



UNDERGRADUATE & GRADUATE



# Waldorf College

2015 ONLINE DEGREE PROGRAMS



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QUESTIONS?

CONTACT 877.267.2157

-OR VISIT-

Waldorf.edu/Online

# I. 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 College 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 College 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 College 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 College 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 College 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 College seeks to bring the world to our community by enrolling a significant number of international students. Waldorf College 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 College 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 College 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 College was founded in 1903 by the Reverend C. S. Salvesson, 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 College began operation as an academy and business college rather than as a preparatory program primarily for future pastors.

Thus, from its earliest days, Waldorf College has viewed education sponsored by the church as vital for persons who would serve primarily in secular society. The emphasis of Waldorf College 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 College 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 College graduates will aspire to lives of service.

Since 1920, when Waldorf College 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 College 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 College 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 College, continue in baccalaureate studies at Waldorf College and in graduate schools, and become a lifelong process.

We believe the success of the Waldorf College 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 Waldorf College—“Light and Truth.” In its Lutheran and Norwegian roots and uncommon quality of community, Waldorf College offers a distinctive educational experience in a spiritual and moral framework. This catalog will introduce you to the Waldorf College 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 College 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](http://www.iowacollegeaid.gov).

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

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

The State of Texas requires disclosure that Waldorf College 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.

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. Credits earned at the institution may not transfer to all other institutions.

For information on state licensure, please visit [www.waldorf.edu/Online/About-Us/Accreditation-and-Memberships/State-Licensure](http://www.waldorf.edu/Online/About-Us/Accreditation-and-Memberships/State-Licensure).

## Student Policies

### Campus Crime Policy

Waldorf College 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 College 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](mailto:hr@waldorf.edu) for a copy of the full campus crime policy.

### Academic Records Privacy Policy

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords a student certain rights with respect to their educational records. Waldorf College 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 College to comply with FERPA requirements in the instance that a complaint cannot be resolved within the College.

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

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

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

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

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

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

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

Release of student directory information is also permitted by FERPA. Waldorf College 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 College 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 College, 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 College.

### To What Records Does the Act Apply?

The act applies to all education records maintained by Waldorf College, and all parties acting for Waldorf College, 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 College, 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 College receive permission from students age 18 and older in order to release their college records. Students wishing to allow Waldorf College 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 College 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 College 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](mailto:registrar@waldorf.edu)

## Concerns or Complaints

Please contact Student Services at 877-267-2157 for assistance. Complaints should be sent in writing to: Student Services, Waldorf College, P.O. Box 3269, Orange Beach, AL 36561. Contact information for registering a complaint with the accrediting or state licensure agencies is available at <http://www.waldorf.edu/Residential/About-Us/Accreditation-and-Memberships/Registering-a-Complaint>. These agencies should be contacted only after the student has registered a complaint with Waldorf College and has not received a response to the request for resolution.

## Disclaimer and Disclosure

### Catalog Disclaimer

This publication is not a contract between the student and Waldorf College 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 College reserves the right to make changes and addenda to current policy as it feels necessary. Students affected by policy changes will be contacted by the appropriate

Waldorf College faculty or staff member to discuss the student's options under the new policy.

## Policy Disclaimer

Waldorf College is committed to ensuring that our students are kept informed of the latest principles, theories, and applications pertaining to their studies. However, Waldorf College 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 College 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 College's degree programs and the fact that completion of the course is applicable toward a degree granted by Waldorf College.
6. The name of Waldorf College'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

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

## Technology Requirements

Proficient use of e-mail, the Internet, and standard desktop software is recommended to successfully complete online, distance learning courses. Waldorf College 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 128Kbps and a minimum upload speed of 128Kbps
- An appropriate, individualized (non-shared) email address

The following are computer requirements for online courses:

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

### **Additional Technology Requirements:**

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

Waldorf College utilizes Remote Proctor Now (RPNOW), a virtual, third-party proctoring technology, as an option for students to administer final examinations. If a student selects this remote proctoring option, a webcam with audio capability will be required. Waldorf College reserves the right to update technology requirements, including both hardware and software, throughout the duration of the program. Waldorf College strives to be innovative in its curriculum delivery to support student engagement in coursework.

### **Technical Support**

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

### **myWaldorf Student Portal**

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

### **Email Policy**

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

### **Student Technology Responsibilities**

Online, distance learning utilizes technology as a platform for curriculum delivery and student engagement. Although most technologies can be viewed as stable, there may be occasions when technology fails. In our efforts to support students during technology failure, it is recommended students maintain an alternate technology plan. A student's ability to request a grade

change, late assignment submission, or similar request will be reviewed on a limited basis by the course professor and may be verified by Waldorf College Helpdesk Support.

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

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

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

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

### **User Information Compilation and Use**

Waldorf College is the sole owner of user information, further defined as applicant and/or student information, collected within the constraints of user interaction with the College. Directory information may be disseminated to specific parties pursuant to Federal Educational Rights and Privacy Act (FERPA). Waldorf College does not sell or share user information to outside parties without prior written consent of the user; however, Waldorf College may share any user information with its employees, affiliates and partners, or independent contractors with a vested interest. In addition, Waldorf College may share user information to parties who provide educational, operational, or technical services or products on behalf of or directly to the college.

### **Student Portal and Blackboard Access**

User access of all college systems will terminate under the following conditions:

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

### **Electronically Transmitted Messages**

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

have an expectation any electronically transmitted messages will be retained for a specified time period.

### **Security of Information**

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

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

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

### **Acceptable Use Policy**

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

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

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

### **Permitted Uses:**

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

### **Prohibited Uses:**

- Harassment
  - \* Sending other users threatening, inappropriate, or unwelcome messages
  - \* Sending unsolicited, bulk spam to other users
  - \* Any other form of harassment

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

### **Indemnification of the College**

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

## II. Student Resources

### myWaldorf Student Portal

The myWaldorf Student Portal contains several useful resources and can be accessed by visiting <https://myWaldorf.waldorf.edu>. Forms and information relating to student records, enrollment, courses, and other college services are accessible by logging into the myWaldorf Student Portal using a user ID and password. Students may also access their Blackboard courses and the Waldorf College 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 College online databases so that students are able to make full use of the information resources offered. Waldorf College provides extensive research databases through which resources such as full text journal or magazine articles, newspaper articles, and electronic books are available. Library resources can be accessed by students from within their online course or through the myWaldorf Student Portal.

Professional librarians are available to provide reference service via phone (641-585-86558655) or e-mail ([librarian@waldorf.edu](mailto:librarian@waldorf.edu)) during the regular operating hours of the Luise V. Hanson Library building (Monday - Thursday 8 a.m. to 11 p.m., Friday 8 a.m. to 5 p.m., and Sunday from 2 to 11 p.m.).

### 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. The number is 877-267-2157 ext. 6534. Office hours are Monday through Thursday, 8 a.m. to 5 p.m., and Friday, 8 a.m. to 3 p.m. CST. The Student Services email is [students@waldorf.edu](mailto:students@waldorf.edu).

### 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. Technical support is available College Monday through Friday, 8 a.m. - 11 p.m. and weekends from 10 a.m. - 7 p.m. If contacting us by phone during weekend hours please leave a voice message and we will return your call promptly.

To speak with a Technical Support please call (877) 399-1063. You may also chat in using the Live Chat link within the student portal or send us an email anytime at [techsupport@waldorf.edu](mailto:techsupport@waldorf.edu).

### Success Center

The Writing / Math Center provides services to students that will aid in their success throughout their academic careers. The Writing / Math Center has resources readily available for students, regardless of the degree they are seeking. They provide the following services:

- Academic support in the areas of writing and math via phone and email
- Individualized writing or math sessions utilizing interactive technology
- Learning and instructional resources such as interactive webinars covering writing, math, APA, and basic course concepts
- Course assistance at the request of professors and students
- Liaison service to the faculty within each course to help students meet objectives
- Learning styles and study skills development that will enhance learning
- Readiness self-assessments for math and writing intensive courses
- Guidance regarding citation and the university's academic integrity policy

The Success Center hours are Monday through Thursday, 8 a.m. to 5 p.m. CST and Friday 8 a.m. to 3 p.m.. If students need assistance at other times, personal appointments can be made 24 hours in advance.

To contact the Success Center with questions, please email [success@waldorf.edu](mailto:success@waldorf.edu) or call the Student Service department at 877-267-2157 to be connected with a Success Specialist. Students may also submit math or writing center requests through the myWaldorf Student Portal.

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

### Advising Services

Trained Waldorf College 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 College is available to all current students and alumni. We are happy to assist with career

exploration, résumé and cover letter writing, job searches, interview preparation and graduate school information.

The Career Center is open Monday through Friday 8 a.m. to noon, and 1 to 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 more!

Questions? Contact us by e-mail at [careers@waldorf.edu](mailto:careers@waldorf.edu) or call us at 641-585-8681.

# III. Admissions

## Admission Requirements

Waldorf College 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. 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.

To be considered for admission to an undergraduate or graduate program, applicants must submit the following:

- A complete application
- Evidence of high school completion, or equivalent. Applicants may self-certify high school completion and provide the school's name, city, state and year of graduation. Applicants who have not successfully completed at least 6 post-secondary credits must submit an official high school transcript with a GPA of at least 2.0 prior to enrollment.
- Official transcripts from previously attended post-secondary institutions, if applicable.
- If utilizing Federal Student Aid (FSA), applicants must submit an official high school transcript or GED and official transcripts from previously attended post-secondary institutions. To be eligible to receive FSA to attend Waldorf College, applicants must be unconditionally admitted to the college and meet all other FSA eligibility requirements.

Conditional admission allows applicants who have self-certified graduation from an approved high school program, or the equivalent, on the Waldorf College application for admission to enroll in a program for thirteen (13) semester hours pending the receipt of evidence of high school completion or official post-secondary transcripts as required for admission.

## International Students

International students must self-certify as to successful completion of the equivalent of Grade 12 in a U.S. secondary school and provide evidence of successful completion of a program considered to be equivalent to an accredited high school diploma or GED certificate. Your international academic transcript must be evaluated and certified by a National Association of Credential Evaluation Services member organization. Please request that the certifying organization's report be sent directly to the registrar at Waldorf College. Please visit [www.naces.org](http://www.naces.org) for more information.

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

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

## Verification and Exceptional Cases

All documents submitted for review to determine admission status are subject to verification. Applicants selected for verification must provide official high school or GED transcripts and any other documents requested by the

College to complete verification. Verification may also be required if the U.S. Department of Education selects a student for verification and requests validation of high school graduation. Failure to comply with this request may result in immediate dismissal from Waldorf College and forfeiture of credits.

In the event that an applicant is not able to obtain an official high school transcript due to natural disaster, the Registrar will review an admission petition to determine admission eligibility. In these cases, the student may be admitted conditionally as a non-degree seeking student and must successfully complete thirteen (13) semester hours approved by the academic advisor before officially being admitted into a degree program. Please submit supporting documentation to [assistant.registrar@waldorf.edu](mailto:assistant.registrar@waldorf.edu).

### Copies/Official Documents

Waldorf College must receive official transcripts from post-secondary institutions previously attended in which transfer credit is considered. Students may send copies of transcripts or documents during the initial admission period and enroll as a student on conditional status (FSA ineligible). The student must provide official transcripts prior to completing thirteen (13) undergraduate or six (6) graduate credit hours. Official transfer credit will not be awarded until official transcripts are received by the Office of the Registrar. Transcripts from universities or programs not accredited by a U.S. Department of Education approved accrediting agency will not satisfy transfer credit criteria.

All documents provided to Waldorf College for admission become the sole property of Waldorf College and will not be returned at any time, nor is Waldorf College permitted to forward them to a third party.

### Denial/Conditional Admission Decision and Appeal

Waldorf College reserves the right to deny admission to applicants who do not meet admission requirements. Applicants may be admitted conditionally and in a probationary status in order to demonstrate their ability to successfully complete college level course work. Factors considered in admission decisions may include, but are not limited to, past academic performance or excessive course withdrawals. Applicants who wish to appeal the admission decision have the right to do so by providing supporting documentation which demonstrates extenuating circumstances during the period of substandard performance to [associate.registrar@waldorf.edu](mailto:associate.registrar@waldorf.edu).

### Non-Discrimination Policy

Waldorf College does not discriminate on the basis of race, color, national/ethnic origin or age in admitting students to its programs or in administering its educational policies, scholarship programs or other University-administered programs. Applicants under the age of 18 are required to provide parental consent when entering into signed agreements with the college.

### Application Completion

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 \$35 for each subsequent evaluation. Students will be notified by phone or e-mail of their acceptance status within 6 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 individual (non-shared) e-mail account in order to complete a program of study at Waldorf College. 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.

### Enrollment System

#### Credit Hours

Waldorf College 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 the term format. Therefore, a 3-credit online course is equivalent to 3 semester hours.

#### Term Enrollment

Waldorf College offers its online programs in an accelerated 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 and their financial aid eligibility or disbursement.

## Course Enrollment

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

Students will follow their degree advisement in the prospect portal. Students needing changes to their degree advisement should contact their academic advisors.

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 College under one of the following:

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

Federal Student Aid is not available to students under Temporary or Conditional Admission Status.

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

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

Before enrolling under Temporary status, the student should make certain he/she meets the Waldorf College admissions requirements of a high school transcript or GED. Waldorf College only accepts transfer academic credit from institutions accredited by agencies that are recognized by the Department of Education or, for non-U.S. institutions, approved by the National Association of Credential Evaluation Services (NACES).

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

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

## Transfer Credit

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

## Academic Credit

Credits from other accredited institutions of higher learning will be evaluated according to the nature and quality of work presented as judged by the Registrar's Office. Generally, undergraduate courses comparable to Waldorf College courses and successfully completed with grades of "C" or better and graduate courses completed with grades of "B" or higher will be considered for transfer and applied toward graduation requirements.

Students who have earned an Associate of Arts degree from an accredited community college will have their degree considered for meeting all core requirements with the exception of a lower-division religion course and an upper-division religion course, and any specific courses required by the individual major area of study. Up to 16 vocational-technical credits will be accepted if a student has completed the Associate of Arts degree. Up to eight vocational-technical credits will be accepted if a student has an AAS degree, an AS degree, an ASB degree, or no degree.

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

## Professional Licenses, Certificates, and Training Programs

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

### Transfer Credit by Examination

Waldorf College accepts credit by examination from the following:

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

## Transcript Request Service

Waldorf College offers a transcript request service. Upon request, we will contact the prior colleges and/or universities the applicant has attended to secure all the transcripts needed. There is no fee for this service. 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 College for processing. We are unable to process the

request without both signed forms being submitted. We can only order transcripts for schools the student has listed on the forms. These forms can be accessed by visiting [Transcript Request Service forms](#). When completed, please fax to 251-224-0573. We cannot order international transcripts, CLEP scores, and some military transcripts.

## **Accommodation for Disabilities**

It is the policy of Waldorf College 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 College that is beyond what is viewed as customary and reasonable.
- The request does not compromise the basic requirements of the course.

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

Disabilities Specialist  
aace@waldorf.edu  
Phone: 641-585-8211  
Fax: 641-585-8194, Attn: AACE Disabilities Specialist

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

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

# IV. Academic Information

## Online Degree Programs

### Certificate Programs\*

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

#### Certificate Program Requirements

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

\*Certificate programs are not eligible for Federal Student Aid.

### Associates in Arts

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

#### Associate Degree Requirements

- Completion of the 60-credit curriculum
- Minimum of 15 credit hours completed at Waldorf College
- 2.00 cumulative grade point average for coursework at Waldorf College
- Minimum grade of C in all concentration coursework.

### Bachelor of Arts

- Communications
  - Emergency Management
- Concentrations:**

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

### Bachelor of Science

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

#### B.A. and B.S. Degree Requirements

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

### Bachelor of Applied Science

- Business Administration
- Concentrations:**
- Human Resource Management
  - Management
- Communications

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

#### B.A.S. Degree Requirements

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

## Continuing Education

Waldorf College's Continuing Education offerings were developed to extend the reach of Waldorf's academic programs, enhance professional development, and encourage lifelong learning. A variety of affordable, self-paced certificate programs and courses are available for students to attain in-demand job skills and knowledge while providing convenient and flexible learning options. Whether students are seeking to advance their careers, meet a profession's continuing education requirements, or explore new interests, Waldorf College has many opportunities for those pursuing educational goals.

Complete course descriptions can be found at [www.Waldorf.edu/ContinuingEd](http://www.Waldorf.edu/ContinuingEd). If you should have any further questions about these continuing education courses, please feel free to send an email to [ContinuingEd@Waldorf.edu](mailto:ContinuingEd@Waldorf.edu).

## Courses

### Course Load Policy

The academic advisor must approve all course loads over seven credit hours for undergraduate students. Students requesting course overloads must have a minimum GPA of 3.0 for undergraduate programs and 4.0 for graduate programs. The VPAA must approve any requests for hours in excess of these limits. Financial aid and VA benefits are not approved for courses in overlapping terms.

### Course Structure

Students access their course on the Waldorf College 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 College 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.

## College

### 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 College online faculty is their Waldorf College e-mail as this provides a written record of all communication. However, many faculty members will make phone appointments if e-mail correspondence will not suffice.

### Student Course Evaluation

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

### Assessments and Assignments

Waldorf College courses are divided into eight units, each normally containing objective and subjective assignments and one or more class discussion. Depending on the course, papers, projects, and/or a proctored final exam may be required. Students will receive feedback from their professor for each subjective assignment graded. An e-mail notification will also

be provided for each assignment when it is graded. Students can access faculty feedback and comments through the My Grades section of the Blackboard course. After the conclusion of a term, final course grades are available in the myWaldorf Student Portal.

## Student Identity Verification Policy

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

## Identity Verification Methods

Students enrolled in courses or programs offered through distance education or correspondence education are subject to one or more of the following student identity verification methods:

- A. Government-Issued Photo Identification - Students sitting for a proctored final examination are required to provide government-issued photo identification (i.e. driver's license or other governmental agency issued photo identification.)
- B. Secure, Individual Login and Passcode - Students are assigned a secure, individual Student Identification Number (SID) and password upon enrollment to Waldorf College. These assigned identifiers are used to access Blackboard, Waldorf College's Learning Management System (LMS), to complete coursework and myWaldorf Student Portal to access course grades and related information.
- C. Proctored Examinations - Use of a Waldorf College approved proctor, or Remote Proctor Now, is required for all final examinations, pursuant to the Final Examination Policy.
- D. Administrative or Academic Practices - Students are subject to identity verification, at the institution's discretion, through use of personally identifiable information provided by the student upon application to the College. Students must provide their assigned Student Identification Number, along with a secondary source of personally identifiable information when contacting the University. In addition, faculty may commence verification of student identity following review of student work. Changes in academic performance or writing style may be monitored and prompt a request for identity verification.

## Protection of Student Information

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

## Notification of Student Fees

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

## Student Responsibilities

Appropriate use of technology is the student's responsibility. Unauthorized use of College Systems, further defined as myWaldorf Student Portal, Waldorf College's website, college networks, Internet, online classroom, or other hardware or software utilized in association with the college, is prohibited as identified in the Acceptable Use section found in Waldorf College's Technology Policy. This includes unauthorized access to other user accounts or transfer of user passwords to others.

## Grading Procedures

### Academic Integrity

#### *Academic Integrity at Waldorf*

The foundation of Waldorf College, as a lively community of learning and faith, rests on the unrestricted pursuit of truth in every dimension of human experience. In turn, this common search for truth requires of every Waldorf faculty member, student, administrator, and support staff member, a fundamental commitment to academic integrity.

As a college community which approaches all that it says and does from a Lutheran understanding of life lived in response to God's grace, we are also acutely aware of our capacity for human dishonesty. When human deceitfulness, in any or all of its varieties goes unchallenged and unchecked, the very foundations of the college are threatened. Therefore, cheating, plagiarism, and other forms of academic dishonesty will not be tolerated.

To facilitate our purpose as an academic community and to promote academic integrity, the following policies are offered to promote definitional clarity and to describe the processes that will be followed when our fundamental academic integrity has been violated.

All faculty will include the following statement in each and every course syllabus:

*"Honesty and integrity are taken very seriously at Waldorf College. All students should be familiar with the Waldorf College Academic Integrity Policy (found in the current Student Handbook) and the consequences which will result from breaches of this policy."*

### Definitions of Violations of Academic Integrity

Registration at Waldorf signals the personal intention to adhere to Waldorf's standards of academic integrity. What follows is not an exhaustive list of violations, rather, it represents some examples of flagrant types of behavior that are unacceptable.

- **Plagiarism:** Plagiarism is the use of another's ideas, words or expressions without proper attribution or credit. It is the most common form of academic dishonesty, whether intentional or unintentional. Students must learn to give credit to sources used by applying proper citation methods. Plagiarism occurs when proper citations are not given for:

\* Information obtained from the Internet in whole or in part. This is the most common current form of misunderstanding on the part of students. Information obtained from the Internet is not to be used in

a paper without giving proper credit to the author (if known) and the website used. Students should learn and apply the proper methods to insert quotations taken from the web and how to cite them. Taking or purchasing a portion of or a complete paper from the Internet and submitting it as one's own work is also plagiarism.

- \* Every direct quotation, paraphrase or summary taken from a written work must be properly cited.
- \* Merely rearranging words or adding a sentence or two of your own to someone else's work does not make it your work. While it is permissible to include such wording in your work you must cite the source.

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

- **Cheating:** Cheating is defined as intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise. It includes, but is not limited to, the following behaviors:
  - \* Allowing another person to do one's research or written work and then submitting the other person's work under one's own name.
  - \* Copying an answer or answers from another student's paper during a test or intentionally allowing a student to do so.
  - \* The unauthorized use of notes, study aids, electronic devices (i.e. Internet, e-mail, calculators, dictionaries, computer files, etc.), crib notes or any other form of information during an examination.
  - \* Sharing answers for a take-home exam or working with others on a take-home exam if not authorized by the instructor.
  - \* Altering any graded assignment/project after it has been returned and then submitting the work for re-grading.
  - \* Submitting the same work in more than one course or a previous attempt at the same course without prior permission from the course instructor(s).
- **Fabrication:** Fabrication is the use of invented information or the falsification of research or other findings. Examples include, but are not limited to:
  - \* Submission in a paper, lab report, speech, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment of distortion of the true nature, origin, or function of such data or evidence.
  - \* Creating false citations.
  - \* Padding a bibliography by listing real or false sources that are not used in any way in the academic assignment.

- **Inappropriate Collaboration:** Working with another student and/or several students on projects in ways not specifically authorized by the instructor. Note: "Inappropriate collaboration" is not meant to discourage "appropriate collaboration" that is, those types of collaborative work defined, encouraged, and specifically authorized by the instructor.

- **Obtaining or Giving Unfair Advantage:**

- \* Stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the examination or prior to the time authorized by the instructor.
- \* Stealing, destroying, defacing or retaining library or other educational resources with the purpose of depriving others of their use.
- \* Retaining, copying, using or circulating previously-given examination materials, where the instructor clearly indicates that they are to be returned to the instructor at the conclusion of the examination.
- \* Intentionally obstructing or interfering with another student's academic work.
- \* Otherwise undertaking activity with the purpose of creating or obtaining unfair academic advantage over other students' academic work.

- **Failure to Cooperate:** Failure to cooperate in and/or interference with an investigation of an alleged violation of this policy.

## Consequences and Procedures Resulting from Academic Dishonesty

- For any conduct involving incorrect citation methods, the faculty member will instruct the student regarding proper documentation of sources and plagiarism. The instructor shall note all instances of academic dishonesty and should take appropriate action.
- For any conduct which a faculty member reasonably concludes is academic dishonesty the steps below shall normally be followed.
- The faculty member will inform the student and then give written notification to The Office of Academic Affairs that includes the date of the notification, the student's name, the date of the offense and evidence for the academic dishonesty. The Office of Academic Affairs will maintain a list of all students that are reported.
  - \* **First offense** – The Office of Academic Affairs will indicate to the faculty member that this is the first offense. The faculty member may choose the appropriate action to take and will notify the student of the action taken. This could include giving the student an "F" for the assignment or test, assigning an "F" for the course and/ or recommending to the VPAA that the student be dismissed from the college. The Office of Academic Affairs or the Associate Dean for Online Learning will send a letter to the student reminding him/her of the consequences of additional infractions, including a required academic integrity tutorial. The student's due process will be ensured throughout this process.
  - \* **Second offense** – The Office of Academic Affairs will indicate to the faculty member that this is the second offense. The faculty member will assign an "F" for the course and may recommend to the VPAA that the student be dismissed from the college. The student will be notified by the faculty member that he/she has failed the course and the student will participate in a conference call consultation with the faculty member and The Office of Academic Affairs or the Associate Dean of Online Learning regarding the infraction. The student will also be required to complete an academic integrity instructional session with the Director of the Writing Center. The offense will be recorded and the student notified in writing of the consequences of a third offense by The Office of Academic Affairs. The student's due process will be ensured throughout this process.
  - \* **Third offense** – The Office of Academic Affairs will indicate to the faculty member that this is the third offense. A third academic dishonesty offense will result in an "F" in the course, a conference call consultation with the faculty member and the Vice President for Academic Affairs or the Associate Dean of Online Learning, and expulsion from the college at the end of the term in which the violation took place. The faculty member will inform the student of the offense and The Office of Academic Affairs will notify the

student that he/she will be expelled. The student's due process will be ensured throughout this process.

If, in the judgment of the VPAA, the infraction is a particularly severe one, the VPAA will have the authority to determine whatever level of discipline he or she deems appropriate given the seriousness of the infraction.

### **Academic Integrity Violation Appeal Process**

The following is the appeal process for students for all offenses in which faculty members notify The Office of Academic Affairs of the violation (2a, 2b, and 2c under Consequences and Procedures Resulting From Academic Dishonesty).

### **Appeal of the Faculty Member's Decision to the Vice President of Academic Affairs**

Students may appeal the faculty member's report of academic dishonesty to the Vice President of Academic Affairs.

#### **Appeal Process:**

- All appeals must be submitted in writing to the Vice President of Academic Affairs.
- The appeal must be submitted within one week (5 class days) from the time the student is notified of the violation.
- The Vice President of Academic Affairs will interview the student and the faculty member and anyone else deemed appropriate to gather information necessary to make an informed decision.
- If the Vice President of Academic Affairs denies the appeal, the offense will be recorded in the accused student's file.
- If the Vice President of Academic Affairs grants the appeal, no offense will be recorded.
- The Vice President of Academic Affairs will notify the student and the reporting faculty member in writing of the decision within 5 academic days of receiving the appeal from the student, unless the Vice President determines that additional time is necessary in order to resolve the appeal. If additional time is necessary the Vice President shall notify both the student and faculty member of how much additional time will be necessary.

### **Appeal of the Vice President of Academic Affairs's Decision to the Admission and Academic Progress Committee**

If a student or a faculty member disagrees with the decision of the Vice President of Academic Affairs, he/she may appeal the decision to the Admission and Academic Progress Committee. The Vice President of Academic Affairs will not serve as a member of this committee during the appeal process.

Members of the committee include:

*Registrar - Chair*

*Director of the Academic Support Program*

*Vice President of Academic Affairs (will not serve during the appeal process)*

*Vice President of Enrollment Management*

*Dean of Students*

*Director of Online Learning*

*Faculty member*

*Faculty member*

*Faculty member*

In the event that a committee member is directly involved in the dispute, the president of the college will name a replacement for the committee member.

## **Appeals**

- All appeals must be submitted in writing to the Chair of the Admission and Academic Progress Committee.
- The student or faculty member must appeal the VPAA's decision within one week (5 academic days) from the time they are notified of the decision.
- The Committee will review the faculty complaint and the VPAA's decision and then interview the student, the faculty member and the VPAA and anyone else deemed appropriate by the Committee. All interviews will be recorded with a tape recorder or some other agreed upon method.
- The Committee may choose to consult legal counsel when the decision could result in student expulsion.
- The student may be assisted during the hearing by an advisor, who may be an attorney. The role of the advisor will be limited to:
- Making brief opening and closing statements as well as comments on appropriate sanction
- Suggesting relevant questions which the Committee may direct to a witness.
- Providing confidential advice to the student.

Even if accompanied by an advisor, the student must take an active and constructive role in the appeal process and the hearing. In particular, the student must fully cooperate with the Committee and respond to its inquiries without undue intrusion or comment by an advisor.

In consideration of the limited role of an advisor and of the compelling interest of the College to expeditiously conclude the matter, the work of the Committee will not, as a general practice, be delayed due to unavailability of an advisor.

- If the Admission and Academic Progress Committee determines that an offense has occurred, it will be recorded in the accused student's file. Such a determination shall be made based upon a majority vote of those members actively participating in the appeal and shall be based upon a reasonable conclusion reached from the evidence presented.
- If the Admission and Academic Progress Committee determines that no offense occurred, no offense will be recorded.
- The Committee's Decision shall be made within 10 academic days of the appeal, unless the Committee determines that additional time is necessary in order to make a determination.

If additional time is necessary, the Committee shall notify the student and the faculty member and inform them of how much additional time will be necessary. The Committee's decision shall be final.

The Admission and Academic Progress Committee will notify the student, the reporting faculty member, and the Vice President of Academic Affairs in writing of the decision made.

## **Forgery Policy**

It is the policy of Waldorf College that if prospective or current students alter or forge academic records in any way, they will be denied admittance to or will be expelled from the institution.

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 College include:

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

### Final Examination Proctor Policy

Waldorf College degree programs contain a variety of assignment types and methodologies. Comprehensive sets of questions or exercises are used to evaluate knowledge, skills, and mastery of subject matter prior to and during the final examination. Numerous courses within a program of study may require a final examination; for which, an approved proctor is required. An approved proctor is defined as a credentialed organization, center, or individual, who verifies student identity and supervises examination integrity. Waldorf approves two, flexible proctoring options: a standard proctor, who is chosen by the student and approved by the University, or Remote Proctor Now (RP Now), an on-demand, third-party, virtual proctor. Students may elect to choose one or a combination of both available proctoring options based upon individual final examination needs.

If the course has a final exam, it is a required exam and must be taken before the end of the term. If the student does not complete the final exam within the limits of the term or an approved extension, the grade for the entire course will be changed to an F.

### The following are important facts concerning proctored final examinations:

- Students may retain up to three approved proctors on file with the College. It is the student's responsibility to ensure a proctor is approved by the College before the final exam. See the proctor policy and proctor approval sections within this policy for more information. It is recommended that students have more than one approved proctor on file.
- Students should request to sit for a final examination during the last two (2) weeks of the course by submission of the "Request to take Final Examination Online Request Form" located in the myWaldorf Student Portal.
- Final Examinations must be submitted for grading prior to 11:59 p.m., Central Standard Time (CST), on the last day of class.
- Refer to course examination instructions for materials allowed during final examination. Materials not specified in the examination instructions are not permitted. Students may use a computer to access the online examination and/or type essay answers. They may not use the internet to search for answers to the examination questions. Unless otherwise specified in the examination instructions, students are allowed to use their course materials and textbook(s). Online calculators or other software may be utilized, with the approval of the course professor or the Academic Achievement Center of Excellence (AACE). Other materials are not permitted unless specified in the examination guidelines or course syllabus.
- Valid, government-issued photo identification, such as a driver's license, is required for identity verification prior to examination administration to receive credit for the examination.
- Compliance with all identified final examination violations is

required, as noted in the Exam Violations section of this policy.

- Students are allowed short breaks during the examination. A total of 15 minutes break time is permitted during the four (4) hour examination. No materials are allowed to leave or re-enter the testing area.
- Students are allotted four (4) hours for examination completion, which begins at the time the examination is initially opened. The time allotment is cumulative; therefore, short breaks taken during the examination administration are included in the time allotment.
- Fees incurred by use of proctoring services are the responsibility of the student.
- Final examinations should not be taken in an environment where the student is likely to be interrupted during examination administration; i.e. the workplace or other interactive environment.

### Proctor Policy

Final exams are to be administered to students by an approved proctor on a date before the course end date that is mutually convenient. The student is responsible for selecting a qualified proctor who must be approved by the college. A list of acceptable proctors is provided in the Proctors section of this policy. Proctors must submit to Waldorf's Student Services a signed Proctor Agreement for approval before being allowed to proctor an exam. Proctors are to verify the student's identity, remain in proximity while the student takes the exam, assure that the four (4) hour exam time limit is strictly adhered to, assure that the student adheres to the policy regarding short breaks or breaks totaling no more than 15 minutes, and assure that no unauthorized materials are allowed during the exam. Proctor forms can be found in the myWaldorf Student Portal and in the course. Students should allow time for the proctor to return the agreement to Waldorf and for processing before submitting the Final Examination Request form.

### Proctors

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

### Qualified Proctor:

- College or University Professor, Dean, Director, or university official
- School Principal or Vice-Principal
- University/College Testing Center
- Private Testing Center
- Personnel Officer, Human Resources Manager, training officer or training facilitator
- Commissioned Officer or Senior Non-Commissioned Officer in the Armed Forces or Civil Service equivalent
- Police or fire service sergeant or higher
- Educational Services Officer (ESO)
- Educational Services Specialist (ESS)
- Military Base Testing Offices
- Library / Librarian
- Teacher or School / Guidance Counselor
- Minister, Priest, Rabbi or other Religious Leader
- Direct Supervisor
- Remote Proctor Now (RP Now)

### **Unqualified Proctor:**

- Any individual that poses a conflict of interest
- Co-worker
- Tutor
- Friend
- Neighbor
- Relative
- Waldorf Student
- Individuals paid for a personal service (doctor, attorney, consultant, etc.)
- Individuals deemed unqualified by university personnel

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

### **Proctor Responsibilities**

- Keep the exam secure and only allow the student to access the exam in the proctor's presence. The password must be kept confidential and should never be shared with the student.
- Provide the student with a private area conducive to testing. A computer with Internet access must be available.
- Check student's photo ID to ensure the examinee is actually the person scheduled to test.
- Ensure no copies of the exam are made.
- Ensure that the student does not access notes, articles, or other unauthorized materials. Unless otherwise specified, only the textbook and course materials are allowed.
- Time the exam and stop the examinee when time has been expended. A maximum of four (4) hours is allowed for the exam.
- Ensure that the student does not exceed 15 minutes of cumulative break time during 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.

### **Standard Proctoring/Testing Procedures:**

- From the myWaldorf Student Portal, the student will send the "Proctor Information Request" to the desired proctor.
- An e-mail containing a link is delivered to the prospective proctor. The individual will complete the request, attach credential certification, and submit. Please note the link provided is only valid for 14 days; therefore, students will need to resend the invitation once it has expired.
- Student Services notifies both the student and proctor of approval/denial, via email within 2-3 business days.
- Upon approval, the student will submit the "Request to take Final Exam Online Form" located in myWaldorf Student Portal.
- Student Services will send the final examination password to the proctor within 2-3 business days upon receipt of the request.
- The student and proctor will meet at a pre-determined, mutually convenient time and location for examination administration.
- The proctor must verify student identity by viewing a valid, government issued photo identification and ensure only permitted materials are used during the examination.
- The student will login to Blackboard and click on the "Final Exam" link within the course.
- The proctor will enter the password, guarding against student view.

- The student can begin the examination online or print the final examination and work offline.
- The student will complete the examination within the four (4) hour time allotment.
- Printed copies of the examination must be disposed of upon completion of the examination.

### **Remote Proctor Now (RP Now)**

Waldorf College approves two, flexible proctoring options: a standard proctor, who is chosen by the student and approved by the College, or Remote Proctor Now (RP Now), an on-demand, third-party, virtual proctor which offers students the ability to sit for their exam at any time or any place that is convenient to them.

Students who choose to use RP Now must have an operational webcam, audio capabilities, a high-speed internet connection, and appropriate system rights required to download and install software. There is a \$19 fee per exam to use this service, which is paid directly to RP Now at the time the exam is taken. Please view the video overview and Frequently Asked Questions in order to gain a better understanding of how the RP Now process works. Students are also encouraged to review the Final Examination and Proctor Policy contained in the Student Handbook in order to become familiar with the policy prior to taking any final exam.

Specific questions regarding proctoring or final examinations should be directed to [students@waldorf.edu](mailto:students@waldorf.edu).

### **Final Examination Violations**

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

- Use of materials or unapproved software/technology, other than a writing utensil, course textbook, course materials, and calculator or examination specific materials.
- Use of the Internet to access any site other than the Blackboard Learning Management System.
- Speaking with another individual during examination administration.
- Use of a cellphone or technology other than the computer being used for examination administration. (Students encountering technical difficulty are allowed to access a cellphone to call technical support.)
- Materials exiting or re-entering the testing area.
- Exceeding the four (4) hour testing time limit.
- Exceeding the maximum allowed cumulative break time of 15 minutes.
- Actions deemed disorderly, lewd, indecent, or otherwise inappropriate.

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

e-mail [students@waldorf.edu](mailto:students@waldorf.edu). Or contact Technical Support at 877-399-1063 Monday through Friday, 8 a.m. to 11 p.m. CST

## Grading Policy

Waldorf College students can view grades at any time through Blackboard or by visiting the myWaldorf Student Portal. The myWaldorf Student Portal provides students the option to print course grade reports and review all assignment grades for courses completed at Waldorf.

Course specific grading information is available within each Course Syllabus, to include assignment weights.

## Grading Scale

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

Grading	Points per credit hour
A 90-100	4.00 Quality Points
B 80-89	3.00 Quality Points
C 70-79	2.00 Quality Points
D 60-69	1.00 Quality Points
F 59-0	0.00 Quality Points
W Withdrawn	0.00 Quality Points
W/F Withdraw/Fail	0.00 Quality Points
I Incomplete	0.00 Quality Points
R Retake	0.00 Quality Points
DN Dropped for Non-Attendance	0.00 Quality Points
DP Dropped from Course	0.00 Quality Points

Final course grades of W, I, R, DN, DP, and DC do not generate quality points and are not normally included in the cumulative grade point average (GPA). However, grades of I and R will be calculated to determine Satisfactory Academic Progress (SAP), which may impact federal student aid eligibility.

## Grade Point Average

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

The grade “I” indicates that the student, for reasons satisfactory to the instructor, has been granted additional time to complete the coursework. This grade is given only when the work already finished has been of a quality acceptable for completion of the course. Please see the Incomplete Grading Policy for more information.

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 College and earns a higher grade.

## Dean’s List

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

Students may opt for their names and Dean’s List designation to be sent to their hometown newspapers by completing the Hometown News Release Authorization form, located at [www.waldorf.edu/Online/Current-Students/Forms](http://www.waldorf.edu/Online/Current-Students/Forms).

## Honor Society Membership

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

## Course Retake

Students must earn a cumulative GPA of 2.0 or higher on a 4.0 scale for undergraduate programs and 3.0 for graduate programs. 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 for the undergraduate programs and “B” or below in major courses for the graduate programs 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.)

## Grading Timeframes

Waldorf requires all assignments to be graded in a timely manner. Unit Assessments and Final Examinations are required to be graded within three business days of submission. Papers, Projects, Article Critiques, and Case Studies are required to be graded within five business days of submission. There may be times in which a grading delay could occur due to extenuating circumstances. These delays will be communicated appropriately.

## Late Assignment Submissions

The following list defines information regarding late assignment submissions:

- Weekly course assignments must be turned in during the week they are assigned. Students have the option to submit assignments three weeks in advance, unless otherwise indicated by the College.
- Students are required to respond to the Discussion Board assignment by Saturday, Midnight (Central Time) and comment on another student’s response by Tuesday, Midnight (Central Time).
- Assignments not turned in by the deadline will be penalized as follows:
  - \* oOne day late – 10 points deduction
  - \* oTwo days late – 20 points deduction
  - \* oThree days late – 30 points deduction

- \* oAssignments will not be accepted after the third day. The student will earn a zero on assignments not turned in by the third day after the deadline unless otherwise approved by the course professor, per the Assignment Make-Up Policy.

**Students earn zero points if Discussion Board assignments are submitted late**

## 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](mailto:students@waldorf.edu).
- To allow the Waldorf College faculty to effectively process a grade challenge, Waldorf College 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 Vice President for Academic Affairs.

## 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 Vice President for Academic Affairs (VPAA), Waldorf College, 106 S. 6th St., Forest City, IA 50436, or by fax: 641-585-8194, ATTN: VPAA of the College. The VPAA may be reached by phone at 641-585-8134.

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

## Satisfactory Academic Progress Policy

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

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

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

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

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

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

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

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

### Standard 3: Maximum Timeframe

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

### SAP Notification

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

### Transfer Credits

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

### Repeated Courses

Students receiving Title IV Aid may repeat a course, as allowed under the Waldorf College Satisfactory Academic Progress policy. Repeated courses will count toward the quantitative and maximum timeframe SAP standards. Federal Student Aid allows a student to retake a non-failed course and receive federal aid for that course one time.

### Incomplete Grades

Students receiving Title IV Aid may receive incomplete grades, as allowed under the Waldorf College Satisfactory Academic Progress policy. Incomplete grades will count toward the

quantitative and maximum timeframe standards of SAP. Students who do not complete course requirements after an incomplete grade is assigned will receive a course grade based on the assignments completed with zeros being assigned for non-completed assignments.

### **Second Bachelor's Degree**

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

### **SAP Evaluation**

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

### **Appeal Guidelines**

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

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

Students on academic probation or academic plan may be required to retake courses in which "D" or "F" grades were received, take a reduced credit-load, and/or become involved

in special programs. They are also required to submit periodic academic progress reports.

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

### **Reinstatement**

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

### **Attendance Policy**

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

### **Leave of Absence Policy**

Students unable to enroll in one or more terms may apply for a temporary Leave of Absence (LOA) from Waldorf College. This policy is designed to allow a student the flexibility to take a temporary break from their academic program and upon return a student will not be required to apply for readmission to Waldorf College. A student will not be granted a LOA in the middle of a term; therefore, for purposes of Title IV, a student granted a temporary LOA will be considered withdrawn from the Waldorf College during this time. A student is expected to complete all courses if currently enrolled in a term and apply for a LOA to begin at the start of the next term in the academic program. If a student is having difficulty or unable to complete all courses in the term, the student may apply for an Incomplete Course Request or an Incomplete for Special Circumstances Request, or the student may withdraw, in which case a Return of Title IV calculation may be required.

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

Important facts concerning a Leave of Absence:

- For purposes of Title IV, a student will be considered withdrawn from Waldorf College while on a LOA; therefore federal student loans are not eligible for an in-school deferment;

- A student will not be eligible to receive federal student aid while on a LOA;
- A student who fails to return from a LOA will be required to reapply for admissions to Waldorf College after a period of 12 months of inactivity in their academic program.

### **Military/Special Services Leave of Absence Provision**

Students requiring a military or special services deployment may request a provisional LOA for the designated deployment period up to 12 consecutive months. For additional time required due to consecutive deployments longer than a combined twelve (12) month period, please submit supporting documentation to [associate.registrar@waldorf.edu](mailto:associate.registrar@waldorf.edu). A student may apply for a provisional LOA by submitting the Leave of Absence Request Form located in myWaldorf Student Portal. In addition, a student must provide supporting documentation regarding the nature and period of deployment from their commanding officer or supervisor. If the military or special services deployment occurs during a course, the student should contact his or her Academic Advisor to discuss the options provided by the Military Deployment Policy and Incomplete for Special Circumstances Policy.

### **Academic and Financial Considerations**

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

### **Assignment Make-Up**

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

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

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

### **Unit Extension**

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

If the situation is not an emergency circumstance, a student may qualify for a maximum of three additional days after the assignment and/or assessment due date to complete the unit work. However, discussion boards must be completed by the due date. There is no limit on the number of extensions a student may receive, but all extension requests must be approved by the student's faculty member. The criteria to qualify for a unit extension are as follows:

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

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

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

1. Within five (5) days of the student's ability to make contact, the student is responsible for notifying the professor of his or her situation. The student is responsible for providing documentation – such medical or deployment papers – of the specific emergency situation.
2. If the professor approves, the professor will e-mail to the student, in detail, which assignments/assessments, including discussion boards, are extended, as well as the revised due date. This documentation will also be sent to [students@waldorf.edu](mailto:students@waldorf.edu).  
If the professor does not approve, the professor will e-mail to the student, in detail, the reasons for denying the extension. This document will be also sent to [students@waldorf.edu](mailto:students@waldorf.edu).
3. Unless the Military Deployment policy is applicable, only two weeks' worth of work can apply to this extension. Any student who misses over two weeks' worth of coursework due to an emergency needs to apply for an Incomplete for Special Circumstances.

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

### **Incomplete Course Policy**

Students requesting additional time, in excess of the prescribed enrollment period, to successfully complete coursework may apply for an Incomplete Course Request. Incomplete Course Requests should be the exception during a student's tenure; academic progress throughout coursework is expected and promotes student success. Should circumstances prevent regular, on-time course completion within the term period, students have the option to submit an Incomplete Course Request or to withdraw from the course. Academic and financial consequences should be noted when withdrawing from a course beyond the first week of the term period. Prior to submitting the

withdrawal request, students are advised to review any applicable College policies, including the Satisfactory Academic Progress policy and Refund Policy for Online Programs. In addition, academic advisement should be sought.

### **The following are important facts concerning an Incomplete Course Request:**

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

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

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

To request an Incomplete Course Request, the student must complete and submit the Incomplete Course Request form found in the myWaldorf Student Portal. This form includes the reason for the extension, the student’s plan for completion, and the date of completion for each remaining assignment. Students will be held to the revised assignment due dates in the same manner as the original course weekly deadlines. Students will be notified of the status of the Incomplete Course Request within three (3) business days.

The Incomplete Course Request is not automatic and must be approved. If the Incomplete Course Request is denied and

the course end date has passed, the course grade based on the coursework completed by the student will be posted. A grade of zero (0) will be given for all assignments not completed. Any denied Incomplete Course Requests can be appealed to the Vice President for Academic Affairs.

### **Incomplete Grading Policy**

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

Students who do not complete the course within the Incomplete Course Request time allotment not to exceed 45 days will receive a course grade calculated on the weighted scores of all completed course assignments. All assignments left undone will be assigned a grade of zero (0). If the calculated grade is an “F”, the course must be taken over again in its entirety and the student will be required to pay the full tuition of the course.

### **Incomplete for Special Circumstances Policy**

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

- The student’s circumstance must involve an unusual or critical circumstance such as military deployment, temporary duty, temporary additional duty, permanent change of station, major surgery, natural disaster, family emergency, death in the immediate family, or job relocation.
- The student must submit official documentation that substantiates the circumstance and indicates the dates that the student will be affected. Requests that are received without support documentation will not be considered.

Examples of acceptable documentation are:

- \* Medical documentation by a licensed practitioner
  - \* Deployment notice documentation
  - \* Officially signed letter from a Unit/Battalion Commander or Employer
  - \* Death certificate
  - \* Any other documentation deemed acceptable to Waldorf College
- The Incomplete for Special Circumstances Request form, located in the myWaldorf Student Portal, should be completed and submitted to Waldorf College via email to [students@waldorf.edu](mailto:students@waldorf.edu). It must be dated within five (5) days of the student’s ability to contact Waldorf College. The Vice President for Academic Affairs (VPAA) based on individual student need, may grant exceptions for the form-filling deadline.
  - Unless the Iowa Military Deployment Policy is applicable, the student must be able to complete the course within a maximum of 60 days from the course end date. If the unusual circumstance does not allow the completion of the course within a 60-day extension period, the student should contact Student Services at [students@waldorf.edu](mailto:students@waldorf.edu) and discuss withdrawing from the course.

However, the request to withdraw must be submitted prior to the original end date of the course.

### These are important facts concerning an Incomplete for Special Circumstances Request:

- Waldorf College allows a maximum of two Incompletes for Special Circumstances events per calendar year. Students are not granted in excess of one ISC per course.
- An ISC forfeits the option to withdraw from the course. Appeals may be filed and faxed to the attention of the Vice President for Academic Affairs (VPAA) at 641-585-8194.
- The student must be successfully completing course requirements at the time of the request (earning a passing grade for assignments completed).
- Assignments not completed during the timeline received a grade of zero (0).
- If an ISC is granted, a course grade of "I" will be assigned and may affect future course enrollments, Satisfactory Academic Progress hours attempted, and Federal Student Aid (FSA).
- Request for ISC must be submitted prior to the original end date of the course.

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

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

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

### **Military Deployment Policy**

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

1. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
2. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.

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

### **Unofficial Withdrawal Policy**

If no assignments are submitted in the last 21 days of the term and the student receives a failing grade, the student will be withdrawn from the course and a grade of WF will be assigned. Grades of WF count in the calculation of the student's GPA the same as a grade of F. WF also is counted in attempted hours. A charge will be posted to the student's account if the text was supplied through the Waldorf College 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 Vice President for Academic Affairs. The VPAA will review all written challenges within 10 days of receipt.

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

### **Graduation**

#### **Graduation Requirements**

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

requirements. Students in a master program must receive a “B” or above in all courses in the major requirements.

### Graduation with Honors

In order for a student enrolled in a bachelor degree program to graduate with Summa Cum laude 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 College. Honor graduates must have no grades lower than a C, and must not have repeated any course taken at Waldorf College. Students in certificate and associate programs are not eligible for honors. Waldorf College awards the master’s degree “with distinction” to students who graduate with a minimum cumulative GPA of 3.90.

### 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 \$100 graduation audit fee is to be paid at the time the Petition for Graduation is submitted to Waldorf College. 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 College hosts a commencement ceremony for those graduates who have completed their program or who will complete their program in the subsequent Term 5. The student must be within six credit hours of completing the degree. It is not required for the graduate to attend the ceremony. However, Waldorf College encourages all graduates to attend the commencement exercise and accompanying activities. Travel arrangements and accommodations are the responsibility of the student.

### Transcripts

A transcript of credit will be sent upon written request from the Registrar’s Office for students who are in good standing. However, the college reserves the right to withhold transcript of record, certification of graduation, and /or certification

of credits until all college obligations have been fully settled, including past due Federal Perkins loans.

### 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 College transcript. A Waldorf College transcript may be requested by using the Transcript Request Form. This form may be downloaded from the website at <http://www.waldorf.edu/downloads/pdf/academics/online/waldorf-transcript-request>. The standard processing time for all requests is 3-5 business days. Please consult with the Registrar’s Office or the website at <http://www.waldorf.edu/Residential/Academics/Registrar-s-office>. Please allow 7 to 10 business days for processing.

### Transcript Fees

Three official transcripts will be prepared at no charge. Additional copies will be furnished at five dollars each. If multiple copies are requested at one time a reduced rate is available.

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

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

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

As a graduate, students will gain automatic free access to the Waldorf College 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 College alumni.

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

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

# V. Tuition and Fees

## Undergraduate Tuition Rates

Tuition	Per Credit Hour
Undergraduate .....	\$275*
Graduate.....	\$350*

\*The tuition rate for active-duty military members using military tuition assistance is \$250 per credit hour for both the undergraduate and graduate degree programs. The lower rate is offered to keep the tuition rate at the DoD cap of \$250.  
 The Learning Partner tuition discount is not applicable to students using military Tuition Assistance.  
 Waldorf College Learning Partners receive a tuition discount that is applied to the full tuition rate.  
 Tuition and fees are payable in U.S. funds. Waldorf College accepts checks, money orders, and credit cards.

## Student Fees

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

Fee (Effective 4/1/15)	Amount
Online Library Fee ( <i>one-time</i> )** .....	\$35
Additional Program Evaluation Fee.....	\$35
Additional Transcript Fee(s) .....	\$5
Application for Admission (Domestic) .....	\$0
Application for Admission (International) .....	\$0
Certificate Fee .....	\$40
Concentration Change Fee.....	\$25
Degree Program Change Fee .....	\$35
Graduation Audit Fee .....	\$100
Incomplete Course Request Fee .....	\$50
In-Program Re-Evaluation Fee.....	\$35
Return Check Fee .....	\$25
Priority Evaluation Fee .....	\$25

\*\*The library fee is a one-time charge and is waived for active-duty military members.  
 All fees are nonrefundable.

## Book Grant

**BOOK GRANT:** The Book Grant provides textbooks at no cost. Textbooks are not required to be returned with the Book Grant; however, students must meet course completion requirements. Successful course completion is defined as earning a passing grade or not dropping/withdrawing from the course in which the textbook was granted. When a student drops, withdraws, is institutionally withdrawn or fails a course, a charge for the textbook and shipping will be posted to the student's account. The student may return the text postmarked within 30 days to have the charge reversed. The charge will be based on the retail price listed at the Waldorf College website or 70% if student was issued a used textbook. Additionally, \$12 for shipping for each course will be charged. Alternatively, the student may re-enroll in the same course for the next

consecutive term or enrollment period and indicate on the Course Retake Form that the previously provided textbook will be used. As long as the next course enrollment is submitted within 30 days of the course failure or drop/withdrawal, the textbook and shipping charges will be reversed. If the course is not available in the next consecutive term students should return the textbook. Students not successfully completing a course should access the Textbook Return Form in the myWaldorf Student Portal and enclose with the returned textbook. Students who return the textbook without proper paper work to identify themselves will not receive credit for the return. Students who do not return textbook and do not pay the textbook charge, may not be allowed to enroll in future courses.

**LOAN-A-BOOK:** Waldorf College's Loan-a-Book program provides textbooks at no cost for select general education courses. Textbooks supplied by Waldorf College through Loan-a-Book may be in new or used condition and must be returned after successful completion of the course, or when a student drops, withdraws, or is institutionally withdrawn from a course. Students who fail to return a textbook in satisfactory condition will have a charge posted to their account for the price of the textbook plus \$12 for shipping and handling per course. Students must return the textbook postmarked within 30 days of the grade posting to have the charge reversed. Charges for unreturned textbooks will be based on the retail price listed at the Waldorf College website or 70% of the retail price if the textbook issued was used.

If students re-enroll in the same course for the next consecutive term or enrollment period, and the course is available, students should indicate on the course re-take form that the previously provided text will be used. As long as the next course enrollment is submitted within 30 days of the course failure or drop/withdrawal, the text and shipping charges will be reversed. Students should return the text if the course is not available in the next consecutive term.

Students who drop, withdraw, are institutionally withdrawn, or for any reason do not successfully complete a course must complete the Textbook Return Form found on the myWaldorf Student Portal and enclose this form with the returned textbook. Students who return textbooks without the Textbook Return Form completely filled out may not receive credit for the return. Students who do not return the text and do not pay the associated charge, may not be allowed to enroll in future courses and a hold will be placed on any transcript requests until the charge is removed.

## Payment Options

### 1. Full or Split Payment

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

### 2. Federal Student Aid

Federal Financial Aid, also known as Federal Student Aid, offers grant and loan programs administered by the U.S. Department of Education. Waldorf College 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-duty military members and some retired military personnel through either TA or VA benefits.

## Federal Student Aid

Waldorf College students may apply for Federal Student Aid. Various grant and loan programs are available. Students wishing to enroll at Waldorf College for the first time and use Federal Student Aid should begin the Application for Admissions process at [www.waldorf.edu](http://www.waldorf.edu) and file their FAFSA form at [www.fafsa.gov](http://www.fafsa.gov) at least four weeks prior to the last day of registration. You will be prompted to enter in the school code for Waldorf College, which is 001895. 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 College. For complete details of the procedures and policies related to Federal Student Aid, visit the Financial Aid—Online Programs section of the Waldorf College website. The Waldorf College Admissions Department is ready and available to assist new students with beginning the application process for Federal Student Aid.

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

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

As part of the Higher Education Amendments of 1998, Congress passed provisions governing what must happen to your Federal financial assistance if you completely withdraw from school in any term. 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 law assumes that you earn your Federal Student Aid awards directly in proportion to the number of days of the term you attend. If you completely withdraw from school during a term, the school must calculate according to a specific formula the portion of the total scheduled financial assistance you have earned and are therefore entitled to receive up to the time you withdrew. If you receive (or the college receives on your behalf) more assistance than you earn, the unearned excess funds must be returned to the Department of Education. If, on the other hand, you receive (or the college receives on your behalf) less assistance than the amount you have earned, you may be able to receive those additional funds.

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

Federal aid funds are returned in the following order, both by the college and the student:

- 1) Federal Unsubsidized Federal Direct Stafford Loans;
- 2) Federal Subsidized Federal Direct Stafford Loans;
- 3) Federal Perkins Loans;
- 4) Federal Direct PLUS Loans;
- 5) Federal Pell Grants;
- 6) Federal SEOG Grants;
- 7) Federal TEACH Grant;
- 8) Other Federal aid programs.

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

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

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

If the college is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return must be repaid according to the terms of your

promissory note. If you must return any grant funds, the law provides that the amount you must repay is to be reduced by 50%. This means that you only have to return half of any excess funds you receive. If the return of unearned Federal assistance causes any portion of your tuition and fees to become uncovered, you will be billed by the college. In such cases, you will be required to make arrangements with the Business Office to pay the balance. Refunds and adjusted bills will be sent to the student's home address on file in the Office of the Registrar following withdrawal. Students are responsible for any portion of the institutional charges that are left outstanding after Title IV and other funds are returned. Any award money you do have to return is considered a Federal grant overpayment. You must either repay the amount due in full or make satisfactory arrangements with the Department of Education to repay the amount. You must complete these arrangements within 45 days of the date of the college's notifying you of your overpayment status or risk losing your eligibility for further Federal financial assistance. You may contact the U.S. Department of Education Claims Division at (800) 621-3115.

**Return of Institutional Funds Policy**

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

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

**Return of State of Iowa Funds Policy**

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

**Federal Student Aid Disclosure**

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

In general, a student who is convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any Title

IV aid, including grants or loans, during the period beginning on the date of such conviction and ending after the interval specified in the following table:

<b>Possession of a controlled substance</b>		<b>Sale of a controlled substance</b>
1st Offense	1 year*	2 years*
2nd Offense	2 years*	Indefinite Period
3rd + Offense	Indefinite Period	Indefinite Period

\* from date of conviction

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

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

**Waldorf Refund Policy for Online Programs**

Refunds are subject to state policies. For information about refund policies in specific states, please see the State Licensure page of the Waldorf College website.

<http://www.waldorf.edu/Online/About-Us/Accreditation-and-Memberships/State-Licensure>

Students who wish to drop/withdraw from a course or withdraw from their program are encouraged to complete the Course Drop/Withdrawal Form located in myWaldorf Student Portal; however, students may withdraw in any manner by contacting the Office of the Registrar. Any refunds due will be issued within 30 business days. 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. \* Full tuition and registration fee will be refunded for cancelling a course within 7 calendar days from the term start date. The remaining tuition will be refunded based on the course start date and the tuition percentage amounts listed below. In the states of Arkansas and Indiana, Waldorf College follows the refund guidelines set forth by their State Boards of Education or equivalents.

Refund Due in the:

- 1st week: 100%
- 2nd week: 80%
- 3rd week: 60%
- 4th week: 40%
- 5th week: 20%
- 6th week: 0%

\*This registration fee does not apply to Iowa residents.

Refunds are issued from 0-percent 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.

### **Arkansas State Refund Policy**

The Arkansas State Refund Policy applies when students who are residents of Arkansas withdraw, drop, or are administratively dropped from a course or the institution.

#### **Tuition Due Student:**

#### **Proportion of Total Course, Program, or Term Completed as of**

<u>Date of Withdrawal or Termination</u>	<u>Tuition Refund</u>
Less than 25%	Prorated
25% up to but not including 50%	50% Refund
50% up to but not including 75%	25% Refund
More than 75%	No Refund

### **Indiana State Refund Policy**

The Indiana State Refund Policy applies when students who are residents of the Indiana withdraw, drop, or are administratively dropped from a course or the institution.

#### **Tuition Due Student:**

<u>Date of Withdrawal or Termination</u>	<u>Tuition Refund</u>
Less than 25%	Prorated
25% up to but not including 50%	50% Refund
50% up to but not including 75%	25% Refund
More than 75%	No Refund

### **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 College.

Learning Partner discounts cannot be used with the active-duty military tuition assistance.

Per Federal and State regulations, Waldorf College complies with the Institutional Code of Conduct for Education loans. For more information, see [www.waldorf.edu](http://www.waldorf.edu)

Undergraduate  
Online Degree  
Programs

and

Certificates

# VI. Certificate Programs

## Certificate Programs\*

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

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

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

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

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

### Emergency Management ..... 12

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

### Global Leadership ..... 15

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

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

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

### Homeland Security ..... 12

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

### Human Resource Management ..... 15

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

### Leadership Communication ..... 15

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

\*\*\* Please see course description for hardware/software requirements.

### Management ..... 15

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

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

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

### Sport Management..... 12

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

## **Certificate Program Requirements**

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

\*Certificate programs are not eligible for Federal Student Aid.

Visit our website at [www.waldorf.edu/disclosure](http://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.

# VII. Associate in Arts Degree

## A.A. Degree Requirements

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

## Associate in Arts Degree in Communications

### Core Requirements ..... 60

Prefix/Number Course Credits

#### Wellness ..... 1

WEL 1010 Concepts of Wellness ..... 1

#### Humanities ..... 8

HUM 1010 Introduction to Waldorf Online ..... 2

HUM 1020 Critical Thinking..... 3

Choose one from the following:

ENG 2000 American Literature I ..... 3

ENG 2010 American Literature II ..... 3

FRE 1010 Elementary French ..... 3

HIS 1100 Ancient World ..... 3

HIS 1110 American History I ..... 3

HIS 1120 American History II ..... 3

HIS 1200 Medieval World..... 3

HIS 1610 Modern World..... 3

HIS 1710 Contemporary World ..... 3

SPN 1010 Introduction to Spanish..... 3

#### English Composition ..... 6

ENG 1010 English Composition I ..... 3

ENG 1020 English Composition II ..... 3

#### Fine Arts ..... 3

Choose one from the following:

ART 1010 Art Appreciation ..... 3

ART 1020 Art Appreciation II..... 3

MUS 1010 Introduction to Music Appreciation ..... 3

SPC 1010 Speech Communications ..... 3

THR 1010 Introduction to Theatre..... 3

#### Natural Sciences ..... 3

Choose one from the following:

BIO 1030 Principles of Biology ..... 3

CHM 1030 Chemistry I ..... 3

PHY 1010 Earth Science ..... 3

PHY 1510 Physical Science ..... 3

#### Mathematics ..... 3

Choose one from the following:

MTH 1010 General Education Mathematics for Online Students..... 3

MTH 2000 Managerial Mathematics ..... 3

MTH 2023 Elementary Statistics..... 3

#### Behavioral and Social Sciences ..... 6

Choose from two of the following:

BUS 3602 Principles of Management ..... 3

CRJ 3201 Juvenile Justice and Delinquency ..... 3

CRJ 2501 Criminology ..... 3

ECO 2401	Principles of Macroeconomics.....	3
ECO 2501	Principles of Microeconomics.....	3
POL 1010	American Government .....	3
POL 2000	Introduction to Political Science .....	3
POL 2010	American, State, and Local Politics .....	3
PSY 1010	General Psychology .....	3
PSY 3450	Abnormal Psychology .....	3
SOC 1010	Introduction to Sociology .....	3
SOC 2010	Survey of Global Societies and Cultural Geography .....	3

#### Religion and Philosophy ..... 3

Choose one from the following:

REL 2050 Contemporary Ethical Issues ..... 3

REL 2350 Philosophies of World Religions..... 3

#### General Education Electives\* ..... 15

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. See the Online Programs Catalog and term schedule for course listings.

#### Program Required Courses ..... 12

COM 1010 Graphic Core..... 3

COM 1020 Digital Core..... 3

COM 1030 Mass Communications and Society ..... 3

Choose one from the following: .....

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

COM 2010 Visual Theory ..... 3

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

### Grand Total ..... 60

## Associate in Arts Degree in Criminal Justice

### Core Requirements ..... 60

Prefix/Number Course Credits

#### Wellness ..... 1

WEL 1010 Concepts of Wellness ..... 1

#### Humanities ..... 8

HUM 1010 Introduction to Waldorf Online ..... 2

HUM 1020 Critical Thinking..... 3

Choose one from the following:

ENG 2000 American Literature I ..... 3

ENG 2010 American Literature II ..... 3

HIS 1100 Ancient World ..... 3

HIS 1110 American History I ..... 3

HIS 1120 American History II ..... 3

HIS 1200 Medieval World..... 3

HIS 1610 Modern World..... 3

HIS 1710 Contemporary World ..... 3

SPN 1010 Introduction to Spanish..... 3

#### English Composition ..... 6

ENG 1010 English Composition I ..... 3

ENG 1020 English Composition II ..... 3

#### Fine Arts ..... 3

Choose one from the following:

ART 1010 Art Appreciation ..... 3

ART 1020	Art Appreciation II.....	3
MUS 1010	Introduction to Music Appreciation.....	3
SPC 1010	Speech Communications.....	3
THR 1010	Introduction to Theatre.....	3
<b>Natural Sciences.....</b>		<b>3</b>
Choose one from the following:		
BIO 1030	Principles of Biology .....	3
CHM 1030	Chemistry I.....	3
PHY 1010	Earth Science .....	3
PHY 1510	Physical Science .....	3
<b>Mathematics.....</b>		<b>3</b>
Choose one from the following:		
MTH 1010	General Education Mathematics for Online Students.....	3
MTH 2000	Managerial Mathematics.....	3
MTH 2023	Elementary Statistics.....	3
<b>Behavioral and Social Sciences.....</b>		<b>6</b>
Choose from two of the following:		
BUS 3602	Principles of Management .....	3
CRJ 3201	Juvenile Justice and Delinquency.....	3
CRJ 2501	Criminology .....	3
ECO 2401	Principles of Macroeconomics.....	3
ECO 2501	Principles of Microeconomics.....	3
POL 1010	American Government .....	3
POL 2000	Introduction to Political Science .....	3
POL 2010	American, State, and Local Politics .....	3
PSY 1010	General Psychology .....	3
PSY 3450	Abnormal Psychology .....	3
SOC 1010	Introduction to Sociology.....	3
SOC 2010	Survey of Global Societies and Cultural Geography .....	3
<b>Religion and Philosophy.....</b>		<b>3</b>
Choose one from the following:		
REL 2050	Contemporary Ethical Issues .....	3
REL 2350	Philosophies of World Religions.....	3
<b>General Education Electives* .....</b>		<b>15</b>
Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. See the Online Programs Catalog and term schedule for course listings.		
<b>Program Required Courses .....</b>		<b>12</b>
CRJ 2000	Introduction to Criminal Justice .....	3
Choose any nine (9) credits in CRJ courses offered at Waldorf .....		
<b>Grand Total .....</b>		<b>60</b>

## Associate in Arts Degree in Diversity and Inclusion

<b>Core Requirements.....</b>		<b>60</b>
Prefix/Number	Course	Credits
<b>Wellness.....</b>		<b>1</b>
WEL 1010	Concepts of Wellness .....	1
<b>Humanities.....</b>		<b>8</b>
HUM 1010	Introduction to Waldorf Online .....	2
HUM 1020	Critical Thinking.....	3
Choose one from the following:		
ENG 2000	American Literature I.....	3
ENG 2010	American Literature II .....	3
HIS 1100	Ancient World .....	3
HIS 1110	American History I.....	3
HIS 1120	American History II.....	3
HIS 1200	Medieval World.....	3
HIS 1610	Modern World.....	3

HIS 1710	Contemporary World.....	3
SPN 1010	Introduction to Spanish.....	3
<b>English Composition.....</b>		<b>6</b>
ENG 1010	English Composition I .....	3
ENG 1020	English Composition II .....	3
<b>Fine Arts.....</b>		<b>3</b>
Choose one from the following:		
ART 1010	Art Appreciation .....	3
ART 1020	Art Appreciation II.....	3
MUS 1010	Introduction to Music Appreciation.....	3
SPC 1010	Speech Communications.....	3
THR 1010	Introduction to Theatre.....	3
<b>Natural Sciences.....</b>		<b>3</b>
Choose one from the following:		
BIO 1030	Principles of Biology .....	3
CHM 1030	Chemistry I.....	3
PHY 1010	Earth Science .....	3
PHY 1510	Physical Science .....	3
<b>Mathematics.....</b>		<b>3</b>
Choose one from the following:		
MTH 1010	General Education Mathematics for Online Students.....	3
MTH 2000	Managerial Mathematics.....	3
MTH 2023	Elementary Statistics.....	3
<b>Behavioral and Social Sciences.....</b>		<b>6</b>
Choose from two of the following:		
BUS 3602	Principles of Management .....	3
CRJ 3201	Juvenile Justice and Delinquency.....	3
CRJ 2501	Criminology .....	3
ECO 2401	Principles of Macroeconomics.....	3
ECO 2501	Principles of Microeconomics.....	3
POL 1010	American Government .....	3
POL 2000	Introduction to Political Science .....	3
POL 2010	American, State, and Local Politics .....	3
PSY 1010	General Psychology .....	3
PSY 3450	Abnormal Psychology .....	3
SOC 1010	Introduction to Sociology.....	3
SOC 2010	Survey of Global Societies and Cultural Geography .....	3
<b>Religion and Philosophy.....</b>		<b>3</b>
Choose one from the following:		
REL 2050	Contemporary Ethical Issues .....	3
REL 2350	Philosophies of World Religions.....	3
<b>General Education Electives* .....</b>		<b>12</b>
Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. See the Online Programs Catalog and term schedule for course listings.		
<b>Program Required Courses .....</b>		<b>15</b>
ORG/BUS 4000	Organization Diversity and Inclusion.....	3
BUS 3900	Employment and Labor Law .....	3
PSY 4515	Psychology of Prejudice and Discrimination.....	3
Choose 2 from the following:		
ORG 3800	Leadership Across Generations.....	3
HIS 3630	African American History.....	3
PSY 3205	Psychology of Gender.....	3
REL 2350	Philosophies of World Religions.....	3
SPN 1010	Introduction to Spanish.....	3
<b>Grand Total .....</b>		<b>60</b>

## Associate in Arts Degree in Emergency Management

### Core Requirements ..... 60

Prefix/Number Course Credits

#### Wellness ..... 1

WEL 1010 Concepts of Wellness ..... 1

#### Humanities ..... 8

HUM 1010 Introduction to Waldorf Online ..... 2

HUM 1020 Critical Thinking..... 3

Choose one from the following:

ENG 2000 American Literature I ..... 3

ENG 2010 American Literature II ..... 3

HIS 1100 Ancient World ..... 3

HIS 1110 American History I ..... 3

HIS 1120 American History II ..... 3

HIS 1200 Medieval World..... 3

HIS 1610 Modern World..... 3

HIS 1710 Contemporary World..... 3

SPN 1010 Introduction to Spanish ..... 3

#### English Composition ..... 6

ENG 1010 English Composition I ..... 3

ENG 1020 English Composition II ..... 3

#### Fine Arts ..... 3

Choose one from the following:

ART 1010 Art Appreciation ..... 3

ART 1020 Art Appreciation II..... 3

MUS 1010 Introduction to Music Appreciation..... 3

SPC 1010 Speech Communications..... 3

THR 1010 Introduction to Theatre..... 3

#### Natural Sciences..... 3

Choose one from the following:

BIO 1030 Principles of Biology ..... 3

CHM 1030 Chemistry I ..... 3

PHY 1010 Earth Science ..... 3

PHY 1510 Physical Science ..... 3

#### Mathematics ..... 3

Choose one from the following:

MTH 1010 General Education Mathematics for  
Online Students..... 3

MTH 2000 Managerial Mathematics..... 3

MTH 2023 Elementary Statistics..... 3

#### Behavioral and Social Sciences ..... 6

Choose from two of the following:

BUS 3602 Principles of Management ..... 3

CRJ 3201 Juvenile Justice and Delinquency ..... 3

CRJ 2501 Criminology ..... 3

ECO 2401 Principles of Macroeconomics..... 3

ECO 2501 Principles of Microeconomics..... 3

POL 1010 American Government ..... 3

POL 2000 Introduction to Political Science ..... 3

POL 2010 American, State, and Local Politics ..... 3

PSY 1010 General Psychology ..... 3

PSY 3450 Abnormal Psychology ..... 3

SOC 1010 Introduction to Sociology ..... 3

SOC 2010 Survey of Global Societies and  
Cultural Geography ..... 3

#### Religion and Philosophy ..... 3

Choose one from the following:

REL 2050 Contemporary Ethical Issues ..... 3

REL 2350 Philosophies of World Religions..... 3

#### General Education Electives\* ..... 15

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. See the Online Programs Catalog and term schedule for course listings.

### Program Required Courses ..... 12

EMG 3001 Disaster Mitigation and Preparedness ..... 3

EMG 3002 Disaster Response and Recovery ..... 3

EMG 3100 Terrorism in Emergency Management..... 3

EMG 4001 Interagency Disaster Management ..... 3

### Grand Total ..... 60

## Associate in Arts Degree in Fire Science

### Core Requirements ..... 60

Prefix/Number Course Credits

#### Wellness ..... 1

WEL 1010 Concepts of Wellness ..... 1

#### Humanities ..... 8

HUM 1010 Introduction to Waldorf Online ..... 2

HUM 1020 Critical Thinking..... 3

Choose one from the following:

ENG 2000 American Literature I ..... 3

ENG 2010 American Literature II ..... 3

HIS 1100 Ancient World ..... 3

HIS 1110 American History I ..... 3

HIS 1120 American History II ..... 3

HIS 1200 Medieval World..... 3

HIS 1610 Modern World..... 3

HIS 1710 Contemporary World ..... 3

SPN 1010 Introduction to Spanish ..... 3

#### English Composition ..... 6

ENG 1010 English Composition I ..... 3

ENG 1020 English Composition II ..... 3

#### Fine Arts ..... 3

Choose one from the following:

ART 1010 Art Appreciation ..... 3

ART 1020 Art Appreciation II..... 3

MUS 1010 Introduction to Music Appreciation..... 3

SPC 1010 Speech Communications..... 3

THR 1010 Introduction to Theatre..... 3

#### Natural Sciences..... 3

Choose one from the following:

BIO 1030 Principles of Biology ..... 3

CHM 1030 Chemistry I ..... 3

PHY 1010 Earth Science ..... 3

PHY 1510 Physical Science ..... 3

#### Mathematics ..... 3

Choose one from the following:

MTH 1010 General Education Mathematics for  
Online Students..... 3

MTH 2000 Managerial Mathematics..... 3

MTH 2023 Elementary Statistics..... 3

#### Behavioral and Social Sciences ..... 6

Choose from two of the following:

BUS 3602 Principles of Management ..... 3

CRJ 3201 Juvenile Justice and Delinquency ..... 3

CRJ 2501 Criminology ..... 3

ECO 2401 Principles of Macroeconomics..... 3

ECO 2501 Principles of Microeconomics..... 3

POL 1010 American Government ..... 3

POL 2000 Introduction to Political Science ..... 3

POL 2010 American, State, and Local Politics ..... 3

PSY 1010 General Psychology ..... 3

PSY 3450 Abnormal Psychology ..... 3

SOC 1010 Introduction to Sociology ..... 3

SOC 2010 Survey of Global Societies and  
Cultural Geography ..... 3

<b>Religion and Philosophy</b> .....	<b>3</b>
Choose one from the following:	
REL 2050 Contemporary Ethical Issues .....	3
REL 2350 Philosophies of World Religions.....	3
<b>General Education Electives*</b> .....	<b>15</b>
Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. See the Online Programs Catalog and term schedule for course listings.	
<b>Program Required Courses</b> .....	<b>12</b>
Choose any twelve (12) credits In FSC courses offered at Waldorf .....	
	12
<b>Grand Total</b> .....	<b>60</b>

## Associate in Arts Degree in Global Leadership

<b>Core Requirements</b> .....	<b>60</b>
Prefix/Number Course	Credits
<b>Wellness</b> .....	<b>1</b>
WEL 1010 Concepts of Wellness .....	1
<b>Humanities</b> .....	<b>8</b>
HUM 1010 Introduction to Waldorf Online .....	2
HUM 1020 Critical Thinking.....	3
Choose one from the following:	
ENG 2000 American Literature I .....	3
ENG 2010 American Literature II .....	3
HIS 1100 Ancient World .....	3
HIS 1110 American History I.....	3
HIS 1120 American History II.....	3
HIS 1200 Medieval World.....	3
HIS 1610 Modern World.....	3
HIS 1710 Contemporary World .....	3
SPN 1010 Introduction to Spanish.....	3
<b>English Composition</b> .....	<b>6</b>
ENG 1010 English Composition I .....	3
ENG 1020 English Composition II .....	3
<b>Fine Arts</b> .....	<b>3</b>
Choose one from the following:	
ART 1010 Art Appreciation .....	3
ART 1020 Art Appreciation II.....	3
MUS 1010 Introduction to Music Appreciation.....	3
SPC 1010 Speech Communications.....	3
THR 1010 Introduction to Theatre.....	3
<b>Natural Sciences</b> .....	<b>3</b>
Choose one from the following:	
BIO 1030 Principles of Biology .....	3
CHM 1030 Chemistry I .....	3
PHY 1010 Earth Science .....	3
PHY 1510 Physical Science .....	3
<b>Mathematics</b> .....	<b>3</b>
Choose one from the following:	
MTH 1010 General Education Mathematics for Online Students.....	3
MTH 2000 Managerial Mathematics.....	3
MTH 2023 Elementary Statistics.....	3
<b>Behavioral and Social Sciences</b> .....	<b>6</b>
Choose from two of the following:	
BUS 3602 Principles of Management .....	3
CRJ 3201 Juvenile Justice and Delinquency.....	3
CRJ 2501 Criminology .....	3
ECO 2401 Principles of Macroeconomics.....	3
ECO 2501 Principles of Microeconomics.....	3
POL 1010 American Government .....	3
POL 2000 Introduction to Political Science .....	3

POL 2010 American, State, and Local Politics .....	3
PSY 1010 General Psychology .....	3
PSY 3450 Abnormal Psychology .....	3
SOC 1010 Introduction to Sociology .....	3
SOC 2010 Survey of Global Societies and Cultural Geography .....	3

<b>Religion and Philosophy</b> .....	<b>3</b>
Choose one from the following:	
REL 2050 Contemporary Ethical Issues .....	3
REL 2350 Philosophies of World Religions.....	3
<b>General Education Electives*</b> .....	<b>12</b>
Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. See the Online Programs Catalog and term schedule for course listings.	

<b>Program Required Courses</b> .....	<b>15</b>
ORG/BUS 4000 Organization Diversity and Inclusion.....	3
ORG 4800 Leading Virtual Teams .....	3
BUS 4426 International Management .....	3
Choose 2 from the following:	
BUS 4751 Business Ethics.....	3
BUS 4951 Business Policy and Strategic Management.....	3
HIS 1710 Contemporary World.....	3
SOC 2010 Survey of Global Societies and Cultural Geography .....	3
SPN 1010 Introduction to Spanish.....	3

<b>Grand Total</b> .....	<b>60</b>
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## Associate in Arts Degree in Healthcare Management

<b>Core Requirements</b> .....	<b>60</b>
Prefix/Number Course	Credits
<b>Wellness</b> .....	<b>1</b>
WEL 1010 Concepts of Wellness .....	1
<b>Humanities</b> .....	<b>8</b>
HUM 1010 Introduction to Waldorf Online .....	2
HUM 1020 Critical Thinking.....	3
Choose one from the following:	
ENG 2000 American Literature I .....	3
ENG 2010 American Literature II .....	3
HIS 1100 Ancient World .....	3
HIS 1110 American History I.....	3
HIS 1120 American History II.....	3
HIS 1200 Medieval World.....	3
HIS 1610 Modern World.....	3
HIS 1710 Contemporary World .....	3
SPN 1010 Introduction to Spanish.....	3
<b>English Composition</b> .....	<b>6</b>
ENG 1010 English Composition I .....	3
ENG 1020 English Composition II .....	3
<b>Fine Arts</b> .....	<b>3</b>
Choose one from the following:	
ART 1010 Art Appreciation .....	3
ART 1020 Art Appreciation II.....	3
MUS 1010 Introduction to Music Appreciation.....	3
SPC 1010 Speech Communications.....	3
THR 1010 Introduction to Theatre.....	3
<b>Natural Sciences</b> .....	<b>3</b>
Choose one from the following:	
BIO 1030 Principles of Biology .....	3
CHM 1030 Chemistry I .....	3
PHY 1010 Earth Science .....	3
PHY 1510 Physical Science .....	3

**Mathematics ..... 3**

- Choose one from the following:
- MTH 1010 General Education Mathematics for Online Students..... 3
- MTH 2000 Managerial Mathematics..... 3
- MTH 2023 Elementary Statistics..... 3

**Behavioral and Social Sciences ..... 6**

- Choose from two of the following:
- BUS 3602 Principles of Management ..... 3
- CRJ 3201 Juvenile Justice and Delinquency ..... 3
- CRJ 2501 Criminology ..... 3
- ECO 2401 Principles of Macroeconomics..... 3
- ECO 2501 Principles of Microeconomics..... 3
- POL 1010 American Government ..... 3
- POL 2000 Introduction to Political Science ..... 3
- POL 2010 American, State, and Local Politics ..... 3
- PSY 1010 General Psychology ..... 3
- PSY 3450 Abnormal Psychology ..... 3
- SOC 1010 Introduction to Sociology ..... 3
- SOC 2010 Survey of Global Societies and Cultural Geography ..... 3

**Religion and Philosophy ..... 3**

- Choose one from the following:
- REL 2050 Contemporary Ethical Issues ..... 3
- REL 2350 Philosophies of World Religions..... 3

**General Education Electives\* ..... 15**

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. See the Online Programs Catalog and term schedule for course listings.

**Program Required Courses ..... 12**

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

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

**Associate in Arts Degree in Homeland Security**

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

Prefix/Number	Course	Credits
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**Wellness ..... 1**

- WEL 1010 Concepts of Wellness ..... 1

**Humanities ..... 8**

- HUM 1010 Introduction to Waldorf Online ..... 2
- HUM 1020 Critical Thinking..... 3

Choose one from the following:

- ENG 2000 American Literature I ..... 3
- ENG 2010 American Literature II ..... 3
- HIS 1100 Ancient World ..... 3
- HIS 1110 American History I ..... 3
- HIS 1120 American History II ..... 3
- HIS 1200 Medieval World..... 3
- HIS 1610 Modern World..... 3
- HIS 1710 Contemporary World ..... 3
- SPN 1010 Introduction to Spanish..... 3

**English Composition ..... 6**

- ENG 1010 English Composition I ..... 3
- ENG 1020 English Composition II ..... 3

**Fine Arts ..... 3**

- Choose one from the following:
- ART 1010 Art Appreciation ..... 3
- ART 1020 Art Appreciation II..... 3
- MUS 1010 Introduction to Music Appreciation..... 3
- SPC 1010 Speech Communications ..... 3
- THR 1010 Introduction to Theatre..... 3

**Natural Sciences ..... 3**

- Choose one from the following:
- BIO 1030 Principles of Biology ..... 3
- CHM 1030 Chemistry I ..... 3
- PHY 1010 Earth Science ..... 3
- PHY 1510 Physical Science ..... 3

**Mathematics ..... 3**

- Choose one from the following:
- MTH 1010 General Education Mathematics for Online Students..... 3
- MTH 2000 Managerial Mathematics ..... 3
- MTH 2023 Elementary Statistics..... 3

**Behavioral and Social Sciences ..... 6**

- Choose from two of the following:
- BUS 3602 Principles of Management ..... 3
- CRJ 3201 Juvenile Justice and Delinquency ..... 3
- CRJ 2501 Criminology ..... 3
- ECO 2401 Principles of Macroeconomics..... 3
- ECO 2501 Principles of Microeconomics..... 3
- POL 1010 American Government ..... 3
- POL 2000 Introduction to Political Science ..... 3
- POL 2010 American, State, and Local Politics ..... 3
- PSY 1010 General Psychology ..... 3
- PSY 3450 Abnormal Psychology ..... 3
- SOC 1010 Introduction to Sociology ..... 3
- SOC 2010 Survey of Global Societies and Cultural Geography ..... 3

**Religion and Philosophy ..... 3**

- Choose one from the following:
- REL 2050 Contemporary Ethical Issues ..... 3
- REL 2350 Philosophies of World Religions..... 3

**General Education Electives\* ..... 15**

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. See the Online Programs Catalog and term schedule for course listings.

**Program Required Courses ..... 12**

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

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

**Associate in Arts Degree in Human Resource Management**

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

Prefix/Number	Course	Credits
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**Wellness ..... 1**

- WEL 1010 Concepts of Wellness ..... 1

**Humanities ..... 8**

- HUM 1010 Introduction to Waldorf Online ..... 2
- HUM 1020 Critical Thinking..... 3

Choose one from the following:

- ENG 2000 American Literature I ..... 3
- ENG 2010 American Literature II ..... 3
- 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
<b>English Composition.....</b>		<b>6</b>
ENG 1010	English Composition I.....	3
ENG 1020	English Composition II.....	3
<b>Fine Arts.....</b>		<b>3</b>
Choose one from the following:		
ART 1010	Art Appreciation.....	3
ART 1020	Art Appreciation II.....	3
MUS 1010	Introduction to Music Appreciation.....	3
SPC 1010	Speech Communications.....	3
THR 1010	Introduction to Theatre.....	3
<b>Natural Sciences.....</b>		<b>3</b>
Choose one from the following:		
BIO 1030	Principles of Biology.....	3
CHM 1030	Chemistry I.....	3
PHY 1010	Earth Science.....	3
PHY 1510	Physical Science.....	3
<b>Mathematics.....</b>		<b>3</b>
Choose one from the following:		
MTH 1010	General Education Mathematics for Online Students.....	3
MTH 2000	Managerial Mathematics.....	3
MTH 2023	Elementary Statistics.....	3
<b>Behavioral and Social Sciences.....</b>		<b>6</b>
Choose from two of the following:		
BUS 3602	Principles of Management.....	3
CRJ 3201	Juvenile Justice and Delinquency.....	3
CRJ 2501	Criminology.....	3
ECO 2401	Principles of Macroeconomics.....	3
ECO 2501	Principles of Microeconomics.....	3
POL 1010	American Government.....	3
POL 2000	Introduction to Political Science.....	3
POL 2010	American, State, and Local Politics.....	3
PSY 1010	General Psychology.....	3
PSY 3450	Abnormal Psychology.....	3
SOC 1010	Introduction to Sociology.....	3
SOC 2010	Survey of Global Societies and Cultural Geography.....	3
<b>Religion and Philosophy.....</b>		<b>3</b>
Choose one from the following:		
REL 2050	Contemporary Ethical Issues.....	3
REL 2350	Philosophies of World Religions.....	3
<b>General Education Electives*.....</b>		<b>12</b>
Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. See the Online Programs Catalog and term schedule for course listings.		
<b>Program Required Courses.....</b>		<b>15</b>
BUS 3352	Human Resource Management.....	3
Choose four (4) courses from the following:		
BUS 3900	Employment and Labor Law.....	3
BUS 4680	Human Resource Development.....	3
BUS 4700	Compensation and Benefits.....	3
BUS 4750	Human Resource Management Strategy and Emerging Issues.....	3
<b>Grand Total.....</b>		<b>60</b>

## Associate in Arts Degree in Leadership Communication

### Core Requirements.....60

Prefix/Number Course Credits

#### Wellness.....1

WEL 1010 Concepts of Wellness..... 1

#### Humanities.....8

HUM 1010 Introduction to Waldorf Online..... 2

HUM 1020 Critical Thinking..... 3

Choose one from the following:

ENG 2000 American Literature I..... 3

ENG 2010 American Literature II..... 3

HIS 1100 Ancient World..... 3

HIS 1110 American History I..... 3

HIS 1120 American History II..... 3

HIS 1200 Medieval World..... 3

HIS 1610 Modern World..... 3

HIS 1710 Contemporary World..... 3

SPN 1010 Introduction to Spanish..... 3

#### English Composition.....6

ENG 1010 English Composition I..... 3

ENG 1020 English Composition II..... 3

#### Fine Arts.....3

Choose one from the following:

ART 1010 Art Appreciation..... 3

ART 1020 Art Appreciation II..... 3

MUS 1010 Introduction to Music Appreciation..... 3

SPC 1010 Speech Communications..... 3

THR 1010 Introduction to Theatre..... 3

#### Natural Sciences.....3

Choose one from the following:

BIO 1030 Principles of Biology..... 3

CHM 1030 Chemistry I..... 3

PHY 1010 Earth Science..... 3

PHY 1510 Physical Science..... 3

#### Mathematics.....3

Choose one from the following:

MTH 1010 General Education Mathematics for  
Online Students..... 3

MTH 2000 Managerial Mathematics..... 3

MTH 2023 Elementary Statistics..... 3

#### Behavioral and Social Sciences.....6

Choose from two of the following:

BUS 3602 Principles of Management..... 3

CRJ 3201 Juvenile Justice and Delinquency..... 3

CRJ 2501 Criminology..... 3

ECO 2401 Principles of Macroeconomics..... 3

ECO 2501 Principles of Microeconomics..... 3

POL 1010 American Government..... 3

POL 2000 Introduction to Political Science..... 3

POL 2010 American, State, and Local Politics..... 3

PSY 1010 General Psychology..... 3

PSY 3450 Abnormal Psychology..... 3

SOC 1010 Introduction to Sociology..... 3

SOC 2010 Survey of Global Societies and  
Cultural Geography..... 3

#### Religion and Philosophy.....3

Choose one from the following:

REL 2050 Contemporary Ethical Issues..... 3

REL 2350 Philosophies of World Religions..... 3

#### General Education Electives\*.....12

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. See the Online Programs Catalog and term schedule for course listings.

<b>Program Required Courses</b> .....	<b>15</b>
ORG/BUS 4040 Communication Skills for Leaders .....	3
PSY 4510 Attitudes and Persuasion .....	3
Choose 3 from the following:	
ORG 3800 Leadership Across Generations .....	3
ORG/BUS 4080 Creative Thinking and Problem Solving .....	3
COM 1010 Graphic Core .....	3
COM 1020 Digital Core .....	3
COM 2040 Introduction to Public Relations .....	3
COM 4220 Public Relations Skills .....	3
COM 4360 Crisis Management .....	3
SPC 1010 Speech Communications .....	3
<b>Grand Total</b> .....	<b>60</b>

## Associate in Arts Degree in Management

### Core Requirements .....

Prefix/Number Course Credits

#### Wellness .....

WEL 1010 Concepts of Wellness ..... 1

#### Humanities .....

HUM 1010 Introduction to Waldorf Online ..... 2

HUM 1020 Critical Thinking..... 3

Choose one from the following:

ENG 2000 American Literature I..... 3

ENG 2010 American Literature II..... 3

HIS 1100 Ancient World..... 3

HIS 1110 American History I..... 3

HIS 1120 American History II..... 3

HIS 1200 Medieval World..... 3

HIS 1610 Modern World..... 3

HIS 1710 Contemporary World..... 3

SPN 1010 Introduction to Spanish..... 3

#### English Composition.....

ENG 1010 English Composition I ..... 3

ENG 1020 English Composition II ..... 3

#### Fine Arts .....

Choose one from the following:

ART 1010 Art Appreciation ..... 3

ART 1020 Art Appreciation II..... 3

MUS 1010 Introduction to Music Appreciation..... 3

SPC 1010 Speech Communications..... 3

THR 1010 Introduction to Theatre..... 3

#### Natural Sciences.....

Choose one from the following:

BIO 1030 Principles of Biology ..... 3

CHM 1030 Chemistry I..... 3

PHY 1010 Earth Science..... 3

PHY 1510 Physical Science..... 3

#### Mathematics .....

Choose one from the following:

MTH 1010 General Education Mathematics for Online Students..... 3

MTH 2000 Managerial Mathematics..... 3

MTH 2023 Elementary Statistics..... 3

#### Behavioral and Social Sciences.....

Choose from two of the following:

BUS 3602 Principles of Management ..... 3

CRJ 3201 Juvenile Justice and Delinquency..... 3

CRJ 2501 Criminology..... 3

ECO 2401 Principles of Macroeconomics..... 3

ECO 2501 Principles of Microeconomics..... 3

POL 1010 American Government..... 3

POL 2000 Introduction to Political Science..... 3

POL 2010 American, State, and Local Politics..... 3

PSY 1010 General Psychology..... 3

PSY 3450 Abnormal Psychology..... 3

SOC 1010 Introduction to Sociology .....	3
SOC 2010 Survey of Global Societies and Cultural Geography .....	3

### Religion and Philosophy .....

Choose one from the following:

REL 2050 Contemporary Ethical Issues..... 3

REL 2350 Philosophies of World Religions..... 3

### General Education Electives\* .....

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. See the Online Programs Catalog and term schedule for course listings.

### Program Required Courses .....

BUS 4851 Production and Operations Management.... 3

BUS 4951 Business Policy and Strategic Management..... 3

Choose 3 from the following:

BUS 2026 Organizational Communication..... 3

BUS 3211 Consumer Behavior..... 3

BUS 3301 Financial Management..... 3

BUS 3826 Managerial Decision Making..... 3

BUS 4000 Organization Diversity and Inclusion..... 3

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

BUS 4126 Project Planning..... 3

BUS 4160 Negotiation and Conflict Resolution..... 3

### Grand Total .....

## Associate in Arts Degree in Occupational Safety and Health

### Core Requirements .....

Prefix/Number Course Credits

#### Wellness .....

WEL 1010 Concepts of Wellness ..... 1

#### Humanities .....

HUM 1010 Introduction to Waldorf Online ..... 2

HUM 1020 Critical Thinking..... 3

Choose one from the following:

ENG 2000 American Literature I..... 3

ENG 2010 American Literature II..... 3

HIS 1100 Ancient World..... 3

HIS 1110 American History I..... 3

HIS 1120 American History II..... 3

HIS 1200 Medieval World..... 3

HIS 1610 Modern World..... 3

HIS 1710 Contemporary World..... 3

SPN 1010 Introduction to Spanish..... 3

#### English Composition.....

ENG 1010 English Composition I ..... 3

ENG 1020 English Composition II ..... 3

#### Fine Arts .....

Choose one from the following:

ART 1010 Art Appreciation ..... 3

ART 1020 Art Appreciation II..... 3

MUS 1010 Introduction to Music Appreciation..... 3

SPC 1010 Speech Communications..... 3

THR 1010 Introduction to Theatre..... 3

#### Natural Sciences.....

Choose one from the following:

BIO 1030 Principles of Biology ..... 3

CHM 1030 Chemistry I..... 3

PHY 1010 Earth Science..... 3

PHY 1510 Physical Science..... 3

#### Mathematics .....

Choose one from the following:

MTH 1010 General Education Mathematics for Online Students..... 3

MTH 2000	Managerial Mathematics.....	3
MTH 2023	Elementary Statistics.....	3
<b>Behavioral and Social Sciences.....6</b>		
Choose from two of the following:		
BUS 3602	Principles of Management .....	3
CRJ 3201	Juvenile Justice and Delinquency.....	3
CRJ 2501	Criminology .....	3
ECO 2401	Principles of Macroeconomics.....	3
ECO 2501	Principles of Microeconomics.....	3
POL 1010	American Government .....	3
POL 2000	Introduction to Political Science .....	3
POL 2010	American, State, and Local Politics .....	3
PSY 1010	General Psychology .....	3
PSY 3450	Abnormal Psychology .....	3
SOC 1010	Introduction to Sociology.....	3
SOC 2010	Survey of Global Societies and Cultural Geography .....	3

<b>Religion and Philosophy.....3</b>		
Choose one from the following:		
REL 2050	Contemporary Ethical Issues .....	3
REL 2350	Philosophies of World Religions.....	3

**General Education Electives\* ..... 15**  
Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. See the Online Programs Catalog and term schedule for course listings.

<b>Program Required Courses ..... 12</b>		
OSH 3001	Fundamentals of Occupational Safety and Health (3 cr.) .....	3
OSH 3651	Total Environmental, Health, and Safety Management .....	3
OSH 430	Fundamentals of Industrial Hygiene.....	3
Choose one (1) course from the following:		
FSC 3345	Introduction to Fire Prevention.....	3
OSH 3640	Interactions of Hazardous Materials .....	3
OSH 3701	Industrial Ergonomics.....	3
OSH 4601	Accident Investigation.....	3

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

## Associate in Arts Degree in Psychology

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

Prefix/Number Course Credits

<b>Wellness..... 1</b>		
WEL 1010	Concepts of Wellness .....	1

**Humanities.....8**

HUM 1010	Introduction to Waldorf Online .....	2
HUM 1020	Critical Thinking.....	3

Choose one from the following:

ENG 2000	American Literature I .....	3
ENG 2010	American Literature II .....	3
HIS 1100	Ancient World .....	3
HIS 1110	American History I.....	3
HIS 1120	American History II.....	3
HIS 1200	Medieval World.....	3
HIS 1610	Modern World.....	3
HIS 1710	Contemporary World .....	3
SPN 1010	Introduction to Spanish.....	3

**English Composition.....6**

ENG 1010	English Composition I .....	3
ENG 1020	English Composition II .....	3

**Fine Arts.....3**

Choose one from the following:

ART 1010	Art Appreciation .....	3
ART 1020	Art Appreciation II.....	3
MUS 1010	Introduction to Music Appreciation.....	3

SPC 1010	Speech Communications.....	3
THR 1010	Introduction to Theatre.....	3

**Natural Sciences.....3**

Choose one from the following:

BIO 1030	Principles of Biology .....	3
CHM 1030	Chemistry I.....	3
PHY 1010	Earth Science .....	3
PHY 1510	Physical Science .....	3

**Mathematics.....3**

Choose one from the following:

MTH 1010	General Education Mathematics for Online Students.....	3
MTH 2000	Managerial Mathematics.....	3
MTH 2023	Elementary Statistics.....	3

**Behavioral and Social Sciences.....6**

Choose from two of the following:

BUS 3602	Principles of Management .....	3
CRJ 3201	Juvenile Justice and Delinquency.....	3
CRJ 2501	Criminology .....	3
ECO 2401	Principles of Macroeconomics.....	3
ECO 2501	Principles of Microeconomics.....	3
POL 1010	American Government .....	3
POL 2000	Introduction to Political Science .....	3
POL 2010	American, State, and Local Politics .....	3
PSY 1010	General Psychology .....	3
PSY 3450	Abnormal Psychology .....	3
SOC 1010	Introduction to Sociology.....	3
SOC 2010	Survey of Global Societies and Cultural Geography .....	3

**Religion and Philosophy.....3**

Choose one from the following:

REL 2050	Contemporary Ethical Issues .....	3
REL 2350	Philosophies of World Religions.....	3

**General Education Electives\* ..... 15**

Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. See the Online Programs Catalog and term schedule for course listings.

**Program Required Courses ..... 12**

PSY 1010	General Psychology .....	3
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Choose one (1) course from the following:

PSY 3140	Social Psychology.....	3
PSY 3450	Abnormal Psychology .....	3
PSY 3460	Cognitive Psychology.....	3

Choose any six (6) credits in

PSY courses offered at Waldorf..... 6

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

## Associate in Arts Degree in Sport Management

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

Prefix/Number Course Credits

<b>Wellness..... 1</b>		
WEL 1010	Concepts of Wellness .....	1

**Humanities.....8**

HUM 1010	Introduction to Waldorf Online .....	2
HUM 1020	Critical Thinking.....	3

Choose one from the following:

ENG 2000	American Literature I .....	3
ENG 2010	American Literature II .....	3
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
<b>English Composition .....</b>		<b>6</b>
ENG 1010	English Composition I .....	3
ENG 1020	English Composition II .....	3
<b>Fine Arts .....</b>		<b>3</b>
Choose one from the following:		
ART 1010	Art Appreciation .....	3
ART 1020	Art Appreciation II.....	3
MUS 1010	Introduction to Music Appreciation.....	3
SPC 1010	Speech Communications.....	3
THR 1010	Introduction to Theatre.....	3
<b>Natural Sciences.....</b>		<b>3</b>
Choose one from the following:		
BIO 1030	Principles of Biology .....	3
CHM 1030	Chemistry I .....	3
PHY 1010	Earth Science .....	3
PHY 1510	Physical Science .....	3
<b>Mathematics .....</b>		<b>3</b>
Choose one from the following:		
MTH 1010	General Education Mathematics for Online Students.....	3
MTH 2000	Managerial Mathematics.....	3
MTH 2023	Elementary Statistics.....	3
<b>Behavioral and Social Sciences.....</b>		<b>6</b>
Choose from two of the following:		
BUS 3602	Principles of Management .....	3
CRJ 3201	Juvenile Justice and Delinquency.....	3
CRJ 2501	Criminology .....	3
ECO 2401	Principles of Macroeconomics.....	3
ECO 2501	Principles of Microeconomics.....	3
POL 1010	American Government .....	3
POL 2000	Introduction to Political Science .....	3
POL 2010	American, State, and Local Politics .....	3
PSY 1010	General Psychology .....	3
PSY 3450	Abnormal Psychology .....	3
SOC 1010	Introduction to Sociology.....	3
SOC 2010	Survey of Global Societies and Cultural Geography .....	3
<b>Religion and Philosophy .....</b>		<b>3</b>
Choose one from the following:		
REL 2050	Contemporary Ethical Issues .....	3
REL 2350	Philosophies of World Religions.....	3
<b>General Education Electives* .....</b>		<b>15</b>
Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. See the Online Programs Catalog and term schedule for course listings.		
<b>Program Required Courses .....</b>		<b>12</b>
SMT 2701	Sociology of Sport .....	3
SMT 4101	Sport Administration .....	3
Choose two (2) courses from the following:		
SMT 2801	Sport Public Relations and Promotions .....	3
SMT 3901	Sport Fundraising.....	3
SMT 4001	Sport Facilities.....	3
SMT 4201	Sport Financing .....	3
SMT 4301	Sport Legal Liability and Risk Management .....	3
<b>Grand Total.....</b>		<b>60</b>

# VIII. Bachelor of Arts

## Bachelor of Arts in Communications

### Core Requirements.....60

Prefix/Number Course Credits

### English Composition.....6

ENG 1010	English Composition I	3
ENG 1020	English Composition II	3

### Humanities.....8

HUM 1010	Introduction to Waldorf Online	2
HUM 1020	Critical Thinking	3

Choose one from the following:

ENG 2000	American Literature I	3
ENG 2010	American Literature II	3
HIS 1100	Ancient World	3
HIS 1110	American History I	3
HIS 1120	American History II	3
HIS 1200	Medieval World	3
HIS 1610	Modern World	3
HIS 1710	Contemporary World	3
SPN 1010	Spanish I	3

### Fine Arts.....3

Choose one from the following:

ART 1010	Art Appreciation	3
ART 1020	Art Appreciation II	3
MUS 1010	Introduction to Music Appreciation	3
SPC 1010	Speech Communications	3
THR 1010	Introduction to Theatre	3

### Natural Sciences.....3

BIO 1030	Principles of Biology	3
CHM 1030	Chemistry I	3
PHY 1010	Earth Science	3
PHY 1510	Physical Science	3

### Mathematics.....3

Choose one from the following:

MTH 1010	General Education Mathematics for Online Students	3
MTH 2000	Managerial Mathematics	3
MTH 2023	Elementary Statistics	3

### Behavioral and Social Sciences.....6

Choose two from the following:

BUS 3602	Principles of Management	3
CRJ 2501	Criminology	3
CRJ 3201	Juvenile Justice and Delinquency	3
ECO 2401	Principles of Macroeconomics	3
ECO 2501	Principles of Microeconomics	3
POL 1010	American Government	3
POL 2000	Introduction to Political Science	3
POL 2010	American, State, and Local Politics	3
PSY 1010	General Psychology	3
PSY 3450	Abnormal Psychology	3
SOC 1010	Introduction to Sociology	3
SOC 2010	Survey of Global Societies and Cultural Geography	3

### Religion and Philosophy.....3

Choose one from the following:

REL 2050	Contemporary Ethical Issues	3
REL 2350	Philosophies of World Religions	3

### Wellness.....1

WEL 1010	Concepts of Wellness	1
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### Capstone.....3

REL 4035	Life, Meaning, and Vocation	3
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### General Electives.....24

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

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

#### Major Required—Group A 30

COM 1010	Graphic Core	3
COM 1020	Digital Core	3
COM 1030	Mass Communications and Society	3
COM 1040	News Gathering and Reporting	3
COM 2010	Visual Theory	3
COM 2040	Introduction to Public Relations	3
COM 3180	Editing	3
COM 4410	Mass Media Law	3
COM 4420	Media Literacy	3
COM 4520	Senior Capstone	3

#### Professional Electives—Group B 30

In-Field Electives:

Choose a minimum of 9 credits from the following courses.

COM 3020	Radio Production	3
COM 3030	Television/Film Production	3
COM 3400	Digital Imaging	3
COM 4010	Web Design	3
COM 4220	Public Relations Skills	3
COM 4360	Crisis Management	3

#### Remaining Professional Electives:

For the remaining 21 credits, any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives.

BUS 3201	Principles of Marketing	3
BUS 3352	Human Resource Management	3
BUS 3451	Organizational Theory and Leadership	3
BUS 4060	Team Building and Leadership	3
BUS 4080	Creative Thinking and Problem Solving	3
BUS 4160	Negotiation and Conflict Resolution	3
PSY 3140	Social Psychology	3
PSY 4510	Attitudes and Persuasion	3

### Grand Total.....120

### Bachelor's Degree Requirements

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

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

Software education discounts are available at [www.waldorf.edu/Online/Academics/Programs-of-Study/Communications](http://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

## Bachelor of Arts in Emergency Management

### Core Requirements ..... 60

Prefix/Number Course Credits

#### English Composition ..... 6

ENG 1010 English Composition I ..... 3

ENG 1020 English Composition II ..... 3

#### Humanities ..... 8

HUM 1010 Introduction to Waldorf Online ..... 2

HUM 1020 Critical Thinking..... 3

Choose one from the following:

ENG 2000 American Literature I ..... 3

ENG 2010 American Literature II ..... 3

HIS 1100 Ancient World ..... 3

HIS 1110 American History I ..... 3

HIS 1120 American History II ..... 3

HIS 1200 Medieval World..... 3

HIS 1610 Modern World..... 3

HIS 1710 Contemporary World ..... 3

SPN 1010 Spanish I ..... 3

#### Fine Arts ..... 3

Choose one from the following:

ART 1010 Art Appreciation ..... 3

ART 1020 Art Appreciation II..... 3

MUS 1010 Introduction to Music Appreciation..... 3

SPC 1010 Speech Communications..... 3

THR 1010 Introduction to Theatre..... 3

#### Natural Sciences..... 3

Choose one from the following:

BIO 1030 Principles of Biology ..... 3

CHM 1030 Chemistry I ..... 3

PHY 1010 Earth Science ..... 3

PHY 1510 Physical Science ..... 3

#### Mathematics ..... 3

Choose one from the following:

MTH 1010 General Education Mathematics for Online Students ..... 3

MTH 2000 Managerial Mathematics ..... 3

MTH 2023 Elementary Statistics..... 3

#### Behavioral and Social Sciences ..... 6

Choose two from the following:

BUS 3602 Principles of Management ..... 3

CRJ 2501 Criminology ..... 3

CRJ 3201 Juvenile Justice and Delinquency ..... 3

ECO 2401 Principles of Macroeconomics..... 3

ECO 2501 Principles of Microeconomics..... 3

POL 1010	American Government .....	3
POL 2000	Introduction to Political Science .....	3
POL 2010	American, State, and Local Politics .....	3
PSY 1010	General Psychology .....	3
PSY 3450	Abnormal Psychology .....	3
SOC 1010	Introduction to Sociology .....	3
SOC 2010	Survey of Global Societies and Cultural Geography .....	3

### Religion and Philosophy ..... 3

Choose one from the following:

REL 2050 Contemporary Ethical Issues ..... 3

REL 2350 Philosophies of World Religions..... 3

### Wellness ..... 1

WEL 1010 Concepts of Wellness ..... 1

### Capstone ..... 3

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

### General Electives ..... 24

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

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

#### Major Required—Group A ..... 30

EMG 3000 Introduction to Emergency Management..... 3

EMG 3001 Disaster Mitigation and Preparedness ..... 3

EMG 3002 Disaster Response and Recovery ..... 3

EMG 3050 Special Operations..... 3

EMG 3100 Terrorism in Emergency Management..... 3

FSC 3110 Community Risk Reduction for the Fire and Emergency Services..... 3

EMG 4001 Interagency Disaster Management ..... 3

EMG 4002 Incident Command in Emergency and Disaster Management ..... 3

EMG 4050 Socio-Psychological Nature of Emergency Management ..... 3

EMG 4900 Capstone in Emergency Management..... 3

#### Professional Electives—Group B ..... 30

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

CRJ/HLS 2050 Introduction to Terrorism ..... 3

CRJ/HLS 3000 American Homeland Security..... 3

CRJ/HLS 3500 Weapons of Mass Destruction ..... 3

CRJ/HLS 3050 Terrorism Response Operations..... 3

BUS 3451 Organizational Theory and Leadership ..... 3

BUS 3602 Principles of Management ..... 3

BUS 3651 Leadership..... 3

BUS 3826 Managerial Decision Making ..... 3

SPC 1010 Speech Communications..... 3

COM 4360 Crisis Management ..... 3

FSC 4510 Personnel Management for the Fire and Emergency Services..... 3

FSC 4610 Fire and Emergency Services Administration..... 3

FSC 4753 Terrorism Incident Management and Emergency Procedures..... 3

OSH 3640 Interactions of Hazardous Materials ..... 3

### Grand Total ..... 120

### Bachelor's Degree Requirements

- Completion of the core curriculum and the curriculum for the major, totaling 120 credits
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)

- 2.00 cumulative grade point average for work completed at Waldorf
- Minimum of 36 upper-division credit hours

### Concentrations

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

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

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

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

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

## Bachelor of Arts in Health Care Management

### Core Requirements ..... 60

Prefix/Number Course Credits

#### English Composition ..... 6

ENG 1010	English Composition I.....	3
ENG 1020	English Composition II.....	3

#### Humanities ..... 8

HUM 1010	Introduction to Waldorf Online.....	2
HUM 1020	Critical Thinking.....	3

Choose one from the following:

ENG 2000	American Literature I.....	3
ENG 2010	American Literature II.....	3
HIS 1100	Ancient World.....	3
HIS 1110	American History I.....	3
HIS 1120	American History II.....	3
HIS 1200	Medieval World.....	3
HIS 1610	Modern World.....	3
HIS 1710	Contemporary World.....	3
SPN 1010	Spanish I.....	3

#### Fine Arts ..... 3

Choose one from the following:

ART 1301	Art Appreciation.....	3
ART 1020	Art Appreciation II.....	3
MUS 1010	Introduction to Music Appreciation.....	3
SPC 1010	Speech Communications.....	3
THR 1010	Introduction to Theatre.....	3

#### Natural Sciences ..... 3

Choose one from the following:

BIO 1030	Principles of Biology.....	3
CHM 1030	Chemistry I.....	3
PHY 1010	Earth Science.....	3
PHY 1510	Physical Science.....	3

#### Mathematics ..... 3

Choose one from the following:

MTH 1010	General Education Mathematics for Online Students.....	3
MTH 2000	Managerial Mathematics.....	3
MTH 2023	Elementary Statistics*.....	3

#### Behavioral and Social Sciences ..... 6

Choose two from the following:

BUS 3602	Principles of Management.....	3
CRJ 2501	Criminology.....	3
CRJ 3201	Juvenile Justice and Delinquency.....	3
ECO 2401	Principles of Macroeconomics.....	3
ECO 2501	Principles of Microeconomics.....	3
POL 1010	American Government.....	3
POL 2000	Introduction to Political Science.....	3
POL 2010	American, State, and Local Politics.....	3
PSY 1010	General Psychology.....	3
PSY 3450	Abnormal Psychology.....	3
SOC 1010	Introduction to Sociology.....	3
SOC 2010	Survey of Global Societies and Cultural Geography.....	3

#### Religion and Philosophy ..... 3

Choose one from the following:

REL 2050	Contemporary Ethical Issues.....	3
REL 2350	Philosophies of World Religions.....	3

#### Wellness ..... 1

WEL 1010	Concepts of Wellness.....	1
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#### Capstone ..... 3

REL 4035	Life, Meaning, and Vocation.....	3
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#### General Electives ..... 24

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

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

#### Major Required—Group A ..... 30

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

#### Professional Electives—Group B ..... 30

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

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

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

### Grand Total ..... 120

## Bachelor's Degree Requirements

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

## Bachelor of Arts in Homeland Security

### Core Requirements ..... 60

Prefix/Number Course Credits

### English Composition ..... 6

ENG 1010 English Composition I ..... 3  
 ENG 1020 English Composition II ..... 3

### Humanities ..... 8

HUM 1010 Introduction to Waldorf Online ..... 2  
 HUM 1020 Critical Thinking..... 3  
 Choose one from the following:  
 ENG 2000 American Literature I ..... 3  
 ENG 2010 American Literature II ..... 3  
 HIS 1100 Ancient World ..... 3  
 HIS 1110 American History I ..... 3  
 HIS 1120 American History II ..... 3  
 HIS 1200 Medieval World..... 3  
 HIS 1610 Modern World..... 3  
 HIS 1710 Contemporary World ..... 3  
 SPN 1010 Spanish I ..... 3

### Fine Arts ..... 3

Choose one from the following:  
 ART 1010 Art Appreciation ..... 3  
 ART 1020 Art Appreciation II..... 3  
 MUS 1010 Introduction to Music Appreciation..... 3  
 SPC 1010 Speech Communications..... 3  
 THR 1010 Introduction to Theatre..... 3

### Natural Sciences..... 3

Choose one from the following:  
 BIO 1030 Principles of Biology ..... 3  
 CHM 1030 Chemistry I ..... 3  
 PHY 1010 Earth Science ..... 3  
 PHY 1510 Physical Science ..... 3

### Mathematics ..... 3

Choose one from the following:  
 MTH 1010 General Education Mathematics for Online Students..... 3  
 MTH 2000 Managerial Mathematics ..... 3  
 MTH 2023 Elementary Statistics..... 3

### Behavioral and Social Sciences ..... 6

Choose two from the following:  
 BUS 3602 Principles of Management ..... 3  
 CRJ 2501 Criminology ..... 3  
 CRJ 3201 Juvenile Justice and Delinquency ..... 3  
 ECO 2401 Principles of Macroeconomics..... 3  
 ECO 2501 Principles of Microeconomics..... 3  
 POL 1010 American Government ..... 3  
 POL 2000 Introduction to Political Science ..... 3  
 POL 2010 American, State, and Local Politics ..... 3  
 PSY 1010 General Psychology ..... 3  
 PSY 3450 Abnormal Psychology ..... 3  
 SOC 1010 Introduction to Sociology ..... 3  
 SOC 2010 Survey of Global Societies and Cultural Geography ..... 3

### Religion and Philosophy ..... 3

Choose one from the following:  
 REL 2050 Contemporary Ethical Issues ..... 3  
 REL 2350 Philosophies of World Religions..... 3

### Wellness ..... 1

WEL 1010 Concepts of Wellness ..... 1

### Capstone ..... 3

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

### General Electives ..... 24

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

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

#### Major Required—Group A ..... 30

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

#### Professional Electives—Group B ..... 30

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

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

### Grand Total ..... 120

## Bachelor's Degree Requirements

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

## Concentrations

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

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

CRJ 2000 Introduction to Criminal Justice ..... 3  
Choose the remaining 9 credits from any additional Criminal Justice courses offered at Waldorf.

### Emergency Management..... 12 Credits

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

## Bachelor of Arts in Psychology

### Core Requirements ..... 60

Prefix/Number Course Credits

#### English Composition ..... 6

ENG 1010 English Composition I ..... 3  
ENG 1020 English Composition II ..... 3

#### Humanities ..... 8

HUM 1010 Introduction to Waldorf Online ..... 2  
HUM 1020 Critical Thinking..... 3

Choose one from the following:

ENG 2000 American Literature I ..... 3  
ENG 2010 American Literature II ..... 3  
HIS 1100 Ancient World ..... 3  
HIS 1110 American History I ..... 3  
HIS 1120 American History II ..... 3  
HIS 1200 Medieval World..... 3  
HIS 1610 Modern World..... 3  
HIS 1710 Contemporary World ..... 3  
SPN 1010 Spanish I ..... 3

#### Fine Arts ..... 3

Choose one from the following:

ART 1010 Art Appreciation ..... 3  
ART 1020 Art Appreciation II..... 3  
MUS 1010 Introduction to Music Appreciation..... 3  
SPC 1010 Speech Communications..... 3  
THR 1010 Introduction to Theatre..... 3

#### Natural Sciences..... 3

BIO 1030 Principles of Biology ..... 3

#### Mathematics ..... 3

MTH 2023 Elementary Statistics..... 3

#### Behavioral and Social Sciences ..... 6

Choose two from the following:

BUS 3602 Principles of Management ..... 3  
CRJ 2501 Criminology ..... 3  
CRJ 3201 Juvenile Justice and Delinquency ..... 3  
ECO 2401 Principles of Macroeconomics..... 3  
ECO 2501 Principles of Microeconomics..... 3  
POL 1010 American Government ..... 3  
POL 2000 Introduction to Political Science ..... 3  
POL 2010 American, State, and Local Politics ..... 3  
PSY 1010 General Psychology ..... 3  
PSY 3450 Abnormal Psychology ..... 3  
SOC 1010 Introduction to Sociology ..... 3  
SOC 2010 Survey of Global Societies and Cultural Geography ..... 3

#### Religion and Philosophy ..... 3

Choose one from the following:

REL 2050 Contemporary Ethical Issues ..... 3  
REL 2350 Philosophies of World Religions..... 3

#### Wellness ..... 1

WEL 1010 Concepts of Wellness ..... 1

### Capstone ..... 3

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

### General Electives ..... 24

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

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

#### Major Required—Group A ..... 30

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

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

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

PSY 4030 Sensation and Perception ..... 3  
PSY 3100 APA for Academic Writing ..... 1  
PSY 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  
PSY 3500 Judgment and Decision Making ..... 3

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

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

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

### Grand Total ..... 120

## Bachelor's Degree Requirements

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

## Minor Requirements

### Minor Required—Group A ..... 9

MTH 2023 Elementary Statistics, PSY 1010 General Psychology, and 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 2140 Social Psychology, PSY 3450 Abnormal Psychology, PSY 4021 Physiological Psychology, PSY 4030 Sensation and Perception, PSY 3150 Developmental Psychology.

### Concentrations

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

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

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

\*\* See course descriptions for hardware/software requirements

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

- CRJ 2000 Introduction to Criminal Justice ..... 3
  - CRJ 2501 Criminology ..... 3
- Choose the remaining 6 credits from any additional Criminal Justice courses offered at Waldorf.

Below are examples of courses that may be selected:

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

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

- FSC 3110 Community Risk Reduction for the Fire and Emergency Services ..... 3
  - FSC 3210 Fire Dynamics ..... 3
  - FSC 3610 Fire Related Human Behavior ..... 3
- Choose one from the following:

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

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

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

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

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

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

- SMT 2701 Sociology of Sport ..... 3
  - SMT 4101 Sport Administration ..... 3
- Choose the remaining 6 credits from any additional Sport Management courses offered at Waldorf.
- Below are examples of courses that may be selected:
- SMT 4001 Sport Facilities ..... 3
  - SMT 4301 Sport Legal Liability and Risk Management 3

\* Lab science strongly recommended for students considering graduate school.

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

## Bachelor of Arts in Occupational Safety

### Core Requirements.....60

Prefix/Number Course Credits

### English Composition.....6

- ENG 1010 English Composition I ..... 3
- ENG 1020 English Composition II ..... 3

### Humanities.....8

- HUM 1010 Introduction to Waldorf Online ..... 2
- HUM 1020 Critical Thinking..... 3

Choose one from the following:

- ENG 2000 American Literature I ..... 3
- ENG 2010 American Literature II ..... 3
- HIS 1100 Ancient World ..... 3
- HIS 1110 American History I ..... 3
- HIS 1120 American History II ..... 3
- HIS 1200 Medieval World..... 3
- HIS 1610 Modern World..... 3
- HIS 1710 Contemporary World ..... 3
- SPN 1010 Spanish I ..... 3

### Fine Arts.....3

Choose one from the following:

- ART 1010 Art Appreciation ..... 3
- ART 1020 Art Appreciation II..... 3
- MUS 1010 Introduction to Music Appreciation ..... 3
- SPC 1010 Speech Communications ..... 3
- THR 1010 Introduction to Theatre..... 3

### Natural Sciences.....3

Choose one from the following:

- BIO 1030 Principles of Biology ..... 3
- CHM 1030 Chemistry I ..... 3
- PHY 1010 Earth Science ..... 3
- PHY 1510 Physical Science ..... 3

### Mathematics.....3

Choose one from the following:

- MTH 1010 General Education Mathematics for Online Students..... 3
- MTH 2000 Managerial Mathematics ..... 3
- MTH 2023 Elementary Statistics..... 3

### Behavioral and Social Sciences.....6

Choose two from the following:

- BUS 3602 Principles of Management ..... 3
- CRJ 2501 Criminology ..... 3
- CRJ 3201 Juvenile Justice and Delinquency ..... 3
- ECO 2401 Principles of Macroeconomics..... 3
- ECO 2501 Principles of Microeconomics..... 3
- POL 1010 American Government ..... 3
- POL 2000 Introduction to Political Science ..... 3
- POL 2010 American, State, and Local Politics ..... 3
- PSY 1010 General Psychology ..... 3
- PSY 3450 Abnormal Psychology ..... 3
- SOC 1010 Introduction to Sociology ..... 3
- SOC 2010 Survey of Global Societies and Cultural Geography ..... 3

### Religion and Philosophy.....3

Choose one from the following:

- REL 2050 Contemporary Ethical Issues ..... 3
- REL 2350 Philosophies of World Religions..... 3

### Wellness.....1

- WEL 1010 Concepts of Wellness ..... 1

### Capstone .....3

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

### General Electives .....24

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

**Major Requirements and Professional Electives.....60**

**Major Required—Group A ..... 30**

OSH 3001	Fundamentals of Occupational Safety and Health.....	3
OSH 3651	Total Environmental, Health, and Safety Management .....	3
OSH 4301	Fundamentals of Industrial Hygiene.....	3
FSC 3345	Introduction to Fire Prevention.....	3
OSH 3640	Interactions of Hazardous Materials .....	3
OSH 3701	Industrial Ergonomics.....	3
OSH 4601	Accident Investigation.....	3
BUS 4680	Human Resource Development .....	3
OSH 3525	Legal Aspects of Safety and Health.....	3
OSH 3401	Construction Safety .....	3

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

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

OSH 4010	Safety Supervisor .....	3
OSH 4520	Risk Management .....	3
OSH 3303	Workers’ Compensation.....	3
PSY 3490	Industrial/Organizational Psychology.....	3
OSH 4309	Lean Safety Management .....	3
OSH 4208	Advanced Concepts in Occupational Safety and Health .....	3
OSH 4410	Managerial Issues in Hazardous Materials...	3
PSY 4510	Attitudes and Persuasion .....	3
OSH 3301	Fleet Safety .....	3
ORG 3651	Leadership.....	3

**Grand Total ..... 120**

**Bachelor’s Degree Requirements**

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

# IX. Bachelor of Science Degrees

## Bachelor of Science in Business Administration

### Core Requirements ..... 60

Prefix/Number Course Credits

### English Composition ..... 6

ENG 1010	English Composition I	3
ENG 1020	English Composition II	3

### Humanities ..... 8

HUM 1010	Introduction to Waldorf Online	2
HUM 1020	Critical Thinking	3
Choose one from the following:		
ENG 2000	American Literature I	3
ENG 2010	American Literature II	3
HIS 1100	Ancient World	3
HIS 1110	American History I	3
HIS 1120	American History II	3
HIS 1200	Medieval World	3
HIS 1610	Modern World	3
HIS 1710	Contemporary World	3
SPN 1010	Spanish I	3

### Fine Arts ..... 3

Choose one from the following:		
ART 1010	Art Appreciation	3
ART 1020	Art Appreciation II	3
MUS 1010	Introduction to Music Appreciation	3
SPC 1010	Speech Communications	3
THR 1010	Introduction to Theatre	3

### Natural Sciences ..... 3

Choose one from the following:		
BIO 1030	Principles of Biology	3
CHM 1030	Chemistry I	3
PHY 1010	Earth Science	3
PHY 1510	Physical Science	3

### Mathematics ..... 3

MTH 2023	Elementary Statistics	3
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### Behavioral and Social Sciences ..... 6

BUS 3602	Principles of Management	3
ECO 2401	Principles of Macroeconomics	3

### Religion and Philosophy ..... 3

Choose one from the following:		
REL 2050	Contemporary Ethical Issues	3
REL 2350	Philosophies of World Religions	3

### Wellness ..... 1

WEL 1010	Concepts of Wellness	1
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### Capstone ..... 3

REL 4035	Life, Meaning, and Vocation	3
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### General Electives ..... 24

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

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

#### Major Required—Group A ..... 36

BUS 2010	Introduction to Business	3
BUS 3651	Leadership	3

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

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

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

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

### Grand Total ..... 120

## Bachelor's Degree Requirements

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

## Concentrations

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

### Human Resource Management ..... 12

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

### Management ..... 12

BUS 4851	Production and Operations Management	3
Choose three from the following:		
BUS 2026	Organizational Communication	3
BUS 3211	Consumer Behavior	3

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

## Bachelor of Science in Criminal Justice

### Core Requirements ..... 60

Prefix/Number Course Credits

#### English Composition ..... 6

ENG 1010	English Composition I .....	3
ENG 1020	English Composition II .....	3

#### Humanities ..... 8

HUM 1010	Introduction to Waldorf Online .....	2
HUM 1020	Critical Thinking.....	3
Choose one from the following:		
ENG 2000	American Literature I .....	3
ENG 2010	American Literature II .....	3
HIS 1100	Ancient World .....	3
HIS 1110	American History I.....	3
HIS 1120	American History II.....	3
HIS 1200	Medieval World.....	3
HIS 1610	Modern World.....	3
HIS 1710	Contemporary World.....	3
SPN 1010	Spanish I .....	3

#### Fine Arts ..... 3

Choose one from the following:		
ART 1010	Art Appreciation .....	3
ART 1020	Art Appreciation II.....	3
MUS 1010	Introduction to Music Appreciation.....	3
SPC 1010	Speech Communications.....	3
THR 1010	Introduction to Theatre.....	3

#### Natural Sciences..... 3

Choose one from the following:		
BIO 1030	Principles of Biology .....	3
CHM 1030	Chemistry I .....	3
PHY 1010	Earth Science .....	3
PHY 1510	Physical Science .....	3

#### Mathematics ..... 3

Choose one from the following:		
MTH 1010	General Education Mathematics for Online Students.....	3
MTH 2000	Managerial Mathematics .....	3
MTH 2023	Elementary Statistics.....	3

#### Behavioral and Social Sciences ..... 6

Choose two from the following:		
BUS 3602	Principles of Management .....	3
CRJ 2501	Criminology .....	3
CRJ 3201	Juvenile Justice and Delinquency .....	3
ECO 2401	Principles of Macroeconomics.....	3
ECO 2501	Principles of Microeconomics.....	3
POL 1010	American Government .....	3
POL 2000	Introduction to Political Science .....	3
POL 2010	American, State, and Local Politics .....	3
PSY 1010	General Psychology .....	3
PSY 3450	Abnormal Psychology .....	3
SOC 1010	Introduction to Sociology .....	3
SOC 2010	Survey of Global Societies and Cultural Geography .....	3

#### Religion and Philosophy ..... 3

Choose one from the following:		
REL 2050	Contemporary Ethical Issues .....	3
REL 2350	Philosophies of World Religions.....	3

#### Wellness..... 1

WEL 1010	Concepts of Wellness .....	1
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#### Capstone ..... 3

REL 4035	Life, Meaning, and Vocation.....	3
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### General Electives ..... 24

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

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

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

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

#### Major Required—Group A ..... 31

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

#### Professional Electives—Group B ..... 29

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

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

### Grand Total ..... 120

### Bachelor's Degree Requirements

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

### Concentrations

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

### Homeland Security ..... 12

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

## Bachelor of Science in Criminal Justice Administration

### Core Requirements.....60

Prefix/Number Course Credits

#### English Composition.....6

ENG 1010	English Composition I	3
ENG 1020	English Composition II	3

#### Humanities.....8

HUM 1010	Introduction to Waldorf Online	2
HUM 1020	Critical Thinking	3
Choose one from the following:		
ENG 2000	American Literature I	3
ENG 2010	American Literature II	3
HIS 1100	Ancient World	3
HIS 1110	American History I	3
HIS 1120	American History II	3
HIS 1200	Medieval World	3
HIS 1610	Modern World	3
HIS 1710	Contemporary World	3
SPN 1010	Spanish I	3

#### Fine Arts.....3

Choose one from the following:		
ART 1010	Art Appreciation	3
ART 1020	Art Appreciation II	3
MUS 1010	Introduction to Music Appreciation	3
SPC 1010	Speech Communications	3
THR 1010	Introduction to Theatre	3

#### Natural Sciences.....3

Choose one from the following:		
BIO 1030	Principles of Biology	3
CHM 1030	Chemistry I	3
PHY 1010	Earth Science	3
PHY 1510	Physical Science	3

#### Mathematics.....3

MTH 2000	Managerial Mathematics	3
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#### Behavioral and Social Sciences.....6

ECO 2501	Principles of Microeconomics	3
PSY 1010	General Psychology	3

#### Religion and Philosophy.....3

Choose one from the following:		
REL 2050	Contemporary Ethical Issues	3
REL 2350	Philosophies of World Religions	3

#### Wellness.....1

WEL 1010	Concepts of Wellness	1
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#### Capstone.....3

REL 4035	Life, Meaning, and Vocation	3
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#### General Electives.....24

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

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

#### Major Required—Group A.....33

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

CRJ 4701	Criminal Justice Organization and Administration	3
BUS 3602	Principles of Management	3

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

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

#### The following are sample electives.

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

**Grand Total 120**

### Bachelor's Degree Requirements

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

## Bachelor of Science in Fire Science Administration

### Core Requirements.....60

Prefix/Number Course Credits

#### English Composition.....6

ENG 1010	English Composition I	3
ENG 1020	English Composition II	3

#### Humanities.....8

HUM 1010	Introduction to Waldorf Online	2
HUM 1020	Critical Thinking	3
Choose one from the following:		

ENG 2000	American Literature I	3
ENG 2010	American Literature II	3
HIS 1100	Ancient World	3
HIS 1110	American History I	3
HIS 1120	American History II	3
HIS 1200	Medieval World	3
HIS 1610	Modern World	3
HIS 1710	Contemporary World	3
SPN 1010	Spanish I	3

#### Fine Arts.....3

Choose one from the following:		
ART 1010	Art Appreciation	3
ART 1020	Art Appreciation II	3
MUS 1010	Introduction to Music Appreciation	3
SPC 1010	Speech Communications	3
THR 1010	Introduction to Theatre	3

#### Natural Sciences.....3

Choose one from the following:		
BIO 1030	Principles of Biology	3
CHM 1030	Chemistry I	3
PHY 1010	Earth Science	3
PHY 1510	Physical Science	3

<b>Mathematics</b> .....	<b>3</b>
MTH 2000 Managerial Mathematics .....	3
<b>Behavioral and Social Sciences</b> .....	<b>6</b>
Choose two from the following:	
BUS 3602 Principles of Management .....	3
CRJ 2501 Criminology .....	3
CRJ 3201 Juvenile Justice and Delinquency .....	3
ECO 2401 Principles of Macroeconomics .....	3
ECO 2501 Principles of Microeconomics .....	3
POL 1010 American Government .....	3
POL 2000 Introduction to Political Science .....	3
POL 2010 American, State, and Local Politics .....	3
PSY 1010 General Psychology .....	3
PSY 3450 Abnormal Psychology .....	3
SOC 1010 Introduction to Sociology .....	3
SOC 2010 Survey of Global Societies and Cultural Geography .....	3

<b>Religion and Philosophy</b> .....	<b>3</b>
Choose one from the following:	
REL 2050 Contemporary Ethical Issues .....	3
REL 2350 Philosophies of World Religions .....	3

<b>Wellness</b> .....	<b>1</b>
WEL 1010 Concepts of Wellness .....	1

<b>Capstone</b> .....	<b>3</b>
REL 4035 Life, Meaning, and Vocation .....	3

<b>General Electives</b> .....	<b>24</b>
Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. For a full list of electives, please see Course Description catalog pages at the back of the catalog.	

<b>Major Requirements and Professional Electives</b> .....	<b>60</b>
<b>Major Required—Group A</b> .....	<b>30</b>

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

<b>Professional Electives—Group B</b> .....	<b>30</b>
Courses can be selected from the list below or any course not used to satisfy other program requirements. Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives.	
FSC 2010 Introduction to Fire Protection Strategies .....	3
FSC 3120 Organization and Management of Fire and Emergency Services Training .....	3
FSC 3210 Fire Dynamics .....	3
FSC 3302 Fire Investigation and Analysis .....	3
FSC 3410 Fire Protection Structures and Systems .....	3
FSC 3440 Building Construction for Fire Protection .....	3
FSC 3610 Fire Related Human Behavior .....	3
FSC 4001 Diversity in the Fire Service .....	1

FSC 4002 Back to Basics: A Refresher of Fire Fighting Strategies for Company Officers .....	1
FSC 4110 Advanced Principles in Fire and Emergency Services Safety and Survival .....	3
FSC 4210 Analytical Approaches to Public Fire Protection .....	3
FSC 4310 Disaster Planning and Control .....	3
OSH 4410 Managerial Issues in Hazardous Materials .....	3
FSC 4550 Industrial Fire Protection .....	3

<b>Grand Total</b> .....	<b>120</b>
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### Bachelor's Degree Requirements

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

## Bachelor of Science in Organizational Leadership

<b>Core Requirements</b> .....	<b>60</b>
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Prefix/Number	Course	Credits
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<b>English Composition</b> .....	<b>6</b>
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ENG 1010 English Composition I .....	3
ENG 1020 English Composition II .....	3

<b>Humanities</b> .....	<b>8</b>
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HUM 1010 Introduction to Waldorf Online .....	2
HUM 1020 Critical Thinking .....	3

Choose one from the following: .....

ENG 2000 American Literature I .....	3
ENG 2010 American Literature II .....	3
HIS 1100 Ancient World .....	3
HIS 1110 American History I .....	3
HIS 1120 American History II .....	3
HIS 1200 Medieval World .....	3
HIS 1610 Modern World .....	3
HIS 1710 Contemporary World .....	3
SPN 1010 Spanish I .....	3

<b>Fine Arts</b> .....	<b>3</b>
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Choose one from the following:

ART 1010 Art Appreciation .....	3
ART 1020 Art Appreciation II .....	3
MUS 1010 Introduction to Music Appreciation .....	3
SPC 1010 Speech Communications .....	3
THR 1010 Introduction to Theatre .....	3

<b>Natural Sciences</b> .....	<b>3</b>
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Choose one from the following:

BIO 1030 Principles of Biology .....	3
CHM 1030 Chemistry I .....	3
PHY 1010 Earth Science .....	3
PHY 1510 Physical Science .....	3

<b>Mathematics</b> .....	<b>3</b>
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Choose one from the following:

MTH 1010 General Education Mathematics for Online Students .....	3
MTH 2000 Managerial Math .....	3
MTH 2023 Elementary Statistics* .....	3

<b>Behavioral and Social Sciences</b> .....	<b>6</b>
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PSY 1010 General Psychology .....	3
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Choose one from the following:

BUS 3602 Principles of Management .....	3
CRJ 2501 Criminology .....	3

CRJ 3201	Juvenile Justice and Delinquency.....	3
ECO 2401	Principles of Macroeconomics.....	3
ECO 2501	Principles of Microeconomics.....	3
POL 1010	American Government.....	3
POL 2000	Introduction to Political Science.....	3
POL 2010	American, State, and Local Politics.....	3
PSY 3450	Abnormal Psychology.....	3
SOC 1010	Introduction to Sociology.....	3
SOC 2010	Survey of Global Societies and Cultural Geography.....	3

**Religion and Philosophy..... 3**

Choose one from the following:

REL 2050	Contemporary Ethical Issues.....	3
REL 2350	Philosophies of World Religions.....	3

**Wellness..... 1**

WEL 1010	Concepts of Wellness.....	1
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**Capstone..... 3**

REL 4035	Life, Meaning, and Vocation.....	3
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**General Electives..... 24**

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

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

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

**Major Requirements and Professional Electives..... 60**

**Major Required—Group A..... 24**

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

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

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

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

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

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

**Grand Total..... 120**

**Bachelor's Degree Requirements**

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

**Non-Concentration Option**

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

**Concentrations**

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

**Diversity and Inclusion..... 12**

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

**Global Leadership..... 12**

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

**Health Care Management..... 12**

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

**Leadership Communication..... 12**

PSY 4510	Attitudes and Persuasion.....	3
Choose three from the following:		
ORG 3800	Leadership Across Generations.....	3
ORG/BUS 4080	Creative Thinking and Problem Solving.....	3
COM 1010	Graphic Core*.....	3
COM 1020	Digital Core*.....	3
COM 2040	Introduction to Public Relations.....	3

COM 4220	Public Relations Skills .....	3
COM 4360	Crisis Management .....	3
SPC 1010	Speech Communications.....	3

\*See course descriptions for hardware/software requirements

**Occupational Safety and Health..... 12**

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

# X. Bachelor of Applied Science

## Bachelor of Applied Science Business Administration

### Core Requirements ..... 30

Prefix/Number Course Credits

### English Composition ..... 6

ENG 1010 English Composition I ..... 3

ENG 1020 English Composition II ..... 3

### Humanities, Fine Arts and Communications ..... 12

HUM 1020 Critical Thinking ..... 3

Choose one from the following:

HIS 1100 Ancient World ..... 3

HIS 1110 American History I ..... 3

HIS 1120 American History II ..... 3

HIS 1200 Medieval World ..... 3

HIS 1610 Modern World ..... 3

HIS 1710 Contemporary World ..... 3

Choose two from the following:

ENG 2000 American Literature I ..... 3

ENG 2010 American Literature II ..... 3

SPN 1010 Introduction to Spanish ..... 3

ART 1010 Art Appreciation ..... 3

ART 1020 Art Appreciation II ..... 3

SPC 1010 Speech Communications ..... 3

THR 1010 Introduction to Theatre ..... 3

MUS 1010 Introduction to Music Appreciation ..... 3

REL 2050 Contemporary Ethical Issues ..... 3

REL 2350 Philosophies of World Religions ..... 3

### Natural Sciences ..... 3

Choose one from the following:

BIO 1030 Principles of Biology ..... 3

CHM 1030 Chemistry I ..... 3

PHY 1010 Earth Science ..... 3

PHY 1510 Physical Science ..... 3

### Mathematics ..... 3

MTH 2023 Elementary Statistics ..... 3

### Behavioral and Social Sciences ..... 6

BUS 3602 Principles of Management ..... 3

ECO 2401 Principles of Macroeconomics ..... 3

### Major Requirements ..... 30

BUS 2201 Principles of Accounting ..... 3

BUS 3201 Principles of Marketing ..... 3

BUS 3210 Business Law ..... 3

BUS 3352 Human Resource Management ..... 3

BUS 3451 Organizational Theory and Leadership ..... 3

BUS 3620 Managerial Accounting ..... 3

BUS 4426 International Management ..... 3

BUS 4751 Business Ethics ..... 3

BUS 4951 Business Policy and Strategic Management ..... 3

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

### Electives ..... 60

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

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

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

**Grand Total ..... 120**

### B.A.S. Degree Requirements

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

### Concentrations

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

### Human Resource Management ..... 12

Choose four from the following:

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

### Management 12

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

Choose three from the following:

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

# Bachelor of Applied Science in Communications

## Core Requirements .....60

Prefix/Number Course Credits

### English Composition .....6

ENG 1010	English Composition I .....	3
ENG 1020	English Composition II .....	3

### Humanities, Fine Arts and Communications.....12

HUM 1020	Critical Thinking.....	3
Choose one from the following:		
HIS 1100	Ancient World .....	3
HIS 1110	American History I.....	3
HIS 1120	American History II.....	3
HIS 1200	Medieval World.....	3
HIS 1610	Modern World.....	3
HIS 1710	Contemporary World .....	3

Choose two from the following:

ENG 2000	American Literature I .....	3
ENG 2010	American Literature II .....	3
SPN 1010	Introduction to Spanish.....	3
ART 1010	Art Appreciation .....	3
ART 1020	Art Appreciation II.....	3
SPC 1010	Speech Communications.....	3
THR 1010	Introduction to Theatre.....	3
MUS 1010	Introduction to Music Appreciation.....	3
REL 2050	Contemporary Ethical Issues .....	3
REL 2350	Philosophies of World Religions.....	3

### Natural Sciences.....3

BIO 1030	Principles of Biology .....	3
CHM 1030	Chemistry I .....	3
PHY 1010	Earth Science .....	3
PHY 1510	Physical Science .....	3

### Mathematics .....3

MTH 1010	General Education Mathematics for Online Students.....	3
MTH 2000	Managerial Mathematics.....	3
MTH 2023	Elementary Statistics.....	3

### Behavioral and Social Sciences.....6

Choose two from the following:

ECO 2501	Principles of Microeconomics.....	3
ECO 2401	Principles of Macroeconomics.....	3
BUS 3602	Principles of Management .....	3
PSY 1010	General Psychology .....	3
PSY 3450	Abnormal Psychology .....	3
SOC 1010	Introduction to Sociology.....	3
SOC 2010	Survey of Global Societies and Cultural Geography .....	3
POL 1010	American Government .....	3
POL 2000	Introduction to Political Science .....	3
POL 2010	American, State, and Local Politics .....	3
CRJ 3201	Juvenile Justice and Delinquency.....	3
CRJ 2501	Criminology .....	3

### Major Requirements .....30

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

### Electives.....60

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

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

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

### Grand Total.....120

### B.A.S. Degree Requirements

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

### Minor Requirements

#### Minor Required—Group A .....12

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

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

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

# Bachelor of Applied Science in Criminal Justice

## Core Requirements .....60

Prefix/Number Course Credits

### English Composition .....6

ENG 1010	English Composition I .....	3
ENG 1020	English Composition II .....	3

### Humanities, Fine Arts and Communications.....12

HUM 1020	Critical Thinking.....	3
Choose one from the following:		
HIS 1100	Ancient World.....	3

HIS 1110	American History I.....	3
HIS 1120	American History II.....	3
HIS 1200	Medieval World.....	3
HIS 1610	Modern World.....	3
HIS 1710	Contemporary World.....	3
Choose two from the following:		
ENG 2000	American Literature I.....	3
ENG 2010	American Literature II.....	3
SPN 1010	Introduction to Spanish.....	3
ART 1010	Art Appreciation.....	3
ART 1020	Art Appreciation II.....	3
SPC 1010	Speech Communications.....	3
THR 1010	Introduction to Theatre.....	3
MUS 1010	Introduction to Music Appreciation.....	3
REL 2050	Contemporary Ethical Issues.....	3
REL 2350	Philosophies of World Religions.....	3
<b>Natural Sciences.....3</b>		
BIO 1030	Principles of Biology.....	3
CHM 1030	Chemistry I.....	3
PHY 1010	Earth Science.....	3
PHY 1510	Physical Science.....	3
<b>Mathematics.....3</b>		
MTH 1010	General Education Mathematics for Online Students.....	3
MTH 2000	Managerial Mathematics.....	3
MTH 2023	Elementary Statistics.....	3
<b>Behavioral and Social Sciences.....6</b>		
Choose two from the following:		
ECO 2501	Principles of Microeconomics.....	3
ECO 2401	Principles of Macroeconomics.....	3
BUS 3602	Principles of Management.....	3
PSY 1010	General Psychology.....	3
PSY 3450	Abnormal Psychology.....	3
SOC 1010	Introduction to Sociology.....	3
SOC 2010	Survey of Global Societies and Cultural Geography.....	3
POL 1010	American Government.....	3
POL 2000	Introduction to Political Science.....	3
POL 2010	American, State, and Local Politics.....	3
CRJ 3201	Juvenile Justice and Delinquency.....	3
CRJ 2501	Criminology.....	3
<b>Major Requirements.....30</b>		
CRJ 2000	Introduction to Criminal Justice.....	3
CRJ 2001	Theory and Practice of Law Enforcement....	3
CRJ 2200	Theory and Practice of Corrections.....	3
CRJ 2501	Criminology.....	3
CRJ 2900	Management and Supervision Skills for Criminal Justice Personnel.....	3
CRJ 3301	Judicial Process.....	3
CRJ 3601	Criminal Law.....	3
CRJ 3950	Constitutional Law for Criminal Justice.....	3
BUS 3602	Principles of Management.....	3
REL 4035	Life, Meaning, and Vocation.....	3
<b>Electives.....60</b>		
Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives. The concentration options listed may also be used toward elective credits. For a full list of electives, please see Course Description catalog pages at the back of the catalog.		
CRJ 3201	Juvenile Justice and Delinquency.....	3
CRJ 3701	Criminal Investigation.....	3
CRJ 3801	Criminal Evidence and Legal Issues.....	3

CRJ 4001	Procedures in the Justice System.....	3
CRJ 4201	Probation and Community Corrections.....	3
CRJ 4701	Criminal Justice Organization and Administration.....	3
BUS 3210	Business Law.....	3
BUS 3352	Human Resource Management.....	3
BUS 3551	Information Systems Management.....	3
POL 1010	American Government.....	3
SPC 1010	Speech Communications.....	3

**Grand Total.....120**

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

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

**Concentrations**

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

**Homeland Security.....12**

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

**Bachelor of Applied Science in Criminal Justice Administration**

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

Prefix/Number	Course	Credits
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**English Composition.....6**

ENG 1010	English Composition I.....	3
ENG 1020	English Composition II.....	3

**Humanities, Fine Arts and Communications.....12**

HUM 1020	Critical Thinking.....	3
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Choose one from the following:

HIS 1100	Ancient World.....	3
HIS 1110	American History I.....	3
HIS 1120	American History II.....	3
HIS 1200	Medieval World.....	3
HIS 1610	Modern World.....	3
HIS 1710	Contemporary World.....	3

Choose two from the following:

ENG 2000	American Literature I.....	3
ENG 2010	American Literature II.....	3
SPN 1010	Introduction to Spanish.....	3
ART 1010	Art Appreciation.....	3
ART 1020	Art Appreciation II.....	3
SPC 1010	Speech Communications.....	3
THR 1010	Introduction to Theatre.....	3
MUS 1010	Introduction to Music Appreciation.....	3
REL 2050	Contemporary Ethical Issues.....	3
REL 2350	Philosophies of World Religions.....	3

<b>Natural Sciences.....</b>	<b>3</b>
BIO 1030 Principles of Biology .....	3
CHM 1030 Chemistry I .....	3
PHY 1010 Earth Science .....	3
PHY 1510 Physical Science .....	3
<b>Mathematics.....</b>	<b>3</b>
MTH 2000 Managerial Mathematics.....	3
<b>Behavioral and Social Sciences.....</b>	<b>6</b>
Choose two from the following:	
ECO 2501 Principles of Microeconomics.....	3
ECO 2401 Principles of Macroeconomics.....	3
BUS 3602 Principles of Management .....	3
PSY 1010 General Psychology .....	3
PSY 3450 Abnormal Psychology .....	3
SOC 1010 Introduction to Sociology.....	3
SOC 2010 Survey of Global Societies and Cultural Geography .....	3
POL 1010 American Government .....	3
POL 2000 Introduction to Political Science .....	3
POL 2010 American, State, and Local Politics .....	3
CRJ 3201 Juvenile Justice and Delinquency.....	3
CRJ 2501 Criminology .....	3

<b>Major Requirements.....</b>	<b>30</b>
CRJ 2001 Theory and Practice of Law Enforcement....	3
CRJ 2501 Criminology .....	3
CRJ 3301 Judicial Process .....	3
CRJ 3601 Criminal Law.....	3
CRJ 3701 Criminal Investigation.....	3
CRJ 3950 Constitutional Law for Criminal Justice .....	3
BUS 2201 Principles of Accounting .....	3
BUS 3602 Principles of Management .....	3
BUS 3651 Leadership.....	3
REL 4035 Life, Meaning, and Vocation.....	3

**Electives.....60**  
Any Waldorf courses may be selected from the catalog and course schedule to be used as electives, provided that they are not used to satisfy other program requirements. The following are sample electives. The concentration options listed may also be used toward elective credits. For a full list of electives, please see Course Description catalog pages at the back of the catalog.

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

**Grand Total.....120**

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

- Completion of the B.A.S. core curriculum (30 credits)
- Completion of the required courses in a major field (30 credits)
- Completion of additional courses (including any supporting courses required by the major in other departments) to a total of 120 credits depending on the major
- Grade of C or higher in all coursework in the major and, if applicable, in the concentration(s)

- 2.00 cumulative grade point average for work completed at Waldorf College
- Minimum of 30 upper-division credit hours

**Bachelor of Applied Science in Emergency Management**

**Core Requirements.....30**

Prefix/Number	Course	Credits
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**English Composition.....6**

ENG 1010	English Composition I .....	3
ENG 1020	English Composition II .....	3

**Humanities, Fine Arts and Communications.....12**

HUM 1020	Critical Thinking.....	3
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Choose one from the following:

HIS 1100	Ancient World .....	3
HIS 1110	American History I.....	3
HIS 1120	American History II.....	3
HIS 1200	Medieval World.....	3
HIS 1610	Modern World.....	3
HIS 1710	Contemporary World.....	3

Choose two from the following:

ENG 2000	American Literature I .....	3
ENG 2010	American Literature II .....	3
SPN 1010	Introduction to Spanish.....	3
ART 1010	Art Appreciation .....	3
ART 1020	Art Appreciation II.....	3
SPC 1010	Speech Communications .....	3
THR 1010	Introduction to Theatre.....	3
MUS 1010	Introduction to Music Appreciation.....	3
REL 2050	Contemporary Ethical Issues .....	3
REL 2350	Philosophies of World Religions.....	3

**Natural Sciences.....3**

BIO 1030	Principles of Biology .....	3
CHM 1030	Chemistry I .....	3
PHY 1010	Earth Science .....	3
PHY 1510	Physical Science .....	3

**Mathematics.....3**

MTH 1010	General Education Mathematics for Online Students.....	3
MTH 2000	Managerial Mathematics.....	3
MTH 2023	Elementary Statistics.....	3

**Behavioral and Social Sciences.....6**

Choose two from the following:

ECO 2501	Principles of Microeconomics.....	3
ECO 2401	Principles of Macroeconomics.....	3
BUS 3602	Principles of Management .....	3
PSY 1010	General Psychology .....	3
PSY 3450	Abnormal Psychology .....	3
SOC 1010	Introduction to Sociology.....	3
SOC 2010	Survey of Global Societies and Cultural Geography .....	3

POL 1010	American Government .....	3
POL 2000	Introduction to Political Science .....	3
POL 2010	American, State, and Local Politics .....	3
CRJ 3201	Juvenile Justice and Delinquency.....	3
CRJ 2501	Criminology .....	3

**Major Requirements.....30**

EMG 3000	Introduction to Emergency Management....	3
EMG 3001	Disaster Mitigation and Preparedness .....	3
EMG 3002	Disaster Response and Recovery .....	3
EMG 3100	Terrorism in Emergency Management.....	3
FSC 3110	Community Risk Reduction for the Fire and Emergency Services.....	3
EMG 4001	Interagency Disaster Management .....	3
EMG 4002	Incident Command in Emergency and Disaster Management .....	3

EMG 4050	Socio-Psychological Nature of Emergency Management .....	3
EMG 4900	Capstone in Emergency Management.....	3
REL 4035	Life, Meaning, and Vocation.....	3

**Electives.....60**

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

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

**Grand Total.....120**

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

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

**Concentrations**

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

**Fire Science.....12**

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

**Homeland Security.....12**

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

**Bachelor of Applied Science in  
Fire Science Administration**

**Core Requirements.....30**

Prefix/Number Course Credits

**English Composition.....6**

ENG 1010	English Composition I .....	3
ENG 1020	English Composition II .....	3

**Humanities, Fine Arts and Communications.....12**

HUM 1020	Critical Thinking.....	3
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Choose one from the following:

HIS 1100	Ancient World .....	3
HIS 1110	American History I.....	3
HIS 1120	American History II.....	3
HIS 1200	Medieval World.....	3
HIS 1610	Modern World.....	3
HIS 1710	Contemporary World .....	3

Choose two from the following:

ENG 2000	American Literature I .....	3
ENG 2010	American Literature II .....	3
SPN 1010	Introduction to Spanish.....	3
ART 1010	Art Appreciation .....	3
ART 1020	Art Appreciation II.....	3
SPC 1010	Speech Communications.....	3
THR 1010	Introduction to Theatre.....	3
MUS 1010	Introduction to Music Appreciation.....	3
REL 2050	Contemporary Ethical Issues .....	3
REL 2350	Philosophies of World Religions.....	3

**Natural Sciences.....3**

BIO 1030	Principles of Biology .....	3
CHM 1030	Chemistry I .....	3
PHY 1010	Earth Science .....	3
PHY 1510	Physical Science .....	3

**Mathematics.....3**

MTH 2000	Managerial Mathematics.....	3
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**Behavioral and Social Sciences.....6**

Choose two from the following:

ECO 2501	Principles of Microeconomics.....	3
ECO 2401	Principles of Macroeconomics.....	3
BUS 3602	Principles of Management .....	3
PSY 1010	General Psychology .....	3
PSY 3450	Abnormal Psychology .....	3
SOC 1010	Introduction to Sociology .....	3
SOC 2010	Survey of Global Societies and Cultural Geography .....	3
POL 1010	American Government .....	3
POL 2000	Introduction to Political Science .....	3
POL 2010	American, State, and Local Politics .....	3
CRJ 3201	Juvenile Justice and Delinquency.....	3
CRJ 2501	Criminology .....	3

**Major Requirements.....30**

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

**Electives.....60**

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

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

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

**Grand Total.....120**

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

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

**Bachelor of Applied Science in Health Care Management**

**Core Requirements.....30**

Prefix/Number	Course	Credits
<b>English Composition.....6</b>		
ENG 1010	English Composition I .....	3
ENG 1020	English Composition II .....	3

**Humanities, Fine Arts and Communications.....12**

HUM 1020	Critical Thinking.....	3
Choose one from the following:		
HIS 1100	Ancient World .....	3
HIS 1110	American History I.....	3
HIS 1120	American History II.....	3
HIS 1200	Medieval World.....	3
HIS 1610	Modern World.....	3
HIS 1710	Contemporary World.....	3

Choose two from the following:

ENG 2000	American Literature I .....	3
ENG 2010	American Literature II .....	3
SPN 1010	Introduction to Spanish.....	3
ART 1010	Art Appreciation .....	3
ART 1020	Art Appreciation II.....	3
SPC 1010	Speech Communications.....	3
THR 1010	Introduction to Theatre.....	3
MUS 1010	Introduction to Music Appreciation.....	3
REL 2050	Contemporary Ethical Issues .....	3
REL 2350	Philosophies of World Religions.....	3

**Natural Sciences.....3**

BIO 1030	Principles of Biology .....	3
CHM 1030	Chemistry I .....	3
PHY 1010	Earth Science .....	3
PHY 1510	Physical Science .....	3

**Mathematics.....3**

MTH 1010	General Education Mathematics for Online Students.....	3
MTH 2000	Managerial Mathematics .....	3
MTH 2023	Elementary Statistics* .....	3

**Behavioral and Social Sciences.....6**

Choose two from the following:		
ECO 2501	Principles of Microeconomics.....	3
ECO 2401	Principles of Macroeconomics.....	3
BUS 3602	Principles of Management .....	3
PSY 1010	General Psychology .....	3
PSY 3450	Abnormal Psychology .....	3
SOC 1010	Introduction to Sociology.....	3
SOC 2010	Survey of Global Societies and Cultural Geography .....	3
POL 1010	American Government .....	3
POL 2000	Introduction to Political Science .....	3
POL 2010	American, State, and Local Politics .....	3
CRJ 3201	Juvenile Justice and Delinquency.....	3
CRJ 2501	Criminology .....	3

**Major Requirements.....30**

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

**Electives.....60**

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

HCM 4304	Project Management for Health Care Professionals.....	3
HCM 4303	Comparative Health Systems.....	3
HCM 4305	Long-Term Care Management .....	3
HCM 4308	Research Methods for Health Professionals* .....	3
BUS 2201	Principles of Accounting .....	3
HCM 4307	Health Care Quality Management .....	3
BUS 3602	Principles of Management .....	3
BUS 3352	Human Resource Management .....	3

BUS/ORG 3651	Leadership.....	3
HCM 4400	Risk Management in Health Care.....	3

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

**Grand Total..... 120**

### B.A.S. Degree Requirements

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

## Bachelor of Applied Science in Homeland Security

**Core Requirements..... 30**

Prefix/Number	Course	Credits
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**English Composition..... 6**

ENG 1010	English Composition I.....	3
ENG 1020	English Composition II.....	3

**Humanities, Fine Arts and Communications..... 12**

HUM 1020	Critical Thinking.....	3
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Choose one from the following:

HIS 1100	Ancient World.....	3
HIS 1110	American History I.....	3
HIS 1120	American History II.....	3
HIS 1200	Medieval World.....	3
HIS 1610	Modern World.....	3
HIS 1710	Contemporary World.....	3

Choose two from the following:

ENG 2000	American Literature I.....	3
ENG 2010	American Literature II.....	3
SPN 1010	Introduction to Spanish.....	3
ART 1010	Art Appreciation.....	3
ART 1020	Art Appreciation II.....	3
SPC 1010	Speech Communications.....	3
THR 1010	Introduction to Theatre.....	3
MUS 1010	Introduction to Music Appreciation.....	3
REL 2050	Contemporary Ethical Issues.....	3
REL 2350	Philosophies of World Religions.....	3

**Natural Sciences..... 3**

BIO 1030	Principles of Biology.....	3
CHM 1030	Chemistry I.....	3
PHY 1010	Earth Science.....	3
PHY 1510	Physical Science.....	3

**Mathematics..... 3**

MTH 1010	General Education Mathematics for Online Students.....	3
MTH 2000	Managerial Mathematics.....	3
MTH 2023	Elementary Statistics.....	3

**Behavioral and Social Sciences..... 6**

Choose two from the following:

ECO 2501	Principles of Microeconomics.....	3
ECO 2401	Principles of Macroeconomics.....	3
BUS 3602	Principles of Management.....	3
PSY 1010	General Psychology.....	3
PSY 3450	Abnormal Psychology.....	3

SOC 1010	Introduction to Sociology.....	3
SOC 2010	Survey of Global Societies and Cultural Geography.....	3
POL 1010	American Government.....	3
POL 2000	Introduction to Political Science.....	3
POL 2010	American, State, and Local Politics.....	3
CRJ 3201	Juvenile Justice and Delinquency.....	3
CRJ 2501	Criminology.....	3

**Major Required..... 30**

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

**Electives..... 60**

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

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

**Grand Total..... 120**

### B.A.S. Degree Requirements

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

## Concentrations

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

### Criminal Justice..... 12

CRJ 2000 Introduction to Criminal Justice ..... 3  
Choose the remaining 9 credits from any additional Criminal Justice courses offered at Waldorf. Below are examples of courses that may be selected:

CRJ 2001	Theory and Practice of Law Enforcement ... 3
CRJ 2200	Theory and Practice of Corrections ..... 3
CRJ 3301	Judicial Process ..... 3

### Emergency Management..... 12

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

## Bachelor of Applied Science in Occupational Safety

### Core Requirements ..... 30

Prefix/Number Course Credits

#### English Composition ..... 6

ENG 1010	English Composition I ..... 3
ENG 1020	English Composition II ..... 3

#### Humanities, Fine Arts and Communications..... 12

HUM 1020 Critical Thinking..... 3

Choose one from the following:

HIS 1100	Ancient World..... 3
HIS 1110	American History I..... 3
HIS 1120	American History II..... 3
HIS 1200	Medieval World..... 3
HIS 1610	Modern World..... 3
HIS 1710	Contemporary World..... 3

Choose two from the following:

ENG 2000	American Literature I ..... 3
ENG 2010	American Literature II ..... 3
SPN 1010	Introduction to Spanish..... 3
ART 1010	Art Appreciation ..... 3
ART 1020	Art Appreciation II..... 3
SPC 1010	Speech Communications..... 3
THR 1010	Introduction to Theatre..... 3
MUS 1010	Introduction to Music Appreciation..... 3
REL 2050	Contemporary Ethical Issues ..... 3
REL 2350	Philosophies of World Religions..... 3

#### Natural Sciences..... 3

BIO 1030	Principles of Biology ..... 3
CHM 1030	Chemistry I ..... 3
PHY 1010	Earth Science ..... 3
PHY 1510	Physical Science ..... 3

#### Mathematics ..... 3

MTH 1010	General Education Mathematics for Online Students..... 3
MTH 2000	Managerial Mathematics ..... 3
MTH 2023	Elementary Statistics* ..... 3

#### Behavioral and Social Sciences ..... 6

Choose two from the following:

ECO 2501	Principles of Microeconomics..... 3
ECO 2401	Principles of Macroeconomics..... 3
BUS 3602	Principles of Management ..... 3
PSY 1010	General Psychology ..... 3
PSY 3450	Abnormal Psychology ..... 3
SOC 1010	Introduction to Sociology..... 3
SOC 2010	Survey of Global Societies and Cultural Geography ..... 3

POL 1010	American Government ..... 3
POL 2000	Introduction to Political Science ..... 3
POL 2010	American, State, and Local Politics ..... 3
CRJ 3201	Juvenile Justice and Delinquency..... 3
CRJ 2501	Criminology ..... 3

### Major Requirements and Professional Electives..... 30

#### Major Required—Group A ..... 30

OSH 3001	Fundamentals of Occupational Safety and Health..... 3
OSH 3651	Total Environmental, Health, and Safety Management ..... 3
OSH 4301	Fundamentals of Industrial Hygiene..... 3
FSC 3345	Introduction to Fire Prevention..... 3
OSH 3640	Interactions of Hazardous Materials ..... 3
OSH 3701	Industrial Ergonomics..... 3
OSH 4601	Accident Investigation..... 3
OSH 3525	Legal Aspects of Safety & Health..... 3
OSH 3401	Construction Safety ..... 3
REL 4035	Life, Meaning, and Vocation..... 3

#### Professional Electives—Group B ..... 60

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

BUS 4680	Human Resource Development ..... 3
OSH 4010	Safety Supervisor..... 3
OSH 4520	Risk Management ..... 3
OSH 3303	Workers' Compensation..... 3
PSY 3490	Industrial/Organizational Psychology..... 3
OSH 4309	Lean Safety Management ..... 3
OSH 4208	Advanced Concepts in Occupational Safety and Health ..... 3
OSH 4410	Managerial Issues in Hazardous Materials... 3
PSY 4510	Attitudes and Persuasion ..... 3
OSH 3301	Fleet Safety ..... 3
BUS/ORG 3651	Leadership..... 3

### Grand Total ..... 120

## Bachelor's Degree Requirements

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

## Bachelor of Applied Science in Organizational Leadership

### Core Requirements ..... 30

Prefix/Number Course Credits

#### English Composition ..... 6

ENG 1010	English Composition I ..... 3
ENG 1020	English Composition II ..... 3

#### Humanities, Fine Arts and Communications..... 12

HUM 1020 Critical Thinking..... 3

Choose one from the following:

HIS 1100	Ancient World ..... 3
HIS 1110	American History I..... 3
HIS 1120	American History II..... 3
HIS 1200	Medieval World..... 3
HIS 1610	Modern World..... 3
HIS 1710	Contemporary World..... 3

Choose two from the following:	
ENG 2000	American Literature I.....3
ENG 2010	American Literature II.....3
SPN 1010	Introduction to Spanish.....3
ART 1010	Art Appreciation.....3
ART 1020	Art Appreciation II.....3
SPC 1010	Speech Communications.....3
THR 1010	Introduction to Theatre.....3
MUS 1010	Introduction to Music Appreciation.....3
REL 2050	Contemporary Ethical Issues.....3
REL 2350	Philosophies of World Religions.....3

**Natural Sciences.....3**

BIO 1030	Principles of Biology.....3
CHM 1030	Chemistry I.....3
PHY 1010	Earth Science.....3
PHY 1510	Physical Science.....3

**Mathematics.....3**

MTH 1010	General Education Mathematics for Online Students.....3
MTH 2000	Managerial Mathematics.....3
MTH 2023	Elementary Statistics.....3

**Behavioral and Social Sciences.....6**

PSY 1010	General Psychology.....3
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Choose one from the following:

ECO 2501	Principles of Microeconomics.....3
ECO 2401	Principles of Macroeconomics.....3
BUS 3602	Principles of Management.....3
PSY 3450	Abnormal Psychology.....3
SOC 1010	Introduction to Sociology.....3
SOC 2010	Survey of Global Societies and Cultural Geography.....3
POL 1010	American Government.....3
POL 2000	Introduction to Political Science.....3
POL 2010	American, State, and Local Politics.....3
CRJ 3201	Juvenile Justice and Delinquency.....3
CRJ 2501	Criminology.....3

**Major Requirements.....30**

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

Choose one course from an Organizational Leadership concentration.....3

**Electives.....60**

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

ORG 3800	Leadership Across Generations.....3
ORG 4800	Leading Virtual Teams.....3
BUS 3211	Consumer Behavior.....3
BUS 3352	Human Resource Management.....3
BUS 3602	Principles of Management.....3
BUS 3900	Employment and Labor Law.....3
BUS 4750	Human Resource Management Strategy and Emerging Issues.....3
PSY 3350	Theories of Personality.....3

PSY 3380	Psychology of Adjustment.....3
PSY 3480	Principles of Learning.....3
PSY 3500	Judgment and Decision Making.....3
PSY 4560	Psychological Assessment.....3

**Grand Total.....120**

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

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

**Concentrations**

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

**Diversity and Inclusion.....12**

BUS 3900	Employment and Labor Law.....3
PSY 4515	Psychology of Prejudice and Discrimination.....3

Choose two from the following:

ORG 3800	Leadership Across Generations.....3
HIS 3630	African American History.....3
PSY 3205	Psychology of Gender.....3
REL 2350	Philosophies of World Religions.....3
SPN 1010	Introduction to Spanish.....3

**Global Leadership.....12**

ORG 4800	Leading Virtual Teams.....3
BUS 4426	International Management.....3

Choose two from the following:

BUS 4751	Business Ethics.....3
BUS 4951	Business Policy and Strategic Management.....3
HIS 1710	Contemporary World.....3
SOC 2010	Survey of Global Societies and Cultural Geography.....3
SPN 1010	Introduction to Spanish.....3

**Health Care Management.....12**

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

**Leadership Communication.....12**

PSY 4510	Attitudes and Persuasion.....3
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Choose three from the following:

ORG 3800	Leadership Across Generations.....3
ORG 4080	Creative Thinking and Problem Solving.....3
COM 1010	Graphic Core*.....3
COM 1020	Digital Core*.....3
COM 2040	Introduction to Public Relations.....3
COM 4220	Public Relations Skills.....3
COM 4360	Crisis Management.....3
SPC 1010	Speech Communications.....3

\*See course descriptions for hardware/software requirements

**Occupational Safety and Health.....12**

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

## Bachelor of Applied Science in Psychology

### Core Requirements ..... 30

Prefix/Number Course Credits

### English Composition ..... 6

ENG 1010	English Composition I .....	3
ENG 1020	English Composition II .....	3

### Humanities, Fine Arts and Communications ..... 12

HUM 1020	Critical Thinking.....	3
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Choose one from the following:

HIS 1100	Ancient World .....	3
HIS 1110	American History I.....	3
HIS 1120	American History II.....	3
HIS 1200	Medieval World.....	3
HIS 1610	Modern World.....	3
HIS 1710	Contemporary World.....	3

Choose two from the following:

ENG 2000	American Literature I .....	3
ENG 2010	American Literature II .....	3
SPN 1010	Introduction to Spanish.....	3
ART 1010	Art Appreciation .....	3
ART 1020	Art Appreciation II.....	3
SPC 1010	Speech Communications.....	3
THR 1010	Introduction to Theatre.....	3
MUS 1010	Introduction to Music Appreciation.....	3
REL 2050	Contemporary Ethical Issues .....	3
REL 2350	Philosophies of World Religions.....	3

### Natural Sciences ..... 3

BIO 1030	Principles of Biology .....	3
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### Mathematics ..... 3

MTH 2023	Elementary Statistics.....	3
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### Behavioral and Social Sciences ..... 6

Choose two from the following:

ECO 2501	Principles of Microeconomics .....	3
ECO 2401	Principles of Macroeconomics.....	3
BUS 3602	Principles of Management .....	3
PSY 1010	General Psychology .....	3
PSY 3450	Abnormal Psychology .....	3
SOC 1010	Introduction to Sociology.....	3
SOC 2010	Survey of Global Societies and Cultural Geography .....	3
POL 1010	American Government .....	3
POL 2000	Introduction to Political Science .....	3
POL 2010	American, State, and Local Politics .....	3
CRJ 3201	Juvenile Justice and Delinquency.....	3
CRJ 2501	Criminology .....	3

### Major Requirements ..... 30

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

REL 4035	Life, Meaning, and Vocation.....	3
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### Electives ..... 60

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

PSY 3019	History and Systems of Psychology .....	3
PSY 3100	APA for Academic Writing .....	1
PSY 3205	Psychology of Gender.....	3
PSY 3210	Close Relationships.....	3
PSY 3220	Health Psychology .....	3
PSY 3380	Psychology of Adjustment .....	3
PSY 3480	Principles of Learning.....	3
PSY 3490	Industrial/Organizational Psychology .....	3
PSY 4030	Sensation and Perception .....	3
PSY 4510	Attitudes and Persuasion .....	3
PSY 4515	Psychology of Prejudice and Discrimination.....	3
PSY 4560	Psychological Assessment .....	3
BIO 4900	Biology Lab .....	1
CHM 4900	Chemistry Lab.....	1

### Grand Total ..... 120

### B.A.S. Degree Requirements

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

### Concentrations

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

### Communications ..... 12

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

\*See course descriptions for hardware/software requirements

### Criminal Justice ..... 12

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

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

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

### Fire Science ..... 12

FSC 3110	Community Risk Reduction for the Fire and Emergency Services.....	3
FSC 3210	Fire Dynamics .....	3

FSC 3610	Fire Related Human Behavior .....	3
Choose one from the following:		
FSC 2010	Introduction to Fire Protection Strategies ...	3
FSC 3601	Fire Prevention Organization and Management .....	3

**Health Care Management..... 12**

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

**Occupational Safety and Health..... 12**

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

**Sport Management..... 12**

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

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

# XI. Course Descriptions

## **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.

## **ART 1301 Art Appreciation (3 cr.)** *(Replaces ART 1010)*

This course presents a diverse array of art works to help students distinguish artistic form, content, and importance in society. Original art works are analyzed through their historic style, elements of design process, and impact on cultural heritage.

## **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.

## **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.)**

Presents an overview of 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. Presents international business structures and effective leadership skills 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 multicultural 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 evaluation.

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

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

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

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

Gain a basic knowledge of organizational theory, human motivation, emotional intelligence, and workplace behaviors in order to analyze and determine the best methods for improving organizational behavior and related skill set. This course focuses the development of organizational theory and behavior and includes the study of a wide range of personality, workplace behavior, and related theories. Knowledge gained is intended for professional and personal application.

### **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.)**

The course provides a comprehensive understanding of the dynamics involved in managing organizations within the construct of today's global environment. The course provides students with an opportunity to study and discuss the functions and elements of management. Topics include the principles of management as they pertain to leadership, strategic decision making, motivation, goal-framing effects, organizational design and change, perceptions, high-performance teams, and group behavior.

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

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

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

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

Presents the importance of leadership in conjunction with various leadership traits, styles, and qualities. Enhances the importance of having a vision, the motivation to lead, social motives in the workplace, levels of morality and values, and the significance of empowerment for effective leadership. Topics

include situational leadership, organizational climate, moral dilemmas, personal integrity, servant leadership, participative management, human relations, high-performance teams, diversity, cultural and interpersonal differences, workplace stress, performance management, and organizational change.

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

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

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

An examination of the legal aspects of employee recruitment, selection, dismissal, discrimination, health and safety issues, and other human resource management topics that are a part of the human resource management environment today. The historical and legal basis for labor relations and collective bargaining in the United States will also be covered including changes in union and management relations.

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

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

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

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

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

Explore essential leadership skills for today's team-based work environment. Analyze and discuss leadership styles to enhance team building and performance. Includes leadership communication styles, the power of leaders, situational leadership, creativity and leadership, teamwork, motivation, coaching skills, emotional intelligence, and the impact of leaders on organizational decision-making.

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

Explore the process of creative thinking, as well as the barriers that may inhibit creative approaches. This course focuses on strategies for leveraging creative thinking in order to develop strategic innovations or to solve complex problems in organizations.

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

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

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

Studies the development of the communication and management skills essential for successfully resolving conflict situations involving labor and management practices. The structural dysfunction of organizations is explored.

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

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

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

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

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

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

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

An examination of the role of international and comparative law, including the laws governing multinational enterprises; foreign investment; money and banking; and sales of goods, services, labor, intellectual property, transportation, financing, taxation, and 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 Recruitment and Staffing (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 Human Resource Development (3 cr.)**

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

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

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

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

This course explores the definition of engagement, identifies its real drivers, and specifies achievable strategic outcomes of engagement. Topics include the engagement of our multidimensional and changing workforce in an environment that is as complex as today's workers, the development of adaptable organizational structures and multidimensional human resources management systems tailored to the needs of today's workforces, and human resources systems that not only strengthen engagement but also deliver the business performance benefits promised by greater engagement for today's workforce.

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

Provides an introduction to business ethics. Part philosophy and part business, the course covers a diverse range of topics including the important ethical theories of relativism, Utilitarianism, and deontology, among others. The concepts of moral decision making and predicting moral judgments are also explored. Additional course topics include ethics in employment, corporate social responsibility, fair businesses practices, corporate governance, and legal compliance.

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

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

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

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

### **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.

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

*Software Required: Adobe CC*

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

This course will introduce students to the digital software skills used in graphic design. This is a working studio class where students will go through demonstrations and hands-on applications to better understand the Adobe CS Design Collection – 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](http://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, LinkedIn 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.)**

COM 1040 provides instruction in determining what news is, how information is gathered, and how it is reported through the various media (print, electronic, and web). The course gives students a background in newsgathering and reporting, and practice in writing stories for publication. We will also learn the Associated Press (AP) style of writing.

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

*Prerequisite: COM 1010 Graphic Core, or equivalent*

*Software Required: Adobe CC*

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

This course provides 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 to 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 CC*

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

The primary objective of this course is to familiarize students with the basic concepts, principles, practices and profession of public relations. It is a survey course for students considering public relations as a career and a supplemental course for students majoring in other fields.

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

*Prerequisite: COM 1020 Digital Core, or equivalent*

*Software Required: Avid ProTools, Podcast, LiveStream Account*

*Hardware Required: Mac computer with external microphone, Mac specs listed at [www.waldorf.edu/Online/Academics/Programs-of-Study/Communications](http://www.waldorf.edu/Online/Academics/Programs-of-Study/Communications)*

*Communications*

The primary objective of this course is to familiarize students with the basic concepts, principles, practice, and profession of Radio in society and as a career. This is a foundation course for students considering radio as a career and a supplemental course for students involved in digital media production and in other fields.

### **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](http://www.waldorf.edu/Online/Academics/Programs-of-Study/Communications)*

The primary objective of this course is to familiarize students with the basic concepts, principles, practice, and profession of digital media production. This is a foundation course for students considering digital media production as a career and a supplemental course for students involved in digital media production in other fields.

### **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 CC*

*Hardware Required: Mac computer with specs listed at [www.waldorf.edu/Online/Academics/Programs-of-Study/Communications](http://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 students will study and perform techniques previously possible only in the darkroom; plus, they will explore capabilities only available using computers. Besides covering the basic and advanced techniques, the course is intended to expand students' 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 CC*

*Hardware Required: Mac computer with specs listed at [www.waldorf.edu/Online/Academics/Programs-of-Study/Communications](http://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 Web site 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 CC*

*Hardware Required: Mac computer with specs listed at [www.waldorf.edu/Online/Academics/Programs-of-Study/Communications](http://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). This course is designed to provide students with a working knowledge of media crisis management. The course focuses on actions to take and actions to avoid when handling a crisis situation from a communications perspective. Topics will include issues management, risk management, relationship management, crisis planning and preparation, and review of case studies. Finally, students will develop a workable and generic crisis management plan.

### **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. This course requires a research paper.

### **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 CC*

*Hardware Required: Mac computer with specs listed at [www.waldorf.edu/Online/Academics/Programs-of-Study/Communications](http://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. Students also learn about personal finance, including lessons on budgeting, using credit, investment planning, retirement planning, and preserving estates.

### **COM 5360 Crisis Communication and Leadership (3 cr.)**

Explores strategies for leading and communicating effectively with both internal and external audiences during crisis situations. Discusses the development of a communication plan and how to craft and deliver messaging during the crisis situation.

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

Examines the past, present, and future of the American criminal justice system with emphasis on changing philosophies in the American 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/HLS 2050 Introduction to Terrorism (3 cr.)**

Examines the various types of terrorism and known terrorist groups deemed to be a probable threat against the citizens of the United States, and explores various techniques and resources designed to counterterrorist threats in the United States.

**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/HLS 3000 American Homeland Security (3 cr.)**

Explores the terms and definitions that apply specifically to Homeland Security as well as the recognition and utilization of national resources and political interaction. Evaluates all related elements of homeland security as well as terrorist organizations and the motivations behind each. Analyzes the variety of career paths in homeland security.

**CRJ/HLS 3050 Terrorism Response Operations (3 cr.)**

Prepares students for the world of EMS Special Operations. Special Operations Paramedics (SOPs) are highly trained EMS professionals who provide patient care in dangerous environments. Some of the Special Ops covered in this course include vehicle extrication, low/high angle rescue, water rescue, rescue and recovery during disaster, and a diversity of other operations. The course also addresses key aspects of managing EMS Special Operations.

**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/HLS 3304 Ethical and Legal Issues in Homeland Security (3 cr.)**

Survey of American constitutional and national security law, homeland security legislation, and judicial opinions. Examination of conduct codes, ethical decision-making, ethical leadership, and moral courage.

**CRJ/HLS 3305 Disaster Planning and Management (3 cr.)**

This course examines the actions needed and the personnel involved in disaster planning, preparedness, response, and recovery with specific reference to terrorism incidents.

**CRJ/HLS 3306 Homeland Security Technology (3 cr.)**

Contrasts various Homeland Security Technology options with emphasis on prevention, protection, mitigation, interdiction/intervention, inspection, detection, and response technologies as they relate to domestic homeland security and first responders operations.

**CRJ/HLS 3500 Weapons of Mass Destruction (3 cr.)**

The course provides an overview of a broad range of topics concerning the use of weapons of mass destruction (WMD), including nuclear, chemical, and biological weapons, development, and terrorist use. The course context is structured to discuss the threat of WMD due to terrorism and rogue states' development of WMD. The goal of the course is to inform the background history and technical concerns as well as how to deal with these concerns in the future.

**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 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 Management and Supervision for 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/HLS 4302 Preparedness and Response Partners (3 cr.)**

Examines the diversity of homeland security partners, their capabilities, strengths, and improvement areas in terms of collaborative preparedness and response.

### **CRJ/HLS 4303 Critical Infrastructure Protection (3 cr.)**

This course will provide students an opportunity to assess what programs are in place and their adequacy to protect information systems and technology. This assessment will include industry standards (such as ISO 27001), governmental efforts (such as the National Infrastructure Protection Plan), and interrelationships of information systems and technology to other types of critical infrastructure (such as municipal services, finance and banking, power, etc.). By looking at current best practices students will determine these programs effectiveness and what future measures may need to be developed. Students will gain hands on exercises with implementing network policies, access protection, virtualization, and network protocols.

### **CRJ/HLS 4320 Homeland Security Capstone (3 cr.)**

*Prerequisites: CRJ/HLS 2050, Introduction to Terrorism; CRJ/HLS 3000, American Homeland Security; CRJ/HLS 3050, Terrorism Response Operations; CRJ/HLS 3500, Weapons of Mass destruction)*

Students will demonstrate integrative knowledge and comprehension of the concepts they have learned by completing each of the previous HLS required core courses. Students will develop a final project based on a real-world problem in homeland security by applying the knowledge and tools learned throughout the course and the homeland security program.

### **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 6800 Criminal Justice Policy Analysis and the Socio-Cultural System (3 cr.)**

Beginning in the 1970s, the United States has seen a shift in punishment philosophies, which has resulted in one of the highest rates of incarceration in the world. This course will provide an analysis of these decisions and their implications on the criminal justice system (law enforcement, courts, and corrections), as well as society.

### **ECO 2401 Principles of Macroeconomics (3 cr.)**

Introduction to macroeconomic principles. Emphasis on application of these principles to current problems. General topics include: policies for controlling inflation and unemployment, economic way of thinking, characteristics of market systems and competitive market behavior, money and banking, national income theory, and the fundamentals of economic growth.

### **ECO 2501 Principles of Microeconomics (3 cr.)**

*Prerequisite: ECO 2401 Principles of Macroeconomics, or equivalent*

Introduction to microeconomics. Emphasis on applications of these principles to current problems. General topics include: Demand and consumer behavior, the firm and market structures, international economic relations, comparative economic systems, and current events with microeconomic content.

### **EMG 3000 Introduction to Emergency Management (3 cr.)**

This course provides an overview of the history of emergency management, both in the United States and other countries. The material covered describes local, state, and federal roles and responsibilities for responding to disasters and emergencies. Students will investigate unique challenges with preparing for and responding to man-made, natural, and technological disasters. Additionally, the course will outline concepts, issues, and programs associated with the development of an emergency management program. Finally, at the conclusion of this course, students will be familiar with the professionalism within emergency management, as well as how the field as a whole is transitioning into a true profession.

### **EMG 3001 Disaster Mitigation and Preparedness (3 cr.)**

This course will provide students with an in-depth understanding of two of the phases in the disaster cycle: mitigation and preparedness. Students will analyze the concepts of vulnerability and risk, and develop an understanding of how to mitigate and prepare an area for future disaster events.

### **EMG 3002 Disaster Response and Recovery Management (3 cr.)**

This course will provide students with an in-depth understanding of the last two phases in the disaster cycle, response and recovery. Crucial in this course is student understanding of planned efficiency and effectiveness in true disaster situations. Topics covered include a comprehensive overview of the emergency management principles, unified and collaborative management of disasters, restoration of community functions after a disaster, and systematic planning for communitywide recovery.

### **EMG 3050 Special Operations (3 cr.)**

This course provides an overview of special operations in emergency management (EM). The emergency management field is ever evolving and requires integration of operations not traditionally considered core EM functions. These functions include integration with the intelligence community, joint information centers, pre-planned special events, critical infrastructure protection, and inter & intra-state mutual aid. This course explores these and other critical special operations that EM communities undertake. Upon successful completion of the course the student will have an understanding of how EM integrates with these functions.

### **EMG 3100 Terrorism in Emergency Management (3 cr.)**

This course addresses emergency management of terrorism in terms of preparedness, incident response, and safe approaches to mitigation. Some of the key topics presented in the course include terrorism throughout world history, risks and hazards at the terrorism scene, preservation of evidence at the terrorism scene, risk assessment procedures and processes, key management roles and responsibilities, and recognition of explosive substances and devices. Upon completion of this course, students will be able to recognize risks and threats of terrorism.

### **EMG 4001 Interagency Disaster Management (3 cr.)**

Students will analyze the interagency aspect to emergency management. Crucial to this course is an understanding of the intergovernmental, inter-organizational, and interagency collaboration that continuously occurs when working in the field. Students will also develop an understanding of the political, legal, and economic impact on emergency management.

### **EMG 4002 Incident Command in Emergency and Disaster Management (3 cr.)**

This course will provide an in-depth analysis of the incident command structure within emergency management. Real-life events will be used as case studies in order to allow students to demonstrate the ability to use NIMS and ICS. At the culmination of this course, students will have received several FEMA certificates.

### **EMG 4050 Socio-Psychological Nature of Emergency Management (3 cr.)**

Students will analyze the social and psychological nature of working in emergency management. Relevant theories will be incorporated to display how humans prepare for, respond to and recover from vulnerabilities, risks, emergencies, disasters and catastrophes.

### **EMG 4900 Capstone in Emergency Management (3 cr.)**

This course will synthesize the principles and theories presented in the core group of courses in this program. Students will examine numerous case studies and evaluate the policy options that officials are facing today, in addition to future approaches in EM. The course will also aid students in developing the skills necessary to work in the field and will culminate with the student completing a virtual disaster response scenario.

### **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.

### **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: Principles of Fire and Emergency Services.)

### **FSC 3110 Community Risk Reduction for the Fire and Emergency Services (3 cr.)**

Provides a theoretical framework for understanding ethical, sociological, organizational, political, and legal components of community risk reduction. Methods for the development of a comprehensive community risk reduction plan are explored. (This course replaces FSC 3820: The Community and the Fire Threat.) (The FESHE Course Code Equivalent for this course is C287)

### **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. (This course replaces FSC 3430: Principles of Fire Behavior)

### **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.) (The FESHE Course Code Equivalent for this course is C257)

### **FSC 3302 Fire Investigation and Analysis (3 cr.)**

This course 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.) (The FESHE Course Code Equivalent for this course is C285)

### **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.) (The FESHE Course Code Equivalent for this course is C295)

### **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 3470 Fire Protection Hydraulics and Water Supply (3 cr.)**

Provides a foundational understanding of the use of water in fire protection, applies hydraulic principles to analyze and solve water supply problems.

### **FSC 3480 Fire Department Safety Officer (3 cr.)**

Explores the laws, regulations, and standards that affect safe operations and employee safety. In addition, this course examines employer responsibility to provide a safe and healthy work environment and to improve the overall operations of the department by reducing risk to personnel and limiting or decreasing liability.

### **FSC 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.) (The FESHE Course Code Equivalent for this course is C258)

### **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. (The FESHE Course Code Equivalent for this course is C264)

### **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. (The FESHE Course Code Equivalent for this course is C263)

### **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. (The FESHE Course Code Equivalent for this course is C280)

### **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. (The FESHE Course Code Equivalent for this course is C265)

### **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. (The FESHE Course Code Equivalent for this course is C296)

**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. (The FESHE Course Code Equivalent for this course is C266)

**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.) (The FESHE Course Code Equivalent for this course is C271)

**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. (The FESHE Course Code Equivalent for this course is C260)

**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 6200 The Fire/Rescue Executive's Role In Community Risk Reduction (3 cr.)**

This course examines the Executive Fire/Rescue Officer's role as a leader for community risk-reduction. Students will address ways to enhance life safety and reduce multi-hazard risks within their communities. Avenues for influencing statewide officials to champion these causes will be examined. Specific areas of fire prevention, such as code enforcement, fire safety education, and fire investigation, will also be discussed.

**FSC 6400 The Fire/Rescue Executive's Role in Emergency Management (3 cr.)**

The course examines the Fire/Rescue Executive's role as an integral part of community and state emergency management systems. Student will apply their experience to conventional incident management concepts and analyze the effective management of various emergency incidents. Student will also analyze the preparedness of emergency operations centers. FSC 6800 Executive Leadership for Fire/Rescue Officers (3 cr.) The course examines the Fire/Rescue Officer's role as an executive leader. Students evaluate leadership effectiveness, comparing and contrasting approaches used by various leaders. Students also analyze legal issues and insurance grading, as well as develop procedures for job evaluation and promotion. The course concludes with strategies to enhance the Fire/Rescue Officer's life quality through personal and professional development

**HCM 1301 Basic Medical Terminology (3 cr.)**

This course will provide students with fundamental skills in understanding how to use prefixes, suffixes, and root words to develop medical terms. Students will become familiar with the spelling and definition of common medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

**HCM 3002 Introduction to Health Care Management (3cr.)**

This course provides an introduction to the field of modern healthcare management through a systematic analysis of the important areas of concern to the healthcare manager. Topics covered include the planning process and how planning is used in healthcare administration; the organizing process and job design; supporting and implementing decisions; building the quality of clinical service; and providing human resources and plant services.

**HCM 3100 Reimbursement Methods in Healthcare (3 cr.)**

This course focuses on payment systems, including those for inpatient and ambulatory care settings, as well as those for psychiatric, hospice, and home health services. Topics include reimbursement and case mix management, revenue cycles, coding compliance requirements, charge-master maintenance, auditing processes, types of insurances, payment systems (e.g., prospective), and various Diagnosis Related Groups.

**HCM 3303 Health Informatics Principles & Practice (3 cr.)**

This course provides an overview of health information management, HIM principles, policies and procedures including health data content, collection, quality, registries, access, and retention. This course examines the use of technology in warehousing and mining health care data, communicating health care data, and safeguarding health care data, electronic health records and personal health records. The benefits and challenges of health care information systems as well as the future of health information management systems are discussed.

**HCM 3304 Principles of Epidemiology (3 cr.)**

Examines the genetic and environmental determinants and distribution patterns of disease among human populations. Methods for developing and testing approaches for disease prevention and control are also discussed.

**HCM 3305 Community Health (3 cr.)**

This course provides practical guidance in the areas of community health, health education, and health promotion. This course will also cover information about the design, development, and evaluation of health programs in the community. Consideration will be given to racial, ethnic, socioeconomic, political, and residential patterns of health and the impact that each has on community health.

**HCM 3801 Issues and Trends in Health Care (3 cr.)**

This course provides an overview of the nature of the health care system, factors influencing the distribution of health care, mainstream and alternative health manpower, the social distribution and meaning of illness in the United States. Topics including bioethical issues, and contemporary issues such as bioterrorism, human genome project, rising prescription drug costs, and urbanization, social stress, and mental illness are covered.

**HCM 4053 Financial Management of Health Care Organizations (3 cr.)**

This course introduces many financial management aspects in health care organizations by covering many considerations and factors affecting the financial aspects of providing health care in today's dynamic and competitive environment. Students learn the different types of budgets and how they are utilized.

**HCM 4201 Health Care Law (3 cr.)**

This course provides background and legal principles for problems concerning our health care delivery system. Focuses on professional regulation and the managed care and hospital certification programs that impact professional practice. Designed to prepare clinical and administrative health

care personnel for the challenges of understanding today's important issues— from handling patient records and avoiding malpractice to abortion, AIDS, and the right to die.

**HCM 4303 Comparative Health Systems (3 cr.)**

This course examines the structure of the major health care systems in the United States in a comparative analysis with other countries, focusing on financing, reimbursement, delivery systems and adoption of new technologies. Students will study the relative roles of private sector and public sector insurance and providers, and the effect of system design on cost, quality, efficiency, access to primary and specialty care, and equity of medical services.

**HCM 4304 Project Management for Healthcare Professionals (3 cr.)**

This course teaches students the principles of project management, reengineering, and work redesign. Students will focus on developing strategies necessary to initiate, plan, implement and disseminate the results of a health science project.

**HCM 4305 Long-Term Care Management (3 cr.)**

Reviews the wide variety of health care facilities and services outside the hospital environment, along with the management of organizations that deliver health care services such as nursing homes, assisted living facilities, adult day care, home health, housing, and wellness. Introduces ethical and quality of care issues in LTC, the role of technology in LTC, and marketing and leadership responsibilities. Examines current and future trends of long-term care management.

**HCM 4307 Health Care Quality Management (3 cr.)**

This course examines the history of the quality movement in the United States as adapted by leading healthcare organizations. Methods of assessing quality and techniques for process improvement are discussed, as well as opportunities for preventing adverse events. Lean, Six Sigma, Constraints Theory, and other key approaches to quality improvement are reviewed with an emphasis on developing, executing, and reporting the findings of common projects in healthcare.

**HCM 4308 Research Methods for Health Professionals (3 cr.)**

This course focuses on basic concepts of statistics such as measures of central tendency and variability; concepts of test validity, reliability, and objectivity; and on basic techniques used in inferential statistics. This course will also examine the basic components required for designing, conducting, and interpreting health-related research. Topics discussed include research design, methodologies, observational studies, experimental and quasi-experimental design, inherent biases, ethical considerations, use of primary and secondary data, statistical techniques and software programs utilized to analyze and interpret data, and common formats used to report the findings.

**HCM 4320 Development and Strategic Planning in Healthcare (3 cr.)**

Development and Strategic Planning in Health Care is an integrated capstone course which promotes understanding of the dynamics of strategic planning for medical organizations

of all kinds. Students will cultivate skills in environmental assessment, diagnose organizational problems, identify opportunities for improvement, formulate and select strategic alternatives, and create strategic management action plans for effective implementation. Emphasized is the importance of leadership for effective strategic planning in health care organizations.

### **HCM 4400 Risk Management in Healthcare (3 cr.)**

This course introduces the concepts of health care risk management and will focus identifying real and potential risks in health-care settings. This course will also explore patient rights issues that give rise to common risk management concerns.

### **HIS 1100 Ancient World (3 cr.)**

A survey of global societies including Europe, Asia, Africa, and the Americas from prehistory to around AD 500. There will be a focus on the birth of civilization and its struggle for existence.

### **HIS 1110 American History I (3 cr.)**

By the end of this course, you will understand the major political, social, economic, and cultural developments in American history, from first contact through Reconstruction. Furthermore, you will be able to trace the evolving relationship between various minority groups and America's dominant white male culture.

### **HIS 1120 American History II (3 cr.)**

Surveys the social, political, and economic history of the United States from the advent of the Gilded Age to the early 21st century.

### **HIS 1200 Medieval World (3 cr.)**

A survey of global societies including Europe, Asia, Africa, and the Americas which existed in the thousand year period between the ancient and modern eras (c. AD 500-1500). Attention will be given to the massive and creative developments of this period.

### **HIS 1610 Modern World (3 cr.)**

A survey of global societies including Europe, Asia, Africa, and the Americas from the Renaissance through the first half of the 20th Century and the beginning of the Cold War (1500-1945). Particular focus will be given to issues of Imperialism, Nationalism, and Industrialism.

### **HIS 1710 Contemporary World (3 cr.)**

A survey of global history in the 20th and 21st centuries with emphases on the legacy of the world wars, the Cold War, and the rise of the post-colonial Third World. This course will study the impact of modernization and globalization of nationalist and extremist responses, including the issue of modern terrorism.

### **HIS 3630 African American History (3 cr.)**

A survey of African American history from the trans-Atlantic slave trade to the present, with a special emphasis on the black struggle for freedom.

### **HLS/CRJ 2050 Introduction to Terrorism (3 cr.)**

Examines the various types of terrorism and known terrorist groups deemed to be a probable threat against the citizens of the United States, and explores various techniques and resources designed to counterterrorist threats in the United States.

### **HLS/CRJ 3000 American Homeland Security (3 cr.)**

Explores the terms and definitions that apply specifically to Homeland Security as well as the recognition and utilization of national resources and political interaction. Evaluates all related elements of homeland security as well as terrorist organizations and the motivations behind each. Analyzes the variety of career paths in homeland security.

### **HLS/CRJ 3050 Terrorism Response Operations (3 cr.)**

Prepares students for the world of EMS Special Operations. Special Operations Paramedics (SOPs) are highly trained EMS professionals who provide patient care in dangerous environments. Some of the Special Ops covered in this course include vehicle extrication, low/high angle rescue, water rescue, rescue and recovery during disaster, and a diversity of other operations. The course also addresses key aspects of managing EMS Special Operations.

### **HLS/CRJ 3304 Ethical and Legal Issues in Homeland Security (3 cr.)**

Survey of American constitutional and national security law, homeland security legislation, and judicial opinions. Examination of conduct codes, ethical decision-making, ethical leadership, and moral courage.

### **HLS/CRJ 3305 Disaster Planning and Management (3 cr.)**

This course examines the actions needed and the personnel involved in disaster planning, preparedness, response, and recovery with specific reference to terrorism incidents.

### **HLS/CRJ 3306 Homeland Security Technology (3 cr.)**

Contrasts various Homeland Security Technology options with emphasis on prevention, protection, mitigation, interdiction/intervention, inspection, detection, and response technologies as they relate to domestic homeland security and first responders operations.

### **HLS/CRJ 3500 Weapons of Mass Destruction (3 cr.)**

The course provides an overview of a broad range of topics concerning the use of weapons of mass destruction (WMD), including nuclear, chemical, and biological weapons, development, and terrorist use. The course context is structured to discuss the threat of WMD due to terrorism and rogue states' development of WMD. The goal of the course is to inform the background history and technical concerns as well as how to deal with these concerns in the future.

### **HLS/CRJ 4302 Preparedness and Response Partners (3 cr.)**

Examines the diversity of homeland security partners, their capabilities, strengths, and improvement areas in terms of collaborative preparedness and response

**HLS/CRJ 4303 Critical Infrastructure Protection (3 cr.)**

This course will provide students an opportunity to assess what programs are in place and their adequacy to protect information systems and technology. This assessment will include industry standards (such as ISO 27001), governmental efforts (such as the National Infrastructure Protection Plan), and interrelationships of information systems and technology to other types of critical infrastructure (such as municipal services, finance and banking, power, etc.). By looking at current best practices students will determine these programs effectiveness and what future measures may need to be developed. Students will gain hands on exercises with implementing network policies, access protection, virtualization, and network protocols.

**HLS/CRJ 4303 Critical Infrastructure Protection (3 cr.)**

This course will provide students an opportunity to assess what programs are in place and their adequacy to protect information systems and technology. This assessment will include industry standards (such as ISO 27001), governmental efforts (such as the National Infrastructure Protection Plan), and interrelationships of information systems and technology to other types of critical infrastructure (such as municipal services, finance and banking, power, etc.). By looking at current best practices students will determine these programs effectiveness and what future measures may need to be developed. Students will gain hands on exercises with implementing network policies, access protection, virtualization, and network protocols.

**HLS/CRJ 4320 Homeland Security Capstone (3 cr.)**

*Prerequisites: CRJ/HLS 2050, Introduction to Terrorism; CRJ/HLS 3000, American Homeland Security; CRJ/HLS 3050, Terrorism Response Operations; CRJ/HLS 3500, Weapons of Mass destruction)*

Students will demonstrate integrative knowledge and comprehension of the concepts they have learned by completing each of the previous HLS required core courses. Students will develop a final project based on a real-world problem in homeland security by applying the knowledge and tools learned throughout the course and the homeland security program.

**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. (This course replaces MTH 0098)

**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 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 together with their applications for the analysis involving real life situations. All operations can be performed by hand, but a TI-83 or TI-84 calculator is highly recommended.

**MTH 2023 Elementary Statistics (3 cr.)**

*Hardware Required: TI-83 or TI-84 calculator*

Elementary Statistics provides the basic principles and issues relevant to the understanding of data sources and research. Students gain an overview of the basic concepts of statistics by exploring the world of descriptive statistics, probability, and inferential statistics.

**MUS 1010 Introduction to Music Appreciation (3 cr.)**

This course is designed to cultivate a deeper appreciation for the art of music. Students will explore diverse musical styles throughout history, with special emphasis given to masterworks from the Western art music tradition. Additional study of jazz, popular, film, and non-Western music will also be included. Through guided listening, students develop an understanding of the basic elements and materials of music, as well as the historical and cultural forces that contribute to its development.

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

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

**ORG/PSY 3490 Industrial/Organizational Psychology (3 cr.)**

*Prerequisite: PSY 1010 General Psychology, or equivalent*

Provides an analytical understanding of industrial/organization (I/O) psychology, one of the major applied areas of psychology. Examines the diverse field that addresses the human side of organizations.

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

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

**ORG 3800 Leadership Across Generations (3 cr.)**

Presents leadership strategies for multi-generational teams. Topics include: the defining experiences of each generation in

the workforce and how those defining experiences have shaped the generation's work style; individual versus generational differences; and leadership strategies for influencing group dynamics to embrace generational diversity.

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

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

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

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

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

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

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

Explore the process of creative thinking, as well as the barriers that may inhibit creative approaches. This course focuses on strategies for leveraging creative thinking in order to develop strategic innovations or to solve complex problems in organizations.

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

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

### **ORG 4800 Leading Virtual Teams (3 cr.)**

This course explores the role of virtual teams in today's global environment. Special emphasis placed on identifying pitfalls that inhibit the effectiveness of virtual teams, as well as strategies for leading from a distance and creating an environment for cross-cultural collaboration.

### **ORG 5000 Personal Leadership Development (3 cr.)**

Learners develop the "use of self" as an instrument for change, applying critical thinking skills. Personal reflection and self-assessment are used to identify preferred learning styles and leadership tools that complement one's personal style. Additionally, this course introduces learners to the Organizational Leadership program, acclimates them to the online format, and builds their identity as members of the Waldorf community.

### **ORG 5100 Leadership Theory and Practice (3 cr.)**

Learners explore the philosophy and expression of leadership and how those aspects have changed through history. A variety of leadership models and styles are discussed, along with their impact on today's leadership practice.

### **ORG 5101 Strategic Management and Business Policy (3 cr.)**

Presents an integrative analysis and case studies on the process of developing and managing business strategies. Topics include development of corporate goals and objectives, competitive analysis, business model examination, and organizational systems design for plan implementation.

### **ORG 5200 Emerging Trends In Human Resource Management (3 cr.)**

Learners explore trends related to demographic shifts among talent, globalization, technology, and economic trends, as these trends influence HR practices such as talent acquisition, development, and retention; performance management; and organization effectiveness.

### **ORG 5300 Ethics for Business Leadership (3 cr.)**

Explores the role of individual, business, and government activities related to ethically responsible commerce and socially beneficial business activity.

### **ORG 5800 Managing Project Teams (3 cr.)**

Analysis and discussion of the diverse sectors of project management leadership and team activity, as well as a wide range of organizations and topics related to project teams. Project teams are comprised of multiple job sectors and divisions. Explores project team members from project creation to completion, while managing team conflict, motivation, individual and group behavior, and strategic completion of work assignments.

### **ORG 6000 Leadership Development and Coaching (3 cr.)**

Further developing the "use of self" as an instrument for change, learners apply critical thinking to the practice of developing and coaching people within the organization. Special focus is on developing and coaching leaders within the student's chosen career field.

**ORG 6400 Measuring HR and Change Impact (3 cr.)**

Learners examine practical approaches for measuring human resource management functions and change initiatives, with special focus on employee performance and organizational effectiveness. Case studies will be used to apply approaches for measurement design, data collection, analysis, and evaluation strategies for effective organizational decision-making.

**ORG 6600 Culture of Learning Organizations (3 cr.)**

Learners use a systems approach to explore group dynamics and leadership strategies for developing an effective team. Special focus is devoted to the leader's role in influencing group dynamics to create a learning organization culture.

**ORG 6700 Diversity and Inclusion In the Organization Culture (3 cr.)**

Learners explore strategies for influencing and shaping an organization culture to embrace diversity and inclusion. Emphasis is on transforming the organization's norms to foster group dynamics that honor diversity and inclusion.

**ORG 6800 Organization Development (3 cr.)**

Learners analyze organization development (OD) processes that are designed to improve organization effectiveness. These OD processes are systematic, long-term efforts that focus on the human and social elements of organization change.

**ORG 6900 Leading Complex Change (3 cr.)**

Capstone for the M.A. in Organizational Leadership: Learners create a leadership project with an applied context. As part of the capstone, learners also reflect and discuss how the individual's leadership lens informs his or her chosen career field.

**OSH 3001 Fundamentals of Occupational Safety and Health (3 cr.)**

Overview of regulations and issues in the occupational safety and health profession. Examines the underlying cause mechanisms of health and safety hazards, along with recordkeeping standards and analysis of injury and illness statistics.

**OSH 3301 Fleet Safety (3 cr.)**

Comprehensive study of motor fleet safety and instructional programs. Focus areas include accident prevention, security, job safety analysis, school bus safety, shipping and storage of hazardous materials, driver selection and training, vehicle inspection, and considerations for a small fleet among others.

**OSH 3303 Workers' Compensation (3 cr.)**

Examines the entire Workers' Compensation system and uses case studies to formulate risk management strategies. The overlap between Workers' Compensation, FMLA, and ADA requirements is discussed.

**OSH 3401 Construction Safety (3 cr.)**

Exploration of the OSHA regulations and related safety practices governing the construction industry. Provides an analysis of the high incident/accident rates in the construction

industry and how it contributed to the passage of the OSH Act in 1970. Presents practical examples of how to apply "on the job" construction safety and health programs and policies.

**OSH 3525 Legal Aspects of Safety and Health (3 cr.)**

A comprehensive study of the Occupational Safety and Health (OSH) Act and the authority of the Occupational Safety and Health Administration (OSHA). Review of employer's legal responsibilities and proactive measures to ensure compliance with OSHA's General Duty Clause.

**OSH 3640 Interactions of Hazardous Materials (3 cr.)**

A systematic analysis of how hazardous materials escalate an incident or emergency event. Examination of the basic fundamental concepts common to hazardous chemicals with an emphasis on how some key elements, compounds and mixtures are inherently dangerous. Emphasis will be placed on how these chemicals are transported, what regulations are in place, and what steps may be needed for incident mitigation.

**OSH 3651 Total Environmental, Health, and Safety Management (3 cr.)**

A comprehensive study of the essential components needed when developing an effective safety management system. Examines the cultural aspects of integrating total safety management into all levels of an operation.

**OSH 3701 Industrial Ergonomics (3 cr.)**

Review of the principles and practices of ergonomics as it applies to the industrial environment. Demonstrates how to collect data on users and operators and how to convert the data to good workplace design.

**OSH 4010 Safety Supervisor (3 cr.)**

Overview of the tools needed to understand and deal with the unique role and project management responsibilities of safety supervisors and safety project managers. Various sample forms as presented by the National Safety Council are included along with case study scenarios for student review and commentary.

**OSH 4208 Advanced Concepts in Occupational Safety and Health (3 cr.)**

*Prerequisites: OSH 3001 Fundamentals of Occupational Safety and Health, OSH 4301 Industrial Hygiene, OSH 4010 Safety Supervisor, OSH 3525 Legal Aspects of Safety and Health, and MTH 1010 General Education Mathematics for Online Students*  
A comprehensive overview of the occupational safety and health field to include the application of quantitative problem solving related to workplace safety and health. This course is also designed to be helpful for students in preparation for the ASP and CSP exams.

**OSH 4301 Fundamentals of Industrial Hygiene (3 cr.)**

Introduction to the basic concepts of industrial hygiene from a technical level. Focuses on the areas typically encompassed by industrial hygiene and highlights the importance of the industrial hygienist in protecting employee safety and health.

### **OSH 4309 Lean Safety Management (3 cr.)**

A look at safety management from the viewpoint of continual improvement using lean management techniques. Introduces techniques commonly utilized in quality management, such as Kaizen events, 5S, and Six Sigma techniques to safety and health management systems.

### **OSH 4410 Managerial Issues in Hazardous Materials (3 cr.)**

This course examines and covers information that an incident commander might need for the effective management of a Hazardous Materials Incident. This includes but is not limited to, laws and regulations, NIMS, personnel management, asset management, and levels of training needed. Overall awareness, operations, technician level HAZWOPER and the requirements on OSHA CFR 29. 1910.120 will be addressed in the course. This class is not meant to be the only training you receive for hazardous materials management but is to be built upon with continued education. (This course replaces FOS 3125: Hazardous Materials Management.) (The FESHE Course Code Equivalent for this course is C269)

### **OSH 4520 Risk Management (3 cr.)**

Examination of risk management principles in the context of safety and health management. Strategies and tactics for reducing workplace hazards are presented through a review of best practices and principles balanced by an organization's use of opportunistic and speculative risks.

### **OSH 4601 Accident Investigation (3 cr.)**

Study of integrating accident or near miss investigations as an effective, practical, and even a profitable, management tool. Incorporates systematic, procedural, determinative, and corrective applications for investigative accident management.

### **PA 5302 Ethics for Public Administration (3 cr.)**

The Public Administration Ethics course focus is meta-ethics, normative ethics, and applied ethics theory in the context of the multidisciplinary applied field of public administration and policy research and practice. Students demonstrate knowledge and comprehension of ethical theories such as utilitarianism, deontology, and social constructivism, and through analysis engage in critical thinking and problem solving for comprehension of real problems facing public managers. Students write up their analysis and synthesis in support of an ethical decision and judgments from readings. Students will evaluate a public agency Code of Ethics for analysis and presentation to support comprehension. Ethical case studies are useful for application of ethical constructs and written evaluations include recommendations for administrative, managerial, and leadership responsive action.

### **PA 5305 Public Financing and Budgeting (3 cr.)**

Demonstrate both knowledge and comprehension of the foundational theories and methodological tools used in public finance and budgeting. Students will apply their knowledge and comprehension and make use of finance and budgeting methodological tools, such as cost-benefit and cost-effectiveness analysis, in the application of finance

and budgetary theory to practice, create, and oversee public sector fiscal processes. Students will evaluate a real budget and identify important budget items that public managers must consider in preparation and presentation of a budget. The usefulness of finance and budgeting theoretical constructs and methodological tools will be applied to solve real world public finance and budgetary case studies.

### **PA 5306 Public Policy (3 cr.)**

The Public Policy and analysis course provides a critical overview of the public policy process and effects on public, nonprofit, and private organizations. Students identify the steps in the public policy and analysis process including problem identification, policy formation, and implementation, as well as evaluate techniques within various public sectors and nonprofit organization environments. This course allows students to implement successful strategies using case analysis.

### **PA 6304 Local Government Planning (3 cr.)**

The course examines the evolution of mission-based, philanthropic organizations and the practices of local government that work with nonprofit organizations to accomplish the public service mission. Students gain the practical knowledge to lead a nonprofit organization and effectively manage the legal, contractual, political, socio-cultural and financial factors that affect nonprofit processes. Graduates interested in local nonprofit careers will find applicable strategies for communication and implementation of the nonprofit mission and goals internally among staff and externally to policy makers, grantors and stakeholder groups in the local community.

### **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.

### **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*

Provides an overview of the political science discipline by introducing students to the major concepts, principles, and methodologies in the study of politics, government, and society and the relationships between the various political forces, such as ideologies, in contemporary societies.

**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 modern theoretical perspectives in psychology. Specifically the course will discuss the philosophical and physiological context that preceded psychology, the founding of psychology in Germany, the origins of evolutionary psychology, the spread of psychology to America, the development of psychology through different theoretical perspectives including structuralism, functionalism, Gestalt psychology, behaviorism, and the cognitive revolution, and the applications of psychology to clinical and business contexts. The historical context should help students to identify the origins of the current sub-disciplines within psychology and draw connections between research and theoretical perspectives that they discuss in other psychology courses.

**PSY 3100 APA for Academic Writing (1 cr.)**

Introduction to the elements and standards for APA style. Provides students with the ability to use the APA manual in implementing effective writing skills for academic work.

**PSY 3140 Social Psychology (3 cr.)**

*Prerequisite: PSY 1010 General Psychology, or equivalent*

This course examines how an individual's mental life and behavior are shaped by interactions with other people. Specific topics include aggression, attitudes, social influence, stereotypes, and group processes.

**PSY 3150 Developmental Psychology (3 cr.)**

*Prerequisites: PSY 1010 General Psychology, or equivalent and BIO 1030 Principles of Biology, or equivalent*

This course discusses major psychological theories of physical, cognitive, social, and emotional development that occur throughout the life span. Human development at the pre-natal, infancy, adolescence, adulthood, and old age stages of life will be covered. Classic and current psychological studies in the area will be discussed.

**PSY 3205 Psychology of Gender (3 cr.)**

*Prerequisite: PSY 1010 General Psychology, or equivalent*

This course will examine psychological theories and research related to gender. The focus of this class will be on empirical

investigations that examine gender differences and similarities in behaviors, experiences, and expectations. Topics will include gender development, gender roles, and the role of gender in cognitive abilities, physical and mental health, social behavior, power, work, and relationships.

**PSY 3210 Close Relationships (3 cr.)**

This course will explore a wide array of relationship topics including attraction, mate selection, theories of love, communication, conflict, jealousy, and infidelity. Throughout the course, research methods, gender roles, and the place of relationships as a science will be emphasized.

**PSY 3220 Health Psychology (3 cr.)**

*Prerequisites: PSY 1010 General Psychology, or equivalent and BIO 1030 Principles of Biology, or equivalent*

This course will examine psychological theories and research related to health and wellness. The focus of this class will be on psychological factors associated with health-related and health-compromising behaviors. Furthermore, this course will cover the psychological aspects of health issues such as pain, chronic illness, terminal illness, cardiovascular disease, and immune system diseases.

**PSY 3350 Theories of Personality (3 cr.)**

*Prerequisite: PSY 1010 General Psychology, or equivalent*

Personality psychology is the study of stable individual differences between people and how these differences account for patterns of thought, emotion and behavior. The goal of this course is to familiarize students with theories and research in personality psychology. Several major approaches to the study of personality will be covered.

**PSY 3380 Psychology of Adjustment (3 cr.)**

*Prerequisite: PSY 1010 General Psychology, or equivalent*

This course examines human adjustments to life changes to the changing requirements of the environment. Some of the topics covered in this class include self-understanding, self-help, stress coping techniques, impression formation, and interpersonal communication. Classic and contemporary theories and research will be discussed.

**PSY 3450 Abnormal Psychology (3 cr.)**

*Prerequisite: PSY 1010 General Psychology, or equivalent*

This course is an overview of the theories, concepts, and research related to abnormal behaviors. The specific topics covered in this class include: history of abnormal psychology, symptoms of abnormal behaviors, causes of abnormal behaviors; characteristics and classification of major abnormalities; and intervention strategies.

**PSY 3460 Cognitive Psychology (3 cr.)**

*Prerequisite: PSY 1010 General Psychology, or equivalent*

Study of human intellectual functioning and development from infancy to adulthood. Provides a comprehensive study of our cognitive processes.

**PSY 3480 Principles of Learning (3 cr.)**

*Prerequisite: PSY 1010 General Psychology, or equivalent*

Introduction to the branch of psychology that addresses how people and animals learn, and how their behaviors are changed as a result of this learning.

**PSY/ORG 3490 Industrial/Organizational Psychology (3 cr.)**

*Prerequisite: PSY 1010 General Psychology, or equivalent*

Provides an analytical understanding of industrial/organization (I/O) psychology, one of the major applied areas of psychology. It is a diverse field that addresses the human side of organizations.

**PSY 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 4995 Senior Capstone (3 cr.)**

*Prerequisites: Senior Status; PSY 1010 General Psychology, or equivalent; and PSY 4501 Research Methods, or equivalent*

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

Designed for students to thoroughly examine a current psychology topic of interest through an independent theoretical investigation. Knowledge gained and experiences from other psychology courses will aid in the completion of the senior capstone project. In addition, students in this course will consider their future plans after they graduate with a psychology degree.

**REL 2050 Contemporary Ethical Issues (3 cr.)**

A study of the doing of ethics through the examination of contemporary ethical issues giving consideration to classical ethical theories along with Christian religious values and claims and one's own world view.

**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 Fundraising (3 cr.)**

Discusses the theory and practice of fundraising in sports related fields and provides specific, helpful ideas and plans for conducting fundraising activities in sports business. Combines fundraising theory and practical advice for learners to organize and develop fundraising plans.

### **SMT 4001 Sport Facilities (3 cr.)**

This course provides a basic understanding of the planning and design process, as well as the features of many different areas and types of recreation and sport facilities. Topics include facilities design and development, common facility components, and playing fields and courts. Specific course topics include: history of the CFE and facility design standards; site selection and development phases; facilities planning for safety and risk management; and development of ancillary areas.

### **SMT 4101 Sport Administration (3 cr.)**

Principles of efficient management and leadership concepts as applicable to the sport industry. Focuses on principles and techniques of management relating to programs, facilities, special events, and personnel. Includes key personnel issues in sport management situations; ethics, law, and governance in sport management; the role of the marketing process in sport administration; and economics, accounting, and budgeting.

### **SMT 4201 Sport Financing (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 course 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 4301 Sport Legal Liability and Risk Management (3 cr.)**

Study of the legal implications of tort, liability law, and risk management in sports related fields. Provides specific law terminology, issues, cases, and decisions that have been addressed by the American legal system. Presents an overview of the legal system, an introduction to conducting legal research, an explanation of the role of arbitration as an alternative to litigation, and an examination of the role of practical risk management programs in sport fields.

### **SMT 5200 Emerging Trends In Sport Management (3 cr.)**

Learners will explore emerging trends in sport management including demographic shifts, managing diversity, economic trends, pay for play, coaching and administrative accountability, student-athlete eligibility issues, drug use in sport, strategic planning, organizational effectiveness, and ethical issues in sport.

### **SMT 6400 Strategic Marketing In Sport (3 cr.)**

This course provides an overview of marketing in sport. Emphasis is placed on enabling the marketing manager to create strategies that “fit” the products and services to an athletic department or sport organization’s distinctive competencies and its target market. The course centers on the development of decision-making skills in marketing and provides an overview of the strategic marketing management process. Case studies in sport marketing are used to address and exemplify the many issues and problems that are involved in creating and implementing the marketing strategy.

### **SMT 6800 Strategic Management in Sport (3 cr.)**

This course is designed to provide a deeper understanding of strategic management principles, theories, and concepts in their application to specific sport management settings. During this course, students will examine the basic concepts of strategic management, learn how to develop mission statements, and assess both the external and internal environments to determine organizational strengths and weaknesses. This course will include the analysis of various methods for strategic planning, formulating and implementing tactical strategies, as well as the numerous issues associated with technological and economic challenges.

### **SOC 1010 Introduction to Sociology (3 cr.)**

In-depth study of the basic concepts of sociology. Specific attention is given to culture characteristics, societal changes, inequalities in social classes, and how they relate to different groups in society.

### **SOC 2010 Survey of Global Societies and Cultural Geography (3 cr.)**

Surveys current issues and developing trends in social and cultural structures and regions across the globe. Explores social phenomena in geographical settings and fosters understanding of the interdependence of places, regions, and cultures in a globalizing world.

### **SPC 1010 Speech Communications (3 cr.)**

Presents the basic principles of speechmaking and opportunities for students to develop their own skills. With the assistance of the course text, this course demonstrates the principles of public speaking in action. Course requires student have equipment needed to record and submit a speech.

### **SPN 1010 Introduction to Spanish (3 cr.)**

Introduces the Spanish language with an emphasis on vocabulary and structure. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish speaking countries. Students use headsets to take advantage of the audio component of this course.

### **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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Graduate  
Online Degree  
Programs

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# I. Graduate Admissions

**Waldorf College seeks students from a variety of undergraduate disciplines or the Master of Arts program in Organizational Leadership.** An undergraduate major is suggested, but not required, to be related to Organizational Leadership, or an Applied Leadership Concentration area (e.g., Criminal Justice Leadership, Fire/Rescue Executive Leadership, Human Resource Development, Sport Management). Requirements for admission into Waldorf's M.A. in Organizational Leadership are:

- Earned bachelor's degree from a college or university recognized by the U.S. Department of Education.
- Minimum cumulative GPA of 2.5 at the undergraduate level or, in the case of transfer students, at the graduate level for full acceptance eligibility.

Applicants who have a cumulative GPA of 2.00 to 2.49 may be admitted to Waldorf College's graduate program by direct review of the Vice President for Academic Affairs or designee. With the approval of the VPAA or designee, students entering with a GPA of 2.00 to 2.49 may be accepted into the graduate program with Provisional Status, not to exceed six credit hours of graduate study. During the Provisional Status, students are accepted into the program but must earn a minimum grade of B for each course while on Provisional Status.

Applicants are required to submit an official transcript issued by a post-secondary institution accredited by an accrediting agency recognized by the U.S. Department of Education indicating a conferred bachelor's degree. 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](http://www.naces.org) for more information.

Waldorf seeks students whose academic preparation, potential for successful graduate study, and qualities of character will enable each person to benefit from, and contribute to, the college community. The college seeks to look beyond grades to individually consider each applicant's qualities. Consideration may be given to such matters as the quality of the baccalaureate courses completed; maturity, initiative, and seriousness of purpose as evidenced through work, travel experiences, or contributions to home, church and community.

Applicants are judged on individual merit without regard for race, color, religion, sex, age, sexual orientation, national, or ethnic origin. An otherwise qualified applicant will not be excluded from admission solely by reason of a disability.

## Graduate Admission Requirements

- A complete application
- Earned bachelor's degree from a college or university recognized by the U.S. Department of Education.
- Minimum 2.50 cumulative GPA at the undergraduate level or, in the case of transfer students, at the graduate level for full acceptance eligibility. Applicants who have a GPA of 2.00 to 2.49 may be admitted to Waldorf College's graduate program by direct review of the VPAA or designee. With the approval of the VPAA or designee, students entering with a GPA of 2.00 to 2.49 may be accepted into the graduate program with Provisional Status. Students must earn a minimum grade of B for each course while on Provisional Status.

Applicants are required to submit an official transcript issued by a post-secondary institution accredited by an accrediting agency recognized by the U.S. Department of Education indicating a conferred bachelor's degree.

International students must provide an appropriately authenticated official transcript issued by a governmental authority that attests to the successful completion of a program considered to be equivalent to an accredited bachelor's degree. Transcripts not in U.S. equivalency must be translated and evaluated through a National Association of Credential Evaluation Services (NACES) approved translating service.

## 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 are on file from all undergraduate and graduate institutions attended.

Federal Student Aid is not available to students under Temporary or conditional Admission Status.

Students who wish to begin enrolling in the first course of the M.A. program immediately after their application has been received may do so under Temporary Admissions Status and may complete a maximum of six graduate credit hours with Temporary status. Once all official transcripts are received and evaluated, an Application Evaluation Report will be issued, and pending a favorable review, the student's status will be changed to Accepted. Conditional Status is not available to students under Temporary status. When enrolling for a course while on Temporary status, the student is responsible for selecting a course that will fulfill the requirements of the program of study

that the student intends to pursue. For assistance with course selection, students may contact the Assistant Registrar for Online Learning at [assistant.registrar@waldorf.edu](mailto:assistant.registrar@waldorf.edu).

Before enrolling under Temporary status, students should make certain they meet Waldorf's graduate admission requirements. Waldorf accepts graduate transfer credit only from institutions accredited by agencies that are recognized by the U.S. Department of Education or, for non-U.S. institutions, approved by the World Education Service (W.E.S.).

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

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

When students first enroll, the Admissions Department assists them with the process of enrolling in. Because Waldorf's online terms are eight weeks in length, graduate students enrolled with a minimum of three credit hours per term are classified as having full-time enrollment status. Graduate students are encouraged to enroll in a maximum of three credit hours per term. However, graduate students are permitted to enroll in a maximum of six credit hours per term.

### **Computer Access**

Students must have access to the internet and a personal, unshared 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.

### **Graduate Transfer Students**

Waldorf College welcomes students who wish to transfer from other colleges and universities. Academic credit may be considered from other institutions of higher learning that have accreditation recognized by the U.S. Department of Education. Waldorf's graduate program permits a maximum of 18 transfer credits for graduate-level courses (i.e., numbered at the 500-, 600-, 5000-, or 6000-level). Graduate transfer credit hours may be applied to the elective credit requirement, provided that a minimum grade of B was earned for each transfer course. The College reserves the right not to grant credit for courses where it considers the work unsatisfactory or to require that certain courses be taken at Waldorf. Non-elective courses must be completed at Waldorf, unless an articulation agreement has been expressly approved by the Chair of the academic department and the Dean of the College, in which case the maximum allowable transfer credit for the graduate program remains 18 transfer credits.

### **Transcript Request Service**

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

### **International Students**

Waldorf College requires all non-native speakers of English to prove a minimum level of English proficiency for graduate study. Waldorf is not equipped to provide online English language support services for non-native speakers. Applicants are required to submit one of the approved tests below as proof of their English. Results must be sent to Waldorf College directly from the testing center and be no more than two years old.

International students who are citizens of a country where English is considered a secondary language but all course instruction has been given in English for not less than a period of two years may have the Test of English as a Foreign Language (TOEFL) examination waived at the discretion of Waldorf College. Students must supply official transcripts to document qualification for this waiver.

### **Approved English Proficiency Tests**

- Official TOEFL score report with a minimum score of 80 on the Internet Based TOEFL (iBT), including a minimum sub-score of 20 on the written and 20 on the speaking sections.
- International English Language Testing System (IELTS) Exam score report with a minimum score of 6.5.

TOEFL and IELTS scores are not required from applicants who successfully completed a minimum of four years of undergraduate or graduate study at a college or university that is located in the USA and recognized by the U.S. Department of Education.

### **Transfer Credit**

Waldorf College allows transfer credit for prior academic credits, training, and relevant professional licenses, and certifications. Up to 50 % of graduate courses can be transferred into the degree program based upon the degree requirements.

## 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 the term format. Therefore, a 3-credit graduate online course is equivalent to 3 graduate semester hours.

### Term Enrollment

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

Because the courses are asynchronous, there are no scheduled sessions for which students must be logged-in at a certain time. Students log-in during the week to review that week's unit material 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 the courses they need to take each term.

### Graduate Enrollment Status Classification

Because Waldorf's online terms are eight weeks in length, graduate students enrolled with a minimum of three credit hours per term are classified as having full-time enrollment status. Dropping or withdrawing from courses may affect a student's enrollment status.

### Graduate Course Enrollment

When students first enroll, the Admissions Department assists them with the process of enrolling in the first course. Thereafter, 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 the online course. Within each online course, students will find the information necessary to begin their coursework.

## 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: 641-585-8211

Fax: 641-585-8194, Attn: AACE Learning Disabilities Specialist  
AACE@waldorf.edu

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

## Graduation

### Graduation Requirements

A 3.00 GPA is required for graduate students to be eligible for graduation. A minimum of 50% of the graduate credit hours must be completed with Waldorf College to be eligible to graduate from any program. Students in a bachelor program must receive a "C" or above in all courses in the major requirements. Students in a master program must receive a "B" or above in all courses in the major requirements.

# II. Academic Information

## Master of Arts

- Organizational Leadership
- Optional Applied Leadership Concentrations:
- Criminal Justice Leadership
- Fire/Rescue Executive Leadership
- Human Resource Development
- Sport Management

## Master's Degree Requirements

- Completion of 36-credit hour curriculum
- Minimum 3.00 cumulative GPA

## Good Academic Standing at the Graduate-Level

To remain in good academic standing at the graduate-level, students will have a minimum 3.00 cumulative GPA, with no course grade lower than a B. If these criteria are not met, the following action will be taken:

- Academic Warning: First course grade of C.
- Dismissal: First course grade of D or F. Second course grade of C.

## Graduate Course Load Policy

Graduate students are encouraged to take three credit hours per term, which is classified as full-time graduate enrollment status. The academic advisor must approve all course loads over three credit hours per term. The maximum course load permitted is six graduate credit hours per term without prior approval from the Dean of the College. A student may not take courses in overlapping terms.

## Academic Integrity Policy

The foundation of Waldorf College, as a lively community of learning and faith, rests on the unrestricted pursuit of truth in every dimension of human experience. In turn, this common search for truth requires of every Waldorf student, faculty member, administrator, and support staff member, a fundamental commitment to academic integrity. Therefore, plagiarism, fabrication, and other forms of academic dishonesty will not be tolerated.

To facilitate our purpose as an academic community and to promote academic integrity, the following policies are offered to promote definitional clarity and to describe the processes that will be followed when our fundamental academic integrity has been violated.

## Definitions of Violations of Academic Integrity

Registration at Waldorf signals the personal intention to adhere to Waldorf's standards of academic integrity. If the plagiarism policy is violated, the student may fail an

assignment, course, or be dismissed. What follows is not an exhaustive list of violations; rather, it represents some examples of flagrant types of behavior that are unacceptable.

**Plagiarism:** Plagiarism is using someone else's words or ideas and representing them as your own without giving due credit to your source of information. 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 use of someone else's work as one's own 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.
- Submitting a paper, project, or other work that was 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.

- **Cheating:** Cheating is defined as intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise. It includes, but is not limited to, the following behaviors:
  - \* Allowing another person to do one's research or written work and then submitting the other person's work under one's own name.
  - \* Copying an answer or answers from another student's paper during a test or intentionally allowing a student to do so.
  - \* The unauthorized use of notes, study aids, electronic devices (i.e. Internet, e-mail, calculators, dictionaries, computer files, etc.), crib notes or any other form of information during an examination.
  - \* Sharing answers for a take-home exam or working with others on a take-home exam if not authorized by the instructor.
  - \* Altering any graded assignment/project after it has been returned and then submitting the work for re-grading.
  - \* Submitting the same work in more than one course, or a previous attempt at the same course, without prior permission from the course instructor(s).

- **Fabrication:** Fabrication is the use of invented information or the falsification of research or other findings. Examples include, but are not limited to:
  - \* Submission in a paper, lab report, speech, or other academic exercise

of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment of distortion of the true nature, origin, or function of such data or evidence.

- \* Creating false citations.
- \* Padding a bibliography by listing real or false sources that are not used in any way in the academic assignment.
- **Inappropriate Collaboration:** Working with another student and/or several students on assessments—including but not limited to examinations, assignments, papers, or projects—in ways not specifically authorized by the instructor. Note: “Inappropriate collaboration” is not meant to discourage “appropriate collaboration;” that is, those types of collaborative work defined, encouraged, and specifically authorized by the instructor.
- **Obtaining or Giving Unfair Advantage:**
  - \* Stealing, reproducing, circulating or otherwise gaining access to assessment, examination, or assignment materials prior to the assessment, examination, or assignment or prior to the time authorized by the instructor.
  - \* Retaining, copying, using or circulating previously-given assessment, examination, or assignment materials.
  - \* Intentionally obstructing or interfering with another student’s academic work.
  - \* Otherwise undertaking activity with the purpose of creating or obtaining unfair academic advantage over other students’ academic work.
- **Failure to Cooperate:** Failure to cooperate in and/or interference with an investigation of an alleged violation of this policy.

## Consequences and Procedures Resulting from Academic Dishonesty

For any conduct involving incorrect citation methods, the faculty member will instruct the student regarding proper documentation of sources and plagiarism. When academic dishonesty is discovered, the instructor should document it and follow the steps described below:

1. The faculty member will inform the student and then give written notification to the Vice President of Academic Affairs that includes the date of the notification, the student’s name, the date of the offense and evidence for the academic dishonesty. The Vice President of Academic Affairs will maintain a list of all students that are reported.
  - a. **First Offense:** The Vice President of Academic Affairs will indicate to the faculty member that this is the first offense. The faculty member will assign an “F” for the course, and the student will participate in a conference call consultation with the faculty member and the Vice President of Academic Affairs or the Associate Dean of Online Learning regarding the infraction. The faculty member may also recommend to the Vice President of Academic Affairs that the student be dismissed from the college. The Vice President of Academic Affairs will send a letter to the student, notifying the student in writing that he/she has failed the course and reminding the student of the consequences of additional infractions. The student’s due process will be ensured throughout this process.
  - b. **Second Offense:** The Vice President of Academic Affairs will indicate to the faculty member that this is the second offense. A second academic dishonesty offense will result in an “F” in the course, a conference call consultation with the faculty member and the Vice President for Academic Affairs or the Associate Dean of Online Learning, and expulsion from the college at the end of the term in which the violation took place. The faculty member will inform the student of the offense and the Vice President of Academic Affairs will notify the student that he/she will be expelled. The student’s due process will be ensured throughout this process.

If, in the judgment of the Vice President of Academic Affairs, the infraction is a particularly severe one, the Vice President of Academic Affairs will have the authority to determine whatever level of discipline he or she deems appropriate given the seriousness of the infraction.

## Academic Integrity Violation Appeal Process

The following is the appeal process for students for all offenses in which faculty members notify the Vice President of Academic Affairs of the violation (2a and 2b under Consequences and Procedures Resulting From Academic Dishonesty).

### Appeal of the Faculty Member’s Decision to the Vice President of Academic Affairs

Students may appeal the faculty member’s report of academic dishonesty to the Vice President of Academic Affairs.

Appeal Process:

- All appeals must be submitted in writing to the Vice President of Academic Affairs.
- The appeal must be submitted within one week (5 class days) from the time the student is notified of the violation.
- The Vice President of Academic Affairs will interview the student and the faculty member and anyone else deemed appropriate to gather information necessary to make an informed decision.
- If the Vice President of Academic Affairs denies the appeal, the offense will be recorded in the accused student’s file.
- If the Vice President of Academic Affairs grants the appeal, no offense will be recorded.
- The Vice President of Academic Affairs will notify the student and the reporting faculty member in writing of the decision within 5 class days of receiving the appeal from the student, unless the Vice President of Academic Affairs determines that additional time is necessary in order to resolve the appeal. If additional time is necessary the Vice President of Academic Affairs shall notify both the student and faculty member of how much additional time will be necessary.

### Appeal of the Vice President of Academic Affairs’ Decision to the Admission and Academic Progress Committee

If a student or a faculty member disagrees with the decision of the Vice President of Academic Affairs, he/she may appeal the decision to the Admission and Academic Progress Committee. The Vice President of Academic Affairs will not serve as a member of this committee during the appeal process.

Members of the committee include:

- Registrar – Chair
- Director of the Academic Support Program
- Vice President of Academic Affairs (will not serve during the appeal process)
- Vice President of Enrollment Management
- Dean of Students
- Director of Online Learning
- Graduate Faculty member
- Graduate Faculty member
- Graduate Faculty member

In the event that a committee member is directly involved in the dispute, the president of the college will name a replacement for the committee member.

## Appeals

- All appeals must be submitted in writing to the Chair of the Admission and Academic Progress Committee.
- The student or faculty member must appeal the VPAA's decision within one week (5 academic days) from the time they are notified of the decision.
- The Committee will review the faculty complaint and the VPAA's decision and then interview the student, the faculty member and the VPAA and anyone else deemed appropriate by the Committee. All interviews will be recorded with a tape recorder or some other agreed upon method.
- The Committee may choose to consult legal counsel when the decision could result in student expulsion.
- The student may be assisted during the hearing by an advisor, who may be an attorney. The role of the advisor will be limited to:
  - \* Making brief opening and closing statements as well as comments on appropriate sanction
  - \* Suggesting relevant questions which the Committee may direct to a witness.
  - \* Providing confidential advice to the student.

Even if accompanied by an advisor, the student must take an active and constructive role in the appeal process and the hearing. In particular, the student must fully cooperate with the Committee and respond to its inquiries without undue intrusion or comment by an advisor.

In consideration of the limited role of an advisor and of the compelling interest of the College to expeditiously conclude the matter, the work of the Committee will not, as a general practice, be delayed due to unavailability of an advisor.

- If the Admission and Academic Progress Committee determines that an offense has occurred, it will be recorded in the accused student's file. Such a determination shall be made based upon a majority vote of those members actively participating in the appeal and shall be based upon a reasonable conclusion reached from the evidence presented.
- If the Admission and Academic Progress Committee determines that no offense occurred, no offense will be recorded.
- The Committee's Decision shall be made within 10 academic days of the appeal, unless the Committee determines that additional time is necessary in order to make a determination.

If additional time is necessary, the Committee shall notify the student and the faculty member and inform them of how much additional time will be necessary. The Committee's decision shall be final.

The Admission and Academic Progress Committee will notify the student, the reporting faculty member, and the Vice President of Academic Affairs in writing of the decision made.

## Plagiarism Detection

Waldorf uses TurnItIn as its plagiarism detection service. The service compares a student's work to internet sites, internet and library databases, and its own database. The service provides a report to both the professor and student indicating

the percentage of material that is found in other sources. If the professor finds that the report indicates plagiarism, he or she will work with the Dean of the College to determine the appropriate action.

## Forgery Policy

It is the policy of Waldorf College that if prospective or current students alter or forge academic records in any way, they will be denied admittance to or will be expelled from the institution.

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 College include:

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

## Final Exams

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

The following are important facts concerning proctored final examinations:

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

- Students are allotted four (4) hours for examination completion. The time allotment is cumulative; therefore, short breaks taken during the examination administration are included in the time allotment.
- Fees incurred by use of proctoring services are the responsibility of the student.
- Final examinations should not be taken in an environment where the student is likely to be interrupted during examination administration; i.e. the workplace or other interactive environment.

## Proctor Policy

Final exams are to be administered to students by an approved proctor on a date before the course end date that is mutually convenient. The student is responsible for selecting a qualified proctor who must be approved by the college. A list of acceptable proctors is provided in the Proctors section of this policy. Proctors must submit to Waldorf's Student Services a signed Proctor Agreement for approval before being allowed to proctor an exam. Proctors are to verify the student's identity, remain in proximity while the student takes the exam, assure that the four (4) hour exam time limit is strictly adhered to, assure that the student adheres to the policy regarding short breaks or breaks totaling no more than 15 minutes, and assure that no unauthorized materials are allowed during the exam. Proctor forms can be found in the myWaldorf Student Portal and in the course. Students should allow time for the proctor to return the agreement to Waldorf and for processing before submitting the Final Examination Request form.

## Proctors

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

The following may serve as Proctors:

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

Unacceptable Proctors include:

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

Individuals selected to serve as a proctor must have no vested interest in the outcome of the exam. Falsifying proctor information or not following proctor testing procedures will

result in failure of the course and may be cause for termination from Waldorf College.

## Proctor Approval

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

## Academic Information

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 College disapproves or cancels the proctor agreement.

## Proctor Responsibilities

- Keep the exam secure and only allow the student to access the exam in the proctor's presence. The password must be kept confidential and should never be shared with the student.
- Provide the student with a private area conducive to testing. A computer with Internet access must be available.
- Check student's photo ID to ensure the examinee is actually the person scheduled to test.
- Ensure no copies of the exam are made.
- Ensure that the student does not access notes, articles, or other unauthorized materials. Unless otherwise specified, only the textbook and course materials are allowed.
- Time the exam and stop the examinee when time has been expended. A maximum of four (4) hours is allowed for the exam.
- Ensure that the student does not exceed 15 minutes of cumulative break time during 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.

## Remote Proctor Now

Waldorf College approves two, flexible proctoring options: a standard proctor, who is chosen by the student and approved by the College, or Remote Proctor Now (RP Now), an on-demand, third-party, virtual proctor which offers students the ability to sit for their exam at any time or any place that is convenient to them.

Students who choose to use RP Now must have an operational webcam, audio capabilities, a high-speed internet connection, and appropriate system rights required to download and install

software. There is a \$19 fee per exam to use this service, which is paid directly to RP Now at the time the exam is taken. Please view the video overview and Frequently Asked Questions in order to gain a better understanding of how the RP Now process works. Students are also encouraged to review the Final Examination and Proctor Policy contained in the Student Handbook in order to become familiar with the policy prior to taking any final exam.

Specific questions regarding proctoring or final examinations should be directed to [students@waldorf.edu](mailto:students@waldorf.edu).

### Final Examination Violations

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

- Use of materials or unapproved software/technology, other than a writing utensil, course textbook, course materials, and calculator or examination specific materials.
- Use of the Internet to access any site other than the Blackboard Learning Management System.
- Speaking with another individual during examination administration.
- Use of a cellphone or technology other than the computer being used for examination administration. (Students encountering technical difficulty are allowed to access a cellphone to call technical support.)
- Materials exiting or re-entering the testing area.
- Exceeding the four (4) hour testing time limit.
- Exceeding the maximum allowed cumulative break time of 15 minutes.

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

### Dismissal

Causes for dismissal may include:

- Violation of the Academic Integrity Policy.
- Failure to maintain good academic standing.
- Failure to maintain Satisfactory Academic Progress.
- Failure to pay tuition or fees.
- Failure to abide by college rules and regulations.
- Violation of the Student Code of Conduct

### Grading Scale

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

A Excellent 90-100  
4.00 Quality Points per semester hour

B Good 80-89  
3.00 Quality Points per semester hour

C Average 70-79  
2.00 Quality Points per semester hour

D Passing 60-69  
1.00 Quality Points per semester hour

F Failing 59-0  
0.00 Quality Points per semester hour

I Incomplete  
0.00 Quality Points per semester hour

W Withdrawal  
0.00 Quality Points per semester hour

WF Unofficial Withdrawal  
0.00 Quality points per semester hour

R Course Retake  
0.00 Quality points per semester hour

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

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

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

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

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

### Satisfactory Academic Progress Policy

Students must complete an associate's degree within 90

semester hours, a bachelor's degree within 180 semester hours, and a master's degree within 54 semester hours.

## Graduate Assistantship Policy

Graduate Assistantships are non-need based, employment-at-will positions that are located on the Waldorf College campus in Forest City, Iowa. The Graduate Assistantship involves practical work experience with a high level of responsibility, complementing the student's pursuit of an advanced degree at Waldorf College. Graduate Assistant (GA) activities are performed under the supervision of a Department Director, Faculty Department Chair, or Head Coach. GAs receive a stipend and tuition-free enrollment in Waldorf's graduate program.

A limited number of Graduate Assistantships are available, and GAs are hired through a competitive selection process. Any current GA openings are posted on the employment page of Waldorf's website, and the job posting includes application instructions.

GA applicants must be accepted for graduate program admission at Waldorf College prior to applying for a Graduate Assistantship. Once hired, GAs must maintain the Graduate Assistantship by achieving the following on an ongoing basis: full-time graduate-level enrollment at Waldorf College, good academic standing, quality performance of the work scope and work hours outlined in the job description, and successful performance review by the GA Supervisor.

## Graduation

### Graduation Requirements: Graduate Programs

- Completion of 36-credit hour curriculum
- Minimum 3.00 cumulative GPA

### Good Academic Standing at the Graduate-Level

To remain in good academic standing at the graduate-level, students will have a minimum 3.00 cumulative GPA, with no course grade lower than a B. If these criteria are not met, the following action will be taken:

- **Academic Warning:** First course grade of C.
- **Dismissal:** First course grade of D or F. Second course grade of C.

### Graduation with Honors

Please note that Latin honors are offered only for undergraduate programs.

Waldorf does include the following honors for graduate students:

Waldorf College awards the master's degree "with distinction" to students who graduate with a minimum cumulative GPA of 3.90 for graduate coursework completed at Waldorf.

# III. Student Conduct

## Student Code of Conduct

Ethical conduct is the foundation upon which a successful academic career at Waldorf College rests. The students, faculty, and staff must commit themselves to the highest standards of honesty, trust, fairness, respect, and responsibility. Therefore, any deviation from these standards is a breach of the ethics that are the basis of the Waldorf College Student Code of Conduct and is subject to disciplinary action.

It is each student's responsibility to know and comply with the Student Code of Conduct and other Waldorf College policies. Students are expected to demonstrate honesty and integrity when interacting with faculty, staff, and other students. Students should reference the Academic Integrity Policy to understand expectations of academic honesty in submitting assignments with appropriate references. Students are prohibited from engaging in conduct that includes but is not limited to:

- Academic dishonesty, as defined by violation of Waldorf's Academic Integrity Policy.
- Disrespect for college faculty, staff, or administration.
- Inappropriate content posted to discussion boards and other college forums.
- Intentional breach of college policy or procedures.
- Reproduction of college materials to include course content, assessments, or other materials deemed to be the property of Waldorf College.

Students will receive written notice in the event that the College deems the student's conduct warrants disciplinary action and/or expulsion. Students dismissed due to misconduct will be withdrawn from enrolled courses effective on the dismissal date. A grade of W will be recorded in the student's record. Conduct dismissals are not eligible for tuition refunds. Students may contest the College's findings and conclusions with a written challenge directed to the Dean of the College. The Dean will review all written challenges within 10 business days of receipt.

## Harassment Policy

### A. Policy Statement

Waldorf College is committed to creating and maintaining an atmosphere in which all members of the community are treated with dignity and respect. As part of this commitment, harassment and bullying is regarded as reprehensible and will not be tolerated by the Waldorf College community.

To further the College's educational goals and its commitment to preventing harassment of any kind, harassment education will be provided no less than annually. As an educational institution Waldorf believes that meaningful education and proactive conversation is imperative to creating a respectful community.

This policy applies to all members of the College community—students, faculty, staff, administrators, and members of the Board of Trustees. Members of the College community who are traveling abroad on college business or due to a college course are expected to comply with this policy regardless of local laws and/or customs. Harassment is especially serious when it threatens relationships between teacher and student. In such situations, harassment exploits unfairly the power inherent in a faculty member's position. Through grades, recommendations for advanced study, or other opportunities, a faculty member may have a decisive influence on the student's career at Waldorf College and beyond.

While harassment most often occurs in situations of a power differential between the persons involved, it may occur between persons of the same or similar status. The College will not tolerate behavior between or among members of the community which creates a hostile, intimidating, or divisive atmosphere which may prove disruptive to the College community.

### B. Definitions

- **Complainant:** A member of the College community who believes he/she may have been subject to, witnessed, or been informed about harassment.
- **Harassment:** The College defines harassment as any behavior which creates an intimidating, hostile, or offensive work, learning, or campus living environment, and which is based on race, ethnicity, gender, age, disability, religion, sexual orientation, veteran's status, or any other legally protected characteristic if such conduct would be offensive to a reasonable person. Additional information on Sexual Harassment and the College's policy related to Consensual Relationships can be found at the end of this policy.
- **Harassment Resolution Task Force:** An elected group of three faculty members and two staff members which serves as an impartial fact-finding body on all harassment complaints.
- **Recipient:** Formally known as the Designated Complaint Recipients, these three members of the College community are individually designated to receive all harassment complaints.  
They are:
  - \* the Vice President of Business Affairs;
  - \* the Dean of Students; or
  - \* the Vice President of Academic Affairs.
- **Respondent:** The person(s) accused of alleged harassment.

### **C. Reporting Requirements and Resolution Procedures**

If you believe that you have been harassed and do not feel comfortable undertaking a conversation with the other person regarding your feelings related to their behavior, you should report the conduct to a Recipient. Members of the College community who believe they may have witnessed or been informed about harassment should report the conduct to a Recipient. Whether you initiate a conversation or make a report to a Recipient, you need not fear coercion or reprisal. Upon receipt of the complaint, the Recipient will counsel the Complainant on the three campus-based resolution options available to her/him and provide information regarding counseling and other support services available at the College and through the community. Although the resolution options are presented in a suggested order, the most appropriate option(s) may be chosen in a given situation. In addition to campus-based responses, there are also legal options for the person who experiences harassment. Persons who wish to pursue legal remedies are urged to seek competent counsel in a timely fashion, as the College does not provide legal advice or representation regarding these matters.

If the Complainant does not wish to pursue the matter, the Recipient will attempt to determine whether facts support the complaint as the College has an obligation to eliminate harassment even if a particular Complainant does not so request. The Recipient will speak with the Respondent in order to determine whether facts support a complaint and prepare a written summary of the conversation with both the Complainant and the Respondent. The Recipient will prepare a written report for the Chair of the Harassment Resolution Task Force of all complaints. This written report will contain summaries of conversations as well as any other information.

The written report may contain a recommendation from the Recipient about whether or not the claim seems to have been resolved in the process of conversations. The Recipient may initiate formal procedures by filing a complaint with the Chair, and the Recipient will serve as a Complainant thereafter. All complaints of harassment of any kind will be promptly investigated. The Harassment Resolution Task Force is charged with the responsibility of hearing, mediating, and resolving issues or complaints involving harassment that are resolved through the Formal Procedure, below. The College is liable under state and federal law if it “has notice” of a hostile environment and fails to take immediate and appropriate action. Persons determined to be in violation of the College’s harassment policy will be subject to disciplinary action ranging from verbal or written reprimand to sanctions culminating in termination or dismissal, and the possibility of referral to the appropriate authorities.

#### **Resolution Option A: Direct Response**

To facilitate resolution the Complainant may choose to confront the alleged harasser directly, either in person or in writing, specifically identifying the behavior or incident found objectionable and, if desired, the remedy sought, in an effort to resolve the complaint. If the complaint is not

resolved through a direct response or the Complainant feels uncomfortable about taking this action, the Complainant should report the behavior to a Recipient, as defined above. In the case of a complaint involving a student and alleged harassment by a faculty or staff member the Direct Response is not recommended due to the inherent power differential which exists.

#### **Resolution Option B: Informal Procedure**

Informal Procedure will generally involve efforts to mediate a resolution that both the Complainant and the person accused (Respondent) can agree upon. The mediation will not involve face-to-face meetings between the parties unless the Complainant agrees. The Chair or designee and a preselected member of the Harassment Resolution Task Force will meet with the complainant and then with the Respondent and the Respondent’s immediate supervisor. In the case of students, the Dean of Students will act as the Respondent’s supervisor. Every effort will be made to resolve the situation informally in whatever manner might be most efficient. If the Respondent admits to the action, and the Complainant is satisfied with an informal resolution, then the Chair or designee in conjunction with the Respondent’s supervisor, and the President, if it involves employees, will determine the appropriate sanction, which may be remedial, rehabilitative and/or disciplinary. The President’s decision will be final in cases that involve employees. If the Chair has been unable to mediate a resolution within fifteen (15) days of receipt, the Chair will so inform the Complainant and the Respondent that the case has moved to the Formal Procedures stage. The results of the informal resolution will be documented. This documentation will be maintained according to guidelines under “Records” later in this policy. Informal procedures must be completed within fifteen (15) business days of receipt of the complaint by the Chair.

#### **Resolution Option C: Formal Procedure**

If the Informal Procedure did not produce a mediated resolution that was acceptable to both the Complainant and the Respondent or if the incident is of such a nature that informal resolution is not appropriate, the case will proceed automatically to the formal stage. A written, signed, and dated complaint, prepared by the Complainant and/or the Recipient, must be filed with the Chair and the case will then be referred to the Campus Hearing Board or the Harassment Resolution Task Force. The Board or Task Force will investigate the complaint as impartial fact finders not representing either the complainant or the Respondent involved. If the charges are found to be valid, the President, in cases involving employees, in consultation with the Task Force, and the Respondent’s supervisor will determine the appropriate action to be taken. The President’s decision will be final. Formal procedures must be completed within sixty (60) business days from the date the written and signed complaint was filed with the Chair.

### **D. Protection of Complainant and Others**

All reasonable action will be taken to ensure the Complainant and those providing information on behalf of the Complainant or supporting the Complainant in other ways will suffer no

retaliation as the result of their activities in regard to the process. The Complainant will be kept informed during the process. In extraordinary circumstances and at any time during the filing of a sexual harassment complaint, the President of the College may suspend any administrator, faculty member, staff member, or student accused of harassment if it appears reasonably certain that harassment has occurred and that serious and immediate harm might ensue if the Respondent was not suspended.

### **E. Retaliation**

Retaliation against an individual for a good faith report or complaint of alleged harassment or for participating in an investigation, or against an individual accused of committing harassment is prohibited by College policy, as well as by state and federal law. Retaliation is a serious violation which can subject the offender to sanctions independent of the merits of the harassment allegation. It is a violation of this harassment policy to retaliate against:

- any member of the Harassment Resolution Task Force or Campus Hearing Board,
- a person who has or is complaining of alleged harassment (Complainant),
- a person who is or has been accused of harassment (Respondent), or
- any person involved in assisting, participating or cooperating in an investigation of harassment, and may be grounds for further disciplinary action.

Retaliation can take many forms, including threats and other forms of intimidation, unwarranted denial, or reduction of rights and privileges, disadvantageous treatment, and the like. When retaliation is charged, the complaining party should utilize the complaint resolution mechanisms specified in this policy.

The Chair of the Board of Trustees will assume the role of the President for cases in which the President is a party to the complaint.

### **F. False Accusations**

Due to the nature of harassment, complaints cannot always be substantiated. The lack of corroborating evidence should not discourage complainants from seeking relief through the procedures outlined in this policy. Failure to prove a claim of harassment is not equivalent to a false allegation. However, charges found to be intentionally dishonest or made maliciously without regard for the truth will subject the Complainant and/or person(s) providing false or intentionally misleading information to disciplinary action. While Waldorf College will seek, insofar as possible, to protect from retaliation persons who make allegations of harassment and/or are involved in investigating or resolving such allegations, the College will also seek to protect those accused from the effects of unfounded or frivolous allegations. It is a violation of this policy for anyone to knowingly make false accusations of harassment and disciplinary action may be imposed for making such false accusations. Such false or malicious accusations may also subject the person making such false allegations to civil liability.

### **G. Confidentiality**

Every reasonable effort will be made to preserve the confidentiality and to protect the rights of students, faculty, staff, and administrators involved in the filing, investigation, and resolution of complaints of harassment. However, if the Complainant chooses to speak publicly regarding the case, the College shall not be held liable. To the extent reasonably possible, Waldorf College will treat all information received as confidential. However, where it is necessary, in the College's sole discretion, to disclose particulars in the course of the investigation, such disclosure will be made. The parties to a complaint of sexual harassment should treat the matter under investigation with discretion and respect for the reputation of all parties involved in the process.

### **H. Records**

No record of a complaint shall be placed in the personnel file of an administrator, faculty member, or staff member or in the personal file of a student if the complaint is found to be unsubstantiated and without merit. If a complaint is substantiated, an official notation will be placed in the personnel file of the administrator, faculty member, or staff member, or in the personal file of the student, against whom the complaint is filed. In addition, any official disciplinary action will be noted in the file.

If a Complainant chose to use the Direct Response and also communicated this situation to a Recipient, the only record that will be retained will contain the following:

- the name of the Complainant,
- the name of the individual against whom the complaint was made,
- the date the complaint was first brought to the attention of the College,
- a general statement of the nature of the complaint,
- a statement that the Complainant chose to use the direct response,
- a statement on the results of the direct response.

If a complaint is found to be unsubstantiated and without merit at either the informal or formal level, the only record that will be retained will contain the following:

- the name of the Complainant,
- the name of the individual against whom the complaint was made,
- the date the complaint was first brought to the attention of the College,
- a general statement of the nature of the complaint,
- a statement that the complaint was found to be unsubstantiated and without merit, and the level at which such determination was made.

If, after initial counseling on options or unsuccessful mediation, the Complainant does not wish to pursue the complaint and the Recipient does not initiate formal procedures, the only record that will be retained will contain the following:

- the name of the Complainant,
- the name of the individual against whom the complaint was made,
- the date the complaint was first brought to the attention of the College,

- a general statement of the nature of the complaint,
- a statement that the Complainant elected not to pursue the matter after initial counseling on options or unsuccessful mediation and that the Recipient, after an investigation, had determined not to initiate formal procedures.

The College shall retain all records generated at any level in the handling of a complaint of harassment. These records shall be kept in a locked file in the President's Office. The President will maintain these records, and he/she alone has access to them unless he/she grants access to another person. Upon receipt of a new complaint file, the President will notify the Recipient if another file pertaining either to Complainant or Respondent exists. The Recipient will then review those records to determine if there is a need to initiate additional formal procedures. Access to harassment records is severely restricted, and may be obtained only through written permission of the President. Under ordinary circumstances, access to records may be granted only when the information contained therein may be necessary and pertinent to the conduct of an investigation of harassment, and only to the following individuals or groups:

1. those who act as Recipients of claims of harassment, and
2. the members of the Harassment Resolution Task Force.

The President has sole discretion to determine whether the need to know outweighs the need for confidentiality. In extraordinary circumstances, access to records may be granted if it is deemed necessary to prevent serious and immediate harm to the Complainant or other members of the campus community. In all cases where access to records has been granted, a statement will be affixed to the file indicating that the contents thereof are privileged and confidential, and a record will be maintained of any individual(s) obtaining access, the date, and the reason the particular record was reviewed.

The Chair of the Board of Trustees will assume the role of the President for cases in which the President is a party to the complaint.

### **Definition of Sexual Harassment**

Sexual harassment can take many forms and the determination of what constitutes sexual harassment will vary according to the particular circumstances. Sexual harassment may generally be defined as unwelcome sexual advances, requests for sexual favors, and other written, verbal, or physical conduct of a sexual nature which is directed toward a person because of his/her gender, when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive learning or employment environment.

Sexual harassment may involve behavior by a person of either gender against or toward a person of the same or opposite gender. Conduct alleged to be sexual harassment

will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of sexual harassment, a serious incident, even if isolated, can be sufficient. For example, a single suggestion that academic or other educational or employment rewards or reprisals will follow the granting or refusal of sexual favors, will constitute sexual harassment and grounds for action under this policy. Generally speaking, the person exhibiting the sexually harassing conduct does not have to intend or realize that the conduct is offensive in order for the conduct to constitute sexual harassment.

### **College Policy on Consensual Relationships**

Because consent cannot be given freely in a situation where one person has power over another, romantic and/or sexual relationships between the following are prohibited: faculty and staff with currently enrolled students and students being recruited, supervisors with any person she/he supervises, Board of Trustees members with administrators, faculty, staff, and students or any other College employee with someone over whom she/he has a position of power or control. Consensual relationships of a romantic or sexual nature between a Waldorf College employee and a current Waldorf student, or between supervisors and those they supervise may be construed as, or may in fact be, harassment. Because a unique position of power or control exists in such relationships, the term "consent" is made ambiguous. Consequently, to claim a consensual relationship is not an acceptable defense against charges of harassment.

The following is an exception to the above policy: This policy does not apply to relationships between spouses.

### **Campus Crime Policy**

Waldorf College 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 College 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](mailto:hr@waldorf.edu) for a copy of the full campus crime policy.

# VI. Tuition and Fees

## Tuition Per Credit Hour

Graduate.....\$350\*

\* The tuition rate for graduate courses per-credit hour is \$250 for all active-duty military members, including reservists and National Guard members, using military tuition assistance (not applicable for Waldorf Learning Partners). The lower rate is offered to keep the tuition rate at the DoD cap of \$250. Waldorf Learning Partners receive a tuition discount that is applied to the full tuition rate.

\*The tuition rate for active-duty military members using military tuition assistance is \$250 per credit hour for both the undergraduate and graduate degree programs. The lower rate is offered to keep the tuition rate at the DoD cap of \$250.

The Learning Partner tuition discount is not applicable to students using military Tuition Assistance.

Waldorf College Learning Partners receive a tuition discount that is applied to the full tuition rate.

Tuition and fees are payable in U.S. funds. Waldorf College accepts checks, money orders, and credit cards.

## Student Fees

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

<b>Fee</b> (Effective 4/1/15)	<b>Amount</b>
Online Library Fee ( <i>one-time</i> )** .....	\$35
Additional Program Evaluation Fee.....	\$35
Additional Transcript Fee(s) .....	\$5
Application for Admission (Domestic) .....	\$0
Application for Admission (International) .....	\$0
Certificate Fee .....	\$40
Concentration Change Fee.....	\$25
Degree Program Change Fee .....	\$35
Graduation Audit Fee .....	\$100
Incomplete Course Request Fee .....	\$50
In-Program Re-Evaluation Fee.....	\$35
Return Check Fee .....	\$25
Priority Evaluation Fee .....	\$25

\*\*The library fee is a one-time charge and is waived for active-duty military members.

All fees are nonrefundable.

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# Graduate Degree Information

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# VII. Master of Arts

## Master of Arts in Organizational Leadership

<b>Major Required (Group A)</b> .....	<b>12</b>
<b>Concentration (Group B)/Non-Concentration Required (Group C)</b> .....	<b>12</b>
<b>Professional Electives—Group D</b> .....	<b>12</b>
<b>TOTAL</b> .....	<b>36</b>

Prefix / Number	Course	Credits
<b>Major Required—Group A</b> ..... <b>12</b>		
ORG 5000	Personal Leadership Development	3
ORG 5100	Leadership Theory and Practice	3
ORG 6600	Culture of Learning Organizations	3
ORG 6900	Leading Complex Change	3

<b>Non-Concentration Option—Group B</b> ..... <b>12</b>		
ORG 6000	Leadership Development and Coaching	3
ORG 6700	Diversity and Inclusion in the Organization Culture	3
ORG 6800	Organization Development	3
Choose an additional 5000- or 6000-level ORG course not used to satisfy other degree requirements..... 3		

<b>Applied Leadership Concentration—Group C</b> ..... <b>12</b>		
Choose one of the following Applied Leadership Concentrations: Criminal Justice Leadership, Fire/Rescue Executive Leadership, Human Resource Development, Sport Management.		

<b>Professional Electives—Group D</b> ..... <b>12</b>		
Choose four courses from the following, or any course numbered at or above the 5000-level (or equivalent) that is not used to satisfy other degree requirements.		
COM 5360	Crisis Communication and Leadership	3
ORG 5101	Strategic Management and Business Policy	3
ORG 5300	Ethics for Business Leadership	3
ORG 5800	Managing Project Teams	3
ORG 6700	Diversity and Inclusion in the Organization Culture	3
PA 5305	Public Finance and Budgeting	3
PA 5306	Public Policy	3
PA 6304	Local Government Planning	3

### Master's Degree Requirements

- Completion of 36-credit hour curriculum
- Minimum 3.00 cumulative GPA

### Applied Leadership Concentrations—Group C

The Applied Leadership Concentration requires completion of a minimum of 12 credits in the concentration area. Students have the option of completing a second Applied leadership Concentration, which may be applied to Group C requirements.

<b>Criminal Justice Leadership</b> ..... <b>12</b>		
CRJ 5200	Leadership and Management Skills for Criminal Justice	3
PA 5302	Ethics for Public Administration	3
ORG 6000	Leadership Development and Coaching	3
CRJ 6800	Criminal Justice Policy Analysis and the Socio-Cultural System	3

<b>Fire/Rescue Executive Leadership*</b> ..... <b>12</b>		
ORG 6000	Leadership Development and Coaching	3
FSC 6200	The Fire/Rescue Executive's Role in Community Risk Reduction	3
FSC 6400	The Fire/Rescue Executive's Role in Emergency Management	3
FSC 6800	Executive Leadership for Fire/Rescue Officers	3

<b>Human Resource Development</b> ..... <b>12</b>		
ORG 5200	Emerging Trends in Human Resource Management	3
ORG 6000	Leadership Development and Coaching	3
ORG 6400	Measuring HR and Change Impact	3
ORG 6800	Organization Development	3

<b>Sport Management</b> ..... <b>12</b>		
SMT 5200	Emerging Trends in Sport Management	3
ORG 6000	Leadership Development and Coaching	3
SMT 6400	Strategic Marketing in Sport	3
SMT 6800	Strategic Management in Sport	3

\* Executive Fire Officer Course Credit: Waldorf College will accept transfer credit for the U.S. Fire Administration's Executive Fire Officer courses completed at the National Fire Academy. Students successfully completing the following courses will receive transfer credit as indicated: (a) the EFO program's Executive Development course satisfies 3 credit hours of elective credit, (b) the EFO program's Executive Analysis of Community Risk Reduction course satisfies FSC 6200, (c) the EFO program's Executive Analysis of Fire Service Operations in Emergency Management course satisfies FSC 6400, and (d) the EFO program's Executive Leadership course satisfies FSC 6800.

Visit our website at [www.waldorf.edu/disclosure](http://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.

# VIII. Course Descriptions

## **COM 5360: Crisis Communication and Leadership\* (3 cr.)**

Explores strategies for leading and communicating effectively with both internal and external audiences during crisis situations. Discusses the development of a communication plan and how to craft and deliver messaging during the crisis situation.

## **CRJ 5200: Leadership and Management Skills for Criminal Justice\* (3 cr.)**

Leadership is an essential element for criminal justice professionals. Developing an effective management style is an important component for advancement. This course is designed for students to integrate research with real-world experiences involved in becoming a leader in the criminal justice field. Students will analyze and assess research that delves into the many leadership and management styles within criminal justice.

## **CRJ 6800: Criminal Justice Policy Analysis and the Socio-Cultural System\* (3 cr.)**

Beginning in the 1970s, the United States has seen a shift in punishment philosophies, which has resulted in one of the highest rates of incarceration in the world. This course will provide an analysis of these decisions and their implications on the criminal justice system (law enforcement, courts, and corrections), as well as society.

## **FSC 6200: The Fire Executive's Role in Community Risk Reduction\* (3 cr.)**

This course examines the Executive Fire/Rescue Officer's role as a leader for community risk-reduction. Students will address ways to enhance life safety and reduce multi-hazard risks within their communities. Avenues for influencing statewide officials to champion these causes will be examined. Specific areas of fire prevention, such as code enforcement, fire safety education, and fire investigation, will also be discussed.

## **FSC 6400: The Fire/Rescue Executive's Role in Emergency Management\* (3 cr.)**

The course examines the Fire/Rescue Executive's role as an integral part of community and state emergency management systems. Student will apply their experience to conventional incident management concepts and analyze the effective management of various emergency incidents. Student will also analyze the preparedness of emergency operations centers.

## **FSC 6800: Executive Leadership for Fire/Rescue Officers\* (3 cr.)**

The course examines the Fire/Rescue Officer's role as an executive leader. Students evaluate leadership effectiveness, comparing and contrasting approaches used by various leaders. Students also analyze legal issues and insurance grading, as well as develop procedures for job evaluation and promotion. The course

concludes with strategies to enhance the Fire/Rescue Officer's life quality through personal and professional development.

## **ORG 5000: Personal Leadership Development\* (3 cr.)**

Cornerstone course for the M.A. in Organizational Leadership: Learners develop the "use of self" as an instrument for change, applying critical thinking skills. Personal reflection and self-assessment are used to identify preferred learning styles and leadership tools that complement one's personal style. Additionally, this course introduces learners to the Organizational Leadership program, acclimates them to the online format, and builds their identity as members of the Waldorf community.

## **ORG 5100: Leadership Theory and Practice\* (3 cr.)**

Learners explore the philosophy and expression of leadership and how those aspects have changed through history. A variety of leadership theories and styles are discussed, along with their impact on today's leadership practice. Prerequisite: ORG 5000.

## **ORG 5101: Strategic Management and Business Policy\* (3 cr.)**

Presents an integrative analysis and case studies on the process of developing and managing business strategies. Topics include development of corporate goals and objectives, competitive analysis, business model examination, and organizational systems design for plan implementation.

## **ORG 5200: Emerging Trends in Human Resource Management\* (3 cr.)**

Learners explore trends related to demographic shifts among talent, globalization, technology, and economic trends, as these trends influence HR practices such as talent acquisition, development, and retention; performance management; and organization effectiveness.

## **ORG 5300: Ethics for Business Leadership\* (3 cr.)**

Explores the role of individual, business, and government activities related to ethically responsible commerce and socially beneficial business activity.

## **ORG 5800: Managing Project Teams\* (3 cr.)**

Analysis and discussion of the diverse sectors of project management leadership and team activity, as well as a wide range of organizations and topics related to project teams. Project teams are comprised of multiple job sectors and divisions. Explores project team members from project creation to completion, while managing team conflict, motivation, individual and group behavior, and strategic completion of work assignments.

**ORG 6000: Leadership Development and Coaching\* (3 cr.)**

Further developing the “use of self” as an instrument for change, learners apply critical thinking to the practice of developing and coaching people within the organization. Special focus is on developing and coaching leaders within the student’s chosen career field.

*Prerequisites: ORG 5000 and 5100.*

**ORG 6400: Measuring HR and Change Impact\* (3 cr.)**

Learners examine practical approaches for measuring human resource management functions and change initiatives, with special focus on employee performance and organizational effectiveness. Case studies will be used to apply approaches for measurement design, data collection, analysis, and evaluation strategies for effective organizational decision-making.

**ORG 6600: Culture of Learning Organizations\* (3 cr.)**

Learners use a systems approach to explore group dynamics and leadership strategies for developing an effective team. Special focus is devoted to the leader’s role in influencing group dynamics to create a learning organization culture.

*Prerequisites: ORG 5000 and 5100.*

**ORG 6700: Diversity and Inclusion in the Organization Culture\* (3 cr.)**

Learners explore strategies for influencing and shaping an organization culture to embrace diversity and inclusion. Emphasis is on transforming the organization’s norms to foster group dynamics that honor diversity and inclusion.

*Prerequisites: ORG 5000, 5100, and 6600.*

**ORG 6800: Organization Development\* (3 cr.)**

Learners analyze organization development (OD) processes that are designed to improve organization effectiveness. These OD processes are systematic, long-term efforts that focus on the human and social elements of organization change.

*Prerequisites: ORG 5000 and 5100.*

**ORG 6900: Leading Complex Change\* (3 cr.)**

Capstone for the M.A. in Organizational Leadership: Learners create a leadership project with an applied context. As part of the capstone, learners also reflect and discuss how the individual’s leadership lens informs his or her chosen career field.

*Prerequisites: ORG 5000, 5100, 6600, and ORG 6000. ORG 6900 should be taken during the last term of the M.A. program.*

**PA 5302: Ethics for Public Administration\* (3 cr.)**

The Public Administration Ethics course focus is meta-ethics, normative ethics, and applied ethics theory in the context of the multidisciplinary applied field of public administration and policy research and practice. Students demonstrate knowledge and comprehension of ethical theories such as utilitarianism, deontology, and social constructivism, and through analysis engage in critical thinking and problem solving for comprehension of real problems facing public managers. Students write up their analysis and synthesis in support of an ethical decision and judgments from readings. Students will evaluate a public agency Code of Ethics for analysis and presentation to support comprehension. Ethical

case studies are useful for application of ethical constructs and written evaluations include recommendations for administrative, managerial, and leadership responsive action.

**PA 5305: Public Finance and Budgeting\* (3 cr.)**

Demonstrate both knowledge and comprehension of the foundational theories and methodological tools used in public finance and budgeting. Students will apply their knowledge and comprehension and make use of finance and budgeting methodological tools, such as cost-benefit and cost-effectiveness analysis, in the application of finance and budgetary theory to practice, create, and oversee public sector fiscal processes. Students will evaluate a real budget and identify important budget items that public managers must consider in preparation and presentation of a budget. The usefulness of finance and budgeting theoretical constructs and methodological tools will be applied to solve real world public finance and budgetary case studies.

**PA 5306: Public Policy\* (3 cr.)**

The Public Policy and analysis course provides a critical overview of the public policy process and effects on public, nonprofit, and private organizations. Students identify the steps in the public policy and analysis process including problem identification, policy formation, and implementation, as well as evaluate techniques within various public sectors and nonprofit organization environments. This course allows students to implement successful strategies using case analysis.

**PA 6304: Local Government Planning\* (3 cr.)**

The course examines the evolution of mission-based, philanthropic organizations and the practices of local government that work with nonprofit organizations to accomplish the public service mission. Students gain the practical knowledge to lead a nonprofit organization and effectively manage the legal, contractual, political, socio-cultural and financial factors that affect nonprofit processes. Graduates interested in local nonprofit careers will find applicable strategies for communication and implementation of the nonprofit mission and goals internally among staff and externally to policy makers, grantors and stakeholder groups in the local community.

**SMT 5200 Emerging Trends in Sport Management\* (3 cr.)**

Learners will explore emerging trends in sport management including demographic shifts, managing diversity, economic trends, pay for play, coaching and administrative accountability, student-athlete eligibility issues, drug use in sport, strategic planning, organizational effectiveness, and ethical issues in sport.

**SMT 6400 Strategic Marketing in Sport\* (3 cr.)**

This course provides an overview of marketing in sport. Emphasis is placed on enabling the marketing manager to create strategies that “fit” the products and services to an athletic department or sport organization’s distinctive competencies and its target market. The course centers on the development of decision-making skills in marketing and provides an overview of the strategic marketing management

process. Case studies in sport marketing are used to address and exemplify the many issues and problems that are involved in creating and implementing the marketing strategy.

**SMT 6800 Strategic Management in Sport\* (3 cr.)**

This course is designed to provide a deeper understanding of strategic management principles, theories, and concepts in their application to specific sport management settings. During this course, students will examine the basic concepts of strategic management, learn how to develop mission statements, and assess both the external and internal environments to determine organizational strengths and weaknesses. This course will include the analysis of various methods for strategic planning, formulating and implementing tactical strategies, as well as the numerous issues associated with technological and economic challenges.

\*Courses numbered at or above the 5000-level require admission into the M.A. program or permission of the Dean of the College.

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Waldorf College  
Other Information

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## XII. Governance

*Note: Waldorf College is a wholly owned subsidiary of Columbia Southern Education Group, Inc.*

### Board of Trustees

Rev. Buford Lipscomb..... Chair

Dr. David Weber..... Vice Chair

Robert Mayes, Jr..... Secretary

Richard Corcoran

Chantell Cooley

Casey Miller

Dr. Randy Juhl

Minnie Mayes

John Thompson

Dr. James Pate

Dr. Fred Snow

### Regents Emeriti (Lifetime)

Eldoris Bunnell.....Belmond

Rev. Allen Hermeier.....Decorah

Ruth Holtan.....Forest City

Daniel Kunau.....Preston

Dr. Kenneth Larson.....Ames

Conrad Sorensen.....Peoria, AZ

Dr. A.L. Sponberg.....Tuscon, AZ

Eugene Sukup.....Sheffield

### Alumni Association

Andy Buffington '90..... President

Annie Furland Olson '90.....Vice President

Judy Brown '84..... Secretary

# XIII. Administration

## Office of the President

**Robert Alsop**, President  
**Chantell Cooley**, Vice President, Online Enrollment  
**Cindy Carter**, Assistant to the President

## Office of Academic Affairs

**David Rask Behling**, Vice President for Academic Affairs and Dean of the College  
**Jennifer Edwards**, Administrative Assistant  
**Wesley Riddle**, Director of Online Learning  
**Tony Wical**, Faculty Support Coordinator  
**Vanessa Doden**, Course Support Coordinator  
**Darrell Barbour**, Registrar  
**Karen Hehman**, Associate Registrar for Online Learning  
**Britney Tankersley**, Assistant Registrar for Online Learning  
**Debra Waldrop**, Academic Advisor/Evaluator for Online Learning  
**Latasha Moreland**, Academic Advisor/Evaluator for Online Learning  
**Cassandra Hardy**, Academic Advisor/Evaluator for Online Learning

## Academic Support Services

*Academic Achievement Center for Excellence (AACE)*  
**Kristin Wempen**, Director of AACE/Disabilities Specialist  
**Sabrina Parcher**, Assistant Director of Academic Support Programs  
**Stephanie Storby**, Assistant Director of Academic Support Programs/Disabilities Specialist  
**Lydia Gray**, Office Coordinator  
**Peri Anne Edwards**, Supervisor/Training Coordinator

## Library

*Academic Support Services*  
**Jennifer Steinfeld**, Library Director  
**Derrick Burton**, Reference & Instruction Librarian  
**Tricia Baker**, Library Services & Operations Assistant  
**Jodi Barkema**, Library Technician  
**Amanda Geelan**, Library Assistant  
**Theresa Schulz**, Library Assistant

## Career Planning Center

**Mary Reisetter**, Director of Career Planning

## Office of Admissions and Student Services

**Bonnie Lader**, Director of Online Admissions & Student Services  
**Peri Anne Edwards**, Supervisor/Training Coordinator  
**Jeri Rayfield**, Admissions Counselor  
**Lisa Brannan**, Admissions Counselor

**Robbin Phillip**, Admissions Counselor  
**Lisa Orso**, Admissions & Enrollment Counselor  
**Tina Perrault**, Admissions & Enrollment Counselor  
**Kathryn Robinson**, Transcript Processor  
**Stephanie Whitlock**, Student Account Specialist  
**Nathan Day**, Student Services Representative  
**Jeanie Smith**, Student Service Representative  
**Julia Swanson**, Student Services Representative  
**Kayla Cooper**, Admissions/Student Accounts Support

## Education Representatives

**Andrew Hanes**, Education Representative  
**Laurin Lader**, Education Representative  
**Ralph Rodriguez**, Education Representative  
**Rodney Daniels**, Education Representative  
**Natali Ezell**, Educational Representative

## Office of Financial Aid

**Duane Polsdofer**, Director of Financial Aid  
**DeAnn Krutsinger**, Assistant Director of Financial Aid—Residential  
**Cathy Stensland**, Financial Aid Counselor  
**Mark Gilbertson**, Assistant Director of Financial Aid—Online  
**Karla Olson**, Financial Aid Counselor  
**Heidi Aitchison**, Administrative Assistant

## Office of Business Affairs

**Mason Harms**, Vice President for Business Affairs  
**Linda Harms**, Student Accounts Manager  
**Bev Retland**, Student Loans and Insurance Coordinator  
**Debbe Nelson**, Accounts Payable Manager  
**Samantha Kohner**, Student Accounts Specialist  
**Julie Pollard**, Cashier

## Institutional Technologies

**Ken Styron**, Chief of Staff, Chief Information Officer & Vice President of Instruction Design and Technology  
**Tammy Larson**, Manager of Institutional Technologies  
**Julie Eishen**, Technology Support Specialist  
**John Fraser**, Technical Support Representative

## Office of Marketing

**Beau Vignes**, Director of Marketing  
**Cassie Christianson**, Marketing Supervisor  
**James Faulkner**, Marketing Specialist

## Office of Advancement

**Nancy Olson**, Director of Institutional Relations  
**Rita Gilbertson**, Director of Alumni Relations  
**Janet Berhow**, Gift Processing Manager

# XIV. Faculty

At Waldorf, highly qualified and diverse faculty members are recognized leaders within their professions and bring practical real-world experience to their teaching. Waldorf faculty play a leading role in creating a beneficial learning experience and act as trusted sources for individualized direction, advice, and support throughout each course.

This is a list of current faculty and is subject to change.

Faculty Member	Degree Information	Educational Institution
Kevin Abbott	M.S., Fire Science	Grand Canyon University
Aneeq Ahmad	M.S. Psychology	University of Wisconsin - Madison
	Ph.D. Psychology Behavioral Neuroscience	University of Wisconsin - Madison
Wendie Albert	M.S. Criminal Justice	University of Central Florida
	Ph.D. Human Services	Capella University
Christine Atwell	M.A., Higher Education	Touro University International
Steven Bardwell	M.S., Executive Fire Service Leaders	Grand Canyon University Executive Fire Officer Program, U.S. Fire Admin., Department of Homeland Security
David Behling*	M.F.A., Writing	Goddard College
	M.A., Technical Communications	Minnesota State University, Mankato
	M.A. Biblical Studies	Wartburg Theological Seminary
Richard Bell	Ed. D., Sports Management	United States Sports Academy
	M.A., History	The Citadel—The Military College of South Carolina
	J.D., Law	University of South Carolina
Danica Brouwer	M.B.A. Health Care Administration	North Central University
Erik Burks	M.S., Emergency Services Administration	California State University Long Beach
Joni Caldwell	Ph.D., Psychology	University of Dallas
	M.A., Psychology and Literature	University of Dallas
Autumn Catagena	M.S. Psychology	Iowa State University
Mark Clouse*	M.A., Teaching Spanish	Minnesota State University, Mankato
Nicholas Coppola	M.H.A. Health Administration	Baylor University
	M.S.A. Health Services Administration	Central Michigan University
	Ph.D. Health Services Administration	
Bari Courts	Ph.D., E-Business	Capella University
	M.B.A., Management	University of Cincinnati
David Damm*	M.A., Communications	University of Iowa
Joel De Boer*	M.S., Leadership	Grand Canyon University
	M.Div.	Calvin Theological Seminary

Faculty Member	Degree Information	Educational Institution
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
Eric Franco*	B.S., History/Secondary Education M.Ed., History Ed & Instruction Ed.D., Educational Leadership	Edgewood College Cardinal Stritch University Edgewood College
Bruce Franklin	M.A., History/Education	Southeastern Oklahoma State University
Laura Friesenborg*	Ed.D., Organization Development M.S., Industrial Relations/HR Management	University of St. Thomas Iowa State University
Regina Fulcher	M.Ed., Art Education	Columbus State University
James Gauthier	M.B.A., Public Administration M.S., Criminal Justice Leadership	Columbia Southern University Northeastern University
Denny Gilbertson*	M.A.	Minnesota State University, Mankato
Angela Golden	M.B.A., Business Administration	Columbia Southern University
John Hargadon	M.B.A.	University of West Florida
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
Larry Hill*	Ed. D., Educational Administration Ed. S., Education Administration M.S., Educational Administration	Drake University Drake University Drake University
Heather Holt	M.B.A.	University of Phoenix
Valerie Houghton	Ph.D., Health Psychology M.S., Biology	Capella University California State University Northridge
Peter James	M.B.A.	University of Phoenix
Misti Kill	Ph.D. Emergency Management M.S. Sociology	North Dakota State University North Dakota State University
Misti Kill	Ph.D.,	
Ted Lehne	M.S., Industrial Administration	Carnegie Institute of Technology
Carolyn Littell	J.D., Law	Samford University
Michelle Manganaro	Ph.D. Organizational Leadership M.A. Higher Education	University of Phoenix Simmons College
Jody Martinez	M.S., Leadership	Grand Canyon University
Russ Meade	J.D. Law	St. John's University
David Milen	M.S. Public Health M.S. Health and Safety Ph.D. Public Health	Walden University Indiana State University Walden University

Faculty Member	Degree Information	Educational Institution
Mark Newcom*	M.A., Communication	Southwestern Baptist Theological Seminary
James Olds	M.S., Engineering Technology Systems Management	Murray State University
Kyle Overly	M.S. Fire and Emergency Management Administration	Oklahoma State University
Jagruti Patel	M.A., History	San Jose State University
Dennis Phalen	M.A. Homeland Security	American Public University
Kristin Pickett	M.P.A.-C.J.C.	Ball State University
Megan Rasmussen	M.S. Natural Recourse Ecology And Management	Iowa State University
Andrea Rea	M.B.A.	George Washington University
Wes Riddle	M.Ed. College Student Affairs Administration	University of Georgia
Edmond Rodriguez	B.S., Fire Science M.A., Executive Fire Service Leadership	Columbia Pacific University Grand Canyon University
Cynthia Ryder*	Ed. D. Physical Education M.B.A., Human Resource Management M.S., Physical Education	University of Georgia Columbia Southern University University of North Carolina at Greensboro
Adam Sauer*	J.D., Law	William Mitchell College of Law
Robert Seccuro	M.A., Emergency and Disaster Management	American Public University
Ed Sherbert	M.B.A. Business M.B.A. Business	Berry College University of West Florida
David Sollish*	Ph.D., Theatre and Film M.S., Theatre	Bowling Green State University Illinois State University
Jason Stratman	M.B.A.	Bellevue University
Suzanne Swab	M.A. Emergency Management	American Public University
Kevin Sweers	B.A., Finance and Banking M.A., Counseling Studies Ph.D., (ABD) Applied Clinical Psychology	Buena Vista University Capella University The Chicago School of Professional Psychology
Kyle Torke*	B.A., Anthropology M.A., English Ph.D., English	Grinnell College University of Denver University of Denver
Stacey Webb	M.S. Occupational Safety and Health	Columbia Southern University
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

Faculty Member	Degree Information	Educational Institution
Mitch Weiss	J.D., Law	Florida Coastal School of Law
	M.E., Environmental Engineering	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
Michelle Wright	Ph.D. Experimental Psychology M.S. General Psychology	DePaul University Auburn University- Montgomery
Betsy Yaros*	M.F.A., Art and Technology	School of Art Institute of Chicago
Heather Yeoman	M.A., Theology	Wartburg Theological Seminary
Robert Zahn	M.Div.	Luther Seminary
Cindy Zastrow	M.S. Veterinary Medical Sciences: Forensic Toxicology	University of Florida

# XV. Academic Calendar

## Term Calendar 2014–2015

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

### Academic Calendar

#### 2014-2015 Term Enrollment

Track A				
Term	Registration	Start Date	Drop Date	End Date
1A15	04/30/14 to 07/01/14	07/16/14	07/22/14	09/09/14
2A15	07/02/14 to 09/02/14	09/17/14	09/23/14	11/11/14
3A15	09/03/14 to 11/04/14	11/19/14	11/25/14	01/20/15
<b>Christmas Break for Term 3A15 – 12/24/14 to 12/30/14 (1 week)</b>				
4A15	11/05/14 to 01/13/15	01/28/15	02/03/15	3/24/15
5A15	01/14/15 to 03/18/15	04/01/15	04/07/15	05/26/14
6A15	03/19/15 to 05/20/15	06/03/15	06/09/15	07/28/15
Track B				
Term	Registration	Start Date	Drop Date	End Date
1B15	05/28/14 to 07/29/14	08/13/14	08/19/14	10/07/14
2B15	07/21/14 to 09/30/14	10/15/14	10/21/14	12/09/14
3B15	10/01/14 to 12/02/14	12/17/14	12/23/14	02/17/15
<b>Christmas Break for Term 3B15 – 12/24/14 to 12/30/14 (1 week)</b>				
4B15	12/03/14 to 02/10/15	02/25/15	03/03/15	04/21/15
5B15	02/11/15 to 04/22/15	05/06/15	05/12/15	06/30/15



# Waldorf College

## Transcript Request Service Form

Waldorf College will request official transcripts from the colleges and universities you previously attended. Please complete this form, sign and fax along with completed Request for Official Transcript form to 251-224-0573, email to [WAL-onlineadmissions@waldorf.edu](mailto:WAL-onlineadmissions@waldorf.edu), or mail to the address listed below.

Please Note: Some universities or colleges may require the student to obtain transcripts directly. If this is the case, we will notify you via the email you provided below. \*\*Waldorf cannot order copies of: Military Transcripts, CLEP Scores, or International Transcripts.

Student Information				
Name:	First:	MI:	Last:	
Address Line 1:				
	City:	State:	Zip:	
Email:				
Day Phone:				
Institutions Attended				
Please list the name of the institution of transcripts to be ordered by Waldorf in the space below.				
Institution Name (Please do not abbreviate)	High School Requirement (if requested)	City and State	Dates of Attendance	Requested
	<input type="checkbox"/>			<input type="checkbox"/> Waldorf
	<input type="checkbox"/>			<input type="checkbox"/> Waldorf
	<input type="checkbox"/>			<input type="checkbox"/> Waldorf
	<input type="checkbox"/>			<input type="checkbox"/> Waldorf
	<input type="checkbox"/>			<input type="checkbox"/> Waldorf
Student's Signature: (required)				Date:

Revised 6/3/13

**Fax or Mail this form along with the signed Request for Official Transcript Form**

## Request for Official Transcript Form

**Records Office:**

Please mail one official transcript along with a copy of this form to:

Waldorf College  
 P.O. Box 3269  
 Orange Beach, AL 36561-7110

### STUDENT INFORMATION

Name	First:	MI:	Last:
Previous Name(s)			
Address Line 1			
Address Line 2			
	City:	State:	Zip:
Social Security # *			Birth Date:
E-Mail			Day Phone:

\* Social Security Number is required to assist institution in locating the proper student's transcript.

### TRANSCRIPT RELEASE AUTHORIZATION

By signing this form, I am authorizing you to send my official transcript to Waldorf College. I am also authorizing Waldorf to mail/fax this Transcript Request Form to you and pay the transcript fee on my behalf.

Student's Signature:		Date:	
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Records Office:

Please contact the Transcript Records Office at Waldorf if you are unable to process this request.

Waldorf College

877.267.2157

Email: [WAL-onlineadmissions@waldorf.edu](mailto:WAL-onlineadmissions@waldorf.edu)



# JOIN THE LEGACY

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Waldorf College  
*Online*

Waldorf.edu/Online | 877.267.2157   