise V. Hanson Library, students also have access to Columbia Southern University Online Library resources through an agreement between the institutions.

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.



Waldorf has an open admissions policy. Applications and enrollment are accepted throughout the calendar year.

Nondiscrimination Policy

Waldorf provides equal educational opportunity and does not discriminate with respect to race, religion, national origin, sexual orientation, physical handicap, age, marital status, sex, or status such as a disabled veteran.

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 be accepted on a conditional basis. If accepted, the student will be permitted 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.

All students 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.

Students who wish to begin enrolling in courses immediately after their application has been accepted 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.

Temporary Admissions Status is not available to students using Federal Financial Aid.

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 United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA) or, for non-U.S. institutions, an accepted foreign equivalent that is listed in the International Handbook of Universities.

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. A Waldorf transcript may be issued for students on Accepted Status listing all institutional credit.

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

Grades earned must be a C or higher for prior undergraduate academic credit to be eligible for transfer.

Professional Licenses, Certificates, and Training Programs

Waldorf uses 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 (DANTES)

Transcript Request Service

Waldorf offers a transcript request service. For \$10 per transcript request, 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. 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 time frame 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.



Online Degree Programs

Associate in Arts in Liberal Arts

Concentrations:

- Communications
- Criminal Justice
- Fire Science
- Psychology

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
- Concentrations require 12 credit hours in major (see A.A. curriculum page for specific course requirements for each concentration)

Bachelor of Arts

- Communications
- Psychology

Bachelor of Science

- Business Administration
- Fire Science Administration
- Criminal Justice
- Criminal Justice Administration
- Organizational Leadership

Bachelor's Degree Requirements

- Requires completion of the core curriculum
- Requires completion of the required courses in the major field and electives to total 120 credits
- Requires grade of C or higher in all coursework in the major
- Requires 2.00 cumulative grade point average in work completed at Waldorf

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 Assistant Dean 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 if they desire. 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.

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 SafeAssign 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.

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 proctor qualifications is provided in the Final Exam Proctor Policy. Proctors must submit a signed Proctor Agreement to Waldorf 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 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 Request to Take Proctored Final Exam.

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 (must be of higher position or rank than student)
- 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
- Waldorf student
- Anyone with a conflict of interest

Individuals selected to serve as proctors 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 Exam Proctor Policy and Waldorf Proctor Agreement. The proctor will complete and submit the agreement to Waldorf.

Once an approved proctor(s) is listed on the student's record, the student only needs to submit the Request to take Final Exam Online (Online Exam) in which the pre-approved proctor is listed. 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 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 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.

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 a course extension. 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

Beginning July 1, full-time students who have attained a grade point average of 3.50 or better and have completed 12 credits will be included on the Dean's Honor List for the semester. The semester designation for online is:

- Semester 1: Terms 1 and 2
- Semester 2: Terms 3, 4, and 5

Students who want their name and Dean's Honor List designation posted on the website and/or sent to their hometown newspaper need to complete the Hometown News Release Authorization form, located at http://www.waldorf.edu/downloads/pdf/forms/hometowner_release.

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

Students in the online program must earn a 2.0 grade point average, achieve a passing rate of 67 percent of all hours attempted, and complete their degree program within 150 percent of the term hour requirements for the degree.

Hours attempted include completed courses, repeated courses, withdrawals, and incompletes. Transfer credit, if applicable, is calculated in the completion ratio and quantitative progress. Students are evaluated at the end of every term for SAP. Students who have not met the conditions for satisfactory progress will be placed on warning for the following term. If satisfactory academic progress is not met by the end of the warning term, the student will be dismissed from the college.

The student may appeal the dismissal to the Academic Progress Committee. Appeals may be filed by faxing the appeal to the attention of the Director of Online Learning 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 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 can't 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 for Academic Affairs may dismiss a student without any warning period at any point during the term.

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

Federal regulations require Waldorf to establish a Leave of Absence (LOA) policy for financial aid recipients who find it necessary to not enroll in a term due to unforeseen circumstances. Students not using FSA need not request a LOA. This LOA policy is designed to allow the student flexibility to take temporary breaks by not enrolling in a term without being considered withdrawn for financial aid purposes. Therefore, students must complete the current term in which they are enrolled. During the term in which they are enrolled, students should apply for a LOA to start the day after the term ends. Students who are unable to complete their current course should consider a course extension, special needs extension, or course withdrawal.

The Waldorf Office of Financial Aid is responsible for ensuring that all students who receive federal, state, and institutional financial aid are progressing in a timely manner towards completion of their program of study. The procedure for administering the LOA policy for each type of financial program is as follows.

1. All federal financial assistance programs including Federal Pell Grant and Direct Loans (Stafford and Plus) are eligible for consideration.

2. A LOA will be considered for approval if Waldorf determines that there is an acceptable reason for the request. Some examples of acceptable reasons a student might request a LOA include;

- Death in the family
- Illness of a family member or self
- Job relocation or travel related to job
- Changes in work schedules
- Military deployment, TDY/TAD, or PCS
- Jury duty

3. All LOA requests must be submitted in writing and include a date and a signature.

4. Waldorf will consider multiple LOA requests as long as the combination of absences does not exceed 180 days in any 12-month period.

Application Procedure

1. All requests for LOA must be in writing. Acceptable formats include the Leave of Absence Request Form in the myWaldorf Student Portal or personal letters (handwritten or typed). Please note that e-mail requests are not acceptable.

2. All requests must contain the following information to be considered complete.

- Printed student name
- Social Security Number or Waldorf Student Identification Number

- Term end date/last day of attendance
- Start of leave date (Note: The LOA start date should be the very next day after the current term—in which the student is enrolled—ends, rather than the first day of the next term.)
- First day/date of classes on anticipated return from leave (Must be a term start date)
- Academic program
- Detailed explanation as to the reason for the request and any appropriate documentation available to support the request
- Date (month, day, year) the request was submitted
- Original student signature

3. All requests should be submitted during the last three weeks of a term or between terms. Late requests will only be considered in the case of unforeseen circumstances that prohibit the student from meeting the stated deadline. Additional documentation from a third party to attest to the unforeseen circumstance may be required.

4. Students granted a LOA that are subsequently unable to return to classes on the anticipated return date, may request a second LOA if the total number of days approved have not exceeded 180 days in a 12-month period.

5. Students may return early from an approved LOA upon request with no penalty.

6. All requests for a LOA should be submitted to the Waldorf Office of Financial Aid for processing. A written response to the request will be provided to the student within two weeks from the date the request is received.

Additional Information

1. Students on an approved LOA will not receive any financial aid disbursements during the leave.

2. Students on an approved LOA will not have to reapply for admission at Waldorf if they resume taking classes at the end of their LOA. In addition, their academic program requirements will remain as specified in the Waldorf catalog at the time the students were placed on a LOA.

3. Students who do not submit a formal and written LOA request, students who take leaves of absences that exceed 180 days in a 12-month period, and students that fail to return from an approved LOA will be considered to have withdrawn from Waldorf. A federal refund calculation will be performed in these situations and financial aid awards may be reduced or cancelled.

4. Students on an approved LOA at Waldorf will be considered enrolled and eligible for in-school deferments on federal loans during the leave. However, students on leave are not deferred from making regularly scheduled payments to their Waldorf financial account for normal costs not covered by financial aid. Students who have outstanding federal student loans may be required to repay the loans while on a LOA if they have previously used up their loan grace period and should contact the loan holder to determine if they can apply for a deferment or forbearance on the loans.

Extension Policies

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 must contact the professor before the due date of the assignment. The student must provide documentation as to why he/she cannot complete the assignment on time.
2. If the professor approves, the professor must e-mail in detail which assignments/assessments are extended, as well as the revised due dates. This documentation must also be sent to students@waldorf.edu.

If the professor does not approve, the professor must e-mail in detail the reasons for denying the extension. This document must 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, TDY/ TAD, PCS, 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. The student must contact the professor within five days of the emergency event. The student must provide documentation on the specific emergency situation.
2. If the professor approves, the professor must e-mail in detail which assignments/assessments, including Discussion Boards, are extended, as well as the revised due date. This documentation must also be sent to students@waldorf.edu.

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

3. 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 a Special Needs Extension.

Course Extensions

If circumstances prevent a student from completing all required coursework before the end of the course, the student will have the option to request an extension. Extensions must

be approved by the course professor and are not automatically granted. A paid extension can be for up to 45 days. Students needing more than 45 days may wish to view the Special Needs Extension Policy.

Extending a course is often preferable to withdrawing. The following are important facts concerning course extensions.

- There is a time limit to complete course extensions.
- A plan to complete the coursework during the extension period must be presented and adhered to. This plan must include a list of assignments and revised due dates.
- The student must be successfully completing course requirements at the time of the request (earning a passing grade for assignments completed).
- 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.
- The student cannot have a course on extension from a previous term. The student will not be allowed to enroll in a new course until the extended courses have been completed or the special needs extension has ended.

The extension request is not automatic and must be approved. If the extension 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 0 will be given for all assignments not completed. Any extensions denied can be appealed to the Dean of the College.

Paid Extensions

The following are required for paid extension approval.

- A paid extension may only be requested during Week 6, 7 or 8 of the course, and the Course Extension Request Form must be submitted before the last day of the course.
- The professor must approve the extension request with the revised assignment dates.
- An Extension Fee of \$50 will be charged if the extension is approved.

To request an extension, the student must complete and submit the Term Course Extension Request Form in the myWaldorf Student Portal. This form includes the reason for the extension, the student 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.

Special Needs Extension

A Special Needs Extension is available for those students who encounter unusual circumstances that prevent them from completing a course. A Special Needs Extension can be up to 60 days in length and has no fee requirements. The following are required for special needs extension approval:

- The student's circumstance must involve an unusual or critical circumstance such as military deployment, TDY/ TAD, PCS, 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 Special Needs Extension Request, located in the myWaldorf Student Portal, should be completed and submitted to Waldorf College. It must be postmarked within five days of the event.
- 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 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.

To request a Special Needs Extension, the student must complete and submit the Special Needs Extension Request. 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 Dean of the College must approve each request. The form and supporting documentation may be submitted to Student Services for processing by mail to, P.O. Box 3269, Orange Beach, AL 36561, 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.

Extension Grading Policies

When a student is approved for an extension, an I grade will be posted for the course. Although, the I grade will be replaced with a letter grade when the 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.

Students who do not complete the course within the extension period requested 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 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.

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 30 credit hours must be completed with Waldorf to be eligible to graduate from a bachelor program. Students 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 and must have completed all of the residency requirements. 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:

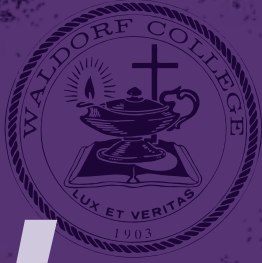
- Active alumni involvement;
- Meaningful communication;
- Enthusiastic commitment to the Waldorf mission and vision.

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 Rates¹

<i>Tuition</i>	<i>Per Credit Hour</i>
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
<i>The library fee is a one-time charge and is waived for active duty military.</i>	
Application Fee.....	\$0
Degree Program Change Fee	\$25
Graduation Fee	\$75
Course Extension Fee	\$50
Return Check Fee.....	\$25
Transcript Fee ² (First Three)	\$0
Additional Transcript Fee(s)	\$5
<i>After three free copies, the fee is \$5.00 for the transcript and \$2.00 for each additional ordered at the same time.</i>	
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 Financial 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 Financial Aid

Waldorf students may apply for Federal Financial Aid. Various grant and loan programs are available. Students wishing to enroll at Waldorf for the first time and use Federal Financial 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 Financial 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 Financial Aid.

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

Return of Federal Title IV Financial 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 financial 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 financial 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 Financial Aid Disclosure

Colleges that offer Federal Financial 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
First Offense	1 Year	2 Years
Second Offense	2 Years	Indefinite

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%

*Refunds are issued from zero 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.

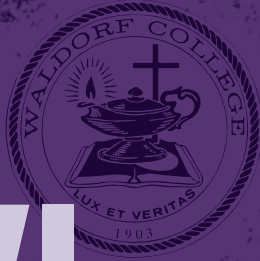
Students are not permitted to withdraw from a course after the term end date.

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.



VI

Online Associate in Arts Degree in Liberal Arts



A.A. Curriculum Requirements

Wellness	1
WEL 1010 Concepts of Wellness	1
Humanities	8
HUM 1010 Introduction to Waldorf Online.....	2
HUM 1020 Critical Thinking	3
<i>Choose one from the following:</i>	
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
<i>Choose one from the following:</i>	
ART 1010 Art Appreciation.....	3
ART 1020 Art Appreciation II	3
MUS 1010 Introduction to Music Appreciation	3
THR 1010 Introduction to Theatre	3
Natural Sciences	3
<i>Choose one from the following:</i>	
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
<i>Choose one from the following:</i>	
MTH 1010 General Mathematics.....	3
MTH 2000 Managerial Mathematics	3
MTH 2023 Elementary Statistics	3
Behavioral and Social Sciences	6
<i>Choose two from the following:</i>	
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 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
REL 2350 Philosophies of World Religions	3
General Education Electives	27
Concentration coursework applies toward this requirement. For a full list of electives, visit our website at www.waldorf.edu/online/core .	

Total Degree Completion Requirements60

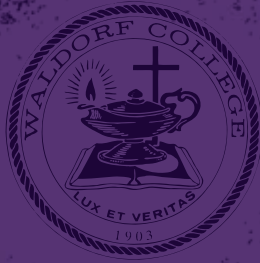
- Completion of the 60-credit curriculum
- Minimum of 15 credit hours completed at Waldorf College
- 2.00 cumulative grade point average at Waldorf College

Concentration

The concentration option requires completion of the curriculum for the A.A. in Liberal Arts, including a minimum of 12 credits in the area of concentration.

Concentrations include:

- Communications (12 COM credit hours, including: (a) COM 1010, (b) COM 1020, (c) COM 1030, and (d) COM 1040 or COM 2010)
- Criminal Justice (12 CRJ credit hours, including CRJ 2000)
- Fire Science (12 FSC credit hours)
- Psychology (12 PSY credit hours, including: (a) PSY 1010 and (b) PSY 3140, PSY 3450, or PSY 3460)



Online Bachelor of Science in Business Administration

Core Requirements.....60

Wellness	1
WEL 1010 Concepts of Wellness	1
Humanities	8
HUM 1010 Introduction to Waldorf Online	2
HUM 1020 Critical Thinking	3
<i>Choose one from the following:</i>	
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
ENG 2000 American Literature I	3
ENG 2010 American Literature II	3
SPN 1010 Spanish I	3
English Composition	6
ENG 1010 English Composition I	3
ENG 1020 English Composition II	3
Fine Arts	3
<i>Choose one from the following:</i>	
ART 1010 Art Appreciation	3
ART 1020 Art Appreciation II	3
THR 1010 Intro. to Theatre	3
MUS 1010 Music Appreciation	3
Natural Sciences	3
<i>Choose one from the following:</i>	
PHY 1010 Earth Science	3
PHY 1510 Physical Science	3
PHY 2200 Exploration of Astronomy	3
BIO 1030 Principles of Biology	3
CHM 1030 Chemistry I	3
Mathematics	3
MTH 2023 Elementary Statistics	3
Behavioral and Social Sciences	6
ECO 2401 Princ. of Macroeconomics	3
BUS 3602 Principles of Management	3
Religion and Philosophy	3
REL 2350 Philosophies of World Religions	3
Capstone	3
REL 4035 Life, Meaning, and Vocation	3
General Education Electives	24

For a full list of electives, visit our website at www.waldorf.edu/online/core

Major Requirements.....60

Major Required—Group A	36
BUS 2010 Intro. 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 Strategy	3
BUS 3352 Human Resource Management	3
BUS 3620 Managerial Accounting	3
BUS 3451 Organizational Theory and Behavior	3
BUS 4426 International Management	3
BUS 4751 Business Ethics	3
Professional Electives—Group B	24
<i>Course can be selected from the list below or any course not used to satisfy other program requirements.</i>	
BUS 2026 Organizational Communications	3
BUS 3826 Managerial Decision Making	3
BUS 4126 Project Planning	3
BUS 4601 Staffing Organizations	3
BUS 4851 Production Management	3
ECO 2501 Microeconomics	3
BUS 3301 Financial Management	3
BUS 3211 Consumer Behavior	3
<i>Three-Day, Face-to-Face Residency Electives (optional):</i>	
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 Total120

Bachelor's Degree Requirements

- Minimum of 36 upper-division credit hours
- A grade of C or higher on all coursework in the major
- 2.00 cumulative grade point average for work completed



Online Bachelor of Arts in Communications



Core Requirements.....60

Wellness.....1

WEL 1010 Concepts of Wellness1

Humanities.....8

HUM 1010 Introduction to Waldorf Online2

HUM 1020 Critical Thinking.....3

Choose one from the following:

HIS 1110 American History I.....3

HIS 1120 American History II.....3

ENG 2000 American Literature I.....3

ENG 2010 American Literature II.....3

SPN 1010 Spanish I.....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 Appreciation3

ART 1020 Art Appreciation II.....3

THR 1010 Intro. to Theatre.....3

MUS 1010 Music Appreciation3

Natural Sciences.....3

Choose one from the following:

PHY 1010 Earth Science.....3

PHY 1510 Physical Science.....3

PHY 2200 Exploration of Astronomy.....3

BIO 1030 Principles of Biology3

CHM 1030 Chemistry I.....3

Mathematics.....3

MTH 1010 General Education Math for Online Learners.....3

Behavioral and Social Sciences.....6

PSY 1010 General Psychology3

PSY 3205 Psychology of Gender.....3

Religion and Philosophy.....3

REL 2350 Philosophies of World Religions3

Capstone.....3

REL 4035 Life, Meaning, and Vocation.....3

General Education Electives.....24

For a full list of electives, visit our website at www.waldorf.edu/online/core

Major Requirements.....60

Major Required—Group A.....30

COM 1010 Graphic Core.....3

COM 1020 Digital Core.....3

COM 1030 Mass Communications and Society3

COM 1040 News Gathering and Reporting.....3

COM 2010 Visual Theory.....3

COM 2040 Introduction to Public Relations.....3

COM 3180 Editing3

COM 4410 Mass Media Law3

COM 4420 Media Literacy.....3

COM 4520 Senior Capstone3

Professional Electives—Group B.....30

In-Field Electives: Choose a minimum of 9 credits from the following courses.

COM 3020 Radio Production3

COM 3030 Television/Film Production3

COM 3400 Digital Imaging3

COM 4010 Web Design.....3

COM 4220 Public Relations Skills.....3

COM 4360 Crisis Management3

Cross-Disciplinary Electives: Choose remaining elective credits from the following courses.

BUS 3201 Principles of Marketing3

BUS 3352 Human Resource Management3

BUS 3451 Organizational Theory and Leadership3

BUS 4060 Team Building and Leadership.....3

BUS 4080 Creative Thinking and Problem Solving.....3

BUS 4160 Negotiation/Conflict Resolution3

PSY 3140 Social Psychology.....3

PSY 3500 Judgment and Decision Making3

PSY 4510 Attitudes and Persuasion.....3

Grand Total120

Bachelor's Degree Requirements

- Minimum of 36 upper-division credit hours
- A grade of C or higher on all coursework in the major
- 2.00 cumulative grade point average for work completed

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



Online Bachelor of Science in Criminal Justice

Core Requirements.....60

Wellness	1
WEL 1010 Concepts of Wellness	1
Humanities	8
HUM 1010 Introduction to Waldorf Online	2
HUM 1020 Critical Thinking	3
<i>Choose one from the following:</i>	
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
ENG 2000 American Literature I	3
ENG 2010 American Literature II	3
SPN 1010 Spanish I	3
English Composition	6
ENG 1010 English Composition I	3
ENG 1020 English Composition II	3
Fine Arts	3
<i>Choose one from the following:</i>	
ART 1010 Art Appreciation I	3
ART 1020 Art Appreciation II	3
THR 1010 Introduction to Theatre	3
MUS 1010 Music Appreciation	3
Natural Sciences	3
<i>Choose one from the following:</i>	
PHY 1010 Earth Science	3
PHY 1510 Physical Science	3
PHY 2200 Exploration of Astronomy	3
BIO 1030 Principles of Biology	3
CHM1030 Chemistry I	3
Mathematics	3
MTH 2023 Elementary Statistics	3
Behavioral and Social Sciences	6
PSY 1010 General Psychology	3
SOC 1010 Introduction to Sociology	3
Religion and Philosophy	3
REL 2350 Philosophies of World Religion	3
Capstone	3
REL 4035 Life, Meaning, and Vocation	3
General Education Electives	24

For a full list of electives, visit our website at www.waldorf.edu/online/core

Major Requirements.....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.

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
CRJ 4753 Terrorism Incident Management and Emergency Procedures	3

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

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

Bachelor's Degree Requirements

- Minimum of 36 upper-division credit hours
- A grade of C or higher on all coursework in the major
- 2.00 cumulative grade point average for work completed at Waldorf



Online Bachelor of Science in Criminal Justice Administration

Core Requirements.....60

Wellness	1
WEL 1010 Concepts of Wellness	1
Humanities	8
HUM 1010 Introduction to Waldorf Online	2
HUM 1020 Critical Thinking.....	3
<i>Choose one from the following:</i>	
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
ENG 2000 American Literature I.....	3
ENG 2010 American Literature II	3
SPN 1010 Spanish I	3
English Composition	6
ENG 1010 English Composition I	3
ENG 1020 English Composition II	3
Fine Arts	3
<i>Choose one from the following:</i>	
ART 1010 Art Appreciation	3
ART 1020 Art Appreciation II.....	3
THR 1010 Intro. to Theatre.....	3
MUS 1010 Music Appreciation	3
Natural Sciences	3
<i>Choose one from the following:</i>	
PHY 1010 Earth Science	3
PHY 1510 Physical Science	3
PHY 2200 Exploration of Astronomy.....	3
BIO 1030 Principles of Biology	3
CHM 1030 Chemistry I	3
Mathematics	3
MTH 2000 Managerial Math	3
Behavioral and Social Sciences	6
ECO 2401 Princ. of Macroeconomics	3
PSY 1010 General Psychology	3
Religion and Philosophy	3
REL 2350 Philosophies of World Religions	3
Capstone	3
REL 4035 Life, Meaning, and Vocation.....	3
General Education Electives	24

For a full list of electives, visit our website at www.waldorf.edu/online/core

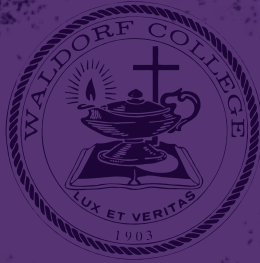
Major Requirements.....60

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.	
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 Behavior	3
CRJ 4753 Terrorism Incident Management and Emergency Procedures.....	3
CRJ 4001 Procedures in the Justice System.....	3
CRJ 4301 Supervision of Criminal Justice Personnel.....	3
<i>Three-Day, Face-to-Face Residency Electives (optional):</i>	
CRJ 4900 Media Skills and Professional Development for Emergency Management Personnel	1

Grand Total120

Bachelor's Degree Requirements

- Minimum of 36 upper-division credit hours
- A grade of C or higher on all coursework in the major
- 2.00 cumulative grade point average for work completed at Waldorf



Online Bachelor of Science in Fire Science Administration



Core Requirements.....60

Wellness.....1
 WEL 1010 Concepts of Wellness1

Humanities.....8
 HUM 1010 Introduction to Waldorf Online2
 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
 ENG 2000 American Literature I.....3
 ENG 2010 American Literature II3
 SPN 1010 Spanish I3

English Composition6

ENG 1010 English Composition I3
 ENG 1020 English Composition II3

Fine Arts3

Choose one from the following:

ART 1010 Art Appreciation3
 ART 1020 Art Appreciation II.....3
 THR 1010 Intro. to Theatre.....3
 MUS 1010 Music Appreciation3

Natural Sciences3

Choose one from the following:

PHY 1010 Earth Science3
 PHY 1510 Physical Science3
 PHY 2200 Exploration of Astronomy.....3
 BIO 1030 Principles of Biology3
 CHM 1030 Chemistry I.....3

Mathematics3

MTH 2000 Managerial Math3

Behavioral and Social Sciences.....6

Choose two from the following:

ECO 2501 Princ. of Microeconomics3
 ECO 2401 Princ. of Macroeconomics3
 PSY 1010 Introduction to Psychology3
 PSY 3450 Abnormal Psychology3
 SOC 1010 Introduction to Sociology.....3
 POL 2010 American, State, and Local Politics3
 POL 1010 American Government3
 POL 2000 Intro to Political Science3
 CRJ 3201 Juvenile Justice and Delinquency.....3
 CRJ 2501 Criminology.....3

Religion and Philosophy.....3

REL 2350 Philosophies of World Religions3

Capstone3

REL 4035 Life, Meaning, and Vocation.....3

General Education Electives.....24

For a full list of electives, visit our website at www.waldorf.edu/online/core

Major Requirements.....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 Management3
 FSC 3601 Fire Prevention Organization and Management...3
 BUS 3651 Leadership3
 FSC 4510 Personnel Management for the Fire and Emergency Services.....3
 FSC 4610 Fire and Emergency Services Administration3
 FSC 4631 Advanced Principles of Fireground Strategies and Tactics.....3
 FSC 4710 Applications of Fire Research3
 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.

FSC 2010 Introduction to Fire Protection Strategies3
 FSC 3120 Organization and Management of Fire and Emergency Services Training3
 FSC 3210 Fire Dynamics.....3
 FSC 3302 Fire Investigation and Analysis.....3
 FSC 3410 Fire Protection Structures and Systems3
 FSC 3440 Building Construction for Fire Protection.....3
 FSC 3610 Fire Related Human Behavior3
 FSC 4001 Diversity in the Fire Service.....1
 FSC 4002 Back to Basics: Fire Fighting Strategies for Company Officers1
 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 Control3
 FOS 4410 Managerial Issues in Hazardous Materials.....3
 FSC 4550 Industrial Fire Protection3
Three-Day, Face-to-Face Residency Electives (optional):
 FSC 4900 Chief Officer Leadership1
 FSC 4901 Managing You Multi-Generational Organization Today1

Grand Total120

Bachelor's Degree Requirements

- Minimum of 36 upper-division credit hours
- A grade of C or higher on all coursework in the major
- 2.00 cumulative grade point average for work completed

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.



Online Bachelor of Science in Organizational Leadership

Core Requirements.....60

Wellness	1
WEL 1010 Concepts of Wellness	1
Humanities	8
HUM 1010 Introduction to Waldorf Online	2
HUM 1020 Critical Thinking.....	3
<i>Choose one from the following:</i>	
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
ENG 2000 American Literature I.....	3
ENG 2010 American Literature II.....	3
SPN 1010 Spanish I.....	3
English Composition	6
ENG 1010 English Composition I	3
ENG 1020 English Composition II	3
Fine Arts	3
<i>Choose one from the following:</i>	
ART 1010 Art Appreciation	3
ART 1020 Art Appreciation II.....	3
THR 1010 Intro. to Theatre.....	3
MUS 1010 Music Appreciation	3
Natural Sciences	3
<i>Choose one from the following:</i>	
PHY 1010 Earth Science.....	3
PHY 1510 Physical Science.....	3
PHY 2200 Exploration of Astronomy.....	3
BIO 1030 Principles of Biology	3
CHM 1030 Chemistry I.....	3
Mathematics	3
MTH 2023 Elementary Statistics.....	3
Behavioral and Social Sciences	6
PSY 1010 General Psychology	3
<i>Choose one from the following:</i>	
ECO 2501 Princ. of Microeconomics	3
ECO 2401 Princ. of Macroeconomics	3
PSY 3450 Abnormal Psychology	3
SOC 1010 Intro. to Sociology.....	3
SOC 2010 Survey of Global Societies and Cultural Geography.....	3
POL 1010 American Government	3
POL 2000 Intro. to Political Science	3
POL 2010 American, State, and Local Politics	3
CRJ 3201 Juvenile Justice and Delinquency.....	3
CRJ 2501 Criminology.....	3

Religion and Philosophy	3
REL 2350 Philosophies of World Religions	3
Capstone	3
REL 4035 Life, Meaning, and Vocation.....	3
General Education Electives	24
For a full list of electives, visit our website at www.waldorf.edu/online/core	

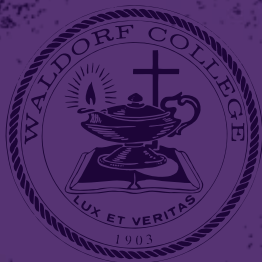
Major Requirements.....60

Major Required—Group A	30
BUS 3451 Organizational Theory and Leadership	3
BUS 3210 Business Law	3
PSY 3140 Social Psychology	3
BUS 4951 Business Policy and Strategy	3
BUS 4751 Business Ethics.....	3
BUS 3201 Principles of Marketing	3
BUS 4000 Managing Diversity in Organizations.....	3
BUS 4040 Communication Skills for Leaders	3
PSY 4680 Industrial Organizational Psychology	3
BUS 4060 Team Building and Leadership.....	3
Professional Electives—Group B	30
Course can be selected from the list below or any course not used to satisfy other program requirements.	
BUS 3301 Financial Management.....	3
BUS 3551 Informational Systems Management	3
BUS 3651 Leadership	3
BUS 4426 International Management.....	3
BUS 4851 Production Management.....	3
BUS 4080 Creative Thinking and Problem Solving	3
BUS 4160 Negotiation/Conflict Resolution	3
BUS 4680 Training and Development	3
<i>Three-Day, Face-to-Face Residency Electives (optional):</i>	
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 Total120

Bachelor's Degree Requirements

- Minimum of 36 upper-division credit hours
- A grade of C or higher on all coursework in the major
- 2.00 cumulative grade point average for work completed



Online Bachelor of Arts in Psychology



Core Requirements.....60

Wellness	1
WEL 1010 Concepts of Wellness	1
Humanities	8
HUM 1010 Introduction to Waldorf Online	2
HUM 1020 Critical Thinking.....	3
<i>Choose one from the following:</i>	
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
ENG 2000 American Literature I.....	3
ENG 2010 American Literature II.....	3
SPN 1010 Spanish I.....	3
English Composition	6
ENG 1010 English Composition I.....	3
ENG 1020 English Composition II.....	3
Fine Arts	3
<i>Choose one from the following:</i>	
ART 1010 Art Appreciation	3
ART 1020 Art Appreciation II.....	3
THR 1010 Intro. to Theatre.....	3
MUS 1010 Music Appreciation	3
Natural Sciences	3
BIO 1030 Principles of Biology	3
Mathematics	3
MTH 2023 Elementary Statistics.....	3
Behavioral and Social Sciences	6
<i>Choose two from the following:</i>	
ECO 2501 Princ. of Microeconomics	3
ECO 2401 Princ. of Macroeconomics	3
SOC 1010 Intro. to Sociology.....	3
SOC 2010 Survey of Global Societies and Cultural Geography.....	3
POL 1010 American Government	3
POL 2000 Intro. to Political Science	3
POL 2010 American, State, and Local Politics	3
BUS 3602 Principles of Management	3
Religion and Philosophy	3
REL 2350 Philosophies of World Religions	3
Capstone	3
REL 4035 Life, Meaning, and Vocation.....	3
General Education Electives	24
For a full list of electives, visit our website at www.waldorf.edu/online/core	

Major Requirements.....60

Major Required—Group A	30
PSY 1010 General Psychology	3
PSY 3450 Abnormal Psychology	3
PSY 3140 Social Psychology.....	3
PSY 3019 History and Systems of Psychology	3
PSY 3150 Developmental Psychology.....	3
PSY 3350 Theories of Personality.....	3
PSY 3460 Cognitive Psychology.....	3
PSY 4021 Physiological Psychology.....	3
PSY 4501 Research Methods	3
<i>Select one course below</i>	
PSY 4995 Senior Capstone	3
Professional Electives—Group B	30
Electives can be taken from any course related to Psychology with a minimum of six credits taken from the list below.	
PSY 4030 Sensation and Perception.....	3
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
<i>Three-Day, Face-to-Face Residency Electives (optional):</i>	
BIO 4900 Biology Lab.....	1
PSY 4900 Graduate School and Career Planning Strategies.....	1

Grand Total120

Bachelor's Degree Requirements

- Minimum of 36 upper-division credit hours
- A grade of C or higher on all coursework in the major
- 2.00 cumulative grade point average for work completed

Minor Requirements

Minor Required—Group A.....6

MTH 2023 Elementary Statistics, PSY 1010 General Psychology,
PSY 4501 Research Methods

In-Field Electives—Group B..... 15

Choose 5 additional courses from the following list.:

PSY 3210 Close Relationships, PSY 3205 Psychology of Gender,
PSY 3220 Health Psychology, PSY 3480 Principles of Learning,
PSY 3460 Cognitive Psychology, PSY 3350 Theories of Personality,
PSY 3140 Social Psychology, PSY 3450 Abnormal Psychology,
PSY 4021 Physiological Psychology, PSY 4030 Sensation and
Perception, PSY 3150 Developmental Psychology,
PSY 3500 Judgment and Decision Making



VII

Course Descriptions

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 2551 Intercultural Management (3 cr.)

Present an overview of the international business with an emphasis on the role of culture. Review of the practical management functions necessary to develop global vision and management skills. Emphasis is placed on assessing the environment, ethics and social responsibility, communication skills, and formulating business strategies. Present international business structures and effective leadership skills for today's global economy.

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 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 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 4000 Managing Diversity in Organizations (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 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 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 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 4160 Negotiation/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 4350 Collective Bargaining (3 cr.)

Examines the historical and legal basis for labor relations and collective bargaining in the United States. Changes in the application of labor laws due to court decisions, NLRB rulings, and changes in the environment of union and management relations are covered throughout the course. Includes the latest decisions and rulings, as well as analysis of what these changes mean in the workplace.

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 dispute 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 Staffing Organizations (3 cr.)

Analysis of a comprehensive staffing model. Components of the model include staffing models and strategy, staffing

support systems (legal compliance, planning, job analysis, and rewards), core staffing systems (recruitment, selection, and employment), and staffing system and retention management.

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 Training and 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 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 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 Strategy (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 Flickr, 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 4220 Public Relations Skills, 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 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 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 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 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 4753 Terrorism Incident Management and Emergency Procedures (3 cr.)

Examines the philosophies and tactics of terrorist groups, and includes discussions pertaining to emerging trends in terrorism. A balanced treatment of technology, history, and research incorporate current information, highlighting private sector and governmental roles in responding to and preventing terrorism. Students study terrorism methodology, the mitigation of federal, state, and local agency coordinated response, and management consequences of terrorist events.

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 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.

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.)

Study of information needed by responders to HAZMAT incidents as required by OSHA and recommended by NFPA. Assesses the three levels of training, First Responder Awareness Level, First Responder Operational Level, and Hazardous Materials Technician. (This course is replaced by FOS 4410: Managerial Issues in Hazardous Materials.)

FOS 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.

FOS 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).

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 FCS 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 & 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. 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.

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.

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

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

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.

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 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 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 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 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 Fund Raising (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 & 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 fostering 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 Elementary Spanish II (3 cr.)

Prerequisite: SPN 1010 Introduction to Spanish, or equivalent

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.

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.

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Kristin Wempen, Assistant Director of Academic Achievement Programs/Learning Disabilities Specialist

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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 Executive Fire Officer Program	Grand Canyon University US Fire Admin., Dept. of Homeland Security
Paul Bartelt*	Ph.D., Biology M.A., Biology	Idaho State University University of South Dakota
David Behling*	M.F.A., Writing M.A., English M.A.	Goddard College Minnesota State University - Mankato Wartburg Theological Seminary
Richard Bell	Ed.D., Sports Management M.A., History Juris Doctor	United States Sports Academy The Citadel—The Military College of South Carolina University of South Carolina
Mitchell Berger*	Ph.D., Chemistry M.S., Organic Chemistry	University of Rochester University of Rochester
Craig Boswell	Ph.D., Child Psychology & Developmental Psychology M.S., Family & Human Development	Utah State University Utah State University
Erik Burks	M.S., Emergency Services Administration	California State University Long Beach
Joni Caldwell	Ph.D., Psychology M.A., Psychology and Literature	University of Dallas University of Dallas
Marnie Carroll	Ph.D., Sociology M.A., Sociology	University of Colorado-Boulder New York University
Mark Clouse*	M.A., Teaching Spanish	Minnesota State University, Mankato
Bari Courts	Ph.D., E-Business M.B.A., Management	Capella University University of Cincinnati
Joel De Boer*	M.S., Leadership M.Div.	Grand Canyon University Calvin Theological Seminary

Faculty Member	Degree Information	Educational Institution
Christopher DeFusco	Ph.D., Philosophy M.A., Philosophy	Temple University 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 M.Mus., Trumpet	University of Southern California The Juilliard School
Valentina Eberlein	Master of Accountancy M.B.A.	University of West Florida University of West Florida
Paul Edleman	Ph.D., Political Science M.A., Political Science M.A., Communication Studies	Syracuse University Syracuse University University of Kansas
Cassie Eno	Ph.D., Social Psychology M.A., Social Psychology	University of Alabama University of Alabama
Benita Fox	M.A., History	The University of West Florida
Bruce Franklin	M.A., History/Education	Southeastern Oklahoma State University
Laura Friesenborg*	Ed.D. (ABD), Organizational Development M.S., Industrial Relations/ HR Management	University of St. Thomas Iowa State University
Regina Fulcher	M.Ed., Art Education	Columbus State University
John Gabrielson	M.S., General Administration	Central Michigan University
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. M.S., Counseling and Human Development	Columbia Southern University Troy University
Dan Hermes	M.P.A. M.S., Criminal/Social Justice	University of Illinois Lewis University
Larry Hill*	Ed.D., Educational Administration Ed.S., Education Administration M.S., Educational Administration	Drake University Drake University Drake University
Valerie Houghton	Ph.D., Health Psychology M.S., Biology	Capella University California State University Northridge
Dawn Johnson*	M.B.A. M.S.	University of Saint Thomas Minnesota State University
Heather Jordon	M.A.	Wartburg Theological Seminary
Ted Lehne	M.S., Industrial Administration	Carnegie Institute of Technology
Carolyn Littell	J.D., Law	Samford University
Sheana Mullen	M.Ed., Math Education	Troy University
LeAnn Nash*	Ph.D., English M.A., English	Texas A & M University Commerce Texas A & M University Texarkana
Mark Newcom*	M.A., Communication	Southwestern Baptist Theological Seminary
Jagruti Patel	M.A., History	San Jose State University
John Robinson*	M.B.A. M.S., Accounting and Computer Systems	University of St. Thomas Mankato State University
Adam Sauer	J.D., Law	William Mitchell College of Law
Scott Searcy*	D.A., Mathematics M.S., Mathematics	Idaho State University New Mexico Highlands University
Robert Seccuro	M.A., Emergency and Disaster Management	American Public University
David Sollish*	Ph.D., Theatre and Film M.S., Theatre	Bowling Green State University Illinois State University

Faculty Member	Degree Information	Educational Institution
Edward Tetteh-Lartey	Ph.D., Experimental Particle Physics M.Sc., Instrumentation & Metrology	University of London Brunel University
Beth Thompson	Ph.D. (ABD), Education M.S., Instructional Design for Online Learning M.Ed., Educational Technology	Capella University Capella University City University
Joseph van Gaalen	Ph.D., Geology M.S., Geological Oceanography	University of South Florida University of South Florida
Glen Wegge*	Ph.D., Music Theory M.M., Composition M.S., Organizational Leadership	Indiana University Ithaca College Columbia Southern University
Todd Weidman	M.P.A., Fire Science Administration M.B.A., Human Resource Management	Anna Maria College Columbia Southern University
Mitch Weiss	J.D., Law M.E., Environmental Engineering	Florida Coastal School of Law University of Florida
Donnie West	M.S., Occupational Safety & Health Engineering M.S., Leadership	Columbia Southern University Grand Canyon University
Kristi White	M.A., English (Literature)	Minnesota State University
Robert Zahn	M.Div.	Luther Seminary

*Residential faculty or staff member



XI

Term Calendar 2012–2013

The Term Academic Calendar provides term start dates, end dates and registration periods.

Academic Calendar 2012-2013 Term Enrollment

Track A					
	Term	Registration	Start Date	Drop Date	End Date
Summer	1A	04/18/12 to 06/26/12	07/11/12	07/17/12	09/04/12
Fall	2A	06/27/12 to 08/28/12	09/12/12	09/18/12	11/06/12
Fall	3A	08/29/12 to 10/30/12	11/14/12	11/20/12	01/22/13
Christmas Break – During Term 3A (12/19/12 to 1/1/13 / 2 weeks)					
Winter	4A	10/31/12 to 01/22/13	02/06/13	02/12/13	04/02/13
Spring	5A	01/23/13 to 04/02/13	04/17/13	04/23/13	06/11/13
Track B					
	Term	Registration	Start Date	Drop Date	End Date
Summer	1B	05/09/12 to 07/17/12	08/01/12	08/07/12	09/25/12
Fall	2B	07/18/12 to 09/25/12	10/10/12	10/16/12	12/04/12
Winter	3B	09/26/12 to 11/20/12	12/05/12	12/11/12	02/12/13
Christmas Break – During Term 3B (12/19/12 to 01/01/13 / 2 weeks)					
Winter	4B	11/21/12 to 02/12/13	02/27/13	03/05/13	04/23/13
Spring	5B	02/13/13 to 04/16/13	05/01/13	05/07/13	06/25/13



XI

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/Province _____ 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/Province _____ Zip _____

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 Radio Ad News Article Other **DETAILS** _____

Online Degree Program For Which You Are Making Application

- AA in Liberal Arts BS in Business Administration BS in Criminal Justice
 BS in Criminal Justice Administration BS in Fire Science Administration BS in Organizational Leadership
 BA in Communications BA in Psychology

Indicate Status

- First-Time Degree Transfer Student Returning Student

WHAT MONTH DO YOU PLAN TO BEGIN YOUR DEGREE PROGRAM? _____

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 _____ Year Graduated _____

If you are not a high school graduate, you must have earned a GED. Date GED Received: ____/____/____

College Education

College/University Name	Date Graduated	Degree Earned	Concentration	Credits Earned

- 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.

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)
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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 12 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



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