



2018-2019

**ACCELERATED  
LEARNING CENTERS  
& OFF CAMPUS OFFERINGS  
ACADEMIC CATALOG**



# TABLE OF CONTENTS

Accelerated Learning Centers and Off Campus Offerings .....	2	Health Care Management Certificate or Minor .....	35
The University .....	3	Human Resource Management Certificate or Minor .....	35
Academic Policies .....	4	Management of Criminal Justice Certificate or Minor .....	36
Additional Accelerated Center Information .....	9	Marketing Certificate or Minor .....	36
Admission Procedures .....	10	Nonprofit Management Certificate or Minor .....	36
Tuition and Fees .....	12	Sport and Entertainment Management Certificate or Minor .....	36
Financial Aid .....	13	Theological Studies Minor .....	36
Non-Traditional Approaches to Earning Credit .....	14	Accelerated Learning Center Locations .....	37
Online Course Policies .....	15	Faculty .....	39
Student Services .....	17	Legal Notices .....	52
Certificate Program .....	19	Index .....	54
Medical Assistant .....	19		
Emerging Scholars Program .....	20		
Business .....	20		
Criminal Justice & Public Policy .....	20		
Early Childhood Education .....	21		
Liberal Arts .....	21		
Associate Degree Programs .....	23		
Early Childhood Education .....	23		
Bachelor Degree Programs .....	24		
Accelerated Second Degree BSN .....	24		
Accounting .....	25		
Bachelor of Science-Nursing Completion Program for Registered Nurses .....	26		
Business Management .....	26		
Construction and Trades Management .....	27		
Diagnostic Medical Sonographer Completion .....	27		
Early Childhood Bachelor Completion .....	28		
Health Care Management .....	28		
Human Resource Management .....	29		
Liberal Arts .....	29		
Management of Criminal Justice .....	31		
Project Invest .....	31		
Radiologic Technology Completion .....	32		
Social Work .....	32		
Theological Studies .....	34		
Minors and Certificates .....	35		
Accounting Minor .....	35		
Business Management Certificate or Minor .....	35		
Cultural Studies Certificate or Minor .....	35		

# **ACCELERATED LEARNING CENTERS AND OFF CAMPUS OFFERINGS**

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# THE UNIVERSITY

Concordia University is one of nine colleges or universities in the Concordia University System, which is owned and operated by The Lutheran Church - Missouri Synod.

## Mission Statement

Concordia University is a Lutheran higher education community committed to helping students develop in mind, body, and spirit for service to Christ in the Church and the world.

## Vision Statement

Our vision is to be well known nationally and internationally as a premier Lutheran Christian university, widely recognized for meaningful integration of faith and learning. Our alumni will assume significant servant leadership responsibilities in the Church and communities across the nation and around the world.

**Concordia's Vision is Vigorously Pursued in Four Critical Ways:**

### We are a Faith and Learning Centered Higher Education Community.

Concordia students learn in innovative Christ-centered environments that are guided by comprehensive assessment. Our faculty, staff and University administrators are role models and servant leaders. Our Christian faculty excel in teaching and mentoring, and successfully connect to faith to learning. Our academic programs are rigorous and diverse, consistent with the needs of the Church and our communities.

### We Plan for Purposeful Growth.

Students grow as they develop in mind, body and spirit. Concordia grows as we reach more people with our mission. Our campuses, facilities, human and financial resources, and infrastructure expand to support a robust student experience in a welcoming environment that results in the professional, social, academic and spiritual formation of all Concordians.

### We Make an Impact Through Service and Leadership.

Concordia impacts the Church and the world, developing globally-minded citizens who transform lives, influence communities, and value their neighbors near and far, through Christ-like service and leadership.

### We Champion Access and Opportunity for All Learners.

We provide access to the highest value higher education experience. As a result, Concordia students discover and develop their vocations. Rigorous assessment of our academic offerings, university services, delivery systems, and market and organizational performance result in continuous improvement of the Concordia experience, which enables our students to pursue and persist in their chosen career paths.

## Campus Contact Information

Concordia University  
12800 North Lake Shore Drive, Mequon, Wisconsin 53097-2402,  
Telephone: 262.243.5700, Website: [www.cuw.edu](http://www.cuw.edu)

## Administrative Officers

Position	Name
President	Patrick Ferry
Executive Vice President and Chief Operating Officer	Allen Prochnow
Provost and Chief Academic Officer	William Cario

Senior Vice President of University Affairs	Gretchen Jameson
Vice President of Advancement	Roy Peterson
Vice President of Information Technology	Thomas Phillip
Vice President of Student Life	Steven Taylor
Vice President, CUAA Operations	Curtis Gielow
Vice Provost of Curriculum and Academic Innovation	Bernard Bull
Vice Provost of Faculty Affairs	Leah Dvorak
Vice Provost of Enrollment and Student Engagement	Michael Uden
Chair, Faculty Senate	Robert Burlage

## Deans

Department	Name
School of Arts and Sciences CUAA	Robert McCormick
School of Arts and Sciences CUW	Steven Montreal
Haab School of Business CUAA	Suzanne Siegle
Batterman School of Business CUW	Daniel Sem
School of Education CUAA	Sandra Harris
School of Education CUW	Gary Petersen, interim
School of Health Professions CUW	Linda Samuel
School of Nursing CUAA	Cynthia Fenske
School of Nursing CUW	Sharon Chappy
School of Pharmacy CUW	Dean Arneson
Student Life CUAA	John Rathje
Student Life CUW	Steven Gerner

## 2018 - 2019 Academic Year

### Semester I

Date	Day	Event
August 13	Monday	Pharmacy classes begin - Mequon
August 26	Sunday	Opening Service - Mequon
August 27	Monday	First Day of Traditional Classes Opening Service - Ann Arbor
September 3	Monday	LABOR DAY - No Class
September 7	Friday	Last day to add a Regular Semester Class
October 18 -19	Thursday - Friday	Fall Break - No traditional undergrad. classes
October 23	Tuesday	Mid-Term Grades Due - Traditional Undergrad
November 2	Friday	Last day to drop a regular semester class
November 21	Wednesday	Thanksgiving Vacation begins - no traditional undergraduate classes meet that start after 4:00 pm

November 22	Thursday	THANKSGIVING DAY
November 26	Monday	Classes Resume
December 9	Sunday	Commencement 2:00 pm - Ann Arbor
December 10 - 14	Monday - Friday	Final Examinations, Christmas Recess begins after last exam
December 15	Saturday	Commencement 1:30 pm - Mequon
December 25	Tuesday	CHRISTMAS DAY

## Winterim

Date	Day	Event
January 7	Monday	Classes Resume – Winterim Begins
January 25	Friday	Winterim Examinations

## Semester II

Date	Day	Event
January 14	Monday	Pharmacy classes begin - Mequon
January 28	Monday	Second Semester Begins
February 8	Friday	Last Day to Add a Regular Semester Class
March 11 - 15		Pharmacy Spring Recess - Mequon
March 18 - 22		Spring Recess - Traditional Undergraduates
March 26	Tuesday	Mid-Term Grades Due - Traditional Undergrad
April 5	Friday	Last Day to Drop a Regular Semester Class
April 18	Thursday	Easter break begins - no classes meet that start after 4:00 pm
April 21	Sunday	EASTER
April 22	Monday	Classes Resume at 4:00 pm
May 13 - 17	Monday - Friday	Final Examinations
May 17	Friday	Graduate Student Commencement 6:00 pm - Mequon
May 18	Saturday	Undergrad Student Commencement 1:30 pm - Mequon
May 19	Sunday	Undergrad Student Commencement 2:00 pm - Ann Arbor

## Summer Sessions

### 3 Weeks

Date	Day	Event
May 20 - June 7		(no school May 27)
June 10 - June 28		

### 6 Weeks

Date	Day	Event
May 20 - June 28		(no school May 27)
June 10 - July 19		(no school July 4)

## Accreditation

Concordia University Wisconsin is accredited by the Higher Learning Commission.

The Higher Learning Commission  
 6230 South La Salle Street, Suite 7-500, Chicago, Illinois  
 60604-1413, (312) 263-0456  
<http://www.ncahigherlearningcommission.org>

Concordia University Wisconsin is registered as a Private Institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

## Academic Policies

### Classification of Students

Class	Credits
Full-time	Enrolled for 12 or more hours
Part-time	Enrolled for less than 12 hours
Degree	Seeking an Associate in Arts, a Bachelor of Arts, a Bachelor of Science degree, Bachelor of Science Nursing, or a Bachelor of Social Work
Non-Degree	Not seeking a degree
Church Vocation Students	Full-time students who are preparing themselves for one of the church vocations within The Lutheran Church-Missouri Synod and have maintained a grade point average of at least 2.00

Part-time students are not eligible to participate in intercollegiate competition or to hold any campus office.

A student enrolled in a degree program must matriculate through admissions. Upon his/her acceptance, the University is committed to do all it can to help the student successfully complete his/her chosen program.

Accordingly, each degree seeking student is assigned to an advisor.

A non-degree student wishing to change to degree status shall make application to the Vice President of Enrollment Services (cf. Special Admissions).

Classification is determined by the total number of credits completed including those accepted by Concordia from other college or university and is established as follows:

Class	Credits
Freshman	0-29
Sophomore	30-59

Junior	60-89
Senior	90-graduation

## Student Course Load for Full-Time Student

Semester	Minimum	Average	Maximum
Regular Semester 12		15	18
Winterim	2	3	4
Summer	3	3	6

## Academic Ethics

Mutual respect and concern for one another in the atmosphere of a Christian caring community is the basic principle which should govern the relationship between student and instructor. Faculty are professional in their expectations of academic excellence and students respond with an appropriate level of effort and commitment. Unprofessional conduct and unethical behavioral are serious breaches of the academic contract. The ethics code of the university provides for due process, and grievance procedures are detailed in the Student Handbook.

## Grading

Formal reports of the student's progress are available at the close of each semester.

The following grade point systems is used in connection with these grades:

Letter Grade	Points Per Credit
A	Equals 4.00 points per credit
A-	Equals 3.67 points per credit
B+	Equals 3.33 points per credit
B	Equals 3.00 points per credit
B-	Equals 2.67 points per credit
C+	Equals 2.33 points per credit
C	Equals 2.00 points per credit
C-	Equals 1.67 points per credit
D+	Equals 1.33 points per credit
D	Equals 1.00 points per credit
D-	Equals 0.67 points per credit
F	Equals 0.00 points per credit
P	0.0 points pass in pass-fail course, not computed in grade point average, credits counted.
NC	0.0 points, failure in pass-fail course, not computed in grade point average, no credit earned.
W	0.0 points, withdrawn without penalty, not computed in grade point average. Given for withdrawal previous to withdrawal deadline, and for certain extenuating circumstances thereafter, such as illness.
WF	0.0 points, withdrawn with penalty, is computed in grade point average. Given for withdrawal after the withdrawal deadline under unauthorized conditions.

I	0.0 points, incomplete, not computed in grade point average, (see policy on incomplete grades below)
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## Final Examinations

Faculty policy requires a culminating experience, such as a final examination or project during the finals week of a traditional semester. Exemptions to final examinations may be offered to students carrying an A for the course at the discretion of the instructor. First semester freshmen are not eligible for exemptions. Second semester freshmen and sophomores can be exempted from one exam per semester. Juniors and seniors can be exempted from no more than 2 exams per semester. If an instructor offers exemptions and students elect to take them, the instructor must submit the name of the course and the names of students taking the exemption to the office of the Provost's Office before the second last week of the semester.

## Incomplete Grades

An incomplete grade given in any term (i.e., first and second semester, Winterim, Summer Session) becomes a failing grade if the work is not completed within three weeks after the end of the final examination period for that term or by the time agreed to between the instructor and student. Requests for extension of time to resolve an I grade will be approved only when the instructor is satisfied that circumstances prompting the request justify waiving this three-week policy. In unusual circumstances, beyond the control of the student and the approval of the instructor, incomplete grades can be held for one semester.

## Individual Instruction/Independent Study/ Guided Study

Students may be given the option of taking a course as Individual Instruction or Independent Study or Guided Study. Further information is available on the CU Portal.

## Transcripts

An official transcript bears the seal of the University and the signature of the Registrar or his/her representative. Official transcripts may be given to students or alumni or can be mailed directly to institutions or persons considering the applicant for admission or for employment.

An unofficial transcript is given to the student whose credits are listed thereon and is marked unofficial. Concordia University accepts no responsibility for the accuracy of an unofficial transcript after it has been issued.

Federal regulations require the student's signature before the record can be released. You can access the transcript request form by visiting our website: [www.cuw.edu](http://www.cuw.edu)

## Class Adds-Drops

A student may add a course before no more than 15% of the scheduled class periods have occurred. The table below is a guide for the various courses and the maximum times of meeting after which registrations are not permitted. Consent of the instructor must also be secured.

Course Credits	Value Class Periods
1/2	1
1	2

2	4
3	6
4	8
5	10

A regular semester class may be dropped without an impact on a student's GPA through the end of tenth week of class (for seven week classes - end of the fifth week). Failure to withdraw from a class will result in a grade of F.

A full-time student may register through the last day of the first full week (5 days) of classes in the semester.

The instructor's signature is required after the first week.

## Audit Policy

An audited class will appear on the transcript as a zero-grade point class with a grade of AU, and no credits earned. Students may sign up to audit a traditional class before the semester starts as long as there is room in the class. After the semester starts, students may change their registration status from enrolled for credit to audit up until the drop deadline. Students taking accelerated classes must register as an audit before the class starts. The university offers audits on a space-available basis, and programs/majors/instructors have the ability to not allow audits: such policies need to be stated in writing. Self-paced online classes cannot be audited.

A student who audits a course has access to the in-class (and/or online) didactic portions of the course. The student is expected to attend class, but the student is not required to participate in any of the course's assessment activities, and the instructor is not required to assess the student's progress in the course (that includes the formulation of a comprehensive assessment such as a course grade). The university does not require, expect, or allow the student with a documented disability – other than a physical disability – to participate in its disability services process, as the students will not take part in the university's course assessment. Skills courses, such as foreign language, applied music, and some art courses are not available for audit.

## Change of Name or Address

Students are to promptly notify the Registrar in writing of any change in name or address.

## Academic Honors

### The Provost's Scholastic Honors List

The Provost's Scholastic Honors List for the University is composed each semester of those full time students who have a semester grade point average of 3.6 or above. Students must earn at least 12 undergraduate credits in a semester to be eligible; graduate credits are not considered for this honor.

### Graduation with Honors

- A candidate who achieves a cumulative grade point average of 3.90 or better will be graduated **Summa Cum Laude**
- One who achieves a cumulative grade point average of 3.80 or better will be graduated **Magna Cum Laude**
- One who achieves a cumulative grade point average of 3.60 or better will be graduated **Cum Laude**

## Awards

Concordia considers it right and proper to recognize through special awards unusual proficiency and performance in a certain area of learning as well as in worthwhile and purposeful co-curricular activity. Many such awards are given annually to students who have demonstrated exceptional achievement or who have made unusual contributions. From time to time, friends of Concordia have established such awards and have usually stipulated conditions under which the respective award should be given. Since in these instances the recognition aspect is more important than the financial element, Concordia has listed these as awards rather than scholarships. Such awards include:

- American Bicentennial Award in Business
- Walter W. Stuenkel Award
- E .R . Brann Citizenship Award
- Science Awards in Life Sciences, Mathematics, and Physical Sciences
- Wilhelm Schickard Award in Computer Science
- Moeller Award in English, German, Greek, Hebrew, Latin, and Spanish
- Religion Award
- Northup-Bartelt Memorial Music Award
- Nightingale Nursing Award
- Charles W. Finke Health and Human Performance Award
- Marsha Konz Student Educator Award
- Marsha Konz Graduate Educator Award
- CUW Visual Arts Award
- Søren Kierkegaard Philosophy Award
- Zondervan Publishing House Award in Greek, Hebrew, and Theology

## Academic Probation and Dismissal Policy

In general, an undergraduate student is considered in good academic standing if s/he maintains a cumulative grade point average of 2.0 or higher. Academic standing is assessed at the end of each semester and must include at least two courses. When a student's cumulative grade point average dips below 2.0, s/he is placed on academic probation. The student remains on probation if subsequent semester GPAs are 2.0 or above, but his/her cumulative GPA remains below 2.0. However, if at any time on probation, the student's semester GPA again dips below 2.0, s/he will be dismissed from the University. In general, students must have a 2.0 GPA or higher in order to graduate. It should be noted, however, that some undergraduate programs have their own standards for academic good standing and program completion, which work in conjunction with the aforementioned general standards.

## Appeal Process

Adult learners who are dismissed from the University may appeal their dismissal in writing to their Center Director or to the Executive Director of Continuing and Distance Education. The appeal should include an explanation of what went wrong and a plan for improvement.

The Center Director or Executive Director of Continuing and Distant Education will then consult with any appropriate academic staff to offer a recommendation to the Assistant Vice President of Academics for Student Success if the student is a Mequon student or to the Chief Academic Officer (CAO) at Ann Arbor if it involves an Ann Arbor student.

The AVP of Academics for Student Success or the Ann Arbor CAO will then notify the student of their decision. Stipulations may be attached to a favorable decision. Students who lose their appeal must sit out at least one traditional, 15-week semester, after which they may re-apply for



admission. Their re-application will be enhanced if they can demonstrate academic success at another school in the intervening period.

All dismissed students may appeal a decision to the President of the University (if at Mequon) or to the Chief Administrative Officer (if at Ann Arbor) in writing within 5 working days of the decision only if they can demonstrate that due process was not followed.

## Grading

The following grade point system is used in connection with these grades:

Letter Grade	Points Per Credit
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

A candidate who achieves a cumulative grade point average of 3.90 or better will be graduated Summa Cum Laude; one who achieves a cumulative grade point average of 3.80 or better will be graduated Magna Cum Laude; and one who achieves a cumulative grade point average of 3.60 or better will be graduated Cum Laude.

Additionally, the Scholastic Honors List for the University is composed each semester of those full-time student(s) who have a semester grade point average of 3.6 or above.

## Incompletes

It is expected that the required work be handed in the day it is due. Occasionally an emergency or extenuating circumstance may prevent a student from completing the assigned work.

If all the requested material has not been handed in by the final session, the student may, at the discretion of the instructor, request to receive an "I" for the module. The instructor, through the use of a Grade Change/Incomplete Report, will inform the student of the work that needs to be completed and the due date. The due date can be no later than three weeks after the last module session date.

If the "I" has not been satisfied by the due date, the student will receive a grade for the course based on what they had previously submitted with "zero" points for all missing work of the course. This grade will remain on the transcript, though a student repeating the module who receives a higher grade will have that grade computed into the GPA.

## General Academic Grievances

The steps listed below are to be carried out with an attitude of Christian love and concern for academic, moral, and spiritual growth. Face-to-face meetings are encouraged throughout the process, but may not be possible because of the situation.

- Step 1: The student meets with the instructor to resolve the matter informally.
- Step 2: Face-to-face Ann Arbor students should proceed to step III. Traditional undergraduate students submit a written grievance to the Department Chair of the program in which the course was taught within 10 working days after meeting with the instructor. Upon receipt of the student's grievance, the Department Chair will notify the instructor, who will then have 10 working days to submit a written explanation of the incident to the Department Chair. Within 5 working days of receiving the instructor's report, the Department Chair will send a written response to the student and the instructor. Adult learners follow this step with their Center Director. Graduate students follow this step with their Program Director. Full-time online students follow this step with the Executive Director of the OCDE.
- Step 3: If the student is still not satisfied, s/he may file a written complaint with the Dean (at Mequon) or campus Dean (at Ann Arbor) of the School in which the course was taught within 10 working days of receiving the step II report (if applicable). The Dean or campus Dean will render a decision and send a written response to the student, the instructor, and the Step II University official (if applicable) within 10 working days of receiving the grievance.

## Absences and Tardiness

Class interaction is an integral part of our accelerated program and because courses in the program are only six weeks in length, students are expected to attend all class periods of the courses for which they are registered. Site based classes require both classroom and online participation. In the case of an emergency which would cause a student to miss a portion of class, students must contact the instructor and their advisor either before the absence or within 24 hours following the absence. Absence from a course may result in a lower grade, depending on the professor's grading policy. **Undergraduate students missing more than 4 hours of class (including arriving late and leaving early) will constitute excessive absence and may be required to drop the class.** If emergency circumstances dictate missing a session, please notify the center staff and the instructor. If a student knows that an absence is inevitable (proposed surgery, long planned vacation, etc.) it is better to discuss with your instructor, before the course begins, regarding what your best options would be regarding successful completion of the course.

## Academic Dishonesty

Academic honesty is the foundation of our education institution. Without it, we make a mockery of the academic endeavor and the ultimate rewards associated with a degree in higher education. At Concordia, honesty is central to our Christian identity and way of relating to one another. The names of students found guilty of engaging in academic dishonesty will be reported to the Provost's Office. Types of academic dishonesty can be defined in the following manner:

- Cheating: includes, but is not limited to: a) the use of unauthorized assistance in taking any type of test or completing any type of classroom assignment; b) assisting another student in cheating on a test or class assignment, including impersonation of another student.
- Plagiarism: includes, but is not limited to: a) failure to give full and clear acknowledgement of the source of any idea that is not your own; b) handing in the same assignment for two different courses without the consent of the instructors.

- Fabrication: includes, but is not limited to: the forgery, alteration, or misuse of any University academic document, record, or instrument of instruction.
- Academic misconduct: includes, but is not limited to: intentionally or recklessly interfering with teaching, research, and/or other academic functions.

## Disciplinary Actions

- First instance: The faculty member determines the penalty. This may include any of the following: an opportunity to redo the assignment or test, a reduced grade on the assignment or test, a failing grade on the assignment or test, a lower grade in the course, a failing grade in the course, or removal of the student from the course.
- Second instance: The faculty member determines the penalty, and the campus-specific Chief Academic Officer (CAO) or designee connects with the student at which time additional sanctions may be imposed.
- Third instance: The faculty member determines the penalty, and the Academic Conduct Board (ACB) meets with the student at which time additional sanctions may be imposed, including suspension or expulsion. On the Mequon campus the ACB consists of the CAO at Mequon, AVP of Academics for Student Success, and the Dean of the School in which the student resides. If the student is an adult learner, the appropriate Center Director joins the ACB. If the student is a graduate student, the appropriate Program Director joins the ACB. The decision of the ACB is final.

## Appeal Process

On the Mequon campus students may appeal a faculty-issued academic dishonesty decision or penalty in writing to the Dean of the School in which the course was offered within 15 working days of receiving the report. The Dean (in consultation with the Department Chair or Program Director or Center Director) will consider the appeal and render a decision within 10 working days of receiving the appeal and issue a written response to the student.

## Dropping a Class

Undergraduate students who withdraw before the first class session, but within 48 hours before the class, will be assessed a \$55 drop fee plus a charge for books not returned in good condition.

## Course Waiver

In cases where a student has acquired a great deal of knowledge in a subject through work experience, but has never earned credits in the subject, a waiver may be granted. A student may request a waiver by writing a letter to the Dean responsible for the course and providing documentation showing that he/she has knowledge of the material covered in the course.

Waivers are limited to the major courses only, and are not available for core courses inside or outside the major. The request for waiver should be submitted well in advance of the course to allow time for approval.

## Student Transcript Evaluation

Upon receipt of all official transcripts, a "transcript evaluation" of previously earned credits and the courses needed to complete your degree will be provided. This evaluation will show how transfer credits were applied to the core, major, and elective requirements. Students are responsible for checking their official transcript evaluation. This

document is the school's statement of what is required to complete your degree. If you have questions about your transcript evaluation, talk to your advisor.

Students should use their transcript evaluation to track progress throughout the program by recording the grade received for each module. By using the evaluation as a tracking tool, you will know when the required credits have been completed.

When you anticipate graduation, contact your advisor to schedule a meeting to review your file and assure that you have met the requirements of your degree. This meeting is the first step in the graduation process.

Within the Accelerated Learning Center's bachelors degree programs, a student's grade point average on the Concordia transcript will be based on the credits taken after entering Concordia University. It does not include the GPA for coursework taken prior to entering Concordia. College level courses in which the student earned a "C-" or better will be reviewed for transfer from regionally accredited colleges and universities.

Students seeking a certificate must complete 30 credits at Concordia university, allowing for a maximum of 12 credits can be transferred.

Students seeking an associate's degree must complete 36 credits at Concordia University, allowing for a maximum of 27 credits can be transferred. Students seeking a bachelor's degree must complete 36 credits at Concordia University, allowing for a maximum of 84 credits can be transferred.

## Withdrawal from the Program

If a student finds it necessary to withdraw completely from the program, he/she should inform their Academic Advisor in writing, carefully explaining the circumstances surrounding the decision to withdraw. The Business and Financial Aid Offices will then make adjustments to the account and financial aid package.

If the student has not been enrolled in courses for twelve months or more, **he/she will re-enter under the policies and academic requirements in effect at that time.**

## Graduation

Concordia University confers the degree of Bachelor of Arts, Bachelor of Science, Bachelor of Science Nursing, or Bachelor of Social Work on a student of good character who has met the following requirements:

1. accumulated a cumulative grade point average of 2.00 or better for all credited work completed at Concordia University;
2. earned an appropriate number of credits of academic work, meeting all program-specific residency requirements;
3. satisfied any program-specific requirements;
4. met all financial obligations to the University.

Concordia University confers the degree of Associate in Arts on a student of good character who has met the following requirements:

1. a cumulative grade point average of (2.00) or better for all credited work completed at Concordia University;
2. earned an appropriate number of credits of academic work, meeting all program-specific residency requirements;
3. satisfied any program-specific requirements;
4. met all financial obligations to the University.

## Graduation Application

Each candidate for graduation must complete a Graduation Application online by the assigned deadline, prior to commencement.

## Graduation Fee

A fee is assessed for all graduates to cover graduation expenses. The graduation fee is required of all students, whether or not they attend commencement.

## Additional Accelerated Center Information

### Code of Student Conduct

CU strives to maintain a safe learning community for all students. The new Code of Student Conduct, which applies to Accelerated Learning students, outlines specific policies and can be located at: [www.cuw.edu/consumerinformation](http://www.cuw.edu/consumerinformation). These policies describe the level of respect and discipline CU expects in order to become a safe learning community for all.

### Classroom Visitors

Students are encouraged to bring prospective students to onsite classes as guests; however, they must first receive approval to do so from local Center Director. Students may not bring minors to class, nor may minors be left unattended at the School. Concordia University is not liable for the safety of children left unattended while at the School.

### Name/Phone/Address Changes

Students frequently have name, phone number and address changes.

Please notify your center of such changes as soon as they occur to enable the university offices to contact you about matters in your best interest. Legal documentation will be required for all name changes.

### CU E-Mail Account & Portal Access

As a student at Concordia University, there are some important web systems you will need to access. The [my.cuw.edu](http://my.cuw.edu) portal provides a secure, single sign-on to CU's online information systems. The Portal allows students to check email, pay account balances, register for classes, look up grades, do research, and much more, all in one convenient location. Students are encouraged to check their CU email regularly as it is the primary account used by staff and other students.

Students need a user name and password to start using the [my.cuw.edu](http://my.cuw.edu) Portal. Students can visit <https://student2.cuw.edu/passwords> to set their password. Then go to: <http://my.cuw.edu>. Your student ID # (F00) will be your user name. If you have problems or questions, contact the Information Technology Help Desk at [ithelpdesk@cuw.edu](mailto:ithelpdesk@cuw.edu) or (262)243-HELP (4357).

### Falcon One Card (Library Card)

Students on the Mequon Campus obtain their picture ID card (Falcon One Card) in the Library during regular office hours and on evenings and weekends when a Reference Librarian is available. Please check librarian availability on the library portal page or call 262-243-4330 prior to coming in to have your ID made. All other students will be issued ID cards through your center.

Your Falcon Card contains a barcode 450.... (located on the back of the card) for accessing the library catalog or the reference databases

to which Concordia subscribes. The first time you log into the website to access your TOPCAT account you will be prompted to create a PIN number (PIN must be a minimum of four characters). This is to ensure your account information is private and secure. For instructions on how to set up a PIN, please see the following site: [http://topcat.switchinc.org/screens/help\\_pin.html#howlog](http://topcat.switchinc.org/screens/help_pin.html#howlog). If necessary, a replacement card can be obtained for \$25.00.

The library website is available at <http://www.cuw.edu/Departments/library/index.html> or through the CU Portal.

## About Instructors

Instructors teaching at the Accelerated Learning Centers have work experience in the area of their competency and a minimum of a Master's degree. They meet Concordia's expectations for instruction in an accelerated learning environment. Some instructors are employed full-time at Concordia while others are employed full-time either at other academic institutions or in the business world. Part-time faculty is hired to teach at Concordia because of the competency they bring to the classroom. The author of the module is not necessarily the instructor who is teaching the class. Concordia reserves the right to schedule any of its qualified instructors for a given module.

Concordia is committed to providing academic excellence for students in attending programs at the Accelerated Learning Centers. Each module and instructor is evaluated by the students. The Center Directors and the Executive Director/Dean review these evaluations. Instructors submit a comment sheet each time they teach to provide their feedback on the materials used.

Instructors who, on a regular basis, do not meet student/director expectations are not allowed to continue to teach in the program. Periodically, the Center Directors and the Executive Director/Dean review the quality of teaching in the classroom and meet with instructors to develop more effective learning environments.

## Class Cancellation

Weather conditions can develop making it necessary to cancel class for the evening. The decision to cancel class will be made no later than 3:00 p.m. and a notice posted on the Portal, Accelerated Learning Centers tab. If there is a question about whether or not classes will be held, please call your center.

## Textbook Loan Program

Concordia provides textbooks to students of some Accelerated Learning Center programs through a book loan program<sup>1</sup>. Please take care of your textbooks and keep them in good condition. You may highlight in them as you study but please do not write in them. The Office of Continuing and Distance Education provides the information on how the students order those books after they register.

Accelerated Learning Center textbook loan program course textbooks must be picked up at your center before the class begins to allow for completion of homework due the first night. Textbooks must be checked out in person. If you plan to have someone else pick up your books for you, someone in the center office must be notified in advance. Loaned textbooks should be returned to your center within two weeks of course completion. **Students must return his or her textbook, from our book loan program, within 30 days of the end of their class, or will be assessed a non-refundable book replacement charge.**

<sup>1</sup> Textbooks are NOT provided for the following programs offered at Concordia's Accelerated Learning Centers: Nursing courses, the Teacher Certification program, the Medical Assistant certificate program, Social Work courses, Accounting courses, and all Master's level courses.

## Cell Phones & Other Electronic Devices

Cellular phones and other electronic communication devices should be turned off or silenced when entering a classroom. If you need to exit the classroom to respond to an emergency call, please do so with a minimum of disturbance.

## Ethics/Discipline

Out of respect for academic excellence and moral responsibility, each student is expected to employ the highest ethical standards in taking tests, writing papers and projects, and using material from the library. Should a student violate the ethics code by plagiarism, cheating or theft, he/she will be subject to penalties up to and including dismissal from the program.

## Honor Pledge

Students taking courses from the School of Business and Management are asked to inscribe the Honor Pledge at the end of each assignment submitted (or on the cover page), using handwriting when possible. This pledge reminds students of their commitment to academic integrity.

*"As I develop in mind, body, and spirit, I pledge on my honor that I have not given, received, witnessed, nor have knowledge of unauthorized aid on this or any [assignment, quiz, paper, test]" [Signature of Student]*

## Admission Procedures

### Accelerated Programs

Programs in Accounting, Business Management, Criminal Justice, Health Care Management, Human Resource Management, Liberal Arts, and Theology. Not all programs available at all locations.

### Admission Requirements

1. Submit the online application along with a non-refundable \$50 application fee at [www.CUW.edu/apply](http://www.CUW.edu/apply) (<http://www.CUW.edu/apply>).
2. Official transcripts from all post-secondary institutions attended must be sent directly to the CU Center at which you are enrolling. In cases where the student has less than 60 transferable credits, an official high school transcript or proof of GED must also be submitted. Students will be required to have a minimum cumulative GPA of 2.00 or above.
3. International students should visit [www.CUW.edu/international](http://www.CUW.edu/international) (<http://www.CUW.edu/international>) to view additional admission requirements.

### Admission Decisions

When an applicant's file is complete, the file is forwarded to the Admission Committee for review. The Admission Committee can make one of four decisions. An official decision letter is sent to the applicant, giving the decision of the Admission Committee.

1. The student is fully admitted to the program.
2. The student is admitted as a conditional student, whose admission and/or continuation in the program is contingent upon meeting

certain conditions that are stipulated in the acceptance letter the student receives.

3. The student is admitted as a Special Student Status – Non Degree Seeking. This applies to students who wish to enroll in courses but do not plan to seek a degree. Students enrolled in a certificate program will be admitted as Special Status.
4. The student is denied admission.

## Medical Assistant Program

Applicants must be high school graduates or have earned an HSED or GED.

### Admission Requirements

1. Meet with the Program Director for a personal interview.
2. Pass the Wonderlic Scholastic Level Exam with a score of 18 or higher, given three attempts.
3. Official transcripts from all post-secondary institutions attended must be sent directly to the CUW Center at which you are enrolling. In cases where the student has less than 60 transferable credits, an official high school transcript or proof of GED must also be submitted. Students will be required to have a minimum cumulative GPA of 2.00 or above.
4. Submit an application and a \$50 non-refundable application fee.
5. Must be able to pass a background check prior to being placed at a practicum.

### Admission Decisions

The applicant will be sent an official acceptance letter after they have passed the Wonderlic Scholastic Level Exam and the Program Director receives the application, fee, and official transcripts.

1. Anyone who does not pass a background check may be admitted into the program, but must sign a waiver that they are aware that they may have difficulty being placed at a practicum site.
2. Students may transfer up to 12 credits into the Medical Assistant program. The official transcripts and course descriptions need to be provided to the Program Director for approval.
3. The student may be admitted as a conditional student, whose admission and/or continuation in the program is contingent upon meeting certain conditions that are stipulated in the acceptance letter the student receives.

## Emerging Scholars

Concordia's mission is to provide a Lutheran higher education community committed to helping students develop in mind, body, and spirit for service to Christ in the church and the world.

The Emerging Scholars program is intended to serve students between the ages of 18-23. It is designed to provide a Christian education, academic support, resources and advising for students at an accredited institution that is community-oriented and conveniently located.

The goal is for every Emerging Scholars student to earn their associate's degree from one of the following program offerings:

- **Business Management**
- **Criminal Justice**

- **Liberal Arts**
- **Early Childhood Education**

In order to be considered for admission to Concordia University Wisconsin's Emerging Scholars program, you must complete and send<sup>1</sup> the following items:

- You will need a minimum ACT score of 15 and a high school grade point average (GPA) ranging between 2.0 and 2.49. Included with the GPA, you should have taken in high school: 3 units of English, 2 units of Mathematics, 2 units of Science, and 2 units of Social Studies.
- A completed application form (signature of parent and minor 17 and under)
- Official "in progress" transcript (6 or more semesters) including test records A final high school transcript is to be submitted after graduation
- Official transcript from each college attended (as it applies)
- Official report of ACT scores from American College Testing Program
- Three letters of recommendation (a witness to your academic ability; not a relative)
- Attend an interview or an information session with admissions counselor
- Attend an interview with the center director or Emerging Scholars coordinator
- A completed FAFSA ([www.fafsa.gov](http://www.fafsa.gov) (<http://www.fafsa.gov>)) - School Code: 003842 - application is free
- If accepted, a non-refundable \$100 tuition deposit (check or money order only)

<sup>1</sup> Not all programs offered at all locations.

All items must be submitted to your chosen location:

#### Concordia University Wisconsin

##### Milwaukee Midtown Center

Attn: Admission

4151 N 56th Street

Milwaukee, WI 53216

414.444.0734

[walter.goodwyn@CUW.edu](mailto:walter.goodwyn@CUW.edu) ([dyf.midtown@CUW.edu](mailto:dyf.midtown@CUW.edu))

## BS Completion for Registered Nurses

Students must already be a licensed RN to apply to the BSN Completion program. An exception applies in the special circumstance of those applying under the Dual Admission program.

### Admission Requirements

1. An online application completed at [www.CUW.edu/apply](http://www.CUW.edu/apply) (<http://www.CUW.edu/apply>)
2. Official transcripts from all post-secondary institutions attended. These must be sent directly to the Concordia University Center or online contact at which you are enrolling. Students must have a minimum cumulative GPA of 2.75 or higher.
3. A self-reflection essay answering questions; an outline will be provided.
4. One work related letter of recommendation from a BSN prepared nurse or supervisor.
5. Copies of current state nursing license.

6. An online background check at a cost of \$60.00. Instructions will be provided upon application.

### Admission Decisions

When an applicant's file is complete, the file is forwarded to the Chairperson of the Non-Traditional Nursing Program for review. Based upon review of the file the Chairperson will make one of three decisions and the applicant will receive an official decision letter.

1. The student is granted full admission to the program.
2. The student is conditionally admitted: admission and/or continuation in the program is contingent upon meeting certain conditions that are stipulated in the acceptance letter.
3. The student is denied admission.

## Bachelor of Diagnostic Medical Sonography

Acceptance is based on a number of factors and is not automatic.

Factors that are considered include the following requirements:

- Successful completion of all pre-professional coursework with a minimum cumulative GPA of 3.0 (need to achieve a 3.0 by application time)
- 3.0 GPA (a grade of B or higher) in the following pre-professional courses:

Code	Title	Hours
COMM 201	Interpersonal Communication	3
MATH 128	College Algebra	3
PHYS 151	General Physics I	4
PHYS 152	General Physics II	4
BIO 171		4
BIO 172		4
POLS 285	Amer Politics & Hlth Care Pol	3
RSC 106	Medical Terminology	1
BIO 285	Pathophysiology	3

- Certified Nursing Assistant training and passing the State License Exam (before interviewing for clinical placement)
- A minimum of 100 hours employed as a CNA (before interviewing for clinical placement)
- Interview at a professional site.

Students apply for clinical admission at the end of Fall semester of sophomore year. An Application Meeting will be held in November. Final high school and college transfer transcripts will need to be on file in the Registrar's Office. The application and supporting materials will need to be submitted to the Academic Advisor. A copy of the application will be sent to the professional programs. Each student may be asked to tour and interview at the professional program sites. If a student is accepted at more than one professional program, the student may have the option of attending the program of his/her choice.

## Bachelor of Social Work Program

Students must receive at least a "C" in all social work courses, maintain at minimum a 2.5 cumulative GPA overall and maintain a 2.75 cumulative GPA in all Social Work courses in order to continue in the social work

program. A student may repeat a course one time in an effort to improve their grade.

A completed application includes:

1. An online application completed at [www.CUW.edu/apply](http://www.CUW.edu/apply) (<http://www.CUW.edu/apply>).
2. Official transcripts from all post-secondary institutions attended. These must be sent directly to the Concordia University Center at which you are enrolling. Students must have a minimum cumulative GPA of 2.5 GPA overall and a 2.75 GPA in social work courses.
3. A self-reflection essay
4. An online background check at a cost of \$45.00. Instructions will be provided upon application.

When an applicant's file is complete, the file is forwarded to the Director of the Social Work Program for review. Based upon review of the file the Director will make the official admission's decision.

## Graduate Programs

### Admission Requirements

1. Submit the online application along with a non-refundable \$50 application fee at [www.CUW.edu/apply](http://www.CUW.edu/apply) (<http://www.CUW.edu/apply>).
2. Two letters of recommendation from individuals who can attest to the applicant's ability to pursue graduate work.
3. Official transcripts from all post-secondary institutions attended. Generally students will be required to have a minimum cumulative 3.00 GPA in their undergraduate work.
4. Current résumé including educational and work experience.
5. An essay stating the reasons for choosing to enroll in Concordia's graduate studies and for selecting the particular program.
6. International students should visit [www.CUW.edu/international](http://www.CUW.edu/international) (<http://www.CUW.edu/international>) to view additional admission requirements.

In addition to these general admission requirements, each program may have other requirements. All students enrolling in a graduate degree program must have an earned baccalaureate degree from a regionally accredited institution.

### Admission Decisions

When an applicant's file is complete, the file is forwarded to the Graduate Admission Committee for review. The Graduate Admission Committee can make one of three decisions. An official decision letter is sent to the applicant, giving the decision of the Admission Committee.

1. The student is fully admitted to the program.
2. The student is admitted as a conditional student, whose admission and/or continuation in the program is contingent upon meeting certain conditions that are stipulated in the acceptance letter the student receives. If there are conditions to be met prior to admission, the candidate must provide documentation of having met those requirements to the Graduate Admission Counselor.
3. The student is denied admission.

## Readmission Policy - Undergraduate and Graduate Programs

Students who wish to resume their studies after an absence of one year or more must submit a new application. Students will re-enter

the program under the rules and regulations of the current catalog. A new evaluation form will be completed at that time. Any new course requirements in either the major or the core must be met. You will need a high school grade point average (GPA) ranging between 2.0 and 2.49.

## Tuition and Fees

Concordia University seeks to keep costs as low as is consistent with sound education requirements and proper provision for the daily needs of the student. Student costs for an education depends also on his/her living and spending habits. Payment of fees is an integral part of the registration. A student will not be fully registered and cannot attend class until full payment of fees has been made. A student will not be permitted to register if previous financial obligations have not been met, nor will any student receive an official statement of credits grades or a degree/diploma if all obligations have not been satisfied.

The University reserves the right to modify fees without advance notice.

### Regular Fees

Please contact the Admission or Business offices for current tuition and room and board charges.

### Special Fees

#### Graduation Fee

A fee is assessed to senior status students to cover graduation expenses, based on the current fee schedule.

Transcript Fee

A fee is charged for each transcript provided.

### Methods of Payments

1. The University requires full payment of each semester's charges by August 15 or January 15 before the semester's classes.
2. Notification from the Financial Aid Office of grants, scholarships, or a Guaranteed Student loan will be accepted in lieu of payment by cash. Only one-half of such aid will be credited to the student's account for each semester.
3. Failing to observe this schedule or to make other satisfactory arrangements with the Business Office, the student will forfeit the right to begin or continue work at Concordia.
4. If students must rely on others for financial resources, they are held responsible for seeing to it that financial sponsors observe the payment schedule.
5. All fee payments should be addressed to Concordia University Wisconsin, 12800 N. Lake Shore Drive, Mequon, Wisconsin 53097. ATTN: Accounts Receivable. Please include the student ID # on payments.

## Budget Payment Plan

### Lutheran Church Extension Fund Joyful Response Program

Tuition Payments may be made automatically each month, for a maximum of 4 payments per semester, from your LCEF Steward Account or a checking or savings account to CUW. A Joyful Response program enrollment form must be completed each semester and returned to CUW. Contact the business office at 262-243-4556.

## Tuition Refund

Students who withdraw from the University, or from one or more classes, will receive a pro-rated refund of tuition based on the following table:

Weeks in Course	Week #	Week #	Week #	Week #	Week #	Week #	Week #
16	1 80% <sup>1</sup>	2 75% <sup>1</sup>	3 60% <sup>2</sup>	4 40% <sup>2</sup>	5 25% <sup>2</sup>	6-10 0% <sup>2</sup>	11-16 0% <sup>3</sup>
12	1 80% <sup>2</sup>	2 75% <sup>2</sup>	3 50% <sup>2</sup>	4 25% <sup>2</sup>	5-8 0% <sup>2</sup>	9-12 0% <sup>3</sup>	
10	1 75% <sup>2</sup>	2 50% <sup>2</sup>	3 25% <sup>2</sup>	4-7 0% <sup>2</sup>	8-10 0% <sup>3</sup>		
8	1 75% <sup>2</sup>	2 50% <sup>2</sup>	3 25% <sup>2</sup>	4-5 0% <sup>2</sup>	6-8 0% <sup>3</sup>		
6	1 60% <sup>2</sup>	2 40% <sup>2</sup>	3-4 0% <sup>2</sup>	5-6 0% <sup>3</sup>			
4	1 50% <sup>2</sup>	2 25% <sup>2</sup>	3 0% <sup>2</sup>	4 0% <sup>3</sup>			
3	1 50% <sup>2</sup>	2 0% <sup>2</sup>	3 0% <sup>3</sup>				
1	Day 1 50% <sup>2</sup>	Day 2 0% <sup>2</sup>	Day 3 0% <sup>2</sup>	Days 4-5 0% <sup>3</sup>			

### Grades reflected on transcript due to dropping of a class:

- <sup>1</sup> Course not reflected on transcript
- <sup>2</sup> Grade of W will be issued for the course
- <sup>3</sup> A grade of F will be issued for the course

## Financial Aid

### Student Financial Responsibilities

Tuition is due for payment on or before the first night of class. The responsibility for making these payments rests with the student, not the Center, the Office of Financial Aid or the Business Office.

Each month, a statement will be e-mailed to the student documenting payments in the account and payments due. Regardless of whether or not a statement is received, tuition is due on or before the first night of each course. Checks may be mailed to the Business Office, delivered to the Cashier's Office, or turned in to the Center. Checks should include the student's identification number (F00 number) to ensure proper credit. Students can view their account on the CU Portal (click on 'Student Services' tab, 'My Statement') and pay bills online.

Students anticipating to receive grants or loans must have completed the FAFSA application for these loans with the Financial Aid Office to begin class.

Questions should be directed to Concordia Financial Aid Office at: [finaid@CUW.edu](mailto:finaid@CUW.edu) or 800.243.4569.

Financial aid will be processed after a student has registered and has submitted all necessary paperwork to the Financial Aid Office. Financial

aid is awarded based on grade level and the number of credits a student registers for each term. At Concordia University, an undergraduate student is considered full-time if he/she attends and is enrolled in 12 credits per term (Fall: July 1st - December 31st; Spring: January 1st - June 30th). Students who take less than 12 credits per term may be eligible for financial aid. Students receiving financial aid must be enrolled and have turned in one or more assignments in at least 6 credits each term to qualify for halftime status.

Grade level is based on the below completed credits:

Level	Credits
Freshmen	0-29
Sophomore	30-59
Junior	60-89
Senior	90+

*A student's financial aid eligibility may change if a student changes their schedule after the term has begun by adding or dropping courses. It is highly recommended students meet with their academic advisor and financial aid counselor prior to dropping a course or registering for courses to avoid any schedule changes during the term. If a student fails to meet academic standards (maintain a 2.0 or better cumulative GPA), he/she will become ineligible for financial aid.*

Federal student loans are available to graduate students seeking degrees.

- Students may take a minimum of three graduate credits per semester to qualify
- Campus-based students are eligible for up to \$20,500 or up to cost of attendance per academic year to cover the cost of tuition, books, fee, transportation and living expenses
- Students who apply through FAFSA will receive an email at their Concordia address after they are accepted to a graduate program and are registered for a course. Directions for online financial aid acceptance will accompany the email

Concordia University offers Federal Title IV funding in the form of Federal grants and Federal Subsidized and Unsubsidized Loans. To apply for financial aid, students must complete the "Free Application for Federal Student Aid" ([www.fafsa.ed.gov](http://www.fafsa.ed.gov) (<http://www.fafsa.ed.gov>)) each academic year.

### Federal Pell Grant

This federal grant is awarded to undergraduate students on the basis of financial need and is prorated per class enrollment. The maximum amount of this grant per year is \$6,095.

### Federal Direct Subsidized Loan

This federal loan may be offered up to \$5,500 per year depending on financial need and grade level. A Subsidized Loan does not accrue interest until repayment which begins 6 months after separation from the University or when a student is enrolled less than half-time (6 credits per term). The interest rate is fixed and changes each year. Interest fees and origination fees are subject to change per acts of Congress.

### Federal Direct Unsubsidized Loan

This federal loan is an additional loan for educational expenses of up to \$7,000 per year depending on eligibility and grade level. Interest begins when the loan is disbursed. Payments may be deferred while the student

is enrolled at least half-time but interest does accrue during this time. Repayment with interest begins 6 months after separation from the University or when enrollment drops to less than half-time (6 credits per term). The interest rate is fixed and changes each year. Interest rates and origination fees are subject to change per acts of Congress.

Independent students may qualify for the following amounts of student loans:

Credits Earned	Loan	Subsidized	Unsubsidized
0-29	\$9,500 annually	\$3,500	\$6,000
30-59	\$10,500 annually	\$4,500	\$6,000
60 or more	\$12,500 annually	\$5,500	\$7,000

## VETERANS BENEFITS

Concordia is dedicated to working with our Veteran students and their families to ensure affordable tuition and our education programs have been consistently recognized as a great return on investment. Veterans have numerous options using military education benefits, applying for scholarships, and utilizing financial aid if needed. Our department of specialists are dedicated to assisting you through the Admissions, Transfer, and Academic process. Our goal is to help every Active, Reserve, Veteran and their family member achieve their goal of graduating. Veterans can utilize their military experience and training to receive college credits. The Joint Service Transcript (JST) has replaced the following:

- Coast Guard Institute Transcript (CGI)
- Army/American Council on Education Registry Transcript System (AARTS)
- Sailor/Marine American Council on Education Registry Transcript (SMART)
- Air Force personnel should contact the Community College of the Air Force (CCAF) to receive transcripts.

To order your official transcript from JST, set up an account by visiting <https://jst.doded.mil/smart/signIn.do> Please order a free official copy to be sent to the Mequon Campus (it will be received by the VA Certifying Official office within 48 hours).

Here is a list of Military Benefits used at Concordia University:

### Federal Benefits:

- Chapter 30 Montgomery G.I. Bill®
- Chapter 31 Vocational Rehabilitation
- Chapter 33 Post 9/11 G.I. Bill®
- Chapter 35 Survivors and Dependents Educational Assistance
- Transfer of Post 9/11 to Dependents (TEB)
- Chapter 1606 Selected Reserve
- Military Spouse Career Advancement Accounts (MyCAA)
- Concordia University is a Yellow Ribbon Program School

### State of Wisconsin Benefits:

- Veterans Education Grant (VetEd)
- Wisconsin National Guard Tuition Grant

### Processing of Military Benefits:

We recommend for all veteran personnel who have not applied for education benefits, to do so at [www.vets.gov](http://www.vets.gov) (<https://www.vets.gov>). Veterans will complete an application with their personal information and

after submission, the process will review the eligibility status, and provide documentation regarding benefits that are available to use.

### Active Duty Personnel

Concordia University accepts the Armed Forces Tuition Assistance (TA) Programs. This program offers eligible Army, Navy, Air Force, Marines, Coast Guard, National Guard, and Reserve members a benefit that pays up to 100% of tuition expenses for voluntary higher education taken during off-duty hours in support of professional and personal self-development goals.

### Reserve Duty Personnel

Reserve personnel who are activated under Title 10 orders may qualify for the Tuition Assistance (TA) Program. Each branch of service administers its own benefits criteria, including award amounts, eligibility, restrictions, and application process.

For more information regarding the use of Tuition Assistance please visit the following website: <http://www.fafsa.com/student-financial-aid/tuition-assistance-programs>

If you have additional questions and would like to speak to someone in our Veteran Services Department, Please feel free to contact our Executive Director of Community Engagement and Veteran Services, Eduardo Garza at 262-243-2112 or email at [Eduardo.garza@cuw.edu](mailto:Eduardo.garza@cuw.edu) or our VA Certifying Official Barb Ellmaker at 262-243-4350 or email at [barb.ellmaker@cuw.edu](mailto:barb.ellmaker@cuw.edu).

## Employee Reimbursement

Many employers offer tuition reimbursement for students advancing their education. Students using Employer Reimbursement must have either the payment for each class or have financial aid in place on the start day of the class.

## Non-Traditional Approaches to Earning Credit

**NOT APPLICABLE FOR ALL PROGRAMS**

**Prior approval must be obtained before enrolling in any of the options listed below. All transcripts must be on file at Concordia to ensure there will be no duplication of coursework.**

### Independent Study

Independent Study allows students to develop a course of study in a subject area for which there is not already a module or credits on the student's transcript. Through the completion of the proposal, the student will state goals and objectives, materials to be used, and means of assessing the learning. An advisor will be assigned to the study. It is the responsibility of the advisor to supervise the completion of the study and to report to Concordia satisfactory completion of the work, at which time credit will be awarded.

### Travel Studies

Travel opportunities are available to non-traditional students through CU's International Studies Department. Travel study participants must contact the sponsor of the trip to obtain the required forms and must complete the necessary paperwork. Credits earned through travel experience may apply to the core or elective areas.



Students may be eligible to receive a grant for global education if they have earned at least 60 undergraduate credits or 21 graduate credits from Concordia University Wisconsin. Applications for this grant must be submitted by the 15th of May, prior to the trip's departure date. See your advisor for the proper forms and look at our website for specific requirements and a listing of available studies. <https://www.cuw.edu/departments/studyabroad/>

## Prior Learning Assessment

Prior Learning Assessment of experiential learning allows accepted students to seek credit by documenting college-level knowledge and competence acquired outside a classroom setting. Prior Learning Assessment (PLA) Workshops are periodically conducted at each center and an online portfolio workshop is also available. During these sessions the students are guided through the process of determining what constitutes college-level learning, the process of developing each petition for credit, and how to document learning. Attendance at a PLA Development Workshop or completion of the Online PLA Workshop is required. Contact your advisor to learn about how to participate in a workshop.

Prior Learning credits, if awarded, apply only to the elective area, though 2 of the 21 possible credits may apply to the physical development core requirement. For an AA degree, a maximum of 7 credits may be applied toward the degree. For a BA degree, a maximum of 21 of the required elective credits may be earned through PLA, unless 2 are used for physical development. A per credit evaluation fee is charged for Prior Learning Assessment portfolio submissions. This evaluation fee is not returned if credits are not awarded. Credits awarded through Prior Learning Assessment are not likely to be transferrable to another school.

All official transcripts for any credits to be transferred to Concordia should be on file prior to submitting a Prior Learning Assessment portfolio to avoid duplication of credits. Submissions may not duplicate any coursework completed at Concordia. Students should submit portfolios by the first of each month to be reviewed by the Prior Learning Assessment Committee. Petitions should be submitted for only the number of credits needed. The evaluation fee per credit, \$55, must be submitted with the portfolio. Students will be notified by mail of the committee's decision. Credits denied may be resubmitted for reconsideration in certain cases. In the case of a new petition, the charge is \$55; in the case of a revision, there is no charge.

## College level Examination Program (CLEP) and Defense Activity for Non-Traditional Education Support (DANTES)

Applicants qualify for such credit by satisfactory achievement on college approved placement examinations, including the College Board Advanced Placement Tests, CLEP (College Level Examination Program), or faculty-authored challenge examinations. These programs serve students who want recognition for college level achievement acquired outside the conventional classroom. Students require prior approval from their advisor and complete a Transfer Request Form so that the individual record can be checked to be sure that the proposed credits will be accepted. Students will need to allow at least two weeks for these requests to be processed. To receive credit for either CLEP or DANTES tests students may not have credit for similar coursework on their transcripts. College credit total a maximum of 30 semester credits may be earned by satisfactorily completing such examinations.

## American Council on Education (ACE) and National Program on Non-collegiate Sponsored Instruction (PONSI)

ACE and PONSI are organizations which validate for-credit coursework completed through non-collegiate education and training programs. The student must have official copies of the educational transcripts sent to Concordia.

## Life Office Management Association (LOMA) and American Institute of Banking (AIB)

LOMA and AIB provide means to receive college credit for company training professional development programs through an employer. The student must have official copies of the educational transcripts sent to Concordia.

## Military Credits

Military Credits are granted based on the evaluation of an official joint service transcript, or for military service prior to 1981, DD 214 documentation.

## Online Course Policies

Concordia University cares about the active engagement of students in coursework. Just as showing up for work is critically important to job security and work effectiveness, showing up for class, whether it is online or face-to-face, is critically important for students to master the career skills and concepts necessary for the degree in which they seek. Every effort should be made by students to attend and be academically engaged in every class and/or laboratory session.

## Online Attendance Policy

Attendance in an online course is defined as "active participation in the assignments laid out in the course syllabus". For these purposes, an assignment is an individual discussion, quiz/test or drop box submission that is completed in the Learning Management System and is eligible for grading.

Attendance may include, but is not limited to, participating in a weekly discussion board, completing a journal entry, or submitting/completing assignments in the Learning Management System (LMS). Logging into a course, without engaging in one or more of the above activities, does not qualify as attendance.

As of January 1, 2016, student attendance is tracked for all online courses and failure to be actively participating in a course – without communication to the instructor or response to outreach – will result in a student being administratively withdrawn.

Once a course begins, a student will remain active in the course unless he/she:

- Requests to drop/withdraw from the course;
- Is administratively withdrawn from the course for failure to begin;
- Is administratively withdrawn from the course for non-attendance;
- Is administratively withdrawn from the course for other reasons, e.g., disciplinary suspension, etc.

The University reserves the right to initiate an administrative withdrawal from a course whenever a student violates the Attendance Policy.

PLEASE NOTE: A drop/withdraw – whether requested by the student or performed by the University for one of the reasons listed previously – cannot be overturned. Students are encouraged to speak to their academic advisor AND the financial aid office to understand academic and financial implications BEFORE requesting to drop/withdraw from a class.

## Online Non-Attendance Definitions

- **Never Attended Class:** A student who has not attended class (i.e. submitted work in the LMS) as of 11:59pm CST on the 28th day (for self-paced), or 8th day (for collaborative), will be administratively withdrawn from the course. A \$55 non-refundable fee will be charged to the student's account for failure to begin.
- **Submitting Work Outside LMS:** A student submitting work outside of the LMS (i.e. work emailed to instructor; work submitted in an alternate system such as WILEY, LiveText, etc.) is not considered to be in attendance.
- **Attending but Becomes Absent:** A student who has attended class but becomes absent per the definitions below, with no contact to the instructor, response to outreach, or documented request to drop the class, will be administratively withdrawn. The student will be assigned a failing grade (F) if the withdraw occurs past the drop deadline. Absence in online courses is defined as not participating in discussion threads or turning in assignments.

### Collaborative Courses:

- Absent 4 consecutive weeks of a 16-week collaborative course
- Absent 3 consecutive weeks of a 12-week collaborative course
- Absent 3 consecutive weeks of a 10-week collaborative course
- Absent 2 consecutive weeks of an 8-week collaborative course
- Absent 10 consecutive days of a 6-week collaborative course
- Absent 7 consecutive days of a 4-week collaborative course

### Self-Paced Courses:

- Absent 3 consecutive weeks of a 12-week self-paced course (attendance tracking begins once a student submits work for the class)

**NOTE: Any time a student is added, dropped, or withdrawn from a course – whether requested by the student or performed by the University – financial aid will be reviewed per federal regulations.** Last dates of attendance in courses, determined by this Attendance Policy, will be used by the Financial Aid office in calculating a "Return to Title IV" (r2t4). This determines when and to what extent funds must be returned to financial aid funding sources. In some circumstances, a student may owe the University a portion of their tuition and any cash release they may have received.

## Online Drop Deadline Policy

### Self-Paced Courses:

#### No Grade

- A drop request within the first four (4) weeks AND before an assignment submission will not incur a grade or be recorded on the student's transcript.

#### Withdraw (W)

- Up to the end of the ninth (9) week from registration, a drop request or administrative withdraw will be processed as a withdraw (W). The W will show up on the student's transcript but does not affect the student's GPA.

#### Failing Grade (F)

- After the ninth (9) week of a course, a drop request or administrative withdraw will be processed as a failing grade (F). The F will show up on the student's transcript and it will affect the student's GPA.

## Collaborative Courses:

#### All Courses

- A drop request within the first (1) week AND before an assignment submission will not incur a grade or be recorded on the student's transcript.
- Up to the end of the designated week in the course, a drop request or administrative withdraw will be processed as a withdraw (W). The W will show up on the student's transcript but does not affect the student's GPA.
- After the designated week in the course, the student will receive a failing grade (F). The F will show up on the student's transcript and it will affect the student's GPA.

#### Full Semester (16 Week) Courses

- Up to the end of the tenth (10) week of the course, students may drop and receive a withdraw (W).
- After the tenth (10) week of class, a drop will incur a failing grade (F).

#### Twelve week Courses

- Up to the end of the eighth (8) week of the course, students may drop and receive a withdraw (W).
- After the eighth (8) week of class, a drop will incur a failing grade (F).

#### Ten week Courses

- Up to the end of the seventh (7) week of the course, students may drop and receive a withdraw (W).
- After the seventh (7) week of class, a drop will incur a failing grade (F).

#### Eight week Courses

- Up to the end of the sixth (6) week of the course, students may drop and receive a withdraw (W).
- After the sixth (6) week of class, a drop will incur a failing grade (F).

#### Six week Courses

- Up to the end of the fifth (5) week of the course, students may drop and receive a withdraw (W).
- After the fifth (5) week of class, a drop will incur a failing grade (F).

#### Four week Courses

- Up to the end of the third (3) week of the course, students may drop and receive a withdraw (W).
- After the third (3) week of class, a drop will incur a failing grade (F).

## Online Tuition Refund Policy

After the start of a course, no refunds may be applied to the student's account without a written request to drop a course or completion of the Online Drop Request Form: [www.cuw.edu/department/ocde/drop.cfm](http://www.cuw.edu/department/ocde/drop.cfm).

Students who wish to drop a class prior to the Drop Deadline will receive a pro-rated refund of educational fees according to the following schedule:

Date	Percentage
Prior to the submission of the first assignment	100
After submission of one (1) assignment	67
After submission of two (2) assignments	33
After submission of three (3) assignments	0

EDGT - Professional Development Courses: Students who begin to submit work for an EDGT course will be ineligible to receive a refund. A full refund is only possible if no work has been submitted to the course.

**NOTE: After the Drop Deadline for a course, students will not be eligible for a tuition refund.**

## Student Services

The university provides a variety of services for students which include: Chaplain services, tutoring, career and counseling/testing. Tutorial and chaplain services are available to all students, free of charge, at all centers.

### Chaplain Services

Each Center has spiritual guidance, advice, and support available to the student and his/her family at no cost. The Mequon Center has the services of the resident campus pastor, and all other Centers have designated Chaplains. The Center chaplain is an ordained Lutheran (LCMS) pastor who is available to all students for confidential spiritual guidance and support. He is available by appointment for spiritual guidance, comfort, and/or counseling on an individual basis for the student and members of the student's family. His service is free and confidential.

He does not report to the director, staff, or faculty. Please contact your local center for his name, phone number and email address.

### Learning Resource Center (LRC)

The Learning Resource Center (LRC) offers both on-campus and online academic support for accelerated learning students. The Learning Resource Center is housed at the Mequon campus. Hours of operation are Monday – Friday, 8:00 a.m. – 4:30 p.m. For more information, please call 262-243-2623 or send an email to [swlrc@cuw.edu](mailto:swlrc@cuw.edu) ([swlrc@CUW.edu](mailto:swlrc@CUW.edu)).

### The Writing Center

Accelerated learning students have two options to utilize in the Writing Center. They can make in-person appointments at the Mequon Campus and/or they can submit their work online through CUW's Online Writing Lab (OWL). The OWL is maintained by training Writing Center staff. Writing Consultants offer constructive comments about student projects.

The OWL staff reviews essays and assists students with brainstorming, researching, formatting, and revising. To submit an essay to the OWL, visit [www.cuw.edu/OWL](http://www.cuw.edu/OWL). Accelerated learning students are also welcome to visit the Writing Center for in-person consultations. There are two locations on the Mequon Campus, one in the Learning Resource Center (Luther 200), and one in Rincker Memorial Library. Writing Center Consultants work with students at any stage of the writing process. To make an appointment for an in-person consultation, please visit [tutortrac.cuw.edu](http://tutortrac.cuw.edu) or call 262-243-2623.

### Math Drop-In Desk

Accelerated learning students are welcome to visit the Math Drop-In Desk located on the Mequon campus in the Learning Resource Center (Luther 200). The Math Drop-In Desk offers assistance with statistics, algebra, business math, and most other math-related questions. Tutoring takes place on a first-come first-served basis, in short 30-minute sessions. For more information about the Math Drop-In Desk or to request a schedule, contact the LRC at 262-243-2623.

### Smarthinking

Smarthinking is a free online tutoring service staffed by trained online instructors who can tutor students in the general undergraduate subject areas of Mathematics (Algebra, Geometry, Trigonometry, and Calculus), Science (General and Organic Chemistry, Physics, Biology, Anatomy, Physiology), Business (Introduction to Accounting, Economics, Statistics, Finance), Spanish, and Writing. Students may use Smarthinking services for up to 15 hours per semester. Please visit [www.smarthinking.com](http://www.smarthinking.com) (<http://www.smarthinking.com>) to view the disciplines for which Smarthinking offers academic support.

Students may access the following Smarthinking tutoring options through the Blackboard component of your choice:

- Real-time chat with online instructors who specialize in select disciplines
- Pre-arranged chat appointments offered for a variety of subject areas
- Submission of coursework-related questions to Smarthinking online instructors
- Access to an electronic library of academic resources

For more information on Smarthinking, students can contact the Support Services Coordinator at (262) 243-4535.

### Academic Skills Development

The LRC at CU offers assistance with developing proficiencies vital to a successful college career, such as time management, note-taking, reading comprehension, test-taking, and using and citing sources in research papers. Students who are off-site and unable to travel to the Mequon campus should contact the LRC to access online workshops and other academic skill resources. Students able to travel to the Mequon campus can schedule a meeting with an academic skills coach by calling (262) 243-2623 or emailing [swlrc@CUW.edu](mailto:swlrc@CUW.edu).

### Disability Support Services (DSS)

CU is committed to students with disabilities and ensuring academic accessibility needs. The LRC assists students with obtaining and implementing reasonable accommodations in accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and relevant regulations and case law. Students with disabilities should contact the LRC upon enrolling for further information about securing accommodations. If you are a student with a documented disability and need accommodations for any course, please register with Disability

Support Services. Contact the Director of the Learning Resource Center and Disability Support Services by calling 262-243-4299 and find out how to get started at [www.cuw.edu/dss](http://www.cuw.edu/dss). Students with disabilities must disclose their disability with DSS and submit documentation from a licensed professional of his/her disability/impairment. For more information, or to request accommodations, please visit [www.cuw.edu/dss](http://www.cuw.edu/dss) or send an email to [dss@cuw.edu](mailto:dss@cuw.edu).

## Center for Academic Advising and Career Engagement

The Center for Academic Advising & Career Engagement bolsters the holistic development of Concordia students and alumni by providing comprehensive academic and career support toward the development, implementation, and fulfillment of academic, career, and vocational goals.

The Center for Academic Advising & Career Engagement operates from a learning-centered paradigm; in essence, through your advising experience you will learn several skills which complement your academic and professional preparation. We recognize God created you on purpose, for purpose and thus strive to learn about your many talents, interests, and aspirations. Our goal is to help you develop an awareness of what makes you uncommon so you can harness those gifts to fully engage with meaningful learning opportunities in the classroom, in the community, and in the workforce. As with your academic experience, the ultimate responsibility is upon you – the learner – to fully engage in your educational and career pursuits. We will be with you every step of the way and simply ask that you keep us informed of questions, concerns, and changes to your plans as they arise, so we may best assist you along your journey.

### Tools for Professional Development

- Handshake is our Career Services online tool. You can use this to find jobs, internships, and other career resources. This innovative platform will help take you through college and into the first Handshake with your employer.
- Career Document Series: This is located on our [cuw.edu/careers](http://cuw.edu/careers) web-site. Visit this for a complete list of information that will be helpful in preparing your professional documents, interviewing, and other aspects of your career.
- Focus v2 will help you find out more about yourself with its skills, personality, values, and work interest assessments. Find out what you can do with your major and how to start down a path toward success.
- CUWConnect is a tool that will allow you to connect with current alumni in your field. Alumni can be an invaluable resource as you pursue your vocation. Create an account and begin searching for mentors and connections in your interest area.

### Responsibilities

Students are responsible for the development, implementation, and fulfillment of their vocational aspirations by:

- Taking the initiative to seek advising – you should meet with your advisor twice a semester
- Understanding and fulfilling all program requirements – use your Academic Catalog
- Staying apprised of curricular changes – you should read and respond to all emails from your support network (ie, Advisors, Faculty, Deans, etc.)

- Utilizing campus and academic resources – you should use at your discretion and at the suggestion of advisors & instructors

Advisors are responsible for the development, implementation, and fulfillment of students' vocational aspirations by:

- Communicating regularly with each advisee – we will be responsive to phone calls and emails
- Keeping students apprised of curricular policies and changes – we will be in constant communication with both your program faculty and you
- Helping students evaluate their academic performance and vocational decisions – we will provide clear & honest feedback and will articulate options for decisions
- Referring you to campus and academic resources as appropriate – these are intended to aid in your academic success

The University is responsible for the development, implementation, and fulfillment of students' vocational aspirations by:

- Communicating requirements and expectations for graduation – follow the Academic Catalog
- Providing a structure to fulfill those expectations in a timely fashion – use the advice of advisors and faculty, course sequencing and offerings are very important
- Providing appropriate access to academic and campus resources – we have a lot of people who want to see and help you succeed

# CERTIFICATE PROGRAM

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## Medical Assistant

### Major: Medical Assistant

Concordia University's Nationally Accredited Medical Assistant Program will train you for an exciting career in the healthcare field. Certified Medical Assistants are in high demand. The Medical Assistant profession is one of the fastest growing occupations in the country today. If you enjoy working with people, and are interested in healthcare, the CU Medical Assistant Program is a great place to start!

The three key skill areas of training include:

1. Clinical Procedures
2. Laboratory Procedures
3. Administrative Procedures

There are several other medical related courses and a liberal arts component, which will enhance your education.

The CU Medical Assistant program incorporates Christian Values and Ethics that are important in the healthcare field.

The CU Medical Assistant program is a Certificate program and has a daytime class track and an evening class track. Classes are offered at our Miller Park Way Center (West Milwaukee) and our Beloit Center utilizing an online blended format.

Course work includes:

- Student Success Strategies
- Medical Terminology
- Interpersonal Communication
- Math for Health Care Professionals
- Psychology
- CPR
- Medical Law, Ethics & Professionalism
- Computing for Health Care Professionals
- Endocrine/Urinary/Reproductive Systems
- Respiratory/Cardiovascular Systems
- Lymphatic/Digestive/Blood Systems
- Musculoskeletal/Skin/Nervous/Sense Systems
- Administrative Procedures
- Bible as Literature or Heritage of Faith
- Medical Assistant Practicum

Upon successful completion of the Medical Assistant Program, you are awarded 42 semester hours of college credit and are eligible to take the American Association of Medical Assistants National Certification Exam to become a Certified Medical Assistant.

# EMERGING SCHOLARS PROGRAM

## Associate degrees

### Program Objectives

Concordia University has prepared Associate degree programs for the individual seeking to prepare themselves with a solid academic foundation without the time or requirement for a four year degree in business, criminal justice & public policy, liberal arts or early childhood education.

#### Prerequisite skill courses to be taken:

Code	Title	Hours
AL 109	Basics for Mathematics	
ENG 102	Elements of English Grammar	
LA 105	Freshman Seminar	

## Business

### Major: Business

The Associate degree in Business is designed to create a strong foundation for effective and responsible leadership roles in an organization or related professional activities. Through the required courses, the program is intended to grow and enhance both your professional and Christian values.

### Core Curriculum

Course	Title	Hours
<b>Year 1</b>		
<b>Fall</b>		
BUS 130	Principles of Management	3
BUS 150	Intro to Business Info Tech	3
COMM 201	Interpersonal Communication	3
ENG 100	Develop Writing and Reading	3
MATH 121	Intermediate Algebra	3
		Hours 15
<b>Spring</b>		
ENG 104	Intro to Writing	3
ECON 200	Principles of Economics	3
MKTG 131	Principles of Marketing	3
REL 100	The Bible	3
REL 110	Christian Faith	3
		Hours 15

<b>Year 2</b>		
<b>Fall</b>		
ACCT 203	Financial Accounting	3
BUS 210	Business Law I	3
COMM 247	Business Writing	3
ENG 103	Civilization & Worldviews: Lit	3
FIN 200	Personal Finance	3
MATH 125	Contempora Math	3
		Hours 18
<b>Spring</b>		
ACCT 223	Managerial Accounting	3
BUS 355	Management Info Systems	3
HIST 103	World Views:Histor	3
MKTG	Public Relations	3
PSY 101	General Psychology	3
		Hours 15
		Total Hours 63

## Criminal Justice & Public Policy

### Major: Criminal Justice & Public Policy

The Associate degree in Criminal Justice & Public Policy is designed for those individuals that have an interest in the process and procedures that lead to the creating and maintaining of a positive, non-violent environment within a community. This is done by exploring criminal causation & laws, public policies, and the total justice system. Through the required courses, the program is intended to grow and enhance both your professional and Christian values.

### Core Curriculum

Course	Title	Hours
<b>Year 1</b>		
<b>Fall</b>		
COMM 201	Interpersonal Communication	3
ENG 100	Develop Writing and Reading	3
JPP 101	American Government	3
JPP 102	Intro Law Enforcement	3
MATH 121	Intermediate Algebra	3
		Hours 15
<b>Spring</b>		
ENG 104	Intro to Writing	3
JPP 103	Criminology	3

JPP 104	Intro to Courts	3
JPP 207	Substantive Criminal Law	3
REL 100	The Bible	3
REL 110	Christian Faith	3
Hours		18
<b>Year 2</b>		
<b>Fall</b>		
ENG 103	Civilization & Worldviews: Lit	3
JPP 110	Juvenile Justice Theory	3
JPP 206	Corrections in America	3
JPP 308	Procedural Criminal Law	3
MATH 125	Contemporary Math	3
Hours		15
<b>Spring</b>		
COMM 460	Cross-Cultural Communical	3
HIST 103	World Views:History	3
JPP 214	Criminal Investigator	3
JPP 288	Terrorism	3
PSY 101	General Psychology	3
Hours		15
Total Hours		63

## Early Childhood Education

### Major: Early Childhood Education

The Associate degree in Early Childhood Education is designed for those individuals that have an interest in earning a degree which satisfies the Wisconsin Department of Public Instruction professional credential requirements. Through these required courses, the program is intended to grow and enhance your professional and Christian values while increasing the student's knowledge and abilities to assess children's growth and developmental skills in early childhood. The criterion specializes in training for the early childhood professionals; ages birth to 8 years.

### Core Curriculum

Course	Title	Hours
<b>Year 1</b>		
<b>Fall</b>		
MATH 121	Intermediate Algebra <sup>1</sup>	4
COMM 105	Public Speaking	3

ED 103	Human Relations for Teachers	3
COMM 201	Interpersonal Communical	3
ED 102	Foundations of Education	3
Hours		16

### Spring

REL 110	Christian Faith	3
ED 100	Pre-Uds	0
POLS 201	American Government	3
REL 100	The Bible	3
ENG 104	Intro to Writing	3
HHP 100	Stewardship of the Body (w/ CPR)	2
Hours		14

### Year 2

#### Fall

ED 203		3
ED 230	Nature of Exceptional Child	3
ED 231	Childrens Literature	3
SCI 152	Life Science	3
ED 275	Human Learning	3
ENG 103	Civilization & Worldviews: Lit	3
Hours		18

#### Spring

ED 204	Develop Reading Grades 1-9	3
ART 151	Art Fundamenta	3
PSY 221	Child Development	3
HIST 103	World Views:Histor	3
EDG 560	Curric Design Dev Early Ch Ed	3

Language (Spanish)		
Hours		15
Total Hours		63

<sup>1</sup> w/ one credit add on for MATH 119 Number Sense: Teaching Pre K-9

## Liberal Arts

### Major: Liberal Arts

The Associate degree in Liberal Arts is designed for those individuals that have an interest in pursuing course work that includes a wide variety of interest to build a foundation in the Arts and Sciences for the present or to pursue coursework for future endeavors. Through these

required courses, the program is intended to grow and enhance both your professional and Christian values.

1 Either PSY 101 General Psychology or COMM 460 Cross-Cultural Communication could be replaced by a Religion elective

## Core Curriculum

Course	Title	Hours
<b>Year 1</b>		
<b>Fall</b>		
COMM 105	Public Speaking	3
COMM 201	Interpersonal Communicational	3
ENG 100	Develop Writing and Reading	3
JPP 101	American Government	3
MATH 121	Intermediate Algebra	3
		Hours 15
<b>Spring</b>		
ECON 200	Principles of Economics	3
ENG 104	Intro to Writing	3
HIST 163	Non-Western World: A History	3
REL 100	The Bible	3
REL 110	Christian Faith	3
		Hours 15
<b>Year 2</b>		
<b>Fall</b>		
COMM 247	Business Writing	3
ENG 103	Civilization & Worldviews: Lit	3
HHP 105	Intro to Lifetime Fitness: WCP	3
Physical Science		3
MATH 125	Contemporary Math	3
		Hours 15
<b>Spring</b>		
ART		3
COMM 460	Cross-Cultural Communicational 1	3
HIST 103	World Views: History	3
Language (choice)		3
PHIL 101	Philosophy: Theory & Practice	3
PSY 101	General Psychology 1	3
		Hours 18
		Total Hours 63



# ASSOCIATE DEGREE PROGRAMS

## Early Childhood Education

Concordia's Early Childhood Education program emphasizes child development, play theory, faith development, emergent literacy, children's literature, early social-emotional growth, and developmentally-appropriate curriculum planning.

Our program offers you the opportunity to:

- Work closely with young children in a variety of field experiences.
- Receive a strong liberal arts education in a Christian setting.
- Collaborate with peers in academic, professional, and service projects.

The Early Childhood Education program offers you plenty of opportunities to build your classroom skills. You'll also collaborate with fellow early childhood students on academic and service projects.

With a degree in Early Childhood you can find meaningful work in:

- Profit and Non-Profit Centers
- Head Start Programs
- Family Childcare Centers
- After School Programs
- Outdoor Settings: Camps or Nature Preschools

Early Childhood students take the liberal arts core, developmental classes, and courses in methods and techniques designed for early childhood students focused on math, science, language and literacy, social skills development, working with families, music, art, and health and wellness for the early childhood age group.

Code	Title	Hours
ED 102	Foundations of Education <sup>1</sup>	3
ED 176	Health & Well/Young Child Prac	4
AL 204	College Writing	3
AL 180	Interpersonal Communication	3
ED 103	Human Relations for Teachers	3
ED 221	Child Development	3
ED 105 or AL 107	Success in College and Online Student Success Strategies	3
ED 180	LangLit&Literature in Erly Yrs	4
ED 249	Curr Dev and Play in EC	3
AL 105	Literature	3
ED 222	Safety Iss,First Aid & CPR	3
ED 229	Assess & Sp Needs in EC Pract	4
ED 240	Found for Life:Sci Educators	3
AL 159	Heritage of Faith	3
AL 161	Hist & World Views West World	3
ED 219	Num Sense in EC Classroom Prac	4
ED 218	Music, Movmnt, Arts in Earl Ed	3
ED 247	Learn Exp with Inf & Toddlers	3
Elective Course		3

Elective Course	3
Total Hours	64

<sup>1</sup> Candidates must complete a background check during their initial course in ED 102 Foundations of Education. Candidates cannot complete practicums until background checks are completed. Candidates must pass Portfolio 1 and Portfolio 2 prior to graduation. Portfolio 1 is completed in ED 102 Foundations of Education. Candidates enroll in Portfolio 2 upon completion of at least 45 credits.

Portfolio 2 (0-credit, Pass/Fail)

# BACHELOR DEGREE PROGRAMS

## The Standard Core Curriculum

Code	Title	Hours
<b>Faith</b>		
		9
<b>Natural World (3 science, 3 math)</b>		
		6
<b>Society and Culture</b>		
		6
<b>Human Beings &amp; Being Human</b>		
		5
<i>2 HHP</i>		
<b>Human Creativity &amp; Expression</b>		
		3
<b>Communication &amp; Language (3 must be in writing)</b>		
		6
<b>Western Culture</b>		
CCE 110	Western Culture & Worldview	3
<b>Western Thought</b>		
CCE 120	Western Thought & Worldview	3
<b>Science &amp; Humanity</b>		
CCE 140	Science & Humanity	3
Total Hours		44

## The Advanced Transfer Core

Code	Title	Hours
<b>Faith</b>		
		6
<b>Natural World (3 science, 3 math)</b>		
		6
<b>Society &amp; Culture</b>		
		6
<b>Human Beings &amp; Being Human</b>		
		3
<b>Human Creativity &amp; Expression</b>		
		3
<b>Communication &amp; Language (3 must be writing)</b>		
		6
Total Hours		30

## Accelerated Second Degree BSN

### FIND A NEW PATH

Nurses with Bachelor's degrees are in high demand, and according to the Bureau of Labor Statistics, the profession is expected to grow 16% by 2024. Nationally, BSN programs offered as a second degree are also growing in response to this demand. Registered Nurses experience strong earning potential and high levels of career satisfaction. If you already hold a bachelor's or higher degree in another field and wish to pursue nursing as a second career, CUW's accelerated BSN can get you on your path quickly.

### PROGRAM HIGHLIGHTS

Students progress through the program as part of a cohort. They are immersed in the content by taking one course at a time, with clinical courses taken concurrently with the corresponding theory course. Classes are offered in a blended delivery using a concept-based curriculum. Web-based resources and a strong foundation in simulation promote active, hands on, engaged learning.

Clinical, lab and simulation experiences are held primarily Friday-Saturday-Sunday-Monday in the skills and simulation labs on campus, and in acute, long-term care, transitional, homecare, and community-

based settings. A transition-to-practice residency at the program's end prepares graduates to confidently enter professional nursing practice.

Code	Title	Hours
NURS 270	Pathophysiology Acrss Lifespan	4
NURS 271	Hlth Assessment Acrss Lifespan	4
NURS 272	Pharmacology	3
NURS 273	Fundamentals of Pro Nursing	5
NURS 371	Evid Based Nurs & Change Mgmt	2
NURS 372	PCC: Chronic Conditions Theory	4
NURS 373	PCC: Chronic Cond Clinical	3
NURS 374	HS:Plcy Reg & Qlty Iss Pro Nur	3
NURS 376	PCC: Acute Conditions Theory	4
NURS 377	PCC: Acute Conditions Clinical	3
NURS 378	Population Focused Theory	3
NURS 379	Population Focused Clinical	3
NURS 472	Family Centered Care Theory	3
NURS 473	Family Centered Care Clinical	2
NURS 474	PCC:Cmplx Cnd & Trns Care Thry	4
NURS 475	PCC:Cmplx Cnd & Trns Care Clnc	3
NURS 476	Trans to Pro Nurs Prtce Theory	1
NURS 478	Trans to Pro Nurs Prtce Clnc	3

### OVERVIEW

This 63-credit accelerated nursing major is offered over a 14-month period, and includes 6 theology credits to fulfill the CUW and CUAA transfer core requirements. Graduates of CUW or CUAA may have already satisfied their theology credit requirements. Students can meet the remainder of the 31-credit transfer core through credit transfer or prerequisite coursework.

### ENTRANCE REQUIREMENTS

- Overall GPA of 2.75 or higher
- B or higher in the following courses: Anatomy and Physiology I; Anatomy and Physiology II; Chemistry; Microbiology
- Two letters of professional recommendation
- Nursing Assistant and CPR BLS Certification
- Certified background check, including Department of Justice DHFS criminal background and caregiver checks.

### APPLICATION PROCESS

- Submit the online application at: [cuw.edu/apply](http://cuw.edu/apply).
- Submit current CV or resume that includes educational and professional experience.
- Send official transcripts from all post-secondary institutions.

### FINANCIAL AID

Tuition for the program is \$45,000, which covers books, clinical fees, and technology fees. Students will need to purchase uniforms, a stethoscope, and other clinical supplies for their personal use. All students are eligible to be reviewed for financial aid. Students will need to complete the FAFSA at: [www.fafsa.gov](http://www.fafsa.gov). Concordia's school code is: 003842. Questions? Contact Concordia's Financial Aid Office: [FINAID@CUW.EDU](mailto:FINAID@CUW.EDU) | 262-243-4569

## ACCREDITATION

Concordia University is accredited by the Higher Learning Commission (hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.

The baccalaureate degree in nursing program at Concordia University Wisconsin is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001. 202-887-6791. The nursing program at CUAA is an additional campus location of the Concordia University Wisconsin nursing program.

## FOR MORE INFORMATION

Please contact Mary Jandre, our admissions counselor for this program, at 262-243-2122 or mary.jandre@cuw.edu

## CUW.EDU/NURSING

# Accounting

## Major: Accounting

The Accounting major provides Accelerated Learning Center students with the opportunity to take accounting courses in the full-length semester format along with accelerated courses in other areas of the major to complete an undergraduate degree in Accounting. Those who want to sit for the CPA exam would continue with three additional semester length undergraduate courses (ACCT 360 Income Tax II, ACCT 330 Advanced Accounting I, and ACCT 432 Governmental/NFP Accounting) and graduate courses and credits toward an MBA to meet the 150 credit hour CPA requirement.

The undergraduate program leading to a 128 credit B.S. in Accounting consists of the 78 credit major sequence which includes 24 credits of 12 weeks length accounting courses and 54 credits of accelerated courses including five courses (15 credits) that also count toward the core, 32 additional credits in the core, and 15 elective credits.

There is no associate degree option for this major.

Student learning goals for the Accounting major include the ability to:

- Create and analyze financial statements prepared in accord with Generally Accepted Accounting Principles (GAAP) and perform basic managerial accounting analyses.
- Understand and correctly use, at an entry-level of business, the basic terms and concepts of the marketing profession, as applied in actual marketing activities.
- Understand and apply basic financial management techniques in order to make sound quantitative/systematic business decisions.
- Evaluate business situations and recommend effective managerial action.
- Demonstrate an understanding of the legal and social environment of business.
- Demonstrate an understanding of the economic environment of business.
- Demonstrate sound quantitative analytical reasoning
- Demonstrate an understanding of MIS appropriate to entry level business positions.
- Demonstrate an understanding of the ethical responsibilities of businesses and businesspersons from a Christian perspective.

Due to the rigor of the accounting profession, students who wish to register for ACCT 310 Intermediate Accounting I or higher accounting courses will be required to have earned a minimum grade of "B" in ACCT 203 Financial Accounting and ACCT 223 Managerial Accounting. Each student will then be required to earn a minimum grade of C in each of their upper-level accounting courses to be awarded a bachelor's degree in accounting from Concordia University.

## Accounting Major Sequence

Code	Title	Hours
<b>Core Requirements (p. 24) <sup>1</sup></b>		32
<b>Core Courses Required for Major <sup>1</sup></b>		12
<b>Major Requirements</b>		57
<b>Electives</b>		19
Minor: Optional		
Total Hours		120

<sup>1</sup> Courses are listed in both the Core and the Major content areas, but are only counted once in degree.

For transfer students, please see the Advanced Transfer Core (p. ).

## Major Requirements

Code	Title	Hours
<b>Required Courses</b>		
ACCT 203	Financial Accounting (EL, 12 weeks) <sup>1,2</sup>	3
ACCT 223	Managerial Accounting (EL, 12 weeks )	3
ACCT 310	Intermediate Accounting I (EL, 12 weeks ) <sup>1</sup>	3
ACCT 311	Intermed Acct II (EL, 12 weeks) <sup>1</sup>	3
ACCT 323	Cost Accounting (12 weeks)	3
ACCT 441	Mergers and Acquisitions (12 weeks)	3
ACCT 420	Auditing (EL, 12 weeks)	3
ACCT 350	Income Tax I (EL, 12 weeks)	3
ACCT 360	Income Tax II	3
AL 107	Student Success Strategies	3
AL 152	Computer Communication <sup>3</sup>	3
AL 272	Organizational Management <sup>3</sup>	3
AL 345	Business Law I <sup>3</sup>	3
AL 355	Management Information Systems <sup>3</sup>	3
AL 169	Business Statistics <sup>1</sup>	3
AL 366	Marketing Management <sup>3</sup>	3
AL 359	Human Resource Management <sup>3</sup>	3
AL 348	Microeconomics <sup>3</sup>	3
AL 368	Philosophy of Values and Ethic	3
AL 346	Principles of Finance <sup>3</sup>	3
AL 367	International Business <sup>3</sup>	3
AL 371	Business Policy <sup>3</sup>	3
AL 474	Integrative Project	3
Total Hours		69

<sup>1</sup> Core courses taken in the Major Sequence.

<sup>2</sup> Replaces ACCT 201 Accounting Principles I, ACCT 202 Accounting Prin II.

<sup>3</sup> All students pursuing a Business major must earn a grade of C- or better in these required courses.

## Bachelor of Science-Nursing Completion Program for Registered Nurses

Registered nurses who have graduated from an ADN or diploma nursing program will find Concordia's BSN Completion Program a flexible means of furthering their nursing education. RNs can obtain a BSN degree in as few as 18 months, depending on how many credits are transferred in. Coursework consists of accelerated courses that can be taken onsite or online. Our program participants:

- May transfer in up to 85 credits from their ADN or other previous college coursework that has a grade of C or better.
- Must take at least 36 credits at CU to satisfy residency requirements and graduate with a Baccalaureate Degree from CU.
- Students holding an accredited Associate Degree will be granted Advanced Transfer status.
- Must take a sufficient number of electives to meet the 121 credit minimum for baccalaureate degree requirements.

See the sections below for additional information. Concordia University's Bachelor of Science in Nursing Completion Program is accredited by the Commission on Collegiate Nursing Education.

Code	Title	Hours
<b>Core Requirements (p. 24)</b> <sup>1</sup>		31
<b>Major Requirements</b>		19
<b>Electives</b>		71
Minor: Optional		
Total Hours		121

## Major Requirements

### Nursing Core

(Must be taken from CU) – 19 CREDITS

Code	Title	Hours
<b>Required Courses</b>		
NURS 301	Dimensions of Profess Nursing	3
NURS 305	Trends Pro Nursing	3
NURS 336	Nursing Research for RNs	3
NURS 342	Population Health	4
NURS 442	Leadership: the Future of Nurs	3
NURS 492	Contemp Nurs/Seminar	3
Total Hours		19

## Program Objectives

- Apply liberal arts and scientific background in nursing practice.
- Apply organizational and leadership principles in practice to improve quality and patient safety.
- Apply current evidence into professional nursing practice.
- Use informatics and healthcare technologies to inform decision-making regarding quality patient care and safety.

- Demonstrate knowledge of healthcare policy, finance, and regulatory environments.
- Communicate and collaborate in an interprofessional healthcare environment to deliver safe, high quality patient care.
- Apply knowledge of health promotion and disease prevention to improve individual and population health.
- Demonstrate professionalism and professional values.
- Engage in the professional roles of the nurse as care provider, care manager/coordinator, lifelong learner and member of the profession.

## Business Management

### Major: Business Management

The Business Management major includes study from a variety of disciplines which will enable the student to develop knowledge, skills, and attitudes to more effectively deal with managerial, human, and financial dynamics within an organization. Student learning goals for the Business Management major include the ability to apply:

- Critical and creative thinking skills in the business context;
- Strategic decision-making skills;
- Knowledge of operations and management – planning, organizing, leading and controlling the resources of an organization;
- Knowledge of human resource issues within the business organization;
- Dynamics of the marketing function, including product planning, pricing, promotion, channel management, and competition analysis;
- Basic accounting principles and construct and interpret financial statements;
- Knowledge of business financing strategies and processes.
- Knowledge of effective communication, in writing and presentations.

Code	Title	Hours
<b>Core Requirements (p. 24)</b>		26
<b>Core Courses Required for Major</b> <sup>1</sup>		18
<b>Major Requirements</b>		30
<b>Electives</b>		46
Minor: Optional		
Total Hours		120

<sup>1</sup> Courses are listed in both the Core and the Major content areas, but are only counted once for the degree.

For transfer students, please see the Advanced Transfer Core (p. ).

## Major Requirements

Code	Title	Hours
<b>Required Courses</b>		
AL 107	Student Success Strategies	3
AL 234	Speech Communication <sup>2</sup>	3
AL 204	College Writing <sup>2</sup>	3
AL 159	Heritage of Faith <sup>2</sup>	3
AL 169	Business Statistics <sup>2,3</sup>	3
AL 356	Critical Thinking and Creativi <sup>2</sup>	3
AL 272	Organizational Management <sup>3</sup>	3
AL 366	Marketing Management <sup>3</sup>	3

AL 359	Human Resource Management <sup>3</sup>	3
AL 347	Macroeconomics <sup>2,3</sup>	3
AL 367	International Business <sup>3</sup>	3
AL 368	Philosophy of Values and Ethic	3
AL 365	Financial Accounting <sup>3</sup>	3
AL 346	Principles of Finance <sup>3</sup>	3
AL 371	Business Policy <sup>3</sup>	3
AL 474	Integrative Project <sup>3</sup>	3
Total Hours		48

<sup>2</sup> Starred courses fulfill core requirements inside the major.

<sup>3</sup> All students pursuing a Business major must earn a grade of C - or better in these required courses.

The Business Management major is available online.

## Construction and Trades Management

### Major: Construction and Trades Management

Upon completion of the major, students will be able to (i.e., program outcomes):

1. Communicate orally and in writing using a variety of methods for construction and trades audiences; [professional communication]
2. Evaluate legal, ethical, and safety issues that are undergirded by professional and Christian standards in decision making and problem solving; [legal, ethical, safety issues]
3. Administer modern methods of electronic technology, cost estimating and control, project scheduling techniques, and project management to chosen field; [project management]
4. Administer field inspection techniques and safety standards while maintaining high-quality assurance and control; [field techniques] and
5. Navigate organizational dynamics, including leadership and employee development as relevant to construction and trades organizations. [group and organizational dynamics]

Code	Title	Hours
<b>Core Requirements</b> (p. 24)		44
<b>Major Requirements</b>		36
<b>Electives</b>		40
Total Hours		120

For transfer students, please see the Advanced Transfer Core (p. ).

### Major Requirements

Code	Title	Hours
AL 247		3
AL 269	Workplace Health and Safety	3
AL 272	Organizational Management	3
AL 295 or AL 296	Introduction to Six Sigma <sup>1</sup> Introduction to LEAN	3
AL 300 or BUS 266	Training and Employee Developm Staffing	3

AL 474	Integrative Project	3
CTM 300		3
CTM 200		3
BUS 240		3
CTM 210		3
CTM 310		3
CTM 220		3
Total Hours		36

<sup>1</sup> AL 296 preferred unless student has previous Lean training through work

## Diagnostic Medical Sonographer Completion

### Diagnostic Medical Sonographer Degree Completion (DMS)

Are you working as a Sonographer and want to earn your bachelor's degree to advance your career? Concordia's Diagnostic Medical Sonography completion program was created for individuals like you! This opportunity allows students who have passed the National AART exam to transfer their previous knowledge and credits into Concordia's completion program; so you can earn your degree faster.

#### To find out more:

Connect with an Admissions Counselor. Go to [www.cuw.edu/admissions/contact.html](http://www.cuw.edu/admissions/contact.html)

#### Program Summary

This degree can be completed in a year and a half or less! From the very start, we will match you with an academic advisor to determine how many credits you are able to transfer, and get you started on your journey to growing in your career. We encourage you to select a minor that will help you fulfill the total number of credits (126) needed for graduation. You can transfer up to 90 credits and a minimum of 63 credits. You will complete the Concordia core curriculum and electives, in addition to the credits transferred, to complete your bachelor's degree in Diagnostic Medical Sonography.

We understand that you are a busy working professional. That is why this program provides flexible learning options. Each course lasts 6 or 8 weeks (depending on the given format). You'll benefit from coursework that is founded on a Christ-centered education.

#### What to Expect

Learn to communicate effectively and work collaboratively with others in your field. Through this program you will demonstrate the ability to think rationally and critically, to analyze and to research a problem, and to propose potential solutions. You'll also come out with a better understanding of the ethical responsibilities of health care from a Christian perspective.

#### Locations

In addition to our main and online campuses, Concordia has nine center locations which offer accelerated undergraduate and graduate programs close to where you live and work.

- Appleton
- Beloit
- Green Bay
- Kenosha
- Madison
- Mequon
- Midtown
- Miller Park Way
- Online
- Waukesha

## Early Childhood Bachelor Completion

Code	Title	Hours
<b>Early Childhood Bachelor Completion Program</b>		
EDI 103	Human Relations for Teachers	3
EDI 231	Childrens Literature	3
EDI 275	Human Learning	3
EDI 204	Develop Reading Grades 1-9	3
EDI 305	STEM in Early Edu	3
EDI 354	Teach Read Emerg La	3
EDI 358	Teaching the Emergent Writer	3
EDI 453	Eval Tech/Erly Child Spec Educ	3
EDI 411	Profession/Ethics	3
EDI 428	St Teaching Primary	6
EDI 427	Student Teaching K	6
EDI 343	Synthesis & Prof Dev	1
Total Hours		40

Students can elect to take this program for a bachelor degree without licensure. They would not student teach and would need additional elective credits in the major to total 120 credits. Director approval of credits required.

Students seeking a WI DPI license for grades birth to 3 have additional testing requirements:

- Praxis CORE and Praxis II, Foundation of Reading Test (FORT) and EdTPA
- Praxis CORE requirement can be met with a 3.0 or better in a math course, literature course and composition course. Each course must have a 3.0 not an average of the three grades.
- Praxis II requirement can be met with a 3.0 GPA in the major courses and the successful completion of a subject area portfolio.

## Health Care Management

### Major: Health Care Management

Health Care Management program addresses supervisory skills essential to fields of management and administration throughout the acute, community and long term systems of care. These skills are integrated with concepts and themes from a variety of disciplines working collaboratively to understand, make decisions, and direct change within the health care setting. Opportunities to enhance personal growth and promote professional development are encouraged to help build the foundation for continued growth.

The Health Care Management Bachelor's Degree program is a State of Wisconsin approved "regular course of study," qualifying the graduate to take the Nursing Home Administrator examination. Students graduating with the Bachelors Degree in Health Care Management in states other than Wisconsin may be required to take additional classes and/or participate in an externship in order to qualify for the examination.

The goals of the Health Care Management program are to:

- Analyze health care demonstrating acceptance of individuals as holistic beings, created by God, respecting the dignity, worth, and rights of the individual;
- Synthesize knowledge from the sciences, humanities, and management theories as a basis for problem-solving and decision-making in health care;
- Evaluate research results applicable to health care practice;
- Demonstrate a willingness to work cohesively and communicate interpersonally with members of the interdisciplinary health care team;
- Create a reflective self-plan for personal and professional growth;
- Recognize current trends and issues relative to health care management;
- Respect diversity within the health care community for both those who are served and the providers of care
- Demonstrate effective communication, in writing and presentations.

Code	Title	Hours
<b>Core Requirements (p. 24) <sup>1</sup></b>		26
<b>Core Courses Required for Major <sup>1</sup></b>		18
<b>Major Requirements</b>		36
<b>Electives</b>		40
Minor: Optional		
Total Hours		120

<sup>1</sup> Courses are listed in both the Core and Major content areas, but are only counted once for the degree.

For transfer students, please see the Advanced Transfer Core (p. ).

## Major Requirements

Code	Title	Hours
<b>Required Courses</b>		
AL 107	Student Success Strategies	3
AL 234	Speech Communication <sup>2</sup>	3
AL 204	College Writing <sup>2</sup>	3
AL 159	Heritage of Faith <sup>2</sup>	3
AL 169	Business Statistics <sup>2,3</sup>	3
AL 272	Organizational Management	3
AL 356	Critical Thinking and Creativi <sup>2</sup>	3
AL 331	Mgmt Principles in Health Care <sup>3</sup>	3
AL 341	Health Care Marketing <sup>3</sup>	3
AL 359	Human Resource Management <sup>3</sup>	3
AL 365	Financial Accounting <sup>3</sup>	3
AL 338	Financial Issues in Health Car <sup>3</sup>	3
AL 340	Health Care Ethics <sup>3</sup>	3
AL 342	Eldercare <sup>2</sup>	3
AL 334	Health Care Planning and Evalu <sup>3</sup>	3

AL 444	Health Care Practicum	6
AL 474	Integrative Project	3
Total Hours		54

<sup>2</sup> Core courses taken in the Major Sequence.

<sup>3</sup> All students pursuing a Business major must earn a grade of C - or better in these required courses.

The Health Care Management major is available online.

## Human Resource Management

### Major: Human Resource Management

The Human Resource Management major develops the knowledge and skills necessary for management of the human resource function within an organization. Students develop interpersonal as well as technical skills in areas such as employment practices, staffing, compensation and benefits, training, and change management. Student learning goals for this major include the ability to:

- Demonstrate effective writing, public speaking, and interpersonal communication skills;
- Apply business management skills that successfully create a diverse workforce to achieve organizational goals;
- Recognize, clarify and apply important federal and state legislation, case law decisions, and executive orders that affect the employment relationship;
- Analyze a compensation plan that identifies and describes plan objectives, salary structure and fringe benefits;
- Identify organizational needs for safety plans in multiple areas governed by OSHA related to employee health, safety, and security;
- Engage management techniques that integrate employee and organizational development with leadership;
- Organize strategies for the recruitment, selection, training, retention, and development of employees;
- Gain an understanding of the elements of strategic planning for workforce and human resource development;
- Identify and describe the elements of servant leadership which apply to the work of the human resource professional.

Code	Title	Hours
<b>Core Requirements</b> (p. 24)		29
<b>Core Course Required for Major</b> <sup>1</sup>		18
<b>Major Requirements</b>		33
<b>Electives</b>		40
Minor: Optional		
Total Hours		120

<sup>1</sup> Courses are listed in both the Core and the Major content areas, but are only counted once for the degree.

For transfer students, please see the Advanced Transfer Core (p. ).

### Major Requirements

Code	Title	Hours
<b>Required Courses</b>		
AL 107	Student Success Strategies	3

AL 234	Speech Communication <sup>2</sup>	3
AL 204	College Writing <sup>2</sup>	3
AL 180	Interpersonal Communication	3
AL 159	Heritage of Faith <sup>2</sup>	3
AL 169	Business Statistics <sup>2</sup>	3
AL 272	Organizational Management <sup>3</sup>	3
AL 270	Intercultural Communication <sup>2</sup>	3
AL 271	Social Psychology in Workplace <sup>2</sup>	3
AL 359	Human Resource Management <sup>3</sup>	3
AL 265	Employment and Labor Relations <sup>3</sup>	3
AL 266	Staffing Organizations <sup>3</sup>	3
AL 267	Compensation and Benefits <sup>3</sup>	3
AL 300	Training and Employee Developm <sup>3</sup>	3
AL 368	Philosophy of Values and Ethic	3
AL 472	Managing Change <sup>3</sup>	3
AL 473	Integrat Proj: Human Res Mgmt <sup>3</sup>	3
AL 474	Integrative Project	3
Total Hours		54

<sup>2</sup> Courses fulfill core requirements inside the major.

<sup>3</sup> All students pursuing a Business major must earn a grade of C - or better in these required courses.

The Human Resource Management major is available online.

## Liberal Arts

### Major: Liberal Arts

The Liberal Arts curriculum provides core credits and electives for all career-field majors, or it stands by itself as a major or minor. The major sequence consists of integrated studies of mankind and civilization. The courses combine the history, literature, world view, great works, and major figures of each culture studied.

The goals of Liberal Arts are depth, breadth, creative thinking, and leadership development in all the disciplines and areas of the competencies. These are transferable skills that prepare the student for change and never go out of date.

Liberal Arts modules foster student development in each of the six university-wide core outcomes that comprise the CU curriculum. In addition, the Liberal Arts major includes the following major specific goals, enabling students better to "gauge" the world we live in by being able to:

#### Program Outcome 1: Spiritual Development

The student will develop an understanding of and appreciation for Christianity in terms of its foundations and worldview.

- The student will demonstrate competence in Bible reading.
- The student will demonstrate an understanding of Christian theology.
- The student will demonstrate an ability to describe a Christian understanding of the world and the human condition, in a contemporary and historical context.

#### Program Outcome 2: Communication

The student will demonstrate the ability to communicate effectively.

- The student will demonstrate the ability to write clearly and cogently, using correct grammar and the appropriate reference or citation style.
- The student will demonstrate the ability to utilize effectively various media (including images, technology, print, etc.) for a variety of purposes and audiences.
- The student will demonstrate the ability to speak to a group intelligently, substantively, and confidently.
- The student will demonstrate the ability to communicate interpersonally.
- The student will demonstrate the ability to work collaboratively with others.

### Program Outcome 3: Problem Solving

The student will demonstrate the ability to think rationally and critically, to analyze and to research a problem, and to propose potential solutions.

- The student will demonstrate the ability to identify a problem and to restate it clearly and succinctly.
- The student will demonstrate the ability to frame a problem within a particular academic discipline, including, but not limited to, History, Literature, Mathematics, Computer Science, Philosophy, Political Science, Psychology, and Science.
- The student will demonstrate the ability to analyze a problem and to conduct research leading to information regarding the background of the problem and potential solutions to it.
- The student will demonstrate the ability to propose and select solution strategies, which may include, but are not limited to, logical/rational, numeric, and/or scientific.
- The student will demonstrate the ability to evaluate potential solutions and to propose his/her own solutions.

### Program Outcome 4: Physical Development (Wellness)

The student will develop an understanding of and appreciation for their God-given bodies and physical abilities.

- The student will develop and train his/her motor skills, both gross and fine.
- The student will demonstrate his/her physical abilities.
- The student will demonstrate an understanding of human health and knowledge of what constitutes wellness.
- The student will demonstrate the ability to use various forms of physical activity for fitness, stress reduction, and recreation.

### Program Outcome 5: Aesthetic Sensibility

The student will develop an individual perception of beauty through experience, reflection and expression in and by means of various media.

- The student will demonstrate knowledge of the formal elements of a work of art or piece of literature or music (i.e., plot, character, dialogue, line, color, shape, texture, dynamics, etc.)
- The student will be able to identify and to describe the messages, moods, tones, voices, and contents communicated by a work of art or piece of literature or music.
- The student will demonstrate the ability to describe the worldview that a work of art or piece of literature or music reflects, by identifying its characteristics of time and place, political or social setting, literary or cultural convention. Major worldviews constitute Ancient, Classical, Medieval, Early Modern, Modern and Contemporary.

- The student will demonstrate knowledge of the differences between long-term greatness and popular success, critical success, artistic success, personal expression, and private satisfaction.

### Program Outcome 6: Global Citizenship

The student will demonstrate an understanding of what constitutes citizenship and how various societies have organized and identified themselves across time and space.

- The student will demonstrate an understanding of the terms, concepts and histories that explain political and economic systems in the United States and abroad.
- The student will develop cultural understanding, which constitutes an awareness and appreciation of, and sensitivity toward, the similarities and differences of individuals, groups, and societies - past, present and future.
- The student will demonstrate the ability to apply cultural understanding to fulfill and appreciate their duties, obligations, and functions as Christian citizens in a complex nation and world.

Code	Title	Hours
<b>Core Requirements (p. 24) <sup>1</sup></b>		31
<b>Major Requirements</b>		48
<b>Electives</b>		48
Minor: Optional		
Total Hours		127

For transfer students, please see the Advanced Transfer Core (p. ).

## Major Requirements

Code	Title	Hours
<b>Required Core Courses</b>		
	Civilization and World Views: Literature Communication <sup>1</sup>	
	Mathematics	
	Social Science <sup>1</sup>	
	Physical Development	
	Theology Elective	
	Christian Doctrine	
	Language	
	Philosophical Foundation	
	Creative Arts <sup>1</sup>	
	Culture	
<b>Required Courses</b>		
AL 107	Student Success Strategies	3
AL 204	College Writing <sup>2</sup>	3
AL 378	Africa: History and Culture	3
AL 379	Classical Greece and Rome	3
AL 159	Heritage of Faith <sup>2</sup>	3
AL 381	The World of Islam	3
AL 382	The Orient:History and Culture	3
AL 384	Medieval History & Literature	3
AL 386	Renaissance and Reformation	3
AL 387	The Age of Enlightenment <sup>2</sup>	3
AL 389	The Romantic Age	3



AL 390	Globalization	3
AL 391	Contemporary Studies	3
AL 285	Historical Methods <sup>2</sup>	3
AL 103	Music	3
AL 158	Science <sup>2</sup>	3
<b>Major Electives</b>		
Select 48 elective credits <sup>3</sup>		48
<b>Total Hours</b>		<b>96</b>

<sup>1</sup> Required for Associate Degree.

<sup>2</sup> Starred courses fulfill core requirements inside the major.

<sup>3</sup> Select 7 credits for Associate Degree

## Management of Criminal Justice

### Major: Management of Criminal Justice

The Management of Criminal Justice program provides professional growth and knowledge by affording the student the opportunity to analyze critical legal, operational, and managerial issues in the criminal justice field. The curriculum is designed to develop highly-skilled individuals by providing a practical and applied course of instruction in the areas of law and management, as well as current issues impacting the field.

Student learning outcomes of the Management of Criminal Justice program include:

- Show knowledge of public sector management techniques within the criminal justice system;
- Show knowledge of the dynamics and development of constitutional, criminal, and administrative law, as it pertains to the management and operations of criminal justice activities, at all levels of government; federal, state and municipal;
- Show the ability to recognize the value and importance of ethics and how ethics applies to criminal justice professionals;
- Be able to identify and evaluate the theories for the causes of crime and public policies that assist in the prevention of crime;
- Demonstrate an appreciation of the use of statistics in criminal justice decision making and research;
- Describe the role and functions of law enforcement, corrections and the courts in a modern democratic society;
- Demonstrate the ability to communicate effectively in writing.

Code	Title	Hours
<b>Core Requirements (p. 24)</b>		<b>29</b>
<b>Core Courses Required for Major <sup>1</sup></b>		<b>15</b>
<b>Major Requirements</b>		<b>33</b>
<b>Electives</b>		<b>43</b>
Minor: Optional		
<b>Total Hours</b>		<b>120</b>

<sup>1</sup> Courses are list in both the Core and Major content areas, but are only counted once for degree.

For transfer students, please see the Advanced Transfer Core (p. ).

## Major Requirements

Code	Title	Hours
<b>Required Courses</b>		
AL 107	Student Success Strategies	3
AL 310	Constitutional Law <sup>2</sup>	3
AL 204	College Writing <sup>2</sup>	3
AL 312	Procedural Criminal Law	3
AL 314	Criminal Justice Liability Law	3
AL 316	Administrative Law	3
AL 245	Criminal Justice Research Meth	3
AL 169	Business Statistics	3
AL 322	Criminology <sup>2</sup>	3
AL 357	Juvenile Justice Theory	3
AL 318	Management of Law Enforcement	3
AL 320	Public Finance and Budgeting	3
AL 328	Corrections in America	3
AL 153	Forensic Investigation <sup>2</sup>	3
AL 159	Heritage of Faith <sup>2</sup>	3
AL 329	Ethics in Criminal Justice	3
<b>Total Hours</b>		<b>48</b>

<sup>2</sup> Starred courses fulfill core requirements inside the major.

## Project Invest

Code	Title	Hours
<b>Project Invest</b>		
EDI 102	Foundation of Education	3
EDI 103	Human Relations for Teachers	3
EDI 204	Develop Reading Grades 1-9	3
EDI 221	Child Development	3
EDI 230	Nature of Exceptional Child	3
EDI 231	Childrens Literature	3
EDI 275	Human Learning	3
EDI 305	STEM in Early Edu	3
EDI 312	Child w/Disability	3
EDI 327	Collab w/Families	3
EDI 343	Synthesis & Prof Dev (Taken concurrently with student teaching)	1
EDI 354	Teach Read Emerg La (Prerequisite: EDI 204)	3
EDI 356	Math-Early Childhood	3
EDI 357	Curr/Meth Science	3
EDI 358	Teaching the Emergent Writer	3
EDI 359	Curr/Tech EC	3
EDI 400	Music Movement/Art	3
EDI 411	Profession/Ethics	3
EDI 427	Student Teaching K	6
EDI 428	St Teaching Primary	6
EDI 453	Eval Tech/Erly Child Spec Educ	3
EDI 461	Admin EC Programs	3
EDI 466	Health & Wellness 0-8	2
<b>Total Hours</b>		<b>72</b>

# Radiologic Technology Completion

## Radiologic Technology Degree Completion (RT)

Are you working as a Rad Tech, but want to earn your bachelor's degree to advance your career? Concordia's radiologic technology completion program could be right for you! This opportunity allows students who have passed the National AART exam can transfer their previous knowledge and credits into Concordia's completion program; so you can earn your degree faster. We will match you with an academic advisor to determine how many credits you are able to transfer, and get you started on your journey to growing your career.

### To find out more:

Connect with an Admissions Counselor. Go to [www.cuw.edu/admissions/contact.html](http://www.cuw.edu/admissions/contact.html)

### Program Summary

This degree can be completed in a year and a half or less! From the very start, we will match you with an academic advisor to determine how many credits you are able to transfer, and get you started on your journey to growing in your career. We encourage you to select a minor that will help you fulfill the total number of credits (126) needed for graduation. You can transfer up to 90 credits and a minimum of 63 credits. You will complete the Concordia core curriculum and electives, in addition to the credits transferred, to complete your bachelor's degree in radiologic technology.

We understand that you are a busy working professional. That is why this program provides flexible learning options. Each course lasts 6 or 8 weeks (depending on the given format). You'll benefit from coursework that is founded on a Christ-centered education.

### Locations

In addition to our main and online campuses, Concordia has nine center locations which offer accelerated undergraduate and graduate programs close to where you live and work.

- Appleton
- Beloit
- Green Bay
- Kenosha
- Madison
- Mequon
- Midtown
- Miller Park Way
- Online
- Waukesha

### Accreditation

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

## Social Work

### Major: Social Work

Social work is a diverse and dynamic profession. Grounded in social justice and a professional code of ethics, social workers can be found

in all levels of the helping professions. Social workers develop skills in helping people navigate complex systems of care. They provide counseling and psychotherapy to individuals, families, and groups. Social workers can be found in social and health care services. They participate in political advocacy and support legislative changes that create a more balanced and just world. The profession is built on an academic knowledge base that supports competency-based learning. Students receive hands on training through professionally supervised and mentored internships. Graduates are eligible for licensure in most states and enjoy job security in one of the fastest growing professions in the country. Social work is a profession with many possibilities for diversity in practice and careers.

The mission of the CU Social Work Program is to prepare graduates for baccalaureate level, generalist social work practice, within the context of faith, service, and social justice.

Generalist social work practice means that social work majors learn how to help others in many broad-based ways. They may assist individuals, families, groups, communities, and organizations in a variety of social work or related settings. Generalist social work practice includes helping people from a strengths perspective, which means recognizing, supporting, and building on the innate capabilities of all human beings.

The mission of the Social Work Program also includes the importance of a faith perspective that provides the support, energy, and commitment to make a difference in the lives of others. The mission inspires majors to use the force of their individual personal selves and professional skills in service to others and encourages majors to work for social and economic justice for those who may be forgotten or marginalized in our larger society. Social work embraces six core values. They include:

1. The values of service
2. Social justice
3. The dignity and worth of each person
4. The importance of human relationships
5. Integrity
6. Competence

The values of human rights and the importance of scientific inquiry support these core values.

The social work curriculum promotes the social work mission through providing the theoretical concepts, a broad knowledge base, and the applied skills necessary to improve and enhance the overall well-being of others. The mission is carried out through the professional social work foundation courses which include content on:

- Social work values and ethics
- Human diversity
- Social and economic justice
- Populations-at-risk
- Human behavior in the social environment
- Social welfare policy and services
- Social work practice skills
- Research
- Field (internship) practicum

## Social Work Program Goals

The goals of the CU Social Work Program are to:

- Prepare students for professional generalist practice.
- Develop students who have a strong skill and knowledge base in their practice with diverse groups.
- Support students in their understanding and ability to apply social work values and ethics to their professional social work practice.
- Prepare students who can apply research and/or evidence-based practice to their various practice contexts and for self and practice evaluation.
- Encourage students to draw on the foundation of faith, service, and social justice to provide leadership in the provision of service to and solidarity for marginalized or oppressed groups.

## Social Work Programs Core Competencies

- Demonstrate Ethical & Professional Behavior.
- Engage Diversity and Difference in Practice.
- Advance Human Rights and Social, Economic, and Environmental Justice.
- Engage in Practice-informed Research and Research-informed Practice.
- Engage in Policy Practice.
- Engage with Individuals, Families, Groups, Organizations, and Communities.
- Assess Individuals, Families, Groups, Organizations, and Communities.
- Intervene with Individuals, Families, Groups, Organizations and Communities.
- Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities.

Code	Title	Hours
<b>Core Requirements</b> (p. 24) <sup>1</sup>		47
<b>Major Requirements</b>		45
<b>Electives</b>		34
Minor: Optional		
Total Hours		126

For transfer students, please see the Advanced Transfer Core (p. ).

## Major Requirements

Code	Title	Hours
<b>Required Core Courses</b>		
	Writing	
	Bible Content	
	Christian Doctrine	
	Civilization and World Views: History	
	Civilization and World Views: Literature	
	Communication	
	Culture	
	Citizenship	
	Philosophical Foundations (must take Student Success Strategies)	
	Mathematics (must take Statistical Methods) <sup>1</sup>	
	Creative Arts	
	Language	
	Physical Development	

Lab Science		
Social Science		
Theology Elective		
<b>Required Courses</b>		
SW 225	Social Work & Social Welfare	3
SW 235	Introduction to Child Welfare	3
SW 306	Social Welfare Pol & Prog	3
SW 346	Hum Behav/Soc Envr I	3
SW 347	Human Behavior/Social Env 2	3
SW 310	Research Methods I	3
SW 410	Research Methods II	3
SW 326	Skills & Meth-SW I	3
SW 426	Skills & Meth-SW II	3
SW 436	Skil & Meth-SW III	3
SW 327	Field Ed I	3
SW 427	Field Ed II	3
SW 328	Field Ed Seminar I	3
SW 428	Field Ed Seminar II	3
SW 490	Senior Integrative Seminar	3
<b>Major Electives</b>		
Select 34 elective credits		34
Total Hours		79

<sup>1</sup> Must receive a "C" or better in Statistical Methods.

## Accreditation

Social Work Programs at the baccalaureate and master's levels are accredited by the Council on Social Work Education (CSWE). The Social Work Program at Concordia University is fully accredited by CSWE.

CSWE Accreditation establishes uniform educational standards for social work students to insure students acquire the highest standards of professional training and practice. Additionally, an accredited program qualifies graduates for advanced standing in graduate programs that grant the Master of Social Work Degree (MSW). This status typically makes it possible for BSW graduates to earn an MSW in three semesters. Students who receive their BSW can also join The National Association of Social Workers (NASW), the largest professional association of social workers. Finally, students who graduate from accredited social work programs are eligible to apply and take the examination for state licensing or certification for professional social work practice. Social workers, who successfully complete the baccalaureate degree requirements at Concordia University Wisconsin, graduate from a program accredited by the Council of Social Work Education and receive a Bachelor of Social Work degree (BSW).

## Field Education (Internships)

The curriculum design for field education is incorporated in two semesters and involves the accumulation of 450 hours of fieldwork. Field experience offers students the opportunity to test and demonstrate their abilities and knowledge in a supervised educational setting. Social work majors, are required to enroll in SW 327 Field Ed I and SW 427 Field Ed II. In conjunction with Field Education, students are required to enroll in SW 328 Field Ed Seminar I and SW 428 Field Ed Seminar II. Participation in the seminar is to be concurrent with field education. The seminar format will provide for the integration of field experience with classroom learning through discussion and assignments. The Department of Social

Work Field Coordinator will contact students to guide them through the process of establishing their field placement. Students must have all other degree requirements met, except for SW 490 Senior Integrative Seminar, prior to beginning their field placement.

## Theological Studies

### Major: Theological Studies

God reveals himself through his Word and, to a lesser degree, through his world. The Theological Studies Major examines the Bible, God's revealed Word, in broad introductory overviews of the Holy Scriptures (isagogics) as well as in close reading of a particular biblical book (exegetical studies). The major also studies God's providence in history. In addition, students receive practical training in the application of their studies in ministry to others. The Theological Studies Major offers some students the opportunity for a vocation in church, either as a primary or secondary calling.

Through participation in, and upon completion of, the Theological Studies Major at Concordia University Wisconsin, students will:

- Have a greater understanding of God's Word, the Holy Scriptures
- Appreciate the value of sound Christian doctrine based squarely on the Bible
- Develop a heightened awareness of God's working throughout history
- Grow in their relationship with Christ and put his teachings into practice in their vocations
- Employ various methods of delivering and defending biblical truth in a relevant and practical way to diverse groups
- Demonstrate an understanding of research skills

Students who complete this major and wish to become certified as LCMS lay ministers should apply to the Director of Church Ministries Certification Program. They may get application forms from the church ministries office at churchministriesprogram@cuw.edu or at 262-243-4343. Applicants must be of good moral character and must meet other qualifications specified by the program. They will also need to complete the remaining courses in the program.

Code	Title	Hours
<b>Core Requirements</b> (p. 24) <sup>1</sup>		32
<b>Major Requirements</b>		48
<b>Electives</b>		48
Minor: Optional		
Total Hours		128

For transfer students, please see the Advanced Transfer Core (p. ).

### Major Requirements

Code	Title	Hours
<b>Required Core Courses</b>		
	Civilization and World Views: History <sup>1</sup>	
	Culture <sup>1</sup>	
	Social Science	
	Language	
	Physical Development	
	Civilization and World Views: Literature	
	Creative Arts <sup>1</sup>	

	Mathematics	
	Communication	
	Citizenship	
	Lab Science	
<b>Required Courses</b>		
AL 107	Student Success Strategies	3
AL 204	College Writing <sup>2</sup>	3
AL 379	Classical Greece and Rome <sup>2</sup>	3
AL 159	Heritage of Faith <sup>2</sup>	3
REL 201	Old Testament	3
REL 203	New Testament	3
REL 383	Gospel of Luke	3
AL 395	Life of Christ	3
REL 204	Biblical Theology	3
REL 376	Christian Ethics	3
REL 387	Christ's People Thru the Ages <sup>2</sup>	3
REL 233	Communicating Bible Messages	3
REL 229	Rel Educ-Youth & Adults	3
REL 287	Christian Care Giving	3
REL 388	Varieties of Belief	3
	or REL 410 World Religions	
REL 312	Office Professional Chrch Work	3
<b>Major Electives</b>		
Select 48 elective credits <sup>3</sup>		48
Total Hours		96

<sup>1</sup> Required for Associate Degree.

<sup>2</sup> Core courses taken in the Major Sequence.

<sup>3</sup> Select 7 credits for Associate Degree

# MINORS AND CERTIFICATES

Now you can add new job skills, enhance your career, broaden your education, or meet elective requirements by pursuing one of Concordia's certificate programs or adding a minor to your degree program. The certificates can be taken as a part of a degree program or can be taken independently by anyone wishing to enrich their learning.

The certificates may be taken either for college credit or not for credit and may be offered in the Concordia classroom, online or at corporate sites. Courses taken not for credit may later be awarded college credit if the additional tuition is paid. For details, please call one of our admissions officers. Requirements vary based on major and transfer credits.

- Accounting Minor (p. 35)
- Business Management Certificate or Minor (p. 35)
- Cultural Studies Certificate or Minor (p. 35)
- Health Care Management Certificate or Minor (p. 35)
- Human Resource Management Certificate or Minor (p. 35)
- Management of Criminal Justice Certificate or Minor (p. 36)
- Marketing Certificate or Minor (p. 36)
- Nonprofit Management Certificate or Minor (p. 36)
- Sport and Entertainment Management Certificate or Minor (p. 36)
- Theological Studies Minor (p. 36)

## Accounting Minor

Code	Title	Hours
<b>Required Courses</b>		
ACCT 203	Financial Accounting	3
ACCT 223	Managerial Accounting	3
ACCT 310	Intermediate Accounting I	3
ACCT 323	Cost Accounting	3
ACCT 350	Income Tax I	3
or ACCT 311	Intermed Acct II	
ACCT 330	Advanced Accounting I	3
Total Hours		18

All students pursuing a Business major must earn a grade of C - or better in these required courses.

## Business Management Certificate or Minor

Code	Title	Hours
<b>Required Courses</b>		
AL 169	Business Statistics	3
AL 272	Organizational Management	3
AL 346	Principles of Finance	3
AL 347	Macroeconomics	3
AL 359	Human Resource Management	3
AL 365	Financial Accounting	3
AL 366	Marketing Management	3
AL 367	International Business	3

AL 371	Business Policy <sup>1</sup>	3
Total Hours		27

<sup>1</sup> Health Care Management Majors would also need AL 371 Business Policy.

All students pursuing a Business major must earn a grade of C - or better in these required courses.

## Cultural Studies Certificate or Minor

Code	Title	Hours
AL 285	Historical Methods	3
AL 270	Intercultural Communication	3
AL 378	Africa: History and Culture	3
AL 379	Classical Greece and Rome	3
AL 381	The World of Islam	3
AL 382	The Orient:History and Culture	3
Total Hours		18

## Health Care Management Certificate or Minor

Code	Title	Hours
<b>Required Courses</b>		
AL 169	Business Statistics	3
AL 331	Mgmt Principles in Health Care	3
AL 334	Health Care Planning and Evalu	3
AL 338	Financial Issues in Health Car	3
AL 341	Health Care Marketing	3
AL 342	Eldercare	3
AL 359	Human Resource Management	3
AL 365	Financial Accounting	3
Total Hours		24

All students pursuing a Business major must earn a grade of C - or better in these required courses.

## Human Resource Management Certificate or Minor

Code	Title	Hours
<b>Required Courses</b>		
AL 265	Employment and Labor Relations	3
AL 266	Staffing Organizations	3
AL 267	Compensation and Benefits	3
AL 269	Workplace Health and Safety	3
AL 300	Training and Employee Developm	3
AL 472	Managing Change	3
Total Hours		18

## Management of Criminal Justice Certificate or Minor

Code	Title	Hours
<b>Required Courses</b>		
AL 169	Business Statistics	3
AL 312	Procedural Criminal Law	3
AL 318	Management of Law Enforcement	3
AL 320	Public Finance and Budgeting	3
AL 322	Criminology	3
AL 328	Corrections in America	3
AL 357	Juvenile Justice Theory	3
Total Hours		21

All students pursuing a Business major must earn a grade of C - or better in these required courses.

## Marketing Certificate or Minor

Code	Title	Hours
<b>Required Courses</b>		
AL 272	Organizational Management <sup>1</sup>	3
AL 366	Marketing Management (pre-requisite for advanced courses) <sup>1</sup>	3
AL 308	Adv Marketing Management	3
Select three of the following:		15
AL 224	Public Relations	
AL 304	Retail Management	
AL 305	Promotion and Advertising	
AL 306	E-Commerce	
AL 307	Marketing Research	
AL 309	International Marketing	
Total Hours		24

<sup>1</sup> If these courses were already taken in the major, replace with additional courses from the list.

All students pursuing a Business major must earn a grade of C - or better in these required courses.

## Nonprofit Management Certificate or Minor

Code	Title	Hours
<b>Required Courses</b>		
AL 250	Nonprofit Management Principle	3
AL 251	Nonprofit Marketing	3
AL 325	Finl Issues in Nonprofit Mgmt	3
AL 335	Nonprofit Fundraising & Grant	3
AL 349	Legal Issues in Nonprofit Mgmt	3
AL 472	Managing Change	3
Total Hours		18

All students pursuing a Business major must earn a grade of C - or better in these required courses.

## Sport and Entertainment Management Certificate or Minor

Code	Title	Hours
<b>Required Courses</b>		
AL 212	Intro to Sport Management	3
AL 344	Social Aspects of Sport	3
AL 255	Admin & Org of Sport and Rec	3
AL 339	Legal & Ethical Iss Sprt & Rec	3
AL 369	Sport Economics & Finance	3
AL 374	Marketing of Sports	3
Total Hours		18

All students pursuing a Business major must earn a grade of C - or better in these required courses.

## Theological Studies Minor

Code	Title	Hours
<b>Required Courses</b>		
REL 201	Old Testament	3
REL 203	New Testament	3
REL 229	Rel Educ-Youth & Adults	3
REL 233	Communicating Bible Messages	3
REL 287	Christian Care Giving	3
REL 376	Christian Ethics	3
Total Hours		18

# ACCELERATED LEARNING CENTER LOCATIONS

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## Michigan

### Concordia University – Ann Arbor

Center Director: Caroline Harris  
4090 Geddes Road  
Ann Arbor, MI 48105  
Phone: 734-995-7309

The Ann Arbor Accelerated Center is part of the main campus of Concordia University Ann Arbor located on Geddes Rd. Some programs are offered in partnership with Concordia University Wisconsin.

## Wisconsin

### Concordia University - Appleton Center

Center Director: Sarah Schneider  
4351 W. College Avenue  
Suite 100  
Appleton, WI 54914  
920-968-0933 (FAX 920-968-0935)  
Toll Free: 866-289-6212

The Appleton Center is located west of I-41 off exit 137. From College Avenue, turn south on Nicolet Road and then west onto Lawrence Street to access the parking lot.

### Concordia University – Beloit Center

Center Director: Donna Harold  
2040 Sutler Avenue  
Beloit, WI 53511  
608-361-1830 (FAX 608-361-1831)  
Toll Free: 866-216-0253

The Beloit Center is conveniently located just East of I-90/39 on Highway 81 (Sutler Avenue) in the Morgan Square Shopping Plaza.

### Concordia University – Green Bay Center

Center Director: Amanda Jacobson  
Executive Center II  
1150 Springhurst Drive, Suite 101  
Green Bay, WI 54304  
920-498-2551 (FAX 920-498-1077)  
Toll Free: 888-425-3206

The Green Bay Center is located in Ashwaubenon, at 1150 Springhurst Drive, Suite 101, off of Hansen Road and Oneida Street, 2 blocks west of the Bayland Insurance.

### Concordia University – Kenosha Center

Center Director: Jeffrey Jarmes  
10222 74th Street  
Kenosha, WI 53142  
262-697-8260 (FAX 262-697-8264)  
Toll Free: 866-289-6213

The Kenosha Center is located off US Highway 50 across the street from the Aurora Medical Center and just East of I-94.

### Concordia University – Madison Center

Center Director: Tina Root  
2909 Landmark Place, Suite 101  
Madison, WI 53713  
608-277-7900 (FAX 608-277-7969)  
Toll Free: 800-859-4872

Concordia's Madison Center is located on the southwest side of the Madison metropolitan area in the METASTAR building at 2909 Landmark Place, Suite 101, just off of the Beltline and Todd Drive.

### Concordia University – Mequon Center

Center Director: Erik Halling  
12800 N. Lake Shore Drive  
Mequon, WI 53097-2402  
262-243-4399 (FAX 262-243-4438)  
Toll Free: 888-969-4289

The Mequon Center is a part of the main campus of Concordia University Wisconsin. The campus is located on the shore of Lake Michigan just north of Milwaukee.

### Concordia University – Milwaukee Midtown Center

Center Director: Joelynett McKee  
4151 North 56th Street, Milwaukee, WI 53216  
414-444-0734 (FAX 414-444-1908)

The Milwaukee Midtown Center is centrally located in the new Midtown Mall on 56th Street just north of Capitol Drive.

### Concordia University – Miller Park Way Center

Center Director: Danya Sasada  
1670 Miller Park Way  
West Milwaukee, WI 53214  
414-647-2523 (FAX 414-647-2545)

The Miller Park Way Center is on the corner of Mitchell Street and 43rd Street (Miller Park Way) in West Milwaukee.

### Concordia University – Waukesha Center

Center Director: Joseph Malinauskas  
N14 W23777 Stone Ridge Dr., Suite 290  
Waukesha, WI 53188  
262-522-0990 (FAX 262-522-0995)

The Waukesha Center is located off of I-94 and Hwy 164, just north of the expressway on Stone Ridge Drive (just past M&I Bank). We are located in the Grady, Hayes and Neary law building, which is the third building on the right side from the corner on Stone Ridge Drive.

## Additional Locations for Graduate Education Cohorts

### Greendale

Martin Luther High School  
5201 South 76th Street  
Greendale, WI 53129

### Milwaukee

Milwaukee Lutheran High School  
9700 West Grandtosa Drive

Milwaukee, WI 53222

**Onalaska**

Onalaska High School  
700 Hilltopper Place  
Onalaska, WI 54650

**Wausau**

Northcentral Technical College  
1000 W. Campus Drive  
Wausau, WI 54401



# FACULTY

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## A

### Adams-Qualls, Lisa

Assistant Professor of Social Work

### Alfonsi, Elizabeth

Assistant Professor of Physical Therapy  
DPT, BS, Marquette University  
At Concordia since 2016

### Alles, Brad A

Assistant Professor of Education-Secondary/K-12  
MA, Concordia University Chicago; BS, Concordia University Nebraska  
At Concordia since 2016

### Altevogt, Brian

Professor of Music  
DMA, University of Michigan  
At Concordia since 2003

### Ames, Diane

Associate Professor of Nursing-Grad  
Department Chair  
DNP; ; MS, UW-Oshkosh; BS, UW-Eau Claire; BSN, Alverno College; Other,  
CUW  
At Concordia since 2012

### Arneson, Dean

Associate Professor of Pharmaceutical & Admin Sci  
Dean  
Ph D, Other, University of Nebraska Medical Center; MS, University of  
Nebraska Medical Center; MS, University of Nebraska Medical Center  
At Concordia since 2008

### Arnholt, Philip J

Professor of Natural Science  
Ph D, University of Nebraska; MS, Eastern Illinois university  
At Concordia since 1971

## B

### Barnett, Jon J

Assistant Professor of Natural Science  
Ph D, Auburn University; BS, University of Montevallo  
At Concordia since 2008

### Barnhart, Robert

Professor of Physical Therapy  
Program Director  
Sci D, University of Tennessee Health Science Center; MS, University of  
Tennessee; BA, West Virginia Wesleyan College; Other, Emory University  
School of Medicine  
At Concordia since 2010

### Bartelme, Kassandra M

Associate Professor of Pharmacy-Practice  
Pharm D, University of Minnesota - Twin Cities; BS, University of  
Wisconsin - Madison; Other, University of Minnesota - Twin Cities College  
of Pharmacy  
At Concordia since 2011

### Baum, Jon

Professor of Mathematics

Department Chair

Ph D, University of Wisconsin Milwaukee; MS, MBA, Marquette University;  
BS, Valparaiso University  
At Concordia since 1975

### Beck, Jordan P

Associate Professor of Natural Science  
Ph D, BS, University of Illinois at Urbana-Champaign  
At Concordia since 2011

### Becker, Jennifer

Assistant Professor of Education-Early Childhood  
Program Director  
MS, Concordia University Wisconsin  
At Concordia since 2014

### Bellone, Jessica M

Associate Professor of Pharmacy-Practice  
Other, Drake University  
At Concordia since 2014

### Belz, Angela

Assistant Professor of Qualitative Business  
MS, Concordia University Wisconsin; BA, Ottawa University  
At Concordia since 2016

### Berger, Gisela

### Berrios Barillas, Reivian

Assistant Professor of Occupational Therapy  
Ph D, MPT, BA, Marquette University; DPT, University of St. Augustine  
At Concordia since 2016

### Bialkowski, Joey

Assistant Professor of SEB/HEM  
Department Chair  
EDD, Concordia University Chicago; MBA, Canisius College; BS, Brock  
University  
At Concordia since 2011

### Bichler, Katherine A

Professor of Natural Science  
Assistant Chair  
Ph D, Northwestern University; BS, Carroll College  
At Concordia since 2008

### Bloedow, Mark E

Assistant Professor of Music  
MM, Concordia University Wisconsin; BME, University of Wisconsin--  
Oshkosh  
At Concordia since 2016

### Boonenberg, John

Assistant Professor of Music  
At Concordia since 2017

### Borst, Michael J

Associate Professor of Occupational Therapy  
OTD, Rocky Mountain University of Health Professions; MS, Western  
Michigan University; BA, Calvin College  
At Concordia since 2007

### Borys, Douglas J

Professor of Pharmaceutical & Admin Sci

Pharm D, Shenandoah University; BS, University of Minnesota  
At Concordia since 2011

**Bowman, Christine**

Assistant Professor of Occupational Therapy  
MS, Duquesne University; BS, Syracuse University  
At Concordia since 2011

**Brock, William B**

Associate Professor of Quantitative Business  
Ph D, Benedictine University; MBA, Emory University; BBA, Georgia  
College & State University  
At Concordia since 2016

**Brown, Michael C**

Professor of Pharmacy-Practice  
Associate Dean  
Pharm D, BS, University of Wisconsin-Madison; Other, VAMC - William S.  
Middleton Veterans Hospital and Clinics  
At Concordia since 2009

**Bryant, Emily E**

Pharm D, Concordia University Wisconsin; Other, Aurora Health Care,  
Metro Inc.  
At Concordia since 2017

**Buckley, Elizabeth**

Associate Professor of Pharmacy-Practice  
Pharm D, BS, University of Wisconsin Madison  
At Concordia since 2010

**Bull, Bernard**

Associate Professor of Education-Graduate  
Vice Provost  
EDD, Northern Illinois University; MA, University of Wisconsin - Milwaukee;  
MA, Concordia University Chicago; BA, Concordia University Wisconsin  
At Concordia since 2006

**Bunyan, Sheri L**

Assistant Professor of Physical Therapy  
BS, Northern Michigan University; Other, Marquette University; Other, St.  
Catherine University  
At Concordia since 2009

**Burlage, Robert S**

Professor of Pharmaceutical & Admin Sci  
Department Chair  
Ph D, University of Tennessee; MS, Columbia University; MS, Duquesne  
University; BA, Rutgers University  
At Concordia since 2011

## C

**Calhoun, Paul S**

MFA, City University of New York  
At Concordia since 2017

**Canapa, Sally**

Ph D, University of Wisconsin Milwaukee  
At Concordia since 1990

**Cario, William**

Professor of History  
Provost  
Ph D, MA, New York University; BA, Concordia Teachers' College

At Concordia since 1990

**Castillo, Uvidelio F**

Assistant Professor of Pharmaceutical & Admin Sci  
Ph D, Nagoya University; MS, Universidad de Los Andes Mérida; BS,  
Colorado State University; Other, Plant Sciences, Montana State  
University  
At Concordia since 2013

**Cero-Jaeger, Cathy**

Assistant Professor of Nursing-Undergrad  
MS, University of Wisconsin Milwaukee; BSN, University of Wisconsin  
Madison  
At Concordia since 2014

**Chappy, Sharon**

Professor of Nursing-Grad  
Dean  
Ph D, University of Wisconsin Milwaukee; MS, University of Wisconsin  
Oshkosh; BS, University of Wisconsin Madison  
At Concordia since 2014

**Chlebos, Daniel**

Assistant Professor of Justice & Public Policy  
MS, University of Wisconsin - Platteville; BA, Concordia College (now  
University); Other, Cornell University; Other, Monroe Community College;  
Other, University of Wisconsin - Milwaukee  
At Concordia since 2007

**Chuhran, Kyle B**

Assistant Professor of Education-Elementary  
MS, Concordia University - Wisconsin; BA, Concordia College  
At Concordia since 2014

**Clemons, Renee**

Assistant Professor of Nursing-Undergrad

**Collins, Sarah**

At Concordia since 2017

**Condie, Bradley O**

Professor of Qualitative Business  
Ph D, Northwestern University; MBA, Keller Graduate School of  
Management; BA, Wheaton College  
At Concordia since 1991

**Cunningham, Christopher W**

Associate Professor of Pharmaceutical & Admin Sci  
Ph D, BS, University of Maryland; Other, University of Kansas Department  
of Medicinal Chemistry and Specialized Chemistry Center  
At Concordia since 2011

**Curry, Brian**

Associate Professor of Business

## D

**Daugherty, Ryan**

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**Davis, Roxxi**

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Ph D, University of Illinois  
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DMA, MME, University of Colorado; BM, Washington University  
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**Dougherty-Klein, Meagan**

Assistant Professor of SEB/HEM  
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Vice Provost  
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Ph D, Northcentral University  
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## E

**Eernisse, Elizabeth R**

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EDD, MS, Northern Illinois University; BS, San Jose State University (California State University System)  
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**Ehlke, Roland C**

Professor of Philosophy  
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Ph D, MA, University of Illinois at Champaign-Urbana; BS, BA, University of Missouri - Columbia  
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CELT Director  
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## F

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**Ferguson, Randall L**

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Ph D, University of Minnesota; MA, Bowling Green State University; M Div, Concordia Seminary, St. Louis; BA, Concordia College, Ann Arbor  
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Professor of History  
President  
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**Ferry, Tamara**

**Fieten, Jennifer A**

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MA, University of Texas at San Antonio; BS, Northern Illinois University  
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**Fisher, Joseph B**

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Ph D, Medical College of Wisconsin; BS, Saint Norbert College  
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**Frazier, Tiffany M**

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Other, Marquette University  
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DSW, Aurora University  
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**Freese, James**

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## G

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## H

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**Harris, Kenneth E**

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Television; Other, Milwaukee Institute of Art & Design  
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**Koefler, Sara E**

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**Kuhfuss, Kristine M**

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Other, Lakeshore Technical College  
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MS, BA, Concordia University Wisconsin  
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**L**

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De Paul University  
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**Litman, Michael B**

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Ph D, Nova Southeastern University; MS, BS, Western Illinois University  
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**Locklair, Gary H**

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Ph D, Nova Southeastern University; MS, University of Idaho; BS,  
California State University Sacramento; Other, Concordia University  
Wisconsin  
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Assistant Professor of Computer Science  
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Pharm D, CUW School of Pharmacy; MS, Concordia University of  
Wisconsin; MS, South Dakota State University; BS, University of  
Wisconsin Stout  
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Professor of English  
Program Director  
Ph D, University of Michigan; MA, Washington University in St. Louis; BA,  
Concordia University Chicago  
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JD, University of Nebraska; MA, University of Denver Korbel School of  
International Studies; BA, Concordia University Chicago  
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Ph D, University of Wisconsin - Milwaukee; BS, University of Wisconsin -  
Eau Claire  
At Concordia since 2013

**Lorenzen, Ashley R**

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BS, William Jewell College; Other, Aurora BayCare Medical Center; Other,  
University of Missouri Kansas City - School of Pharmacy  
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**Lovern, Sarah B**

Associate Professor of Natural Science  
Ph D, University of Wisconsin-Milwaukee; BS, Truman State University;  
Other, Augustana College; Other, Oregon Institute of Marine Biology  
At Concordia since 2008

**Luckhardt, Jessica K**

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Ph D, Saybrook University; MA, East Carolina University; BS, Eastern  
Michigan University  
At Concordia since 2012

**Lueders Bolwerk, Carol**

Professor of Nursing-Undergrad

Program Director  
Ph D, University of WI: Milwaukee; Other, Marquette University  
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## M

### **Mac Kelly, Matthew**

Assistant Professor of Justice & Public Policy  
JD, Marquette University Law School; BS, North Dakota State University;  
Other, Regent University  
At Concordia since 2013

### **Macafee, Timothy**

Assistant Professor of Communication  
Ph D, University of Wisconsin-Madison; MA, BA, University of Wisconsin-  
Milwaukee  
At Concordia since 2014

### **Madinger, Hilary**

Assistant Professor of Natural Science  
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### **Makstieniaks, Santa**

Professor of Natural Science  
Other, Tartu University, Estonia  
At Concordia since 1994

### **Martin, Alex D**

Assistant Professor of Natural Science  
Ph D, Virginia Commonwealth University; BS, University of Michigan  
At Concordia since 2016

### **Masse, Gary M**

Associate Professor of Pharmaceutical & Admin Sci  
Ph D, BS, University of Windsor; Other, Everblue Training LLC; Other,  
University of Western Ontario; Other, University of Wisconsin - Madison  
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### **McGraw, Joseph E**

Associate Professor of Pharmaceutical & Admin Sci  
Ph D, BS, Other, University of Illinois  
At Concordia since 2010

### **McGuire, Richard A**

Professor of Speech & Language Pathology  
Department Chair  
Ph D, Bowling Green State University; MA, BS, Northern Michigan  
University  
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### **McKinnis, Michael S**

MA, Concordia University Wisconsin; BS, Auburn University  
At Concordia since 2013

### **McLaughlin, Margaret M**

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Ph D, BA, University of Michigan; BSN, Johns Hopkins University; Other,  
Johns Hopkins Bloomberg School of Public Health  
At Concordia since 2016

### **McMillan, William**

Professor of Computer Science  
Ph D, Case Western Reserve University; MS, MA, Case Western Reserve  
University; MBA, Wayne State University; BA, Cleveland State University

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### **Meell, Marilyn A**

Associate Professor of Education-Graduate  
EDD, University of Houston; MS, Eninboro State University in PA; BS,  
Edinboro State University of PA; Other, Stephen F. Austin State University  
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### **Menchaca, Louis A**

Professor of Music  
Department Chair  
Ph D, MA, The Ohio State University; BA, St. Mary's University of San  
Antonio  
At Concordia since 1992

### **Menuge, Angus**

Professor of Philosophy  
Department Chair  
Ph D, MA, University of Wisconsin-Madison; BA, University of Warwick;  
Other, International Academy of Apologetics, Evangelism and Human  
Rights  
At Concordia since 1992

### **Migan, Neal E**

Professor of English  
Ph D, Purdue University; MA, BA, Michigan State University  
At Concordia since 2005

### **Miller, Nadine E**

Instructor of Physician Assistant  
Director of Clinical Education  
BS, UW-Madison  
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### **Mobley, Susan**

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Department Chair  
Ph D, MA, University of Wisconsin-Madison; BA, University of Oklahoma  
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### **Mobley, Van A**

Associate Professor of History  
Ph D, MA, University of Wisconsin-Madison; BA, Vanderbilt University;  
Other, Indiana University; Other, United States Military Academy  
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### **Moeser, Elliott L**

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Program Director  
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### **Moldenhauer, Aaron**

Assistant Professor of Theology  
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### **Montreal, Steven R**

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Dean  
Ph D, University Wisconsin - Milwaukee; MA, Mankato State University;  
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### **Mosemann, Brian M**

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Other, Concordia Seminary  
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**Mucino, Gabriel**  
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**Mudge, Ronald**  
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Program Director  
Ph D, Concordia Seminary; M Div, Concordia St. Louis Seminary; BA, The University of Michigan-Flint  
At Concordia since 2007

**Mueller, Lois**  
Professor of Health & Human Performance  
EDD, University of Northern Colorado; MS, State University of New York; BA, Carthage College  
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**Mueller, Robert**  
Assistant Professor of Pharmacy-Practice  
Pharm D, BA, University of Minnesota; Other, Froedtert Hospital  
At Concordia since 2013

**Mumme, Jonathan W**  
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ThD, University of Tuebingen; BA, Concordia University Chicago; Other, Concordia Seminary  
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**Muth, Nicole**  
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## N

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## O

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## P

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Pharm D, BS, University of Wisconsin; MBA, Concordia University Wisconsin (Anticipated); Other, Providence Health Care, Sacred Heart Medical Center; Other, Aurora Health Care, St. Luke's Medical Center  
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**Parrish, Stephen E**  
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**Parve, Julie**  
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DNP, MS, CUW-Mequon; BSN, Marian University  
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Ph D, Concordia Seminary St. Louis; BA, Concordia College, Ann Arbor;  
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Pharm D, University of Wisconsin  
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**Potratz, Jeffrey**

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## R

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**S**

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# LEGAL NOTICES

## The Family Education Rights and Privacy Act

Consistent with the Family Educational Rights and Privacy Act (FERPA) or 1974, as amended by S. J. Res 40 (12-30-74), the following statement represents the position of Concordia University Wisconsin with respect to the confidentiality of student records.

The Act assures students "the right to inspect any and all official records, files, and data directly related..." to themselves, and assures the student an opportunity for debate or correction of inaccurate, misleading, or otherwise inappropriate data in the student's file.

The Act provides that no party may review a student's record with the exception of the following, who do not need written consent of the student to view a record: other school officials, officials of other schools or systems in which the student intends to enroll, authorized representatives of:

1. the Comptroller General of the U.S.
2. the Secretary of H.E.W.
3. administrative head of an education agency
4. state educational authorities. Persons working in connection with a student's application for, or receipt of, financial aid.

Any other than those listed above can obtain access to a student's file only upon written release from the student. This record will be available for inspection only by the student. The following procedure has been established for CUW students.

A written request, signed by the student shall be presented to the Registrar or appropriate office. The Registrar, or other appropriate office will arrange a time and date, within 45 days after receipt of the request, for the student to review the record.

The following types of information are considered directory information and may be included in publications or disclosed upon request without consent of the student, but only after public notice of these categories of information has been given in order to allow sufficient time for the student to inform the institution that any and all of this information should not be released without prior consent, such requests can be made in writing to the Registrar's Office:

- student's name
- address including e-mail
- telephone number
- dates of attendance
- photo
- class standing and class schedules
- previous institution(s) attended
- major field of study
- awards
- honors (including Dean's List)
- degree(s) conferred (including date)
- past and present participation in official recorded sports activities
- physical factors (height, weight of athletes)
- date and place of birth

The Act provides the student the right to file with the U.S. Department of Education a complaint concerning alleged failures by the education institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office - U.S. Department of Education  
600 Independence Avenue, SW - Washington, DC 20202-4605

## Public Notice Designating Directory Information

Concordia University Wisconsin hereby designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion.

### Category I

Name, address, telephone number, dates of attendance, class, photos and class schedules.

### Category II

Previous institution(s) attended, major field of study, awards, honors (includes Dean's List), degree(s) conferred (including dates).

### Category III

Past and present participation in officially recorded sports and activities, physical factors (height, weight of athletes), date and place of birth.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Office of the Registrar prior to the fifth class day of each academic year. Forms requesting the withholding of Directory Information are available in the Office of the Registrar.

Concordia University Wisconsin assumes that failure on the part of any student to specifically request the withholding of categories of Directory Information indicates individual approval for disclosure.

## Jeanne Clery Campus Safety and Campus Crime Report

The safety of all members of our campus community is a high priority at Concordia University Wisconsin. Become an informed member of our campus community to protect yourself and welcome visitors.

A copy of Concordia University's annual campus security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the University; and on public property within, or immediately adjacent to and accessible from the campus. This report also includes institutional policies concerning campus security/safety, such as alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

You may obtain a copy of this report through any one of the means listed below by contacting the Student Life Office of Concordia University requesting either a written copy or an electronic copy (sent via e-mail).

US Mail:

Concordia University Wisconsin - Student Life Office  
12800 North Lake Shore Drive - Mequon, WI 53097  
E-mail: student.life@cuw.edu

Location: Luther Hall, Room 127 (above address)

## **Grievance Procedure**

Students with grievances may wish to consult with their academic advisor or the appropriate division chairperson. Procedure for the process involved in working through a grievance is spelled out in the Student Handbook.

## **Non-Discrimination Policies**

Concordia University Wisconsin admits qualified students of any age, sex, race, color, national or ethnic origin, physical or mental conditions, or developmental disability, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Concordia University Wisconsin does not discriminate on the basis of race, color, national or ethnic origin, age, sex, physical or mental condition, or developmental disability in the administration of its admission policies, education policies, scholarship and loan programs, athletic and extra-curricular programs or other school-administered programs. Concordia University does not discriminate on the basis of handicap. (c.f. Section 504 of the Rehabilitation Act of 1973).

## **Title IV**

Concordia University fully subscribes to all Federal and State civil rights laws banning discrimination for private, church-affiliated institutions of higher education. CU will not discriminate against any employee, applicant for employment, student or applicant on the basis of race, color, sex, pregnancy, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, gender, veteran or military status, predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, State or Federal law.

A pamphlet summarizing CU's policy and procedures relating to sexual harassment and gender discrimination, and a full explanation of the policy, which includes a list of University staff members who can help, can be found at: [www.cuw.edu/consumerinformation](http://www.cuw.edu/consumerinformation)

## **Weapons Prohibited**

All persons are prohibited from possessing or carrying a firearm, ammunition or weapons of any kind, as determined in CU's sole discretion, regardless of whether the person has a permit to carry a firearm. Any employee, faculty, student or other representative of the University who violates this policy shall be notified of the violation and subject to disciplinary action, up to and including termination or expulsion.

# INDEX

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## A

Academic Policies .....	4
Accelerated Learning Center Locations .....	37
Accelerated Learning Centers and Off Campus Offerings .....	2
Accelerated Second Degree BSN .....	24
Accounting .....	25
Accounting Minor .....	35
Additional Accelerated Center Information .....	9
Admission Procedures .....	10
Associate Degree Programs .....	23

## B

Bachelor Degree Programs .....	24
Bachelor of Science-Nursing Completion Program for Registered Nurses .....	26
Business .....	20
Business Management .....	26
Business Management Certificate or Minor .....	35

## C

Certificate Program .....	19
Construction and Trades Management .....	27
Criminal Justice & Public Policy .....	20
Cultural Studies Certificate or Minor .....	35

## D

Diagnostic Medical Sonographer Completion .....	27
---	----

## E

Early Childhood Bachelor Completion .....	28
Early Childhood Education .....	21
Early Childhood Education .....	23
Emerging Scholars Program .....	20

## F

Faculty .....	39
Financial Aid .....	13

## H

Health Care Management .....	28
Health Care Management Certificate or Minor .....	35
Human Resource Management .....	29
Human Resource Management Certificate or Minor .....	35

## L

Legal Notices .....	52
Liberal Arts .....	21

Liberal Arts .....	29
--------------------	----

## M

Management of Criminal Justice .....	31
Management of Criminal Justice Certificate or Minor .....	36
Marketing Certificate or Minor .....	36
Medical Assistant .....	19
Minors and Certificates .....	35

## N

Non-Traditional Approaches to Earning Credit .....	14
Nonprofit Management Certificate or Minor .....	36

## O

Online Course Policies .....	15
------------------------------	----

## P

Project Invest .....	31
----------------------	----

## R

Radiologic Technology Completion .....	32
--	----

## S

Social Work .....	32
Sport and Entertainment Management Certificate or Minor .....	36
Student Services .....	17

## T

The University .....	3
Theological Studies .....	34
Theological Studies Minor .....	36
Tuition and Fees .....	12





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