

2018-19

Marymount California University

CATALOG



MARYMOUNT
CALIFORNIA UNIVERSITY

MARYMOUNT

CALIFORNIA UNIVERSITY

MARYMOUNT CALIFORNIA UNIVERSITY is an independent, Catholic, coeducational and residential university that offers a liberal arts program that leads to Associate, Bachelor's and Master's degrees.

MARYMOUNT CALIFORNIA UNIVERSITY CATALOG
2018-2019

In accordance with requirements of DVB Circular 20-76-84, Appendix P, this is to certify that this school catalog is true and correct in content and policy.

Revised July 2018

The Catalog is periodically updated. For the most current version, please refer to our website:
www.MarymountCalifornia.edu

MARYMOUNT CALIFORNIA UNIVERSITY is accredited by the WASC Senior College and University Commission, WSCUC (985 Atlantic Avenue, Suite 100, Alameda, CA 94501, 510-748-9001), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education.

Marymount California University is a member of the:

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- APPA: Leadership in Educational Facilities
- Association of American Colleges
- Association of Catholic Colleges and Universities (ACC and U)
- Association of College and University Housing Officers – International
- Association of Independent California Colleges and Universities (AICCU)
- California Intersegmental Articulation Council (CIAC)
- Council of Independent Colleges (CIC)
- Institute of International Education
- International Accreditation Council for Business Education (IACBE)
- National Association of Colleges and Employers (NACE)
- National Association of Independent Colleges and Universities
- National Association of Intercollegiate Athletics (NAIA)
- National Association of Student Financial Aid Administrators (NASFA)
- National Association of Student Personnel Administrators (NASPA)
- Pacific Association of Collegiate Registrars and Admissions Officers (PACRAO)
- The College Board
- Western Association of College and University Housing Officers (WACUHO)
- Western College Association



Dear Marymount Community,

It is great to be a Mariner! Congratulations to those of you who are joining us for the first time and “welcome back” to those who are continuing-on with your Marymount California University journey. Each of you is building your life story and we are pleased that Marymount is part of your personal path. It will be a story that only you can write and there are no limits to where that story will lead. Yes, some of you are just starting that journey and that is such an exciting thing for all of us as we watch you grow and mature from freshman to graduate. It is a privilege to be a part of this wonderful Marymount community. This is a great place to work, learn and prepare yourselves to contribute to the world around you.

This catalogue will introduce you to the policies and the programs, the services, the studies, the offices and the information that will direct the way. However, the catalogue is only part of the equation. Here at MCU you will find students, faculty and staff who are committed to helping each other be successful. Our goal is for every student to find their path to a spiritually and intellectually fulfilling and happy life. Our faculty will provide the tools through curriculum and counseling, our staff will provide the navigation to bring you toward graduation and the next phase of your life story. It is an exciting time and everyone plays a contributing role—from grounds keepers of our beautiful campus to our most senior faculty and staff. Our goal is to treat everyone with respect and dignity as they follow their path to success. We share a bright future and we are all striving to leave the world a better place because we have passed this way.

Embrace the Spirit of Marymount.

With highest respect and admiration for each of you,

A handwritten signature in dark ink, appearing to read "Brian W.G. Marcotte". The signature is fluid and cursive, with a long horizontal line extending to the right.

Brian W.G. Marcotte
President
Marymount California University

Catalog 2018-2019

This Catalog constitutes a statement of the University's policies, offerings and learning resources. It, along with the Student Handbook, is a definition of the agreement that exists between the individual student and the University community. The reader is directed to:

- Student Handbook issued by the Office of Student Affairs.
- Schedule of Classes and any official addenda for each term issued by the Office of the Registrar.
- Publications issued by the Admission Office.
- Publications issued by the Residential Life Office.
- www.MarymountCalifornia.edu

The provisions of this Catalog are subject to change without notice and do not constitute an irrevocable contract between any student and Marymount California University.

Students must meet the degree requirements (MCU Core, Competencies, and major/minor) of the catalog under which they matriculated or may select a later catalog for a year in which they are enrolled. *Changing to a later catalog must be requested in writing through the Office of the Registrar.* Statements in the catalog are for informational purposes and should not be considered as the basis of a contract between students and the university. Other than the degree requirements, students must adhere to the academic requirements, policies and procedures in place in the current catalog. Such requirements include but are not limited to course prerequisites, minimum grades for transfer work, tuition and fees, probation and dismissal requirements, etc. Information regarding any changes in degree programs, graduation requirements, or academic policies will be made available via the Marymount website.

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Academic Calendar

FALL TERM 2018

Aug. 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 25 Residential student move-in
- 27 First day of fall term classes
- 31 Last day to add or drop fall semester and first half-term classes

SEPT. 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 3 **Labor Day Holiday - University is closed**
The University is open for business Tuesday, September 4.
- 14 Official census date

Oct. 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 5 Last day to withdraw from a first half-term class
- 8-12 Midterm Exams
- 12 Last day of first half-term classes
- 12 Last day to add or drop an internship or practicum
- 15 Fall Break - no classes
- 16 First day of second half-term classes
- 19 Last day to add or drop second half-term classes

Nov. 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 9 Last day to withdraw from a fall term class
- 16 Last day to withdraw from a second half-term class
- 19-20 Thanksgiving Break - No classes**
- 21-23 Thanksgiving Holiday - University is closed**

DEC. 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 7 Last day of fall term and second half-term classes
- 7 Last day to withdraw from the fall semester
- 10-14 Final Exams
- 14 Residential Halls close by 5 p.m.

SPRING TERM 2019

JAN. 2019

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 13 Residential Halls open 12 p.m.
- 14 First day of spring term classes
- 18 Last day to add or drop spring term and first half-term classes
- 21 Martin Luther King, Jr. Holiday - University offices closed**

FEB. 2019

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

- 1 Official census date
- 18 Presidents' Day Holiday - University is closed**
- 19 Employee Service Day - no classes**
- 22 Last day to withdraw from a first half-term class

MAR. 2019

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 4-8 Midterm Exams
- 8 Last day of first half-term classes
- 8 Last day to add or drop an internship or practicum
- 11-15 Spring Break
- 18 First day of second half-term classes
- 22 Last day to add or drop second half-term classes

APR. 2019

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 5 Last day to withdraw from a spring term class
- 18 Holy Thursday - University closes at 5 p.m. (no classes after 5 p.m.)**
- 19 Good Friday - University is closed**
- 22 Easter Monday - University is closed**
- 26 Last day to withdraw from a second half-term class

MAY 2019

S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 3 Last day of spring term and second half-term classes
- 3 Last day to withdraw from the spring term
- 6-10 Final Exams
- 10 Commencement Mass
- 10 Residential student move-out by 5 p.m.
- 11 Commencement Ceremony
- 11 Residential graduating student move-out by 4 p.m.

FOURTEEN WEEK SUMMER TERM

MAY. 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May

- 13 First day of 14-week summer term
- 24 Last day to add or drop a 14-week summer term class
- 27 **Memorial Day observed - University is closed**

June

- 28 Last day to add or drop an internship or practicum

JUNE. 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

- 4 **Independence Day Observed - University is closed**
- 19 Last day to withdraw from a 14-week summer term class

August

- 16 Last day of 14-week summer term

TWELVE WEEK SUMMER TERM (GRADUATE)

JULY. 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May

- 27 **Memorial Day observed - University is closed**
- 27 Residential move-in for summer classes starting 5/28
- 28 First day of 12-week summer term
- 31 Last day to add or drop a 12-week summer term class

AUG. 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July

- 4 **Independence Day Observed - University is closed**
- 26 Last day to withdraw from a 12-week summer term class

August

- 16 Last day of 12-week summer term
- 16 Residential move-out for summer classes ending 8/16

EIGHT WEEK SUMMER TERM

JUNE. 2019

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June

- 23 Residential move-in for summer term classes starting 6/24
- 24 First day of 8-week summer term classes
- 25 Last day to add or drop an 8-week summer term class

July

4 Independence Day Holiday - University is closed

JULY. 2019

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

- 2 Last day to withdraw from an 8-week summer term class
- 16 Last day of 8-week summer term
- 16 Residential move-out for summer classes ending 8/16

Aug. 2019

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Academic Calendar

FALL TERM 2019 *(Subject to Change)*

Aug. 2019						
S	M	T	W	Th	F	S
					1	2
3						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 24 Residential student move-in
- 26 First day of fall term classes
- 30 Last day to add or drop fall term and first half-term classes

SEPT. 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 2 **Labor Day Holiday - University is closed**
- 13 Official census date

Oct. 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 4 Last day to withdraw from a first half-term class
- 7-11 Midterm Exams
- 11 Last day of first half-term classes
- 11 Last day to add or drop an internship or practicum
- 14 Fall Break - no classes
- 15 First day of second half-term classes
- 18 Last day to add or drop second half-term classes

Nov. 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 8 Last day to withdraw from a fall term class
- 15 Last day to withdraw from a second half-term class
- 25-26 Thanksgiving Break - No classes**
- 27-29 Thanksgiving Holiday - University is closed**

Dec. 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 6 Last day of fall term and second half-term classes
- 6 Last day to withdraw from the fall term
- 9-13 Final Exams
- 13 Residential Halls close by 5 p.m.

SPRING TERM 2020 (*Subject to Change*)

JAN. 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 12 Residential Halls open 12 p.m.
- 13 First day of spring term classes
- 17 Last day to add or drop spring term and first half-term classes
- 20 Martin Luther King, Jr. Holiday - University offices closed**
- 31 Official census date

FEB. 2020

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- 17 President's Day Holiday - University is closed**
- 18 Employee Service Day - no classes**
- 21 Last day to withdraw from a first half-term class

MAR. 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2-6 Midterm Exams
- 6 Last day of first half-term classes
- 6 Last day to add or drop an internship or practicum
- 9-13 Spring Break
- 16 First day of second half-term classes
- 20 Last day to add or drop second half-term classes

APR. 2020

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 3 Last day to withdraw from a spring term class
- 9 Holy Thursday - University closes at 5 p.m. (no classes after 5 p.m.)**
- 10 Good Friday - University is closed**
- 13 Easter Monday - University is closed**
- 24 Last day to withdraw from a second half-term class

MAY 2020

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 Last day of spring term and second half-term classes
- 1 Last day to withdraw from the spring term
- 4-8 Final Exams
- 8 Commencement Mass
- 8 Residential student move-out by 5 p.m.
- 9 Commencement ceremony
- 9 Residential graduating student move-out by 4 p.m.

(Subject to Change)

FOURTEEN WEEK SUMMER TERM

MAY. 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May

- 11 First day of 14-week summer term
- 22 Last day to add or drop a 14-week summer term class

25 Memorial Day observed - University is closed

June

- 26 Last day to add or drop an internship or practicum

JUNE. 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

3 Independence Day Observed - University is closed

- 17 Last day to withdraw from a 14-week summer term class

August

- 14 Last day of 14-week summer term

TWELVE WEEK SUMMER TERM (GRADUATE)

JULY. 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May

25 Memorial Day observed - University is closed

- 25 Residential move-in for summer classes starting 5/26
- 26 First day of 12-week summer term
- 29 Last day to add or drop a 12-week summer term class

July

3 Independence Day Observed - University is closed

- 24 Last day to withdraw from a 12-week graduate summer term class

August

- 14 Last day of 12-week graduate summer term
- 14 Residential move-out for summer classes ending 8/14

AUG. 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

(Subject to Change)

EIGHT WEEK SUMMER TERM

JUNE, 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June

- 21 Residential move-in for summer term classes starting 6/22
- 22 First day of 8-week summer term classes
- 23 Last day to add or drop an 8-week summer term class

July

3 Independence Day Holiday - University is closed

- 31 Last day to withdraw from an 8-week summer term class

JULY, 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

- 14 Last day of 8-week summer term
- 14 Residential move-out for summer classes ending 8/14

Aug. 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

The University

Catholic Heritage and History of Marymount California University

Marymount California University was established in 1968 as a two-year institution of higher education by the Religious of the Sacred Heart of Mary (RSHM). In 1975 the RSHM transferred responsibility for the University to a lay Board of Trustees. Today, MCU offers Associate's, Bachelor's and Graduate degree programs. The RSHM provides a legacy to the University, through which their charism and education tradition inspires the institution's mission.



Marymount California University Mission Statement

Mission

Marymount California University is a Catholic institution that welcomes students of all faiths and backgrounds into a quality, values-based education. We foster a student-centered approach to learning that promotes the development of the whole person. Inspired by the Religious of the Sacred Heart of Mary, we challenge our students to pursue lives of leadership and service.

Vision

Marymount California University empowers its students through an educational program that develops principled thinkers in the Catholic liberal arts tradition. We promote an open and welcoming campus that builds skills for lifelong learning. We assist students to reach their goals in higher education. We strive to graduate students who embody the virtues of integrity, respect for human dignity, and commitment to justice.

Core Values

Tradition

Rooted in the Catholic intellectual and faith tradition, we educate and challenge students to think critically and to grow spiritually.

Openness

We welcome freedom of inquiry and diversity of experience within a community of educators and learners who seek truth, moral wisdom and global understanding.

Integrity

We strive for academic and professional excellence in an educational experience that builds character and values the whole person.

Service

We encourage our students to seek a more just world and to lead lives of compassionate service to others.

Institutional Learning Outcomes (ILOs)

After completion of a degree from MCU, students can demonstrate the following learning outcomes at a level appropriate to their degree.

- I. Communication: Effective written, verbal, and digital presentation skills
- II. Analysis and Decision Making: Analysis using relevant conceptual, quantitative, and information tools to support reasoned decision-making
- III. Real Word Learning: Educational and career planning self-efficacy
- IV. Perspectives: Ability to apply insights gained from exposure to various perspectives





Academic Degree Programs

Degree program learning outcomes represent embedded versions of the Institutional Learning Outcomes (ILOs) at the degree level and in the disciplines appropriate to each degree. Each degree ensures achievement of learning outcomes via a coherent curriculum, real world learning opportunities and mentoring for success that form a foundation for lifelong learning and the creation of meaning. *(See ILOs, degree specific learning outcomes and curriculum listed in this catalog)*

Marymount California University Bachelor's degree programs develop students competencies in their majors as well as through the University's Core Curriculum requirements. The Associate degree programs are a subset of the Bachelor's. Students may earn an Associate degree on the way to their Bachelor's.

Associate Degree Programs

An MCU Associate degree requires 60 units and enables students to explore areas across the curriculum, prepare for a major, and develop fundamental university competencies.

- Associate in Arts
- Associate in Science



AA/AS Core Competency Requirements

Students earning an Associate degree from Marymount must complete these Core competencies and complete a total of 60 college level units. Remaining units may be preparation for major or concentration, transfer requirements or electives. Electives are any college level course level course listed in the catalog or accepted as transfer credit to fulfill the 60 unit degree requirement. Students earning a Bachelor's degree from Marymount, refer to specific degree sheets.

The MCU Competencies: C = Communication; A = Analysis & Decision-Making; R = Real World Learning; P = Perspectives	
CORE COMPETENCY REQUIREMENTS FOR A MCU ASSOCIATE DEGREE	
	Core Area
Written Communication I: Conveys in written format moderately advanced ideas supported by personal insight and credible primary or secondary sources, with good use of conventions of Standard Written English. ENG 112	C1
Oral Communication: Produces and delivers well developed presentations employing logically structured arguments and strong delivery skills. CAR 105 or 145 or BUS 230	C2
Quantitative Reasoning: Organizes, presents and interprets quantitative data to address a question, solve a problem or support a decision. 1 college level math course, BUS 108 or PSY 235	A2
Self-Efficacy: Defines short-term and long-term goals, manages time and resources effectively to meet goals and timelines. Formulates job search goals and strategies aligned with those goals. Produces a professional resume and cover letter. MCU 100 or 200	R1
Global/Cross-Cultural Diversity: Analyzes, interprets and applies insights to a situation or problem with awareness of one's perspectives, ideologies, cultures or institutions within a local and global context. 1 course from: AM 201, 211, 304, 305; BUS 535; CAR 301, 332; CJ 362; ECO 135, 301, 302, 400, 410; GS 241, 405; HIS 100, 330; POL 240; PSY 280, 340; REL 130, 225; SOC 100, 250, 320; SPA 200; THE 310	PS2
The Natural World: Gains objective knowledge and awareness of the physical and natural world. 1 course with a SCI prefix (Other than 136, 321, 497, 498 and 1-unit lab classes) or BUS 301; ECO 400, 410; GEO 108; GS 220; PSY 335, 370	PS3
Creative Thinking: Demonstrates engagement with creative expression; Or: Proposes a new direction or approach to address a question or problem. 1 course with AM (other than 497-498), MUS, THE prefix, BUS 315, 316, 415, 454; ENG 120, 125, 140, 310	PS4
UNIT TOTALS	
Minimum units to earn an AA/AS = 60	
Any college level course listed in the catalog may be taken as an elective to fulfill the 60 degree requirement in this degree program. See the Advising Center for concentration information.	
AA students <u>may</u> choose a 3 course concentration.	
AS students <u>must</u> choose a 20 unit concentration.	

Requirements for the Associate in Arts and Associate in Science Degrees

Marymount California University, incorporated under the laws of the state of California and empowered by these laws to grant academic degrees, confers the Associate in Arts or Associate in Science degree upon candidates who fulfill the following conditions:

1. Earn a minimum of 60 college-level units.
2. Complete the Marymount AA/AS Core Competency requirements as outlined on the preceding page.
3. Meet all concentration requirements if applicable. AA students may opt for a concentration. AA concentrations are comprised of a minimum of 9 units of coursework. AS students must complete an 18-unit concentration. Concentration sheets are available in the Center for Academic & Professional Success and in the Advising Services pages of my.marymount.
4. Achieve a minimum cumulative grade point average of 2.00 in all work attempted.
5. Satisfy the residency requirements.
 - a. Earn a minimum of 30 college-level units at Marymount.
 - b. Once matriculated, a student may transfer in a maximum of 18 units from another institution.

Important Notes to the Student

1. Students may participate in the annual Commencement ceremony in the academic year in which they will complete Associate, Bachelor's or Master's degree requirements. The Registrar's Office will notify students of their expected term of graduation at an appropriate time in the degree program. Students must notify the Registrar's Office of any changes to the degree program that might affect the expected term of graduation.
2. A maximum of 9 units of internship/practicum may be applied to an Associate degree.
3. Participation in commencement does not confer a degree or release a student from any obligation to satisfactorily complete curricular or other academic program requirements.

Bachelor Degree Programs

An MCU Bachelor's degree requires a minimum of 120 units and develops students' knowledge and skills according to each program's Program Learning Outcomes (PLOs). See degree checklists for complete degree requirements. Each Bachelor's degree program offers a choice of electives, concentrations or emphases.

- Bachelor of Science in Accounting *
- Bachelor of Arts in Biology
- Bachelor of Science in Biology
- Bachelor of Arts in Business
- Bachelor of Arts in Criminal Justice
- Bachelor of Science in Digital Communication Media *
- Bachelor of Science in Management *
- Bachelor of Arts in Multidisciplinary Studies
- Bachelor of Arts in Psychology

*The BS degrees in Accounting, Digital Communication Media and Management are awaiting SEVP approval for F-1 international student enrollment (anticipated in the Fall 2019 term).

Bachelor Degree Core Competency Requirements

C = Communication; A = Analysis & Decision-Making; R = Real World Learning; PS = Perspectives	
CORE COMPETENCY REQUIREMENTS FOR A MCU ASSOCIATE DEGREE	Core Area
Written Communication: Conveys in written format moderately advanced ideas supported by personal insight and credible primary or secondary sources, with good use of conventions of Standard Written English. ENG 112 and one from: AM 350, BUS 230, CJ 301, ENG 114, PSY 348, SCI 443 (by program - see degree requirements)	C1
Oral Communication: Produces and delivers well developed presentations employing logically structured arguments and strong delivery skills. 1 course from: CAR 105 or 145 or BUS 230	C2
Information Literacy: Locates and selects sources that are credible and relevant to bear on an issue. Supports claims with references. ID 230	A1
Quantitative Reasoning: Organizes, presents and interprets quantitative data to address a question, solve a problem or support a decision. 1 course from: MTH; BUS 108, 380, 388; PSY 235	A2
Critical Thinking: Critiques arguments while evaluating premises, logic, evidence and reasoning. Recognizes biases and preconceptions that affect decision-making. 1 course from: AM 105; ECO 220, 221; PHI 120, 121, 130, 145, 310, 320, 330, 360, 385; PSY 240, 280, 328	A3
Self-Efficacy: Defines short-term and long-term goals, manages time and resources effectively to meet goals and timelines. Formulates job search goals and strategies aligned with those goals. Produces a professional resume and cover letter. MCU 100 or 200 and one of the following: AM 250, 350; BUS 265; CJ 460; PSY 350; SCI 342 (by program - see degree requirements)	R1

Career-Related Technology: Demonstrates the knowledge and ability to utilize career-related technology at entry level. 2 courses from: ACCT 340; AM 104, 120, 122, 132, 141, 151, 203, 204, 213, 214, 222, 232, 241, 242, 250, 251, 252, 261, 271, 303, 310, 311, 312, 314, 321, 324, 334, 350, 400, 403, 410; BUS 350, 360, 380, 388, 452, 460, 550L, 640; CJ 362, 460; CS 180, 183, 195, 196, 210, 280, 500; PSY 240, 350; SCI 316, 341, 380	R2
Experiential Learning: Participates and contributes to a substantial research or career-related project. 1 course from: ACCT 410, 450; AM 122, 310, 410, 413, 498; BUS 300, 301, 497; CJ 460; ID 498; PSY 340, 494; Internships and Practica	R3
Catholic History and Thought: Gains objective knowledge and awareness of the history of Catholic thought and its impact on human consciousness and society. Demonstrates a solid understanding and appreciation of key ideas and teachings in the development of Catholicism in its historical context. 1 course from: REL 102, 103, 112, 120, 130, 230, 310	PS1
Global/Cross-Cultural Diversity: Analyzes, interprets and applies insights to a situation or problem with awareness of one's perspectives, ideologies, cultures or institutions within a local and global context. 1 course from: AM 201, 211, 304, 305; BUS 535; CAR 301, 332; ECO 135, 301, 302, 400, 410; GS 241, 405; HIS 100, 101, 330; POL 240; PSY 280, 340; REL 130, 225; SOC 100, 250, 320; SPA 200; THE 310	PS2
The Natural World: Gains objective knowledge and awareness of the physical and natural world. 1 course from SCI (Other than 136, 321, 497, 498 and 1-unit lab classes) or BUS 301; ECO 400, 410; GEO 108; GS 220; PSY 335, 370	PS3
Creative Thinking: Demonstrates engagement with creative expression; Or: Proposes a new direction or approach to address a question or problem. 1 course from: AM (other than 497-498); MUS ; THE ; BUS 315, 316, 415, 454; ENG 120, 125, 140, 310	PS4
Ethical Reasoning: Recognizes the complexity of ethical issues and can apply ethical perspectives and concepts to those issues. 1 course from: ACCT 385; BUS 240; CJ 331; PHI 100, 110, 150, 315, 380; PSY 240	PS5

Requirements for the Bachelor of Arts and Bachelor of Science Degrees

Marymount California University, incorporated under the laws of the state of California and empowered by these laws to grant academic degrees, confers Bachelor's degrees upon candidates who fulfill the following conditions:

1. Earn a minimum of 120 units. Any college-level course in this catalog or accepted for transfer credit may be used as an elective to fulfill the 120-unit requirement.
2. Complete the Marymount core competency requirements as outlined in each degree sheet.
3. Meet all program requirements.

4. Achieve a minimum cumulative grade point average of 2.00 in all work attempted.
5. Satisfy the residency requirements.
 - a. Minimum of 30 units completed at Marymount.
 - b. Once matriculated, a student may transfer in a maximum of 18 units from another institution.

Important Notes to the Student

1. Students may participate in the annual Commencement ceremony in the academic year in which they will complete Associate, Bachelor's or Master's degree requirements. The Registrar's Office will notify students of their expected term of graduation at an appropriate time in the degree program. Students must notify the Registrar's Office of any changes to the degree program that might affect the expected term of graduation.
2. Up to 15 units of Marymount coursework taken as a non-degree student may be considered and applied toward a Marymount Bachelor's degree.
3. A maximum of 15 units of internship/practicum may be applied to a Bachelor's degree.
4. Participation in commencement does not confer a degree or release a student from any obligation to satisfactorily complete curricular or other academic program requirements.

Graduate Degree Program

- Master of Business Administration

Requirements for the MBA

1. Earn a minimum of 36 units.
2. Meet all program requirements.
3. Achieve a minimum cumulative GPA of 3.0.
4. Satisfy the residency requirements.
 - a. Minimum of 26 units earned at MCU.
 - b. Up to 10 units of coursework may be transferred in, including graduate coursework taken prior to inarticulation.

Real World Learning

Real world learning is an integral part of an MCU education. This hallmark of the MCU approach ensures that students get exposure, experience and comfort with real world work environments, interactions and expectations.

Thus, the university offers a broad range of out of class opportunities, such as on-campus practicums, off-campus internships, study abroad terms, student life events, and academic societies through which students can invite guest speakers and plan career exploration activities.

Most notably, courses within each major incorporate real world projects, which vary from year to year and keep the programs current and relevant. Students may use industry software in a Statistics class, work with Census data in an economics class, enter a business plan competition in their entrepreneurship class, design a website or marketing materials for a client organization, work with children or the elderly at a local non-profit, document a community issue, develop and conduct a consumer survey, evaluate a carbon offset initiative, participate in cutting edge diabetes research, ... the possibilities are endless.

Many business, media and computer science classes are open to non-majors, with few or no prerequisites, to complement studies in multidisciplinary studies or psychology with additional practical skills valued by employers. Media classes use state of the art equipment and technology.

Global Studies 241 (1-2 units)

Students studying abroad in a partner or affiliate program take the GS 241 course to supplement their overseas curriculum. This course is also open to international students studying in the U.S. The course involves engagement in culturally appropriate experiences shaped by experiential learning and competency theory. See course listing section for course description.

Independent Study (1-12 units)

INDEPENDENT STUDY (295, 395, 495 courses) An independent study answers the need for individual research and expression in special areas of interest that are NOT included in the regular course offerings. It provides training for life-long learning by providing experience in selecting a study project, mastering the necessary library and research techniques for assembling data and devising suitable means of evaluation. In independent study the student has the responsibility for planning, implementing, and presenting the project, where applicable. The faculty sponsor approves the project, meets with the student several times in the term, and evaluates the final results.

INDEPENDENT STUDY (595 graduate courses): Individual practice-based research under the direction of a faculty member. A written research report is required.

Internships (1-12 units)

INTERNSHIP (291, 391, 491, 391SM, 491SM* courses): Intended for students who want to participate in supervised, off-campus, practical experience. An internship is a partnership between the student, Marymount and a company/organization. The student will work closely with an MCU Instructor of Record and the Internship and Career Planning Office to develop appropriate learning outcomes and to identify an organization/company offering a comprehensive experience focused on a specific area of interest in a structured work environment under the supervision of an on-site supervisor and an MCU Instructor of Record.

INTERNSHIP (591 course): Intensive graduate practice-based research experience in a community or organizational setting. Requires a graduate research plan with Program Chair approval.

Internship Participation Requirements: Good academic standing; application through Career Services and consent from Instructor of Record. Registration must be completed by mid-term of any term. International students seeking participation in an internship must seek Curricular Practical Training authorization from the Office of International Services **prior** to starting any internship related employment. Failing to seek this CPT authorization constitutes a visa violation and may result in the termination of a student's SEVIS record. If the internship units are counted toward minimum full time status in any given term, the internship course registration must happen prior to the term start, or during the Add/Drop period.

*SM are internships in sports management that can be taken as a degree requirement for the Sports Management concentration in Business.

Practicum (1-6 units)

PRACTICUM (296, 396, 496, 396SM, 496SM* courses): Provides the opportunity for students to participate in an on-campus experience with a Marymount faculty member, department or office. The focus of the practicum is related to Student Learning Outcomes (SLOs) developed by the student and the Instructor of Record.

PRACTICUM (596 course): Intensive graduate practice-based research experience in an on-campus setting. Requires a graduate research plan with Program Chair approval.

Practicum Participation Requirements: Available for all class levels; in good academic standing; application through Career Center and consent from Instructor of Record. Registration must be completed by mid-term of a term.

*SM are internships in sports management that can be taken as a degree requirement for the Sports Management concentration in Business.

Prior Learning

Marymount California University recognizes that college-level learning takes place both in and out of the classroom. Proving prior learning outside of the classroom is called Prior Learning Assessment (PLA) and students at MCU have many avenues available to demonstrate their learning.

Students who believe that previous training (i.e. previous career or life experience) is equivalent to a course's student learning outcomes may request a portfolio review by petition. In addition, credit may be awarded for military service and through CLEP and DSST exams. Unit limits apply (refer to policy in this catalog).

Students may enroll in prior learning courses to learn about PLA and for portfolio development guidance.

ID 299A – Introduction to Prior Learning Assessment

This non-unit bearing course introduces the concept of prior learning assessment (PLA). It presents a comprehensive overview of the prior learning policy at Marymount California University. It helps the student to understand how learning gained from work and life experience could potentially earn college credit. Students analyze their own background and experience to determine whether pursuing the PLA option might fit their goals and knowledge to expedite degree completion.

ID 299B – Prior Learning Portfolio Development

This non-unit bearing course is for those who intend to submit a Portfolio to document their knowledge and skills derived from non-traditional college experiences. Through online modules, students learn to recognize, articulate and document their prior learning. The course guides students in the preparation of a portfolio and supporting documentation to present for evaluation of college-level learning. The awarding of credit is subject to Program Chair review and approval. \$400 lab fee applies.



BACHELOR OF SCIENCE IN ACCOUNTING DEGREE PROGRAM

Program Mission

MCU's Bachelor of Science in Accounting provides students with knowledge of accounting theory and practice and develops concrete skills for work in the ever expanding world of accounting. Through a combination of coursework and experiential learning opportunities, Accounting students learn to effectively navigate financial accounting reporting and auditing; employ critical thinking and technological skills to model and analyze financial information for purposes of decision making; and recognize the professional responsibilities and ethics required of those in the accounting profession to the individual, the profession, business and society. Graduates leave Marymount California University with the analytical and communication skills to pursue a variety of careers in accounting, business, not for profit and governmental sectors, or graduate study. Combined with MCU's MBA, the BS in Accounting can provide the course and unit requirements needed to pursue a CPA.

BS in Accounting Program Learning Outcomes

1. Deliver convincing written, verbal and digital presentations relating to the analysis and interpretation of financial statements and accounting topics.
2. Use Microsoft Excel-based financial modeling and accounting information systems applications to interpret, analyze and plan.
3. Evaluate competing options and reflect on ethical, legal and regulatory implications to support accounting-driven decisions and recommendations.
4. Recognize and articulate the perspectives of multiple constituencies in a global context with a focus on the creation of value and attention to differences in international accounting standards and conventions.
5. Apply conceptual tools and expertise in accounting to real-world situations.

BS in Accounting Required Courses

ACCOUNTING PREPARATION REQUIREMENTS		Core	Prerequisite
ACCT 151	Financial Accounting (4 units)		
ACCT 201	Managerial Accounting (4)		ACCT 151
BUS 230	Business Communication (4)	C1, C2	
BUS 240	Business Ethics (4)	PS5	
BUS 260	Business Law (4)		
BUS 265	Career Planning & Preparation Seminar (2)	R1	
CS 280	Intro to Data Analysis (4)	R2	
ECO 220	Microeconomics (4)	A3	
ECO 221	Macroeconomics (4)	A3, PS2	
MTH 270	Introductory Statistics (4)	A2	
UPPER DIVISION ACCOUNTING REQUIREMENTS			
UPPER DIVISION ACCOUNTING REQUIREMENTS		Core	Prerequisite
BUS 300	Principles of Management (4)	R3	
BUS 380	Corporate Finance (4)	R2	ACCT 151 & MTH 270
BUS 388	Applied Statistical Methods (4)	A2, R2	MTH 270
ACCT 340	Accounting Information Systems (4)	R2	ACCT 201
ACCT 351	Int. Accounting I (4)		ACCT 201
ACCT 352	Int. Accounting II (4)		ACCT 351
ACCT 353	Federal Income Taxation I (4)		ACCT 201
ACCT 385	Professional Ethics in Accounting (4)	PS5	ACCT 352
ACCT 450	Advanced Accounting & Analysis (4)	R3	ACCT 352 & 353
ACCT 453	Auditing (4)		ACCT 352 & 353
ELECTIVES - choose 1, minimum of 3 units			
ELECTIVES - choose 1, minimum of 3 units		Core	Prerequisite
ACCT x91	Accounting Internship (1-4)	R3	
ACCT x96	Accounting Practicum (1-4)	R3	
ACCT 365	Cost Accounting (4)		ACCT 201
ACCT 410	Voluntary Income Tax Assistance (4)	R3	ACCT 343; Sr. standing
ACCT 501	Acct. & Finance for Managers (4)		ACCT 151; Sr. standing
BUS 350	Principles of Marketing (4)		BUS 110
BUS 600	Advanced Corporate Finance (3)		ACCT 501

BS in Accounting Required Courses

MCU BS CORE COMPETENCY REQUIREMENTS OUTSIDE OF MAJOR	Core
Written Communication I: ENG 112	C1
Information Literacy: ID 230	A1
Self-Efficacy: MCU 100 or MCU 200	R1
Catholic History and Thought: 1 course from: REL 102, 103, 112, 120, 130, 230, 310	PS1
Global or Cross-Cultural/Diversity: 1 course from: AM 201, 211, 304, 305; BUS 535; CAR 301, 332; ECO 135, 301, 302, 400, 410; GS 241, 405; HIS 100, 101, 330; POL 240; PSY 280, 340; REL 130, 225; SOC 100, 250, 320; SPA 200; THE 310	PS2
The Natural World: 1 course with a SCI prefix (Other than 136, 321, 497, 498 and 1-unit lab classes) or BUS 301; ECO 400, 410; GEO 108; GS 220; PSY 335, 370	PS3
Creative Thinking: 1 course with AM (other than 497-498), MUS, THE prefix, BUS 315, 316, 415, 454; ENG 120, 125, 140, 310	PS4
UNIT TOTALS	
MINIMUM UNITS TO EARN A BS = 120. Any college level course listed in the Catalog or accepted as transfer credit may be taken as an elective to fulfill the 120 degree requirement in this degree program.	



BACHELOR OF ARTS IN BIOLOGY DEGREE PROGRAM

Program Mission

The Marymount California University BA in Biology offers a transformative learning experience through an active learning environment. This experience has a foundation in scientific reasoning and critical thinking in a rigorous academic environment. The experience at MCU allows the student to explore the field of biology while preparing for life-long learning in the field of science. The program allows the student flexibility in preparing for a career that fits their needs in the life science fields. The degree prepares the individual for career in research, education, laboratory technician or advanced graduate studies in the fields of medicine or life science. After completing a BA in Biology at MCU the student would be eligible to apply for graduate studies as Medical Doctor, Physician Assistant, Physical Therapist, Optometry, Pharmacy, Veterinarian, Dental, along with research programs in biology such as Molecular Biology, Cell Biology, Biochemistry, Neuroscience among other life science graduate programs. The department is devoted to meeting the student where they are and then support and guide them in the process of choosing a career after MCU.

BA in Biology Program Learning Outcomes

1. Communication: Communicate effectively the concepts, methods, results and conclusions of biological research, in oral and written form for an intended audience.
2. Analysis: Formulate and test hypotheses through collection, analysis, and use of experimental and scientific data in the field of biological sciences.
3. Problem solving: Demonstrate steps necessary to solve complex problems in the life sciences disciplines of biochemistry, molecular biology, cell biology, genetics and other biological disciplines.
4. Info Lit: Access, select, and critically review scientific knowledge supporting life science research.
5. Organisms & Processes: Express knowledge of living organisms and related processes such as cellular respiration, cell division, metabolism and photosynthesis.
6. Career Exploration: Identify and develop career goals using leadership, volunteer, internship, online or classroom experiences.

BA in Biology Required Courses

REQUIRED BIOLOGY BA COURSES (65-67 units)		Core req.	Prerequisite
SCI 240	General Biology I (4 units)	PS3	SCI 115 or 220
SCI 241	General Biology II (4)	PS3	SCI 240
SCI 242	General Biology III (4)	PS3	SCI 241
SCI 220	General Chemistry I (5)	PS3	SCI 115
SCI 221	General Chemistry II (5)	PS3	SCI 220
SCI 200	General Physics I (4) <u>and</u>	PS3	MTH 105
SCI 201	General Physics II (4) OR	PS3	SCI 200
SCI 230	Physics with Calculus I (5) <u>and</u>	PS3	MTH 120 or 130
SCI 231	Physics with Calculus II (5)	PS3	SCI 230
MTH 120 MTH 130	Calculus for Man. Life & Social Sci (4) OR Calculus I (4) 1 Calculus course is required	A2	MTH 105 or 110 or 115 MTH 110 or 111
SCI 315	Organic Chemistry I (5)	A3, PS3	SCI 221
SCI 316	Organic Chemistry II (5)	A3, R2, R3, PS3	SCI 315
SCI 320	Biochemistry (4)	PS3	SCI 316
SCI 342	Science Career Seminar (4)	A3, R1	SCI 233 or 241 or 315
SCI 350	Genomics (4)	PS3	SCI 241
SCI 380	Molecular Biology (5)	R2, R3, PS3	SCI 241 & SCI 316
SCI 443	Biology Seminar (4)	C1, A3	SCI 342; Sr. Standing
BIOLOGY BA ELECTIVES (8 units minimum)			
At least 4 units must be upper division (300-400 level)			
SCI 130	Biology of Animals (4 units)	PS3	
SCI 132	Human Anatomy (4)	PS3	
SCI 133	Human Physiology (4)	PS3	
SCI 135	Anatomy and Physiology (4)	PS3	
SCI 136	Medical Terminology (1)		Rec: any Life Sci. course
SCI 140	Plants and Civilization (4)	PS3	
SCI 150	Microbiology (4) Not eligible for degree if SCI 330 taken	PS3	
SCI 160	Marine Biology (4)	PS3	
SCI 170	Ecology of Humans (4)	PS3	
SCI 233	Science of Human Performance (4)	PS3	SCI 130, 132, 133, 135, 140, 145, 150, 155, 160, 170, 240, 241, 242, or 246
SCI 246	Nutrition (4)	PS3	
SCI 321	Biochemistry Lab (2)		SCI 320
SCI 330	Biology of Microorganisms (4)	R3, PS3	SCI 241
SCI 333	Exercise Physiology (4)	PS3	SCI 233
SCI 334	Ergogenic Aids in Sports (4)	PS3	
SCI 340	Cell Biology (4)	PS3	SCI 241 & SCI 315
SCI 341	Techniques in Biology Laboratory (2)	R2, PS3	SCI 115 & SCI 240
SCI 395/495	Independent Study (1-4)		
SCI 440	Immunology (4)	PS3	SCI 241
SCI 442	Development Biology (4)	PS3	SCI 241

BA in Biology Required Courses

MCU BA CORE COMPETENCY REQUIREMENTS OUTSIDE OF MAJOR	Core
Written Communication I: ENG 112	C1
Oral Communication: CAR 105 or 145, BUS 230	C2
Information Literacy: ID 230	A1
Self-Efficacy: MCU 100 or MCU 200 (by placement)	R1
Catholic History and Thought: 1 course from: REL 102, 103, 112, 120, 130, 230, 310	PS1
Global or Cross-Cultural/Diversity: 1 course from: AM 201, 211, 304, 305; BUS 535; CAR 301, 332; CJ 362; ECO 135, 301, 302, 400, 410; GS 241, 405; HIS 100, 101, 330; POL 240; PSY 280, 340; REL 130, 225; SOC 100, 250, 320; SPA 200; THE 310	PS2
Creative Thinking: 1 course with AM (other than 497-498), MUS, THE prefix, BUS 315, 316, 415, 454; ENG 120, 125, 140, 310	PS4
Ethical Reasoning: 1 course from: BUS 240, PHI 100, 110, 150, 215, 315, 331, 380	PS5
UNIT TOTALS	
MINIMUM UNITS TO EARN A BA = 120. Any college level course listed in the Catalog or accepted as transfer credit may be taken as an elective to fulfill the 120 degree requirement in this degree program.	



BACHELOR OF SCIENCE IN BIOLOGY DEGREE PROGRAM

Program Mission

The Marymount California University BS in Biology offers a transformative learning experience through an active learning environment. This experience has a foundation in scientific reasoning and critical thinking in a rigorous academic environment. The experience at MCU allows the student to explore the field of biology while preparing for life-long learning in the field of science. The program allows the student flexibility in preparing for a career that fits their needs in the life science fields. The degree prepares the individual for career in research, education, laboratory technician or advanced graduate studies in the fields of medicine or life science. After completing a BS in Biology at MCU the student would be eligible to apply for graduate studies as Medical Doctor, Physician Assistant, Physical Therapist, Optometry, Pharmacy, Veterinarian, Dental, along with research programs in biology such as Molecular Biology, Cell Biology, Biochemistry, Neuroscience among other life science graduate programs. The department is devoted to meeting the student where they are and then support and guide them in the process of choosing a career after MCU.

BS in Biology Program Learning Outcomes

1. Communication: Communicate effectively the concepts, methods, results and conclusions of biological research, in oral and written form for an intended audience.
2. Analysis: Formulate and test hypotheses through collection, analysis, and use of experimental and scientific data in the field of biological sciences.
3. Problem solving: Demonstrate steps necessary to solve complex problems in the life sciences disciplines of biochemistry, molecular biology, cell biology, genetics and other biological disciplines.
4. Info Lit: Access, select, and critically review scientific knowledge supporting scientific research.
5. Organisms & Processes: Express knowledge of living organisms and related processes such as cellular respiration, cell division, metabolism and photosynthesis.
6. Scientific Development: Explore and utilize the relevant technical laboratory skills and technology for a career in life science research.

BS in Biology Required Courses

REQUIRED BIOLOGY BS CORE COURSES (69-71 units)		Core req.	Prerequisite
SCI 240	General Biology I (4 units)	PS3	SCI 115 or 220
SCI 241	General Biology II (4)	PS3	SCI 240
SCI 242	General Biology III (4)	PS3	SCI 241
SCI 220	General Chemistry I (5)	PS3	SCI 115
SCI 221	General Chemistry II (5)	PS3	SCI 220
SCI 200 SCI 201 SCI 230 SCI 231	General Physics I (4) <u>and</u> General Physics II (4) OR Physics with Calculus I (5) <u>and</u> Physics with Calculus II (5)	PS3	MTH 105 SCI 200 MTH 120 or 130 SCI 230
MTH 130	Calculus I (4)	A2	MTH 110/111
SCI 315	Organic Chemistry I (5)	A3, PS3	SCI 221
SCI 316	Organic Chemistry II (5)	A3, R2, R3, PS3	SCI 315
SCI 320	Biochemistry (4)	PS3	SCI 316
SCI 321	Biochemistry Lab (2)	PS3	SCI 320
SCI 341	Techniques in Biology Laboratory (2)	PS3, R2	SCI 115 & SCI 240
SCI 342	Science Career Seminar (4)	A3, R1	SCI 233 or 241 or 315
SCI 350	Genomics (4)	PS3	SCI 241
SCI 380	Molecular Biology (5)	R2, R3, PS3	SCI 241 & SCI 316
SCI 443	Biology Seminar (4)	C1, A3	SCI 342; Sr. Standing
BIOLOGY BS ELECTIVES (12 units minimum)			
At least 8 units must be upper division (300-400 level)		Core req.	Prerequisite
SCI 130	Biology of Animals (4 units)	PS3	
SCI 132	Human Anatomy (4)	PS3	
SCI 133	Human Physiology (4)	PS3	
SCI 135	Anatomy and Physiology (4)	PS3	
SCI 136	Medical Terminology (1)	PS3	Rec: a Life Sci. course
SCI 140	Plants and Civilization (4)	PS3	
SCI 150	Microbiology (4) Not a degree option if SCI 330 taken	PS3	
SCI 160	Marine Biology (4)	PS3	
SCI 170	Ecology of Humans (4)	PS3	
SCI 233	Science of Human Performance (4)	PS3	SCI 130, 132, 133, 135, 140, 145, 150, 155, 160, 170, 240, 241, 242, or 246
SCI 246	Nutrition (4)	PS3	
SCI 330	Biology of Microorganisms (4)	R3, PS3	SCI 241
SCI 333	Exercise Physiology (4)	PS3	SCI 233
SCI 334	Ergogenic Aids in Sports (4)	PS3	
SCI 340	Cell Biology (4)	PS3	SCI 241 & SCI 315
SCI 395/495	Independent Study (1-4)		
SCI 440	Immunology (4)	PS3	SCI 241
SCI 442	Development Biology (4)	PS3	SCI 241

BS in Biology Required Courses

MCU BS CORE COMPETENCY REQUIREMENTS OUTSIDE OF MAJOR	Core
Written Communication I: ENG 112	C1
Oral Communication: CAR 105 or 145, BUS 230	C2
Information Literacy: ID 230	A1
Self-Efficacy: MCU 100 or MCU 200 (by placement)	R1
Catholic History and Thought: 1 course from: REL 102, 103, 112, 120, 130, 230, 310	PS1
Global or Cross-Cultural/Diversity: 1 course from: AM 201, 211, 304, 305; BUS 535; CAR 301, 332; CJ 362; ECO 135, 301, 302, 400, 410; GS 241, 405; HIS 100, 101, 330; POL 240; PSY 280, 340; REL 130, 225; SOC 100, 250, 320; SPA 200; THE 310	PS2
Creative Thinking: 1 course with AM (other than 497-498), MUS, THE prefix, BUS 315, 316, 415, 454; ENG 120, 125, 140, 310	PS4
Ethical Reasoning: 1 course from: BUS 240, PHI 100, 110, 150, 215, 315, 331, 380	PS5
UNIT TOTALS	
MINIMUM UNITS TO EARN A BS = 120. Any college level course listed in the Catalog or accepted as transfer credit may be taken as an elective to fulfill the 120 degree requirement in this degree program.	



BACHELOR OF ARTS IN BUSINESS DEGREE PROGRAM

Business at Marymount: “Create Value for Self and Society”

Program Mission

The Marymount California University Business Program offers a flexible curriculum that emphasizes learning by doing, effective communication, decision-making through analysis, and the creation of value for self and society. True to our global perspective and our Catholic heritage, we seek to promote respectful collaboration and ethical relationships, and are committed to providing students a program that is relevant, individualized, and supportive.

Program Learning Outcomes

After completion of the Business Core courses, one concentration, and a culminating project, students will be able to:

1. Read financial statements, interpret business news, use appropriate business and economic terminology, prepare effective management reports, and deliver convincing verbal and digital presentations.
2. Use economic and business concepts, models, and quantitative data to interpret, analyze, and plan.
3. Evaluate competing options and reflect on ethical implications to support management decisions.
4. Recognize and articulate the perspectives of multiple constituencies in a global context with a focus on the creation of value.
5. Apply conceptual tools to management situations and collaborate to meet joint project goals.

A Solid Business Core

Core business and foundation courses in Accounting, Economics, Management, Marketing, and Finance are supplemented by distinctive Marymount classes that promote interdisciplinary approaches to Business. These include Perspectives on Global Development; Career Planning Seminar; and Business Ethics.

A Choice of Concentrations

Accounting and Finance

The Accounting and Finance concentration is a cross-functional area of focus designed to develop concrete, highly-demanded skills for work in the rapidly evolving world of corporate finance and accounting. Students will deepen their knowledge of accounting principles and have the opportunity to strengthen their understanding of finance and investments. In addition to the traditional applications

for accounting and finance in the private sector, this concentration is also beneficial to students interested in pursuing careers in law and government.

Computer Information Systems

This concentration provides broad knowledge of Computer Information Systems and allows students to develop skills in programming, systems, and digital media to complement the Business curriculum.

Customized

This concentration allows students to customize their program by combining upper division or graduate courses in Accounting, Business, Economics or Leadership. Up to 3 units of internship or practicum may be applied to this concentration.

Entrepreneurship

The Entrepreneurship concentration allows students to learn through a case-study approach in a seminar setting. Students have the opportunity to critique one another's business plans, laying the foundation for the development of their own entrepreneurial project.

Management

The Management concentration was developed to provide our students with a solid understanding of project management along with choice of courses in operations management, managerial problem-solving, organizational behavior and leadership.

Marketing

Modern marketers are required to demonstrate robust problem solving skills and have the ability to communicate cross-functionally—whether it be in a start-up entrepreneurial environment or a large, complex organization. The Marymount marketing concentration is designed to address the needs of the modern marketplace.

The curriculum begins with a study of business and marketing principles, builds on a set of related analytical methods, and develops the students' ability to work with diverse stakeholders to create value and build strong customer relationships. Course options include Sales, Marketing, Analysis and Forecasting, New Product Development and Integrated Marketing Communications.

Sports Management

Career opportunities exist in many areas of the sports industry including: sports marketing, sports analytics, sports strategy and sports media. The Sports Management Concentration at MCU introduces students to the growing sports industry through a mixture of academic and experiential learning opportunities. Students will develop the industry specific knowledge as well as the management and leadership skills necessary to facilitate their pursuit of a successful career in the global sports industry.

A Culminating Project

Every Bachelor's student completes a culminating project demonstrating Bachelor-level communication and analytic skills.



BA in Business Required Courses

Program Mission: The Marymount California University Business Program offers a flexible curriculum that emphasizes learning by doing, effective communication, decision making through analysis, and the creation of value for self and society. True to our global perspective and our Catholic heritage, we seek to promote respectful collaboration and ethical relationships, and are committed to providing students a program that is relevant, individualized, and supportive.

BUSINESS PREPARATION REQUIREMENTS		Core req.	Prerequisite
ACCT 151	Financial Accounting (4 units)		
ACCT 201	Managerial Accounting (4)		ACCT 151
BUS 110	Introduction to Business (4)		
BUS 230	Business Communication (4)	C1, C2	ENG 112
BUS 240	Business Ethics (4)	PS5	
BUS 265	Career Planning & Preparation Seminar (2)	R1	
CS 280	Introduction to Data Analysis (4)	R2	
ECO 135	Perspectives on Global Development (4)	PS2	
ECON 220	Microeconomics (4)	A3	
ECON 221	Macroeconomics (4)	A3	
MTH 270	Introductory Statistics (4)	A2	
UPPER DIVISION BUSINESS REQUIREMENTS		Core req.	Prerequisite
BUS 300	Principles of Management (4)	R3	
BUS 350	Principles of Marketing (4)	R2	BUS 110
BUS 360	Information Systems for Management (4)	R2	BUS 110
BUS 380	Corporate Finance (4)	A2, R2	ACCT 151 & MTH 270
BUS 497	Strategic Analysis (4)	C1, C2, A3, R3	Sr. standing BUS 300 & MTH 270
CONCENTRATION OPTIONS: (3 classes): Students must choose at least 1 of 7 options.			
Accounting & Finance	Entrepreneurship	Sports Management	
Computer Information Systems	Management		
Customized	Marketing		
MCU BA CORE COMPETENCY REQUIREMENTS OUTSIDE OF MAJOR			Core
Written Communication I: ENG 112			C1
Information Literacy: ID 230			A1
Self-Efficacy: MCU 100 or MCU 200 (1)			R1
Catholic History & Thought: one course from REL 102, 103, 112, 120, 130, 230, 310			PS1
The Natural World: 1 course with a SCI prefix (Other than 136, 321, 497, 498 and 1-unit lab classes) or BUS 301; ECO 400, 410; GEO 108; GS 220; PSY 335, 370			PS3
Creative Thinking: 1 course with AM (other than 497-498), MUS , THE prefix, BUS 315, 316, 415, 454; ENG 120, 125, 140, 310			PS4
UNIT TOTALS			
MINIMUM UNITS TO EARN A BA = 120. Any college level course listed in the Catalog or accepted as transfer credit may be taken as an elective to fulfill the 120 degree requirement in this degree program.			

BA in Business Required Courses

One concentration is required. Business students are encouraged to choose more than one concentration or add ACCT/BUS/ECO electives or graduate courses to their program. A course may not be counted in more than one concentration.

ACCOUNTING & FINANCE - select 3 courses, minimum 10 units from:			Core	Prerequisite
ACCT 351	Intermediate Accounting I (4 units)			ACCT 201
ACCT 352	Intermediate Accounting II (4)			ACCT 351
ACCT 353	Federal Income Taxation I (4)			ACCT 201
BUS 385	Portfolio Management & Investing (4)			ACCT 151
BUS 391AF/491AF BUS 396AF/496AF	At least 2 units from: An Internship in Accounting & Finance and/or A Practicum in Accounting & Finance	R3 R3		
COMPUTER INFORMATION SYSTEMS				
Required:		Core	Prerequisite	
CS 183	Computer Information Systems (4)	R2	CS 180 or another Intro to Computers class or consent of instructor	
Choose a minimum of 6 units from the following:				
CS 195	Programming and Problem Solving (4)	R2		
CS 196	Introduction to Java Programming (4)	R2		
CS 210	Introduction to C Programming Lang. (4)	R2		
AM 104	Introductory HTML & PHP (4)	R2, PS4		
AM 120	Digital Foundations (4) <i>Lab fee</i>	R2, PS4		
AM 204	Website Design I (4) <i>Lab fee</i>	R2, PS4	AM 120	
AM 214	Website Design II (4) <i>Lab fee</i>	R2, PS4	AM 204	
AM 334	Website Technologies (4) <i>Lab fee</i>	R2, PS4	AM 214	
ACCT 340	Accounting Information Systems (4)	R2	ACCT 201	
BUS 391, CIS 491 or BUS 396, CIS 496	At least 2 units from: An Internship in CIS and/or A Practicum in CIS	R3		
BUS 515	Innovation Management (3)		Grad. or Sr. Standing	
ENTREPRENEURSHIP - select 3 courses, minimum 10 units from:			Core	Prerequisite
BUS 315	Principles of Entrepreneurship (4)	PS4		
BUS 415	Entrepreneurship for Social Change (4)		BUS 315 or ECO 300 or 400	
BUS 454	New Product Development (4)	PS4	BUS 350	
BUS 391E/491E BUS 396E/496E	At least 2 units from: An Internship in Entrepreneurship and/or A Practicum in Entrepreneurship	R3		
BUS 515	Innovation Management (3)			

BA in Business Required Courses

CUSTOMIZED - minimum of 3 courses, 10 units		Core	Prerequisite
Students choose 3 upper division or graduate courses from ACCT, BUS, ECO or ID 530, ID 545, ID 580 (minimum 10 units)			
MANAGEMENT - select 3 courses, minimum 10 units from:		Core	Prerequisite
BUS 460	Project Management (4)	R2	CS 280
Select two courses from:			
BUS 301	Management for Sustainability (4)	R3, PS3	BUS 300
BUS 325	Organizational Behavior (4)		
BUS 340	Intro. to the Hospitality Industry (4)		
BUS 378	Healthcare Administration (4)		
BUS 401	Operations Management (4)		BUS 300
BUS 402	Integrative Quality Management (4)		BUS 300
BUS 461	Management & Organizational Leadership (4)		BUS 300
BUS 462	Managerial Problem-solving (4)		BUS 300
BUS 472	Human Resource Management (4)		
BUS 391MG/491MG BUS 396MB/496MG	At least 2 units from: An Internship in Management and/or A Practicum in Management	R3	
BUS 561	Organizational Strategy & Planning (3)		Sr. Standing
ID 530	Leadership Seminar (3)		Sr. Standing
MARKETING - select 3 courses, minimum 10 units from:		Core	Prerequisite
BUS 312	The Fundamentals of Sales (4)		
BUS 452	Marketing Analysis and Forecasting (4)	R2	BUS 300, 350 & MTH 270
BUS 454	New Product Development (4)	PS4	BUS 350
BUS 456	Integrated Marketing Communications (4)		BUS 350
BUS 391MK/491MK BUS 396MK/496MK	At least 2 units from: An Internship in Marketing and/or A Practicum in Marketing	R3	
CAR 401	Social Media in Marketing (4)	R2, PS2	
SPORTS MANAGEMENT - select 3 courses, minimum 10 units from:		Core	Prerequisite
BUS 375	The Business of Sports (4)		
Select 6 units from the following:			
BUS 391SM/491SM BUS 396SM/496SM	At least 2 units from: An Internship in Sports Mgmt and/or A Practicum in Sports Mgmt	R3	
PSY 470	Sports Psychology (4)		PSY 150
SCI 233	Science of Human Performance (4)	PS3	
SCI 334	Ergogenic Aids in Sports (4)	PS3	

BACHELOR OF ARTS IN CRIMINAL JUSTICE DEGREE PROGRAM

Program Mission

The mission of the Criminal Justice program is to promote awareness and understanding of others and self through a rigorous, well-rounded curriculum. The program provides exposure to the major concepts and research findings in criminal justice and gives balanced consideration to explaining crime and its effect on society from multiple theoretical perspectives. Students will receive rigorous coursework in qualitative and quantitative research methodology that will teach them to ask and answer questions of the world around them according to the scientific method. The program aspires to forge interdisciplinary connections with other fields of study due to the overlap with many different fields in the criminal justice system. Through a combination of coursework and experiential learning opportunities, Criminal Justice majors will leave Marymount California University with a solid foundation that is appropriate for working within a vast array of occupations, both in criminal justice and across other disciplines, or graduate study.

Program Learning Outcomes

After completion of the Criminal Justice core, including a concentration in Homeland Security or electives, students will be able to:

1. Understand the terms, concepts, and theories related to the criminal justice system in order to produce sound and relevant arguments, both written and oral, based on research and evidence.
2. Apply basic research methods to criminal justice research projects including design and data analysis, including an evaluation of the quality, credibility and objectivity of published research. Utilize technology to locate information, manage and analyze this data.
3. Describe the major concepts, perspectives, and theories within the general content domains of the criminal justice systems such as law enforcement, the courts, and corrections - in order to describe positive social justice outcomes. Relate these perspectives to socioeconomic, ethnic, culture, background, gender and sexual orientation.
4. Apply an ethical, moral, and values based orientation with the introduction of real life scenarios depicting the dilemmas encountered daily within the criminal justice system.
5. Identify and develop the skills and experiences relevant to achieving selected career goals demonstrating the ability to collaborate and effectively communicate with others.

A solid Criminal Justice core with Homeland Security Studies concentration option

Core CJ and foundation classes include Criminology, Criminal Law, Evidence, Communications, Administration and Ethics. Students choose a 4 course Homeland Security concentration or 4 elective courses.



BA in Criminal Justice Required Courses

REQUIRED CRIMINAL JUSTICE COURSES		Core req.	Prerequisite
PSY 235 or MTH 270	Statistics (4 units)	A2	
CJ 101	Introduction to Criminal Justice (4)		
CJ 105 CJ 109	Introduction to Criminology (4) OR Introduction to Homeland Security # (4) <i># CJ 109 is required for the Homeland Security concentration</i>		
CJ 121	Concepts of Criminal Law (4)		
CJ 141	Legal Aspects of Evidence (4)		
CJ 181	Criminal Investigations (4)		
CJ 301	Strategic Communications (4)	C1, R2	CJ 101
CJ 311	Criminal Justice Administration (4)		CJ 101
CJ 331	Ethics and Professional Responsibility in CJ (4)	PS5	Jr. standing or Chair approval
CJ 460	Seminar in Criminal Justice (4)	R1, R2, R3	CJ 101

MCU BA CORE COMPETENCY REQUIREMENTS OUTSIDE OF MAJOR	Core
Written Communication I: ENG 112	C1
Oral Communication: CAR 105 or 145, BUS 230	C2
Information Literacy: ID 230	A1
Critical Thinking: 1 course from: AM 105, CAR 250, ECO 220, 221, PHI 120, 121, 130, 145, 305, 310, 320, 330, 360, 385, PSY 240, 280, 328	A3
Self-Efficacy: MCU 100 or MCU 200 (by placement)	R1
Catholic History and Thought: 1 course from: REL 102, 103, 112, 120, 130, 230, 310	PS1
Global or Cross-Cultural/Diversity: 1 course from: AM 201, 211, 304, 305; BUS 535; CAR 301, 332; CJ 362, ECO 135, 301, 302, 400, 410; GS 241, 405; HIS 100, 101, 330; POL 240; PSY 280, 340; REL 130, 225; SOC 100, 250, 320; SPA 200; THE 310	PS2
The Natural World - 1 course with a SCI prefix (Other than 136, 321, 497, 498 and 1-unit lab classes) or BUS 301; ECO 400, 410; GEO 108; GS 220; PSY 335, 370	PS3
Creative Thinking: 1 course with AM (other than 497-498), MUS, THE prefix, BUS 315, 316, 415, 454; ENG 120, 125, 140, 310	PS4
UNIT TOTALS	
MINIMUM UNITS TO EARN A BA = 120. Any college level course listed in the Catalog or accepted as transfer credit may be taken as an elective to fulfill the 120 degree requirement in this degree program.	

BA in Criminal Justice Required Courses

Students choose a 16 unit elective option **OR** Homeland Security Studies concentration.

Criminal Justice Elective Option

CRIMINAL JUSTICE ELECTIVES		Core	Prerequisite
Select 1 course maximum from the following:			
CJ 200	Fundamentals of Forensic Science Investigations (4 units)	PS3	
POL 100	American Institutions (4)		ENG 108
PSY 150	General Psychology (4)		
PSY 205	Child & Adolescent Development (4)		
PSY 210	Adult Development & Aging (4)		
PSY 228	Abnormal Psychology (4)		PSY 150
PSY 230	Drug Use and Abuse (4)		
PSY 330	Forensic Psychology (4)		PSY 150
SOC 100	Introduction to Sociology (4)	PS2	ENG 108
SOC 220	Crime & Delinquency (4)		ENG 108
Select minimum 12 units from the following:			
CJ 315	Juvenile Justice, the Law, and Delinquency (4)		CJ 101
CJ 345	Emergency Preparedness (4)		CJ 101
CJ 351	Corrections: the Theories, Policies, and Practices (4)		CJ 101
CJ 355	Criminal Justice, Homeland Security and Terrorism (4)		
CJ 362	Transnational Crimes & Comparative CJ Systems (4)	R2, PS2	CJ 101
CJ 291/391/491	Internship in Criminal Justice (8 unit maximum)	R3	

Homeland Security Studies Option

HOMELAND SECURITY STUDIES CONCENTRATION		Core	Prerequisite
Select 1 course maximum from the following:			
CJ 200	Fundamentals of Forensic Science Investigations (4)	PS3	
POL 100	American Institutions (4)		ENG 108
PSY 150	General Psychology (4)		
PSY 228	Abnormal Psychology (4)		PSY 150
PSY 230	Drug Use and Abuse (4)		
PSY 330	Forensic Psychology (4)		PSY 150
SOC 100	Introduction to Sociology (4)	PS2	ENG 108
SOC 220	Crime & Delinquency (4)		ENG 108
Required:			
CJ 345	Emergency Preparedness (4)		CJ 101
CJ 355	Criminal Justice, Homeland Security and Terrorism (4)		
CJ 362	Transnational Crimes & Comparative CJ Systems (4)	R2, PS2	CJ 101

BACHELOR OF SCIENCE IN DIGITAL COMMUNICATION MEDIA (DCM) DEGREE PROGRAM

Program Mission

The Marymount California University Bachelor of Science (BS) degree in Digital Communication Media offers a sophisticated STEM Learning and Real World applied four-year educational experience. Curriculum is designed to prepare the next generation of digital media and technology driven communication creative makers and developers. Students study video production and web design skills and concepts. Students learn traditional theoretical education in the study of Communications while also providing hands on training in professional quality digital studios including computer workstations, Adobe Creative Suite, Avid Media Composer, and Avid Pro Tools software.

BS in Digital Communication Media Program Learning Outcomes

After completion of the Digital Communication Media program students will be able to:

1. Use critical thought to analyze and critique professional and academic forms of communication media.
2. Discuss and write about key concepts in the study of media, culture, and communication within an historical and contemporary context.
3. Research and develop visual planning strategies for creative solutions related to adaptive design competence; and will learn basic business practices and professional standards of various digital media industries.
4. Demonstrate the ability to design and create professional level artwork using industry standard digital technologies, including: Apple Macintosh, Avid Media Composer, Autodesk Maya and Adobe Creative Suite software applications.
5. Demonstrate outcomes of their design and media skills with a senior portfolio, resume, and presentation.

BS in Digital Communication Media Required Courses

DIGITAL COMMUNICATION MEDIA REQUIREMENTS			
40 units + 12 elective units = 52 DCM units		Core	Prerequisite
AM 120	Digital Foundations (4)	R2, PS4, PS5	
CAR 145	Communication Structures (4)	C2	
AM 250	Professional Careers in Communication Media (4)	R1, PS5	
AM 122	Video Production Methods I (4)	R2, PS4	
AM 204	Website Design I (4)	R2, PS4	
AM 222 or AM 214	Video Production Methods II (4) or Website Design II (4)	R2, R3, PS4	AM 122 (for 122) AM 204 (for 214)
AM 350	Junior Research and Conceptual Development (4)	C1, A3, R1, PS4	Jr. standing; chair approval and AA/AS Core complete
AM 413	Video Motion Graphics (4)	R2, R3, PS4	AM 120
AM 498 or AM 334 or Internship/ Practicum	Senior Project (4) or Website Technologies (4) or 4 units from: (at least 1 unit must be at the 400 level) AM 391, 396 AM 491, 496	R3 (498) R2, R3, PS4 (334) R3 (x91/96)	All AA/AS reqs (498) AM 204 (334) AM 350, Sr. standing and Program Chair approval (for 400 level)
CAR 401	Social Media in Marketing (4)	R2, PS2	Jr. standing
ELECTIVES - 3 courses/12 units; any upper division			
AM or CAR		Core	Prerequisite
AM/CAR			
AM/CAR			
AM/CAR			

BS in Digital Communication Media Required Courses

MCU BS CORE COMPETENCY REQUIREMENTS OUTSIDE OF MAJOR	Core
Written Communication I: ENG 112 (4)	C1
Information Literacy: ID 230 (1)	A1
Quantitative Reasoning - 1 course from: any college level MTH, BUS 108 or PSY 235 or placement that demonstrates competency in a college level Math	A2
Self-Efficacy: MCU 100 or MCU 200 (1)	R1
Catholic History and Thought: 1 course from: REL 102, 103, 112, 120, 130, 230, 310	PS1
The Natural World: 1 course with a SCI prefix (Other than 136, 321 and 1-unit lab classes) or BUS 301; ECO 400, 410; GEO 108; GS 220; PSY 335, 370	PS3
UNIT TOTALS	
MINIMUM UNITS TO EARN A BS = 120. Any college level course listed in the Catalog or accepted as transfer credit may be taken as an elective to fulfill the 120 degree requirement in this degree program.	

BACHELOR OF SCIENCE IN MANAGEMENT DEGREE PROGRAM

Program Mission

MCU's Management program complements foundational business courses with more advanced tools to optimize managerial decision-making and effectiveness. Courses include data analysis, applied statistical methods, project management, strategic analysis, business communication and leadership development. Through core courses, a choice of electives, experiential opportunities and close faculty mentoring, students develop the competencies to enter and advance careers in a broad range of industries. Industry-targeted electives may include Healthcare Management, Computer Information Systems, Operations Management or Management for Sustainability.

BS in Management Program Learning Outcomes

After completion of the Management program students will be able to:

1. Utilize written, oral and digital modes of communication to increase managerial effectiveness.
2. Apply the analytical skills to assemble, organize, and utilize data and information systems to optimize managerial decision making.
3. Incorporate values and ethical implications into management decisions.
4. Demonstrate an informed and sophisticated worldview conducive to the effective management of multiple constituencies in a global context with a focus on the creation of value.
5. Demonstrate the interpersonal skills necessary to effectively collaborate in the capacity of both a participant and a leader of an organizational team.

BS in Management Required Courses

MANAGEMENT PREPARATION REQUIREMENTS		Core	Prerequisite
ACCT 151	Financial Accounting (4 units)		
ACCT 201	Managerial Accounting (4)		ACCT 151
BUS 230	Business Communication (4)	C1, C2	ENG 112
BUS 240	Business Ethics (4)	PS5	ENG 112
BUS 265	Career Planning & Preparation Seminar (2)	R1	
CS 280	Intro to Data Analysis (4)	R2	
ECO 220	Microeconomics (4)	A3	ENG 108
ECO 221	Macroeconomics (4)	A3	ENG 108
MTH 270	Introductory Statistics (4)	A2	
UPPER DIVISION MANAGEMENT REQUIREMENTS			
UPPER DIVISION MANAGEMENT REQUIREMENTS		Core	Prerequisite
BUS 300	Principles of Management (4)	R3	
BUS 360	Business Information Systems (4)	R2	
BUS 380	Corporate Finance (4)	A2, R2	ACCT 151 & MTH 270
BUS 388	Applied Statistical Methods (4)	A2, R2	MTH 270
BUS 460	Project Management (4)	R2	CS 280
BUS 461	Management & Organizational Leadership (4)		BUS 300
BUS 497	Strategic Analysis (4)	C1, C2, A3, R3	Sr. standing, BUS 300 & MTH 270

BS in Management Required Courses

MCU BS CORE COMPETENCY REQUIREMENTS OUTSIDE OF MAJOR		Core
Written Communication I: ENG 112 (4)		C1
Information Literacy: ID 230 (1)		A1
Self-Efficacy: MCU 100 or MCU 200 (1)		R1
Catholic History and Thought: 1 course from: REL 102, 103, 112, 120, 130, 230, 310		PS1
Global or Cross-Cultural/Diversity: AM 201, 211, 304, 305; BUS 535; CAR 301, 332; ECO 135, 301, 302, 400, 410; GS 241, 405; HIS 100, 101, 330; POL 240; PSY 280, 340; REL 130, 225; SOC 100, 250, 320; SPA 200; THE 310		PS2
The Natural World: 1 course with a SCI prefix (Other than 136, 321, 497, 498 and 1-unit lab classes) or BUS 301; ECO 400, 410; GEO 108; GS 220; PSY 335, 370		PS3
Creative Thinking: 1 course with AM (other than 497-498), MUS, THE prefix; BUS 315, 316, 415, 454; ENG 120, 125, 140, 310		PS4
UNIT TOTALS		
MINIMUM UNITS TO EARN A BS = 120. Any college level course listed in the Catalog or accepted as transfer credit may be taken as an elective to fulfill the 120 degree requirement in this degree program.		

BS in Management Required Courses

Students must choose 14 units of General Management electives **OR** 14 units of Computer Information Systems courses.

GENERAL MANAGEMENT ELECTIVE OPTION		Core	Prerequisite
Choose a minimum of 14 units from the following:			
BUS 301	Management for Sustainability (4)	R3	BUS 300
BUS 325	Organizational Behavior (4)		
BUS 340	Hospitality Management (4)		
BUS 350	Principles of Marketing (4)		BUS 110
BUS 375	The Business of Sports (4)		
BUS 378	Healthcare Administration (4)		
BUS 401	Operations Management (4)		BUS 300
BUS 402	Integrative Quality Management (4)		BUS 300
BUS 462	Managerial Problem Solving (4)		
BUS 472	Human Resource Management (4)		
BUS 391MN, 491MN or BUS 396MN, 496MN	At least 2 units from: An Internship in Management and/or A Practicum in Management	R3	
ID 530	Leadership Seminar (3)		Sr. or graduate standing
OR			
COMPUTER INFORMATION SYSTEMS OPTION		Core	Prerequisite
Required:			
CS 183	Computer Information Systems (4)	R2	CS 180 or another Intro to Computers class or consent of instructor
Choose a minimum of 10 units from the following:			
ACCT 340	Accounting Information Systems (4)	R2	ACCT 201
AM 104	Introductory HTML & PHP (4)	PS4	
AM 120	Digital Foundations (4) <i>Lab fee</i>	R2, PS4, PS5	
AM 204	Website Design I (4) <i>Lab fee</i>	R2, PS4	AM 120
AM 214	Website Design II (4) <i>Lab fee</i>	R2, PS4	AM 204
AM 334	Website Technologies (4) <i>Lab fee</i>	R2, PS4	AM 204
BUS 391CIS, 491CIS or BUS 396CIS, 496CIS	At least 2 units from: An Internship in CIS and/or A Practicum in CIS	R3	
BUS 515	Innovation Management (4)		Sr. or graduate standing
CS 195	Programming and Problem Solving (4)	R2	
CS 196	Introduction to Java Programming (4)	R2	
CS 210	Introduction to C Programming Lang. (4)	R2	

CS and AM courses will be offered on a rotating basis, not annually.

BACHELOR OF ARTS IN MULTIDISCIPLINARY STUDIES DEGREE PROGRAM

Program Mission

The Marymount California University BA in Multidisciplinary Studies (MDS) enables students to design a program tailored to the demands of a number of careers and graduate programs. MDS majors work with an advisor to select courses and combine at least two areas of emphasis from the following: Arts, Biology, Business, Chemistry, Criminal Justice, Computer Science, Digital Communication, Human Performance, Philosophy, and Psychology. MDS students develop core competencies and the specialized knowledge and skills related to each specific emphasis, culminating in a senior research project or career-related internships or practica.

Program Learning Outcomes

After completion of the Multidisciplinary Studies core and two areas of emphasis, students will be able to:

1. Utilize the vocabulary and thought patterns of at least two different academic disciplines.
2. Apply the analytic methodology of at least two disciplines to an issue.
3. Select the most appropriate disciplinary approaches to the understanding of an issue.
4. Recognize and analyze the ethical implications of a given issue, and, where appropriate, articulate a personal position.
5. Engage in collaborative study of an issue with representatives of various disciplines.

Students select two areas of emphasis from the following options.

Arts (24 units – at least 4 upper division)

Flexible exposure to the arts, with a mix of lecture and studio classes ranging from Art History to Design and Digital Media.

Biology (25 units – at least 4 upper division)

The Biology emphasis provides solid foundations for students seeking to pursue further professional studies in the health sciences or preparing for a career as a physician's assistant. Coursework includes Biology, Chemistry, Biochemistry, Cell Biology, Immunology, Techniques in Biology Laboratory, and Medical Terminology.

Business (24 units – at least 8 upper division)

The Business emphasis combines essential foundations in economics and accounting with a flexible range of options from within the Business curriculum.

This emphasis allows students to develop a business perspective as part of their MDS degree.

Chemistry (26 units – 16 upper division)

The Chemistry emphasis provides a solid foundation for students seeking to pursue further professional studies in the science field. This emphasis prepares students for a career in lab science including pharmaceutical, forensic science or others.

Criminal Justice (24 units – 8 upper division)

Students study and research issues and problems related to Criminal Justice with a view to developing civic understanding and an ethical framework for a life of compassionate service to others and society within this wide-ranging field.

Computer Science (24 units – at least 4 upper division)

The Computer Science emphasis provides a foundation for students interested in learning entry level computer languages. Students with an emphasis in Computer Science will complete courses in computer languages C, Java, and Python. Students also have the option of studying C# for game design in Unity Game Engine and HTML for Website design.

Digital Communication (24 units – at least 4 upper division)

The Digital Communication emphasis provides a foundation of hands-on training using industry standard digital studio applications essential to the study of video production, website design, and motion graphics. Students develop an understanding of both theoretical and practical skills necessary to pursue a wide range of entry-level careers in communication media production including camera operator, video editor, motion graphics, and website designer.

Human Performance (24 units – at least 8 upper division)

The Human Performance emphasis is designed for students interested in coaching, athletic training, health education, wellness and related careers. Coursework includes Anatomy, Physiology, Human Performance, Nutrition, Exercise Physiology and Ergogenic Aids.

Philosophy (24 units – at least 8 upper division)

The Philosophy emphasis fosters reflection on the eternal human questions about reality, life and meaning to support personal decision making. Students explore diverse answers to these questions, learning to articulate an empathetic understanding of the belief/value systems of others, analyze the logical consistency of arguments, identify underlying assumptions, and so in respectful dialogue with others arrive at personal answers to these questions.

Psychology (24 units – at least 8 upper division)

Foundation in the study of human behavior, with courses in a variety of areas including General Psychology, Research Methods, Social Psychology, Child and

Adolescent Development, Organizational Behavior, and Intercultural Psychology.
Note: Students are encouraged to work with their academic advisor and refer to the schedule of classes for specific course selection.



BA in Multidisciplinary Studies Required Courses

REQUIRED MULTIDISCIPLINARY STUDIES COURSES		Core	Prerequisite
CS 280	Intro. to Data Analysis (4 units)	R2	
One course from:			
AM 250	Professional Careers in Communication Media (4)	R1, PS4	AM 120
AM 350	Junior Research and Conceptual Development (4)	C1, A3, R1, PS4	AA/AS core, Jr. standing
BUS 265	Career Planning and Preparation Seminar (2)	R1	
CJ 460	Seminar in Criminal Justice (4)	R1, R2	CJ 101
PSY 350	Junior Seminar in Psychology (4)	R1, R2, R3	PSY 150
SCI 342	Science Career Seminar (4)	A3, R1	SCI 233 or 241 or 315
ID 498	Multidisciplinary Studies Senior Project (4)	R3	Sr. Standing; all AA/AS reqs and Program Chair approval (for 400 level)
OR	or		
AM/BUS/CJ/ ID/PSY/SCI 291/391/296/396	4 units combined (with minimum 1 unit 400-level) from:	R3	
ID 491/496	Internship/Practicum	R3, C2	

BA in Multidisciplinary Studies Required Courses

MCU BA CORE COMPETENCY REQUIREMENTS OUTSIDE OF MAJOR	Core
Written Communication I: ENG 112	C1
Written Communication II: AM 350, BUS 230, CJ 301, ENG 114, PSY 348, or SCI 443	C1
Oral Communication: CAR 105 or 145, BUS 230	C2
Information Literacy: ID 230	A1
Quantitative Reasoning: 1 course from: MTH 105-270; BUS 108, 380, 388; PSY 235	A2
Critical Thinking: 1 course from: AM 105, ECO 220, 221, PHI 120, 121, 130, 145, 310, 320, 330, 360, 385, PSY 240, 280, 328, SCI 342	A3
Self-Efficacy: MCU 100 or MCU 200 (by placement)	R1
Career Related Technology – 1 additional course from: ACCT 340; AM 104, 120, 122, 132, 141, 151, 203, 204, 213, 214, 222, 232, 241, 242, 251, 252, 261, 271, 303, 310, 311, 312, 314, 321, 324, 334, 400, 403, 410; BUS 350, 360, 380, 388, 452, 460, 550L, 640; CJ 362, 460; CS 180, 183, 195, 196, 210, 280, 500; PSY 240, 350; SCI 316, 341, 380	R2
Catholic History and Thought: 1 course from: REL 102, 103, 112, 120, 130, 230, 310	PS1
Global or Cross-Cultural/Diversity: 1 course from: AM 201, 211, 304, 305; BUS 535; CAR 301, 332; CJ 362, ECO 135, 301, 302, 400, 410; GS 241, 405; HIS 100, 101, 330; POL 240; PSY 280, 340; REL 130, 225; SOC 100, 250, 320; SPA 200; THE 310	PS2
The Natural World 1 course with a SCI prefix (Other than 136, 321, 497, 498 and 1-unit lab classes) or BUS 301; ECO 400, 410; GEO 108; GS 220; PSY 335, 370	PS3
Creative Thinking: 1 course with AM (other than 497-498), MUS, THE prefix, BUS 315, 316, 415, 454; ENG 120, 125, 140, 310	PS4
Ethical Reasoning: 1 course from: ACCT 385; BUS 240, CJ 331, PHI 100, 110, 150, 315, 380; PSY 240	PS5

BA in Multidisciplinary Studies Required Courses

AREAS OF EMPHASIS: Choose 2 of 10		Units	College-level Math
1.	Arts	24	Any college MTH, BUS 108 or PSY 235
2.	Biology	25	MTH 105 or MTH 111 recommended
3.	Business	24	MTH 270 recommended
4.	Chemistry	26	MTH 105 or MTH 111 recommended
5.	Computer Science	24	MTH 105 or 111 recommended
6.	Criminal Justice	24	MTH 270 recommended
7.	Digital Communication	24	Any college MTH, BUS 108 or PSY 235
8.	Human Performance	24	MTH 105 or MTH 111 recommended
9.	Philosophy	24	Any college level MTH, BUS 108 or PSY 235
10.	Psychology	24	PSY 235 required
UNIT TOTALS			
MINIMUM UNITS TO EARN A BA = 120. Any college level course listed in the Catalog or accepted as transfer credit may be taken as an elective to fulfill the 120 degree requirement in this degree program.			



BA in Multidisciplinary Studies Required Courses

EMPHASIS 1: ARTS - 24 units		Core	Prerequisite
Required:			
AM 120	Digital Foundations (4)	R2, PS4, PS5	
One theory class from: AM 101, 102, 105, 112, 201, 205, 211, 221, 301, 305, 306 (list course below)			
AM			
4 elective courses - 16 units (minimum 4 upper division units)			
AM/MUS/THE			
AM/MUS/THE			
AM/MUS/THE			
AM/MUS/THE			

EMPHASIS 2: BIOLOGY - 25 units		Core	Prerequisite
Lower Division Required:			
SCI 115 or SCI 220	Fundamentals of Chemistry (5 units) or General Chemistry I (5)	PS3	SCI 115#
SCI 240	General Biology I (4)	PS3	SCI 115#
SCI 241	General Biology II (4)	PS3	SCI 240
SCI 242	General Biology III (4)	PS3	SCI 241
# or by Chemistry placement exam			
Elective credit - 8 units (at least 4 units upper division) from: SCI 130, 132, 133, 136, 150*, 155*, 160, 170, 233, 246, 320, 330*, 340, 341, 342, 350**, 380, 440, 442			
SCI			
SCI			
<p>NOTES: If the second emphasis is Human Performance, SCI 132, 133, 246 may not be used as electives in Biology. Elective courses must be unique to each emphasis. For example, if SCI 130 is being used as a Biology elective, it may not also be used as a Human Performance elective.</p> <p># or passing score on the Chemistry placement exam</p> <p>*SCI 150 and 330 may not both be used. Students must choose one to apply to degree if both have been taken.</p> <p>**SCI 155 and 350 may not both be used. Students must choose one to apply to degree if both have been taken.</p>			

EMPHASIS 3: BUSINESS - 24 units		Core	Prerequisite
Required:			
ACCT 151	Financial Accounting (4)		
BUS 110	Intro. to Business (4)		
ECO 220	Microeconomics (4)	A3	
Electives: 12 units, a minimum 8 upper division or graduate from ACCT, BUS or ECON			

BA in Multidisciplinary Studies Required Courses

EMPHASIS 4: CHEMISTRY - 26 units		Core	Prerequisite
Required:			
SCI 220	General Chemistry I (5)	R3, PS3	SCI 115#
SCI 221	General Chemistry II (5)	R3, PS3	SCI 220
SCI 315	Organic Chemistry I (5)	A3, R3, PS3	SCI 221
SCI 316	Organic Chemistry II (5)	A3, R2, R3, PS3	SCI 315
SCI 320	Biochemistry (4)	PS3	SCI 316
SCI 321	Biochemistry Lab (2)		SCI 320
# or passing grade on the Chemistry proficiency exam			

EMPHASIS 5: COMPUTER SCIENCE - 24 units		Core	Prerequisite
Required:			
CS 195	Programming and Problem Solving (4)	R2	
CS 196	Intro. to Java Programming (4)	R2	
CS 210	Intro. to C Programming Language (4)	R2	
Choose the Game Design or Web Design 3-course sequence - 12 units			
Game Design: AM 203 and AM 310 and AM 410	Digital 3d Modeling (4) and Digital Game Design I (4) and Digital Game Design II (4)	R2, PS4 R2, R3, PS4 R2, R3, PS4	AM 203 AM 303 & 310
Web Design: AM 104 and AM 204 and AM 334	Introductory HTML & PHP (4) and Website Design I (4) and Website Technologies (4)	R2, PS4 R2, R3, PS4 R2, R3, PS4	

EMPHASIS 6: CRIMINAL JUSTICE		Core	Prerequisite
Required:			
CJ 101	Intro. to Criminal Justice (4)		
CJ 121	Concepts of Criminal Law (4)		
CJ 301	Strategic Communications: Literacy Skills for the Public Safety Professional (4)	C1	CJ 101
Choose 12 units (8 units minimum upper division) of CJ electives:			
CJ			
CJ			
CJ			

EMPHASIS 7: DIGITAL COMMUNICATION - 24 units		Core	Prerequisite
Required:			
AM 120	Digital Foundations (4)	R2, PS4, PS5	
AM 122 or AM 204	Video Production Methods I (4) Website Design I (4)	R2, R3, PS4 R2, R3, PS4	
CAR 145	Communication Structures (4)	C2	
3 Elective Courses: 12 units (minimum of 4 upper division units)			
AM or CAR			
AM or CAR			
AM or CAR			

BA in Multidisciplinary Studies Required Courses

EMPHASIS 8: HUMAN PERFORMANCE - 24 units		Core	Prerequisite
Required:			
SCI 132	Anatomy (4)	PS3	
SCI 133	Physiology (4)	PS3	
SCI 233	Science of Human Performance (4)	PS3	SCI 130, 132, 133, 135, 140, 145, 150, 155, 160, 170, 240, 241, 242, or 246
SCI 246	Nutrition (4)	PS3	
SCI 333	Exercise Physiology (4)	PS3	SCI 233
SCI 334	Ergogenic Aids in Sports (4)	PS3	

EMPHASIS 9: PHILOSOPHY - 24 units		Core	Prerequisite
Required:			
PHI 100 or PHI 110 or PHI 150	Contemporary Moral Issues (4) Ethics (4) Human Nature and Values (4)	PS5 PS5 PS5	ENG 108
PHI 120	Introduction to Philosophy: History (4)	A3	ENG 108
PHI 130	Logic (4)	A3	ENG 108
PHI 145	Philosophy of Religion (4)	PS5	ENG 108
Electives: Choose 8 units of upper division Philosophy or Religious Studies			
PHI/REL			
PHI/REL			

EMPHASIS 10: PSYCHOLOGY - 24 units		Core	Prerequisite
Required:			
PSY 150	General Psychology (4)		
PSY 235 or MTH 270	Statistics (4)	A2	
Choose 16 units (8 units minimum upper division) of Psychology electives			
PSY			
PSY			
PSY			
PSY			

BACHELOR OF ARTS IN PSYCHOLOGY DEGREE PROGRAM

Program Mission

The mission of the psychology program is to promote awareness and understanding of self and others through a rigorous, well-rounded curriculum. The program provides exposure to the major concepts and research findings in psychology and gives balanced consideration to explaining human behavior from multiple theoretical perspectives. Students will receive rigorous training in quantitative and qualitative research methodology that will teach them to ask and answer questions of the world around them according to the scientific method. The program takes a holistic approach to the field that embraces diverse dimensions of the self, including cognitive, social, emotional, physical, ethical, and spiritual elements, and it examines these personal dimensions across the different stages of life. The program aspires to forge interdisciplinary connections with other fields of study. Through a combination of coursework and experiential learning opportunities, psychology majors will leave Marymount with a solid foundation that is appropriate for graduate study or for working within a vast array of occupations, both in psychology and across other disciplines.

Program Learning Outcomes

The student who graduates with a BA in Psychology will be able to:

1. Produce sound, integrated arguments (written and oral) based on scientific reasoning and empirical evidence utilizing technology to locate information, manage and analyze data, and communicate.
2. Apply basic research methods in psychology, including research design, data analysis, and interpretation and evaluate the quality, objectivity, and credibility of evidence.
3. Describe the major concepts, theoretical perspectives, contemporary perspectives and empirical findings represented in the general content domains of psychology, including learning, cognition, biological basis of behavior, and development, using them to explain human behavior.
4. Apply an ethical orientation to hypothetical dilemmas encountered in the classroom, as well as to real scenarios occurring within psychological contexts and when conducting research
5. Identify the variety of the psychological experience (one's own and that of others) as related to socioeconomic class, race, ethnicity, cultural background, gender, and sexual orientation and identify one's personal, sociocultural and professional values.
6. Identify and develop skills and experiences relevant to achieving selected career goals and demonstrate the ability to collaborate effectively with others.

BA in Psychology Required Courses

REQUIRED PSYCHOLOGY COURSES		Core	Prerequisite
PSY 150	General Psychology (4)		
PSY 220	Human Lifespan Development (4)		PSY 150
PSY 228	Abnormal Psychology (4)		PSY 150
PSY 235	Stats for the Study of Behavior or MTH 270 (4)	A2	
PSY 240	Research Methods (4)	A3, R2, PS5	PSY 235/MTH 270
PSY 280	Intercultural Psychology (4)	A3, PS2	PSY 150
PSY 328	Personality Theory (4)		PSY 150
PSY 335	Physiological Psychology (4)	PS3	PSY 150
PSY 336	Learning Theory (4)		PSY 150
PSY 337	Cognitive Processes (4)		PSY 150
PSY 345	Social Psychology (4)		PSY 150
PSY 348	Writing for the Social & Behavioral Sciences (4)	C1	PSY 150
PSY 350	Junior Seminar in Psychology (4)	R1, R2, R3	PSY 150
Choose from one of two paths (7 unit minimum)			
Graduate School Path:			
PSY 340	Foundations of Counseling (4)	R3	
PSY 494	Applied Research Methods (4)		PSY 240
Applied Path:			
PSY 291/391/491	Internship in Psychology or Practicum in Psychology	R3	
PSY 296/396/496	(3 units combined maximum)		
CAR 401	Social Media in Marketing (4)	R2, PS2	
CS 280	Intro. to Data Analysis (4)	R2	
BUS 312	Fundamentals of Sales (4)		
BUS 375	Sports Management (4)		
BUS 378	Healthcare Administration (4) <i>May not be double counted in elective area if used here.</i>		
BUS 472	Human Resource Management (4)		

MCU BA CORE COMPETENCY REQUIREMENTS OUTSIDE OF MAJOR	Core
Written Communication I: ENG 112	C1
Oral Communication: CAR 105 or 145 or BUS 230	C2
Information Literacy: ID 230	A1
Self-Efficacy: MCU 100 or MCU 200 (by placement)	R1
Catholic History and Thought: 1 course from: REL 102, 103, 112, 120, 130, 230, 310	PS1
Creative Thinking: 1 course with AM (other than 497-498), MUS, THE prefix, BUS 315, 316, 415, 454; ENG 120, 125, 140, 310	PS4
UNIT TOTALS	
MINIMUM UNITS TO EARN A BA = 120. Any college level course listed in the Catalog or accepted as transfer credit may be taken as an elective to fulfill the 120 degree requirement in this degree program.	

BA in Psychology Required Courses

PSYCHOLOGY ELECTIVES		Core	Prerequisite
Choose 8 units, no more than 4 units from 200-level courses.			
BUS 331	Art of Negotiation: Theories & Comm. Strategies (4)		
BUS 378	Healthcare Administration (4) <i>May not be double counted if used in applied path.</i>		
BUS 472	Human Resource Management (4)		
PSY 205	Child & Adolescent Development (4)		
PSY 210	Adult Development & Aging (4)		
PSY 222	Psychology of Gender (4)		
PSY 230	Drug Use & Abuse (4)		
PSY 310	Positive Psychology (4)		PSY 150
PSY 315	Industrial/Organizational Psychology (4)		PSY150
PSY 330	Forensic Psychology (4)		PSY 150
PSY 340	Foundations of Counseling (4)		PSY 150
PSY 370	Psychology of Health & Wellness (4)	PS3	PSY 150
PSY 380	Applied Intercultural Psychology (4)	PS2	PSY 150 & PSY 280
PSY 410	Motivation & Emotion (4)		PSY 150
PSY 470	Sports Psychology (4)		PSY 150
PSY 291, 391, 491 PSY 296, 396, 496	Psychology Practicum <u>or</u> Psychology Internship (6 units combined maximum)	R3	



MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAM (MBA)

The MBA is offered primarily face-to-face, with some hybrid, online and directed study options amounting to less than 50% of the total program.

MBA Program Mission

Marymount California University's MBA program prepares students for effective and ethical entrepreneurial leadership in a global, interconnected economy. MBA students develop analytical, applied, and interpersonal skills within a community of practice to recognize, interpret, present, and lead business solutions to societal and organizational challenges.

Curriculum

The curriculum includes a solid business foundation in accounting, finance and marketing as well as study in areas such as strategy, leadership, economic planning, statistics, professional practice and ethics. The program concludes with a capstone project where students create a comprehensive business plan or conduct a research paper and deliver a professional presentation summarizing their research and conclusions.

All MBA courses are designed to emphasize the critical competencies, knowledge and skills necessary for success in today's business world. Master's level courses are taught by highly accomplished and accessible professors who share a passion for student learning.

Program Learning Objectives

Students in Marymount California University's MBA program will learn to:

1. Develop a personal leadership philosophy by reflecting on leadership theories and attributes, and acquiring the leadership skills and abilities necessary to motivate others toward common goals.
2. Demonstrate a consistent evidence-based decision making approach using rigorous analysis and interpretation of business data with appropriate tools and techniques.
3. Identify, define, research, and analyze an organizational problem or question, leading to a sustainable business plan or set of actionable recommendations that balances ethical, economic and other considerations.
4. Integrate global, cultural, technical and economic considerations into analysis of business opportunities.
5. Utilize peer feedback to support a spirit of inquiry, reflection, mutual respect, and quality improvement within a community of practice.

Master of Business Administration (MBA) (36 units)

MBA FOUNDATIONS (27 units)	
ACCT 501	Accounting and Finance for Managers (3)
BUS 512	Business Writing and Communication (1)
BUS 550	Marketing Strategy (3)
BUS 550L	Market Research and Analytics Lab (1)
BUS 561	Organizational Strategy and Planning (3)
BUS 600	Advanced Corporate Finance (3)
BUS 640	Statistics, Decision-making and Modeling (3)
CD 500	Professional Practice and Ethics (3)
CS 500	Advanced Data Analytics (1)
ECO 520	Economics for Planning (3)
ID 530	Leadership Seminar (3)
MBA ELECTIVES (6 units from the following):	
BUS 515	Innovation Management (3)
BUS 535	Global Entrepreneurship and Economic Development (3)
CD 575	Community Design and Land Use Planning (3)
ID 545	Leadership as Storytelling (3)
ID 550	Grant Writing (3)
ID 580	Cross-Cultural Leadership (3)
Internship/Practica	3 units maximum
Other	Choose any graduate level course (except BUS 698, EDU 510-520, ID 647, 648, 657, 658, 667, 668) <i>Check with Program Advisor.</i>
MBA CAPSTONE (3 units):	
BUS 698	MBA Capstone (3)
Modalities: OL Online, F2F face-to-face, HY Hybrid	
<p><i>Admission Requirements:</i> A BA/BS from a regionally accredited institution or international equivalent.</p> <p><i>Prerequisites:</i> Undergraduate Financial Accounting (equivalent to Marymount ACCT 151) with C or higher for ACCT 501 AND Undergraduate Statistics (equivalent to Marymount MTH 270) with C or higher for BUS 640.</p> <p><i>Transfer policy:</i> Students may transfer in up to 10 units of graduate course work. A minimum of 26 units must be completed while enrolled in the MCU MBA.</p> <p><i>MCU Bachelor students:</i> Up to 10 units of graduate coursework may be taken in the senior and can be applied to both the BA/BS degree and the MBA. See your advisor to create an Education Plan including these courses.</p>	



Academic Policies

The academic requirements and policies of Marymount California University are published in this official Catalog and in *The Anchor*, the student handbook. It is the student's responsibility to understand and act in accordance with these requirements and policies. The student's advisor and other campus personnel will make every effort to assist students in compliance with campus regulations, but the ultimate responsibility lies with the student. Unlike degree requirements, changes in regulations, policies and procedures are immediate and supersede those in any prior catalog.

Academic Calendar

The Academic Calendar at Marymount is comprised of two 15-week terms, fall and spring, and varying length Summer Sessions. Fall term begins in late August and ends before the Christmas break. Spring term starts in early January and extends until early-May. Some classes are offered in accelerated or expanded term lengths. Academic Advisors and the Registrar's Office can help students interpret the class schedule.

Summer Sessions are an excellent opportunity for regularly enrolled university students, high school graduates, high school students who have completed their sophomore year, students from other colleges and universities, and community residents to gain university credit in a nurturing atmosphere that is unique among institutions of higher learning.

Graduate programs are year-round. The graduate year is comprised of three terms: fall and spring terms are 15-weeks each; summer terms are 12 weeks. Some graduate classes are offered in accelerated term lengths. Graduate students may enter the program in fall, spring, or summer.

Academic Integrity

We take it as self-evident that the University is a moral community with ethical convictions. Academic integrity is essential to collegial pursuit of truth and knowledge and gives the University community credibility. The principles of academic integrity demand the commitment of all persons of the University. Academic dishonesty is viewed at the University as a serious offense and will not be tolerated.

The University expects the highest standards of integrity from its students in the performance of academic assignments. Moreover, the University requires the cooperation of its students in creating a university-wide environment that is conducive to everyone's learning. Creating this conducive environment includes but is not limited to:

- arriving and departing class on time;
- attending class regularly;
- being prepared for class work and class discussion;
- participating in discussions in a way that does not discriminate against or harass peers or professors, and that respects the free inquiry of others;

- refraining from disruptive behavior (e.g., talking, noises from electronic devices, coming and going during class, sleeping during class);
- refraining from attending class under the influence of alcohol or illegal substances; and
- adhering to specific classroom standards set forth by the professor.

Academic dishonesty usually refers to forms of cheating that result in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work that is not their own.

Dishonesty in work, whether it is in quizzes, laboratory work, term papers, examinations, etc., is regarded as a serious offense and may result in failure in the course and dismissal from the University. Anyone who willfully assists another in the breach of integrity is held equally responsible and subject to the same penalty.

Academic dishonesty is any act of cheating, fabrication, plagiarism, abuse of resources, forgery of academic documents, dissimulation, or sabotage, and any act of aiding and abetting academic dishonesty. The University assumes the academic integrity of its students. In cases where academic integrity is in question, the following definitions and policies will apply:

1. Cheating is using or attempting to use unauthorized materials, information or study aids in any academic exercise. Examples of cheating are: copying homework, copying someone else's test, using an unauthorized "cheat sheet," or unauthorized electronic devices, the student's email account in order to gain outside assistance with the completion of assignments, taking of tests, or accessing unauthorized information.
2. Fabrication is the falsification or invention of any information or citation in any academic exercise such as: making up a source, giving an incorrect citation, misquoting a source, etc.
3. Plagiarism is the representation of the words and ideas of another as one's own in any academic exercise. Plagiarism includes failing to give a citation for using work from another person or source. Modifications and rephrasing do not reduce the requirement for giving a citation. This also applies to information obtained electronically, such as from the Internet.
4. Dissimulation is the disguising or altering of one's own actions so as to deceive another about the real nature of one's actions concerning an academic exercise. Examples include: fabricating excuses for such things as missing classes, postponing tests, handing in late papers, turning in a paper for one class that was originally written for another class (when original work is requested), unauthorized collaboration when individual work is expected, sharing of passwords or account information to allow anyone other than the original Marymount student to log-in to a Marymount resource or otherwise impersonate the student while accessing such sites as the Student Portal, My.Marymount.
5. Abuse of resources is the damaging of any resource material or inappropriately limiting access to resource material that is necessary for academic work. Abuse includes: hiding library materials, removing

non-circulating material from the library, hiding or stealing another person's textbook, notes or software, failure to return library materials when requested by the library, defacing library materials, etc.

6. Forgery of academic documents is the unauthorized changing or construction of any academic document such as: changing transcripts, changing grade books, changing grades on papers which have been returned, forging signatures, etc. Other examples include: completion of an application for any academic program that omits or falsifies any requested information. Such violations can result in the revocation of the application, even if approval was previously granted on the basis of fabricated information.
7. Sabotage is the damaging or impeding of the academic work of another student. Sabotage includes: ruining another student's lab work, moving pointers or microscope slides during a laboratory practical exam, destroying another student's term paper, etc.
8. Bribery is the offering of money or other goods or services as implicit inducements that may reasonably be construed as quid pro quo to influence grades or other outcomes for a student or group of students.
9. Aiding and abetting academic dishonesty are knowingly facilitating any act defined above.

Refer to the student handbook, *The Anchor*, for details of violation procedures.

The **Graduate** program at Marymount prepare students to take positions of responsibility and leadership within their communities and professions. Certain programs require supervised, off-campus experience in which students are expected to conduct themselves as professionals-in-training. Students are expected to abide by the standards and codes that govern their professions, as well as to demonstrate the meaning and value of ethical conduct personal honesty, and professional integrity. Behavior in violation of ethical or professional standards of the field and/or Marymount constitutes grounds for dismissal from the program.

Academic Renewal

Inasmuch as past performance does not always accurately reflect a student's ability, Marymount has established a policy of academic renewal without course repetition. Academic renewal shall apply to Marymount graduation eligibility only.

Under the following circumstances, Marymount may disregard previously recorded coursework taken at any college including Marymount in computation of the GPA:

1. The student has demonstrated academic ability by earning a GPA of 2.00 or higher in the last 30 units, or a GPA of 3.00 or higher in the last 15 units of graded work at Marymount.

2. At least two years have elapsed since the most recent substandard work was completed.
3. Academic renewal will apply to all courses in the renewal term, including courses with passing grades.
4. Course work disregarded may not be used to meet degree requirements.

Marymount will act upon only one petition to disregard substandard terms. The permanent record (transcript) shall be annotated in such a manner that all grades assigned remain legible, ensuring a true and complete academic history.

Academic Status

Academic Probation

Academic Probation carries a serious warning to the student that his/her academic record is unsatisfactory and continued failure to improve this record may result in dismissal from the institution. A student will be placed on probation for the following reasons:

- Any undergraduate student whose term or cumulative GPA at Marymount drops below 2.00
- Any graduate student whose term or cumulative GPA at Marymount falls below 3.0
- Lack of satisfactory academic progress (SAP) leading towards completion of the degree.

Undergraduate students on Academic Probation may be advised to take 12 to 13 units each term they are on probation, however if a student falls below 12 units in the subsequent term, they may be placed on an Extended Probation status or dismissed.

Additionally, students will be expected to consult with Student Affairs or Program Chairs for guidance and assistance regarding methods of improving their academic status. Terms of probation are explicitly stated in the probation letter sent to the student. F-1 international students are reminded that maintaining satisfactory progress toward degree completion is required for the maintenance of the F-1 visa category.

Academic Dismissal

Dismissal from Marymount may occur for academic or disciplinary reasons. Academic Dismissal terminates a student's relationship with the institution.

Undergraduate students may be dismissed for the following reasons:

- Any student whose term or cumulative GPA at Marymount has not reached at least 2.00 for two consecutive terms is subject to Academic Dismissal from the institution and/or
- Any student who does not make satisfactory progress toward completion of the degree.

Students who wish to appeal an academic dismissal must demonstrate both extraordinary circumstances explaining the unsatisfactory academic performance and likelihood of success if allowed to continue at Marymount. If a student's appeal is

approved, the student will return from the dismissal on an extended probation status. Terms of extended probation are explicitly stated in the letter sent to the student.

Students who have been awarded financial aid or Veteran's Administration benefits for the coming term are advised that academic dismissal carries with it the cancellation of any financial aid or benefits (refer to satisfactory Academic Progress policy in this catalog). Students who are reinstated in an extended probation status may be reconsidered for financial aid at that time. However, reinstatement does not necessarily mean that financial aid will be available for that term or any future term. Please consult with the Financial Aid department for further explanation.

Graduate students are expected to abide by the regulations set forth by Marymount and the written policies and procedures of their respective programs. The University reserves the right to dismiss a student at any time for unsatisfactory academic performance or for conduct detrimental to the University or to the welfare of other members of the Marymount community. Program Chairs also reserve the right to dismiss a student if it is determined that the student's conduct is unprofessional or is not consistent with the Code of Ethics of his or her intended profession (see *Academic Integrity*).

Graduate students may be dismissed for the following reasons:

- Any student whose term or cumulative GPA at Marymount has not reached at least 3.00 for two consecutive terms is subject to Academic Dismissal from the institution and/or
- Any student who does not make satisfactory progress toward completion of the degree.

International students who are academically dismissed from the institution, having exhausted any and all appeal opportunities will have their SEVIS records terminated in accordance with U.S. Federal Regulations governing the issuance and maintenance of the F-1 visa category. It is advised to meet with the Office of International Services to discuss options, post-dismissal.

Acceptance of Transfer Credit

Marymount accepts college-level academic work completed at **regionally accredited** institutions.

For **undergraduate** degrees, Marymount accepts a maximum of 90 units of courses passed with a C or better from regionally accredited institutions. For students who transfer into the Bachelor's degree programs, IGETC or CSU certification, or AD-T completion will be accepted in lieu of the Marymount Core Competency Requirements that fall outside of the major. Certification must be received before the end of the first term of attendance. Students who are partially certified (maximum of two courses remaining) may complete the remaining two courses at Marymount to meet the lower division Core Requirements. Remaining coursework must be completed by the end of the second term (excluding summer) of enrollment. Students who do not complete certification are required to complete the Marymount Core. Some lower division coursework may still be required to complete major requirements and/or prerequisites. MCU 100/200 and the PS1 core (Religion) are required of all transfer students.

Coursework that is technical or vocational in nature is not accepted. Courses used for certificate programs may be petitioned for review for possible credit.

For **graduate** degrees, up to 10 units of graduate coursework may be transferred in from another regionally accredited institution or another graduate degree program at Marymount California University.

Up to 10 units of Marymount graduate coursework taken as a non-degree student may be considered and applied toward a Marymount graduate degree. Up to 15 units of Marymount coursework taken as a non-degree student may be considered and applied toward a Marymount Bachelor's degree.

All official transcripts for undergraduate and graduate course work must be submitted to the Office of Admission at the time of application or as soon as coursework is completed. Course placement is determined on the basis of transcripts received by the end of the Add/Drop period. In some cases a syllabus may also be needed in order to evaluate transferability.

Once matriculated, a student may transfer in a maximum of 18 units of coursework completed at another regionally accredited institution. Students must complete a transfer course permission form prior to enrollment. Students must adhere to Marymount's course sequencing and prerequisites. Official transcripts must be sent to the Registrar's Office upon completion of coursework. The acceptance of courses by MCU does not guarantee the acceptance of coursework by any other institution.

Courses taken through an approved Marymount study abroad program are considered Marymount courses.

Coursework completed at non-U.S. institutions of higher education that are recognized by the appropriate agency (Ministry or Department of Education) in that country may be submitted for evaluation of credit. All documents must be certified by the appropriate educational authorities and be accompanied by certified English translations. It should be noted that differences in national systems of higher education often make it difficult to establish equivalencies and grant credit.

Marymount will review coursework from non-regionally accredited institutions of higher learning on a case-by-case basis. If requested, students must provide documentation including, but not limited to, a syllabus with learning outcomes, credit hours, content, textbook information and faculty credentials. Only courses deemed comparable to a Marymount course will be accepted.

The official Marymount transcript reflects all Marymount and accepted transfer coursework. Marymount term and Marymount cumulative GPAs reflect grades earned while enrolled at Marymount.

Adding/Dropping Courses

After students have registered for classes, there is a short period when they may change their schedules (generally during the first week of the term and by designated dates for accelerated terms) without penalty. Classes that have been dropped do not appear on transcripts. The exact deadline for adding and dropping classes is published in the Academic Calendar. Students may not enroll for a term after the Add/Drop deadline has passed.

Enrollment adjustments may affect academic progress toward degree completion, financial aid status, and, for F-1 international students, immigration/visa status. It is the student's responsibility to investigate the impact of registration adjustments on his/her academic progress and available funding.

Audit

Auditing allows a student to attend a class to absorb the course information without turning in assignments, taking exams, receiving a grade and earning unit credit. Laboratory, physical education, studio arts, performing arts and courses taken during a study abroad term are not available for audit because they require and are graded on participation. Students may request permission to audit a class by filing an Academic Petition to Audit in the Registrar's Office and paying the fees prior to registration. Priority in class enrollment is given to students taking the course for credit. No academic credit is given for an audit, but it will be recorded on the student's permanent record. Once the term has begun, a student will not be permitted to change enrollment to receive credit for the course.

A student enrolled for credit may elect to change to Audit if the audit petition is filed prior to the end of the third week of the term; however, no refund will be given for the change. The petition to change to an Audit will only be granted if the instructor, advisor and Academic Affairs believe there is a compelling reason to grant the change. Students who audit a course are subject to regular attendance requirements. Failure to do so rescinds the Audit and permits the instructor to assign a "W." A student may not apply for Credit by Examination after auditing a course.

Class Attendance

To ensure enrollment in a class, students are expected to attend the first class meeting, and attend subsequent class sessions through final exam week regularly and punctually. Attendance and other course requirements are set by the instructor. Students will be informed of these requirements at the beginning of each course. Accumulation of an inordinate number of absences generally results in a grade of "F" for that class. Refer to individual course outline or syllabus for attendance requirements.

Students may not attend a course in which they are not officially registered for by the end of the add/drop period.

Class Standing

Freshman: 0-29 units

Sophomore: Completion of 30-59 units

Junior: Completion of 60-89 units

Senior: Completion of 90 or more units

Graduate: Completion of a Bachelor's degree

Commencement

Participation in the annual Commencement ceremony is open to all students who will complete an Associate degree, Bachelor's degree or Master's degree in that academic year (Fall, Spring or Summer). Students completing degree requirements

in the fall and spring terms prior or in the summer immediately following the annual Commencement ceremony will be included in the Commencement program. The Registrar's Office will notify students of their expected term of graduation at the appropriate time in the degree program.

Participation in the Commencement ceremony does not confer a degree or release a student from his or her obligation to satisfactorily complete curricular or other academic requirements or to fulfill financial responsibility. Refer to the Marymount website for additional degree conferral and Commencement information.

Continuous Enrollment

Students who are continuously enrolled at Marymount may elect to follow the degree requirements in the catalog for their term of matriculation, or in subsequent catalogs by petition. However, students may not mix requirements from different catalogs.

A student who is unable to complete coursework and must withdraw during a term is required to submit a withdrawal form and will receive grades of "W" for that term's courses.

Students who did not submit an approved Leave of Absence form and did not maintain continuous enrollment at the University are bound by the graduation requirements of the current year catalog. If a student is within seven units of degree completion, they do not need to re-apply with the Office of Admission. Students who left in good academic standing, who were not dismissed, who do not meet the degree requirements and who are missing more than seven units will be required to re-apply with the Office of Admission in order to return to Marymount.

Graduate students are expected to enroll continuously until program requirements are complete, defined as a minimum of 3 units per academic term, including summer term.

Course Load

The normal course load for undergraduate students for fall and spring terms is 12 to 20 units. To enroll in more than 20 units in one term, prior approval must be obtained via academic petition under the following guidelines:

Students wishing to enroll in more than 20 units must request approval of their academic advisor. Students must provide a rationale for the request including an outline of the proposed schedule and plan for managing the work load.

Students will be charged extra tuition for each unit over 20. Students accepted on academic qualification, or who are on probation may be limited in units during the probationary term.

Credit Limit Matrix – Undergraduate

Term Length	Full-time Units	Max Units*
32 weeks	24	40
15/16 weeks	12	20
12 weeks	9	14
8 weeks	6	9
5 weeks	4	6
3 weeks	4	4

*Schedules above these credit limits may be considered by petition.

Full time status for **undergraduates** is defined as enrollment in 12 or more units per term and 24 or more units per academic year. Students carrying fewer than 12 units are classified as part-time students.

Full time status for **graduate** students is defined as:

- a) enrolled in 6 or more units of coursework; or
- b) enrolled in a research term; or
- c) enrolled in remaining coursework to complete the Master's degree requirements.

International students are expected to be enrolled in a full-time course of study. International students may not enroll in more than the equivalent of one fully online/distance course per term if it is to be counted toward the full course of study requirement if the course does not require the student's physical attendance. If a student needs only one course to finish his/her program of study, it cannot be taken online while still remaining in F-1 status in the U.S. For further information, please see the Office of International Services.

Course Numbering System

- 100: Lower Division
- 200: Lower Division
- 300: Upper Division
- 400: Upper Division
- 500: Graduate
- 600: Graduate

Course Repetition

Undergraduate course work in which a student receives a grade of C- or lower may be repeated for credit. A course in which a student receives a grade of C or higher may not be repeated for credit, with the exception of PED courses and others as noted in the Catalog. The highest grade for the course repeated will be used in calculating the GPA. The permanent record (transcript) shall be annotated in such a manner that original grades remain legible. Policies on repeated course work at other institutions may differ from Marymount policy.

Graduate students must earn a grade of C or higher in every graduate course. A graduate course in which a student earned less than a grade of C may be repeated.

Repeating a course may impact a student's financial aid eligibility. Please refer to the Satisfactory Academic Progress standards in the Financial Aid section of this catalog.

Course Substitution

Students who believe that a course may be appropriate to their program and that this course could substitute for a specified course requirement may request consideration of substitution by petition.

Students with documented disabilities who believe that their disability prohibits them from meeting specific college requirements may petition for a *Substitution Based on Disability*. It is highly recommended that students meet with the Coordinator of Disability Resources prior to requesting a petition. Petitions are available through the Registrar and should be filed with the Coordinator of Disability Resources. Documentation of disability must be available. Such petitions will be considered on the basis of the student's disability and fundamental curricular requirements.

Courses Taught at High Schools

1. High School students may be eligible to take college-level courses through Marymount.
2. A university transcript will be issued to the student upon completion. Units may be applied toward a Marymount degree.
3. College level courses offered on high school campuses must be taught by faculty approved by the Office of Academic Affairs and the respective Chair according to the standards for adjunct faculty at Marymount. High school faculty will be mentored by a Marymount faculty member in the corresponding division.
4. Each course offered must use the Marymount California University syllabus for that course.
5. Changes in texts and/or readings for courses must be approved by the respective Marymount Program Chair.
6. All course prerequisites must be clearly stated and adhered to on the course outline/syllabus.
7. The faculty must provide evidence of evaluation and assessment of the student learning outcomes as stated on the course syllabus.
8. When necessary, testing of the students to assess a placement level must be offered.
9. Taking college coursework in high school may impact both athletic and financial aid eligibility.

Course Waiver

Students who believe that previous training (i.e. previous course work, career or life experience) has sufficiently prepared them in a certain area may request a waiver by petition of a specific course requirement for subject credit only, not unit count. The student will be required to justify the request to the faculty member with final approval by the Program Chair. A waiver of a specific course requirement does not reduce the total number of units required for the major or the degree.

Students with documented disabilities who believe that their disability prohibits them from meeting specific college requirements may petition for a *Course Waiver Based on Disability*. It is highly recommended that students meet with the Coordinator of Disability Resources prior to requesting a petition. Petitions are available through the Registrar and should be filed with the Coordinator of Disability Resources. Documentation of disability must be available. Such petitions will be considered on the basis of the student's disability and fundamental curricular requirements.

Credit by Examination

1. A student wishing to receive credit by examination must complete an academic petition requesting the exam and explain a rationale for the request.
2. The petition is approved or denied by the Chair of the division for the course or courses in question and approval rests with Academic Affairs. The individual department will decide whether or not to grant a student's request to create credit by examination tests.
3. The exam must be completed prior to the add/drop deadline if the course for which credit is being earned is needed as a prerequisite course for that term.
4. Laboratory, physical education, studio arts and performing arts courses are not available for credit by examination because these courses require and are graded on performance and participation.
5. There is a \$400 charge per exam regardless of course unit credit. These fees must be paid before the test is administered and they are non-refundable.
6. A maximum of 15 units of coursework may be taken for credit by examination. Units earned will count toward graduation requirements.
7. No letter grade is assigned. Acknowledgment for credit by examination is noted by a CR (credit) grade. If a student does not successfully pass the examination, a notation of NC (no credit) will be made on the transcript.
8. Students may not challenge a course that is a prerequisite to or which sequentially precedes a course or courses already completed. (For example,

a student who takes MTH 130 could not request credit by examination for MTH 105 or 111).

9. A student cannot take credit by examination for any course for which he/she has received a W, I, C- or below, or AU grade on a college-level transcript at Marymount or elsewhere, or for which the prerequisite has not been met. (All official transcripts must be received by the Registrar and Transfer Evaluator before the academic petition can be issued and the examination is taken).

Credit for Military Service

Students who provide documentation of a DD214 with honorable discharge or documentation of current active military service will be awarded 3 units of elective credit per full year equivalent of active-duty military service for a maximum of 15 units. Subject credit for American Council on Education (ACE) credit transcript recommendations may be considered by petition. Documentation must be submitted to the Office of Admission upon matriculation.

Credit for Prior Learning

Marymount California University recognizes that college-level learning takes place both in and out of the classroom. Proving prior learning outside of the classroom is called Prior Learning Assessment (PLA) and students at MCU have many avenues available to demonstrate their learning. Unit limits apply.

Examples of credit for prior learning include:

- AP or IB exams (30 units combined maximum)
- CLEP and DSST exams (30 units combined maximum)
- MCU credit by examination (15 units maximum)
- Portfolio review (30 units maximum)
- Course waiver (no units granted)
- Military service (15 units maximum)
- Prerequisite waiver (no units granted)

Refer to specific sections in the catalog or on the Marymount website for details.

Credit Hour

Students earn academic credit measured in semester units.

An academic hour is defined as 50 minutes.

- 1 semester unit = a minimum of 15 hours of “class time or direct faculty instruction” plus a minimum of 30 hours of out-of-class student work per academic term, for a total of 45 hours of student time on task per semester unit.
- Non-classroom credit-bearing academic activities, such as laboratory work, studio work, internships and field practica, require an amount of work at least equivalent to that required for classroom-based units as identified in

the syllabus. For example: science laboratories = 45 hours per academic term per unit of credit; internships and practica = 60 hours per academic term per unit.

- As courses that make use of new or mixed modalities, quality and content will be ensured through reasonable equivalencies, clear learning outcomes, and evidence of student achievement.

Credit/No Credit

Certain courses may be taken on a CR/NC (Credit/No Credit) basis. The student selecting this option must file a petition signed by the instructor and the appropriate Program Chair before the end of the third week of the term. Courses taken through an Office of International Study approved study abroad program are not eligible for CR/NC (Credit/No Credit). All Internship (291, 391, 491, 591) and Practicum (296, 396, 496, 596) courses will be graded as CR/NC.

A student earning a CR grade will receive unit credit, but these units will not be calculated into the GPA. No more than 12 lower division units may be taken for CR/NC (Credit/No Credit), with a maximum of 4 units in any one term, with the exception of Internship or Practicum courses. A CR grade denotes a grade of C (72%) or higher. All upper division coursework must be taken for a grade with the exception of Internships or Practica, or as specified in a syllabus.

Dean's List

To qualify for the Dean's List, undergraduate students must, in any one term, complete a full-time class load of 12 or more units of college-level coursework with a GPA of 3.50 or higher. Furthermore, the University will not consider for the Dean's List a student who earns the grade of Incomplete or any other grade of C- or below (including the grade of NC) in any course attempted during that term.

Degree Conferral and Conferral Dates

Degrees will be conferred at the end of the term in which all degree requirements have been met, according to the student's declared degree. The University will confer the Associate degree for all first-time freshmen once degree requirements are met.

The Registrar's Office will notify students of their expected term of graduation at the appropriate time in the degree program. Students must notify the Registrar's Office of any changes to the degree program that might affect the expected term of graduation no later than the end of the term prior to the student's final expected term.

The official conferral dates each year are as follows: the final day in which all degree requirements have been met for the fall, spring, or varied summer terms with the last summer term conferral date falling on the final weekday in August. Once a degree is conferred, you cannot add, edit or alter the degree with concentrations, emphases, majors or minors.

Diploma

Diplomas will be issued upon fulfillment of all degree requirements and all outstanding obligations to the University, including financial obligations. Diplomas will not be released prior to the conferral date.

The name on the diploma will be the student's full name as in the student's account. Diplomas are mailed to the home address on the student's account approximately 12 weeks after the date of conferral of the degree. Changes to name or address must be made with the Registrar's Office by the end of the term prior to the student's expected term of graduation.

External Exams

A maximum of 30 units may be earned through a combination of CLEP and DSST exams. Credit cannot be earned for CLEP and DSST on the same topic. A maximum of 30 units may be earned through a combination of IB coursework, IB diploma and AP exams. Credit cannot be earned for AP and IB exams on the same topic. Official AP scores or IB diploma/certificate must be submitted to the Office of Admission as soon as they are available, no later than the end of the first week of classes to ensure proper placement and to avoid course duplication.

Advanced Placement (AP)

Marymount gives credit to students who have completed Advanced Placement (AP) examinations with a score of 3, 4, or 5. Students must submit official AP scores from the College Board to the Registrar's Office to receive appropriate course credit. Students with scores of 3 or higher in English and/or 3 or higher in Calculus AB or BC are exempt from placement testing in the respective subject area. Students with a 4 or higher in Statistics are exempt from Math placement testing. For course credit, refer to the Advanced Placement scores table: <http://marymountcalifornia.edu/priorlearning/ap>.

College Level Examination Program (CLEP)

Marymount accepts College Board's CLEP exams with scores of 50 or higher. To view the listings of exams accepted for course and elective credit, please go to the CLEP table: www.marymountcalifornia.edu/priorlearning/clep. Students must submit official CLEP scores from the College Board to the Registrar's Office to receive appropriate course credit.

DSST

Marymount accepts scores from Prometric's DSST exams and has identified course and elective credit equivalents. To view scores required to earn course and elective credit, please go to the DSST exam table: <http://marymountcalifornia.edu/priorlearning/dsst>. Students must submit official DSST scores from Prometric to the Registrar's Office to receive appropriate course credit.

International Baccalaureate (IB)

Students who complete an IB diploma with a score of 30 or higher will receive 30 semester units toward their MCU degree. Students will be placed into ENG 112

and college-level Math (105, 107, 115, 270, BUS 108 or PSY 235). Students wishing to place into higher levels of Math may sit for the placement exam.

Academic credit is awarded for individual IB Higher Level exams with scores of 4 or higher. Credit is granted upon receipt of official documents from the International Baccalaureate Organization (IBO).

Credit will be evaluated as a Marymount comparable course, as satisfying a Core Competency requirement or for elective credit. For course credit, refer to the IB course equivalencies table: <http://marymountcalifornia.edu/priorlearning/ib>.

Final Examinations

Final examinations in all courses may be required at the discretion of each instructor. Final examinations may not be taken at other than scheduled times. During the last five class days of the fall and spring terms, no field trips or student activities other than study sessions may be scheduled. Students are expected to take their exams at the pre-assigned time and date. Students should not plan to travel until after the posted exam periods.

Grade Disputes

The burden of proof, in cases of disputed grades, rests with the student. The procedure for students to challenge a grade is as follows: The student requests a review by the instructor. Such an appeal must be received by the instructor by the end of the following term (excluding summer) after the student has received the disputed grade or evaluation. Every effort should be made to resolve the matter at this level. The faculty member will respond to the request for grade review in writing. If the student disagrees with the instructor's academic evaluation, the student is entitled to the following levels of appeal:

1. Upon receipt of the instructor's written response, if the student is not satisfied with the resolution, the student may appeal within 14 days, in writing, to the Program Chair responsible for the course in question. The Program Chair will review the matter and then provide a written decision to the student.
2. Upon receipt of the Program Chair's written response, if the student is not satisfied with the resolution, the student may appeal within 14 days, in writing, to the Vice President of Student Affairs/Dean of Students regarding the course in question and include all materials submitted to and received by the Instructor and Program Chair. The Vice President of Student Affairs/Dean of Students will review the matter and then provide a written decision to the student.
3. The final level of appeal is to the University Provost. If the student is not satisfied with the Vice President of Student Affairs/Dean of Students decision, the student may submit, within 14 days of receipt of the Vice President of Student Affairs/Dean of Students decision, all of the above materials, along with an explanation of the reason for the student's

dissatisfaction with the decision, to the Provost. The Provost will review the action and render a final decision.

Grading System

Grade	Interpretation of Grade	Quality Points Earned
A	Excellent	4.00
A-		3.70
B+		3.30
B	Superior/Good	3.00
B-		2.70
C+		2.30
C	Average	2.00
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C-		1.70
D+		1.30
D	Substandard	1.00
D-		.70
F	Failure	0.00
IN	Incomplete	0.00
W	Official Withdrawal	0.00
CR	Credit (C or higher)	0.00
NC	No Credit	0.00
AU	Audit	0.00

Course grading scales are set by the instructor and found on the course syllabus.

Honors at Graduation

Students with exemplary GPAs will be listed in the graduation program brochure with a notation of graduating with:

- Distinction with a GPA of 3.5-3.69,
- High Distinction with a GPA of 3.7-3.89 or
- Highest Distinction with a GPA of 3.9-4.0

Honors Societies

Delta Epsilon Sigma

Delta Epsilon Sigma is a national scholastic honor society for students, faculty and alumni of colleges and universities with a Catholic tradition. It was founded in 1939 to recognize academic accomplishments, to foster scholarly activities and to encourage a sense of intellectual community among its members. DES requires members to have completed at least 60 units of college level coursework toward their baccalaureate degrees and maintain at least a 3.5 cumulative grade point average. DES students are recognized at an induction ceremony and at graduation. For more information visit <http://deltaepsilonsigma.org/>

Psi Chi International Honor Society in Psychology

Psi Chi is an international honor society for students majoring or minoring in psychology. It was founded in 1929 with the mission of encouraging, stimulating, and maintaining excellence in scholarship, and advancing the science of psychology. Students are eligible for Psi Chi if they are enrolled as a psychology major or minor and have: completed at least 9 units of psychology coursework at Marymount; completed 45 units of college coursework; an overall GPA in the top 35% of their class; and a psychology GPA of 3.0 or higher. Psi Chi members are inducted each spring in a ceremony and are recognized at graduation. For more information please visit <https://www.psichi.org>.

Incomplete Grades

An incomplete grade may be given when a student is making satisfactory progress up to the time of an extended absence due to circumstances entirely beyond the control of the student. An incomplete can only be given when the student has already completed 80% of the course work for the term with a grade of “C” or better. The student must submit this petition and attach the appropriate documentation to verify the reason for the absence with the Registrar’s office before finals week.

It is the student’s responsibility to apply for an incomplete grade and to make arrangements with the instructor to complete the assigned coursework. Students receiving an incomplete grade are not eligible for the Dean’s List for that term.

If a student meets the above criteria, the instructor will assign an IN grade to the student. An “IN” is recorded on the student’s transcript and will be changed upon completion of the work, which must be submitted by the specified date, or no later than the final day of midterm exam week of the following term. The grade indicated above will be recorded if the instructor has not filed a grade change that reflects the completed work.

Please note: Students receiving financial aid must contact the Financial Aid office to discuss the impact of an incomplete grade(s) on their grants and/or loans.

Institutional Review Board (IRB)

All Marymount California University faculty, staff and students conducting research involving human subjects must submit their research protocol to the Marymount Institutional Review Board (IRB) for review and approval prior to commencing the project.

In order to assist investigators in deciding whether a planned activity constitutes research involving human subjects, the following federal definitions of research and human subject are provided:

- Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.
- Human subject means a living individual about whom an investigator (whether professional or student) conducting research obtains:
 1. data through intervention or interaction with the individual, or
 2. identifiable private information.

Leave of Absence

A student who wishes to take a leave of absence from Marymount California University must submit a Leave of Absence request before separating from the University. Students forfeit the opportunity to petition for a leave of absence if one has not been submitted to the Registrar prior to the start date of the next academic term following their departure. Students on leave will maintain their academic standing in place at the time of the start of the leave of absence. Students dismissed from Marymount are not eligible for a leave of absence. Any leave of absence paperwork filed before the dismissal will be void.

Submitting a leave of absence request will enable the student to maintain continuous enrollment and academic status for up to two terms. A leave of absence will be granted for a maximum of one academic year. Special circumstances (beyond the student's control) may occasionally call for a longer leave, which may be granted through an academic petition to the Vice President of Student Affairs. A maximum of two leaves of absence may be requested during a student's enrollment.

Students on a leave of absence must contact the Vice President of Student Affairs to initiate the process of return to the curriculum. Any outstanding health requirements, transcripts and/or account balances must be cleared prior to registering for classes.

Official transcripts of all coursework taken while away from Marymount must be submitted to the Registrar's Office upon completion of coursework. Course placement is determined on the basis of transcripts received by the end of the Add/Drop period.

Students who break their continuous enrollment without filing a leave of absence request or whose leave of absence has expired must reapply for admission to Marymount and will be subject to the degree requirements as stated in the catalog for their term of readmission. Return to Marymount after a break in status is not guaranteed.

F-1 international students are required to meet with the Office of International Services prior to departure on an institutionally approved Leave of Absence. International students seeking a Leave of Absence will have their SEVIS records terminated in accordance with U.S. Federal Regulations governing the issuance and maintenance of the F-1 visa category. The Office of International Services will reach out F-1 students on a leave to aid in regaining active F-1 status, after the student indicates to the Vice President of Student Affairs of their intent to return.

Minors

Any area of emphasis defined in the Multidisciplinary Studies BA program may be added to another Bachelor degree as a minor. The minor may not be the same discipline as the degree. For example, a student earning a BA in Psychology may not minor in Psychology, and a student earning a BS in Management may not earn a minor in Business. A minor added to the Multidisciplinary Studies BA means completion of a third emphasis, since the Multidisciplinary Studies BA itself requires two emphases. Courses may not be applied to more than one area of emphasis. A minor consists of a minimum of 24 units.

Placement

Placement in English and Math is determined on the basis of incoming college transcripts, AP scores, and PSAT/SAT/ACT scores. PSAT/SAT/ACT scores are considered valid for 2 years. In the absence of recent PSAT/SAT/ACT or AP scores or previous college-level courses in English and Math, students will be placed in the lowest course in the sequence.

	ENG 112	ENG 108	
2015+ PSAT/ NMSQT Writing & Language Test Score	29 or above	Below 29 or no recent score	
Old SAT Writing Score	510 or above	Below 510 or no recent score	
New SAT Writing & Language Test Score	29 or above	Below 29 or no recent score	
ACT English/ Writing Score	22 or above	Below 22 or no recent score	
	MTH 130	MTH 110, 111 or 120	MTH 105, 107, 109, 115, 270, BUS 108, PSY 235
2015+ PSAT/ NMSQT Math Section	710 or above	660-710	Below 660 or no recent score
Old SAT Math Score	680 or above	640-670	Below 640 or no recent score
New SAT Math Section + Math Test	710 or above	660-700	Below 660 or no recent score
ACT Math Score	30 or above	28-29	Below 28 or no recent score

Notes:

1. ACT English without writing component
2. Existing *Accuplacer* cutoffs remain in effect.

Change of Level

Students placed according to the chart above who have not passed the appropriate AP exam or completed a college-level mathematics or English class may request to take the *Accuplacer* placement test as a method to change placement level. *Accuplacer* scores are valid for up to two terms. Requests to change placement level must be made by the end of the add/drop period. Any change of level must be completed by the end of the Add/Drop period for that term.

Placement Policies

1. In cases where multiple test scores are reported, the highest score is chosen in each section.

2. In the case of incoming transfer students for whom complete transcripts have not been received prior to the start of the term, placement will be according to the chart. Transcripts received subsequently will override the above placements up to the end of the Add/Drop period for that term.
3. Scores from recent *Accuplacer* testing from another institution are interpreted in the context of Marymount courses by Academic Affairs. Additional testing may be required.
4. *Accuplacer* scores will be released to any prospective student who requests them. Once a student has matriculated to Marymount, the *Accuplacer* scores will be considered part of the student's academic record and policies regarding release of records will be applied.

Prerequisites

Many courses have prerequisites. These are intended to ensure that students enrolling in a class have the appropriate content and skill preparation to be successful in the class. For many lower division courses, the prerequisites also ensure comparability with articulated courses at transfer institutions. Prerequisites must have been completed prior to the start of class with a C or better, unless otherwise specified. Any exception or waivers of prerequisites need to occur by formal petition, with approval from both the instructor and the corresponding Program Chair. Final grades for prerequisite courses taken at another college must be received prior to registration.

Registration

All tuition and housing fees must be paid and Wellness Center clearance secured before students may attend classes. The dates of registration are listed in the Academic Calendar. Students must follow registration procedures as established by the Registrar. Students not officially registered by the add/drop date will not be allowed to remain in classes.

Students with outstanding health requirements, transcripts and/or account balances will not be allowed to register for a subsequent term at Marymount.

Any course that does not have a sufficient number of students may be cancelled.

Residency Requirement (for degree-seeking students)

To earn a Marymount Bachelor's degree, students must complete a minimum of 30 units toward their degree while enrolled at Marymount. Once matriculated, a student may transfer in a maximum of 18 units.

Up to 10 units of graduate coursework may be transferred in from a regionally accredited institution. This includes graduate courses prior to enrollment. All other units must be earned at Marymount.

Second Bachelor's Degree

A student who has earned a Bachelor's degree from a regionally accredited institution may earn a second Bachelor's degree by completing the degree-specific requirements of the second Bachelor's, any prerequisite courses, MCU 200 and the PS1 core (Religion) course. Such a student is granted senior class standing.

The 30 unit residency requirement applies. Students may not earn a second degree in the same subject area. Students choosing to earn two Marymount Bachelor's degrees must complete all of the requirements of the second degree including any prerequisite courses. If some requirements are the same, other courses may be substituted to fulfill the unit requirement in coordination with the program chair.

Sequential Courses

Certain elements of the curriculum require courses to be taken in sequence. Courses taken out of sequence may be accepted as elective credit by Marymount but may not fulfill the MCU core competencies. Final grades for prerequisite courses taken at other colleges must be received prior to registration via an official transcript for the next course in a sequence.

Students with Disabilities

Students with documented disabilities who believe that their disability prohibits them from meeting specific university requirements may petition for a *Course Waiver* or *Substitution Based on Disability*. This process is outlined in *A Handbook for Students with Disabilities*. It is highly recommended that students meet with the Coordinator of Disability Resources prior to requesting a petition. Petitions are available through the Registrar and should be filed with the Coordinator of Disability Resources. Documentation of disability must be available. Such petitions will be considered on the basis of the student's disability and fundamental curricular requirements.

Time to Degree

Graduate students must complete the program of study *within 4 calendar years* from the date of acceptance.

Students who fail to complete the program within the prescribed period must file a petition for extension with the Program Chair. Recommendations concerning program extensions will be made by the Program Chair to the Provost, who communicates the final decision to the student. In all cases, it will be necessary to repeat coursework that falls outside the four-year limit for degree completion. Students who fail to enroll in courses for a period of two years or more will be required to apply for readmission to the graduate program. Students readmitted in this way will be bound by program requirements in effect at the time of readmission.

Total Unit Limitation

Marymount places no limit on the total number of units a student may accumulate while enrolled. Students should check with Financial Aid regarding any limits that may apply to them.

Transcript Holds

Transcripts will be placed on hold when there is an outstanding obligation to the University. These obligations include but are not limited to: an outstanding balance due the University; outstanding library or other loaned instructional materials; outstanding parking violations; missing transcripts; and incomplete sanctions

imposed as a result of violations of the University's Student Code of Conduct and Academic Integrity Policies. This hold will remain until the account balance is paid in full and/or until the obligation has been satisfied.

Transcripts

A student may request an official transcript by completing a signed and dated transcript request. Unofficial transcripts are available via the Student Portal. Former students needing an unofficial transcript may submit a signed and dated transcript request.

Requests may be made in person in the Registrar's Office, via a faxed copy of a signed and dated Transcript Request Form or electronically via the National Student Clearinghouse, linked to the Marymount website. Email requests will be honored only when accompanied by a signed and dated Transcript Request Form. Phone requests cannot be honored.

Transcripts cannot be released until all fees to the University have been paid and holds are cleared. Refer to the Tuition and Fees section for charges.

Wait Lists

Classes at Marymount have limited enrollment. The University does not maintain wait lists. Students who try to preregister for a class that has reached its limit will need to register for another section of the same course or for a comparable course. Students are encouraged to work closely with their academic advisor for help in selecting courses that meet their degree objectives.

Withdrawing from a Course

After the add/drop deadline, a student may withdraw from a course until the established deadline to withdraw, published by the Registrar. Students are responsible for initiating and completing withdrawal requests through the Registrar's office. Appeals to this policy are made via Academic Petition and submitted with supporting documentation to Academic Affairs. A course from which a student has withdrawn will remain on the transcript with a grade of "W." A grade of "W" does not affect the student's GPA.

For undergraduate students, if the unit load drops below 12, athletic eligibility, financial aid, F1 visa status, residential status, and academic status may be jeopardized. Students considering withdrawing below 12 units must consult with their advisor and appropriate departments.

Withdrawal from the University

A student who wishes to completely withdraw from the University must secure a withdrawal form from the Registrar and obtain the specified signatures. The completed form must be returned to the Registrar by the last day of the term prior to finals week. Only then does the withdrawal become official. Failure to follow the prescribed procedure will result in an "F" for all courses in progress. Refer to the Refund Policy in this catalog. A student who withdraws from the University during a term will receive grades of "W" for that term's courses. However, grades already

recorded (e.g. for half-term classes) will remain on the transcript. Withdrawal from the University does not relieve the student from any account balance that remains. Please reference the Refund Policy for refund policy and amounts.

F-1 international students are required to meet with Office of International Services prior to withdrawing from the University. International students seeking a Withdrawal will have their SEVIS records either terminated or transferred (at the student's request) in accordance with U.S. Federal Regulations governing the issuance and maintenance of the F-1 visa category.

Administrative Withdrawal

Enrollment is verified by the University prior to the census date in each term. If the University determines that a student is not attending or participating in class activities and has not demonstrated presence by other means, the University may administratively withdraw the student from all courses. An administrative withdrawal will remove all courses and related charges from the student's record. Such students will not be eligible to attend classes, participate in intercollegiate athletic competitions, reside in University housing or receive financial aid. An administrative withdrawal is non-punitive and will not reflect on a student's transcript.

Unofficial Withdrawal

Students who do not officially withdraw with the Registrar's Office and who fail to earn a passing grade in at least one course will be evaluated to determine if they withdrew unofficially. Students who stopped attending classes will be presumed to have withdrawn unofficially. An Unofficial Withdrawal may require the return of all, or part of any, Title IV aid received. Refer to the Financial Aid and Tuition and Fees sections for more information.

See *Leave of Absence* policy.



Admission

Marymount California University welcomes applicants who are committed to learning, receiving holistic educational development, and who can benefit from the University’s educational programs. Admission to Marymount is a highly personalized process that weighs past academic performance with current academic potential.

Careful consideration is given to the selection of applicants. While Marymount California University takes into consideration all academic and social achievements, the greatest emphasis is placed upon the applicant’s grades and the quality of academic preparation.

All applicants (domestic and international) are subject to the same educational standards for admission into their academic program. International students are required to demonstrate that they have achieved the necessary degree needed for admission from an educational institution that is recognized by the appropriate agency (Ministry or Department of Education) for the degree granting country.

We receive many qualified applications, so we urge you to apply as early as possible. Admission is offered on a rolling basis. Please note the following dates:

Undergraduate Freshman Application Deadlines:

Applications for the Fall Term (beginning in August)

February 1Priority consideration*

March 1 Regular consideration

Applications for the Spring Term (beginning in May)

October 15Priority consideration*

November 15 Regular consideration

*These dates are also used for priority consideration for merit scholarships.

Undergraduate Transfer Application Deadlines:

Applications for the Fall Term (beginning in August)

February 1Priority consideration

March 1 Regular consideration

Applications for the Spring Term (beginning in May)

October 15Priority consideration

November 15 Regular consideration

Graduate Application Deadlines:

Applications for the Fall Term (beginning in August)

May 1 Priority consideration deadline

July 15 Regular consideration deadline**

Applications for the Spring Term (beginning in May)

October 15 Priority consideration deadline

November 15 Regular consideration deadline**

Applications for the Summer Term (beginning in February)

February 1 Priority consideration deadline

May 15 Regular consideration deadline**

** Applications received after this date will be considered on a space available basis.



Undergraduate Admission and Application Procedures

Freshmen Admission

Marymount California University strongly recommends that first time freshmen complete the following college preparatory curriculum.

- 4 years of English,
- 3 years of Mathematics (Algebra 1, Geometry and Intermediate Algebra),
- 2 years of History/Social Sciences,
- 2 years of Natural Science,
- 2 years of Foreign Language and
- 1-2 years of Academic Elective courses.

Priority consideration for admission and merit scholarship is given to all applicants that submit the following required documents by the stated priority dates.

1. A completed admission application accompanied by a non-refundable application fee of \$50.00 or an official College Board Fee Waiver form. Official fee waiver forms are distributed by high school counselors.
2. An official high school transcript.
3. Official college and/or university transcripts, if applicable.
4. Standardized testing results from any of the following: SAT I (Scholastic Assessment Test), SAT II Subject Tests, ACT (American College Test), and/or TOEFL* (Test of English as a Foreign Language), if applicable.

All Undergraduates students are encouraged to provide the following documents for admission consideration:

- An academic letter of recommendation from a teacher, counselor or advisor.
 - Applicants not currently enrolled in studies may submit an employer or personal reference.
- Personal statement, essay or writing samples.
- Interviews may be requested of some candidates.

International Admission (Freshmen and Transfer)

English language proficiency must be demonstrated prior to enrollment at the University. Evaluation of English language proficiency is required prior to the issuance of a Form I-20 Certificate of Eligibility. Proof of English proficiency may be established in one or more of the following ways:

1. An ets.org official TOEFL score of a 69 iBT Test - Scores must be less than 2 years old to be accepted as valid proof
2. An ielts.org official IELTS score of a 6.0 Test - Scores must be less than 2 years old to be accepted as valid proof
3. SAT Evidence Based Reading and Writing score of a 460 or higher
4. ACT English score of 15 or higher AND ACT Reading score of 18 or higher
5. Successful completion of an Intensive English Language preparatory program designed for academic college-level instruction (Evaluated by MCU to meet minimum TOEFL/IELTS conversion scores)
6. Native English speakers who are citizens of a country with English as an official language AND your entire secondary education curriculum was taught in English. (Submitted transcripts evaluated by MCU to meet standard).
7. Transfer students whose otherwise valid test scores have lapsed (any or all tests listed above), and are not from an English language-based system will have their college-level transcripts evaluated for English proficiency.

SPECIAL NOTE TO INTERNATIONAL APPLICANTS

If admitted, international applicants will be required to certify that they possess sufficient funds to cover all tuition, fees, transportation and living expenses as outlined in the Confidential Statement of Financial Support form, supplied to the applicant after depositing to MCU. This form must be returned with accompanying financial documentation (acceptable documentation is defined on the form) and will be evaluated prior to the issuance of a Form I-20, Certificate of Eligibility.

Transfer Admission

The following documents are required in order to apply for admission as a transfer student (applicant who has attended another college, university or other post-secondary institution):

1. A completed admission application accompanied by a non-refundable application fee of \$50.00 or an official College Board Fee Waiver form.
2. An official high school transcript.

3. Official transcripts from all colleges, universities or other post-secondary institutions attended. These records, if not officially issued in English, must be accompanied by professionally certified English translations. Coursework completed at non-U.S. institutions of higher education that are recognized by the appropriate agency (Ministry or Department of Education) in that country may be submitted for evaluation of credit. All documents must be certified by the appropriate educational authorities and be accompanied by certified English translations. It should be noted that differences in national systems of higher education often make it difficult to establish equivalencies and grant credit. Evaluation of college, university and/or post-secondary transcripts will be completed by the Registrar following matriculation to the College.

Marymount Transfer Admission Guarantee

Marymount provides a guarantee transfer admission option to all transfer applicants. This guarantee sets a minimum standard of admission for all Bachelor's degree programs and allows for automatic awarding of transfer scholarships. Note: returning Marymount students who have not obtained an Associate Degree at least two years prior to application for admission or those who are in poor academic standing are not eligible for guaranteed admission.

- Completion of college-level composition, or equivalent, with a grade of C or higher
- Completion of college-level mathematics with a grade of C or higher
- Cumulative 2.75 GPA in transferable courses
- Completion of 24 transferable units

For the most current information on admission processes and deadlines, please visit our website at: <http://www.MarymountCalifornia.edu/admission>

Graduate Admission

Marymount California University offers a Master of Business Administration (MBA). Applicants for admission must apply for acceptance into the graduate program. A general requirement for admission is that an applicant should hold the degree of Bachelor of Arts, Letters, Philosophy, or Science (or an acceptable equivalent) from a regionally accredited academic institution or equivalent.

Each applicant's file is comprehensively evaluated by the Office of Admission based on academic subject preparation, scholarship, letters of recommendation, and examples of previous work. A critical evaluative question is whether the applicant's academic objectives can reasonably be satisfied by a particular graduate program at Marymount California University.

APPLICATION PROCEDURES

How to Apply

Prospective students should apply online using the application for Graduate Admission available at <http://MarymountCalifornia.edu/admissions#graduate>. Detailed instructions are included in the electronic application. For additional

information, e-mail graduateadmission@MarymountCalifornia.edu or call (310) 303-7311.

The mandatory application fee is \$50.00 (waived for MCU undergraduates applying for the MBA) and is non-refundable. Payment instructions are provided in the electronic application as well as on the graduate program website.

When to Apply

For the graduate program, applications should be completed and submitted by the stated deadline. Program deadlines are published on the graduate program website www.MarymountCalifornia.edu/academics/mba-program. In order to process applications in time for the applicant to receive full consideration, letters of recommendation, and official transcripts must be received before the published deadlines. Applicants should consult the Office of Admission for more detailed information.

REQUIRED SUPPORTING DOCUMENTS

Letters of Recommendation

Prospective students are encouraged to submit at least one letter of recommendation to support their application. The reference letter(s) should speak to the applicant's academic or professional strengths. Although this documentation is not required, it may help inform the Admission Committee regarding the applicant's likelihood of success in the graduate program. The recommendation letter(s) may be sent electronically to graduateadmission@MarymountCalifornia.edu.

Domestic Academic Records

Domestic applicants should request that official transcripts be sent to the Office of Graduate Admission. One complete set of official records covering all postsecondary academic work attempted, regardless of length of attendance, is required. One official set of transcripts must also be submitted by applicants who attended or graduated from Marymount. Applicants with academic work in progress must complete their undergraduate degree programs before the intended date of enrollment at Marymount and must submit evidence of degree conferral before officially enrolling.

International Academic Records

International applicants must arrange with an independent organization to have a document-by-document review of their educational credentials from any college or university attended outside the United States, which includes a course-by-course evaluation. MCU currently accepts either a "Course-by-Course" evaluation from W.E.S. (World Education Services), or a "Detailed Report with Course Level Identification" from I.E.R.F. (International Education Research Foundation).

The purpose of these organizations is to confirm that the applicant's undergraduate experience is the equivalent of a Bachelor's degree at an accredited U.S. college or university and to determine prerequisite requirements.

Contact the Office of Admission with any questions.

Demonstration of English Language Proficiency for Admission

English language proficiency must be demonstrated prior to enrollment at the University. Evaluation of English language proficiency is required prior to the issuance of a Form I-20 Certificate of Eligibility. Proof of English proficiency may be established in one or more of the following ways:

1. An ets.org official TOEFL score of a 79 iBT Test - Scores must be less than 2 years old to be accepted as valid proof
2. An ielts.org official IELTS score of a 6.5 Test - Scores must be less than 2 years old to be accepted as valid proof
3. Native English speakers who are citizens of a country with English as an official language AND your entire undergraduate degree curriculum was taught in English (Submitted transcripts evaluated by MCU to meet standard)

SPECIAL NOTE TO INTERNATIONAL APPLICANTS

If admitted, international applicants will be required to certify that they possess sufficient funds to cover all tuition, fees, transportation and living expenses as outlined in the Confidential Statement of Financial Support form, supplied to the applicant after depositing to MCU. This form must be returned with accompanying financial documentation (acceptable documentation is defined on the form) and will be evaluated prior to the issuance of a Form I-20, Certificate of Eligibility.

Admission and Registration

A formal notice of the admission decision is sent to each applicant as soon as possible after the application and complete records are received, and after the graduate admission committee has made a recommendation. The official notification will be mailed well in advance of the beginning of the term for which application has been made.

Admission to graduate standing does not constitute registration for classes. A student is not officially registered for classes until the entire registration procedure is completed each term, including payment of tuition, Student Services fees, and other university fees, and enrollment in courses. Information on registration dates and procedures will be mailed to newly admitted students prior to the registration cycle. Extensive information for newly admitted students is available online at <http://www.MarymountCalifornia.edu/graduate-programs>.

Applicants that wish to defer admission to a later academic term (up to a maximum of two terms after the original term of admission), must notify the Office of Graduate Admission in writing. All requests for admission deferral must also be approved by the Office of Admission, in addition to the academic program to which the applicant was admitted.

Graduate Program Admission Requirements

1. A Bachelor's degree from a regionally accredited institution
2. Applicants must meet program-specific course requirements
3. Recommended MBA prerequisites: completion of college level Financial Accounting and Statistics from a regionally accredited institution with a grade of C or higher. Both prerequisites for courses in the MBA program are offered every fall and spring at Marymount.
4. Submit complete application by posted due date

Bachelor's - MBA Admission Requirements

The Bachelor's MBA program considers only Marymount students who are classified at Junior level class standing by the February 1st application deadline. Undergraduates enrolled in any Marymount Bachelor's program are eligible to apply for a Bachelor's-MBA program if they have earned a cumulative Marymount GPA of 3.0 or higher and meet the program requirements. Only Bachelor's-MBA applicants that received at least a grade of C or higher in all required courses will be reviewed for admission. The application fee will be waived for MCU undergraduates applying for MCU's MBA.

Provisional Admission

Graduate applicants that are deemed to be deficient in academic preparation can be offered probationary admission.

Applicants admitted on probation are required to successfully complete one required prerequisite course as identified in their admission letter within their first term.

Early University Entry

Students who complete the equivalent of the eleventh grade at a U.S. high school educational program are eligible to apply for full-time, degree-seeking status as an Early University Entry student. Applicants must be 16 years of age by the official date of full-time enrollment.

In addition to the regular Freshmen admission process, Early University Entry students are required to submit at least one letter of reference that indicates that the applicant is mature, highly motivated, and prepared for a challenging academic environment.

Part-time Admission

Part-time students seeking enrollment will be admitted on a space available basis.

Non-degree Seeking Students/Continuing Education

Students who wish to enroll in courses pertaining to their personal interest and who have not been admitted into a degree seeking program would be considered a non-degree student.

To be enrolled as a non-degree seeking student, you must:

- Complete the non-degree enrollment form and state that you are a non-degree seeking student.
- Understand that acceptance in this category does not constitute acceptance to a degree granting program.
- Have sufficient educational background to qualify for the course or courses in which enrollment is sought.
- Accept personal responsibility for the applicability of credits earned while registered in this category.
- Understand that students in this non-degree category cannot be considered for federal or state financial aid.

A non-degree student may register for no more than 7 credits each term and may complete a maximum of 32 credits at Marymount California University, 15 of which can count toward a MCU degree. Upon completion of 32 credits, the student must either be admitted as a degree seeking student at Marymount California University or submit a letter of appeal to continue as a non-degree student. Any deviations from the admission policy or credit limits need the approval of the Admissions Committee.

Transient status allows students from another college or university to enroll at MCU for one term, with the purpose of transferring that coursework back to their home institution. If you wish to enroll for more than one term as a transient student, you must reapply each term. Transient Students must have a minimum cumulative grade point average of 2.0 and be considered in good academic standing at their home institution and follow the non-degree enrollment process above. In addition, a Request for Verification of Enrollment Form from the college/university where you are currently enrolled confirming that you are a student in good standing will need to be submitted.

Readmission

Upon completion of the appropriate application, students who left MCU in good academic standing and who were not dismissed, are eligible for readmission and must submit transcripts for any courses completed (C or higher for credit) since last term of enrollment. See Transfer Admission.

Marymount Courses

Discipline.....	Abbreviation
ACCOUNTING	ACCT
AMERICAN STUDIES	AS
ARTS & MEDIA.....	AM
BUSINESS.....	BUS
COMMUNICATION ARTS	CAR
COMMUNITY DEVELOPMENT	CD
COMMUNITY SPECIAL PROGRAMS	CSP
COMPUTER SCIENCE	CS
CRIMINAL JUSTICE	CJ
ECONOMICS	ECO
EDUCATION.....	EDU
ENGLISH	ENG
ENGLISH AS A SECOND LANGUAGE.....	ESL
GEOGRAPHY	GEO
GLOBAL STUDIES	GS
HEALTH EDUCATION	HED
HISTORY.....	HIS
INTERDISCIPLINARY STUDIES	ID
MARYMOUNT CALIFORNIA UNIVERSITY	MCU
MATHEMATICS	MTH
MUSIC.....	MUS
PHILOSOPHY	PHI
PHYSICAL EDUCATION	PED
POLITICAL SCIENCE	POL
PSYCHOLOGY.....	PSY
RELIGIOUS STUDIES	REL
SCIENCE.....	SCI
SOCIOLOGY.....	SOC
SPANISH	SPA
STUDY ABROAD.....	SA
THEATRE ARTS	THE

Legend:

Directed Study (catalog course unit value)

A directed study is a course that appears in the Marymount catalog but is NOT being offered in the term the student wishes to take it. The student may register and receive credit for such a course by working independently under the supervision of a faculty sponsor and with approval of Academic Affairs. In a directed study the faculty member shares the responsibility with the student, generally planning readings and/or projects and meeting with the student regularly to ensure that minimum contact hours and content requirements are met. Information, applications and hour requirements are available in the Registrar's Office and with Program Chairs.

Independent Study 295, 395, 495 (1-12)

Individual research under the direction of a faculty member in areas not an integral part of any regular course. Written report is required.

Independent Study 595 (1-12)

Individual practice-based research under the direction of a faculty member. A written research report is required. Program Chair approval required.

Internships 291, 391, 391SM, 491, 491SM (1-12) R3

Prerequisite: Consent of Instructor of Record and completion of Internship Application.

A supervised off-campus practical experience in a community, company or institutional setting. Application of core concepts in an academic field with an On-Site Supervisor and an MCU Instructor of Record.

Internships 591 (1-12)

Intensive post-baccalaureate practice-based research experience in a community or organizational setting. Requires a post-baccalaureate research plan with Program Chair approval.

Practicum 296, 396, 396SM, 496, 496SM (1-6) R3

Prerequisite: Consent of Instructor of Record and completion of Practicum Application.

Student participates in an MCU on-campus experience with a Marymount faculty member, department or office. Focus of the practicum is related to Student Learning Outcomes (SLOs) developed by the student and the Instructor of Record.

Practicum 596 (1-6)

Intensive post-baccalaureate practice-based research experience in an on-campus setting. Requires a post-baccalaureate research plan with Program Chair approval.

Selected Topics 290, 390, 490 (1-4)

Topics of special interest selected for intensive study. Topics to be announced.

Selected Topics – ID 590 (1-3) ★★★★★ Prerequisite: Instructor consent; graduate standing. Topics of special interest selected for intensive study. Topics to be announced in schedule of courses.

Service Learning - ID 192, 292, 392, 492, 592 (1-8)

Service Learning provides the opportunity for students to apply core academic concepts to real world applications through participation in a related service project conjoined with a focused reflection process directed by an instructor of record. The reflection process can be completed in a variety of mediums, but must address pre-determined student learning outcomes. The parameters of each project must be determined before students register through completion of an application. The number of units granted must conform to the university's credit hour policy. The project must be approved by the instructor of record and the corresponding Program Chair.

Study Abroad – SA 100, 200, 300, 400, 500, 600

Courses that appear as SA on a transcript are courses taken while abroad that are not comparable to any other course in the Catalog. Some have been predetermined to satisfy degree requirements. Others may satisfy degree requirements by petition. Others will be elective units. Unit value varies and will be designated on the transcript.

Note: A maximum of 15 units of internship/practicum may be applied to a Bachelor's degree. A maximum of 9 units of internship/practicum may be applied to an Associate degree.

Accounting (ACCT)

★★★★★ Completion of ENG 112 or equivalent

ACCT 151 – Financial Accounting (4) Introduction to financial accounting of the corporate entity, including generally accepted accounting principles underlying the analyzing and recording of transactions for preparation of the financial statements. Focus on understanding assets, liabilities, and equity accounts, as well as understanding internal control and the Sarbanes Oxley Act (2002) regulatory requirements. Introduction to financial statement analytical methods to assess the liquidity, solvency, and profitability of a business.

ACCT 201 – Managerial Accounting (4) Prerequisite: ACCT 151. Introduction to managerial accounting. Managerial accounting topics and concepts, cost-volume-profit analysis, contribution margin, capital budgeting, flexible budgets and profit planning, standard costs and variance analysis, decision making, responsibility accounting, job order costing and process costing.

ACCT 340 – Accounting Information Systems (4) ★★★★★ Prerequisite: ACCT 201 Students will explore topics in AIS to understand and use technologies in making decisions in areas of the accounting profession, such as managerial accounting, financial accounting, auditing, and tax accounting. An introduction to the information systems used in accounting including: the flow of data from source documents through the accounting cycle into reports for decision makers, the use of enterprise resource planning software (ERP), the principle of internal control, flowcharting and systems narratives and the use of database systems in accounting. Additionally, students will gain experience in Microsoft Excel as well as integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. R2

ACCT 351 - Intermediate Accounting I (4) ★★★★★ Prerequisite: ACCT 201 This course provides students with a comprehensive examination of financial accounting and reporting. Topics include: conceptual framework, preparation and presentation of financial statements, revenue recognition, percentage of completion and comprehensive income, recording and reporting of cash, receivables and inventory valuation issues, plant assets, intangible assets, current liabilities and contingent liabilities.

ACCT 352 – Intermediate Accounting II (4) ★★★★★ Prerequisite: ACCT 351 This course is the second of the two-course intermediate accounting sequence. Topics include: long-term liabilities including bonds valuation, off-balance sheet financing, construction contracts, leases, pensions/postretirement benefits issues and reporting, deferred income taxes, stockholders' equity including complex capital structures, dilutive securities and earnings per share, investments equity and fair value accounting, and the preparation of statements of cash flow. Students will also

become familiar with reporting requirements including: disclosure requirements, interim reporting requirements, projections and pro-forma financial statements.

ACCT 353 – Federal Income Taxation I (4) ★★★★★ Prerequisite: ACCT 201

This course focuses on federal income taxation as it is applied to individuals, sole proprietorships, partnerships and corporations. Topics include: determination of basis regarding the formation of corporations and partnerships, the federal income taxation of corporations, the taxation of estates, gifts and trusts, corporate tax returns as well as tax issues involving S-corporations. Gain or loss rules regarding distributions, sale of interest and dissolution are also covered.

ACCT 365 – Cost Accounting (4) ★★★★★ Prerequisite: ACCT 201

This course is a study of cost accounting techniques with an emphasis on using cost information for managerial analysis. Accounting for labor, materials, and manufacturing overhead emphasizes the use of source documents to analyze and record costs. Budgeting concepts are reviewed with emphasis on capital budgeting techniques, master budgeting, variance analysis and responsibility accounting. Included in this course is the study of cost-volume-profit analysis, job order costing, process costing, activity-based costing, cost-allocation, cost-behavior and cost management control systems. Methods of cost allocation to products, pricing decisions and cost management are also discussed.

ACCT 385 – Professional Ethics in Accounting (4) ★★★★★ Prerequisite: ACCT

352 This is a case based course that examines different theories of the accountant's professional responsibilities and ethics adopted by professional associations, state licensing boards for accountants, auditors, and fraud examiners such as the AICPA. The course will present a range of ethics-related issues, including the causes of ethical violations and frauds, whistle blowing, and the design and operation of company compliance and ethics programs. Topics include research, discussion and application of selected historical and contemporary ethical cases and issues as they relate to accounting firms and business activities. PS5

ACCT 410 – Voluntary Income Tax Assistance (VITA) (4) ★★★★★ Prerequisite:

ACCT 353, Senior standing. Federal and State income taxation of individuals
Students will provide free income tax filing to include Form 1040EZ for low income, elderly, disabled, and limited English proficient individuals after training and tests. Laboratory and/or class computer applications may be required. R3

ACCT 450 – Advanced Accounting & Analysis (4) ★★★★★ Prerequisite: ACCT

352 & ACCT 353 This course presents financial accounting theories and practices related to business combinations and consolidated financial reporting. Topics include the development of complex business structures, the forms of business combinations, financial reporting for inter-corporate acquisitions and operations as well as accounting for affiliated companies. Students will also become familiar with accounting and reporting issues in the multinational business environment. The

course will culminate in group project and report in which students will demonstrate mastery in financial statements analysis. R3

ACCT 453 – Auditing (4) ★★★★★ Prerequisite: ACCT 352 and ACCT 353 This course focuses on the contemporary auditing environment, the auditing profession, and the principles and practices of financial statement auditing. Topics include: auditing, attestation and assurance services, Generally Accepted Auditing Standards (GAAS), regulatory requirements, internal controls, and audit risk. Audit planning is also covered including procedures, evidence and documentation. Students will research changes in the accounting and auditing profession due to legislation, new pronouncements by regulatory and standard-setting bodies and forces of current events in the business world. Students will also develop an understanding of the auditor's ethical considerations. The course will culminate in an audit project including a report either with and existing organization or with financial information provided by the instructor.

ACCT 501 – Accounting and Finance for Managers (3) Prerequisite: College level Financial Accounting, Graduate or Senior standing. Provides students with a basic understanding of accounting and finance theory, concepts and tools to assist in the management of organizations and/or entrepreneurial ventures. The course is designed to allow students to view accounting as an information tool for managers and finance as a discipline to assure fiduciary success. Specific applications include balance sheet and income statement preparation and understanding, cash flow analyses, financing alternatives including cost of funds analysis, and what types of accounting systems best fit certain types of organizations or ventures.

ACCT 290, 390, 490 - Selected Topics (1-3).

ACCT 291, 391, 491 - Internship (1-12). R3

ACCT 295, 395, 495 - Independent Study (1-12).

ACCT 296, 396, 496 - Practicum (1-6). R3

American Studies (AS)

★★★★★ Completion of ENG 112 or equivalent

AS 200 – Introduction to American Studies (4) ★★★★★ This course provides students with an introduction to interdisciplinary considerations of the depth, pluralism, and complexity of American culture. Through the study of literature, historical writing, music, art, film, architecture, and political economy in the United States, American Studies 200 will reflect on various themes in American culture.

AS 290, 390, 490 - Selected Topics (1-3).

AS 295, 395, 495 - Independent Study (1-12).

Arts & Media

- ★★★★ Placement in ENG 112 or equivalent
- ★★★★★ Completion of ENG 112 or equivalent
- ★★★★★★ Completion of ENG 114 or equivalent

AM 101 – Western Civilization Art to the Renaissance (4) Class hours: 4 lecture. This history course surveys the painting, sculpture and architecture of Western civilization from prehistoric times to the Renaissance. Analysis, evaluation and the interpretation of major themes in the development of the visual arts in Western Culture are explored. PS4

AM 102 – History of Broadcast Media (4) Class hours: 4 lecture. This course examines the history of Radio and Television in the 20th Century. The course explores the development of broadcast media technologies as well as the evolution of the content of these medium including the news, entertainment genres, sports and advertising. PS4

AM 104 – Introductory HTML & PHP (4) Class hours: 2 lecture; 2 laboratory. Students learn the basics of reading and writing HTML. Basic hand coding skills are acquired using Adobe Dreamweaver. Students will also learn introductory PHP scripting skills. Website administration methods and server technologies are also explored. \$150.00 lab fee required. R2, PS4

AM 105 – Introduction to Arts & Media Methodology (4) Class hours: 4 lecture. This class explores theories of Arts and Media. Topics will include film, animation, interactive media, graphic design and ethics in the arts. Students research and analyze these art forms through diverse verbal and written projects. A3, PS4, PS5 (for FMP majors only)

AM 107 – Fundamentals of Art Administration & Management (4) This course explores theories and principals of art administration and management for both non-profit and commercial arts businesses. Students learn management objectives, strategies, and plans for a range of arts and entertainment practices including film, animation, game, design, website design, museums, galleries, and performing arts. Students will choose to focus on specific arts administration and management project-based learning project from an arts and entertainment company or organization for their mid-term and final assignments.

AM 112 – Introduction to Journalism (4) ★★★★★ This course introduces the student to the art of journalism. Students explore the different writing styles of radio, television and newspaper reporting. Students examine the social and political forces that shape the news and that have defined journalism during the 20th century. Students will also examine the legal and ethical issues related to the profession. Internet journalism and blogging are also discussed. PS4

AM 120 – Digital Foundations (4) Class hours: 2 lecture, 2 laboratory. A digital design class, which explores elements and principles of Art and Design using media disciplines: video, animation, graphic design, website design, and ethics of art production. \$225.00 lab fee required. R2, PS4, PS5 (for DCM majors only)

AM 122 – Video Production Methods I (4) Class hours: 2 lecture, 2 laboratory. ENG (Electronic News Gathering) style digital video production methods using portable cameras, basic field lighting techniques and audio recording. Students learn the pre-production and post-production process of creating videos including the development of production outlines, scripts and editing to create an original short video. Emphasis is placed on technical proficiency with basic portable video equipment. \$275.00 lab fee required. R2, R3, PS4

AM 132 – Film Production Methods I (4) Class hours: 2 lecture, 2 laboratory. This course introduces the student to film making production methods using high-definition digital video cameras, basic field lighting and audio recording techniques. Students will learn the standard pre-production, production and post-production process of creating short films including the development of film scripts and storyboards to create individual short films. Emphasis is placed on creative expression in visual storytelling. \$275.00 lab fee required. R2, PS3

AM 141 – Digital Page Layout (4) Class hours: 2 lecture, 2 laboratory. Print design course in the preparation of digital mechanicals for common layout designs. Students learn to prepare digital mechanicals for designs with Adobe Creative Suite. Traditional commercial printing and digital printing industry standards and vocabulary are emphasized. \$200.00 lab fee required. R2, PS4

AM 151 – Digital Photography I (4) Class hours: 2 lecture, 2 laboratory Beginning photography course introduces students to creative use of DSLR & HDLSR cameras. Basic photographic vocabulary, history and styles are covered. Course emphasizes creative photography using manual camera settings, exposure, various lenses and accessories. Effective use of lighting is covered for studio, interior, exterior and natural settings. Students explore photographic genre and styles including: portrait, landscape, still life, commercial and fine art photography. Use of various photographic methods, use of digital printers and printing papers will be incorporated. \$250.00 lab fee required. R2, PS4

AM 201 – Western Civilization Art Since the Renaissance (4) Class hours: 4 lecture. This history course surveys the painting, sculpture and architecture of Western civilization from the Renaissance through the 19th Century. The course explores the religious, philosophical, social and political ideas that have influenced artists and art movements throughout this period. PS2, PS4

AM 202 – History of Film (4) Class hours: 4 lecture. This course surveys the evolution of filmmaking in the 20th and 21st centuries. The course exposes students to a wide range of film genres and explores how the cultural, political and ideological

values have influenced filmmakers and the art of filmmaking. Critical analysis of film scriptwriting, cinematography, direction, acting and style are emphasized. PS4

AM 203 – Digital 3d Modeling (4) Class hours: 2 lecture, 2 laboratory. Students will gain a basic proficiency in Autodesk Maya 3D. Emphasis will be placed on principles of 3d design techniques for illustration and animation. The Autodesk Maya relationship to peripheral software such as Adobe Photoshop and After Effects will also be explored. \$200.00 lab fee required. R2, PS4

AM 204 – Website Design I (4) Class hours: 2 lecture, 2 laboratory. Introduces students to Adobe Dreamweaver to create basic Web page layouts. Students learn the basics of HTML, CSS and Adobe Photoshop to prepare photography and create graphics for Websites. Emphasis is placed on technical proficiency, content development and design style. Basic Internet vocabulary and industry standards are covered. \$200.00 lab fee required. R2, PS4

AM 205 – History of Game Design and Animation (4) ★★★★★ Class hours: 4 lecture. This course surveys the history of game design and animation. Examines the historical and ongoing relationships between animation meant for cinema and animation meant for digital games. Course topics include creation, design, aesthetic, technology and evolution of animation and video games beginning in the twentieth century through current day. PS4

AM 207 – Marketing for Art & Entertainment (4) ★★★★★ Class hours: 4 lecture. In this course students learn marketing concepts pertaining to creative arts industries. Students learn how to use analytical tools and strategic analysis to develop a strategic plan for media productions. The course also introduces entertainment concepts for licensing and promotional strategies as a way to develop successful opportunities for art practices. Students will apply their knowledge to create project proposals and business plans.

AM 211 – Asian Art & Architecture (4) Class hours: 4 lecture. This history course surveys the painting, sculpture and architecture of Non-Western cultures including China, Japan, India and Southeast Asia. The course explores how the ideals, values and religious beliefs of Non-Western cultures have influenced the art and artists of Asia. PS2, PS4

AM 212 – Television & Film Production Business Practices (4) Class hours: 4 lecture. Students learn to develop production treatments and budgets for commercials, music videos, animations, series pilots, documentaries, and independent and feature films. Students will explore the different roles and responsibilities of executives and professionals in the television and film industries and develop promotional materials and distribution plans. PS4

AM 214 – Website Design II (4) Prerequisite: AM 204; Class hours: 2 lecture, 2 laboratory. Studio course covers intermediate through advanced design and

production methods for developing and publishing CSS Websites with Adobe Dreamweaver software. Students generate custom CSS code for Website and incorporate dynamic media into Web pages. Students learn how to generate dynamic content for Web pages with XML and acquire basic PHP scripting skills. Website promotion and SEO will also be explored. \$150.00 lab fee required. R2, PS4

AM 221 – History of Graphic Design (4) Class hours: 4 lecture. A history of typography, graphic design and illustration. Students will acquire foundational knowledge of the history of design beginning with the early forms of writing and graphic designs such as cuneiform and illuminated manuscripts. Examines how these early forms of design evolved over time into the various disciplines that have become the foundations for visual communications in contemporary times. PS4

AM 222 – Video Production Methods II (4) Prerequisite: AM 122; Class hours: 2 lecture, 2 laboratory. Advanced video production methods including studio cameras, studio lighting techniques and studio audio recording. Students learn professional studio procedures for the pre-production, production and post-production process to create a full-length video or studio television pilot by working in teams that share roles and responsibilities. Emphasis on teamwork and developing technical proficiency with studio video production equipment. \$275.00 lab fee required. R2, PS4

AM 232 – Film Production Methods II (4) Prerequisite: AM 132; Class hours: 2 lecture, 2 laboratory. This course provides the student the opportunity to create a more ambitious short film from concept to creation by working in teams. Student teams choose a subject of mutual interest and develop a production treatment and script for the film. Students share different production responsibilities and learn how to direct and coordinate a film crew, talent and equipment. Students then edit their film into a finished short feature for critique. \$275.00 lab fee required. R2, PS4

AM 241 – Digital Photography & Imaging (4) Prerequisites: AM 120 and AM 151; Class hours: 2 lecture, 2 laboratory. Intermediate course explores how to use Adobe Photoshop for the retouching, manipulation and composition of digital photographs. Students prepare photography for print, web and video applications. Students explore photographic image editing and manipulation methods including selection and masking techniques. Emphasis on technical proficiency and creative expression. Resolution standards and digital color models are also covered. \$250.00 lab fee required. R2, PS4

AM 242 – Digital Audio Production & Editing (4) Class hours: 2 lecture, 2 laboratory. This studio course provides an overview of various methods of audio recording for video, film and multimedia projects. Students learn the basics of digital recording and monitoring methods using field and studio audio equipment. Students learn how to record voice over talent, announcers and performers in the field and sound booth settings. Students also learn how to record sound effects and create

basic music theme soundtracks with Apple Garage Band software. \$225.00 lab fee required. R2, PS4

AM 250 – Professional Careers in Communication Media (4) ★★★★★

Prerequisite: AM 120. This course prepares students for a career in their respective art. Students will explore the myriad of ways that their education can become a career, and where they might take their experiences from MCU after graduating. They will study professional artists, designers, filmmakers, performers, and ethics in the arts. They will learn about self-promotion, brand building, how to pitch a project, attend networking functions, sell their art and look at the possibility of continuing their education with a master's degree. \$250 lab fee required. R1, PS4, PS5 (for DCM majors only)

AM 251 – Digital Publication Design (4) Prerequisite: AM 141; Class hours: 2 lecture, 2 laboratory. Print design to prepare digital mechanicals for editorial and publication designs intended for commercial printing applications. Students prepare special printing effects with Adobe Creative Suite software including die cutting, embossing and spot varnishing for different types of designs. Traditional commercial printing and digital printing industry standards and vocabulary are emphasized. \$200.00 lab fee required. R2, PS4

AM 252 – Digital Video Editing 1 (4) Class hours: 2 lecture, 2 laboratory. Students acquire basic digital video production skills. Students will learn how to log and capture, and edit digital video. Students learn the basics of Avid Media Composer to create narratives and commercial video content. Students learn how to compose titles and motion graphics and develop multiple audio tracks. \$225.00 lab fee required. R2, PS4

AM 261 – Digital Typography (4) Class hours: 2 lecture, 2 laboratory. This intermediate studio course provides the student with in-depth knowledge of the history, design and application of Typography in communication arts. Students will learn how to effectively use Type for a variety of graphic design applications with Adobe Creative Suite Software. Vocabulary of Typography is emphasized. \$200.00 lab fee required. R2, PS4

AM 271 – Digital Illustration (4) Class hours: 2 lecture, 2 laboratory. This intermediate course explores Adobe Illustrator software for creating illustration and graphic designs. Students create spot illustration, technical illustration, logos and info-graphics. Technical standards for the print industry are examined. Emphasis is placed on the principles of two-dimensional design and illustration style. \$200.00 lab fee required. R2, PS4

AM 301 – Contemporary Art (4) Class hours: 4 lecture. This history course surveys the painting, sculpture and architecture of contemporary art from the 20th and 21st Centuries. Analysis, evaluation and the interpretation of major themes in the development of the visual arts in Western Culture are explored. The course explores

the philosophical, social and political ideas that have influenced contemporary artists and art. PS4

AM 302 – Scriptwriting (4) ★★★★★ Prerequisite: AM 122 or AM 132 or AM 303
Class hours: 4 lecture. This course introduces the student to the craft of scriptwriting as a tool for communication and the expression of creative ideas in film and broadcast media. Students acquire the basic knowledge of the vocabulary, methods and styles of scriptwriting for different genres of media. PS4

AM 303 – Digital 3d Animation I (4) Prerequisite: AM 203. Class hours: 2 lecture, 2 laboratory. Introduction to 3d computer generated animation for fields in cinema, games, graphic design, and interactive media. This course explores the 12 principles of animation, camera set-up and operation, lighting, animating using key-frame, set driven keys, graph editor, nonlinear, and path techniques. Students learn the basics of modeling, UV texture mapping, animation, staging, and editing using Autodesk Maya 3D, Adobe Photoshop and Adobe After Effects. \$225.00 lab fee required. R2, PS4

AM 304 – History of Multimedia (4) Prerequisite: one course from AM 102, 112, 202, 205, 221, 305, or 306; Class hours: 4 lecture. Explores how traditional forms of media including print, radio, film, photography and television evolved and have begun to converge into new digital forms of media in contemporary times, facilitating media democracy and transnationalism in the late 20th and the 21st century. Students learn the history of personal computer and the World Wide Web to understand the evolution of digital technologies as a catalyst for new and emerging media, and to survey culturally diverse media production in a dynamic global environment. PS2, PS4

AM 305 – History of International Cinema (4) ★★★★★ Class hours: 4 lecture. A study of the cinematic styles and history of five major regions of the world: Europe, Russia, China, Japan and India. Modules of study will follow each of these geographical locations from the advent of motion pictures to their modern day states, students will learn about important and unique films and filmmakers from each culture. Special attention will be given to the ways in which each culture has had a unique and important influence on the global cinematic community. PS2, PS4

AM 306 – History of Documentary Film (4) ★★★★★ Class hours: 4 lecture. A chronological history of documentary film from its origins in 1887 to the mass proliferation of social media documentarians of the present. This course will highlight important documentarians as well as touch on multiple genres of documentary film, from the traditional to the cutting edge. Students will learn about the various styles of documentary and the many storytelling techniques used throughout the art form. PS4

AM 307 – Art & Entertainment Law and Ethics (4) ★★★★★ Class hours: 4 lecture. This course provides a study of law and ethics with particular focus of art

and entertainment. Topics included in this course are various entity formations, insurance, taxes, accounting, the laws protecting intellectual property in relation to protecting one's own art production and legally incorporating the works of others, as well as, the law and practices of contracts and negotiations. All concepts are explored through legal case studies and applied arts business projects.

AM 310 – Digital Game Design I (4) Prerequisite: AM 203. Class hours: 2 lecture, 2 laboratory. Students will gain a basic proficiency in using a game engine to aid in computer game development. This course explores theoretical and practical topics of game design including game engine user interface, use of game objects and assets, managing projects and assets, preparing assets for implementation, assemblage of game level environment, audio, game play, game look-and-feel, and user psychology. \$250 lab fee required. R2, R3, PS4

AM 311 – Digital Advertising Design (4) Prerequisite: AM 261; Class hours: 2 lecture, 2 laboratory. Advanced digital design studio course provides the student experience in creating creative advertising designs for a variety of printed applications. Students will learn how to effectively combine typography, illustrations and photography to create compelling advertisements with Adobe Creative Suite software. \$200.00 lab fee required. R2, PS4

AM 312 – Digital Video Editing II (4) Prerequisite: AM 252; Class hours: 2 lecture, 2 laboratory. This course provides the student with advanced digital video production techniques. Students will learn to use Avid Media Composer to create sophisticated animations, promotional and documentary video content. Emphasis will be placed on developing individual editing style and creative expression. \$225.00 lab fee required. R2, PS4

AM 314 – Interactive Motion Graphics (4) Prerequisite: AM 120; Class hours: 2 lecture, 2 laboratory. Advanced digital studio course provides students with the ability to create interactive motion graphics for Websites and Multimedia projects using Adobe Flash. Students learn how to make sophisticated vector graphic animations with basic action scripting and a variety of interactive graphic elements. Emphasis is placed on technical proficiency. \$200.00 lab fee required. R2, PS4

AM 324 – Interactive Website Design (4) Prerequisite: AM 214; Class hours: 2 lecture, 2 laboratory. Advanced digital studio course provides the student with technical and creative skills in the creation of interactive Websites using Adobe Flash & Adobe Dreamweaver. Students will learn how to plan, and develop an interactive graphic Website using original graphic designs and custom action scripting. Emphasis is placed on technical proficiency. \$150.00 lab fee required. R2, PS4

AM 334 – Website Technologies (4) Prerequisite: AM 204; Class hours: 2 lecture, 2 laboratory. Advanced course covers various technologies for Website development. Students learn how to add sophisticated functionality to Websites with various coding and server technologies including PHP, Javascript, MySQL, Content Management

Systems (CMS). Server administration and management is also covered. Emphasis is placed on technical proficiency. \$150.00 lab fee required. R2, PS4

AM 350 – Junior Research and Conceptual Development (4) ★★★★★

Prerequisite: Junior standing and completion of AA/AS core. Class hours: 2 lecture, 2 laboratory. Students create a series or body of work. Students learn research methods and conceptual development skills unique to media studies. \$300.00 lab fee required. C1, A3, R1, PS4

AM 400 – Directing for Film, TV and Theater (4) Prerequisite: AM 122 or AM 132 or AM 303 or THE 174. Class hours: 2 lecture, 2 laboratory. Advanced course building directing skills for performance, script, character development, and camera direction. Emphasis is placed on lecture/studio lab course work and project presentations. Assignments give the student director skills and techniques to employ in directing actors, auditioning, and acting for the camera, directing camera and production crew in-studio and on location. Basic vocabulary, techniques, procedures, and techniques for directing are covered. \$175.00 lab fee required. R2, PS4

AM 403 – Digital 3d Animation II (4) Prerequisite: AM 303 Class hours: 2 lecture, 2 laboratory. Advanced techniques in digital 3d modeling and animation as it applies to cinema, games and interactive media. Students learn Autodesk Maya 3D and peripheral applications to design and create sophisticated environments, particle systems and animated characters for animation. Students will be versed in composite techniques with Adobe After Effects. \$225.00 lab fee required. R2, PS4

AM 407 – Funding and Distribution for Arts & Entertainment (4) ★★★★★

Prerequisite: Junior Standing. Class hours: 4 lecture. In this course students will be introduced to management skills and methods used to create revenue to support various arts productions. This course focuses on understanding emerging funding strategies and distribution channels to manage arts organizations and independent start-up companies, such as, independent animation and film production studios, design and interactive firms, museums, galleries, community arts centers, and performing arts organizations.

AM 410 – Digital Game Design II (4) Prerequisites: AM 303 & AM 310.

Class hours: 2 lecture, 2 laboratory. Students will gain intermediate to advanced proficiency in using a game engine to aid in computer game design development. Advanced game design topics include multilevel game design, animating game objects in a game editor, bringing animations into a game, scripting in game development, creating particle systems, building the camera and player selection system, and designing user interfaces for games. \$250 lab fee required. R2, R3, PS4

AM 413 – Digital Video Motion Graphics (4) Prerequisite: AM 120; Class hours: 2 lecture, 2 laboratory; Students learn to create motion graphics using Adobe After Effects and its peripheral support applications, Adobe Photoshop, Adobe Illustrator and Apple Sound Edit Pro. Students will learn how to integrate 2d and 3d graphics,

video, text and sound to create engaging animations. Emphasis placed on the original design solutions and technical proficiency. \$250.00 lab fee required. (Formerly taught as AM 213.) R2, R3, PS4

AM 497 – Arts & Media Senior Seminar (4) ★★★★★ Prerequisites: AM 350, senior standing, completion of all AA/AS core requirements and approval of the Program chair. This Senior Seminar provides students with an overview of the business practices and standards of industries related to Digital Arts & Media, including television, film, photography, graphic design, animation and the Internet. The course also provides students with fundamental knowledge in self-promotion, including resume and cover letter writing, portfolio development and interviewing skills. Students will learn various methods for promoting themselves to potential employers including electronic resumes, online career tools, promotional reels, and portfolio development. \$300.00 lab fee required.

AM 498 – Senior Project (4) ★★★★★ Prerequisite: Successful completion of AM 497, Senior class standing, and approval of the Program Chair. This capstone studio course provides students with the unique opportunity to develop their own coursework in the form of a senior project that reflects the culmination of their education experience as an art, design or media production project. From concept to creation, students' work with faculty in their respective area of focus to produce an original professional art, design or media project for public exhibition. \$300.00 lab fee required. R3

AM 290, 390, 490 - Selected Topics (1-3).

AM 291, 391, 491, 591 - Internship (1-12). R3

AM 295, 395, 495, 595 - Independent Study (1-12).

AM 296, 396, 496, 596 - Practicum (1-6). R3

Business (BUS)

★★★★ Placement in ENG 112 or equivalent

★★★★★ Completion of ENG 112 or equivalent

★★★★★★ Completion of ENG 114 or equivalent

BUS 108 – Everyday Math: A Quantitative Reasoning Approach (4) The course develops students' quantitative reasoning skills to address a range of everyday applied math topics. Students practice organizing and representing quantitative data, explaining quantitative information, and drawing conclusions based on analysis of quantitative data to support decision-making. Topics include interest and compounding, credit card debt, mortgages, the calculation of averages and ratios, growth rates, fundamentals of probability to assess risk, and interpretation of statistical data presented in graphs or tables. A2

BUS 110 – Introduction to Business (4) The course examines the functions, objectives, organization and structure of business in a market economy and in

a global context, including relationships among business, government, and the consumer. Course modules include business organization and management; pricing and distribution; human resources; accounting; financial management and investment; and the nature, causes and implications of international trade and multi-national business organizations.

BUS 230 – Business Communication (4) ★★★★★ Students learn to prepare effective written, verbal and digital presentations for a variety of business situations, including professional emails, memos, letters, individual and group oral and digital presentations, management briefs and reports. Attention is given to proficiency in the conventions of Standard Written English, well developed and well supported presentations, and strong delivery skills. C1, C2

BUS 240 – Business Ethics: Theories, Values and Case Studies (4) ★★★★★ This course critically analyses the essential role of ethics in the American-Global business community. Topics for analysis include: the current ethical conditions in the business community; defining business; defining ethics; the necessary connection between business and ethics; the purpose/s of work; fair profits and wages; capitalism and its critics; global business practices; power and justice; corporate and employee responsibilities; business, sustainability, and the environment; ethics and global business relations. PS5

BUS 260 – Business Law (4) Law and its relationship to business. Concepts and cases involving the legal system, disputes, resolution, torts, contracts and other areas of commercial law.

BUS 265 – Career Planning and Preparation Seminar (2) This course focuses on practical skills such as writing resumes and cover letters, utilizing professional online networking resources, assessing career interests and researching internship opportunities. R1

BUS 300 – Principles of Management (4) ★★★★★ A survey course that explores the art and science of organizational management, the class will examine classic theories, modern theories and applications. Students will learn to assess management activities as they apply to ethics, multiculturalism, social responsibility, and group dynamics. The class will introduce the concepts of scalable management principles as applied to small companies or multi-national corporations and will include techniques to evaluate the organization's environment and plan appropriate structures, processes and controls. R3

BUS 301 – Management for Sustainability (4) ★★★★★ The course examines what we mean by sustainability, how businesses as agents of change can integrate sustainability into strategic planning, and how they can recognize opportunity and build success by doing so. Topics include organizational culture and incentives, systems thinking, sustainable strategies and policy, innovation, efficiency, stakeholder engagement, partnerships, cradle to cradle design, product development,

product life cycle assessment, environmental accounting, product declarations, management metrics, sustainability targets, training, and promotion. The class works collaboratively on a case study that benefits a local project or organization. R3, PS3

BUS 312 – The Fundamentals of Sales (4) ★★★★★ This course will introduce students to the principles and practices of sales and selling. It will focus on the history of sales, the value created by sales, and the methodologies necessary to succeed in sales and selling. Also addressed will be the interdependence of marketing and sales, the importance of customer relationships, and the role of modern technology in the selling process. The course will be applicable to anyone who will be utilizing sales techniques and skills in their lives and careers.

BUS 315 – Principles of Entrepreneurship (4) ★★★★★ Recommended pre- or corequisite: BUS 300. The course will set the framework for the principles and practices necessary for the formation and development of a new enterprise. In addition, students will learn what investors look for when assessing a business opportunity. PS4

BUS 316 – Entrepreneurship II (4) ★★★★★ Prerequisite: ACCT 151, BUS 315.A project-based course that will emphasize the hands-on business practices which are the major components of a full-cycle development of an idea into a successful enterprise. Students will refine their entrepreneurial skills and develop a business plan.

BUS 325 – Organizational Behavior (4) ★★★★★ A study of performance, behavior and group formation as it impacts organizational effectiveness. Students examine the social, psychological and theoretical factors that influence the management of groups and individuals in work settings. Topics include leadership, communication, power, organizational culture and politics.

BUS 331 – Art of Negotiation: Theories and Communication Strategies (4) ★★★★★ Prerequisite: CAR 105 or BUS 230. The course explores historic business/labor conflicts and the role of communication in the success or failure of those negotiations. Further, the application of conflict resolution theories and methods are emphasized with specific focus upon the role of initiator, responder and mediator.

BUS 340 – Introduction to the Hospitality Industry (4) ★★★★★ This course will provide students with an overview of the hospitality industry. Students will explore: the history of the hospitality industry, current trends in hospitality, restaurant management, hotel management and event operations.

BUS 350 – Principles of Marketing (4) ★★★★★ Prerequisite: BUS 110. A foundation course in marketing theory and applications. Topics covered will include consumer research, product development, positioning, branding, market segmentation, pricing, communication, promotion, and distribution, with emphasis on the firm's own planning and strategic context. R2

BUS 360 – Information Systems for Management (4) ★★★★★ Prerequisite: BUS 110. Recommended corequisite: BUS 300. Recommended: knowledge of computer technology and Microsoft Office applications. An intensive and in-depth study of the rapidly evolving field of Business Information Systems. Students will analyze the role of technological, economic and market forces that have changed the US from a manufacturing industrial country to an information and service provider country. Emphasis is on identifying opportunities and understanding the challenges for startup businesses and the important role that user-friendly Business Information Systems play in the success of these startup companies. R2

BUS 375 – The Business of Sports (4) ★★★★★ Utilizing the general principles of management, marketing and economics, this course introduces students to the sports industry. It offers a broad overview of athletics at the collegiate, Olympic and professional levels. Examples of topics which may be explored include: market structures, labor market issues, leagues and franchises, corruption, antitrust, and the public financing of stadiums.

BUS 378 – Healthcare Administration (4) ★★★★★ An overview of the healthcare industry and introduction to healthcare management in the United States. Topics include industry structure, legal context, insurance and funding models, cost management, physician practice organization, evidence-based medicine, quality assurance and patient safety, patient rights and responsibilities, healthcare marketing and current issues in the delivery and management of healthcare.

BUS 380 – Corporate Finance (4) ★★★★★ Prerequisites: ACCT 151 and MTH 270. Familiarity with Excel is recommended. This course introduces concepts and techniques of financial analysis with emphasis on corporate finance, although the financial principles explored in the course are useful for small business and personal financial decisions. Topics include financial statement analysis, corporate valuation, the time value of money and net present value, capital structure, and project analysis. These techniques can be applied to financial management in both the profit and non-profit sectors. A2, R2

BUS 385 – Portfolio Management and Investing (4) ★★★★★ Prerequisite: ACCT 151 This course is designed to introduce students to the fundamental theories and methodologies utilized by academics and professionals in the field of portfolio management and investing. It will begin with an introduction to such topics as risk and return, diversification, the basics of valuation, trading costs, taxes and market efficiency. Subsequently, the course will introduce several well-known investment philosophies focusing on value investing, indexing and growth investing. Students will have the opportunity to work in teams to prepare a prospectus presenting their investment philosophy as well as the team's proposed portfolio of 28 stocks.

BUS 388 – Applied Statistical Methods (4) ★★★★★ Prerequisite: MTH 270 This course is designed to go beyond the topics covered in a one-term introductory statistics course. These new topics include: Analysis of Variance (ANOVA) and

special topics in regression analysis. The course will also investigate sets of data called time series, which consist of values corresponding to different time intervals. A major objective of this segment is to examine past time series data and use our observations to forecast, or predict future values. In addition, students will use Microsoft Excel and IBM SPSS Statistics to learn how to incorporate statistical results into sample reports as well as gain exposure to the field of data analytics and the analysis of large complex datasets. A2, R2

BUS 401 – Operations Management (4) ★★★★★ Prerequisites: BUS 300. This course examines the detailed functions, planning, processes & practices used to effectively oversee / manage the ‘value-adding’ activities within a business. This includes a solid overview of the history and evolution of said processes & practices, including an introduction to the Theory of Constraints which is a proven systems-based tool for more effectively managing ‘value-adding’ activities. From here, the students will be exposed to other systems-based processes and practices for other aspects of organizational management. These include: models and practices developed by: Senge, Jaques, Wheatley, Deming, Oshry, Kilmann, and others. It is the overall goal of this class to provide the student with a solid understanding of the traditionally accepted approaches to Operations Management and then introduce them to a more holistic and sustainable set of tools and practices.

BUS 402 – Integrative Quality Management (4) ★★★★★ Prerequisites: BUS 300. This course examines the history and evolution of the Total Quality Management movement. It will provide the student with an awareness of the past and present changes within the field of quality (control and management) and provide them with a solid familiarization of the philosophy, tools and practices within the TQM arena.

BUS 415 – Entrepreneurship for Social Change (4) ★★★★★ Prerequisite: BUS 315 or ECO 300 or ECO 400. Social entrepreneurship is an emerging field which asserts that the problems of the world cannot be solved by governments or economic markets. To make real changes, entrepreneurs must act as stewards of their communities and undertake ventures which add social value. This interdisciplinary course is targeted to those students who believe they may seriously consider a social entrepreneurial opportunity early in their careers, although the skills developed will benefit any career direction. This course will include a field project with significant social service value-added. PS4

BUS 452 – Marketing Analytics and Forecasting (4) ★★★★★ Prerequisite: BUS 300 and BUS 350 and MTH 270. Applications of quantitative techniques, qualitative analyses, and software modeling for the optimization of marketing decision-making and market predictions. Students will learn empirical applications of market data analysis, pricing optimization, market forecasting, channel optimization, segmentation, perceptual mapping, return on promotion, OLAP, and market response models. R2

BUS 454 – New Product Development (4) ★★★★★ Prerequisite: BUS 350. This course will use readings, case analysis and projects to examine the processes, tools, and best practices used in developing new products and services. Topics include concept identification, market feasibility, technical feasibility, financial feasibility, new product adoption, and life-cycle management. PS4

BUS 456 – Integrated Marketing Communications (4) ★★★★★ Prerequisite: BUS 230. An overview of the components and tactics involved in creating an integrated marketing communications strategy. This course is designed for students who will become decision makers in profit or non-profit organizations which engage in advertising, public relations, promotions, Internet marketing, point-of-purchase materials, media and client communications. Special attention will be placed on effectiveness and measurable results, and the role communication plays in the marketing environment.

BUS 460 – Project Management (4) ★★★★★ Prerequisite: CS 280. Introductory project management. Topics include organizing and managing project teams, planning, scheduling and cost management. Emphasis on developing and organizing team projects from conception to conclusion. Students work with Microsoft Project. R2

BUS 461 – Management and Organizational Leadership (4) ★★★★★ Prerequisite: BUS 300. A comprehensive study of the concepts, strategies, and skills inherent in the process of personal/professional transformation that is often the foundation of organizational leadership. Students will examine the various factors and classical and contemporary theories and styles of leadership, with their applications in a variety of professional global and local settings. Topics include models of leadership styles and techniques, organizational change agents, motivating personnel, decision-making and problem solving, ethics, interpersonal relationships, conflict resolution, and power.

BUS 462 – Managerial Problem-solving (4) ★★★★★ Prerequisite: BUS 300 This class is designed to provide the student with an in-depth overview of the two primary approaches used by managers to solve problems. The course will introduce the most common quantitative (financial and statistical) and qualitative tools and processes used to frame and resolve managerial problems. Students will also develop an understanding of which approach works best with which type of problem.

BUS 472 – Human Resource Management (4) ★★★★★ This course focuses on current theory and practice of the personnel function in modern day organizations. Course topics include: job analysis, recruiting, employee selection, training and development, compensation, performance evaluation, as well as contemporary quality of work life issues and job redesign. Students will gain exposure to critical strategic human resource management issues such as: employee safety, government regulations and employee compensation. The course culminates with a group project

illustrating the HRM principles which foster collaboration and the development of strong organizational teams.

BUS 497 –Strategic Analysis (4) ★★★★★ Prerequisite: Senior standing, BUS 300 and Math 270. This course focuses on studying the practice of competitive strategy from the manager’s perspective. During this course, students will develop the skills to apply classic and modern tools for strategic analysis, planning and execution. Students will learn techniques for conducting quantitative business analytics, evaluating economic value/cost structures, and decision-making techniques and assess their relevance to a firm’s competitive advantage. In addition, students will enhance business communication and presentation skills. C1, C2, A3, R3

BUS 498 – Business Capstone (4) ★★★★★ Prerequisite: BUS 497. Students will work closely with a faculty member to conduct and deliver a management research project. The project will encompass evaluation of a topic, primary and secondary research, data analysis, written report and presentation. Examples could include: a case study of an industry, organization or management issue; the development of a strategic or operational plan for an existing organization; development plan for a new product or process; analysis of a macro-, meso-, or micro-economic topic; or a strategic entrepreneurship initiative. In addition, students will enhance business communication and presentation skills. C1, C2, R3

BUS 501 – Conflict Analysis, Negotiation, and Management (3) Prerequisite: Graduate or Senior standing. An introduction to Mediation and Conflict Resolution studies, with focus on different root causes and perceptions of conflict. Conflict analysis is examined as foundation for successful conflict management and effective action, including prevention, limitation, negotiation, resolution and transformation of conflict situations. (Formerly MCR 501).

BUS 502 – Mediation Theory & Practice (3) Prerequisite: Graduate or Senior standing. The field of Mediation as an Alternative Dispute Resolution (ADR) is rapidly growing throughout all areas of employment and many professions. There are innumerable ways of incorporating “mediation” principles and techniques into daily practices to enhance productivity, improve interpersonal and international relationships, provides for conflict healing and peace building. This course consists of learning techniques of mediation based in dispute resolution theory, with lectures, small group exercises, and role-playing designed for diverse cultural backgrounds, for students who want to acquire a strong foundation in mediator skills. Course training is highly focused on practice of mediation not only between the disputants and but also between the disputants and a neutral third party. (Formerly MCR 502).

BUS 512 – Business Writing and Communication (1) Prerequisite: Graduate or Senior standing. This course covers a variety of technical and business writing styles for effective business communication. Writing fundamentals are emphasized, applied to common forms of communication such as business letters, emails, memoranda, formal reports and proposals. Students will also learn the style and

strategy for creating and repurposing content for Web 2.0+ platforms, such as blogs, microblogs and social networking sites.

BUS 515 – Innovation Management (3) Prerequisite: Graduate or Senior standing. This course discusses various approaches and processes of innovation and how it is managed in startups and larger enterprises. Enabling processes and inhibitors for creativity and innovation are identified. Some topics of intellectual property law such as copyrights and patents are discussed. Emerging trends in innovation management will be discussed.

BUS 535 – Global Entrepreneurship and Economic Development (3) Prerequisite: Graduate or Senior standing. Entrepreneurship is an integral part of economic change and growth. The course explains how economic conditions and incentives affect entrepreneurship, and how the actions of entrepreneurs in turn affect the broader economy. Entrepreneurship is viewed as an economic development strategy and entrepreneurs as agents of change and innovation. The course draws from recent theoretical insights and empirical findings to show how economics can contribute to our understanding of entrepreneurship. PS2

BUS 550 – Marketing Strategy (3) Prerequisite: Graduate or Senior standing. This course covers fundamental marketing principles with a focus on effective marketing strategies in a digital era characterized by significant transformation from information technology. Markets of today require thinking globally but acting locally. They are also highly connected, participatory, and green, tooled to empower individuals and turn individual actions into massive market forces. In a way, the course re-conceptualizes the role of traditional marketing principles to explain the modern marketing actions fueled by the globalization, advanced technology, far-reaching connectivity, and unprecedented social presence.

BUS 550L – Marketing Research and Analytics Lab (1) Prerequisite: Graduate or Senior standing. This course takes an experiential learning approach to leveraging social networks, search engine marketing and social media platforms to promote an organization's brand or objectives. Students will work with real-world tools, scenarios and data. The course helps prepare students for work in marketing, consulting, and brand management in both B2C and B2B commerce. Students interested in entrepreneurship will find the course useful, as new businesses often rely on digital marketing to promote their brand and connect with consumers and investors.

BUS 560 – Organizational Systems – Theory & Practice (3) Prerequisite: Graduate or Senior standing. The course provides our students with a solid foundation and understanding of the broad field of Organizational Systems. This includes not only recognizing the inter-dependence within and across the organization's departments, functions, and divisions but recognizing the impact of their interactions across an industry. This course will also take a look into how the organizations decisions and actions.

BUS 561 – Organizational Strategy and Planning (3) Prerequisite: Graduate or Senior standing. This course discusses the complexities of managing an organization from the perspective of the CEO or COO. The course is framed by the strategic management process, which includes setting goal setting, approaches to resource allocation, competency development toward competitive advantage and strategy execution. Students will learn how to develop a sustainable, values-based strategy based on internal organizational capabilities and external market opportunities in a competitive global marketplace.

BUS 600 – Advanced Corporate Finance (3) Prerequisite: Graduate or Senior standing. (Recommended Prerequisite - ACCT 501) This course addresses the theory, methods and concerns of corporate finance from the perspective of management. The main topics include: global financial markets; corporate governance; the time value of money; capital budgeting techniques; uncertainty and the trade-off between risk and return; optimal capital structure; and multi-national financial management. Students develop an understanding of the broad financial issues and choices facing managers and how these choices influence performance, valuation, and risk.

BUS 640 – Statistics, Decision-making, and Modeling (3) Prerequisite: College level statistics, Graduate or Senior standing. This is a graduate level business research course that incorporates and links statistical analysis, related research methods, decision-making and modeling for different assumptions & scenarios. It integrates a number of analytical methods and applies them to a variety of business problems. Topics include hypothesis testing, Analysis of Variance (ANOVA) and topics in regression analysis and forecasting. Students are expected to use Excel, SPSS or STATA and learn how to incorporate statistical results into sample reports.

BUS 697 – Research Seminar I (3) Prerequisite: Graduate standing and chair approval. This course is the first of two research seminar courses integrating all prior coursework into a capstone experience. In this course, students will gain access to an organization, investigate an organizational problem, and develop a proposal for a business plan solution. Students will gather evidence and co-create a resolution with a client organization and its key stakeholders. Students will deliver a final presentation and report their findings as a business plan proposal. The BUS 697-698 sequence is generally taken in final two terms of program.

BUS 698 – MBA Capstone (3) Prerequisite: Graduate standing and chair approval. This course integrates all prior course work into a capstone experience in which students will have the opportunity to either 1) create a comprehensive business plan or 2) conduct a research project that proposes a solution to a significant management problem or issue. In the final written report, students will thoroughly explore all relevant background information and present their findings. Additionally, the report will include a discussion of important ethical considerations and global perspectives as they relate to the project. Students will work in groups to peer-review their work throughout the course and deliver a digital presentation summarizing their research and conclusions.

BUS 290, 390, 490 - Selected Topics (1-3).

BUS 291, 391, 391SM, 491, 491SM, 591 - Internship (1-12). R3

BUS 295, 395, 495, 595 - Independent Study (1-12).

BUS 296, 396, 396SM, 496, 496SM, 596 - Practicum (1-6). R3

SM: Sports Management

Communication Arts (CAR)

★★★★★ Completion of ENG 112 or equivalent

CAR 101 – Introduction to Communication Studies (4) Introductory course to the vast field of Communications. Theories, strategies and methods covered will provide students with an initial understanding of concepts as they relate to intercultural, interpersonal, organizational communication, public speaking and small group discussion. Students will acquire a knowledge of the academic background, the practice and the processes of the field of communication.

CAR 105 – Fundamentals of Speech (4) An introductory course in public speaking that focuses on communication skills, including organization of ideas, research, critical thinking and audience adaptability. C2

CAR 145 – Communication Structures (4) An examination of the structures underlying both verbal and visual modes of communication in modern society. Emphasis is placed on a study of comparable features in the various media used in the art of expression. Contemporary media will be investigated against a background of standard patterns of communication. Written, oral, and digital communication skills will also be developed through a series of written research projects and recorded and/or live presentations. C2

CAR 301 – International Journalism (4) ★★★★★ This class focuses on the unique challenges of portraying foreign cultures in reporting. International journalism is a critical component in all facets of reporting, and this course develops an understanding of the complexities inherent in communications with foreign cultures. Students examine international journalists' work, explore how they strive to connect cultures in media conversations and coverage, and generate writing that connects the world through writing and reporting. The course covers practical approaches to journalism today. PS2

CAR 332 – Multicultural Communication (4) ★★★★★ Prerequisite: CAR 105 or 145 or BUS 230. The course examines the relationship between culture and communication with emphasis given to cultural norms and values, variances in contexts, psychological influences, linguistic and nonverbal variables. Additionally, methods for identifying potential cultural miscommunication and processes for resolving them through communication are also explored. PS2

CAR 401 – Social Media in Marketing (4) Prerequisite: Junior standing. In this course students learn how to use social media for marketing with a global perspective. Through examining case studies and interactive class exercises students learn best practices and technical skills in order to connect business objectives with social media strategies, platforms and tactics. R2, PS2

CAR 290, 390, 490 – Selected Topics (1-3).

CAR 295, 395, 495 – Independent Study (1-12).

Community Development (CD)

CD 500 – Professional Practice and Ethics (3) Prerequisite: Graduate or Senior standing. This course provides a basis for understanding one’s professional role and how to follow guidelines for success, taking into consideration questions of conscience, ethics, and values, as well as the tensions between community engagement, advocacy and participatory research, and specialized expertise. It will introduce concepts, tools, and skills needed to perform in diverse professional environments.

CD 535 – Community Development Theory & Practice (3) Prerequisite: Graduate or Senior standing. The course introduces students to theories, debates and practical strategies regarding the sustainable development of less advantaged communities. Students gain an enhanced understanding of the complexities of community, development, sustainability, and participation. They critically analyze “community” as a set of social relations, as a local economy, as a built and natural environment, and as political organization. The course assumes communities have assets and obstacles, and that central to improving community life are communication, organization, inclusion, information and professional expertise. Examines concerns of economic opportunity, institutions, habitation, conflict, security, lack of specific skills and resources that impact livelihood potential; examines organizational efforts to improve communities have their own characteristics, whether community-based, religious, governmental, NGO or others.

CD 550 – Community Ethnography (3) Prerequisite: Graduate or Senior standing. Introduces the ideas and techniques of field-based ethnography, including ethnographic accounts in conjunction with community members. Evolving from the participant-observation model of cultural anthropology, the course teaches students how to see, hear, record, document, and elicit information from community members, and how to weave this material together with other qualitative, quantitative, and geospatial material to create a holistic account of a community, village, or neighborhood. The course provides concrete training in writing and other kinds of graphical representations of social reality, using ethnographic techniques, accounts, maps, photos, charts and tables, and serves as a foundational course for the doing of graduate level field work.

CD 575 – Community Design and Land Use Planning (3) Prerequisite: Graduate or senior standing. The course provides a framework for analyzing the planning

and design issues that a real estate developer will encounter as part of any project. Students will learn to evaluate site for development potential, identify those factors that will influence its design and begin to understand the effect that zoning laws and community stakeholders have on the built environment. The course will include all major real estate product types. The course will teach basic drafting skills such as drawing to scale and the 1-hour lab each week will require a drawing assignment.

CD 290, 390, 490 – Selected Topics (1-3).

CD 295, 395, 495 – Independent Study (1-12).

Community Special Programs (CSP)

CSP 297 Seminar Courses: (1-3) A course for high-school students; each section focuses on a topic in the arts or humanities, social or natural sciences.

Notes:

1. A maximum of 4 CSP units will apply toward graduation at Marymount, but will not fulfill general education requirements.

2. Transferability for college credit varies from institution to institution and from department to department. Unit limitations may apply.

Computer Science (CS)

★★★★ Placement in ENG 112 or equivalent

CS 180 – Introduction to Computers (4) Computer literacy, including an introduction to computer hardware, capabilities and limits of computers, the Internet, data transmission, and impacts of computing; use of productivity tools, including word processors, presentation programs, spreadsheets, databases and communications programs. Laboratory exercises give students hands-on experience with productivity tools. R2

CS 183 – Computer Information Systems (4) ★★★★★ Lecture and Laboratory. The analysis, design, implementation, development and ongoing management of computer-based information systems; related software, hardware and networking issues for business and industry; end-user customization of applications and interfaces; and selection of information, via query and scripting languages. Programming languages and fundamentals of programming. Computer issues in the workplace and society. R2

CS 195 – Programming and Problem Solving (4) Lecture and Laboratory. Prerequisites: prior experience with basic programming concepts recommended. Elements of good programming design, style, documentation and efficiency. Methods for debugging verification. Fundamental techniques for solving problems using C++ programming language. Principles and use of object-oriented

programming, including overloading, data abstraction, templates, inheritance and polymorphism. R2

CS 196 – Introduction to Java Programming (4) Prerequisite: prior experience with basic programming concepts recommended. This course is an introduction to the Java programming language and the Object-Oriented Programming paradigm (OOP). Students will write programs to solve problems in business, mathematics and other subjects, working with character strings, arrays, functions and procedures. Java browser applets will also be covered. R2

CS 210 – Introduction to C Programming Language (4) Fundamentals of the C programming language and its application to problem solving. Topics include structured programming techniques, variable types, control statements, built-in and user-coded procedures and functions, arrays, pointers, full handling, and use of the C library. R2

CS 280 – Introduction to Data Analysis (4) Students use and manipulate data sets needed for analysis and presentation. Students will build and edit detailed electronic spreadsheets containing advanced features and functions such as financial formulas, pivot tables and charts, scenarios and data filters. Some statistical concepts and their applications within MS Excel are introduced. R2

CS 500 – Advanced Data Analysis (1) Prerequisite: Graduate or senior standing. Use and manipulation of data sets needed for data analysis and presentation. Students will build and edit detailed electronic spreadsheets containing advanced features and functions such as financial and statistical formulas, pivot tables and charts, scenarios, and data filters. Proficiency in Microsoft Excel will be developed. R2

CS 290, 390, 490 – Selected Topics (1-3).

CS 295, 395, 495 – Independent Study (1-12).

Criminal Justice (CJ)

★★★★ Placement in ENG 112 or equivalent

★★★★★ Completion of ENG 112 or equivalent

★★★★★★ Completion of ENG 114 or equivalent

CJ 101 – Introduction to Criminal Justice (4) This course is a study of the history and philosophy of administration of justice in the United States. The course will include a survey of law enforcement, the judiciary, and corrections. Topics include crime theory, role expectations and their inter-relationships, punishment, rehabilitation, ethics, education, and training.

CJ 105 – Introduction to Criminology (4) ★★★★★ This course presents an exploration of crimes, criminals, criminal behavior, crime control policies, and

theories explaining illegal or deviant behavior, the social reaction to crime and criminals and the effectiveness of anti-crime policies of social control in the US.

CJ 109 – Introduction to Homeland Security (4) ★★★★★ This course presents an overview of the present homeland security apparatus in the United States since September 11, 2001 when the US created the US Department of Homeland Security, the second largest government re-organization in US history.

CJ 121 – Concepts of Criminal Law (4) ★★★★★ This course examines the historical development and philosophy of law, including the provisions as set forth in the US Constitution, and its application to the criminal justice system. Topics covered in the course will include legal research, case law, crime classifications, crimes against persons, crimes against property, and crimes against the state.

CJ 141 – Legal Aspects of Evidence (4) ★★★★★ This course covers the legal aspects of evidence with the origins, development and philosophy of the constitutional and procedural considerations which affect arrest, search, and seizure. Topics covered in the course include types of evidence, governing rules of admissibility, judicial decisions and interpreting individual rights, and case studies viewed with respect to application in a criminal process from arrest through trial.

CJ 151 – Introduction to Emergency Management (4) ★★★★★ This course introduces the student to the fundamental aspects of emergency management. It examines the roles and responsibilities of government and non-profit agencies when responding to disasters and emergencies with emphasis on man-made, natural, and technological events most likely to affect the United States. The course emphasizes the four concepts of emergency management: preparedness, mitigation, response and recovery; and the role of the Federal Emergency Management Agency (FEMA).

CJ 181 – Criminal Investigations (4) ★★★★★ This course covers the fundamentals of criminal investigation. Topics covered in the course include crime scene search techniques and recording a crime scene; collection and preservation of physical evidence; modus operandi processes; sources of information; interview and interrogation; follow-up investigation techniques, and court preparation.

CJ 200 – The Fundamentals of Forensic Science Investigations (4) This course studies the fundamentals and applications of the forensic sciences and, within it, crime scene management course would survey fundamental topics in biology and chemistry that are relevant to forensic science. Topics include Management of Crime Scenes, Medicolegal Death Investigation, Crime Scene Reconstruction, Biological samples, DNA, PCR, Genetics, Proteins and Enzymes, Cellular Biology, Structure and Reactivity of Chemical Compounds, and Ethics and Forensic Science. This course is designed for forensic investigators, police officers, private or public investigators, or other students or professionals with an interest in forensic investigation. PS3

CJ 301 – Strategic Communication: Literacy Skills for the Public Safety Professional (4) ★★★★★ Prerequisite: CJ 101 This course presents techniques for clearly communicating information during incidents, emergencies, or crisis situations. The course is primarily developed for the public sector for areas such as Criminal Justice, Emergency Management, Fire Service, Homeland Security, and other fields. It focuses on developing the student’s ability to organize information and present it in written, oral, and presentation formats through research, development, writing, and public presentations. Emphasis is placed on applying writing and group presentation skills to professional activities in the public and private sectors. C1, R2

CJ 311 – Criminal Justice Administration (4) ★★★★★ Prerequisite: CJ 101 This course is designed to provide students with the basic philosophy, principles, and organizational structures available for administrators of the police, the courts, and corrections. The course develops a set of principles and practices used to organize and develop the operational deployment of the personnel, define their functions and roles within the criminal justice system. The course will examine the police, the courts, and corrections aspects separately and will not advocate a single or “best” management or organization style.

CJ 315 – Juvenile Justice, the Law, and Delinquency (4) ★★★★★ Prerequisite: CJ 101. This course presents an in-depth look at the theoretical foundations of juvenile delinquency causation. The topics will include the historical background of the United States juvenile justice system, the juvenile courts, the juvenile criminal court jurisdiction, law enforcement interaction with juveniles, prevention and treatment programs, and correctional options for the juvenile criminal offender.

CJ 331 – Ethics and Professional Responsibility in Criminal Justice (4) ★★★★★ Prerequisite: Junior standing or Chair approval. This course examines the philosophical and theoretical basis of ethics within the criminal justice profession throughout the US. It explores professional standards and professional conduct and analyzes and evaluates ethical dilemmas through case studies, research, and discussion. The roles of the organizations within the criminal justice system including police, corrections, prosecution and defense are each reviewed independently, and as a larger system. PS5

CJ 345 – Emergency Preparedness (4) ★★★★★ Prerequisite: CJ 101. The major goal of the US Government is to develop a “resilient” nation that is capable of surviving a major natural or man-made catastrophe. The course reviews the phases of emergency management including prevention, mitigation, preparedness, response, and recovery.

CJ 351 – Corrections: The Theories, Policies, and Practices (4) ★★★★★ Prerequisite: CJ 101. This course presents the historical and philosophical perspectives to law violators with an overview of institutional and community correctional programs and facilities including differing penal institutions.

Alternatives to incarceration are explored and the evaluation of rehabilitation as a crime control strategy is reviewed.

CJ 355 – Criminal Justice, Homeland Security and Terrorism (4) ★★★★★ This course examines the relationship between the historical and contemporary goals of terrorism, the United States homeland security efforts, including the Department of Homeland Security, and selected aspects of the United States criminal justice systems within the background of the larger global community.

CJ 362 – Transnational Crimes and Comparative Criminal Justice Systems (4) ★★★★★ Prerequisite: CJ 101 or ECO 135. This course presents an examination of selected criminal justice agencies around the world and their efforts to combat transnational criminal issues. The political, social, and economic environments are studied in relation to varying criminal justice practices. Topics will include the role of international law, the international criminal courts, the United Nations, and Interpol. R1, PS2

CJ 460– Seminar in Criminal Justice (4) ★★★★★ Prerequisite: CJ 101. This course is intended to provide criminal justice majors with resources in career planning toward specific post-graduation goals of employment within the large criminal justice system. The course is intended only for CJ majors. (Formerly CJ 360) R1, R2, R3

CJ 497 – Criminal Justice Capstone I (4) ★★★★★ Prerequisites: Senior standing, Chair approval, and CJ 301, CJ 360, and PSY 235 or Math 270. This course is the first of two capstone courses that facilitate the student's yearlong senior project that demonstrates the mastery of the Criminal Justice program goals and objectives. This course defines the scope of the project, selection of a mentor, conversion of the defined plan into a project including tasks, timelines, and a plan for approval.

CJ 498 – Criminal Justice Capstone II (4) ★★★★★ Prerequisite: CJ 497 and Chair approval. This course is the second of two capstone courses that facilitate the student's yearlong senior project that demonstrates the mastery of the Criminal Justice program goals and objectives. This is the continuation of CJ 497 and requires the completion of the plan including data collection, data analysis, preparation of the written report and the presentation. \$150 lab fee required.

CJ 290, 390, 490 – Selected Topics (1-3).

CJ 291, 391, 491 – Internship (1-12). R3

CJ 295, 395, 495 – Independent Study (1-12).

CJ 296, 396, 496 – Practicum (1-6). R3

Economics (ECO)

★★★★ Placement in ENG 112 or equivalent

★★★★★ Completion of ENG 112 or equivalent

ECO 135 – Perspectives on Global Development (4) ★★★★★ This course provides a comparative, multi-disciplinary overview of concepts, methods, and theories of development and growth. Global disparities in wealth, power and quality of life are analyzed, and alternative approaches to development are examined. PS2

ECO 220 – Microeconomics (4) ★★★★★ Essential principles of economic analysis from the viewpoint of choices to be made by individual economic units. Scarcity; supply, demand and elasticity; opportunity costs; cost theory; price and output determination under various market structures and factor markets; government regulation; comparative advantage; international trade. Application of economic theory to current economic problems. A3

ECO 221 – Macroeconomics (4) ★★★★★ Essential principles of economic analysis from the viewpoint of the aggregate economy. Market systems; macroeconomic equilibrium; national income accounting; money and financial institutions; competing economic theories; business cycles, including recession, unemployment and inflation; the role of government in developing and implementing fiscal and monetary policies; international trade and finance. These topics are developed and discussed in relationship to current economic problems and issues. A3

ECO 300 – Business, Government and Society (4) ★★★★★ Prerequisite: C or higher in ECO 220 or ECO 135. The business firm as agent of wealth creation and change operates within a society's political, institutional, and cultural context. This course examines the interactions between business, government, and society from historical, conceptual and philosophical perspectives.

ECO 302 – California in the Global Economy (4) ★★★★★ An examination of key California industries including agriculture, energy, education, arts and media, manufacturing, tourism, services, and trade in a regional and global context. Topics include natural and human resources, diversity, migration, innovation, physical infrastructure and transportation, the regulatory and tax environment, and the international flow of goods, ideas and capital. PS2

ECO 400 – People, Profit, Planet (4) ★★★★★ Prerequisite: Upper division standing. An interdisciplinary approach to the challenges of meeting human needs in a socially responsible and environmentally sustainable manner. The course expands on classical economic models by integrating consideration of a triple bottom line of profitability, social equity, and physical sustainability in the broader context of resources, systems, and values. PS2, PS3

ECO 410 – Resource Economics (4) ★★★★★ Prerequisite: upper division standing. This course explores historical analysis of population economics and

resource management. It will examine aspects of local, national and global markets for resources and the implications for future resource policy. Private-sector and public-sector solutions will be debated. Particular emphasis may be placed on timely topics such as the demand and supply of water and various energy sources. PS2, PS3

ECO 520 – Economics for Planning (3) Prerequisite: Graduate or Senior standing
The course supports effective planning by presenting a resource framework and relating the use of economic indicators to interpret a community's economic context at the global, national, regional, local, and project level. Students study the interplay of these economic contexts through a collaborative case study project.

ECO 290, 390, 490 - Selected Topics (1-3).
ECO 295, 395, 495 - Independent Study (1-12).

Education, Early Childhood (EDU)

EDU 110 – Foundations of Education (4) An exploration of all aspects of various early childhood education programs, including their history, philosophy, theorists, teaching techniques, curriculum, equipment and staffing.

EDU 290, 390, 490 - Selected Topics (1-3).
EDU 295, 395, 495 - Independent Study (1-12).

English (ENG)

Incoming students are placed into the sequence of required English courses according to their completion of equivalent courses at another regionally accredited institution; ACT, PSAT or SAT scores; Advanced Placement (AP) Examination scores; International Baccalaureate (IB); or the Accuplacer English placement tests. Students placed based on ACT, PSAT or SAT scores may request to take the appropriate Accuplacer placement test as a method to request a change of placement level according to the Placement Policy (see policy in this catalog).

To progress from one level to the next in the composition sequence (ENG 108, 112, 114) a grade of at least a C in the previous level is required.

ENG 108 – Introduction to College Composition (4) The purpose of ENG 108 is to introduce students to college-level expectations in reading and writing. The course addresses critical reading/thinking skills, mastery of basic English grammar and syntax, idea formation and development, draft revision and editing. Students are introduced to the key elements of the formal essay: clear thesis statements and paragraph development with appropriate topic sentences. At least three major assignments will be graded on a common rubric focusing on content, correct grammar and usage, and organization.

ENG 111 – Intensive Writing Lab (1) This course will support and enhance the learning outcomes of the student’s concurrent writing course, including, but not limited to, developing writing process and strategies, identifying composition styles and tasks, composing strong theses, organizing and clarifying arguments, and strengthening revision skills. The main focus of this course will be to increase students’ confidence and agency in their own writing process. Course may be repeated for credit. Course grading is CR/NC.

ENG 112 – College Composition I: Expository Writing (4) Prerequisite: Completion of ENG 108, if required, with a C or higher. The course introduces students to the requirements of academic writing: the use of quotation, summary, paraphrase and to the conventions of documentation, using a variety of approaches, including enumeration, definition, comparison/contrast. Students are required to complete at least three major assignments, including a limited research paper or documented essay. C1

ENG 114 – Analytical Reasoning and Composition (4) Prerequisite: Completion of ENG 112 with a C or higher. The course introduces students to the key elements of critical analysis by means of written response to culturally diverse college-level readings, refining the students’ use of quotations, summary, paraphrase, logical reasoning and argumentation to support clearly defined thesis statements. The course requires completion of least three major assignments, including an extended research paper or documented essay. C1

ENG 120 – Introduction to Literature (4) Prerequisite: ENG 112. A survey of literature by genre and/or chronology with the principal emphasis on representative works from English and American literature. Short stories, poetry, and at least one play and one novel are studied in critical detail. PS4

ENG 125 – Literature and Film (4) Prerequisite: ENG 112. This course applies the principles of literary criticism and aesthetic analysis to the study of film and literature. Topics include the function of narrative in film, the relationship between the verbal and the visual image, and film as an effective medium for literary themes. PS4

ENG 140 – Introduction to Drama (4) Prerequisite: ENG 112. A survey of dramatic works from the perspective of literature. Various types and forms of the drama as well as the artistic concerns of the dramatist are examined through selections from the history of the theatre. PS4

ENG 310 – American Catholic Writers (4) Prerequisites: ENG 112, a lower division religion course, and a lower division literature course. This course examines American Catholic writers of the 20th Century, with an emphasis on Fiction, Drama, and Film. Students will learn how the author’s Catholic beliefs influence the characters, themes, and situations of the literary work, and understand how belief systems give unique perspectives on various aspects of American culture and society. PS4

ENG 290, 390, 490 – Selected Topics (1-3).
ENG 292 – Publication Productions (1-3).
ENG 295, 395, 495 – Independent Study (1-12).

English as a Second Language (ESL)

ESL units are not degree applicable.

ESL 150 – Intensive Workshop in English as a Second Language (1-4)

Prerequisite: Placement exam and consent of the instructor. A workshop in all of the basic communication skills: reading, writing, listening and speaking. Instruction is individualized to the extent possible. If taken for less than four units, this course may be repeated for credit; however, the total number of credit units given may not exceed four. This course may also be audited.

ESL 295, 395, 495 – Independent Study (1-12).

Geography (GEO)

GEO 108 – Physical Geography (3) Physical Geography is the study of planet Earth as a system of interrelated parts, exploring its major subsystems – land, water and air – and their interactions. Topics include weather and climate, the hydrologic cycle, land forms, soils, and vegetation. PS3

GEO 108L – Physical Geography Lab/Field Study (1) Co- or Prerequisite: GEO 108 and permission of instructor for weekend field trips. Directed application of methods of field study and analysis in physical geography. Lab fee required.

GEO 290, 390, 490 – Selected Topics (1-3).
GEO 295, 395, 495 – Independent Study (1-12).

Global Studies (GS)

★★★★ Placement in ENG 112 or equivalent
★★★★★ Completion of ENG 112 or equivalent

GS 220 – Introduction to Sustainability (4) ★★★★★ Recommended preparation: prior college science course. A survey of the theory and practice of sustainability, addressing human impacts on Earth's natural and human resources through resource consumption, waste and pollution. Coverage includes philosophical rationales, scientific underpinnings, and applied measures to reduce unsustainable practices in business operations, public administration, household management, and other enterprises. PS3

GS 241 - Reflective Experiential Sojourn (1-2) The course requires students who are encountering first hand a culture other than their own to engage in guided reflection on the experience. The course is open to international students studying in

the U.S. as well as any student studying in a MCU-approved program outside of the U.S. May be repeated for credit. PS2

GS 300 – Thirsty Planet-the Science and Politics of Water (4) ★★★★★ This class will examine the scientific facts and the political issues involved in decisions that directly affect our water management decisions. We will also explore the social and ecological impacts of the coming water crisis and our responsibility to future generations. PS2, PS3

GS 405 – Global City (4) ★★★★★ Prerequisite: Junior / Senior standing preferred. A critical study of significant global cities of the world which examines the urban development, history, culture, politics, economics, environment, art, architecture, spatial analysis, resources, and relationships with other cities within globalization. **405A Global City: Los Angeles** - The city of Los Angeles will be studied through the works of scholars, filmmakers, and even the city itself as classroom for various onsite observations. **405B Global City: London** - The city of London as a uniquely globalized and post-colonial city will be studied through the works of scholars, artists, and filmmakers. PS2

GS 290, 390, 490 - Selected Topics (1-3).

GS 295, 395, 495, 595 - Independent Study (1-12).

Health Education (HED)

★★★★ Placement in ENG 112 or equivalent

HED 100 – First Aid and CPR (1) A study of Community CPR and Basic First Aid techniques and procedures. Emphasis on practical skills and assessing emergencies in the home, school and community. American Red Cross certifications may be earned.

HED 130 – Human Sexuality (2-3) ★★★★★ An analysis of human sexual behavior from the physiological, sociological and psychological points of view.

HED 150 – Concepts in Health Education (1-2) Contemporary health knowledge intended to develop proper attitudes and behavior. Topics selected from: nutrition, fitness, drug and alcohol use and abuse, stress, chronic diseases, acquaintance rape, death and dying, self-esteem, and lifestyle diseases.

HED 170 – Fitness for Life (1-2) A combination of physical assessments, classroom lectures, daily walking and/or physical activities to promote optimal wellness.

HED 290, 390, 490 – Selected Topics (1-3).

HED 295, 395, 495 – Independent Study (1-12).

History (HIS)

- ★★★★ Placement in ENG 112 or equivalent
- ★★★★★ Completion of ENG 112 or equivalent

HIS 100 – Western Tradition I (4) ★★★★★ The emergence of European culture and the development of western society from the neolithic era to the Enlightenment. Emphasis on the political, economic, social, religious and intellectual events that had an impact on the maturation of European traditional culture. PS2

HIS 101 – Western Tradition II (4) ★★★★★ Emergence of modern European culture and the development of western society from the Age of Absolutism to the present. Emphasis on political, economic, social, religious and intellectual events that had greatest impact on the maturation of modern Europe. PS2

HIS 120 – History of the United States I (4) Survey of the political and social history of the United States from colonial times to 1865. Special emphasis on the constitutional development of the nation and on the development of American national characteristics.

HIS 121 – History of the United States II (4) Survey of the political, social and institutional changes in the history of the United States since the Civil War. Emphasis on economic growth and the international role of the United States.

HIS 330 – Latin America and the Latino Experience (4) ★★★★★ History of Latin America, with special emphasis on Mesoamerica, from before European contact up to the present. Explores the history of relations between Latin America and the US, with an emphasis on the development of Latino/Hispanic communities in the US, the development of Chicano and Diaspora identities, the role of US-Mexico border, and the role of Mexican heritage in US cultural diversity. Combining archaeology, ethnohistory, history, anthropology, cultural studies, political science, global and ethnic studies, this course provides an in-depth foundation in the origins of, and evolution of, the Latino experience in America. PS2

HIS 290, 390, 490 – Selected Topics (1-3).

HIS 295, 395, 495 – Independent Study (1-12).

Interdisciplinary Studies (ID)

- ★★★★ Placement in ENG 112 or equivalent
- ★★★★★ Completion of ENG 112 or equivalent

ID 101 – A.S.P.I.R.E. Academic Success through Personal Investment and Responsibility for your Education (1) This course is designed to teach students effective and practical learning strategies including time management, the Study Cycle, mind mapping, textbook mapping, and note taking. Course topics derive from research-based, brain-centered learning strategies and the development of

metacognitive skills. Emphasis is on application and reflection of learned strategies. Course is designed to improve confidence, foster personal responsibility, and encourage the implementation of new techniques.

ID 133 – Dynamics of Leadership (0-3) The purpose of this course is to provide the student with an intensive opportunity to analyze responsibilities and commitments in the context of leadership. This course explores theories and styles of leadership in order to understand the changing nature of leadership today and examines the ethics of leadership using current topics. Course grading is CR/NC.

ID 230 – Information Literacy (1) ★★★★★ Learn to construct a research strategy and use research resources for academic and career endeavors. Examine information technology's impact on the individual and society. A1

ID 279 – Study Travel (1) Prerequisites: Completion of appropriate prerequisite course (1-4 units) with a C or above or concurrent enrollment in a companion (2-4 unit) course in preparation for the study component, completion of application for study-travel, and instructor's permission to travel. ID 279 is a companion course which is attached to other courses in the Marymount Catalog in order to enhance the curriculum and provide additional opportunities to meet student interests and needs. May be repeated for credit as long as the travel destination is not repeated. A maximum of 4 units will count towards graduation.

ID 299A – Introduction to Prior Learning Assessment

This non-unit bearing course introduces the concept of prior learning assessment (PLA). It presents a comprehensive overview of the prior learning policy at Marymount California University. It helps the student to understand how learning gained from work and life experience could potentially earn college credit. Students analyze their own background and experience to determine whether pursuing the PLA option might fit their goals and knowledge to expedite degree completion.

ID 299B – Prior Learning Portfolio Development

This non-unit bearing course is for those who intend to submit a Portfolio to document their knowledge and skills derived from non-traditional college experiences. Through online modules, students learn to recognize, articulate and document their prior learning. The course guides students in the preparation of a portfolio and supporting documentation to present for evaluation of college-level learning. The awarding of credit is subject to Program Chair review and approval. \$400 lab fee applies.

ID 497 – Multidisciplinary Studies Capstone I (4) ★★★★★ Prerequisite: ID 230, Senior standing and approval of Liberal Arts Program Chair. Seminar in which the student will develop a research plan and begin research on a project related to both the student's emphases. The Project will be completed in ID 498.

ID 498 – Multidisciplinary Studies Senior Project (4) ★★★★★ Prerequisite: Approval of Program Chair and successful completion of ID 497. Continuation

of Capstone I in which, under the leadership of a designated instructor and in collaboration with other students completing their capstone project, the student completes the research plan developed in ID 497. The project will culminate in an oral and/or audio-visual and written presentation. R3

ID 530 – Leadership Seminar (3) Prerequisite: Graduate or Senior standing. The course offers graduate students and qualified upper division students opportunities to reflect on leadership, through readings, presentation, discussion, and drawing on the experiences of guest speakers and students themselves in a variety of contexts. Includes a practice-based research project.

ID 545 – Leadership as Storytelling (3) Prerequisite: Graduate or Senior standing. Students will review relevant literature on leadership attributes, organizational behavior, and modern communication techniques. Readings, case studies, and field experiences prepare students to develop a leadership messaging plan to a business or organization. Special emphasis is placed on interviewing leaders in the field and reviewing the most current trends in integrated media campaigns.

ID 550 – Grant Seeking: From Identification to Proposal (3) Prerequisite: Graduate or Senior standing. This course will lead students through the process of identifying potential funders, understanding RFPs, creating strong mission and vision statements, and developing a compelling proposal to seek grant funding.

ID 580 – Cross-Cultural Leadership (3) Prerequisite: Graduate or Senior standing. Cross-cultural leadership explores effective leadership across cultures and its impact on international business leadership and management. The impact of culture on concepts of leadership, values, expectations, and patterns of communication will be examined, both to demonstrate the importance of cultural sensitivity in global management and to assist students in developing their own strategies for effectively communicating and negotiating with individuals from other cultures. The course will also examine a variety of ethical and evolving multiethnic workplace issues, and discuss appropriate management styles for multicultural organizations. Students will learn effective ways to research specific cultures and communications styles in order to prepare themselves for cross-cultural encounters and assignments in other cultures.

ID 647, 657, 667 – Fieldwork (3 course sequence, 3 units each)

Prerequisite for ID 647: Graduate standing- Co-requisite: ID 648

Prerequisite for ID 657: PSY 540 and ID 647- Co-requisite: ID 658

Prerequisite for ID 667: ID 657 - Co-requisite: ID 668

Students will apply their knowledge and skills and develop professional expertise within the community. Via their work with community partners, students will contribute to building and maintaining community partnerships.

ID 648, 658, 668 - Research seminar (3 courses, 1 unit each)

Prerequisite for ID 648: Graduate standing - Co-requisite: ID 647

Prerequisite for ID 658: ID 648 - Co-requisite: ID 657

Prerequisite for ID 668: ID 658 - Co-requisite: ID 667

Topics will be offered to address student professional development needs. Example seminars include writing, career development, mentoring, and project management and presentation.

ID 290, 390, 490, 590 - Selected Topics (1-3).

ID 291, 391, 491, 591 - Internship (1-12). R3

ID 192, 292, 392, 492, 592 - Service Learning (1-8).

ID 295, 395, 495, 595 - Independent Study (1-12).

ID 296, 396, 496, 596 - Practicum (1-6). R3

ID 299A - Introduction to Prior Learning Assessment (0).

ID 299B - Prior Learning Portfolio Development (0).

Marymount California University (MCU)

MCU 100 – Freshman Seminar (1-3) An academic orientation to MCU and a critical reflection on personal values, qualities, and attitudes for the purpose of developing the skills, knowledge, and strategies for success in College and in life. R1

MCU 200 – Academic Development: Transitioning to MCU (1) Prerequisite: by placement. The course is required of students transferring to MCU with 30 or more transfer units. It assists students in planning their MCU experience and accessing MCU's resources to achieve their academic goals. R1

Mathematics (MTH)

All math courses are open to students of any English level.

A student's initial Math placement is based on previous college coursework, AP, IB, PSAT, SAT or ACT scores, or the MCU Accuplacer exam. See catalog policy on Placement. Students must meet the respective course prerequisites with a grade of C or higher before continuing into the next course in the math sequence.

MTH 105 – College Algebra (4) This course includes functions and transformations, systems of linear equations, theory of polynomial equations, complex numbers, study of functions (polynomial, exponential, logarithmic, and trigonometric) and their graphs, introduction to vectors, and polar coordinates. A2

MTH 107 – Liberal Arts Mathematics (4) An elementary introduction to mathematics, emphasizing the deductive process and concepts of contemporary mathematics. A2

MTH 109 – Trigonometry (4) This course introduces circular and trigonometric functions. Topics include graphing, equations, identities, laws of sines and cosines, complex numbers and DeMoivre’s theorem. A2

MTH 110 – Precalculus (4) Prerequisite: MTH 109. Study of rational functions, conic sections, quadratic inequalities, induction, the Binomial Theorem, trigonometry and vectors. A2

MTH 111 – Precalculus (4) Prerequisite: Math 105. This course includes rational functions, polynomial and rational inequalities, trigonometry, conic sections, induction, and the Binomial Theorem. A2

MTH 115 – Finite Mathematics (4) This course includes the study of functions, logarithmic and exponential functions, systems of linear equations, matrices, linear programming and the simplex method, set theory, the mathematics of finance, elementary probability and combinatorics, Markov chains, and game theory. A2

MTH 120 – Calculus for Managerial Life and Social Sciences (4) Prerequisite: MTH 105, 110 or 115. A study of calculus to include functions, derivatives, optimization problems, graphs of functions, integration of functions of one variable, functions of several variables, partial derivatives, Lagrange multipliers, double integrals, and application problems that involve concepts from the managerial, life and social sciences. The emphasis is on problem-solving techniques. A2

MTH 130 – Calculus I (4) Prerequisite: MTH 110 or 111. Study of limits, differentiation and integration of algebraic and trigonometric functions, applications of the derivative and the definite integral, and curve sketching. A2

MTH 131 – Calculus II (4) Prerequisite: MTH 130. Differentiation and integration of several transcendental functions, methods of integration, analytic geometry, polar coordinates, parametric equations, indeterminate forms, improper integrals, and infinite series. A2

MTH 132 – Calculus III (4) Prerequisite: MTH 131. Analytic study of vectors, lines, planes, surfaces and curves. This course also studies partial differentiation, multiple integration, Green’s Theorem, surface integrals and Stokes’ Theorem. A2

MTH 220 – Differential Equations and Linear Algebra (4) Prerequisite: MTH 131. Recommended preparation: MTH 132. This course consists of a study of first-order ordinary differential equations, systems of linear equations, matrices, determinants, vector spaces, linear transformations, linear ordinary differential equations having second (or higher) order, Laplace transforms, eigenvalues, eigenvectors, systems of linear differential equations and applications. A2

MTH 270 – Introductory Statistics (4) An introductory course in probability and statistics. It includes calculation and analysis of statistical parameters with statistical

software for personal computers. Topics include sampling, measures of central tendency and variability, probability distribution, normal and binomial distributions, confidence intervals, hypothesis testing. Application of a variety of statistical tests, including the sign test, z-test, t-test, chi-square analysis of variance, linear regression and correlation, and non-parametric tests. Comparable to PSY 235. Credit will not be given for both courses. A2

MTH 290, 390, 490 – Selected Topics (1-3).

MTH 295, 395, 495 – Independent Study (1-12).

Music (MUS)

MUS 165 – Applied Music I (1-2) First term of private applied lessons. Fifteen private lessons per term on an instrument, voice or composition. Open to all students regardless of experience. One half-hour lesson per week earns one unit credit; one one-hour lesson per week earns two units. A = Piano B = Voice, C = Guitar, D = Strings, E = Winds, F = Composition, G = Brass. \$400.00 lab fee required per unit. PS4

MUS 166 – Applied Music II (1-2) Prerequisite: MUS 165. Second term of private applied lessons. Fifteen private lessons per term on an instrument, voice or composition. One half-hour lesson per week earns one unit credit; one one-hour lesson per week earns two units. A = Piano, B = Voice, C = Guitar, D = Strings, E = Winds, F = Composition, G = Brass. \$400.00 lab fee required per unit. PS4

MUS 265 – Applied Music III (1-2) Prerequisite MUS 166. Third term of private applied lessons. Fifteen private lessons per term on an instrument, voice or composition. One half-hour lesson per week earns one unit credit; one one-hour lesson per week earns two units. A = Piano, B = Voice, C = Guitar, D = Strings, E = Winds, F = Composition, G = Brass. \$400.00 lab fee required per unit. PS4

MUS 266 – Applied Music IV (1-2) Prerequisite: MUS 265. Fourth term of private applied lessons. Fifteen private lessons per term on an instrument, voice or composition. One half-hour lesson per week earns one unit credit; one one-hour lesson per week earns two units. A = Piano, B = Voice, C = Guitar, D = Strings, E = Winds, F = Composition, G = Brass. \$400.00 lab fee required per unit. PS4

MUS 365 – Applied Music V (1-2) Prerequisite: Junior or Senior standing; Prerequisite MUS 266. Fifth term of private applied lessons. Fifteen private lessons per term on an instrument, voice or composition. One half-hour lesson per week earns one unit credit; one one-hour lesson per week earns two units. A = Piano, B = Voice, C = Guitar, D = Strings, E = Winds, F = Composition, G = Brass. \$400.00 lab fee required per unit. PS4

MUS 366 – Applied Music VI (1-2) Prerequisite: Junior or Senior standing; MUS 365. Sixth term of private applied lessons. Fifteen private lessons per term on an instrument, voice or composition. One half-hour lesson per week earns one

unit credit; one one-hour lesson per week earns two units. A = Piano, B = Voice, C = Guitar, D = Strings, E = Winds, F = Composition, G = Brass. \$400.00 lab fee required per unit. PS4

MUS 465 – Applied Music VII (1-2) Prerequisite: Junior or Senior standing; MUS 366. Sixth term of private applied lessons. Fifteen private lessons per term on an instrument, voice or composition. One half-hour lesson per week earns one unit credit; one one-hour lesson per week earns two units. A = Piano, B = Voice, C = Guitar, D = Strings, E = Winds, F = Composition, G = Brass. \$400.00 lab fee required per unit. PS4

MUS 466 – Applied Music VIII (1-2) Prerequisite: Junior or Senior standing; MUS 465. Eighth term of private applied lessons. Fifteen private lessons per term on an instrument, voice or composition. One half-hour lesson per week earns one unit credit; one one-hour lesson per week earns two units. A = Piano, B = Voice, C = Guitar, D = Strings, E = Winds, F = Composition, G = Brass. \$400.00 lab fee required per unit. PS4

MUS 290, 390, 490 – Selected Topics (1-3).
MUS 295, 395, 495 – Independent Study (1-12).

Philosophy (PHI)

★★★★ Placement in ENG 112 or equivalent
★★★★★ Completion of ENG 112 or equivalent

PHI 100 – Contemporary Moral Issues (4) A critical examination of controversial moral problems confronting contemporary society. Topics may include: abortion, capital punishment, environmental ethics, sexual morality, euthanasia, affluence and poverty, business ethics, censorship, gun control, discrimination, nuclear war, and genetic engineering. PS5

PHI 110 – Ethics (4) ★★★★★ Concerned with the justification for how/why we treat each other and the environment. The focus is on the question of the good life, the development of moral character, the relative merits of ethical principles, and the ethical assumptions of the student and of modern society. PS5

PHI 120 – Introduction to Philosophy: History of Philosophy (4) ★★★★★ Selected major philosophies from the four great historical periods and their developmental influences into the 21st century. Ancient Philosophy (Buddha, Confucius, Socrates, Plato, Aristotle); Medieval Philosophy (St. Augustine, St. Thomas Aquinas); Modern Philosophy (Descartes, Locke, Berkeley, Hume, Kant); Contemporary Philosophy (James, Ayer, Wittgenstein, Sartre, 20th Century Science).
A3

PHI 121 – Introduction to Philosophy: Issues of Philosophy (4) ★★★★★ Several important topics in philosophic thought: Appearance vs. Reality, Knowledge vs. Skepticism, Freedom vs. Determinism, God vs. Naturalism, Mind-Body Relationship, Self-Identity, Justice and the State, Pluralism and the Common Good, Ethics and the Good Life. A3

PHI 130 – Logic – Critical Thinking (4) ★★★★★ A foundation course in formal and informal logic. Topics include the functions and forms of language, symbolizing ordinary language, deductive logic, inductive logic, informal fallacies, and the scientific method. Emphasis is on appreciating the value of sound/cogent reasoning and unambiguous communication. A3

PHI 145 – Philosophy of Religion (4) ★★★★★ A study of issues raised by religious faith: proofs for existence of God, the problem of evil, atheism, free will, existence/immortality of the soul, and why there are so many religions. A3

PHI 150 – Human Nature and Values (4) ★★★★★ The major ideologies and philosophies defining the meaning of human nature and their consequent values and philosophies of life: Hinduism, Buddhism, Confucianism and Christianity; the teachings of Plato, Aristotle, Aquinas, Descartes, Darwin, Huxley, Marx, Freud, Skinner and Sartre; scientific reductionism; cybernetics. PS5

PHI 215 – Health Care Ethics (4) This course is an introduction to the academic study of health care ethics. The course will examine the foundational methods, principles, and theories of health care ethics in an interdisciplinary setting. This framework will be used for addressing ethical problems in making treatment decisions, providing care among diverse populations, and determining fair allocation of resources. Specific topics may include culture competencies in delivery of health care, research experimentation, reproduction, physician-assisted suicide, and biotechnology. PS5

PHI 310 – Philosophy of Film (4) ★★★★★ Prerequisite: Junior standing or chair approval. Introduces students to the basic contemporary philosophical questions about film: what is the nature of art and artistic endeavor? What is film and how does film fit into this picture? What, if anything, makes good film different from bad film? What role ought the cinema play in human life and society? The main theories developed in contemporary philosophy of film are presented and rigorously analyzed through conceptual analysis and case studies. A3

PHI 315 – Ethics in America: the Pursuit of Happiness (4) ★★★★★
Prerequisite: Junior standing or chair approval. Recommended: one lower division American History or Economics course. The Declaration of Independence defined “The American Dream” as “life, liberty and the pursuit of happiness.” This search defines us as a people. References to “happiness” are everywhere: advertisements promise to help consumers attain it, musicians sing about it, politicians invoke it in an effort to gain public support. But what is it? In this course, we will explore

interpretations of American understandings of happiness in shaping the national moral character, and critically examine the ethical choices people have made and do make “to be happy.” PS5

PHI 320 – American Philosophy (4) ★★★★★ Prerequisite: Junior standing or chair approval. A critical examination of the most influential ideas in United States history that have contributed to the development of a distinctive American Philosophy and so, an American Way of Life. Philosophers and ideas to be considered include: Edwards/Puritanism; Jefferson/American Government; Emerson/Thoreau: Transcendentalism; Pierce/James: Pragmatism; Dewey/Experimentalism; Whitehead/Process Philosophy; Quine/Scientific Empiricism; Searle/Analytic-Linguistic Philosophy. A3

PHI 325 – Modern Catholic Philosophy (4) ★★★★★ Prerequisite: Junior standing or chair approval. This course introduces students to key movements and figures in Catholic philosophy from the nineteenth century through the present day: Romanticism, Ontologism, Integralism, Voluntarism, Phenomenology, Existentialism, Thomism, Analytical Philosophy, and Postmodernism. A3, PS2

PHI 330 – Postmodernism (4) ★★★★★ Prerequisite: Junior standing or chair approval. A critical examination of the people and ideas that have shaped the development of a distinctive emerging postmodern philosophy and the movement’s influence on American and Global thought. The course will also contrast the features of modern thought with more traditional philosophy. Philosophers and ideas to be considered include: Descartes, Derrida, de Certeau, Foucault, Lyotard, Post-Structuralism, Deconstructionism and Social Constructionism. A3

PHI 360 – Philosophy of Psychology (4) ★★★★★ Prerequisite: Junior standing or chair approval. The course considers the nature and purpose of the academic discipline of Psychology and the philosophical questions to which the discipline gives rise. These include: the relationship between perception and reality, the nature of consciousness and personal identity, the validity of psychological methodologies, the relationship of traditional philosophical psychology and the modern discipline of psychology, professional psychological ethics. A3

PHI 375 – Knowledge and Reality (4) ★★★★★ Prerequisite: Junior standing or chair approval. The course will discuss the extent and limitations of human knowledge, especially as they relate to knowing the ultimate nature of reality. Classical and modern philosophies of these subjects will be studied. A3

PHI 385 – Philosophy of Science (4) ★★★★★ Prerequisite: Junior standing or chair approval.. Studies the nature of science: its assumptions, practices, concepts and argument forms. Topics include: the nature of science vs. non-science, the nature of scientific explanation and theory, the nature of scientific progress and the role of theory in scientific progress and research, ethical principles in research, and the relationship of science to other fields of knowledge. A3

PHI 290, 390, 490 – Selected Topics (1-3).

PHI 295, 395, 495 – Independent Study (1-12). Prerequisite: Two courses in Philosophy with a grade of B or better in each course.

Physical Education (PED)

AQUATICS

PED 100 – Beginning Swimming (1) Students will learn proper breathing and stroke techniques for freestyle, breaststroke, backstroke and elementary backstroke with emphasis on safety, technique and conditioning.

PED 101 – Intermediate/Advanced Swimming (1) Course includes strokework on the following: freestyle, backstroke, breaststroke, and butterfly with emphasis on conditioning. Students must have some swimming ability.

PED 104 – Lifeguard Training (1) Development of skills needed to become a lifeguard. Emergency rescue and resuscitations related to aquatics. Students must have at least intermediate swimming ability. Red Cross Lifeguard Training card will be issued upon successful completion of this course. This course fulfills the Health Education requirement.

TEAM AND CLUB SPORTS

PED 121 – Basketball (1) Development of fundamental skills, history, rules and strategies of the game. Open to players of all levels.

PED 122 – Soccer (1) Development of basic soccer skills, including passing, dribbling, trapping and shooting. Emphasis on strategies and game play. Open to players of all levels.

PED 124 – Softball (1) Instruction in batting and fielding with emphasis on game play and rules. Open to players of all levels.

PED 125 – Volleyball (1) Development of basic skills, including serve, pass, set and spike. An emphasis on game play, rules and strategy. Open to players of all levels.

PED 126 – Flag Football (1) This course is designed for students to learn the strategies, fundamentals and rules of flag football. Instruction will focus on offensive and defensive skills and execution.

PED 127 – Beach Volleyball (1) Development of basic skills, including serve, pass, set and spike. There is an emphasis on game play, rules and strategy in the sport of beach volleyball.

PED 128 - Lacrosse (1) Instruction, practice, conditioning and strategies in the game of Lacrosse.

PED 149 – Surfing (1) This course is designed for students who are proficient in basic surfing skills. Students will work to improve overall conditioning and technique, learn safety skills and enhance relationship skills with other ocean athletes.

INDIVIDUAL SPORTS

PED 141 – Beginning Tennis (1) Development of beginning level skills, including groundstrokes, serve, volley, overhead and lob. Instruction in history, rules, etiquette, terms and basic strategies of the game.

PED 142 – Intermediate Tennis (1) Prerequisite: Minimum of B in Beginning Tennis or with instructor's permission. Development of intermediate level skills, including topspin and slice groundstrokes, serving techniques, net play, and strategies.

PED 143 – Advanced Tennis (1) Prerequisite: Minimum of B in Intermediate Tennis or with instructor's permission. Development of advanced skills, including approach shots, topspin and slice lobs, overhead, and strategies.

PED 144 – Jogging (1) Development of running skills and cardiovascular fitness. Open to runners of all levels.

PED 146 – Golf (1) Development of golf skills including basic swing and approach shots. Course concentrates on proper use of clubs; history, course etiquette, rules, terms and basic strategies.

PED 147 – Self Defense (1) Instruction in the basics of self defense and how to be prepared physically and mentally for an emergency situation. Course concentrates on basic kicks, blocks and punches as well as escape from front and back attacks.

PED 148 – Yoga (1) An overview course in yoga with instruction on alignment of postures. Students will improve flexibility, muscle tone and general well-being and learn deep-breathing stress reduction techniques. Open to students of all fitness levels.

PED 150 – Samurai Swordsmanship (1) Techniques from classical samurai sword arts Kenjutsu and Batto-ho. Students will practice with the bokken (wooden samurai sword) to learn solo techniques, two-person forms, samurai etiquette and philosophy. Traditional sword techniques will be combined with unarmed techniques to improve agility, coordination, personal security awareness, muscle tone, and reflexes. Students will learn Japanese language terms as they apply to the practice of these arts.

DANCE

PED 160 – Introduction to Dance Forms I (1) An introduction to dance including jazz, ballet, modern and contemporary dance. Open to dancers of all levels.

PED 161 – Introduction to Dance Forms II (1) Prerequisite: Minimum of B in Introduction to Dance Forms I or with instructor's permission. Continuation of Introduction to Dance Forms I with an emphasis on jazz and composition dance.

PED 162 – Beginning Step Aerobics (1) This step class focuses on a cardiovascular workout, plus added benefits of muscle conditioning, yoga and basic health information. Open to students of all fitness levels.

PED 163 – Power Step Workout (1) An advanced step exercise workout designed to build cardiovascular fitness. Included in course–muscle conditioning, yoga and basic health information.

INTERCOLLEGIATE ATHLETICS

PED 182 – Women's Intercollegiate Tennis (1-2) Prerequisite: Instructor's approval. Instruction and competition in the advanced skills of the game.

PED 183 – Men's Intercollegiate Tennis (1-2) Prerequisite: Instructor's approval. Instruction and competition in the advanced skills of the game.

PED 184 – Women's Intercollegiate Soccer (1-2) Prerequisite: consent of instructor. Instruction, practice, conditioning and strategies in the advanced skills of the game. Course includes competition in the NAIA conference.

PED 185 – Men's Intercollegiate Soccer (1-2) Prerequisite: consent of instructor. Instruction, practice, conditioning and strategies in the advanced skills of the game. Course includes competition in the NAIA conference.

PED 186 – Intercollegiate Golf (1-2) In this course, students will continue to develop their golfing skills while competing at the intercollegiate level. Additionally, the objectives of this course include mastering the rules of golf and golfing etiquette.

PED 188 – Women's Intercollegiate Cross Country (1-2) Prerequisite: approval of coach. Intercollegiate cross country participation. Learning the rules and regulations of intercollegiate cross country and the training techniques and theory of running cross country.

PED 189 – Men's Intercollegiate Cross Country (1-2) Prerequisite: approval of coach. Intercollegiate cross country participation. Learning the rules and regulations of intercollegiate cross country and the training techniques and theory of running cross country.

PED 190 - Women's Intercollegiate Track & Field (1-2) Prerequisite: consent of coach Intercollegiate Track & Field participation required. Learning the rules and regulations of intercollegiate track & field and the training techniques and theories of competing in intercollegiate track & field.

PED 191 – Men's Intercollegiate Track & Field (1-2) Prerequisite: consent of coach Intercollegiate Track & Field participation required. Learning the rules and regulations of intercollegiate track & field and the training techniques and theories of competing in intercollegiate track & field.

PED 192 – Intercollegiate Softball (1) Instruction in the rules and regulations of intercollegiate softball and the training techniques and theories of competing in intercollegiate softball. MCU team participation required.

PED 193 – Intercollegiate Baseball (1) Instruction, rules and strategies of intercollegiate baseball including training techniques and theories of competing. Participation on the MCU Intercollegiate Baseball team is required.

PED 194 – Women's Intercollegiate Volleyball (1) Instruction in the rules and regulations of intercollegiate volleyball and the training techniques and theories of competing in intercollegiate volleyball. Participation on the MCU Intercollegiate Volleyball team is required.

PED 290, 390, 490 – Selected Topics (1-3).

PED 295, 395, 495 – Independent Study (1-12).

Political Science (POL)

★★★★ Placement in ENG 112 or equivalent

POL 100 – American Institutions (4) ★★★★★ Studies the philosophical foundations, structures and functioning of the US political system, both at a Federal and State level, with special attention to the State of California.

POL 110 – Introduction to Political Science (4) ★★★★★ Basic concepts of political science and contemporary political analysis. This course considers the major terms, concepts, functions and institutions related to the processes of politics.

POL 220 – Comparative Government (4) ★★★★★ Government institutions, constitutional principles and political problems in a selected variety of major national states – including modern France, Great Britain, the former Soviet Union and Germany. PS2

POL 240 – Introduction to International Relations (4) ★★★★★ This course develops critical thinking skills through observation, analysis and evaluation of competing theories concerning international politics and the specific challenges

facing decision-makers. Topics include international conflict and cooperation, economic development, and global environmentalism. PS2

POL 290, 390, 490 – Selected Topics (1-3).

POL 295, 395, 495 – Independent Study (1-12).

Psychology (PSY)

★★★★ Placement in ENG 112 or equivalent

★★★★★ Completion of ENG 112 or equivalent

★★★★★★ Completion of ENG 114 or equivalent

PSY 150 – General Psychology (4) Survey of various fields within the discipline of psychology, such as perception, memory and personality, and how each of these fields contributes to understanding and improving human behavior.

PSY 205 – Child and Adolescent Development (4) ★★★★★ This course is designed to explore major concepts, theories, issues, research findings, and application in the field of child and adolescent development, ranging from conception through adolescence.

PSY 210 – Adult Development and Aging (4) ★★★★★ This course is a multidisciplinary exploration of the biological, psychological, and social domains of the lives of adults. Includes theoretical perspectives on changes in the adult experience beginning in the second decade of life.

PSY 220 – Human Life-Span Development (4) ★★★★★ Prerequisite: PSY 150. This course investigates major concepts, issues and methods in the study of human development, from conception through death, with emphasis on the following aspects of development: physical, perceptual, cognitive, language, moral, personality (social and emotional) and atypical.

PSY 222 – Psychology of Gender (4) ★★★★★ This course examines the biological and social context in which women and men express gendered behaviors. Research and scholarship provide the material for a critical review and an overall picture of gender from a psychological perspective, while emphasizing cross-cultural and diversity perspectives of gender.

PSY 228 – Abnormal Psychology (4) ★★★★★ Prerequisite: PSY 150. This course investigates major psychological disorders, treatment modalities, and various theories of psychopathology. Emphasis is placed on diagnosis, treatment and prevention.

PSY 230 – Drug Use and Abuse (4) Investigation of the myths and realities of drug use and abuse. Legal and illegal drugs in terms of their physical and psychological effects; uses and values; health risks; incidence and frequency of use; causes,

treatment and prevention of abuse. Drugs and sexuality, athletics/sports, drug-free altered states of consciousness.

PSY 235 – Introduction to Statistics for the Study of Behavior (4) ★★★★★

Application of descriptive and inferential statistical techniques for summarizing research data in the behavioral sciences; including levels of measurement, frequency distributions, central tendency, variability, normal distributions, Central Limit Theorem, and applications of a variety of statistical tests. Data analysis technologies are used to develop digital literacy. Comparable to MTH 270. Credit will not be granted for both classes. A2

PSY 240 – Research Methods for the Study of Behavior (4) ★★★★★

Prerequisite: C or higher in PSY 235 or MTH 270. An introduction to scientific inquiry and research in the social sciences, including experimental and non-experimental designs. Includes data collection strategies, hypothesis testing, analyzing tests of measurement, and use of computer aids. Ethical perspectives, issues, and concepts are applied to case studies. For students planning to major in the behavioral/social sciences, Statistics is the first component of a recommended two-course sequence and should be followed by PSY 240. A3, R2, PS5

PSY 280 – Intercultural Psychology (4) ★★★★★ Prerequisite: PSY 150. This course introduces theories, concepts and research methods employed in studying behavior in the intercultural context, variables influencing human interaction, and basic knowledge concerning cultural issues. This course facilitates students' development of observational and analytical skills regarding intercultural interaction. A3, PS2

PSY 310 – Positive Psychology (4) ★★★★★ Prerequisite: PSY 150. This course focuses on the psychological aspects of a fulfilling and flourishing life. Topics include change, goal-setting, focus, self-esteem, happiness, empathy, friendship, love, creativity, achievement, mindfulness, spirituality, and good-natured humor.

PSY 315 – Industrial/Organizational (I/O) Psychology (4) ★★★★★ Prerequisite: PSY 150. This course studies the principles of psychology that pertain to the workplace, such as: management; research methods for job satisfaction, motivation, and attitudes; coaching; emotional intelligence; and leadership. I/O psychology is not simply the psychology of business. It looks at human behaviors in the workplace and attempts to describe, measure, and evaluate these behaviors. I/O psychology deals with the interactions and factors that affect people within the workplace and seeks to answer the question of how our workplace functions, why it functions as it does, and how we can improve management, leadership, and morale in the workplace.

PSY 328 – Personality Theory (4) ★★★★★ Prerequisites: PSY 150 or consent of instructor. This course explores the question "How do humans get to be the way they are?" This course provides an overview of current theories of the structure, dynamics, and development of human personality and personality traits. It also

explores the assumptions about human nature that underlie the various major theories of personality through the works of Freud, Jung, Maslow, Rogers, Watson and other historical and modern major theorists and models. A3

PSY 330 – Forensic Psychology (4) ★★★★★ Prerequisite: PSY 150. An introduction to the field of forensic psychology. Surveys the interface between psychology and the law. Emphasis is placed on ethics in psychology, criminal personalities, profiling and mental health services provided correctional inmates.

PSY 335 – Physiological Psychology (4) ★★★★★ Prerequisite: PSY 150. Study of the neurological and physiological foundations of behavior. Includes an introduction to functional neuroanatomy, as well as detailed study of the physiological bases of sensation, perception, emotion, motivation, learning, and higher mental functions. PS3

PSY 336 – Learning Theory (4) ★★★★★ Prerequisite: PSY 150. Introduction to principles of learning through discussions of early and contemporary learning theory. Application of principles in educational and therapeutic settings is also examined.

PSY 337 – Cognitive Processes (4) ★★★★★ Prerequisite: PSY 150. This course discusses the higher mental functions such as memory, thinking, language, and problem solving through examination of contemporary research in the field.

PSY 340 – Foundations of Counseling (4) ★★★★★ Prerequisite: PSY 150. This course is an introduction to counseling theory and practice. Psychological theories, techniques and processes are studied. Ethical perspectives, issues and concepts are understood through psychological case studies. PS2

PSY 345 – Social Psychology (4) ★★★★★ Prerequisites: Completion of PSY 150 or SOC 100 or consent of instructor. Recommended course: PSY 240. Concerned with understanding how an individual's behavior, thoughts and feelings are affected or influenced by the presence, characteristics and actions of other people. Focuses on social interaction – describing, understanding and explaining interpersonal behavior.

PSY 348 – Writing for the Social & Behavioral Sciences (4) ★★★★★ Prerequisite: PSY 150. Provides a solid foundation for writing in APA style, communicating research findings, and improving upon basic writing skills. Students will write documents to communicate information from scientific literature in the social and behavioral sciences and will learn to write in a variety of formats (e.g., abstracts, poster presentations, journal-style manuscripts). This course is intended for declared psychology majors. Students who have not yet declared their major or who have declared a major other than psychology may register on a case-by-case basis in consultation with the psychology program director. C1

PSY 350 – Junior Seminar in Psychology (4) ★★★★★ Prerequisite: PSY 150 and Junior standing. This course is intended to provide psychology majors with resources in career planning toward specific post-graduation goals of either seeking psychology-related employment, or applying for graduate school. The course is designed to facilitate preparation for senior year, a practicum placement at a psychology-related site (if applicable), and the establishment of a successful work identity and goals. This course is intended only for declared psychology majors and MDS students with a Psychology emphasis. R1, R2, R3

PSY 370 – Psychology of Health and Wellness (4) ★★★★★ Prerequisite: PSY 150. This course will explore the contributions of psychology to our understanding of health and illness. We will explore the relationship between psychological factors and the development of illnesses; the role that social, emotional, and behavioral factors play in the prevention of illness and the maintenance of a healthy lifestyle; and we will examine how psychologists can assist in the management of chronic and terminal illnesses. We will also take a critical look at the current state of our healthcare system. PS3

PSY 380 – Applied Intercultural Psychology (4) ★★★★★ Prerequisites: PSY 150 and PSY 280. This course focuses on the application of intercultural psychology to improve the well-being of people in a variety of settings. It discusses theories and concepts related to variables influencing human interaction and basic knowledge concerning intercultural interaction, cultural issues, and social justice. PS2

PSY 410 – Motivation and Emotion (3) ★★★★★ Prerequisite: PSY 150. Study of needs, feelings, desires and purposes that arouse and direct human behavior.

PSY 470 – Sports Psychology (4) ★★★★★ Prerequisite: PSY 150. This course will cover various psychological principles associated with sport. Exploration of which psychological variables can hinder athletic performance and which variables can enhance performance. Introduction to psychological techniques that can enhance sport performance.

PSY 494 – Advanced Research Methods (4) ★★★★★ Prerequisite: PSY 240. This is the second course in research methods and is designed to apply research methods learned in a previous research course. Faculty will mentor and facilitate the student's semester long project that will demonstrate their mastery of the Psychology Program Learning Outcomes and their ability to plan, execute and deliver an original project. This course includes: completing the execution of the plan, data entry, data analysis, preparation of the written report, and presentation of the project. \$150 lab fee required. R3

PSY 497 – Psychology Capstone I (4) ★★★★★ Prerequisite: PSY 235, PSY 240, PSY 348, Senior standing, and Chair approval. This course is the first of two capstone courses (PSY 497 & 498) that mentor and facilitate the student's year-long senior project that will demonstrate their mastery of the Psychology Program

Learning Objectives and their ability to plan, execute, and deliver an original project. At a minimum, this course will include the front-end activities of the senior capstone project: defining the scope of the project, selection of a mentor, converting the defined project into an executable project plan including tasks and a timeline, presenting the scope and plan for approval, and beginning the execution of the plan. The second course (PSY 498) is focused on completing the execution, report preparation, and presentation of the project.

PSY 498 – Psychology Capstone II (4) ★★★★★ Prerequisite: C or higher in PSY 497, and Chair approval. This course is the second of two capstone courses that mentor and facilitate the student’s year-long senior project that will demonstrate their mastery of the Psychology Program Learning Objectives and their ability to plan, execute, and deliver an original project. This course is a continuation of the activities begun in PSY 497 and includes: completing the execution of the plan, data entry, data analysis, preparation of the written report, and presentation of the project. \$150.00 lab fee required.

PSY 540 – Research Methods and Assessment (4) Prerequisites: Graduate or Senior standing, plus completion of an undergraduate statistics course from a regionally accredited institution. This course is intended to prepare graduate students to assess, plan, and conduct community-based research. Students from several disciplines will share perspectives, develop skills, and explore ways to effectively respond to community needs via research. Students will learn to enlist community partners as researchers to develop a research plan, collect, analyze, and disseminate data to appropriate audiences.

PSY 600 – Community Intervention and Social Change (3) Prerequisite: Graduate or Senior standing. This course will examine concepts, values, theories, strategies, and tactics of community intervention and social change. Interventions will be studied in terms of both their theoretical roots and implications or practical considerations. Specific intervention strategies considered will include community organizing, alternative settings, mutual help, and advocacy.

PSY 610 – Psychological Science and Public Policy (3) Prerequisite: Graduate or Senior standing. This course will explore the use of public policy to influence social change. To this end, students will survey major areas of basic and applied psychology. Applied research aims to improve individual and community well-being, and basic research will be used to support these aims. Students will select a current social issue and collate relevant research to support a policy position.

PSY 630 – Prevention Science (3) Prerequisite: Graduate or senior standing. This course will discuss the history of the field of prevention, basic concepts, conceptual models, and approaches. Applications regarding specific social problems and social settings will be investigated. This course will allow students to critically evaluate prevention programs in the community. Further, it is anticipated that students will

become well-equipped to design a prevention plan that holds promise for enhancing individual and/or community well-being.

PSY 640 – Organizational Development & Consultation (3) Prerequisite: Graduate or senior standing. This course will explore the consulting role within organizations. Ethics, skills, and techniques of action research and organizational development will be discussed. Further, the process of organizational and group behavior and learning will be explored.

PSY 650 – Human Diversity & Cultural Competence (3) Prerequisite: Graduate or Senior standing. This course will provide a foundation of knowledge for effective research and practice with diverse individuals and groups. Diverse backgrounds, worldviews, and traditions will be explored based on race, ethnicity, class, religion, gender, ability, sexuality, and age. We will also explore how elements of the social structure construct have led to systems of oppression and privilege.

PSY 660 – Program Evaluation (3) Prerequisite: Graduate or Senior standing, plus completion of PSY 540. This course will familiarize students with different types of program evaluation. Students will explore needs assessments, and process and outcome evaluation. Students will investigate conceptual frameworks and develop indicators and an evaluation plan to measure aspects of social programs. Discussion of the strengths and limitations of numerous study designs will allow students to plan and execute effective assessments of community programs.

PSY 290, 390, 490 - Selected Topics (1-3).

PSY 291, 391, 491, 591 - Internship (1-12). R3

PSY 295, 395, 495, 595 - Independent Study (1-12).

PSY 296, 396, 496, 596 - Practicum (1-6). R3

Religious Studies (REL)

★★★★ Placement in ENG 112 or equivalent

★★★★★ Completion of ENG 112 or equivalent

REL 102 – Roots of Western Religious Literature I (4) The literature of ancient Hebrew civilization and of the early Christian movement, as preserved in the Bible, from a culture very different from our own. The course aims to capture a sense of what this literature meant to the people of its time by studying its historical, cultural and literary background. This provides depth and perspective for a student's personal interpretation of the Bible. PS1

REL 103 – Roots of Western Religious Literature II (4) The literature of the early Christian movement, as preserved in the New Testament of the Bible, was produced in a culture very different from our own. The course aims at reading this literature through the eyes of key persons of that time. The student will thus obtain a fresh perspective that will provide context and enrichment for personal reading of scripture literature. PS1

- REL 112 – Nicene Creed** (4) An introductory survey of traditional Christian belief as expressed in the Nicene Constantinopolitan Creed. (Replacing REL 110). PS1
- REL 120 – Introduction to Catholic Thought** (4) ★★★★★ Students will examine various themes in Catholic theology and how they relate to perennial human questions and aspirations. Theology can be understood as reflection upon faith experience, which in turn leads to the formulation of structures of belief. Students will gain an appreciation of the Catholic understanding of the human person, approach to revelation and mystery, and contribution to moral reasoning. In this conversation with the Catholic tradition, students will explore their own approach to foundational spiritual and ethical questions. PS1
- REL 130 – World Religions** (4) Introduction to the history, literature and thought patterns of the major religions of the world. PS1, PS2
- REL 230 Catholic History & Thought** (4) ★★★★★ Survey covering Catholic history, with a focus on thought, doctrine, ritual, and other aspects to provide students with a basic knowledge of the Church, its origins, development, and contemporary situation in a global context. PS1
- REL 310 – Catholic Social Teaching** (4) ★★★★★ Prerequisite: Junior standing or chair approval. Studies the complex social problems facing the modern world by investigating the ways the Catholic Church, Catholic thinkers and activists have applied Christian principles to social issues, with special emphasis on official church documents since Leo XIII's *Rerum Novarum* (1891). Students are not required to accept Catholic social teaching, but to enter into dialogue with it. PS1
- REL 330 – Religion, War and Peace** (4) ★★★★★ Prerequisite: Junior standing or chair approval. Studies the relationship of religion to war. This course will discuss the following questions: Is religion inherently inclined to violence? Is monotheism inherently inclined to violence? Have most wars really been religious at root? The course will include discussion of contemporary conflicts between religious groups.
- REL 342 – Religion in American Popular Culture** (4) ★★★★★ Prerequisite: Junior standing or chair approval. Studies the understanding of religion expressed or implied in selected works of contemporary American popular culture (fiction, film, music, theatre, television). The course includes an analysis of the attitudes to and understandings of religion implied in the work, a critical study of any factual claims about religion made in the work, and a comparison/contrast of religious self-understanding with the way in which religious belief is understood in the work.
- REL 370 – Contemplative Practice and Mental Health** (4) ★★★★★ Prerequisite: Junior standing or chair approval. By means of reading, discussion and practice the course will explore some basic contemplative practices in order to understand how they contribute to spiritual growth and mental health. Emphasis will be on the

Christian tradition, with reference to other religious traditions. The course is open to students of any or no religious affiliation.

REL 290, 390, 490 – Seminars on Selected Topics (1-3).

REL 295, 395, 495 – Independent Study (1-12).

Science (SCI)

★★★★ Placement in ENG 112 or equivalent

★★★★★ Completion of ENG 112 or equivalent

★★★★★★ Completion of ENG 114 or equivalent

SCI 100 – Introduction to Physical Science (4) This is a lecture and laboratory course. Interrelates the fundamental principles of chemistry and physics with emphasis on the experimental nature of science for the non-science major. \$150.00 lab fee required. PS3

SCI 115 – Fundamentals of Chemistry (5) This is a lecture and laboratory course with a discussion section. The fundamental principles of chemistry are stressed, with emphasis on the chemistry of inorganic compounds. Includes the topics of atomic structure, chemical bonding, descriptive chemistry, stoichiometry, gas laws, solutions, equilibrium and redox. Recommended for students as a prerequisite for SCI 220, SCI 240, and/or SCI 116. \$150.00 lab fee required. PS3

SCI 116 – Fundamentals of Organic and Biochemistry (4) Prerequisite: SCI 115. This is a lecture and laboratory course with a discussion section. A survey of organic and biochemistry. A study of the fundamental principles of organic chemistry, including molecular structure, properties and reactions of organic compounds and their role in human biochemistry. An introductory look at the structure and function of biological macromolecules. Recommended for students entering an allied health field. \$150.00 lab fee required. PS3

SCI 120 – Physical Geology (4) This is a lecture and laboratory course. Composition and structure of the earth, the forces acting upon it and the resulting surface features. Includes laboratory demonstrations and optional field trips. \$150.00 lab fee required. PS3

SCI 130 – Biology of Animals (4) This is a lecture and laboratory course designed especially for the non-science major. Structure, function, development, evolution and overall diversity of animals. Interactions between animals and their environment. \$150.00 lab fee required. PS3

SCI 132 – Human Anatomy (4) ★★★★★ Recommended prerequisite: successful completion of high school or college biology. This is a lecture and laboratory course. An introduction to the structure of the human body at both the macroscopic and

microscopic levels. Laboratory includes extensive dissection of preserved animals. \$150.00 lab fee required. PS3

SCI 133 – Human Physiology (4) ★★★★★ Recommended prerequisite: High school biology and chemistry with a grade of C or better, or their college equivalents. SCI 132 strongly recommended. This is a lecture and laboratory course. An introduction to the function of the human body at the molecular, cellular and organ system levels of organization. \$150.00 lab fee required. PS3

SCI 135 – Anatomy and Physiology (4) ★★★★★ Recommended prerequisite: High school biology or chemistry or the equivalent. This is a lecture and laboratory course. Structure and function of the human body. Basic physical, chemical and biological principles necessary to understand the functioning of the organism as a whole and of the major systems. Recommended for psychology majors. \$150.00 lab fee required. PS3

SCI 136 – Medical Terminology (1) Recommended prerequisite: a life science course. This course provides an introduction to medical terminology/vocabulary commonly used in the medical field. Throughout the duration of the course students will learn the concept of “medical word building,” word origins and how to effectively analyze word roots, prefixes, and suffixes. This course will focus being able to properly build, spell, define, and pronounce medical terms.

SCI 140 – Plants and Civilization (4) This is a lecture and laboratory course. This course is designed especially for the non-science major. Basic structure, physiology and evolution of the major plant groups and the roles of plants in the development of civilization and in modern society. \$150.00 lab fee required. PS3

SCI 145 – Principles of Biology (4) This is a lecture and laboratory course. Major themes and unifying concepts of biology; physical/chemical basis of life; cellular biology; genetics and evolution. Surveys the biological kingdoms, including structure and function, evolution and diversity, behavior and ecology of representative groups. \$150.00 lab fee required. PS3

SCI 150 – Microbiology (4) Prerequisite: High school biology or chemistry or equivalent. This is a lecture and laboratory course. This course studies the biology of living microorganisms, with emphasis on bacteria and their role in health and other human-related activities. Stresses disease-related microbes, with emphasis on laboratory skills in culturing, isolation and identification of selected, non-pathogenic bacteria. \$150.00 lab fee required. PS3

SCI 155 – Introduction to Genetics (4) Principles of heredity with emphasis on humans. Includes the structure and function of genetic material, inherited diseases, the role of genes in cancer and current research in genetic engineering. This course is for the non-science major and has no college science prerequisite. PS3

SCI 160 – Marine Biology (4) This is a lecture and laboratory course. An introduction to the sea and its inhabitants. Includes study of the major marine ecosystems, with emphasis on the intertidal. Also considers the problems arising from man's intervention in the natural marine systems. Laboratory emphasizes field studies, dissections and studies of live organisms. \$150.00 lab fee required. PS3

SCI 170 – Ecology of Humans (4) This is a lecture and laboratory course. This is a study of the relationship between humans and the physical and biotic environment. The emphasis is directed toward the basic principles of ecology and evolution, the historical impact of humans on ecosystems and current environmental problems. \$150.00 lab fee required. PS3

SCI 200 – General Physics I (4) Prerequisite: MTH 105. This is a lecture and laboratory course. This course covers kinematics, dynamics, statics, energy and momentum, rotation, and simple harmonic motion. \$150.00 lab fee required. PS3

SCI 201 – General Physics II (4) Prerequisite: SCI 200. This is a lecture and laboratory course. This course covers fluids, relativity, wave motion (including sound and light), electricity and magnetism. \$150.00 lab fee required. PS3

SCI 220 – General Chemistry I (5) Prerequisite: SCI 115, or passing grade on the chemistry proficiency exam. This is a lecture and laboratory course with a discussion section. General Chemistry for Science and Engineering majors with laboratory. This is the first semester of a two-term sequence. It covers fundamental principles and laws of chemistry. Topics include states of matter, measurement, atomic structure, quantum theory, periodicity, chemical reactions, molecular structure and chemical bonding, stoichiometry, gas laws and theories and solutions. The laboratory work emphasizes physical-chemical measurements, quantitative analysis and synthesis. \$150.00 lab fee required. PS3

SCI 221 – General Chemistry II (5) Prerequisite: SCI 220. This is a lecture and laboratory course with a discussion section. This course is the second course in the two-term sequence for General Chemistry for Science Majors with Laboratory, 1 year. Topics include thermodynamics, chemical kinetics, chemical equilibrium, acid-base theory, oxidation-reduction, electrochemistry, descriptive chemistry of representative metallic and non-metallic elements, and an introduction to nuclear and organic chemistry. The laboratory work emphasizes physical-chemical measurements, quantitative analysis and synthesis. \$150.00 lab fee required. PS3

SCI 224 – Introductory Astronomy (4) An introductory course designed to introduce students to the basic concepts of astronomy, including cosmology, cosmogony, elements of the solar system, stellar formation, galaxies and planetary observation. PS3

SCI 230 – Physics I with Calculus (5) ★★★★★ Prerequisite: MTH 130 or MTH 120. This is a lecture and laboratory course with a discussion section. This course is a

calculus-based survey of kinematics, dynamics, statics, momentum, energy, rotation, gravitation and planetary motion. In addition, the course covers elasticity and vibration, wave motion, interference and standing waves, sound, the kinetic theory of gases, and thermodynamics. \$150.00 lab fee required. PS3

SCI 231 – Physics II with Calculus (5) ★★★★★ Prerequisite: SCI 230. Recommended preparation: MTH 131 and MTH 132. This is a lecture and laboratory course with a discussion section. This course is a calculus-based survey of electricity, magnetism, light, geometric and physical optics, special relativity, atomic and nuclear physics. \$150.00 lab fee required. PS3

SCI 233 – The Science of Human Performance (4) ★★★★★ Prerequisite: one course from SCI 130, 132, 133, 135, 145, 150, 155, 160, 240, 241, 242 or 246. Principles of physiology and nutrition as they relate to physical activity and human performance. The course offers an overview of the study of kinesiology—the study of human movement. The course is for students who want a better understanding of the positive effects of physical activity and nutrition on health, exercise performance and longevity. PS3

SCI 240 – General Biology I (4) Prerequisite: SCI 115 or 220. This is a lecture and laboratory course. This is the first of the three-course sequence designed for Biology majors. It provides a foundation in the principles of scientific inquiry and research, as well as to introduce to the structure and functions of a cell, as the basic unit of life. It describes cellular energy transformations and the process of growth including mitosis, meiosis and life cycles. In addition, laboratory sessions encourage the development of data collection and graphing skills and require scientific analysis and interpretation of data. The nature of scientific thought and current progress in biology are discussed. \$150 lab fee required. PS3

SCI 241 – General Biology II (4) ★★★★★ Prerequisite: SCI 240. This is a lecture and laboratory course. This is the second of the three-course sequence designed for Biology majors. It provides a foundation in the principles of genetics, evolution and ecology. Topics include the structure, function and transmission of genes from the perspectives of classical genetics and molecular biology, evolution and the interactions between organisms and their environment. In the laboratory sessions, students perform experiments that require data analysis and systematization. \$150 lab fee required. PS3

SCI 242 – General Biology III (4) ★★★★★ Prerequisite: SCI 241. This is a lecture and laboratory course. This is the third of the three-course lecture and laboratory sequence designed for Biology majors. Biodiversity of organisms is explored and their systems examined at and above the cellular level with plants, invertebrates, and vertebrates receiving equal attention. Topics include systematics, morphology, physiology, evolution and behavior. In addition, laboratory work included open-inquiry investigations and library research. \$150 lab fee required. PS3

SCI 246 – Nutrition (4) ★★★★★ A comprehensive study of the biology of metabolism and nutrition, the pathology that results from poor nutrition, and the medical application of nutrition from neo-natal, pediatric, teen and adult perspectives. Students will gain knowledge of the psycho-social ramifications of nutrition in the current populace with special emphasis on alcohol disordered eating and diabetes. PS3

SCI 315 – Organic Chemistry I (5) ★★★★★ Prerequisite: SCI 221. This is a lecture and laboratory course. The first of the two-course Organic Chemistry sequence. Topics include an introduction to Organic Chemistry to include structure, reactions, mechanism, and analysis of major functional groups of organic chemistry. Discussion will include ionic and radical reactions. \$150.00 lab fee required. A3, PS3

SCI 316 – Organic Chemistry II (5) ★★★★★ Prerequisite: SCI 315. This is a lecture and laboratory course. The second of the two-course Organic Chemistry sequence. Topics include structure and reactions of alcohols, carboxylic acids, aldehydes, ketones, amines, aromatic compounds, heterocycles, sugars and amino acids. \$150.00 lab fee required. A3, R2, R3, PS3

SCI 320 – Biochemistry (4) ★★★★★ Prerequisites: SCI 316. Lecture 4 hours per week. This course is a survey of biochemistry covering intermediary metabolism and compounds of biochemical interest. The focus is on the application of biochemicals, catabolic pathways and regulation, and the biochemical foundations of life. Topics covered include: biochemical bonds and reactions, enzyme kinetics, amino acids, proteins, lipids and carbohydrates. Metabolism and regulatory pathways: glycolysis and gluconeogenesis, pentose phosphate, citric acid cycle, degradation and biosynthesis of lipid glycogen synthesis and degradation, oxidative phosphorylation. PS3

SCI 321 – Biochemistry Lab (2) ★★★★★ Prerequisite: SCI 320. This is a lecture and laboratory course. Biochemistry laboratory focuses on techniques used for preparation and quantitative analysis of macromolecules. The course addresses the current biochemical techniques used in research and in biotechnology laboratories. It covers micro pipetting, solution preparation, activity assays, homogenization, protein detection using Bradford and colorimetric assays, SDS-PAGE, Western Blot analysis, enzyme kinetics, lipids and carbohydrates detection. \$150 lab fee required.

SCI 330 – Biology of Microorganisms (4) ★★★★★ Prerequisite: SCI 241. This is a lecture and laboratory course. This course covers microbial biology, biochemistry and genetics; ultrastructure and morphology, energy metabolism, physiology of bacterial growth, regulatory mechanisms, action of chemotherapeutic agents, and studies of clinical viruses, mycology and parasitology. The course covers the core concepts of microorganisms, emerging diseases, and the cutting-edge discoveries. \$150.00 lab fee required. R2, PS3

SCI 333 – Exercise Physiology (4) ★★★★★ Prerequisite: SCI 233. Exercise physiology is the study of how the human body functions during exercise. The purpose of this lecture course is to increase understanding of acute and chronic physiological response to exercise. Regulation of metabolic pathways and endocrinology in health and metabolic diseases are also discussed. This is critical for a physical educator, athletic trainer, fitness coach, and/or exercise physiologist. PS3

SCI 334 – Ergogenic Aids in Sports (4) ★★★★★ The purpose of this course is to increase understanding of commonly known nutritional supplements, drugs, and ergogenic aids used to enhance athletic performance. Coffee, drugs, and anabolic steroids are all examples of ergogenic aids. The risks and benefits associated with the use of ergogenic aids in sport performance and weight and fat loss will also be discussed as well as principles and policies of doping control. PS3

SCI 340 – Cell Biology (4) ★★★★★ Prerequisite: SCI 241 and SCI 316. An introduction to the principles that guide cellular organization and function. An emphasis on modern genetic, genomic, proteomic approaches to cell biology. The course will include a study of the cell cycle through apoptosis, modern genetic and molecular technologies. This will include nanotechnology, bioluminescence, X-ray crystallographic data, and genetic engineering. PS3

SCI 341 – Techniques in Biology Laboratory (2) ★★★★★ Prerequisites: SCI 115, or passing grade on the chemistry proficiency exam, and SCI 240. This course is a study of basic laboratory techniques. It is designed to prepare the undergraduate students to gain an understanding of basic biological principles and to receive hands-on laboratory experience. Laboratory techniques include: skills for laboratory safety; operating laboratory instruments; how to keep a detailed lab notebook; familiarity with written protocols and standard laboratory procedures; handling pH meters, analytical scales, spectrophotometers, electrophoresis apparatus; preparation of solutions and dilutions, DNA, RNA and protein isolation and analysis; gel electrophoresis; aseptic techniques; use of light microscope; polymerase chain reaction. \$150 lab fee required. PS3

SCI 342 – Science Career Seminar (4) ★★★★★ Prerequisite: SCI 233 or 241 or 315. The course will emphasize important issues in biology and increase awareness of the diversity of research topics. The course is designed to stimulate students' interest in research, to develop and enhance their ability to think scientifically, to clearly present information orally and to summarize in written format the content of a scientific journal. Students will be exposed to reports, readings and participate in discussions of materials relevant to biology field. A3, R1

SCI 350 – Genomics (4) ★★★★★ Prerequisite: SCI 241. Genomics covers both core concepts of genetics and cutting-edge discoveries. It will integrate formal genetics (rules by which genes are transmitted), molecular genetics (the structure of DNA and how it direct the structure of proteins), systems biology (analysis of the

gene set and its expression), and human genetics (how genes contribute to health and disease). PS3

SCI 380 – Molecular Biology (5) ★★★★★ Prerequisite: SCI 241 and SCI 316. This is a lecture and laboratory course. Molecular Biology provides the chemical principles that determine the structure and function of macromolecules. The course will include the organization of the genetic material (DNA and RNA), and the maintenance of the genomes in chromosomes through DNA replication recombination and repair. The course will cover the techniques of molecular biology, genomic, proteomics, and bioinformatics. \$150.00 lab fee required. R2, R3, PS3

SCI 440 – Immunology (4) ★★★★★ Prerequisite: SCI 241. Immunology is the study of how the immune system works in both health and disease. This course focuses on understanding the mechanics of the immune response and also varied disease states which occur when the immune system is compromised. Genetics and clinical disease states are also discussed. PS3

SCI 442 – Developmental Biology (4) Prerequisite: SCI 241. Recommended preparation: SCI 340. The underlying principles and mechanisms regulating development in multicellular animals are covered. Differentiation, growth, morphogenesis, and patterning will be examined at the organismal, cellular, and molecular levels to provide a balanced view of developmental phenomena in key model organisms. PS3

SCI 443 – Biology Seminar (4) Prerequisites: SCI 342, Senior standing. Research and analysis skills developed and practiced in SCI 342 will be used practically in this course as each student designs, writes, and presents a research project that reflects his or her knowledge from the natural sciences coursework toward the Bachelor's Degree. C1, A3

SCI 497 – Science Capstone I (4) ★★★★★ Prerequisites: SCI 342, Senior standing and Chair approval. Seminar under the leadership of a designated instructor and in collaboration with other students designing and preparing a capstone project, in which the student will develop a research plan related to the natural sciences using skills and knowledge developed through the coursework in the sciences. A3

SCI 498 – Science Capstone II (4) Prerequisite: SCI 497 Continuation of Capstone I in which, under the leadership of a designated instructor and in collaboration with other students completing their capstone projects, the student completes the research plan developed in SCI 497. The project will culminate in an oral and/or audio-visual and written presentation using skills and knowledge acquired in the natural sciences coursework. \$150 lab fee required. A3

SCI 290, 390, 490 - Selected Topics (1-3)

SCI 291, 391, 491 - Internship (1-12) R3

SCI 295, 395, 495 - Independent Study (1-12)

SCI 296, 396, 496 - Practicum (1-6) R3

Sociology (SOC)

★★★★ Placement in ENG 112 or equivalent

★★★★★ Completion of ENG 112 or equivalent

SOC 100 – Introduction to Sociology (4) ★★★★★ Introduction to basic concepts of sociology and sociological analysis. Emphasis upon the group, socialization, social processes, stratification, institutions, social organization and social change. PS2

SOC 175 – Modern Social Problems (4) Analysis of current sociological problems and their backgrounds in terms of sociocultural, economic and political change. Solutions, as well as causes, of social problems.

SOC 220 – Crime and Delinquency (4) ★★★★★ Strongly recommended: an introductory course in Psychology or Sociology. The nature of criminal and delinquent behavior stressing theories of causation. Societal reactions to deviant behavior and methods of crime and delinquency control.

SOC 250 – Race, Ethnicity, Gender and Class in the United States (4)
★★★★★ Strongly recommended: An introductory course in Psychology or Sociology. This course examines and analyzes stratification in the U.S. with consideration of the major ethnic and racial groups and gender inequality. Historical and contemporary views and research of assimilation, prejudice and discrimination of minority groups in society will be offered. PS2

SOC 315 – Aging in America (4) ★★★★★ Prerequisite: PSY 150 or SOC 100. An examination of the impact of aging on the larger society. Examination of the responses of various social institutions of the aged as well as the impact of an aging population on those institutions. Special attention is given to the changing roles of the aged and the cultural attitudes toward the elderly.

SOC 290, 390, 490 – Selected Topics (1-3).

SOC 295, 395, 495 – Independent Study (1-12).

Spanish (SPA)

Note: Speakers of Spanish with native-like fluency will not receive credit for courses except with advance approval from the instructor and department.

Note: Each four-unit language course is comparable to one year of a high school language course in the same language.

SPA 100 – Elementary Spanish I (4) Course includes basic elements of Spanish grammar with work in the oral and written language, phonetics, vocabulary building, conversation and reading. Lab work required weekly.

SPA 101 – Elementary Spanish II (4) Prerequisite: SPA 100, or a satisfactory score on the placement test, or credit by examination. Course includes a review of SPA 100 grammar, including the study of the subjunctive. Simple readings and composition in Spanish are part of the coursework. Lab required weekly.

SPA 200 – Intermediate Spanish I (4) Prerequisite: SPA 101, or satisfactory score on the placement test, or credit by examination. Course includes intensive review of grammar with emphasis on the uses of the subjunctive, advanced conversation. Compositions and readings in Spanish culture and civilization designed to increase proficiency in written language and promote intercultural awareness. PS2

SPA 201 – Intermediate Spanish II (4) Prerequisite: SPA 200, or satisfactory score on the placement test, or credit by examination. Course emphasizes uses of the Spanish idiom, intensive vocabulary building, idiomatic conversation and composition with occasional grammar review. Readings from Spanish and Spanish-American authors are included. Cross-cultural awareness is emphasized throughout the course.

SPA 290, 390, 490 – Selected Topics (1-3).

SPA 295, 395, 495 – Independent Study (1-12).

Study Abroad (SA)

Study Abroad – SA 100, 200, 300, 400, 500, 600

Courses that appear as SA on a transcript are courses taken while abroad that are not comparable to any other course in the Catalog. Some have been predetermined to satisfy degree requirements. Others may satisfy degree requirements by petition. Others will be elective units. Unit value varies and will be designated on the transcript.

Theatre Arts (THE)

★★★★★ Completion of ENG 112 or equivalent

THE 100 – Reader’s Theatre (4) Selected readings from world drama, prose and poetry. Emphasis on characterization and interpretation under performance and class conditions. PS4

THE 110 – Introduction to Theatre (4) Exploration of the creative elements of theatre art: playwriting, acting, directing, scenic, lighting, costume design. Analysis of major plays in production. PS4

THE 120 – Introduction to Acting I (4) An introduction to the interpretation of drama through the art of the actor. Movement and speech as the basis of role study. This course emphasizes movement and theatre. PS4

THE 121 – Introduction to Acting II (4) A continuation of the principles and techniques of THE 120. Emphasis is on voice, television and film. PS4

THE 170 – Beginning Play Production I (Technical) (1-4) Students support the play by becoming a technical crew. It is an eclectic overview of the various aspects of the theatre, such as design and scenery construction, lighting, sound, costuming and makeup, theatre management and publicity. \$100 lab fee required. PS4

THE 174 – Beginning Play Production I (Acting/Directing) (1-4) Students who are cast in the play take this class. It is an eclectic overview of the various aspects of the theatre. Heavy emphasis on acting, directing and staging. Some theatre history. \$100 lab fee required. PS4

THE 271 – Beginning Play Production II- Tech (4) Prerequisite: THE 170. Continuation of THE 170 Beginning Play Production I Tech. Eclectic overview of various aspects of the theatre, such as design, scenery constructions, lighting, sound, costuming, make-up, Box office & Publicity, and Theatre Management. (Formerly THE 171) \$100 lab fee required. PS4

THE 275 – Beginning Play Production II Acting/Directing (4) Prerequisite: THE 174. Continuation of THE 174 Beginning Play Production I Acting/Directing. An eclectic overview of the various aspects of theatre, such as Acting, Directing, Staging, Stage Management, Musical Comedy, and Theatre History. Some technical work required. (Formerly THE 175) \$100 lab fee required. PS4

THE 310 – Theatre, History and Culture (4) ★★★★★ Prerequisite: THE 376. This course explores the ways world history and culture has shaped various performance traditions. The central focus of this course is the relationship between performance theatre and various modes of human communication. The course is organized according to four main parts: PART I: Performance and theatre in oral and written

cultures before 1600; PART II: Theatre and print cultures, 1500 – 1900; PART III: Theatre in modern media cultures, 1850 – 1970; PART IV: Theatre and performance in the age of global communications, 1950 – present. PS2, PS4

THE 372 – Advanced Play Production I Tech (4) Prerequisite: THE 271
Development of the advanced techniques of play production. Emphasis on students taking leadership to technical crews and stage management. (Formerly THE 172) \$100 lab fee required. PS4

THE 376 – Advanced Play Production I Acting/ Directing (4) Prerequisite: THE 275. Advanced overview of Acting and Directing Techniques. Continuing development of acting and technical skills in performance and directing. Students in this class are assigned projects as assistant directors supporting the fall and spring plays. (Formerly THE 176) \$100 lab fee required. PS4

THE 473 – Advanced Play Production II Tech (4) ★★★★★ Prerequisite: THE 372
Continuing development of the advanced technique of Scenic Design. Advanced technical theatre students choose a role of leadership either Stage Management, Lighting and Sound, or Costume and Make-up. (Formerly THE 173) \$100 lab fee required. PS4

THE 477 – Advanced Play Production II Acting/ Directing (4) ★★★★★
Prerequisite: THE 376. Continuing development of acting & directing skills such as creating a character through movement, voice and imagination with the help of the director. Students choose a role of leadership acting, directing and staging. (Formerly THE 177) \$100 lab fee required. PS4

THE 290, 390, 490 – Selected Topics (1-3).

THE 295, 395, 495 – Independent Study (1-12).

Undergraduate Student Services

Full time and part time undergraduate students at Marymount have access to:

- Academic advising
- Campus Ministry
- Disability Resources
- Educational/Institutional Technology Support
- Financial Aid
- Intercollegiate Athletics and Club Sports
- International Student Services and Study Abroad
- Internships and Career Planning
- Intramurals
- Learning Resources
- Library Services
- Residential Life Services
- Student Center and Student Life Programming
- Student Government (MSGA)
- Student Wellness Center
- Transfer Services



Graduate Student Services

Full time and part time graduate students at Marymount have access to:

- Academic advising
- Financial aid advising
- Internships and Career Planning
- Library services
- Educational/institutional technology support



Financial Aid, Scholarships and Student Employment

The Office of Financial Aid at Marymount California University is committed to helping students and their families to understand all the financial aid options students are eligible for. We extend financial aid through merit scholarships, need-based grants, work-study and student loans to meet the various needs and circumstances of our students.

Application Process

1. Apply and be admitted to MCU.
2. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. MCU's school code is **010474**.
3. All California residents can apply for a Cal Grant. Student must file the FAFSA and submit the GPA Verification form to the California Student Aid Commission (CSAC) by March 2 to be considered for a Cal Grant.

Types of Aid

MCU participates in several federal and state financial aid programs including:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Loans
- Federal Work-study
- Cal Grant A and B
- Chafee Grant
- VA Benefits, such as Post 9/11 GI Bill and Yellow Ribbon

MCU offers different types of institutional aids including:

- **MCU Scholarship** is awarded based on GPA and SAT/ACT score upon acceptance. It is awarded for up to four years to entering first year students, provided they maintain the full-time status with the cumulative GPA of 2.0 or above.
- **Marymount Grant** is awarded based on student's eligibility demonstrated on the FAFSA. Students must apply for FAFSA and it is reviewed in a yearly basis. Student must maintain the full-time status with the cumulative GPA of 2.0 or above.

- **MCU Endowed Scholarships** are one-time scholarships that students can apply in a yearly basis. It is for undergraduate continuing, domestic students at MCU who are in a good academic standing. Student must maintain the full-time status with the cumulative GPA of 2.75 or above.

Financial Aid Policies

Enrollment Policy

Full-time enrollment is defined as 12 or more units per term for undergraduate and 6 or more units for graduate students. The Pell and Cal Grants are prorated based on actual unit load for part-time students. At least half-time enrollment is required for the Cal Grant, as well as for the Direct Loan programs and for most private loan programs. Students who drop from full-time to part-time status during the add/drop period will have their financial aid revised as follows:

- Institutional Grants and Scholarships will be withdrawn for all students
- Federal Pell Grant will be prorated as determined by the federal payment schedule based on their actual enrollment
- Cal Grant will be prorated based on enrollment status
- Federal Loans will be reviewed for eligibility based on enrollment status. A student must maintain at least half-time enrollment for loan eligibility
- FSEOG may be withdrawn
- FWS may be withdrawn

Verification Policy

Once students complete and submit Free Application for Federal Student Aid (FAFSA) to the Central Processing System (CPS), there is a possibility that the application will be selected for a process called verification. Verification is a process MCU uses to confirm that the data reported on your FAFSA form is accurate. CPS usually select the application for verification based on conflicting data, a change from the prior year or due to random selection process. MCU Office of Financial Aid is also authorized to require additional documentation in cases with conflicting information.

Disbursement Policy

Students must accept and/or decline their financial aid awards thru My Marymount portal in order for the funds to apply towards to students' account. Financial aid funds are credited to students' account as they are received and after the student's enrollment level and residence have been confirmed. Most funds are credited directly to the students' account. If there are funds in the students' financial aid package that exceeds students' charges, the funds will refunded to the student.

Satisfactory Academic Progress (SAP) Policy

The Office of Financial Aid is required by federal law to monitor the academic progress of federal financial aid recipients. When accepting financial aid, the student acknowledges his/her obligation to maintain SAP according to the standard established below. If a student fails to meet these standards, the student will be placed on financial aid warning or suspension.

1. Satisfactory Academic Progress Standards
 - a. Qualitative Standards: Undergraduate students must maintain the cumulative GPA of 2.0 or above. Graduate students must maintain the cumulative GPA of 3.0 or above. Transfer units are not included in this calculation.
 - b. Quantitative Standards: Both undergraduate and graduate students must complete 67% of units attempted. Transfer units are not included in this calculation. Grades of F, IN, NC and W count as units attempted with zero units earned. All attempted units at MCU are counted whether or not financial aid was received.
 - c. Maximum Timeframe Standards: Both undergraduate and graduate students must complete their degree program within a 150% timeframe (150% of the specific degree program's published length or 1.5 x number of credits)

2. Satisfactory Academic Progress Statuses
 - a. Financial Aid Warning: When a student does not meet SAP standards for the first time, he/she will be placed on 'one term Financial Aid Warning.' Once a student is placed on a warning, student must complete at least 67% of attempted units and earn cumulative GPA of 2.0 (3.0 for graduate) or above otherwise student will be disqualified from receiving financial aid in the subsequent term.
 - b. Financial Aid Suspension: When a student does not meet SAP standards during warning or probation period student will become ineligible for financial aid. Later in the time when student is able to meet SAP standards, student may regain eligibility.
 - c. Financial Aid Probation: When a student is placed on suspension, student can submit an appeal to the Office of Financial Aid if there was a legitimate reason that student was unable to meet SAP standards. If the appeal is approved, aid may be reinstated for the term and student will be placed on probation. Student must show SAP progress at the end of the probation term in order for students to regain the eligibility to receive aid for the subsequent term.

Repeat Coursework

The Department of Education has established regulations that impact the financial aid eligibility of students who repeat courses. The federal regulation on repeat coursework include:

- A student may receive aid to repeat a previously passed course one time. A "passing" grade for federal aid purposes means any grade higher than a F. If a student fails the course on the second attempt no more financial aid will be given to repeat the course for the third time.
- A student may receive aid when repeating a coursework that was previously failed or withdrawn from regardless of number of times the course was attempted and failed. However, Satisfactory Academic Progress Policy will apply to such cases.

- Once a student has completed any course twice with a grade; student is no longer eligible to receive financial aid for that course. Additionally, if a student retakes a course that is not aid eligible, the credit hours will be excluded from the financial aid enrollment hours for that term.

Withdrawal and Leave of Absence

When a student withdraws, the amount of financial aid earned by the student must be determined. If the amount disbursed to the student is greater than the amount earned, unearned funds must be returned. If a student decides to withdraw or take a Leave of Absence from MCU, the student must contact the Registrar's Office and the Office of Financial Aid regarding the official withdrawal procedure. Failure to do so can result in serious academic consequences and/or an unresolved financial obligation. Students who withdraw or take a leave of absence may be required to return all, or part of any, Title IV aid received.

Students who fail to earn a passing grade in at least one class will be evaluated to determine if they withdrew unofficially. Students who stopped attending classes will be presumed to have withdrawn unofficially unless they prove they participated in an academically related activity past the 60% point of the payment period. The University will use the last date of attendance reported by faculty or the mid-point of the term as the last date of attendance for calculation purposes if the students cannot prove they were in attendance past the 60% point of the payment period. Examples of academically related activities are: exams; quizzes; completing an academic assignment, paper or project; participating in an online discussion thread or other computer-based instruction.

Cal Grant A or B recipients must complete a Leave of Absence or Deferment of Enrollment form and obtain approval from the California Student Aid Commission. Without this approval, the Cal Grant may be canceled. Recipients of state awards from outside California should contact their state's scholarship agency to see what procedures are necessary.

Federal Stafford Loan recipients are required to complete exit loan counseling at www.studentloans.gov. A calculation called "Return to Title IV Funds" will be completed upon finalization of any required adjustments by the Office of Student Accounts. Office of Financial Aid will complete the calculation within 30 days of the date of withdrawal or the end of the term and will notify the student of any federal funds being returned.

Return of Title IV Funds

Students who are receiving financial aid and who withdraw from all classes prior to completing 60% of the term will have their eligibility for federal aid recalculated based on the percentage of the term completed. This adjustment will be calculated using the number of days completed divided by the number of days in the period of enrollment (POE). Any unearned federal aid will be return to the Department of Education based on this calculation.

Calculation is based on the percentage of the terms completed:

Number of days completed / Number of Days in the term = Percentage completed

Federal Title IV financial aid is returned in the order mandated by the U.S. Department of Education, in the following order:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Federal Perkins Loan
- Federal Direct PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Other Title IV Aid

Student Employment

There are a variety of job opportunities for students to work on campus. Students are allowed to work a maximum of 15 hours/week. Typically, on campus jobs pay minimum wage unless specified by the hiring supervisor. Students may have up to two jobs on campus but will be held to the 15 hours/week maximum between both positions. Supervisors may work with the student's class schedule as much as possible while fulfilling departmental needs and not overlapping with class schedule. A student may be dismissed from work at the discretion of the supervisor for any reason.

Students will not be able to work until appropriate documentation is provided to the Office of Human Resources. The Office of Financial Aid will determine work study eligibility. To view available opportunities, click on the "Jobs/Internships" button on the MCU Career Services webpage: <http://www.marymountcalifornia.edu/career-services/students>.



Tuition and Fees

Below is the schedule of tuition and fees for the 2018-19 academic year. Some courses carry additional fees*, which are listed in the catalog – under course description.

2018-2019 Undergraduate Direct Cost

Tuition and Fees – Domestic Student

	Per Semester	Per Year
Tuition (Full-time, 12-20 credits)	\$ 17,067	\$ 34,134
Campus Services Fee	\$ 1,000	\$ 2,000
Total	\$ 18,067	\$ 36,134

• Part-time (less than 12 credits) cost per credit: \$1,475

Tuition and Fees – International Student

	Per Semester	Per Year
Tuition (Full-time, 12-20 credits)	\$ 18,567	\$ 37,134
Campus Services Fee	\$ 1,000	\$ 2,000
Total	\$ 19,567	\$ 39,134

• Part-time (less than 12 credits) cost per credit: \$1,600

The Villas – On Campus Housing

	Per Semester	Per Year
Room	\$ 4,625	\$ 9,250
Board	\$ 2,708	\$ 5,416
Total	\$ 7,333	\$ 14,666

2018-2019 Graduate Direct Cost

Tuition and Fees – Domestic Student

	Per Semester
Tuition per credit	\$ 750
Registration Fee	\$ 175
Technology Fee	\$ 150

2018-2019 Graduate Direct Cost

Tuition and Fees – International Student (Must take 6 credits per term to be considered full-time)

	Per Semester
Tuition per credit	\$ 920
Registration Fee	\$ 175
Technology Fee	\$ 150

OTHER FEES*

Admissions Application Fee: \$50 non-refundable

Commitment Tuition Deposit: \$200 non-refundable, will be applied toward tuition

Student Health Insurance: \$1,350 per year**

Course Overload Fee: \$500 per unit for above 20 units (undergraduate)

Orientation Fee: \$300 for undergraduate students, \$100 for graduate students

Campus Parking Permit: \$60 per academic year

*Financial aid awards generally do not cover any lab or course fees, course overload fees or any other miscellaneous fees.

**Students attending Marymount California University are mandated to have health care coverage. International students must purchase the health insurance offered by MCU. It may be waived for domestic students who have other health care coverage.

Tuition and Fee Information

Students are responsible for payment of all fees associated with enrollment including tuition, room and board fees, lab fees, and related costs. Students may view their most up-to-date statement through the Student Portal. Email and text reminders are also sent out monthly as a courtesy. Tuition is due on the dates listed below. Late fees are assessed monthly on past due balances.

All monies due are to be paid in U.S. dollars and checks must be drawn through a U. S. bank and made payable to Marymount California University. Credit cards are accepted and payment can also be processed through the Student Portal at <https://estudents.MarymountCalifornia.edu/login.asp> (login & password needed). There will be a 2% service on card transactions.

Marymount California University offers the following options for paying your tuition and fees.

Option 1: Payment in full by due dates as noted below.

Option 2: Term-Based 5-Payment Plan (domestic students only). \$80 enrollment fee; first payment for fall term due July 15; first payment for spring term due December 15 (re-enrollment required every term to be on plan). To enroll in the payment plan, log into the student portal.

Statement information is also available to students through the student portal. Please contact the Institutional Technology department for more information about portal access. Tuition and fees itemized on the statement are subject to change. Such changes **may be applied after initial payment has been made**. Increases to the account balance due to financial aid refunds, modification to number of enrolled units, Residential Life changes, and other changes are the responsibility of the student and are due and payable immediately.

Returned Checks

A \$50 service charge will be assessed on all checks returned for non-sufficient funds.

Payment Due Dates

- Fall term: Due July 15
- Spring term: Due December 15.
- Summer terms: Due May 1
- Monthly late fees are assessed on all past due balances.

Financial Registration Process

All students must log into their student portal to complete their online financial registration. The following actions are required of all students prior to clearance for enrollment:

- Payment for tuition and fees (utilizing one of the options listed above).
- Acceptance of the University's Terms & Conditions, available through the student portal.

Upon completion, a confirmation of your bill and schedule will be sent to your Marymount email address. Online Financial Registration is NOT complete until the Terms & Conditions have been agreed to and payment has been received by the due dates noted above. A late fee will be charged and/or classes may be dropped for any student who does not complete these requirements. Any subsequent changes to the account balance must be paid by the student immediately. If on a payment plan, you are responsible for adding the additional charges to the payment plan balance. You may view the status of your student account at any time by logging into the student portal and clicking on the 'My Ledger' link.

Past Due Accounts

Accounts with outstanding balances will be placed on tuition hold and can be subject to one or more of the following:

- Late fees
- Inability to receive transcripts
- Inability to register for future classes (which may impact visa status maintenance for F-1 international students)
- Will not receive a diploma at the time of graduation or other certification of program completion.

A reduction of services due to holds does not entitle the student to a refund for lost services. Delinquent accounts are subject to referral to a collection agency. Students are responsible for all collection service fees, including legal fees resulting from collection proceedings. The University's collection agencies report to credit bureaus.

Textbooks and Supplies

Textbooks and supplies are available at the Campus Bookstore. Marymount tuition does not cover the cost of books and other instructional materials (see the University's student handbook, *The Anchor* for Bookstore policies).

All Marymount students are encouraged to have a laptop. Marymount has relationships with several vendors to provide discounted hardware and software. We encourage you to take advantage of the discounts they can offer. More information on laptop requirements can be found on our website at <http://www.MarymountCalifornia.edu/institutional-technology>.

Commitment Deposit

All new students are asked to submit a commitment deposit of \$200 by the date specified. The deposit will be credited toward tuition. A refund of the deposit will be made only upon receipt of a written request postmarked on or before the commitment deposit due date. All commitment deposit written refund requests should be directed to the Office of Admission.

- For new incoming fall term students, the deposit is due May 1.
- For new incoming spring term students, the deposit is due with tuition on December 1.

Any deposits made after these dates will not be refunded.

Refund Policy

The refund policy applies to students who withdraw from enrollment at the University. The University pro-rates tuition, residential and board fees due based on the number of weeks student is enrolled prior to the withdrawal date. All other fees are non-refundable. Students who have not paid their balance in full prior to withdrawal may owe additional payments to the University. Withdrawal dates for refunds are defined as the date a completed Withdrawal Form is received by the Registrar's Office. The refund policy assumes that all tuition and fees have been paid in full prior to withdrawal. If there is a balance owed after the refund has been applied, the student is responsible for the immediate payment of the balance due. The financial aid amount may be adjusted when a student withdraws from the University.

Adjustments made to financial aid may result in a balance due immediately to the University.

If a student withdraws from one or more courses, but does not withdraw completely from the University, no refund will be made to the student account. Students considering withdrawal from coursework should consult with their academic advisor, the Financial Aid Office, and Student Accounts before submitting withdrawal form. All requests for refunds must be in writing and addressed to the Office of Business Services after the completed Withdrawal Form is submitted to the Registrar’s Office.

Withdrawal Date	Tuition Refund %	Residential Refund %	Board Refund %
On or before 1st Day of Classes	100%	100%	100%
During the 1st Week	100%	100%	100%
During the 2nd Week	90%	90%	90%
During the 3rd Week	70%	70%	70%
During the 4th Week	50%	50%	50%
During the 5th Week	25%	25%	25%
After the 5th Week	No Refund	No Refund	No Refund

For the purposes of calculating the adjustment percentage, a week is defined as Monday through Friday. The first week of the term will begin with Monday of the week that classes begin – irrespective of whether the first day of classes falls on a Monday – and the weeks will run continuously with no break or delay due to instructional vacation days. Withdrawals submitted after Friday of any week will be considered as being made during the following week. Students who withdraw after the 7th week of class are not eligible for an account adjustment.

Residential Fee Refunds

All students are required to pay a \$200 housing application fee each academic year that they reside in university housing. This fee is not refundable even if the student withdraws from housing or withdraws from the university.

Students who withdraw completely from the University may be eligible for a refund of Residential Life fees based on the refund policy assuming that all tuition and fees have been paid prior to withdrawal. If there is a balance owed after the refund has been applied, that amount is immediately due and payable. Students who are released from their Residential License Agreement while continuing enrollment at the University, must retain their full meal plan for the remainder of the term. Residential Adjustment of fees (room charges) will be subject to the refund policy. If at any time during the academic year a student is removed from residence due to student conduct violations or voluntarily vacates the residence without written financial release from the Director of Residential Life, all fees are forfeited.

Family Educational Rights and Privacy Act (FERPA) of 1974

At Marymount California University, all academic records of students who enroll are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended. Copies of this Act are available to students in the Library and the Office of Academic Affairs, Office of Student Affairs, and the Registrar's Office during normal working hours.

Campus Non-Discrimination Policy

Marymount California University does not discriminate on the basis of race, color, national origin, ancestry, sex, age, marital status, religion, creed, disability, medical condition (cancer related or genetic characteristics), genetic information, veteran's status, citizenship status, sexual orientation, gender, gender identity, gender expression or other characteristic protected by federal, state or local law. This non-discrimination policy covers admission, employment, and University programs and activities. For more information regarding our non-discrimination policy, please refer to *The Anchor* (student handbook) or contact the University's Title IX Coordinator/Coordinator of Equity and Compliance.

Title IX

Title IX of the Education Amendments of 1972 ("Title IX") is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities.

For inquiries related to gender discrimination, including sexual harassment, sexual and interpersonal misconduct, and sexual assault, please contact the University's Title IX Coordinator:

Karen Thordarson
Title IX Coordinator/Director of Human Resources
Marymount California University
30800 Palos Verdes Drive East
Rancho Palos Verdes, CA 90275
Email: TitleIXCoord@MarymountCalifornia.edu
Telephone: (310) 377-5501

You may also contact the U.S. Department of Education's Office for Civil Rights:

Office for Civil Rights
U.S. Department of Education
50 Beale Street, Suite 7200
San Francisco, CA 94105-1813
Telephone: (415) 486-5555
Fax: (415) 486-5570; TDD: (800) 877-8339
Email: ocr.sanfrancisco@ed.gov

Drug-Free Campus and Workplace Policy

The unlawful possession, manufacture, distribution, use, sale or gift of alcohol or other illicit drug is prohibited in and on any Marymount property, or as part of any University activity. This includes being under the influence of alcohol and/or any illicit drug. Illicit drugs include (but are not limited to) marijuana, cocaine, heroin, amphetamines, barbiturates, LSD, PCP and substances typically known as “designer drugs” or “club drugs.” Illicit drugs also include prescription drugs, except for the use of medication in accordance with the instructions of a licensed physician. Possession of paraphernalia associated with the use, possession or manufacture of illicit drugs is also prohibited. Any employee or student who violates this policy is subject to disciplinary action up to and including termination of employment, expulsion from the University, referral for prosecution, and/or referral to an appropriate evaluation or rehabilitation program.

Information regarding the health risks associated with the use or abuse of drugs and/or alcohol, or assistance dealing with these issues is available from Counseling Services, the Human Resources Department or the Marymount Intranet. Additionally, educational programs are offered during the academic year by Student Affairs. The full text of the Drug-Free Campus and Workplace policy is available from the above sources. For additional information on the campus policies and programs visit, www.marymountcalifornia.edu/mcu-drug-alcohol-abuse-prevention/.

ADA/504 Policy

Marymount California University is committed to making all programs and services accessible to qualified individuals with disabilities in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).

Marymount California University prohibits any discrimination on the basis of disability. This applies to any aspect of the University’s operation including but not limited to admissions, academic requirements, financial aid, housing or any other school-administered program or service.

Any individual who has questions or concerns regarding accessibility to any facility, program or service should contact:

ADA/504 Coordinator; Cecilia Hall 218
30800 Palos Verdes Drive East
Rancho Palos Verdes, CA 90275
(310) 303-7367

Marymount California University has a process for addressing issues regarding the requirements of Section 504 of the Rehabilitation Act and the ADA. For further information please contact the ADA/504 Coordinator.

Individuals are encouraged to attempt to resolve grievances using the University process. However, individuals have the right to file any grievance directly to the Office for Civil Rights (OCR). Complaints filed with the OCR must be filed within 180 days from when the incident occurred.

Student Complaint Procedure

Marymount California University takes very seriously complaints and concerns regarding the institution. MCU provides several means by which student complaints and grievances may be addressed. In all cases, students are encouraged to put their complaints in writing and carefully document the events that led to the complaint or grievance.

Students are directed to address issues and conflicts with respective departments, but at any time are welcome to bring their complaint forward to one of two campus entities. If you are uncertain of where to raise a complaint regarding Marymount California University, we recommend that you first contact Ryan Alcantara, Vice President of Student Affairs/Dean of Students, RALcantara@MarymountCalifornia.edu

I. Complaints Regarding Discrimination or Harassment:

Marymount California University is committed to ensuring a just and humane campus wherein all community members have the capacity to thrive. It is understood that the behavior of some community members may, at times, challenge the well-being of others. As such, the University has established a set of policies that identify the types of behaviors that are unacceptable and will not be tolerated. These policies address issues related to Title IX and gender, ADA and disability, race and bias, and other conduct.

To improve the university's ability to foster a just and humane campus for all, the university community is asked to report incidents that violate university anti-discrimination and misconduct policies so that efforts can be made to end discriminatory and harassing conduct based on a protected characteristic, prevent its reoccurrence, and address its effects. For more information regarding Title IX and Title IX related complaints, please visit www.marymountcalifornia.edu/title-ix and <http://www.marymountcalifornia.edu/know-your-rights>.

Report these complaints to: Karen Thordarson, Title IX Coordinator, (310) 303-7225, TitleIXcoord@MarymountCalifornia.edu

II. Academic Appeals Process:

The burden of proof, in cases of disputed grades, rests with the student. The procedure for students to challenge a grade is as follows: The student requests a review by the instructor. Such an appeal must be received by the instructor by the end of the following term (excluding summer) after the student has received the disputed grade or evaluation. Every effort should be made to resolve the matter at this level. The faculty member will respond to the request for grade review in writing. If the student disagrees with the instructor's academic evaluation, the student is entitled to the following levels of appeal:

- 1) Upon receipt of the instructor's written response, if the student is not satisfied with the resolution, the student may appeal within 14 days, in writing, to the Program Chair responsible for the course in question. The Program Chair will review the matter and then provide a written decision to the student.

- 2) Upon receipt of the Program Chair's written response, if the student is not satisfied with the resolution, the student may appeal within 14 days, in writing, to the Vice President of Student Affairs/Dean of Students regarding the course in question and include all materials submitted to and received by the Instructor and Program Chair. The Vice President of Student Affairs/Dean of Students will review the matter and then provide a written decision to the student.
- 3) The final level of appeal is to the University Provost. If the student is not satisfied with the Vice President of Student Affairs/Dean of Students decision, the student may submit, within 14 days of receipt of the Vice President of Student Affairs/Dean of Students decision, all of the above materials, along with an explanation of the reason for the student's dissatisfaction with the decision, to the Provost. The Provost will review the action and render a final decision.

The Academic Integrity process is stated on the initial violation form. Students may accept or appeal the charges. In the case of appeal, they present the written appeal to the Vice President of Student Affairs/Dean of Students who will make the final determination on the appeal. When a student has a concern about a faculty member or the management of a classroom, please make an appointment with the Program Chair, the Vice President of Student Affairs/Dean of Students, or the Provost.

Report these complaints to: Ryan Alcantara, Vice President of Student Affairs/Dean of Students, (310) 303-7254, RAlcantara@MarymountCalifornia.edu

III. Allegations of Misconduct by Other Students and Other Complaints or Grievances

Any student who feels a fellow student in the community has violated any portion of the Student Code of Conduct should contact the Office of Residential Life and Student Conduct, the Office of Safety and Security, or the Office of Student Affairs/Dean of Students immediately. Staff members in these offices can thoroughly explain the process and review options. If the complainant wishes to proceed with the process, he/she must provide written documentation of his/her complaint.

The Office of Student Affairs/Dean of Students is also available to assist students who have questions regarding the issues of student misconduct or any other complaints of grievances that students may have. Marymount California University is committed to providing a quality, value-based educational experience to our students.

Report these complaints to: Ryan Alcantara, Vice President of Student Affairs/Dean of Students, (310) 303-7254, RAlcantara@MarymountCalifornia.edu

IV. Additional Resources

The contacts below will help direct you to the appropriate department and will provide you with a written explanation of the campus process for addressing your particular complaint(s) and answer any questions you may have to assure you a fair

process. The following offices and individuals provide specific administrative means to address and resolve most, if not all, questions or concerns.

Office of the Provost (academic programs, accreditation):

Provost and Executive Vice President of Academic Affairs: Dr. Ariane Schauer
(310) 303-7252

Email: ASchauer@MarymountCalifornia.edu

Assistant to the Provost: Tammy Rusznak

Email: TRusznak@MarymountCalifornia.edu

Office of Student Affairs (academic integrity, grades, dismissals, learning support, career & advising services, disability resources, study abroad, international student support & partnerships, athletics, student wellness, residential life, student life):

Vice President of Student Affairs/Dean of Students: Ryan Alcantara (310) 303-7254

Email: RAlcantara@MarymountCalifornia.edu

Anonymous Tip Line: (310) 303-7373

Office of Business Services, Registrar, and Admissions (tuition, student accounts, financial aid, fee payments, loans, scholarships, grants, facilities, campus safety, transportation, bookstore, food services, academic records, admission eligibility, transfer credit):

Executive Vice President of Finance & Administration; CFO: Kathleen Ruiz
(310) 303-7334

Email: KRuiz@MarymountCalifornia.edu

Equal Opportunity, Harassment and Nondiscrimination Concerns:

Title IX Coordinator: Karen Thordarson (310) 303-7225

Email: TitleIXcoord@MarymountCalifornia.edu

Most complaints made to media outlets or public figures, including members of the California legislature, Congress, the Governor, or Board of Trustees of Marymount California University are referred to the University President's Office.

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA, 95833, www.bppe.ca.gov, (916) 431-6959 or (800) 1-888-370-7589 (phone), and (916) 263-1895 (fax).

Directories

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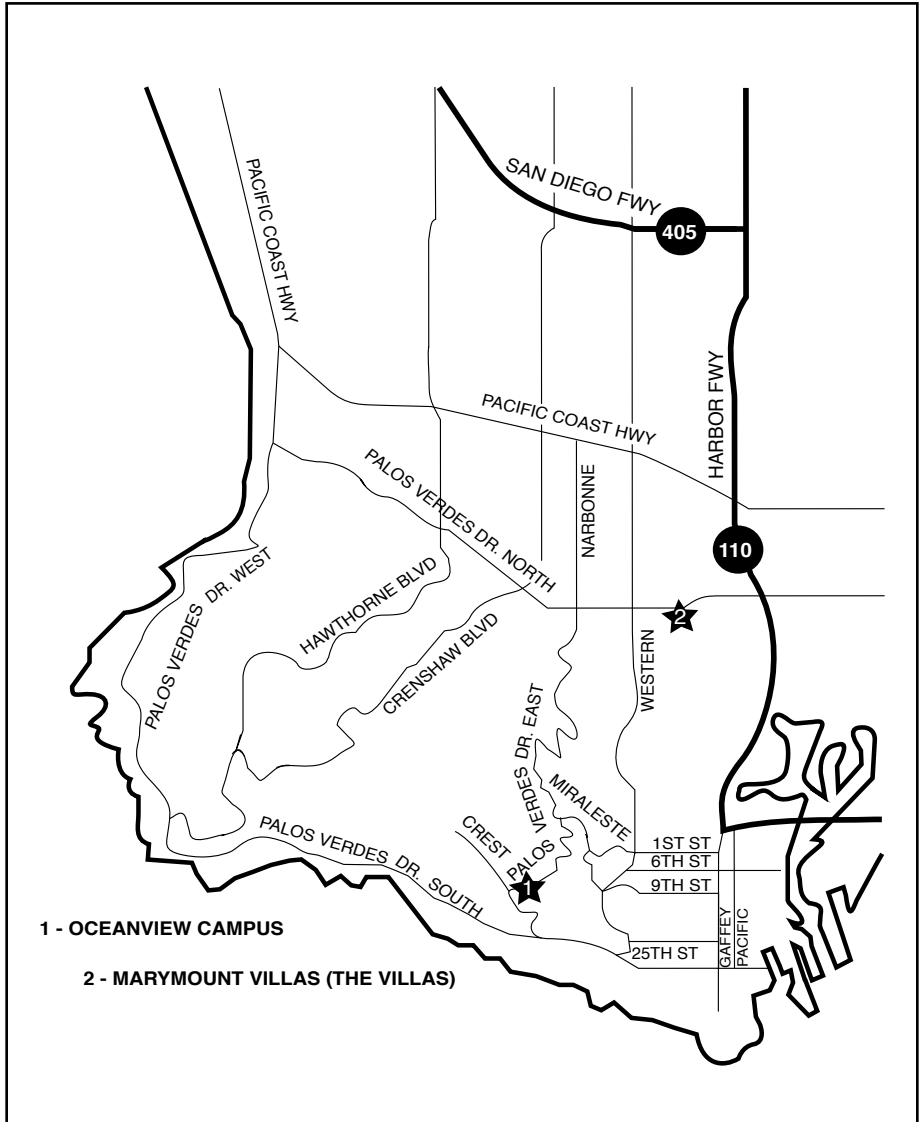
Marymount California University Campus Locations

OCEANVIEW CAMPUS

30800 Palos Verdes Drive East
Rancho Palos Verdes, CA 90275
(310) 377-5501

MARYMOUNT VILLAS (THE VILLAS)

1600 Palos Verdes Drive North
San Pedro, CA 90732



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MARYMOUNT
CALIFORNIA UNIVERSITY

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