## 1993-94 Graduate Academic Calendar

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GRADUATE CATALOG
1994-1996

SACRED HEART UNIVERSITY
FAIRFIELD • CONNECTICUT
Dear Graduate Student:

Welcome to Sacred Heart University, one of the fastest growing universities in the East. Whether you are planning to pursue your degree on a part- or full-time basis, whether you plan to select evening or weekend courses, we have a program that will enable you to achieve your goal.

In order to better serve your educational needs into the next century, Sacred Heart University has short- and long-range plans for both curricular and physical plant expansion. We are continually adding new courses as well as new majors and concentrations that respond to the frequently changing needs of the times. Additional academic facilities, a health and recreation complex and expansion of the library are also on the drawing board.

As a University community, we are united in the hope that your commencement will not signal an end to your learning here. In fact, in addition to our graduate programs, we offer numerous non-credit courses to encourage lifelong learning.

Finally, I assure you that we take to heart our slogan that we are a University "Where personal attention leads to personal achievement." As you use this catalog, please remember that our administrators, faculty and staff are here to assist you with any questions or concerns you may have. All of us look forward to working with you in your pursuit of academic excellence.

With best wishes,

Sincerely yours,

Anthony J. Cernera, Ph.D.
President
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Accreditation, Memberships and Notations
Accreditation, Memberships and Notations

Accreditation
Sacred Heart University has been granted institutional accreditation by the New England Association of Schools and Colleges, one of six regional associations in the United States which accredit schools and colleges. Institutional accreditation is the means used by regional accrediting commissions to assure the educational community, the general public, and other agencies or organizations that an institution has clearly defined and appropriate educational objectives, has established conditions under which its achievements can reasonably be expected, that it is substantially achieving them now, and that it is so organized, staffed and supported that it can be expected to continue to do so in the future.

In addition, several University programs either have received specialized accreditation or approval by the State of Connecticut or have been granted specialized accreditation by the national professional organization. The Master of Arts in Teaching program is accredited by the Connecticut State Department of Higher Education; the Education program for teacher certification at the elementary and secondary levels is approved by the Connecticut State Department of Education; the Bachelor of Science in Nursing and Master of Science in Nursing programs are accredited by the National League for Nursing; the Bachelor of Arts or Science in Social Work program is accredited by the Council on Social Work Education; and the Legal Assistant program is approved by the American Bar Association.

The University also is approved by the Connecticut State Department of Education for the education of veterans and their eligible dependents.

Memberships
The University is a member of the following national and regional associations:

The American Assembly of Collegiate Schools of Business
American Association of Colleges of Nursing
American Association of Collegiate Registrars and Admissions Officers
American Association of Collegiate Schools and Programs
American Council on Education
American Library Association
American Mathematical Society
Association for Computer Machinery
Association of Departments of English
Association of University Programs in Health Administration
College and University Personnel Association
College Entrance Examination Board and Scholarship Service
Connecticut Association of Colleges and Universities for Teacher Education
Connecticut Business and Industry Association
Connecticut Conference of Independent Colleges
Connecticut Council on Higher Education
Council for Advancement and Support of Education
Council of Graduate Schools
Mathematical Association of America
National Association of College and University Business Officers
National Association of Graduate Admissions Professionals
National Catholic Educational Association
National Continuing Education Association
National League for Nursing
Society for Industrial and Applied Mathematics
Southwestern Connecticut Library Council

Notations

While every effort is made to ensure the accuracy of information provided in this catalog, Sacred Heart University reserves the right to make changes at any time without prior notice. The University provides the information in this catalog solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.

Sacred Heart University is committed to the concept of equal educational opportunities for all. Individuals are considered for admission to the student status, and all services, facilities, programs and activities are administered in a nondiscriminatory manner without regard to race, religion, color, sex, national or ethnic origin, age or handicap.

Sacred Heart University complies with the family Rights and Privacy Act of 1974 which defines the rights and protects the privacy of students with regard to their educational records.

Sacred Heart University is an Equal Opportunity Employer and conforms to the regulations and policies of Affirmative Action and Title IX. The University does not discriminate in its employment practices on the basis of race, color, national or ethnic origin, religion, age, sex or handicap.

Policy on Diversity

Sacred Heart University is committed to the maintenance of a community environment where respect for the dignity and worth of each individual is demonstrated and where diversity and the free exchange of ideas can flourish. The maintenance of that community requires its members to avoid behavior which creates division, to promote behavior which enhances cooperation among groups and to encourage the development of each person as a unique individual.

Sacred Heart University does not condone racism, sexism, intolerance or any other acts of discrimination.
Mission and History
Mission and History

Sacred Heart University

Mission Statement

Sacred Heart University is a co-educational, independent, comprehensive institution of higher learning in the Catholic intellectual tradition whose primary objective is to prepare men and women to live in and make their contributions to the human community.

The University aims to assist in the development of people knowledgeable of self, rooted in faith, educated in mind, compassionate in heart, responsive to social and civic obligations, and able to respond to an ever-changing world. It does this by calling forth the intellectual potential of its students, nurturing each one's spiritual and moral growth, and deepening in them a sense of social responsibility. The University is committed to combining education for life with preparation for professional excellence.

Sacred Heart University is Catholic in tradition and spirit. As a Catholic university, it seeks to play its appropriate role in the modern world. It exemplifies in its life the Judeo-Christian values of the God-given freedom and dignity of every human person. Inspired by the ecumenical spirit of the Second Vatican Council, Sacred Heart University welcomes men and women of all religious traditions and beliefs who share its concerns for truth, scholarship, the dignity of the human person, freedom and the betterment of human society. It values religious diversity as enhancing the University community and creating opportunities for dialogue in the common search for truth. Through its curricular and co-curricular activities and campus ministry programs, the University provides the context in which students have the opportunity to appropriate in a critical fashion their own religious traditions.

Sacred Heart University challenges its students to think critically, analyze carefully, evaluate with a sense of justice and proportion and convey conclusions in intelligible and articulate fashion. The University provides the environment in which its students can develop the aesthetic dimension of life by nurturing their abilities to imagine, create and appreciate. It assists students to acquire a rich understanding of their own cultural and family heritages so as to assume their responsibilities as conveyors and creators of culture and family.

As a community of teachers and scholars, Sacred Heart University exists for the pursuit of truth. It joins with other colleges and universities in the task of expanding human knowledge and deepening human understanding. It encourages and supports the scholarly and artistic work of its faculty and students. Further, it has a responsibility to share its resources and its special gifts and talents for the betterment of the human community. All members of the University community are encouraged strongly to participate in the wider community through service to others, especially the poor.

From its founding, the University has been recognized for its caring approach to students. This expresses the University's belief that each student is born with a unique set of qualities and skills.
It respects the personal and academic freedom of each of its members while, at the same time, fostering a genuine experience of community. By so doing, it creates the environment in which each person in the University shares in common goals and a common commitment to truth, justice and concern for others.

**History**
Sacred Heart University was founded in 1963 by the Most Reverend Walter W. Curtis, Bishop of the Diocese of Bridgeport. It was established to provide a quality education at a local Catholic university. From the outset the new University bore the mark of innovation. Embodying a new direction within American Catholicism, Sacred Heart University was to be led and staffed by the laity, independent and locally oriented, serving the needs of the new diocese and southwestern Connecticut. Signs of the University's growth are self-evident. The student population, for example, has risen from its original class of 173 students in 1963 to over 5,277 full- and part-time students in Fall 1992. Correspondingly, the faculty has increased from nine to over 300. Fifty percent of the full-time undergraduate faculty have tenure. This remarkable growth in such a relatively short period is often attributed to the development of new degree programs and majors in relevant disciplines. As this catalog goes to press, more new programs—like a master's degree in physical therapy—are being planned.

From its first days the University rapidly embraced a wide variety of new programs and offerings ranging from the traditional liberal arts, mathematics and science, nursing and computer science. The largest growth area, however, has been business with majors in management, finance, accounting and marketing. Such programs are reflective of the surrounding corporate atmosphere in Fairfield County.

Varied degree programs also have been developed such as the highly innovative Associate of Arts degree, once unique in Connecticut, and expansive Masters programs in the areas of business management, religious studies, nursing administration and teaching. One of the most significant contributions of Sacred Heart University to the community is its commitment to continuing education and the lifelong learner. Its evening course offerings earn praise for their diversity and relevance to the learning process in higher education.

The administration, faculty, students and staff who are an integral part of the Sacred Heart University community are proud to carry forward the founder’s vision and the University’s mission.

**Location**
Located on 53 suburban acres in Fairfield, Connecticut, the main campus is just minutes from Exit 47 off the Merritt Parkway, (Route 15), about one hour north of New York and two hours south of Boston (see Directions).

Major extension sites of the University are located in Stamford, Ansonia, and Lisbon, Connecticut. Courses also are offered in Danbury. Sacred Heart University also operates the only Master of Business Administration program offered in The Grand Duchy of Luxembourg.

**Curriculum**
In touch with the pulse of the community which it serves, the University responds with courses that offer up-
to-date specialized information and skills. At the same time, it maintains a commitment to the intellectual development of its students within a well-defined liberal arts program — the humanities, the physical sciences, and the social sciences.

A liberal arts curriculum, in place through the ages from the days of antiquity, speaks to one's humanity—a link with the past, a commitment to the future.

As of Fall 1993, the University offers Baccalaureate candidates a choice of 26 majors in the areas of liberal arts, business, and professional studies. Candidates seeking an Associate degree can choose from among 24 major concentrations. Master's degree programs are offered in the fields of business administration (M.B.A., M.B.A./Health Care), chemistry (M.S.Ch.), nursing (M.S.N.), religious studies (M.A.R.S) and teaching (M.A.T.). Professional Certificates (6th Year) in Administration and Advanced Teaching also are offered.

The Office of Graduate Studies and Continuing Education attracts a growing number of area men and women who seek learning experiences apart from the degree granting programs, courses which provide cultural enrichment, intellectual growth, and career development.

A broad spectrum of short term, non-credit courses, workshops, and seminars also are offered each semester to meet the challenge of a dynamic and changing society.
Graduate Admission
Graduate Admission

Graduate Admissions Policy

Students are admitted to Graduate Studies at Sacred Heart University using a portfolio approach in addition to the mandatory requirement of having an undergraduate degree from a regionally accredited college or university. The portfolio approach assumes that there are a variety of student background characteristics or criteria which are considered in the decision making process. These include:

Mandatory Criteria

1. Grade point average. Ordinarily, applicants for full matriculation must have obtained a grade point average of 3.0 or higher. Applicants may be admitted provisionally if their grade point average is below 3.0, but higher than 2.5. Provisional students are allowed to take up to nine credit hours and must maintain a 3.0 average in order to become fully matriculated and complete degree or program requirements. Unless under unusual circumstances, applicants with a grade point average of less than 2.5 are not admitted.

2. Letters of recommendation from individuals who can attest to the applicant's academic ability to succeed in graduate school.

3. Graduate and undergraduate transcripts from other institutions.

Optional Criteria

Applicants may submit the following types of documentation in support of their application:

1. Writing sample in the form of an essay on how obtaining a graduate degree will enhance our career goals.

2. Standardized test scores such as the GRE, GMAT, Miller Analogies Test, etc.

3. Complete resume outlining work history which demonstrates skills and responsibilities.

International graduate student applicants are also required to:

1. Possess an undergraduate degree equivalent to a bachelor's degree in the United States.

2. Submit a TOEFL test score report with a score of 550 or better.

3. Demonstrate English proficiency by passing the Sacred Heart University proficiency examination or by successful completion of the course, EN512 Writing for International Graduate Students.

In addition to the above, some graduate programs require or recommend that each applicant arrange with the program director for an interview. Further, some graduate programs have additional requirements. Please consult the specific academic section in the catalog.

In all instances, a review system exists to deal with any exceptions which applicants may bring forward.

Admission decisions are based primarily on the applicant's undergraduate record. An applicant who currently is completing undergraduate study should submit an official transcript complete to the date of the application. In most cases, an
admissions decision will be made on the basis of a partial transcript, contingent upon the completion of the bachelor's degree.

Admission Procedure

An applicant for admission to Graduate Studies must submit a formal application, two letters of recommendation, complete official transcripts of all previous college or university course work, and a non-refundable application fee. In addition, there may be other requirements as stipulated by individual degree programs.

Students may be admitted for any term. Should a student be unable to enter Graduate Studies in the term for which admission is granted, the acceptance will remain open for one calendar year. After one year, a new application for admission may be required.

Admission Categories

There are four categories of admission to Graduate Studies at Sacred Heart University. Applicants and students are assigned to either full matriculation, provisional, special or auditor status.

In addition, there is a temporary status of in-process which is assigned to those applicants who have not completed the entire application process or who have not received a formal acceptance decision. Under this status, students may be eligible to register for one term while completing the application process. Graduate Education Applicants must meet with an advisor prior to initial registration to determine registration eligibility. Registration as an in-process student does not guarantee acceptance into the Graduate Studies program.

A bachelor's degree is required for admission to all categories.

**Fully Matriculated:** Students accepted for entrance into a graduate degree program are fully matriculated students.

**Provisional:** Applicants may be assigned provisional status if their undergraduate grade point average falls below the minimum standard set for full matriculation into a graduate degree program; if they are required to take preliminary course work because of lack of sufficient undergraduate preparation; or if they are in need of academic supervision for a short period of time.

Students must complete the requirements outlined in the letter of provisional acceptance at the beginning of their program of study. Upon completion of these requirements, each student's record will be reviewed and evaluated for admission as a fully matriculated student.

**Special:** This status is used for those who do not wish to matriculate into a degree program. Registration is limited to a total of nine credit hours providing that the student meets the prerequisites for those credits. Students who wish to continue taking courses beyond the initial nine credit hours must be accepted into degree program.

**Auditor:** Auditors are allowed to attend classes and are expected to fully participate in the learning process. Auditors do not receive a grade or credit for taking a course, although a notation of audit is placed on the student's transcript. Auditors are required to fill out an application and to specifically register for each course. Auditor status does not imply acceptance or admission into a degree program.
International Applicants

International students should submit applications at least six months prior to the proposed semester of entrance. Applicants should hold a bachelor’s degree earned at an accredited U.S. institution or an equivalent foreign degree requiring at least 16 years of primary, secondary, and university education, and they should have received a basic competence in their field(s) with excellent academic records (A or B+ and First or Upper Second Class degrees).

Sacred Heart University requires all international applicants whose native language is not English to take the Test of English as a Foreign Language (TOEFL). Information about the test may be obtained by writing to: TOEFL, CN6154, Princeton, New Jersey 08541-6154, U.S.A. Students who have studied in English (in India, Pakistan, the Philippines, Hong Kong, etc.), but whose native language is not English, are not exempt from this requirement. The only exceptions are applicants who, at the time of application, have completed more than one year of study within the last five years in a college or university in the United States, Australia, Canada, New Zealand, the United Kingdom or English-medium universities in South Africa.

All non-native speakers of English are required to take EN 512 Writing for International Graduate Students. (See Courses section for detailed description.) It must be taken during the first term of registration at Sacred Heart University and is a requirement in addition to the degree requirements of the specific graduate program.

Admitted international students must meet English language proficiency requirements, submit official records of all academic work completed and degrees received, and have adequate financial support verified before visa documents can be issued. To qualify for a Student or Exchange Visitor visa, the student must show adequate financial support for the first academic year and demonstrate reasonable expectation of continued support for the duration of the academic program without resorting to employment while in the United States.
Registration
Registration

General Information
Registration is the act of enrolling in specific courses. Registration deadlines are listed in the Graduate Schedule bulletin published prior to the beginning of each term. Schedules and registration materials are mailed to all admitted students who may register by mail or by fax.

All students will be admitted into courses in the order in which registrations are received. Students will be notified by the Registrar if a class is closed or cancelled.

Students should discuss questions concerning course selections with their program advisor prior to registration.

Program directors may grant waivers and/or transfer credit for graduate courses based on undergraduate or graduate work completed. Students should not register for courses from which they expect waivers or transfer credit. Refunds will not be allowed for courses taken and subsequently waived. Students should follow waiver guidelines as explained in "course waivers" paragraph.

Students should consult course descriptions in the catalog or Graduate Schedule prior to registering for a course to be sure all prerequisites are met.

Sacred Heart University reserves the right to change class schedules or instructors at any time. In the event that a course is cancelled, full tuition refunds will be provided to all registered students.

Students with an outstanding tuition or fee balance will not be permitted to register.

Current students who register after the registration deadline will be charged an additional fee.

Measles and Rubella Immunization
Connecticut Law requires students born after December 31, 1956 to provide proof of two doses of measles vaccine administered at least one month apart.

The first dose of vaccine must have been given after the student's first birthday and after January 1, 1969; the second dose must have been given after January 1, 1980. The student is also required to provide proof of one dose of rubella vaccine administered after the student's first birthday. Laboratory evidence (blood tests) of immunity is acceptable in lieu of administration of vaccine.

All students MUST be in compliance with this State law before registering.

Please call the University's Health Services Office, 571-7838, if there are any questions.

In-Process Student Registration
Qualified students who have not yet completed the application process, or who have not yet received an admissions decision, may register as an in-process student at the discretion of the program director. Registering as an in-process student does not guarantee admission into a graduate degree program. Education applicants must meet with an Education Advisor prior to registration to determine registration eligibility. International students may not register as in-process students.
The in-process status will remain in effect for one term only. During this time, the student is required to complete the application process and to have received a formal admission decision. It is the student's responsibility to complete the application process. Students who fail to complete the application process will not be allowed to register for succeeding terms.

The in-process designation allows students to register for a maximum of six credits.

Registration as an in-process student does not guarantee admission into the graduate program.

Course Withdrawal

If withdrawal from a class or school becomes necessary, students should obtain an official Withdrawal Form from the program director and return it to the Registrar when completed. Official withdrawal is necessary to assure proper entry on the transcript and the issue of any refunds. Course withdrawals are permitted within the first five weeks of a semester or trimester without penalty (W grade). After that, withdrawal without penalty (W grade) can be given by the instructor with the approval of the Faculty Chair, the Registrar and the Dean of Graduate Studies and Continuing Education. A student's failure to properly withdraw will result in the issuance of a withdrawal failure (WF grade). Phone withdrawals are not normally accepted.

Course Changes

Students are permitted to change their course selection only within the first week of the semester. A nominal charge for changes is assessed. The procedure for program changes is available at the time of registration each term from the Office of the Registrar. The procedure must be followed to ensure course registration and the proper issuance of a refund as listed under the section on fees. Students may not add a course after the first meeting of the class without written permission of the course instructor.

Course Waivers

In some instances, program directors may waive core courses on the basis of undergraduate courses taken at accredited institutions. Waivers for elective courses are not permitted.

Waivers of courses are permissible provided that the total number of waived credits does not exceed 40 percent of the total number of credits required for the degree. Only required courses may be waived. Waiver decisions are based solely on the student's excellent performance in prior academic course work.

Waivers are optional and are made at the discretion of the program director. In those graduate programs in which waivers are to be granted, specific guidelines detailing the required prior academic course work have been formulated by the program director. These Waiver Guidelines are available to all interested students.

Substitutions to core courses are permissible under unusual circumstances. Substitution decisions are made by program directors only after ascertaining that the student has independent knowledge of the content of a course. Once the substitution decision is made, the program director will select another suitable course for the student to take.
Students are required to submit written requests along with a rationale for either course waivers or substitutions to the program director.

**Course Prerequisites**

Students are expected to be familiar with course prerequisites and to meet those requirements before a course is taken. Information regarding course prerequisites may be found in this catalog and/or by information supplied by the appropriate academic program director. Exceptions to a prerequisite must be approved in advance by the course instructor and the academic program director. Credit may be denied to a student who takes a course without the proper prerequisites.

**Repetition of Work**

When a grade below C is given in a required course, that course must be repeated. For a grade below C in an elective course, the student will be required to repeat the courses or take another elective in its place. In any case, the original grade is calculated into the Quality Point Ratio. Only one course may be repeated in the student's entire program of study. Students receiving a grade of C in NU601 or NU602 may be required to repeat the course(s) at the discretion of the program director.

**Transfer Credits and Residency Requirements**

With respect to the minimum number of credit hours necessary to be completed at Sacred Heart University for a Sacred Heart University graduate degree, it is the policy of Graduate Studies that a minimum of 60 percent of the total credits must be taken in residence at the University. Graduate credits may be transferred to Sacred Heart University provided that these credits were taken within the past ten years at the graduate level from a regionally accredited college or university. Only those courses of a grade with a B– or better are eligible to be transferred to Sacred Heart University. A maximum of 40 percent of the required degree credits may be transferred to Sacred Heart University, at the discretion of the program director.

**Transcripts**

The transcript contains the official academic record of the student. Official transcripts are sent at the written request of the student to other universities, graduate schools or prospective employers. The student may complete a Transcript Request Form available in the Registrar's Office, or send a written request. A fee is charged for each transcript requested. Transcripts will be withheld if the student has a financial obligation to the University. Two weeks should be allowed for the processing of a transcript.

**Full-Time Student Registration Status**

To be considered a full-time student at Sacred Heart University, students must maintain registered status for nine credit hours per term or a total of 18 per academic year. The trimester schedule programs (Fall/Winter/Spring) require full-time students to maintain registration for nine credit hours per term or a total of 27 credit hours per academic year.

Full-time student status is not calculated for Summer Sessions. International students (on an F-1 Visa) must enroll for nine credit hours each term, summer excluded.
Veteran's Counseling

The Office of the Registrar is the source of counseling for those students (veterans and dependents of veterans) eligible to receive the benefits of legislation dealing with veterans education (Title 38 U.S.C. Chapters 31-35).

All veterans applying to Sacred Heart University should notify the Office of the Registrar so the necessary form(s) may be completed and sent to the Veterans Administration. Veterans applying for education benefits for the first time, in addition to the above, must present a notarized copy of their Form DD214, Discharge Paper, to the Office of the Registrar.

Each semester, at the time of registration, an Enrollment Certification, Form 22-1999, is certified and sent to the Veterans Administration. Please remember to check the Veteran's Benefits box on the Registration Form.

Each semester veterans will receive attendance sheets (required by the V.A.) to be completed and returned to the Office of the Registrar by the designated dates. Failure to cooperate will result in discontinuance of benefits.

Time Limit For Degree Completion

A student must complete all the requirements for the degree within six years of the date of the completion of the first course in the program. An extension of the time limit for completion of the degree can be granted only by the Dean of Graduate Studies after consultation with the appropriate program director.

Application for Graduation

To receive a degree, a student must complete all requirements for that degree as listed in the catalog. All students eligible for a degree must apply for graduation candidacy with the University Registrar at least one semester before completing the degree. Failure to comply may result in a delay of receiving the degree by a semester.
Academic Policies
Academic Policies

Academic Honesty and Ethics

As an institution of higher learning, Sacred Heart University places special emphasis on academic honesty and ethical conduct. As members of the academic community, students are expected to adhere to both an ethical code of conduct, grounded in mutual respect and tolerance, and to follow the academic honesty standards of integrity in terms of the preparation and presentation of course work and course requirements.

Since honesty is required of all members of the academic community, plagiarism and the participation in any activity which is deemed dishonest is not acceptable behavior at Sacred Heart University. Appropriate measures, including the assigning of a failing grade to a course and/or dismissal from the University, will be taken in clear cases of academic dishonesty.

Quality Point Ratio

The academic standing of a graduate student is determined on the basis of the quality point ratio (QPR) earned each term. Each letter grade has an assigned quality point value as indicated in the following section on the Grading System.

The QPR is obtained by multiplying the quality point value of each grade received by the number of credit hours assigned to each course, then dividing the total quality points earned by the total credit hours attempted.

A cumulative QPR is obtained by calculating the QPR for all courses taken at Sacred Heart University and which are part of the degree program.

A cumulative 3.0 QPR is required for graduation.

Grading System

Graduate Studies utilizes the following grading system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0 Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>3.75 Outstanding</td>
</tr>
<tr>
<td>B+</td>
<td>3.5 Very Good</td>
</tr>
<tr>
<td>B</td>
<td>3.0 Very Satisfactory</td>
</tr>
<tr>
<td>B-</td>
<td>2.75 Satisfactory</td>
</tr>
<tr>
<td>C+</td>
<td>2.5 Less than Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>2.0 Minimum Mastery of Subject</td>
</tr>
<tr>
<td>F</td>
<td>0 Unacceptable for Graduate Work</td>
</tr>
<tr>
<td>I</td>
<td>0 Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>0 Withdrawn Officially — No Prejudice</td>
</tr>
<tr>
<td>WF</td>
<td>0 Withdrawn while Failing or Unofficial Withdrawal</td>
</tr>
</tbody>
</table>

I – The I grade is issued to students who demonstrate a clear intention of completing the course. The grade point average of the student will not be affected. If within six weeks of the start of the new semester following the issuance of the I, the I grade has not been changed, the grade will automatically be changed to an F. No change of an I grade will be processed after the six-week period unless an extension has been granted. This extension has a one-year time limit beginning at the close of the semester in
which the I grade is assigned. Failure to complete the work by the end of this period will result in the automatic conversion of the I to an F.

W - Students are permitted to withdraw from a course within the first five weeks of the semester without academic penalty. After this point, the assignment of a W is an option reserved for an instructor's use when it is determined that a student has a legitimate reason for not completing the course. The W will not affect the student's grade point average.

F - An F grade is issued when a student has completed a substantial portion of the course and has clearly failed.

WF - A WF grade is reserved for students who simply have stopped attending classes. A student who disappears without making an effort to explain such an absence is held responsible for his or her actions and must accept the penalty that a WF grade imposes.

When a grade below C is given in a required course, that course must be repeated. For a grade below C in an elective course, the student will be requested to repeat the course or take another elective in its place.

**Academic Probation**

Any student whose QPR is below a 3.0 will be considered to be on academic probation and may be required to obtain written permission from the program director before registering for additional course work. A student whose cumulative QPR is below 2.7 after completion of 18 credit hours will be required to withdraw from Graduate Studies.

**Academic Appeals**

Any student placed on academic probation or dismissed can submit a request for change of status. For more information contact the Dean of Graduate Studies.

**Research Projects and Independent Study**

Many programs allow or require students to participate in research projects and/or courses of independent study. In both instances, these require prior approval by the academic program coordinator and close supervision by a faculty member. Students should consult with the academic program coordinator about their interest in a research project or independent study and must obtain the necessary approval before registering for a research project or independent study course.

In research designs proposing to use human subjects, students are required to seek approval from the University’s Human Subjects Review Committee before engaging in their research project. For details, please contact the Office of Graduate Studies.

**Thesis**

A thesis may be required, encouraged or be an option of a student's graduate program. Since a thesis is a special form of original research, it requires the careful supervision of either an individual faculty member or a program thesis committee. Students considering a thesis should discuss their interest with the appropriate program director and should be familiar with and follow the procedures outlined in the Thesis Manual which is available through the Office of Graduate Studies. For specific thesis requirements consult the Program Description in this catalog for the particular discipline.
Tuition and Fees
General Information
Tuition at Sacred Heart University is based on credit hours. The charge per credit hour varies for each graduate program.

All University tuition and fees must be paid on or before registration for each semester or session unless prior arrangements have been made.

A degree will not be conferred and a transcript will not be issued until all financial obligations to the University have been met.

Tuition and Fees Schedule

<table>
<thead>
<tr>
<th>Program</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMBA - Weekend</td>
<td>$345/credit</td>
</tr>
<tr>
<td>MBA Program</td>
<td>$310/credit</td>
</tr>
<tr>
<td>MSCh</td>
<td>$310/credit</td>
</tr>
<tr>
<td>MSN Program</td>
<td>$310/credit</td>
</tr>
<tr>
<td>MARS Program</td>
<td>$285/credit</td>
</tr>
<tr>
<td>MAT Program</td>
<td>$275/credit</td>
</tr>
<tr>
<td>Application Fee</td>
<td>$35</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$40/semester</td>
</tr>
<tr>
<td>Library Fee</td>
<td>$10/semester</td>
</tr>
<tr>
<td>Audit</td>
<td>$325/course</td>
</tr>
<tr>
<td>Change of Program Fee</td>
<td>$20/change</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$75</td>
</tr>
<tr>
<td>Deferred Payment Fee</td>
<td>$25/semester</td>
</tr>
<tr>
<td>Student Teaching Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Student Council Fee</td>
<td>$3/semester</td>
</tr>
</tbody>
</table>

Tuition Discount

Family Discount
Effective Fall 1993, the Family Discount applies only to students registered for 12 credit hours or more. For more information, contact Student Accounts.

Diocesan Discount
MAT students employed as teachers in the Dioceses of Bridgeport, Hartford and Norwich are eligible for tuition discounts, as follows:

Bridgeport
As of July 1, 1994, 33% of MAT tuition will be discounted for teachers employed by the Diocese of Bridgeport. Those teachers registered for courses completed before July 1, 1994, receive 50% discount.

Hartford or Norwich
MAT tuition is discounted 33% for teachers employed by the Diocese of Hartford or the Diocese of Norwich.

Payment of Tuition and Fees
The following payment options are available to students individually or in combination.

1. Direct billing through employee reimbursement. The University offers an employee reimbursement program. Employers interested in the direct billing program can contact our Collections Office at (203) 371-7947 for information. A list of employers who currently participate in our direct billing program is available in the Students Accounts Office, or by calling (203) 371-7925 or -7926.

2. Students who do not participate in one of the deferred payment plans will be required to pay their full tuition and fee charges less any financial aid at the time of registration. Current MasterCard and VISA credit cards may be used for the payment of tuition and fees.
3. A Graduate Studies deferred payment plan is available. A signed promissory note must be submitted at time of registration. First payment is due at time of registration (mail-in or in-person). Each part is one third of the total tuition and fee charges and includes a deferred payment plan fee. A schedule of payment dates is available from the Student Accounts Office.

All checks are to be made payable to Sacred Heart University.

**Tuition Refunds**

Withdrawal from the University within four weeks from the beginning of a semester entitles the candidate to a proportional refund of tuition. Refunds are granted only if the candidate complies with the withdrawal procedures as prescribed by the Office of the Registrar. Requests for refunds must be made through the Bursar's Office.

Tuition refunds are based on the FULL tuition charge.

- 100% – Before start of course
- 80% – Before start of second class
- 60% – Before start of third class
- 40% – Before start of fourth class
- 20% – Before start of fifth class
- 0% – After start of fifth class

Registration fees and lab fees are not refundable, unless the course is cancelled. Federal regulations require that veterans follow the University's withdrawal procedure or be liable for repayment of any benefits received. All refunds will be based on the refund schedule and determined by the date of notification to the Registrar's Office, not the date of last class attended.
Financial Assistance
Financial Assistance

General Information
Virtually everyone can use some financial assistance for college tuition. It is important for you to realize that financial assistance is available. In addition to traditional financial assistance programs, Sacred Heart University offers several ways to pay for your education. This section is intended to highlight briefly all of these financial options. You are strongly urged to request additional information about any of these options from the appropriate University office, if listed, or from the Financial Assistance Office, (203) 371-7980. The following is available for graduate students:

Deferred Payment Plan
A Graduate Studies deferred payment plan is available. A signed promissory note must be submitted at time of registration. First payment is due at time of registration (mail-in or in-person). Each part is one third of the total tuition and fee charges and includes a deferred payment plan fee. A schedule of payment dates is available from the Students accounts office.

All checks are to be made payable to Sacred Heart University.

Employer Reimbursement Plan
The University offers employer reimbursement programs with those employers who have agreed to a direct billing program. A list of these employers is available in the Student Accounts Office, or by calling (203) 371-7925. It is also recommended that you contact your employer's Human Resources department for details on participation.

VA Eligibility Programs
Veterans and dependents of veterans are eligible for educational benefits in accordance with Title 38 USC Chapter 31-35. Interested veterans should contact the Office of the Registrar at (203) 371-7890 to secure the required application form. Veterans applying for educational benefits for the first time must present a notarized copy of their Form DD 214 (Discharge Paper) to the Registrar's Office. Veterans' benefits are available to graduate and undergraduate students.

VISA/MasterCard Financing
This method of financing courses is available to graduate and undergraduate students, both in person and through the mail. You are required to authorize the University, in writing, to charge the appropriate amount to your card, and to furnish your card number, signature, and expiration date. Your registration will be processed upon receipt, once authorization is obtained.

Federal Sources of Financial Assistance
There are a limited number of federal assistance programs available for graduate students. Financial need is an important eligibility requirement for these programs, and there are other requirements as well. Programs include: Carl D. Perkins Student Loan, College Work Study Program, Robert T. Stafford Loan, Parent Loan Program, and the Supplemental Loans for Students Program.
Graduate Research Assistantships
A limited number of research assistantships are available. Selected students assist University faculty with on-going research projects. Contact the Office of Graduate Studies for details. (203) 371-7830

GRADEXCEL—Education Loans for Graduate Students
This program allows you to borrow based on your future earning potential, rather than on current income or credit worthiness, and allows you to defer all payments until you graduate. Graduate students can borrow up to $7,500 a year on their own. Repayment begins six months after you graduate, and you have from four to 20 years to repay.

GRADEXCEL is sponsored by Nellie Mae and The Education Resources Institute. For more information call 1-800-634-9308 or the Office of Student Financial Assistance at (203) 371-7980.
Academic Resources
Academic Resources

Sacred Heart University currently has 11 buildings on its 56-acre campus in the northeast corner of Fairfield, Connecticut. Ground will be broken in the Fall 1993 for another residence hall, and approval has been granted for a new health and recreation center complex. Plans also call for expansion of the library and other improvements.

Academic Center

The Academic Center contains most classrooms and faculty offices, administrative and academic departmental offices. This includes the Academic Affairs and Provost offices, Athletics, Graduate Studies and Continuing Education, Campus Ministry, Career Planning and Placement, Health Services, Public Safety, Registrar, Student Affairs, and Student Government offices. It houses the faculty offices of Art, Biology, Business Administration, Chemistry, Communication Studies, Computer Science, Criminal Justice, Financial Studies, Modern Foreign Language, Music, Nursing, and Psychology. It is also a multi-purpose activity center, housing the bookstore, chapel, computer center, dining hall, Faculty Lounge, Gallery of Contemporary Art, gymnasium, Hawley Lounge, mailroom/print shop, science and language laboratories, and The Center for Performing Arts. Chubby's Lounge, adjacent to the dining hall, serves as a student lounge and recreational activity center.

Art Studios

Art studio work facilities include painting, design, drawing, and illustration studios. Major equipment provided for the illustration and graphic design student includes reproduction/process cameras, headline units, typesetting facilities, Macintosh computers, laser printer, light tables, artograph projectors, air brushes, mounting presses, and a small darkroom equipped for black and white photographic processing.

Biology Laboratories

The University has four biology laboratories, a climate-controlled greenhouse, and a microbiology preparation laboratory. The laboratories are designed for courses in descriptive and experimental work on human anatomy and physiology; cell physiology; genetics; animal and plant biology/physiology; and environmental studies. Modern equipment is available for such techniques as electrophoresis; spectrophotometry; high-speed centrifugation; recombinant DNA; multitemperature incubation; oscillography; histological preparations; animal and plant growth, physiology experiments, and aquatic and terrestrial environmental studies.

Special equipment includes a Warburg tissue respirometer; automatic pipetting equipment; an Ikegami TV microprojector; numerous Olympus compound binocular microscopes and Bausch and Lomb dissecting microscopes; a multipurpose Swift fluorescent microscope; several microcomputers, and other supporting equipment suitable for undergraduate instruction and research.
**Bookstore**
The bookstore is located on the first floor of the Academic Center, in the South wing. Textbooks, supplies, clothing with the University’s name or logo and related items are available.

**Chemistry Laboratories**
There are six laboratories serving the needs of general, inorganic, organic, physical, analytical, biochemistry, and instrumental analysis. These laboratories contain the following major equipment: a Bomen MB-100 FT-IR Spectrometer; a Perkin-Elmer Lambda 3B, a Cary 15, and a Beckman DB-GT UV/Visible Recording Spectrophotometers; a Perkin-Elmer 1420 Ratio Recording Infrared Spectrophotometer; two Perkin-Elmer 1310 Infrared Spectrometers; a Perkin-Elmer 373 Atomic Absorption Spectrometer; a Varian T60 Nuclear Magnetic Resonance Spectrometer; a Perkin-Elmer DSC-2 Differential Scanning Calorimeter; an Elemental Analysis Instrument Package that includes a Perkin-Elmer 240C Elemental Analyzer, a Perkin-Elmer 240 Data Station, a Perkin-Elmer 650 Terminal, and a Cahn 29 Micro-Balance; two Perkin-Elmer 3D HPLC Systems; a Perkin-Elmer Sigma 2 and a Gow-Mac 550P programmable Gas Chromatographs; a PARC 254A Polarographic Analyzer/Stripping Voltammmeter; a Johnson Matthey Magnetic Susceptibility Balance; a Jenway PFP7 Flame Photometer; Eberbach Electrodeposition Equipment; a Stainless Steel and a Plas Lab Acrylic Glass Dry Boxes; a Virtis Unitrap II Freeze Dry Lypholyzer; a Mettler Micro-Balance; 10 Spectronic Spectrometers; several IBM, Macintosh, and Apple microcomputers, and many other supporting equipment suitable for undergraduate research.

**Computer Facilities**
The TIE/Communications Computer Science Wing was designed to facilitate learning by having advanced equipment placed in a contemporary setting and having both operators and faculty available in the immediate vicinity. The main lab contains two Digital DEC 5500 systems, installed in the Summer of 1991, with 100 terminals/workstations; 6 gigabytes disk unit storage; 64 megabyte memory; 4 mm, 1200 dpi nine-track tape drive for backup, and two laser printers to assure high-quality output. The UNIX operating system provides batch and interactive access to various compilers, editors, and software including: COBOL, C, PASCAL, FORTRAN, MODULA 2, PATHWORKS, SSPSS, X-WINDOWS, and MOTIF. Also available is a MIPS M/120 RISC computer with 25 terminals, one SCSI 328 megabyte disk drive, and a 120-megabyte tape drive for backup. The MIPS M/120 runs the UNIX operating system and the programming language ADA, which has been adopted by the Department of Defense as its standardized programming language.

The Computer Center also houses 60 personal computers and 10 printers, which are available for general student use. Software available for student use includes:

- dBase IV
- Profit
- Lotus 1-2-3
- SPSS PC+
- MS Windows
- WordPerfect
- MS Works
- Wordstar

There also are Macintosh computers connected to printers. Software available includes MS Word, Excel, and PageMaker. The Art Department also has a Macintosh computer laboratory for the use of graphic design students.
In addition, there are several classrooms equipped with computers for teaching aids. Two classrooms generally are used by computer science classes, one laboratory is devoted to using the computer as a writing tool, and another is devoted to management education. There is a computer-equipped classroom where continuing education classes in word processing and other applications are held. Part of the University Learning Center in the Ryan-Matura Library is devoted to a computer laboratory used for tutorials.

Modern Language Laboratory
The Study of Modern Foreign Languages is enhanced through the use of a modern and up-to-date laboratory which provides students with ample opportunity to hear a variety of native speakers, to practice and reinforce language and phonological patterns, to copy master tapes, and to record and hear their voices. A selection of recordings of great writers and literary critics and other materials concerning culture and civilizations are available.

The language laboratory, located on the second floor of the Academic Center, also has a television and VCR for students to become acquainted with the culture, history, and literature of other countries through the wide collection of video cassettes owned by the University.

Administration Building
The Administration Building houses the Media Studies facilities, President's and Business Offices, the Board Room, and a classroom, and faculty offices for History, Mathematics, Philosophy, and Religious Studies.

Media Studies Facilities
The Media Studies multiple purpose studios are used for video, film, and audio production. The complex features a multi-camera video studio, a lighting grid with a full complement of instruments controlled with remote dimmers, and multi-track audio recording. The studios further provide remote production capabilities via 3/4" EFP and 1/2" VHS portable video equipment, and Super 8mm motion picture cameras, both augmented by separate editing and screening rooms. Multi-image slide/tape production equipment offers students additional creative outlets.

Campus Center
The Campus Center houses the offices of Admissions, Student Financial Assistance, the Counseling Center, and the Education and Political Science Departments. The Community Room also is located in the Campus Center.

Library
The Ryan-Matura Library is open a minimum of 80 hours per week during the academic year, including evenings and weekends, and posts additional hours at exam time. Professional librarians are available at all times at the reference desk to answer questions and assist students research. Instruction sessions also are conducted for class groups to make them familiar with the library and the research process. The librarians provide guidance to a variety of resources, including 156,500 print volumes, 1,090 periodical titles, and more than 66,000 pieces of non-print material such as videotapes, audiocassettes, phonodiscs, microforms, filmstrips, and slide sets. Access to the collection is provided by
an on-line catalog as well as the card catalog. The reference area includes indexes on CD-ROM of general and business periodicals, The Wall Street Journal and The New York Times newspapers, which can be searched by students, and access to on-line indexes which librarians use to search for a student’s topic. Other on-line access provides information on location of material not housed at the library. Such items can be borrowed from other libraries through inter-library loan.

Facilities include an Apple computer lab (with DEC, IBM, and Apple computer), microform readers and reader/ printers, typewriters, cassette players, a video playback unit, slide projector, filmstrip viewer, and several photocopy machines.

The library also houses the University Learning Center, offices for the Institute for Religious Education and Pastoral Studies, and the Schine Auditorium.

**University Learning Center**

The University Learning Center, located in the lower level of the Ryan-Matura Library, offers students at every academic level and from every discipline an opportunity to improve specific language and math skills needed to succeed in courses. Staffed by highly experienced faculty tutors and well-trained peer tutors, the Center provides a warm, friendly learning environment where the needs of individual students are the primary concern. Group workshops and individual tutorials are taught both classroom-style and directly on a computer terminal, and may be scheduled by the Director, (203) 371-7820 or 371-7823, or the Coordinator of the Math and Science Lab, (203) 371-7772 or 371-7820.

Examples of workshop topics include:
- Argumentative Essay
- College-Level Reading
- Developing a Positive Self-Image
- Error Analysis and Revision
- Listening Skills
- Research Skills
- Speech Preparation
- Study Skills
- Time Management Skills
- Test-Taking Skills
- Writing the Business Case Study
- Writing an Effective Critique
- Writing an Effective Essay
- Writing Effective Paragraphs
- Writing Effective Sentences and Paragraphs (for English as a Second Language students)
- Writing About Fiction

**Residence Halls**

Sacred Heart University currently has two residence hall complexes on campus and two university-controlled housing complexes off-campus. On campus is South Hall I (South Hall II is scheduled to open for Fall 1994), housing approximately 220 students on six floors, and four buildings of apartment-style suites known as the Jefferson Hill Residence Halls, housing approximately 230 students and resident advisors. All residence facilities have security systems in place controlled by the Office of Public Safety. Residential Life services are described elsewhere in this catalog.

**Additional Facilities**

Other buildings on campus include Park Avenue House, which is the location of the Wellness Center: Health Services, Career Services and Counseling; and Jefferson House, containing the offices and
Radio Stations
The professionally operated WSHU-FM, a 12,500-watt station at 91.1, is qualified by the Corporation for Public Broadcasting and is a recognized member of National Public Radio, one of only two such stations in Connecticut and 254 nationwide. WSHU-FM offers classical music, news, and public affairs to listeners of Fairfield County, Connecticut and parts of Long Island, New York. It operates a translator at 90.1 serving the greater Stamford, Connecticut area.

Student-run WWPT, a 390-watt station at 90.3 FM, offers rock music, news, and public affairs programs.

The production and on-air studios, record library, and newsrooms of the radio stations serve as learning laboratories for media studies and other disciplines.

Community Resources
Center for Christian-Jewish Understanding
The Center for Christian-Jewish Understanding (CCJU) draws together clergy, laity, scholars, theologians and educators in a “think-tank” to focus on current religious thinking within Christianity and Judaism. The CCJU mission is to develop programs and publications to overcome deep-seated antagonisms, based on centuries of hostility and mutual estrangement, that recent progress has not yet healed; to foster greater knowledge and understanding of the religious traditions of Christianity and Judaism, of the history of their relationship and of the evolving status of their mutual dialogue; to provide a forum for dialogue at the international, national and local levels. The Center promotes independent research and serves as a vehicle for processing and circulating its findings to appropriate institutions.

Center for Ethnic Studies
Serving the cultural and educational interests of the various ethnic groups in our community areas, the Center for Ethnic Studies offers courses and lectures in the history, literature, and language of different nations. In addition to academic programs and study-trips abroad, the Center sponsors special events featuring ethnic art, plays, music, and dance.

Center for Policy Issues
The Center for Policy Issues was established in 1980 with a special mission to serve the people of southwestern Connecticut. The Center fulfills this Mission through conferences, forums, symposia, and other activities focusing on public issues of regional interest with primary legislative implications. Major outside associations and groups, along with University components, are involved in activities.

SHU-String Community Music Center
The SHU-String Community Music Center provides non-credit music instruction for students of all ages, grade school through adults. Private lessons in violin, viola, cello, double bass, classical and popular guitar, recorder, voice and piano are offered, as well as classes for preschoolers and computer-assisted music. The faculty, some of whom are also University music faculty, are all outstanding artist-teachers. The school provides an opportunity to enrich the quality of life through the study and per-
formance of music. The SHU-String Faculty Ensemble is the University’s resident ensemble.

**SHU-Community Chamber Orchestra**

The SHU-Community Chamber Orchestra provides opportunity for community and student musicians to play alongside each other and to perform a wide variety of music for small orchestra. Monday evening rehearsals culminate in concerts at the University each semester and additional performances in the community.

**University Chorus**

The University Chorus is a contemporary music group for all who enjoy singing. Vocal skills and musicianship are developed through weekly rehearsal and public performance of modern arrangements that feature the best of America’s entertainment music.

**Institute for Religious Education and Pastoral Studies**

The Institute for Religious Education and Pastoral Studies provides laity, clergy, and religious with the opportunities for professional training and personal growth related to religious education, pastoral studies, and other chosen fields of ministry. While a primary focus of the Institute is the formation of catechetical leaders, it also provides pastoral formation for those wishing specialized training for church-related work and enrichment for the spiritual life. The Institute helps qualify individuals through graduate-level, group, and directed individual learning for Church-related educational and catechetical positions.

The offices are located in the upper level of the Ryan-Matura Library, and the director may be reached at (203) 371-7843 or 371-7867.

Programs of the Institute include:

- **Graduate Studies**
  A concentration in Catechetical Administration is available to students in the Master of Arts in Teaching program.

- **Certificate Programs in Catechetical Ministry**
  Enrichment and enhancement for those seeking recognition as catechetical leaders.

- **School for Spirituality and Prayer**
  A formal study of Christian spirituality as it relates to spiritual growth and intimacy with God and neighbor.

- **Pastoral Studies**
  Enriching oneself through non-credit courses on topics of current religious interest.

- **Pastor’s Institute and Conferences on Pastoral Administration**
  Offering priests the opportunity to enhance their parish ministry by learning those skills needed for today’s role of pastor.

- **Conference on Ethics**
  Specialized study on those issues impacting on how we live our lives today.

- **Assembly for Liturgical Ministers**
  Enriching new and experienced liturgical ministers by providing insights into and skills for celebrations of prayer, sacraments, song, and worship.
- Convocation on Catechetics
  Specialized seminars of intensive study for catechetical, pastoral, and education leaders.

- Festival of Sacred Scripture
  Special events dedicated to studying the Word of God.

- Special Lectures
  Providing occasional events focused on significant topics, lead by acclaimed experts.
Student Services
Student Services

Alumni Relations
Sacred Heart University Alumni Association currently serves more than 10,000 members. Its ongoing objective is to offer programs and activities that enable alumni to continue and build their relationships with the University. Activities include networking opportunities, Homecoming, summer reunion, a golf tournament, bus trips, travel programs, athletic events, lectures and workshops. The Alumni Office keeps members of the Association informed about University and alumni activities through the alumni newsletter Focus, the President's Annual Report and through specific mailings about upcoming events.

Campus Life
Athletics
The University has a strong commitment to its regionally and nationally recognized NCAA Division II athletic program. As part of the University’s overall growth, the Athletics Department has undergone significant expansion and is expected to continue to grow in the years to come. Intramural activities also are available to students in such sports as flag football, basketball, softball, and golf.

Active programs, 1993-94:
- Men's Varsity Baseball
- Basketball
- Bowling
- Cross Country
- Women's Varsity Baseball
- Bowling
- Cross Country
- Equestrian

The athletic program will be enhanced further with the planned state-of-the-art health and recreation center. The complex will include basketball, squash, and racquetball courts, a Nautilus room, aerobics room, steam room, pool and sauna. Outdoor facilities now include a synthetic surface, multi-purpose athletic field, running track, softball field and tennis courts. These facilities also will be used for all intramural activities and will be open for general recreation.

Dining Service
Sacred Heart University has a contract with Seiler’s, a professional food service corporation, to provide meal service for students. The dining service director works closely with students and staff to ensure the dining needs of the University community are met. Resident students have a required meal plan. Commuting students may purchase one of the meal plan options or pay cash when they use the dining hall.

Public Safety
The Office of Public Safety develops, coordinates, and implements programs and services designed to create and maintain a safe and secure environment for all members of the University community. This includes 24-hour-a-day preventative foot and motor patrols.

Members of the uniformed, pro-active patrol respond to requests for escort service, crowd control, lost key service, and all reports of crime, fire, medical, or
other emergencies. Security officers also coordinate with local emergency services.

The Office of Public Safety sponsors crime prevention programming, with guest speakers or discussions on personal safety, property protection, and other relevant topics.

Parking
Parking permits can be obtained at the Public Safety Office at no charge and are required for all students, staff, and faculty. Vehicles without parking permits will be tagged and towed from campus if necessary.

Residential Life
The Residential Life Office coordinates all University housing options for students. The director, hall directors and the resident assistant staff work with students to make the halls a "home-away-from-home" by creating a healthy, living/learning atmosphere for students. Students have direct input to their living environment through the Residence Hall Associations, which address concerns and organize activities for the members of the Hall community. A listing of off-campus apartments also is maintained in the Residential Life Office. The majority of the University-controlled housing is occupied by undergraduate students.

Student Activities
Graduate students are welcome to participate in any other campus activities, such as band, chorus, and co-curricular interest groups.

Council of Graduate Students
The Sacred Heart University Council of Graduate Students is a student driven organization established to function as an advocate for, and resource to, members of the Sacred Heart University graduate community.

The primary objective of the council is to pursue continuous improvement of all aspects of the graduate education experience through open dialogue, constructive criticism and positive interaction.

In keeping with the philosophy and traditions of the University, the Council of Graduate Students seeks to unite students from all academic disciplines and encourage participation, creativity and development within the Sacred Heart University educational community.

The Council of Graduate Students will provide an easily accessible channel for communication and interaction with the faculty, in order that we may prepare together, to face complex environmental changes both academically and professionally.

For more information about the Sacred Heart University Council of Graduate Students, contact the officers via the Office of Graduate Studies and Continuing Education, Sacred Heart University, 5151 Park Avenue, Fairfield, CT 06432-1000.

Honor Societies
Students maintaining high academic averages and meeting other necessary qualifications may be nominated for membership in societies, including: Sigma Theta Tau, Mu Delta Chapter (International Honor Society of Nursing)

Wellness Support Services
Sacred Heart University offers support services through its counseling, career, health, and campus ministry programs.

Campus Ministry
The Campus Ministry strives to meet the spiritual needs of members of all faiths within the University community. The Ministry serves students, faculty, and staff through daily liturgies, pastoral
counseling, special events, and programs. The Campus Ministry also reaches out to the wider community in a variety of ways, including daily (weekdays) Mass during the academic year and Sunday Mass.

**Career Center**

The Career Center assists students with life planning, from exploring potential study majors to locating a job during the last year. Professional staff members in the Career Center work with students to assess abilities and interests in the career-planning phase. The center works with students to locate internship and co-operative educational opportunities. Formal job placement workshops and assistance are provided throughout the final year and after graduation.

**Counseling Center**

The Counseling Center provides support services to members of the University community who may be experiencing some difficulty. Two professional counselors are available daily for individual and/or personal counseling sessions. Many personal development workshops are offered by the Counseling Center as well as group and topical counseling sessions. For longer term therapy, the staff makes referrals to local professional staff.

**Health Center**

The Health Center offers daily first-response treatment for minor health-related issues. Staffed by Registered Nurses, the Center also handles state immunization requirements and health prevention workshops.
Academic Programs
Academic Programs

General Information
The Office of Graduate Studies at Sacred Heart University offers six Master's Degrees and numerous certificate programs in five disciplines:

Business:
- Master of Business Administration (MBA)
- Master of Business Administration in Health Care (MBA/HC)
- Graduate Certificate in Financial Management
- Graduate Certificate in Health Care Administration
- Graduate Certificate in Human Resource Management
- Graduate Certificate in International Business
- Graduate Certificate in Taxation

Chemistry:
- Master of Science in Chemistry (MSCh)

Education:
- Master of Arts in Teaching (MAT)
- MAT and Elementary Certification
- MAT and Secondary Certification
- Elementary Certification (only)
- Secondary Certification (only)
- Fifth-Year Teacher Traineeship
- Sixth Year Certification in Administration
- Intermediate Administrator Certification
- Sixth Year Certificate for Teachers
- Graduate Certificate in Catechetical Administration

Nursing:
- Master of Science in Nursing (MSN)
- MSN/MBA
- Accelerated RN to MSN

Religious Studies:
- Master of Arts in Religious Studies (MARS)

Courses are offered at the main campus in Fairfield, Connecticut, as well as at three major extension centers in Derby, Lisbon and Stamford, Connecticut. Courses are often offered at other locations, including Danbury, Connecticut.

Main Campus, Fairfield
Sacred Heart University
5151 Park Avenue
Fairfield, CT 06432-1000
(203) 371-7830
(800) 288-2498
FAX: (203) 365-7500

Lisbon
Sacred Heart University at Lisbon
Lisbon Central School
15 Newent Road
Lisbon, CT 06351
(203) 376-8408

Stamford
Sacred Heart University at Stamford
926 Newfield Avenue
Stamford, CT 06905-2596
(203) 968-8821

Valley
Sacred Heart University in the Valley
Derby High School
8 Nutmeg Avenue
Derby, CT 06418
(203) 371-7830
(800) 288-2498
FAX: (203) 365-7500
Graduate Programs in Business Administration

Master of Business Administration

Objectives of the MBA
Sacred Heart University's MBA program provides an opportunity for individuals to prepare for managerial positions in today's complex and dynamic environment. Recognizing the demands of an increasingly competitive, multicultural economy characterized by rapid technological innovation and superior product and service quality demands.

The MBA program's objectives are to develop:

1. Management skills for business, government, health care and nonprofit organizations.
2. Ethical standards to provide a framework for responsible decision making.
3. Problem solving through the use of analytical techniques, case studies and internships.
4. Computer skills to utilize mainframes, PC's and networks in making management information systems more effective.
5. Global awareness as more businesses compete in a world marketplace.

In order to help the student achieve these objectives Sacred Heart University relies on faculty members who are dedicated to teaching. The faculty combine broad business experience and academic training which help to make the learning experience at Sacred Heart unique.

Ethics and Responsibilities
Today's business world demands ethical awareness and responsibility in addition to technical skills and knowledge. No amount of legislation is sufficient to guarantee ethical behavior on the part of corporate enterprise or by the individual manager. In fact, it is understood that it is not possible to legislate individual ethical behavior. What is critical is that business leaders in our society be equipped to deal with such ethical and social issues as conflict of interest, urban decay, hard-core unemployment, crime, drug addiction, alienation, the quality of life, utilization of natural resources and personal privacy, to name a few.

Toward accomplishing these objectives, the MBA degree program consists of a prescribed pattern of graduate courses. The entire program is based upon a common core of courses which examines the functions of the executive and the environment of the administrator. Beyond this core, the student may choose to study in some depth any of a number of particular fields in business administration and economics.

It is not through course work alone that a student becomes a master of his subject. It is also through the participation by the candidate in a university community that shares a view of the world that can be described in many ways, but is essentially reflective of the catholicity of the University.

MBA Admission
Individuals who hold a bachelor's degree in any academic discipline from a regionally accredited college or university will be considered for admission to the Master of Business Administration program. A personal interview is encouraged and may be required.
Further information may be obtained by contacting:

Graduate Studies and Continuing Education
Sacred Heart University
5151 Park Avenue
Fairfield, CT 06432-1000
1-800-288-2498 or
(203) 371-7830

**MBA Class Schedules**
The majority of classes are conducted in the evening with some Saturday sessions. This enables professionally employed men and women to earn an advanced degree under the direction of faculty members who possess excellent academic credentials and pragmatic business expertise.

**Course Loads**
Six credit hours per semester are considered the maximum workload for part-time students and nine credit-hours per semester the minimum for full-time students. However, part-time MBA students who wish to take more than six credit hours per semester can do so if permission is granted by the Program Director.

**MBA Thesis**
With the approval of an advisor and the Program Director, a thesis may be used for six semester hours of elective credit hours toward the degree. Generally, registering for a thesis will be the same as registering for two three-credit-hour MBA courses.

**MBA Academic Counseling**
Upon acceptance, students will receive a copy of their planned academic program. Students are encouraged to meet periodically with the Program Director to discuss academic progress, career placement and special needs.

**MBA Editorial Board**
The MBA Editorial Board is made up of MBA students whose purpose is to encourage students to write articles and help edit them for publication in Vanguard, the business journal published by the Faculty of Management, or for publication in other business journals.

**Career Services**
Throughout the academic year successful business people are invited to speak at special events on topics related to career enhancement; in addition seminars are offered on how to conduct a successful job search. Employment opportunities and internships are publicized on the MBA bulletin board.

**MBA Degree Requirements**
A total of 48 credit-hours of graduate course work is required for the MBA degree with a minimum quality point average of 3.0. Depending on undergraduate preparation, students can reduce credit hours by as many as 18 credits. Despite the number of transfer credits and waivers for which a student may be eligible, a minimum of 30 credit hours must be taken at Sacred Heart University.

The MBA curriculum for students with a business undergraduate degree will generally consist of 48 credit hours or less of 600 level courses. Students who have weak undergraduate grades or have not taken undergraduate business courses in accounting, micro computers for managers, statistics and economics will be required to take the equivalent. International students may be required to take EN 512 Writing for International Students. Prerequisite courses are at the 500 level.
The 48-hour curriculum consists of the following courses:

AC 610 Managerial Accounting
BU 601 Management of Organizations
BU 631 Organizational Behavior
BU 633 Legal Environment of Business
BU 641 Management Information Systems
BU 665 International Business
BU 670 Production & Operations Mgt.
BU 680 Administrative Policy
BU 681 Leadership & Ethics
EC 621 Managerial Economics
FN 660 Financial Management
MK 661 Marketing Management
Elective 600 Level
Elective 600 Level
Elective 600 Level
Elective 600 Level

MBA Prerequisites are as follows:

AC 511 Accounting Principles
BU 542 Microcomputers for Management
BU 543 Statistics Principles
EC 511 Economic Principles
EN 512 Writing for International Studies

MBA Waiver Policy

Required Courses

Required course waivers require a grade average of B or better and courses must have been taken within the past 10 years.

AC 610: Six additional credit hours in accounting beyond the prerequisite requirements — the equivalent of AC 201 and AC 202 at Sacred Heart University.

BU 601: Six credit hours in Management — the equivalent of BU 201 and BU 203 or BU 301 at Sacred Heart University.

BU 631: Three credit hours in Organizational Behavior plus three credit hours of Psychology — the equivalent of BU 202 and PS 101 or PS 131 at Sacred Heart University.

BU 633: Six credit hours in Business Law — the equivalent of BU 231 and BU 232 at Sacred Heart University.

BU 641: Six additional credit hours in Management Information Systems beyond the prerequisite requirement — the equivalent of CS 130 and CS 295 at Sacred Heart University.

BU 670: Six credit hours in Operations Management.

BU 681: Six credit hours in Ethics — the equivalent of BU 257 and PH 251 at Sacred Heart University.

BU 665: Six credit hours in International Business — the equivalent of BU 278 and BU 233 or BU 302 at Sacred Heart University.

EC 621: Six additional credit hours in Economics beyond the prerequisite requirements (with at least 3 credits in Managerial Economics) — the equivalent of EC 221, EC 301, and/or EC 313 at Sacred Heart University.

FN 660: Six credit hours in Finance with at least 3 credits in Corporate Finance —
the equivalent of FN 215 and FN 251 at Sacred Heart University.

MK 661: Six credit hours in Marketing — the equivalent of MK 261 and MK 361 at Sacred Heart University.

BU 680: No waiver given for this course.

MBA Concentrations
Students may elect to specify their four electives in a business discipline from among the following categories. Additional courses may be substituted in any category at the discretion of the Program Director:

**Accounting**
- AC 614 Tax Planning
- AC 615 Budgeting
- AC 616 Accounting for Non Profit
- AC 617 Financial Statement Analysis
- AC 620 Federal Tax Research
- AC 621 Corporate Taxation
- AC 622 Federal Income Taxation
- AC 624 Estate and Gift Taxation
- AC 625 Contemporary Issues in Accounting

**Economics**
- EC 620 Global Macroeconomics
- EC 622 International Economics
- EC 626 Forecasting/Econometrics
- EC 627 Contemporary Issues in Economics
- FN 661 Money and Financial Institutions

**Finance**
- AC 617 Financial Statement Analysis
- FN 661 Money and Financial Institutions
- FN 662 Corporate Finance
- FN 663 Investment Management
- FN 665 International Financial Management
- FN 666 Mergers & Acquisitions
- FN 667 International Financial Markets

**Marketing**
- MK 650 Product Management
- MK 651 Marketing Research
- MK 654 Marketing Problems
- MK 656 Advertising Management
- MK 665 Marketing Strategies
- MK 666 Contemporary Issues in Marketing

**Management Information Systems**
- BU 644 Business Modeling/Simulation
- BU 645 Information Systems for Management
- BU 646 Management of Computer Resources
- BU 647 Systems Analysis & Design Development
- BU 652 Technical Forecasting
- BU 658 Computer Networks

**Human Resources**
- BU 621 The Communication Process
- BU 632 Organizational Change & Conflict Resolution
- BU 635 Management of Human Resources
- BU 667 Team Management
- BU 673 Total Quality Management
- BU 688 Multicultural Management

**International Business**
- EC 620 Global Macroeconomics
- EC 622 International Economics
- FN 665 International Finance
- MK 668 International Marketing
- BU 634 International Law
- BU 666 European Economic Community
- BU 688 Multicultural Management

**MBA Health Care Specialization**

The increasing role of health care in our lives has resulted in new problems with which we must deal. Such areas as adequacy of resources, organizational structure, finance, accessibility, expansion and pressures from various interest groups are typical of these new problems. Thus, preparation for health care administrative positions should empha-
size problem-solving and decision-making capabilities.

The primary educational objective of the Health Care specialization and the general MBA is the same. It is to provide an education that is relevant to the needs of the manager now and in years to come. With the exception of several specialized courses, the general MBA curriculum and the Health Care specialization are alike. This relates to our educational philosophy that most management theory can be taught as a unified body of essential knowledge that can be applied to both profit and non-profit organizations. Thus, the Health Care specialization is a logical extension of the MBA program.

The objective of the Health Care specialization is to prepare men and women for entry into managerial roles in the health sector and to provide a foundation that will help them achieve a higher level of managerial responsibility. The student will gain knowledge and understanding of the health care system and will acquire the technical skills necessary for effective management of health care institutions and related organizations. The aim is to foster understanding of comprehensive, integrated delivery systems. Upon completion of the program, students will be awarded the Master of Business Administration (MBA degree).

Forty-Eight (48) semester hours of approved graduate credits must be satisfactorily completed for the degree.

The Health Care curriculum consists of ten required courses common to the MBA, two required courses specific to Health Care and four health care electives.

The two required courses specific to the Health Care curriculum are:

- HA 601 Management of Health Care Organizations
- HA 661 Health Care Marketing

The ten courses common to the MBA curriculum are:

- AC 610 Managerial Accounting
- BU 631 Organizational Behavior
- BU 633 Legal Environment of Business
- BU 641 Management Information Systems
- BU 665 International Business
- BU 670 Production & Operations Management
- BU 680 Administrative Policy
- BU 681 Leadership and Ethics
- EC 621 Managerial Economics
- FN 660 Financial Management

Elective courses for the specialization in Health Care are:

- HA 620 Economics of Health
- HA 630 Management and Planning of Health Care
- HA 640 Health Services and the Law
- HA 672 Administration of Ambulatory Care
- HA 673 Administration of Long-Term Care Facilities
- HA 674 Administration in Public Health Agencies
- HA 675 Hospital Administration
- HA 684 Special Topics in Health Care

**Graduate Professional Certificates**

Individuals who would like to specialize in one of the areas below without pursuing a full MBA, or those who already have a Master's degree and would like to upgrade their skills may want to consider a four-course Graduate Professional Certificate. Courses can be applied toward the MBA program at Sacred Heart University. Graduate Admissions procedures must be followed.
**Financial Management** (12 credits)
- AC 617 Financial Statement Analysis
- ** FN 660 Financial Management
- ** FN 661 Money & Financial Institutions
- FN 662 Corporate Finance
- FN 663 Investment Management
- FN 665 International Finance
- FN 666 Mergers & Acquisitions: Joint Ventures
- FN 667 International Financial Markets
  - ** Required
  - ** Prerequisite: AC511

**Health Care Administration**
(12-Credits)
- HA 601 Management of Health Care Organizations
- HA 620 Economics of Health
- HA 630 Management and Planning of Health Care
- HA 640 Health Services and the Law
- HA 661 Health Care Marketing
- HA 672 Administration of Ambulatory Care
- HA 673 Administration of Long-Term Care Facilities
- HA 674 Administration in Public Health Agencies
- HA 675 Hospital Administration
- HA 684 Special Topics in Health Care
  - ** Required

**Human Resource Management**
(12 credits)
- BU 621 The Communication Process
- BU 631 Organizational Behavior
- BU 632 Organizational Change & Conflict Resolution
- ** BU 635 Management of Human Resources
- BU 667 Team Management
- BU 673 Total Quality Management
- ** Required

**International Business** (12 credits)
- ** BU 665 International Business
- ** FN 665 International Finance
- ** EC 620 Global Macroeconomics
- ** EC 622 International Economics
- ** EC 668 Japan’s Economic/Financial System
- MK 668 International Marketing
- BU 634 International Law
- BU 666 European Economic Community
  - ** Required
  - ** Prerequisite: FN660

**Taxation** (12 credits)
- AC 614 Tax Planning
- AC 620 Federal Tax Research
- ** AC 621 Corporate Income Taxation
- ** AC 622 Federal Income Taxation
- AC 624 Estate and Gift Taxation
- AC 625 Contemporary Issues in Accounting
  - ** Required
  - ** Prerequisite: AC511, AC610

**The Accelerated MBA (AMBA) Program**
The accelerated MBA (AMBA) program gives students who have completed the relevant prerequisites the opportunity to receive their degree in 22 months. Students typically take two courses on alternating Friday afternoons, evenings and Saturdays for 8 nine-week terms. A major advantage of the program is the opportunity to share the learning experience with a small group of similarly minded peers.
Graduate Program in Chemistry

Objectives of the Masters Degree Program in Chemistry

The introduction of the Masters Degree program in Chemistry in the Fall of 1993 permits Sacred Heart University to offer its first advanced degree in the sciences. This program builds on the present strength of the undergraduate chemistry program and is consistent with the mission of Sacred Heart University as a comprehensive university with a strong liberal arts tradition. The program meets the needs of students and the chemical industry in Connecticut and the region, which is in keeping with another strong tradition of Sacred Heart University to serve the local community. It offers a unique opportunity for career and personal advancement to the employees of local chemical industry, while serving the industry to employ and recruit better qualified chemists.

Graduate courses will be offered in the evening daily and on Saturdays. This, together with the ideal location of Sacred Heart University, should allow chemical industry employees to continue their study on a part-time basis while working full-time and thus take advantage of tuition reimbursement offered by their employers.

Eligible Candidates

Eligible candidates for the program include a sizable number of chemistry graduates who are working in this area, and aspire for an advanced degree in chemistry. Another group is science graduates such as biologists who are shifting career interests and would be interested in obtaining a degree in chemistry. This program would allow this group of students to use their science background to obtain an advanced degree in chemistry without first obtaining a BS in chemistry. This approach will be very attractive for this group since it will allow them to obtain a higher degree in the same time frame that it would have taken them to obtain just a BS in chemistry.

Local chemical industry scientists will be invited to participate in the teaching of graduate courses. Also, students who opt to do research will be allowed, if and when possible, to pursue their projects at their place of employment with the joint supervision of their employer and Sacred Heart University faculty. This allows students to work on relevant projects that interest them, while at the same time increasing collaboration between Sacred Heart University and local industries.

Course Loads

Both full-time and part-time graduate students will be enrolled in the program. Full-time students must enroll in at least nine credits per semester. This will allow them to finish the degree requirement in two years. Part-time students are expected to enroll in three to six credits per semester. This will allow them to finish the degree requirement in three years.

MS in Chemistry

Admission Requirements

Admission to the program will be open in January and September of each year. A full-time student will be expected to finish the degree requirement in four semesters. A part-time student may require at least three years. The Univer-
University's Graduate Admission Policy will be observed when admitting students to the program. Students with a BS in Chemistry or Chemical Engineering will be reviewed and accepted based on their undergraduate performance in chemistry and other supporting subjects. Students with a BS in other areas of science and Mathematics will be admitted after completing the appropriate courses in chemistry in order to meet individual graduate course prerequisites.

**Student Transfer Credit Guidelines**

Transfer credits will be granted for appropriate graduate courses with a grade of B or better, taken at other regionally accredited institutions. Students, however, must complete at least 60% of the required credits including the thesis (when applicable) at Sacred Heart University and pass the comprehensive exam, in order to obtain an MS degree in Chemistry.

**MS in Chemistry Degree Requirement**

Two tracks of studies leading to MS degree in Chemistry will be available:

**MS in Chemistry (Thesis Option)**

Thirty (30) semester hours of approved graduate credits must be completed for the degree with a minimum quality point ratio of 3.0.

Students are required to take 12 credits from the following 3-credit courses as their core:

- CH 521 Advanced Organic Chemistry
- CH 525 Advanced Biochemistry
- CH 531 Advanced Physical Chemistry
- CH 551 Advanced Analytical Instrumentation
- CH 553 Advanced Inorganic Chemistry
- CH 555 Theoretical Inorganic Chemistry

Students must take CH 521 and either CH 553 or CH 555. A thesis involving an original research project equivalent to six credits is also required.

**MS in Chemistry (Non-Thesis Option)**

Thirty-three (33) semester hours of approved graduate credits must be completed for the degree with a minimum quality point ratio of 3.0.

Students are required to take 15 credits from the following 3-credit courses as their core:

- CH 521 Advanced Organic Chemistry
- CH 525 Advanced Biochemistry
- CH 531 Advanced Physical Chemistry
- CH 551 Advanced Analytical Instrumentation
- CH 553 Advanced Inorganic Chemistry
- CH 555 Theoretical Inorganic Chemistry

Students must take CH 521 and either CH 553 or CH 555. All students are required to pass a comprehensive exam.

**Electives**

Chemistry students are required to take their graduate level electives in chemistry and other related subjects. Students may elect no more than six credits from other related areas of science, Mathematics, Physics, Biology, and Computer Science.
Graduate Programs in Education

The Education programs at Sacred Heart University offer students a professional education at both the undergraduate and graduate levels. All courses are offered at the Fairfield campus and Lisbon extension. Selected graduate courses may be taken off-campus in Stamford.

Philosophy of Graduate Education Program

The Education programs for teachers and administrators offered by Sacred Heart University carry out the mission of the University, "to prepare men and women to live in and make their contributions to the human community." From these two values, personal dignity and community service, two principles form the basis of the Education programs:

1. Effective teaching and administration are not the result of what one does, but of what one is. There is a direct correlation between the level of professional effectiveness and the level of personal intellectual, emotional, social and moral maturity.

2. Teaching and administration are a calling centered on service to the community, especially to children and youth. A corollary to this is the view that to become a teacher or administrator is never a goal but an ever-developing path of change and growth reflecting an ever-changing society.

These two principles are not separate but operate in synergy. Professional excellence requires a broad base of knowledge, skill, and a personal vision and caring. This results in personal commitment to excellence of achievement at a personal level and ultimately at the level of society.

Goals and Objectives

The following objectives follow logically from the University's mission and education program philosophy:

1. To promote personal excellence through a solid academic background in the liberal arts.

2. To promote personal excellence through a study of self with the aim of helping the student to reach an appropriate level of intellectual, emotional, social and moral maturity.

3. To center the teacher's and administrator's education on the caring for students, resulting in their social, psychological and cognitive growth.

4. To help teachers and administrators to be able to investigate, to critically analyze, and, with personal commitment, to effect change in anything that is unjust or inadequate regarding American schools.

5. To provide a field-based approach to the education of teachers and administrators in order to integrate theory and practice, while developing skill in solving complex problems in an ever-changing society.

6. To prepare students on the baccalaureate or post-baccalaureate levels to be personally and professionally effective as beginning teachers.

7. To provide an education for teachers on the Master's level that builds upon the accomplishments of the baccalaureate level, and an education on the Sixth Year level that builds upon the accomplishments of the Master's level.
8. To prepare administrators on the Master's and Sixth Year levels for leadership roles in the school community according to the espoused principles of personal and professional excellence stated in the Education mission statement.

9. To provide continuing education for teachers and administrators on current issues in American education.

10. To continue Sacred Heart University's commitment since its founding to provide the school community with exemplary school personnel and to be a center for the improvement of American education.

Please Note: Changes may occur each year based on new State Department of Education regulations and University policies.

Graduate Education Programs

Sixth Year for Teachers (Certificate of Advanced Studies)

Sixth Year for Administrators (Certificate of Advanced Studies)

Intermediate Administrator (Certification)

Master of Arts in Teaching (MAT Degree)

Graduate Teacher Certification—Elementary and Secondary

Fifth Year Internship Program

Graduate Certificate in Catechetical Administration

MAT Course Loads

A full-time graduate student (not working full-time) may take up to four three-credit graduate courses in each 12 week semester. A person employed as a full-time teacher or in any full-time job capacity may take one or two three-credit graduate courses each semester. Permission to take more than six credits per semester must be given by the Chair of the Education Department or the program coordinator.

MAT Student Transfer Credit Guidelines

A student may request transfer of up to 12 graduate credits for work done at another accredited university. Only graduate-level courses in which the student has received a grade of B or better, and which are not part of an earned degree, will be considered. Requests for transfer of credit should be made to the Chair of the Education Department in writing and an official transcript of the courses completed should be sent to the Chair from the issuing institution. If approved, the transferred course and credit will be recorded in the student's permanent record. The student will be informed by the Director of the action taken. In general, once the student is matriculated in the graduate program, no additional transfer of credit will be allowed.

MAT Admission Requirements

1. Students applying to the Graduate Program must hold at least a bachelor's degree from an accredited institution. Students who do not have a 3.0 cumulative grade point average may be admitted under probationary status, subject to review for continuation of studies after the completion of nine graduate credits. Specific details on admission under probationary status should be obtained from the Graduate Studies & Continuing Education Office prior to application.

2. For matriculation in any of the Graduate Education Programs students must submit:

Graduate application form and fee.
Two letters of recommendation on forms provided by the University.
Official transcript(s) from all colleges and universities previously attended.

3. Students who are entering the Graduate Program for Initial Teacher Certification must also:
   a. Meet the CONNCEPT Examination requirement for prospective teachers either through successful exam results or official waiver. Exam registration information is available upon request.
   b. Submit a two page essay, typed and double spaced stating the reasons the candidate wishes to pursue a career in teaching.
   c. Be interviewed by the faculty of the Department of Education for admission determination.

Requirements a-c above must be fulfilled before enrollment in the fourth course of the professional education sequence.

Further information may be obtained by contacting:

Graduate Studies & Continuing Education
Sacred Heart University
5151 Park Avenue
Fairfield, CT 06432-1000
(203) 371-7830
1-800-288-2498

or

Sacred Heart University
at Lisbon
Lisbon Central School
15 Newent Road
Lisbon, CT 06351
(203) 376-8408

Degree Requirements
Master of Arts in Teaching (MAT)
Program of Studies

The Core requirements of the MAT degree focus on the broad foundation of knowledge and skills required of all effective educators. The four areas of study in the Core are:

1. Foundations (3 credits)
   A course in history or philosophy of education, or social foundations of education.

2. Receptive Communication (3 credits)
   An advanced reading methods course or a course in professional readings.

3. Expressive Communication (3 credits)
   A methods, content or professional development course in writing or personal or professional effectiveness.

4. Synthesis/Seminar (3 credits)
   Students may fulfill this requirement only after the completion of a minimum of 24 credits in MAT studies. Students select from several course options designed to assist them in analyzing and integrating their knowledge of teaching.

Concentration (12 credits)
Students select courses for focused study in their area of interest.

Electives (6 credits)
Subject to faculty advisor's approval

Final requirement (3-6 credits)
Students may select one of the following:

1. Comprehensive exam after the completion of 30 credits.
2. Master's Thesis or Project
3. Publication Option

Graduate Education Program for Initial Teacher Certification
The Graduate teacher certification programs allow students to meet requirements to become certified as public school teachers while applying earned credits toward an advanced degree.
Students who have completed a bachelor's degree in a field other than teacher education may enter the Graduate Program to obtain teaching certification. The Graduate Education Program offers approved programs for the preparation of teachers in Elementary grades PK-3, PK-6, middle school grades, 4-8, and secondary grades 7-12 in the academic areas of business education, English, history and social studies, mathematics, general science, biology, chemistry and Spanish.

The Graduate Education Program also provides certified teachers with the opportunity to obtain additional teaching endorsements.

The Graduate Program for Initial elementary teacher certification requires the completion of a minimum of 30 credits in professional studies, including a semester of student teaching. In a typical planned program of studies 15 credits of the professional studies are applied toward fulfillment of the Master's degree requirements.

The Graduate Program for teacher certification in secondary grades requires the completion of a minimum of 18 to 21 credits of professional studies, including a semester of student teaching. In a typical planned program of studies 9 to 12 credits of the professional studies are applied toward fulfillment of the Master's degree requirements.

**Sample Elementary Certification Program with Master's Degree Application (PK-6)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* ED 552 Education in the United States</td>
<td>3</td>
</tr>
<tr>
<td>* ED 553 Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ED 413 Methods of Teaching Reading and Language Arts</td>
<td>3</td>
</tr>
<tr>
<td>* ED 416 Education Technology</td>
<td>1</td>
</tr>
<tr>
<td><strong>ED 459 Methods of Teaching Elementary Mathematics</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td><strong>ED 430 Methods of Teaching Science, Social Studies &amp; Health</strong></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td>* ED 515 Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td>* ED 566 Classroom Management and Discipline</td>
<td>3</td>
</tr>
<tr>
<td>* ED 569 Education of Special Needs Students</td>
<td>3</td>
</tr>
<tr>
<td>* ED Elementary elective (advisor approved)</td>
<td>3</td>
</tr>
<tr>
<td>ED 491 Elementary Student Teaching</td>
<td>6</td>
</tr>
<tr>
<td><strong>MINIMUM TOTAL</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

Courses noted by * above apply to Master's Program requirements as well as Initial Teacher Certification requirements.

**Sample Secondary Certification Program with Master's Degree Application**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>* ED 416 Education Technology</td>
<td>1</td>
</tr>
<tr>
<td>* ED 552 Education in the United States</td>
<td>3</td>
</tr>
<tr>
<td>* ED 553 Educational Psychology</td>
<td>3</td>
</tr>
<tr>
<td>* ED 566 Classroom Management and Discipline</td>
<td>3</td>
</tr>
<tr>
<td>ED 429 Secondary Methods of Teaching in your subject area</td>
<td>3</td>
</tr>
<tr>
<td>* ED 569 Education of Special Needs Student</td>
<td>3</td>
</tr>
<tr>
<td>* ED 627 Seminar on Kids, AIDS, Alcohol, Drugs and Sex</td>
<td>3</td>
</tr>
<tr>
<td>ED 495 Secondary Student Teaching</td>
<td>6</td>
</tr>
<tr>
<td><strong>MINIMUM TOTAL</strong></td>
<td><strong>18-21</strong></td>
</tr>
</tbody>
</table>

*Depending upon courses completed at the Baccalaureate level, the student may need to fulfill additional required courses at the graduate or undergraduate level to meet mandated certification requirements.

In addition to professional studies, students must meet coursework requirements in general studies and an academic major either through credits
previously earned in the bachelor's degree or through supplemental coursework at the undergraduate or graduate level.

In both the Elementary and the Secondary teacher certification programs completion of the full Master's degree is not required for Initial teacher certification. Students who have completed equivalent coursework meeting certification requirements through previous studies need not repeat the coursework at the graduate level. The student's program is completed with course selections with advisor's approval. All candidates for Initial teacher certification must earn a minimum of 12 credits from Sacred Heart University to be eligible for certification recommendation.

Fifth Year Teacher Traineeship

The Fifth Year Teacher Traineeship affords students the opportunity to complete teacher certification and Master's degree program requirements in a supervised internship setting in a public school. Tuition costs for this program are supported by the public school system under a contract arrangement with Sacred Heart University and the trainee student. This program is run only at the Fairfield campus and the Lisbon extension.

Sixth Year Certificate Requirements

Requirements for Sixth Year Certificate of Advanced Study for Administrators

Area I
Foundations 9 credits
Including: A. Contemporary Education Problems
B. Psychological Foundations
C. Curriculum

Area II
Professional Development 6 credits
Including: A. Research course
B. Administration Course

Area III
Management Concentration 6 credits

Area IV
Area of Specialization 6 credits

Area V
Elective 3 credits

Area VI
Terminal Requirements
A. Thesis or Project 3 credits
B. Practicum 3-6 credits
Total required 33 credits minimum

Requirements for Sixth Year Certificate for Teachers

Area I
Foundations 9 credits
Including: A. Contemporary Educational Problems
B. Psychological Foundations
C. Curriculum

Area II
Professional Development 6 credits
Including: A. Research Course and
B. One of the following:
1. Teacher Evaluation and Self-Assessment
2. Staff Development
3. The Law in Education

Area III
Effective Education Concentration 12 credits

Area IV
Elective 3 credits

Area V
Terminal Requirement 3 credits
Practicum, Thesis or Project
Total Required 33 credits minimum
NOTE: All Sixth Year Studies applicants should obtain specific information about course requirements, selection of courses and program options by meeting with an Education Department faculty advisor to formulate a plan of study prior to enrollment.

Advisement appointments may be made by contacting the Education Department at (203) 371-7800, or at the Lisbon campus at (203) 376-8408.

Catechetical Administration
MAT with a concentration in Catechetical Administration

To earn the MAT with a concentration in Catechetical Administration, students complete the MAT requirements with the following concentration requirements (12 credits):

IC 510 Theory and Practice of Catechesis
IC 520 Adults in the Catechetical Process
IC 530 Catechetical Administration
IC 540 Communications: Theory and Implementation for the Ministry of Catechesis

Graduate Professional Certificate (12 credits)
Individuals who would like to specialize in Catechetical Administration without pursuing further courses in Education may want to consider a Graduate Certificate in Catechetical Administration. Graduate application procedures must be followed.

The recommended courses include:

IC 510 Theory and Practice of Catechesis
IC 520 Adults in the Catechetical Process
IC 530 Catechetical Administration

For further information contact:
Institute for Religious Education and Pastoral Studies
Sacred Heart University
5151 Park Avenue
Fairfield, CT 06432-1000
(203) 371-7843

Graduate Program in Nursing
Master of Science in Nursing: Nursing Administration and Family Nurse Practitioner

The Master of Science in Nursing at Sacred Heart University has two options. One track prepares nurses who hold baccalaureate degrees for administrative positions within acute, community, or long-term health care facilities. The second track is the Family Nurse Practitioner Program which is designed to prepare students to successfully pass the American Nurses Association Certification Examinations as a Family Nurse Practitioner. This certification will then allow the students to apply for an Advanced Practice Registered Nurse license in the State of Connecticut. Graduates of the program will possess the necessary educational and experiential background to provide primary care.

The MSN program is accredited by the National League for Nursing.

Objectives of the program are:
1. Synthesize advanced principles, concepts and theories from relevant disciplines to advanced practice roles in nursing.
2. Analyze trends and issues affecting the delivery of nursing services and develop plans of action.
3. Use advanced leadership, management, and teaching knowledge and competencies to influence nursing practice.
4. Demonstrate competencies in the advanced practice role.
5. Assume accountability for contributing to the advancement of the nursing profession through the leadership of others.
6. Assume accountability for contributing to improvement in the delivery of health care and influencing health care policy.
7. Identify researchable nursing problems and participate in research studies in advanced nursing practice.
8. Integrate critical thinking strategies and decision making into the advanced nursing practice role.
9. Analyze complex interaction and communication patterns.

**MSN Admission Requirements**

To be fully admitted to the MSN program students must be reviewed and accepted by the Admissions Committee based on the following requirements:

1. Baccalaureate degree with a major in nursing from an NLN accredited program. (Students without a BSN should contact the Program Director.)
2. 3.0 GPA on 4.0 scale for the last 60 hours of undergraduate program
3. Acceptable score on the Miller Analogies Test
4. Licensed registered nurse in the State of Connecticut
5. Professional liability insurance coverage
6. Evidence of a basic statistics course
7. Evidence of a nursing research course
8. Interview with graduate advisor
9. Two letters of professional recommendation
10. Completed application form, including a statement of long-term goals
11. Basic Health Assessment Course (Family Nurse Practitioner track only).

**MSN Course Loads**

The program is designed primarily for part-time study. However, full-time study is available. Students are expected to enroll in six credits per semester and to complete the program in six years. Students taking less than or more than six credits per semester must have the approval of the Program Director.

**MSN Thesis/Option**

Either a thesis or a project is required by all students.

**MSN Degree Requirements**

An approved plan of study must be satisfactorily completed for the degree with a minimum quality point ratio of 3.0.

All nursing graduate students are required to take the following courses:

**MSN Core Courses for Nursing Administration and Family Nurse Practitioner:**

NU 501 Advances in Nursing
NU 530 Ethical Issues in Nursing and Health Care
NU 601 Research Seminar I
NU 602 Research Seminar II
NU 650 Thesis/Project Advisement

**Required Courses for the Nursing Administration track**

NU 510 Administration of Nursing Services
NU 520 Management of Information Systems in Nursing and Health
BU 601 Management of Organizations or
HA 601 Management of Health Care Organizations
BU 635 Management of Human Resources
NU 610 Role Practicum
BU Option A course (see list below)
BU Option B course (see list below)
Elective

Available nursing electives:
NU 540 Special Topics in Nursing Leadership
NU 543 Computer Applications in Health Care
NU 545 AIDS and Addictions

BU Option A Courses:
AC 511 Financial Accounting
HA 620 Economics of Health
EC 511 Economics for Management
AC 610 Managerial Accounting
EC 621 Managerial Economics
FN 660 Financial Management

BU Option B Courses:
BU 631 Organization Behavior
BU 632 Organization Change and Conflict Resolution
BU 633 Legal Environment of Business
BU 665 International Business
HA 630 Management and Planning of Health Care
HA 640 Health Services and the Law
HA 661 Health Care Marketing
HA 672 Administration of Ambulatory Care
HA 673 Administration of Long-Term Care
HA 674 Administration in Public Health Agencies
MK 661 Marketing Management

Required Courses for Family Nurse Practitioner Track
NU 550 Concepts in Primary and Family Care
NU 551 Advanced Pharmacology
NU 552 Advanced Health Assessment
NU 560 Theory and Practice in Family Primary Care I: Care of the Well Individual and Family
NU 620 Theory and Practice in Family Primary Care II: Care of the Acute and Stable Chronic Individual and Family
NU 630 Theory and Practice in Family Primary Care III: Care of the Individual and Family with Complex Illnesses

MSN Plan of Study
When a student is officially admitted to the program, he/she will receive a plan of study, indicating which courses are required and the semester in which they are offered.

Education/Service Partnership
The Education/Service Partnership is a creative program enabling students to study full-time and work part-time. Select health care facilities in Connecticut have agreed to employ students in varying roles which provide learning opportunities for the student.

Dual Degree Program: MSN/MBA
The student in this program must adhere to the guidelines set out in both the MSN and MBA sections of this catalog. The following information helps clarify where the two programs overlap.

Dual Degree Admission Requirements
The applicant must meet the admission requirements and prerequisite course
work of both the MSN and MBA programs (see appropriate sections in catalog). The applicant applies to and is accepted by each program independently although the same application is used.

**Dual Degree Plan of Study**
The student must meet with the MSN Program Director to determine a plan of study for the dual degree.

**Dual Degree Requirements**
Prerequisites
The student must complete the prerequisites as outlined in the MBA and MSN sections of the catalog. These requirements will vary for each student depending on past academic course work:

- Statistics Principles
- Economics (Principles)
- Nursing Research

If a student does not have these prerequisites, appropriate course work will be planned by the MSN program director.

**MSN/MBA Required Courses:**
The required course work is:

- NU 501 Advances in Nursing
- NU 510 Administration of Nursing Services
- NU 520 MIS in Nursing and Health Care
- NU 530 Ethical Components of Nursing
- NU 601 Research Seminar
- NU 602 Research Seminar
- NU 610 Role Practicum (6 credits)
- NU 650 Thesis or Administrative Project
- AC 511 Accounting Principles
- AC 610 Managerial Accounting
- BU 601 Management of Organizations
- or
- HA 601 Management of Health Care Organizations
- BU 631 Organizational Behavior
- BU 633 Legal Environment of Business
- BU 635 Management of Human Resources
- BU 641 Management Information Systems
- BU 665 International Business
- BU 670 Production and Operations Management
- BU 680 Administrative Policy
- EC 621 Managerial Economics
- FN 660 Financial Management
- MK 661 Marketing Management
- or
- HA 661 Health Care Marketing

Address inquiries to:
MSN Program Director
Sacred Heart University
5151 Park Avenue
Fairfield, CT 06432-1000
(203) 371-7844
or call:
The Office of Graduate Studies
1-800-228-2864 or (203) 371-7830.

**Accelerated RN to MSN Program**
This program is for registered nurses who currently have a Diploma or Associate Degree in Nursing to enter an accelerated path to the Masters in Nursing Program. The baccalaureate upper-division nursing major includes both undergraduate and graduate level courses to satisfy the requirement for the baccalaureate degree. The basis of the acceleration is the substitution of 15 graduate credits for credits toward the BSN as outlined in the curriculum plan below. This then reduces the requirements of the MSN from 42 to 27 credits.

**Admission into the Accelerated Program/Nursing Administration**
Students will apply directly for the RN to MSN option. Students will be advised by an undergraduate nursing advisor in collaboration with the MSN Director. Until students complete requirements for the
BSN they will be considered BSN students. After that point they will officially be graduate students.

Criteria for Admission
This program is limited to the academically strong student who has experience in nursing. This, the criteria for admission include:

Miller Analogy Test of 47 or above
Undergraduate GPA of 3.2 or above
2 years of nursing experience preferred
Commitment to nursing management
Liability Insurance
Connecticut RN license
Interview with Nursing Faculty
Statement of one long-term goal

In addition, to verify the above, the applicant for admission to the Accelerated RN to MSN program must submit a formal application, two letters of recommendation, complete official transcripts and a nonrefundable fee.

Criteria for Progression
Student must maintain a quality point ratio of 3.4 or above to remain in the program.

Curriculum
Prerequisites for Advanced Standing
PS 101 General Psychology
PS 252 Child Development Psychology
SO 101 Principles of Sociology
BI 131 Anatomy & Physiology I
BI 132 Anatomy & Physiology II
BI 161 Introduction to Microbiology
CH 090 Principles of Chemistry
CH 095 Organic & Biochemistry
EN 011 Freshman Rhetoric-Short
MT 050 Modern College Math
University Core Courses
EN 012 Freshman Rhetoric-Long
EN 101 Approaches to Literature
CA 021 Effective Communication

HI 101 Civilization
MT 092 Statistics for Decision-Making
Arts/Music, History, Literature, Media Studies, Modern Foreign Language, Religion, Philosophy
BU 601 Management of Organizations

Nursing Validation Exams
Students are awarded 30 credits through the completion of three Mobility Exams or through the State Program for Articulation. Students will be advised of their status by the nursing faculty.

Requirements for the Nursing Major (BSN)
NU 501 Advances in Nursing
NU 510 Administration of Nursing Services
NU 601 Research Seminar I*
NU 320 Advanced Nursing Process I
NU 350 Advanced Nursing Process II*
NU 380 Family & Community Nursing
NU 520 Management Information Systems in Nursing & Health Care

Requirements for MSN
NU 530 Ethical Components of Nursing
NU 602 Research Seminar
NU 610 Role Practicum*
NU 650 Thesis or Adm. Project
BU 635 Management of Human Resources
Elective Business Course A
Elective Business Course B
Elective

*Students will be required to participate in a three-day noncredit seminar in Nursing Research prior to enrolling in NU 601.
Graduate Program in Religious Studies

Sacred Heart University's Master of Arts in Religious Studies (MARS) Program invites the student to enter into a process of reflection on his/her own experience at the deepest level. From this standpoint the student is encouraged to investigate a broad range of religious expressions representative of the human attempt to come to terms with questions of ultimate significance. Through this reflection it is hoped that the student will be able to engage in a critical dialogue with his/her own religious tradition and self-understanding.

Throughout the history of culture, religion has played an enormous role in shaping and determining human actions, perceptions and institutions. Consequently, the failure to explore the religious dimension of human experience renders that experience largely incomprehensible. None of the disciplines traditionally classified under the rubric of the "humanities" can afford to ignore the basic religious questions, and religious studies itself occupies a central position among these disciplines.

Humanistic in its orientation, the study of religion relies partially on the social sciences for its methodological apparatus. The student of religion must learn concepts from anthropology, sociology and psychology as well as philosophy, history and literary criticism. Specific courses in the program examine the various symbols and myths, rituals and creeds, events and institutions that illuminate the religious imagination and understanding. In addition, the student is encouraged to investigate the cultural interaction between religion and both the natural sciences and the arts. Methodologically and topically diverse, the program is unified by its commitment to the task of exploring the basic religious beliefs and insights that render human life and experience meaningful.

The MARS Graduate Program

The Graduate Program in Religious Studies is designed to suit the needs and interests of a wide variety of students. Whether one wishes to prepare for doctoral work in religion, to pursue a career in religious education, or to learn more about Western religious traditions in order to enrich one's personal and/or professional life and activities, the program supplies a broad range of valuable resources. Each graduate student, in consultation with a faculty advisor, is encouraged to select a field of concentration and to plan an appropriate course of study.

Students accepted into the program will work within four study areas:

I. Biblical Studies

The goal of the Biblical area is to study the origin and development of the Hebrew and Christian scriptures, the theology of the writers of the various books, and the historical circumstances out of which these books emerged in becoming the normative documents for Judaism and Christianity. This area will familiarize students with the tools of biblical criticism and introduce hermeneutical issues.

II. Modern Religious Thought

The modern period in the West has confronted Western religious thinkers with a wide range of challenges and opportunities: natural science and the technology to which it gives birth are modern phe-
nomena; modern philosophy has produced thinkers such as Kant, Hegel and Heidegger, and it has launched movements such as existentialism, phenomenology and linguistic analysis; modernity has witnessed an unprecedented debate about what constitutes social and political justice; it is in the modern period that our society has become “secularized.” To study Modern Religious Thought is to examine how religious thinkers have articulated their beliefs within this modern context.

III. Religion and Society
Explores the relationship between religion and ethics. It covers topics such as the history of Christian ethics, religious attitudes toward war and peace, and religion and economics.

IV. The History of Religions
Students investigate the various world religions as well as other smaller traditions. Attention is given to their historical development, their texts, their symbols and rituals, and their social roles.

MARS Admission Requirements
Applicants should have a strong undergraduate record from an accredited college or university. Official transcripts from all undergraduate and graduate institutions attended must be sent by those institutions to the Office of Graduate Studies. Two letters of recommendation must accompany the application. A personal interview is required as part of the admission process.

The Graduate Record Examination (GRE) is recommended for all applicants, and in some circumstances it may be required.

MARS Thesis/Comprehensive Examination
Students are ordinarily expected to pass the Comprehensive Examination. With permission of the faculty, however, a student may substitute a Master's thesis for the exams.

MARS Teaching Curriculum
For students interested in pursuing a career in teaching Religious Studies, six graduate credits may be earned in the University’s Master of Arts in Teaching program and transferred to the MARS degree.

MARS Student Performance Evaluation
The performance of students will be reviewed by the graduate faculty at the end of each semester. If a student completes all course work for the degree with a QPR below 3.0, then the student will be allowed to take a maximum of six additional credit hours of study to raise the average to 3.0. If this 3.0 average is not achieved, the student will not be allowed to take the Comprehensive Examination and no degree will be awarded. When a grade below C is earned in RS 501 (The Phenomenology of Religion) or RS 510 (Introduction to Biblical Method & Criticism), that course must be repeated. A grade below C in other elective courses will require that the student repeat that course or take another elective. In any case, the original grade is calculated into the quality point ratio.

MARS Student Financial Assistance
Tuition-reduction and financial assistance programs specifically for Religious Studies students are available. Refer to the section on Financial Assistance or contact either the Financial Assistance Office or the Director of the Religious Studies Graduate Program.
MARS Graduate Employment Prospects

In addition to the goals of personal enrichment, this program has proven particularly beneficial in the professional advancement of educators, writers, spiritual directors and directors of religious education. It also offers a strong foundation for students contemplating further study toward a doctoral degree or the ministry.

MARS Degree Requirements

All MARS candidates must complete a total of 33 credit hours of graduate course work with a minimum QPR of 3.0. Students have the option of choosing between two courses of study.

1. General Track — A general study of the four areas defined above. Requirements include a distribution of credits as approved by the Religious Studies faculty.

2. Concentration Track — A student concentrates in one of the four study areas while still having representation from at least two of the other areas. The student is required to take 15 credits from the area of concentration.

   RS 501 – The Phenomenology of Religion is a required course unless the faculty, in reviewing the student’s background, decides to waive this requirement.

   RS 510 – Introduction to Biblical Method and Criticism is also a required course for all students regardless of which track is chosen.

   Students will also be responsible for a Required Reading List.

Upon completing course work, each MARS student must submit to a Comprehensive Examination (RS 698) unless the faculty approves a student’s request to write a Master’s thesis instead of taking the examination. This examination will provide the opportunity for the student to demonstrate a broad understanding of the subject matter delineated by his/her choice of plans. The examination will be administered twice a year in May and December. Contact the Director of the MARS Program for details.
Courses
Courses

Accounting (AC)

AC 511 Accounting 3
Designed to prepare the non-accounting MBA student for more advanced financial and managerial accounting course work. While the emphasis is on the conceptual aspects of accounting fundamentals, sufficient methodology is included to demonstrate the basic operation of an accounting system as it translates information from individual events into the data appearing in financial statements. Topics covered include transactions analysis, inventory and depreciation and their relation to net income, bond prices and interest expense, structures of net equity and analysis of changes in financial position.

AC 610 Managerial Accounting 3
Prerequisite: AC 511. Covers the role of accounting in corporate management today. Emphasis is on financial planning and analysis, profit planning and capital allocation process. Current financial and accounting matters will be reviewed and evaluated.

AC 614 Tax Planning 3
Prerequisite: AC 610. Introduction to federal taxation and its impact on business decision making. Overview of the basics of federal taxation, its traps and tax planning opportunities. Complete overview of all areas of federal taxation to understand the tax planning for personal and business situations and the interrelationship of tax planning decisions. Areas of federal taxation covered are: individual income taxes, corporations, partnerships, income taxation of estates, trusts and estate and gift taxes.

AC 615 Budgeting 3
Prerequisite: AC 610. The basic considerations of budgeting are set forth and analyzed and the importance of business planning and control is emphasized from the managerial point of view. Emphasis is on budgeting as a tool for profit planning and control.

AC 616 Accounting for Non-Profit Organizations 3
Prerequisite: AC 610. Studies the specialized area of fund accounting emphasizing the various management controls used in nonprofit organizations. Included are overviews of reporting systems, account classifications and information reporting, budget preparation, internal auditing and control and cost measurement. Areas of concentration will be state, municipal and other nonprofit organizations such as universities and health organizations.

AC 617 Financial Statement Analysis 3
Covers analysis of market costs and cost volume-profit situations, studies variable costing and methods of reporting, use of cost information in pricing decisions, capital expenditure analysis, budgeting and cash management, transfer-pricing and related topics.

AC 620 Federal Tax Research 3
A study of the techniques and tools of tax research. Reference sources include tax loose-leaf services, I.R.S. cumulative bulletins, court cases, congressional committee reports, textbooks and published articles. Mini research projects will be assigned for written submission.
AC 621 Corporate Income Taxation 3
Prerequisite: AC 610. A foundation course analyzing the basic federal income tax provisions affecting corporations and shareholders. Course coverage includes organization of the corporation, corporate capital structure, corporate distributions, stock redemptions, bail-out techniques and liquidations.

AC 622 Federal Income Taxation 3
A study of tax policy and basic principles of the federal income tax law. Taught at an advanced level of inquiry. Coverage entails the key concepts of gross income, adjusted gross income, deductions, exemptions, credit and special tax computations. Special attention given to the provisions of the Internal Revenue Code affecting individual taxpayers.

AC 624 Estate and Gift Taxation 3
A comprehensive introduction to, and analysis of, the federal estate and gift tax laws including basic principles of estate planning. Procedures for preparation of the estate and gift tax returns are treated. Coverage is given to state death and inheritance taxes.

AC 625 Contemporary Issues in Accounting 3
Prerequisite: AC 610. Explores critical issues facing the Controller in the current environment. Topics include interpreting FASB rules, internal financial reports, communicating financial results, SEC issues, ethical considerations and internal control.

Business (BU)

BU 542 Microcomputers for Managers 3
Managerial perspective of the computer revolution and its relevance to the management information system. Topics include computers, mainframe, minis and micros; input and output devices, data base concepts, DBMS fundamentals, data communications, various business information systems, manufacturing, marketing, financial, accounting, information system development and selection and MIS operation and control.

BU 543 Operations Analysis Statistics Principles 3
Problem-oriented course in business statistics. Topics include probability theory, frequency distribution, sampling, inference theory, hypothesis testing, index numbers, time-series analysis, linear regression and correlation.

BU 601 Management of Organizations 3
Analysis of the principles involved in planning, organizing, directing and controlling the activities of business, governmental and other organizations. Topic areas include motivation, leadership, decision making, conflict and stress management, theory and situational analysis.

BU 610 Entrepreneurial Management 3
Prerequisite: BU 601. Explores the lifestyle and tradeoffs of being an entrepreneur. Each student will develop a meaningful, complete business plan that will serve as a first step toward starting your own business. Individual and group case analysis will be used to develop analytical skills.
**BU 621 The Communication Process** 3
Prerequisite: BU 601. The techniques of achieving results through successful communications are examined. Emphasis is placed upon strategies for gaining acceptance of ideas in group presentations as well as one-on-one dialogue. New methods for the resolution of problems facing organizations and effectively communicating the results are studied. Overcoming obstacles are focused upon to enable the student to overcome the barriers which impede the successful attainment of personal and organizational goals.

**BU 631 Organizational Behavior** 3
Prerequisite: BU 601. Analysis of behavioral aspects of an organization relevant to managerial decision making. Emphasis placed upon micro-organizational relationships examined through selective research findings, cases and group experiences. Topics include group dynamics, interpersonal communication, leadership, motivation, group decision making and organizational change.

**BU 632 Organizational Change and Conflict Resolution** 3
Prerequisite: BU 631. Strategy and techniques for successfully introducing change to formal organizations. Role of power, influence in communication and change process, confrontation, effective intervention in power equalization, concepts and techniques of organizational development, frameworks for creativity and acceptance of innovation. Individual and group research seminar discussion and exercises are included.

**BU 633 Legal Environment of Business** 3
Prerequisite: BU 601. Study of the legal environment in which business organizations function. The nature of law, and the factors which shape it. Recent trends of public control in areas such as regulation of commerce, competition, freedom of contract and labor-management relations are emphasized.

**BU 634 International Law** 3
Explores cultural, political, economic and legal aspects of the development and operation of companies selling and marketing overseas. The process of planning, organizing and controlling international marketing programs will be reviewed. Also covered marketing systems in different countries, restraints of trade, deceptive acts and consumerism.

**BU 635 Management of Human Resources** 3
Prerequisite: BU 601. Focuses on the role of the contemporary personnel function in organizations. Analysis of policies related to the employees organizational life cycle from hiring through departure. Includes issues in manpower and succession planning, compensation and benefits, labor relations, employee training and development.

**BU 641 Management Information Systems** 3
Prerequisites: BU 542 or equivalent and BU 601. Topical coverage of contemporary management information systems and their role in the management and control of public and private institutions using MIS as an aid for planning and decision making, problems associated with the implementation of MIS systems in an organization, position of MIS functions in an organization and managerial problems requiring future research and development.
BU 642 Technological Forecasting and Long Range Planning 3
Concepts and techniques applicable to systematic forecasting of future trends and specific developments in various areas of technology. Covers the epistemology of forecasting, dimensions of technological change, morphological analysis, trend extrapolation, heuristic and intuitive methods of forecasting. The computer is used for simulation and for the Fisher-Pry model for substitutional analysis. Requires a technological forecast of a product or process using one or more of the above techniques for a twenty-year planning horizon.

BU 644 Business Modeling/Simulation 3
Prerequisite: BU 641. Discusses the construction of computer models to simulate business problems in fields such as finance, production, economics and marketing. The models are used to analyze information, quantify uncertainties and provide quantitative data for decision making.

BU 646 Management of Computer Resources 3
Prerequisite: BU 641. Few areas in the corporate functions require management skills to carefully balance advanced technology and talented personnel, as in the corporate data center. This course describes the skills a manager must acquire to resolve the basic diverse problems of the job. While basically a management course, the emphasis is in the area of data processing.

BU 647 Systems Analysis & Design Development 3
Prerequisites: BU 641, BU 645. Designing a corporate computer system is more than writing programs or buying a software package. It takes a “Problem Solver” with the ability to understand the impact of the design decisions on both personnel and other systems. This course reviews systems analysis from the evaluation of the problem, through cost/benefit analysis, to design techniques to create efficient, long-lasting systems. Emphasis throughout the course is on project management and control.

BU 648 Data Structures 3
Using MODULA 2 implementing multidimensional arrays and other data structures including linked lists, queues, stacks, recursion, and trees.

BU 650 Data Base Design 3
File structures including sequential, indexed, and direct files. Data base organizations, hierarchical, relational, and ring structures. Lab work required.

BU 658 Computer Networks 3
Prerequisite: BU 641. This course covers the important concepts of communication based systems, using examples of actual systems and their uses. Topics include network architectures, system and network performance, distributed processing and communication management.

BU 665 International Business 3
Prerequisite: BU 601. The scope of international business is analyzed. Multinational enterprises are studied in light of cultural, historical, political and economic factors. Trade theories are examined in the context of international economics and finance. The focus then turns to the management of global operations, from initial entry into international markets to strategy development for the multinational enterprise.
BU 666 The European Economic Community  3
Develops a working understanding of the European Economic Community and its worldwide impact. The course begins with a general introduction to the EEC and goes on to sketch the history of EEC integration. It examines sectors of business activity, its accounting systems and its theories, practices and policies.

BU 667 Team Management  3
Examines the nature of group relations in organizations. Included are teams formed based on hierarchy, function and task. Topics such as team formation, authority, leadership, group dynamics and group decision making will be covered.

BU 670 Production and Operations Management  3
Prerequisites: BU 601 and BU 543. A comprehensive survey of the managerial concepts and the quantitative tools and techniques required in the design, operation and control of production and operations systems. Emphasis is placed on the use of statistical and operations research methods for analysis of operating systems and decision making. Subjects include decision theory, linear programming, production scheduling and inventory control.

BU 673 Total Quality Management  3
Establish the relationship and use of accounting, management principles and statistics to production of high quality products and services in the business environment. The course will take advantage of each student's business experience and the knowledge gained in prior MBA courses by developing theories and practices applicable to areas described in the course outline. The class setting will be based on one-third to one-half lecture, with group discussion and practical exercises filling the remaining classroom time. Grades will be determined by students' participation in class and team exercises, and the quality of two papers, one being an in-depth treatise of any method in the outline; the other a probe into the quality issues facing managers today or in the future.

BU 680 Administrative Policy  3
The capstone or program summary course which must be taken as one of the last four courses in the program. This course will include elements from all the required courses to show students how all facets of business impact the management role. It will consist of research as well as presentation techniques.

BU 681 Leadership & Ethics  3
Prerequisite: BU 601. The course seeks to help the student determine the origin of our ethics and values as well as the moral standards that have been adopted by society and which do have an evolution. Topics deal with the making of management decisions where these decisions are complicated by issues of fairness, right and wrong, integrity, social responsibility and personal conscience.

BU 688 Multicultural Management  3
Prerequisite: BU 631. This course deals with the problems of working with people of different cultures. Topics include cultural sensitivity, awareness of different value systems and the importance of traditions. Guest speakers will be utilized to provide first-hand experience in dealing with these issues.
BU 689 Small Business Problem Seminar  
Prerequisite: 30 credits. This course deals with a real business problem confronting a small, local business. The class will be divided into teams of five students who will be assigned to work with a company and develop a written plan to help solve the problem.

BU 690 Thesis  
Open only to students completing required course work in the program.

BU 692 Contemporary Business Issues  

Catechetical Administration (IC)

IC 510 Theory and Practice of Catechesis  
This course studies the theory of catechesis from its earliest origins to modern applications. A survey of theories (e.g., content centered vs. experience centered) will be investigated. The course will consider in depth the history of catechetical methodology and program implementation. The student will be required to develop models for implementation.

IC 520 Adults in the Catechetical Process  
This course endeavors to reveal the implications of adult centered learning and adult needs. In addition it will be this course’s goal to situate the adult within a context of enablement (e.g., adult as learner, participant and leader). The student will be required to rethink the context of adult centered religious sentiments and their place in the catechetical environment.

IC 530 Catechetical Administration  
This course focuses on the catechetical leader in the context of the Christian parish. Principles of leadership, management, strategic planning and human resources will be studied as they impact on church centered catechetical activities. The student will be asked to demonstrate acuity for administrative capability.

IC 540 Communications: Theory and Implementation for the Ministry of Catechesis  
This course studies the history of the elements of communication as both human and technological phenomena. Attention will be paid on how encoder and decoder models impact on human communications and how the practice of effective communications relates to sound catechetics.

Chemistry (CH)

CH 521 Advanced Organic Chemistry  
Prerequisite: CH 222. Explores the effects of structure and environment on reaction rates and equilibria and the use of statistical and quantum mechanics in organic chemical reactions. Topics include organic reaction mechanism, Huckel theory, orbital symmetry, photochemistry and standard concepts of physical organic chemistry.

CH 522 Organic Synthesis  
Prerequisite: CH 222. Surveys three general classes of reactions, namely reduction, oxidation and the formation of carbon-carbon bonds. Each reaction will be used as a tool in chemical synthesis.
CH 523 Organic Structure Determination 3
Prerequisites: CH 222 and CH 351. Identification and structure determination of organic molecules by modern spectroscopic techniques. Emphasis on IR, NMR, CMR and mass spectrometry. Hands-on work in NMR and FT-IR.

CH 524 Advanced Organic Chemistry Laboratory 1
A unified laboratory on organic synthetic techniques and synthetic design, and instrumental methods of organic structure determination.

CH 525 Advanced Biochemistry 3
Prerequisite: CH 322. Explores the integration of the basic chemistry of biomolecules into living systems. Topics include bioenergetics and metabolic pathways; biosynthesis and biodegradation of amino acids, proteins, nucleotides and DNA; chemical communication; hormones and the cell cycle.

CH 526 Introduction to Nucleic Acid Chemistry and Molecular Biology 3
Prerequisite: CH 525. Examines the basic biochemistry of nucleic acid and the chemical basis of the techniques used in molecular biology. Topics include structure of nucleic acid and genetic organization, regulation of transcription and translation, genetic isolation and analysis techniques.

CH 527 Enzymology 3
Prerequisite: CH 525. Explores the basic mechanism of protein chemistry and enzyme action. Topics include protein and enzyme isolation and purification, kinetic characterization of enzymes and introduction to enzyme mechanisms.

CH 528 Nucleic Acid Chemistry and Molecular Biology Laboratory 1
Designed to introduce students to all the laboratory techniques used in molecular biology.

CH 529 Enzymology Lab 1
Designed to introduce students to all the laboratory techniques employed in proteins chemistry, enzyme kinetics and enzyme purification.

CH 531 Advanced Physical Chemistry 3
Prerequisite: CH 332. Topics in quantum chemistry, molecular structure, group theory and applications of these topics to spectroscopy, statistical thermodynamics, kinetics and mechanism.

CH 551 Advanced Analytical Instrumentation 3
Prerequisite: CH 351. Fundamentals and practical aspects of analytical spectroscopy, analytical separation and chromatography, and electroanalytical chemistry. Special emphasis will be given to theory and instrumentation; methods and applications will be covered.

CH 553 Advanced Inorganic Chemistry 3
Prerequisite: CH 152. The physical and chemical properties of the elements and their compounds are correlated with their positions in the periodic table. Bonding theory and coordination chemistry are emphasized. This undergraduate-graduate level course also has an undergraduate course number of CH 355. Three credits will be given for the completion of this course with a grade “B” or better.
CH 555 Theoretical Inorganic Chemistry  3
Prerequisite: CH 355. An advanced theoretical study of bonding and spectroscopy of inorganic compounds. Topics include crystal field, ligand field and molecular orbital theories of inorganic complexes; magnetic susceptibility and electronic, infrared and raman spectroscopy.

CH 556 Chemical Applications of Group Theory  2
Prerequisite: CH 355. Basic principles of group theoretical methods. Topics include molecular symmetry, normal coordinate analysis, molecular bonding and energy levels and theoretical basis for selection rules.

CH 557 Advanced Inorganic Chemistry Laboratory  1
Prerequisites: CH 551 and CH 555. A unified laboratory project in modern coordination chemistry with emphasis on a variety of common analytical and instrumental techniques fundamental for the characterization of inorganic compounds.

CH 571 Special Topic: Enzyme Mechanisms  2
Prerequisites: CH 527. Examines the biorganic chemistry of catalysis by enzyme protein. Topics include protein as catalyst, bond breakage and formation by enzymes; the role of cofactors, stereochemistry and its role in enzyme catalysis, kinetics and mechanism.

CH 572 Special Topic: Chemical Concepts in Genetic Engineering  2
Prerequisite: CH 526. Examines the theory and techniques required to produce functional proteins using the tools of genetic engineering. Topics include recombinant DNA and recombinant protein, cloning genes, yeast cell technology, transferring genes into mammalian cells and viral vectors and site-specific mutagenesis.

CH 573 Special Topic: Mathematical/Computer Concepts in Chemistry  2
Prerequisite: CH 332. Mathematical techniques used in chemistry including eigenvalue/eigenvector problems, curve fitting, optimization techniques and computer applications to these problems.

CH 574 Special Topic: Magnetic Resonance  2
Prerequisite: CH 531. Modern techniques in magnetic resonance. Topics would include pulsed NMR, electron paramagnetic resonance, two and three dimensional resonance techniques and magnetic resonance imaging.

CH 575 Special Topic: Management of Research and Technology  2
Survey of modern techniques for R&D and technology management, control and planning. Topics include use of PERT, GANTT, CPM techniques and computer project planning.

CH 599 Thesis  3 or 6
Original research under the supervision of faculty member(s) leading to a written thesis.

Economics (EC)

EC 511 Economics for Management  3
One semester course in economics. Covers both macroeconomics and microeconomics principles. Topics in macroeconomics include income and employment, money and banking, fiscal and monetary policy and economic fluctua-
Topics in microeconomics include supply and demand, price determination, costs, profit, imperfect markets and income distribution. Required of all MBA students who have not completed three semester hours of undergraduate macroeconomics and three semester hours of microeconomics with a grade of B or better.

**EC 620 Global Macroeconomics 3**
Prerequisite: EC 511 or equivalent. A study in aggregate economic analysis. Examines various theories of the determination of income and employment. Policies associated with these theories are critically evaluated. Considers areas which are of contemporary importance in macroeconomics.

**EC 621 Managerial Economics 3**
Prerequisite: EC 511 or equivalent. The purpose of managerial economics is to integrate the managerial decision-making process and the main elements of short- and long-range planning with applicable economic theory. A variety of topics will be discussed in the classroom from risk analysis to planning for profit with appropriate emphasis on concepts and tools of analysis. The task will be to bring to the classroom the wide body of useful managerial economic concepts being applied by informed management today.

**EC 622 International Economics 3**
Prerequisite: EC 511 or equivalent. A survey of the pertinent features of the present international economy and a foundation in the theory of international trade and finance. Topics include classical and modern theories, balance of payments and adjustment, commercial policy, regional economic arrangements, international aid to the developing countries; the international monetary fund and current developments in the international, commercial and monetary order.

**EC 625 Economics/Multinational Corporations 3**
Prerequisite: EC 511 or equivalent. This course covers the determinants of foreign direct investment, the economic questions concerning the operations of multinational enterprises, and the impact of multinational firms on national economies and international economic relations. Emphasis is placed on the general economic analysis of these issues. Relevant empirical evidence and examples will be provided throughout the course.

**EC 626 Forecasting and Econometrics 3**
Prerequisite: EC 511. The formulation of model for solving economic problems. Covers properties of estimators, methods of estimation, linear and non-linear regression, hypothesis testing, auto-correlation and related topics.

**EC 627 Contemporary Issues in Economics 3**
Prerequisite: EC 511 or equivalent. Intensive study of current problems in economics. Provides the student with an opportunity to engage in independent study on a topic of current interest and importance.

**EC 668 Japan’s Economic/Financial System 3**
Prerequisite: EC 511/FN 660. Examines the structure and operation of the Japanese economy. Topic will include their financial markets economic and industrial policies and public financial policies (Elective for Economics, Finance, International Business).
Education (ED)

ED 400-499 Mini Courses 1 to 2
One and two credit mini courses which address professional development or enrichment topics are offered on a semester by semester basis. Consult the graduate course schedule for the current semester's listing of available mini courses. Note: Mini courses may be applied only to the elective credit area of the MAT or Sixth Year programs.

ED 413 Introduction to Teaching, Reading & Language Arts 3
A study of methodology in the areas of reading instruction and language arts for elementary education students. Field experience is an integral part of the course.

ED 416 Educational Technology 1
Students will explore the variety of technology resources and their use in state of the art instructional delivery. Effective use of computers will be a primary focus. Appropriate to all grade levels.

ED 422 Curriculum and Methods of Teaching in Middle School Grades 4-8 3
Students will examine the social, psychological, physiological and cognitive needs of the middle school student and their implications for instructional design. Skill in lesson development, and short and long-range planning will focus in two areas of curriculum integration—math, science and technology, and the humanities.

ED 429 Secondary Methods 3
This course examines the implementation of various methods of instruction applicable to all academic areas in grades 7-12. Philosophical, psychological and practical implications for instruction will be discussed.

ED 430 Methods of Teaching Elementary Science, Social Studies and Health 3
This course examines the scope and sequence of curriculum, as well as content and methods of instruction, in elementary grades. Special attention is focused on lesson and unit planning skill development in the subject areas.

ED 459 Methods of Teaching Elementary Mathematics 3
Students will learn the basic concepts, scope and sequence of instruction, and current methodology in elementary mathematics. Particular attention will be given to lesson planning and unit planning skill development utilizing application of current research in effective mathematics instruction.

Ed 491 Elementary Student Teaching 6
Student teaching field experience in conjunction with a weekly student teaching seminar class is the culminating experience of the elementary education program for students seeking certification in grades PK-3 or PK-6. Application for student teaching placement must be made with the director of student teaching not later than mid-semester in the semester before beginning student teaching placement. Student teaching is conducted in Fall or Spring semesters only. Registration requires the permission of the student teaching director. (Twelve weeks of full-time placement; lab fee in addition to the usual tuition rate.)

ED 493 Middle School Student Teaching 6
Student teaching field experience in conjunction with a weekly student
teaching seminar class is the culminating experience of the middle school grades 4-8 certification program. Application for student teaching placement must be made with the director of student teaching not later than mid-semester in the semester before beginning student teaching placement. Student teaching is conducted in Fall or Spring semesters only. Registration requires the permission of the student teaching director. (Twelve weeks of full-time placement; lab fee in addition to the usual tuition rate.)

**ED 495 Secondary Student Teaching** 6

Student teaching field experience in conjunction with a weekly student teaching seminar class is the culminating experience for students pursuing teacher certification in grades 7-12 single academic areas. Application for student teaching placement must be made with the director of student teaching not later than mid-semester in the semester before beginning student teaching placement. Student teaching is conducted in Fall or Spring semesters only. Registration requires the permission of the student teaching director. (Twelve weeks of full-time placement; lab fee in addition to the usual tuition rate.)

**ED 501 Role of the Teacher** 3

An educational foundations course leading to a Master of Arts in Teaching, this is designed to meet the needs, problems and tasks that confront teachers daily. Participants become able to understand their unique and changing roles as teacher and as a human being.

**ED 503 Personal Growth Experience** 3

An experiential workshop in self-awareness, this course focuses on tools for changing dissonant patterns in the teacher’s own personal behavior. Participants are assisted in coping with or changing areas in their personal and interpersonal behavior that influence their teaching performance.

**ED 504 Teaching Study Skills** 3

This course focuses on methods for classroom teachers to strengthen their students’ study skills, based on latest research in skill development, note taking, testing and other areas of study such as listening, comprehension and vocabulary development.

**ED 505 Adolescent Literature** 3

Young adult literature will be studied from the perspective of the developmental psychology of adolescents. Traditional and classic literature will be presented as well as contemporary authors and popular fiction. Techniques, motivational strategies and procedures that will result in the development of lifetime reading habits will be explored.

**ED 506 Health in Education** 3

This course will focus on the functions of nutrition and physical fitness as they relate to learning and energy levels. The concept of balancing physical and mental activities of student, detection of health problems and first-aid for classroom teachers will be covered.

**ED 507 Counseling Techniques for the Classroom Teacher** 3

This course focuses on the study of the theory and practice of counseling techniques most useful for the regular classroom teacher. Examination of counseling philosophies is included, and students are assisted in developing and refining approaches to personal and group counseling.
ED 508 Seminar in Teaching Man's Inhumanity to Man 3
This course analyzes examples of man's inhumanity to man such as the Armenian Massacre, Slavery and Segregation, the Holocaust, and the Cambodian Genocide. Teaching methodology will be demonstrated.

ED 509 Methods of Teaching English as a Second Language 3
This course focuses on developing techniques to teach English communication skills to speakers of other languages. Language learning theories, major trends and curriculum material development will be examined in relation to the needs of second language students for skill development in listening, speaking, reading and writing.

ED 510 Reading and Writing in the Content Areas 3
This instructs middle and secondary school teachers in the fundamental principles of teaching reading and writing. Current methodologies and motivational strategies are taught. Teachers will learn to effectively use their content area textbook; assign, organize and evaluate written work; and develop positive student attitudes toward reading and writing as lifetime skills.

ED 511 How to Motivate Writers 3
Focuses on motivating students to write freely, and improve their writing. It is a practical course with step-by-step techniques that are easy to learn and to teach.

ED 512 Cooperative Group Learning 3
This will help K–12 teachers, including Special Education and Alternative Education teachers, master the skills of planning, managing and evaluating Cooperative Group Learning activities. Classroom groupings aimed at promoting active thinking and problem-solving strategies will be demonstrated.

ED 513 Elementary Developmental Reading 3
Focuses on the study of the process of teaching remedial reading in grades K–8 including assessing readiness, methods of improving student comprehension, improving decoding skills, using semantic and syntactic cueing systems, encouraging the enjoyment of reading and creating lifetime reading habits.

ED 514 Developmental Reading Grades 7–12 3
Focuses on the study of the process of teaching remedial reading in grades 7–12 including assessing readiness, methods of improving student comprehension, improving decoding skills, using semantic and syntactic cueing systems, encouraging the enjoyment of reading and creating lifetime reading habits.

ED 515 Children's Literature 3
Examines a variety of children's literature to cultivate student interest in books and to develop methods for incorporating literature into classroom experiences. Criteria for selecting children's books are included.

ED 516 Seminar in Teaching for Fifth Year Interns 3
This class is a required component of the Fifth Year Intern program of study. Weekly sessions are designed to address pertinent issues related to the teaching/learning process and provide professional support. Students will discuss the Connecticut Competency Instrument and assess their performance in the classroom.
ED 517 Learning Stations in the Elementary Classroom 3
Teachers are given practical ideas for the use of learning stations in the classroom. The course offers experience in designing, and constructing learning stations, record keeping and using stations for all curriculum areas.

ED 518 Reading and Language Arts: Whole Language 3
This course will engage students in the interactive study of whole language methods and materials for use in the elementary classroom. Students will develop techniques which foster the growth of receptive and expressive communication skills: reading, writing, speaking and listening.

ED 519 Alternate Strategies in Curriculum 3
This course focuses upon alternative ways of developing the didactic curriculum. Teachers assist one another in writing units for alternative education strategies such as community-based learning, experiential curricula, or holistic curricula.

ED 521 Models and Methods in Early Childhood Programs 3
This course examines the historical, philosophical and cultural roots of contemporary early childhood education. It explores contrasting early childhood education models, such as the Montessori method, the cognitive-based model, the child development model and the British Primary Schools. Current issues and innovation in early childhood are discussed.

ED 522 Integration of Art into the Classroom 3
This course is designed for both the elementary and secondary classroom teacher. This study will examine the role art plays in student and social life. Problems will be posed that may be solved through the creative application of arts and crafts. The aim of this course is not only to relate art to other areas, but also to enhance creativity and artistic confidence in the students.

ED 523 Multicultural Education 3
This course explores the concepts of culture and ethnicity and their implications for how we perceive ourselves as citizens of a nation and a global society, as well as how our perceptions influence the classroom curriculum. Portions of this course will be experiential.

ED 526 Test and Measurement 3
The focus is on teacher interpretation of psycho-educational assessment data and the translation of those data into remedial instructional plans for the emotionally disturbed or learning disabled. Current tests will be examined and discussed.

ED 527 Telelecture: Dialogue with Professionals 3
Via telephone hookup, students interview professionals across the country. Students read and discuss the writings of the professionals scheduled to speak to them by telephone. Specific questions are prepared to be directed to the scheduled speaker. The speaker is called on a special conference telephone and dialogue is conducted under the direction of the instructor.

ED 528 Early Childhood Sciencing 3
The goal of this course is to encourage the early childhood educator to approach "science" with confidence and enthusiasm. The activities—designed for children two to seven years—are action oriented and challenge the problem-
solving ability of the young child. Activities will be hands-on and developed from everyday materials.

**ED 532 Teacher Evaluation and Self-Assessment** 3

This course considers problems in teacher evaluation and accountability for teacher self-improvement as well as for purposes of supervision. The Connecticut law on teacher evaluation is studied. Instruments for teacher evaluation currently in use are critically analyzed, and areas where accountability can be validly assessed are carefully delineated. Students observe videotaped class performance and learn techniques of evaluation and analysis.

**ED 536 Here’s Looking at You 2000 2**

Provides participants with information and skills for teaching substance abuse education in grades K through 12. Designed for administrators, teachers, practitioners and the general public. (ADACCB Credit)

**ED 537 Writer’s Workshop** 3

This course utilizes the study of process writing method in interactive exercise applied to the student’s own writing skill development.

**ED 538 Process Writing: Elementary** 3

Students study the methods of teaching writing as a process from beginning stages of written expression to more complex development. The writing process will be explored in depth and instructional strategies will be examined.

**ED 539 Process Writing: Secondary** 3

This course will assist teachers to learn strategies for use in secondary grades to facilitate students' writing skill development in any subject area.

**ED 540 Early Childhood Curriculum and Classroom Design** 3

This course is designed to explore early childhood curriculum based on normal child development. Ways of integrating the creative arts, the sciences and academic skill areas are investigated. Approaches to language development, listening skills, beginning reading, classroom organization, parent-teacher relationships and techniques for adapting the curriculum to meet individual needs are included.

**ED 541 Language Acquisition in Children** 3

This course focuses on children's acquisition of the language system from infancy through primary school. Different viewpoints of language beginnings, the development of language and emergent literacy and implications for education will be covered.

**ED 542 Teaching Styles/Learning Styles** 3

This course will examine the current research on teaching and learning styles and its practical application to everyday classroom instruction for students of all ages.

**ED 543 Teaching Foreign Languages in Elementary Grades** 3

This course will explore in depth the current methodology for teaching foreign languages to elementary age students.

**ED 545 Principles and Practices in Bilingual Education** 3

**ED 548 Methods of Teaching Preacademic Readiness** 3

This course examines typical learning readiness development in grades PK–3. Strategies for designing appropriate
learning activities which facilitate learning interest and readiness will be explored.

**ED 549 Talents Unlimited**  
Talents Unlimited Program is an exciting way to apply creative and critical thinking skills to the classroom. It is designed to help teachers recognize and nurture student talents in the areas of productive thinking, communication, forecasting, planning and decision making. The teacher training model is a competency based, sequentially ordered, and appropriate to a variety of teaching personnel.

**ED 550 Teaching Remedial Mathematics in Elementary Grades**  
This course deals with diagnostic tools and remediation techniques for mathematics instruction. Current research in teaching mathematics is discussed, and participants share their experiences while implementing strategies in the classroom.

**ED 551 Developmental Psychology for Teachers**  
A study of the developmental changes in the total life span of the normal person and the application of this knowledge to the teaching process.

**ED 552 Education in the United States**  
In dealing with certain value-systems in education and persistent issues facing the schools such as alcohol, drugs, divorce, etc., this course is designed to help you determine your own personal philosophy and become intelligently articulate concerning controversial issues in education. It particularly emphasizes how values affect, for better or for worse, human existence in general and schooling in particular.

**ED 553 Educational Psychology**  
The application to teaching of the principles of psychoanalytic, behavioristic and humanistic psychologies is the focus of this course. The aim of the course is to adopt a specific psychological approach compatible with one's own personality for consistency and charisma in curriculum development, instructional strategy and evaluation techniques.

**ED 560 Problem Solving and Methods of Instruction in Secondary Mathematics**  
Investigation of recent curricula, techniques and materials in secondary mathematics instruction. Exploration of selected mathematical topics with emphasis on problem solving.

**ED 561 Extending Talents**  
Participants must have taken Talents Unlimited prior to registering for this course. Extending Talents is designed to help teachers learn to plan activities which supplement and augment the Talent areas of productive thinking, communicating, forecasting, decision making and planning. All participants in this course must have access to a group of five or more students.

**ED 562 Methods and Materials or the Mainstreamed Learning Disabled Student**  
This course focuses on procedures, practices and materials for the mainstreamed classroom. Strategies to be adapted by classroom teachers to individualize curriculum and satisfy the unique needs of the mainstreamed student are included.

**ED 564 Pluralism in American Society**  
The emphasis in this course is on racial, ethnic, gender and age relations in
American society. The first part is of the theoretical framework used to study minority/dominant groups relations.

ED 566 Solving Discipline Problems 3
This course focuses on maintaining discipline in the classroom, and on how to unravel behavioral problems with or without the support of administrators and parents. Group dynamics, Assertive Discipline, conflict resolution and legal rights of teachers in Connecticut will be examined.

ED 568 Education of the Gifted 3
This course addresses the educational, social and emotional needs of gifted students. Students are introduced to the Renzulli Enrichment Triad Model and the Revolving Door Identification Model as practical methods for providing services within the public school systems.

ED 569 Education of Special Needs Students 3
Course focuses on the identification of exceptional students as well as methods of meeting their educational needs in regular and special classroom settings. Exceptionalities studies include all areas defined as special according to Public Law 94-142.

ED 570 Using Math Manipulatives in Elementary Instruction 3
Students will explore in depth the use of math manipulatives for teaching conceptual understanding of elementary mathematics.

ED 577 Apple Logo 3
Provides a hands-on introduction to Logo, the latest in educational programming languages. Students are introduced to a few simple commands which have been utilized by programmers from kindergarten through college to create programs to delight the eye and challenge the imagination.

ED 578 Introduction to Computers in Education 3
This introductory course investigates how computers can be used in the classroom and what you must know to operate an instruction microcomputer. Focus is on a hands-on approach to using an educational microcomputer and will not include programming. Commercial software is demonstrated and criteria for the evaluation of educational software are discussed. Students will use microcomputers to generate classroom materials.

ED 583 Real Computer Applications for Educators: Word Processing, Database, Spreadsheets 3
Professional educators with no computer experience will acquire working knowledge of hardware and software handling, and hands-on introductions to the three major “real world” applications: word processing, database and spreadsheets on the Apple IIe.

ED 584 Desktop Publishing and Computer Graphics 3
Focuses on the use of graphics on the Apple II microcomputer in the school and elsewhere. Graphics will be generated using several graphic software programs. Computer generated pictures will be produced for use in animation, video display slide show or print outs. Desktop publishing will also be covered. Some knowledge of ‘BASIC’ is helpful but not required.

ED 586 Curriculum for Extended Day Kindergarten 3
This course investigates the current issues of full-day kindergartens. Philosophical pros and cons, developing a
kindergarten curriculum, model schedules, parent involvement, early identification and special needs are some of the issues to be addressed. This course is designed for all early childhood educators.

**ED 588 Curriculum for the Talented and Gifted**

This course deals with the creative personality and the application of creative techniques to the classroom and to one's own thought process. It explores how teachers can encourage the development of creativity and the relationship of school curriculum to creativity. The course is experiential as well as theoretical.

**ED 591 Microcomputer Applications for Classroom Management**

This course is designed to introduce the teacher to the microcomputer and its role in the classroom. Students will be introduced to “APPLEWORKS,” a popular home and office program that is helpful in performing many common classroom tasks. The “Data Base” will be used to prepare class lists, bus lists, mailing labels and birthday lists.

**ED 592 Microcomputer Applications II**

This course is concerned with how teachers and administrators can make effective use of the computer in their everyday perfunctory tasks. Software discussion, teacher-oriented word processing, spreadsheet and database programs will be used to create scenarios. This course uses Apple II's. Students should have basic knowledge of computers.

**ED 593 Creative Play, Movement and Arts in Early Childhood**

This course explores the importance, value and implementation of creative play, movement and art activities for pre-school and primary grade children. This includes experimentation with and the use of various media, techniques and methods for the decorative and practical arts, and participation in movement activities as a medium for expression.

**ED 594 Child Abuse and Neglect: Treatment and Prevention**

Through didactic presentations, small group activities, films, role-playing and case studies, this course is intended to help educators better understand child abuse and neglect and their responsibilities to abused and neglected children. Special focus will be placed upon the part schools can play in preventing child maltreatment.

**ED 595 Teaching Creative and Critical Thinking Skills**

This course deals with the questioning techniques in terms of Bloom's Taxonomy, critical thinking skills and problem-solving approaches. Students apply the processes after they have been discussed.

**ED 596 Publishing in Professional Journals**

Course designed for students who desire to have their material published. Emphasis will be directed towards selecting a topic for possible publication, identifying sources for publication, and critiquing published articles. Class will meet for four sessions and additional sessions will be scheduled on an individual basis.
ED 597 Comprehensive Exam 3
In weekly seminar discussions students critique selected books, journal articles and research in preparation for taking the comprehensive examination for the MAT terminal requirement. Emphasis is on theories, current practices and issues that are, or have been influential in American education.

ED 598 Thesis Preparation 3
A seminar format is utilized to offer direction and advice to those students preparing to submit a thesis for the culmination of the Master's Degree program. Initial four weeks focus on development of proposal. Instruction shared by members of the Education Department.

ED 599 Independent Study 3-6
The student chooses a subject of investigation, works individually under the guidance of the appropriate instructor, and writes an extensive paper. Consultation, planning and approval for this paper should be completed before registration. Prerequisite: matriculated standing.

ED 600 Characteristics of Effective Schools 3
This course will examine the characteristics of effective schools and study the implications that effective school practices have on improving learning, teaching and leadership. Research findings, selected readings and experts in the field making presentations will all contribute to exciting class discussions and stimulating weekly sessions.

ED 601 Elementary Curriculum 3
This course will expose students to various teaching strategies for use with elementary students, particularly the elements of effective instruction. In addition, students will learn general curriculum content for various elementary grades and will prepare lessons related to these curriculum areas. Students will also practice teaching skills in micro-classroom situations.

ED 602 Secondary Curriculum 3
A comprehensive study of the principles, methods and materials for teaching in the junior and senior high schools. Effective elements of instruction will be explored as they relate to practical application in the classroom.

ED 603 Seminar in Education 3
This seminar will include a discussion of the writing of eminent professionals in the field of education. Students will analyze their thought to see if they are addressing the real problems of the real classroom. Selected professionals will be invited to speak. Note: This course can be substituted for ED 527 Telelecture.

ED 610 Teaching English Grammar 3
This course provides an intensive review of traditional American grammar with emphasis on the development of learning packets for individualized instruction in grammar at the secondary school level. Certain short pieces of writing will be required.

ED 612 Administration and Supervision 3
Students will examine leadership styles and procedures as they relate to effective schooling practices. Administrative theory will be analyzed in relationship to current research and supervisory models will be studied.
ED 616 Seminar on Magnet Schools: 3
This course will examine a variety of innovative magnet school programs, alternative forms of education and new educational approaches in the 1980's. Speakers, school visits and audio-visual materials will be used to enrich and stimulate class discussions.

ED 620 Women in Educational Leadership 3
An analysis of the critical issues concerning women and their role in school leadership. Issues discussed will include the history of women in management positions, leadership style, motivation, decision making, communication, politics, life cycles and career planning.

ED 623 Environmental Science for Elementary Teachers 3
This course is designed for the elementary school teacher. It will introduce the basic scientific principles underlying today's environmental issues. Air, water and land pollution will be discussed.

ED 625 Seminar in Educational Research 3
This course is designed to increase student awareness of educational research techniques, specifically to enhance their classroom effectiveness by making them better consumers of educational literature. Students will read and critique qualitative and quantitative educational literature. Experimental and quasi-experimental designs will be examined and statistical techniques will be discussed.

ED 626 Program Evaluation 3
This course will examine the methodology of program evaluation and its application in the program development/implementation/evaluation cycle.

ED 627 Seminar on Kids, AIDS, Alcohol, Drugs, and Sex 3
This course focuses on the current school/community responses to problems such as substance abuse, AIDS, etc. Classroom discussion, speakers and audio-visual materials aid participants to cope better with today's new trends and values.

ED 628 Grant Writing 3
This course will assist the student in developing the knowledge and skills necessary for effective grant seeking activity.

ED 630 Public School Finance 3
School finance will include the study of various sources of revenue: local taxes, state and federal competitive and entitlement grants and appropriates and budgeting methods, including OBB, MBO, PPBS, Program and School Site. Students will learn how to complete financial application forms and design budgets based on specific assumptions.

ED 633 The Adult Learner 3
Many adults return to school: former high school dropouts, immigrants who wish to learn English and adults who wish to continue their education. Some will complete high school requirements, others will take enrichment courses and some will take college courses leading toward a degree. Many are raising families, working full-time and attending classes. This course will explore some of these needs, interests and styles of learning.

ED 634 Public School Relations 3
Students will explore ways that schools and school systems can build effective partnerships with parents and the community. Techniques for designing and implementing a positive public relations
ED 635 Staff Development 3
Students will explore the principles and practices that define effective staff development programs.

ED 636 Management of Human Resources 3
The role of the contemporary personnel function in public school organization in relation to recruitment, selection, induction and evaluation of staff, labor relations and collective bargaining will be examined.

ED 645 Principalship: Elementary School 3
The major duties of the elementary school principal will be covered including organizing the building for instruction, assigning teachers and support personnel, addressing non-instructional matters such as transportation, food service, providing effective communication between the school and the community, evaluating the instructional program and staff and providing instructional leadership.

ED 646 Principalship: Middle School 3
The major duties of the middle school principal will be covered including providing adequate courses for advanced, average and remedial students; working effectively with a variety of instructional departments ensuring effective use of the faculty and food service; providing effective communication between the school community; evaluating the instructional program and staff; and providing instructional leadership.

ED 647 Principalship: Secondary School 3
The major duties of the secondary school principal will be covered including providing adequate courses for advanced, average and remedial students; working effectively with a variety of instructional departments ensuring effective use of the faculty and food service; providing effective communication between the school community; evaluating the instructional program and staff; and providing instructional leadership.

ED 650 The Law in Education 3
Designed to provide an overview of the origin and legal status of public and private schools and legal rights and responsibilities of administrators, parents, students, school board members and teachers. Attention will be given, through case study approach, to those contemporary legal issues which concern the operation and management of schools.

ED 651 Practicum: Elementary 3
ED 652 Practicum: Secondary 3
Open to students in the Traineeship Program. This field experience complements student teaching. Under the supervision of the mentor teacher and the University Supervisor, students refine their teaching skills at the internship school.

ED 653 Practicum II: Elementary 3
ED 654 Practicum II: Secondary 3
ED 659 Professional Seminar 3
Open to students in the Title II Traineeship, students address philosophical concerns and practical applications of effective teaching. Further instruction is given in mastering the Connecticut Teaching Competencies, and the team will function as a professional and per-
sonal support group. This course will provide Thesis supervision for the fifth-year trainee.

ED 660 Foreign Study Tours 3
The Graduate program in Education recognizes the value of cross-cultural study and therefore provides opportunities for foreign study-tour courses. Consult our Graduate Brochure for the current availability of Travel courses. Tour specific course subtitles are provided on the student’s transcript.

ED 669-688 Special Topics in Content Areas 3
Content-specific courses are regularly offered in academic subject areas. Specific, topic appropriate course subtitles are provided on the student’s transcript. Such courses are available in the following subjects:
- ED 669 Special Topics in Math and Science
- ED 670 Special Topics in Business Education
- ED 671 Special Topics in Physics
- ED 672 Special Topics in Chemistry
- ED 673 Special Topics in Biology
- ED 674 Special Topics in English
- ED 676 Special Topics in History
- ED 678 Special Topics in Mathematics
- ED 680 Special Topics in Media
- ED 682 Special Topics in Political Science
- ED 684 Special Topics in Spanish
- ED 686 Special Topics in Computer Education

ED 690 Graduate Education Institutes or Workshops 1-6
Exposure to outstanding educators, unique curricula, and exciting symposia is often available through special institutes and workshops. Through the guidance of our faculty and usually with some additional work, the student can earn graduate credit for such experiences. Consult our Graduate Brochure for the current availability of special institutes or workshops. Specific course subtitles are provided on the student’s transcript. Note: Students may take a maximum of six credits of 690 numbered courses for fulfillment of MAT or Sixth Year program requirements. Courses number 690 apply only to the elective credit area of either program.

ED 698 Practicum 3
Students in the Sixth Year program may undertake practicum for fulfillment of the terminal requirement. Students submit a proposal for a school based project which addresses an identified need. Complete information may be obtained from the Sixth Year advisor.

ED 699 Administrative Practicum 6
Students will complete a 100-hour, university-supervised field experience. The practicum will enable the student to implement and apply theory to the student’s program of study.

English (EN)

EN 512 Writing for International Graduate Students 3
The objective of this course is to provide graduate students who are non-native English speakers with the necessary orientation, oral communication, writing, and research skills to succeed in graduate level course work.

The goals of the course are to:
1. develop techniques to master mechanical English skills such as correct grammar, usage, punctuation, and sentence formation;
2. develop mastery of research documentation skills teaching the APA format and necessary skill components, such as, summarizing, paraphrasing, and synthesizing;

3. provide orientation to graduate studies in the U.S., for example, expectations of professors, use of University facilities, and relation to peers;

4. develop oral communication skills with an emphasis on interpersonal communication as expected in the U.S. in both formal and informal settings.

Finance (FN)

**FN 660 Financial Management** 3
Prerequisites: AC 511, BU 601, BU 641. This course is designed to provide the student with an introduction to the field of finance. Principal emphasis is given to financial statements and ratios analysis; working capital management; capital budgeting; firm's cost of capital; and basic portfolio theory.

**FN 661 Money & Financial Institutions** 3
Analyzes the operations of commercial banks and other financial institutions. Examines money, credit and interest rates. It also examines contemporary monetary theories. Surveys recent developments and their implications to financial institutions.

**FN 662 Corporate Finance** 3
Prerequisite: FN 660. A study of investments and the objective and techniques of investment management. Topics to be covered include how to determine investment value, sources of investment information, tools of investment analysis, regulations protecting investors, tax considerations and portfolio management.

**FN 663 Investments** 3
Examines the wide variety of available investment instruments, their risks and benefits, techniques of investing, such as fundamental analysis, technical analysis and market inefficiencies.

**FN 664 Financial Markets** 3
Prerequisite: FN 660, EC 511. Examination of the whole spectrum of money and capital markets and the sectors that participate in them. The course also covers the determination of the level and structure of interest rates, the role of the Federal Reserve in financial markets and government policies to stabilize and regulate the financial market system.

**FN 665 International Finance** 3
Prerequisite: FN 660, EC 510. Application of principles of financial management to the decisions of corporations with international operations. Topics include sources and uses of funds for multinational operations; impact of different exchange rates; taxation systems and inflation rates on financial decisions; project evaluation; interaction among various national financial markets; regulation of flow of funds; and tax regulations.

**FN 666 Mergers, Acquisitions & Joint Ventures** 3
Prerequisite: FN 660. The role of each of these strategies will be examined as part of the restructuring process faced by corporations in their attempt to compete and grow in the U.S. and abroad. Emphasis will be placed on each method's strategic and financial advantages. Group analysis of cases and computer applications will be utilized.
FN 667 International Financial Markets 3
Prerequisites: FN 664 and/or FN 660. Provides students with a working knowledge of contemporary international financial markets with a special emphasis on Eurodollars, Eurocredit and sways. The course focuses primarily on rules and policies of foreign exchange markets and international credit markets.

Health Administration (HA)

HA 601 Management of Health Care Organizations 3
Analysis of the principles involved in planning, organizing, directing and controlling the activities of health care businesses. Examination of historical bases of management and recent developments in management theory and practice. Topics include motivation, leadership, decision making, conflict and stress management, theory and situational analysis. Special emphasis is given to health care firms and the role they play in general organizational and management theory. Required of all students in MBA/Health Care Administration.

HA 661 Health Care Marketing 3
Principles of marketing applied to health care delivery and related organizations. Special attention will be given to sources of funds, organization for structured financial management systems and allocation considerations. Exploration of the organization and practice of medical care and its effect on the American consumer. Review of health care delivery system, health care products, medical economics, health insurance and the behavior of consumers of medical care. Included in the course will be discussions on popular consumer health practices.

HA 620 Health Care Economics/Competition Strategy 3
Prerequisite: EC 511. Determinants of demand for health services, including health insurance, supply functions for facilities and manpower, price determination and utilization, public intervention through financing, regulation, licensure and planning and cost-benefit analysis in health.

HA 630 Management and Planning of Health Care 3
The first part of the course discusses administrative and organizational arrangements for health care. Topics such as manpower needs and resources, professionalism, community action, collective bargaining and new and allied health professions are covered. The second part of the course deals specifically with theory and practice of health planning. Alternative responses to physical, fiscal and conceptual restraints are discussed.

HA 640 Health Services & The Law 3
Major issues in law of direct importance to professional practice in health planning and in health services administration, the legal frameworks of health organizations and medical practice, contracts affiliations and mergers, consent, patient’s rights, clinical and social research, mental health laws, health care liability, property and legal death.

HA 672 Administration of Ambulatory Care 3
Administrative problems of ambulatory care, solo physicians, out-patient departments, health maintenance, organizations and group practices, neighborhood health centers, community mental and epidemiologic surveillance.
HA 673 Administration in Long-Term Care Facilities 3
Institutional care for the elderly and chronically ill in the context of the economic and social problems of our society in general and aging in particular. An analysis of administrative problems, issues and solutions, development of a systems approach to the delivery of long-term care.

HA 674 Administration in Public Health Agencies 3
Managerial, political and ethical aspects of daily administration of public health agencies. Case histories, current problems and practical problems encountered by health administrators and planners working within and in collaboration with public health agencies.

HA 675 Hospital Administration 3

HA 684 Special Topics in Health Care 3

HA 685 Seminar on Managed Care 3
Designed to increase students knowledge of the basic history and philosophy of Managed Care delivery systems, including current concepts and issues. Special attention is given to the application of managed care theory in today’s health care environment.

Marketing (MK)

MK 661 Marketing Management 3
The style of marketing oriented towards a consumer goods environment. The influence of the marketing environment on decision making is reviewed first, then each of the elements within the marketing mix (product, price, place and promotion) is thoroughly examined. Also studied is the organization’s system for planning and controlling its marketing effort. Required for all candidates who have not completed six semester hours of B or better of course work in such areas as marketing, marketing management, advertising, market research or consumer behavior.

MK 650 Product Management 3
Prerequisite: MK 661. A thorough examination is made of the product management system; its operation and the mechanisms for coordinating internal operations. The use of market research, consumer psychology and forecasting tools to assist the marketing manager in major decision areas such as product planning, channels of distribution, pricing and promotion are carefully reviewed.

MK 651 Marketing Research 3
Prerequisite: MK 661. A managerial approach to market research activities. Primary emphasis is placed on applying research information towards making marketing decisions. The research process is discussed, then qualitative and quantitative methodological alternatives are systematically reviewed. Careful attention is paid to how to analyze and present research findings.

MK 654 Marketing Problems 3
Prerequisite: MK 661. A survey of current problems and issues in marketing from the perspective of the firm is undertaken. Selected business managers, from area corporations are invited to challenge class members with problems or opportunities which need to be solved. Using problem-solving techniques, students then present their finding and recommendations to these managers and obtain feedback on these proposals.
MK 656 Advertising Management  3
Prerequisite: MK 661 or equivalent. An analysis of the advertising function from a management viewpoint. Emphasizes the mechanics and techniques of advertising as part of an overall marketing strategy, including: the role of the corporate advertising director; the role of the advertising agency and the role of the media. Special emphasis is placed on understanding and participation in the creative process, essential for effective advertising.

MK 657 Industrial Marketing  3
Prerequisite: MK 661 or equivalent. A survey of the techniques and methodologies of industrial marketing stressing the differences between this sector and the consumer market. Areas covered include: marketing department organizations; channels of distribution; pricing strategies; sources of industrial market data; industrial advertising and promotion; and market and marketing strategies. Emphasis on the case method.

MK 665 Marketing Strategies  3
This course will utilize student teams and a computer simulation model to develop marketing strategies in a dynamic environment. It is intended to hone decision-making and communication skills.

Nursing (NU)

NU 501 Advances in Nursing  3
This course explores the role of the advanced practice nurse in a complex changing health environment. Current internal and external factors which affect the delivery of nursing services are studied. External factors including increasing age of the population, changes in reimbursement structure, consumer influence and technology are addressed. Current issues affecting nursing practice, administration and research are discussed. Various nursing theories are studied to identify the role nursing theory plays in the delivery and administration of nursing services. With this data, students will develop objectives and plans for a given situation in nursing.

NU 510 Administration of Services  3
This course focuses on both leadership and management in nursing service administration. Emphasis is placed on analysis of leadership styles and consideration of the major management components within the nursing organization. Topics included are mission, philosophy, goals and objectives, personnel management, organizational structure and quality assurance.

NU 520 Management Information Systems for Nursing & Health Care  3
This course provides an introduction to the use of computers and management information systems as tools for decision making, control functions, and communication capabilities. It also includes the study of organizational theory and systems theory as it applies to identifying sources and flow of information through organizations. Emphasis is placed on applications in health care, structuring of systems, economic evaluation and managerial decision making with respect to the acquisition and use of computers and information systems in health care facilities.

NU 530 Ethical Issues in Nursing and Health Care  3
This course focuses on ethical dimensions of the nurse-patient relationship and current broad philosophical issues.
that have direct impact on health care. Beginning with a reflection on one’s own values, the course examines the philosophical basis of nursing ethics, applications of ethical principles, values clarification, and the ethical decision making process. The leadership role of the nurse practitioner is explored in relationship to advocacy and accountability for quality care.

**NU 540 Special Topics in Nursing**  
**Leadership**  
*3*  
This course introduces the student to the principles of achieving professional goals with emphasis on developing a positive attitude in those one leads. Content will explore principles of successful leadership for the nurse manager and apply the principles to the administration of nursing services. The underlying theme of the course is enhancing professional self-confidence for achieving recognition and success in nursing. Students will develop strategies for using the principles on an ongoing basis for empowering others in the organization. Organizational designs for enhancing creativity and innovation will be explored.

**NU 543 Computer Applications in Health Care**  
*3*  
This course is an overview of computer applications in nursing and health care. Emphasis is placed on basic concepts of computer technology, information processing, information systems and hands-on experience using the computer. Applications include aspects of patient care, administration, education, research, and practice using computer-assisted instruction, interactive video, databases, spreadsheets and word processing.

**NU 545 AIDS and Addictions**  
*5*  
This course, designed for teachers and nurses, focuses on the societal problems of HIV/AIDS and addictions with particular emphasis on the adolescent. Risk factors, assessment, referral and intervention in problems of addictive behaviors are presented. HIV/AIDS is presented using an epidemiological approach to the development of both health education and treatment modalities. Both topics will include discussion of ethical issues and community resources — available and needed. Both topics will encourage development of self awareness in respective professional roles.

**NU 550 Concepts in Family and Primary Care**  
*3*  
Introduces the student to theories which will provide the foundation for the advanced practice of family primary care. Topics include family theory, developmental theory, and life span development. Topics related to the role of the advanced nurse practitioner will include standards of practice, quality assurance, peer review, legal parameters of practice, role change and negotiation, accountability, and professional leadership. Nurse client relationships will be considered through such topics as therapeutic communications, group process, caring, and advocacy. Establishment of collaborative relationships with physicians and the multidisciplinary team will also be addressed. Course content will be organized with attention to the element of critical thinking and decision making necessary for clinical practice.
NU 551 Advanced Pharmacology  3
Designed to increase the student's basic understanding of pharmacokinetics and pharmacodynamics in health and illness. Emphasis is placed on the exploration of drug classifications in relation to physiology and pathophysiology for effective prescriptive purposes. Course content focuses on the absorption, distribution, metabolism, excretion, expected side effects, and idiosyncratic effects of chemotherapeutics. Issues in effective prescriptive considerations include: indications for therapy, drug interactions, altered metabolism, client motivation and compliance, patient education, drug dose calculation and monitoring, and State and Federal regulations on the dispensing of drugs.

NU 552 Advanced Health Assessment  3
Prerequisite: Basic Health Assessment Course at the undergraduate level. Designed to assist the student to become proficient in health assessment and develop critical thinking skills in the area of health evaluation. Content will focus on the role of the advanced nurse practitioner for health promotion and health restoration. Advanced Health Assessment emphasizes the assessment and diagnostic phases of the nursing process. Individual and family system assessment as well as laboratory tests, diagnostic studies, and interpretation and documentation of the findings are stressed. Guided practice in health assessment, physical examination, and history taking will be provided.

NU 560 Theory and Practice in Family Primary Care I: Care of the Well Individual and Family  3
Prerequisites: NU 550, NU 551, and NU 552 The primary focus of this course will be the role of the advanced nurse practitioner in wellness care throughout the life span for the individual and family. Students will consider issues in health promotion and disease prevention (e.g. cancer detection, cardiac risk factors, teen pregnancy, etc.). Pharmacological interventions with an emphasis on prevention (immunization) and pathophysiology will be integrated into the content. Content on teaching learning related to the preventative role of the advanced nurse practitioner will be emphasized. Guided practice in health assessment, physical examination, and history taking will be provided. Critical thinking and diagnostic reasoning skills in clinical decision making for the advanced nurse practitioner will provide the framework for all learning activities. Other topics included in this course will be community/program planning and epidemiology. Clinical practice will take place in well baby/child clinics, school-based clinics, and senior assessment centers.

NU 601 Research Seminar I  3
In this course, students critically review the nursing research literature according to criteria. Inherent in this review is an understanding of the nature of the integrative literature review and its usefulness in developing a research proposal. Throughout the course, content related to quantitative, evaluative and qualitative methods are outlined. Statistical methods and concepts are reviewed and expanded to promote understanding with the context of a research proposal.

NU 602 Research Seminar II  3
This course builds on the content of NU 601 and begins with principles inherent to a sound research methodology. Included in this course are both the philosophical and pragmatic differences
between qualitative and quantitative methods of data collection and analyses. Content areas of substance include both data collection methods and analyses using computer software.

**NU 610 Role Practicum** 3

Students will apply the principles and concepts of previous courses in a designated clinical setting. Students use concepts from the fields of management, organizational theory and behavior in a designated administrative role. In this role, they will analyze trends and issues affecting a particular nursing service situation, identify problems and use appropriate intervention modalities to the development of an appropriate implementation and evaluation plan.

**NU 620 Theory and Practice in Family Primary Care II: Care of the Acute and Stable Chronic Individual and Family** 3

Prerequisite: NU 560. The major emphasis of this course is medical and nursing diagnosis and intervention for disease management across the life span. Students will continue to refine their skills in comprehensive health status for clients and families experiencing acute illnesses and maintenance of chronic illness. Pharmacological and non-pharmacological therapeutics and related pathophysiology will be included. Interventions by the nurse practitioner including referral, education, and psychosocial support will be addressed. Specific diseases covered include acute respiratory illnesses, dermatological problems, cardiac diseases, gynecological problems, psychosocial illnesses such as depression and substance abuse. Throughout the course, the process of clinical decision making will be discussed, addressing the integration of nursing and medical judgment to the promotion of health in the management of acute and chronic illness. Clinical sites will include school-based clinics, homeless shelters, free standing community clinics, and ambulatory care clinics in acute hospitals.

**NU 630 Theory and Practice in Family Primary Care III: Care of Individual and Family with Complex Illnesses** 3

The capstone course in the program covers the medical and nursing diagnosis and disease management of complex illnesses including the care of individuals and families with AIDS, teen pregnancy, diabetes, cardiovascular and neurological disorders. Pharmacological and non-pharmacological interventions and related pathophysiology will be covered. The use of the diagnostic laboratory for diagnosis will be included. Advanced experience in clinical decision making and critical thinking will be addressed. Students will gain experience in coordinating services to meet individual and family needs. Clinical practice sites may include ambulatory care clinics in acute care setting, the home, free-standing community-based clinics, homeless shelters, and teen pregnancy clinics.

**NU 650 Thesis/Administrative Project** 3

In this course, students will complete a substantive project employing either quantitative, qualitative or evaluative methods. Topics are approved in advance by designated faculty who work with the students in the formulation of appropriate scope, methods and the establishment of a timetable for completion.
Religion (RS)

RS 501 Phenomenology of Religion 3
A study of contemporary methods for the investigation of religion that will prepare the student for graduate-level work. (Required course.)

RS 510 Introduction to the Gospels 3
A brief history of biblical criticism leading up to an in-depth analysis of the achievements of recent biblical research in the area of New Testament studies. (Required course.)

RS 511 Introduction to the Hebrew Bible 3
A historical examination of the development of Hebrew Bible traditions as well as a consideration of the historical rise of the people of Israel, the distinctive religious awareness that accompanied it, and Israel's understanding of God, man and history.

RS 512 Hermeneutical Question 3
An examination of the principles governing the interpretation and understanding of texts. Special emphasis will be placed on the dynamic process of interaction between text and interpreter, the final element in the hermeneutical process.

RS 513 Comparative Religion 3
A comparative study of the central themes in the major religions of the world—Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam.

RS 523 The Legacy of Paul 3
An examination of the life and letters of Paul; his understanding of humanity, the world, and the reality of God and God's justice.

RS 524 The Gospel of John 3

RS 529 Jesus 3
An attempt to recover the words and actions of the historical Jesus through a proper methodological examination of the sources. Special emphasis will be given to the parables of Jesus.

RS 530 The Death and Resurrection of Jesus of Nazareth 3
The course will concern itself with the development of the traditions of the death and resurrection of Jesus which now stand in the gospels of Matthew, Mark, Luke and John. Interest will be taken in isolating those factors that influenced the development as well as historical matters.

RS 532 Contemporary Religious Thinkers 3
A close examination of the selected, representative writings of specific religious thinkers. In any given semester, the course will focus on the work of either an important theologian or a contemporary scholar of religion. (Students should consult the instructor of the course to obtain information concerning the topic for that semester.)

RS 543 The Development of Christian Thought 3
The course of the Church's historical and dogmatic traditions will be traced from the New Testament period through contemporary developments in light of the original Christian dynamic.

RS 545 Contemporary Roman Catholic Thought 3
A survey of the various thinkers and movements that have shaped contemporary Roman Catholic life and thought,
including Karl Rahner, the Second Vatican Council and liberation theology.

**RS 546 Constructing the Concept of God** 3
The course is concerned with the development of a concept of God appropriate for modern life. The readings will reflect various approaches to the God question and students will be asked to critically dialogue with both the lectures and the readings.

**RS 548 Contemporary Protestant Thought** 3
A survey of some of the most important Protestant theologians of the 19th and 20th centuries, including Kierkegaard, Schleiermacher, Barth and Tillich.

**RS 549 Contemporary Jewish Thought** 3
An investigation of formative thinkers such as Rosenzweig, Buber and Solo­veitchik, and of significant theological issues such as the meaning of the Holocaust for Jewish notions of God.

**RS 551 The Psychology of Faith** 3
An examination of psychology's attempts to understand religious behavior as well as the limitations of a psychological approach to faith. The views of a number of psychologists distinguished for their overt interest in religion will be presented: James, Freud, Jung, Fromm, Buber, Tournier, Mowrer and Menninger. Psychology's contributions to a more informed religious practice, education, and training will be a special aspect of the course.

**RS 555 Counseling and Religion** 3
This course will present principles fundamental to effective counseling. The content aspect will explore techniques of various theorists and further consideration of the principles that relate to religious counseling. It will also explore the interrelationship between the psychological and religious dimension of human experience.

**RS 557 Contemporary Moral Problems** 3
An examination of selected moral problems that involve a significant conflict of values in our contemporary pluralistic society: sexual ethics, biomedical ethics (abortion, genetic engineering, behavior modification and euthanasia), revolution and violence, environmental quality and population policy.

**RS 558 Issues in Religious Ethics** 3
A study of some of the more important issues confronting the contemporary attempt to construct a philosophical and theologically adequate ethical methodology.

**RS 561 Symbol, Myth and Ritual** 3
The basic categories of symbol, myth and ritual will be defined and their religious significance will be explored. Theoretical analyses of the human symbolic imagination will also be examined.

**RS 562 Summer Institute I** 3
**RS 563 Summer Institute II** 3
(Consult Religious Studies Department for course topics.) (Students are allowed to take only six credits in the week-long intensive sessions—RS 562 and RS 563.)

**RS 565 Problems in the Philosophy of Religion** 3
Some of the principal problems concerning the nature and justification of religious belief and experience from the viewpoints of philosophical analysis and religious existentialism.
RS 568 Classics of Western Spirituality  3
A close examination of the writings of one or more of the great spiritual masters of the western religious traditions (e.g., John of the Cross, Theresa of Avila, Ignatius Loyola, Teilhard de Chardin, Martin Buber and Thomas Merton).

RS 569 Computer Technology, Ethics and Religion  3
As the development and use of computer technology continues throughout our society, ethical questions pertaining to information possession, storage, retrieval and processing are drawing increased concern. Along with these, tensions developing from increased automation continue to mount. Consequently, there is an emerging need for concentrated theoretical and applied ethical education to come to grips with these issues in their depth and complexity. Moreover, a combination of philosophical and religious inquiry is required for comprehensive, realistic treatment in our pluralistic culture.

RS 570 Religion, Business and Society  3
This course will look to the specific challenges arising from modern corporate business technology as viewed within the context of an incarnational theology of work and social responsibility.

RS 573 Women Writers and the Religious Quest  3
An encounter with the experience and stories of Atwood, Lessing, Rich, Chopin and other women writers who provide a new orientation to the sacred.

RS 575 Mystery of Death  3
Death endures as the one certain and inevitable “fact” of life. It stands as the reality that cannot be ignored when the question of the meaning of human existence is raised. It is the intention of this course to explore the revelatory dimensions of death. Course taken with the permission of instructor.

RS 585 Religion and the Human Sciences  3
An exploration of the significance of psychology, sociology and other human sciences for contemporary theological understanding. Comparison will also be drawn between the various understandings of the human as derived from scientific and theological humanists.

RS 589 Religion, War and Peace  3
The fundamental orientation of the course is constructive. It provides an informed, realistic understanding of the meaning of peace and war and how peace can be worked towards, if not achieved, in the light of basic Judeo-Christian values.

RS 590 Elementary Hebrew  3
Elements of Hebrew grammar and translations of Old Testament prose.

RS 591 Religious Themes in Contemporary Fiction  3
An exploration of the religious dimensions in the fiction of writers such as Cynthia Ozick, John Cheever, Toni Morrison and Italo Calvino.

RS 592 Film Seminar: Religion in Film  3
An examination of the “religious dimensions” of a wide range of films. The course will consider both subject matter and style/technique.

RS 594 Elementary New Testament Greek  3
Introduction to the nominal and verbal systems of Hellenistic Greek designed to
provide a basis for reading the Greek New Testament.

**RS 595 Intermediate New Testament Greek** 3
A study of the syntax of Hellenistic Greek in union with selected readings from the Greek New Testament. The aim of the course is to achieve a moderate reading proficiency at sight.

**RS 612 New Testament Christologies** 3
The course will trace the development of Christological reflection through the New Testament period and the relationship of this reflection to the historical Jesus.

**RS 613 The Redaction/ Synoptic Gospels** 3
Each of the synoptic Gospels is a work of considered literary composition and theological conception. The course will study the individual contributions of Matthew, Mark and Luke to the New Testament tradition.

**RS 652 Stages of Religious Development** 3
This course will present the stages of religious development that people generally pass through. It will chart the religious attitudes and behavior that are regarded as appropriate to different stages of life. Emphasis will be placed upon the characteristics of adult or mature faith. Psychological views of the qualities of a mature faith will be presented, as well as Biblical conceptions of what it means to be an adult.

**RS 698 Comprehensive Examination** 0
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Psychology
B.A., M.A., New York University;
Ph.D., Fordham University
(1965, Ret. 1970)

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Mathematics
B.A., Dottore in Mathematics, University of Pisa, Italy
(1967, Ret. 1978)

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Music
B.M., Alverno College of Music, Wisconsin State Teachers College
(1964, Ret. 1977)

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B.S., Lycee Real, Mesota Brasov, Romania;
M.A., Bucharest University, Romania;
M.A., Columbia University;
Ph.D., University of Lausanne, Switzerland
(1966, Ret. 1985)
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Fairfield Campus
5151 Park Avenue

From Merritt Parkway (Route 15) north or south. (Passenger Vehicles Only)
Exit 47. At end of ramp turn left onto Park Avenue and proceed one block to Sacred Heart University. Entrances on Park Avenue and Jefferson Street (take a right at the light).

From Connecticut Turnpike (I-95) north or south. (Passenger Vehicles Only)
Exit 27A. Continue straight ahead on combined Routes 8 and 25 to fork. Bear left onto Route 25. Take Exit 7, Merritt Parkway south and follow directions above.

From Connecticut Turnpike (I-95) east. (Commercial Vehicles and Buses)
Exit 27. Continue straight ahead off exit ramp (North Frontage Road). Turn right onto Park Avenue. Five miles to Sacred Heart University.

From Connecticut Turnpike (I-95) west. (Commercial Vehicles and Buses)
Exit 27. Second left (Lafayette Boulevard). First left under turnpike bridge to North Frontage Road. Follow directions above.
University Telephone Numbers

Graduate Studies & Continuing Education  
800/288-2498  
203/371-7830

Switchboard  203/371-7999
Academic Affairs and Provost  203/371-7910
Admissions (full-time undergraduates)  203/371-7880
Alumni  203/371-7861
Bookstore  203/372-4615
Campus Ministry  203/371-7840
Career Center  203/371-7975
Cashier’s Office  203/371-7923
Counseling Center  203/371-7955
Credit and Collection  203/371-7947
Development  203/371-7964
Health Services  203/371-7838
Human Resources  203/371-7633
Institutional Advancement  203/371-7860
Library  203/371-7700
Lisbon, Connecticut Campus  203/376-8408
President  203/371-7900

Program Directors

- Master of Business Administration  203/371-7850
- Master of Science in Chemistry  203/371-7933
- Graduate Education (M.A.T., certificates)  203/371-7808
- M.B.A./Healthcare  203/371-7850
- Master of Science in Nursing  203/371-7844
- Master of Arts in Religious Studies  203/371-7730

- Public Relations  203/371-7970
- Public Safety  203/371-7995
- Registrar  203/371-7890
- Residential Life  203/365-7610
- Stamford, Connecticut Campus  203/968-8821
- Student Accounts  203/371-7925
- Student Activities  203/371-7969
- Student Financial Assistance  203/371-7980
- University Learning Center  203/371-7820